



ACG POLICY ON INDUSTRY SPONSORED SATELLITE SYMPOSIA

The American College of Gastroenterology (ACG) recognizes that satellite events are often arranged in conjunction with its scheduled CME activities as a convenience to the target audience in attendance. The College remains sensitive to assuring that these programs are appropriately used for educational purposes. ACG retains the right to limit a company's right to priority or participation in future years if a particular satellite symposium program were to deviate markedly from the professional, educational atmosphere and decorum of the meeting.

General Rules

1. Symposium sponsors must purchase exhibit space at the ACG 2020 Virtual Annual Scientific Meeting.
2. Educational symposia activities designed by or on behalf of industry for attendance by ACG meeting attendees are considered satellite events. There can be no implication in any promotional materials, handouts, or enduring materials that they are planned, sponsored or endorsed by ACG.
3. ACG does not provide *AMA-PRA Category 1* credit for satellite activities. Those wishing to offer credit for their symposia must obtain credit from another accredited CME provider.
4. Preference will be given to satellite symposia that are certified for CME credit.
5. Any satellite CME activities must be planned and executed in accordance with ACCME Essentials and Standards.
6. Satellite activities developed by industry must be offered during times allotted by ACG. ACG has sole discretion to schedule all activities at its meetings.
7. Promotional materials for satellite activities must receive prior approval from ACG.
8. All satellite activities must follow the AMA's Ethical Opinion on Gifts to Physicians from Industry.
9. Once the satellite activity has been approved by ACG, the CME provider, commercial supporter(s), event title, content, date, and time as proposed to ACG for the event may not change without ACG approval.
10. All symposia material must contain the following statement: "This event is neither sponsored by nor endorsed by ACG."
11. Organizers of satellite events are solely responsible for making all appropriate financial arrangements for their activity.
12. Representatives from ACG may attend the satellite activity without cost to audit compliance with this policy.
13. The use of the ACG name on any announcement, publication or other material before, during or after the meeting requires prior written approval by ACG. Any organization providing meeting highlights of the event (to report clinical updates) or other educational initiatives (CME and non-CME), via print or online, may not use the ACG name without prior written approval by ACG. A detailed description must be provided at the time the request is made.

Logistics

1. Satellite time slots will be scheduled by ACG.
2. Sponsors of satellite events may use the full time allotted or a reduced amount of time but may not exceed the scheduled time.
3. All expenses associated with the event are the sole responsibility of the sponsor of the satellite event.

Promotion

1. ACG must review and approve all promotional materials produced in conjunction with the satellite activity (e.g. invitations, announcements, flyers, website information) prior to their dissemination. It is not the responsibility of ACG to cover any costs associated with these materials if they have been pre-printed and not approved.
2. The use of the ACG name on any announcement, publication, or other material requires prior written approval by ACG. Use of the ACG or ACG Meeting logos is prohibited.

Benefits

1. This satellite activity option offers a limited opportunity to provide a customized event to reach out to GI physicians and other health professionals in the GI field by providing educational opportunities as an adjunct program to the ACG educational program.
2. As an approved satellite activity taking place at the ACG 2020 Virtual Annual Scientific Meeting, the event will be listed on the College's website with a link directly to the education provider.
3. Approved satellite activity providers are eligible to receive free one time use of ACG's membership list, 2019 attendee list or 2020 pre-registration list to promote the approved activity.

Cancellation Policy

ACG must be notified promptly in writing of the cancellation of any scheduled satellite event. No refunds will be issued for cancelled events.

Violations and Sanctions

ACG, at its sole discretion, reserves the right to revoke privileges for future programs of any sponsoring organization, supporting organization, or activity organizer involved in planning a satellite activity that does not comply with the rules and requirements set forth in this policy, including complying with the ACCME Essentials and Standards as appropriate.

Application Process

Applications for the Annual Scientific Meeting Symposia will be accepted on a first come, first served basis with priority given to companies who purchased a symposium time slot during the previous years' Annual Meeting. Full payment must accompany the application. Please be as thorough and detailed as possible in completing the accompanying application. Once the application is accepted, the ACG will contact each company with additional details.

Frequently Asked Questions

1. *What is included with the symposium fee?* The fee includes the meeting room within the virtual platform; a listing in meeting print and digital materials; the symposium will be listed in the official ACG programming on the virtual meeting platform, so participants can add the sponsored program to their itinerary; a listing on the ACG 2020 meeting website; a listing in the official meeting app and one-time use of the ACG mailing list for purposes of mailing out invitations.
2. *Are we required to offer CME for our program?* No, but we do give preference to CME programs.

3. *Can we pre-record our program?* Yes, you have the option of presenting your program live via Zoom within the virtual meeting platform, or you may pre-record your program. Should you decide to pre-record your session, a chat box will be available during your assigned date/time for faculty to answer any participant questions via text.

4. *How long will the symposium be available to participants on the virtual platform?* Attendees will be able to access a recording of your symposium on the virtual platform until January 31, 2021. If you need to have your program removed prior to this date, please contact ACG directly.

Requests for industry sponsored satellite activities should be submitted to:

Elaine McCubbin

Vice President, Meetings and Conventions

American College of Gastroenterology

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