

Satellite Symposia Guidelines for AMCP Nexus 2022

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SATELLITE SYMPOSIA OVERVIEW

AMCP allows non-commercial, grant-supported satellite symposia in conjunction with select live and virtual educational events. These symposia extend the educational experience of registered attendees at no additional charge. Topics that are broad in appeal, applicable to managed care pharmacy, and well-timed are likely to attract the largest attendance. These opportunities allow AMCP attendees to earn continuing pharmacy education credit (CPE), continuing medical education credit (CME), continuing nursing education credit (CNE), or all three.

Livestream to an external audience is not required, but highly encouraged.

GENERAL INFORMATION

AMCP will provide the following for satellite symposia:

1. An assigned two-hour (2) meeting slot within the Nexus 2022 meeting agenda. The first 30 minutes is for registration and F/B and the content is 1.5 hours. Rooms are available approximately one hour before the start of the session.
2. A meeting room set in classroom style for up to 150 attendees.
3. A table with (2) chairs and a wastebasket outside of the meeting room.
4. A basic audio-visual set to include a stage, lectern with podium, head table with (2) chairs, table microphones, LCD projector, screen, and (2) audience microphones. The cost of this basic room set will be divided between all satellite symposia hosts. Any additional AV or decorating needs will be at the expense of the symposium host.
5. (2) session tracker devices are available for pickup at the Nexus 2022 registration desk. Each sponsor will receive the full contact information of registrants scanned within 72 hours of the session.
6. Collective promotion of satellite symposia through the following channels:
 - (2) targeted emails to AMCP members and guest lists, an audience of more than 30,000.
 - (2) mentions in AMCP's daily newsletter Daily Dose sent to the AMCP membership, an audience of more than 6,000.
 - (2) mentions in AMCP Nexus 2022 attendee newsletters sent to all registered attendees starting (4) weeks before the meeting start date.
 - Announcement in AMCP's monthly News and View(s) e-newsletter the month of October to announce satellite programs.



REGISTRATION AND HOUSING FOR SATELLITE SYMPOSIA STAFF AND FACULTY

1. Medical education company staff members who are staffing the activity are not required to be registered for the conference.
2. Faculty and moderator of the session are required to register for the entire conference. One-day registration is available.
3. To book your hotel reservations in the AMCP block, please follow the instructions below:
 - a. Click on Register Now | [AMCP Nexus 2022](#)
 - b. Click on "register now" and then click either "not registered" or "already registered."
 - c. Enter your information into the profile search. If not found, click "continue as a non-member."
 - d. Set your password, enter the code **SATEL221** and then apply.
 - e. You can then move forward with bypassing registration and booking your housing in the AMCP block only.

PROMOTION OF SATELLITE SYMPOSIA

1. **NOTE** – Medical Education companies can invite locals with no registration required to attend their satellite program only at AMCP Nexus 2022. Livestream is strongly encouraged.
2. **SPONSORED EMAILS:** Limited sponsored attendee emails sent on behalf of the sponsor by AMCP are still available. Email is sent to pre-registered attendees of Nexus 2022. Email Beth O'Brien at bobrien@amcp.org for more details.
3. **HOTEL DOOR DROPS-** The AMCP administrative fee for each door drop per day is \$1,000. Door drop requests can be submitted through the AMCP Nexus 2022 website at amcpnexus.org. NOTE: Journals/Magazine issues and supplements are not permitted. Email Julian Greer at jgreer@amcp.org for more details.
4. **AMCP FULL MEMBERSHIP MAIL LIST FOR PURCHASE-** Maximize your visibility by renting for one-time rental use only, the full, active, or associate membership list, available now. For details on the membership list rentals including counts and pricing, email LaChelle Smith at lsmith@amcp.org.
5. **NEXUS 2022 ATTENDEE MAIL LIST ONLY-** Rent the Nexus 2022 attendee registration list for one-time use only to mail your promotional symposium invitation/postcard. The AMCP registration list rentals include name, company, title, and street address for Nexus 2022 attendees and will be available starting on July 25. Email addresses and phone numbers are not provided. The Nexus 2022 attendee registration list can be purchased through the Nexus 2022 website at amcpnexus.org. Email Beth O'Brien at bobrien@amcp.org for more details.

SIGNAGE FOR SATELLITE SYMPOSIA

The guidelines for displaying signs onsite during Nexus 2022 are:

1. Placement of **one** professionally produced sign-up to the size of a meter board outside of the satellite symposium room starting one hour before the published program start time. Sign design and printing are at the expense of the satellite host.
2. Placement of **one** 22x28 professionally produced sign in a designated Satellite Symposia directional area advertising your program starting two hours before the published program start time for afternoon and evening satellites and one hour before morning satellites. Sign design and printing are at the expense of the satellite host.
3. Signage should be on a per satellite symposium basis and not include multiple symposia on one sign.
4. Posting additional signage elsewhere in the Gaylord National Harbor Convention Center is prohibited and will be removed by an AMCP staff member.
5. Satellite symposia managers must remove signage immediately following their activity.
6. AMCP will provide easels for signage display in your assigned symposium room.
7. Human-directional solicitation is prohibited in the pre-function areas before the start of your satellite symposium activity or during the conference.

FOOD AND BEVERAGE AT SATELLITE SYMPOSIA

All satellite symposia are encouraged to provide a food function; however, it is not required. Expenses for food and beverage are the sole responsibility of the planning and/or medical education company coordinating the industry-supported satellite symposium and are not included in the satellite symposia fee that is paid to AMCP.

Please contact the **Gaylord National Harbor Convention Center catering team below for menu options and to place your order**. You will have access to your assigned room **one** hour before your scheduled symposium. Your symposium, including the food & beverage function, may not exceed the scheduled time frames. **Please note:** Catering is not permitted in the session room.

Catering Contact Information

Amy Sherwood | Director of Event Planning, Catering
Gaylord National Harbor
Email: amy.sherwood@gaylordhotels.com

Food functions cannot start before the scheduled event. You will need to identify your symposium name and room number when contacting catering, and all expenses related to catering will be the responsibility of the symposium host.



AUDIOVISUAL FOR SATELLITE SYMPOSIA

AMCP has contracted with Freeman Audio Visual as its exclusive supplier of all Audio-Visual services throughout the conference.

AMCP requires all symposia to utilize its "standard AV room set" (LCD projector, screen, WIFI, podium mic) to maintain the consistency of quality and presentation throughout the conference.

Expenses for this standard AV set are shared among medical education companies hosting satellite symposia.

Livestream for an external audience is encouraged. Any AV 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 AMCP.

Freeman Audio Visual contact information is listed below:

Audio Visual Contact Information

Bob Harms
Freeman Audio Visual
Email: Bob.harms@freemanco.com
Tel: 210-336-5303

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.



SHIPPING FOR SATELLITE SYMPOSIA

Satellite symposia companies are encouraged to ship their materials directly to their attention at the FedEx property located at the Gaylord National Harbor Convention Center.

FedEx Contact Information

FedEx Office

201 Waterfront St, Oxon Hill, MD 20745

Phone: (301) 567-0457

<https://local.fedex.com/en-us/md/oxon-hill/office-5629>