The Society of Hospital Medicine (SHM) is pleased to offer the opportunity to hold satellite symposium during Hospital Medicine 2017 (HM17), SHM’s annual meeting, which will be held on May 1-4, 2017 at Mandalay Bay Resort and Casino in Las Vegas, Nevada. Enduring CME Content package is also available.

SHM’s annual meeting is the premier event for healthcare professionals who specialize in hospital medicine. The target audience includes hospitalists, general internists, pediatricians, subspecialists and family practitioners caring for hospitalized patients, whether in a community hospital or academic medical center.

There are a maximum of four dinner slots available for symposia programming. Although SHM does not guarantee the number in attendance, programs in past years often met, or

HM 16 DEMOGRAPHICS

2016 Annual Meeting Demographics, Total Attendance = 4,002 (excludes exhibitors)
CRITERIA FOR APPLICATION:

Please complete the enclosed “Request for Satellite Symposium” application if you would like to be considered for a satellite symposium program. Attach a complete description of the symposium, including:

a. Program Title

b. Program Description

c. Target Audience

d. Learning Objectives

e. Proposed Program/Agenda

Names, affiliations and contact information of proposed faculty (SHM requests that at least one hospitalist be included on the faculty). SHM Board members and HM2017 faculty are not eligible to serve as symposia faculty. Please refer to the HM17 website for list of faculty www.hospitalmedicine2017.org and refer to the current list of SHM Board members here.

g. Name of sponsoring organization/company providing the educational grant. Funding must be approved before submission.

APPLICATION FEE:

Funding must be obtained before submission of the application. A $2,000 non-refundable application fee must be submitted at the time of your application submission. Please note that if your application is not accepted, you will receive a refund of your application fee. If your application is accepted, your application fee will be applied toward your symposia fee (see fee schedule).

APPLICATIONS PREFERRED BY JANUARY 31, 2017

SHM requires that all satellite symposia be CME-certified or non-CME and presented in an objective, scientifically rigorous and balanced manner. The symposium cannot promote a specific drug product, or any devices. In addition, the proposed objectives should clearly meet the educational needs of SHM members and target audience.

Space for satellite symposia is limited. SHM will only consider complete applications.
REVIEW PROCESS

1. Satellite symposia requests will be reviewed by representatives of SHM’s Education and Annual Meeting Committees.

2. Acceptance will be based on topic and scientific content.

3. Notification of acceptance will be provided in writing within 14 days of receiving complete application.

If accepted, every effort will be made to honor the applicant’s first choice of time slots (see Symposia and Fee Schedule). If the assigned time slot is not acceptable, the applicant has the option of withdrawing the application within one week of the notification. In that event, the $2,000 application fee will be refunded.

Please note: A satellite symposium program may not be held during an SHM Annual Meeting event. In addition, any faculty member participating in Hospital Medicine 2017 (HM17) may not participate in a satellite symposium as faculty.

SYMPOSIA AND FEE SCHEDULE

The following time slots are available for satellite symposia at the Mandalay Bay Resort and Casino:

**Monday, May 1, 2017** 5:30 – 7:30 p.m.  200 in rounds - $40,000**

**Monday, May 1, 2017** 5:30 – 7:30 p.m.  200 in rounds - $40,000**

**Tuesday, May 2, 2017** Noon – 1:00 p.m.  110 in rounds - $25,000*

**Tuesday, May 2, 2017** 7:30 – 9:30 p.m.  200 in rounds - $40,000*

**Tuesday, May 2, 2017** 7:30 – 9:30 p.m.  200 in rounds - $40,000*

**Wednesday, May 3, 2017** 7:30 – 9:30 p.m.  200 in rounds - $40,000*

**Wednesday, May 3, 2017** 7:30 – 9:30 p.m.  200 in rounds - $40,000*

A buffet dinner is provided by SHM to all satellite symposia attendees in a common area prior to start time. If you prefer to provide your own food and beverage, SHM will provide the catering contact for the facility. The symposium fee is the same.

*If you require additional attendees, the fee will increase by $100pp.

*As Monday, May 1, 2017 is Pre-Course Day, SHM will include one pre-meeting email sent from SHM to all attendees who registered for HM17 to inform them of these scheduled symposium.
OPTIONAL SYMPOSIUM ENDURING CME PACKAGE:

Reach a wider targeted audience online through the Society’s webcast package. This opportunity includes onsite audio recording and synced slides, production, and HTML web design. The webcast will be hosted on the SHM’s Learning Portal for one year and included in email promotions to the Society’s database reaching more than 30,000 hospital medicine professionals including top hospital leaders, physicians, NPs, and PAs. Metrics will be provided after one year.

SHM requires that all satellite symposia webcasts be CME-certified and presented in an objective, scientifically rigorous and balanced manner. The symposium cannot promote a specific drug product, or any devices. In addition, the proposed objectives should clearly meet the educational needs of SHM members and target audience. As with Satellite Symposia, all content is subject to SHM Annual Meeting Committee approval.

BENEFITS OF PARTICIPATION

- Opportunity to address the hospital medicine community, the fastest growing segment of healthcare providers.

- Reservation of function space at Mandalay Bay Resort and Casino. Please note: Attendee registration, audio-visual, and additional food and beverage arrangements are the responsibility of the organizer.

- Inclusion of organizer’s invitation in tote bag. Bags will be distributed to all attendees at registration.

  *All invitations/brochures are the responsibility of the organizer and must be approved by SHM prior to distribution. Shipping information will be provided once application is accepted.*

- Two directional signs created and placed by SHM staff

- Inclusion of program title, speaker, date, time and location in the HM17 Dailies, website, mobile app, and onsite signage (print deadlines apply)

- Two (2) additional signs promoting the event will be allowed onsite. One (1) outside the satellite symposium meeting room and one (1) to be designated onsite. Signage, including its creation and distribution is the responsibility of the organizer.

- One (1) complimentary pre-registration mailing list (in an Excel spreadsheet format) six weeks prior to the meeting.

- Knowledgeable SHM staff at registration to provide registrants basic information regarding satellite symposium details (time, date, location).
ADDITIONAL PROMOTIONAL OPPORTUNITIES

Additional print ads are available in the HM17 Dailies distributed to attendees.

Advertising opportunities are available in The Hospitalist or the Journal of Hospital Medicine. For more information and advertising rates, contact: Theresa Jones – tjones@hospitalmedicine.org.

For all inquiries relating to creating enduring content/activities for sponsored satellite symposia into webinars or supplements with The Hospitalist or the Journal of Hospital Medicine, Contact: Theresa Jones – tjones@hospitalmedicine.org.

Promotional information may be delivered via “Special Delivery” (i.e., room drops) which are handled directly with the hotel/s. Contact SHM for hotel contact information.

Exhibitor opportunities are available. Booth representatives may distribute invitations and/or brochures in the exhibit space assigned to the sponsor. All pieces must be approved by SHM.

USE OF SHM NAME, INSIGNIA, LOGO OR ACRONYM

The Society of Hospital Medicine (SHM) name, insignia, logo and acronym are proprietary marks and may not be used in signs, advertising, or promotions in any media or product literature related to satellite symposia. This rule applies before, during, and after the meeting, unless prior written approval has been received from SHM.

All promotional materials must include “held in conjunction with Hospital Medicine 2017, SHM’s Annual Meeting”.

All contacts for onsite program and promotions will be provided once symposium is approved and agreements are signed.

Please send symposia requests or direct your questions to:

Theresa Jones
tjones@hospitalmedicine.org

Society of Hospital Medicine
1500 Spring Garden Street, Suite 501
Philadelphia, PA 19130

Tel: 267-702-2653
Fax: 267-702-2690
800-843-3360 Toll-free

LEARN, STAY AND PLAY. PARTICIPATE TODAY.
REQUEST FOR SATELLITE SYMPOSIUM

To be considered for approval of a Satellite Symposium, please complete and return this form along with your *$2,000 application fee and all required information by January 31, 2017. Incomplete applications will not be processed.

(Please Print or Type)

| Title: ______________________________________________________________ | CME or non-CME? ______________________ |
| Presenter/s: ______________________________________________________________________________________________ |
| CME Provider: ______________________________________________________________________________________________ |

| Contact: ________________________________________ | Title: ______________________ |
| Address: ________________________________________ | ______________________ |
| City: ________________________ State: _______________ Zip: ________________________ Telephone: ________________________ |
| Fax: ________________________ Email: ________________________ |

Third Party Organizer (if applicable): _________________________________________________________________________

| Contact: ________________________________________ | Title: ______________________ |
| Address: ________________________________________ | ______________________ |
| City: ________________________ State: _______________ Zip: ________________________ Telephone: ________________________ |
| Fax: ________________________ Email: ________________________ |

Commercial Supporter:_____________________________________________________________________________________

| Contact: ________________________________________ | Title: ______________________ |
| Address: ________________________________________ | ______________________ |
| City: ________________________ State: _______________ Zip: ________________________ Telephone: ________________________ |
| Fax: ________________________ Email: ________________________ |

Please indicate your preference for date and time:

First Choice _______________________ Second Choice ________________________ Third Choice____________________

Will you be providing your own food and beverage? Yes____ No____

Do you plan to purchase Enduring CME Content Package for an additional $30,000? Yes____ No____

*Please note that your application will be considered incomplete if SHM does not receive your $2,000 application fee at the time of submission.

Satellite symposia requests and all required documentation must be sent (email preferred) to:

Theresa Jones
tjones@hospitalmedicine.org

Society of Hospital Medicine
1500 Spring Garden Street, Suite 501
Philadelphia, PA 19130

Tel: 267-702-2653
Fax: 267-702-2690
800-843-3360 Toll-free