



# National Association of Neonatal Nurses

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## NANN OFFICIAL SATELLITE PROGRAM GUIDELINES FOR SATELLITE SYMPOSIA - 2020

The National Association of Neonatal Nurses (NANN) invites you to submit a proposal for a commercially supported satellite symposium to take place during NANN's Annual Conference. Both CNE and non-CNE symposia proposals will be considered and reviewed by the NANN Annual Conference Committee, and evaluated based on the quality of the proposed programs and their relevance to the neonatal community. CNE proposed programs must demonstrate scientific rigor and objectivity and be free of commercial bias for or against any product.

The satellite program is the exclusive venue for educational programs supported by grants from industry in dedicated time slots during the NANN Annual Conference. Satellite symposia will be scheduled during hours that do not compete with other scheduled NANN programs or social activities, over the official meeting dates. The NANN Annual Conference Committee will determine available times for satellite symposia.

*No other educational programs or social events sponsored or supported by any other organization and directed at the same audience may be offered over the official dates and times of the NANN Annual Conference.*

Criteria for acceptance of a proposal include the following:

- The topic is timely and of broad interest to the NANN membership and the audience of neonatal community
- The topics for CNE symposia were developed in accordance with ANCC criteria and *Commercial Support Guidelines*; and, the content is free of commercial bias for or against any product
- The proposed program, if designated for CNE, is credited by an ANCC accredited sponsor
- Non-CNE credit symposia will be considered pending program committee approval

The number of satellite symposia that may be accepted will be determined by the Annual Conference Committee based on available space and program hours, and the quality of the proposals received. NANN may decline to accept any proposals at its discretion.

The process for submission, selection, and conduct of satellite symposia is described below.

**Application form:** Page 5 and 6

**Official meeting dates:** Wednesday, October 21, 2020 – Friday, October 23, 2020

## **Timeline**

<b>9/23/20</b>	NANN to make available mailing list for meeting pre-registrants (4 weeks out from meeting)
<b>9/23/20</b>	Draft copy of invitation and promotional materials submitted to NANN for approval <b>NANN to provide member mailing list upon request</b>
<b>9/30/20</b>	When applicable, fully signed and executed agreement between accredited provider, funding source, and if applicable, third party company.
<b>9/30/20</b>	Pre-recorded sessions to be submitted to NANN for approval and posting.
<b>10/21/20</b>	<b>NANN Annual Conference opens</b>
<b>11/11/20</b>	Summary of activity evaluations to NANN post-conference

## **Proposal submission and approval process**

1. Organizations wishing to present a satellite symposium at the NANN Annual Conference may do so by completing the attached proposal form. One proposal per commercial supporter.
2. The NANN Annual Conference Committee will evaluate and rate all proposals. Rating will be based on overall quality, scientific merit and broad-based appeal.
3. CNE symposia content must demonstrate scientific rigor and objectivity and be free of commercial bias for or against any product.
4. CNE symposia must be credited by an ANCC accredited provider.
5. Applicants may not contact reviewers directly to provide additional information or to check the status of a proposal.
6. A proposal will be considered complete when it includes: the rationale for holding the symposium, learning objectives, complete agenda for the program, including proposed speakers and topics, synopsis of program content (session description) for publication on the NANN website and virtual platform, a description of how evaluation and CNE credits will be handled virtually, and contact information for the grantor, the ANCC accredited provider when applicable, a third party company that will be coordinating the activity (if separate from the CNE provider).

## **Program content and speakers**

1. CNE Satellite symposia must be designated for CNE credit through an ANCC accredited provider. As such, satellite symposia must comply with ANCC guidelines regarding objectivity and scientific rigor of program content, appropriate disclosure of commercial relationships and resolution of conflicts of interest, and activity evaluation.
2. The program cannot be changed once it has been approved by NANN.
3. All correspondence with satellite symposia speakers, including honoraria and expense reimbursement, will be the responsibility of the organizer of the satellite symposium.

## **Promotion**

1. NANN will list the Official Satellite Program, including brief synopses of each satellite symposium, on the NANN Annual Conference website and virtual platform.
2. All promotional materials related to the satellite symposia must be submitted to NANN for review and approval prior to publication, including: invitations, announcements, course syllabus, handouts, signs, flyers, web sites.
3. Use of the NANN logo on materials produced for the Satellite Symposia requires approval from NANN.
4. It is acceptable to use the following language on promotional materials to describe the satellite symposia: *“An official satellite symposium held in conjunction with the National Association of Neonatal Nurse’s Annual Conference”*

5. Please allow at least ten business days for NANN to review proposals.
6. NANN will provide the organizers of satellite symposia with one mailing for all NANN members. In addition, 4 weeks prior to the conference, NANN will provide a mailing list of the 2020 NANN conference pre-registered attendees for promotion of the symposia.

### **Event logistics and registration**

1. One person must be designated as the sole contact, from either the accredited provider or Third Party Company. NANN will deal directly with that one person. It is this organization's responsibility to share all information included in these guidelines with others involved in accrediting or managing the event.
2. All Commercial Satellite Symposia (CSS) will be listed on NANN's website and virtual conference platform.
3. Management of the event is the responsibility of the CSS organizer. Satellite symposia personnel must be available outside the scheduled start time of the event to handle registration and answer questions.
4. No sales activities may take place and no promotional materials may be distributed during the presentation.
5. Audio/video taping will be the responsibility of CSS organizer. \*
6. All expenses associated with the production and recording of the presentation are the sole responsibility of the satellite symposium organizer.
7. A copy of all educational materials produced in conjunction with the satellite symposium should be submitted to NANN for reference purposes. This includes syllabus materials, handouts, web sites and any CNE enduring materials produced after the event.

### **Compliance**

Violation of these guidelines may result in the cancellation of the symposium.

### **Educational grants**

- A letter of agreement between the supplier supporting the satellite program, accredited provider, and if applicable, a third-party company, stating the purpose and terms of the grant must be signed by both parties.
- The total fee to participate in the satellite program is \$18,000, payable to the National Association of Neonatal Nurses.

### **NANN contact**

Please direct all inquiries to:

Michele Gallas  
Sr. Manager, Professional Relations and Development  
National Association of Neonatal Nurses  
8735 W. Higgins Road, Suite 300  
Chicago, IL 60631  
847/375-4853  
Fax: 888/374-7259  
mgallas@nann.org



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**PROPOSAL FOR SATELLITE SYMPOSIUM**

**Instructions:**

- Proposals may be submitted electronically or in hard copy.
- Handwritten proposals will not be accepted.
- To be considered complete, applications must include information for each numbered element listed below.
- Please refer to the included “Guidelines for Satellite Symposia” when preparing your submission.
- Email proposal to [mgallas@nann.org](mailto:mgallas@nann.org) or fax to Michele Gallas at 888.374.7259

**Application Elements**

- 1. Symposium title**
- 2. Rationale for presenting this topic**
- 3. Evidence of need for this activity**
- 4. Synopsis** (brief description of program as it would appear in NANN program book and Web site)
- 5. Describe how this activity will be conducted, including program outline and presentations formats**
- 6. Expected outcomes** (educational objectives)
- 7. Describe how marketing for this activity will be conducted and how the activity will be evaluated**
- 8. Proposal submitted by:**

**Commercial Supporter:**

Designated contact name:  
Address:  
City, State, Zip:  
Phone:  
Fax:  
Email:

**CNE provider** (when applicable):

Designated contact name:  
Address:  
City, State, Zip:  
Phone:  
Fax:  
Email:

**Third Party Company** (when applicable):

Designated contact name:  
Address:  
City, State, Zip:  
Phone:  
Fax:  
Email:

**9. Submit grant invoice to:**

**10. Date submitted:**

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Please submit completed application to:

Michele Gallas, Sr. Manager, Professional Relations  
[mgallas@nann.org](mailto:mgallas@nann.org)  
847.375.4853  
Fax: 888.374.7259