

INDUSTRY SUPPORTED SEMINAR GUIDELINES

The CFF permits Industry Supported Seminar (ISS) proposals from confirmed NACFC supporters and exhibitors to present non-commercial scientific seminars during designated hours at NACFC 2018.

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.
- Not sponsored or endorsed by the CFF.
- Not part of the official NACFC 2018 conference program and will not compete with 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. 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

The CFF provides a limited number of supporters and exhibitors 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 and exhibitors interested in hosting an ISS must submit a completed application to the CFF by **September 1**. All requests received after **September 1** may be declined. **The CFF will send approval letters 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.

Scheduling

ISS meeting space is appointed based on availability. ISS should not detract from attendance at official NACFC sessions and therefore are **only** permitted on the following dates and times:

Tuesday, October 16	3:00 p.m. – 11:59 p.m.
Wednesday, October 17	7:00 a.m. – 11:59 p.m.
Thursday, October 18	7:00 p.m. – 11:59 p.m.
Friday, October 19	8:00 p.m. – 11:59 p.m.

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 onsite management of the seminar and coordinate space needs with the CFF.
- Arrange for appropriate catering and audio/visual equipment. The CFF will provide contact information as required.
- 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, catering, etc.
- Submit payment online, or send checks to:

NACFC – ISS

Attn: Rebekah Kim
 4550 Montgomery Ave., Suite 1100 N
 Bethesda, MD 20814
 Phone: 240-200-3763
 Email: Exhibit-Support-NACFC@cff.org
<https://www.nacfcconference.org/Payment.aspx>

Industry Supported Seminar Fee

The ISS fee is \$20,000, and payment is required within 10 business days upon receipt of invoice. Checks must be made payable to NACFC.

Continuing Education Guidelines

ISS seminars may be certified for CME or CEU credits. The CFF 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 satellite seminar 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 1**.
- ISS applicant is a paid NACFC supporter and exhibitor.
- 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 2018.
- 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.

Promotional Opportunities

Exhibits: If applicable, booth representatives may distribute invitations, tickets, etc. from within assigned exhibit space.

Signage: *A total of two signs are permitted only in the venue at which the seminar is being held.* One sign may be placed in public spaces at the event venue and one sign may be placed at the door of the seminar room. No other signs are permitted. Sign dimensions cannot exceed one meter. Signs may not be posted more than 24 hours prior to the start of the event and must be removed no later than one hour after the event. Distribution of printed materials promoting an ISS is strictly prohibited in all other public spaces of the event venue, convention center or other hotels.

Registration: A registration table may be set-up outside the meeting room during NACFC-approved times only. If you require additional time, you must request it with your application submission.

Event Arrangements (Catering and Hotel Logistics)

- ISS events will be assigned meeting space (including pre-function space) by the CFF at an official NACFC hotel. Space will be approximately 8,000 ft. and accommodate 400 people sufficiently. If the event requires more space, there will be an additional charge. All events must be contained within the assigned space and during the allotted timeframe.
- All ISS events will be given 3-hour prior set-up time. If more time is needed there will be an additional fee.
- The seminar organizer is responsible for the arrangement of all details regarding room set-up, catering needs, etc., and will work directly with the hotel.
- The seminar coordinator is responsible for handling pre-registration and onsite management of the event.
- No sales activities may take place at any time (before, during or after the event).
- All expenses associated with the meeting (i.e. room set-up, catering, audio/visual, electrical, telephone, shipping, signage, etc.) are the sole responsibility of the seminar organizer.

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. ***Items for approval must be sent with the application. NACFC will give written notice of approval within two weeks of submission.*** Once approved, final materials must be supplied to NACFC in writing.
- Use of the CFF and NACFC name and/or logo is **not** permitted.
- The distribution/display of any materials promoting an ISS is strictly prohibited in all public spaces of the event venue, convention center or other hotels, except as outlined previously.
- For questions about promotional material regulations, contact NACFC Show Management at 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 or exhibitor. 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 **July 31**; **no refunds will be issued for cancellations made after August 1**.

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SUPPORTING COMPANY CONTACT INFORMATION

Supporting Organization			
Contact Person		Onsite Contact	
Proposed Seminar Title		Contact who will manage CME/CEU	
Requested Date		Requested Start Time	Requested End Time
Estimated Number of Attendees	Function Type	Room Set Style	
	<input type="checkbox"/> Meeting <input type="checkbox"/> Reception <input type="checkbox"/> Dinner		
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.

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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. A decision regarding applicability of the proposal will be received from NACFC within approximately 14 business days of submission deadline.
4. The ISS fee is \$20,000, and payment is required within 10 business days upon receipt of invoice. Checks must be made payable to NACFC.

Submit your payments online.

Visit the Exhibitors and Supporters tab on our website

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

Signature	Date	Print Name	Title
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Please return this form to:

Rebekah Kim
Senior Coordinator, Meetings

Email: Exhibit-Support-NACFC@cff.org