



Guidelines for SCAI Satellite Symposium Proposals

Half-Day Program

Application Process and Deadline

All Half-Day Satellite Symposium proposals can be submitted using the application for the Half-Day Symposium (page 10). The application and all documentation must be completed and sent to SCAI by **December 5, 2014**. Only completed applications submitted by the deadline will be considered.

Announcement of Symposium Selection

SCAI will notify all applicants of their status by **December 19, 2014**.

Breakfast, Lunch, and Dinner Programs

Application Process and Deadline

All Satellite Symposium proposals can be submitted using the application for Satellite Symposium form (page 11). Only completed applications accompanied by payment will be considered. The application and all required documentation must be completed and sent to SCAI by **March 6, 2015**.

Announcement of Symposium Selection

The applications will be reviewed on an on-going basis. The program provider will be notified of a symposium's acceptance within ten days of submission of application. Acceptance of all applications will be dependent on availability. Time slots will be designated on a first-come, first-served basis, and requests for specific days will be honored to the extent possible.

Review Process: Half-Day Program and Breakfast, Lunch, and Dinner Programs

All applications will be submitted to the SCAI 2015 Program Committee for review. The review process is designed to ensure that the approved symposium meets the educational needs of the SCAI 2015 attendee, presents a variety of topics, and does not duplicate the educational content of the SCAI 2015 Courses. Criteria include:

Program objectivity, balance, and scientific rigor. Your program proposal will not be accepted if it is judged to be promotional rather than educational.

Extent to which the program proposal meets the educational needs of meeting attendees. Content should be presented at the highest level of sophistication.

Extent to which the program proposal presents a variety of topics.

Extent to which the program proposal complements the overall educational content of the meeting.

If approved, all revisions to a symposium's content or format must be communicated to SCAI in writing.



Contact Information

Name: _____ E-mail: _____

Company Name: _____ Phone / Fax: _____

Mailing Address: _____

Half-Day Satellite Opportunity | Application Deadline: December 5, 2014

Half-Day Satellite Symposium Includes:

- One-time use of the SCAI membership mailing list (email addresses not included)
- One-time use of the **SCAI 2015** pre-registration list (email addresses not included)
- Meeting room rental

- Basic A / V including a screen, podium microphone, and LCD projector
**Food, beverage, and additional A / V may be ordered at your expense.*
- Sign in Registration Area on the day of the satellite symposium

- Sign outside satellite symposium room
- Listing in the SCAI 2015 Final Program
- Listing in *SCAI This Week*
- Information included on www.SCAI.org/SCAI2015 and in Countdown to **SCAI 2015**

**Food and beverage, and additional A/V may be ordered at your expense.*

Two satellite symposia can be sponsored on Wednesday, May 6, 2015, from 7:00 AM – Noon, and two satellite symposia can be sponsored on Saturday, May 9, 2015, from 7:00 AM – Noon. Applications submitted after the December 5, 2015, deadline will only be considered if a slot is available. **Please note that times are tentative and may be adjusted according to the final agenda.*

- Half-Day Symposium on Wednesday, May 6, 2015, from 7:00 AM – Noon \$50,000**
- Half-Day Symposium on Saturday, May 9, 2015, from 7:00 AM – Noon \$50,000**

Payment Information | *Payment required with application.*

Only check payment will be accepted. Payment must accompany this application or it will not be processed.

Amount Paid: \$ _____ **Check #:** _____ (Make check payable to SCAI)

Cancellation Policy: Cancellation of a Satellite Symposium must be made in writing and will be effective the date such notice is received in the SCAI office. SCAI's cancellation policy will apply as follows: (1) On or before March 6, 2015: 50% of contracted fee; (2) After March 6, 2015: No refund. Refunds are subject to a \$50 processing charge and will be mailed within 8 weeks after the meeting.

Program Information | *Program information must be submitted with application.*

The following information must be submitted with application:

If approved and assigned a Satellite Symposium slot, _____ **agrees** to the following terms: The above-mentioned company will be responsible for all program logistics including (1) Program Development and faculty selection; (2) Arranging CME credit, if so desired; (3) All additional expenses related to the function (e.g., food and beverage, additional A/V, invitations, etc); (4) Faculty honoraria; and (5) Faculty expenses.

Signature: _____ **Date:** _____



SCAI 2015

Satellite Symposium Application

Application Deadline: March 6, 2015

Contact Information

Name: _____ Company Name: _____

Mailing Address: _____

E-mail: _____ Phone: _____ Fax: _____

Satellite Symposia Opportunities

Satellite Symposia Include:

One-time use of the SCAI membership mailing list (email addresses not included)

One-time use of the **SCAI 2015** pre-registration list (email addresses not included)

Meeting room rental

Basic A / V including a screen, podium microphone, and LCD projector

**Food, beverage, and additional A / V may be ordered at your expense.*

Sign in Registration Area on the day of the satellite symposium

Sign outside satellite symposium room

Listing in the SCAI 2015 Final Program

Listing in *SCAI This Week*

Information included on www.SCAI.org/SCAI2015 and in Countdown to **SCAI 2015**

Please indicate your top two Satellite Symposia time-slot choices by placing a "1" next to your first time-slot choice, and a "2" next to your second time-slot choice. Three satellite symposia can be sponsored for every time-slot. Applications submitted after the March 6, 2015 deadline will only be considered if a slot is available. **Please note that times are tentative and will be adjusted according to the final agenda.*

Satellite Symposia Time-Slots

Wednesday, May 6, 2015

___ Lunch (11:30 AM - 12:30 PM) \$35,000

___ Dinner (7:00 PM - 9:00 PM) \$20,000

Thursday, May 7, 2015

___ Breakfast (6:30 AM - 7:45 AM) \$25,000

___ Lunch (Noon - 1:00 PM) \$35,000

___ Dinner (7:00 PM - 9:00 PM) \$20,000

Friday, May 8, 2015

___ Breakfast (6:30 AM - 7:45 AM) \$25,000

___ Lunch (Noon - 1:00 PM) \$35,000

Payment Information | *Payment Deadline: March 6, 2015*

Only check payment will be accepted. Payment must accompany this application or it will not be processed.

Amount Paid: \$ _____ **Date of Payment:** _____ **Check #:** _____ *(Make check payable to SCAI)*

Cancellation Policy: Cancellation of Satellite Symposium must be made in writing and will be effective the date such notice is received in the SCAI office. SCAI's cancellation policy will apply as follows: (1) On or before March 6, 2015: 50% of contracted fee; (2) After March 6, 2015: No refund. Refunds are subject to a \$50 processing charge and will be mailed within 8 weeks after the meeting.

Program Information

Proposed Title: _____ **Proposed Director:** _____

If approved and assigned a Satellite Symposium slot, _____ **agrees to the following terms:** The above-mentioned company will be responsible for all program logistics including (1) Program Development and faculty selection; (2) Arranging CME credit, if so desired; (3) All additional expenses related to the function (e.g., food and beverage, additional A / V, invitations, etc); (4) Faculty honoraria; and (5) Faculty expenses.

Signature: _____ **Date:** _____