

# **ACNP National Clinical Conference POLICY GUIDELINES for INDUSTRY SUPPORTED SYMPOSIUM**

This policy shall be used to guide the review and approval of Industry Supported Symposium ("Industry Symposia") to be presented at designated times and places in conjunction with the ACNP National Clinical Conference. The commercial organization ("Industry Symposium Sponsor") wishing to conduct an Industry Symposium shall submit a written proposal in accordance with these guidelines to ACNP (<http://expo.jspargo.com/acnp06/>). Sessions will be a maximum of 2 hours in length [available timeslots are indicated on the submission site]. Each Industry Symposium Sponsor will be allowed to submit and present only one (1) Industry Symposium at any ACNP National Clinical Conference.

## **Eligibility for Consideration of Industry Symposia Proposals**

To be eligible, the proposed Industry Symposium must meet the following criteria:

- Only Industry Symposia that are eligible for CE certification will be reviewed for possible acceptance for presentation.
- The Industry Symposia must provide high-quality, information that Nurse Practitioners need to provide improved quality care. This information must be balanced and provide the Nurse Practitioners with an objective viewpoint of the material presented during the symposium.
- The Industry Symposia must provide programs that are non-duplicative of the ACNP official Symposium.

## **Review and Approval Process**

All proposals for Industry Symposia **must** include the following documentation:

- Detailed information for each Industry Symposium that includes its title, all sub-topics that are to be discussed, and descriptions of the nature of all presentations that will be made.
- Copies of the Industry Symposium agenda.
- Any materials that the presenters will use, when available.
- A statement of the educational need that will be met by the Industry Symposium with back-up documentation of the determination of that need.
- The learning objectives of the Industry Symposium
- The proposed list of faculty, their respective organization(s), their Curriculum Vitae, and conflict of interest disclosures.
- Descriptions of the Industry Symposium's target audience. Please include a description of the participant selection and invitation process. State the plan for verification of attendance.
- Actual or prototypic samples of publicity and/or marketing materials, meeting materials, and Industry Symposia proceedings, when available.
- The names of contact person(s) and other contact information for the Industry Symposium Sponsor.

- The names of contact person(s) and other contact information for any third party companies under contract to provide continuing medical education administration. Organizations or their third party providers must provide the CE credit and be accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for Nurse Practitioners.
- The names of contact person(s) and other contact information for any third party companies under contract to provide session logistical support.

ACNP reserves the right to refuse review for any Industry Symposia proposals lacking any of the preceding information. The acceptance by ACNP of proposals as having met eligibility and documentation criteria does not imply acceptance for presentation.

ACNP retains the right to deny acceptance for presentation of any proposal for reasons that it solely determines and applies.

### **Additional Requirements for Industry Symposia Selected for Presentation**

No changes shall be made in any aspect of the presentation of any Industry Symposium, after it was conveyed to ACNP in the eligibility information that was submitted in the original proposal. In addition to the criteria stated in the sections above, the following additional requirements must be followed prior to, during, and following the presentation of approved Industry Symposia.

- The Industry Symposia sponsor shall indemnify ACNP against all liabilities and expenses, including without limitation reasonable attorneys' fees, incurred by ACNP as a result of the publications distributed at, statements made during, or any other conduct occurring at the Industry Symposium.
- Any and all promotional materials (including test and placement of signage) or invitations to attend the Industry Symposium must be approved by ACNP prior to release and distribution. This requirement applies to all forms of promotional distribution, including the Internet.
- All approved promotional and marketing material for the Industry Symposia must contain the following statement:

"The American College of Nurse Practitioners has reviewed and approved this symposium as appropriate for presentation as an Industry Symposium. The Industry Symposium's content and the views expressed therein are those of the sponsor and not of ACNP."

- No commercial displays will be allowed in the meeting room, hallways, or anywhere in the Industry Symposium location at any time.
- No sales or product promotion to attendees is allowed before, during, or after the Industry Symposium.
- The Industry Symposia sponsor shall be solely responsible for the management of the logistics for their Industry Symposia, and for payment of costs related to catering and additional audiovisual equipment. Please refer to Appendix A for guidelines regarding logistical arrangements for Industry Symposia.

### **Ownership of Copyright for Content of Industry Symposia**

Copyright of the content presented at the Industry Symposium shall be owned by the Industry Symposium sponsor with all rights intact. The Industry Symposia sponsor is responsible for obtaining copyright permissions and licenses for materials previously copyrighted that will be used as part of the Industry Symposium program.

## **ACNP Services to Industry Symposia Sponsors**

ACNP will provide the following to Industry Symposia sponsors:

- Mailing labels of the ACNP membership list and/or the ACNP National Clinical Conference pre-registrant list, upon request. Pre-registrant mailing lists will be available for issue at least two weeks prior to the conference's start date on October 11, 2006.
- (1) sign for placement directly outside the assigned meeting room
- A standard meeting room package, which includes the following: (See Appendix A for full details):
  - Either theater-style or schoolroom-style setup (or a combination thereof).
  - Room will be set with a low riser with a head table for 6 persons, 6 chairs, and a standing lectern. Space will be provided either to the left or right of the riser, for placement of a front projection screen by the Industry Symposium sponsor.
  - A table (6ft) with 2 chairs will be provided outside the room for the purpose of serving as a "registration" or "greeting" table for attendees.
- Title and location of Industry Symposia will be listed in the ACNP National Clinical Conference's Final Program

## **Cancellation of Activity**

If the sponsoring firm cancels the planned Industry Symposium, ACNP will retain the educational grant and consider rescheduling the event at a future date within a reasonable time period.

## **Contact Information**

For questions relating to **symposium content and the review process**, please contact:

Carolyn Hutcherson  
Executive Director  
American College of Nurse Practitioners  
1501 Wilson Boulevard  
Suite 509  
Arlington, VA 22209  
Phone: 703-740-2529  
Fax: 703-740-2533  
Email: [carolyn@acnpweb.org](mailto:carolyn@acnpweb.org)

For questions relating to **symposium logistics** (meeting manager), please contact:

Kirsten Young  
J. Spargo & Associates  
11208 Waples Mill Road, Suite 112  
Fairfax, Virginia 22033  
Telephone: 703-631-6200  
Fax: 703-679-3938  
E-mail: [kirsten.young@jspargo.com](mailto:kirsten.young@jspargo.com)