

**APPLICANT INFORMATION**

Program Title			
Program Director Name		CME Provider	
Communications Company			
Contact Name		Title	
Address		City, State, Zip	
Country	Phone	Email Address	
Industry Supporter		Contact Name	
Email Address		Phone	

**PREFERRED TIMESLOT (RANK 1-6) \*please note: lunch timeslot is 90 minutes**

12:30 PM – 2:00 PM ET* (Convention Center) Friday, November 10 _____	7:30 PM–9:30 PM ET Friday, November 10 _____	6:30 AM-8:30 AM ET Saturday, November 11 _____
12:00 PM – 1:30 PM ET* (Convention Center) Saturday, November 11 _____	7:30 PM-9:30 PM ET Saturday, November 11 _____	6:30 AM– 8:30 AM ET Sunday, November 12 _____
12:00 PM – 1:30 PM ET* (Convention Center) Sunday, November 12 _____	6:30 AM-8:30 AM ET Monday, November 13 _____	

**FORMAT**

Select your format preference for your Satellite Symposia:  Virtual Only  In-Person Only  
*Note: In-person Satellite Symposia may add a virtual component at their own expense*

**IN-PERSON SPACE REQUEST**

Anticipated Audience Size: \_\_\_\_\_ Food Service:  Yes  No If yes, type of service (buffet, plated): \_\_\_\_\_

Room Setup Requested:  Theater  Classroom  Crescent Rounds  Rounds  Other: \_\_\_\_\_

Competitors you **prefer** not to be scheduled against:

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

**PROPOSALS MUST INCLUDE THE FOLLOWING**

<input type="checkbox"/> Program abstract	<input type="checkbox"/> Learning objectives	<input type="checkbox"/> Program agenda
<input type="checkbox"/> Names and credentials of proposed faculty		<input type="checkbox"/> General plan for marketing the symposium

**DISCLAIMER AND SIGNATURE**

By submitting this application, the organizer acknowledges receipt of AASLD’s guidelines and restrictions regarding industry-supported satellite symposia and agrees to abide by them.

Signature	Date
-----------	------



## SATELLITE SYMPOSIUM GUIDELINES

---

### SATELLITE SYMPOSIUM

AASLD invites commercial supporters of The Liver Meeting® (TLM) 2023 to organize independent educational symposia to be presented for TLM attendees. A Satellite Symposium is an educational program, peripheral to TLM which is designed to meet the continuing medical education needs of the hepatology community. It is AASLD's intention that TLM be a hybrid meeting, **Satellite Symposia organizers can select between a virtual or an in-person satellite symposium.** These symposia will take place:

- Friday, November 10<sup>th</sup> 12:30-2:00 PM ET\* and 7:30 – 9:30 PM ET
- Saturday, November 11<sup>th</sup> 6:30 – 8:30 AM ET, 12:30-2:00 PM ET\*, and 7:30 – 9:30 PM ET
- Sunday, November 12<sup>th</sup> 6:30 – 8:30 AM ET and 12:30-2:00 PM ET\*,
- Monday, November 13<sup>th</sup> 6:30 – 8:30 AM ET

*\*Note: lunch timeslots will take place at the Hynes Convention Center and are 90 minutes in length.*

---

### SYMPOSIUM FEE

\$60,000 per symposium

\$65,000 per lunch timeslot/Hynes Convention Center symposium

---

### 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® 2023 pre-registration list and post-meeting registration list, with pre-approved mailing piece (email addresses not provided).
  - Onsite promotional wall to display a 22" wide x 28" publicity poster and flyers for symposia. This wall will be in the convention center Friday, November 10 – Monday, November 13.
  - The Satellite Symposia link will remain active on the AASLD website for up to 90 days.
- 

### PROPOSAL SUBMISSION

Completed applications and proposals must be submitted to [exhibits@asld.org](mailto:exhibits@asld.org) by **Friday, June 23, 2023**. Satellite Symposia Guidelines are subject to revision.

---

### NOTIFICATION AND DATE ASSIGNMENT

- Applicants will be notified of AASLD's decision by August 2023. If accepted, the organizer must sign and return the AASLD Satellite Symposium Agreement and payment by September 1, 2023.
- Satellite symposia space assignments are final and non-negotiable.

- Several criteria are taken into consideration when assigning timeslots, including topic, preferred date and timeslot, proposal receipt date and competitive factors. AASLD will not consider faculty commitments when assigning space.
- Organizers will be given one meeting room to be used as an office space or speaker slide room.

---

## PROPOSAL ELEMENTS

- Title of program.
- Preferred date, time and format (virtual or in-person).
- 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.
- Anticipated audience size and logistical/room set preference.
- General plan for marketing the symposium.
- Statement acknowledging guidelines, restrictions, and the organization's agreement to abide by them.

---

## PROPOSAL PROCESS AND REQUIREMENTS

- Upon selection and notification, the organizer will be required to submit full non-refundable payment and a signed symposium agreement by September 1, 2023.
- Satellite symposia industry supporter must be an exhibitor at TLM. If the symposium is multi-supported, at least one supporter must be an exhibitor.
- AASLD does not maintain any control of the content of the Satellite Symposium. It is the responsibility of the organizer to develop and implement the program as outlined in the proposal.
- 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](#) and the Code of Conduct.
- 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.

---

## MARKETING GUIDELINES

- All marketing, registration pages, and print/electronic materials relating to the symposium **must receive written authorization from AASLD prior to distribution** (including social media posts).
- It is the responsibility of the organizer to design, print, and distribute invitations for the symposium.

- All marketing materials, inclusive of agenda and handouts are due to AASLD by October 13, 2023. Failure to submit materials by the deadline may result in denial of inclusion.
- Any and all other onsite marketing activities for the symposium by organizer is restricted to organizer's exhibit booth and to the registration table in front of the meeting room on the day of the symposium one hour prior to the start of the symposium. Giveaways or incentives to meeting attendees to attend a symposium, including inappropriate onsite promotional tactics, are prohibited.
- The names, logos, and acronyms of the American Association for the Study of Liver Diseases and The Liver Meeting® (including The Liver Meeting Digital Experience™) are the exclusive property of and are trademarked by AASLD. They may not be used in any way, for any purpose or at any time (including but not limited to announcements, invitations, emails, web publications, etc.) without the express written permission of AASLD, which may be withheld or conditioned in AASLD's sole discretion.

**The only terminology that will be approved for use in all printed material referencing the meeting (including emails and publication on the Web) is:**

1. While attending The Liver Meeting® 2023.
2. While attending the 75<sup>th</sup> AASLD Annual Meeting.

**It is not acceptable to use:**

1. At The Liver Meeting® 2023.
2. At the 75<sup>th</sup> AASLD Annual Meeting.
3. In conjunction with The Liver Meeting® 2023.
4. In conjunction with the 75<sup>th</sup> AASLD Annual Meeting.

**If given approval to use The Liver Meeting® 2023 in your terminology, you must attribute AASLD's trademark as follows: The Liver Meeting® is a registered trademark of the American Association for the Study of Liver Diseases. You may not use our trademark(s):**

- In, as, or as part of your own trademarks.
- To identify products or services that are not ours.
- In a manner likely to cause confusion.
- In a manner that implies inaccurately that we sponsor or endorse, or are otherwise connected with your own activities, products, and services.

---

## **IN-PERSON SATELLITE SYMPOSIA: ORGANIZER RESPONSIBILITIES**

- Coordinate space needs with AASLD and provide onsite management of the symposium. The supporter is solely responsible for the management, organization, and execution for all aspects of the symposium, including but not limited to, room set, audiovisual, catering and registration.
- 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, catering expenses and CME accreditation.
- Manage registration and provide the registration microsite link to AASLD by October 13, 2023.
- 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, and as required for CME accreditation. 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 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

- Digital Satellite Symposia must be hosted by the organizer and may be live or pre-recorded.
- Accept financial responsibility for and arrange for all aspects of the symposium, including but not limited to, production cost, audio visual, streaming expenses and CME accreditation.
- 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 and provide the registration microsite link to AASLD by October 13, 2023.
- 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, and as required for CME accreditation. 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 2023. If accepted, the organizer must sign and return the AASLD Satellite Symposium Agreement and payment by September 1, 2023.
- Satellite symposia space assignments are final and non-negotiable.
- 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.
- Organizers will be given one meeting room to be used as an office space or speaker slide room.

---

## LIMITATION OF LIABILITY

AASLD shall not be liable for any loss, injury, or damage incurred by organizer or by a third party as a result of the symposium, including but not limited to any loss, injury, or damage, except arising solely out of the gross negligence or willful misconduct of AASLD.

The organizer and affiliates shall indemnify AASLD against all claims, demands, actions, expenses, damages, penalties, attorney's fees, or proceedings incurred by AASLD because of the publications distributed at, statements made during or any other conduct arising out of or in any way connected with the Symposia.

It is mutually agreed that AASLD shall not be liable for failure to deliver the Symposia as contracted for due to causes beyond AASLD's control, including, without limitation, unavailability of the venue, acts of God, fire, strikes, internet disruption, inability of platform vendor to provide services, governmental regulations, war, terrorism or causes which would prevent its scheduled opening or continuance, supplier failures, rationing, acts of local, state or national governments or public agencies, utility or communication failures or delays, communications or power failure or outage, blackouts, grayouts, flood, epidemics, pandemics, quarantine, or riots.

All matters and questions not covered by these Guidelines are at the discretion of AASLD. In the event of a conflict between these Guidelines and the Exhibit Space Application & Contract, these Guidelines shall control as to the Symposia.

---

## VIOLATIONS

Violations of these Guidelines, the Code of Conduct, or The Liver Meeting® Exhibit Space Application & Contract by industry supporter or their agents may affect the status of industry supporter's eligibility to participate and exhibit in the current and/or future The Liver Meeting®, up to and including termination of such privileges. Supporters failing to adhere to the deadlines outlined within this document will forfeit their Symposia without refund. The space may be resold or used by AASLD in its sole discretion. Limitations placed on industry supporter or failure of industry supporter to take advantage of any or all services of the Symposia will not give rise to a claim for any refund of Symposia or exhibiting expenses.