

NCGI Society: **SATELLITE SYMPOSIA RULES**

NCSG Policy on Industry-Sponsored Satellite Symposia

The North Carolina Society of Gastroenterology recognizes that satellite events are often arranged in conjunction with its scheduled CME activities as a convenience to the target audience in attendance. The NCSG Society remains sensitive to assuring that these programs are appropriately used for educational purposes. NCSG retains the right to limit a company's right to priority or participation in future years if a particular satellite symposium program were to deviate markedly from the professional, educational atmosphere and decorum of the meeting.

General Rules

- Educational symposia activities designed by or on behalf of industry for attendance by NCSG meeting attendees are considered satellite events. There can be no implication in any promotional materials, handouts, or enduring materials that they are planned, sponsored or endorsed by NCSG.
- NCSG does not provide AMA PRA Category 1 Credit™ for satellite activities. Those wishing to offer credit for their symposia must obtain credit from another accredited CME provider.
- Preference will be given to satellite symposia that are certified for CME credit.
- Any satellite CME activities must be planned and executed in accordance with ACCME Essentials and Standards.
- Satellite activities developed by industry must be offered during times allotted by NCSG. NCSG has sole discretion to schedule all activities at its meetings. Time slots offered will not interfere with any NCSG scheduled programming.
- Promotional materials for satellite activities must receive prior approval from NCSG.
- All satellite activities must be in compliance with the AMA's Ethical Opinion on Gifts to Physicians from Industry.
- Once the satellite activity has been approved by NCSG, the CME provider, commercial supporter(s), event title, content, date, and time as proposed to NCSG for the event may not change without NCSG approval.
- All symposia material must contain the following statement: "This event is neither sponsored by nor endorsed by NCSG."
- Organizers of satellite events are solely responsible for making all appropriate financial arrangements for their activity. Representatives from NCSG may attend the satellite activity without cost to audit compliance with this policy.
- The use of the NCSG name on any announcement, sign, publication or other material before, during or after the meeting requires prior written approval by NCSG. Any organization

providing meeting highlights of the event (to report clinical updates) or other educational initiatives (CME and non-CME), via print or online, may not use the NCSG name without prior written approval by NCSG. A detailed description must be provided at the time the request is made.

- Videotaping the satellite activities within the assigned meeting room is permitted; however videotaping outside of the designated area is strictly prohibited.

Logistics

- Satellite time slots will be scheduled by NCSG.
- Sponsors of satellite events may use the full time allotted or a reduced amount of time but may not exceed the scheduled time.
- Sessions must be contained within the room assigned.
- Audiovisual requirements are the responsibility of the sponsor of the satellite event.
- Food functions must occur within the assigned event schedule.
- All expenses associated with the event, including room set-up, clean up, food & beverage, A/V, electrical, internet, shipping, etc. are the sole responsibility of the sponsor of the satellite event.

Promotion

- NCSG must review and approve all promotional materials produced in conjunction with the satellite activity (e.g. invitations, announcements, signs, flyers, web site information) prior to their dissemination. It is not the responsibility of NCSG to cover any costs associated with these materials if they have been pre-printed and not approved.
- Exhibit booth representatives may distribute invitations and other promotional material for the event at their booth. Canvassing outside of a sponsor's exhibit booth is strictly prohibited.
- The use of the NCSG name on any announcement, sign, publication, or other material requires prior written approval by NCSG.

Benefits

- This satellite activity option offers a limited opportunity to provide a customized event to reach out to GI physicians and other health professionals in the GI field by providing educational opportunities as an adjunct program to the NCSG educational program.
- As an approved satellite activity taking place at the NCSG annual meeting, the event will be listed on the NCSG's website with a link directly to the education provider.
- Approved satellite activity providers are eligible to receive free one time use of NCSG's membership list to promote the approved activity. NCSG will be responsible for mailing the

promotional materials as supplied by symposium sponsor. NCSG will cover the costs of mailing promotional activities up to \$500. Additional use of the mailing list is available for purchase and must be approved by the NCSG. Satellite program providers have the opportunity to post a sign in the designated sign area advertising the event as well as outside of the room in which the event takes place (rules for sign placement included above).

Cancellation Policy

NCSG must be notified promptly, in writing, of the cancellation of any scheduled satellite event. No refunds will be issued for events cancelled.

Violations and Sanctions

NCSG, at its sole discretion, reserves the right to revoke privileges for future programs of any sponsoring organization, supporting organization, or activity organizer involved in planning a satellite activity that does not comply with the rules and requirements set forth in this policy, including complying with the ACCME Essentials and Standards as appropriate.

Application Process

Applications for the NCSG 2018 Annual Meeting Satellite Symposia will be reviewed on a rolling basis between July 15, 2017 and August 31, 2017. Please be as thorough and detailed as possible in completing the accompanying application. Once the application is approved, the NCSG will contact each company and final payment of \$5000 will be expected within 30 days of notification. Information on approved satellite activities will be forwarded to the hotel. The sponsor of the satellite activity will work directly with the hotel to manage all meeting needs. In the event of cancellation, NCSG will not be responsible for canceling any arrangements that may have been made by the applicant in connection with the proposed event. In addition, ACG will not be responsible for any costs incurred for the proposed event.

Requests for industry sponsored satellite activities should be submitted to:

Sandi Buchanan, Executive Director
North Carolina Society of Gastroenterology
1112 Harding Place, Suite 200
Charlotte, NC
28204
sbuchanan@meckmed.org