



EMERGENCY MEDICINE LEARNING & RESOURCE CENTER
3717 S. Conway Road · Orlando, FL · 32812 · (800) 766-6335 · www.emlrc.org

Symposium by the Sea 2008
The Annual Meeting of the Florida College of Emergency Physicians
July 31 - August 3, 2008 · The Boca Raton Resort & Club · Boca Raton, FL
and FCEP presents

Satellite Symposium Agreement

July 31 - August 3, 2008
The Boca Raton Resort & Club
Boca Raton, Florida

Guidelines for Presenting an Educational Satellite Program at *Symposium by the Sea 2008*

1. Presenting organization must be an exhibitor at *Symposium by the Sea 2008*.
2. All sessions must be scheduled at a time when programs developed by the EMLRC Education Committee are not in session.

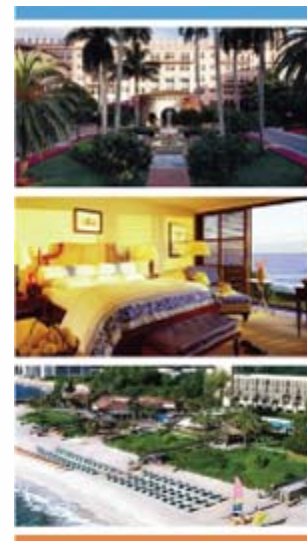
Available times for a Satellite at *Symposium by the Sea 2008*

Thursday, July 31, 2008 at 5:00pm – 7:00pm – Available

Friday, August 1, 2008 at 12:30pm – 2:30pm – *The National Medical Foundation*

Saturday, August 2, 2008 at 12:30pm to 2:30pm – Available

3. A formal request in writing must be submitted to the EMLRC describing in detail the course content, recommended faculty and the number of registrants expected to attend.
4. The Education Committee requires that sponsors present topics that do not duplicate or conflict with courses, objectives or faculty developed by the Committee that will be presented during *Symposium by the Sea 2008*.
5. The coordinator of the event (outside management firms must also comply) must identify the product name and the name of the product manager with their formal request.
6. Upon program approval, any CME credit offered/secured is responsibility of presenting organization.
7. To be included in the on-site program your course description copy must be submitted to EMLRC by July 1, 2008.



8. An exhibitor in lieu of presenting a separate program, presenting organization may sponsor a course listed on the meeting schedule developed by the Education Committee. If you are interested in pursuing the sponsorship of an existing presentation, please contact Jerry Cutchens, Director of Marketing at 407-281-7396 x15.
9. The use of the SBS meeting logo on direct mail, etc. materials is allowed as long as the following statement is listed: "This program is not part of the Official Symposium by the Sea 2008 Educational Program as planned by the Educational Meetings Committee." Statements like or similar to "Important EMLRC Material Enclosed" cannot be used on any material. The official EMLRC logo cannot be used on any promotional materials. All promotional materials must be approved by EMLRC.
10. The official EMLRC logo cannot be attached to the lectern during presentations.
11. Faculty may not wear their EMLRC name badge during their presentation.
12. Symposium sponsors may not contact meeting registrants by phone or e-mail, or have their subcontractors contact members by phone or e-mail, in an effort to verbally invite meeting attendees to their program. Promotion should be limited to mailing of materials to the preferred mailing address.
13. Sponsors and their subcontractors should understand that often times fax numbers are the same number as the member's home number. Transmission of information via fax before 8:00am or after 5:00 pm may be considered an intrusion of the member's private time. Faxing outside of this time period may lose the desired positive impact.
14. Guestroom reservations for the coordinator, staff or sponsoring company is not the responsibility of EMLRC. Coordinators should contact the hotel directly.
15. The coordinator of the event must submit to EMLRC, Meeting Planner, within three weeks of the meeting, a final report reflecting the number of registrants attending the presentation.

FEES/CONSIDERATIONS

1. The fee of conducting up to a 2-hour satellite program in conjunction with *Symposium by the Sea 2008* is **\$5,000**, made payable to the EMLRC. Any other expenses related to the program (i.e. Hotel, faculty, food and beverage, audiovisual, CME, internet connectivity, telephone lines, etc.) are the responsibility of the presenting organization.
2. Cancellation fees apply as follows:
 - a) Programs canceled on or before June 1 will receive a full refund.
 - b) After June 1, but before July 10, will receive a 50% refund.
 - c) After July 10, no refunds will be made.NOTE: Any satellite symposium application approved within these time frames will be subject to the full amount of the cancellation policy as stated.
3. It is understood by the sponsor that final decisions regarding issues related to satellite symposia during EMLRC meetings, not addressed above, rest with EMLRC.
4. A set of pre-registrant mailing labels (for one-time use only) will be provided to the presenting organization from EMLRC. Additional sets may be purchased for \$150.00 by contacting Jerry Cutchens, Director of Marketing, at 407-281-7396 x15.

5. Meeting space will be assigned on a first come, first serve basis. Attached are the time frames for which meetings can be held. Upon confirmation of space you will be notified how to contact the hotel. No meeting space fees will be assessed by EMLRC contracted hotels for events that meet the standard satellite symposium profile. * Every effort will be made to hold all satellite symposia in the headquarters hotel. Assignment of meeting space is based upon when the request is received, approved, the projected size of the event and the date/time requested by the sponsor. *In order to increase the possibility of receiving free meeting space, a satellite symposium is considered to have met the standard profile by the following:
 - a) Event sponsor provides food service for attendees. (Coffee and soft drinks are not considered food service).
 - b) Presentation and food service held in the same meeting room.
 - c) No rear-screen projection. **
6. **Events requiring rear-screen projection and special staging with extended set-up and tear-down time may require meeting space that is not available at no charge. The hotel may levy an additional fee. The additional fee will be the responsibility of the sponsor. Other expenses levied by the hotel may be incurred even after the above criterion has been met. These expenses will also be the responsibility of the presenting organization.

Please date and sign this letter and forward an original to EMLRC.

Agreed to this _____ day of _____, 2008

By: _____ (please print)

Signature: _____

Title: _____

Organization: _____
