

# Virtual Satellite Symposium Guidelines

## Application Process

Satellite Symposia will be held virtually. All symposia applications must be submitted online. Program requests are approved and coordinated through ASHP. Slots will be available on a first-come, first-served basis. The deadline to apply is **October 16**.

## Schedule

Sessions may be conducted Sunday through Thursday during times that do not conflict with ASHP programming and exhibits.

### Permissible Times

Sunday: (all day)

Morning Programs:

Monday-Thursday (any time before 9:45 a.m. Eastern Time)

All programs must conclude by 9:45 a.m. Eastern Time

Evening programs:

Monday–Wednesday (any time after 6:00 p.m. Eastern Time)

## Cost

\$6,600 per CE hour for exhibiting companies

\$11,600 per CE hour for non-exhibiting companies

Full payment must be submitted online using a credit card. Specify the required number of CE hours as your quantity during the online purchase. Time is charged in one-hour increments. The supporting organization is not required to exhibit at the ASHP Midyear Clinical Meeting in order to sponsor a symposium, however, non-exhibiting supporting companies must meet ASHP's qualifications for exhibitors as specified in the [Exhibitor Rules and Regulations](#).

## Virtual Meeting Production

Satellite Symposium virtual program production is the responsibility of the supporting company or their third party designee. Supporters will need to provide ASHP with a hyperlink, hosted by the supporter or third party organizer, to their program information and/or registration web page. This web page will also need to communicate how to connect to and include the link to the live or pre-recorded session on the day of your program. This link will be included on your listing from the ASHP Midyear meeting website and virtual platform. The deadline to receive the link to your live or pre-recorded program for inclusion on the virtual platform inclusion is **October 30**. If the link is received after this date, ASHP cannot guarantee it will be included on the virtual platform.

## Symposium Promotion

Program information will be published on the ASHP meeting website and in ASHP attendee communications. The deadline for title updates online is **October 16**. Any promotional material, print or digital, must be reviewed and approved by ASHP. It must include the following phrase: "A Virtual Satellite Symposium conducted at the 2020 ASHP Midyear Clinical Meeting and Exhibition." Other phrases or references to ASHP or the ASHP meeting are not permitted. Activity organizers may not use the ASHP logo or ASHP meeting graphics on symposium materials and may not list ASHP as a co-sponsor of the activity. If you are preregistering attendees, printed or digital marketing material must also indicate preregistration is for planning purposes only and virtual attendance will be available on a first-come, first-served basis.

## CE Credits

All commercially supported symposia must offer ACPE-approved continuing pharmacy education credit. It is the responsibility of the organization responsible for planning and conducting the program to arrange for an ACPE-accredited provider to serve as the provider for the program. ASHP will not assume responsibility for providing continuing education credit for a commercially supported symposium. A commercially supported symposium must be conducted in accordance with the ACPE criteria for Quality, the ACCME Standards for Commercial Support, and the FDA Guidelines for Commercially Supported Scientific and Educational Activities.

## Approval and Confirmation

All applications are subject to approval by ASHP. Applications are processed on a first-come, first-served basis, and requests for a specific day are honored to the extent possible. Confirmation of assigned day will be available online after the application has been submitted and processed.

A letter from the commercial supporter confirming funding of the symposium must be emailed to Michelle Rasnick Tyler at [mrasnickyler@ashp.org](mailto:mrasnickyler@ashp.org). This letter must be on the commercial supporter's letterhead and must be received the same day as the application is submitted.

**Changes/Withdrawals** Changes to program title or schedule and/or withdrawals must be submitted to [mrasnickyler@ashp.org](mailto:mrasnickyler@ashp.org). Activity organizers who cancel programs before **October 9, 2020**, will receive a refund of 50% of the full price of the Satellite Symposium. After **October 9, 2020**, ASHP will retain the full price of the Satellite Symposium.