



SATELLITE SYMPOSIA GUIDELINES

Scientific Sessions

The National Lipid Association (NLA) has established that independently developed CME/CE-certified satellite symposia held in conjunction with the scientific meetings of the NLA are valuable opportunities to provide continuing education for our members and meeting participants. In this regard, we are pleased to offer satellite symposia opportunities in conjunction with our 2019 Scientific Sessions.

Satellite symposia curriculum include educational topics that complement or supplement the NLA scientific program agenda, addressing educational gaps preventing optimal patient care.

The following guidelines provide important information regarding hosting a satellite symposium in conjunction with the 2019 Scientific Sessions, including the proposal creation and application processes. Please contact the NLA Program Development department directly should there be any questions or further information required. We hope to see you in Miami!

Contact:

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904-309-6205
Aresheidat@lipid.org

Application Deadline:

2019 Scientific Sessions.....February 22, 2019

Satellite Symposia Opportunities at the 2019 Scientific Sessions

NLA 2019 Scientific Sessions

May 16 – 19, 2019

Turnberry Isle Miami Hotel

Miami, FL

Application Deadline: February 22, 2019

We anticipate approximately 150- 200 learners to attend each satellite symposium held at the 2019 Scientific Sessions. Total attendance anticipated at the 2019 Scientific Sessions is approximately 500 healthcare professionals.

Satellite Symposia Sessions and Fees

Event Type	May 16	May 17	May 18
Morning Symposium	N/A	\$40,000* 7:00 – 9:00 AM	\$40,000* 7:00 – 9:00 AM
Evening Symposium	\$55,000* 7:00–9:00 PM	\$47,500* 7:00–9:00 PM	N/A

Times are subject to change.

NOTE: Fee structure is designed for CME/CE symposia. If you are interested in hosting a non-CME symposium, please contact Amina Resheidat aresheidat@lipid.org.

**Fee includes CME and CE accreditation for the live symposium. The NLA must serve as the accredited provider for all CME/CE symposia at the Scientific Sessions. There is an additional charge of \$12,500 fee for CME/CE accreditation of enduring activities.*

The following provisions are provided in the Symposium Fee:

- Meeting room set for at least 150 people, classroom-style. *Alternative sets available. Contingent upon space availability, all Satellite Symposia will be held in a room separate from the General Session room. The NLA cannot make symposia attendance guarantees.*
- NLA Point of Contact to assist symposium applicant (Host) with planning and operate as liaison between Hotel and Host.
- Listing in Meeting Webpage on www.lipid.org.
- Banner advertisement in the NLA meeting mobile application shared with all attendees.
- Inclusion in two (2) e-blasts sent to 2019 Scientific Sessions registrants.
- One pre-registrant meeting list containing approximately 500 names. *All pre-registrant mailings are subject to approval by NLA before printing and distribution. This list is approved for one-time use.*
- Three (3) 24X36 signs to be displayed at the host hotel. *Signage artwork provided by Host; Production, shipping, and placement provided by NLA.*
- Inclusion of one (1) informational insert in all 2019 Scientific Sessions attendee meeting bags. *Artwork, production, and shipping provided by Host; placement provided by NLA. Note that all bag inserts are subject to NLA approval.*
- One (1) push notification sent to all 2019 Scientific Sessions registrants who have downloaded the NLA's mobile meeting app (available on computers, iPhones, androids, and kindles).
- The NLA will provide meals during all symposia slots. Note that all catering orders are made at the discretion of the NLA.

NLA 2019 SCIENTIFIC SESSIONS SYMPOSIA GUIDELINES

1. All symposia must be approved by the NLA and shall only be held in NLA-approved meeting space and during NLA-approved sessions.
2. All marketing materials must include the following disclaimer: **This is an independent satellite CME/CE symposium held in conjunction with the NLA 2019 Scientific Sessions. It is not part of the official sessions as planned by the NLA Scientific Meetings Committee.**
 - Host shall provide all promotional materials for the event to NLA staff for review and approval at a minimum of two-weeks prior to distribution.
3. Host's hotel reservations must be made under the NLA's contracted room block (if available).
4. Those attending satellite symposia are not required to register for the 2019 Scientific Sessions. However, symposia attendees not registered for the Scientific Sessions will be denied access to NLA sanctioned and/or planned sessions, activities, and exhibit hall functions, and other catered events.
5. Host shall designate an organizer to serve as a main point of contact for all communications regarding the symposium.
6. Host shall pay all pass-through costs not provided under "Satellite Symposia Sessions and Fees", including but not limited to catering (unless otherwise noted), audio visual, marketing, lead retrieval, etc.
7. All Audio-Visual orders must be placed with the NLA's preferred vendor. Vendor contact information will be provided at the point of application approval.
8. Within two weeks following the symposium, Host shall provide a list of all attendees to the NLA.
9. All CME/CE symposia must be accredited by the NLA. Symposia CME/CE credit will be designated as *AMA PRA Category 1* Credit and recognized by ACCME, the Commission on Dietetic Registration, the Accreditation Council for Pharmacy Education, and the American Nurses Credentialing Center's Commission on Accreditation.
10. CME/CE symposia 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.
11. The symposium fee is due in full to the NLA no later than February 22, 2019 (contingent upon receipt date of grant funding). Payments must be made by check and mailed to the National Lipid Association at 6816 Southpoint Pkwy. Ste. 1000, Jacksonville, FL 32216.
12. If Host cancels the Symposium, for any reason other than denial of or inadequate grant funding, after February 22, 2019, a cancellation fee of \$5,000.00 will apply unless the symposium slot is sold to an alternate applicant. NO refunds will be made after February 22, 2019.
13. Applications for symposia must be submitted and approved by the NLA before the deadline and before submitting medical education grant requests to commercial supporters. Requested symposia slots will be honored on a "first-paid, first-assigned" basis. Applications will be reviewed by the NLA Project Review Committee. The Committee may distribute similar-topic symposia throughout the schedule as deemed appropriate.
14. Content must complement (and may not duplicate) the official Scientific Sessions programming offered by the NLA. The Scientific Sessions agenda will be posted on www.lipid.org/sessions no later than 3 months prior to the start date.
15. Receipt of complete applications will be confirmed by e-mail. Applications will be reviewed within two-weeks. Notification of acceptance (or required changes) will be sent by e-mail to the Host's primary contact.
16. Offsite symposia cannot be held without NLA-approval if any person that is participating in the symposium is a registered or prospective attend of the NLA's 2019 Scientific Sessions.
17. NLA, at its sole discretion, reserves the right to refuse approval if all slots are filled, the activity or the Host is non-compliant with accreditation standards, or the activity does not meet the needs of the audience or NLA. If an application is not approved, the Host shall be notified within 2-weeks. It is the responsibility of the Host 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 Host or its agent(s) in planning or conducting the symposium.

2019 NLA Scientific Sessions: Satellite Symposium APPLICATION

Deadline: February 22, 2019 at 5:00PM EST

NLA will continue to accept applications if all time slots are not filled at the time of the initial deadline. Providers, supporters, or third-party planners interested in holding a satellite symposium at the NLA 2019 Scientific Sessions must complete this application and agree to adhere to NLA 2019 SCIENTIFIC SESSIONS SATELLITE SYMPOSIA GUIDELINES.

*I have provided the contact information of all parties involved with this event. I accept responsibility for informing all of our employees and speaker(s) involved of the NLA guidelines and for ensuring that they will abide by them. I understand the penalties that may be assessed if we are in violation of these conditions. I also understand the cancellation policy for canceling our event. **My signature below verifies that I have read and accept the NLA 2019 SCIENTIFIC SESSIONS SATELLITE SYMPOSIA GUIDELINES.***

Time slots are assigned on a first-paid, first-assigned basis. Please select one (1) or number in order of preference.

Event Type	May 16	May 17	May 18
Morning Symposium	N/A	<input type="checkbox"/> \$40,000 7:00 – 9:00 AM	<input type="checkbox"/> \$40,000 7:00 – 9:00 AM
Evening Symposium	<input type="checkbox"/> \$55,000 7:00–9:00 PM	<input type="checkbox"/> \$47,500 7:00–9:00 PM	N/A

Commercial Supporter(s): (List additional supporters on separate attachment)

Company Name:

Address:

City:

State:

ZIP:

Telephone:

Fax:

E-mail:

Contact Name, Title:

Applicant/Host:

Company Name:

Address:

City:

State:

ZIP:

Telephone:

Fax:

E-mail:

Contact Name, Title:

Authorized Signature:

Program title:
Proposed program/agenda:
Learning objectives:
1.
2.
3.
4.
5. Discuss strategies to improve the knowledge, skills or performance of the healthcare team.
Proposed Faculty:
Derivative/Enduring Material:
<input type="checkbox"/> Yes, there are plans to develop derivative/enduring materials for hosting on www.lipid.org <i>(Please note: There is an additional \$12,500 fee to produce accredited enduring material.)</i>

NOTE: Incomplete applications will not be processed.

Return this application to: _____

Amina Resheidat

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