

2018 SATELLITE GUIDELINES



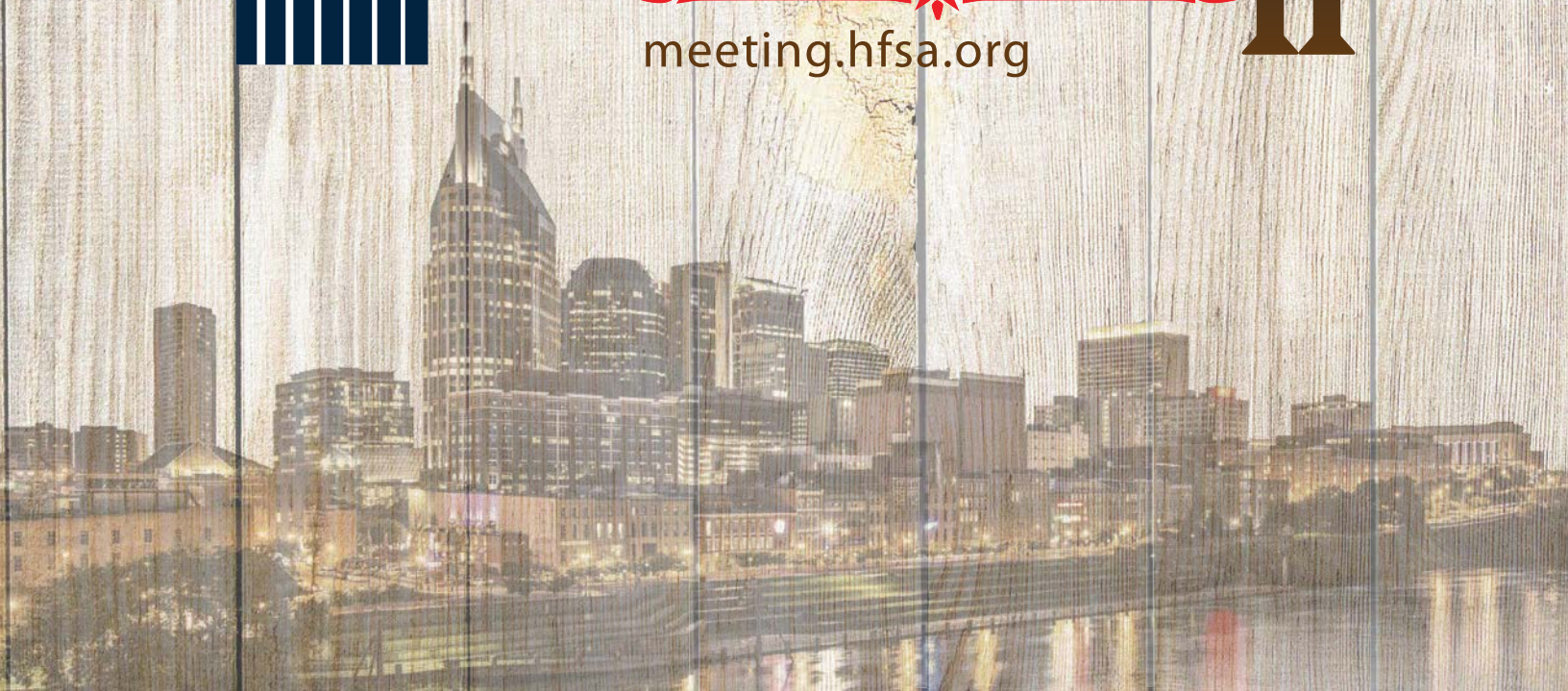
22nd Annual Scientific Meeting

September 15-18, 2018 • Nashville, TN

Gaylord Opryland Hotel & Convention Center

Nashville

meeting.hfsa.org



2018 HFSA Satellite Symposium Guidelines

The 2018 Heart Failure Society of America (HFSA) Satellite Symposium Guidelines provide a comprehensive guide to the requirements for holding a satellite symposium at the HFSA 22nd Annual Scientific Meeting, to be held September 15-18, 2018, at the Gaylord Opryland Hotel & Convention Center in Nashville, Tennessee.

For questions, please contact HFSA Education Staff:

Shauna Brown, Director of Educational Programs at sbrown@hfsa.org or (301) 312-8635 x229

Jaime Abreu, Executive Vice President, CME and Educational Programs at jabreu@hfsa.org or (301) 312-8635 x224

Sponsorship of Satellite Symposia

The HFSA is approved by the Accreditation Council for Continuing Medical Education (ACCME) as a provider of continuing medical education. HFSA will provide CME credit and oversee compliance with ACCME and HFSA guidelines for all satellite symposia held during the 22nd Annual Scientific Meeting. The ACCME Standards for Commercial Support are attached.

Purpose of Satellite Symposia

Satellite symposia are not part of the scientific program, but they are an important part of the annual meeting and are planned to meet the same standards of evidence, scientific rigor, and fair balance. Satellite symposia provide opportunities to learn about new and emerging clinical options not addressed in the scientific program.

Satellite Symposium Schedule

Satellite symposia are scheduled at times with no or minimal conflict with scientific sessions:

Saturday, September 15 12:15 - 2:15 PM & 7:30 – 9:00 PM

Sunday, September 16 6:45 - 7:45 AM & 7:00 – 9:00 PM

Monday, September 17 6:00 - 8:00 PM

Note: The 2018 Annual Scientific Meeting follows a Saturday-Tuesday schedule, with the opening plenary Sunday morning. The complete schedule is attached. 60-minute, 90-minute and 120-minute options will be considered.

Please contact Shauna Brown at sbrown@hfsa.org for additional information on enduring activity options based on the live symposium program.

Cancellation & Refund Policy

A full refund (minus a \$10,500 administrative fee) will be granted for cancellations received before May 1, 2018. A 50% refund will be granted during the period May 1 – July 31, 2018. There will be no refund for any reason after July 31, 2018.

Letters of Agreement

A signed Letter of Agreement (LOA) from all supporting companies is required before satellite program planning can begin. Meeting planners serving as educational partners are required to sign a vendor agreement and provide disclosure and budget information.

2018 Satellite Symposium Fees

1-Hour Satellite Symposium - \$52,000* for all time slots

The fee includes:

- Honoraria (\$1,000 chair, \$500 speakers) and meeting registration for chair and 2-3 speakers
- 1 night hotel and airfare for chair and speakers may be covered ONLY if the chair or speaker is not already part of the 2018 Annual Meeting Faculty. (US / Canada / Mexico: Coach; South America / Europe/ Asia: Business Class)**
- Reimbursement of ground transportation costs incurred by chair and speakers ONLY if the speaker or chair is not already part of the Annual Meeting Faculty
- Meeting room rental and theater-style set
- Standard AV support (see below for details)
- Scanner at door for attendance monitoring
- CME review and credits by HFSA
- Table outside meeting room
- Development, distribution, tabulation of evaluations
- Posting on HFSA web site and listing on mobile application
- Inclusion in satellite e-mail blast to all attendees
- 1 page listing in final program book
- Inclusion on satellite listing announcement card placed in meeting bag
- Placement of program specific bag insert into official meeting bag ***

2-Hour Satellite Symposium - \$80,000* for all time slots

The fee includes:

- Honoraria (\$1,000 chair, \$500 speakers) and meeting registration for chair and up to 4 speakers
- 1 night hotel and airfare for chair and speakers may be covered ONLY if the chair or speaker is not already part of the 2018 Annual Meeting Faculty. (US/Canada/Mexico: Coach; South America/ Europe/Asia: Business Class)**
- Reimbursement of ground transportation costs incurred by chair and speakers ONLY if the speaker or chair is not already part of the Annual Meeting Faculty
- Meeting room rental and theater-style set
- Standard AV support (see below for details)
- Scanner at door for attendance monitoring
- CME review and credits by HFSA
- Table outside meeting room
- Development, distribution, tabulation of evaluations
- Posting on HFSA web site and listing on mobile application
- Inclusion in satellite e-mail blast to all attendees
- 1 page listing in final program book
- Inclusion on satellite listing announcement card placed in meeting bag
- Placement of program specific bag insert into official meeting bag ***

Hosting, credit designation and distribution of online enduring programs based on the live satellite symposium can also be accommodated for an additional fee. Please contact HFSA education for details.

(*) Amount listed is for HFSA fee only and does not include medical education partner content development or management fees, program materials, or cost associated with enduring activity development or marketing.

(**) Limited to one international airfare per symposium. Additional support funds are required for international aifares exceeding \$3,000.

(***) 2018 fee includes the placement of the bag insert. Printing and shipping is the responsibility of the medical education partner

2018 Satellite Symposium Target Dates

Early submissions are recommended. When significant delays might compromise symposium educational quality, HFSA reserves the right to terminate the symposium at any stage in the planning process.

Task	Target Date
Confirmation of Support for Satellite Symposium	May 1
Payment of fee for Satellite Symposium	May 1
Symposium Chair selected and approved by HFSA	May 15
Draft Program approved and speakers invited	May 31
Special requests (such as additional AV) submitted	August 1
Print materials submitted and approved by HFSA	July - August
Pre-registrant list available for mailing	August 8
Pre-test/post-test questions submitted	August 15
Speaker slides uploaded for review	August 22

Satellite Symposium Planning Process

Status of Approved Grant Proposals

Programs included in approved grant proposals are regarded as preliminary. Final topics and speakers will be determined by the chair and approved by the HFSA Satellite Symposium Committee.

Selection of the Chair

The chair plays a critical role in the quality and success of a satellite symposium. Final approval of the chair will be made by the HFSA Satellite Symposium Committee. The invitation to the chair will come from HFSA.

Initiation of the Planning Process

After the chair is confirmed, a conference call will be arranged with the chair, HFSA, and educational partners, if any, to review the chair's role and begin developing a symposium agenda. Practice gaps, needs assessment, and learning objectives will be reviewed.

Submission of a Draft Program

Initial drafts are reviewed by the HFSA Satellite Symposium Committee. They should include a program title, presentation titles and times, suggested speakers, learning objectives, and needs assessment. If the Committee has questions or concerns, they will be shared with the chair via the HFSA Education staff.

Speaker Confirmation

Following program approval, HFSA will send invitations to all speakers. Those agreeing to participate will be asked to provide disclosure information for review. HFSA will provide speakers with information regarding travel, hotel, and presentation expectations.

HFSA Marketing

When an agenda and speakers are confirmed, HFSA will post the symposium on its website. An e-mail blast with satellite information will be sent to pre-registrants. One page in the final program will be devoted to satellites, and a card listing all satellites and their locations will be included in meeting bags. Starting in 2018, a separate bag insert specific to each satellite will also be included. Artwork, printing and shipping is the responsibility of the educational partner. All materials must be received by deadline for inclusion.

Development of Publicity, Slides, & Other Materials

Educational partners involved in the development of mailings, slides, and onsite handouts are required to share these and other materials with HFSA for review and approval.

Slide Review

Slides should be uploaded by August 22, 2018 for review by HFSA. This review is an essential component of HFSA's process for conflict-of-interest resolution.

Onsite Coordination

HFSA will provide one individual at a table outside the meeting room to hand out materials and accept evaluations following the meeting. Educational partners may assist with onsite coordination.

Evaluation

HFSA develops an evaluation for each satellite symposium that includes a pre-test and post-test. Questions for the pre and post-tests are provided by the symposium chair or other members of the symposium faculty. HFSA will provide a summary of the evaluation data to the chair, speakers, educational partners, and funding sources. HFSA also conducts a 60-day follow-up evaluation requesting information about changes in practice.

Important Considerations in Planning Process

Fair Balance

The information presented in a satellite symposium should be balanced. If the focus of the symposium is a new drug in a class, reasonable time should be spent on other drugs in the class. Comparisons should be fair. As the CME provider for all satellite symposia, HFSA has a commitment to provide high-level, well-balanced educational programs. Each satellite program is monitored by HFSA staff and evaluated by attendees. If the evaluations or monitor reports indicate bias, the program will undergo further review by the HFSA Satellite Symposium Committee, the CME Director, and, if necessary, by the Ethics Committee and Executive Council.

Speaker Disclosure

Symposia chairs, speakers, and planners will be asked to submit disclosure information. Presentations should include a disclosure slide. A PowerPoint template is available on the HFSA web site (www.hfsa.org) and may be customized as needed. Disclosure information also will be provided as a handout to all attendees at the satellite symposium.

Ethical Considerations

All speakers will receive a letter from HFSA emphasizing the importance of giving a balanced presentation. Letters of agreement signed by the supporting companies include an agreement to abide by ACCME guidelines prohibiting attempts to influence speakers or program planning. A key statement in those guidelines is that:

A CME provider must ensure that the following decisions were made free of the control of a commercial interest:

- Identification of CME needs;
- Determination of educational objectives;
- Selection and presentation of content;
- Selection of all persons and organizations that will be in a position to control the content of the CME;
- Selection of educational methods;
- Evaluation of the activity.

Inappropriate attempts to influence speakers will be referred to the HFSA Ethics Committee for review.

Satellite Symposium Logistics

Speaker Travel Arrangements

Eligible speakers will receive information about making travel arrangements after they are confirmed. Travel arrangements should be made through Global Meetings.

Airfare and reimbursement of ground transportation costs may be covered only if the chair or speaker is not already part of the 2018 Annual Meeting Faculty. (US / Canada / Mexico: Coach; South America / Europe / Asia: Business Class)

Hotel Arrangements

Eligible satellite speakers will be included in the room block reserved for the scientific program faculty and **will be made by HFSA**. If the chair or speaker is not part of the 2018 Annual Scientific Meeting faculty, one night (room and tax only) will be charged to HFSA's master account. If a longer stay is desired, one night will be charged to HFSA, the rest to the speaker's credit card.

Scientific Meeting Registration

Meeting registration is complimentary. Speakers will need to register themselves for the Annual Scientific Meeting through the 2018 Faculty Registration Website for speakers and moderators as part of the disclosure and CME attestation process. A name badge and meeting materials will be available for satellite speakers at the faculty registration area. Only the official HFSA meeting badge is permitted.

Honoraria & Reimbursement

Honoraria for the live satellite program will be issued via check by HFSA onsite at the annual scientific meeting. See page 3 for approved honoraria amounts.

The approved satellite chair and speakers may be eligible for travel expense reimbursement ONLY if they are not already part of the 2018 annual scientific meeting faculty.

This will be the only source of reimbursement or payment to symposia speakers. Reimbursement or payment from any other source is not permitted. Expenses forms will be sent to speakers once they have confirmed and been determined eligible for reimbursement by HFSA.

Reimbursement may include ground transportation/airport parking expenses incurred directly by the speaker and verified by original receipts.

Non-reimbursable expenses: meals, phone calls, movies, Internet connections, laundry, visa application fees, business center expenses, and other personal expenses.

Audiovisual

Audiovisual services included in the satellite symposium fee are:

- Front (direct) projection
- Lectern laptop for speaker
- Projection screen
- Confidence monitor
- Laser pointer
- Lectern or lavalier microphone for speakers
- Panel table microphones
- Standing aisle microphones
- Speaker timer
- Lighting and sound technician

* HFSA's mobile based ARS system is also available to satellite programs at no additional fee.

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Slide Loading

Speakers will be given instructions to preload slide files to a dedicated server in late July. Slides should be pre loaded for review by Tuesday, August 22. The Speaker Ready Room can be used for on-site loading and modifications. All presentations will be networked to session rooms from the Speaker Ready Room.

Slide Review

Slide reviews cannot be held in the Speaker Ready Room. Use an Unofficial Event Form to request approval for slide reviews. All unofficial events are by invitation only and cannot conflict with the scientific program or other official HFSA activities held at the 2018 Annual Scientific Meeting.

AV Enhancements or Additions

Plans to audio- or video-record the symposium or to use audience response systems or other AV equipment not provided by HFSA must be approved. AV enhancements cannot interfere with the existing meeting room set-up, including the stage, lights, draping, seating, microphones, and projection. If AV enhancements are planned, a Request for Additional Activities Form should be submitted by August 8, 2018. Anything considered after that date will be at HFSA's discretion. HFSA is not responsible for costs or arrangements.

Program Pre-Registration

HFSA does not require individuals to preregister for satellite symposia. If pre-registration is desired as an indication of interest or to estimate numbers, it should be clear that preregistration does not guarantee a place at the symposium. There is no additional registration fee to attend satellite symposia. However, all attendees must be registered for the HFSA Annual Scientific Meeting. An Annual Meeting badge is required to attend a satellite symposium. Badges are scanned automatically when individuals enter a symposium. Identifying information will be captured by an RFID (radio frequency ID) system. This information will be used to identify individuals eligible for CE credits. No identifying information will be sold or shared with anyone outside HFSA.

Continuing Education Credit

HFSA sponsors all satellite symposia, which provide AMA PRA Category 1 Credit(s)[™] for physicians and CE credit for nurses. CE certificates will be available on-site in the registration area. The expo card included with the name badge is required to sign in and print certificates. Certificates will also be available online following the meeting.

Gifts

No gifts of any kind may be distributed to registrants.

Enduring Materials

Please inquire with Shauna Brown at sbrown@hfsa.org about the cost associated with accrediting and hosting an enduring program based on the live satellite program. All other enduring materials or non-CME materials based on satellite symposia require permission in writing from HFSA when HFSA is not the credit provider. Permission depends upon fair balance and scientific rigor and is not guaranteed. HFSA is not responsible for costs or arrangements. An additional fee is required for review and approval.

Publicity & Print Materials

Mailings, Door Drops, & Other Announcements

In addition to publicity provided by HFSA, announcements may be sent to pre-registrants or other groups, door drops may be distributed at meeting hotels, and additional announcements may be included in official meeting bags.

All printed materials should be submitted to Shauna Brown at sbrown@hfsa.org for review and approval.

See Required Elements for Announcements and Poster for specific guidance.

Pre-Registration List for Mailing

The Annual Scientific Meeting's pre-registrant list is available at no charge in early August for a one-time mailing to announce a satellite symposium. Proposed mailings require prior approval from HFSA. Lists are seeded to monitor distribution. To request the list, contact HFSA at info@hfsa.org.

Specifications for Print Materials

The following specifications and required elements are provided to assist in the design of print materials, such as multipanel mailers or door drops, post cards, posters, and syllabi:

Top front: Identification of the satellite as: "A CME satellite symposium held at the 21st Annual Scientific Meeting of the Heart Failure Society of America."

Bottom front: Acknowledgement that: "This satellite symposium is not part of the scientific program as planned by the Heart Failure Society of America Program Committee."

Bottom front right: Acknowledgement of HFSA sponsorship using the HFSA logo and the following statement: "Accredited Sponsor: Heart Failure Society of America"

Bottom front left or inside: Acknowledgement of grantor support. A logo cannot be included.

Credit Statements:

Physicians:

The Heart Failure Society of America is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.

The Heart Failure Society of America designates this live activity for a maximum of 1.0 AMA PRA Category 1 Credit™. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

Nurses: Statement will be provided.

Eligibility Statements:

"Registration for the 22nd Annual Scientific Meeting and an official name badge are required to attend this symposium."

Print materials should be free of commercial bias. No references to or pictures of products or logos are permitted. Exhibit information cannot be included on print materials for satellite symposia.

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Door Drops / HFSA Meeting Bag Insert

All arrangements and costs associated with door drops at HFSA contracted hotels are the responsibility of the educational partner. There is a \$3,500 per piece fee to HFSA for the privilege of distributing door drops. One specific satellite announcement can be placed in the HFSA official meeting bag at no additional cost. Artwork, printing and shipping is the responsibility of the educational partner. Announcements must be approved by HFSA. Two thousand bag insert announcements must be on site by Wednesday, September 5, 2018 to ensure inclusion in the meeting bags.

Please refer to the 2018 Support Opportunities guide for additional details.

Posters / Signs

Arrangements for placing satellite symposium posters in the lobby of Gaylord Opryland Hotel and Convention Center should be made directly with the hotel after review and approval by the HFSA. Tent cards, podium signs and posters are not allowed in the satellite meeting room. One poster can be placed in the registration area and outside the satellite symposium meeting room. Poster size must not exceed 30" x 39". Directional signs will be provided by HFSA. No materials can be distributed within the Gaylord Opryland Hotel without prior written approval by HFSA.

Use of HFSA Name, Logo, & Insignia

The HFSA name, insignia, logo or other identifying marks may not be used in signs, advertising, or promotions in any media, or on any literature without the express written permission from the HFSA Chief Executive Officer. The HFSA name cannot be included in any advertising, documents, or publications supported or sponsored by another organization or group. The fact that a company conducts a satellite program at the HFSA Annual Scientific Meeting does not confer permission to use the HFSA name in advertisements or promotional activities. No endorsement by the HFSA of the supporting company or its goods or services, expressed or implied, is permitted or intended. In general, the HFSA name cannot be used without the express written permission of the HFSA Chief Executive Officer. Additional Information regarding use of HFSA name can be found on the HFSA web site (www.hfsa.org). Compliance is expected.



Standards for Commercial Support: Standards to Ensure Independence in CME Activities

Source URL: <http://www.accme.org/requirements/accreditation-requirements-cme-providers/standards-for-commercial-support>

Standard 1: Independence

Standard 1.1 A CME provider must ensure that the following decisions were made free of the control of a commercial interest. (See www.accme.org for a definition of a "commercial interest" and some exemptions.) (a) Identification of CME needs; (b) Determination of educational objectives; (c) Selection and presentation of content; (d) Selection of all persons and organizations that will be in a position to control the content of the CME; (e) Selection of educational methods; (f) Evaluation of the activity.

Standard 1.2 A commercial interest cannot take the role of non-accredited partner in a joint provider relationship.

Standard 2: Resolution of Personal Conflicts of Interest

Standard 2.1 The provider must be able to show that everyone who is in a position to control the content of an education activity has disclosed all relevant financial relationships with any commercial interest to the provider. The ACCME defines "'relevant' financial relationships" as financial relationships in any amount occurring within the past 12 months that create a conflict of interest.

Standard 2.2 An individual who refuses to disclose relevant financial relationships will be disqualified from being a planning committee member, a teacher, or an author of CME, and cannot have control of, or responsibility for, the development, management, presentation or evaluation of the CME activity.

Standard 2.3 The provider must have implemented a mechanism to identify and resolve all conflicts of interest prior to the education activity being delivered to learners.

Standard 3: Appropriate Use of Commercial Support

Standard 3.1 The provider must make all decisions regarding the disposition and disbursement of commercial support.

Standard 3.2 A provider cannot be required by a commercial interest to accept advice or services concerning teachers, authors, or participants or other education matters, including content, from a commercial interest as conditions of contributing funds or services.

Standard 3.3 All commercial support associated with a CME activity must be given with the full knowledge and approval of the provider.

Standard 3.4 The terms, conditions, and purposes of the commercial support must be documented in a written agreement between the commercial supporter that includes the provider and its educational partner(s). The agreement must include the provider, even if the support is given directly to the provider's educational partner or a joint provider.

Standard 3.5 The written agreement must specify the commercial interest that is the source of commercial support.

Standard 3.6 Both the commercial supporter and the provider must sign the written agreement between the commercial supporter and the provider.

Standard 3.7 The provider must have written policies and procedures governing honoraria and reimbursement of out-of-pocket expenses for planners, teachers and authors.

Standard 3.8 The provider, the joint provider, or designated educational partner must pay directly any teacher or author honoraria or reimbursement of out-of-pocket expenses in compliance with the provider's written policies and procedures.

Standard 3.9 No other payment shall be given to the director of the activity, planning committee members, teachers or authors, joint provider, or any others involved with the supported activity.

Standard 3.10 If teachers or authors are listed on the agenda as facilitating or conducting a presentation or session, but participate in the remainder of an educational event as a learner, their expenses can be reimbursed and honoraria can be paid for their teacher or author role only.

Standard 3.11 Social events or meals at CME activities cannot compete with or take precedence over the educational events.

Standard 3.12 The provider may not use commercial support to pay for travel, lodging, honoraria, or personal expenses for non-teacher or non-author participants of a CME activity. The provider may use commercial support to pay for travel, lodging, honoraria, or personal expenses for bona fide employees and volunteers of the provider, joint provider or educational partner.

Standard 3.13 The provider must be able to produce accurate documentation detailing the receipt and expenditure of the commercial support.

Standard 4: Appropriate Management of Associated Commercial Promotion

Standard 4.1 Arrangements for commercial exhibits or advertisements cannot influence planning or interfere with the presentation, nor can they be a condition of the provision of commercial support for CME activities.

Standard 4.2 Product-promotion material or product-specific advertisement of any type is prohibited in or during CME activities. The juxtaposition of editorial and advertising material on the same products or subjects must be avoided. Live (staffed exhibits, presentations) or enduring (printed or electronic advertisements) promotional activities must be kept separate from CME. For print, advertisements and promotional materials will not be interleaved within the pages of the CME content. Advertisements and promotional materials may face the first or last pages of printed CME content as long as these materials are not related to the CME content they face and are not paid for by the commercial supporters of the CME activity. For computer based, advertisements and promotional materials will not be visible on the screen at the same time as the CME content and not interleaved between computer 'windows' or screens of the CME content. (Supplemented February 2014; the information that follows previously appeared in ACCME policies. No changes have been made to the language.) Also, ACCME-accredited providers may not place their CME activities on a Web site owned or controlled by a commercial interest. With clear notification that the learner is leaving the educational Web site, links from the Web site of an ACCME accredited provider to pharmaceutical and device manufacturers' product Web sites are permitted before or after the educational content of a CME activity, but shall not be embedded in the educational content of a CME activity. Advertising of any type is prohibited within the educational content of CME activities on the Internet including, but not limited to, banner ads, subliminal ads, and pop-up window ads. For computer based CME activities, advertisements and promotional materials may not be visible on the screen at the same time as the CME content and not interleaved between computer windows or screens of the CME content. For audio and video recording, advertisements and promotional materials will not be included within the CME. There will be no 'commercial breaks.' For live, face-to-face CME, advertisements and promotional materials cannot be displayed or distributed in the educational space immediately before, during, or after a CME activity. Providers cannot allow representatives of Commercial Interests to engage in sales or promotional activities while in the space or place of the CME activity. (Supplemented, February 2014; the information that follows previously appeared in ACCME policies. No changes have been made to the language.) For Journal-based CME, None of the elements of journal-based CME can contain any advertising or product group messages of commercial interests. The learner must not encounter advertising within the pages of the article or within the pages of the related questions or evaluation materials.

Standard 4.3 Educational materials that are part of a CME activity, such as slides, abstracts and handouts, cannot contain any advertising, corporate logo, trade name or a product-group message of an ACCME-defined commercial interest.

Standard 4.4 Print or electronic information distributed about the non-CME elements of a CME activity that are not directly related to the transfer of education to the learner, such as schedules and content descriptions, may include product-promotion material or product-specific advertisement.

Standard 4.5 A provider cannot use a commercial interest as the agent providing a CME activity to learners, e.g., distribution of self-study CME activities or arranging for electronic access to CME

Standard 5: Content and Format without Commercial Bias

Standard 5.1 The content or format of a CME activity or its related materials must promote improvements or quality in healthcare and not a specific proprietary business interest of a commercial interest.

Standard 5.2 Presentations must give a balanced view of therapeutic options. Use of generic names will contribute to this impartiality. If the CME educational material or content includes trade names, where available trade names from several companies should be used, not just trade names from a single company.

Standard 6: Disclosures Relevant to Potential Commercial Bias

Standard 6.1 An individual must disclose to learners any relevant financial relationship(s), to include the following information: The name of the individual; The name of the commercial interest(s); The nature of the relationship the person has with each commercial interest.

Standard 6.2 For an individual with no relevant financial relationship(s) the learners must be informed that no relevant financial relationship(s) exist.

Standard 6.3 The source of all support from commercial interests must be disclosed to learners. When commercial support is "in-kind" the nature of the support must be disclosed to learners.

Standard 6.4 'Disclosure' must never include the use of a corporate logo, trade name or a product-group message of an ACCME-defined commercial interest.

Standard 6.5 A provider must disclose the above information to learners prior to the beginning of the educational activity.



FRIDAY | SEPTEMBER 14, 2018

7:00 PM	President's Reception
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SATURDAY | SEPTEMBER 15, 2018

Time	Session 1	Session 2	Session 3	Session 4	Session 5/6
08:00am – 10:00am	Contemporary Forum (Non-CME)				
10:30am – 12:00pm	Sessions			Workshops	
	Lunch Break				
12:15pm – 02:15pm	SATELLITES (CME) & CONTEMPORARY FORUMS (Non-CME) - 2 Hours				
2:30pm - 4:00 pm	Sessions			Workshops	
04:00pm – 05:30pm	Speed Mentoring				
5:30pm - 6:30 pm	Nursing Reception		Pharmacy Reception		
6:00pm – 07:30pm	Opening Reception & Moderated Poster Session 1 – Exhibit Hall			Job Fair	
7:30pm - 9:00pm	SATELLITES (CME) & CONTEMPORARY FORUMS (Non-CME) - 1.5 Hours			Networking	

SUNDAY | SEPTEMBER 16, 2018

Time	Session 1	Session 2	Session 3	Session 4	Session 5/6
06:45am – 07:45am	SATELLITES (CME) & CONTEMPORARY FORUMS (Non-CME) - 1 Hour				
08:00am – 08:45am	Opening Remarks / State of the Society / Awards				
08:45am - 10:00am	Plenary				
10:00am - 10:30am	Break				
10:30am – 12:00pm	Sessions			Workshops	
12:00pm – 02:00pm	Lunch Break & Poster Viewing – Exhibit Hall				
2:00pm – 3:30 pm	Sessions			Workshops	
03:45 pm – 5:15 pm	Sessions				
5:30pm – 7:00pm	Poster Reception & Moderated Poster Session 2 – Exhibit Hall				
07:00pm - 9:00PM	SATELLITES (CME) & CONTEMPORARY FORUMS (Non-CME) - 2 Hours				

MONDAY | SEPTEMBER 17, 2018

Time	Session 1	Session 2	Session 3	Session 4	Session 5/6
08:30am – 10:00am	Sessions				
10:00am – 10:30am	Break - Coffee in Exhibit Hall				
10:30am – 12:00pm	Sessions			Workshops	
12:00pm – 01:15pm	Lunch Break & Poster Viewing – Exhibit Hall				
12:15pm – 01:15pm	Sessions				
01:30pm – 03:00pm	Sessions			Workshops	
03:00pm – 03:30pm	Break				
03:20pm – 03:30pm	JNC and Nursing Award Announcements				
03:30pm – 05:00pm	Sessions				
05:00pm – 06:00pm	Break				
06:00pm – 08:00pm	SATELLITES (CME) & CONTEMPORARY FORUMS (Non-CME) - 2 Hours				

TUESDAY | SEPTEMBER 18, 2018

Time	Session 1	Session 2	Session 3	Session 4	Session 5/6
07:00am – 08:15am	Sessions				
08:15am – 08:30am	Break				
08:30am – 10:00am	Sessions				
10:00am – 10:15am	Break				
10:15am – 11:30am	Sessions				
11:30am	22nd HFSA Annual Meeting Adjourns				
12:00 - 5:00	HFSA RESEARCH NETWORK MEETING (NON-CME) Separate Registration from ASM				