



Symposium Agreement

The following criteria must be met in order for a company to conduct a Corporate Satellite Symposium (CSS):

1. The program must be submitted to SCA for review by the Course Directors to assure there are no conflicts with the SCA's program. If approved, no changes to content or faculty may be made without additional approval.
2. Company must also exhibit at the SCA meeting in order to have a symposia.
3. No symposia may be held at a time which conflicts with a SCA activity.
4. Meeting space may only be secured through SCA.
5. The Society does not provide accreditation. No reference to sponsorship or endorsement by the SCA is acceptable.
6. No inducements may be offered to attendees, such as honoraria, per diem, travel or hotel. The sponsoring company is responsible for their speaker, AV, and meal arrangements and all related costs.
7. The SCA requires officers, board members and committee chairs to refrain from participating as moderators, speakers or discussants, etc. in industry sponsored satellite CME or non-CME symposia, meetings, panels, etc., at any of the SCA meetings while they hold these SCA positions.
8. AV equipment is not included in the fee to SCA. AV equipment must be ordered through SCA's official vendor.
9. Tabulated evaluations from symposium will be shared with the SCA to ensure balance and lack of bias in program.
10. The CSS organizer is responsible for handling onsite registration and management of the event. CSS personnel must be available outside the session room half an hour prior to the scheduled start time of the event.
11. No sales activities may take place and no promotional materials may be distributed in the Conference rooms, exhibits, registration area, or attendee lounge.
12. One person must be designated as the primary contact/project manager for the CSS throughout the application and planning process; SCA will deal directly with that one person.
13. All CSS are open to SCA attendees for participation and are typically well attended, although SCA does not guarantee attendance figures for any program.
14. Promotion:
 - a. The SCA logo may not be used on any promotional materials. Use of the SCA's name or copyrighted material on any announcement, sign, publication, or other material requires prior written approval.
 - i. Requested copy for invitations: *There is no registration fee for attending this CSS, however, seating is limited and preregistration does not guarantee seating. We do recommend arriving at the symposium location early.*
 - b. One complimentary use of the SCA mailing list is provided. Mailings must be pre-approved by SCA.
 - c. Space will also be allocated for a maximum of 2 signs (maximum size: 28" x 44") for the CSS.
 - i. All signs will be produced and set up by the CSS organizer and can be put out no earlier than 24 hours prior to your session.
 - ii. 1 sign may be placed outside of the session and 1 sign by registration.
 - iii. Additional signage is not allowed.
 - iv. Organizers are responsible for removing signage and Conference handouts, etc. at the conclusion of the CSS.
15. Violation of these guidelines may result in the cancellation of the CSS.

Upon approval of a CSS program, SCA will provide contact information for you to purchase your own F&B and AV equipment should your company wish to make purchases for your symposium.



Symposium Agreement

Corporate Satellite Symposia (CSS) are activities independently organized, offered, and/or accredited by an organization other than the Society of Cardiovascular Anesthesiologists (SCA). Symposia may be accredited or may not be accredited.

Title of Symposium: _____

Description: _____

Primary Contact Information

Name (first and last): _____ Title: _____

Address, City, State and Zip: _____

Email: _____ Phone Number: _____

Available time slots (please indicate your preferred date and time from the choices below):

Lunch session: Fee of \$20,000 to the SCA

- Saturday, May 18th from 12 – 1pm
- Sunday, May 19th from 12:30 – 1:30pm
- Monday, May 20th from 12:30 – 1:30pm

Dinner session: Fee of \$15,000 to the SCA

- Saturday, May 18th from 6 – 7pm
- Monday, May 20th from 6:30 – 7:30pm

By signing below or via electronic signature, both parties agree to be bound by the terms of this agreement.

Sponsor Authorized Signature: _____ Date: _____

SCA Signature: _____ Date: _____

Payment and Cancellation Policy: Full payment must be received by April 5, 2019. Cancellations received by April 5, 2019 will receive 50% refund. There are no refunds for cancellations received after April 5, 2019.

Billing Information

Company: _____

Contact name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Email: _____

Payment Information

Make checks payable to SCA.
SCA Federal Tax ID # 72-0863580

Amount: _____ Check Number: _____

Credit Card Number: _____

Name on card: _____

Exp. Date: _____ CSV code: _____

Authorized Signature: _____

**Return completed form with payment to
SCA, PO Box 3781, Oak Brook, IL 60522 or
Fax 888.374.7259 (credit card only)**