

OptumHealth Education

10th Annual  
Medical Director Forum

Industry-Sponsored  
Satellite Symposia

November 3–4, 2016  
Four Seasons  
Las Vegas, Nevada



OptumHealth Education (OHE) is pleased to offer two opportunities for Industry-sponsored Satellite Symposia adjacent to the *10<sup>th</sup> Annual Medical Director Forum*.

## SYMPOSIUM DETAILS

**Date:** Thursday, Nov. 3, 2016

**Time Slot:** Symposium can begin after 7:30 p.m.

**Registration:** Permitted to begin at 7:00 p.m.

- Space is available at Four Seasons Las Vegas. Attendance restrictions apply due to room size and set up.
- Space for each symposium will be assigned by OHE Staff.
- Space assignments will be confirmed in October 2016.
- Contact Bethany Severson at 1-952-205-3071 or via email at [bethany.severson@optumhealtheducation.com](mailto:bethany.severson@optumhealtheducation.com) for additional information.

## RULES AND REGULATIONS

Satellite Symposia are not part of the 10<sup>th</sup> Annual Medical Director Forum, which is a CME activity developed and accredited by OptumHealth Education.

### Services Provided by OHE Staff

- Work closely with applicants regarding their satellite symposium and meeting requirements.
- Assign appropriate space, day, time and designate hotel contacts.
- Symposium listing on the OHE website but **not included** in the actual program of the *10<sup>th</sup> Annual Medical Director Forum*. OHE staff reserve the right to review all symposia applications and promotional materials and to reject topics, formats or materials deemed inappropriate.
- All promotional and marketing materials **must be approved by OHE** prior to distribution. It is the sole responsibility of the sponsor to work with OHE to receive approval of materials.
- Approval from OHE staff does not constitute an endorsement of the program or its contents by OHE.

# Satellite Symposia Guidelines

## RULES AND REGULATIONS

### Pre-meeting Policies

- Electronic Invitation and Registration process **must be approved by OHE** prior to distribution.
  - A distribution list will be provided to the sponsor for the sole use of inviting attendees to the symposium.
- Sponsor agrees to provide OHE with weekly symposium registration reports.

### On-site Policies: Posters/Flyers

- Posters/flyers are provided by the sponsor and can be displayed and distributed in the following locations:
  - In non-educational spaces on conference floor the day of the symposium.
  - The exhibiting company's booth.
  - The conference tote bag—copies to be pre-approved and supplied by sponsor by October 21.
  - Outside of symposium location prior to event.

### Printed and Published Materials

- All industry sponsors/supporters must be listed on all printed/published materials.
- All printed/published materials must bear the following information: Sponsored by..., Supported by..., and Coordinated by...

### Content and Use of the OHE Name and Logo

- All advertisements, promotions or invitations for the symposium must bear the following statement: "This program is not affiliated with the **10<sup>th</sup> Annual National Medical Director Forum.**" This statement must appear on the cover/front page of any copy using at least a 12 pt. font size.
- The OHE logo and OHE name **may not be used** in any promotions, advertisements, meeting materials or correspondence related to the program.

### Food, Beverage and Entertainment

- Please refer to the PhRMA Code on Interactions With Healthcare Professionals, AdvaMed codes, and CMS Physician Payments Sunshine Act on food and beverage items from sponsors. To maintain the focus on education and the research being 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.

# Satellite Symposia Guidelines

## FEE DETAILS

**Cost:** \$25,000

- Fee includes: Meeting room rental; seating style of your choice (theatre, rounds, crescents) to be coordinated with hotel staff; a riser with a podium and head table for two (2); standard AV set to include a screen, projector, and podium and lavalier microphones.
- All other expenses are the responsibility of the supporting company. An invoice and more detailed information will be included as part of your approval email.

### Cancellation

- If a symposium is cancelled after approval has been granted but before September 16, 2016, a 30 percent cancellation fee will be applied. No refunds will be provided for those companies that cancel their program after September 16, 2016.

## APPLICATION PROCESS

### Application

- Applications for symposia will be reviewed for acceptance on a first-received basis. To apply, go to [www.optumhealtheducation.com/mdf2016-satellite](http://www.optumhealtheducation.com/mdf2016-satellite)

### Application Review, Selection and Notification

- Applications will be reviewed by OptumHealth Education.
- Receipt of complete applications will be confirmed by email. Applications will be reviewed within a two-week timeframe. Notification of acceptance (or required changes) will be sent by email to the primary contact.
- OptumHealth Education, at its sole discretion, reserves the right to refuse selection if all slots are filled. If the application is not accepted, the organizer shall be notified as soon as possible. It is the responsibility of the organizer to cancel any arrangements that might have been made in connection with the symposium. OptumHealth Education will not be responsible for any expenditure or other costs incurred by the organizer or its agent(s) in planning or conducting the symposium.