



**National  
Association of  
Neonatal  
Nurses**

**National Association of Neonatal Nurses  
25th Annual Conference  
September 23-26, 2009 • Austin, TX**

## **Proposal for Satellite Symposium**

Submission deadline: **February 23, 2009**

### **Instructions:**

- Proposals must be typed. Handwritten proposals will not be accepted.
- To be considered complete, applications must include information for each numbered element listed below.
- Please refer to the attached "Guidelines for Satellite Symposia" when preparing your submission.
- E-mail proposal to [bfitzgereald@connect2amc.com](mailto:bfitzgereald@connect2amc.com) or fax to Brian Fitzgerald at 888/308-7583 by **February 23, 2009**.

1. Symposium title \_\_\_\_\_

2. Rationale for presenting this topic \_\_\_\_\_

3. Evidence of need for this activity \_\_\_\_\_

4. Synopsis (brief description of program as it would appear in NANN program book and on NANN Web site)  
\_\_\_\_\_

5. Description of how this activity will be conducted, including program outline and presentation \_\_\_\_\_  
\_\_\_\_\_

6. Expected outcomes (educational objectives) \_\_\_\_\_

7. Description of how registration for this activity will be conducted and how the activity will be evaluated \_\_\_\_\_

8. Proposal submitted by: \_\_\_\_\_

### **Medical education company:**

Designated contact name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Educational Grant Provider:**

Designated contact name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**CE Provider:**

Designated contact name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Registration information:**

Information on how participants may pre-register for this activity (to be used in the event that the proposal is accepted)

Company Name: \_\_\_\_\_

Contact (if applicable): \_\_\_\_\_

Phone registrations: \_\_\_\_\_

Fax registrations: \_\_\_\_\_

E-mail registrations: \_\_\_\_\_

10. Submit grant invoice to: \_\_\_\_\_

11. Date submitted: \_\_\_\_\_

Please e-mail the completed application by **February 23, 2009** to:  
Brian Fitzgerald, Senior Manager, Professional Relations (bfitzgerald@connect2amc.com)



**National  
Association of  
Neonatal  
Nurses**

**NANN  
25<sup>th</sup> Annual Conference  
September 23 – 26, 2009  
Austin, Texas**

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**NANN OFFICIAL SATELLITE PROGRAM  
GUIDELINES FOR SATELLITE SYMPOSIA—2009**

The National Association of Neonatal Nurses (NANN) invites you to submit a proposal for a commercially supported satellite symposium to take place during NANN's Annual Conference. Proposals will be reviewed by the NANN Program Committee, and evaluated based on the quality of the proposed programs and their relevance to the neonatal community. The proposed programs must demonstrate scientific rigor and objectivity and be free of commercial bias for or against any product.

The satellite program is the exclusive venue for educational programs supported by grants from industry during dedicated time slots during the NANN Annual Conference. Satellite symposia will be scheduled during breakfast or lunch hours that do not compete with other scheduled NANN programs or social activities, over the official meeting dates of September 23 – 26, 2009. The NANN Program Committee will determine available times for satellite symposia.

*No other educational programs or social events sponsored or supported by any other organization and directed at the same audience may be offered over the official dates and times of the NANN Annual Conference in the same city as the NANN meeting.*

The NANN Program Committee will review all proposals submitted by industry that are complete and submitted by the published deadline. Criteria for acceptance of a proposal include the following:

- The topic is timely and of broad interest to the NANN membership and the audience of neonatal community
- The topic was developed in accordance with ANCC criteria and *Commercial Support Guidelines*; and, the content is free of commercial bias for or against any product.
- The proposed program is designated for CE credit by an ANCC accredited sponsor

The number of satellite symposia that may be accepted will be determined by the Program Committee based on available space and program hours, and the quality of the proposals received. NANN may decline to accept any proposals at its discretion.

The process for submission, selection, and conduct of satellite symposia is described below.

**Application form:** Page 5 and 6 of this PDF

**Submission deadline:** Friday, February 23, 2009

**Official meeting dates:** Wednesday, September 23 – Saturday, September 26, 2009

## **Timeline**

<b>02/23/09</b>	Proposals due to NANN
<b>03/13/09</b>	Companies notified of acceptance or revisions and invoiced for educational grant by NANN
<b>03/27/09</b>	Letter of Agreement due to NANN Final program description due for publication in NANN conference brochure and Web site
<b>08/03/09</b>	NANN Program Book advertising deadline ( <i>optional, additional fee</i> )
<b>08/10/09</b>	Draft copy of invitation and promotional materials submitted to NANN for approval NANN to provide member mailing list
<b>08/26/09</b>	NANN to provide mailing labels for meeting pre-registrants (4 weeks out from meeting)
<b>09/01/09</b>	NANN to provide logistical information packet, including: AV equipment list, floor diagram, menus, and hotel contacts;
<b>09/01/09</b>	Requests due for additional audiovisual equipment, audience response system, etc.
<b>09/10/09</b>	Room drop submission deadline (no larger than an 8 ½" x 11" - quantity 1,000 ( <i>optional, additional fee</i> )
<b>09/23/09</b>	<b>NANN Annual Conference opens</b>
<b>11/16/09</b>	Summary of activity evaluations to NANN post-conference

## **Proposal submission and approval process**

1. Organizations wishing to present a satellite symposium at the NANN Annual Conference may do so by completing the attached proposal form. Completed proposals are due on January 9, 2009.
2. One proposal per company.
3. The NANN Program Committee will evaluate and rate all proposals. Rating will be based on overall quality, scientific merit and broad-based appeal.
4. The content must demonstrate scientific rigor and objectivity and be free of commercial bias for or against any product.
5. All satellite symposia must be designated for CE credit by an ANCC accredited provider.
6. Applicants may not contact reviewers directly to provide additional information or to check the status of a proposal.
7. A proposal will be considered complete when it includes: the rationale for holding the symposium, learning objectives, complete agenda for the program, including proposed speakers and topics, synopsis of program content (session description) for publication in the NANN program book and Web site, a description of how evaluation and CE credits will be handled on site, and contact information for the grantor, the ANCC accredited sponsor and the medical education company that will be coordinating the activity (if separate from the CE sponsor).

## **Program content and speakers**

1. Satellite symposia must be designated for CE credit through an ANCC accredited sponsor. As such, satellite symposia must comply with ANCC guidelines regarding objectivity and scientific rigor of program content, appropriate disclosure of commercial relationships and resolution of conflicts of interest, and activity evaluation.
2. The program cannot be changed once it has been approved by NANN.
3. All correspondence with satellite symposia speakers, including honoraria and expense reimbursement, will be the responsibility of the organizer of the satellite symposium.

## Promotion

1. NANN will list the Official Satellite Program, including brief synopses of each satellite symposium, in the NANN Annual Meeting Program Book and its Web site.
2. All promotional materials related to the satellite symposia must be submitted to NANN for review and approval prior to publication, including: invitations, announcements, course syllabus, handouts, signs, flyers, web sites.
3. Usage of the NANN logo on materials produced for the Satellite Symposia requires permission from NANN.
4. It is acceptable to use the following language on promotional materials to describe the satellite symposia: *“An official satellite symposium held in conjunction with the National Association of Neonatal Nurse’s 25th Annual Conference”*
5. Please allow at least **five business days** for NANN to turn around approvals.
6. NANN will provide the organizers of satellite symposia with one set of mailing labels for all NANN members. In addition, 4 weeks prior to the conference NANN will provide one set of mailing labels for the 2009 NANN conference pre-registration list.

## Event logistics and registration

1. One person must be designated as the sole contact for your company. NANN will deal directly with that one person. It is the commercial supporter’s responsibility to share all information included in these guidelines with the medical education company retained to manage the event.
2. NANN will assign a meeting room for your event at the meeting facility. Room assignment and facility contact will be provided to you 2 months prior to the meeting.
3. A registration table, easels and rope and stanchion will be provided outside the session room. No other furniture, display units, banners or unapproved signage may be placed outside the room.
4. Space will also be allocated for a maximum of 4 signs (22’ x 28’) for the satellite symposia. Placement of signs will be determined by NANN.
5. Meeting rooms designated for satellite symposia will be set with round tables, banquet style. No buffet set up will be allowed without prior permission from NANN.
6. A minimum of 400 should be budgeted for food and beverage. Guarantees should be based on your preregistration numbers and past attendance at similar events.
7. NANN may require you to change your menu based on other events within the meeting.
8. The symposium and all food and beverage must be kept contained within the assigned meeting room and the assigned time frame.
9. The satellite symposium organizer is responsible for handling pre-registration and onsite management of the event. Satellite symposia personnel must be available outside the session room an hour prior to the scheduled start time of the event to handle registration and answer questions.
10. No sales activities may take place and no promotional materials may be distributed in the meeting room or the registration area.
11. Audio/video taping will be the responsibility of symposium organizer.
12. NANN requires that you use the designated audio/visual contractor for this meeting, MAC Productions. A detailed AV equipment list and diagram will be provided. You have approval to bring in your own Producer and to order additional equipment.
13. All expenses associated with room set-up and clean up, food and beverage, electrical, telephone, shipping, etc., are the sole responsibility of the satellite symposium organizer.
14. A copy of all educational materials produced in conjunction with the satellite symposium should be submitted to NANN for reference purposes. This includes syllabus materials, handouts, web sites and any CE enduring materials produced after the event.

## **Compliance**

Violation of these guidelines may result in the cancellation of the symposium.

## **Educational grants**

- The fee to participate in the satellite program is \$12,000 in the form of an educational grant to the National Association of Neonatal Nurses.
- A letter of agreement between the corporate member supporting the satellite program and NANN stating the purpose and terms of the grant must be signed by both parties.

## **NANN contact**

Please direct all inquiries to:

Brian Fitzgerald  
Senior Manager, Professional Relations  
National Association of Neonatal Nurses  
4700 W. Lake Avenue  
Glenview, IL 60025  
847/375-4760  
Fax: 888/308-7583  
[bfitzgerald@connect2amc.com](mailto:bfitzgerald@connect2amc.com)