

# Official Educational Satellite Symposia Guidelines

An Official Educational Satellite Symposium is defined as an educational session peripheral to the 2021 Heart Rhythm, which is designed to meet the continuing medical education needs of the heart rhythm community. In the past, the professional attendance exceeded 6,000 with an estimated total attendance of 11,000. Currently, considering the ongoing global pandemic, it is difficult to predict a 2021 attendance figure. However, Heart Rhythm 2021 will be offered as a hybrid event to allow the global EP community to join in-person or virtually.

**Certified Educational Programs** must be:

- CME or CE certified for physicians or allied health professionals in attendance
- In compliance with the Accreditation Council for Continuing Medical Education (ACCME) & American Medical Association requirements with regard to certified CME or other relevant guidelines for CE credit
- Developed independently
- In adherence with the Official Educational Satellite Symposia guidelines

**Non-Certified Educational Programs** must be:

- In adherence with the Official Educational Satellite Symposia guidelines

**Programs intended for International Attendees:**

- In adherence with the Official Educational Satellite Symposia guidelines
- Submitted using the Official Educational Satellite Symposia: Certified and Non-Certified Educational Event Application
- May be supported by companies based in the United States or outside of the United States

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 events 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.

The supporting organization must be a medical device or pharmaceutical company, academic institution, or non-profit organization. All employees of the CME 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 events.

# HEART RHYTHM SOCIETY OFFICIAL EDUCATIONAL SATELLITE SYMPOSIA DEFINITIONS (FOR THE PURPOSE OF THESE REQUIREMENTS)

Official Educational Satellite Symposia: Certified and Non-Certified Educational Events are:

- Educational programs for physicians and/or allied health care professionals that are designated for *AMA PRA Category 1 Credit™* or appropriate CE certification and in compliance with ACCME and other applicable guidelines
- Non-Certified educational programs for the following:
  - Educational Programs/Product focused presentation geared to physicians that do not carry CME and/or CE certification
  - Specific to the needs of *Allied Health Care Professionals and/or non-physicians*
  - Specific to the needs of *Fellows-in-Training*
- Programs planned exclusively for international attendees
- Planned and implemented by an organization external to the Heart Rhythm Society
- Available to be Co-Sponsored by the Heart Rhythm Society
- Not part of the official educational programming
- A clinical or research program available to meeting attendees

## APPLICATION PROCEDURE

Official Educational Satellite Symposia: Certified and Non-Certified Educational Events are limited to exhibiting companies only. Applications are reviewed on a first-come, first-served basis. Only complete applications will be considered for approval.

Funding should be confirmed at the time of submission.

Applications must be submitted electronically to [ryan.cliche@BlackwoodCME.com](mailto:ryan.cliche@BlackwoodCME.com).

Payment is due 30 days after receipt of approval. Make checks payable to:

Heart Rhythm Society, c/o Blackwood CME  
200 Davistown Road, #1288  
Blackwood, NJ 08012

## PROPOSAL REVIEW AND NOTIFICATION

Applications will be reviewed on a first-come, first-served basis by the CME Compliance Subcommittee of the Heart Rhythm Society Education Committee. Acceptance for Certified Official Educational Satellite Symposium will be based on full compliance with ACCME and other applicable guidelines, the completion of all information requested on the application form, and evidence of needed, unbiased, and appropriately delivered educational content. Following approval, any and all revisions to symposium content, faculty, or format must be communicated to [ryan.cliche@BlackwoodCME.com](mailto:ryan.cliche@BlackwoodCME.com).

## NUMBER OF EVENTS

HRS will determine the maximum number of symposia that will be held on any given day for each designated time slot. Applications will be reviewed on a first-come, first-served basis. HRS will do its best not to schedule competitive satellite topics during the same time period.

## SCHEDULING/SPACE ASSIGNMENT

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 Westin Boston Waterfront, Renaissance Boston Waterfront, and Boston Seaport. Additional hotels may be added at the discretion of HRS.

**IMPORTANT:** No more than two symposia with a target audience of Fellow-In-Training or Allied Health Professional will be assigned per 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.

## 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.

## CANCELLATION

HRS must be notified in writing of the cancellation of an approved Official Educational Satellite Symposium. Cancellations must be received in writing within 24 hours of a verbal cancellation notice and sent to: Heart Rhythm Society, c/o Blackwood CME, Ryan Cliche, at [ryan.cliche@BlackwoodCME.com](mailto:ryan.cliche@BlackwoodCME.com). Refunds will not be issued for canceled symposia.

Further, in the event that the Heart Rhythm Society cancels its event for any reason, including but not limited to, causes not reasonably within the Society's control, the Society in its sole discretion will determine the disposition of the funds paid by the sponsor, disposition could include, but not be limited to, a forfeiture of the entire amount paid, a refund of all or part of the amount paid, or the crediting of some or all of the amount paid to a future HRS event. In no event shall the Society's liability to the sponsor for damages incurred due to the cancellation of the event exceed the amount paid.

## EVALUATION DATA

All Official Educational Satellite Symposia programs offering CME and/or CE credit are required by the ACCME and other organizations such as ANCC to provide attendees with an opportunity to provide an evaluation of the symposium. HRS requires CME providers to inform participants of the need to complete and submit evaluation forms at the conclusion of the activity in written or electronic form. You should expect to receive a minimal response rate of 10-15 percent for surveys. HRS requires receipt of a complete report of the evaluation process and results as related to the needs assessment, learning objectives, and outcomes.

### **Post-Event Tabulation:**

Please submit the following information to [ryan.cliche@BlackwoodCME.com](mailto:ryan.cliche@BlackwoodCME.com) within four 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 attendee list
2. Indicate the number of participants that have requested CME 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.

## VIOLATIONS

To protect the integrity and quality of the symposia program and to ensure a successful outcome for all parties involved, HRS requires each CME 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 CME and/or CE accredited 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.

## OPEN PAYMENTS

Although CME 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, programs and on-site.

## 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 CME 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.

## ADDITIONAL INFORMATION

- [Dates Times, & Fees](#)
- [Official Educational Satellite Symposium: Certified Educational Events Application](#)
- [Official Educational Satellite Symposium: Non-Certified Educational Events Application](#)
- [Co-Sponsorship and Endorsement Application](#)
- [Contacts](#)
- [Marketing Guidelines](#)
- [Marketing Opportunities](#)