



**December 10–13, 2024**

# SATELLITE EDUCATIONAL SYMPOSIA GUIDELINES



Satellite Educational Symposia are autonomous, CME-accredited events that are held as an adjunct to the San Antonio Breast Cancer Symposium (SABCS) and are supported by an organization other than the SABCS. Satellite Educational Symposia go through a rigorous approval process and are evaluated for their ability to provide educational content distinct from and/or that enhances the content provided by the official SABCS scientific program.

- **Sponsoring Organization:**

The organization planning the CME content and providing the *AMA PRA Category 1 Credit™*.

- **Supporting Organization:**

The organization providing funding for the program.

- **Third-Party Organization:**

The organization responsible for the logistics, communications companies, and/or third-party planners (this may also be the Sponsoring Organization).

## Important Dates

### August 9, 2024

DEADLINE FOR APPLICATION

### August 30, 2024

ACCEPTANCE LETTERS EMAILED

### September 6, 2024

PAYMENT AND SIGNED LETTER OF AGREEMENT DUE TO SABCS

### October 10, 2024

DEADLINE TO CANCEL, NO REFUNDS PERMITTED UPON APPROVAL

### October 24, 2024

DEADLINE FOR APPROVAL OF PROMOTIONAL AND EDUCATIONAL MATERIALS BY SABCS

DEADLINE TO SEND REGISTRATION SITE LINKS TO SABCS TO BE POSTED ON WEBSITE

### February 1, 2025

SUMMARY OF THE SYMPOSIUM EVALUATIONS AND FINAL ATTENDANCE COUNT IS DUE TO THE SABCS WITH COPIES OF THE ORIGINAL EVALUATIONS

Photos: ©2023 SABCS/Todd Buchanan



### Schedule

The SABCS has designated the following dates and times (CT) for Satellite Educational Symposia:

- Tuesday, December 10**                      7:00 p.m.–10:00 p.m.
- Wednesday, December 11**            7:00 p.m.–10:00 p.m.
- Thursday, December 12**              7:00 p.m.–9:00 p.m.

Limited slots are available and will be determined by the SABCS official evening events schedule to reduce topic conflicts.

### Benefits

- Exposure by presenting important education to a targeted audience of cancer research scientists from around the world.
- Use of hotel meeting space in an SABCS Headquarter Hotels (Marriott River Center and Marriott River Walk).
- Use of a separate hotel meeting room for speaker preparation and office.

### Eligibility Criteria

The supporting organization must adhere to the following criteria:

- Fulfill any funding obligations.
- Hold the SABCS harmless from all claims that may result from the program.
- The SABCS reserves the right to:
  - o Reject any proposal that does not meet the criteria set forth in these guidelines.
  - o Reject any proposal for reasons solely determined by the SABCS, including a decision to limit the number of industry-organized activities at the SABCS Annual Meeting.
  - o Consult with the supporting organization to assure appropriateness of the activity outcome.
  - o Provide on-site monitoring of the event to ensure that the organizer is meeting said criteria.



# CONTINUING MEDICAL EDUCATION (CME) ACCREDITATION

Only organizations accredited by the Accreditation Council for Continuing Medical Education (ACCME) or organizations that work with an ACCME-accredited provider through joint providership may sponsor CME activities and may award *AMA PRA Category One (1) Credit™*. These accredited providers are responsible for the content, quality, and scientific integrity of all CME activities certified for credit.

The SABCS encourages all CME providers participating in Satellite Educational Symposia to review current ACCME Standards for Integrity and Independence. These standards, along with the tools to implement them, can be found at [www.accme.org](http://www.accme.org).

- All Satellite Educational Symposia must provide CME credit, and the supporting organization is responsible for obtaining this credit.
- Speakers must provide relevant conflicts of interest prior to the CME activity. This must be done orally immediately prior to the speaker presentation, and a written disclosure slide must precede the presentation.
- Speakers must provide appropriate disclosures of non-FDA-approved (off-label) uses of drugs and medical devices.
- References must be included with authors and dates or included on the slides.
- There must be appropriate evaluations of symposium content and speakers.

## Evaluation Summary

All Satellite Educational Symposia program presenters must provide the SABCS with a summary report of the attendees' evaluations of the program collected in conformance with the ACCME requirements. Attendees must be asked to evaluate the program for objectivity and the presence of commercial bias. Final attendance numbers and demographics should be included in the final summary report.

Evaluation results are to be included in a summary report that must be provided to the SABCS by February 1, 2025. Please send these data to the UT Health Science Center San Antonio Office of Continuing Medical Education at [cme@uthscsa.edu](mailto:cme@uthscsa.edu).



# PROGRAM COMPLIANCE

## Content

- Program content must be developed independently, free of bias, and cannot completely overlap content being presented in the official program of the SABCS. The program title must be indicative of the symposium.
- Objectives must clearly meet the educational needs of the target audience.
- The program must be presented in an objective, balanced, and scientifically rigorous manner. It cannot commercially promote a specific drug, product, or service.
- Proposals must be for live programs only; enduring materials will be permitted.
- Content cannot promote a specific proprietary business interest of a commercial entity.

## Audit

To ensure compliance, the programs may be audited by a member of the SABCS' CME Department at [cme@uthscsa.edu](mailto:cme@uthscsa.edu).

## Role of the Faculty

- Faculty must be independent subject matter experts and must be scientists and/or clinicians.
- Faculty must present an evidence-based, balanced presentation with a full scientific review.
- Product-specific promotional material and/or advertisement of any type is prohibited during the presentation and at the event.

## Modifications

It is the responsibility of the applicant supporting organization to develop and implement a program that is in line with the proposal submitted and approved for presentation. Any changes in content or faculty must be communicated to the SABCS in writing and in advance of the symposium and must receive SABCS approval. The SABCS reserves the right to deny any changes to programs at any time. Changes made after the deadlines will not be reflected in the SABCS's official listings.



# MARKETING AND PROMOTION

All symposia invitations, announcements, and signage must reflect the professional tone of the SABCS Annual Meeting and must be reviewed and approved by the SABCS prior to printing and circulation. The SABCS strongly recommends NOT printing prior to receiving approval.

Please send a PDF copy of the proposed piece to [sabcs-eventmeetings@uthscsa.edu](mailto:sabcs-eventmeetings@uthscsa.edu) attention "Satellite Marketing" by October 24, 2024. Please allow seven business days for review from the time of the request.

## Guidelines for Promotional Materials

SABCS names, insignias, logos, and acronyms are proprietary marks. Use of the names in any fashion, by any entity, for any purpose is strictly prohibited without written permission.

The following disclaimer must be included on the front of each invitation, mailer, and promotional sign:

**This symposium is sponsored by <name of sponsoring organization> and supported by a grant from <name of supporting organization>. This is not an official program of the San Antonio Breast Cancer Symposium®.**

In addition to the disclaimer, the SABCS name can only be referenced once using the above language on each mailer and promotional sign. There can be no implication in any marketing materials or after-products that the event is directly connected with the official SABCS,

presented in cooperation with the SABCS, or endorsed by the SABCS. In describing these events, the following phrases may not be used: "presented during," "presented in conjunction with," or "attendees of the SABCS".

Giveaways or incentives to the symposium attendees, or on-site promotional tactics, are prohibited. Meals and educational materials pertinent to the symposium are permitted.

## Distribution Methods for Promotional Materials

### PERMITTED

- Promotions provided by the SABCS as outlined below.
- Approved invitation distributed from an exhibitor's booth.
- Approved signage in hotels with hotel approval.

### NOT PERMITTED

- Use of individuals posing as "walking signs" in hotels or the convention center, including the aisles of the Exhibit Hall.
- Distribution of materials, signs, or brochures in the convention center, except for the Satellite Educational Symposia Booth.
- Hotel door drops.
- Broadcast faxes or emails to pre-registrants sent by anyone other than the SABCS.

## MARKETING AND PROMOTION (cont'd)

### EACH SPONSORING ORGANIZATION WILL RECEIVE FROM SABCS

- Two email blasts to the SABCS 2024 registered attendees, which lists title, description, time, location, and link to each symposium site.
- Listing of each symposium, including description, location, and registration information, in the SABCS 2024 mobile app.
- Link to each symposium or information site from the SABCS 2024 site.
- On-site Satellite Symposia Booth from the opening from Monday, December 9 through Thursday, December 12. Attendees may not register for the Satellite at this booth, invitations with Satellite agendas, speakers, and registration information will be available and distributed at this location.

**Please note:** This will be the only promotion allowed in the convention center.

- Social media posts on the day of the symposium.
- Complimentary “Sponsored Event Listings” section on the SABCS News Website.
- Opportunity to purchase an enhanced or premier listing in daily SABCS News (separate fee based on availability).

### ADD-ONS

**These items will be at an additional expense.**

- One-time use of the pre-registration emailing list sent out fulfilled by CMR for promotion of the event.\*
- One-time push notification on the Hubilo App will be displayed 30 minutes before your event.\*

\*Please contact [sabcs-eventmeetings@uthscsa.edu](mailto:sabcs-eventmeetings@uthscsa.edu) and cc [sabcs-exhibits@uthscsa.edu](mailto:sabcs-exhibits@uthscsa.edu) with subject line “SABCS 2024 Satellite Add-Ons” to learn more.

## Symposia Signage Regulations

A limited number of promotional and directional signs for symposia are permitted:

- One 22 inch x 28 inch poster may be provided to the SABCS for placement in the Satellite Educational Symposia Booth.

- One 22 inch x 28 inch poster may be placed at the supporting organization’s exhibit booth.
- Two 22 inch x 28 inch posters may be placed on the easels in front of the assigned meeting room, two hours prior to the start of the symposium. No signs will be permitted outside this venue, and no plasma screens are allowed.
- Three 8.5 inch x 11 inch handheld directional signs are permitted in areas near the allocated symposium room, 30 minutes prior to the start of the symposium. Handheld signs may be used near an elevator or escalator to direct attendees to the appropriate floor.
  - o No stand-alone signs are allowed to be placed in the hotel lobby.
- Placement of signage must not interfere with other symposia.

## Use of SABCS Names and Trademarks

All names, trademarks, service marks, brands, logos, designs, slogans, and other designations of SABCS, including without limitation SABCS®, San Antonio Breast Cancer Symposium®, are the sole and exclusive property of SABCS. Use of any SABCS trademark without SABCS’s prior written permission is strictly prohibited, except for using SABCS’s name as required in the disclaimer for signage and the disclaimer in other materials associated with satellite events.

Review of use of any SABCS trademark in any materials (including but not limited to promotional mailers, URLs, links, ads, or online functionality related to SABCS) will include review by the SABCS office.

Violations of this trademark policy may result in exhibitors being assessed licensing fees and other remedies available to SABCS.

**Use of SABCS logos are prohibited.**



## GENERAL INFORMATION

### Expenses and Catering

Supporting, sponsoring, or third-party organizations must accept financial responsibility for all aspects of the symposium, including audiovisual, catering, electrical, telephone, shipping, etc. The SABCS is not responsible for any charges incurred by the organizers of the Satellite Educational Symposia.

### Registration

The SABCS requires any registration outside of a symposium room to be limited to three, six-foot tables. Lead retrieval units will be offered to sponsorship organizations by Convention Management Resources, Inc., the official SABCS registration provider. Order forms, cost, and additional details will be provided to each sponsoring organization.

### Room Set

All symposia rooms will be assigned based on the number of estimated attendees, per the application. Room sets must be coordinated with the hotel directly and will only be accommodated on a space-available basis. Symposia lectures must be contained within your assigned room. Video overflow is not permitted.

Registration and all food functions may not begin prior to or be held after the assigned time frame. Speaker ready rooms will be available on space availability and handled directly with the hotel.

### Recording

Satellite Symposias may be recorded at the expense of the organizers. Livestreaming is not permitted.

### Payment

SABCS accepts credit cards, checks, wire transfers, and ACH in USD for payment. We do not accept third-party payment methods such as SAP Ariba, EVED or purchase orders for satellite or affiliate meetings payments.

### Proposal Review Process

The SABCS Co-Chairs will review each complete proposal and provide feedback to the organizers. Accepted applications received by August 9, 2024, will receive email confirmation of assignment by August 30, 2024. Space assignments will not include office space and/or speaker ready room. These will need to be requested after the initial space release has been received. Once official notification and space release has been received, organizers will be provided with a hotel contact to help make the necessary arrangements for the symposia.



## Application Process

- Organizers of a Satellite Educational Symposium must submit a proposal as outlined in these guidelines by August 9, 2024.
- Satellite Educational Symposium fee: \$30,000.
- A non-refundable deposit of \$5,000 must be submitted with the proposal. Proposals without the deposit will not be considered.
- Upon approval organizers must submit the Satellite Educational Symposium fee of \$30,000. No refunds permitted.
- Funding must be confirmed at the time of submission. Applicants are required to submit a funding commitment letter from all supporting companies in order for each company to be listed as a co-supporter in promotional materials.
- Incomplete applications will not be reviewed, so please pay close attention to each required component of the application. Please be as accurate and detailed as possible, as the SABCS will print the information contained in the applications of accepted programs in a section of the final program.
- Following review as noted above, applicants will be notified of the SABCS' decision by August 30, 2024.
- Upon selection and notification, the organizer will be required to submit the balance and signed symposium agreement on or before September 6, 2024. If these items are not received by September 6, 2024, the satellite educational symposium will not proceed.
- Satellite Educational Symposia will be assigned appropriate space in an SABCS-designated hotel(s). Assignments are final and non-negotiable. This determination will not be made until space assignments have been finalized for SABCS official functions.

## Cancellation Policy

An organization's satellite submission will not be reviewed until SABCS receives their non-refundable application deposit. If for any reason the satellite event is cancelled or otherwise modified, please contact the SABCS office at [sabcs-eventmeetings@uthscsa.edu](mailto:sabcs-eventmeetings@uthscsa.edu). **No refunds upon approval will be allowed.** See Program Modifications.

**September 6** – Satellite Educational Symposium Fee Due.

**October 10** – Deadline to cancel, no refunds permitted upon approval.

## Proposal Elements

In order to be considered, an application must be completed and submitted to the SABCS no later than August 9, 2024. Late applications will not be accepted.

**Please submit your application here:**

[SurveyMonkey.com/r/2024SABCS\\_SES](https://www.surveymonkey.com/r/2024SABCS_SES)

## Questions/Inquiries

Please contact [sabcs-eventmeetings@uthscsa.edu](mailto:sabcs-eventmeetings@uthscsa.edu) for more information regarding Affiliate and Satellite Meetings.

Please contact [sabcs-exhibits@uthscsa.edu](mailto:sabcs-exhibits@uthscsa.edu) for more information regarding Exhibitor Meeting Rooms.