

# 2022 APPLICATION + GUIDELINES

INDUSTRY-SUPPORTED SYMPOSIA

April 28-30 • Chicago, IL



**WELCOME BACK TO LIVE!**

We are excited to announce that IMM 2022  
will convene LIVE in Chicago.

ACP | Internal  
Medicine  
Meeting



**MASTERING  
MEDICINE  
TOGETHER<sup>SM</sup>**

# APPLICATION +GUIDELINES

We welcome your interest in holding an Industry-Supported Symposium in conjunction with Internal Medicine Meeting 2022, the annual meeting of the American College of Physicians. These programs complement the content offered by ACP and provide an opportunity for our attendees to further enrich their learning experience during the premier annual meeting and education event for specialists in internal medicine.



## CONTACT INFORMATION

STEFY BEURY

Meeting Planner  
215-351-2541  
[sbeury@acponline.org](mailto:sbeury@acponline.org)

## SYMPOSIA

Industry-Supported Symposia  
Internal Medicine Meeting 2022  
April 28-30 | Chicago, Illinois

### Valuable Face-to-Face Time

No other meeting offers you the opportunity to reach out to such an influential gathering of internal medicine physicians. ACP has the attention of America's internists, presenting your company with the ability to receive valuable and effective communication with the nation's largest group of medical specialists.

### Quality Audience

Connections are made with more doctors at Internal Medicine Meeting 2022, because these doctors are intent on learning.

# EXPOSURE COMPLIMENTARY MARKETING OPPORTUNITIES\*

## ACP drives physicians to your symposium by promoting the Industry-Supported Symposia in\*:

- ACP Internist
- ACP Scientific Program
- Attendee Promotional E-mail
- Industry Guide
- Internal Medicine Meeting 2022 Website
- *Internal Medicine Meeting 2022 Daily News*
- Meeting App
- Onsite Signage
- One complimentary Pre-registrant Mailing List

Your program listing in the promotional materials is contingent upon receipt of copy prior to marketing deadlines. ACP will not be responsible for changes/additions after publication deadlines have passed. **The symposium must be paid in full for inclusion in ACP promotional materials and receipt of the complimentary pre-registrant mailing list.**

\*Subject to change.

## Boost Visibility of Your Symposium:

- Place print or online advertisements in the *Annals of Internal Medicine*, *ACP Internist*, *Internal Medicine Meeting 2022 Daily News*, and *ACP Hospitalist*. Contact Kevin Bolum at 215-351-2440 or kbolum@acponline.org.
- Gain additional exposure! Contact TriStar Publishing for more advertising opportunities. Contact Nan Blunk at 913-491-4200 or nblunk@tristarpub.com.



# INDUSTRY-SUPPORTED SYMPOSIA GUIDELINES



A symposium must be a strictly educational function that may or may not offer CME credit. These events are subject to the restrictions listed in these guidelines.

Only ACP-approved symposia are permitted. It is imperative that all employees of the CME

Provider, Supporting Organization(s), Program Organizer, and all agents are made aware of the following guidelines, as they may affect your eligibility for involvement with future ACP Internal Medicine Meetings

(see Violations on page 7).

## APPLICATION

All requests to hold an Industry-Supported Symposium must be approved by ACP. Please take a few extra moments to review your application to be certain that it is complete. Applications that are incomplete or are missing required signatures will not be considered. Acceptance is based on topic and scientific content.

Complete applications with the required signatures and documentation must be received by January 19, 2022 to be considered. Based on availability, ACP may continue to accept applications after this deadline.

## APPLICATION DEADLINE: JANUARY 19, 2022

	CME	NON-CME
Lunch Symposia	\$60,000*	\$60,000*
Dinner Symposia	\$46,000	\$18,000

*\*Includes meeting room rental fee at the Convention Center.*

The administrative fee includes the promotion of the symposia as outlined on page 2. All other expenses are the responsibility of the supporting company. An invoice and more detailed information will be included as part of your approval e-mail.

## ADMINISTRATIVE FEE DEADLINE:

### January 26, 2022

If the fee is not received by ACP on or before January 26, 2022, ACP reserves the right to cancel the application. The symposium must be paid in full for inclusion in ACP promotional materials and receipt of the complimentary pre-registrant mailing list.

## Time Slots / Space Assignments

ACP has designated the following dates and times for symposia programs. Choose your preferred time slot on the application. ***Your preference is not guaranteed. ACP will assign time slots based on availability and topic.***

Every effort is made to avoid placing competing topics on the same evening; however, it is not guaranteed. Estimated attendance is provided as a guideline. Actual attendance may yield a lower or higher number.

# INDUSTRY-SUPPORTED SYMPOSIA GUIDELINES



## LUNCH SYMPOSIA

Two lunch symposium slots will be available on Tuesday, April 26 and two on Wednesday, April 27.

**Time Slot:** 12:15 to 1:15 p.m.

**Registration:** Noon

**Estimated Attendance\*:** 250 to 350

**Location:** Convention Center

*It is a requirement for a meal to be served during this time slot*

## DINNER SYMPOSIA

Dinner symposia slots will be available from Wednesday, April 27 to Friday, April 28.

**Time Slot:** Program can begin after 6:30 p.m.

**Registration:** Permitted to begin 30 minutes before approved time

**Estimated Attendance\*:** CME: 200 to 300;

Non-CME: 50-100

**Location:** The Convention Center is not available for evening symposia; refer to page 5. However, ACP will hold function space in several hotels in our housing block for the purpose of Industry-Supported Symposia.

*\*Estimated attendance is based on past Internal Medicine in-person meetings*

## CANCELLATION DEADLINE:

**JANUARY 26, 2022**

Cancellations must be submitted in writing and will be processed using the date of receipt as the official cancellation date. If the notice of cancellation is received:

**On or before January 26, 2022**—30% cancellation fee

**On or after January 28, 2022**—100% cancellation fee

No refunds will be provided for those companies that cancel their program after January 26, 2022.

**Applications submitted after January 26, 2022, will incur a 100% cancellation fee once the program is approved by ACP.**





# INDUSTRY-SUPPORTED SYMPOSIA GUIDELINES



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### ACP Exclusive Vendor

Freeman AV is the exclusive provider for all audio-visual for Industry-Supported Symposia. Freeman Expo is required for shipping and materials handling for deliveries in the Convention Center.

Freeman AV and  
Freeman Expo contact  
information will be  
included with your  
approval e-mail.



### Adherence to External Guidelines

It is the responsibility of the Industry-Supported Symposia CME Provider/Accredited Sponsor, Commercial Supporter, and Organizer of the program to comply with the Food and Drug Administration (FDA) regulations, policies, practices, and guidelines and all other industry guidelines, including the PhRMA Code on Interactions With Healthcare Professionals, concerning the discussion, demonstration, use, and/or display of products, technologies, and/or services during all symposia.

### CME Provider/Accredited Sponsor

The accredited CME provider plans the CME content and designates the symposium for a CME credit (for example, a hospital or university). On approval to hold a CME Symposium, ACP must be notified immediately if the CME provider or supporter(s) listed on the application changes.

### Commercial Supporter

The Commercial Supporter is the organization(s) that provides funding for the symposium program (for example, a pharmaceutical or medical supply company).

### Convention Center

The Convention Center is only available for approved lunch symposia. Your room assignment will be included in your approval e-mail. A service manual will be provided for lunch programs to include details on shipping and materials handling charges. *Lunch symposia being held at the Convention Center will require that a meal be served.*

**McCormick Place Convention Center**  
2301 S King Drive  
Chicago, IL 60616

### Disclaimer

ACP is not responsible for unsatisfactory outcomes of Industry-Supported Symposia.

### Enduring Material

Enduring material based on Industry-Supported Symposia are permissible; however, the following restrictions apply: ACP must be notified via e-mail, before production, if derivatives will be made. The notification must include the following information:

- Format, such as On Demand or Web-based platforms
- Who will receive the derivative, and how it will be distributed
- Whether CME credit will be awarded
- Whether the audience will be captured (video or audio recording)

"No Implied Endorsement" as outlined below applies to Enduring Materials and all associated promotional materials.

### Exhibits and Sponsors COVID-19 Vaccination Policy

In compliance with the City of Chicago's current recommendations, ACP will require proof of vaccination for all Symposia on-site Staff and Faculty to enter the Convention Center or Hotel venue. Instructions on submitting your proof of vaccination will be posted online at a later date. ACP will not permit exceptions to this policy and non-compliance may result in exclusion from the ACP event.

# INDUSTRY-SUPPORTED SYMPOSIA GUIDELINES

## ENHANCE THE EXPOSURE OF ENDURING MATERIAL

Reach all ACP members with the distribution of your enduring materials in the *Annals of Internal Medicine*, *ACP Internist*, and *ACP Hospitalist*. For more information, please contact Kevin Bolum, Director of Advertising Sales, at 215-351-2440 or at [kbolum@acponline.org](mailto:kbolum@acponline.org).

### Faculty

Please note that, because of a conflict of interest, ACP leadership cannot present or speak at symposia. Faculty should be internists; however, an exception may be made if content is more appropriately presented by a representative of another specialty.

### Food, Beverages, and Entertainment

Please refer to the PhRMA Code on Interactions With Healthcare Professionals, AdvaMed codes, and CMS Open Payments Program on food and beverage items from supporters. To maintain focus on the education and the research presented, no entertainment or performance, live or otherwise, may be offered before, during, or after the event. The Organizer of the program is responsible for all food and beverages.

### Hotel Meeting Rooms

ACP will hold function space in several hotels in our housing block for the purpose of Industry-Supported Symposia. The hotels will release space on a first-come, first-served basis to companies that have been approved. *Hotels will not assign space for symposia without confirmation of ACP approval.* ACP does not assign space; therefore, you must contact your preferred hotel(s) directly to make arrangements for your event. A list of hotels and contact names will be included with your approval e-mail. Dinner symposia cannot be held in the Convention Center.

### Indemnity

The CME Provider, Commercial Supporter, and Organizer of the program (if applicable) agree to indemnify and hold ACP harmless from any claims or damages to persons or property that arise from the Industry-Supported Symposium program and to add ACP as an additional insured on its liability insurance for the program.

### Invitations and Promotions

The CME Provider or Organizer of the program must control the content of all invitational or promotional material. Any and all invitations or solicitations to attend an Industry-Supported Symposium must receive ACP approval before printing,

distribution, or posting. Invitations and announcements addressed to Internal Medicine Meeting 2022 registrants should clearly indicate the name(s) of the organization(s) funding the program and the CME Provider, if applicable, and must in no manner mention, directly or indirectly, ACP.

- Any URL used for registration may not contain any reference to ACP or Internal Medicine Meeting (for example, [www.symposia.topic/IMM2022](http://www.symposia.topic/IMM2022) is not acceptable).
- All promotional materials must show the following disclaimer statement on the cover/front page: "This event is not a part of the official Internal Medicine Meeting 2022 Education Program."
- Non-CME symposia must include the following statement: "This program does not offer CME credit."
- Distribution of literature, including invitations, is to be confined to the supporter's exhibit booth in the Convention Center. Any other form of distribution (including from the hotel or Convention Center lobby) is not permitted. Under no circumstances may promotional materials be distributed to attendees at any of the participating hotels. The Commercial Supporter is subject to the Violations of Regulations, as stated in the violation information included on page 7.

### No Implied Endorsement

Industry-Supported Symposia are considered unofficial programs (not supported by ACP). Therefore, there can be no implication in any promotional materials or mailers, or during these events, that the symposia programs are connected with Internal Medicine Meeting 2022, are presented in cooperation with ACP, or are endorsed by ACP. In describing these events, you may not use such phrases as "presented during," "presented in conjunction with," or "prior to" Internal Medicine Meeting 2022. The use of Internal Medicine Meeting 2022 or the ACP name, logo, or seal is strictly prohibited with the exception of the required disclaimer statement described in "Invitations and Promotions," above. Faculty for Industry-Supported Symposia should be informed of these restrictions.

### Onsite Materials

ACP does not require review of onsite handout materials before the event. If pharmaceutical options or recommendations are included as part of the activity, ACP recommends that the handout materials include an index of the generic names of all drugs in that class, in alphabetical order, with their corresponding trade names listed beside them. This will be a helpful reference tool for physicians. No indication of preference for one drug over another may be made, and the list should be comprehensive.

### Onsite Registration

Registration for dinner events at the event location may open 30 minutes before the approved start time. Registration for lunches in the Convention Center may open at noon. Registration is managed by the CME Provider or the Organizer.

# INDUSTRY-SUPPORTED SYMPOSIA GUIDELINES



## Organizer of the Program

The Organizer is the group (for example, a communications company, third-party planner, or agency) that handles all details and logistics for the symposium.

## Program

Strictly educational functions that may or may not offer CME credit; these events are subject to the restrictions listed in these guidelines, and only ACP-approved symposia are permitted.

## Signage

- A maximum of four 28" x 44" signs are permitted. Double-sided or A-frame signs will be allowed. Signs may only be placed in the hotel or venue where the function is being held, on the day of the event, with the hotel's permission. **Signs over the limit of four and any sign larger than 28" x 44" will be removed. Signs may NOT contain invitations holders.**
- One of these four permitted signs can be posted on a Symposia Schedule Board that will be placed in the Convention Center.
- Dinner program signs will be posted on the day the program will be held.
- Individual program signs or invitations may not be placed inside or around the Convention Center or at hotels where the event is not taking place. Signs/invitations may be placed within the CME Provider or Commercial Supporter's exhibit booth. ACP will strategically place signs (that ACP will create) in the Convention Center to promote all symposia programs. Other signs, including handheld signs, sandwich boards, and pop-up signs/banners, *are prohibited*. Invitations may not be handed out in the lobby of the hotel or venue at any time.
- **ACP will remove signs over the limit of four without notice and any sign larger than 28" x 44", or those listed as prohibited above, without notice.**
- **Lunch Symposia:** A maximum of three 28" x 44" signs are permitted in the Convention Center. One of these signs is permitted to be displayed at the Headquarter Hotel, on the day of the event. These signs must state the following: *"This lunch symposium is not part of the official Internal Medicine Meeting 2022 Education Program."*
- **All signage and promotional materials must show the following disclaimer statement: "This event is not a part of the official Internal Medicine Meeting 2022 Education Program."**
- Mailing Address for Convention Center Signage:  
**ACP Management Freight**  
**C/O Freeman**  
**Stefy Beury / Exhibitor Registration**  
**McCormick Place Convention Center**  
**2301 S King Drive**  
**Chicago, IL 60616**

- The McCormick Place Convention Center will not accept freight before Monday, April 25, 2022.
- **Signs can also be dropped off at Exhibitor Registration/Show Management.**
- ACP is not responsible for lost or damaged signage.

## Standards For Integrity and Independence in Accredited Continuing Education Guidelines

CME Symposia Only: Industry-Supported Symposia that offer CME credit, please note that ACP does not provide CME credit for these programs. In addition, ACP reminds sponsors of educational events that adherence to the Standards For Integrity and Independence in Accredited Continuing Education is required. Commercial Supporters will observe all ACP and, if applicable, Standards For Integrity and Independence in Accredited Continuing Education and American Medical Association (AMA) guidelines.

## Transportation

If transportation is provided, please use clearly marked signage on vehicles to avoid confusion. ACP shall assume no responsibility for transportation.

## Violations

To protect the integrity and quality of the Symposia Program and to ensure a successful outcome for all parties involved, ACP requires each Organizer and CME Provider to agree that it and its employees, speaker(s), Program Organizers, and Commercial Supporters will observe all ACP and, if applicable, Standards For Integrity and Independence in Accredited Continuing Education and AMA guidelines. ACP, at its sole discretion, reserves the right to revoke privileges for future ACP annual meetings for any Commercial Supporter, CME Provider, or Organizer of the symposium program involved in planning an unofficial CME symposium that does not comply with the aforementioned guidelines. Violations of ACP Industry-Supported Symposia guidelines, Standards For Integrity and Independence in Accredited Continuing Education, or the AMA's Ethical Opinion on Gifts to Physicians from Industry will result in a 1-year probation. During the probationary period, ACP will accept no applications for review of any programs from the sponsoring organization. If a symposium is found to have violated ACP rules and regulations, the Commercial Supporter, CME Provider, or Organizer of the program will be prohibited from participating in an Industry-Supported Symposium the following year. ACP reserves the right to cancel Industry-Supported Symposia and retain any administrative fees in the event of violations of ACP Industry-Supported Symposia guidelines, Standards For Integrity and Independence in Accredited Continuing Education, or the AMA's Ethical Opinion on Gifts to Physicians from Industry that occur before the scheduled program.



# INDUSTRY-SUPPORTED SYMPOSIA APPLICATION



CME provider, commercial supporter(s), and/or third-party planners interested in holding an Industry-Supported Symposia at ACP Internal Medicine Meeting 2022 must complete this application and agree to adhere to ACP guidelines as outlined in the 2022 Industry-Supported Symposia Application & Guidelines.

The signatures below verify that we have read and accept the ACP guidelines published in the 2022 Industry-Supported Symposia Application & Guidelines. I have also provided the

contact information of all parties involved with this event. I accept responsibility for informing all of our employees and speaker(s) involved of the ACP guidelines and for ensuring that they will abide by them. I understand the penalties that may be assessed if we are in violation of these conditions. I also understand the cancellation policy for canceling our event.

**Authorized signatures are required for approval. All fields must be filled out and/or checked. Incomplete applications will not be processed.**

## FUNCTION TYPE

CME

NON-CME

I have read and understand the statement regarding promotional material, required disclaimers, and no implied endorsement.

## TIME SLOT

Choose your preferred time slot. **Your preference is not guaranteed. ACP will assign time slots based on availability and topic.**

First Choice:

Second Choice:

Third Choice:




## CME PROVIDER (if applicable)

Company Name

Contact Name

Title

Telephone

E-mail

Address

Authorized Signature

## COMMERCIAL SUPPORTER(S) List additional supporters and co-marketing companies on a separate attachment.

Company Name

Contact Name

Title

Telephone

E-mail

Address

Authorized Signature

## THIRD-PARTY ORGANIZER (if applicable)

Company Name

Contact Name

Title

Telephone

E-mail

Address

Authorized Signature

# INDUSTRY-SUPPORTED SYMPOSIA APPLICATION

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## PROGRAM DETAILS

Program Title

Proposed Program/Agenda

Learning Objectives

Abstract-Style Summary of Program Content

Names, Affiliations, and Complete Contact Information of Course Director and All Faculty

Standards for Integrity and Independence in Accredited Continuing Education Accreditation Statement for CME Programs Only [Indicate Number of CME Credit(s) to be Offered]

Check This Box if Program Is Non-CME

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## ENDURING MATERIAL

Are there plans to develop derivative/enduring materials?	YES	NO
I understand that the No Implied Endorsement policy on page 6 applies to derivative/enduring materials.	YES	NO

Send completed applications to Stefy Beury at [sbeury@acponline.org](mailto:sbeury@acponline.org)