



American Society for Nutrition
Excellence in Nutrition Research and Practice
www.nutrition.org

**Sponsored Satellite Programs at
ASN's 2016 Scientific Sessions & Annual Meeting
April 2 – 6, 2016 • San Diego Convention Center • San Diego, CA**

About the American Society for Nutrition

Established in 1928, the American Society for Nutrition (ASN) is a non-profit, multidisciplinary, scientific and educational organization. Our 5,000-plus members in more than 80 countries advance nutrition research to improve public health. ASN promotes collaboration among investigators in nutrition, medicine and related fields of science, and encourages the creation, translation and dissemination of nutrition knowledge.

About ASN's Scientific Sessions and Annual Meeting

The Scientific Sessions and Annual Meeting convenes more than 3,000 scientists and clinicians from around the world to analyze and share timely and significant advances in nutrition-related basic science and clinical, translational and public health research. Attendees choose from over 2,000 original presentations which include scientific and educational sessions; oral and poster presentations; special lectures and addresses delivered by some of the most recognized names in the field of nutrition, networking events, and sponsored satellite programs.

Opportunities for Sponsored Satellite Programs

Sponsored Satellite Programs provide an opportunity for external groups – industry, trade organizations, government, other scientific societies, etc. – to share and discuss research findings with the nutrition science community in conjunction with American Society for Nutrition (ASN) scientific meetings. Sponsored Satellite Programs provide attendees with additional educational/informational opportunities. Revenue from these events is used to support ASN education and professional development activities.

Sponsored Satellite Programs are not considered part of the official ASN program, and ASN does not endorse the content presented or their proceedings, publications, etc. Proposals for Sponsored Satellite Programs are peer-reviewed by ASN's Scientific Program Committee. Criteria for acceptance include:

- Programs must be objective and balanced.
- Content must contribute to the field of nutrition science.
- Programs must meet the educational needs of meeting attendees and complement the science program.
- Program descriptions and accompanying materials must be science-based and not promotional in nature.

Program Description Example:

Nutrition and Physical Activity: Impacts on Cognitive Function Across the Lifespan

The role of nutrition in the development of the brain in early life as well as its impact on cognitive functions, mental performance and behavior throughout life is a hot topic in nutrition research. This program will review approaches to improve cognitive development in early life and prevent cognitive decline in later life. Emerging data will be presented demonstrating how dietary components and physical activity impact various cognitive outcomes, such as learning, memory, executive function and academic achievement. Novel imaging modalities for assessing brain structure and function, including fMRI, will be discussed, and opportunities to assess the combined impact of diet and physical activity on cognitive functions will be highlighted.

Guidelines

1. External groups (hereafter referred to as “satellite organizers”) interested in conducting a Sponsored Satellite Program must complete this application form and include a complete program description and agenda for review and approval.
2. Content and Conduction of Program:
 - a) Programs must be objective and balanced; contribute to the field of nutrition science; meet the educational needs of meeting attendees; and complement the science program. Program descriptions and accompanying materials must be science-based and not promotional in nature.
 - b) The program chair must be an ASN member.
 - c) The American Society for Nutrition does not endorse the content presented in Sponsored Satellite Programs or their proceedings, publications, etc.
 - d) All companies should comply with the PhRMA Code on interaction with healthcare professionals, as listed on www.phrma.org.
 - e) ASN reserves the right to accept, reject or condition acceptance, based on ASN’s sole discretion, for any reason, which need not be disclosed to the applicant.
 - f) Once the application for a Sponsored Satellite Program has been approved by ASN, the event title and content may not change without ASN approval.
3. Sponsored Satellite Programs must be scheduled during the following times. Please note that space is limited; first come, first serve.

Date	Time	Sessions Available	Program Type	Fees
Friday, April 1	8:00 am – 5:00 pm	1	All-Day Program	\$50,000
Friday, April 1	8:00 am – noon	2	Morning Program	\$30,000
Friday, April 1	1:00 pm – 5:00 pm	2	Afternoon Program	\$30,000
Saturday, April 2	6:30 am – 8:00 am	2	Breakfast Program	\$15,000
Saturday, April 2	12:45 pm – 2:45 pm	2	Lunch Program	\$25,000
Sunday, April 3	6:30 am – 8:00 am	2	Breakfast Program	\$15,000
Sunday, April 3	12:45 pm – 2:45 pm	2	Lunch Program	\$25,000
Monday, April 4	6:30 am – 8:00 am	2	Breakfast Program	\$15,000
Tuesday, April 5	6:30 am – 8:00 am	2	Breakfast Program	\$15,000
Wednesday, April 6	8:00 am – noon	1	Morning Program	\$25,000

4. The following items are included with the program fee:
 - a) Recording of the satellite for online viewing on ASN website
 - b) Promotion of program on ASN’s website, in printed conference materials and to pre-registered conference attendees
 - c) Standard audio-visual set)
 - d) Function space
 - e) One (1) professionally-made promotional sign (produced by ASN) outside the room in which the event will take place
 - f) Table top exhibit
 - g) Pre-registration site to help gauge interest in program (see #13 below)
5. The following items are **not included** in the program fee and are the responsibility of the satellite organizer. Note: ASN can coordinate some of these items for an additional fee (see below).
 - a) Speaker travel arrangements and reimbursements
 - b) Speaker honoraria

- c) Food/beverage expenses
 - d) Meeting agenda/handouts or distributing and preparation of materials.
 - e) Satellite Registration/RSVP
 - f) Onsite registration services
6. Function Space: Room set up will be dictated by available space. Typically, rooms are set in classroom or theatre style. Specific requests to room set up must be requested in writing no later than 45 days in advance, are subject to approval and are not guaranteed. ASN will strive to enable satellite organizers to have access to rooms at least 30 minutes prior to the start of the program. A prompt exit of the satellite organizers and speakers after the program will be required due to the program schedule.
 7. Audio Visual: Meeting room will be set with ASN's standard meeting room audio visual equipment: LCD projector, screen, laptop, aisle microphone, head table with 1 table microphone, podium wired with 1 microphone, laser pointer. Organizer may use equipment at no additional cost. Due to time and cost constraints, equipment cannot be moved, disconnected or reset. Requests for additional equipment must be submitted in writing no later than 45 days in advance, are subject to approval and are not guaranteed. Sponsor will be responsible for resulting additional expenses.
 8. Food and beverage: All food and beverage charges for these items are the sole responsibility of the Sponsored Satellite organizer. ASN will provide additional instructions to initiate meeting planning and reserve audio-visual needs, food and beverages, etc. After **January 15, 2016** changes CAN NOT be made to the audio-visual or food and beverage orders.
 9. Promotions: All Sponsored Satellite Programs will be promoted on ASN's website, in printed conference materials and to pre-registered conference attendees. ASN is not responsible for attendance/audience generation or guaranteed attendance levels at Sponsored Satellite Programs.
 10. Use of Society's name or logo: The American Society for Nutrition's name, logotype or other identifying marks may not be used in signs, advertising or promotions in any media, or on product literature without the ASN's prior approval and express written permission. ASN will supply a Sponsored Satellite Program **Style Guide** that will detail the necessary rules and policies that surround the use of ASN and ACCN branding.
 11. Marketing of program by satellite organizers: ASN must review and approve all promotional materials produced in conjunction with the Sponsored Satellite Programs prior to their dissemination. ASN has the right to reject such promotional materials at its sole discretion. A minimum of three (3) business days are required for ASN review of promotional materials. Requests should be sent to media@nutrition.org.
 12. Pre-registration site: ASN will create a registration page for individuals to register for the program to help gauge interest. A list of pre-registered attendees will be provided to satellite organizers one and two weeks out from the meeting.
 13. Signage: As stated above, ASN will provide one promotional sign to be displayed onsite. Design and placement of additional signs by satellite organizer is subject to ASN and venue approval. A minimum of three (3) business days are required for ASN review.
 14. Shipping of Materials: Shipping of materials will be the responsibility of the satellite organizer. ASN will provide shipping options by November 1.
 15. Key Dates:
 - a) **September 4, 2015**: Sponsored Satellite Programs applications will be reviewed and approved on a rolling basis beginning on this day. Groups will be notified regarding acceptance and date and time assignment of their Satellite Symposium within three weeks of receipt.
 - b) **November 1, 2015**: To guarantee meeting room space and program promotions in all printed materials, Sponsored Satellite Programs proposals must be received by this date. After November 1, proposals will be accepted and considered as space is available.
 - c) **January 15, 2016**: Companies that cancel confirmed programs after this date are subject to a \$5,000 cancellation fee.
 - d) **March 1, 2016**: No refunds will be given to any satellite organizer who cancels after this date.

16. Additional Charges: While ASN will make every effort to ensure a successful program, ASN assumes no responsibility for the meeting space and any and all charges associated with these planned events, including, but not limited to; set-up charges, additional room rental, audio visual, food and beverage, computer charges, hotel reservations, speaker arrangements, electric, etc.
17. All matters and questions not covered by the above guidelines are subject to the discretion of ASN. In the event of any amendment or addition to these guidelines, written notice will be given by ASN to such parties.
18. Violation of any of the above guidelines may jeopardize the participation of the satellite organizer in ACCN 2015 and future ASN activities.

Available Services at an Additional Cost – Must be Reserved by February 1, 2016

- Onsite registration services (\$1,500)
- Provision of speaker honoraria and travel reimbursement (to include revenue reporting to IRS) (\$2,500)
- Facilitation of the necessary program guidelines, review and compliance to provide CPE credit for dietitians (RDs). In order for CPE credits to be provided for dietitians for Sponsored Satellite Programs, a final agenda and curriculum vitae for each speaker must be provided by November 6, 2015. (\$2,000)
- Extended session marketing services including, but not limited to:
 - Dedicated e-blasts to ASN members (\$3,975+)
 - Digital advertising (\$450+)
 - Conference program and newspaper advertising (\$775 - \$3,000)
- Organizers are encouraged to consider publishing the proceedings of symposia in an ASN journal. ASN is the publisher of *The American Journal of Clinical Nutrition*, *The Journal of Nutrition* and *Advances in Nutrition*. All supplement publication proposals require editorial acceptance of the topic and content, and all supplement manuscripts are subject to editorial acceptance following a peer review process. Supplement publication proposals should be submitted before the date of the symposium event and should be formatted as described in the information documents noted below. Supplement manuscripts must be submitted within 4 months of the meeting date. Additional information on the AJCN, JN and AN supplement publication processes including the costs of publication is available online:
 - AJCN: http://www.ajcn.org/site/misc/ifa_intro.xhtml
 - JN: <http://jn.nutrition.org/site/misc/supplements.xhtml>
 - AN: http://advances.nutrition.org/site/misc/ifora15_supplements.xhtml

Questions about publication processes may be directed to Karen King, kking@nutrition.org

*Questions regarding Sponsored Satellite Programs may be directed to
Gwen Twillman, ASN Vice President of Education at
301-634-7282 (tel) or gtwillman@nutrition.org*



Sponsored Satellite Program Application

Applications will be reviewed and approved on a first-come, first-served basis beginning **September 4, 2015.** Please complete all sections. Incomplete applications will not be considered.

Contact Information

Name of Group/Company Supporting Program	
Primary Contact Name	
Address	
City/State/Zip	
Phone	
Email	

Name of Company Planning Program (if applicable)	
Primary Contact Name	
Address	
City/State/Zip	
Phone	
Email	

<u>Date</u>	<u>Time</u>	<u>Sessions Available</u>	<u>Program Type</u>	<u>Fees</u>
<input type="checkbox"/> Friday, April 1	8:00 am – 5:00 pm	1	All-Day Program	\$50,000
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<input type="checkbox"/> Wednesday, April 6	8:00 am – noon	1	Morning Program	\$25,000

Program Title:

Program Description (no more than 150 words) -- Summarize the overall theme and specific topics to be discussed. As appropriate, reference new and/or emerging research that will be shared. Program descriptions and accompanying materials must be science-based and not promotional in nature.

Please provide three learning objectives for this session.

At the end of this session, attendees will be able to:	
1.	
2.	
3.	

Chairs, Speakers and Presentation Titles (add additional speakers, as necessary)

Chair (must be an ASN member)	
Name	
Institution	
Email	
Telephone	
Co-Chair (if applicable)	
Name	
Institution	
Email	
Speaker 1	
Presentation Title	
Name	
Institution	
Email	
Speaker 2	
Presentation Title	
Name	
Institution	
Email	
Speaker 3	

Presentation Title	
Name	
Institution	
Email	
Speaker 4	
Presentation Title	
Name	
Institution	
Email	

Payment Information

Please complete the following information for invoicing. Invoices will be mailed upon notification of acceptance of application. Companies that cancel confirmed programs after **January 15, 2016** are subject to a \$5,000 cancellation fee. No refunds will be given to any satellite organizer who cancels after **March 1, 2016**.

Contact Name	
Company	
Address	
City/State/Zip	
Email	
Telephone	

I have read, understand and will adhere to the ASN Sponsored Satellite Program guidelines.

Name: _____

Signature: _____ Date: _____

Submit Completed Application to:

Gwen Twillman at gtwillman@nutrition.org.

Questions? Please contact Gwen via email or telephone (301.634.7076).