Not-for-Profit Organization Meetings at ENDO 2019
March 23-26, 2019
New Orleans, LA

Overview
ENDO 2019 Annual Meeting & Expo will bring together over 7,500 physicians, healthcare professionals, and researchers in the field of Endocrinology. ENDO is the world’s largest meeting of endocrinologists. The Endocrine Society welcomes groups to host activities in conjunction with ENDO as it offers the premier opportunity to engage the endocrine community. A satellite meeting can be jointly organized and hosted with the Endocrine Society following the Society’s protocols.

A satellite meeting (as defined by the Society) can be only organized by not-for-profit group(s)/organization(s) and is a scientific meeting on subjects of interest to ENDO attendees, held either prior to or after the official ENDO dates (March 23-26). Satellite meetings do not have to be held in the same location as the live ENDO meeting – they may be scheduled anywhere in the world. Such meetings may be organized by not-for-profit groups, not-for-profit professional scientific and medical societies, and patient advocacy groups. Corporate support is allowed but the organizer is responsible for the educational content.

To ensure quality of program content, each ENDO satellite program will be reviewed and approved by the review committee.

Not-for-Profit Satellite Meeting Guidelines

- The Society requires all Satellite meetings held in conjunction with ENDO be coordinated through the Society’s Meetings and Education Department. A Satellite Meeting Request Form must be submitted for approval. Fees are based on different packages of services as noted below.
- Space for satellite meetings will be provided only to requestors who are affiliated with the Society, such as, non-for-profit organizations, members of the Society, and ENDO attendees.
- Once a satellite meeting is approved and a meeting hotel and a meeting room are assigned, the Society will provide the organizer with contact information of the convention services/catering manager.
- All expenses associate with an ancillary meeting, such as signage, room set-up/clean-up, food and beverage, audio-visual, electrical, telephone, Internet connections, meeting room rental, shipping, etc. are the sole responsibility of the organizer and must be billed directly to the organizer.
- Activity information may not be distributed within the convention center and/or designated hotels. Only Exhibitors are allowed to distribute activity information materials within the confines of their exhibit booth space.
- Only approved events may have signs in designated hotels. Signs must be placed outside of meeting rooms.
- Use of the Endocrine Society logo and ENDO name and logo are strictly prohibited on marketing pieces, invitations, advertisements, and the following sentence must be indicated on all marketing pieces, invitations, and advertisements: “This meeting is not an official program of ENDO 2019.”
- All inquiries, please contact Gwen Laster at glaster@endocrine.org or 202-971-3658.

Marketing and Promotion Opportunities

- If desired, a 50-word activity description can be included in the Meeting & Expo Planner and ENDO Web site. The deadline for submitting text is December 21, 2018.

The Endocrine Society allows groups the opportunity to purchase membership and attendee mailing list for pre and post ENDO marketing. Only mailing information will be provided and lists do not include phone numbers and email addresses and are sold for a one-time use only. Samples of the
mailing must be submitted and approved by the Society prior to a group receiving the list. For more information on purchasing lists, please contact Lucia Tejada at ltejada@endocrine.org or 202-971-0678.

Disclaimer on All Activity Materials
Satellite meetings, as defined above, are not sponsored by the Endocrine Society and may not be promoted as a Society event. The following statement must be included on all advertisements, marketing pieces, signage, meeting materials, invitations, derivative products, etc.:
“This is not an official activity of the ENDO meeting and is not sponsored or endorsed by the Endocrine Society.”

Application
An application must be completed for the satellite program to be reviewed. The application should include the following:
- Program title
- Program description
- Tentative speaker list
- Preferred date(s)
- Preferred location/hotel
- Anticipated attendance
- Corporate support if available

Packages and Fees

Standard Package Fee – Complimentary
- Assigned meeting room
- Marketing assistance (List the program on ENDO 2019 Web site)

Premium Package Fee - $2,500 (Value $4,500)
- Assigned meeting room
- Two complimentary ENDO registrations
- Marketing assistance (List the program in the Meeting & Expo Planner and ENDO Web site)
- One complimentary ENDO attendee pre-registration mailing list for use in promotion of the satellite meeting

Optional Services and Fees
- Program registration - $3,000
- Abstract management - call for quote; pricing based on abstract submission to both meetings
- Logistics - pre-meeting coordination fee $6,750 ($125x50 hours) per meeting per day; on-site management fee $1800 ($150x12 hours) per meeting per day. Groups are responsible for paying for all other expenses such as signage, food & beverage, audio-visual, internet connections, etc.
- CME accreditation - call for quote
- Audience Response System (based on system and staff availability) – call for quote