



2010 SATELLITE SYMPOSIA GUIDELINES

The National Lipid Association (NLA) has established that independently developed and CME-certified satellite symposia held in conjunction with the scientific meetings of the NLA are valuable opportunities to provide continuing education for our members. In this regard, we are pleased to offer satellite symposia slots in conjunction with our 2010 annual meetings.

Satellite symposia are non-commercial CME- and CE-certified activities addressing educational needs and performance gaps that complement the NLA scientific program agenda. They may include one or a number of speakers and may cover one or several topics addressing the educational gaps of lipid specialists. The activities will not be sponsored by the NLA but will be endorsed as “lipid-focused” education. Satellite symposia are separate and independent from the official scientific sessions offered by the NLA.

The following deadlines and guidelines provide important information about holding a satellite symposium at an NLA meeting and the process for completing a symposium proposal. Please contact the NLA meetings department directly (contacts below) should there be any questions or further information required. See you in 2010!

Contacts:

Shannon Sheridan, Event Director..... 904-998-0854
ssheridan@lipid.org

Lindsay Otto, Meetings Coordinator..... 904-309-6213
lwotto@lipid.org

Application Deadlines:

Clinical Lipid Update- Winter..... January 15, 2009

Annual Scientific Sessions.....February 26, 2010

Clinical Lipid Update- Summer.....June 25, 2010

Satellite Symposia - NLA Annual Scientific Sessions

NLA 2010 Annual Scientific Sessions

May 13-May 16, 2010

The Sheraton Hotel and Towers

Chicago, IL

Application Deadline: February 26, 2010

The NLA has designated the following dates and times open for independent satellite symposia at the 2010 Annual Scientific Sessions. We anticipate 150-200 attendees at a satellite event (total attendance anticipated at 350-450):

Event Type	Fee	May 13	May 14	May 15	May 16
Breakfast Symposium	\$15,000	N/A	N/A	N/A	6:00-8:00AM
Dinner Symposium	\$20,000	7:00 - 10:00PM	6:30 - 10:00PM	N/A	N/A

Satellite Symposia - NLA Regional Clinical Lipid Update Meetings

Clinical Lipid Update - Winter

Jointly hosted by the Pacific and Southwest Regional Chapters

February 19-21, 2010

The Palace Hotel

San Francisco, CA

Clinical Lipid Update - Summer

Jointly hosted by the Southeast and Northeast Regional Chapters

August 27-29, 2010

The Mayflower Hotel

Washington, DC

The NLA has designated the following dates and times open for independent satellite symposia at the regional Clinical Lipid Update meetings. We anticipate 125-175 attendees at a satellite event (total attendance at NLA Update Meeting = 250-300).

Event Type	Fee	Friday Evening
Dinner Symposium	\$15,000	7:00 - 9:30 PM

** Times are subject to change*

If the application is accepted, the following provisions for each activity will be provided in the administrative fee:

Breakfast Symposium

- Meeting room to accommodate target audience set in crescents or classroom
- Standard audiovisual equipment and technician for a 1.5-hour session *
- NLA Point of Contact to help with preliminary planning and operate as liaison between Hotel and Symposium Planner
- Entire NLA member mailing list, pre-registration list both for one time use
- Announcement of activity on www.lipid.org website, appropriate meeting related emails, and on-site meeting materials

Dinner Symposium

- Meeting room to accommodate target audience set in crescents or classroom
- Standard audiovisual equipment set and technician for a 2-hour session *
- NLA Point of Contact to help with preliminary planning and operate as liaison between Hotel and Symposium Planner
- Entire NLA member mailing list, pre-registration list, both for one-time use
- Announcement of activity on www.lipid.org website, appropriate meeting related emails, and on-site meeting materials

**Standard audiovisual equipment includes Dual Screens with Projectors, Confidence Monitor, Laser Pointer, Podium, Lavalier, and Question and Answer microphones. Organizers may choose to purchase additional AV such as upgraded lighting, sound, audience response system (ARS), etc. Such enhancements can be added to the AV set if time permits and at the third party's financial cost. ARS units must be provided by the NLA's official vendor, Leadingstar Events and Media, Inc.*

Fees

The applicant is responsible for paying a non-refundable \$150 administrative fee at the time of application.

If a symposium is cancelled within 8 weeks of the meeting date, a cancellation fee of \$2,500.00 will apply unless the symposium slot is sold to an alternate applicant.

The symposium fee is payable to the NLA 8 weeks prior to the symposium date.

Application Review, Selection and Notification Process

- Applications for symposia must be submitted before the deadlines listed above and before submitting to a commercial supporter. Requested times will be honored as space and topic permit on a “first-received, first-assigned” basis. Applications will be reviewed by NLA Program Planning Committees. The Program Planning Committees will assign slots and may distribute same-topic symposia throughout the schedule as deemed appropriate.
- Content must complement (and may not duplicate) the official Scientific Programming offered by the organization. NLA Preliminary Programs with topics and speakers identified will be posted on www.lipid.org approximately 90-days prior to each annual meeting.

In 2009, NLA members and past meeting attendees identified the following topics as their top educational needs to be addressed in future programming*:

- Risk Factors & Assessment: Advanced Lipid Testing - How to Incorporate into Risk Stratification or Risk Management
 - Lifestyle Interventions (practical)
 - Risk Factors & Assessment: Atherosclerosis Imaging
 - Clinical Trials/Application of Current Research/Drug Development
 - HDL-C Management/ HDL Functionality & Dysfunction
 - Risk Factors & Assessment: Biomarkers
 - Drug Interactions, Safety, Management of the Statin Intolerant Patient
 - New Treatment Guidelines/Guideline implementation
 - Reimbursement/Practice Management/Health Care Reform Issues
 - Vascular Biology
 - Advanced Lipoprotein Metabolism
 - Genetic Testing/Genomics
 - Risk Factors & Assessment: Coronary Calcium Scoring, Reynolds Risk Score
 - Special Populations: Ethnic Groups
 - Management of CVD Risk in Type 2 Diabetes, Metabolic Syndrome and Insulin Resistance
- *2009 NLA Activity Evaluation and Needs Assessment Survey Summary Results*
- Receipt of complete applications will be confirmed by e-mail. Applications will be reviewed within a two-week timeframe. Notification of acceptance (or required changes) will be sent by e-mail to the primary contact.
 - NLA, at its sole discretion, reserves the right to refuse selection if all slots are filled, the activity or the organizer is non-compliant with accreditation standards, or the activity does not meet the needs of the audience or NLA. If an application is not accepted, the organizer shall be notified as soon as possible. It is the responsibility of the organizer to cancel any arrangements that might have been made in connection with the symposium. NLA will not be responsible for any

expenditure or other costs incurred by the organizer or its agent(s) in planning or conducting the symposium.

Symposium Guidelines

- All satellite symposia must be certified for CME, CPE, CNE, and CDR credit and must be held in compliance with the Standards for Commercial Support of the Accreditation Council for Continuing Medical Education (ACCME).
- The symposium will be endorsed by the NLA as a lipid-focused activity recognized by the American Board of Clinical Lipidology and the Accreditation Council for Clinical Lipidology certifying boards.
- Events selected shall only be held in space assigned by NLA at times that do not conflict with the official sessions and educational programming sponsored by the NLA.
- Sleeping rooms must be reserved under the contracted room block set up by the National Lipid Association. Reservations must be made NO LATER than 45 days prior to the meeting date.
- Those attending the symposium are not required to register for the NLA Scientific Sessions. However, if attendees are not registered, they will be denied access to NLA sponsored sessions, activities and catered events.
- The supporter shall designate an organizer to serve as a main point of contact for all communications regarding the symposium.
- The supporter shall pay all pass-through costs not provided under the NLA "Administrative Fee" section, including but not limited to catering.
- The organizer shall provide all promotional materials for the event to NLA staff for review and approval two-weeks prior to distribution. A one-time use mailing list will be provided 8-weeks prior to the activity date. A one-time use pre-registration list will be provided within 5-weeks of the activity date.
- Within 4 weeks following the symposium, the organizer shall provide to the NLA:
 - List of all attendees
 - Evaluation summary report