



Application for Non-Industry-Sponsored Satellite Activities

Held Concurrently with the STS Annual Meeting

See Attachment A for guidance on Non-Industry-Sponsored Satellite Activities

No applications will be considered on or after December 29, 2017.

Organization Requesting Space: _____

Primary Contact: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail: _____

LOCATION:

Hilton Fort Lauderdale Marina, Embassy Suites, and Fort Lauderdale Marriott Harbor Beach Resort & Spa will be used for satellite activities.

Activity's Purpose: _____

Number of Attendees Anticipated: _____

Activity Type: Please check one:

Breakfast _____ Lunch _____ Dinner _____ Reception _____ Other (please explain) _____

SETUP REQUIREMENTS:

Conference _____ U-Shape _____ Hollow Square _____ School Room _____

Theater _____ Rounds _____ Cocktail Rounds _____ Stage _____

Standing Lectern _____ Table Lectern _____ Head Table # people _____ AV required _____ Attached Diagram: _____

Other: _____

REQUESTED DATE AND TIME: Please check one.

_____ Saturday, January 27	7:00 p.m. – 10:00 p.m.	_____ Tuesday, January 30	6:00 a.m. – 7:00 a.m.
_____ Sunday, January 28	6:00 a.m. – 7:30 a.m.	_____ Tuesday, January 30	5:45 p.m. – 10:00 p.m.
_____ Monday, January 29	5:30 a.m. – 6:30 a.m.	_____ Wednesday, January 31	5:30 a.m. – 6:30 a.m.
_____ Monday, January 29	7:00 p.m. – 10:00 p.m.	_____ Wednesday, January 31	12:00 p.m. – 6:00 p.m.

*STS reserves the right to modify meeting times and will notify the primary contact if this occurs.

APPLICATION WILL NOT BE PROCESSED IF THE ABOVE REQUESTED INFORMATION IS NOT COMPLETE.

By signing this Application, I represent and warrant that I am authorized to act on behalf of the organization planning this activity specified below with respect to this Application; that all information provided on this Application is complete and accurate to the best of my knowledge; that I have read the accompanying guidance on Non-Industry Sponsored Satellite Activities Held Concurrently with the STS Annual Meeting (Attachment A); and that if this Application is approved by STS, the activity described herein will be conducted in accordance with the terms of said guidance and the entity specified below will comply with all associated requirements.

ORGANIZATION PLANNING THE ACTIVITY

ORGANIZATION NAME

DULY AUTHORIZED REPRESENTATIVE NAME/TITLE

DULY AUTHORIZED REPRESENTATIVE SIGNATURE

DATE

FOR STS USE ONLY:

APPROVED: _____ DATE: _____ HOTEL: _____ ROOM: _____

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Applications should be returned to:
Samantha McCarthy
Industry Relations Manager
The Society of Thoracic Surgeons
633 N. Saint Clair St., Floor 23
Chicago, IL 60611
(312) 202-5869
(312) 202-5801 (fax)
smccarthy@sts.org

Non-Industry-Sponsored Satellite Activities

Held Concurrently with the STS Annual Meeting

Overview

The Society of Thoracic Surgeons (STS) has established a process that allows non-industry-sponsored activities, including business meetings and social events, to be held in conjunction with the STS Annual Meeting. This guidance has been developed to facilitate overall meeting planning and for the benefit of STS members. Non-industry-sponsored satellite activities that take place concurrently with the STS Annual Meeting (i.e., between January 27-31, 2018) and are targeted at STS meeting attendees must adhere to the guidance provided in this document. In addition, please note that non-industry-sponsored satellite activities may not take place within 48 hours before or after this period without prior STS written approval.

General Rules

1. Activities designed by or on behalf of third parties for attendance by STS Annual Meeting attendees are considered satellite activities. There can be no implication in any promotional materials, handouts, or enduring materials that these activities are planned, sponsored, or endorsed by STS absent special arrangements with, and prior written approval of, STS.
2. Satellite activities must be offered during times allotted by STS (refer to application on page 1). STS has sole discretion to assign space for all activities at its meetings. Space will be assigned on a first-come, first-served basis. Event must be contained within the room assigned.
3. All satellite activities offered to STS meeting attendees must be held in hotels in which STS has contracted meeting space unless a waiver is granted in writing by STS.
4. Sponsors of satellite activities may use the full time allotted or a reduced amount of time, but may not exceed the scheduled time.
5. Once STS approves the satellite activity, the provider, event title, content, date, and time as approved by STS for the event may not change without STS written approval.
6. Organizers of satellite activities are solely responsible for making all appropriate financial arrangements for their activity. All expenses associated with the event, including room rental (if applicable), setup, cleanup, food & beverage, A/V, electrical, telephone, shipping, etc., are the sole responsibility of the sponsor of the activity.
7. STS is not responsible for multiple organizations offering programs at the same time and/or addressing the same topic.
8. The STS name, logo, and other intellectual property may not be used as a part of any of the non-industry-developed activity announcement, including e-mail, sign, publication, or other material, without the prior written approval of STS.

9. All invitations, promotional materials, and other materials related to the activity, printed or electronic, must clearly and prominently include the following statement: **“This activity will be held in conjunction with the STS Annual Meeting. It is not part of the official scientific program of STS.”**
10. STS does not provide Continuing Medical Education credit for satellite activities. Any satellite activities that offer CME must comply with ACCME requirements.
11. Satellite activities consisting in whole or in part of educational sessions require the following statement to be clearly and prominently displayed on the syllabus and on all other promotional and other related materials, print or electronic: ***“Continuing Medical Education (CME) credit for this event is not offered by STS.”***

Application Process

Please be thorough and detailed when completing the attached Non-Industry-Sponsored Satellite Activities Application. Once a completed application is submitted, the proposal will be referred to relevant staff for review. The requesting organization will be advised in writing as to whether the application is approved.

Information on approved non-industry-sponsored satellite activities will be forwarded to the hotel. After notification of meeting room assignment, the non-industry sponsor of the satellite activity will work directly with the hotel to manage all meeting needs.

In the event that STS approval is not granted, STS will not be responsible for canceling any arrangements that may have been made by the applicant in connection with the proposed event. In addition, STS will not be responsible for any costs incurred for the proposed event.

Requests for non-industry-sponsored satellite activities should be submitted to:

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