

TANDEM MEETINGS

Transplantation & Cellular Therapy Meetings
of ASTCT[®] and CIBMTR[®]

SATELLITE SYMPOSIA SUPPLEMENT

Henry B. González Convention Center
San Antonio, TX | February 21-25, 2024

1. Meeting Overview and Accreditation

Tandem Meetings | Transplantation & Cellular Therapy Meetings of ASTCT and CIBMTR Overview

Annually, the Tandem Meetings | Transplantation & Cellular Therapy Meetings of ASTCT and CIBMTR (Tandem Meetings) is the largest gathering in North America of worldwide experts in blood and marrow transplant patient care, cellular therapy, clinical investigation, and laboratory research. Typically, satellite symposia are attended by up to 1,000 physicians, scientists and allied health professionals working in blood and marrow transplantation and cellular therapy programs throughout the United States, Canada and over 40 other countries.

The Tandem Meetings have been hosted successfully since 1995 when the ASTCT and CIBMTR held their first joint annual meeting. Participants reap the benefits of attending the combined meetings in a single week with economics in travel and lodging costs, less disruption of professional schedules and the opportunity for interaction with a wider circle of colleagues. Registration for the 2024 Tandem Meetings is open to members and non-members of ASTCT and/or CIBMTR. The Tandem Meetings address timely issues in cellular therapy along with recent developments from an experimental and clinical research perspective.



ASTCT: American Society for Transplantation and Cellular Therapy

The American Society for Transplantation and Cellular Therapy (ASTCT) is an international professional membership association of more than 3,000 physicians, investigators and other healthcare professionals promoting blood and marrow transplantation and cellular therapy research, education, scholarly publications, and clinical standards. From its beginning, ASTCT activities have been in eight broad areas, representing the interests of transplant clinicians and investigators and the patients they serve: Research; Representation; Clinical Standards; Regulation; Communications; Accreditation; Reimbursement; Recruitment and Training. More information can be found at www.astct.org.



CIBMTR: Center for International Blood & Marrow Transplant Research

The Center for International Blood and Marrow Transplant Research[®] (CIBMTR), a research collaboration between the National Marrow Donor Program[®] (NMDP)/Be The Match[®] and the Medical College of Wisconsin (MCW), provides a unique resource of data and statistical expertise to the scientific community for addressing centers that share data on Hematopoietic Cell Transplantation (HCT) and cellular therapy outcomes and a Statistical Center that maintains a clinical database with information for more than 630,000 HCT recipients from over 400 transplant centers in 52 countries. The CIBMTR is a voluntary research organization of basic and clinical scientists collaborating to address important issues in blood and marrow transplantation (BMT) and cellular therapy and uses this information to identify ways to improve transplant outcomes. More information can be found at www.cibmtr.org.



Continuing Medical and Professional Education

The Tandem Meetings are sponsored by the Medical College of Wisconsin. The MCW is accredited by the Accreditation Council for Continuing Medical Education to provide medical education to physicians. Certificates reflecting contact hours for attendance by allied health professionals are provided through MCW.

2. Application Process

Satellite Symposia Opportunities

Satellite Symposia opportunities are available for the 2024 Tandem Meetings. All commercially supported Satellite Symposia must follow all [ACCME](#) requirements (sanctions may be imposed for any violation of CME guidelines).

Symposia are offered as stand-alone or concurrent sessions during breakfast or lunch during the following times:

- Breakfast: 7:00-8:00 AM, Thursday, February 22, through Saturday, February 24
- Lunch: 12:30-1:30 PM, Wednesday, February 21, through Saturday, February 24

Suggested topics include, but are not limited to:

- Acute and/or Chronic GvHD (Prevention & Treatment)
- Acute Post-Transplant complications - Immune Reconstitution
- Alternative donor/grafts
- Cellular Therapy - CAR-T Cells
- Cellular Therapy / Cellular/Gene/Immunotherapy (including solid tumor)
- Cord Blood
- Graft Engineering
- GvHD Management
- Immunotherapy
- Infection
- Lymphoma
- Mesenchymal Stem Cells
- Myelofibrosis
- Pharmacokinetic Monitoring
- Post-Transplant Maintenance
- Regenerative Medicine
- Target Therapies Post Transplant

The symposium fee includes facility rental, CME administration and certificate fees, standard AV, live polling, and a breakfast buffet (food service 7:00-8:00 am) or luncheon buffet (food service 12:00-1:00 pm) for conference attendees, and two complimentary registrations for planning members. Any additional AV requirements must be ordered through the official AV company of the Tandem Meetings. No external AV equipment is allowed.

Fees

Session Time	Session Type	Live Activity Only	Live and Enduring Activity*
7:00 – 8:00 AM	Breakfast Concurrent	\$90,000	\$111,000
7:00 – 8:00 AM	Breakfast Stand-Alone	\$130,000	\$151,000
12:30 – 1:30 PM	Lunch Concurrent	\$100,000	\$121,000
12:30 – 1:30 PM	Lunch Stand-Alone	\$150,000	\$171,000

* Accreditation for live and enduring must be provided by the Medical College of Wisconsin

Application

The 2024 Satellite Symposia application and required materials must be received by **Friday, July 7, 2023**, at 11:59 PDT. Incomplete or late applications may not be reviewed. Applications should be completed as accurately and detailed as possible. Should changes to your application or materials be required, please email them to TandemMeetings@mcw.edu as soon as possible. Applications can be accessed [here](#).

The following information is required before an application is considered final:

- Symposium Title
- Learning Objectives
- Documented Needs Assessment
- Proposed Agenda (including suggested faculty of the proposed Symposium)
- Signed [Planning Company Agreement Form](#) to Comply with CME Rules and Regulations
- [Disclosure of Relevant Financial Relationships and Attestation Form](#) from all Planning Members who are in a position to control educational content

Scoring Process

Completed applications will be presented to the Tandem Meetings Scientific Organizing Committee and MCW, the CME provider. The committee will review proposals based on documented need(s), content, and scientific merit.

Notification of conditional acceptance will be sent to applicants in early August 2023. Upon receipt of acceptance by the Scientific Organizing Committee, commercial funding can be sought by applicants. Organizations with conditionally accepted proposals must forward all requested Symposium details to TandemMeetings@mcw.edu by **Monday, November 13, 2023**, for final approval. Please provide the following information (all forms can be found online):

- Final agenda
- Confirmed faculty
- [Disclosure of Relevant Financial Relationships and Attestation Form](#) for all confirmed faculty
- [Recording Release Form](#) for confirmed faculty
- [Pre-Application for Continuing Medical Education](#)
- [Planning Members Contact Form](#) as these planning members will be required to share information with their key stakeholders

Final Approval

Final approval will be granted to applicants when funding is secured. **Once final approval has been confirmed, changes to the program, agenda or faculty cannot be made without written request and approval by Tandem Meetings, and MCW.** Sanctions may be imposed for any violation of CME guidelines. For approved Symposia, a symposium fee to the Tandem Meetings in the form of an educational grant is required, based on the enclosed schedule of Satellite Symposia Session opportunities. The grant will be used jointly by the ASTCT and the CIBMTR to support the educational activities. All Satellite Symposia are required to offer CME credit to attendees through MCW. Completion reports must be submitted monthly or quarterly for all Enduring Materials, along with final outcomes reports to commercial interests and the MCW OCPD in a timely manner.

Cancellation Policy

All cancellations must be provided in writing to TandemMeetings@mcw.edu by Monday, November 13, 2023. No refunds will be provided for cancellations received after **Monday, November 13, 2023**.

3. Pre-Meeting and Onsite Logistics

Faculty Registration

All chairs and speakers of Satellite Symposia are required to be registered attendees of the Tandem Meetings and may not use complimentary registration codes for their registration. Proof of registration for all faculty needs to be submitted to TandemMeetings@mcw.edu by **Friday, January 5, 2024**.

Faculty Requirements

- PowerPoint Presentation with Disclosure Slide due **Friday, January 5, 2024**.
- Live Polling Questions & Answers constructed and included in the final PowerPoint Presentation.

Speaker Ready Room

Speakers are required to visit the Speaker Ready Room at least 24 hours prior to their session start time, to ensure slides are in the queue and discuss any questions with the AV team on-site. The location of the Speaker Ready Room will be communicated with speakers and staff closer to the start of the meetings.

Room Set-up

All confirmed Satellite Symposia will be assigned meeting space within the Henry B. González Convention Center. The Tandem Meetings **will not** allow any changes to be made to the existing stage, podium, seating set-up and surrounding areas. Podium signage is not permitted. The room set will include all AV as described on page 1, an AV tech, and a table for materials. Symposium lectures must be confined to the assigned meeting space only. Minimal stage reconfiguration may be allowed after discussion with Tandem Meetings staff; additional fees may apply.

Promotion, Logo Usage, and Signage

Promotion:

All promotional materials must be reviewed and approved by Tandem Meetings staff and the MCW CME Office by Friday, January 5, 2024. Failure to adhere to the January 5 deadline could result in a delayed approval/release of materials.

Included in your Satellite Symposia fee is the one-time use of the 2024 Tandem Meetings pre-registration mailing list. The excel file will be emailed to one pre-identified contact per planning company mid-January 2024. This file will contain names, physical mailing address and organization for all attendees who provide consent to share their information for marketing purposes and will be GDPR compliant. All materials created and mailed must be pre-approved by Tandem Meetings staff and the MCW CME Office by Friday, January 5, 2024.

Logos:

Contact the Medical College of Wisconsin Office of Continuing Professional Development for CME requirements regarding identity standards, guidelines for CME Disclosure, and required text for brochures and promotional announcements at cme@mcw.edu. Satellite Symposia must not use "ASTCT", "CIBMTR", "Statistical Center", "Registry", "Medical College of Wisconsin", "ACCME" or their respective logos on any announcement, sign, publication, audiovisual product, or other promotional material without written permission.

Signage:

Signage is the responsibility of the Planning Company. A maximum of 3 poster-size signs may be placed around the convention center on the day of the assigned Satellite Symposium. Signs are not to exceed 29"x63" (pop-up banner) or 24"x36" (poster). Two easels will be provided, upon request. Sign content must be approved by Friday, January 5, 2024, by Tandem Meetings staff and the MCW CME Office. Signs may not be posted until after the preceding Symposium Session has ended and must be removed within 1 hour of the conclusion of Symposium. Signs that are not removed within the appropriate timeline will be taken down by Tandem Meetings staff. No exceptions will be allowed.

Food and Beverage

All catering will be ordered by the Tandem Meetings staff only. Food for attendees will be available inside the Tandem Meetings exhibit hall. Attendees will be encouraged to bring their meals into the Satellite Symposia sessions. Satellite Symposia planners are not permitted to order or bring their own catering to their respective sessions.

Advertising Opportunities

While Satellite Symposia will be listed in the Tandem Meetings online agenda, the planning company is solely responsible for all advertising and promotion of their respective Satellite Symposia. Opportunities are available for purchase through the Tandem Meetings, including:

- Door Drops
- Mobile App push notifications
- Email blast sponsorship

Opportunities start at \$1,500; further information, including a full rate card, will be released later this year.

On-site Assistance Available

In addition to providing online CME Evaluation Forms for completion following the Satellite Symposium, the Tandem Meetings will assist meeting set-up arrangements with the convention services staff at no charge.

Reports required onsite or post-meetings: Any specific reporting or evaluation requirements by the grantor, as well as additional questions on the standard evaluation form must be communicated to the Tandem Meetings office by January 5, 2024, for review and approval. Requests should be made to TandemMeetings@mcw.edu.

Important Dates and Deadlines

2023

Friday, July 7	<ul style="list-style-type: none"> • Deadline to submit the Satellite Symposium Proposal outlining title, learning objectives, and proposed agenda including faculty • Signed Planning Company Agreement to Comply with CME Rules and Regulations • Disclosure of Relevant Financial Relationships and Attestation Form for all Planning Members
August	<ul style="list-style-type: none"> • Notification of conditional acceptance sent to applicants
Monday, November 13	<ul style="list-style-type: none"> • Final details due, including full agenda with presentation timelines, confirmed faculty list with corresponding presentation titles and full contact information confirmed via email • Pre-Application for Continuing Medical Education for Satellite Symposia • Disclosure of Relevant Financial Relationships and Attestation Form for all confirmed faculty • Clinical Content Validity Form for all confirmed faculty • Recording Release Form for confirmed faculty • Planning Members Contact Form • No refund if Satellite Symposium is cancelled after this date • Budget Form and Guidelines for Budgeting
Friday, December 15	<ul style="list-style-type: none"> • Balance of grant due with signed Final Letter of Agreement

2024

Friday, January 5	<ul style="list-style-type: none"> • PowerPoint presentation drafts due for MCW CME approval • All promotional materials due for MCW CME approval • Attendee Feedback Requests deadline (submit any specific needs for attendee feedback such as evaluations, live polling, etc.) • Faculty and on-site Planning Members Proof of Registration deadline
February 21-25	2024 Tandem Meetings Transplantation & Cellular Therapy Meetings of ASTCT and CIBMTR
Monday, March 18	<ul style="list-style-type: none"> • Full expense report due • Faculty Reimbursement Form with Full Disclosure
Monday, April 22	<ul style="list-style-type: none"> • All invoices must be paid in full
Sunday, May 19	<ul style="list-style-type: none"> • Final consolidated budget for Enduring and Live Materials due date