ACR Convergence 2025
October 24th-29th, 2025
Industry-Supported Symposia
Guidelines & Terms

GENERAL INFORMATION

ACR Convergence Industry-Supported Sessions provide companies with a unique opportunity to enhance visibility and reach a highly targeted, yet diverse group of rheumatologists and rheumatology health professionals from around the world. ACR offers a variety of formats so you can choose the delivery method that is best for your educational content.

- Symposia:
    - CME-accredited or non-CME, company directed
    - In person: 60-, 90-, or 120-minute session

The length of the session is at the company's discretion, and they can select a time slot based on what best suits their needs. There are no price differences between time selections.

The ACR has designated the following dates and times for Industry-Supported Symposia at 2025 ACR Convergence:

- Sunday, October 26th, 5:30 – 7:30 PM (Corporate Roundtable Donors only)
- Monday, October 27th, 5:30 – 7:30 PM (Corporate Roundtable Donors only)
- Tuesday, October 28th, 5:30 – 7:30 PM (Exhibitors Only)
- Wednesday, October 29th, 1 – 3:30 PM (post-event sessions)

2024 Attendance
ACR Convergence 2024 drew just over **13,673** registrants this year. **10,429** of these registrants were scientific attendees.

Eligibility
To host a symposium on Sunday, October 26th or Saturday, October 27th, the supporting organization must be a current Foundation Corporate Roundtable Donor at the Pinnacle or Principal levels. To host a symposium on Tuesday, October 28th, the supporting organization must be a 2025 exhibitor.

- Pinnacle level Corporate Roundtable donors are permitted one complimentary symposium during one of the two available nights for CRT allotted Symposia Days (Sunday or Monday)

- Principal level Corporate Roundtable donors are permitted one 50% discounted symposium during one of the two available nights for CRT allotted Symposia Days (Saturday or Sunday)
- Any company, independent of Corporate Roundtable status, is invited to support one post-meeting symposium
- The ability of any company to support any additional post-meeting symposium is at the discretion of the ACR.

Definitions

- SPONSORING ORGANIZATION: *The organization planning the CME content and providing the AMA PRA Category 1 Credit™*
- SUPPORTING ORGANIZATION: The organization(s) providing funding for the program, e.g., Corporate Donor or Foundation Corporate Roundtable Donor
- THIRD-PARTY ORGANIZATION: The organization responsible for the logistics, e.g., communications company, third-party planner, agency, etc.
- PROOF OF GRANT APPROVAL: during the proposal phase as relevant. This is applicable for third parties that need to prove to the ACR that they are approved to work on behalf of the exhibiting company.

Program Benefits

- Exclusivity: *other educational events are restricted during symposia times.*
- Inclusion of symposia listings in the official ACR Convergence Session Tracker, Mobile App, and Convergence Today.
- One complimentary pre-registration mailing list for one-time use by the sponsoring organization for issuing invitations to the symposium to be distributed to a licensed/bonded mail house or printer.
- Inclusion in on-site Industry-Supported Symposia kiosk staffed by ACR beginning Friday, October 24th and concluding Tuesday, October 28th. ***Please note that attendees cannot register for your symposium at this kiosk.***

Cost and Cancellation Policy

Supporting, sponsoring or third-party organizations must accept financial responsibility for all aspects of the symposium, including audiovisual (including adherence to union guidelines and labor dues if applicable), catering, room sets, and shipping expenses.

- **Sunday, October 26th and Monday, October 27th (CRT only):** $70,000
    - One complimentary symposium for Pinnacle level CRT
    - One at 50% discount for Principal level CRT
- **Tuesday, October 28th:** $70,000
- **Wednesday, October 29th:** $45,000

Once the LOA is signed, the billing organization will be invoiced by the ACR. Full payment is due within two months of LOA signature. Any cancellations after this date owe the full 100%. Any slot secured beyond a payment due date as stated above will be required to pay the total payments due up to that point. Cancellations must be received in writing to Sophia Saucer at ssaucer@rheumatology.org.

KEY DATES AND DEADLINES

Please note that because Convergence 2025 takes place earlier than usual, we must adhere to strict deadlines. All deadlines listed below are final.

March 24th	Applications open: CME or Non-CME
May 30th	Final deadline for initial application – Part 1 Application/Full payment due within two months
May 30th-June 6th	LOAs will be generated and sent from applications submitted by May 30th
June 6th - onward	Any open slots assigned on a first come, first served basis depending on availability
June 27th	Part 2 Application Due (same for CME/non-CME) - only for those that have a completed LOA following the Part 1 Application
July 30th	Complete payment due
August 1st	Speaker information due via SurveyMonkey
September 5th	Promotional Material Approval Deadline; Digital Poster for ISS kiosk due
24 Hours Post-Symposia	Final attendance numbers reported to ssaucer@rheumatology.org
45 Days Post-Symposia	*ONLY FOR CME SYMPOSIA* - Summary Report of attendee evaluations (per ACCME requirements) - List of attendees - Copy of presentation and any handouts distributed at the Symposia

PROPOSAL COMPONENTS

The proposal process consists of 3 parts, describe in detail with due dates below. The ACR will review all applications and complete proposals and reserves the right to reject topics, formats,

or materials deemed inappropriate. The ACR reserves the right to request a review of the slide presentations at any time.

The initial round of assignments (including room assignments) will be done from the Part 1 Application. To make the first round of assignments, this application needs to be completed by **May 30, 2025**. The ACR will take the following week (May 30th – June 6th) to generate LOA's for signature. If availability remains after the first round of assignments, we will assign based on availability on a first-come, first-served basis.

Part 1 Application: CME or Non-CME depending on what you are offering (**DUE MAY 30th**)

- Type of symposium / preferred date
- Name of the supporting organization and a main contact
- Name of the sponsoring organization (if applicable) and a main contact
- Name of the third-party organization (if applicable) and a main contact
- Billing information
- Additional contacts (if applicable)
- Anticipated attendance (this will help the ACR determine your room size, so accuracy matters)
- Anticipated room set
- Will a meal be provided?
- Will you be recording the event **(*Please note we do not allow streaming)**
- Additional logistical requests/requirements (if applicable)
- *CME ONLY* – Credit Designation Statement
- *CME ONLY* – Proof of Grant Approval – Required – we will not assign any symposium without this component
- Cost and Cancellation Terms acknowledgement

Part 2 Application: Application (same for CME/non-CME) – only for those that have a completed LOA following the Part 1 Application (**DUE JUNE 27th**)

- Title of program (will be used in F2F signage, Mobile App, ACR Session Finder, and other online locations as is appropriate)
- General Program Description (this will be used in F2F signage, Mobile App, ACR Session Finder, and other online locations as is appropriate)
- Learning objectives: Please craft this as a fully developed paragraph that defines demonstrable learning outcomes for session attendees. *This information is only used internally for session review and approval but should be written in a professional tone. It will not be shared publicly.*
- Needs assessment: Please provide *1-2 paragraphs on the scientific and/or healthcare educational need (s)for this program. This information is only used internally for session review and approval but should be written in a professional tone.*
- Program agenda breakdown – including:

  o Title of each presentation within the program
  o Length of each presentation within the program

Part 3 Application: Speaker Information and Confirmations Application **(Due by August 1ˢᵗ)**

- For the ACR to list speakers for your symposium in official listings on the ACR website and in the meeting syllabus, organizers must provide signed proof of speaker engagement. This may be in the form of an official speaker agreement or a signed letter of acknowledgement. Without signed proof of speaker consent, the speaker will not be included in official ACR listings or appear on promotional materials. The signed proof of speaker engagement must include the following information: symposium date, time, title, talk time(s) specific to speaker, on-site time requirements and supporting and sponsoring organizations. **We recommend that you confirm whether speakers are participating in multiple symposia to prevent potential logistical conflicts**.

- Confirmed speaker name for each presentation – **please provide the speaker's name, *academic designation(s), institution, city, and state, and email (required)** (due by August 1, 2025) **Please note that while we ask for speaker designations, we can't guarantee that all of them will appear due to some of the designations not being in some of our back-end systems where the information ultimately pulls from.*

- **Speaker Restrictions:** Board members of the ACR and the Foundation, the ARP executive committee, the A&R editor, the AC&R editor, the TR editor and chairs of the following committees: committee on education, annual meeting planning subcommittee, abstract selection subcommittee, abstract oversight subcommittee, professional meetings subcommittee, committee on ethics and conflict of interest, committee on corporate relations, committee on quality of care, committee on registries and health information technology and any other committees that plan CME activities may not participate in industry-supported activities, held during or at the conclusion of ACR meetings, including industry-supported symposia and innovation theater
presentations, or participate as speakers or planners in the following two industry-supported activities that utilize ACR Convergence program content:
  o Post-meeting "advisory panel" meetings
  o Enduring materials highlighting the annual meeting

 Please review the list of **Ineligible Speakers.** Occasionally this list changes – please watch for any communications regarding ongoing updates.
- **Speaker Registration:** Complimentary speaker registrations are not provided. It is highly encouraged that speakers are registered through attendee registration (as opposed to exhibitor registration) for the most accurate information to be reflected on the website.

SPACE ASSIGNMENTS

Symposia will be assigned using the following criteria:
1. Corporate donor status including Foundation Corporate Roundtable membership as of the end of March 2025
2. Date/time order the application is received
3. Consideration of priority points
4. Room size requirements based on size of projected audience and previous attendance history

Accepted applications received by Friday, May 30th, 2025, will receive email confirmation of assignment by June 6th, 2025. Space assignments do not include an office space or speaker slide room. After assignments have been made and released, the organizers will be provided with a hotel contact to help make symposium arrangements with the property directly.

COMMITTEE REVIEW PROCESS

ACR's Committee on Corporate Relations will review each complete proposal and provide feedback to the organizers on an ongoing basis beginning after June 27th, 2025. Modifications based on the committee's feedback, or other changes can be submitted as needed until **July 18th, 2025.** After this deadline, only emergency change requests will be reviewed on a case-by-case basis and must be submitted in writing.

- **Program Modifications:** It is the responsibility of the applicant organization to develop and implement programs as they have outlined in their proposals and subsequently approved by the committee. Any changes in content or faculty must be communicated to ACR in writing and in advance of the symposium and must receive ACR approval. The ACR has the right to deny any changes to the programs at any time. Changes made after the deadlines will not be reflected in the ACR's official listings.

Other Considerations:

- **Expectations for Content:** All symposia are expected to present fair and balanced information relating to the pathogenesis, diagnosis, and treatment of rheumatic diseases. Unless the symposium is related to a novel product that represents a new class for which there are no comparisons, all symposia should include a comparison with other similar or like class agents. Presentation of data that has not been publicly released (published or presented in a peer-reviewed format, except for a serious adverse event or significant complication which may be released in a press release) is prohibited. Exceptions to this policy will only be considered if the new, non-peer-reviewed data were to have a substantial public health benefit and is non-promotional. Requests must be submitted to ssaucer@rheumatology.org.

- **Adherence to External Guidelines:** It is the responsibility of sponsors, supporters, and third-party organizations to comply with the Food and Drug Administration (FDA) regulations, policies, practices and guidelines, and all other industry guidelines, including the PhRMA Code on Interactions with Healthcare Professionals, concerning the discussion, demonstration, use and/or display of products, technologies and/or services during all symposia.

POST-EVENT REPORTING

- <u>Each organizer</u> **must provide final attendance numbers within 24 hours of the conclusion of their program**.
- ***<u>CME ONLY</u> - Within 45 days of the symposium, the organization must provide the ACR with a summary report of attendee evaluations.** If the symposium offered CME credit, the survey must be created in conformance with ACCME requirements, as applicable for CME symposia. In addition, the organization must provide the ACR with a list of attendees, a copy of any tapes, slides, and/or syllabus material that were made available for distribution to attendees. Failure to comply with this request may result in the sponsoring and/or the supporting organization being ineligible to apply for an industry-supported symposium at future ACR meetings.

GENERAL GUIDELINES

- All sponsoring, supporting and third-party organizations, agents and presenters must abide by all ACR's policies outlined in the [Exhibitor Rules and Regulations](#) document

- ACR representatives may attend these activities for the purposes of observation.

- Costumed staff or other nonprofessional images are not permitted.

- **Brand Names:** Medication brand names may be used in conjunction with the content of the non-CME programs but must adhere to guidelines set forth as listed previously in "Adherence to External Guidelines" section in this document.

- **Co-branded Symposia:** Symposium that are co-branded must adhere to the following:

  o If each supporting organization is a Corporate Roundtable Donor each may be listed in company-generated marketing materials and official ACR materials.
  o If only one of the supporting organizations is a Corporate Roundtable Donor both organizations may be listed in the company-generated marketing materials but only the Corporate Roundtable Donor will be listed in official ACR materials.

- **Space Requests:** Supporting, sponsoring or third-party organizations must coordinate space needs with the ACR and/or assigned hotel contacts and provide onsite management of the symposium. All industry-supported symposia being held in conjunction with/following ACR Convergence must take place at space contracted and assigned by the ACR.

- **Time Restrictions:** See available time slots in General Information (page 2) section; no symposia outside of these times are permitted. Programs may not begin educational programming until the allotted times. Doors may open to attendees no more than 30 minutes prior to the start of education. PLEASE NOTE: The duration of each symposium may not exceed three hours. The educational component of each symposium may not exceed two hours. Meals and receptions that are modest and conducive to discussion among faculty and attendees are acceptable. The amount of time dedicated to the meal or reception should clearly be subordinate to the amount of time spent at the educational activities of the symposium.

- **Industry-Supported Symposia Registration:** Show management does not provide ticketing and/or registration for symposia, and is the responsibility of the supporting, sponsoring or third-party organization to get a preliminary headcount before the event. The ACR Industry-Supported Symposia booth located on-site does not provide an opportunity to register attendees. Therefore, registration instructions should be included in your organization's symposium invitations and materials.

- **Educational Materials:** Sponsoring organizations may produce educational materials based on the activities of the symposium. However, these materials may not be associated with or reference the ACR or its symposia. All materials are the domain of the program sponsor and should be identified as such. ***Giveaways associated with an industry-supported symposium will not be permitted.***

- **Lead Retrieval:** The ACR provides exhibitors with the opportunity to rent lead retrieval scanners and packages from our official registration partner, CMR. The attendee bar code will include Time Stamp, Attendee Reg ID, FirstName, LastName, Credential, Company, Address, City, State, Postal Code, Country, Telephone, Email address. At the event, exhibitors and sponsors must verbally request permission to scan an attendee's badge to add their information to your contact database. By agreeing to have their badge scanned, the attendee also consents to allow the exhibitor or sponsor to follow-up after the event. Once the badge is scanned, the exhibitor is responsible for the secure handling of the attendee's personal information, and must comply with personal information security laws including, but not limited to GDPR (General Data Protection Regulation), MIPSA (Massachusetts data privacy law), and CCPA (California Consumer Privacy Act). An attendee may opt-out of badge scanning by verbally declining to allow an exhibitor to scan their badge. If an attendee consents to scanning, but wishes to opt-

out later, they may reach out to the exhibitor who scanned their badge to request removal from their list.

MARKETING GUIDELINES

ISS Kiosk Requirements

Each organization is required to provide a digital publicity poster to display at the Industry-Supported Symposia kiosk during the meeting. This kiosk will be placed in a high-traffic area in the convention center lobby. The requirements for this poster are as follows:

- One page that includes the title, location (property name, room, etc.), and date and time of Symposium
- Format: 16:9 Resolution, 1920x1080, portrait orientation, high-quality EPS file
- A QR code located on the poster that will direct scanners to a digital copy of the poster. All QR codes must be generated by the Symposium host company. ACR is not responsible for making the QR code for your Symposium.
- Optional items include speaker names, description of symposium contents, schedule, or a link to register for the symposium.

Kiosk posters must be sent to Sophia Saucer ssaucer@rheumatology.org by **September 5, 2025.**

Signage and Invitations
The names, insignias, logos, and acronyms of the ACR, the ARP and the Foundation are proprietary marks. Use of the names in any fashion, by any entity, for any purpose is prohibited without the written permission of the ACR.

The following disclaimer must be included on the front of each invitation, mailer, and publicity sign:

CME-accredited programs:
This symposium is sponsored by <name of sponsoring organization> and supported by a grant from <name of supporting organization>. This is not an official program of the American College of Rheumatology."

Non-CME programs:
"This program is developed and offered by <name of supporting organization>. This is not an official program of the
American College of Rheumatology."

In addition to the disclaimer, the ACR name can only be referenced once using the following language on each mailer and publicity sign.

The ACR name and/or ACR Convergence may not be referenced in any other manner on third-party mailers, including reports, summaries, questionnaires, websites, web addresses, or any printed or electronic materials produced before, during and after the meeting.

Mailing List Rental

Organizations will receive one complimentary use of the annual meeting pre-registration mailing list. This list is for one-time use by the organizer for issuing invitations to the symposium. Mailing lists are only sent to licensed and bonded mail houses and utilize physical addresses only.

- Label orders (on a separate order form) will be accepted starting September 2025.
- The last day to submit content for approval is September 5th, 2025.

Additional pre-registration list uses may be purchased through InFocus Marketing.

Symposia Sign Regulations

A limited number of publicity and directional signs for symposia are permitted in the convention center and hotels contracted by the ACR, however, the following parameters apply:

- ONE digital poster must be provided to the ACR for display in the Industry-Supported Symposia booth.
- ONE 22" w x 28"h poster may be placed at the supporting organization's exhibit booth
- TWO signs, no larger than a meter panel, may be placed in front of the assigned meeting room 2 hours prior to the start of the symposium.
- THREE 8.5"w x 11"h handheld directional signs are permitted in areas near the allocated symposium room 30 minutes prior to the start of the symposium. Handheld signs may be used near an elevator or escalator to direct attendees to the appropriate floor.
- No stand-alone (directional only) signs are allowed to be placed in the hotel lobby unless approved by the property. If approved by the hotel, a maximum of one is allowed.
- Placement of signage must not interfere with other symposia.
- ACR staff may move or remove signage, at their discretion, if they feel signage is inappropriate or does not adhere to the stated regulations.
- Flyers/invites may not be distributed to attendees outside of the supporters exhibit booth
- Flyers/invites cannot be left in any public areas at ACR hotels or the convention center.

- Destruction or vandalism to the signage or marketing collateral for other ISS sessions is prohibited and may result in the inability of the company in violation to host ISS at ACR in the future.

PENALTIES

Failure to adhere to the industry-supported symposia guidelines and terms, promotional materials guidelines, or exhibitor rules and regulations will result in the following penalties:

Supporting Company (Funder)	Third-Party (if applicable)
Company will be issued a verbal warning regarding misconduct.	Company will be issued a verbal warning regarding misconduct and supporting company will be notified.
The first penalty assessed by the ACR will result in the company not being allocated the priority points for participation in the current year.	The first penalty assessed by the ACR will result in the third-party company not being eligible to host industry sponsored events and/or services at ACR meetings for the next year.
The second penalty assessed by the ACR will result in the company not being eligible to host industry sponsored events and/or services at the next annual meeting	The second penalty assessed by the ACR will result in the third-party company not being eligible to host industry sponsored events and/or services at ACR meetings for the next five (5) years.
The third penalty will result in the company not being eligible to exhibit or host industry sponsored events at future ACR meetings.	The third penalty assessed by the ACR will result in the third-party company not being eligible to host industry sponsored events and/or services at any future ACR meetings.