



2025 Tandem Meetings | Transplantation & Cellular Therapy Meetings of ASTCT and CIBMTR Planning Company Agreement to Comply with CME Rules and Tandem Meetings Regulations

Return this form to TandemMeetings@mcw.edu or fax 414-955-0221.

Purpose of Satellite Symposia at the Tandem Meetings

The purpose of Satellite Symposia at the Tandem Meetings is to bring useful, up-to-date, scientifically accurate, balanced, unbiased information to blood and marrow transplantation and cellular therapy clinicians and investigators.

All aspects of a Satellite Symposium must flow from this single purpose. Anything that interferes with that purpose must be excluded from the Satellite Symposium.

CME Rules and Tandem Meetings Regulations

The following rules and regulations have been developed for all independent planning companies, medical communications companies, meeting planning companies and other entities (hereafter called “Planning Company”) that assist with the development and implementation of a Satellite Symposium.

The Medical College of Wisconsin Office of Continuing Professional Development is available to serve as a Planning Company. Contact Linda D. Caples, PhD, Director, Office of Continuing and Professional Education at lcaples@mcw.edu, phone: 414-455-4900.

1. An authorized representative of the Planning Company must sign this “Planning Company Agreement to Comply with CME Rules and Tandem Meetings Regulations” before final approval of a Satellite Symposium is granted.
2. A Planning Company becomes an agent of the continuing medical education (CME) provider and must be approved by the Medical College of Wisconsin. The exclusive CME provider for the Tandem Meetings is the Medical College of Wisconsin (MCW).
3. Planning Companies that fail to comply with CME guidelines may have sanctions imposed, up to and including exclusion from further participation in the Tandem Meetings and/or future Tandem Meetings and/or activities in which MCW acts as CME Provider.
4. The Medical College of Wisconsin, as CME provider, makes all decisions regarding Satellite Symposium content, faculty, venue, printed collateral materials and all other aspects of the symposium, consistent with the policies and requirements of the Accreditation Council for Continuing Medical Education (ACCME). Once approved, changes to the program agenda or faculty cannot be made without written request and approval by MCW.
5. Upon presentation at the Tandem Meetings, the Satellite Symposium program and its content become the property of Tandem Meetings and are governed by the Medical College of Wisconsin as CME provider.
6. Planning Company must comply fully with ACCME Standards for Independence and Integrity in Accredited Continuing Education.
 - Final consolidated budget for live materials must be submitted 90 days after the activity end date
 - All CME grants must be reviewed and signed by MCW as co-provider
 - Submit all outcomes reports to commercial interests and the MCW OCPD in a timely manner
7. The Satellite Symposium must provide an opportunity for an open question and answer session and permit evaluation by attendees. Online Evaluation Forms will be developed, distributed, and tabulated by the Tandem Meetings in compliance with established CME guidelines. A summary of completed evaluations, including written comments, will be provided after the Tandem Meetings.
8. If an unlabeled product or an unapproved use of a product is discussed during the Satellite Symposium, it must be disclosed to the symposium audience that the product is not approved for the particular use in the United States. The Satellite Symposium content must be fair, balanced, scientifically valid and comply with current U.S. Food & Drug Administration guidelines. Any treatment recommendations must be made based on the best available evidence.

2025 Planning Company Agreement
to Comply with CME Rules and Tandem Meetings Regulations

2025 Tandem Meetings

Hawai'i Convention Center | Honolulu, HI Page 2

9. Full expense report, including receipts and faculty reimbursement form with full disclosure due by **Monday, March 17, 2025.**
10. Additional costs, including on-site charges, will be billed after the Tandem Meetings. All invoices must be paid by **Monday, April 21, 2025,** or will incur a 20% late fee and organizers may be ineligible for future Satellite Symposia submissions.
11. If the Symposium is cancelled after **Monday, November 11, 2024,** there will be no refund to the Planning Company.
12. Tandem Meetings strongly recommends that stipends for faculty and their expenses be paid by the Planning Company. To facilitate this, a co-providership or joint sponsorship agreement must be signed by MCW as the CME Provider delegating fiduciary responsibility to the Planning Company. A letter of request must be submitted to MCW CME with a copy to Tandem Meetings by **Monday, November 11, 2024.** Any payment or reimbursement by the Commercial Supporter directly to a symposium speaker, moderator or chair is strictly forbidden. To comply with CME regulations, all symposium-related expenditures by the Planning Company and the Commercial Supporter, as well as any of their agents, must be disclosed to the Tandem Meetings and MCW. Full accounting of all symposia-related expenses must be provided to the Tandem Meetings within 30 days after the adjournment of the Meetings.
13. All monies and fees associated with a Satellite Symposium are strictly regulated in accordance with ACCME Standards for Integrity and Independence in Accredited Continuing Education. A violation may place the CME accreditation of a symposium in jeopardy. As a rule, all monies and fees including the base grant (which covers facility rental, CME administration, standard AV and food service), must be paid to Tandem Meetings, which in turn is responsible for disbursing those funds. Checks should be payable to the Medical College of Wisconsin. The only exceptions to this rule, which must be pre-approved in writing by the Tandem Meetings and the Office of Continuing Professional Development of the Medical College of Wisconsin are (a) stipends for faculty, the meeting registration fee and actual travel costs for symposium faculty who may be reimbursed for these expenses by the Planning Company (but not directly by the commercial supporter) and (b) fees and expenses paid by the Commercial Supporter to and for the services of the Planning Company and/or creative services providers.
14. Reimbursements to individuals on U.S. tourist/business visitor visas must comply with the regulations set forth by the US Internal Revenue Service (IRS) and the Medical College of Wisconsin, and taxes may be withheld pursuant to prevailing regulations. The approximately 30% U.S. tax charged against stipends for speakers who are non-U.S. citizens will be funded by the commercial supporter, not by the Tandem Meetings, however, MCW *must have* knowledge of all payments. (For questions regarding special forms required for invited faculty who are not U.S. citizens, contact us at TandemMeetings@mcw.edu.)
15. Education is the primary purpose of a Satellite Symposium. Food and beverage must be modest and a secondary element in organizing and publicizing the symposium.
16. All Satellite Symposium planning (including set-up, food and beverage, audiovisual services and other arrangements) must be made through and handled by the meetings manager for the Tandem Meetings, unless other arrangements are agreed upon to allow the Planning Company to relate directly with the convention services staff. The meetings manager for the Tandem Meetings may be reached at TandemMeetings@mcw.edu. When alternate arrangements are approved, the Planning Company must keep the meeting manager for the Tandem Meetings fully informed of all communications with the hotel, resort or convention services staff.
17. Audiovisual technicians are required for all Satellite Symposia. All on-site audiovisual services, including projection during the symposium, are provided by the Tandem Meetings. Only by prior agreement with the meetings manager for the Tandem Meetings and in special circumstances may a Planning Company, a Commercial Supporter or their agent be permitted to provide on-site audiovisual services or projection for a Satellite Symposium.
18. No audio, video or other recording of a Satellite Symposium is permitted without consent of the Tandem Meetings. Any permitted audio, video or other recording must be made clearly evident to the audience.
19. The Planning Company must provide on-site staff to assist with any invited faculty needs, handout materials and other last-minute arrangements, logistics and traffic flow.

**2025 Planning Company Agreement
to Comply with CME Rules and Tandem Meetings Regulations**

2025 Tandem Meetings

Hawai'i Convention Center | Honolulu, HI Page 3

- 20. The Planning Company and the Commercial Supporter may not post on-site promotional signs in the hotels or convention center lobbies without permission of the Tandem Meetings. Failure to obtain written preapproval from MCW/CIBMTR before distribution or publication of materials containing the names, marks and logos will be considered a material breach of this Agreement. Placing promotional materials under the doors of hotel guest rooms (or "door drops" of any kind) is not permitted. A registration bag insert opportunity is available. See the rate card for details (available this summer).
- 21. The Planning Company and the Commercial Supporter may not use "American Society for Transplantation and Cellular Therapy", "ASTCT," "Center for International Blood & Marrow Transplant Research," "CIBMTR" "Medical College of Wisconsin," "MCW," "ACCME," "Hawai'i Convention Center" or their respective logos on any announcement, sign, publication, audiovisual product or other promotional material without written permission. All promotional material must be approved by the Tandem Meetings and MCW CME Office prior to distribution and no later than **Friday, January 10, 2025**. Promotional materials received after January 10, 2025 may not be considered or authorized.
- 22. Any references to the Tandem Meetings must be listed as: "Tandem Meetings | Transplantation & Cellular Therapy Meetings of ASTCT and CIBMTR" or "Tandem Meetings of ASTCT and CIBMTR."

By signing this "Planning Company Agreement To Comply with CME Rules and Tandem Meetings Regulations," I certify that I have read and understand these rules and regulations and that I am an authorized agent of the company named below who can bind the company to compliance with these requirements as a condition of participation in the Tandem Meetings.

_____ Date: _____
Signature of Planning Company Representative

Print Name: _____

Title: _____

Name of Planning Company: _____

Address: _____

Phone: _____ Fax: _____

Email: _____