

Corporate Supported Symposia Application & Guidelines

Corporate Supported Symposia

are programs that are planned and conducted by the corporate community in conjunction with the American Society for Metabolic and Bariatric Surgery (ASMBS) Annual Meeting. Corporate Supported Symposia will be directed toward the ASMBS 2022 Annual Meeting (AM22) attendees. These events provide attendees with additional educational/informational opportunities. Program content and product information are the sole responsibility of the corporate sponsors. Symposia are scheduled to be conducted adjacent to scheduled AM22 scientific/educational sessions and will be held Sunday, June 5, Tuesday, June 7, and Wednesday, June 8. All symposia will take place at the Kay Bailey Hutchison Convention Center, 650 South Griffin Street, Dallas, TX 75202.

ASMBS cannot guarantee that similar topics will not be scheduled for other Corporate Support. **ASMBS reserves the right to offer a different time slot than requested if there is a conflicting activity being held by AM22.** This will ensure maximum potential attendance. Up to three corporate sessions may be scheduled during each of the following time slots:

- Sunday, June 5 5:30 - 7:30 PM
- Monday, June 6 6:45 - 7:45 AM
- Tuesday, June 7 7:30 - 9:30 PM
- Wednesday, June 8 6:45 - 7:45 AM
- Wednesday, June 8 6:30 - 8:30 PM

Symposium Application Fee: **\$25,000**

Guidelines

Application Organizations that want to conduct a corporate supported symposium must complete the application form and include a complete program description and agenda for review and approval. Only applications completed in full will be considered.

Review of applications Symposia will be reviewed and approved on a first-come, first-served basis. A letter of agreement from a pharmaceutical, device or medical education provider organization must accompany the submitted application. Applications without the authorization letter will not be reviewed.

Deadlines Applications, authorization letters and other required documentation must be received by **April 25, 2022.**

Eligibility Sponsoring organizations are not required to exhibit at AM22 in order to hold a Corporate Supported Symposium.

Notification Organizations will be notified as soon as possible, but no later than **May 9, 2022** regarding acceptance and placement of their Corporate Supported Symposia.

Endorsements ASMBS does not endorse or co-sponsor Corporate Supported Symposia.

Continuing education credits ASMBS does not provide continuing education credits for corporate symposia. If CME, CPE, or CEU credit is to be offered, the accredited provider must be listed on the application form.

Logistics Symposia organizers are responsible for all speaker invitations and fees, logistical arrangements, financing, continuing education credits, promotion other than those mentioned above or following, and all other aspects of the symposium.

Rules and policies for videotaping Audio or videotaping of your session is permitted. Selection of the vendor and all associated expenses are the responsibility of your company. AM22 will supply contact information for official vendors; however, you are not obligated to use these vendors. Planning companies will be responsible for providing certificates of insurance for any outside vendors per specifications of the facility.

Hotel reservations for sponsors Corporate Supported Symposia speakers and staff are responsible for booking their own hotel rooms for use during AM22. Rooms may be booked either through the AM22 website or separately.

Use of the ASMBS name ASMBS must review and approve all promotional and program materials if the event name or the ASMBS name is to be used. All uses of the event and the ASMBS name must be approved prior to dissemination. **THE USE OF THE ASMBS LOGO IS NOT PERMITTED ON YOUR PROGRAM MATERIALS.** However, you may use the AM22 logo, which will be provided upon acceptance of symposium. One of the following phrases must accompany any use of AM22 logo: 1) while attending AM22, OR 2) being held in conjunction with AM22.

Benefits

- Complimentary one-time use of the meeting pre-registered attendee email/ mailing list through a bonded mail house. ASMBS must review and approve all pieces prior to sending. To comply with GDPR and other privacy rules, international attendees and those who opted-out will be removed from the list.
- Dedicated event web page for the supported symposium on the AM22 website, complete with the option to include an event registration link.
- Corporate Supported Symposia will be listed on the AM22 website, in promotional materials, in the mobile app, and onsite at the meeting.
- All symposia will be promoted on an AM22 produced sign to be displayed within the hotel. The sign will include date, location, program title, educational provider, and supporting company if provided by specified production deadline.

Applications must be completed in their entirety upon submission. ASMBS must receive program title, description, proposed speakers and a program agenda prior to review of the application. Incomplete applications will not be considered. A letter of agreement from the supporting/sponsoring pharmaceutical, device or provider organization must accompany submitted applications. Applications without the authorization letter will not be reviewed.

Applications are due by April 25, 2022.

Applications submitted after this date can be accepted as long as space is available. You will receive email notification confirming receipt of your application within five business days. Acceptance letters will be mailed by **May 9, 2022.**

Don't miss this opportunity to connect with the leading players in the field of obesity from world-renowned speakers, researchers and clinicians to advocates, policymakers and educators

Name of Company Supporting Program

Primary Contact Name

Address

City/State/Zip

Phone

Email

Name of Company Planning Program

(A primary contact must be listed. This person will be main point of contact for all aspects of the program.)

Primary Contact Name

Address City/State/Zip

Phone Fax

Email

Program Information**

Program Title

Proposed Faculty / Speaker

Program Description (Must be 100 words or less)

Anticipated Attendance

Room Set-up: Classroom Theater Rounds Crescent Rounds

***If there are any changes in the title, description, or speakers please contact your Morgan Matlock, Grants, Sponsorships and Exhibits Manager at Morgan@asmbs.org. Printing deadlines will be provided. Changes received after print deadlines will NOT be included in the onsite publications.*

***Notify Morgan Matlock at Morgan@asmbs.org to make any changes to the ASMBS website and Pocket Guide.*

Obesity professionals from around the world gather to discuss and disseminate the state-of-the-art information on obesity research and clinical care.

CME/CPE/CEU

Accredited Provider

The following is required for all CME/CPE/CEU programs.

Name of Company Accrediting Program

(A primary contact must be listed. This person will be main point of contact for all aspects of the program.)

Primary Contact Name

Address City/State/Zip

Phone

Email

Education Information

Summary of Needs Assessment with References and Desired Result

Learning Objectives

Evaluation Process (Please provide a description of the evaluation process and expected outcomes as related to the needs assessment.

Accreditation Statement

Disclosure Statement

AM22
provides essential
educational
and networking
opportunities
and forums
for increasing
knowledge,
stimulating
research, and
promoting better
treatment for those
affected by this
disease.

Date/Times Preference

Times are contingent upon the finalization of our educational program. Due to limited space availability, ASMBS cannot guarantee that similar topics will not be scheduled simultaneously. There will be up to three symposia per time slot and availability is subject to change. ASMBS reserves the right to offer a different time slot than requested if there is a conflicting activity being held by AM22 or one of the societies. This will ensure maximum potential attendance.

Please rank the following time slots in order of preference:

- _____ Sunday, June 5 5:30 - 7:30 PM
_____ Tuesday, June 7 6:45 - 7:45 AM
_____ Tuesday, June 7 7:30 - 9:30 PM
_____ Wednesday, June 8 6:45 - 7:45 AM
_____ Wednesday, June 8 6:30 - 8:30 PM

Room assignment for symposia is the sole responsibility of AM22. Planning organizations may not negotiate room space with hotels/convention center. All space assignments are final. AM22 reserves the right to change meeting-space assignments based on final numbers for the group.

Logistical Arrangements: All food and beverage, hotel reservations, speaker ready rooms, and logistical arrangements are the responsibility of the symposia supporter/sponsor. Upon acceptance of the symposium, AM22 will provide the facility contact information to the symposium supporter/sponsor's primary contact. AM22 assumes no responsibility for any of the following: hotel reservations, additional room rental, food and beverage charges, audiovisual equipment fees, service charges associated with symposia room or equipment, speaker charges or arrangements, or credit designation or certification.

Invoice Information

Please complete the following information regarding invoicing. ASMBS will send the invoice to:

Contact Name

Name of Company

Address

City/State/Zip

Phone

Email

Invoices will be mailed once programs are approved and after May 9, 2022. Organizations that cancel confirmed programs after May 9, 2022 are subject to a \$5,000 cancellation fee. Payment is accepted by check, direct deposit, credit card and wire only.

For more information contact:

Morgan Matlock
14260 W. Newberry Road #418
Newberry, FL 32669

352.331.4900

Morgan@asmbs.org

Submit payment with invoice to:

American Society for Metabolic & Bariatric Surgery
Attn: Kim Carmichael AM22 - CSS
14260 W. Newberry Road #418
Newberry, FL 32669

[Submit Application Here](#)

Questions?

Contact

Morgan Matlock
352.331.4900
Morgan@asmbs.org