



**Non-CE Satellite Symposia Guidelines**  
**American Association of Neuroscience Nurses**  
 50th Annual Educational Meeting  
 March 17-20, 2018 *Marriott Marquis San Diego Marina* –  
 San Diego, CA

## **Guidelines for Continuing Education Symposia**

### **Overview**

The American Association of Neuroscience Nurses (AANN) invites medical education providers to submit proposals for Continuing Education Symposia (CES) to take place during AANN's Annual Educational Meeting. Proposals will be reviewed by the AANN Educational Provider Committee, and evaluated based on the quality of the proposed programs and their relevance to the neuroscience community. The proposed programs must demonstrate best practice, objectivity, and be free of commercial bias.

Proposals accepted by the Program Committee will be integrated into the AANN annual educational meeting and designated for nursing contact hours through AANN. The CES will not be a satellite session, but will be considered part of the AANN Annual Educational Meeting proper. As such, AANN must maintain control of the content of the symposium, and will reserve the right to modify the program to better meet the needs of the AANN membership and meeting attendees. Any changes to the CES must be with the full knowledge and approval of the AANN Program Committee

### **Timeline**

9/12/17	Proposals for CES and intent of Enduring Materials (if applicable) are due to AANN
9/26/17	Companies notified of acceptance or recommended revisions as determined by the AANN Education Provider Committee Accepted CES will be assigned date and time for the CES and sent a Letter of Agreement of Continuing Education and invoice for the educational grant.
10/3/17	Payment and Letter of Agreement due to AANN
10/17/17	Final program copy due for listing in the AANN registration brochure (Only CES with signed LOA's will be listed)
1/16/18	AANN Program Guide advertising deadline ( <i>optional, additional fee</i> ) Disclosure statements due for inclusion in program guide
1/16/18	Draft copy of CES promotional materials, slide decks and handouts must be submitted to AANN for approval
2/3/18	AANN to provide logistical information packet, including: AV equipment list, floor diagram, menus, and hotel contacts
2/12/18	Bag Insert submission due ( <i>optional, additional fee</i> )
2/13/18	Requests due for additional audiovisual equipment
2/13/18	Bio Data forms due to AANN
2/13/18	AANN to provide mailing labels for meeting pre-registrations
3/17-20/2018	<b>AANN Annual Educational Meeting</b> Speaker honoraria and expenses disbursed by AANN
4/10/18	Enduring Materials proposal and draft of materials submitted to AANN Education Provider Committee (Announcements (if applicable), Course syllabus (if applicable), Monograph ((if applicable), Slide Decks (if applicable), Flyers, Websites)
5/1/18	Program evaluation of session provided by AANN to Medical Education Provider
6/26/18	Enduring Materials Approved by AANN Educational Provider Committee
6/26/18	Companies notified of acceptance or recommended revisions for Enduring Materials as determined by the AANN Education Provider Committee

6/26/18	Enduring Materials invoice sent
7/27/18	Enduring Materials payment due
30 days	Prior to publication Enduring during Materials submitted for approval Announcements (if applicable), Course syllabus (if applicable), Monograph ((if applicable), Slide Decks (if applicable), Flyers, Websites

### **Proposal submission and approval process**

1. All CES will be awarded 1.5 hours unless otherwise specified, pending approval by the Annual Meeting Planning Committee upon review of abstract materials.
2. The education partner will be notified of the committee's decision regarding acceptance or rejection of the proposed program, or any revisions required to format, content, objectives, evaluation method, and/or speakers. Speakers will be contracted for the symposium by the Medical Education Company.
3. Topics cannot be changed once they have been approved.
4. The AANN Education Provider Committee must approve all faculty selections for potential conflict of interest. Any change in approved faculty is subject to additional review.
5. The AANN Education Provider Committee must approve all submitted presentation materials, including slide decks, by 1/24/18
6. AANN will communicate directly with all confirmed speakers, including pre- and post-meeting correspondence and honoraria disbursement. This includes information on travel, hotel and expenses. A sample copy of the speaker's confirmation letter will be provided. *The commercial supporter or the communications company retained to coordinate this event may not make any direct payments of honoraria or expenses to the speakers.*
7. AANN will provide Bio data forms for the faculty which must be returned to AANN, see timeline above for date.

### **Event logistics and registration**

1. One person must be designated as the sole contact for your company. AANN will deal directly with that one person.
2. AANN will manage registration for the event in advance of the meeting and on-site. Only those registered for the AANN meeting may attend the symposium.
3. AANN will assign a meeting room for your event at the meeting facility
4. The CES and all food and beverage must be kept contained within the assigned meeting room and the assigned time frame.
5. A minimum food and beverage guarantee for lunch is 200, unless otherwise specified. The purpose of the guarantee is to ensure access to the session to as many AANN attendees as possible. The guarantee has been based on past attendance at similar CES in the last 3 years. AANN will provide you with menus for selecting food and beverages. AANN may require you to change your menu based on other events within meeting.
6. No sales activities may take place and no promotional materials may be distributed in the session room or the registration area.
7. Space will be allocated for a maximum of 4 signs (22" x 28") for the symposia. Placement of signs will be determined by AANN. It will be your responsibility to remove the signs at the close of the event.
8. AANN requires that you use the designated audio-visual contractor (MAC Productions, Inc.), for this meeting. A detailed AV equipment list and floor diagram will be provided. You need approval to bring in your own Producer. AANN's standard stage set-up and audio/visual requirements will be used. If any additional a/v requirements are needed, the designated AV company will bill you directly. Audio is recorded for the symposium.

9. All expenses associated with room set-up and clean up, food and beverage, electrical, telephone, shipping, etc., are the sole responsibility of the symposium organizer. AANN will invoice you for any additional costs.
10. AANN will manage registration for the event in advance of the meeting and on-site.
11. A proposal for enduring materials to be developed from the event must be submitted within 30 days of the end of the Symposium. Enduring materials will be reviewed and approved by the AANN Educational Provider Committee (See section on Enduring Materials listed below.) AANN will be responsible for preparing program evaluation forms.
12. No additional forms will be permitted. A summary report of participant evaluations and list of event registrants will be provided by AANN approximately 7 weeks after the meeting.
13. AANN will be the sole continuing education sponsor of the live educational activities, and will administer testing and/or evaluations and distribute certificates of credit to attendees.
14. The Medical Education Provider is responsible for providing handouts to the attendees on-site.

## **Promotion**

1. AANN will provide you with a mailing list for announcements for all 5,000 AANN members and the AANN pre-meeting registration list, two weeks prior to the meeting.
2. You may develop a “save-the-date” announcement advertising the CES, subject to AANN approval. However, since AANN will manage registration for the event, you will not be permitted to develop a separate registration form.
3. AANN must review and approve all promotional materials in conjunction with the CES prior to publication, including:
  - Announcements
  - Course syllabus
  - Handouts
  - Signs
  - Flyers
  - Websites
4. AANN must be acknowledged as the nursing contact hour sponsor of the CES, the AANN logo must be used, pending review and approval, on all promotional pieces.
5. The grantor will be acknowledged by AANN in all published meeting materials with the following copy:

*Supported by an educational grant from (company name or company logo).*
6. The following accreditation statement must be included on all promotional materials:

*The American Association of Neuroscience Nurses (AANN) is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.*

*Attendees can be awarded (no. of nursing contact hours - to be determined by AANN) from AANN by completing and submitting to AANN the evaluation form for this session.*
7. The following disclosure statement must also be included on all promotional materials:

*AANN requires disclosure from faculty of the existence of any significant financial interest or other relationship a faculty member has with the manufacturer(s) of any commercial product(s) discussed in an educational presentation, or of any significant financial interest or other relationship a faculty member may have with the commercial supporter. The material presented in this activity represents the opinion of the speakers and not necessarily the views of AANN.*

### **Additional Marketing Opportunities to insure maximum attendance at your CES**

- Mobile App or Pocket Guide Advertising starting at \$1,250
- Bag Insert \$3,000
- Eblast \$2,500

Additional information contact Mary Paulson 847/375-4803, [mpaulson@aann.org](mailto:mpaulson@aann.org)

### **Enduring Materials**

1. A separate formal request for enduring material will be submitted within 30 days from the end of the Educational Meeting.
2. The fee will be based on the type of enduring materials and audience. The symposium audio is recorded if further services are needed a quote from MAC will be provided.
3. The Education Provider Committee will base approval of a proposal for enduring material on the relevance of the content to the neuroscience community, meeting nursing contact hour requirements, adherence to best practice methods and objectivity of the presentations, and feedback from participant evaluations at the live symposium
4. AANN must review and approve all materials in conjunction with the Enduring Materials 30 days prior to publication, including:
  - a. Announcements (if applicable)
  - b. Course syllabus (if applicable)
  - c. Monograph (if applicable)
  - d. Slide Decks (if applicable)
  - e. Flyers
  - f. Websites
5. AANN will be the sole continuing education sponsor of the Enduring Materials component and, if the materials are approved by the Education Provider Committee, AANN will administer testing and/or evaluations and distribute certificates of credit to attendees.

### **Association Fee**

1. An association fee in the amount of \$40,000 must be paid to the American Association of Neuroscience Nurses. **Of this fee, \$5,000 will be designated to cover honoraria and expenses for up to three speakers, based on a \$1,000 honorarium, coach air-fair, one night hotel, \$100 per diem and ground travel per speaker. This fee includes the audio-visual standard set up.** The remaining balance of the fee will be used to offset AANN general meeting expenses. All speaker honoraria and expenses will be paid directly to the speaker by AANN. Any additional speaker expenses will be billed to you at the close of the meeting.
2. Food and beverage is an additional expense and should be based on 200 for a lunch slot, the cost to be determined by your menu selections. Payment is to be made directly with the facility for these expenses.
3. If additional audio-visual requirements are needed, you will be billed for the overages.
4. Fee and the signed letter of agreement must be received by AANN prior to any publicizing of the event.

### **AANN Contact Information**

Submit proposal and direct all inquiries related to logistics to:

Mary Paulson, AANN Manager/Professional Relations & Development

8735 W Higgins Road, Ste 300, Chicago, IL 60631 / 847/375-4803 or [mpaulson@aann.org](mailto:mpaulson@aann.org)

Submit drafts of all promotional materials, announcements, and course materials, as well as inquiries regarding speaker correspondence to: Meredith Nichols 847/375-6325 or [mnichols@aann.org](mailto:mnichols@aann.org)