

Satellite Symposium Guidelines

Location

Satellite Symposia will be held in meeting rooms at official meeting hotels. All space requests must be approved and coordinated through ASHP. Space will be available on a first-come, first-served basis, and will be based on hotel availability.

Schedule

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

Permissible Times

Saturday and Sunday: (all day)

Morning Programs:

Monday (any time before 8:45 a.m.),

Tuesday–Thursday (any time before 7:45 a.m.)

All programs must conclude by 7:45 a.m.

Evening programs:

Monday–Wednesday (5:30 p.m. start time)

Cost

\$7,000 per CE hour for exhibiting companies

\$12,100 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 your online purchase. Time is charged in one-hour increments. Do not include mealtime as part of your fees, unless you have a speaker during the meal. Organizations may incur a charge from the hotel for food and beverage, audiovisual, and/or the meeting room rental. 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](#).

Meeting Room, Audiovisual, and Food/Beverage

ASHP will assist with placement of your program in official ASHP meeting hotels. For food and beverage, organizers may consult directly with the hotel once meeting space has been assigned.

For audiovisual and computer needs, Encore is the exclusive audiovisual and computer vendor for all affiliate events at the Hilton Riverside New Orleans and New Orleans Marriott. For consultation at the Hilton Riverside New Orleans, contact Jen Harvey, (504) 588-6682, jen.harvey@encoreglobal.com. For consultation at the New Orleans Marriott Canal Street, contact Michael Pulizzano, (504) 300-8155, michael.pulizzano@encoreglobal.com.

To help assist with planning, ASHP has provided menus for the headquarter and closest meeting hotels:

[Hilton Riverside New Orleans](#)

[New Orleans Marriott \(Canal Street\)](#)

[New Orleans Marriott Warehouse Arts District](#)

*Note: Menus and pricing are subject to change without notice. Please confirm with hotel.

Staff Registration

All speakers, moderators, and organizer's staff for Satellite 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 Satellite 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.

Signs

One professionally produced sign, not to exceed 30" x 40", may be displayed outside your assigned meeting room. ASHP does not permit the distribution or placement of symposium flyers or signs in any other area of the convention center (with the exception of the organizer's or commercial supporter's exhibit booth) or the hotels. 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 phrase: "A Symposium conducted at the 2024 ASHP Midyear Clinical Meeting & Exhibition." No other phrase or reference to ASHP or the ASHP Meeting is 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. If you are preregistering attendees, printed material must also indicate that preregistration is for planning purposes only and 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 and marketing page](#) to learn more about lead retrieval, renting mailing lists, coordinating door drops, 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)*, 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 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 Policies and Procedures, the Standards for Integrity and Independence in Accredited Continuing Education, and the FDA Guidelines for Commercially Supported Scientific and Educational Activities.

Approval and Confirmation

All applications are subject to approval by ASHP. Confirmation of assigned day and meeting room will be available online after the application has been submitted and processed. Applications are processed on a first-come, first-served basis, and requests for a specific day are honored to the extent possible. A representative from the assigned meeting hotel will contact you directly to begin planning your event. The approval process may take up to 10 business days to complete. A letter from the commercial supporter confirming funding of the symposium must be emailed to Michelle Rasnick Tyler at 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 the program title or schedule and/or withdrawals must be submitted to mrasnickyler@ashp.org. Activity organizers who cancel programs before **September 12, 2024**, will receive a refund of 50% of the full price of the Satellite Symposium. After **September 12, 2024**, ASHP will retain the full price of the Satellite Symposium.