

SATELLITE SYMPOSIUM GUIDELINES

AASLD invites commercial supporters of The Liver Meeting® (TLM) 2024 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. Satellite Symposia organizers can select between a virtual or an in-person satellite symposium.

TIMESLOTS & FEES

Lunch Slot	Dinner Slot
Length: 90-minute Venue: San Diego Convention Center Fee: \$65,000	Length: 120 minutes (2 hours) Venue: hotel Fee: \$60,000
- Friday, November 15 th 12:30-2:00 PM - Saturday, November 16 th 12:30-2:00 PM - Sunday, November 17 th 12:30-2:00 PM - Monday, November 18 th 12:30-2:00 PM	- Friday, November 15 th 7:30-9:30 PM - Saturday, November 16 th 7:30-9:30 PM

PROPOSAL SUBMISSION

Submit completed applications and proposals to exhibits@asld.org by Monday, June 3, 2024.

Applicants will be notified of AASLD’s decision no later than July 15, 2024.

Note: submissions received after June 2nd will still be considered but may receive delayed correspondence.

DEADLINES

- Applications and Proposals Due to AASLD: **June 3, 2024**
- Signed Symposium Agreement and Payment: **September 1, 2024**
- Final Faculty and Speakers: **September 1, 2024**
- Promotional copy due to exhibits@asld.org by **September 9, 2024**.
 - Program Title
 - Program Supporter & CME Provider (exactly as it should be listed)
 - Program Description (maximum of 50 words)
 - Speaker(s) (name and credentials only)
- Registration Link for AASLD website: **October 1, 2024**
- Preconference Logistics Call with AASLD and Venue (to be scheduled 45 days prior to symposia)

TIMESLOT, DATE, AND SPACE ASSIGNMENT

- Satellite symposia space assignments are considered on a first-come, first served basis.
- Organizers will be notified of space assignment by July 15, 2024.
- Several criteria are taken into consideration when assigning timeslots, including topic, preferred date and timeslot, proposal receipt date and competitive factors.
- AASLD does not consider faculty commitments when assigning space.

BENEFITS PROVIDED BY AASLD

- CME Company will be assigned a symposia presentation room and one meeting room to use as an office or speaker slide review.
- Exposure to a select audience of influential liver specialists from around the world.
- Listing on AASLD website and TLM conference app.
- Listing in Industry Programming Guide – promoted digitally in TLM marketing and distributed onsite at registration and HQ hotel.
- One-time use of The Liver Meeting® 2024 pre-registration list and post-meeting registration list, with pre-approved mailing piece (email addresses not provided).
 - Design and production of the mailing piece is the responsibility of the supporter.
 - Mailing piece must be approved by AASLD prior to printing.
 - The list only includes attendees who have opted-in to receive promotional materials.
- 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 15 – Monday, November 18.
- The Satellite Symposia link will remain active on the AASLD website for up to 90 days.

PROPOSAL ELEMENTS

- Title of program.
- Preferred date and time.
- Program Director and names and credentials of proposed faculty.
- Abstract, learning objectives, and program agenda.
- Name and contact information for communications company, CME provider, and industry supporter.
- Anticipated audience size and logistical/room set preference.
- General plan for marketing the symposium and acknowledgement of guidelines and restrictions.

FACULTY & SPEAKERS

The final Faculty/Speaker List is due to AASLD by **September 1, 2024**.

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 a commercial presentation. Any changes in Faculty/Speakers must be communicated to AASLD in advance of the symposium and submitted in writing via the Faculty Approval Form for AASLD review.

PROPOSAL PROCESS AND REQUIREMENTS

- Upon selection and notification, the CME Company will be required to sign and return the AASLD Satellite Symposium Agreement and submit full non-refundable payment by September 1, 2023. ACH is AASLD’s preferred method of payment, contact exhibits@asld.org for ACH information.
- At least one of the satellite symposium’s industry supporters must be an exhibitor at TLM 2024.
- 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.
- AASLD does not maintain any control of the content of the Satellite Symposium. It is the responsibility of the CME Company to develop and implement the program as outlined in the proposal, and as required for CME accreditation.

- All supporters, organizers, agents, and presenters must abide by all of AASLD’s policies including the [Abstract Embargo Policy](#) and Code of Conduct.

ORGANIZER RESPONSIBILITIES

- 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.
- Manage organization and execution of all aspects of the symposium, including but not limited to, room set, audiovisual, streaming/broadcasting, catering, and registration.
- Coordinate space needs with AASLD and provide onsite management of the symposium.
- Attend the AASLD Preconference Logistics Call with the CME Company’s onsite contact and the venue (approximately 45 days prior to symposia) to review any last-minute details for the program.
- Accept financial responsibility for and arrange for all aspects of the symposium, including but not limited to, room charge fees, production, audio visual, streaming, catering expenses, and CME accreditation.
- Manage registration and provide the registration microsite link to AASLD by **October 1, 2024**.
- Manage payment of honoraria and/or expense reimbursement to speakers, moderators, or others.

ADDITIONAL REQUIREMENTS FOR LUNCH SYMPOSIA AT CONVENTION CENTER

- The CME Company is required to work with AASLD’s General Services Contractor, Freeman Decorating, to coordinate union labor for drayage load in and out at the supporter’s expense.
- House-sound and rigging are exclusive to the San Diego Convention Center and supporter is responsible for coordination and fees associated with these services.

MARKETING

- All marketing, registration pages, and print/electronic materials relating to the symposium must receive written authorization from AASLD prior to distribution.
- It is the responsibility of the CME Company to design, print, and distribute invitations for the symposium.
- Onsite marketing activities for the symposium are restricted to sponsorship offered by AASLD, promotion in supporter’s exhibit booth, Satellite Symposia wall, and the registration table in front of the meeting room on the day of the symposium one hour prior to the start of the symposium. Onsite promotion in public spaces – including canvassing and handout distribution is prohibited.
- Giveaways or incentives to meeting attendees to attend a symposium, including inappropriate onsite promotional tactics, are prohibited. Company literature supporting the presentation is the only approved handout. All materials are the responsibility of the supporter and should be identified as such.
- One publicity sign (22” wide x 28” high) will be permitted in front of the symposium room one hour prior to the symposium. **Other signs are not allowed in AASLD convention center or designated hotels and will be removed and destroyed.** The design and production of the sign is the responsibility of the supporter.

PROMOTION & SPONSORSHIP

To discuss sponsorship opportunities and promotional tactics for your program contact exhibits@aaasld.org or schedule a meeting with the Exhibits & Sponsorship Team <https://calendly.com/aaasld>.

NAMES, LOGO & ACRONYMS

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 any printed material referencing the Meeting (including emails and publication on the Web) is:**

1. While attending The Liver Meeting® 2024.
2. While attending the 75th AASLD Annual Meeting.

It is not acceptable to use:

1. At The Liver Meeting® 2024.
2. At the 75th AASLD Annual Meeting.
3. In conjunction with The Liver Meeting® 2024.
4. In conjunction with the 75th AASLD Annual Meeting.

If given approval to use The Liver Meeting® 2024 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.

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.