**ASA® Satellite Symposium**

The American Society of Anesthesiologists (ASA) is pleased to offer an educational program for ASA Corporate Supporters and exhibiting companies at the ANESTHESIOLOGY® 2017 annual meeting in Boston, MA. This program provides an opportunity to present evidence-based medical and scientific information about current drugs, devices and solutions.



**Scheduling**

Satellite Symposium can be scheduled as follows (please note, priority is given to Corporate Supporters and events are scheduled on a first-come, first-served basis). There will be no more than 4 programs scheduled during each day and time frame.

* Saturday, October 21

6:00 – 8:00 a.m.

7:00 – 10:00 p.m.

* Sunday, October 22

6:00 – 8:00 a.m.

7:00 – 10:00 p.m.

* Monday, October 23

6:00 – 8:00 a.m.

7:00 – 10:00 p.m.

**Submission Process**

All Satellite Symposium will be reviewed by ASA before being accepted. Upon acceptance, rooms will be assigned based on availability. Events will be held at a major hotel within the ASA block.

Send completed applications along with faculty and program description to Joan Bianchi, ASA Corporate Development Coordinator at j.bianchi@asahq.org.

**Deadline to submit an application is Friday, July 14, 2017.**

Please include the following information:

* Application to host a Satellite Symposium
* Program title
* Faculty list including affiliations
* Program description

**QUALIFICATIONS AND TERMS**

As a condition of participation, any corporation participating in the program must qualify and abide by the following terms.

1. Presentations must comply with the standards set for industry by the Food and Drug Administration (FDA).
2. Satellite Symposium can NOT offer continuing medical education (CME) to invitees or participants.
3. Opportunities to host a Satellite Symposium are only offered to ASA Corporate Supporters and companies currently exhibiting at the ANESTHESIOLOGY 2017 annual meeting.
4. Qualified corporations interested in offering a Satellite Symposium must apply to ASA using the attached application form. The application must be complete, submitted by the deadline of July 14, 2017, and accompanied by full payment.
5. ASA leadership (current elected officers of the Society and members of the annual meeting planning committees) and ASA staff may not participate in any Satellite Symposium as faculty, hosts or in any other role besides that of an attendee who receives no honoraria or reimbursement. ASA staff may be assigned to monitor the event as well as distribute and collect evaluation forms.
6. Meeting space is limited. Once approved, accommodations are assigned on a first come basis with ASA Industry Supporters receiving first preference, Annual Meeting Supports second preference and Exhibiting companies third.
7. Any hotel fees for food and beverage minimums, audio-visual, set-up fees, decorator fees, electrical, labor, etc. are the responsibility of the Satellite Symposium host.
8. ASA will allow access to meeting rooms as follows (unless special arrangements are made with the designated hotel):
* Morning sessions: Starting at 5:00 a.m.
* Evening sessions: Starting at 5:30 p.m.

Satellite Symposium including related activities (e.g., reception) can begin as follows:

* Morning sessions: no earlier than 6:00 a.m. and conclude no later than 8:00 a.m.
* Evening sessions: no earlier than 7:00 p.m. and conclude no later than 10:00 p.m.

 9. All promotion, on-site materials and communication with

ASA annual meeting attendees must be approved by ASA staff prior to distribution including any and all announcements, invitations or solicitations, envelopes, advertising, web content, etc. ASA requires two (2) business days for review/approval of materials. The event must be entitled "ASA Non-Accredited Satellite Symposium presented by [Insert Company Name]” and must be clearly promoted only as a corporate program. The event cannot be advertised as a CME program nor can CME credits be given by any accredited organization. ***There can be no implication - written or otherwise - in any promotional materials or on-site materials indicating that the Satellite Symposium is part of the ASA annual meeting Education or Scientific programs and/or endorsed by the ASA. The Satellite Symposium may be included in the ASA annual meeting materials and on the ASA website.***

10. Use of the ASA or ANESTHESIOLOGY 2017 names and/or brand in advertising materials for derivative works is strictly prohibited. Should the hosting company choose to capture the program to be used in the future as a webinar or any other type of educational program, all marketing and promotional materials must be approved by ASA staff prior to distribution.

11. ASAprovides a complimentary registration list for the sole purpose of inviting attendees to the approved Satellite Symposium. Any other use or storage of the registration list is strictly prohibited. ASA annual meeting registrants can NOT be contacted by phone in an effort to invite or confirm their attendance at the Satellite Symposium. Use of the attendee list for anything other than the approved invitation will result in the loss of all exhibitor priority points accumulated to date.

12. Each Satellite Symposium host is responsible for directional signage and signage outside of the meeting room. Signage is permitted as follows:

* Morning sessions: beginning at 5:30 a.m. and all signage must be removed by 8:00 a.m.
* Evening sessions: beginning at 5:30 p.m. and all signage must be removed by 10:30 p.m.

Signage must comply with ASA requirements for promotion outlined above.

**PARTICIPATION FEES**

The fee to offer a Satellite Symposium at ANESTHESIOLOGY 2017 is:

* Industry Supporters: $20,000
* Annual Meeting Supporters: $20,000
* Exhibitors: $35,000

***Industry and Annual Meeting Supporter fee includes opportunity to place a promotional piece in ANESTHESIOLOGY 2017 registration bags and promotion by ASA at the conference center and through social media.*** If the application is not completed and submitted to ASA by the deadline and accompanied by the payment, the corporation forfeits participation.

**ASA RIGHTS**

1. If a company conducts a written or electronic evaluation of its Satellite Symposium, ASA reserves the right to review such evaluations or a summary report of the evaluations.
2. ASA reserves the right to evaluate any and all Satellite Symposium by requesting attendees to complete additional evaluation questions or surveys either on-site at the event and/or following the event.
3. ASA reserves the right for its leadership and/or staff to attend any Satellite Symposium for ASA evaluation purposes.
4. As a condition of participation, industry and organization representatives agree to observe all ASA policies and guidelines outlined in the document and other ASA publications. Violations of ASA policies and guidelines will be reviewed and sanctions may be applied.
5. ASA reserves the right to reject any application without cause or to cancel an event if the Corporate Supporter fails to comply with the terms or misrepresents the event in any way.

**CONTACT INFORMATION**

For more information, contact:

**Joan Bianchi**

**Corporate Development Coordinator**

**American Society of Anesthesiologists**

**1061 American Lane**

**Schaumburg, IL 60173-4973**

Phone: **(847) 268-9175**

Email: **j.bianchi@asahq.org**

**ASA Satellite Symposium Application**

**Program Information**

Program Title:

Proposed Description:

Learning Objectives:

1.

2.

3.

4.

Target Audience:

Presenters (please include affiliations):

1.

2.

3.

4.

[ ]  Check here if marketing materials will be produced for this program.

***Note: ASA requires review of all marketing materials prior to production and distribution for the proposed event.***

**Contact Information**

Company Name:

Contact:

Title:

Address:

City:

State:       Zip:

Telephone:       Ext:

Email:

On-site representative (if different from contact person above):

Approved ASA Satellite Symposium are restricted to the following dates & times. Please indicate preference of date and time below. Priority will be given to ASA Industry Supporters.

**Morning sessions:** Limited to 4 programs only:

 Saturday, October 21 (between 6:00 and 8:00 a.m.)

 Start time:

 End time:

 Sunday, October 22 (between 6:00 and 8:00 a.m.)

 Start time:

 End time:

 Monday, October 23 (between 6:00 and 8:00 a.m.)

 Start time:

 End time:

**Evening sessions:** Limited to 4 programs per day:

 Saturday, October 21 (between 7:00 and 10:00 p.m.)

 Start time:

 End time:

 Sunday, October 22 (between 7:00 and 10:00 p.m.)

 Start time:

 End time:

 Monday, October 23 (between 7:00 and 10:00 p.m.)

 Start time:

 End time:

Expected number of attendees:

**Function Specifications**

**Room Set**

[ ]  Conference

[ ]  Hollow Square

[ ]  U-Shape

[ ]  Classroom

[ ]  Theater

[ ]  Rounds

[ ]  Reception

**Check all planned activities:**

[ ]  Coffee/Tea

[ ]  Breakfast

[ ]  Reception

[ ]  Dinner

[ ]  Reception/Dinner

[ ]  Other (please describe):

**Signature of Agreement**

By your signature, you are agreeing to abide by the qualifications and terms stipulated in the ASA Satellite Symposium application for an event at ANESTHESIOLOGY 2017.

Company Representative Signature:

Company Name:

Date:

**Submit application no later than July 14, 2017.**

Please send application to:
**Joan Bianchi**

**Corporate Development Coordinator**

**American Society of Anesthesiologists**

**1061 American Lane**

**Schaumburg, IL 60173-4973**

Phone: **(847) 268-9175**

Email: j.bianchi@asahq.org

ASA OFFICE USE ONLY

Date received by ASA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed and approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved event date & time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_