Satellite Symposium
Guidelines & Benefits

AASLD invites commercial supporters of The Liver Meeting® to organize a limited number of independent educational symposia to be presented during its Annual Meeting for registered attendees. These symposia will take place after 7:30pm on Saturday, November 14; and after 6:30pm on Sunday, November 15 and Monday, November 16, following the educational events of The Liver Meeting®.

Benefits

1. $75,000
   Includes standard advance and onsite promotion opportunities and meeting space

2. ADDITIONAL ADS
   Daily News, Rotating Kiosks, Charging Stations, etc.
Benefits to your Company

A Satellite Symposium is defined as an educational program, peripheral to The Liver Meeting®, which is designed to meet the continuing medical education needs of the hepatology community. Organizers whose programs are accepted at the $75,000 level will receive the following benefits:

- Exposure to a select audience of influential liver specialists from around the world.
- Inclusion of the symposium announcement in the AASLD Final Program and on the Website.
- Inclusion of an approved special announcement in the Annual Meeting registration bag.
- One day use of meeting space and a speaker-ready or slide review room.
- One-time use of The Liver Meeting® pre-registration list, with pre-approved mailing piece, at no charge.
- Onsite information wall to display a 22” wide x 28” publicity poster. This wall will be located in the Convention Center and will be available Friday, November 8 through Monday, November 11 for the purpose of promoting all industry-supported satellite symposia.
- (2) Directional signs (22 x 28) provided by AASLD leading to all Satellite Symposia at the hotel

### Marketing Item

<table>
<thead>
<tr>
<th>Marketing Item</th>
<th>$75,000</th>
<th>Additional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Symposium Announcement in Final Program</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Symposium Announcement on the Website</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Registration Bag Insert</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Meeting Space and Speaker Ready/Slide Review Room</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Onsite Wall display of 22 x 28 poster</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Pre-Registration List</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Additional Advertising Opportunities</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>(Daily News Ad, Rotating Kiosk, etc.)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Proposal Process and Requirements

Proposals must be received by Friday, June 26. Only complete proposals will be reviewed/considered.

- A completed application with supporting documentation must be received by Friday, June 26. Emailed files are preferred and can be sent to Melissa Morrison at mmorrison@aasld.org.
- Upon selection and notification, the organizer will be required to submit full payment of $75,000 and a signed symposium agreement within 30 days of notification.
- Satellite symposia industry supporter(s) must be an exhibitor at The Liver Meeting®. If the symposium is multi-supported, at least one supporter must be an exhibitor.
- Satellite symposia must be sponsored/organized by an ACCME accredited organization and offer CME credits. Providers must designate activities for category I credit in advance; no activity can be designated retroactively. AASLD does not provide CME credit for satellite symposia.
- All supporters, organizers, agents and presenters must abide by all of AASLD’s policies including the Abstract Embargo Policy.
Proposal Elements

Proposals must include the following information:

- Title of program and preferred date
- Program Director and names and credentials of proposed faculty
- Abstract, learning objectives, and program agenda
- Anticipated size of audience
- Food service planned, if applicable
- Logistical/room set preferences
- Name of communications company, contact person name, address, phone, and email
- Name of the CME provider if other than communications company
- Name of industry supporter, contact person name, phone, and e-mail
- General plan for marketing the symposium
- Statement acknowledging guidelines and restrictions and the organization’s willingness to abide by them

Organizer Responsibilities

Successful proposal applicants should expect to provide the following minimum services. Please note that ALL marketing, printed and electronic material relating to this activity must receive written authorization from AASLD prior to distribution to potential attendees (this includes social media posts).

- Design, print and distribute separate invitations for the symposium.
- Coordinate space needs with AASLD and provide onsite management of the symposium.
- Prepare and distribute symposium agenda and handouts, if applicable.
- Accept financial responsibility for and arrange for all aspects of the symposium, including but not limited to, room change fees, audio visual and catering expenses.
- Manage both advance and onsite registration for the event.
- Manage payment of honoraria and/or expense reimbursement to speakers, moderators, or others.
- It is the responsibility of the applicant organization to develop and implement programs as they have outlined in their proposals. Any changes in content or faculty must be communicated to AASLD in advance of the symposium.
Notification and Space Assignment

Applicants will be notified of AASLD’s decision by mid-August 2020.

- Satellite symposia will be assigned appropriate space in AASLD designated hotel(s) and assignments are final and non-negotiable. This determination will not be made until space assignments have been finalized for AASLD official functions.
- Several criteria are taken into consideration when assigning space, including topic, size of audience, preferred date, proposal receipt date and competitive factors. AASLD will not consider faculty commitments when assigning space.
- With space assignments, organizers will be given one meeting room to be used as an office space or speaker slide room. This space will be on a 24-hour hold and available for use starting at noon the day before the symposium through midnight the day of the event.

Proposal Submission

To be considered, a proposal with completed application must be submitted no later than Friday, June 26 to:
American Association for the Study of Liver Diseases
Attn: Melissa Morrison
Email: mmorrison@aasld.org
Phone: 571-348-3021