

## GUIDELINES FOR INDUSTRY-SPONSORED SATELLITE EVENTS

As a commercial supporter of VIVA and/or The VEINS, your company can apply to host educational sessions that enhance the overall conference experience by extending educational offerings. Satellite sessions may be held only during the session times outlined below. Sessions outside of these times are not allowed. Designated satellite event space can be secured by completing the application. **Sessions will not be live streamed, but you may arrange that service through your A/V contact.**

	Available Sessions	Breakfast		Lunch		Evening	
VEINS	Saturday, November 2	1	\$12,500	3	\$19,500	-	-
	Sunday, November 3	-	-	2	\$22,500	-	-
VIVA	Sunday, November 3	-	-	1	\$22,500	2	\$12,500
	Monday, November 4	1	\$12,500	4	\$22,500	3	\$12,500
	Tuesday, November 5	1	\$12,500	3	\$22,500	-	-

These fees do not include food and beverage costs, which run between \$90-\$100 per person for lunch. VIVA reserves the right to add or remove timeslots based on overall attendance expectations. We recognize that Monday is the most requested timeslot; the audience size between Monday and Tuesday lunches are comparable. **Premier suite lunches will run concurrently. If you are a suite holder, you can request to host lunches each day.** We plan to offer a maximum of 6 total lunches each day.

Below you will find relevant logistical information including components provided by VIVA conference management and those for which you are responsible.

**Room capacity:** Session rooms can accommodate approximately 50 people for VEINS and 75 people for VIVA. Rooms will be set primarily classroom style with some theatre seats and food and beverage in the rear of the room. VIVA cannot guarantee or approximate audience size. The content of your session will drive attendance.

**Eligibility:** Only commercial supporters are eligible to apply. For information on supporting VIVA with an educational grant, please contact Christopher Ebbe at [cebbe@viva-foundation.org](mailto:cebbe@viva-foundation.org). Timeslots may not be shared with non-commercial supporters.

**Application and Notification:** Meeting space will fill up quickly, so we urge you to apply early, but no later than July 11. Space assignments are on a first-come, first-served basis. Applications received after the deadline will not receive complete posting benefits. **Because applications are based on submission date, we anticipate filling all slots by mid-June.**

We will notify the primary contact listed on the application upon receipt of the application. Notification of approval, A/V contact, space assignment, and hotel catering contact will be sent no later than July 11. All space assignments are final. Additional uploads (e.g., artwork) and payment will be completed in the VIVA Exhibitor Portal. The deadline is September 10 for title and payment. After that date, you may not be listed in course materials.

## SATELLITE SYMPOSIUM FACULTY REQUIREMENTS

Faculty and course directors from VIVA and The VEINS as well as non-VIVA faculty may be invited to speak; any arrangements made for faculty (e.g., honoraria, travel, lodging, and/or registration to attend VIVA) are the responsibility of the host. Badges for faculty are not required to enter satellite rooms. The decision to participate is at the discretion of the individual faculty member. The VIVA faculty list is available on the conference website at [www.viva-foundation.org/faculty](http://www.viva-foundation.org/faculty).

Please contact your faculty directly to invite them to participate in a satellite event. If you confirm a VIVA faculty member, please let us know as soon as possible ([cebbe@viva-foundation.org](mailto:cebbe@viva-foundation.org)) so we can add your event to their schedule. We will do our best to inform you of any schedule conflicts.

## LOGISTICAL SUPPORT, IMPORTANT DATES, AND FEE STRUCTURE

VIVA will provide the following logistical and marketing support:

- Use of meeting room, standard A/V (LCD projector, screen, podium with microphone), head table (no mics), and technical support).
- Signage outside the room with a schedule of the week's events.
- One complimentary **group** e-blast designed to market **all** satellite symposia for your assigned day.
- Conference website posting of the event once we receive your title and faculty.

### Important deadlines

- July 11:** Application submission deadline; we anticipate filling all slots in mid-June, so please plan to submit as soon as possible.  
Session day and time confirmed.
- September 10:** Session titles and faculty are due for review and approval.  
**Payment is due.**  
Last day to cancel with 50% refund.

If payment is not received by **September 10**, your space may be re-assigned.

Programs canceled by **September 10** will receive a 50% refund. Programs canceled after that date will not be refunded. Any hotel costs associated with cancellation of the satellite event are to be covered by the host.

### Meal Planning and Fees

Satellite session fees do not include food and beverage. For lunch sessions, a standard hot buffet or box lunch menu is the only approved meal option for symposia. Menus will be sent upon confirmation through your catering manager. A minimum order of 55 is recommended for VIVA events and 45 for VEINS. Meals and payment may be arranged directly through your catering manager, whose name will be provided in the confirmation materials.

**Meals must be served inside your room.** In the event this is not possible, it is your responsibility to ensure your buffet is managed. VIVA is not responsible if attendees take food from your buffet but do not attend your session.

Evening and breakfast meal selections are at the discretion of the host. Orders should be placed directly with your assigned catering manager and paid directly to the hotel.

### Responsibility

It is the responsibility of all companies conducting satellite events to be in compliance with federal, state, and local laws pertaining to the labeling and marketing of medical devices and/or drugs, as well as abiding by all applicable association codes including, but not limited to AdvaMed, OIG, and PhRMA.

Neither VIVA nor the Academy for Continued Healthcare Learning (ACHL) is to be considered a co-sponsor of any satellite event. No VIVA/VEINS logos may be used during your session (e.g., on slide templates, course materials, marketing materials, podium signage, etc.). VIVA/The VEINS logos may not be used in any enduring materials such as recorded videos.

Hosts will be responsible for coordinating all other logistical aspects of the program and covering all extra costs associated with their event that are not included with the satellite event fee, including additional A/V, catering, CME accreditation, faculty coordination, and promotion (e.g., mailings, printings, and room drops).

### Agreement

I, the undersigned, am an authorized representative of the hosting company with the full power and authority to sign and deliver the attached application. The company listed on this application agrees to comply with the policies, rules and regulations contained herewith, and all amended policies, rules, and regulations.

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**Organization**

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**Representative Name**

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**Signature and Date**

**INDUSTRY-SPONSORED SATELLITE EVENT APPLICATION AND AGREEMENT**

**Primary contact:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Third party planning company if applicable:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Rules and Regulations**

- Payment in full is due by **September 10, 2024**, through the Exhibit and Marketing Portal. In the event of cancellation, a 50% refund will be issued if VIVA is notified by **September 10**; no refund will be issued after this date.
- Your session title is due by **September 10** via the Exhibit and Marketing Portal.
- The company agrees to comply with the guidelines set forth in the "Industry-sponsored Satellite Events."
- All materials including final, approved program title, faculty, and invitation piece must be submitted through your Exhibit and Marketing Portal Account by **September 10**.

Will the symposium be CME accredited?       YES       NO

**Please indicate your top 3 preferred dates and times for hosting a satellite event:**

**THE VEINS**

**Breakfast Symposium - \$12,500**  
\_\_\_\_\_ Saturday, November 2

**Lunch Symposium - \$19,500**  
\_\_\_\_\_ Saturday, November 2

**Lunch Symposium - \$22,500**  
\_\_\_\_\_ Sunday, November 3

**VIVA**

**Breakfast Symposium - \$12,500**  
\_\_\_\_\_ Monday, November 4  
\_\_\_\_\_ Tuesday, November 5

**Lunch Symposium - \$22,500**  
\_\_\_\_\_ Sunday, November 3  
\_\_\_\_\_ Monday, November 4  
\_\_\_\_\_ Tuesday, November 5

**Evening Symposium - \$12,500**  
\_\_\_\_\_ Sunday, November 3  
\_\_\_\_\_ Monday, November 4

Comments: \_\_\_\_\_

You will be contacted once your application has been received. For conference information, please visit our website at [www.viva-foundation.org](http://www.viva-foundation.org) or contact Madison Arpin at [marpin@viva-foundation.org](mailto:marpin@viva-foundation.org).

**Please upload this form to the Exhibit and Marketing Portal. Applications will be considered in order of submission.**

**Deadline for all applications is July 11, but earlier submission is strongly encouraged.**

