

## RSNA 2021 In-Person Third-Party CME Symposium Guidelines

A third-party CME symposium offers a third-party provider the opportunity to conduct a CME educational program for professional attendees during the RSNA annual meeting if they receive an unrestricted educational grant from a company related to medical imaging.

The health and safety of our attendees, exhibitors, and personnel remain our top priority. RSNA will follow recommendations issued by the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), and state and local health authorities. If any requirements are implemented to adhere to these guidelines which effect the Third-Party CME Symposium Guidelines, the appropriate guideline will be modified. Each presenting company will be notified in writing of the modification.

It is the provider's responsibility to distribute these guidelines to the appropriate personnel and/or any agents, representatives or contractors involved in planning activities at the RSNA annual meeting. The provider requesting a third-party CME symposium is responsible for the actions of its employees and/or agents and will be expected to follow all rules and guidelines outlined below.

### General Guidelines

1. A third-party CME symposium is an educational program that is conducted by a third-party provider receiving financial support in the form of an unrestricted educational grant from a company related to medical imaging. Other medical societies and associations are not eligible to conduct a third-party CME symposium during the RSNA annual meeting, and RSNA reserves the right to determine who is eligible to host a third-party CME symposium. Presentations must be straightforward, professional and non-combative in nature.
2. Third-party CME symposiums may be offered as fully virtual presentations hosted on the RSNA meeting platform, in-person presentations at McCormick Place with the option to live stream, or in-person satellite presentations at an offsite approved hotel or other venue location. See additional sections below for presentation-specific guidelines.
3. Third-party CME symposiums will be contracted directly between RSNA and the third-party provider.
4. The third-party provider is responsible for all payment related to the symposium and must submit payment directly to RSNA and related vendors.
5. Fees are non-transferable. Payment must be sent to RSNA at the time of form submission. If the third-party CME symposium is cancelled between July 1 and September 1, 50% of the fee will be charged. Cancellations after September 1 will be charged the full rate.
6. The third-party provider is responsible for managing and reporting any commercial support and for administering the symposium in accordance with ACCME standards. All third-party CME

symposiums must be held in compliance with ACCME's Standards for Industry Support and the AMA's Opinion on Gifts to Physicians from Industry.

7. For virtual or live streamed presentations, RSNA is not liable for any production quality issues with a pre-recorded virtual presentation or Q&A symposiums. RSNA assumes no liability for circumstances beyond our control such as power failures, malfunctioning of the Online Event Platform, internet, or devices and other systems used to access or live stream into the virtual meeting platform, or for any situation where a presenter does not attend the symposium or has technical issues with their equipment.
8. Presentation title, description and speakers must be submitted to RSNA for review prior to promotion of the program.
9. The third-party CME provider will serve as the primary contact for the symposium and RSNA will work directly with the provider to confirm all logistical and program submission details.
10. RSNA does not guarantee attendance numbers for third-party CME symposiums.
11. The third-party provider is responsible for making disclosures and providing course attendees with clear information on claiming credit.
12. Third-party CME providers will work with RSNA staff to determine appropriate time and location for in-person and/or virtual symposiums.
13. Speaker honoraria are allowed and will be administered by the third-party provider. Exclusivity agreements that prohibit speakers from presenting at other RSNA courses are not allowed.
14. Providers must disclose to speakers that this is a third-party CME symposium supported by an unrestricted educational grant and not an RSNA symposium.
15. Provider agrees to preserve the anonymity of patients and research subjects and must remove all potentially identifying information—including patient likenesses, identification numbers, names, initials, etc.—from images, charts, graphs, tables, and text before being displayed at the Annual Meeting. For photographs, video, computerized renderings, or 3-D reconstructions of patients, a cropped or adequately masked image that excludes identifiable features may be acceptable. Note: The simple masking of eyes in photographs is not sufficient to preserve anonymity. In the rare circumstance when identifiable images, videos, photographs, or surface renderings are essential to conveying critical educational information, the provider must obtain a letter of informed consent from the patient or patient's guardian before use. This permission requires that the individual be offered the ability to see the personally identifiable images to be displayed as part of obtaining informed consent. The letter of informed consent should be available for review upon request during the RSNA annual meeting.

16. Third-party CME symposiums found to be in violation of these guidelines shall be immediately discontinued. The provider waives any rights to claims of damages arising out of enforcement of these guidelines.
17. All matters and questions not covered by the above guidelines are subject to the discretion of RSNA. These RSNA guidelines may be amended at any time and all amendments shall be equally binding on all parties. In the event of any amendment or addition to these guidelines, written notice will be given by RSNA to such parties.
18. The third-party provider shall protect, indemnify, hold harmless and defend RSNA, its officers, directors, agents and employees against all such claims, liabilities, losses, damages and expenses, including reasonable attorneys' fees and costs of litigation; provided that the foregoing shall not apply to injury, loss or damage caused by or resulting from the negligence of RSNA, its officers, directors, agents or employees.

### **Presentation-Specific Guidelines**

#### In-Person Third-Party CME Symposium Guidelines

1. An in-person third-party CME symposium is an educational function held onsite at McCormick Place and is conducted by a third-party CME provider receiving unrestricted educational support from a medical imaging company. The symposium includes a formal presentation or procedural instruction.
2. In-person third-party CME symposiums are available for \$25,000/symposium on a first-come, first-served basis.
3. In-person third-party CME symposiums will be captured and included as on-demand content in the Virtual Meeting program through April 30, 2022. The third-party CME provider will have the option to determine if a presentation should be removed from the Virtual Meeting at the conclusion of the live meeting week.
  - Live streaming into the RSNA Meeting Platform is available for an additional fee of \$3,000. Interested third-party CME providers should secure this optional add-on by September 30.
4. Third-party CME providers may be required to upload their presentation file in advance of their symposium. Further instructions on this process will be provided closer to the date of the meeting.
5. In-person third-party CME symposiums are available Sunday, November 28 through Wednesday, December 1 and may run for up to 60 minutes. Rooms will be available for set up and take down

from 7 to 11 a.m. for morning symposiums (rooms will be available through Noon on Sunday) and from 1 to 5 p.m. for afternoon symposiums. Provider is limited to one symposium per time slot.

Approved in-person third-party CME symposium start times for Sunday, November 28 (three rooms available per day):

- Morning Symposiums: 9:00 – 10:00 a.m. or 10:30 – 11:30 a.m.
- Afternoon Symposiums: 1:00 – 2:00 p.m. or 2:30 – 3:30 p.m.

Approved in-person third-party CME symposium start times for Monday, November 29 through Wednesday, December 1 (three rooms available per day):

- Morning Symposiums: 8:00 – 9:00 a.m. or 9:30 – 10:30 a.m.
- Afternoon Symposiums: 1:30 – 2:30 p.m. or 3:00 – 4:00 p.m.

4. All company equipment, literature and handouts must be removed from the room at the end of the symposium. Rooms are available for in-person third-party CME symposiums on a first-come, first-served basis.
5. No additional time in the symposium room will be allowed for set up or rehearsal.
6. The in-person third-party CME symposium fee includes a meeting room at McCormick Place equipped with LCD projector, widescreen (16:9), podium wired internet, podium microphone, head table for 4 people on a riser, wireless internet and a table with two chairs outside the room for registration purposes.
7. Room set, capacity limits and catering availability are subject to change and will be dependent on recommendations from the CDC, state and local authorities and McCormick Place. Logistical details will be available at a later date and companies will work with McCormick Place and related vendors to finalize arrangements. Third-party CME providers should review and consider the CDC guidelines on social distancing, capacity limits, food service and cleaning.
8. In accordance with safety regulations, attendees may not sit on the floor or block access to an entrance/exit. McCormick Place security will monitor all safety concerns and may intervene if necessary.
9. A dedicated technician is not provided during the symposium. Additional equipment, technician or catering must be ordered through RSNA approved vendors and will be at the third-party CME provider's expense.
10. In-person third-party CME symposiums are accessible by all attendees and industry personnel registered for RSNA 2021. Providers may not charge a fee to attendees.

11. RSNA attendee information for the in-person presentation is not provided to the third-party CME provider. If a provider wishes to capture onsite attendee information, they may utilize a lead retrieval scanner or include a link within the online program. The third-party CME provider is responsible for ordering lead retrieval scanners in advance of the symposium with RSNA approved vendor.
12. Third-party CME providers will receive metrics as well as a list of attendees that opted to share their contact information for the on-demand and live streamed (if purchased) presentation following the live meeting week. Providers may also include an RSVP link in their symposium information to secure any pre registrant information. Metrics for on-demand content can be requested on a monthly basis.
13. Third-party CME providers are permitted to film their symposium. Provider must notify both RSNA and Freeman AV that they plan to film no later than October 31. CME provider is responsible for all expenses related to filming.
14. If bringing in an outside contractor to film symposium, provider must complete and submit the Exhibitor Appointed Contractor (EAC) registration. Details can be found under the [Exhibitor Service Kit](#) starting in July.

### **Third-Party CME Symposium Promotional and Signage Guidelines**

1. The third-party provider will be required to complete RSNA's Third-Party CME Symposium Program Submission form. The form will capture all program details, including attendee instructions for claiming credit and a contact number for any attendee questions received by RSNA's Customer Service department. Forms are due September 30. Changes will not be accepted after this date. Refer to Important Deadlines at the end of this form for additional details.
2. In-person and virtual third-party CME symposiums, not including satellite symposiums, will be listed in the RSNA agenda under the Non-RSNA CME symposium category and on onsite signage exactly as captured on the program submission form. The RSNA agenda will be available on the RSNA 2021 website in November and will list presentation titles, program descriptions, links and speaker names.
3. In-person and virtual third-party CME symposiums, not including satellite symposiums, confirmed as of June 30 will be listed by provider name in the initial PDF version of the agenda, made public with the launch of registration in July. This PDF version will be updated on a regular basis between July and November and new third-party CME symposiums will be reflected accordingly.

4. In-person and virtual third-party CME symposiums, not including satellite symposiums, will be listed as "Title: Presented by Third-Party CME Provider Name (Supported by an unrestricted educational grant from Company Name)."
5. RSNA will include symposium titles and speaker names on the digital sign outside the classroom for any in-person third-party CME symposium being held at McCormick Place (does not apply to satellite symposiums). RSNA will also produce general directional signage to guide attendees to symposium rooms and display a meter board sign outside each room listing all symposiums taking place in the room throughout the week.
6. During the room rental period for in-person third-party CME symposiums at McCormick Place, providers may use a branded tablecloth and/or display a free-standing sign (no larger than 33" wide x 80" high) immediately outside the symposium room only. No other signage, promotions, solicitations or branding materials may be used in any other public areas within McCormick Place unless it is within the guidelines of an RSNA 2021 sponsorship or promotional opportunity.
7. Third-party providers hosting a third-party CME symposium may participate in select RSNA promotional opportunities to promote the presentation. CME providers may not purchase the RSNA Attendee Registration mailing list directly. All purchases and use of the list must comply with the attendee list guidelines. Visit [RSNA.org/Promote](https://www.rsna.org/Promote) to see available opportunities. RSNA meeting logo, marketing collateral and usage guidelines are available [here](#).
8. Third-party CME providers may not promote membership, meetings/events, education or any products or services that directly compete with RSNA's offerings. Third-party CME providers may only promote the symposium they are conducting with limited branding for the provider itself. Any digital opportunities may link to a branded website offering additional information and RSVP instructions.
9. When promoting an in-person or virtual third-party CME symposium, providers should not use "register" to encourage attendees to sign up. Providers may use "RSVP." Does not apply to satellite symposiums.
10. Third-party CME providers may not misrepresent the symposium as RSNA education in any promotional materials before, during or after the symposium.

## **IMPORTANT DEADLINES**

### **September**

- Program Submission form is due September 30.
- Providers hosting an in-person third-party CME symposium at McCormick Place may secure the live streaming add-on through September 30. *Does not apply to third-party CME satellite symposiums held offsite.*



## October

- Additional equipment, labor, room sets and catering orders must be finalized with vendors and approved by RSNA no later than October 31. *Subject to change and dependent on recommendations from the CDC, state and local authorities and McCormick Place. Further information will be provided to the sponsor at a later date.*

## November

- Online agenda is available on the RSNA 2021 website.
- Direct link to your presentation listing on the RSNA 2021 website will be emailed to the contact identified on your Program Submission form.

### FOR ADDITIONAL INFORMATION, CONTACT:

Lisa Lazzaretto

Assistant Director: Corporate Relations

[llazzaretto@rsna.org](mailto:llazzaretto@rsna.org)

630-571-7818

Lindsey Hammond

Manager: Corporate Relations

[lhammond@rsna.org](mailto:lhammond@rsna.org)

630-571-7817