

**Guidelines for
Commercially Supported Symposia**
(CME and NCE)

HOPA
14TH ANNUAL
CONFERENCE
MARCH 21-24, 2018
COLORADO CONVENTION CENTER
DENVER, CO



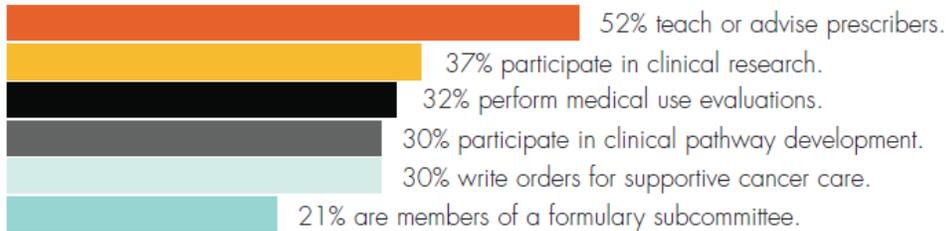
HOPA
Hematology/Oncology
Pharmacy Association

Industry Partner,

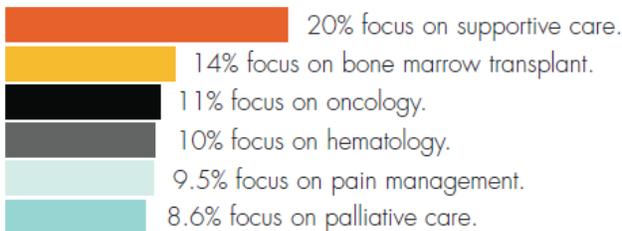
We invite you to participate in the Hematology/Oncology Pharmacy Association (HOPA) Annual Conference, March 21-24, 2018, in Denver, Colorado. HOPA is a non-for-profit organization with more than 2,700 members and is the only pharmacy organization in the United States that focuses solely on hematology/oncology. We are anticipating over 1,200 oncology pharmacists and associated practitioners, pharmacy technicians, administrators, researchers, educators, residents and students to attend the conference.

Profile of Attendees at HOPA's Annual Conference (2016)

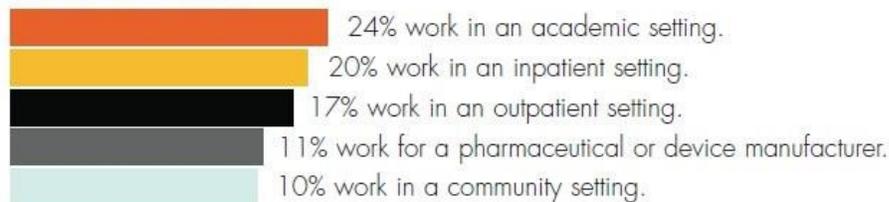
Prime Positions of Influence



Clinical Focus



Sphere of Practice



HOPA invites the HOPA Industry Relations Council, companies focusing in hematology/oncology cancer care, and medical education companies, to submit proposals for Commercially Supported Symposia (CSS) to be presented as part of the **official independent** CPE Program in conjunction with the HOPA Annual Conference. Independent CPE CSS are the exclusive venue for educational programs supported by grants from industry during dedicated time slots during the HOPA Annual Conference activities. CSS will be held during breakfast and dinner hours that do not compete with HOPA educational programs.



GUIDELINES FOR COMMERCIALY SUPPORTED SYMPOSIA

HOPA will review all CSS proposals submitted. The number of Independent CPE CSS that may be accepted will be determined by the available space, schedule, and the quality of the proposals received. HOPA may decline to accept any proposals at its discretion based upon its review criteria.

CPE CSS proposals

Criteria for acceptance of a CPE CSS proposal include the following:

- The topic addresses a learning need of broad interest to the HOPA conference attendees.
- The content of the proposed program must demonstrate scientific rigor and objectivity and be free of commercial bias for or against any product or service.
- Format of all CPE CSS should be assigned 1.0 hours unless otherwise specified.
- Meets ACPE criteria and is compliant with the Standards for Commercial Support and the proposed program **is designated for CPE credit by an ACPE accredited provider**.
- **HOPA will not provide continuing education credit for CSS.**
- HOPA may request revisions to the proposed CPE CSS prior to approval, in an effort to balance the conference program and minimize duplication of educational content.
- Evaluation and CPE Certificates/Certificates of Attendance are the responsibility of the CPE CSS provider. A summary report of participant evaluations must be provided to HOPA 60 days after the Conference.

Proposal submission and approval process

1. HOPA Industry Relations Council, companies focusing in cancer care, and medical education companies are eligible to submit a proposal. Unapproved grants must identify where grants have been submitted and timelines for approval.
2. A CSS proposal will be considered complete when it includes: needs assessment, learning objectives, agenda, proposed faculty and topics, synopsis of program content (session description), budget and proof of ACPE Accreditation. **Please include this as a word document or PDF.**
3. Once notification that the CSS has secured grant funding has been received, we will assign the day and time for the program. Assignments will be made on a first-come, first-serve basis.

HOPA's mission statement is to support pharmacy practitioners and seek to promote and advance hematology/oncology pharmacy to optimize the care of individuals affected by cancer.

Timeline

August – December 2017	Open acceptance – CSS description, proposed faculty, and learning objectives <i>must include documentation of secured funding</i>
January 2018	Notified of acceptance or revisions, approximately 2 weeks after submission
February 2018	Signed LOA and grant due to HOPA
January/February/March 2018	HOPA e-mail blast sent to all members/attendees promoting all CSS programs, also included in the schedule of events, Conference Web Central, program book, and mobile app
February 2018	CSS description due - includes a short synopsis, faculty, and learning objectives (only for CSS with a signed LOA) for inclusion in the HOPA Annual Conference Online Session Guide
Signed LOA	HOPA to provide logistical information packet, including: AV equipment list, floor diagram, and hotel contacts; HOPA to provide HOPA member mailing list
February 2018	Requests are due for audio/visual equipment
February 2018	Space function request are due, please note they are on a first-come, first-served basis
February 23, 2018	Room drop deadline (<i>optional, additional fee</i>)
February 23, 2018	1-piece advertising insert for inclusion in registration materials (<i>optional, additional fee</i>)
March 21-24, 2018	HOPA 14th Annual Conference
June 4, 2018	Summary of activity evaluations due to HOPA post-Conference

Program content and faculty

1. CSS designated for CPE credit must be through an independent ACPE accredited provider. CSS must comply with ACPE guidelines regarding objectivity and scientific rigor of program content, appropriate disclosure of commercial relationships and resolution of conflicts of interest, and activity evaluation.
2. Members of the 2018 HOPA Program Committee may not be invited to serve as faculty or moderators in the CSS.
3. Any changes to the CSS, including faculty and educational objectives, must be submitted to HOPA for approval.
4. All correspondence with CSS faculty, including honoraria, expense reimbursement, and disclosure information will be the responsibility of the provider of the CSS.
5. We request that you expand your attendee questionnaire to include the following questions and provide us your evaluation data 60 days after the Conference:
 - Demographic data on who participated.
 - What was the significant scientific merit of the symposia you attended?
 - Was the topic of importance?
 - Was the information presented new?
 - Was the content of significant interest for the audience?

Promotion

1. CSS program synopses will be listed in the HOPA Annual Conference Online Session Guide, the HOPA website, program book, and mobile app, once we secure a signed LOA.
2. Invitations for the CSS must be submitted to HOPA for review and approval prior to publication.
3. The HOPA logo may not be used on any promotional materials. Use of the HOPA's name or copyrighted material on any announcement, sign, publication, or other material requires prior written approval.
4. Approved CSS must include the following language on promotional materials: ***"An official independent commercially supported symposium held in conjunction with the Hematology/Oncology Pharmacy Association's 14th Annual Conference."***
5. Allow 5 business days for HOPA to turn around approvals.
6. HOPA will provide one mailing list of the pre-registered attendees (excel) 6-8 weeks prior to the Conference.
7. Information on CSS registration will be included in the HOPA E-News one month prior to the Conference.
8. A reminder e-mail will be sent 2 weeks out from the Conference to all registered attendees.
9. Requested copy for invitations: *There is no registration fee for attending this CSS, however, seating is limited. To preregister for (Name of Symposia goes here), please register at (XXX). Preregistration does not guarantee seating. We do recommend arriving at the symposium location early.*

There are additional marketing opportunities to support attendance at your CSS, available for an additional fee. Please refer to the advertising forms on HOPA's website.

Event logistics

1. HOPA will assign a Conference room for each CSS at the Conference facility. Room assignment and facility contact will be provided once LOA is received.
2. Conference rooms designated for CSS will be set with round tables, banquet style.
3. All CSS will be listed on a meter panel located outside the Conference room.
4. Space will also be allocated for a maximum of 2 signs (maximum size: 28" x 44") for the CSS.
 - **All signs will be produced and set up by the CSS organizer**
 - 1 sign may be placed outside of the session and 1 sign by registration.
 - Additional signage is not allowed.
 - Organizers are responsible for removing signage and Conference handouts, etc. at the conclusion of the CSS.
5. CSS personnel must be available outside the session room an hour prior to the scheduled start time of the event to handle registration and answer questions.
6. All CSS are open to HOPA attendees for participation and are typically well attended, although HOPA does not guarantee attendance figures for any program.
7. A registration table, easels, and rope and stanchion will be provided outside the session room.
8. No other furniture, banners or unapproved signage may be placed outside the room.
9. A minimum of 175 should be budgeted for hand out materials. Please indicate your preference on the proposal.

Breakfast	(200 – 300 attendees)	Thursday, March 22 Friday, March 23 Saturday, March 24	6 – 7:30am 6 – 7:30am 6 – 7:30am
Lunch*	(300 – 400 attendees)	Wednesday, March 21	11 – 12Noon
Dinner	(100 – 200 attendees)	Thursday, March 23 Friday, March 24	7:30 – 9pm 7:30 – 9pm

NOTE: there maybe con-current programs, first come, first served basis.

*Wednesday lunch has "first right of refusal"

10. The CSS organizer is responsible for handling onsite registration and management of the event.
11. CSS personnel must be available outside the session room 1-hour prior to the scheduled start time of the event to handle registration and facilitate questions.
12. No sales activities may take place and no promotional materials may be distributed in the Conference rooms, exhibits, registration area, or attendee lounge.
13. HOPA requires that CSS organizers use the designated audio/visual contractor for this Conference. A detailed audio/visual equipment list and room diagram will be provided approximately 4 weeks prior to the Conference. Organizers may bring in their own producer and order additional equipment from designated audio/visual contractor if desired.
14. Additional services and expenses associated with electrical, telephone, shipping, additional audio/visual equipment, labor etc., are the sole responsibility of the CSS organizer.

Compliance: Violation of these guidelines may result in the cancellation of the CSS. One person must be designated as the primary contact/project manager for the CSS throughout the application and planning process; HOPA will deal directly with that one person.

Grants: A Letter of Agreement (LOA) between HOPA and the medical education company or supporting company must be signed. The fee, in the form of a grant, to participate in the CSS program (CE) is **\$75,000**. Those providing the funding to the medical education companies or the supporting company will be acknowledged as providing the grant within the listing of the CSS. They will not be acknowledged as commercial supporters of the HOPA Annual Conference. Grants and accompanying signed LOA's must be received by HOPA prior to any promotion of the CSS.

Enduring program: The fee to make this program available on HOPAU for 1-yr post-activity is **\$10,000**.

NCE: The fee, (supported directly from the pharmaceutical company), to participate in the Non CME program is **\$50,000**. Supporters can develop and provide a 1.5 hour promotional or educational program in accordance with their own guidelines.

Terms and conditions

By agreeing to fund an educational event at the HOPA 14th Annual Conference, the Medical Education Company (MEC) accepts the following terms:

- HOPA reserves the right to reject a CSS request or require that it be revised
- CSS funding must be approved at least 30 days in advance of the opening of the conference
- The MEC is not permitted to recruit or attempt to confirm faculty members for the CSS until topics and faculty have been approved by HOPA
- HOPA reserves the right to assign or reassign CSS slots
- HOPA has permission to post the final slides on its website following the conference
- **PLEASE NOTE:** The HOPA logo or acronym may not be used on any mailing pieces, signs, advertising, or promotions in any media, either inside or outside of the conference hotel, before, during, or after the conference, without prior review and written approval by HOPA
- Publishing (print or electronic) descriptions of, or information about, any CSS held at the HOPA 14th Annual Conference is not permitted without review and written approval by HOPA. HOPA retains all publication rights to descriptions of and proceedings from this conference, including the right to refuse permission to publish such materials to any entities, as HOPA sees fit
- Professional vendors hired by HOPA or registered media (with badges) are the only attendees permitted to photograph HOPA sessions. Please note that photographs taken during the conference may be used in future HOPA publications and/or on the HOPA Website. Audio taping or videotaping of HOPA CSS is strictly prohibited except by professional vendors hired by HOPA
- HOPA reserves the right to modify or change these CSS Guidelines to better meet the needs of their membership

No cancellation of CSS (live) will be accepted after the LOA has been signed.

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