

# INDUSTRY SUPPORTED SEMINAR GUIDELINES & APPLICATION

The CFF permits Industry Supported Seminar (ISS) proposals from confirmed NACFC supporters to present non-commercial scientific seminars during designated hours in association with NACFC 2020.

## An ISS is:

- An autonomous, Continuing Medical Education (CME) or Continuing Education Unit (CEU)-accredited educational activity held adjunct to the NACFC.
- Planned and implemented by an industry and organization other than the CFF or NACFC.
- Not sponsored or endorsed by the CFF or NACFC.
- Not part of the official NACFC 2020 conference program and will not compete with official NACFC programming.

ISS activities require written approval from the CFF, but will **not** receive and must **not** imply any endorsement or support by the CFF or NACFC. All ISS activities must conform to the CFF policies contained in this document and must be held within the permitted dates and times established for the meeting.

## Application/Selection Process

NACFC provides a limited number of supporters the opportunity to host a seminar during NACFC based on approval of individual program proposals, which are reviewed and accepted based on merit, date and space availability.

Supporters interested in hosting an ISS must submit a completed application to the CFF by **September 4**. All requests received after **September 4** may be declined. **NACFC Show Management will send approval notification within 14 business days of application deadline.**

An application will be considered complete when it includes:

- Seminar overview
- Learning objectives
- Complete program agenda, including proposed speakers and topics
- Complete application form with original signatures
- Contact information for who will manage CME/CEU
- Payment of the ISS fee

## Guidelines

To avoid duplication of presentations, the CFF prohibits speakers confirmed for official NACFC sessions to present a similar talk at an ISS. In addition, successful proposal applicants must:

- Provide virtual management and support of the seminar and coordinate all program needs.
- Manage payment of honoraria and/or expense reimbursement to speakers, moderators or others.
- Accept financial responsibility for all aspects of the seminar, including audio/visual rental, production costs, etc.
- ISS should not detract from participation at official NACFC sessions and therefore are only permitted between **October 8-16, 2020**.

## Industry Supported Seminar Fee

The ISS fee is \$20,000, and payment is required within 10 business days upon receipt of invoice.

## Continuing Education Guidelines

ISS seminars may be certified for CME or CEU credits. The CFF and NACFC will not designate CME or CEU credits for these programs. All seminars must comply with the current essentials and policies of the Accreditation Council for Continuing Medical Education's Standards for Commercial Support of Continuing Medical Education. In addition, although compliance with the American Medical Association's Ethical Opinion on Gifts to Physicians from Industry is the responsibility of the individual physician, every effort should be made to ensure that NACFC attendees are not put in a situation that would be considered a violation of these guidelines. It is the responsibility of the CME/CEU provider to ensure that the ISS meets all of the criteria required for designation of CME/CEU credit. The CFF reserves the right to contact the accrediting agency to verify that these standards are being met. Participating companies are responsible for adhering to all federal, state, and local regulations.

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## Criteria for Acceptance of a Proposal

- A complete application and payment received on or before **September 4**
- ISS applicant is a paid NACFC supporter
- The topic is timely and of broad interest to NACFC attendees
- The program material is not duplicative of an official NACFC session
- The material does not contain, in whole or in part, a scientific abstract that has been accepted for presentation at NACFC 2020
- The topic meets ACCME Guidelines and Standards for Commercial Support
- The content is free of commercial bias for or against any product
- The activity is not sponsored or endorsed by the CFF or NACFC

## Promotional Opportunities

**Acknowledgments:** One session tower acknowledgment is permitted on the NACFC Virtual 2020 homepage.

Tower specs: 300px x 500px (JPEG or PNG, max 300MB).

Graphics must be submitted to NACFC for approval by **September 4**.

All supporter content (logo, links, graphics, description, collateral) must be submitted and finalized by **September 11**.

## Program/Promotional Materials

- NACFC prohibits any implication that ISS are planned, implemented or sponsored by the CFF.
- All promotional and program materials must be reviewed and approved by NACFC by September 4. **NACFC will give written notice of approval within two weeks of submission.** Once approved, final materials must be supplied to NACFC on or before September 11.
- Use of the CFF and NACFC name and/or logo is **not** permitted.

For questions about promotional material regulations, contact NACFC Show Management at [Exhibit-Support-NACFC@cff.org](mailto:Exhibit-Support-NACFC@cff.org).

## Violation Policy

NACFC reserves the right to restrict and/or dismiss at any time, any event, topic, format or material(s) it deems inappropriate, in poor taste and/or offensive to attendees. By applying to host an ISS, you agree to adhere to the guidelines set forth by the CFF for ISS. Any violation of these guidelines may result in the immediate dismissal of your program or your company as a supporter. NACFC reserves the right to disregard future ISS applications submitted on behalf of any supporter or continuing education credit provider who has violated these guidelines.

## Cancellation Policy

NACFC must be notified in writing of the cancellation of an approved ISS. The CFF will refund 50% for cancellations received on or before **August 5**; **no refunds will be issued for cancellations made on or after August 6**.

**Submit your payments online**

Visit the Exhibitors and Supporters tab  
on our website

<https://www.nacfcconference.org/Payment.aspx>

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## SUPPORTING COMPANY CONTACT INFORMATION

Supporting Organization			
Contact Person		Medical/Continuing Education Provider	
Proposed Seminar Title		Contact who will manage CME/CEU	
Virtual Meeting Link		Requested Start Time	Requested End Time
Requested Date	Virtual Platform To Be Used	Estimated Number of Attendees	
Organization Address		City	State/Province
Zip/Postal Code	Country	Phone	Email

Provide a detailed overview of the proposed session including the suggested moderator, individual presentation titles and speakers, and other relevant information (*attach extra page if necessary*).

List three learning objectives for the proposed session.

1
2
3

**I understand that:**

1. This application is used only to submit proposals for ISS.
2. All proposals will be evaluated for their applicability to the CFF educational goals and objectives.
3. If application is accepted, NACFC will notify applicant within 14 business days of submission.
4. The ISS fee is \$20,000, and payment is required within 10 business days upon receipt of invoice.
5. As an authorized representative of the above organization, I agree to all terms set forth in this application

Signature	Date	Print Name	Title
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Please return this form to:  
**Rebekah Kim**  
**Meeting Planner and Exhibit Specialist**  
 Email: [Exhibit-Support-NACFC@cff.org](mailto:Exhibit-Support-NACFC@cff.org)