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 of ASTCT and CIBMTR) is the largest gathering in North America of worldwide experts in blood and marrow transplant patient care, cellular therapy, clinical investigation, and laboratory research. Satellite symposia are attended by nearly 3,000 physicians, scientists and allied health professionals working in blood and marrow transplantation in BMT and cellular therapy programs throughout the United States, Canada and over 40 other countries.

The Tandem Meetings | Transplantation & Cellular Therapy Meetings of ASTCT and CIBMTR have been successful 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 2022 Tandem Meetings of ASTCT and CIBMTR is open to members and non-members of ASTCT and/or CIBMTR. Meetings address timely issues in blood and marrow transplantation and 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 is an international professional membership association of more than 2,200 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. The 2022 scientific program chair for ASTCT is Margaret “Margy” MacMillan, MD, MSc, FRCP, University of Minnesota, Minneapolis, MN. 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, 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 540,000 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. The 2022 scientific program chair for CIBMTR is Katharina Fleischhauer, MD, Essen University Hospital, Essen, Germany. More information can be found at www.cibmtr.org.

Continuing Education
Continuing Medical and Professional Education
The 2022 Tandem Meetings of ASTCT and CIBMTR are sponsored by the Medical College of Wisconsin (MCW). 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 the MCW.
2. Pre-Meeting and Onsite Logistics

Speaker Registration
All speakers of Satellite Symposia are required to be registered attendees of the Tandem Meetings of ASTCT and CIBMTR. Speakers may not use complimentary registration codes for their registration. For questions on the registration process, please email: TandemMeetings@mcw.edu.

Speaker Ready Room
The speaker ready room is open and available for speakers to use in advance of their presentation. This room is staffed throughout the day should speakers have questions while uploading their presentations. The location of the speaker ready room will be communicated in the online agenda closer to the start of the meetings. The speaker ready room will be open:

- Thursday, April 21 5:00 PM – 6:30 PM MT
- Friday, April 22: 6:00 AM – 6:00 PM MT
- Saturday, April 23: 6:00 AM – 6:00 PM MT
- Sunday, April 24: 6:00 AM – 6:00 PM MT
- Monday, April 25: 6:00 AM – 6:00 PM MT
- Tuesday, April 26: 6:00 AM – 4:00 PM MT

Room Set-up
All confirmed symposia will be assigned meeting space within the Salt Palace Convention Center. The Tandem Meetings of ASTCT and CIBMTR will not allow any changes to be made to the existing meeting room, stage, podium, seating set-up and surrounding areas. Podium signage is not permitted.

The grant includes facility rental, CME administration and certificate fees, standard AV, including live polling, 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. Any additional AV requirements must be ordered through the official AV company of the 2022 Tandem Meetings of ASTCT and CIBMTR, Freeman. No personal AV equipment is allowed. Room set will include AV as previously described, an AV tech, and a table outside the room for materials. Symposium lectures must be confined to the assigned meeting space only.

Promotion, Logo Usage, and Signage
Promotion:
All promotional materials must be reviewed and approved by Tandem Meetings of ASTCT and CIBMTR staff and the MCW CME Office by Thursday, March 17, 2022. Failure to adhere to the March 17 deadline could result in a delayed approval/release of materials.

Included in your Satellite Symposia fee is the one-time use of the 2022 Tandem Meetings of ASTCT and CIBMTR pre-registration mailing list. The excel file will be emailed to one pre-identified contact per planning company in late March 2022. 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 of ASTCT and CIBMTR and the MCW CME Office by Thursday, March 17, 2022.

Logos:
Refer to the Medical College of Wisconsin CME Requirements regarding identity standards, guidelines for CME Disclosure, and required text for brochures and promotional announcements. Satellite Symposia must not use “ASTCT”, “CIBMTR”, “Statistical Center,” “Registry,” or “Medical College of Wisconsin,” “ACCMC”, TCT Meetings, 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 few (2-3) poster-size signs may be shipped to the meetings in advance and placed throughout 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. Sign content must be approved by Thursday, March 17, 2022, by Tandem Meetings of ASTCT and CIBMTR staff and the MCW CME Office. Signs may not be posted until after the preceding satellite session has ended and must be removed within 1 hour of conclusion of Symposium. Signs that are not removed in the appropriate timeline will be taken down by Tandem Meetings of ASTCT and CIBMTR staff. No exceptions will be allowed.
Food and Beverage
All catering will be ordered by the Tandem Meetings of ASTCT and CIBMTR staff only. Food for attendees will be available inside the Tandem Meetings of ASTCT and CIBMTR 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
The planning company is solely responsible for all advertising and promotion of their respective satellite symposia. There are opportunities available for purchase through the Tandem Meetings of ASTCT and CIBMTR, including:
- Door Drop: $5,000 for live and $2,500 for virtual; see supplement for more information
- Mobile App push notifications: $1,000 each; Maximum of 140 characters. Contact TandemMeetings@mcw.edu to schedule date and time of push
- Email blast sponsorship: $9,500 per email blast; see rate card

On-site Assistance Available
In addition to providing online CME Evaluation Forms for completion following the Satellite Symposium, the Tandem Meetings of ASTCT and CIBMTR will assist meeting set-up arrangements with the Convention Services staff at no charge.

Reports required onsite: Any specific reporting requirements by the grantor must be communicated to the Tandem Meetings of ASTCT and CIBMTR Office by March 17, 2022, for review and approval. Requests should be made in writing to: TandemMeetings@mcw.edu

For additional on-site assistance, such as receiving and unpacking conference materials, setting up displays and shipping, and arranging for satellite session rehearsal logistics, please contact the Tandem Meetings of ASTCT and CIBMTR (TandemMeetings@mcw.edu). Simple requests will be handled without additional charge.

Important Dates and Deadlines

**April 23-26, 2022**
2022 Tandem Meetings | Transplantation & Cellular Therapy Meetings of ASTCT and CIBMTR

**Friday, May 20, 2022**
- Full expense report due
- Faculty reimbursement form with full disclosure

**Friday, May 20, 2022**
- All invoices must be paid in full

Faculty/Speaker Deadlines

**Tuesday, March 1, 2022**
- Disclosure of Relevant Financial Relationships
- Recording Release Form

**Thursday, March 10, 2022**
- Slide submission Deadline