1. Logistic Information

I. Logistics

A. Meeting Room

- Each ancillary symposium will be assigned a meeting room adequate for the activity and food and beverage services. The Endocrine Society will order and manage the food and beverage for breakfast and lunch symposia. MEC will order and manage the food for dinner symposia.

B. Audio Visual

- The meeting rooms are set up with standard audio/visual that cannot be changed, which is listed below.
  - Front Screen Projection (2)
  - LCD Projector (2)
  - Laptop
  - Laser Pointer
  - Speaker Timer and Cue Light
  - Lighting and Sound Packages
  - Lavalier microphones
  - Confidence Monitor

- Contact the Endocrine Society, if additional equipment is needed.

C. Signage

- Signage is only permitted outside of the meeting room the day of your event. Each program is required to produce one (1) sign for the meeting room.
  - One (1) 28” x 44” to be placed in front of the meeting room the day of the program, shipped to your attention.

II. Registration

A. Pre-Registration

- The Endocrine Society will manage the pre-registration process for all ancillary symposia programs. CEU 2018 registrants will receive an email informing them of the symposium and instructions on how to register. Pre-registration counts will be sent at the end of August followed with weekly updates.

B. On-Site Registration

- The Endocrine Society provides two temporary staff to assist with the on-site registration process.
- The Endocrine Society will manage and order all equipment required for on-site registration. All attendees will be required to have their badge scanned prior to entering the symposium so that we may capture the total number of attendees for each session.
- The Endocrine Society’s registration company and the attendees will be instructed that if a program is sold out, the attendee may still come to the symposium and will be allowed to enter upon space availability.
• Registration will be set up with two lines (Registration Ticket Holders and Non-Ticket Holders). Priority seating is given to Registration Ticket Holders for the first 15 minutes after the advertised start time. After this time, Non-Ticket Holders in line will be admitted to the session on a first-come, first-served basis.

III. Marketing

• Guidelines for Promotional Pieces
  o The Endocrine Society must approve all promotional material in advance of printing. The Society reserves the right to deny any request and to edit promotional copy for consistency and accuracy. **Material will require at least 5 days for review.**
  o No additional product or promotional information may be distributed.

• Logo Requirements
  o The Endocrine Society’s logo must be present on all promotional material (e.g., flyers, posters, syllabus, etc.).
  o Endocrine Society staff will provide a copy of the Society’s logo for use.

IV. Logistics Contact

For any questions concerning logistics, please contact the Endocrine Society staff below:

Gwen Laster
Manager, Meeting Services
Endocrine Society
glast@endocrine.org

2. Program Handout and Slide Requirements

I. Faculty Conflict of Interest/Disclosure

All faculty will be asked to submit their COI/disclosures by the Endocrine Society. MECs will be provided with this information for inclusion in the front matter.

II. Staff Conflict of Interest/Disclosure

All MEC staff must complete their disclosures on the Endocrine Society Center for Learning, education.endocrine.org/confirmation.

III. Slide Review

• Slide review sessions are mandatory and must take place at the headquarters hotel. To request space, please email the Endocrine Society Logistics Contact Gwen Laster (glast@endocrine.org).

• The Program Director will direct the slide review session. An Endocrine Society staff member or committee liaison must be present in order for a representative of the MEC to be in attendance. **Representatives from the commercial supporter are not allowed to be present at the slide review.** Failure to adhere to these guidelines may jeopardize the CME accreditation of the symposium.
IV. Program Handout

- Faculty presentations along with references and applicable copyright permissions must be submitted to the Endocrine Society for review and approval. A program syllabus to be distributed on-site to attendees is recommended but not required for the ancillary symposium. All material to be distributed must be reviewed and approved by the Society. The handout must include the following in the front matter. A sample front matter is provided in an attached Word document.
  1. Accreditation Statement
  2. AMA Credit Designation Statement
  3. Learning Objectives
  4. Target Audience
  5. Statement of Independence
  6. Disclosure Policy
  7. Faculty, Society, and MEC Staff Disclosure Statements
  8. Disclaimer
  9. Policy on Unlabeled/Off-label Use
  10. Acknowledgement of Commercial Support
  11. Endocrine Society’s logo

- **Once the handout has been approved and printed, a final PDF is to be emailed to the Society for accreditation records.**

V. Program Introductory Slides

There are five slides that are required to be shown at the beginning of the program. All changes to the sample text must be approved by Society staff prior to the live program. Sample slides are included in an attached PowerPoint document. The Introductory Slides background format can be updated to match program template based on preference.

Slides include:
  1. Title Slide
  2. Thank you Slide
  3. Accreditation Slide
  4. Learning Objective Slide
  5. Faculty Panel Slide
  6. Disclosure Slide
  7. Activity Evaluation Slide
  8. Audience Response System Slide (Optional)

VI. Continuing Medical Education

The Endocrine Society will be the sole accredditor of the program. All staff must complete the disclosure form below. Faculty disclosures will be collected during the confirmation process. To claim CME, attendees must complete the evaluations online at education.endocrine.org. An evaluation link for your program will be sent for inclusion in the attendee handouts. The Endocrine Society will distribute evaluation reports 6 weeks following the activity.
VII. Program Contact
For any questions concerning the program or scientific content, please contact the Endocrine Society staff below:

Samantha Odle
Manager, Education
sodle@endocrine.org

Cassandre Destin
Coordinator, Education
cdestin@endocrine.org