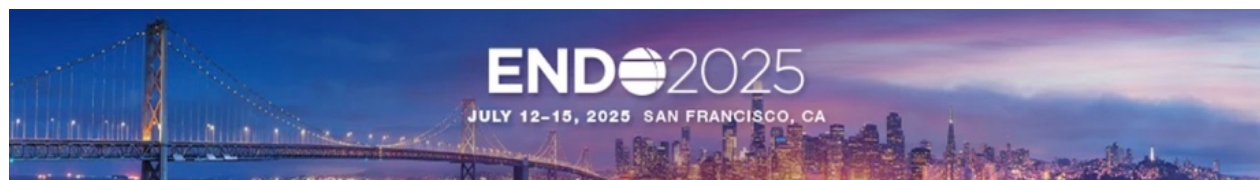


To: Medical Education Company Partner

From: Endocrine Society, Development & Funded Programs, ATTN: Amna Naser

Date: September 12, 2024

Endocrine Society greatly values our medical education company (MEC) partners whose instructional design expertise has consistently resulted in impactful programming for healthcare providers in endocrinology. To enhance our signature ENDO 2025 meeting, we invite MECs to provide innovative satellite symposia to meeting attendees. All satellite symposia will be live, in-person presentations at the San Francisco Marriott Marquis hotel. Please note changes to our ENDO partnership model for 2025 outlined below. Endocrine Society is now operating under a symposia time **slot fee model**.



About ENDO

ENDO is the signature annual meeting of the Endocrine Society and a highly sought-after international venue for highlighting the latest in endocrinology research and clinical care. In 2024, we welcomed top names in the fields of clinical endocrinology and hormone science research to deliver more than 160 symposia, meet the professor and meet the scientist, master clinician, debate, oral and rapid-fire sessions, and approximately 2,500 poster abstracts. Over 7,500 attendees (approximately 70% US and 30% from 85 other countries) attended in-person.

Our ENDO 2025 meeting is planned as a **fully in-person** meeting in San Francisco, California, to facilitate the most engaging and collaborative meeting possible. Topical areas include, but are not limited to, Adrenal, Bone, Cardiovascular, Diabetes, Parathyroid, Neuroendocrine and Pituitary, Pediatric, Obesity, Reproductive, and Thyroid Endocrinology.

Satellite Symposia at ENDO 2025

*In order to reduce satellite symposia costs to provide ample meaningful educational programming for ENDO 2025 attendees, Endocrine Society is now utilizing a **symposium slot-fee model**. The MEC is responsible for grant development and submission, all event planning and execution, faculty honoraria, outcomes measurements, and financial reconciliation with funders. Upon approval confirmation of funding for proposed satellite symposia, MECs must submit the attached concept paper template to anaser@endocrine.org for approval to be held in conjunction with ENDO 2025. The slot fee for ENDO 2025 satellite symposia is \$65,000.*

Endocrine Society will provide the following for satellite symposia:

- An assigned two-hour meeting slot which includes a 30-minute breakfast or dinner break and one and one-half (1.5) hours of content

Available times slots are as follows:

- Saturday, July 12; 6:00 am – 8:00 am; 7:00 pm – 9:00 pm
- Sunday, July 13; 6:00 am – 8:00 am; 7:00 pm – 9:00 pm
- Monday, July 14; 6:00 am – 8:00 am; 7:00 pm – 9:00 pm
- Tuesday, July 15; 6:00 am – 8:00 am

* (2) sessions per each time slot

- A meeting room in a banquet set for approximately 250 attendees. **The room set cannot be changed.**
- A registration table with 2 chairs and a wastebasket outside of the meeting room
- Registration for satellite symposia through ENDO 2025 general registration
- Marketing promotion of satellite symposia through the following channels:
 - ENDO 2025 Program Guide
 - 1 targeted email
 - 2 online newsletter mentions
 - 3 social media posts
 - Additional marketing may be purchased a la carte

Signage Guidelines for Satellite Symposia

The guidelines for displaying signs onsite during ENDO 2025 are:

1. Placement of one standing sign (meter board) outside of the satellite symposium room. (Note: Sign design and printing is at the expense of the satellite host.)
2. Placement of one registration sign (no larger than 28"x44") in proximity to the registration desk. (Note: Sign design and printing is at the expense of the satellite host.)
3. Posting additional signage elsewhere in the hotel is prohibited and will be removed.
4. Satellite symposia managers must remove signage immediately following their activity.
4. Human-directionals may be used in the pre-function areas prior to the start of your satellite symposium activity; however, solicitation of your event is not permitted at any other time of the meeting.

Food and Beverage at Satellite Symposia

Satellite symposia must provide a buffet for either breakfast or dinner (depending on the time slot). Expenses for food and beverage are the sole responsibility of the medical education company coordinating the industry-supported satellite symposium and are not included in the slot fee that is paid to Endocrine Society.

You will have access to your room 3 hours before your scheduled symposium. Your symposium, including the food and beverage function, may not exceed the scheduled time frame.

Audio/Visual for Satellite Symposia

The Endocrine Society will provide the following room set for each satellite symposia:

- A head table with (2) chairs and (2) table microphones
- Stage
- Podium and podium microphone
- (2) audience microphones.

Livestream for an external audience is optional. Any AV or additional décor ordered in addition to the standard AV set is the sole responsibility of the planning and/or medical education company coordinating the symposium and **is not** included in the satellite symposia fee that is paid to Endocrine Society. You are required to order any additional equipment through the Endocrine Society's exclusive supplier, Freeman.

Internet Fee for Webcast/Simulcast

If you elect to purchase a higher speed internet access to webcast your satellite symposium, you will be responsible for those additional internet charges from the venue.

Additional Logistics

Once your satellite symposia session time slot has been confirmed, you will be provided the appropriate logistical contacts for your planning purposes.

The Endocrine Society does not provide security for meeting space, and the sponsoring company is responsible for any private property left in the meeting room during their designated time slot period.

Cancellation Policy

In the event that the MEC decides to no longer provide the satellite symposia, Endocrine Society will invoice the MEC for a cancellation fee of \$4,500 plus out-of-pocket expenses incurred for the program.

The Endocrine Society makes reasonable attempts to attract quality attendees to the Satellite Symposia, but does not guarantee specific volumes of traffic, levels of qualification or overall attendance. Traffic by any given Satellite Symposia is a function of that particular Satellite Symposia and not the responsibility of the Endocrine Society. The Society will not refund any fees on the basis of attendance.