

Midday Symposium Guidelines

Location

Midday Symposia will be conveniently scheduled in the Orange County Convention Center. Confirmation of assigned day and meeting room will be available online after the application has been submitted and processed. Be sure to consult with ASHP prior to printing meeting room names, as they may not be final at the time you print your materials.

Schedule

Sessions will be held Monday to Wednesday from **11:30 a.m. – 1:00 p.m.** (1.5-hour minimum). ***Doors must open promptly at 10:45 a.m.***

Cost

\$14,350 per program. The application along with full payment must be submitted online using a credit card.

Meeting Room Setup

Midday Symposia meeting rooms will be set for approximately 300 people. The room setup may not be changed or altered in any way by adding equipment or decorum that would result in any movement in chairs, tables, or AV set.

Audiovisual

PSAV is the exclusive provider of AV equipment for Midday Symposia. You may order equipment directly using the PSAV Order Form, or for consultation, contact Ed Bodnar at 214-210-8039 or ebodnar@psav.com.

ASHP will provide a speakers' table with 4 chairs, a registration table with 2 chairs, a wired lavalier microphone, lectern, and video screen sized appropriately for the room. Presentations should be created using a 16:9 ratio. Additional microphones, LCD projector, and computers may be added to the existing AV set at the activity organizer's own expense.

Food and Beverage

Food and beverage will not be permitted for Midday Symposia.

Signs

Two professionally produced signs, not to exceed 28" x 44", may be displayed outside your assigned meeting room. Signs may be posted no sooner than 10:45 a.m. and must be removed at the conclusion of your program. Two easels will be provided. ASHP does not permit the distribution or placement of symposium flyers or signs in any other area of the hotel or convention center (with the exception of the organizer's or commercial supporter's exhibit booth). ASHP reserves the right to discard signs and flyers of any organization violating this policy.

Symposium Promotion

Printed material must be reviewed and approved by ASHP. Activity brochures, signage, and other printed material must include the following phrases: "A Midday Symposium conducted at the 52nd ASHP Midyear Clinical Meeting and Exhibition." *and* "Food and beverage are no longer provided at Midday Symposia. This ASHP policy considers the varied internal policies of commercial supporters related to the [Physician Payments Sunshine Act](#). You are welcome to bring your lunch to the session." Other phrases or references to ASHP or the ASHP meeting are not permitted. Activity organizers may not use the ASHP logo or ASHP meeting graphics on symposium materials and may not list ASHP as a co-sponsor of the activity.

Invitations and/or other printed program information must indicate that seating at the program is limited and that food and beverage will not be served. If you are preregistering attendees, printed material must also indicate that preregistration is for planning purposes only and that seating will be available on a first-come, first-served basis. Be sure to consult with ASHP prior to printing meeting room names, as they may not be final at the time you print your materials. Visit our [advertising page](#) to learn more about lead retrieval, renting mailing lists, coordinating registrant bag inserts, and other promotions.

Program information will be published in ASHP materials according to the scheduled deadlines. Programs submitted and approved by **August 11** will be included in the October 15 meeting edition of *AJHP (American Journal of Health-System Pharmacy)* and in the onsite program book.

CE Credits

All Midday Symposia must offer ACPE-approved continuing pharmacy education credit. It is the responsibility of the organization conducting the symposium to arrange for an ACPE-accredited provider to serve as the provider for the program. ASHP will not assume responsibility for providing continuing education credit for Midday Symposium. Midday Symposia must be conducted in accordance with the ACPE Criteria for Quality, the ACCME Standards for Commercial Support, and the FDA Guidelines for Commercially Supported Scientific and Educational Activities.

Moderator

Activity organizers are responsible for providing the moderator for their session. The moderator is responsible for identifying the session, introducing the speaker(s) or presentation, moderating any

discussion, and ending the session on time. An ASHP staff member will be assigned to check on each session and should be contacted if there are problems.

Speakers

All speakers, moderators, and organizer's staff members for Midday Symposia must be registered for the ASHP Midyear Clinical Meeting and must be wearing their ASHP meeting badges in order to be admitted to the meeting room. The organization coordinating the Midday Symposium is responsible for ensuring all speakers, moderators, and staff are registered in advance of the session. A one-day meeting registration rate is available.

Approval and Confirmation

All applications are subject to approval by ASHP. Applications are processed on a first-come, first-served basis, and requests for a specific day are honored to the extent possible. Confirmation of assigned day and meeting room will be available online after the application has been submitted and processed. Be sure to consult with ASHP prior to printing meeting room names, as they may not be final at the time you print your materials.

A letter from the commercial supporter confirming funding of the symposium must be emailed to Michelle Rasnick Tyler at mrasnicktyler@ashp.org. This letter must be on the commercial supporter's letterhead and must be received the same day as the application is submitted.

Changes/Withdrawals

Changes to program title or schedule and/or withdrawals must be submitted to mrasnicktyler@ashp.org. Activity organizers who cancel programs before **September 8, 2017**, will receive a refund of 50% of the full price of the Midday Symposium. After **September 8, 2017**, ASHP will retain the full price of the Midday Symposium.