



Official Educational Satellite Symposia Guidelines

All Official Educational Satellite Symposia must adhere to the guidelines in this document. An Official Educational Satellite Symposium is defined as an educational session peripheral to Heart Rhythm 2023, which is designed to meet the continuing medical education needs of the heart rhythm community. These satellite symposia may be one of the following:

- **Certified Educational Programs:** ACE (formerly CME) or CE certified for physicians or allied health professionals in attendance
- **Non-Certified Educational Programs:** Educational Programs/Product focused presentation geared to physicians that do not carry ACE and/or CE certification
- **Programs intended for International Attendees Only** which may be supported by companies based in the United States or outside of the United States

Professional attendance is estimated to be approximately 5,000. Heart Rhythm will be offered as a hybrid event to allow the global EP community to join in-person or online. Official Satellite Symposia may also be hybrid events.

The supporting organization must be a medical device or pharmaceutical company, academic institution, or non-profit organization. All employees of the ACE and/or CE accredited provider/sponsor, supporting organization(s), program organizers, and all agents thereof must be informed of, and in compliance with the applicable educational guidelines. Non-Compliance may affect promotional opportunities and eligibility for participation in future HRS meetings.

APPLICATION SUBMISSION

Accredited and Non-Accredited Educational Events are limited to exhibiting companies or medical education companies only. Applications are reviewed on a first-come, first-served basis. Only complete applications will be considered for approval. The Heart Rhythm Society reserves the right to suggest alternative time slots, symposium titles, and/or learning objectives prior to approval to avoid conflicts with the Heart Rhythm 2023 educational program.

The online Official Educational Satellite Symposia Application form gives you the ability to save your progress and return later before submitting or saving and submitting. Submissions must be made via the online form. No PDF version of the submission form is available. Only up to three (3) learning objectives, according to HRS Scientific Program Committee policies.

Funding should be confirmed at the time of submission. Applications must be submitted via our online satellite application form (coming mid-January 2023).

APPLICATION FEES	
Breakfast (Includes AV and Labor at MCCNO)^	\$35,000
Lunch (Includes AV and Labor at MCCNO)^	\$45,000
Dinner	\$35,000
Pre-Meeting Program (Wednesday, Thursday)	\$35,000
International Attendees Only	\$15,000
Fellows-in-Training Only	\$15,000
Allied Health Care Professionals Only	\$10,000

[^]Lunch & Breakfast are in the Riverside Rooms (R03-R05 and R07-R09) with pre-set rooms of 350 in crescent rounds of 8, with dual-screen rear projection and stage. The application fee covers the cost of AV equipment and labor. No room set changes or AV changes are permitted. **Limited to 2 per time slot Friday-Sunday.** Hotel satellites are not permitted during lunch or breakfast Friday-Sunday to ensure attendees can attend the most education possible at Heart Rhythm 2023.

If Allied Health Care Professionals Only, Fellows-in-Training Only, or International Attendees Only, is selected for a time slot in the MCCNO, an additional AV + Labor Rate will apply.

For organizations or companies interested in hosting multiple satellites, please contact us for bundle discounts.

ALLOWED SATELLITE SYMPOSIUM DATES AND TIMES			
	Breakfast	Lunch	Dinner
Wednesday, May 17	Limited spots available in hotels from 7:00 AM - 10:00 PM		
Thursday, May 18	Industry Pre-Conference Day, 7:00 AM - 10:00PM		
Friday, May 19	6:00 AM – 7:45 AM*	12:00 PM - 2:00 PM*	6:15 PM - 10:00 PM
Saturday, May 20	6:00 AM – 7:45 AM*	12:00 PM - 2:00 PM*	6:00 PM - 10:00 PM
Sunday, May 21	6:00 AM – 7:45 AM*	12:00 PM - 2:00 PM*	6:00 PM - 10:00 PM
*Indicates Satellites that will be held in the Riverside Rooms in the MCCNO. Limited to 2 per slot. Satellites held outside MCCNO are not permitted during these time slots.			

APPLICATION APPROVAL PROCESS & SCHEDULING/SPACE ASSIGNMENT

Application approval is based on the full application review, with particular emphasis on program content and requested date and time. Heart Rhythm Society may require a Satellite to be moved in date or time for approval, based on when education content is being released or presented at the Heart Rhythm 2023 program.

The Heart Rhythm Society reserves the right to assign the best function space available at the time of assignment. We will attempt to accommodate your preferred location request but cannot guarantee any specific location. Function space has been reserved at the Hilton New Orleans Riverside, New Orleans Ernest N. Morial Convention Center and The Higgins Hotel New Orleans. Additional hotels may be added at the discretion of HRS.

HRS will determine the maximum number of symposia that will be held on any given day for each designated time slot. Registration and meal functions for all satellite symposia are permitted to begin **no more** than one-half hour prior to the event start time but may continue after the event has begun.

Heart Rhythm Society reserves the right to update all marketing materials, including faculty listings, to be in-line with the Heart Rhythm Society guidelines and the Heart Rhythm Society database. If requested, Heart Rhythm Society can provide the organizer with our marketing guidelines around medical spellings, faculty listings, and other education-related marketing.

FINALIZING YOUR SATELLITE

Once your satellite symposium application is approved by HRS, HRS will send an email notification to the submitted application contact's email address with the completed application and a Memorandum of Understanding (MOU) for signature. Once the application has been signed through our document signature portal, you must notify HRS within (5) business days if any changes to the program are planned. Final text for print must be submitted by March 3, 2023. Once the print deadline has passed, approved Satellites will only be included in digital collateral.

The following items must be completed through A2Z after receiving your confirmation email:

- Any changes to submitted application and final program copy.
- All faculty will be listed as they appear in the Heart Rhythm Society database or, in the event they are not in the Heart Rhythm Society database, as they appear in the application with any applicable HRS formatting. Approved format is: Name, Degrees, Title, Employer-
- If a registration link is public and was not available at time of application submission, please email us the link.

APPLICATION ADMINISTRATIVE FEE PAYMENT

Payment is due 30 days after receipt of approval via check or ACH.

MARKETING GUIDELINES

All guidelines must be followed for approved Official Educational Satellite Symposium.

Approved satellite symposia will be recognized in the following materials:

- Preview Mailer (*must have a signed agreement by March 3, 2023, to be included in this*)
 - Confirmed and approved symposia will have a listing that includes title, date and time, supporter and support recognitions.
- #HRS23 Mobile App and Online Planner
 - Session listed in the Mobile App and Online Planner
- Print Materials
 - Industry Education Supplement (distributed at registration, included for satellites scheduled Friday-Sunday)
 - Industry Education Flyer (distributed at hotels on Tuesday-Thursday to attendees within the official Heart Rhythm Society block, included for satellites scheduled Wednesday-Thursday)
 - Signage listing Official Educational Satellite Symposia (signage is at the discretion of HRS to align with dates, times, and locations of satellites).

INVITATIONS/PROMOTIONS

Providers/sponsors are responsible for promoting the symposium, registering attendees, and management of onsite operations. **All invitations or solicitations to attend an Official Educational Satellite Symposium must receive HRS's approval prior to distribution or posting.** *All promotional materials must be sent to us in PDF format by no later than Friday, April 21, 2023, for review.* Any proposed revisions to approved invitational/promotional materials must be resubmitted to HRS for approval. If you are marketing the symposium on your website, be sure to include your website address with the marketing materials you are submitting.

All materials must contain the following statement:

This program is not part of Heart Rhythm 2023 as planned by the Heart Rhythm Program Committee. This event is neither sponsored nor endorsed by the Heart Rhythm Society.

Invitations and announcements addressed to attendees should clearly indicate the name(s) of the organization(s) funding the program and the ACE (formerly CME) and/or CE accredited provider/sponsor. **Promotional materials of any kind may not include the HRS or Heart Rhythm 2023 logo.** These rules apply to materials developed for use before, during, and after Scientific Sessions. **Do not go to print with any materials before they have been approved by HRS.**

SCIENTIFIC ATTENDEE MAILING LIST

Official Education Satellite Symposia that have a signed, completed agreement and have submitted payment should be prepared to submit a copy of their mailer to Heart Rhythm Society for approval. Once the mailer has been approved, the main point of contact will receive a mailing list for a one-time use.

ONSITE MARKETING GUIDELINES

Distribution of approved Official Educational Satellite Symposia invitations/announcements is permitted only from grantors' exhibit booths AND one stack of approved materials may be placed in the HRS literature kiosk at the Convention Center. Promotional materials may not be distributed in the aisles or anywhere else within or outside of the convention center property or official hotels, unless additional sponsorships have been purchased (such as the hotel guest room drop).

Non-compliance with this regulation will result in confiscation of the materials and removal of the ACE and/or CE provider from our list of approved companies for a minimum of one year. The Grantor/Commercial Supporter is subject to the regulations as stated in the violation section of these guidelines.

ONSITE SIGNAGE PRODUCED BY SUPPORTER

For satellites held within a hotel, onsite promotion includes three (3) signs produced by the supporter including any sign(s) placed at the door. These signs may be placed beginning four (4) hours prior to lunch and dinner events or (12) hours prior for breakfast events (i.e. the night before) and may only be placed in the hotel where the function is being held. Signs must follow the hotel guidelines and any planned sign larger than (1) meter must receive approval from Heart Rhythm Society and the hotel prior to printing. *Organizers must receive the hotel's permission as to placement.* No commercial supporter logos or trade names may be used on signage for accredited continuing education sessions.

For satellites held within the convention center, only (1) onsite sign produced by the supporter is allowed and it can only be placed outside the applicable door (2) hours prior to the event.

Additional signs within the contracted exhibit space assigned to the accredited continuing education and/or CE accredited provider/sponsor or Grantor/Commercial Supporter are allowed.

No other signage produced by the supporter is allowed. **HRS will remove signs that are in violation of the above specifications without notice.**

PROGRAM CONTENT

All Official Educational Satellite Symposia designated for *AMA PRA Category 1 Credit™* and/or CE credit must be independent, objective and balanced, and free of commercial bias. They must include collection and delivery of appropriate disclosure statements. Acknowledgement of all disclosures must be made verbally or via slides at the beginning of every educational presentation. HRS reserves the right to send a representative to observe the educational event to ensure that the presentations are in compliance with ACCME and other appropriate guidelines.

EVALUATION DATA

All Official Educational Satellite Symposia programs offering ACE and/or CE credit are required by the ACCME and other accrediting organizations to provide attendees with an opportunity to provide an evaluation of the symposium. HRS requires ACE providers to inform participants of the need to complete and submit evaluation forms at the conclusion of the activity in written or electronic form. HRS requires receipt of a complete report of the evaluation process and results as related to the needs assessment, learning objectives, and outcomes.

Post-Scientific Sessions Tabulation:

Please submit the following information to [EMAIL] within four (4) weeks of the conclusion of the activity (*Failure to provide the required information may prevent you from hosting a satellite symposium in the future*):

1. The pre-registration list and verified attendee list (Lists should include first name, last name and, if collected, degrees, organization, city/country, primary occupation/job title)
2. Indicate the number of participants that have requested ACE certificates
3. Identify methods used to compile the evaluation process summary and tabulations; HRS auditors have the right to request further documentation, for example copies of slides.

OPEN PAYMENTS

Accredited continuing education and/or CE certified educational programs are exempt from Open Payment Reporting. HRS requests that all Official Educational Satellite Symposia offer attendees the option of paying for their own meal. Please include this option in the program's registration link, marketing materials, respective programs, and onsite.

In addition, although compliance with the AMA's *Ethical Guidelines for Gifts to Physicians from Industry* is the responsibility of the individual physician, every effort should be made to ensure that the Heart Rhythm Society (HRS) members and other Scientific Sessions attendees are not subjected to situations that would violate the guidelines. When applicable, appropriate reporting should be made in accordance with the *Sunshine Act* by the educational provider or Non-Certified sponsor.

VIOLATIONS

To protect the integrity and quality of the symposia program and to ensure a successful outcome for all parties involved, HRS requires each ACE and/or CE accredited provider/sponsor, commercial supporter or organizer of the program to agree that they, their employees, speaker(s), program organizers, and agents will observe all applicable HRS, ACCME, AMA, ANCC-COA, and/or other applicable state and federal guidelines. HRS, at its sole discretion, reserves the right to revoke privileges for future meetings of any ACE and/or CE provider/sponsor, commercial supporter, or organizer involved in planning an Official Educational Satellite Symposium that is not in compliance with the aforementioned guidelines. Violations of Official Educational Satellite Symposium guidelines may result in a one-year suspension from participation in HRS events or other disciplinary actions.

DISCLAIMER

HRS is not responsible for unsatisfactory attendance. In addition, HRS is not responsible for marketing of the Official Educational Satellite Symposia. It is the responsibility of the accredited continuing education and/or CE provider/sponsor to promote the event. HRS will accept satellite symposia applications on a first-come, first-served basis. HRS assumes no responsibility for determining whether or not symposia, topics, or supporters are competitive. Content, recommendations, and opinions presented during your symposium are solely those of the presenters and/or the provider/sponsor. They do not represent the position of or endorsement of HRS. HRS does not review the full presentations or evaluate the discussions at these events. Therefore, it makes no warranty, endorsement, or recommendation regarding the safety, effectiveness, quality, or costs of such.

TERMINATION & CANCELLATION

In connection with the program, the supporter represents and warrants complying with all applicable laws. The provider may terminate this agreement at any time for the following reasons: evidence of violations of ACCME Standards for Integrity and Independence in Continuing Education or the Heart Rhythm Society's Relationship with Industry Policy in connection with this ACE activity. Upon termination of this agreement due to the above specified reasons, the provider shall not be required to return any used funds for this program.

In the event the supporter cancels this program, prior to February 27, 2023, the provider will refund 50 percent of the contracted fee. If the supporter cancels this program after February 27, 2023, then 100 percent of the contracted fee is due within 21 days of cancellation.