



ASCP 2021 Live + Virtual Satellite Symposia Application

Meeting Dates: October 27-29, 2021

Location: Hynes Convention Center, Boston, MA

Application Guidelines

Thank you for your interest in submitting an application for a Satellite Symposium at ASCP 2021 Live + Virtual. Please submit a separate application for each proposed Satellite Symposium by October 4, 2021. Please note that timeslots are filled on a first come first serve basis.

All applications must be submitted via this form. Applications received in any format other than this form will not be reviewed by ASCP.

Availability of time and date slots for Satellite Symposia are limited and will be considered on a first-come basis. If multiple requests are made for the same date/time slot, then the date of receipt of each application by ASCP will be used to establish priority for slot assignments. If a desired date/time slot is not available, an alternate slot may be offered.

Applications must be submitted in English and all information requested must be completed. Submission of an application does NOT guarantee acceptance of a Satellite Symposium at ASCP 2021 Live + Virtual. ASCP will provide feedback to all applicants in a timely manner, but will not identify the individual reviewers.

Pursuant to Section 6002 of the Patient Protection and Affordable Care Act, the National Physicians Payment Transparency Program, codified at 42 CFR Parts 402 and 403, was created (the "Sunshine Act"). Under the Sunshine Act, industry has a legal obligation to report to the Centers for Medicare & Medicaid Services ("CMS") the value of Payments and other Transfers of Value, both direct and indirect, made on or after August 3, 2021, to physicians and teaching hospitals who are Covered Recipients. "Covered Recipients" include medical doctors, doctors of osteopathic medicine, dentists, podiatrists, optometrists, licensed chiropractors, and teaching hospitals. Financial Transfers that are subject to reporting include:

- Direct = Manufacturers of a drug, device, biological, or medical supplies participating in federal health care programs will have to report to CMS any direct payments or transfers of value to physicians and/or teaching hospitals of \$10 or more. However, there are 12 exceptions where a direct payment or transfer of value is not subject to reporting. These include product samples and educational materials that directly benefit patients.
- Indirect = Transfers that are not made directly to physicians. These are categorized as third party transfers and other types of indirect transfers.

For further details on compliance with the Sunshine Act, please visit www.ama-assn.org/go/sunshine.

For details on the application submission and review process refer to [Submission Guidelines](#) at the end of this document.

Return completed applications via email or fax to:

Nam Nguyen, nam.nguyen@ascp.org, fax: 312.541.4998

Satellite Symposia Application

PART 1. GENERAL INFORMATION

Contact Individual: _____

Company or Organization: _____

Mailing Address: _____

*Please include complete address, _____
city, state, zip, and postal code.*

If international, include country. _____

Telephone: _____

Fax: _____

Email: _____

Symposium Promotional Opportunities

Live + Virtual Symposium (includes streaming)

60 minute Symposium/Product Showcase \$40,000

30 minute Symposium/Product Showcase \$30,000

Live Only Symposium (No Streaming)

60 minute Symposium/Product Showcase \$25,000

30 minute Symposium/Product Showcase \$15,000

Virtual Only Symposium

60 minute Symposium/Product Showcase \$30,000

30 minute Symposium/Product Showcase \$20,000

Add-Ons

Notification Alerts \$2,500

Pre-show Email \$2,500

Post-show Email \$2,500

Pre/Post Show Email Package \$4,000

Bag Insert \$2,500

Door Drop \$6,000

eGift Bag Insert \$2,000

Website banner ad \$2,500

App Banner ad \$2,500

App Notification \$2,000

Accredited groups are highly encouraged to provide continuing medical education (CME) credit to attendees.

Satellite symposia that do not offer CME credit:

Per ACCME Standard 5: Manage Ancillary Activities Offered in Conjunction with Accredited Continuing Education, live continuing education activities developed by or with influence from an ineligible company or with planners or faculty with unmitigated financial relationships must not occur in the educational space within 30 minutes before or after an accredited education activity. Activities that are part of the event but are not accredited for continuing education must be clearly labeled and communicated as such.

PART 2. SUMMARY INFORMATION

Session Title (Maximum 100 characters including spaces)

Topic Category: **(enter "1" for primary topic category; enter an "X" in up to 3 additional categories as secondary)*

AP = anatomic pathology CP = clinical pathology

AP — Cytopathology (Gynecologic)

AP — Cytopathology (Non-Gynecologic)

AP — Surgical Pathology (Dermatopathology, Gynecologic, Head & Neck, Breast, Endocrine, Pediatrics, Pulmonary)

AP — Surgical Pathology (Gastrointestinal, Genitourinary, Liver, Pancreas, Renal, Bone & Soft Tissue, Cardiovascular)

AP — Autopsy, Forensic, Neuropathology, Grossing

CP — Blood Banking, Transfusion Medicine

CP — Chemistry

CP — Medical Microbiology

Hematopathology

Molecular Pathology (techniques, testing, including cytogenetics)

Certification Support (fundamental knowledge; American Board of Pathology Maintenance of Certification/
ASCP Certification Maintenance Program)

Education Best Practices for Pathologists and Laboratory Professionals

Global Pathology

Laboratory/Business Management

New Techniques and Technologies (including informatics, digital imaging)

Practice and Quality Management

Professional Development, Leadership, Career Management

Public Health Policy, Health Care Reform

The Patient's Clinical Team (pathologists' role working with others to treat patients/guide care)

Other category: (please describe)

Educational Session Description: *(Maximum 200 words)*

This is a succinct summary of the concepts and subject matter to be included in the session. Include educational format (teaching method), content to be covered, and why meeting participants should attend the proposed session. Description maybe edited for use in promotional catalog and additional input may be requested from you later.

Preferred Session Timing:

- Morning (before scheduled meeting education begins)
- Afternoon (after scheduled meeting education ends - 30-minute slots)
- Evening (After scheduled meeting education ends - Thursday or Friday)

*Please note, if the Satellite Symposia do not offer CME credits, then the afternoon time slot is not available.

PRIMARY FACULTY PRESENTER:

Full Name: _____

Full Name with Degree _____

Designations and/or _____

ASCP Certification(s) _____

Mailing Address: _____

Include complete address, _____

city, state, zip, and postal _____

code, country _____

Telephone: _____

Fax: _____

Email: _____

Presentation Expertise and/or Experience: (100 words or less)

ADDITIONAL FACULTY PRESENTERS:

Full Name: _____

Full Name with Degree Designations and/or ASCP Certification(s) _____

Email: _____

Full Name: _____

Full Name with Degree Designations and/or ASCP Certification(s) _____

Email: _____

Full Name: _____

Full Name with Degree Designations and/or ASCP Certification(s) _____

Email: _____

Full Name: _____

Full Name with Degree Designations and/or ASCP Certification(s) _____

Email: _____

Full Name: _____

Full Name with Degree Designations and/or ASCP Certification(s) _____

Email: _____

PART 3. LEARNING STRATEGIES

(Complete only for Satellite Symposium or Innovation Showcase formats.)

Primary Intended Audience (select ONE that MOST applies)

- Practicing Pathologists
- Lab Directors/Managers
- Lab Scientists
- Pathology Residents
- The entire pathology team (physicians as well as non-physician laboratory professionals)

Physician Competencies Addressed (select ALL that apply)

- Patient care — a satisfactory level of diagnostic competence and the ability to provide appropriate and effective care in the context of pathology services.
- Medical knowledge — knowledge about established and evolving biomedical, clinical, and cognate (e.g., epidemiological and social-behavioral) sciences and the application of this knowledge to pathology.
- Practice-based learning and improvement — the ability to investigate and evaluate his/her diagnostic and consultative practices, appraise and assimilate scientific evidence, and improve individual care practices.
- Professionalism — a commitment to carrying out professional responsibilities, adherence to ethical principles, and sensitivity to a diverse patient population
- Interpersonal and communication skills — interpersonal and communication skills that result in effective relationships, information exchange and learning with other health care providers, patients, and patients' families
- Systems-based practice — an awareness and responsiveness to the larger context and systems of health care and the ability to call on system resources to provide pathology services that are of optimal value
- Physicians are not the primary intended audience for the proposed education

Learning Needs/Professional Practice Gaps Addressed:

1. How will the proposed Satellite Symposium address an identified professional practice gap?

2. What evidence demonstrates a need for this Satellite Symposium among pathologists and/or laboratory professionals based on the identified professional practice gap?

Intended Learning Outcomes: *(List up to 3 outcomes, use measurable, action verbs)*

Following this session, participants will be able to:

- 1.
- 2.
- 3.

Nature of Satellite Symposium Content:

The content of ASCP 2021 Live + Virtual comprises new and distilled information balanced with core knowledge to encourage the rapid translation of scientific research into the practice of pathology. Using a total of 100 points, subjectively assign a number of points to each category below to indicate the rough percentage composition of the proposed educational Satellite Symposium.

(Total points must add to 100)

Core knowledge essential to pathologists and/or laboratory professionals

New or cutting edge knowledge in pathology and/or laboratory medicine

Interactive Learning Components:

Briefly describe the plan for including interactive learning components such as audience questioning, case solving, case sharing, and so on, to involve the audience in this proposed session.

Additional Information for Review: *(maximum 150 words)*

Briefly note any additional information that you would like application reviewers to consider.

PART 4. PROGRAM ADMINISTRATION

(Complete only for Satellite Symposium formats.)

REGISTRATION PROCESS:

Describe how registration for this Satellite Symposium will be conducted. Include applicable contact information.

Company Name: _____

Contact (if applicable): _____

Phone Registrations: _____

Fax Registrations: _____

Email Registrations: _____

Other Information: _____

Program Evaluation and CME Credits: Describe how the Satellite Symposium will be evaluated and how the CME credits will be provided to participants. (Or check the box below.)

This Satellite Symposium will NOT offer CME credit.

EDUCATIONAL GRANT PROVIDER: _____

Designated Contact Name: _____

Mailing Address: _____

Include complete address, _____

city, state, zip, and postal _____

code, country _____

Telephone: _____

Fax: _____

Email: _____

Submit grant invoice to: _____

ACCREDITED CME PROVIDER, IF APPLICABLE:

Designated Contact Name: _____

Mailing Address: _____

Include complete address, _____

city, state, zip, and postal _____

code, country _____

Telephone: _____

Fax: _____

Email: _____

Submission Guidelines

General Information

- Applications must be submitted in English.
- Submitters are strongly encouraged to read these guidelines prior to completing the application.
- Only complete applications will be reviewed. An application will be considered complete if all information requested on the Satellite Symposia Application is provided.
- No fees are required to submit an application.

All educational programs or social events sponsored or supported by any other organization and directed at the same audience over the official dates and times of ASCP 2021 Live + Virtual require prior written approval by ASCP.

- All correspondence as well as expenses and reimbursements, including meeting registrations and honoraria for program or presentation faculty and/or technicians demonstrating products and services are the sole responsibility of the applicant. ASCP is not responsible for any such expenses.
- Once a Satellite Symposium has been approved by ASCP, it cannot be modified or changed without written permission from ASCP. Requests for modification may be directed to Devon Cortright at devon.cortright@ascp.org.
- Violation of these guidelines may result in the cancellation of the Satellite Symposium.
- The ASCP will require non-CME Satellite Symposia to be clearly distinguished from ASCP CME. This distinction will be made through the ASCP's use of appropriate disclaimers in advertising and informational materials so that Annual Meeting attendees may easily ascertain that the applicable Satellite Symposia are not CME accredited. See Additional Guidelines for Satellite Symposia for more information on programs offering CME credit.

Participation Fees

- Fees to offer Satellite Symposia at the ASCP 2021 Live + Virtual shall be due to the ASCP.
- For each Satellite Symposium, an agreement between ASCP and the symposium supporter must be signed by both parties.
- All signed agreements must be received by ASCP prior to October 4, 2021.

Review Process and Criteria

All applications must be submitted via this form. Applications received in any format other than this proposal form will not be reviewed by ASCP.

Submission of an application does NOT guarantee its acceptance at ASCP 2021 Live + Virtual. The Annual Meeting Strategic Planning Committee (AMSPC) will review and provide feedback to all proposal submissions in a timely manner, but will not identify the individual reviewers. For all applications submitted by June 8, 2021, feedback will be available by August 12, 2021. Questions or other inquires may be directed to Devon Cortright at devon.cortright@ascp.org.

Applications for Satellite Symposia will be reviewed using the following criteria:

- Clear identification of learning outcomes derived from established needs
- Alignment with the overall Annual Meeting theme and topic areas
- Timeliness and broad interest to any/all of the three primary constituent audiences: pathologists, laboratory professionals, and pathology residents
- Value as core or standard knowledge/practice in pathology or laboratory medicine
- Accuracy of proposed title in representing the content being offered
- As appropriate, the attempt to include diverse faculty as proposed presenters (i.e., pathologists, laboratory professionals, residents, non-U.S.-based)
- As appropriate, inclusion of similarities and differences in clinical practice and laboratory medicine for U.S.-based versus non-U.S.-based professionals
- Speaking/presentation experience of the proposed faculty
- Content demonstrates scientific rigor and objectivity and is free of commercial bias for or against any product
- Overall quality, scientific merit, and balance with other Annual Meeting education

Faculty Presenter Expectations

ASCP maintains pride and respect for the exemplary faculty at its Annual Meeting and sets high standards for those who participate in the Annual Meeting. All presentations must be made in English. ASCP also expects that faculty will be committed to:

- Creating engaging educational experiences for learners
- Encouraging interaction with and amongst learners
- Speaking at an appropriate level for the expected audience (i.e., novice, experienced)
- Staying on time and on task
- Using technology wisely
- Using clear verbal communication skills for accurately narrating, describing, hypothesizing and supporting an opinion in the chosen language of the educational presentation (i.e., English)
- Addressing physician competencies in education (i.e., patient care, medical knowledge, practice-based learning, interpersonal and communication skills for healthcare professionals, professionalism in carrying out one's practice, or use of the overall health care system and clinical team available for caring for patients)

Promotion

1. ASCP must review and approve all promotional materials produced in conjunction with the Satellite Symposia, including invitations, announcements, flyers, websites, and signs. The deadline to submit promotional materials for approval is October 4, 2021. Please allow up to five business days for ASCP to consider requests for approval.
2. ASCP will include Satellite Symposia in the preshow special event emails. All applications must be received by October 4, 2021 to be included.
3. It is acceptable to use the following language on promotional materials to describe the Satellite Symposia “An official educational opportunity held in conjunction with ASCP 2021 Live + Virtual”.
4. The ASCP logo may not be used on any promotion or other materials (including enduring materials) produced by companies other than ASCP.
5. Use of the ASCP name or copyrighted material on any announcement, sign, publication, or other material requires prior written approval by ASCP. Please submit requests to Nam Nguyen at Nam.Nguyen@ascp.org.
6. Because Satellite Symposia are not officially part of the ASCP Annual Meeting, companies cannot reference their symposium as part of ASCP's annual meeting or imply that it is an ASCP event.
7. As a promotional benefit to the companies hosting a Satellite Symposium, ASCP will provide the following:
 - Access to participant information to send out notifications for attendees to RSVP for the satellite symposium to gauge participation. Symposia organizations are encouraged to have processes in place to collect participant information.
 - A listing of each symposium, including narrative description, location, and contact information, in the Preshow special event emails;
 - One complimentary ASCP 2021 Live + Virtual attendee mailing list for one-time use only. The 2021 pre-registration attendee list and the ASCP membership list will also be available for purchase. ASCP pre-approval of all mailing pieces is required. Sample mailing pieces should be emailed along with the request form to the ASCP Marketing department. The deadline to submit your mailing piece for approval along with the mailing address list (no emails) request form is October 4, 2021.
8. ASCP will provide the organizers of Satellite Symposia the ASCP 2021 Live + Virtual pre-registration mailing list electronically, 4 weeks prior to the start of the meeting. Use of the ASCP mailing address list (no emails) is for one-time use to promote the Satellite Symposia only. **This will be closely monitored.**

Additional Guidelines for Satellite Symposia

Satellite symposia will be scheduled during morning, afternoon, or evening hours to not compete with other scheduled ASCP programs or social activities. Satellite Symposia may be designated for CME credit by Accreditation Council for Continuing Medical Education (ACCME) accredited providers, and provision of CME is highly encouraged, however programs may be presented without CME credit. All satellite symposia designated for CME credit will be subject to the CME Eligibility standards outlined below.

CME Standards and Practices

ASCP 2021 Live + Virtual is an educational activity offering CME credit. ASCP adheres to the ACCME Standards for Commercial Support to ensure the independence of CME activities. As such, satellite symposia must comply with ACCME standards including objectivity and scientific rigor of program content, appropriate disclosure of commercial relationships and resolution of conflicts of interest, and activity evaluation.

Circumstances create a conflict of interest when an individual has an opportunity to affect CME content about products or services of a commercial interest with which he/she has a relevant relationship. The conflict of interest depends on the situation and not on the character or actions of the individual.

ACCME and ASCP define commercial interests as entities producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients (with the exemption of non-profit or government organizations and non-health care related companies). Financial relationships are those relationships in which the individual or his/her spouse or partner benefits by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria, ownership interest (excluding diversified mutual funds), or other financial benefit; these are usually associated with roles such as employment, independent contractor (including contracted research), consulting, speaking and teaching, advisory/review panel or board membership, etc. A relevant financial relationship is one that creates a conflict of interest, in any amount, occurring in the 12 months before the individual assumes a role controlling CME content.

CME Eligibility for Satellite Symposia

ASCP requires that CME Accredited Satellite Symposia:

- Undergo an application and selection process.
- Comply with ACCME Standards.

ASCP will sign a written agreement with third party CME providers. Written agreements will include consequences for non-compliance. Reviewers trained to recognize bias will also monitor Satellite Symposia content.

To minimize the potential for bias in CME-accredited Satellite Symposia, ASCP will also require the symposia content to be evidence-based. A peer review of symposia content (slide presentations) will be requested in advance of the symposia. Presenters who disclose unmanageable conflicts will be prohibited from making practice recommendations. These presenters may present on general topics only (e.g., pathophysiology, research data). An additional presenter without unmanageable conflicts may be added to the program to make practice recommendations instead.

ASCP will ensure that CME-accredited Satellite Symposia are clearly distinguished from ASCP CME accredited educational sessions in meeting programs and promotional materials. ASCP will also require third party organizers of CME-accredited Satellite Symposia to use appropriate disclaimers to distinguish the Satellite Symposia from ASCP CME-accredited educational sessions advertising and program materials. ASCP will not permit key society leaders to participate in CME-accredited Satellite Symposia as faculty members, presenters, chairs, consultants, or in any other role besides that of an attendee who receives no honoraria or reimbursement.

Event Logistics and Registration

1. One person must be designated as the sole contact for your company. ASCP will work directly with that one person. It is the commercial supporter's responsibility to share all information included in these guidelines with the medical education company, if any, retained to manage the event.
2. No sales activities may take place and no promotional materials may be displayed during the symposium.
3. Any additional audio/video taping capabilities that is beyond the webinar platform consul will be the responsibility of the symposium organizer.
4. A copy of all educational materials produced in conjunction with the satellite symposium should be submitted to ASCP for reference purposes. This includes syllabus materials, handouts, web sites and any CME - accredited enduring materials produced after the event.
5. Evaluations and awarding of continuing education credits are the responsibility of the satellite symposium organizer. A summary report of participant evaluations must be provided to ASCP by December 1, 2021.