

## **Policy for Independent Satellite Symposia (ISS) In Conjunction with the SSO Annual Meeting**



### **General Guidelines for Independent Satellite Symposia (ISS)**

Independent Satellite Symposia (ISS) are educational activities held in conjunction with the SSO Annual Meeting. An ISS may be supported by a company or a not-for-profit organization and may be accredited or non-accredited.

The information presented in the ISS must be balanced and provide the attendee with an objective viewpoint. Proposals for ISS will also be evaluated for the ability to provide educational content distinct from that in the official SSO Scientific Program of the meeting. Final proposals are to be approved after the selection of the scientific program to assure that selected ISS are consistent with SSO's educational and scientific programming and adhere to this policy.

Proposals may be for live programs only during the SSO Annual Meeting. Any intent to simulcast or re-purpose content of the live meeting must be made known in the application submitted. Content captured at the live meeting may not be distributed at the SSO meeting other than simulcast live; re-purposed content may only be distributed after the SSO meeting. All re-purposed material must contain the designated SSO disclaimer and must have no alterations to the original content presented at the live meeting.

Peer review of the submitted proposals for ISS is conducted by SSO volunteers and education staff, and includes but is not limited to the following:

- SSO Scientific Program Committee Chair and/or Vice-Chair SSO Continuing Medical Education Committee Chair and/or Vice-Chair
- SSO Assistant Director, Education and/or SSO Chief Learning Officer

SSO reserves the right to refuse to review any proposal that does not meet the criteria set forth in these guidelines. Incomplete proposals will not be considered for review. SSO's acceptance of a proposal as having met these criteria does not imply acceptance of the ISS. SSO reserves the right to reject any proposal for reasons that it solely determines.

All companies affiliated with the Symposium (supporter, medical education company, accreditation supporter, logistical supporter) must be listed on the Contact Page of the proposal.

Upon approval and acceptance of any proposal, the supporter will be invited to participate with an expectation that all accredited educational activities are held in accordance with the standards established by the following organizations:

- Accreditation Council for Continuing Medical Education (ACCME)
- American Medical Association’s Ethical Opinion on Continuing Medical Education and Gifts to Physicians
- Food and Drug Administration regulations regarding Industry Supported Scientific and Educational Activities
- PhRMA code on Interactions with Healthcare Professionals
- Office of Inspector General Compliance Program Guidance for Pharmaceutical Manufacturers

### **Proposal Submission Format and Content for Independent Satellite Symposia (ISS)**

Please submit your proposal via email to Patti Stella at [pattistella@surgonc.org](mailto:pattistella@surgonc.org) in an electronic format either as a PDF, Microsoft Word, or Power Point. Incomplete proposals will not be reviewed – all information requested must be present for proposal consideration.

The Proposal Submission is a two-part process. Part One includes:

- Table of Contents
- Contact Page
- Executive Summary
- Educational Needs Statement and Gap Analysis
- Target Audience Description
- Learning Objectives
- Agenda
- Schedule Preference(s)
- Faculty List with Curriculum Vitae
- Evaluation Process Description (two to three paragraphs)
- ACCME Accreditation Certificate
- Samples of proposed presentation materials (invitations, handouts, etc.)
- Intent to Re-purpose Content and/or offer enduring CME following the live meeting

Part Two includes **(Required only if proposal is approved)**:

- Faculty Disclosure Information
- Summary of how Faculty Disclosure Information will be communicated to attendees
- Summary of how conflicts of interest are to be managed among symposium planning committee members and presentation faculty
- Samples of final presentation materials (invitations, handouts, etc.)
- Copy of the Evaluation Tool
- Full evaluation report of the Evaluation Data (due June 14, 2024). Session evaluations must include assessment items that probe participants’ perceptions on 1) whether the program was commercially biased; 2) whether the program was educationally balanced and objective; and 3) their overall rating on the quality of the program.

If approved, the supporter will pay the **ISS fee directly to SSO**. The fee includes:

- Use of a meeting room for the Symposium (if applicable);
- Two uses of the SSO meeting registration list (names and addresses only, no fax numbers nor e-mail addresses will be included in this list);
- Inclusion of symposia listing in one promotional e-mail blast to all SSO members with symposium registration information, SSO meeting website and Mobile app

**All other costs must be paid by the supporter.**

### **Points of Agreement after Approval of the ISS Proposal**

Supporters will be notified of approval or disapproval by the date listed in “Proposal Deadlines”.

#### **1) Once the SSO approves the proposal:**

SSO will send a Confirmation Agreement along with an invoice for the ISS fee to the contact person(s) designated by the supporter.

The Confirmation Agreement must be signed and returned with the ISS fee by the due date stated on the Confirmation Agreement, and invoice. Confirmation Agreements and payments not returned within this timeframe are subject to disqualification.

The fee includes use of a meeting room for the Symposium up to two uses of SSO’s meeting registration list (names and addresses only, no fax numbers nor e-mail addresses will be included in this list); inclusion of the symposia listing in one promotional e-mail blast to all SSO members with symposium registration information, SSO meeting website and Mobile app.

**All other costs are to be paid by the supporter.**

Supporter is responsible for making all ISS logistical arrangements directly with the SSO assigned facility and is financially and legally responsible for payment of all invoices for logistical services with the assigned facility and any vendors the supporters are utilizing.

The Supporter agrees to abide by all rules and regulations of the SSO assigned facility for said ISS.

Once the Confirmation Agreement is signed, the agreement is binding. No refunds will be given.

**By signing the Confirmation Agreement, the supporter confirms that it WILL:**

1. Obtain all requested copyright permissions and licenses for materials that will be used as part of the Symposium.
2. Submit the final program syllabus, promotional and marketing materials, to SSO for review and approval before they are distributed in print or electronically.
3. Include the following statement in all approved promotional and marketing material for the Symposium: **“This presentation was selected by the Society of Surgical Oncology as an independent educational activity held at the site of the SSO 2025 Annual Meeting. This presentation is not sponsored or endorsed by the Society of Surgical Oncology.**
4. Conduct most of the Symposium registration prior to the Symposium.
5. Provide onsite staff outside the meeting room to direct and assist faculty and attendees at least 1 hour before the scheduled start of the Symposium.
6. Provide a single sign immediately outside the Symposium room. The sign must be approved in advance by SSO. Up to three (3) additional signs are permitted to be displayed within the facility and/or headquarters’ hotel. These signs also must be approved in advance by the SSO and may include the following information: Symposium Title; Time; Symposium Agenda and Speakers; Room Information and/or directional indicator (arrow, etc.).
7. Provide Symposium attendees with directions to the Symposium before the commencement of the SSO meeting.
8. Conduct all approved Symposium activities only within the confines of the meeting room assigned by SSO with the exception of one adjacent six-foot-long tables and 2 chairs for Symposium attendee registration immediately outside the main entrance of the assigned meeting room.
9. Permit SSO to audit the Symposium.
10. Abide by the review and approval process necessary to use the SSO meeting registration list; review and approval of ISS materials does not guarantee approval to purchase/use the SSO membership list. The CME Provider (or Sponsor’s designee) is responsible for marketing the symposium.
11. Fully comply in all respects with all applicable U.S. Food and Drug Administration (FDA) laws, regulations and guidelines, including those regarding industry supported scientific and educational activities, American Medical Association (AMA) Ethical Opinion on Gifts to Physicians, the PhRMA Code on Interactions with Healthcare Professionals, the Accreditation Council on Continuing Medical Education (ACCME) Essential Areas and Standards, and

the Office of Inspector General Compliance Program Guidance for Pharmaceutical Manufacturers.

**By signing the Confirmation Agreement, the supporter confirms that it WILL NOT:**

1. Change any material aspect of the Symposium from that conveyed in the proposal.
2. Make use of the name or logo of SSO on any Symposium-related materials or in any way that implies that SSO is the sponsor of the function. Materials must not identify
3. SSO as a sponsor, co-sponsor, or CME provider of the Symposium.
4. Change or alter any presentation in any way for re-purposed products. Any re-purposed materials must carry the required statement in item 3 above. Materials must not identify SSO as a sponsor, co-sponsor, or CME provider of the Symposium.
5. Include commercial displays in or around the room where the Symposium is held or anywhere outside the SSO HUB at any time. For questions regarding commercial displays, please contact the SSO.
6. Sell or promote a product to Symposium attendees before, during, or after the Symposium.
7. Invite or permit media to attend any of the Symposium sessions.

**Any organization found to be in violation of these points of agreement** will be subject to disciplinary action that could include termination of the Confirmation Agreement or loss of the opportunity to participate in future SSO meetings.

**Cancellation:** If a supporter cancels its ISS program for any reason after signing the Confirmation Agreement, the ISS fee is forfeited. Failure to pay the ISS fee may result in the supporter's being disqualified from participating in future ISS programs.

## **Logistical Information for Independent Satellite Symposia**

### **Meeting Room for Each Symposium**

- Upon receipt of a signed Confirmation Agreement by SSO for the ISS, SSO will provide each ISS supporter with the approved date, time, facility, and room (if applicable). SSO will also provide the contact information for the person at the assigned facility who the supporter will work with to make the logistical arrangements for the Symposium. The assigned meeting room will allow for 150 attendees in rounds, standard AV and a riser for a panel of 4 people. The room will be provided “empty” with the supporter responsible for making and assuming all costs of any logistical support, equipment, and services directly from the facility.
- The assigned room will be available to the ISS supporter a minimum of 1 hour prior to the “program start time.”
- SSO prefers that its contracted AV company be used for ISS AV support (equipment and personnel).

### **Catering**

- All catered beverages, meals, and/or light snacks must be supplied by the Official Caterer within the confines of the assigned meeting room.
- Catering can occur 30 minutes before the start of the Symposium.
- All catering costs are the sole responsibility of the supporter.

### **Proposal Deadlines**

<b>Deadline Description</b>	<b>SSO Annual Meeting</b>
ISS Proposal Deadline	December 13
Confirmation Agreement and Invoice	January 17
Confirmation Agreements due to SSO	January 24
Payment Due to SSO	February 7
Official ISS Logistics Instructions E-mailed	Sent when Confirmation Agreement and payment are received
Final Invitation & Marketing Materials due for Approval	February 14
Final Onsite Materials & Signage due to SSO for Approval	March 7
ISS Evaluation Report due to SSO	June 13