

PainWeek[®]

Conference 2024

CME SATELLITE SYMPOSIA GUIDELINES

SEPTEMBER 3-6
The Cosmopolitan of Las Vegas

PAINWEEK ANNUAL CONFERENCE

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ABOUT THE PAINWEEK ANNUAL CONFERENCE

The PAINWeek Annual Conference remains the US pain conference with the most expansive curriculum and is the favorite destination for frontline providers to enhance their competence in pain management.

PAINWEEK ANNUAL CONFERENCE AUDIENCE

The PAINWeek Annual Conference is a forum for pain management professionals to come together for practical updates and reviews of pain practice, research, and advocacy.

DEFINITION OF INDUSTRY/FOUNDATION-SPONSORED SYMPOSIUM

For purposes of these guidelines, an industry/foundation-sponsored symposium is:

- An educational program, for which *AMA PRA Category 1 Credit™* is designated
- Planned and implemented by an ACCME-accredited organization external to PAINWeek
- Not sponsored, endorsed, or accredited by PAINWeek

CME CREDIT AND COMPLIANCE WITH AMA AND ACCME GUIDELINES

PAINWeek does not provide *AMA PRA Category 1 Credit™* for symposia. Those wishing to hold a symposium must obtain credit from another ACCME-accredited CME provider.

All symposia must be held in compliance with the ACCME's Standards for Integrity and Independence in Accredited Continuing Education. In addition, although compliance with the AMA's Ethical Opinion on Gifts to Physicians from Industry is the responsibility of the individual physician, every effort should be made to ensure that PAINWeek members and other conference attendees are not put in a situation that would be considered a violation of these guidelines.

Approval of proposed symposia will be based on these and other regulations outlined below.

SYMPOSIA OVERVIEW

- Symposia will be offered, on a first-come first-served basis, for breakfast, lunch, and dinner slots
- Your event must be an in-person live session format. All must offer outstanding educational programming and credit for attending
- All hosts are responsible for facilitating their own symposium and must have an online event website for attendees to register beforehand and view event information
- We encourage hosts to be creative in ways to engage with attendees as long as there is compliance with the ACCME's Standards for Integrity and Independence in Accredited Continuing Education
- The content creation and promotion of your meeting will remain the responsibility of each host and must include the following disclaimer: ***"This symposium is not sponsored, endorsed, or accredited by the PAINWeek Annual Conference."***
- As part of the symposia program, PAINWeek will provide:
 - o A listing of symposia in our main conference schedule with a link driving to a symposium landing page which will include the date, time, and title for all the programs, along with a website link (to be provided by each host) to your event page
- Hosts should continue to utilize creative advertising opportunities, contact the Marketing & Exhibiting Specialist with our company for more info

GUIDELINES

AVAILABLE SESSIONS

Symposia may be held during breakfast, lunch, or dinner time slots. Please note: special events are varied throughout the Annual Conference and may occur against these dates and times (subject to change). Please check the online conference schedule for further details on special events.

There are a limited number of slots available.

POLICY ON SATELLITE EVENTS FOR EXHIBITORS AND SPONSORS

All satellite events must be approved in advance by PAINWeek. Satellite events may not conflict with any official PAINWeek events, educational programming, or exhibit hours. Educational/Speaker programs may not be offered at PAINWeek outside of the official PAINWeek programming. Organizations must utilize the opportunities provided by PAINWeek for such events. Any company holding a satellite event in conjunction with PAINWeek that fails to abide by this policy will be subject to penalty (reviewed on a case-by-case basis) or may be prohibited from participating as an exhibitor or sponsor at a future PAINWeek. Satellite events at PAINWeek are functions that involve PAINWeek meeting attendees, but are not planned, executed, or sponsored by PAINWeek. This includes, but is not limited to: Corporate Meetings, Customer Events, Focus Groups, Advisory Boards, Hospitality Functions, Staff Meetings, Receptions, Any formalized form presenting information to PAINWeek meeting attendees, Networking Dinner meetings with more than 15 PAINWeek attendees.

PROFESSIONALISM

We expect all symposium hosts and affiliated parties to uphold the highest level of professionalism in alignment with PAINWeek standards to facilitate a positive, professional, and inclusive learning environment.

FACULTY

The sponsor is responsible for selecting and confirming faculty and for communicating the expectation that faculty will comply with the AMA Ethical Opinion on Gifts to Physicians from Industry, PhRMA Principles and Guidelines, OIT Guidelines, and PAINWeek Guidelines.

PAINWEEK FACULTY ACCESS

If you intend on using a PAINWeek faculty member to speak at your program, you will be charged a lump sum of \$1,000 for each faculty member to share in the cost of hotel, air, and other faculty expenses.

EVENT SPACE ASSIGNMENTS

Space assignments will be based on the date satellite event application and payment is received. The PAINWeek Administration reserves the right to make changes to the floor plan at any time and for any reason whatsoever, in its sole discretion.

CATERING & HOTEL LOGISTICS

Sponsor will be obligated to provide food and beverages for attendees of a satellite event. The Sponsor shall be solely responsible for complying with any and all, applicable local, state, federal, and other laws and regulations relative to all such distribution of food or beverages from their satellite event space. Sponsors must work directly with the hotel catering manager once satellite event contract is signed and the slot fee is paid.

Menus will be provided upon event approval, and receipt of signed contract and slot fee payment. Food and beverage service fees, gratuities, taxes, and hotel charges are not included in your slot fee. Food and beverage service must be confined to the assigned room and the assigned time slot.

AUDIOVISUAL

For CME Symposia programs the following AV will be provided:

- Stage riser and stairs
- Pipe and drape
- Podium
- Projector screen(s)
- LCD projector
- Laptop computer
- Speaker timer
- Wireless cuing remote
- Podium microphone
- Lavalier microphone
- Handheld microphone
- Speaker confidence monitor
- Stage lighting
- A/V table
- Registration table, 2 chairs, wastebasket, and 4 easels

Any additional needs, equipment, materials, lighting, staff, or technician labor will be the responsibility of the Sponsor and should be contracted separately.

AV Not Included: audio and video recording devices, lead retrieval, audience response systems (ARS), registration mechanisms (online, phone, or fax), thumb drives, etc.

AV Tech: AV tech is provided and will be available 90 minutes before the program and throughout the program to work with included AV. Should you require additional AV, or bring your own equipment, you will be required to provide an additional technician.

Outside Vendors: You are allowed to bring in your own equipment, staff, or contract with outside vendors.

Poster Easels: PAINWeek will provide four (4) poster easels onsite. Easels may be picked up at the registration desk or may already be distributed on the convention floor. Production, shipment, and placement of posters on these easels are the responsibility of the satellite organizer. Posters may not exceed 20" x 40."

Once your program has been accepted and your event space has been determined, you will receive a description of services available and the PAINWeek staff or other contacts to connect with regarding next steps.

WHO CAN ATTEND YOUR SATELLITE SYMPOSIUM

Satellite symposium will be open to all healthcare care professionals registered for PAINWeek.

PAINWeek's policy is that audience members at satellite events only be healthcare professionals and we remind attendees not to bring guests, spouses, or children who are not healthcare professionals. We entrust the actual monitor and final decision-making to each satellite event organizer.

SATELLITE EVENT LABOR

The Official Exhibit Contractor & Decorator will have skilled labor available for Sponsors requiring this Service to install and dismantle their satellite events if necessary. Additional charges will apply. The Sponsor Service Manual will have the necessary order forms and Union Regulations for ordering labor.

SHIPPING INFORMATION

The Official Exhibit Contractor & Decorator will provide freight service for this meeting. Conditions, including labor regulations and payment for this service, will be described in the Service Manual.

USE OF PAINWEEK NAME, LOGO, OR SEAL

PAINWeek expects symposium hosts will avoid any implication that Industry/Foundation-Sponsored Symposia are planned, implemented, or sponsored by PAINWeek. Promotional materials of any kind as well as program materials may not use PAINWeek's logo or name or make mention of PAINWeek Annual Conference, except in the disclaimer statement that is required for inclusion. Phrases such as "presented during," "presented in conjunction with," "preceding," or "prior to" may not be used. This rule applies to materials developed for use before, during, and after the conference.

INVITATION/PROMOTION CONTENT

ALL promotional and program materials for a symposium must be reviewed and approved by your credit provider, including flyers; brochures; invitations; envelopes; advertisements; websites; slides; signage; and press releases/media communications.

REQUIRED INFORMATION IN MATERIALS

Promotional Materials

Please be sure that you have considered and included the following:

- Name of symposium host (must be on front cover)
- Name of credit provider (must be on front cover)
- Acknowledgment of all commercial support (must be on front cover)
- Instructions for potential attendees about the registration procedure for the event
- PAINWeek disclaimer statement: ***"This symposium is not sponsored, endorsed, or accredited by the PAINWeek Annual Conference."***

HANDOUTS AND PRESENTATION SLIDES

In addition to including the items listed above under Promotional Materials, handouts and presentation slides must also include the following:

- ACCME Accreditation Statement
- AMA Credit Designation Statement

PROMOTIONAL OPPORTUNITIES

Take advantage of the following opportunities offered by PAINWeek to promote your symposium and reach your attendance goals:

Exhibits

Exhibit booth representatives and representatives of the symposium host, credit provider, and commercial supporter may distribute invitations, tickets, etc., from within the exhibit space assigned to the symposium host and/or commercial supporter.

Signage

PAINWeek recommends additional promotion of your program to maximize attendance. These include room drops, tote bag stuffers, program book ads, banner ads, etc. Development and production costs and the meeting of deadlines are the responsibility of the symposium organizer. PAINWeek is not responsible for attendance numbers.

Please note, however, that the placement of additional signage promoting symposia is strictly prohibited in all other public spaces of the event venue.

RULES FOR SPONSORS

- No combustible materials may be used in the satellite events and all satellite events must conform to Fire Department regulations
- Nothing is to be tacked, nailed, screwed, or otherwise affixed to the columns, walls, floors, furniture, or other properties of the building
- Any property shipped to or from the Satellite Event for display at PAINWeek is the sole risk and responsibility of the Sponsor
- Satellite Events must be staffed at all times during satellite event hours
- No objectionable lights or noise will be allowed in any Sponsor's space.
- PAINWeek reserves the right to remove any objectionable equipment or Satellite Event materials
- Sponsors acknowledge and consent to satellite event photos and news releases.
- PAINWeek reserves the right, without notice, to modify the meeting agenda, hours of satellite events, and locations, should circumstances warrant

- Subject to any applicable rights, obligations, or restrictions hereunder, the use of sound systems is permissible, provided they are not audible in neighboring rooms, and that the sound is directed only into the Sponsor's room or vertically. Subject to any applicable rights, obligations, or restrictions hereunder, the use of portable projection machines for 16 mm or smaller film, filmstrips, lantern slides, Kodachromes, etc., is permissible
- It is the responsibility of the Sponsor to engage a union operator for automatic slide projectors or for other projection

VIOLATIONS POLICY

In the event of a violation of the Satellite Event contract and rules by the Sponsor or the Sponsor's employees or agents, PAINWeek, at its discretion, may ask the vendor to modify its Satellite Event or vacate the premises. If a sponsor is requested to leave for violation of rules, the Sponsor forfeits all monies that may have been paid and may not submit a claim for any refund of rental or other exposition expenses. Violations of the Satellite Event contract and rules may also cause the Sponsor to be barred from future meetings.

DISCLOSURE TO SYMPOSIUM LEARNERS

PAINWeek expects that symposium hosts, credit providers, and commercial supporters will adhere to the ACCME Accreditation Criteria, Standards for Integrity and Independence in Accredited Continuing Education, and ACCME policies.

- At the beginning of the symposium, the symposium host will disclose the following information to learners: ***"This symposium is not sponsored, endorsed, or accredited by the PAINWeek Annual Conference."***
- Relevant financial relationship(s) of everyone in a position to control the content of the education activity and the source of all support from commercial interests
- The ACCME Accreditation Statement and AMA Credit Designation Statement for the symposium