



**National  
Association of  
Neonatal  
Nurses**

**NANN  
26<sup>th</sup> Annual Educational Conference  
September 19 – 22, 2010  
Las Vegas, NV**

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**NANN OFFICIAL SATELLITE PROGRAM  
GUIDELINES FOR SATELLITE SYMPOSIA—2010**

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. Proposals will be reviewed by the NANN Program Committee, and evaluated based on the quality of the proposed programs and their relevance to the neonatal community. The 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 during dedicated time slots during the NANN Annual Conference. Satellite symposia will be scheduled during breakfast or dinner hours that do not compete with other scheduled NANN programs or social activities, over the official meeting dates of September 19 – 22, 2010. 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.*

The NANN Program Committee will review all proposals submitted by industry that are complete and submitted by the published deadline. 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 topic was 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 is designated for CE credit by an ANCC accredited sponsor
- Non-CE credit symposia will be considered pending program committee approval

The number of satellite symposia that may be accepted will be determined by the Program 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 of this PDF

**Official meeting dates:** Sunday, September 19 – Wednesday, September 22, 2010

## **Timeline**

|                 |   |
|-----------------|---|
| <b>07/28/10</b> | When applicable, fully signed and executed agreement between accredited provider, funding source, and if applicable, third party company. |
| <b>07/30/10</b> | NANN Program Book advertising deadline ( <i>optional, additional fee</i> )  |
| <b>08/10/10</b> | Draft copy of invitation and promotional materials submitted to NANN for approval<br>NANN to provide member mailing list                  |
| <b>08/20/10</b> | Room drop submission deadline (no larger than an 8 ½” x 11” - quantity 1,000<br>( <i>optional, additional fee</i> )                       |
| <b>08/26/10</b> | NANN to provide mailing list for meeting pre-registrants (4 weeks out from meeting)   |
| <b>09/01/10</b> | NANN to provide logistical information packet, including: AV equipment list, floor diagram, menus, and hotel contacts;                    |
| <b>09/01/10</b> | Requests due for additional audiovisual equipment, audience response system, etc.   |
| <b>09/19/10</b> | <b>NANN Annual Educational Conference opens</b>   |
| <b>11/16/10</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 Educational Conference may do so by completing the attached proposal form. One proposal per commercial supporter.
2. The NANN Program Committee will evaluate and rate all proposals. Rating will be based on overall quality, scientific merit and broad-based appeal.
3. The content must demonstrate scientific rigor and objectivity and be free of commercial bias for or against any product.
4. CE 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 CE 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 CE provider).

## **Program content and speakers**

1. CE Satellite symposia must be designated for CE 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. Usage of the NANN logo on materials produced for the Satellite Symposia requires permission 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 26th Annual Educational Conference”*
5. Please allow at least **five business days** for NANN to turn around approvals.
6. NANN will provide the organizers of satellite symposia with one set of mailing labels for all NANN members. In addition, 4 weeks prior to the conference NANN will provide a mailing list of the 2010 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 provided to you 2 months 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.
4. Space will also be allocated for a maximum of 4 signs (22’ x 28’) for the satellite symposia. Placement of signs will be determined by NANN.
5. 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.
6. A minimum of 400 should be budgeted for food and beverage. Guarantees should be based on your preregistration numbers and past attendance at similar events.
7. NANN may require you to change your menu based on other events within the meeting.
8. The symposium and all food and beverage must be kept contained within the assigned meeting room and the assigned time frame.
9. The satellite symposium organizer is responsible for handling pre-registration and onsite management of the event. Satellite symposia personnel must be available outside the session room an hour prior to the scheduled start time of the event to handle registration and answer questions.
10. No sales activities may take place and no promotional materials may be distributed in the meeting room or the registration area.
11. Audio/video taping will be the responsibility of symposium organizer.
12. 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 a flat fee of \$3,000 charged to organizer. You have approval to bring in your own Producer and to order additional equipment for cost.
13. All expenses associated with room set-up and clean up, food and beverage, electrical, telephone, shipping, etc., are the sole responsibility of the satellite symposium organizer.
14. 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 CE 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 corporate member 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 fee to participate in the satellite program is \$12,000, payable to the National Association of Neonatal Nurses.

### **NANN contact**

Please direct all inquiries to:

Brian Fitzgerald  
Senior Manager, Professional Relations  
National Association of Neonatal Nurses  
4700 W. Lake Avenue  
Glenview, IL 60025  
847/375-4751  
Fax: 888/308-7583  
[bfitzgerald@connect2amc.com](mailto:bfitzgerald@connect2amc.com)



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**PROPOSAL FOR SATELLITE SYMPOSIUM**

**Instructions:**

- Proposals may be submitted electronically or in hard copy.
- Proposals must be typed. Handwritten proposals will not be accepted.
- To be considered complete, applications must include information for each numbered element listed below.
- Please refer to the attached “Guidelines for Satellite Symposia” when preparing your submission.
- Email proposal to [bfitzgerald@connect2amc.com](mailto:bfitzgerald@connect2amc.com) or fax to Brian Fitzgerald at 888/308-7583.

**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 registration for this activity will be conducted and how the activity will be evaluated**
- 8. Proposal submitted by:**

**CE provider:**

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

**Commercial Supporter:**

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

**Third Party Company:**

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

**Registration information:**

*Information on how participants may pre-register for this activity (to be used in the event that the proposal is accepted)*

Company name:  
Contact (if applicable):  
Phone registrations:  
Fax registrations:  
Email registrations:

**10. Submit grant invoice to:**

**11. Date submitted:**

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Please submit completed application to:

Brian Fitzgerald, Senior Manager, Professional Relations  
[bfitzgerald@connect2amc.com](mailto:bfitzgerald@connect2amc.com)  
Fax: 888.308.7583

