



2023

ACMG Annual Clinical Genetics Meeting

MARCH 14-18 • EXHIBIT DATES: MARCH 15-17
SALT PALACE • SALT LAKE CITY, UTAH
MARCH 18 | ACMG/SIMD JOINT SESSION

2023 ACMG

Corporate Educational Satellite Sessions - Guidelines

The American College of Medical Genetics and Genomics (ACMG) Annual Clinical Genetics Meeting brings together nearly 3,000 genetics and genomics professionals from around the world and provides an opportunity for industry and related organizations to provide educational events held in conjunction with the meeting to broaden the educational experience for meeting attendees.

Educational Satellite Sessions are not part of the official ACMG meeting programming, are not awarded educational credit by ACMG, and are planned solely by corporations/industry, ACCME providers, medical education companies and/or non-profit organizations. These sessions demonstrate new and innovative developments, generate interest in cutting edge products or services, or share innovative insights to the meeting participants. These activities must be presented with objectivity, balance and scientific rigor and not as promotional or marketing opportunities.

Overview

The ACMG Annual Clinical Genetics Meeting will be held in-person. Information regarding a Digital Edition (available within four weeks of the meeting) will be provided to attendees unable to attend in person.

- **Choose from one of two types of Educational Satellite Symposia.**
 - **Certified Educational Sessions** must be:
 - CME or CE certified for health care professionals in attendance;
 - Developed in compliance with the Accreditation Council for Continuing Medical Education (ACCME) & American Medical Association requirements with regard to certified CME or other relevant guidelines for CE credit
 - Developed independently
 - Developed in adherence with the Official Educational Satellite Symposia guidelines
 - **Non-Certified Educational Sessions** must be:
 - Independently developed Non-Accredited sessions that do not carry CME credit, NSGC credit or P.A.C.E.® credit.
 - Non-commercial sessions, developed in adherence of the ACMG Educational Satellite Symposia guidelines
- The deadline to apply for a slot is September 5, 2022. Late fees apply for applications received after that date. (See deadlines below)
- ACMG will assign meeting space ONLY to approved applications. All other logistical arrangements will be made directly with the assigned property by the session organizer(s).
- ACMG will not provide educational credits for satellite symposia activities.
- Corporate Educational event organizers must comply with all guidelines, terms, and conditions as set out in this document.

Timeslots Available (mountain time):

Tuesday, March 14: 2:00 pm – 3:30 pm

Tuesday, March 14: 4:00 pm – 5:30 pm

Tuesday, March 14: 6:15 pm – 7:45 pm

All activities including food and beverage service, check in and the session must take place during the time slot assigned. Based on room assignments, providers may have access to the meeting room one-half hour to one hour prior to the session. Session room must be vacated immediately upon the end of the session. Food and beverage should be set no more than 30 minutes prior to the start of a session.

Due to limited space availability, ACMG cannot guarantee that similar topics will not be scheduled concurrently. **There will be a maximum of four concurrent symposia per time period.**

Fees and application due dates:

The fee is strictly an application fee and allows you meeting space at the Hyatt Regency Salt Lake City (Headquarters Hotel – attached to Convention Center) or the Salt Palace Convention Center. Organizers will be responsible for all other costs (room set, faculty payments, food & beverage, AV, etc.). **Application fee must be submitted at the time application is submitted or within ten business days.**

Applications will be considered on a first-come, first-served basis for desired event day and time.

Completed applications received on or before September 5, 2022:	\$25,000
Completed applications received September 6 – October 31:	\$30,000
Completed applications received after October 31 (if available space remains):	\$40,000

Applications received by September 5, 2022 will be notified of approval and room assignment by e-mail by September 30, 2022. Applications received after September 6 will be notified within three weeks. **Please do not call to verify status.**

The Satellite Symposia and Workshop space that will be available will be in the following facilities:

Hyatt Regency Salt Lake City (Headquarters Hotel – attached to Convention Center)
Salt Palace Convention Center

ACMG will provide hotel assignment and contact information to the Symposium organizer’s primary contact in the acceptance letter.

Downloadable PDFs of the Guidelines and Applications are available by [clicking here](#).

[Payment Portal](#)

Guidelines

All logistical arrangements are the responsibility of the Symposium supporter/organizer, ACCME provider and/or Medical Education Company partner and will be made directly with the assigned facility. Organizers will be responsible for all logistics and financial arrangements for services and items including but not limited to: Speaker arrangements (travel, hotel, speaker per diem and honoraria), marketing, registration, A/V, Food and Beverage, meeting room set-up charges, electrical/utility charges, streaming and recording, shipping, and material handling, etc.

Organizer/Provider responsibilities:

- Complete and submit the application form attached (or available for download in the Corporate Educational Satellite Symposia page at www.acmgmeeting.net) and include a complete program description and agenda for review and approval by the deadline date(s) noted above.
- An authorization letter from the supporting company **must accompany** any application submitted by an ACCME provider and/or Medical Education Company. Applications without the authorization letter **will not** be reviewed.
- Development of content to ensure sessions are presented with objectivity, balance and scientific rigor and integrity.
- The educational content and activity should be designed and presented in accordance with ACCME Standards of Integrity and Independence, 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 and the provisions set out in the Sunshine Act to ensure compliance with Federal Laws.
- Organizers of satellite events are solely responsible for making all appropriate financial arrangements for their activity for items and services noted above.

Other logistical considerations:

- All sessions must be in-person.
 - Organizers planning to livestream or record sessions will be responsible for all costs and arrangements.
- All symposia must have a website page to display event information and allow attendees to sign up before arriving onsite.
- Food functions must occur within the assigned event schedule.
- Representatives from ACMG may attend Symposia to audit compliance with ACMG policies.
- ACMG will consider the program submitted with your application to be final. Should changes occur, ACMG must be made aware so that session information on the meeting website and other marketing communications vehicles are correct. Please notify ACMG of any changes by e-mail at acmg2023@acmg.net. No changes will be accepted after March 1, 2023.

Symposia Details:

- Session content is to be free of commercial bias for or against any product, and appropriate disclosure of commercial relationships and discussion of uses by speakers must be made.

- Presentations may not contain any advertising or promotion of the sponsoring or any related companies' products, services, applications, testing, etc.
- Topic must be related to current or near-future medical genetics practice.
- Program format should be developed with novel and innovative approaches to the issues impacting the field of medical and clinical genetics.
- The proposed program must be unique and not have been previously presented during the ACMG Annual meeting or other meetings or forums involving geneticists and providers of clinical genetic services within the previous 3 years.
- Appropriate source and reference citations must accompany all data presented in slides and program materials.
- Organizers are responsible for facilitating their own symposium or workshop.
- PowerPoint slides may not contain any corporate logos or the ACMG logo.
- All symposia faculty and company representatives affiliated with the session must be registered attendees of the 2023 ACMG Annual Clinical Genetics Meeting and adhere to the ACMG code of conduct and health & safety guidelines (including any vaccination or other health and safety requirements). Registration information will be provided when acceptance materials are sent. NOTE: Complimentary one-day registration will be provided for symposia organizers (up to two). If faculty will attend the meeting only to present the satellite symposia, complimentary registration will be provided. All other faculty must register for the meeting and pay the applicable registration fee.
- All symposium faculty will be reviewed by ACMG during the application process. ACMG policy does not allow members of the ACMG Board of Directors, ACMG Annual Meeting Program Committee and the ACMG Education and CME Committee to participate in symposia (as planning group or faculty). Members of these groups are listed on the [ACMG website](#).
- To assure diversity among all speakers and presenters, ACMG encourages those submitting proposals to include speakers from both genders, from underrepresented minority groups, from geographically diverse institutions, as well as a mixture of senior and junior investigators.

ACMG will:

- Assign meeting space in ballrooms at the Headquarters Hotel or the Salt Palace Convention Center. Limited space is available.
- Assign space on a first-come, first-served basis when the application has been reviewed, approved, and payment has been confirmed.
- Include a listing of Educational Satellite Symposia on the ACMG Meeting website which will highlight session titles, date, times and locations, session description and speakers for each event and will include hyperlinks to each organizer's session and registration page.
- ACMG Annual Meeting Email marketing will highlight Educational Satellite Symposia, Exhibit Theaters and other corporate activities taking place during the meeting.
- ACMG will provide signage in a central meeting area that includes listings of all Educational Satellite Symposia.
- Symposia will be listed within the conference mobile application, the Program Pocket Guide, through ACMG social media channels, and any other on-site schedule information resources provided to attendees.

- Organizers will have the opportunity to purchase cards in the Buyer's Preview Deck (a pre-meeting mailing card deck) and limited opportunities to purchase a banner ad in ACMG e-blasts to registered attendees.

Application Process

While all proposals are considered, final approval is the decision of ACMG education and meeting departments. To be considered, applications ***MUST*** contain ALL information requested, at the time of submission. Educational Satellite Symposia are selected and scheduled based on the quality of the proposed program and ability to complement the official educational sessions selected for presentation at the 2023 Annual Meeting. Time and available space may limit the number of applications accepted.

- Applications will be accepted and assigned space and date on a first-come, first-served basis.
- Complete applications providing all requested information must be submitted by the deadline dates noted above.
- Full payment must be made at time of application or within ten business days.
- All applications will be reviewed by ACMG Education to determine compliance with guidelines and relevance of content.
- The organizer contact will be contacted in writing regarding the outcome of their application. The acceptance correspondence will include a location and time assignment.
- ACMG will provide each venue with contact information for all approved educational satellite symposia.
- After notification of meeting room assignment, the organizer will work directly with the venue to manage all meeting needs.

The following information must be included at the time of application:

- Title of Event
- Requested date and time of event (Note: Actual time slot and room assignments will be based on space and time availability with consideration of potential competing concurrent topics being the top scheduling priority)
- Description
- Purpose
- Learning gaps addressed
- Learning objectives
- Topics featured in the presentations
- Proposed speakers with their affiliations

Promotion Guidelines

- ACMG must review and approve all promotional materials (e.g., invitations, announcements, signs, flyers, website information) prior to their dissemination. It is not the responsibility of ACMG to cover any costs associated with these materials if they are pre-printed and not approved.
- Submit promotional pieces prior to printing via email to jdahlroth@acmg.net.
- ACMG does not release email addresses of members or meeting attendees.

- **All** promotional materials, educational materials and signage MUST include the following wording within the promotional material:

“This educational Satellite Symposia is not a part of the official ACMG Annual Meeting program. ACMG does not approve or endorse any commercial products or services discussed during the session or offered for sale by the organizer of the event.”

- The following statement must be made on all promotional materials for non-certified educational programs:

“Educational credits are not available for this activity (CME, P.A.C.E.® or NSGC).”

- If a program has been awarded CME by an accredited provider it must include the AMA statement per accreditation requirements.

- The following statement must be made on all promotional materials for non-certified educational sessions:

“Educational credits are not available for this activity.”

- The American College of Medical Genetics and Genomics name, logo, logotype, or other identifying marks **MAY NOT** be used in signs, advertising, promotions, or any media communication. Express or implied endorsement by the ACMG of symposia, workshops or the providers’ goods or services is strictly prohibited.
- Educational Satellite Symposia activities are allowed one (1) professionally made promotional sign (produced by the organizer of the event) outside the room in which the event will take place.
- Signage should be put in place immediately prior to the event and must be removed immediately following the event.
- Directional signs will only be permitted to be in place one hour prior to the start of the program. Any signs set out earlier will be removed and discarded.
- If the session takes place after the opening of exhibits, exhibit booth representatives may distribute invitations and other promotional material for the event at their booth. Canvassing outside of a sponsor’s exhibit booth is strictly prohibited.

Additional official ACMG Marketing Channels:

- Participate in the **Buyers Preview Deck** (a pre-show mailing card deck): Cost is the responsibility of the supporting company and/or sponsor – fees range from \$3,000 – \$4,500.
- **Note: Individual mailing lists will not be available for purchase due to ACMG’s [Privacy Policy](#).**
- Purchase a banner ad in an eBlast to prospective and/or registered attendees for a discounted fee of \$2,500
- Purchase a ACMG Meeting Website banner ad for a discounted fee of \$3,500.

Any additional promotional activities are the responsibility of the supporting company and/or sponsor.

Not permitted

Promotional activities and/or the distribution of materials, signs, or brochures in the public space of the hotel and/or convention center or outside of the companies exhibit booth. (This includes hallways leading to meeting rooms.) No hotel “room drops.”

Permitted Promotion Methods and Activities

Announcements may be on the supporting company’s website only if CME is not offered. Announcements via the ACCME accredited provider are allowed on the accredited providers website.

- Meeting room signage – outside of the meeting room ONLY
- Buyer’s Preview Deck
- Purchased email banner ads

REMINDER: ACMG DOES NOT RELEASE ATTENDEE EMAILS, ADDRESSES AND OTHER PERSONAL INFORMATION TO EXHIBITORS AND SPONSORS.

Conditions and Agreement

Organizers will work directly with representatives at your event venue to make your arrangements for room set up, food and beverage selections, billing, and a/v. They will provide contacts with menus and floor plans on request. Symposium hosts are responsible for all expenses incurred related to their program. ACMG bears no financial obligation for expenses incurred for symposia.

Once approved, all revisions to a symposium’s content, faculty, or format must be communicated to ACMG in writing. ACMG reserves the right to restrict and/or dismiss at any time any event it deems undesirable, in poor taste, or offensive to attendees or for non-compliance with these guidelines.

ACMG assumes no responsibility for the loss or reduction of meeting space after assignments have been confirmed with the supporter and hotel or any and all charges associated with these planned events

ACMG and the venues reserve the right to require companies to switch their assigned ballroom due to lower than expected attendance figures. If this occurs, ACMG and the venue will not provide compensation. We will, however, assist you in notifying your registered attendees.

Sessions take place outside of the ACMG educational program in allotted time slots only.

While organizers may limit participant capacity, all corporate educational events are open to all ACMG Meeting attendees.

Payment must be submitted at the time of application, or within ten business days in order for an application to be reviewed and assigned a time slot. Access the payment portal [here](#).

Disclaimer

ACMG is not responsible for unsatisfactory attendance. In addition, ACMG is not responsible for marketing of the Educational Satellite Symposia. It is the responsibility of the CME and/or CE provider/sponsor to

promote the event. ACMG assumes no responsibility for determining whether or not symposia, topics, or supporters are competitive. Content, recommendations, and opinions presented during your symposium are solely those of the presenters and/or the provider/sponsor. They do not represent the position of or endorsement of ACMG. ACMG does not review the full presentations or evaluate the discussions at these events. Therefore, it makes no warranty, endorsement, or recommendation regarding the safety, effectiveness, quality, or costs of such.

Liability and Indemnification

The supporting company and/or sponsor takes full responsibility and will indemnify and hold harmless the American College of Medical Genetics and Genomics and their officers, directors, members, agents, and employees from any and all liability arising from or associated with corporate educational events.

Violations

To protect the integrity and quality of the educational satellite symposia programming and to ensure a successful outcome for all parties involved, ACMG requires each applicant to agree that they, their employees, speaker(s), program organizers and the session organizer will observe all applicable ACMG guidelines. ACMG, at its sole discretion, reserves the right to revoke privileges for future meetings for any organizer of the program involved in planning corporate educational events that do not comply with these guidelines.

Failure to comply with any ACMG guidelines, rules and regulations will result in the loss of all priority points earned for the 2024 ACMG Annual Meeting for the supporting company or organization or the ability to apply for and present future educational satellite symposia.

Cancellation by provider:

The cancellation policy is as follows:

On or before October 31, 2022.....90% refund
November 1, 2022 - January 16, 202350% refund
After January 16, 2023No refund

Cancellation of Meeting

It is mutually agreed that in the event of cancellation of the ACMG Annual Clinical Genetics Meeting as a result of strikes, acts of God, war, terrorism, disaster, government regulations, declarations of emergency, pandemics, quarantines and/or curfews, shelter in place order, or other causes that prevent its scheduled opening or continuance, this agreement will be terminated immediately. ACMG will determine an equitable basis for refund of a portion of the fee as possible, after due consideration of expenditures and commitments already made.

In the event of the meeting or a sessions' cancellation, ACMG will not be responsible for canceling any arrangements that may have been made by the organizer in connection with the proposed event.

Agreement

At the conclusion of the application process, the submitter will agree to the following conditions included in the Application. Signatories on the application will agree that by signing the application indicates that this program will meet all ACMG, AMA, FDA, OIG, and other applicable guidelines for objective, unbiased, and balanced educational activities and that it will be conducted in accordance with all ACMG guidelines, policies, and procedures outlined in this document and verifies that I have read and understand the conditions of this application.

Application may be found on the [ACMG Meeting Website](#)
[Payment portal](#)