

Society of Surgical Oncology

Policy for Independent Satellite Symposia (ISS) In Conjunction with the SSO Annual Cancer Symposium

Independent Satellite Symposia (ISS) are independent, CME-accredited educational activities held in conjunction with the SSO Annual Cancer Symposium. An ISS may be supported by a company or a not-for-profit organization.

The information presented in the ISS must be balanced and provide the attendee with an objective viewpoint. Proposals for ISS will also be evaluated for the ability to provide educational content distinct from that in the official SSO Scientific Program of the Annual Cancer Symposium. All proposals will undergo a review process that provides rank ordering. Final proposals are to be approved after the selection of the scientific program to assure that selected ISS are consistent with SSO's educational and scientific programming and adhere to this policy.

Proposals must be for live programs only; no satellite or simultaneous broadcasts or otherwise non-live programming will be considered. Any intent to re-purpose content of the live meeting must be made known in the application submitted. Content captured at the live meeting may not be distributed at the SSO meeting; re-purposed content may only be distributed after the SSO meeting. All re-purposed material must contain the designated SSO disclaimer and must have no alterations to the original content presented at the live meeting.

Peer review of the submitted proposals for ISS is conducted by SSO leadership, and includes but is not limited to the following:

- SSO President
- SSO President-Elect
- SSO Scientific Program Committee Chair
SSO Scientific Program Committee Vice Chair
SSO Continuing Medical Education Committee Chair
- SSO Executive Director
- Others deemed appropriate by the President

Reviewers' scores and comments are confidential, and the decision of the SSO Executive Council is final.

SSO reserves the right to refuse to review any proposal that does not meet the criteria set forth in these guidelines. Incomplete proposals will not be considered for review. SSO's acceptance of a proposal as having met these criteria does not imply acceptance of the ISS. SSO reserves the right to reject any proposal for reasons that it solely determines. Organizations found to violate these policies will not be allowed to submit an ISS proposal for the SSO meeting the following year.

All companies affiliated with the Symposium (supporter, medical education company, accreditation supporter, logistical supporter) must be listed on the Contact Page of the proposal. **Once an application is approved, additional supporters cannot be added.**

Upon approval and acceptance of any proposal, the supporter will be invited to participate with an expectation that the educational activity is held in accordance with the standards established by the Accreditation Council for Continuing Medical Education (ACCME), the American Medical Association's Ethical Opinion on Continuing Medical Education and Gifts to Physicians, the Food and Drug Administration regulations regarding Industry Supported Scientific and Educational Activities, the PhRMA code on Interactions with Healthcare Professionals, and the Office of Inspector General Compliance Program Guidance for Pharmaceutical Manufacturers. It is strongly recommended that appropriate source and reference citations accompany all data presented in slides and program materials.

The Proposal Submission is a two-part process. Part One includes:

- Table of Contents
- Contact Page
- Executive Summary
- Educational Needs Statement and Gap Analysis
- Target Audience Description
- Learning Objectives
- Agenda
- Schedule Preference(s)
- Faculty List with Curriculum Vitae
- Intent to Participate Letter From Each Faculty Member
- Evaluation Process Description (two to three paragraphs)
- Intent letter from Accredited Provider Designating *AMA PRA Category 1 Credit™*
- Samples of proposed presentation materials (invitations, handouts, etc.)
- Intent to Re-purpose Content and/or offer enduring CME following the live meeting

Part Two includes **(Required only if proposal is approved):**

- Faculty Disclosure Information
- Summary of how Faculty Disclosure Information will be communicated to attendees
- Summary of how conflicts of interest are to be managed among symposium planning committee members and presentation faculty
- Samples of final presentation materials (invitations, handouts, etc.)
- Copy of the Evaluation Tool
- Full evaluation report of the Evaluation Data (due April 18, 2017). Session evaluations must include assessment items that probe participants' perceptions on 1) whether the program was commercially biased; 2) whether the program was educationally balanced and objective; and 3) their overall rating on the quality of the program.

If approved, the supporter will pay the **ISS fee directly to SSO**. The fee includes:

- Use of a meeting room for the Symposium;
- Two uses of the SSO meeting registration list (names and addresses only, no fax numbers nor e-mail addresses will be included in this list);
- Inclusion of symposia listing in Advance Registration Packet and Final Program Guide;
- Inclusion of symposia listing in a promotional e-mail blast to all SSO members with symposium registration information.

All other costs must be paid by the supporter.

Proposal Submission Format and Content for Independent Satellite Symposia (ISS)

Please submit your proposal in an electronic format either as a PDF or on a USB thumb drive in Microsoft Word or Power Point. E-mail submissions are also acceptable. Incomplete proposals will not be reviewed – all information requested must be present for proposal consideration.

Item	Description
Table of Contents	
Contact Page	<p>Please provide contact information for the following:</p> <p>1) Supporter(s): The supporter(s) providing the educational grant and how their names should be acknowledged.</p> <p>2) Primary contact: Organization and contact person to receive ISS Confirmation Agreement, and, if different, name of organization to receive invoice for ISS fee.</p> <p>3) Continuing Medical Education Supporter: The supporter designating CME credit for the Symposium.</p> <p>4) Logistics Management Supporter: The supporter coordinating the Symposium logistics.</p>
Executive Summary	Summary should provide an introduction and overview of the Symposium proposal.
Educational Needs Statement with Gap Analysis	Establish an educational needs assessment for the Symposium and provide the gap analysis for the content.
Learning Objectives	List overall learning objectives for the Symposium.
Agenda	Prepare a preliminary draft agenda.
Schedule Options	<p>Note the available ISS date and time as indicated below:</p> <p>70th Annual Cancer Symposium</p> <p>Wednesday, March 15, 2017 from 6:00 PM – 7:00 PM (approximate times. Times may change slightly but will be an evening slot)</p> <p>Friday, March 17, 2017 from 6:15 PM – 7:15 PM</p> <p>Space available for up to 150 attendees (based on classroom style seating and room for small riser and projection screen).</p>
Faculty List	List all proposed faculty, presenters and/or participating consultants. Include a copy of their CV (short CV or biosketch).
Intent to Participate Letters From Each Faculty Member	Provide correspondence (letters, emails, etc.) confirming presenter's "good faith" agreement to participate in the Symposium.
Evaluation Process Description	Provide two to three paragraphs describing evaluation process.

CME Provider Intent Letter	Include the letter of intent from CME Provider designating <i>AMA PRA Category 1 Credit™</i> .
Samples of Proposed Presentation Materials	Provide copies of proposed invitations, "Save the Date" reminders, web-postings, e-mail notifications, Symposium handouts, brochures, signage, etc. or samples of these types of materials used in similar programs.
Intent to Re-purpose Content	Include specific details regarding intent to re-purpose content presented during the ISS, including the format (webcourse,etc.) of re-purposed content and the plan for distribution of re-purposed content.

Points of Agreement after Approval of the ISS Proposal

Supporters will be notified of approval or disapproval by the date listed in "Proposal Deadlines".

1) Once the SSO Executive Council approves the proposal:

SSO will send an Approval Letter along with an invoice for the ISS fee to the contact person(s) designated by the supporter.

The Approval letter must be signed and returned with the ISS fee by the due date stated on the Approval Letter, and invoice. Those letters and payments not returned within this timeframe are subject to disqualification.

The fee includes use of a meeting room for the Symposium; up to two uses of SSO's meeting registration list (names and addresses only, no fax numbers nor e-mail addresses will be included in this list); inclusion of symposia listing in the Advance Registration Packet and the Final Program Guide; and inclusion of the symposia listing in one promotional e-mail blast to all SSO members with symposium registration information.

All other costs are to be paid by the supporter.

Supporter is responsible for making all ISS logistical arrangements directly with the SSO assigned facility and is financially and legally responsible for payment of all invoices for logistical services with the assigned facility and any vendors the supporters are utilizing.

Supporter agrees to abide by all rules and regulations of the SSO assigned facility for said ISS.

Once the Confirmation Agreement is signed, the agreement is binding. No refunds will be given.

By signing the Approval Letter, the supporter confirms that it WILL:

1. Obtain all requested copyright permissions and licenses for materials that will be used as part of the Symposium.
2. Submit the final program syllabus, promotional and marketing materials, invitations, signage and faculty presentations to SSO for review and approval before they are distributed in print or electronically.
3. Include the following statement in all approved promotional and marketing material for the Symposium: **"This presentation was selected by the Society of Surgical Oncology as an independent educational activity held at the site of the 2017 Annual Cancer Symposium. This presentation is not sponsored or endorsed by the Society of Surgical Oncology.**
4. Conduct the majority of the Symposium registration prior to the Symposium (limited on-site registration will be permitted).
5. Provide onsite staff outside the meeting room to direct and assist faculty and attendees at least 1 hour before the scheduled start of the Symposium. Please note: **No marketing materials can be distributed, worn or otherwise displayed at the**

meeting hotel before, during or after the SSO meeting except in the Exhibit Hall or as approved by the SSO.

6. Provide a **single** sign immediately outside the Symposium room. The sign must be approved in advance by SSO. Up to three (3) additional signs are permitted to be displayed within the facility and/or headquarter's hotel. These signs also must be approved in advance by the SSO and may include the following information: Symposium Title; Time; Symposium Agenda and Speakers; Room Information and/or directional indicator (arrow, etc.).
7. Provide Symposium attendees with directions to the Symposium before the commencement of the SSO meeting.
8. Conduct all approved Symposium activities only **within** the confines of the meeting room assigned by SSO with the exception of two adjacent six foot long tables and 4 chairs for Symposium attendee registration immediately outside the main entrance of the assigned meeting room.
9. Permit SSO to audit the Symposium.
10. Abide by the review and approval process necessary to use the SSO meeting registration list; review and approval of ISS materials does not guarantee approval to purchase/use the SSO membership list. The CME Provider (or Sponsor's designee) is responsible for marketing the symposium.
11. Ensure that any honoraria provided to speakers will be commensurate with the official SSO honoraria policy: \$2,000 speaker honoraria, coach class airfare, up to two nights' lodging and \$75 per diem.
12. Fully comply in all respects with all applicable U.S. Food and Drug Administration (FDA) laws, regulations and guidelines, including those regarding industry supported scientific and educational activities, American Medical Association (AMA) Ethical Opinion on Gifts to Physicians, the PhRMA Code on Interactions with Healthcare Professionals, the Accreditation Council on Continuing Medical Education (ACCME) Essential Areas and Standards, the Office of Inspector General Compliance Program Guidance for Pharmaceutical Manufacturers, and SSO's Policy for Exhibitors at SSO Meetings.

By signing the Approval Letter, the supporter confirms that it WILL NOT:

1. Change any material aspect of the Symposium from that conveyed in the proposal.
2. Make use of the name or logo of SSO on any Symposium-related materials or in any way that implies that SSO is the sponsor of the function. Materials must not identify SSO as a sponsor, co-sponsor or CME provider of the Symposium.
3. Change or alter any presentation in any way for re-purposed products. Any re-purposed materials must carry the required statement in item 3 above. Materials must not identify SSO as a sponsor, co-sponsor or CME provider of the Symposium.
4. Include commercial displays in or around the room where the Symposium is held or anywhere outside the SSO Exhibit Hall at any time. For questions regarding commercial displays, please contact the SSO.
5. Sell or promote a product to Symposium attendees before, during, or after the Symposium.

6. Invite or permit media to attend any of the Symposium sessions.

Any organization found to be in violation of these points of agreement will be subject to disciplinary action that could include termination of the Exhibitor Agreement or loss of the opportunity to participate in future SSO meetings.

Cancellation: If a supporter cancels its ISS program for any reason after signing the Confirmation Agreement, the ISS fee is forfeit. Failure to pay the ISS fee may result in the supporter's being disqualified from participating in future ISS programs.

Proposal Deadlines

Deadline Description	2017 Annual Cancer Symposium
Approved ISS Policy Distributed	September 2016
ISS Proposal Deadline	December 30, 2016
Approval Letter/Confirmation Agreement Mailed	January 13, 2017
Confirmation Agreements due to SSO	January 20, 2017
Payment Due to SSO	January 27, 2017
Official ISS Logistics Instructions E-mailed	Sent when Confirmation Agreement and payment are received
Final Invitation & Marketing Materials due for Approval	January 27, 2017
ISS Audio Visual form due to SSO	February 10, 2017
Final Onsite & Presentation Materials & Signage due to SSO for Approval	February 17, 2017
ISS Evaluation Report due to SSO	April 18, 2017

Resources for ISS Information

Proposal submission, symposium review, content and process questions: Contact: Patti Stella at Society of Surgical Oncology. Her email is patti.stella@surgonc.org

Logistical Information for Independent Satellite Symposia

Meeting Room for Each Symposium

- Upon receipt of signed letter of agreement by SSO for the ISS, SSO will provide each ISS supporter with the approved date, time, facility and room. SSO will also provide the contact information for the person at the assigned facility who the supporter will work with to make the logistical arrangements for the Symposium. The assigned meeting room will be provided “empty” with the supporter responsible for making and assuming all costs of any logistical support, equipment and services directly from the facility.
- The assigned room will be available to the ISS supporter a minimum of 1 hour prior to the “program start time.”

Standard Package for Each Symposium

- Sufficient space to accommodate up to 150 attendees classroom style depending on the facility.
- Sufficient space for an elevated platform with a head table for six persons, with six chairs and a standing lectern.
- Sufficient space to left or right of the platform (as determined by SSO) for a front projection screen.
- Two six-foot tables and four chairs outside the room for greeting or registration. One easel outside the room for the ISS sign (sign to be supplied by the supporter). As stated previously, all signage copy and art must be approved in advance by SSO. Up to three additional signs are permitted to be displayed within the facility and/or the meeting headquarter’s hotel.

All logistical arrangements and any costs incurred are the sole responsibility of the supporter.

Supplemental Charges

- All audiovisual equipment or technicians, electrical service, telephone service, special “decorations,” catering (see next section), or alterations to the room setup are the sole responsibility of the supporter.
- SSO prefers that its contracted AV company be used for ISS AV support (equipment and personnel).

Catering

- All catered beverages, meals, and/or light snacks must be supplied by the Official Caterer within the confines of the assigned meeting room.
- Catering can occur only from 30 minutes before the start of the Symposium.
- All catering costs are the sole responsibility of the supporter.