Satellite Symposium Agreement

Please note, Satellite Symposium Sessions are non-CME satellite symposia separate from the SOCCA Annual Meeting CME activity.

The following criteria must be met in order to conduct SOCCA Satellite Symposium:

1. A fee of $10,000 will be due to the SOCCA for the rental of the session function space.
2. The organization proposing a session will be required to submit their full program to SOCCA for review and approval at least 30 days prior to the session start date. If approved, no changes to content or faculty may be made without additional written approval.
3. The SOCCA does not provide CME accreditation for sessions held by outside organizations. Any accreditation for approved Satellite Symposia is the sole responsibility of the organization conducting the session. Any reference to the SOCCA Annual Meeting education program, use of SOCCA logos or SOCCA accreditation is not permitted.
4. The session date and time will be assigned by the SOCCA and agreed upon by both parties.
5. Function space for the session may only be assigned by SOCCA and assignment will be based on session requirements and availability.
6. Once the function space is assigned by SOCCA the organization conducting the session will work directly with the hotel and will be solely responsible for all expenses associated with the symposium including but not limited to audio visual, food and beverage, internet, signage, etc.
7. Included advertising:
   a. Two signs, provided by the sponsor, to be placed in locations approved by the SOCCA
   b. One printed flyer insert, provided by the sponsor, included in registration packets
8. Inclusion in one e-blast to SOCCA attendees sent in early May 2019, or one week out from the meeting date.
9. One-time use of the SOCCA attendee list for an approved mailer. Mailing addresses only.

Payment is due 60 days prior to the meeting. There is no refund for cancellations made within 60 days of the meeting.
Satellite Symposium Application

Company Name

Contact Person

Address

City, State, Zip, Country

Phone

Email

Satellite Symposium Times

Friday, May 17
- Breakfast, 6:15 am – 7:15 am
- Lunch, 12:00 pm – 1:00 pm

Overall Total: $

By signing below, both parties agree to be bound by the terms of this agreement.

Sponsor Authorized Signature

Date

Payment Method:

- Check
  Make checks payable to “SOCCA” and mail to: 90 New Montgomery Street, Suite 412 San Francisco, CA 94105

- Credit Card

Name on Card

Card #

VISA ☐ M/C ☐ AmEx ☐ Discover

Exp. Date

CSV Code

Signature

SOCCA Federal Tax ID # 36-3422600 501(c)3