

# Midday Symposium Guidelines

## Location

Midday Symposia will be conveniently scheduled in the New Orleans Ernest N. Moral Convention Center. Confirmation of assigned day and meeting room will be available online after the application has been submitted and processed. Be sure to consult with ASHP prior to printing meeting room names, as they may not be final at the time you print your materials.

## Schedule

Midday Symposia programs will be held Monday to Wednesday from **11:30 a.m. – 1:00 p.m.** (1.5-hour minimum). **Doors must open promptly at 10:45 a.m.**

## Cost

\$16,000 per program for exhibiting companies  
\$21,100 per program for non-exhibiting companies

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

## Meeting Room Setup

Midday Symposia meeting rooms will be set in theater seating for approximately 300 people. The room setup may not be changed or altered in any way by adding equipment or decorum that would result in any movement in chairs, tables, or AV set.

## Audiovisual

Encore is the exclusive provider of AV equipment for Midday Symposia. ASHP will provide a speakers' table with 4 chairs, a registration table with 2 chairs, a wired lavalier microphone, lectern, and video screen sized appropriately for the room. Presentations should be created using a 16:9 ratio. Additional microphones, LCD projector, and computers may be added to the existing AV set at the activity organizer's own expense.

## Food and Beverage

Food and beverage will not be permitted for Midday Symposia.

## Signs

Two professionally produced signs, not to exceed 28" x 44", may be displayed outside your assigned meeting room. Signs may be posted no sooner than 10:45 a.m. and must be removed at the conclusion of your program. Two easels will be provided. ASHP does not permit the distribution or placement of symposium flyers or signs in any other area of the hotel or convention center (with the exception of the organizer's or commercial supporter's exhibit booth). ASHP reserves the right to discard signs and flyers of any organization violating this policy.

## Symposium Promotion

Printed material must be reviewed and approved by ASHP. Activity brochures, signage, and other printed material must include the following phrases: "A Midday Symposium conducted at the 2024 ASHP Midyear Clinical Meeting & Exhibition." *and* "Food and beverage are no longer provided at Midday Symposia. This ASHP policy considers the varied internal policies of commercial supporters related to the [Physician Payments Sunshine Act](#). You are welcome to bring your lunch to the session." 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. Invitations and/or other printed program information must indicate that seating at the program is limited and that food and beverage will not be served. If you are preregistering attendees, printed material must also indicate that preregistration is for planning purposes only and that seating will be available on a first-come, first-served basis. Be sure to consult with ASHP prior to printing meeting room names, as they may not be final at the time you print your materials. Visit [our advertising page](#) to learn more about renting mailing lists, coordinating registrant bag inserts, and other promotions.

Programs submitted and approved by **August 10** will be included in the October 15 meeting edition of *AJHP (American Journal of Health-System Pharmacy)*. All programs submitted after this deadline will be listed in the ASHP LIVE! App and the onsite affiliate events registration bag insert. For the most current listing, always reference the ASHP Live! App listing.

## CE Credits

All Midday Symposia must offer ACPE-approved continuing pharmacy education credit. It is the responsibility of the organization conducting the symposium 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 Midday Symposium. Midday Symposia must be conducted in accordance with the ACPE Policies and Procedures, the Standards for Integrity and Independence in Accredited Continuing Education, and the FDA Guidelines for Commercially Supported Scientific and Educational Activities.

## Moderator

Activity organizers are responsible for providing the moderator for their session. The moderator is responsible for identifying the session, introducing the speaker(s) or presentation, moderating any discussion, and ending the session on time. An ASHP staff member will be assigned to check on each session and should be contacted if there are problems.

## Staff Registration

All speakers, moderators, and organizer's staff members for Midday Symposia must be registered for the ASHP Midyear Clinical Meeting and must be wearing their ASHP meeting badges in order to be admitted to the meeting room. The organization coordinating the Midday Symposium is responsible for ensuring all speakers, moderators, and staff are registered in advance of the session. A one-day meeting registration rate is available.

## 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 and meeting room will be available online after the application has been submitted and processed. Be sure to consult with ASHP prior to printing meeting room names, as they may not be final at the time you print your materials.

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 **September 12, 2024**, will receive a refund of 50% of the full price of the Midday Symposium. After **September 12, 2024**, ASHP will retain the full price of the Midday Symposium.