



Advances and Controversies in Clinical Nutrition Conference  
OFFICIAL EDUCATIONAL  
SATELLITE SYMPOSIUM GUIDELINES

Official Educational Satellite Symposium  
Certified Educational Events Guidelines and Application

(Linked Electronic PDF Document Pages 1-5)

[CLICK HERE](#) to obtain the Application

**Advances and Controversies in Clinical Nutrition Conference**

**Deadlines**

- Listing in print materials:  
Final Program Deadline: **December 1, 2010**
- Opportunity to purchase a Hotel Door Drop Bag insert (distributed to hotel rooms)  
Approval of material: Deadline: **January 15, 2011**  
Receipt of insert: Deadline: **January 30, 2011**

A website listing with a link to a web page for program registration and signage listing of all of the Official Educational Satellite Symposia will be supplied

***Note: Payment is due 30 days after application is approved by ASN along with the signed Letter of Agreement and Third Party Authorization letter.***

**Contacts:**

Education/ Applications / Payment / Changes Processes and Approvals	Brent Schwartz American Society for Nutrition- c/o Blackwood CME 900 Route 168, Suite A-2, 1 <sup>st</sup> Floor Blackwood, NJ 08012 (856) 481-4805 Email: <a href="mailto:brent.schwartz@BlackwoodCME.com">brent.schwartz@BlackwoodCME.com</a>
Meeting Space	Katrina Dunn American Society for Nutrition 9650 Rockville Pike Bethesda, MD 20814-3990 (301) 634-7043 <a href="mailto:meetings@nutrition.org">meetings@nutrition.org</a> <a href="http://www.nutrition.org">www.nutrition.org</a>

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## Official Educational Satellite Symposia (Certified Educational Events)

An Official Educational Satellite Symposium is an educational session peripheral to the “Advances and Controversies in Clinical Nutrition Conference” designed to meet the continuing medical educational needs of healthcare professionals. Professional attendance for the “Advances and Controversies in Clinical Nutrition Conference” is expected to reach 3000.

Certified and non-certified educational events are considered Official Educational Satellite Symposia and must adhere to the [application process](#) for Official Educational Satellite Symposia. Educational events that are independently developed; certified for CME/CE credit by an accredited organization other than American Society for Nutrition, and supported through independent educational grants that include formal presentations, speakers, or procedural or skill instruction will be regarded as satellite symposia, and must follow the guidelines for Official Educational Satellite Symposia.

Educational events that are certified for the physicians and allied health professionals during the “Advances and Controversies in Clinical Nutrition Conference”, must be in compliance with the ACCME and other applicable guidelines, and comply with the guidelines for Official Educational Satellite Symposia.

The American Society for Nutrition (ASN) will accept Official Educational Satellite Symposia applications for certified and non-certified educational events for the “Advances and Controversies in Clinical Nutrition Conference”, February 25-27, 2011 in San Francisco, California, beginning July 12, 2010. Any activity that includes formal presentations, speakers, or procedural or skill instruction will be regarded as educational and if certified for CME / CE credit, must be developed by an ACCME-accredited provider or other accredited organization such as American Nurses Credentialing Center (ANCC). It is the responsibility of the accredited provider/sponsor to obtain the appropriate CME / CE certifications (e.g. ACCME, ACPE, ANCC-COA, etc.). All parties involved in these educational events are required to be in compliance with ACCME and other applicable guidelines. It is the responsibility of the accredited provider/sponsor to ensure compliance with ACCME and other applicable guidelines, including the collection of appropriate disclosure statements, and to acknowledge all disclosures verbally or via slides at the beginning of the educational activity. The American Society for Nutrition reserves the right to send representatives to satellite symposia to ensure that the content is in compliance with ACCME and other applicable guidelines.

*CME / CE or other certifications are not available through the American Society for Nutrition.* The supporting organization must be an academic institution, a non-profit organization, a medical device and/or a pharmaceutical company.

It is imperative that all employees of the CME / CE or other accredited provider/sponsor, supporting organization(s), program organizer, and all agents thereof are made aware of the following requirements.

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## [ASN DEFINITIONS](#)

### **Official Educational Satellite Symposia are:**

- Certified or non-certified educational programs for physicians and allied health professionals that may be designated for Category 1 CME credit or appropriate CE certification and in compliance with ACCME and other applicable guidelines;
- Planned and implemented by an organization external to the ASN;
- Neither sponsored nor endorsed by the ASN;
- Not part of the “Advances and Controversies in Clinical Nutrition Conference” education program;
- Clinical or research programs involving the meeting attendees.

**CME / CE accredited provider/sponsor** – The organization planning the CME / CE certified content, and designating the Category 1 CME credit or appropriate CE certification, e.g., hospital, academic institution, etc.

**Grantor/Commercial Supporter** – The organization(s) providing funding via an educational grant for the symposium program, for example, pharmaceutical or medical device company, academic institution and non-profit organizations.

**Third Party Planner / Organizer of the Program** – The organization responsible for activity planning and implementation, for example, communications company, agency, etc.

## FEES

### ADMINISTRATIVE FEE

The administrative fee outlined below for holding an Official Educational Satellite Symposium is due within 30 days after ASN approves the application. Please make checks payable to: American Society for Nutrition and send to: Blackwood CME, 900 Route 168, Suite A-2, 1<sup>st</sup> Fl, Blackwood, New Jersey, 08012. A confirmation letter will be sent upon approval of your satellite symposium.

**Check appropriate fee.** (Required field)

#### Administrative Fee Structure

**Exclusive – *No other program will be scheduled in the same time slot.***

Friday AM - \$13,000

Friday PM - \$22,500

Saturday AM - \$20,000

Saturday PM - \$22,500

Sunday AM - \$20,000

Sunday PM - \$13,000

**Non-exclusive – *Other program(s) may be scheduled in the same time slot.***

Friday AM - \$13,000

Friday PM - \$18,000

Saturday AM - \$15,000

Saturday PM - \$18,000

Sunday PM - \$13,000

**NOTE: Sponsors of more than one symposium will receive a discount of 5% on the total symposia fees due.**

Any and all charges and expenses associated with your planned events are the responsibility of the provider/sponsor, or third party, including, but not limited to; set up charges, audio visual, food and beverage, computer charges, hotel reservations, speaker arrangements, electrical, etc.

## PROCEDURES

### APPLICATION INFORMATION

Applications will be reviewed on a first-come, first-served basis. Only completed applications will be considered. Official Educational Satellite Symposium applications must contain the following items to be considered:

- 1) Completed “Official Educational Satellite Symposia Application” with all required signatures
- 2) Complete description of the symposium including:
  - b) Title of program
  - c) Abstract summary of program
  - d) Summary of needs assessment
  - e) Learning objectives
  - f) Proposed program/agenda/faculty
  - g) Accreditation statement if the program is to be certified for Category 1 CME credit
  - h) Program/Course Director
  - i) Faculty list
  - j) Copy of sample disclosure statement
  - k) Description of evaluation and outcome measurement process
- 3) Complete scheduling information including:
  - a) Preferred date and time
  - b) Anticipated attendance
  - c) Room set up / AV requirements

### DEADLINE

Application and all required documentation must be completed and received by **December 1, 2010** to appear in the “*Advances and Controversies in Clinical Nutrition Conference*” Final Program.

Applications must be submitted electronically to [brent.schwartz@BlackwoodCME.com](mailto:brent.schwartz@BlackwoodCME.com) on the Official Educational Satellite Symposium application form. Payment is due 30 days after receipt of ASN approval and must be made payable to: American Society for Nutrition, and sent to: Brent Schwartz, Blackwood CME, 900 Route 168, Suite A-2, 1<sup>st</sup> Floor, Blackwood, NJ 08012

### PROPOSAL REVIEW AND NOTIFICATION

The Education Chair will review the application on a first-come, first-served basis. Acceptance for Official Educational Satellite Symposium will be based on full compliance with ACCME and other applicable guidelines, the completion of all information requested in the application and evidence of needed and compliant programming. After approval, any and all revisions to a symposium’s content, faculty, or format must be communicated to [brent.schwartz@BlackwoodCME.com](mailto:brent.schwartz@BlackwoodCME.com) and will be resubmitted to the Education Chair for additional review and approval. You will be notified in writing if the application has been approved by ASN along with the letter of agreement. A second notification shortly thereafter will include the address of the hotel, the meeting room assigned by ASN and the hotel contact information. You will be responsible for contracting with the hotel and for paying all expenses related to the symposium. ASN cannot guarantee space for your symposium.

## THIRD PARTY PLANNERS

CME/CE accredited or other providers who have received approval for an Official Educational Satellite Symposium may work with an outside company for planning and execution of their events. Third Party planners must be in compliance with ACCME and other applicable guidelines. The CME/CE accredited provider must inform third party planners of the guidelines to assure compliance and avoid inadvertent violations of ASN and/or ACCME and other applicable guidelines.

A Third Party Authorization Letter must be completed and submitted by each CME / CE accredited or other provider employing a Third Party Planner within 30 days of receiving approval of the symposium application.. ASN cannot work with any Third Party Planner that does not have a current authorization letter on file. The authorization letter must contain the following text:

CME / CE Provider Organization \_\_\_\_\_  
hereby confirms that the third party planning company listed below will be responsible for all arrangements and decisions on our behalf with regard to logistical planning of our Official Educational Satellite Symposium activities during the “Advances and Controversies in Clinical Nutrition Conference”.

I am an authorized representative of the above CME / CE provider organization with the full power and authority to sign and deliver this authorization.

Authorized Officer's Name \_\_\_\_\_  
Title \_\_\_\_\_  
E-mail \_\_\_\_\_  
Phone \_\_\_\_\_  
Signature \_\_\_\_\_  
Date \_\_\_\_\_

### **Authorized Third Party Planner Information**

Third Party Company \_\_\_\_\_  
Contact \_\_\_\_\_  
Title \_\_\_\_\_  
E-mail \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_

Send the Third Party Authorization Letter by e-mail to:  
[brent.schwartz@BlackwoodCME.com](mailto:brent.schwartz@BlackwoodCME.com)

## **PROGRAM GUIDELINES**

### NUMBER OF EVENTS

ASN will determine the maximum number of symposia that will be held on any given day/ time slot. Symposia scheduling will not overlap with ASN educational programming, receptions, meal functions or educational events during the “Advances and Controversies in Clinical Nutrition Conference”. Applications will be reviewed on a first-come, first-served basis. ASN will try not to schedule competitive

satellite symposium topics in the same time slot or against similar ASN program topics.

### SCHEDULING / SPACE ASSIGNMENT

The American Society for Nutrition will assign the best meeting space available at the time of the assignment. Meeting space cannot be reserved on a 24-hour hold. Due to logistical constraints, space also may be limited. Meeting space will be assigned on a first-come, first-served basis by date of application receipt. Other considerations will include date of payment, size of the symposium, and the day / time requested. You will be contacted if your date and time slot request cannot be accommodated.

Booking an Exclusive time slot will ensure that ASN and other organizations involved with this conference may not hold events or symposia in parallel with your program. If you secure at the Non-exclusive rate, other programming or events may be scheduled in your time slot.

Registration and meal functions for all satellites are permitted to begin no more than fifteen minutes prior to the start of the symposium , but may continue after the event has begun.

### EVALUATION DATA

All Official Educational Satellite Symposia offering CME credit / CE or other certification are required by the ACCME and other organizations such as ANCC, to provide attendees with an opportunity to provide a written evaluation of the symposium. ASN also must receive a complete report of the evaluation process and results as well as the summary of needs assessment. Attendees must be asked to evaluate the program for objectivity, the presence of commercial bias, mention of off -label product use, and desire or intent to change practice or behavior based on the educational content.

The evaluation form must include at least the following questions:

- Did the faculty disclose their professional relationships with commercial support organizations?
- Did you detect a possible conflict of interest relevant to a faculty presentation? If yes, describe.
- Did you detect any commercial bias in the content of the symposium?  
If yes, please indicate the names of the speakers, companies and/or topics.
- Was any off label discussion inappropriate?  
If yes, please explain.
- Are you likely to change your behavior or practice as result of this learning experience? If no, please explain.

When sending the evaluation results to ASN, you also are required to provide a complete attendee list. **Both the attendee list, summary of needs assessment, and the evaluation process and results must be submitted to Ryan Cliche, [RCliche@nutrition.org](mailto:RCliche@nutrition.org) , within 4 weeks of the conclusion of the conference.** Failure to do so may result in your inability to host a satellite symposium in the following year.

ASN has designated the following dates and times for satellite symposium programs:

FRIDAY February 25	SATURDAY February 26	SUNDAY February 27
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7am- 1:45 pm	5 am – 7:45 am	5 am -7:45 am
7:15 pm – 10 pm	7 pm – 10 pm	12:15 pm – 5 pm

### CERTIFICATION GUIDELINES

If certified for credit, Official Educational Satellite Symposia must designate Category 1 CME or other appropriate CE certified credit and must obtain credit from an accredited CME/CE provider/sponsor (ACCME, ANCC, hospital, academic institution, etc). ASN will not designate CME/CE or other credit for satellite symposia..

All Official Educational Satellite Symposia offering CME / CE credit must be in compliance with the essentials and policies of the Accreditation Council for Continuing Medical Education (ACCME) and other applicable guidelines, including but not limited to the ACCME *Standards for Commercial Support of Continuing Medical Education*. ACCME guidelines require a written agreement between the supporting company and the accredited provider in order to ensure that the symposium program meets all the criteria necessary for designation of Category 1 CME credit.

Certification that the program offers Category 1 CME or other credit must be presented with application.

Although compliance with the AMA's *Ethical Opinion on Gifts to Physicians* is the responsibility of the individual physician, every effort should be made to ensure that ASN members and other attendees are not put in a situation that would be considered in violation of this policy. Approval of proposed symposia will be based on these and other regulations as described in this document.

### PROGRAM CONTENT

The content of all Category 1 CME/CE - certified and non-certified Official Educational Satellite Symposia must be objective, balanced and free of commercial bias. Appropriate disclosure statements must be collected and acknowledgement of all disclosures verbally or via slides must be presented at the beginning of the educational program. The American Society for Nutrition reserves the right to send a representative to the symposium to ensure that it is in compliance with ACCME and other appropriate guidelines. Note: please also refer to "Disclaimer" below.

### DERIVATIVE PRODUCTS

Any derivative products of satellite symposia can offer CME / CE credit when provided and approved by the responsible CME/CE accredited provider. ASN will not provide CME/CE certification for satellite symposia derivatives; however, the Society will offer derivatives such as webcasting on its website, if desired. It is the responsibility of the CME/CE

provider to obtain necessary multi-media speaker release permissions.

### VIOLATIONS

To protect the integrity and quality of the symposia programs and to ensure a successful outcome for all parties involved, the ASN requires each CME / CE accredited provider/sponsor, or organizer of the program to agree that they, their employees, speaker(s), program organizers, and commercial supporters will observe all applicable ASN, ACCME, AMA, ANCC, COA and/or other applicable state and/or allied professional guidelines. ASN at its sole discretion, reserves the right to revoke privileges for future meetings for any CME / CE accredited provider/sponsor, commercial supporter or organizer involved in the planning an Official Educational Satellite Symposium which do not comply with the aforementioned guidelines. Violations of Official Educational Satellite Symposium Guidelines will result in suspension of satellite symposia privileges for one year without ability to appeal.

### CANCELLATION

Once approved, ASN must be notified in writing of the cancellation of an Official Educational Satellite Symposium. Cancellations must be received in writing within 24 hours of a verbal cancellation notice and sent to: American Society for Nutrition, c/o Blackwood CME, Brent Schwartz, 900 Route 168, Suite A-2, 1<sup>st</sup> Floor, Blackwood, NJ 08012 or by email to [brent.schwartz@BlackwoodCME.com](mailto:brent.schwartz@BlackwoodCME.com). No refunds will be issued for cancellations.

### DISCLAIMER

ASN is not responsible for unsatisfactory attendance and/or marketing of Official Educational Satellite Symposia. It is the responsibility of the CME/CE provider or other non-accredited organizer to promote the symposia. ASN will accept satellite symposia applications on a first-come, first-served basis. ASN assumes no responsibility for determining whether or not topics or supporters are considered competitors. The opinions presented at your symposium are solely those of the speaker and/or the provider organization.. They do not represent the opinion of ASN. The Society does not review the full presentations or evaluate the discussions at symposia sessions, and makes no warranty, endorsement or recommendation regarding the safety, effectiveness, quality or costs of such.



## EVENT MARKETING GUIDELINES

### Advances and Controversies in Clinical Nutrition Conference

Official Educational Satellite Symposia will also be recognized as follows:

- Listing in print materials:  
Final Program Deadline: **December 1, 2010**
- Opportunity to purchase a Hotel Door Drop Bag insert (distributed to hotel rooms)  
Approval of material: Deadline: **January 15, 2011**  
Receipt of insert: Deadline: **January 30, 2011**

A website listing with a link to a web page for program registration and signage listing of all of the Official Educational Satellite Symposia will be supplied

All marketing materials are subject to approval by ASN prior to distribution. (Note: Please also refer to “Invitations/Promotions” below.) **The provider is also responsible for marketing the symposium, registering attendees and all on-site management.**

#### INVITATIONS/PROMOTIONS

The CME/CE accredited or non-accredited provider/sponsor must coordinate the content of all invitational/promotional material. Any and all invitations or solicitations to attend an Official Educational Satellite Symposium, Certified or Non-Certified, must receive ASN approval prior to distribution or posting.

All materials must contain the following statement:

***“This program is not part of “Advances and Controversies in Clinical Nutrition Conference” as planned by the American Society for Nutrition Program Committee. This event is neither sponsored by nor endorsed by the American Society for Nutrition.”***

Once approved, any proposed revisions must be submitted in writing to ASN for approval. If the symposium will be promoted on your web site, include your web site address with the submitted marketing materials.

Invitations and announcements addressed to potential attendees should clearly indicate the name(s) of the organization(s) funding the program and of the CME/CE accredited or non-accredited provider/sponsor.

Promotional materials may not use ASN or “Advances and Controversies in Clinical Nutrition Conference” logos. This applies to materials developed for use before, during and after the conference. **Please do not go to print with any materials before they have been approved by ASN.**

Noncompliance with this regulation will result in confiscation of the materials and removal of the CME/CE or other provider from the list of approved ASN companies for a minimum period of one year.

Note: This requirement does not apply to approved hotel guest room drops. The Commercial Supporter is subject to the regulations as stated in the Violation Information section of the guidelines.

For purposes of clarity, ASN respectfully suggests that you include on your advertisements, invitations, or mailing (s) any of the following pieces of information that apply to your event.

Pre-registration is required; only pre-registered attendees will be allowed entrance

Pre-registration is preferred; however, on-site registration will be accepted on a space available basis

Capacity for the symposium is \_\_\_\_

On-site registration is available for the first \_\_\_\_ attendees

The symposium is open only to healthcare professionals

### **LITERATURE DISTRIBUTION**

Distribution of approved Official Educational Satellite symposia invitations/announcements is permitted only from the exhibit booth of the educational supporter. Symposium promotional materials may not be distributed in the aisles or anywhere else in the convention center or on the convention center property. They also may not be distributed in hotel lobbies, restaurants, or in front of the event hotel.

### **MAILING LIST**

After your application has been approved, you will receive instructions on how to obtain your complimentary pre-registration attendee mailing list. You will also receive information on how to purchase additional pre-registration mailing lists. You will receive mailing list upon receipt of full payment AND approval of the marketing piece(s).

### **PROMOTIONAL OPPORTUNITIES – HOTEL DOOR DROP INSERTS**

Hotel Door Drops showcase select advertising and promotional literature direct to the attendee and will be distributed either on Friday, Saturday or Sunday mornings at the hotel. All costs incurred to produce advertisements or inserts are the responsibility of the Grantor/Commercial Supporter. For more information contact James McGowan at 856-232-2322, ext. 18.

### **SIGNAGE PRODUCED BY SUPPPORTER**

Signage may be produced and displayed at your discretion and in accordance with hotel rules.

### **NO IMPLIED ENDORSEMENT**

Official Educational Satellite Symposia are considered approved, but not part of the “Advances and Controversies in Clinical Nutrition Conference”. Therefore, there can be no implication in any promotional materials or mailers that the symposia are presented in cooperation with the ASN. The use of the American Society for Nutrition and/or “Advances and Controversies in Clinical Nutrition Conference” logos is strictly prohibited. (Note: Also refer to “Invitations/Promotions”)

### **PLEASE NOTE**

Please contact Brent Schwartz at Blackwood CME if you experience a problem with the electronic submission of the application or have guideline or application submission questions. 856-481-4805.