



**National
Association of
Neonatal
Nurses**

**NANN
33rd Annual Educational Conference
October 11-14, 2017
Rhode Island Convention Center
Providence, RI**

**NANN OFFICIAL SATELLITE PROGRAM
GUIDELINES FOR SATELLITE SYMPOSIA - 2017**

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 Educational Conference. Both CNE and non-CNE symposia proposals will be considered and reviewed by the NANN Program Planning 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 breakfast, Lunch or dinner hours that do not compete with other scheduled NANN programs or social activities, over the official meeting dates. The NANN Program 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 Educational Conference in the same city as the NANN meeting.

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 Program Planning 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 11 – Saturday, October 14, 2017

Timeline

6/26/17	When applicable, fully signed and executed agreement between accredited provider, funding source, and if applicable, third party company.
7/11/17	NANN Program Book advertising deadline (<i>optional, additional fee</i>)
9/4/17	Room drop submission deadline - no larger than an 8 ½" x 11", quantity 1,000 (<i>optional, additional fee</i>)
9/13/17	NANN to make available mailing list for meeting pre-registrants (4 weeks out from meeting)
9/13/17	Draft copy of invitation and promotional materials submitted to NANN for approval NANN to provide member mailing list upon request
9/18/17	NANN to make available logistical information packet, including: AV equipment list, floor diagram, menus, and hotel contacts
9/21/17	Requests due for additional audiovisual equipment, audience response system, etc.
10/11/17	NANN Annual Educational Conference opens
10/27/17	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 Educational Conference may do so by completing the attached proposal form. One proposal per commercial supporter.
2. The NANN Program Planning 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 in the NANN program book and Web site, a description of how evaluation and CNE credits will be handled on site, 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, in the NANN Annual Educational Conference Program Book and its Web site.

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 33rd Annual Educational 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 2017 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. NANN will assign a meeting room for your event at the meeting facility. Room assignment and facility contact will be available to you six weeks prior to the meeting.
3. A registration table, easels and rope and stanchion will be provided outside the session room. No other furniture, display units, banners or unapproved signage may be placed outside the room without NANN approval
4. All Commercial Satellite Symposia (CSS) will be listed on a meter panel located outside the session room and on the CSS walls located in a highly trafficked area of the convention center and in the NANN registration area.
5. Space will also be allocated for a maximum of 4 signs (maximum size: 28” x 44”) for the satellite symposia. Timing and placement of signs will be determined by NANN:
 - 2 signs will be placed on the CSS walls 24 hours in advance of your session
 - One sign will be placed outside of the session
 - One sign will be placed in a prominent area to be approved by NANN to help drive traffic to your CSS.
 - All signs will be produced by the CSS organizer and given to NANN on site for distribution.
 - Additional signage is not allowed.
 - Organizers are responsible for removing signage and meeting handouts, etc. at the conclusion of the CSS.
6. Meeting rooms designated for satellite symposia will be set with round tables, banquet style. No buffet set up will be allowed without prior permission from NANN.
7. A minimum of 200 should be budgeted for food and beverage. Guarantees should be based on your preregistration numbers and/or past attendance at similar events.
8. NANN may require you to change your menu based on other events within the meeting.
9. The symposium and all food and beverage must be kept contained within the assigned meeting room and the assigned time frame.
10. Onsite management of the event is the responsibility of the organizer. Satellite symposia personnel must be available outside the session room one hour prior to the scheduled start time of the event to handle registration and answer questions.
11. Two lead retrieval units will be provided 1-hour prior to the scheduled time of the CSS.
12. No sales activities may take place and no promotional materials may be distributed in the meeting room or the registration area.
13. Audio/video taping will be the responsibility of symposium organizer.
14. NANN requires that you use the designated audio/visual contractor for this meeting, MAC Productions. A detailed AV equipment list and diagram will be provided and is included in the

cost for the CSS. You have approval to bring in your own Producer and to order additional equipment for additional cost.

15. All expenses associated with room set-up and clean up, food and beverage, electrical excluding staging and AV), telephone, shipping, etc., are the sole responsibility of the satellite symposium organizer.
16. 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:

Brian Fitzgerald, CEM
Senior Manager, Professional Relations and Development
National Association of Neonatal Nurses
8735 W. Higgins Road, Suite 300
Chicago, IL 60631
847/375-4751
Fax: 888/374-4763
bfitzgerald@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 bfitzgerald@nann.org or fax to Brian Fitzgerald 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:

Please submit completed application to:

Brian Fitzgerald, Senior Manager, Professional Relations

bfitzgerald@nann.org

847.375.4751

Fax: 888.374.7259