

## Satellite Symposia Guidelines for AMCP 2024

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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.

**Livestreaming and marketing 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 meeting slot that includes one and one-half hours (1.5) of content and a 30-minute food and beverage break within the meeting agenda.
2. A meeting room in the Ernest N. Morial Convention Center set in half rounds for approximately 90 attendees.
3. A table with (2) chairs and a wastebasket outside of the meeting room for check-in (live only).
4. The meeting room will be pre-set with stage, lectern with a podium mic, a head table with (2) chairs, table microphones and (2) audience microphones. Any additional audio visual or decor needs are at the cost of the satellite host and need to be ordered through AMCP's AV partner Freeman AV. AMCP can provide contacts for these additional elements if required.
5. (2) badge scanning devices to collect attendee contact details.
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 8,000.
  - (2) mentions in attendee newsletters sent to all registered attendees starting (5) weeks before the meeting start date.

## HOUSING FOR SATELLITE SYMPOSIA STAFF AND FACULTY

1. To book your hotel reservations in the AMCP block, please follow the instructions below:
  - a. Click on Register Now | <https://amcpannual.org/register>
  - b. Enter the required information to search for your profile and click the appropriate "Search" button.
  - c. On the profile page, enter the registration code "SATEL242" to zero out your registration fees. **Please write down your password in case you need to make changes to your registration.**
  - d. Once you are registered for the meeting, the system will direct you to reserve your housing in the AMCP block. A credit card is required to guarantee your housing reservation. You also have the option to sign back into the system and book housing at a later time.

## **ADDITIONAL PROMOTIONAL OPPORTUNITIES FOR SATELLITE SYMPOSIA**

1. **NOTE** – Medical Education companies can invite locals to attend their satellite program only at AMCP 2024. They do not need to be registered for AMCP 2024 to attend a satellite, though they must have a badge to access other areas of the meeting.
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 AMCP 2024. Email the meetings department at [meetings@amcp.org](mailto:meetings@amcp.org) for more details.
3. **HOTEL DOOR DROPS-** The AMCP administrative fee for each door drop per day is \$1,250. Door drop requests can be submitted through the AMCP 2024 [website](#). NOTE: Journals/Magazine issues and supplements are not permitted. Email [meetings@amcp.org](mailto:meetings@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 [meetings@amcp.org](mailto:meetings@amcp.org).
5. **AMCP 2024 ATTENDEE MAIL LIST ONLY-** Rent the AMCP 2024 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 AMCP 2024 attendees and will be available starting on January 20. Email addresses and phone numbers are not provided. The AMCP 2024 attendee registration list can be purchased through the AMCP website at [amcpnexus.org](http://amcpnexus.org). Email [meetings@amcp.org](mailto:meetings@amcp.org) for more details.

## **SIGNAGE FOR SATELLITE SYMPOSIA**

The guidelines for displaying signs onsite during AMCP 2024 are:

1. Placement of one professionally produced sign outside of the satellite symposium room starting two hours prior to the published program start time. (Note: Sign design and printing is at the expense of the satellite host.)
2. Placement of one professionally produced sign in a designated Satellite Symposia directional area advertising your program starting two hours prior to the published program start time for afternoon and evening satellites and the evening prior for morning satellites. (Note: Sign design and printing is at the expense of the satellite host.)

For satellite companies with more than one symposia, you may place one sign listing all symposia starting two hours prior to the first program start time.

3. Posting additional signage elsewhere in the Ernest N. Morial Convention Center is prohibited and will be removed by an AMCP staff member.
4. Satellite symposia managers must remove signage immediately following their activity.
5. AMCP will provide easels for signage display in your assigned symposium room.
6. Human-directional solicitation is prohibited in the pre-function areas before the start of your satellite symposium activity or during the conference.

Below are frequent sizes used for signage.

- Meter height signage are sized at 38x87, smaller square signage is typically sized at 22x28
- Pop up banner stands are around 33"

## **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 **Sodexo catering team below for menu options and to place your order**. You will have access to your assigned room **two** hours before your scheduled symposium. Your symposium, including the food & beverage function, may not exceed the scheduled time frame. **Please note:** Catering is not permitted in the session room.

### **Catering Contact Information**

Brian Benadom

[Brian.Benadom@sodexo.com](mailto:Brian.Benadom@sodexo.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. You may choose to use Freeman or your own livestream vendor.

Freeman Audio Visual contact information is listed below:

### **Audio Visual Contact Information**

Bob Harms  
Freeman Audio Visual  
Email: [Bob.harms@freemanco.com](mailto: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. To discuss livestream internet support and pricing, please contact Nick Hammon with the Ernest N. Morial Convention Center below.

### **Nick Hammond**

Assistant Customer Service Manager - IT  
New Orleans Ernest N. Morial Convention Center  
Phone: (504) 582-3095 ex. 2349  
Email: [nhammond@mccno.com](mailto:nhammond@mccno.com)



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## **SHIPPING FOR SATELLITE SYMPOSIA**

Satellite symposia companies are encouraged to ship their materials directly to their attention at: The UPS store New Orleans Convention Center located by Hall F, which is approximately half a mile from our meeting space.

### **UPS Office – New Orleans Convention Center**

900 Convention Center Blvd

New Orleans, LA 70130

Phone: (504) 670-8941