



SATELLITE SYMPOSIUM GUIDELINES

SATELLITE SYMPOSIUM

AASLD invites commercial supporters of The Liver Meeting® 2022 to organize a limited number of independent educational symposia to be presented for registered attendees. It is AASLD's intention that The Liver Meeting® 2022 be a hybrid meeting, allowing faculty and learners to participate both online and in-person. **Satellite Symposia organizers can select between a virtual or an in-person satellite symposium.**

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. These symposia will take place:

- Saturday, November 5th 7:00 – 9:00 AM ET, 12:00-1:30 PM ET*, and 7:30 – 9:30 PM ET
- Sunday, November 6th 7:00 – 9:00 AM ET and 6:30 – 8:30 PM ET
- Monday, November 7th 7:00 – 9:00 AM ET

**Please note that lunch timeslots will take place at the W.E. Washington Convention Center and are 90 minutes in length.*

SYMPOSIUM FEE

\$75,000 per symposium

BENEFITS

Organizers whose programs are accepted will receive the following benefits:

- Exposure to a select audience of influential liver specialists from around the world.
- Inclusion of the symposium on the website and on the conference app.
- One-time use of The Liver Meeting® 2022 pre-registration list and post-meeting registration list, with pre-approved mailing piece (email addresses not provided).
- Digital Bag Insert.
- Onsite information wall to display a 22" wide x 28" publicity poster and flyers. This wall will be in the convention center and will be available Friday, November 4 – Monday, November 7 for the purpose of promoting all industry-supported satellite symposia.
- The Satellite Symposia link will remain active on the AASLD website for up to 90 days.

PROPOSAL ELEMENTS

Proposals must include the following information:

- Title of program and preferred date.
- Program Director and names and credentials of proposed faculty. Individuals that serve in a leadership position within AASLD as a member of the AASLD Governing Board, AASLD Foundation Board of Trustees, or Journal Editors are not eligible to participate in an industry-supported satellite symposium.
- Abstract, learning objectives, and program agenda.
- Name of communications company and CME provider, contact person name, address, phone, and email.
- Name of industry supporter, contact person name, phone, and e-mail.
- Format (virtual or in-person).
- Anticipated audience size and logistical/room set preference.
- General plan for marketing the symposium.
- Statement acknowledging guidelines, restrictions, and the organization's willingness to abide by them.

PROPOSAL PROCESS AND REQUIREMENTS

- Upon selection and notification, the organizer will be required to submit full non-refundable payment of \$75,000 and a signed symposium agreement by September 1, 2022.
- Satellite symposia industry supporter 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](#).

IN-PERSON SATELLITE SYMPOSIA: ORGANIZER RESPONSIBILITIES

Please note that **ALL** production, marketing, registration pages, and print/electronic materials relating to this activity **must receive written authorization from AASLD prior** to distribution (this includes social media posts).

- Design, print, and distribute invitations for the symposium.
- Coordinate space needs with AASLD and provide onsite management of the symposium.
- All marketing materials, inclusive of agenda and handouts are due to AASLD by October 14, 2022.
- Accept financial responsibility for and arrange for all aspects of the symposium, including but not limited to, room charge fees, production cost, audio visual, streaming and catering expenses.
- Manage food service planned, if applicable

- Manage both advance and onsite registration and provide the registration microsite link to AASLD by October 14, 2022.
- 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.
- In-person satellite symposia organizers may stream/broadcast their satellite symposia virtually at their own cost. It is the responsibility of the applicant organization to organize and distribute the live or recorded presentation.

DIGITAL SATELLITE SYMPOSIA: ORGANIZER RESPONSIBILITIES

The Liver Meeting® platform will link to the organizer's page. Digital Satellite Symposia will be hosted by the organizer and may be live or pre-recorded. AASLD recommends presentations are pre-recorded.

Please note that **ALL** production, marketing, registration pages, and print/electronic materials relating to this activity **must receive written authorization from AASLD prior** to distribution (this includes social media posts).

- Design, print, and distribute invitations for the symposium.
- All marketing materials, inclusive of agenda and handouts, and the presentation link to the Digital Satellite Symposia are due to AASLD by October 14, 2022.
- Accept financial responsibility for and arrange for all aspects of the symposium, including but not limited to, production cost, audio visual, and streaming expenses.
- Organizer to facilitate required bandwidth for Digital Satellite Symposia registration, live or pre-recorded presentation, and interactive features. Organizer has sole control over development and streaming of Digital Satellite Symposia. AASLD is not liable for any connectivity or internet issues.
- Manage registration microsite for the event and provide link to AASLD by October 14, 2022.
- 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 DATE ASSIGNMENT

Applicants will be notified of AASLD's decision by August 2022. If accepted, the organizer must sign and return the AASLD Satellite Symposium Agreement by September 1, 2022.

- 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 timeslots, including topic, 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.

PROPOSAL SUBMISSION

Completed applications and proposals must be submitted to exhibits@asld.org by **Friday, June 24, 2022**.
Satellite Symposia Guidelines are subject to revisions.