

ACR Convergence 2024
Saturday, November 16th – Tuesday, November 19th
Industry-Supported Symposia
Guidelines & Terms

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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 ACR has designated the following dates and times for Industry-Supported Symposia at 2024 ACR Convergence:

- Saturday, November 16th, 5:45 – 7:45 PM (Corporate Roundtable Donors only)
- Sunday, November 17th, 5:45 – 7:45 PM (Corporate Roundtable Donors only)
- Monday, November 18th, 5:45 – 7:45 PM (Exhibitors Only)
- Tuesday, November 19th, 12:30 – 2:30 PM

2023 Attendance

The ACR Convergence 2023 drew just over 13,000 attendees, including more than 10,000 scientific attendees. Industry-supported symposia attendance totaled approximately 1,400, with individual session attendance ranging from 33 to 250.

Eligibility

To host a symposium on Saturday, November 16th or Sunday, November 17th, the supporting organization must be a current Foundation Corporate Roundtable Donor at the Pinnacle or Principal levels. To host a symposium on Monday November 18th, and Tuesday, November 19th, the supporting organization must be a 2024 exhibitor.

- Pinnacle level Corporate Roundtable donors are permitted one complimentary symposium during one of the two available nights for CRT allotted Symposia Days (Saturday or Sunday)
- 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)
- To host a symposium on Monday, November 18th, the organization must be an exhibitor
- 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 Thursday, November 14th through Monday, November 18th. ***Please note that attendees cannot register for your symposium at this kiosk.***

Cost and Cancellation Policy

- **Saturday, November 16th and Sunday, November 17th (CRT only):** \$70,000
 - One complimentary symposium for Pinnacle level CRT
 - One at 50% discount for Principal level CRT
- **Monday, November 18th (Exhibitors Only):** \$70,000
- **Tuesday, November 19th:** \$45,000
- **Expenses:** *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.*

Once the LOA is signed, the billing organization will be invoiced by the ACR. Payment terms are as follows: 50% payment is due on or before June 28th, 2024. Any cancellations through this date would owe this amount. Any cancellations June 29th onward owe the full 100%. Final 50% payment is due on or before August 30th, 2024. Any theater slot secured beyond a payment due date as stated above will be required to pay the total payments due up to that point.

KEY DATES & DEADLINES

March 15 th	Applications open: CME or Non-CME
May 31 st	Final deadline for initial application – Part 1 Application
June 3 rd – June 7 th	LOA's will be generated and sent from applications submitted by May 31 st
June 7 th – onward	Any open slots assigned on a first come, first served basis depending on availability
June 28 th	First 50% Payment Due
July 26 th	Part 2 Application Due – only for those that have a completed LOA following the Part 1 Application
August 23 rd	No more program changes; Speaker Information and Confirmations Survey Due
August 30 th	Second/final 50% Payment Due
September 23 rd – October 4 th	Comp Mailing List Order Form Due
October 4 th	Promotional Material Approval Deadline; Digital Poster for ISS kiosk due
24 Hours Post-Symposium	Required for everyone: Send final attendance numbers
45 Days Post-Symposium	<u>*ONLY FOR CME SYMPOSIA*</u> Summary Report of attendee evaluations (per ACCME requirements), list of attendees, copy of presentation, copy of any handouts distributed at the Symposium

PROPOSAL COMPONENTS

The proposal process is slightly different starting in 2024 – there are 3 parts, described 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 31, 2024**. The ACR will take the following week (June 3rd – 7th) 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 31st**)

- 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 JULY 26th**)

- 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:
 - Title of each presentation within the program
 - Length of each presentation within the program

Part 3 Application: Speaker Information and Confirmations [Application](#) (Due by August 23rd)

- In order 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 23, 2024) **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:
 - Post-meeting “advisory panel” meetings
 - 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) in order 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, 2024
2. Date/time order the application is received.
3. Consideration of priority points (calculated by the end of March, 2024)
4. Room size requirements based on size of projected audience and previous attendance history

Accepted applications received by Friday, May 31st, 2024, will receive email confirmation of assignment by June 7th, 2024. Space assignments do not include an office space or speaker slide room. After assignments have been made and released, the organizers will be provided 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 the Part 2 Application due date. Modifications based on the committee's feedback, or other changes can be submitted as needed until **August 23, 2024**. 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 comparison, 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 Kelli Wondra at kwondra@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

- **Each organizer must provide final attendance numbers within 24 hours of the conclusion of their program.**
- ***CME ONLY - 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, 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 submit an application 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 of 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:
 - If each supporting organization is a Corporate Roundtable Donor each may be listed in company-generated marketing materials and official ACR materials.
 - 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 in order 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 in order 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 the following for the ISS Information Kiosk that is placed in a high-traffic area in the Convention Center lobby:
 - **One digital publicity poster** to display at the Industry-Supported Symposia kiosk during the meeting.
 - This one page should at minimum include: Title, Location (property name, room, etc.), Date and Time of Symposium
 - Other optional items include: Speakers, Description of Symposium contents, Schedule, QR code or link to register for the symposium
- Due by **Friday, October 4th, 2024**.

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."

OR

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 Monday, September 23rd
- The last day to submit content for approval is Friday, October 4th (following the [promotional material guidelines](#))

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.

Supporting Company (Funder)	Third-Party (if applicable)
<p>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</p>	<p>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.</p>
<p>The third penalty will result in the company not being eligible to exhibit or host industry sponsored events at future ACR meetings.</p>	<p>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.</p>