

2018

AMCP

Academy of
Managed Care
Pharmacy®



CALL FOR
SATELLITE
SYMPOSIA



AMCP Managed Care & Specialty Pharmacy Annual Meeting
April 23-26, 2018
Boston, MA • Boston Convention & Exhibition Center

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AMCP Annual Meeting 2018

Call for Satellite Symposia

AMCP will accept applications on a first-come, first-served basis until all available time slots remain. Only fully funded symposia activities (with proof of grant funding) will receive time slot assignments.

Please note: Date and time assignments based on order of application receipt, slot availability and content. If another organization has proposed the same or very similar topic for the same date and time slot, the second application will be assigned one of their alternate choices. AMCP will make every effort possible to not schedule like topics at the same time.

The Academy of Managed Care Pharmacy (AMCP) invites applications for fully funded satellite symposia activities to be held in conjunction with the AMCP Managed Care & Specialty Pharmacy Annual Meeting 2018, which will be held April 23-26, 2018, at the Boston Convention & Exhibition Center in Boston, Massachusetts.

Although AMCP does not guarantee attendance, history indicates that approximately 50-150 pharmacists and other health care professionals attend these continuing education activities.

[About the AMCP Annual Meeting 2018](#)

The AMCP Annual Meeting 2018 is expected to attract approximately 4,000 managed care pharmacists and other health care professionals seeking to increase their knowledge of the management and coordination of clinical, pharmacy benefit, and pharmacy care programs. These managed care professionals are interested in health care information and issues viewed from a population perspective, rather than at the patient-practitioner level.

Benefits of Conducting a Satellite Symposia

All accepted satellite symposia will be assigned to a room in the Boston Convention & Exhibition Center during times that do not conflict with AMCP's education session activities and exhibits. AMCP promotes all satellite symposia to registered meeting attendees and potential registrants. Your symposium will have:

- 1) Access to nearly 4,000 managed care pharmacists and other health care professionals seeking to increase their knowledge of the management and coordination of clinical, pharmacy benefit, and pharmacy care programs.
- 2) Promotion to all registered meeting attendees via the following promotions:
 - a) *Attendee Newsletter*, emailed to all registered meeting attendees four (4) weeks leading up to the meeting (one each week).
 - b) *AMCP's Daily Dose*: AMCP's members automatically receive the exclusive members-only Daily Dose delivered via email each weekday morning.
 - c) *AMCP's News & Views* the monthly e-newsletter delivered via email each month to all AMCP members.
 - d) AMCP's social media outlets (e.g., Facebook, Instagram and Twitter).
- 3) Specific program listing on the Annual Meeting 2018 website, with a link to your event registration page.
- 4) Listing in the onsite Final Program book distributed to all registered meeting attendees.
- 5) Listing in the Annual Meeting 2018 App.

In addition, companies conducting a satellite symposium activity can also purchase the following:

1. An AMCP registration mailing list of meeting attendees (The fee for non-corporate member supporter is **\$3,000*** and for AMCP corporate member supporter is **\$1,500***) *If your commercial supporter is an *AMCP Corporate member*, you qualify for the **\$1,500** dollar fee ([click here to check the corporate member list](#) or visit <http://www.amcp.org/corporateroster/>). The registration mailing list will be available four (4) weeks prior to the meeting.
2. Tote Bag Inserts: A limited number of tote bag inserts given to all attendees at registration are permitted for **\$7,500**. The tote bags have a limited amount of inserts permitted and are intended only for promoting of the satellite symposium activity. For more information, contact Josh Maze at jmaze@amcp.org.
3. AMCP Membership Lists: Direct Inquiries to maillist@amcp.org.
4. Door Drops: To promote your symposium activity at the Annual Meeting 2018, you are eligible to conduct a door drop. You will be charged a fee of **\$1,000** for each separate program. This fee is separate from any of the hotel charges. *Pricing for the distribution range from \$1.50-\$5.00 per piece/per door. Final cost is determined by the hotel and those billing arrangements must be made directly between the company and the hotel.* For more information, contact Beth O'Brien at bobrien@amcp.org

Time Slot Criteria and Associated Fees

Please rank your top three (3) time slots on the application. Selections will be made based on order of application receipt, slot availability and content. AMCP will make every effort possible to not schedule like topics at the same time.

Please note: AMCP does not require payment of the satellite symposium fee at the time an application is submitted. However, AMCP will issue payment invoices for all confirmed satellite symposia slots and payment will be required upon receipt.

- 1) Satellite Symposia slot assignments will be made based on order of application receipt, slot availability and content.
- 2) Content of proposed program. If another organization has proposed a very similar topic for the same date and time slot, the second application will be assigned their alternate date and time slot selections.

Date	Time	Available Slots	Fee
Monday, April 23, 2018	6:00 pm - 8:00 pm	*One (1) slot *Must be Specialty Pharmacy Related	\$17,500
Tuesday, April 24, 2018	6:00 am - 8:00 am	Two (2) slots	\$17,500
Wednesday, April 25, 2018	6:00 am - 8:00 am	Two (2) slots	\$17,500
Wednesday, April 25, 2018	6:00 pm - 8:00 pm	Two (2) slots	\$17,500
Thursday, April 26, 2018	6:00 am – 7:45 am	Two (2) slots	\$17,500

Room Set-up and Size

AMCP has final discretion on all room sets. The room set cannot be changed. Satellite symposia rooms will be set schoolroom style for approximately 150 participants.

How to Submit an Application

Complete the application and attach written funding confirmation (e.g., letter of agreement or email confirmation) from all companies providing grant support. **Please note that slot confirmation will not be given without proof of grant funding.** Please email application and proof of funding to Maria Miranda at mmiranda@amcp.org, via USPS mail to AMCP, 675 North Washington Street, Suite 220, Alexandria, VA 22314; or send fax to 703-684-2651.

Applications will be acknowledged by email within 72 hours of receipt. If you do not receive an email acknowledgement, please contact Maria Miranda, Senior Education Coordinator, via email at mmiranda@amcp.org or via telephone at 703-684-2644.

Satellite Symposia Requirements

- Only **fully funded** live satellite symposia activities will be considered. Written funding confirmation (e.g., letter of agreement or email confirmation) must be received the same day as the application is submitted from **all** companies providing support in order to be assigned to a symposium time slot.
- The live satellite symposium activity **must offer** continuing pharmacy education (CPE) credit through an approved provider accredited by the Accreditation Council for Pharmacy Education (ACPE). It is the responsibility of the planning and/or medical education company to arrange for an ACPE-accredited provider to serve as the provider for the education activity. Symposia also may (and are encouraged to) offer continuing education credit for physicians and nurses. AMCP will not assume responsibility for the development, planning or providing continuing pharmacy education (CPE) credit for non-commercial industry-supported symposia.
- AMCP reserves the right to change the dates and times of accepted symposia.
- Satellite symposia may not charge a separate registration fee (i.e., a fee over and above the registration fee paid to attend the Annual Meeting 2018).
- **All speakers and moderators for non-commercial industry supported events must be registered for the Annual Meeting 2018.** They must be wearing their Annual Meeting 2018 meeting badges in order to be admitted to their assigned room at the convention center. The planning and/or medical education company coordinating the non-commercial industry supported event is responsible for ensuring all speakers and moderators are registered in advance of the session. A one-day meeting registration rate is available. The planning and/or medical education company staff members who are staffing the activity **are not required** to be registered for the Annual Meeting 2018.
- Attendee check-in, audiovisual equipment, and catering are the responsibility of the planning and/or medical education company conducting the satellite symposium, **not** AMCP. Freeman is the exclusive provider of Audio Visual set-ups and catering must be arranged directly through the Boston Convention & Exhibition Center after your slot has been confirmed. Contact information for these vendors will be provided in your satellite e-packet (upon acceptance of your symposium application) on or before mid-December.

- All promotional materials such as flyers, door drops, tote bag inserts, brochures, signage, App listings, online invitations, publications print/online, website banners, advertisements in other publications, or emails must be **reviewed and approved** by AMCP before being published or disseminated. There will be a 24 hour turnaround time for this process. Please factor this requirement into your production management.

Satellite Symposia Selection Criteria

- Clarity and completeness. Applications should be written in a manner that clearly, concisely, and logically conveys the intended content. The description of the symposium should provide sufficient information to enable reviewers to envision the content and flow of the presentation. Note that all information requested on the Submission Checklist must be supplied.
- Relevance and appeal to managed care pharmacists. Satellite symposia should be relevant to the interests, programs, initiatives, or practices of pharmacists (and, if applicable, other health care practitioners) working in managed care environments or seeking to increase their knowledge of the management and coordination of clinical, pharmacy benefit, and pharmacy care programs. **Topics that are broad in appeal, applicable to managed care, and timely are likely to attract the largest attendance.**
- Originality of subject matter. Satellite symposia should highlight real-world examples of innovations in managed care and/or include information of interest to physicians and nurses as well as pharmacists.
- Balance/no commercial bias. Satellite symposia must provide for in-depth presentation with fair and full disclosure and equitable balance. Satellite symposia may not endorse a specific commercial drug, product, or service. Applications written in a manner that appears to promote a specific drug, product, pharmaceutical manufacturer, or commercial service will not be considered.

Fee Refund Policy for Cancellation by the Satellite Symposium

Notice of cancellation must be made in writing to AMCP and must be received before **December 1, 2017**. If notice of cancellation is received before **December 1, 2017**, fifty (50%) percent of the fee will be refunded. If notice of cancellation is received on or after **December 1, 2017**, no refund will be given. Please note that non-refunded program fees cannot be transferred to other AMCP national meeting for any reason.

Enduring Activity Option

AMCP offers the following option for extending the life and maximizing the reach of your live satellite symposium activity as a supplement to the *Journal of Managed Care & Specialty Pharmacy (JMCP)*:

- AMCP offers the following option for repurposing your satellite symposium as a supplement to the Journal of Managed Care & Specialty Pharmacy (JMCP), which reaches 27,000 medical directors and pharmacy directors of health plans, PBMs, HMOs, and large health systems. Supplements may be online only or online + print (accompanying an issue of JMCP). Complete information about JMCP supplements – can be found by visiting <http://www.jmcp.org/>. Click on **Authors/Reviewers** tab and then **Supplement Submission Checklist**.

Satellite Symposium Application Submission Checklist

- Satellite symposium title—should appear in upper case and lower case letters (using traditional capitalizing) and must reflect the actual content of the presentation.
- Program description —comprehensive summary of the content and flow of the symposium (maximum 350 words).
- Learning objectives— include at least three specific, measurable learning objectives that define intended outcomes for the audience and complete the statement: “At the completion of this activity, participants should be able to...”
- Target audience—please specify whether the symposium is intended for pharmacists, pharmacy technicians, physicians, nurses, etc.
- Name of ACPE-accredited provider that will award CPE credit for the symposium.
- Contact hours of CPE credit (or CEUs) to be awarded.
- Name of accredited providers of CME and CNE credit (if applicable).
- Source(s) of commercial grant support.
- Detailed program agenda (with time allotments).
- List of confirmed/invited faculty (e.g., full name, academic degrees, job title, work affiliation/company, city and State).
- Biographical sketch—one paragraph summarizing the qualifications of each confirmed/invited faculty member. Please **do not** submit complete CVs.
- Desired time slot (date/time)—indicate **first, second, and third choices**. (*Date and time assignments based on order of application receipt, slot availability and content. If another organization has proposed the same or very similar topic for the same date and time slot, the second application will be assigned one of their alternate choices. AMCP will make every effort possible to not schedule like topics at the same time.*)
- Enduring Activity Option—indicates if you want to extend the life and maximize the reach of your live symposium activity as a supplement to *Journal of Managed Care & Specialty Pharmacy (JMCP)*.

Maria Miranda
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