

# 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 Guidelines and Call for Submissions

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.

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

**The 2024 ACMG Annual Clinical Genetics Meeting will be held in-person.**

**Choose from one of two types of Corporate Educational Satellite Symposia:**

- **CME Accredited Educational Sessions:**
  - CME or CE certified for healthcare professionals in attendance.
  - Developed in compliance with the Accreditation Council for Continuing Medical Education (ACCME) Standards for Integrity and Independence in Accredited Continuing Education & American Medical Association requirements regarding certified CME or other relevant guidelines for CE credit.
  - Developed in adherence with the ACMG Corporate Educational Satellite Symposia guidelines.
- **Non-Accredited Educational Sessions:**
  - Independently developed, non-Accredited sessions that do not carry CME credit, NSGC credit or P.A.C.E.® credit.
  - Developed in adherence of the ACMG Corporate Educational Satellite Symposia guidelines.

### Timeslots Available (Eastern Time):

- Tuesday, March 12: 4:00 pm – 5:30 pm AND 6:15 pm – 7:45 pm
- Wednesday, March 13: 8:00 am – 9:30 am

There will be a maximum of two to three concurrent symposia per time period (this is based on meeting space availability). The Satellite Symposia meeting space will be at the Delta Hotel Toronto (Headquarters Hotel) and the Metro Toronto Convention Center. Hotel assignment and contact information will be provided in the acceptance letter to the Symposium organizer's primary contact.

### 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, A/V, etc.)**

**Application fee must be submitted at the time application is submitted or within ten business days.**

#### Deadline Date:

#### Application Fee:

Completed applications received <b>on or before August 31, 2023:</b>	<b>\$25,000</b>
Completed applications received <b>September 1 – October 31, 2023:</b>	<b>\$30,000</b>
Completed applications received <b>after November 1 (if available space remains):</b>	<b>\$40,000</b>

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.

# Guidelines

All logistical arrangements are the responsibility and at the cost 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](http://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 in Accredited Continuing Education, 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 Corporate Educational Satellite Symposia during the ACMG Meeting 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 on-site (physically in Toronto) – including all speakers/presenters.
  - Organizers planning to livestream or record sessions will be responsible for all costs and arrangements.
- All symposia **must** have a website or a website page to display detailed event information and allow attendees to sign up before arriving onsite. (This will be a provider's only way to know how to set the room, food and beverage amounts, etc.) The website should be set up and ready to take registrations no later than October 1, 2023.
- 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 [acmgmeeting@acmg.net](mailto:acmgmeeting@acmg.net). No changes will be accepted after March 1, 2024.

## Symposia Educational Content:

- 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.
- PowerPoint slides may not be branded to corporations or contain any corporate logos or the ACMG logo.
- All symposia faculty and company representatives affiliated with the session must be registered attendees of the 2024 ACMG Annual Clinical Genetics Meeting and adhere to the ACMG code of conduct and health & safety guidelines. 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 one-day 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 ensure 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 Metro Toronto 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 Corporate Educational Satellite Symposia on the ACMG Meeting website, which will highlight session titles, dates, times, locations, session description and speakers for each event and will include hyperlinks to each organizer's session and registration website page.
- ACMG Annual Meeting email marketing will highlight Corporate Educational Satellite Symposia taking place during the meeting.
- 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 a mailer/card in the Buyer's Preview Deck (a pre-meeting mailing card deck), banner ads in ACMG e-blasts, the ACMG website and the mobile app. (See Promotional Activities section below.)

## APPLICATION PROCESS

While all proposals are considered, final approval is the decision of the ACMG education and meeting departments and the ACMG Annual Meeting Program Committee. To be considered, applications MUST contain ALL information requested at the time of submission. Corporate 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 2024 Annual Meeting. The meeting schedule 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 if paying via check. Payment is to be submitted online at this [payment portal](#).
- The organizer contact will be contacted in writing regarding the outcome of their application. The acceptance correspondence will include a location and time assignment.
- After notification of meeting room assignment, the organizer will work directly with the venue to manage all meeting needs. Note: ACMG will provide each venue with contact information for all approved educational satellite symposia.

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, 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](mailto:acmgmeeting@acmg.net).
- ACMG does not release a mail list or the email addresses of members or meeting attendees.
- **All** promotional materials, educational materials and signage **MUST** include the following wording within the promotional material:

“This Corporate 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-Accredited symposia:  
 “Educational credits are not available for this activity (CME, P.A.C.E.® or NSGC).”
- CME Accredited symposia must include the AMA statement per accreditation requirements.
- 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.
- Corporate 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.

### **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**

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 provider’s website.

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

### **Additional official ACMG Marketing channels available to Corporate Educational Satellite Symposia:**

- Purchase a card 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. Detailed information will be provided in October 2023.
- **Banner Ad in eBlast** sent to prospective and/or registered attendees: Discounted fee – \$2,500
- ACMG Meeting **Website Banner Ad**: Discounted fee – \$3,500
- **Mobile App Banner Ad**: Discounted fee – \$850

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

**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 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 Corporate Educational Satellite 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 meeting room space 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 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 Corporate Educational Satellite Symposia, beyond support noted above. It is the responsibility of the Supporting sponsor, the ACCME provider or MedEd company 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 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, supporter, sponsor:**

The cancellation policy is as follows:  
On or before October 31, 2023.....90% refund  
November 1, 2023 - January 19, 2024.....50% refund  
After January 19, 2024.....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 Corporate 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 following conditions included in the Application. Signatories on the application will agree that 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 will be sent with the Guidelines and may also be found on the ACMG Meeting Website.

[Payment portal](#)