



GUIDELINES FOR NON-CME SUPPORTED SATELLITE SYMPOSIA

Deadline for Application Submission: July 3, 2017

Diamond, Platinum, Gold, Silver, Contributor, or Introductory level Conference Supporters are invited to apply for satellite symposia designated time-slots for an additional fee. Important note: To maintain the educational integrity of the AIBD Conference, Non-CME Supported Satellite Symposia are not considered promotional programs. They are to be independent education, that is unbranded and unbiased. Imedex Compliance Officials will review and approve all content and promotional materials prior to their use.

1. APPLICATION PROCESS

Symposium Slot applications are accepted in the order in which they are received. Each application is noted by date/time received and will be prioritized in said order. Symposium Slot applications should be presented by July 3, 2017 to increase the opportunity for slot availability.

TIERED SLOT-FEE SYSTEM:

Friday/Saturday			
Breakfast	\$25,000	Slot-Fee	Must guarantee for 150 attendees
Lunch	\$35,000	Slot-Fee	Must guarantee for 350 attendees

Symposia rooms can hold up to 600 attendees. It is at the discretion of the symposium organizer to set for more than the minimum guarantee.

All Independent Satellite Symposia (CME and Non-CME) will be scheduled during the 8 unopposed time slots designated by the Imedex Program Committee:

Friday, November 10, 2017	6:45 am – 7:45 am (2 slots available) *
Friday, November 10, 2017	12:45 pm – 1:45 pm (2 slots available) *
Saturday, November 11, 2017	6:45 am – 7:45 am (2 slots available) *
Saturday, November 11, 2017	12:45 pm – 1:45 pm (2 slots available) *

***Note: Times reflect 60 minutes for actual podium time, with 15 minutes before and after for movement to and from the general session.**

2. CONFIRMING A SATELLITE SYMPOSIUM TIMESLOT AND LOCATION

Independent Satellite Symposium time slots are awarded using the following ranked criteria:

- 1) Support contract for Diamond, Platinum, Gold, Silver, Contributor, or Introductory level support must be signed by the supporting company's representative and received by Imedex before satellite symposia will be assigned and confirmed.
- 2) Application priority date/time assignment based on order of receipt.



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3) Content of proposed program. If another organization has proposed the same or very similar topic on a prior application for the same date/time slot, the second application will be assigned their alternate choice in date/time slot.

4) Prompt payment of the associated slot fee. Failure to pay the fee by the deadline will result in forfeiture of the time slot.

Slot Fees

The satellite symposium fee, payable to Imedex, will be due by **August 14, 2017**. Failure to make payment of the satellite symposium fee on or before the **August 14, 2017** deadline will result in forfeiture of the symposium time slot.

Note: Fee does not include any food and beverage, audio visual or special set-up fees.

Refund Policy for Cancellation by the Satellite Symposium Provider

Notice of cancellation must be made in writing to Imedex on behalf of the **2017 Advances in Inflammatory Bowel Diseases Conference: Multidisciplinary Approaches to IBD Patient-Centered Care** and must be received before **September 11, 2017**. If notice of cancellation is received by Imedex **before** September 11, 2017, 50% of the fee will be refunded. If notice of cancellation is received by **on or after** September 11, 2017, no refund will be given. Non-refunded symposium fees cannot be transferred for another use within the conference for any reason.

3. SATELLITE AGENDA APPROVAL

A draft copy of the scientific agenda for all satellite symposia must be submitted to Imedex for approval by the conference chairs to avoid overlap with the official scientific program. **The educational program for the satellite symposium cannot exceed the time allotment.**

The agenda, presentation slide deck and all promotional/marketing materials (signs, email content, flyers, etc) are due to Imedex for compliance review and should be sent to Teresa Lovich at t.lovich@imedex.com by September 11, 2017. This draft agenda should include the title of the satellite symposium, chair(s), speakers and the titles of all presentations. The slide deck and promotional materials should include proposed formatting, logos, language, etc. Compliance approval will be given no later than (2) weeks after receipt of the agenda and within (1) week for promotional materials.

If modifications are required, the supporting company must inform Imedex of their agreement and submit modifications as requested for further review. Approval will be issued within two weeks of receipt of the modified program.

Invitations to potential faculty and chairs for any satellite symposium can only be issued after approval of the agenda by the meeting chairs.

Significant changes made to the agenda, presentation slide deck and/or promotional materials will require re-evaluation by the conference chairs and/or compliance officials.

The final, approved agenda should be sent to Imedex attention Teresa Lovich at t.lovich@imedex.com by October 9, 2017, for listing on the conference dedicated web site. All slide deck revisions to be completed no later than October 23, 2017.

4. EVALUATION PROCESS

In an effort to be cognizant of commercial bias, it is requested that the organizing company provide a copy of the satellite symposium evaluation form within 60 days of the program.



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5. SATELLITE SYMPOSIUM INVITATION APPROVAL

The organizing company must submit a PDF of the invitation for the satellite symposium for approval by Imedex. The following verbiage must be included: *“A satellite symposium held in conjunction with the 2017 Advances in Inflammatory Bowel Diseases Conference: Multidisciplinary Approaches to IBD Patient-Centered Care.”* Imedex will review the artwork and notify the organizing company of approval or a request for changes one week after receipt of the invitation PDF.

The organizing company must inform Imedex if they are advertising the program in any other publications or web sites, so the conference organizer can be aware of potential conflicts.

6. SATELLITE SYMPOSIUM SPEAKER GUIDELINES

Expenses for speakers not already speaking at the 2017 Advances in Inflammatory Bowel Diseases Conference: Multidisciplinary Approaches to IBD Patient-Centered Care. (including travel, honorarium and accommodation) are the responsibility of the supporting company. For speakers who are not part of the scientific program for the 2017 Advances in Inflammatory Bowel Diseases Conference: Multidisciplinary Approaches to IBD Patient-Centered Care, the supporting company must also provide conference registration.

Travel and accommodations for speakers already participating in the scientific program of the 2017 Advances in Inflammatory Bowel Diseases Conference: Multidisciplinary Approaches to IBD Patient-Centered Care. will be covered by the conference organizer provided they are not asked to arrive early or stay late for industry supported activities, and provided that the event is a sanctioned event. Please refer to www.advancesinibd.com for the scientific agenda and confirmed speakers. The conference organizer will cover economy class tickets (US faculty) or business class tickets (European faculty), 3 night's hotel at the Walt Disney World Dolphin Hotel, as well as an incidental allowance of \$150. Should commercial supporters wish for their faculty to stay at an alternative hotel, the commercial supporter will then become responsible for the hotel expense.

It is the responsibility of the symposium organizer to make sure that all confirmed faculty have disclosed in print any conflicts of interest. It is also the responsibility of the symposium organizer to remind the faculty to inform the audience when discussing unapproved indications and to refrain from using trade names during their presentation.

Satellite Symposia faculty are prohibited from interaction before and during presentation times with industry appointed representatives attending the symposium.

7. OFFICIAL LANGUAGE

All satellite symposia will be conducted in English.

8. AUDIO VISUAL

Satellite organizers are required to contact the preferred 2017 Advances in Inflammatory Bowel Diseases Conference: Multidisciplinary Approaches to IBD Patient-Centered Care. Audio Visual Vendor, Educational Measures. You can contact Mr. Roland Baumgardner at rbaumgardner@educationalmeasures.com or at +1 303 952 1525 to discuss your needs and plans before making any arrangements.

All symposia rooms will be setup in banquet style with round tables and chairs, and a head-table (with 4 chairs) on a riser. All staging costs are the responsibility of the symposium organizer. If a company supporting a satellite symposium chooses to change the room setup, and the Walt Disney World Dolphin Hotel is able to accommodate this request, the company must pay any costs associated with the change and with the reset of the room after their satellite is completed.



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***Note: Room size and expected attendance should be considered when ordering Audiovisual such as screens, speakers, etc. for desired viewing.**

9. FOOD AND BEVERAGE

All food and beverage arrangements are the responsibility of the symposium organizer and will be coordinated with Jenna Kunster, Sales Manager, Catering, at the Walt Disney World Dolphin Hotel. You can contact Jenna at jenna.kunster@swandolphin.com or at +1 407 934 4443.

10. NON-CME SYMPOSIUM PRESENTATION SLIDE APPROVAL

Imedex must approve all presentation slide decks before they can be presented. There can be no inclusion of brand logo on Title slides; no brand logo may be used in the presentation of IME symposia content; no inclusion of brand logo on slide footer(s) or inclusion of information or logo within a branded link. Final slides must be submitted for approval by October 23, 2017.

11. SIGNAGE

The organizing company must submit a PDF of the signage that will be used for the satellite symposium for approval by September 11, 2017. The following verbiage must be included: *"A satellite symposium held in conjunction with the 2017 Advances in Inflammatory Bowel Diseases Conference: Multidisciplinary Approaches to IBD Patient-Centered Care.."* Imedex will review the signage and notify the organizing company of approval or a request for changes one week after receipt of the PDF file.

Signs may be placed by 12:00 pm the afternoon prior to the symposium taking place. Signage is limited to (3) signs between Conference Levels 1 & 5, (2) signs located on the lobby level (Level 3), and (2) Human arrows between the conference and lobby level. Signage may consist of free standing banner or meter board signs not to exceed 38 x 84 in size. Imedex reserves the right to move signage to accommodate traffic flow. All signage must be removed following the conclusion of the symposium.

Printed materials may not be displayed or distributed in any room where an educational session of the main program is held. No signage or printed materials may be displayed in any room where any type symposium is being held.

12. BAG INSERTS

All confirmed symposia are allowed one complimentary delegate bag insert per symposium. **One additional bag insert may be purchased for a fee of \$2,500.** A PDF of all marketing materials is due by September 11, 2017. Arrangements must be made with Imedex to coordinate the insertion of the invitation and shipping of the materials to the convention contractors. All bag inserts must be shipped to arrive at **EXPO Convention Contractors** by **Wednesday, November 1, 2017**. Please provide shipping and tracking information to Teresa Lovich at t.lovich@imedex.com so all boxes can be easily located on the delivery day before the conference bags are assembled.

Please use the following shipping information (label will be provided):

Attn: Bag Insert Material....Special Delivery on Monday, November 6, 2017

To: EXPO Convention Contractors, Inc.

For: 2017 Advances in Inflammatory Bowel Diseases Conference
15959 NW 15th Avenue
Miami, Florida 33169

13. SATELLITE SYMPOSIUM MARKETING

A one-time use of the pre-registration list will be given to the approved symposia. Any additional use can be purchased for \$2,500 per. Imedex must approve all marketing pieces and the following verbiage must be included



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14. IMPORTANT DATES

- Application Due Date – July 3, 2017
- Symposium Fee and Confirmed Support Due Date – August 14, 2017
- Cancellation Date – On or before September 11, 2017 for 50% refund (No refund after September 11, 2017)
- Draft Agenda Approval Due Date – September 11, 2017
- Proposed Slide Deck and Marketing Item Approval Due Date – September 11, 2017
- Final Agenda Due Date – October 9, 2017
- Final Marketing Item Approval Due Date – October 9, 2017
- Final Slide Deck Approval Due Date – October 23, 2017
- Bag Insert Shipment to EXPO Convention Contractors, Inc. Due Date – November 1, 2017

ADDITIONAL INFORMATION

For all additional questions regarding symposia, please contact Teresa Lovich at t.lovich@imedex.com.