



2011 Society of Hospital Medicine Satellite Symposia Application Guidelines

The Society of Hospital Medicine (SHM) is pleased to offer the opportunity to hold satellite symposia during Hospital Medicine 2011 - SHM's Annual Meeting which will be held on May 10-13, 2011 at the Gaylord Texan Resort and Convention Center in Grapevine, TX.

The Society of Hospital Medicine's Annual Meeting is the premier event for healthcare professionals who specialize in hospital medicine. Our target audience includes Hospitalists, general internists, pediatricians, subspecialists, and family practitioners caring for hospitalized patients, whether in a community hospital or academic medical center. SHM has a maximum of six dinner, six breakfast, and two lunch slots available for programming. Although SHM does not guarantee the number in attendance, history demonstrates that between 60 and 80 people attend these CME programs.

Criteria for Application:

If you would like to be considered for a satellite symposium program you will need to complete the enclosed "Request for Satellite Symposium" application and attach a complete description of the symposium including:

- a. Program Title
- b. Program Description
- c. Target Audience
- d. Learning Objectives
- e. Proposed Program/Agenda
- f. Names, affiliations and contact information of proposed faculty (We request that at least one hospitalist be included on the faculty. SHM Board members and HM2011 faculty are not eligible to serve as symposia faculty.)
- g. Name of sponsoring organization/company providing the educational grant in aid. Funding must be approved before submission.

Application Fee:

Funding must be obtained before submission of application. A \$2,000 non-refundable application fee must be submitted at the time of your application submission. Please note that if your application is not accepted, you will receive a refund of your application fee. If your application is accepted, your application fee will be applied toward your symposia fee (see fee schedule).

Applications are due by February 4, 2011.

SHM requires that all satellite symposia be CME certified and presented in an objective, scientifically rigorous and balanced manner. The symposium cannot promote a specific drug product, or any devices. In addition, the proposed objectives should clearly meet the educational needs of SHM members and our target audience.

Space for satellite symposia is limited. SHM will only consider complete applications.

Review Process:

Satellite symposia requests will be reviewed by representatives of SHM's Education and Annual Meeting committees. Acceptance will be based on topic and scientific content and notification will be provided in writing by February 28, 2011. **Payment balance (minus the application fee) will be due March 23, 2011.**

If accepted, every effort will be made to honor the applicant's first choice of time slots (see Symposia and Fee Schedule). If the assigned time slot is not acceptable, the applicant has the option of withdrawing the application within one week of the notification. In that event, the \$2,000 application fee will be refunded.

Please Note: A satellite symposium program may not be held during an SHM Annual Meeting event. In addition, any faculty member participating in Hospital Medicine 2011 may not participate in a satellite symposium as faculty.

Symposia and Fee Schedule

The following time slots are available for satellite symposia:

Tuesday, May 10, 2011

Dinner: 6:00 p.m. – 8:00 p.m. (\$18,000)

Wednesday, May 11, 2011

Breakfast: 6:00 a.m. – 7:45 a.m. (\$15,000)

Dinner: 7:00 p.m. – 9:30 p.m. (\$20,000)

Thursday, May 12, 2011

Breakfast: 6:00 a.m. – 7:45 a.m. (\$15,000)

Dinner: 7:00 p.m. – 9:30 p.m. (\$20,000)

Friday, May 13, 2011

Breakfast: 6:00 a.m. – 7:45 a.m. (\$15,000)

Lunch: 1:00 p.m. – 3:00 p.m. (\$18,000)

Benefits:

- Opportunity to address the hospital medicine community, the fastest growing segment of healthcare providers.
- Reservation of function space at the Gaylord Texan Resort, the SHM Annual Meeting host hotel.
Please note: Attendee registration, audio-visual, and food and beverage arrangements are the responsibility of the organizer.
- Inclusion of organizer's invitation in tote bag. Bags will be distributed to all attendees at registration.
All invitations/brochures are the responsibility of the organizer and must be approved by SHM prior to distribution.
- Two (2) signs promoting the event will be allowed onsite. One (1) outside the satellite symposia meeting room and one (1) to be designated onsite.
Signage, including its creation and distribution is the responsibility of the organizer.
- One (1) complimentary pre-registration mailing list (in an Excel spreadsheet format) six weeks prior to the meeting.
- SHM signage at the information desk promoting all satellite symposia.
- Knowledgeable SHM staff at registration to provide registrants basic information regarding satellite symposia details (time, date, location).
- Listing of satellite symposia in HM11 Onsite Guide.

- Listing on the SHM website promoting the HM11 Satellite Symposium.

Additional Promotional Opportunities:

- Advertising opportunities are available in *The Hospitalist* or *Journal of Hospital Medicine*.
For more information and advertising rates contact: Frank Cox at PMI, 212-685-5010.
- Promotional information may be delivered via “Special Delivery” (i.e., room drops).
Contact SHM for hotel contact information and fees.
- Exhibitor opportunities are available. Booth representatives may distribute invitations/brochures in the exhibit space assigned to the sponsor. All pieces must be approved by SHM.

Use of the SHM Name, Insignia, Logo or Acronym:

The Society of Hospital Medicine name, insignia, logo and acronym are proprietary marks and may not be used in signs, advertising, or promotions in any media or product literature related to satellite symposia. This rule applies before, during, and after the meeting, unless prior written approval has been received from SHM.

Responsibilities Upon Approval:

- A Non-Refundable fee (See Symposia and Fee Schedule) for holding a satellite symposium must be received by SHM no later than **Wednesday, March 23, 2011**.
- The final program must be submitted for review and approval, including the faculty listing, session objectives and CME accreditation statement listing the number of CME credits being offered.
- A copy of the letter of agreement between the accredited provider and pharmaceutical company must be sent to SHM.
- Submission of the final invitation or flyers announcing the symposium must be submitted to SHM for approval prior to mailing.
- Upon conclusion of the program, a summary of the evaluations and a copy of the final list of attendees must be provided to SHM.

Please send symposia requests or direct your questions to:

Theresa Jones
Society of Hospital Medicine
1500 Spring Garden Street, Suite 501
Philadelphia, PA 19130
Tel: 267-702-2653
Fax: 267-702-2690
800-843-3360 Toll-free
Email: tjones@hospitalmedicine.org



Hospitalists. Transforming Healthcare.
Revolutionizing Patient Care.

**Society of Hospital Medicine
Hospital Medicine 2010**

**May 10-13, 2011 • Dallas, TX
Gaylord Texan Resort and Convention Center**

REQUEST FOR SATELLITE SYMPOSIUM

*To be considered for approval of a Satellite Symposium, please complete and return this form along with your ***\$2,000 application fee** and all required information by **February 4, 2011**. Incomplete applications will not be processed.*

(Please Print or Type)

Title of Function: _____

CME Provider: _____

Contact: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____

Third Party Organizer (if applicable):

Contact: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____

Commercial Supporter: _____

Contact: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____

Please indicate your preference for date and time:

First Choice

Second Choice

Third Choice

****Please note that your application will be considered incomplete if we do not receive your \$2,000 application fee at the time of submission.***

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Email: tjones@hospitalmedicine.org

For questions please call toll-free at 800-843-3360 or email tjones@hospitalmedicine.org