



Industry Supported Satellite Symposia Guidelines and Terms

The 2027 ACMG Annual Clinical Genetics Meeting will be held April 13-17, in Minneapolis, Minnesota and will gather over 3,000 genetics and genomics professionals from around the world. ACMG invites commercial supporters to organize and host non-commercial, grant-supported educational satellite sessions in conjunction with the meeting. With over 3,000 attendees actively seeking updates and new information, your session will capture their attention and drive meaningful engagement. Availability is limited, act now to secure the opportunity to participate in this high-impact learning environment. A link to the application and payment form is located at the end of this document.

General Information

Industry Supported Symposia provide additional educational opportunities for attendees. These sessions are offered in conjunction with and are independent of the ACMG Annual Clinical Genetics Meeting. ACMG is not the CME provider for these programs. Symposia may be presented as either Accredited or Non-Accredited. **Both options are required to be developed in adherence to the ACMG Industry Supported Symposia Guidelines.** Symposia are usually attended by 75 – 250 attendees. Total attendance anticipated at the 2027 Annual Meeting is approximately 3,000 genetics and genomics healthcare professionals.

Accredited:

Developed and delivered by a provider of accredited continuing education (external to ACMG), which designates the activity for continuing education credit.

NOTE: Applications for CME Accredited Symposia require proof of grant approval.

Non-Accredited:

Independently developed, non-Accredited sessions that do not offer continuing education credit.

NOTE: Third parties (Med-Ed companies, etc.) are required to provide proof that they are authorized to work on behalf of the supporting organization.

ACMG requires that the symposium sponsor, provider of accredited continuing education, and commercial supporter fully adhere to the ACCME Accreditation Criteria, Standards for Integrity and Independence in Accredited Continuing Education, and ACCME policies (accme.org) in the development and delivery of their symposium.

Offering accredited symposia is strongly encouraged. Attendees value the opportunity to earn continuing education credit, and accredited sessions support strong attendance and engagement.

Accredited and non-accredited providers are responsible for all aspects of the development, implementation and evaluation of educational activities, including but not limited to logistical arrangements, speaker invitations and fees, continuing education credits, promotion, attendee registration and all other aspects of the symposium. The following entities are involved in the offering and development of Satellite Symposia:

- **Sponsoring Organization (Provider of Accredited Continuing Education):** The organization planning the educational content and providing the continuing education credit.
- **Supporting Organization:** The organization(s) providing funding for the program.
- **Third-Party Organization:** The organization responsible for the logistics, e.g., Medical Education Communications Company, third-party planner, agency, etc.

Days and Times:

- Tuesday, April 13: 4:00 – 5:30 pm
- Tuesday, April 13: 6:15 pm – 7:45 pm
- Wednesday, April 14: 8:00 am – 9:30 am

Four concurrent symposia per timeslot will be available at the Minneapolis Convention Center. Accredited and non-accredited sessions at the ACMG meeting will be separated physically as required by ACCME. Due to limited space availability, ACMG cannot guarantee that similar topics will not be scheduled simultaneously.

Deadlines and Fees

Applications will be accepted after July 6.

- Completed applications received on or before September 4 : \$32,000
 - *Early Application Discount: Organizations submitting a completed application on or before July 31, 2026, will receive a \$2,000 discount, reducing the symposium fee to \$30,000*
- Completed applications received September 5-October 30, 2026: \$37,000
- Completed applications received after after October 30,2026 (if space remains available): \$47,000

Space is limited and assignments will be made based on availability.

The Symposium fee must be submitted within 10 business days of application submission. All payments must be made by ACH or Wire Transfer. Instructions can be found in the online application portal.

Fee includes:

Meeting space room rental

Rounds or classroom (set to accommodate max space)

*ACMG's standard set up (which will eliminate the need for A/V to be re-set between sessions).

*AV Labor charges and any additional items will be at the expense of the supporting company.

- Elevated stage, lectern, head table (for up to 4 speakers)
- Front Screen or Large Monitor
- Projector or laptop
- Speaker Timer
- Slide advancer w/Laser Pointer
- Audio System (or house sound)
- Gooseneck Podium Mic
- Table Mics w/stand (2)
- Q&A Floor mics (2)
- Listings in the online digital program, in the mobile app program, the Program Pocket Guide, through ACMG social media channels, and any other on-site schedule information resources provided to attendees.

- ACMG Annual Meeting email marketing will highlight Industry Supported Symposia taking place during the meeting.
- A dedicated webpage for the Industry Supported Symposia on the ACMG Meeting website that includes session day, time and location, short description, speaker list and hyperlinks to each organizer's registration website.
- Organizers can purchase discounted banner ads in ACMG e-blasts, on the ACMG Meeting website and the mobile app (see Promotional Activities section below).

Application Process:

A link to apply will be provided the week of July 6 for the online application and payment.

To be considered, complete applications must include the following:

- Session title
- Session description and agenda
- Learning objectives (3)
- Proposed speakers

For Accredited symposia, the application must be submitted by an provider of accredited continuing education, and include a letter of agreement from the commercial supporter and, if applicable, any authorized third-party organization.

Incomplete applications will not be considered

Time, date, and space assignment will not be confirmed until payment has been received

Applications will be considered on a first-come, first-served basis for the desired day and time. Applications received by September 4, 2026 will be notified of acceptance by e-mail by October 1, 2026. Applications received after September 4 will be notified within three weeks.

Guidelines

Logistics All logistical arrangements are the responsibility of and at the cost of the Symposium supporter/organizer, provider of accredited continuing education 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 and attendee communication

- A/V Labor and set up changes
- All sessions must be in-person and on-site (physically in Minneapolis) – including all speakers/presenters. Organizers planning to live stream and/or record sessions will be responsible for all costs and arrangements.
- Food and Beverage - F&B must occur within the assigned event schedule.
- Meeting room set-up charges, if there are any changes to the standard set (rounds or classroom). Organizers are reminded that an ACMG session or another symposium may immediately follow your symposium.
- Electrical/utility charges
- Shipping and material handling

ACMG does not provide ticketing and/or registration for symposia; it is the responsibility of the supporting, sponsoring or third-party organization.

All symposia must have a website or webpage that includes detailed event information and a link that allows attendees to register for your session before arriving on-site (or an email address for RSVPs and information requests). By handling registration, Each Organizer will manage their session registration to collect a preliminary headcount prior to the meeting for ordering F&B and assuring the room size can accommodate pre-registration. Attendees must be able to opt-in for you to collect their contact information pre-meeting and on-site. The website should be set up and ready to take registrations no later than October 16, 2026. Keep in mind that attendee registration for the 2027 ACMG Meeting opens on mid October, 2026. ACMG strongly recommends submitting your registration website url to ACMG staff as soon as possible for the best registration numbers.

Organizers will have the opportunity to rent lead retrieval scanners and packages from ACMG's official registration partner, CMR. An attendee may opt-out of badge scanning by verbally declining to allow the organizer to scan their badge. If an attendee consents to scanning, but wishes to opt-out later, they may reach out to the entity who scanned their badge to request removal from their list.

Content

All Accredited symposia must be developed and offered by a provider of accredited continuing education. Non-accredited symposia may not offer educational credit and should be independently developed without implying compliance with ACCME standards

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. Development of content should ensure sessions are presented with objectivity, balance and scientific rigor and integrity.

The accredited continuing education and activity should be designed and presented in accordance with ACCME Standards of Integrity and Independence in Accredited Continuing Education, the American Medical Association's Ethical Opinion on Continuing Medical Education and Gifts to Physicians. All content, whether accredited or non-accredited, should comply with applicable FDA regulations, the PhRMA Code, OIG compliance guidance, and the Sunshine Act. All content must be based on current science, evidence, and clinical reasoning, while giving a fair and balanced view of diagnostic and therapeutic options.

The program cannot promote a specific drug, product or service and must meet the policies and guidelines of ACCME. Presentations may not contain any advertising or promotion of the sponsoring organization or any related companies' products, services, applications, testing, etc.

Program format should be developed with novel and innovative approaches to the issues impacting the field of medical and clinical genetics.

The topic must be related to current or near-future medical genetics practice.

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.

PowerPoint slides may not be branded to corporations or contain any corporate logos or the ACMG logo.

Application Review and Use of ACMG Members

All symposium faculty will be reviewed by ACMG during the application process.

Members of the ACMG/ACMGF Board of Directors, Education and Professional Development Committee, Continuing Certification Program Committee, and Program Committee cannot participate in planning or have a role (moderator/speaker) in a Satellite Symposium.

Members of ACMG Workgroups, Working Groups, Advisory Groups, Interest Groups and committees developing and or sponsoring ACMG guidance documents (i.e., Practice Guidelines, Practice Resources, Points to Consider Statements, Policy Statements, and

Position Statements) cannot participate in planning or have a role (moderator/speaker) in a Satellite Symposium, while they are actively serving or have served within three years of the approval of a related guidance document.

Members of ACMG committees and interest groups are listed on the ACMG website. Members of ACMG Workgroups, Working Groups and Interest Groups may not be listed online. Please verify with speakers in initial correspondence that they are not part of these ACMG leadership groups.

The accredited provider, not ACMG, is responsible for adherence to accreditation requirements for accredited industry supported satellite symposia.

Promotion Guidelines

While **ACMG does not distribute, release or make for sale attendee emails, addresses and other personal information**, there are several ways to promote the Symposia via ACMG marketing channels noted below.

Additional promotional activities are the responsibility of the supporting company and/or sponsoring organization, and the following guidelines apply:

All promotional materials and signage **MUST** include the following non-endorsement wording:

Accredited symposia:

“This Industry Satellite Symposium 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.”

For accredited symposia, the accredited continuing education credit statement appears on the educational materials, per the accredited provider's requirements.

Non-Accredited symposia:

“Educational credits are not available for this activity.”

ACMG must review and approve all promotional materials (e.g., invitations, announcements, banner ads, 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 acmgmeeting@acmg.net.

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 or the providers' goods or services is strictly prohibited.

Industry Supported 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.

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 company's exhibit booth (this includes hallways leading to meeting rooms)

No hotel "room drops"

Permitted Promotion Methods and Activities

If CME is offered, promotional announcements may only be posted on the accredited provider's website. Supporting companies may not promote accredited symposia directly.

Meeting room signage – outside of the meeting room ONLY

Purchased banner ads – ACMG Meeting website

Purchased banner ads – emails to ACMG Meeting registered and prospective attendees

Purchased Mobile App Alerts

Additional official ACMG Marketing channels available for Industry Satellite Symposia:

Banner Ad in one of the monthly eBlasts sent to prospective and/or registered attendees:
Discounted fee – \$5,500 each

ACMG Meeting Website Banner Ad: Discounted fee – \$3,000

(Note Meeting Website Banner Ads run at the bottom of select website pages)

Mobile App Banner Ad: Discounted fee – \$500

Terms, Conditions and Agreement

All symposia faculty and company representatives affiliated with the session must be registered attendees of the 2027 ACMG Annual Clinical Genetics Meeting and adhere to

the ACMG code of conduct. 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 symposium, complimentary one-day registration will be provided. All other faculty must register for the meeting and pay the applicable registration fee.

Representatives from ACMG may attend Symposia to audit compliance with ACMG policies.

Once approved, all revisions to a symposium's content, faculty, or format must be communicated to ACMG in writing so that session information on the meeting website and other marketing communications vehicles is correct. Please notify ACMG of any changes by e-mail at acmgmeeting@acmg.net. No changes will be accepted for printed materials after March 1, 2027.

Organizers will work directly with representatives at the event venue to make all arrangements for room set up, food and beverage selections, billing, and A/V. Venues 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 Industry Supported Satellite Symposia.

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 and the venues reserve the right to require companies to switch their assigned meeting room space due to lower-than-expected attendance figures. If this occurs, ACMG and the venue will not provide compensation.

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

ACMG is not responsible for unsatisfactory attendance.

ACMG is not responsible for the marketing of the Industry Supported Satellite Symposia, beyond the support noted above.

It is the responsibility of the supporting organization, the ACCME provider or the Third party or MedEd company to promote the event.

ACMG assumes no responsibility for determining whether symposia, topics, or supporters are competitive.

Content, recommendations, and opinions presented during your symposium are solely those of the presenters and/or the provider or supporting organization. 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 Industry Supported Satellite Symposia.

Violations

To protect the integrity and quality of the Industry Supported 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 Industry Supported Satellite Symposia 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 2027 ACMG Annual Meeting for the supporting company or organization or the ability to apply for and present future educational satellite symposia.

Cancellation by supporting organization, provider, or third party:

The cancellation policy is as follows:

On or before November 2, 202690% refund

November 3, 2026 – February 1, 2027.....50% refund

After February 1, 2027.....No 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. The Application Fee for Industry Supported Satellite Symposia will not be refundable. In the event of the meeting or a session's 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 conditions noted above. Signatories on the application will agree to comply with the Food and Drug Administration (FDA) regulations, policies, practices and guidelines, and all other industry guidelines, including the AMA and the PhRMA Code on Interactions with Healthcare Professionals, concerning the discussion, demonstration, use and/or display of products, technologies and/or services during all symposia.

The Application Form and payment portal will be available after July 6. ACMG will provide updates to all companies receiving the initial correspondence.

Note: Person submitting the application must attest to having read the Symposia Guidelines and Terms for ACMG Industry Supported Satellite Symposia. Preferable payment methods are ACH or Wire Transfers.