

## SATELLITE SYMPOSIUM GUIDELINES

AASLD invites commercial supporters of The Liver Meeting® (TLM) 2026 to organize independent educational symposia to be presented for TLM attendees. A satellite symposium is an educational program designed to meet the need of continuing medical education (CME) relevant to the hepatology community. Symposia are required to offer CMEs and are held during lunch or dinner outside of the official TLM programming hours.

### TIMESLOTS & FEES

Lunch Slot	Dinner Slot
Length: 90-minute Venue: Colorado Convention Center Fee: \$65,000	Length: 120 minutes (2 hours) Venue: Co-Headquarter Hotel Fee: \$60,000
- 12:00-1:30 PM Thursday, November 5 - 12:30-2:00 PM Friday, November 6 - 12:30-2:00 PM Saturday, November 7 - 12:30-2:00 PM Sunday, November 8	- 6:00-8:00 PM Thursday, November 5 - 6:30-8:30 PM Saturday, November 7

### PROPOSAL SUBMISSION

- Submit completed applications and proposals to [exhibits@aasld.org](mailto:exhibits@aasld.org).
- Applications submitted by Monday, June 3 will be notified of AASLD's decision no later than **July 10**.
- Submissions received after June 3<sup>rd</sup> will still be considered but may receive delayed correspondence.

### DEADLINES

- Application and full proposal due to AASLD: **June 3, 2026**
- Notification of proposal status and contract issue: **July 10, 2026**
- Signed Symposium Agreement and Payment: **September 1, 2026**
- Final Faculty and Speakers: **September 1, 2026**
- Promotional copy due to [exhibits@aasld.org](mailto:exhibits@aasld.org) by **September 5, 2026**.
  - 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, 2026**
- Preconference Logistics Call with AASLD, vendors, and venue (to be scheduled 45 days prior to symposia)

### TIMESLOT, DATE, AND SPACE ASSIGNMENT

- Space assignments are considered on a first-come, first served basis.
- 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.

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## BENEFITS PROVIDED BY AASLD

- CME Company will be assigned a symposium presentation room and one meeting room to use as an office or overflow meeting space.
- Exposure to a select audience of influential liver specialists from around the world.
- Listing on the AASLD website and TLM conference mobile app, with promotion in preconference communications.
- Inclusion in the Industry Programming Guide, promoted digitally through TLM marketing channels and distributed onsite at registration and as a room drop at AASLD co-headquarter hotels.
- Onsite promotional wall to display a 22" wide x 28" publicity poster and flyers for symposia.
- The Satellite Symposia link will remain active on the AASLD website for up to 30 days.

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## FACULTY & SPEAKERS

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. The final Faculty/Speaker List is due to AASLD by **September 1, 2026**.

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## PROPOSAL PROCESS AND REQUIREMENTS

- Upon selection and notification, the CME Company must execute and return the AASLD Satellite Symposium Agreement and submit full, non-refundable payment no later than **September 1, 2026**. ACH is AASLD's preferred method of payment.
- At least one industry supporter of the satellite symposium must be an exhibitor at TLM 2026.
- AASLD does not provide CME credit for satellite symposia.
- 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; activities may not be designated retroactively.
- AASLD does not maintain control over symposium content. The CME company is solely responsible for developing and implementing the program as outlined in the approved proposal and in accordance with CME accreditation requirements.
- All supporters, organizers, agents, and presenters must comply with all AASLD policies including the [Abstract Embargo Policy](#).

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## ORGANIZER RESPONSIBILITIES

- Develop and implement the symposium program as outlined in the approved proposal; any changes 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 and logistical needs with AASLD and provide onsite management of the symposium.
- Participate in the AASLD Pre-Conference Logistics Call with the CME company's onsite contact and the venue (approximately 45 days prior to the symposium) to review final program details.
- Assume full financial responsibility for all aspects of the symposium, including but not limited to, room charge fees, production, audio visual, streaming, catering expenses, and CME accreditation.
- Manage attendee registration and provide the registration microsite link to AASLD by **October 1, 2026**.
- Manage payment of honoraria and/or expense reimbursement to speakers, moderators, or others.

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## 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 convention center and supporter is responsible for coordination and fees associated with these services.
- AASLD will provide five (5) complimentary vendor registrations for CME company staff to access the convention center. All support staff and speakers must be registered to enter the convention center. Attendance at scientific sessions or access to the exhibit hall requires the purchase of a full conference registration.

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## PROMOTION & SPONSORSHIP

AASLD offers organizers the opportunity to secure advertising in the Industry Programming Guide through the Satellite Symposia Application. The Industry Programming Guide will feature all satellite symposia and product theater programs and will be promoted digitally in pre-conference emails and distributed in print onsite at TLM. To explore additional sponsorship and promotional opportunities for your program, please contact [exhibits@aasld.org](mailto:exhibits@aasld.org) or [schedule a meeting](#) with the Exhibits & Sponsorship Team.

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## MARKETING

- All marketing, registration pages, and print/electronic materials relating to the symposium must receive written authorization from AASLD prior to distribution.
- 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.

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## NAMES, LOGOS & ACRONYMS

The names, logos, and acronyms of the American Association for the Study of Liver Diseases and The Liver Meeting® (which includes 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:**

- While attending The Liver Meeting® 2026.
- While attending The Liver Meeting® (TLM) 2026.
- While attending TLM 2026.
- While attending The Liver Meeting Digital Experience™ 2026.
- While attending TLMdX™ 2026.

### It is not acceptable to use:

- At The Liver Meeting® 2026.
- At The Liver Meeting® (TLM) 2026.

- At TLM 2026.
- In conjunction with The Liver Meeting® 2026.
- In conjunction with The Liver Meeting® (TLM) 2026.
- In conjunction with TLM 2026.

### **Proper Usage of The Liver Meeting® 2026**

- Always refer to the event as The Liver Meeting® 2026 on first mention in any written communication.
- The registered mark (®) must appear with The Liver Meeting® on first reference. Subsequent mentions in the same piece are not required.
- Always capitalize The Liver Meeting® as shown.
- Do not abbreviate to TLM unless previously written in the piece after full written as The Liver Meeting® (TLM).
- When referencing the year, you may use “The Liver Meeting® 2026” (not “2026 Liver Meeting”).

**If given approval to use The Liver Meeting® 2026 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.

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### **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 symposium. It is mutually agreed that AASLD shall not be liable for failure to deliver the symposium 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 symposium.

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### **VIOLATIONS**

Violations of these Guidelines, the Code of Conduct, or The Liver Meeting® Exhibit Space Application & Contract by industry supporter or their representatives may impact the supporter's eligibility to participate and exhibit at 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 symposium slot without refund. The space may be resold or used by AASLD in its sole discretion. Limitations placed on industry supporter or failure to take advantage of any or all services of the symposium will not give rise to a claim for any refund of symposium or exhibiting expenses.