

**SATELLITE SYMPOSIA SUPPLEMENT
PART ONE - APPLICATION**

2017 BMT Tandem Meetings

Gaylord Palms Convention Center, Orlando, FL - February 22-26

Opportunities for Satellite Symposia that offer:

- **High-quality sessions unopposed by other scientific meetings**
- **Strong attendance by physicians and others active in the BMT field**
- **Opportunities to host mealtime educational sessions**

Please complete and submit the online Symposium Proposal [online now!](#)

Continuing Education

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



Continuing Medical and Professional Education

The 2017 BMT Tandem Meetings are sponsored by the Medical College of Wisconsin.

ACCME Accreditation Statement

The Medical College of Wisconsin is accredited by the Accreditation Council for Continuing Medical Education to provide medical education to physicians.

Meeting Agenda and Exhibit Schedule

Exhibits at the 2017 BMT Tandem Meetings will be open Wednesday, February 22, through Saturday, February 25. See Exhibit & Support Prospectus at www.cibmtr.org or www.asbmt.org or contact Sherry L. Fisher at slfisher@mcw.edu for information about exhibiting.

More Information Available

Registration, Housing and Abstract forms for the BMT Tandem Meetings and continuously updated general information are available on-line at www.cibmtr.org or www.asbmt.org. Alternatively, contact BMT Tandem Meetings Headquarters c/o CIBMTR at the Medical College of Wisconsin, 9200 W. Wisconsin Ave, Ste. C5500, Milwaukee, WI, 53226, USA; bmttandem@mcw.edu.

2017 Satellite Symposia Opportunities

Satellite Symposia opportunities are available for the 2017 BMT Tandem Meetings. All commercially-supported Satellite Symposia must follow all requirements (sanctions may be imposed for any violation of CME guidelines).

Satellite Symposium Proposal

Prior to securing funding, please send a cover letter with the completed “2017 Satellite Symposia Proposal Form” (enclosed, page 6) listing learning objectives, agenda (including suggested faculty of the proposed Symposium), Disclosure of Relevant Financial Relationships for all planning company representatives in a position to control educational content and signed Planning Company Agreement. Both the letter and form must be submitted to BMT Tandem Meetings office no later than **Friday, July 8, 2016** to obtain highest consideration for the most popular time-slots. A joint Organizing Committee for the BMT Tandem Meetings and the Medical College of Wisconsin, as CME provider, will review proposals based on documented need(s), content and scientific merit.

Conditional Acceptance

Notification of conditional acceptance will be sent to applicants in August. Upon receipt of acceptance, conditional funding can be sought. Organizations whose proposals are conditionally accepted must forward all requested Symposium details including final agenda, confirmed faculty, Disclosure of Relevant Financial Relationships for all faculty and budget, to the BMT Tandem Meetings Office by **Monday, September 19, 2016** for final approval. Incomplete submissions will not be considered for final approval.

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 BMT Tandem Meetings and MCW.** Sanctions may be imposed for any violation of CME guidelines. For approved Symposia, a contribution to the BMT Tandem Meetings in the form of an educational grant is required, based on the enclosed schedule of Satellite Session opportunities. The grant will be used jointly by the ASBMT and CIBMTR to support educational activities. All Satellite Symposia are required to offer CME credit to attendees through the Medical College of Wisconsin.

Information about supplemental enduring materials is available upon request. All enduring educational materials must be pre-approved and coordinated through the Medical College of Wisconsin or its designated agent (see page 4).

60-Minute Symposia

Breakfast sessions are available from 7:15-8:15 am, Thursday, February 23, through Saturday, February 25, funded by a **\$100,000** educational grant for a stand-alone symposium. Concurrent breakfast sessions are also available for **\$70,000**.

Luncheon sessions are available from 12:30-1:30 pm, Wednesday, February 22 through Saturday, February 25, funded by a **\$120,000** educational grant for a stand-alone symposium. Concurrent luncheon sessions are also available for **\$80,000**.

The grant includes facility rental, CME administration and certificate fees, standard AV (not including ARS) and a full breakfast buffet (food service 7:00-8:30 am) and luncheon buffet (food service 12:00-1:15 pm) for conference attendees.

Suggested topics recommended by our Scientific Organizing Committee include:

- Graft Engineering
- Mesenchymal Stem Cells
- Mobilization
- Myelofibrosis
- GVHD Management
- Pharmacokinetic Monitoring

- Regenerative Medicine
- Target Therapies Post Transplant
- Infection
- CARs
- Cord Blood
- Immunotherapy

Enduring Educational Materials

All presentations at the BMT Tandem Meetings are the property of its organizers: the ASBMT and CIBMTR. Any unauthorized reprint, electronic replication or other dissemination of the content of the BMT Tandem Meetings is a copyright infringement. These ownership rights apply to the content of satellite symposia, plenary sessions, concurrent sessions, workshops, abstracts and all other scientific presentations.

Within these copyright restrictions, however, the production and dissemination of enduring educational materials based on satellite symposia at the BMT Tandem Meetings is encouraged. An enduring educational material can be a brochure, monograph, audiocassette, videocassette, slide program, podcast, CD-ROM, DVD, Web site/Internet-based presentation or other printed or electronically communicated program.

The organizers of the BMT Tandem Meetings offer a variety of ASBMT-branded formats for enduring educational materials for disseminating satellite symposia presentations well beyond the immediate audience attending a symposium. The cost of these enduring materials can be “bundled” into the fee for support of a satellite symposium.

Symposium Proceedings in Print

A highly effective means of publishing enduring materials is the ASBMT monograph *Blood and Marrow Transplantation Reviews (BMTR)*. Entering its 26th volume, *BMTR* publishes a review of lectures presented at the BMT Tandem Meetings and other medical meetings. *BMTR* is a controlled-circulation periodical that allows for the precise targeting of an audience (such as the transplant community, a wider circle of hematologists/oncologists, or other health care providers and investigators) through prior “opt-in” requests. The monograph is also published online in an electronic format on the *BloodLine* Internet portal for hematology professionals (www.bloodline.net).

The grant requirement for turnkey content development, production, and mailing of a CME-accredited issue to our circulation of 10,000 U.S. hematologists/oncologists is \$65,000. The grant requirement for content development, production, and mailing of a CME-accredited issue to a targeted audience of 5,000 U.S. hematologists/oncologists is \$60,000. Budgets include development, writing and editorial services, production and printing, list acquisition and distribution, online publication and hosting, faculty honoraria and CME accreditation by the Medical College of Wisconsin.

Symposium Proceedings as Online Webcast

Blood and Marrow Transplantation Reviews can also be produced as an online only webcast that presents the content of a single satellite symposium, synchronizing the recorded audio and the speaker slides. A digital version of *BMTR* is published on the *Bloodline* Internet portal for hematology professionals (www.bloodline.net). Audiences are targeted through various audience generation methods offering “opt-in” access.

The grant requirement, including turnkey production and hosting for twelve months is \$50,000. Budgets include content development, production services, testing, list acquisition and audience generation, online publication and hosting, faculty honoraria and CME accreditation by the Medical College of Wisconsin.

Symposium Proceedings on CD-ROM

Blood and Marrow Transplantation Reviews can be developed as a digital program for delivery on a CD-ROM. Each CD-ROM in the series presents the content of a single satellite symposium, synchronizing the recorded audio and the speaker slides. Through controlled-circulation distribution, the audience can be precisely targeted from prior “opt-in” requests. *BMTR Presents* also is published on the *Bloodline* Internet portal for hematology professionals (www.bloodline.net).

The grant requirement, including turnkey production, replication and mailed distribution of 5,000 CDs is \$75,000. For distributing 10,000 CDs the cost is \$82,500. Budgets include content development, production services, testing, replication, list acquisition and distribution, online publication and hosting, faculty honoraria and CME accreditation by the Medical College of Wisconsin.

Other Media and Formats

The organizers of the BMT Tandem Meetings welcome suggestions and recommendations for other media and formats for disseminating educational materials based on the meetings. Do not hesitate to contact CIBMTR or ASBMT to discuss concepts that you have in mind.

Forms Enclosed

- Page 6 **Pre-Application for Continuing Medical Education for Satellite Symposia**
- Page 7-9 **Disclosure of Relevant Financial Relationships and Attestation Form**
- Pages 10-12 **Planning Company Agreement to Comply with CME Rules and Regulations**
- Pages 13-15 **ACCME Standards for Commercial Support**

2017 Dates to Remember

for Satellite Session Planners

2016

Friday, July 8 Deadline for Satellite Symposium [Proposal](#) and letter outlining objectives, agenda and faculty, Disclosure of Relevant Financial Relationships (pg. 7) for all planners in a position to control educational content and signed Planning Company Agreement (pg. 10-12).

August Notification of conditional acceptance sent to applicants

Monday, September 19 Final details due, including full agenda, confirmed faculty list with full contact information, Speaker Disclosure Forms (pg. 7), provisional budget, Pre-Application for CME (pg. 6)

Monday, November 21 No refund if Satellite Symposium is cancelled after this date

Friday, December 16 Balance of grant due with signed Final Letter of Agreement

2017

Friday, January 13 All promotional material must be approved by MCW CME.

February 22-26 **2017 BMT Tandem Meetings**

Monday, March 27 Full expense report due and faculty reimbursement form with full disclosure

Monday, April 17 All invoices must be paid in full

Please complete and submit the online Symposium Proposal [online now!](#)



2017 BMT Tandem Meetings

Pre-Application for Continuing Medical Education

Please return this form by **Monday, September 19**, to BMT Tandem Meetings by email: bmttandem@mcw.edu or fax: 414-805-0713. Attach additional pages as needed.

Title: _____

Proposed Date: _____, 2017

Estimated hours of instruction: 1.0

Submitted by:

Name(s): _____

MedEd Co: _____

Phone: (____) _____

E-mail: _____

Collaborating Organizations (if applicable):

Attach list of all faculty with professional and academic titles, full address, telephone, fax and email address.

Synopsis:

What is the clinical/research/teaching/administrative issue you want to address?

Why is this an issue? (Answer in terms of knowledge, competence and/or performance)

What is it that you want to change amongst the many variables of that are causing the issue?

How will you know you were effective in producing that change?

Learning objectives:

List 3 or more objectives that address the identified need

At the conclusion of this activity, I will be able to:

General References:

3-4 relevant references that support the needs assessment

BUDGET

A copy of the proposed budget (refer to enclosed Guidelines) should be submitted with this worksheet. Be sure to specify proposed speaker stipends and travel expense allowances.

EVALUATION

Evaluation Forms will be distributed to all meeting participants by BMT Tandem Meetings on-site with meeting registration materials. Comments will be taken into consideration when determining future venues and meeting format. Participants will receive CME credit based only on educational and satellite sessions actually attended and evaluated. NOTE: Organizers of the BMT Tandem Meetings will coordinate the required evaluation process associated with CME accreditation. Suggestions for evaluation questions and/or format will be taken into consideration for each Satellite Session. Please contact the BMT Tandem Meetings office (bmttandem@mcw.edu) with questions/suggestions.

Sanctions may be imposed for violation of any CME guidelines, which could result in probation or banning corporation and/or faculty member(s) from future participation in BMT Tandem Meetings Satellite Symposia with CME accreditation.



Satellite Symposium Disclosure of Commercial Relationships and Attestations

Title of Accredited Activity: 2017 BMT Tandem Meetings – Satellite Symposia

Name (speaker, author, teacher, planner): _____

Role in the Activity: planner speaker reviewer monitor

Title of Speaker’s Presentation: _____

Date of Activity: February 22-26, 2017 **Program ID:** #17000

Known Commercial Supporter(s) of this meeting: _____

If you indicate on this form that you have commercial interests, you are asked to discuss with the Activity Director how a possible conflict of interest will be resolved.

First, list all the names of commercial interests (see last page for definition) with which you or your spouse/partner have, or have had a relationship within the past 12 months or know you will have in the future, whether you think they relate to the presentation or not. Or check the No box below if you have no commercial interests. Proceed to the attestation on the second page.

Second, describe what you or your spouse/partner received (i.e., salary, stipend, etc). The Medical College of Wisconsin, Inc. does **NOT** want to know how much you received.

Third, describe your role.

Example terminology

What was received: Salary, royalty, intellectual property rights, consulting fee, stipends, ownership interest (e.g., stocks, stock options or other ownership interest, excluding diversified mutual funds), or other financial benefit and/or patents.

Role(s): Employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities (please specify).

Name of Commercial Interest	Nature of Relevant Financial Relationship (Include all those that apply)	
	What was received	For What Role?
<i>Example: XYZ Pharmaceuticals</i>	<i>Stipend</i>	<i>Speaker</i>
I do not have any relevant financial relationships with any commercial interests.		

Date Form Completed: _____

By: _____

Any details you can provide below about how your work with the commercial interest(s) does or does not relate to the content of your presentation will greatly help the CME Office with the process of resolving any possible conflict of interest and approving your talk. For example, there would be no conflict of interest for someone who has received compensation for a presentation on a drug for acid reflux when their talk for the CME event will be on colitis.

Page 2: **All speakers must complete this page. Unfortunately disagreement will preclude being able to speak at the meeting.**

MCW Expectations: Please indicate your understanding of, and willingness to comply with, each statement below by checking the appropriate box. If you have any questions regarding your ability to comply, please contact us at bmttandem@mcw.edu as soon as possible. No alterations may be made to this form.

- Agree The content and/or presentation of the information with which I am involved will promote quality or
- Disagree improvements in healthcare and **will not** promote a specific proprietary business interest of a commercial interest. Content for this activity, including any presentation of therapeutic options, will be well-balanced, unbiased and based on best available evidence.

- Agree I have not, and will not accept any honoraria, additional payments or reimbursements beyond that
- Disagree which has been agreed upon directly with the Medical College of Wisconsin (MCW).
- N/A

- Agree I understand that MCW may need to review my presentation and/or content prior to the activity, and I will
- Disagree provide educational content and resources in advance as requested.

- Agree If I am presenting at a live event, I understand that a CME monitor may be attending the event to ensure
- Disagree that my presentation is educational, and not promotional, in nature.

- Agree If I am providing recommendations involving clinical medicine, they will be based on evidence that is accepted
- Disagree within the profession of medicine as adequate justification for their indications and contraindications in the care of patients. All scientific research cited in support of patient care recommendations will conform to the generally accepted standards of experimental design, data collection and analysis. I will convey the limitations of the content being taught and the severe and most common risks of treatments that are discussed.

- Agree If I am discussing specific health care products or services, I will use generic names to the extent possible.
- Disagree If I need to use trade names, I will use trade names from several companies when available, and not just trade names from any single company.
- N/A

- Agree If I am discussing any product use that is off label, I will disclose that the use or indication in question
- Disagree is not currently approved by the FDA for labeling or advertising.
- N/A

- Agree If I have been trained or utilized by a commercial entity or its agent as a speaker (e.g., speaker's bureau)
- Disagree for any commercial interest, the promotional aspects of that presentation will not be included in any way with this activity. If I am presenting research funded by a commercial company, the information presented will be based on generally accepted scientific principles and methods, and will not promote the commercial interest of the funding company.
- N/A

I have carefully read and considered each item in this form, and have completed it to the best of my ability.

Signature: _____ Date: _____

Return this completed form to the BMT Tandem Conference Office by email bmttandem@mcw.edu or fax to 414.805.0713.

This page is for your information only please do NOT return it to the CME office

This is a different form from the one required of MCW faculty each year or for research grants. There are specific requirements of the Accrediting Council for Continuing Medical Education (ACCME).

The purpose of this form is to identify possible conflicts of interest and address them prior to the meeting.

Circumstances create a conflict of interest when an individual has an opportunity to affect CME content about products or services of a commercial interest with which he/she has a financial relationship.

Glossary of Terms

Commercial Interest

The ACCME defines a “commercial interest” as any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients. Companies that provide direct patient care such as hospitals and for profit nursing homes, tissue/blood banks, non-profit or government organizations and non-health care related companies such as publishers are not considered commercial interests for CME purposes.

Relationships

Relationships include financial relationships in which the individual benefits by receiving a salary, royalty, intellectual property rights, consulting fee, stipend, ownership interest (e.g., stocks, stock options or other ownership interest, excluding diversified mutual funds), or other financial benefit. Financial benefits are usually associated with roles such as employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities from which remuneration is received, or expected. Unpaid advisory board positions and research money or patents given to an institution on an individual’s behalf are also considered relevant relationships by the ACCME.

Relevant relationships

The ACCME focuses on financial relationships with commercial interests in the 12-month period preceding the time that the individual is being asked to assume a role controlling content of the CME activity. Known future relationships are also relevant. There is no minimal amount for relationships to be significant and unpaid advisory board positions are considered relevant. ***Relationships which are deemed relevant to being a planner or presenter at this meeting will be disclosed to the audience/participants.***

Patents

If a patent is owned by an individual, it is a relevant item and creates a relevant financial relationship. This must be disclosed to the audience by referring to the owner of the patent by name and a description of what the patent is for.

2017 BMT Tandem Meetings Planning Company Agreement to Comply with CME Rules and BMT Tandem Meetings Regulations

Return this form with cover letter to bmttandem@mcw.edu or fax 414-805-0713.

Purpose of Satellite Symposia at the BMT Tandem Meetings

The purpose of Satellite Symposia at the BMT Tandem Meetings is to bring useful, up-to-date, scientifically accurate, balanced, unbiased information to blood and marrow transplantation clinicians and investigators.

All aspects of a Satellite Symposium must flow from this single purpose. Anything that interferes with that purpose must be excluded from the Satellite Symposium.

CME Rules and BMT Tandem Meeting Regulations

The following rules and regulations have been developed for all independent planning companies, medical communications companies, meeting planning companies and other entities (hereafter called "Planning Company") that assist with the development and implementation of a Satellite Symposium.

The Medical College of Wisconsin CME office is available to serve as a Planning Company. Contact Linda D. Caples, MBA, Director, Office of Continuing and Professional Education at lcaples@mcw.edu, phone: 414-455-4900, fax: 414-955-6623.

1. An authorized representative of the Planning Company must sign this "Planning Company Agreement to Comply with CME Rules and BMT Tandem Meeting Regulations" before final approval of a Satellite Symposium is granted.
2. A Planning Company becomes an agent of the continuing medical education (CME) provider and must be approved by the Medical College of Wisconsin. The exclusive CME provider for the BMT Tandem Meetings is the Medical College of Wisconsin (MCW).
3. Planning Companies that fail to comply with CME guidelines may have sanctions imposed, up to and including exclusion from further participation in the BMT Tandem Meetings and/or future BMT Tandem Meetings and/or activities in which MCW acts as CME Provider.
4. The Medical College of Wisconsin, as CME provider, makes all decisions regarding Satellite Symposium content, faculty, venue, printed collateral materials and all other aspects of the symposium, consistent with the policies and requirements of the Accreditation Council for Continuing Medical Education (ACCME). Once approved, changes to the program agenda or faculty cannot be made without written request and approval MCW.
5. Upon presentation at the BMT Tandem Meetings, the Satellite Symposium program and its content become the property of BMT Tandem Meetings and are governed by the Medical College of Wisconsin as CME provider.
6. Planning Company must comply fully with ACCME Standards for Commercial Support (see page 13).
7. The Satellite Symposium must provide an opportunity for an open question and answer session and permit evaluation by attendees. Evaluation Forms will be developed, distributed and tabulated by the BMT Tandem Meetings in compliance with established CME guidelines. A summary of completed evaluations, including written comments, will be provided after the BMT Tandem Meetings.
8. If an unlabeled product or an unapproved use of a product is discussed during the Satellite Symposium, it must be disclosed to the symposium audience that the product is not approved for the particular use in the United States. The Satellite Symposium content must be fair, balanced, scientifically valid and comply with current U.S. Food & Drug Administration guidelines. Any treatment recommendations must be made based on the best available evidence.

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9. Full expense report due, including receipts and faculty reimbursement form with full disclosure by **Monday, March 27, 2017.**
10. Additional costs, including on-site charges, will be billed after the BMT Tandem Meetings. All invoices must be paid by **Monday, April 17, 2017,** or will incur a 20% late fee and organizers may be ineligible for future Satellite Symposia submissions.
11. If the Symposium is cancelled after **Monday, November 21, 2016,** there will be no refund to the Planning Company.
12. BMT Tandem Meetings strongly recommends that stipends for faculty and their expenses be paid by the Planning Company. To facilitate this, a joint sponsorship agreement must be signed by MCW as the CME Provider delegating fiduciary responsibility to the Planning Company. A letter of request must be submitted to MCW CME with a copy to BMT Tandem Meetings by **Monday, November 21, 2016.** Any payment or reimbursement by the Commercial Supporter directly to a symposium speaker, moderator or chair is strictly forbidden. To comply with CME regulations, all symposium-related expenditures by the Planning Company and the Commercial Supporter, as well as any of their agents, must be disclosed to the BMT Tandem Meetings and MCW. Full accounting of all symposia-related expenses must be provided to the BMT Tandem Meetings within 30 days after the adjournment of the Meetings.
13. All monies and fees associated with a Satellite Symposium are strictly regulated in accordance with ACCME Standards for Commercial Support (enclosed). A violation may place the CME accreditation of a symposium in jeopardy. As a general rule, all monies and fees including the base grant (which covers facility rental, CME administration, standard AV and food service), must be paid to BMT Tandem Meetings, which in turn is responsible for disbursing those funds. Checks should be payable to the Medical College of Wisconsin. The only exceptions to this rule, which must be pre-approved in writing by the BMT Tandem Meetings and the CME Office of the Medical College of Wisconsin are (a) stipends for faculty, the meeting registration fee and actual travel costs for symposium faculty who may be reimbursed for these expenses by the Planning Company (but not directly by the commercial supporter) and (b) fees and expenses paid by the Commercial Supporter to and for the services of the Planning Company and/or creative services providers.
14. Travel cost reimbursements to individuals on U.S. tourist/business visitor visas must comply with the regulations set forth by the US Internal Revenue Service (IRS) and the Medical College of Wisconsin, and taxes may be withheld pursuant to prevailing regulations. The approximately 30% U.S. tax charged against stipends for speakers who are non-U.S. citizens will be funded by the commercial supporter, not by the BMT Tandem Meetings. (For questions regarding special forms required for invited faculty who are not U.S. citizens, contact us at bmttandem@mcw.edu.)
15. Education is the primary purpose of a Satellite Symposium. Food and beverage must be modest and a secondary element in organizing and publicizing the symposium.
16. All Satellite Symposium planning (including set-up, food and beverage, audiovisual services and other arrangements) must be made through and handled by the meeting manager for the BMT Tandem Meetings, unless other arrangements are agreed upon to allow the Planning Company to relate directly with the convention services staff. The meeting manager for the BMT Tandem Meetings may be reached at bmttandem@mcw.edu. When alternate arrangements are approved, the Planning Company must keep the meeting manager for the BMT Tandem Meetings fully informed of all communications with the hotel, resort or convention services staff.
17. Audiovisual technicians are required for all Satellite Symposia. All on-site audiovisual services, including projection during the symposium, are provided by the BMT Tandem Meetings. Only by prior agreement with the meeting manager for the BMT Tandem Meetings and in special circumstances may a Planning Company, a Commercial Supporter or their agent be permitted to provide on-site audiovisual services or projection for a Satellite Symposium.

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18. No audio, video or other recording of a Satellite Symposium is permitted without consent of the BMT Tandem Meetings. Any permitted audio, video or other recording must be made clearly evident to the audience.
19. The Planning Company must provide on-site staff to assist with any invited faculty needs, handout materials and other last-minute arrangements, logistics and traffic flow. BMT Tandem Meeting staff may be available to provide on-site assistance, if arranged prior to the conference, at a rate of \$50 per hour per person.
20. The creation and distribution of enduring materials based on Satellite Symposia is encouraged, but is governed by the "Requirements for the Development and Distribution of Enduring Education Materials from the BMT Tandem Meetings." A copy of the requirements can be obtained from the CIBMTR or the ASBMT Executive Office (or see page 4).
21. The Planning Company and the Commercial Supporter may not post on-site promotional signs in the hotels or convention center lobbies without permission of the BMT Tandem Meetings. Placing promotional materials under the doors of hotel guest rooms (or "door drops" of any kind) is not permitted. A door drop opportunity is available. See www.asbmt.org or www.cibmtr.org for details and a rate card.
22. The Planning Company and the Commercial Supporter may not use "Center for International Blood & Marrow Transplant Research," "CIBMTR," "International Bone Marrow Transplant Registry," "Autologous Blood and Marrow Transplant Registry," "American Society for Blood and Marrow Transplantation," "IBMTR," "ABMTR," "ASBMT," "Registry," "Statistical Center," "Medical College of Wisconsin," "MCW," "ACCME," "Gaylord Palms Convention Center" or their respective logos on any announcement, sign, publication, audiovisual product or other promotional material without written permission. All promotional material must be approved by the BMT Tandem Meetings prior to distribution and no later than **Friday, January 13, 2017**. Promotional materials received after January 14, 2017 may not be considered or authorized.

By signing this "Planning Company Agreement To Comply with CME Rules and BMT Tandem Meeting Regulations," I certify that I have read and understand these rules and regulations and that I am an authorized agent of the company named below who can bind the company to compliance with these requirements as a condition of participation in the BMT Tandem Meetings.

_____ Date: _____

Signature of Planning Company Representative

Print Name: _____

Title: _____

Name of Planning Company: _____

Address _____

Phone: _____ Fax: _____

Email: _____



Published on *Accreditation Council for Continuing Medical Education* (<http://www.accme.org>)

Standards for Commercial Support: Standards to Ensure Independence in CME Activities

Standard 1: Independence

Standard 1.1 A CME provider must ensure that the following decisions were made free of the control of a commercial interest. (See www.accme.org for a definition of a "commercial interest" and some exemptions.)

(a) Identification of CME needs; (b) Determination of educational objectives; (c) Selection and presentation of content; (d) Selection of all persons and organizations that will be in a position to control the content of the CME; (e) Selection of educational methods; (f) Evaluation of the activity.

Standard 1.2 A commercial interest cannot take the role of non-accredited partner in a joint sponsorship relationship.

Standard 2: Resolution of Personal Conflicts of Interest

Standard 2.1 The provider must be able to show that everyone who is in a position to control the content of an education activity has disclosed all relevant financial relationships with any commercial interest to the provider. The ACCME defines "'relevant' financial relationships" as financial relationships in any amount occurring within the past 12 months that create a conflict of interest.

Standard 2.2 An individual who refuses to disclose relevant financial relationships will be disqualified from being a planning committee member, a teacher, or an author of CME, and cannot have control of, or responsibility for, the development, management, presentation or evaluation of the CME activity.

Standard 2.3 The provider must have implemented a mechanism to identify and resolve all conflicts of interest prior to the education activity being delivered to learners.

Standard 3: Appropriate Use of Commercial Support

Standard 3.1 The provider must make all decisions regarding the disposition and disbursement of commercial support.

Standard 3.2 A provider cannot be required by a commercial interest to accept advice or services concerning teachers, authors, or participants or other education matters, including content, from a commercial interest as conditions of contributing funds or services.

Standard 3.3 All commercial support associated with a CME activity must be given with the full knowledge and approval of the provider.

Standard 3.4 The terms, conditions, and purposes of the commercial support must be documented in a written agreement between the commercial supporter that includes the provider and its educational partner(s). The agreement must include the provider, even if the support is given directly to the provider's educational partner or a joint sponsor.

Standard 3.5 The written agreement must specify the commercial interest that is the source of commercial support.

Standard 3.6 Both the commercial supporter and the provider must sign the written agreement between the commercial supporter and the provider.

Standard 3.7 The provider must have written policies and procedures governing honoraria and reimbursement of out-of-pocket expenses for planners, teachers and authors.

Standard 3.8 The provider, the joint sponsor, or designated educational partner must pay directly any teacher or author honoraria or reimbursement of out-of-pocket expenses in compliance with the provider's written policies and procedures.

Standard 3.9 No other payment shall be given to the director of the activity, planning committee members, teachers or authors, joint sponsor, or any others involved with the supported activity.

Standard 3.10 If teachers or authors are listed on the agenda as facilitating or conducting a presentation or

session, but participate in the remainder of an educational event as a learner, their expenses can be reimbursed and honoraria can be paid for their teacher or author role only.

Standard 3.11 Social events or meals at CME activities cannot compete with or take precedence over the educational events.

Standard 3.12 The provider may not use commercial support to pay for travel, lodging, honoraria, or personal expenses for non-teacher or non-author participants of a CME activity. The provider may use commercial support to pay for travel, lodging, honoraria, or personal expenses for bona fide employees and volunteers of the provider, joint sponsor or educational partner.

Standard 3.13 The provider must be able to produce accurate documentation detailing the receipt and expenditure of the commercial support.

Standard 4: Appropriate Management of Associated Commercial Promotion

Standard 4.1 Arrangements for commercial exhibits or advertisements cannot influence planning or interfere with the presentation, nor can they be a condition of the provision of commercial support for CME activities.

Standard 4.2 Product-promotion material or product-specific advertisement of any type is prohibited in or during CME activities. The juxtaposition of editorial and advertising material on the same products or subjects must be avoided. Live (staffed exhibits, presentations) or enduring (printed or electronic advertisements) promotional activities must be kept separate from CME. For print, advertisements and promotional materials will not be interleaved within the pages of the CME content. Advertisements and promotional materials may face the first or last pages of printed CME content as long as these materials are not related to the CME content they face and are not paid for by the commercial supporters of the CME activity. For computer based, advertisements and promotional materials will not be visible on the screen at the same time as the CME content and not interleaved between computer 'windows' or screens of the CME content. For audio and video recording, advertisements and promotional materials will not be included within the CME. There will be no 'commercial breaks.' For live, face-to-face CME, advertisements and promotional materials cannot be displayed or distributed in the educational space immediately before, during, or after a CME activity. Providers cannot allow representatives of Commercial Interests to engage in sales or promotional activities while in the space or place of the CME activity.

Standard 4.3 Educational materials that are part of a CME activity, such as slides, abstracts and handouts, cannot contain any advertising, trade name or a product-group message.

Standard 4.4 Print or electronic information distributed about the non-CME elements of a CME activity that are not directly related to the transfer of education to the learner, such as schedules and content descriptions, may include product-promotion material or product-specific advertisement.

Standard 4.5 A provider cannot use a commercial interest as the agent providing a CME activity to learners, e.g., distribution of self-study CME activities or arranging for electronic access to CME activities.

Standard 5: Content and Format without Commercial Bias

Standard 5.1 The content or format of a CME activity or its related materials must promote improvements or quality in healthcare and not a specific proprietary business interest of a commercial interest.

Standard 5.2 Presentations must give a balanced view of therapeutic options. Use of generic names will contribute to this impartiality. If the CME educational material or content includes trade names, where available trade names from several companies should be used, not just trade names from a single company.

Standard 6: Disclosures Relevant to Potential Commercial Bias

Standard 6.1 An individual must disclose to learners any relevant financial relationship(s), to include the following information: The name of the individual; The name of the commercial interest(s); The nature of the relationship the person has with each commercial interest.

Standard 6.2 For an individual with no relevant financial relationship(s) the learners must be informed that no relevant financial relationship(s) exist.

Standard 6.3 The source of all support from commercial interests must be disclosed to learners. When commercial support is "in-kind" the nature of the support must be disclosed to learners.

Standard 6.4 'Disclosure' must never include the use of a trade name or a product-group message.

Standard 6.5 A provider must disclose the above information to learners prior to the beginning of the educational activity.

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