



## Satellite Symposium Guidelines

May 21, 2023

May 22, 2023

May 23, 2023

Music City Center  
Nashville, Tennessee  
May 20-24, 2023  
[apa.org/conference](https://apa.org/conference)

## Conduct a Satellite Symposium at AAPA 2023

PAs are one of the fastest-growing occupations in healthcare. There are more than 159,000 PAs across all medical and surgical specialties in all 50 states, the District of Columbia, U.S. territories and the uniformed services. The PA profession is expected to grow by 31% between 2020 and 2030.

As part of AAPA 2023 Annual Conference Experience, you will find unparalleled access to PAs of many different backgrounds and specialties. Thousands of PAs from every practice setting will gather May 20-24 for AAPA 2023 over 5 days of professional education, career enhancement, and networking. Take advantage of this unbeatable opportunity by providing a customized event to this key audience. Participate in AAPA 2023 and conduct a satellite symposium!

*These sessions are not part of the official AAPA Conference program and are planned solely by the educational provider.*

## Application

**Deadline for applications is January 31, 2023. Late or incomplete applications will not be accepted.**

The application can be found [here](#). Please pay close attention to each required component of the application and make sure all information is accurate. Incomplete applications will not be reviewed. AAPA must be notified of any changes made after submission deadline which include, but are not limited to, change in the management company, corporate supporter(s), speakers, and the title of program.

Acceptance is based on topic, scientific content and other criteria, as determined by AAPA. All proposals must provide a practice performance gap analysis related to PA practice.

The provider is the organization responsible for the educational content and development of a CME program (e.g., communications company, medical education company, public relations agency, etc.). A commercial interest may not act as a provider.

Applications must be signed by representatives accepting responsibility for the program. By signing the application, each representative agrees to take responsibility for following the AAPA Satellite Symposium Guidelines. Please designate **one contact person** with whom AAPA should communicate, and who agrees to share information with other program representatives.

**Applicants will be notified by February 15, 2023** of their tentative approval and a formal AAPA agreement will be sent, in which the day, time, and location for the session will be established. Final approval, however, is contingent upon AAPA's review of all marketing materials, electronic copies of all slides, handout materials, and online CME evaluation questions. **These items are due no later than April 1, 2023**, and applicants should **allow a minimum of 10 business days for the review of all materials**. Materials submitted after April 1, or not reviewed and approved by AAPA may not be used.

## Timelines

Due Date	Item Due
January 31, 2023	Satellite Symposia applications due
February 15, 2023	Tentative AAPA approval of content and AAPA Agreement sent to approved programs
March 1, 2023	<a href="#">AAPA Category 1 CME Accreditation application</a> due for approved Satellite Symposium
March 15, 2023	<ul style="list-style-type: none"> <li>• Signed AAPA Agreement with full satellite symposium fee and copy of corporate supporter email/letter from all commercial supporters due to AAPA</li> <li>• Electronic copies of all first draft slides, handout materials, and online CME evaluation questions must be submitted for initial review               <ul style="list-style-type: none"> <li>○ Anticipate 10 business days for review of all submitted materials</li> <li>○ Materials received after the deadline will be reviewed at the discretion of AAPA</li> <li>○ Materials that have not been reviewed and approved by AAPA may not be used</li> </ul> </li> </ul>
April 1, 2023	<ul style="list-style-type: none"> <li>• Final information for online conference scheduler due, including:               <ul style="list-style-type: none"> <li>○ Program title</li> <li>○ Funder acknowledgement</li> <li>○ Learning objectives or educational goal</li> <li>○ Abstract</li> <li>○ Program faculty, credentials, and full disclosure information</li> </ul> </li> <li>• The following materials are due for final review and approval:               <ul style="list-style-type: none"> <li>• Marketing materials</li> <li>• Syllabus content (electronic or print)</li> <li>• Signage (electronic copies)</li> <li>• Final slides, handout materials, and online CME evaluation questions (electronic copies)</li> <li>• For all materials:                   <ul style="list-style-type: none"> <li>○ Anticipate a minimum of 10 business days for the review of all submitted materials</li> <li>○ Materials received after the deadline will be reviewed at the discretion of AAPA</li> <li>○ Materials that have not been reviewed and approved by AAPA may not be used</li> </ul> </li> </ul> </li> <li>• <i>The following materials are due for review and approval (if post activity enduring option has been selected):</i> <ul style="list-style-type: none"> <li>○ <i>Enduring Material Front Matter Requirements</i></li> <li>○ <i>Enduring Materials: Pre-test (if applicable), Lesson Materials, Post-test, Evaluation, Follow up Outcomes Survey (if applicable)</i></li> </ul> </li> </ul>
June 1, 2023	<ul style="list-style-type: none"> <li>• <i>Preliminary Recording Due for AAPA Review (if a post activity enduring option has been selected)</i></li> </ul>

June 15, 2023	<ul style="list-style-type: none"> <li>• <i>Final Recording Due for Posting (if a post activity enduring option has been selected)</i></li> </ul>
July 31, 2023	<ul style="list-style-type: none"> <li>• <i>Enduring Materials to be posted on Learning Central (if a post activity enduring option has been selected)</i></li> </ul> <p>Materials that have not been reviewed and approved by AAPA may not be used</p>

## Program Content

- Topic selection must be based on a needs assessment and that needs assessment must be provided to AAPA. PA performance gap analysis must be articulated.
- Final slides will be reviewed and approved by AAPA for scientific accuracy and to ensure that they contain a fair discussion of available treatment options (see important dates for timelines and review periods).
- At least one member of the faculty must be a PA.
- All speakers, planners, and anyone in a position to control content must disclose all relevant financial relationships with [ACCME-defined ineligible companies](#) occurring within the past 24 months.
- As an additional safeguard to monitor the conduct and content of the Satellite Symposium, anonymous observers may be present in all sessions. These individuals will be charged with ensuring compliance with AAPA policies.

## Speakers/Faculty

AAPA excludes members of the following groups from participating as faculty or speakers:

- [AAPA Board of Directors](#)
- [JAAPA Editorial Board](#)
- Commission on Continuing Professional Development and Education

Applications including members of the above groups will be disqualified.

**Disclosure information** for each speaker must also be submitted with the AAPA Category 1 CME Accreditation application by March 1, 2023. There are no exceptions.

## AAPA CME Accreditation Application Procedures

### Live Activity at Conference

Providers of Satellite Symposia CME events that are approved to hold an event must also apply for AAPA Category 1 CME credit and successfully complete the AAPA CME accreditation process. An application for approval of [Category 1 CME for live activities](#) for CME credit must be submitted via the [online application](#). **The CME application review process can take up to two weeks**, and CME providers hosting satellites must be approved for AAPA Category 1 credit prior to the satellite taking place. **Providers must submit their application for AAPA CME credit online by March 1, 2023.** Questions about the AAPA CME credit application process may be directed to [cmeapproval@aapa.org](mailto:cmeapproval@aapa.org).

If the program content or title originally described on the application to hold a satellite event is different from the program content submitted on the AAPA CME accreditation application form, the AAPA reserves the right to deny the application for credit and the application to hold a satellite event.

Please note if an organization has achieved Joint Accreditation and is authorized to designate the activity for AAPA Category 1 CME credit, the organization is not required to also submit a CME application.

### Post Activity Enduring Material

Expand the reach of your content by developing an enduring material and distributing it via AAPA's Learning Central! Providers may develop post activity enduring material(s) (online interactive, video, monograph, etc.) from the content of the Satellite Symposium and potentially reach AAPA's entire PA database that includes over 70,000 members and 100,000 nonmembers. Activities hosted within Learning Central typically receive anywhere between 1,000 and 3,000 additional participants depending on the activity topic.

For a total fee of \$25,000, this enduring material option includes:

- 12 months of hosting on Learning Central
- Integration into the Learning Central CME Catalog and indexing for optimal exposure
- Launch announcement and periodic inclusion in the Featured CME section of Learning Central
- Monthly participation reports
- Final report of all assessment data
- Follow up Outcomes Survey (if applicable)
- CME Accreditation and administration for a period of one year from release\*

\* Please note if an organization has achieved Joint Accreditation and is authorized to designate the enduring material activity for AAPA Category 1 CME credit they may do so. However, only AAPA Category 1 CME credit will be available to participants via AAPA's Learning Central.

**No reference may be made to the AAPA 2023 Conference when promoting the enduring material.**

Contact [conferencecme@aapa.org](mailto:conferencecme@aapa.org) for more information on hosting enduring materials on Learning Central.

## Satellite Symposium Scheduling

- Space for each seminar will be assigned by AAPA.
- Space assignments will be confirmed by March 1, 2023.
- Contact Allie Levy at 571-319-4409 or [alevy@aapa.org](mailto:alevy@aapa.org) for additional logistical information

## Dates, Times and Fees for Satellite Symposia

Satellite Symposia will be scheduled on the following dates/times at the Music City Center:

Sunday, May 21, Monday, May 22, and Tuesday, May 23                      Dinner - 5:30-8 p.m.

### Fees

The fee for dinner symposia is \$75,000.

AAPA does not guarantee attendance, and no refunds or partial refunds will be made if the attendance is less than anticipated.

For tentatively approved activities, the program fee is due and payable to AAPA no later than **March 15, 2023**. Fees payable by check should be sent to:

AAPA  
Attn: Satellite Symposia  
2318 Mill Road, Suite 1300  
Alexandria, VA 22314-6868

Applicants are required to submit support statements from all commercial supporters so that each company may be listed as a supporter in meeting materials.

### Included in the AAPA Satellite Symposium Fee

- Needs-based review
- Content review
- Compliance review
- Posting on the AAPA Conference 2023 website
- Posting on AAPA mobile app
- Listing in digital conference materials
- Complimentary conference registration (only for day of symposium) for organizers and faculty

One complimentary pre-registration mailing list (estimated number 2,000, dependent upon timing) for use to promote the symposium. The list will be supplied by request and must be sent to a bonded mailing house. The provided list is for one-time use only and will be monitored for additional use. Lists include mailing addresses only and do NOT include phone, fax or email information. Lists with email information and any subsequent lists must be purchased by contacting [Heather Teplitz](#).

Two session readers to be used for scanning in attendees. Session reader units are picked up and returned to on-site Experient Representative at the On-Site Registration desk in the convention center as follows. An order form for additional session reader units (at your cost) will be provided with the countersigned AAPA Agreement at your request. *Company will be responsible for any fees associated with replacing missing units if they are lost or not returned.*

- Pick up prior to 5:00 p.m. the day of dinner symposia
- Return the same evening

## Room Set-up

- Room set-up banquet style for a maximum of 350 people – this does *NOT* guarantee an audience of 350
- Access to assigned meeting room
  - Dinner symposia - 3:30 p.m. day of symposium
- Basic audio-visual setup including:
  - One screen
  - LCD projector
  - Combination slide advancer/laser pointer
  - Sound
  - Amplification
  - Mixer
  - Lavalier microphone
  - Podium microphone
  - Standing microphone
  - **NOTE:** Additional staging and/or AV requests are at the expense of the symposia organizer. Arrangements must be made with the facility, and room must be returned to original set at your expense.
- Speaker ready rooms are not guaranteed and will be available based on first come-first served basis. Contact Allie Levy at [alevy@aapa.org](mailto:alevy@aapa.org).
- Requests for access to the assigned meeting rooms earlier than two hours must be approved directly with Allie Levy at [alevy@aapa.org](mailto:alevy@aapa.org).
- Symposium lectures must be contained within your assigned room. Video overflow to other rooms will not be permitted.
- On-site registration may not begin prior to 5:15 p.m.

## Signs

One (1) 22x28 sign may be placed outside of the assigned room. Invitations, tickets, etc., may be distributed by mail, email, or in the supporter's exhibit booth (if exhibiting). Any other form of distribution (including from a hotel or the convention center lobby) is strictly prohibited. This includes, but is not limited to, hand distribution of invitations or "button-holing" PAs at hotels or the convention center.

Contact the Convention Service Manager of your assigned facility for specific signage placement guidelines.

## Marketing Opportunities

**For all marketing opportunities, materials must also be approved by your AAPA Satellite Symposium contact prior to submission with the applicable form** (satellite symposium marketing application form, attendee bag inserts application, or freestanding meter boards application form). Please allow a minimum of 10 business days for approval of the marketing materials.

To learn more about AAPA's [exhibit and sponsorship](#) opportunities, contact [Heather Teplitz](#) to discuss marketing strategies for your event.

## Pre-conference Policies

Upon acceptance of a Satellite Symposium proposal, the following are additional conditions to which the provider will be held accountable:

- AAPA reviews all symposia applications and promotional materials and reserves the right to reject topics, formats or materials deemed inappropriate for any reason.
- The educational provider is solely responsible for all marketing/promotional/audience generation efforts. AAPA is not responsible for audience generation and does not guarantee a minimum number of attendees.
- Prior to submitting invitations or promotional mailing proofs to AAPA for approval, please make sure that the following information is included:
  - Name and contact information of provider for questions.
  - Acknowledgement of all commercial support.
  - Disclaimer statement: This symposium is neither supported, sponsored, nor endorsed by AAPA.
  - AAPA CME Accreditation Statement:

*This activity has been reviewed by the AAPA Review Panel and is compliant with AAPA CME Criteria. This activity is designated for XX AAPA Category 1 CME credits. Approval is valid from XX/XX/2023 - XX/XX/2024. PAs should only claim credit commensurate with the extent of their participation. AAPA reference number: CME-XXXXX.*



Or if your organization has achieved Joint Accreditation, please include this AAPA Credit Designation Statement for a live session.

*{Provider Name} has been authorized by the American Academy of PAs (AAPA) to award AAPA Category 1 CME credit for activities planned in accordance with AAPA CME Criteria. This activity is designated for \_\_\_ AAPA Category 1 CME credits. PAs should only claim credit commensurate with the extent of their participation.*

- This program was supported by an educational grant from \_\_\_\_\_. *(Or other statement, as required by funder)*
- Educational provider must email final drafts of all program marketing materials to AAPA (conferenceCME@aapa.org) for approval prior to printing and **allow a minimum of 10 business days for review**. Materials received after the deadline will be reviewed at AAPA’s discretion. Materials that have not been reviewed and approved by AAPA may not be used.
- If your symposium will not include a meal, the following phrase must be prominently included in bold font on all signage, marketing, and pre-symposium materials distributed to potential attendees and registrants: **No meal or other food or beverage is provided with attendance at this activity.**
- Educational provider will coordinate all speaker correspondence and arrangements (AAPA must be notified immediately in writing of any changes in speakers. Final speaker approval is at the discretion of AAPA) – AAPA staff does not make travel and/or hotel arrangements for Satellite Symposium speakers.
- Educational provider is responsible for all seminar registration, including temporary registration personnel onsite.

#### On-site Obligations of Provider upon Acceptance of Application:

Upon acceptance of a Satellite Symposium proposal, the following represent the on-site conditions to which the provider must agree:

- Educational provider must provide print or electronic program syllabus to participants. The syllabus content must be submitted to AAPA for review and approval **no later than April 1, 2023. Allow a minimum of 10 business days for review and approval** of all submitted materials. Materials received after the deadline will be reviewed at AAPA’s discretion. Materials that have not been reviewed and approved by AAPA may not be used.
- Educational provider must provide evaluation mechanism/opportunity to participants. The evaluation must include questions that assess the degree to which the session contained fair balance. AAPA **reserves a minimum of 10 business days for review** of the evaluation questions, and any late materials will only be reviewed at AAPA’s discretion. Any materials not reviewed and approved may not be used in conjunction with the satellite.

## Post-conference Obligations of Educational Provider upon Acceptance of Application:

Upon acceptance of a Satellite Symposium proposal, the following represent the post-conference conditions to which the provider will be held accountable:

- Educational provider must provide aggregate evaluation to [conferencecme@aapa.org](mailto:conferencecme@aapa.org) no later than **July 1, 2023**.

## Commercial Support Guidelines

Educational providers are expected to abide by [ACCME Standards for Integrity and Independence](#) and [AAPA CME Criteria](#).

Please attach a copy of your acceptance notification letter/email from the commercial supporter with your application for verification of commercial support.

## Cancellation Policy

All cancellations must be submitted to AAPA in writing to [conferencecme@aapa.org](mailto:conferencecme@aapa.org).

- Cancellations received in writing through **March 31, 2023** will incur a **10% cancellation fee**.
- Cancellations received in writing **April 1 through April 14, 2023** will incur a **50% cancellation fee**.
- Cancellations received in writing after **April 15, 2023** will incur a **100% cancellation fee** and the host will be issued no refund of any monies received by AAPA for cancellation.

## Violations

AAPA, at its sole discretion, reserves the right to revoke privileges for future Satellite Symposia for any or provider involved in planning a Symposium who does not comply with the above-mentioned guidelines.

AAPA reserves the right to cancel symposia of companies who violate the guidelines on-site prior to their scheduled symposia. AAPA reserves the right to apply other remedies that AAPA determines are appropriate.