2015 SATELLITE SYMPOSIA GUIDELINES

Clinical Lipid Updates

The National Lipid Association (NLA) has established that independently developed and 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. In this regard, we are pleased to offer satellite symposia slots in conjunction with our 2015 Clinical Lipid Updates.

Satellite symposia address 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 following deadlines and guidelines provide important information about holding a Satellite Symposium at the 2015 Clinical Lipid Updates and the process for completing a symposium proposal. Please contact the NLA business development department directly (contact below) should there be any questions or further information required. See you in 2015!

**Contact:**
Amina Resheidat
Program Coordinator
904-309-6212
aresheidat@lipid.org

**Application Deadline:**

Spring Clinical Lipid Update—Denver, CO.................................................................January 10, 2015

Fall Clinical Lipid Update—Pittsburgh, PA.................................................................August 1, 2015
Satellite Symposia Opportunities at the NLA 2015 Clinical Lipid Updates

NLA Clinical Lipid Update - Spring
February 27-March 1, 2015
Grand Hyatt Hotel
Denver, CO
Application Deadline: January 10, 2015

We anticipate 125 attendees at a satellite event. Total attendance anticipated at the Spring Clinical Lipid Update is approximately 250 physicians and allied health professionals. The NLA has designated the following dates and times open for independent satellite symposia at the 2015 Spring Clinical Lipid Update:

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NLA Clinical Lipid Update - Fall
September 18-20, 2015
Omni William Penn
Pittsburgh, PA
Application Deadline: August 1, 2015

We anticipate 125 attendees at a satellite event. Total attendance anticipated at the Fall Clinical Lipid Update is approximately 250 physicians and allied health professionals. The NLA has designated the following dates and times open for independent satellite symposia at the 2015 Fall Clinical Lipid Update:

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PLEASE NOTE: The NLA must serve as the accrediting provider for all CME/CE symposia at the Clinical Lipid Updates. A $12,500 fee for CME/CE certification is built into the fees above. If you are interested in hosting a non-CME symposium, please contact Amina Resheidat at aresheidat@lipid.org.

*Prices listed above include CME/CE accreditation for the live symposium. There is an additional charge of $12,500 fee for CME/CE accreditation of any enduring activities.

**Times are tentative and will be finalized once program chairs finalize agenda.

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

- Meeting room with space for up to 175 people (seated classroom style). Pending space availability, all Satellite Symposia will be held in a room separate from the General Session Room.
- NLA Point of Contact to help with preliminary planning and operate as liaison between Hotel and Symposium Planner
- All satellite symposia activities will be listed in the 2015 Symposia and Exhibits Guide, which includes a symposia schedule-at-a-glance and a symposia program list, and e- mailed in advance to every attendee and distributed onsite.
- Announcement of activity on Lipid.org
- One pre-registrant mailing list is complimentary and contains approximately 250 names. All pre-registrant mailings are subject to approval by NLA before printing and distribution. This list is approved for one-time use. One additional list may be purchased for $500.00.
Vendor may have (2) two 24X36 signs with information printed for display at venue. The signs must be produced and printed by the host/supporter of the activity.

Host/supporter of symposium will be allowed to include a bag insert in all attendee meeting bags *(Please note that bag insert should be approved by NLA and printed by host/supporter).*

**2015 Symposia Guidelines**

- 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 Clinical Lipid Updates. However, if attendees are not registered, they will be denied access to NLA sponsored sessions, activities and catered events.
- The host/supporter shall designate an organizer to serve as a main point of contact for all communications regarding the symposium.
- The host/supporter shall pay all pass-through costs not provided under the NLA “Administrative Fee” section, including but not limited to catering, audio visual, marketing, etc.
- The host/organizer shall provide all promotional materials for the event to NLA staff for review and approval two-weeks prior to distribution.
- Within 2 weeks following the symposium, the organizer shall provide a list of all attendees to the NLA.
- All CME/CE symposia must be accredited by the NLA and its educational partner, Postgraduate Institute for Medicine. Symposia CME/CE credit will be designated as *AMA PRA Category 1 Credit* and recognized by the Commission on Dietetic Registration, the Accreditation Council for Pharmacy Education, and the American Nurses Credentialing Center’s Commission on Accreditation.
- 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.

**Cancellation Policy**

- If a symposium is cancelled within 8 weeks of the meeting date, a cancellation fee of $5,000.00 will apply unless the symposium slot is sold to an alternate applicant.
- The symposium fee is due to the NLA 8 weeks prior to the symposium date.

**Application Review, Selection and Notification Process**

- Applications for symposia must be submitted before the deadline 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 the NLA Education Council. The Education Council 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](http://www.lipid.org) approximately 90 days prior to each meeting.
- 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.
2015 NLA Clinical Lipid Updates: Industry-Supported Symposia Application

Deadlines: January 10, 2015; 5:00PM EST for Spring CLU
August 1, 2015; 5:00PM EST for Fall CLU
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 an Industry-Supported Symposia at either of the NLA 2015 Clinical Lipid Update Meetings must complete this application and agree to adhere to NLA 2015 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 2015 SATELLITE SYMPOSIA GUIDELINES.

☐ NLA Spring CLU – Denver, CO Dates and Times
(Please number 1st choice, 2nd choice, etc.) Time slots are assigned on a first-paid, first-received basis.

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☐ NLA Fall CLU – Pittsburgh, PA Dates and Times
(Please number 1st choice, 2nd choice, etc.) Time slots are assigned on a first-paid, first-received basis.

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Commercial Supporter(s): (List additional supporters and co-marketing companies involved with this event on separate attachments.)

Company Name:

Address:

City: State: ZIP:

Telephone: Fax: E-mail:

Contact Name, Title:

Authorized Signature:

Third-Party Organizer: (if applicable)

Company Name:

Address:

City: State: ZIP:

Telephone: Fax: E-mail:

Contact Name, Title:

Authorized Signature:
Program title:

Proposed program/agenda:

Learning objectives:

Abstract-style summary of program content:

Names, affiliations, and complete contact information of course director/program chair and all suggested faculty:

Derivative/Enduring Material:

☐ Yes, there are plans to develop derivative/enduring materials that will be posted on www.lipid.org (Please note: There is an additional $12,500 fee to produce accredited enduring material.)

Reminder: Incomplete applications will not be processed.

Return Application to:
Amina Resheidat
National Lipid Association
6816 Southpoint Parkway, Ste. 1000
Jacksonville, FL 32217
Phone: 904-309-6212
Fax: 904-998-0855
Email: AResheidat@lipid.org