

2024

ACMG Annual Clinical Genetics Meeting

MARCH 12-16 • EXHIBIT DATES: MARCH 13-15
METRO TORONTO CENTER • TORONTO, CANADA
1994-2024 | 30TH ACMG ANNUAL CLINICAL GENETICS MEETING



2024 ACMG Corporate Educational Satellite Sessions Application and Agreement

Submitted applications must be complete to assist in ACMG review and to qualify for fee deadlines. Incomplete applications will not be considered. An authorization letter from the corporate supporter must accompany any application submitted by an Accredited CME Provider or Medical Education Company. Applications without the authorization letter will not be reviewed.

**Return To: American College of Medical Genetics and Genomics (ACMG); Attn: Jane Dahlroth;
jdahlroth@acmg.net**

NOTE: Program Title, Description and Speaker information submitted in this application will be included on the ACMG Meeting website and the conference mobile application, Program Pocket Guide, ACMG social media channels and any other on-site schedule information resources provided to attendees. Significant changes to the content of the program, after acceptance of application, may result in cancellation or reassignment of the session. All changes must be submitted to ACMG for review and for updating official communications vehicles.

Company Supporting the Session (Commercial or Non-Profit entity providing the financial support)

Company Name:			
Contact Name:		Title:	
Mailing Address:			
City:	State:	Zip	Country
Phone Number:		Email:	

Medical Education Communications Company, If Applicable (Company managing the session on the supporting company's behalf)

Company Name:			
Contact Name:		Title:	
Mailing Address:			
City:	State:	Zip	Country
Phone Number:		Email:	

CME Provider, If Applicable (Accredited ACCME provider managing the session on the supporting company's behalf)

Company Name (as it should appear in print):			
Contact Name:		Title:	
Mailing Address:			
City:	State:	Zip	Country
Phone Number:		Email:	

Fees and application due dates:

The fee is strictly an application fee and allows the company meeting space at the Delta Hotel Toronto (Headquarters Hotel) or the Metro Toronto Convention Center. **Organizers will be responsible for all logistics and 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.

Deadline Date:	Application Fee:
Completed applications received on or before August 31, 2023:	\$25,000
Completed applications received September 1 – October 31, 2023:	\$30,000
Completed applications received after November 1 (if available space remains):	\$40,000

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

Applications received by August 31, 2023 will be notified of approval and room assignment by e-mail by September 29, 2023. **Please do not call to verify status.** Applications received after August 31 will be notified within three weeks.

Due to limited space availability, ACMG cannot guarantee that similar topics will not be scheduled concurrently.

Application fee must be submitted online at the time of application. Payment via check is due within 10 days.

Click here to access the [payment portal](#). Please complete even if payment will be made via check or ACH.

Available time slots designated for educational satellite symposia are as follows. A maximum of 2 to 3 spots will be available per time slot. Symposia will take place within the Delta Hotel Toronto (Headquarters Hotel) or the Metro Toronto Convention Center.

Status	Date	Time	Preference – please indicate the top 3 choices by numbering 1-3
Available - 2	Tuesday, March 12	4:00 pm – 5:30 pm (ET)	
Available - 2	Tuesday, March 12	6:15 pm – 7:45 pm (ET)	
Available - 3	Wednesday, March 13	8:00 am – 9:30 am (ET)	

PROGRAM INFORMATION

Session Title:

Brief Description (50 words or less; no more than three sentences):

Topics featured in the presentations:

Purpose:

Learning gaps to be addressed:

Learning Objectives:

1.

2.

3.

Names, titles, affiliation, email and telephone of your faculty presenters:

Will CME be provided? **Yes** **No**

Number of Credits offered:

URL for Program Information and attendee registration (required):

The following information is required to assist ACMG in room assignments:

Will food and beverage be provided? (Must occur during the allotted time slot): **Yes** **No**

Total # of Estimated Attendees:

Room Set: **Theater** **Rounds** **Classroom**

CONDITIONS AND AGREEMENT

Conditions:

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 menus and floor plans on request and in-house AV contacts. Symposium hosts/organizers 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. Payment portal available [here](#).

Disclaimer

ACMG is not responsible for unsatisfactory attendance. In addition, ACMG is not responsible for the 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 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 and satellite symposia.

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 2025 ACMG Annual Meeting for the supporting company or organization or the ability to apply for and present future educational satellite symposia.

Cancellation by provider/host

The cancellation policy is as follows:

On or before October 31, 2023.....90% refund
November 1, 2023 - January 19, 202450% refund
After January 19, 2024No 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:

Corporate Educational Satellite Symposia are not a part of the official ACMG education program as planned by the ACMG Program Committee and are not eligible for ACMG-sponsored continuing medical education (CME) or other ACMG-provided professional education credit. Organizers seeking to offer CME for their sessions must obtain credit from an ACCME accredited provider or CE through NSGC and P.A.C.E.® and submit a proposal for a CME Accredited/Certified Educational Satellite Symposia. Non-certified Satellite Symposia will not have educational credit associated with their session and must submit a proposal for a Non-Accredited Educational Session.

STATEMENT OF PURPOSE: Sponsored educational events presented at the ACMG Annual Clinical Genetics Meeting are for scientific and educational purposes only and will not promote the company's products, directly or indirectly.

INVOLVEMENT IN CONTENT: There will be no "scripting", emphasis, or direction of content by the Company or its agents.

ANCILLARY PROMOTIONAL ACTIVITIES: No promotional activities will be permitted in the same room or obligate path of the educational activity. No product advertisements will be permitted in the session room.

OBJECTIVITY AND BALANCE: Supporter will make every effort to ensure that data regarding the Company's products (or competing products) are objectively selected and presented, with favorable and unfavorable information and balanced discussion of prevailing information on the product(s) and/or alternative treatments.

LIMITATIONS OF DATA: Provider or supporter will ensure, to the extent possible, meaningful disclosure of limitations on data (e.g., ongoing research, interim analyses, preliminary data, or unsupported opinion).

DISCUSSION OF UNAPPROVED USES: Provider or supporter will require that presenters disclose when a product is not approved in the United States for the use under discussion.

OPPORTUNITIES FOR DEBATE: Provider or supporter ensures that there will be meaningful opportunities for questioning and/or scientific debate.

Agreement: Signature(s) below indicates that this program will meet all ACMG, ACCME, AMA, FDA, OIG, and other applicable guidelines for objective, unbiased, and balanced educational programs 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, as well as the ACMG Corporate Educational Satellite Symposia Guidelines. By signing below, I am indicating my company's agreement to be bound by any and all such conditions and regulations. I accept responsibility for informing all of our employees, speaker(s), supporter(s) and activity organizer of these conditions and for ensuring that they will abide by them also. I understand that failure to comply with any ACMG Satellite Symposia guidelines and rules and regulations will result in the loss of all priority points earned for the next ACMG Annual Meeting for the supporting company or organization. I also understand the cancellation policy for canceling this symposium once accepted and scheduled.

Supporting Organization Representative:

(Name, Title, Company)

Signature

Date

CME Provider (*If Applicable*) or Medical Education Communications Company

(Name, Title, Company)

Signature

Date

[Submit Payment here](#)