

## Satellite Symposium Application & Guidelines

The Society of Hospital Medicine (SHM) is pleased to offer the opportunity to hold a satellite symposium during SHM Converge 2023, which will be held March 26-29, 2023.

SHM's annual conference is the premier event for healthcare professionals who specialize in hospital medicine. The target audience includes hospitalists, general internists, pediatricians, subspecialists, and family practitioners caring for hospitalized patients, whether in a community hospital or academic medical center. SHM has a maximum of four evening slots available for programming.

### Criteria for Application

If you would like to be considered for a satellite symposium program you will need to complete the enclosed "Request for Satellite Symposium" application and attach a complete description of the symposium including:

- a. Program Title
- b. Program Description
- c. Target Audience
- d. Learning Objectives
- e. Proposed Program/Agenda
- f. Names, affiliations, and contact information of proposed faculty (We request at least one hospitalist be included on the faculty. SHM Board members and SHM Converge faculty are not eligible to serve as symposium faculty. Please reach out to SHM staff to make sure your speakers are not currently faculty for SHM Converge 2022. Current SHM Board members are listed [here](#).)
- g. Name of sponsoring organization/company providing the educational grant. Funding must be approved before submission.

Funding must be obtained before submission of application.

### Applications are preferred by February 15, 2023.

SHM requires all satellite symposia be CME-certified or non-CME and presented in an objective, scientifically rigorous, and balanced manner. The symposium cannot promote a specific drug product, or any devices. In addition, the proposed objectives should clearly meet the educational needs of SHM members and the target audience.

Space for satellite symposia is limited. SHM will only consider complete applications.

### Review Process

Satellite symposia requests will be reviewed by representatives of SHM's Annual Conference Committee. Acceptance will be based on topic and scientific content, and notification will be provided in writing **within seven days of receiving the complete application**.

If accepted, every effort will be made to honor the applicant's first choice of time slots (see Symposia and Fee Schedule). If the assigned time slot is not acceptable, the applicant has the option of withdrawing the application within one week of the notification.

**Please Note: A satellite symposium program may not be held during an SHM Converge 2023 educational event. In addition, any faculty member participating in SHM Converge 2023 may not participate in a satellite symposium as faculty.**

## Live Symposia and Fee Schedule

The following time slots are available for satellite symposia at SHM Converge 2023:

SUNDAY March 26, 2023	MONDAY March 27, 2023		TUESDAY March 28, 2023
Location - TBD 6:00 - 8:00 p.m. 160 in rounds \$40,000*	Location - TBD 12:30 - 1:30 p.m. 110 in rounds \$25,000*	Location - TBD 7:30 - 9:30 p.m. 160 in rounds \$40,000*	Location - TBD 7:30 - 9:30 p.m. 160 in rounds \$40,000*

## Optional Symposium Enduring CME Package: \$30,000

Reach a wider targeted audience online through the Society's webcast package. This opportunity includes audio recording and synced slides, production, and HTML web design. The webcast will be hosted on SHM's Learning Portal for one year and included in email promotions to the Society's database reaching more than 30,000 hospital medicine professionals including top hospital leaders, physicians, NPs, and PAs. Metrics will be provided after one year.

SHM requires that all satellite symposia webcasts be CME-certified and presented in an objective, scientifically rigorous and balanced manner. The symposium cannot promote a specific drug product, or any devices. In addition, the proposed objectives should clearly meet the educational needs of SHM members and the target audience. As with satellite symposia, all content is subject to SHM Annual Conference Committee approval

### Benefits

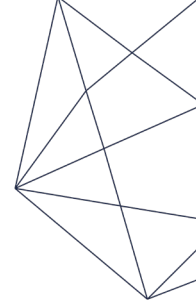
- Opportunity to address the hospital medicine community, the fastest-growing segment of healthcare providers
- Inclusion of organizer's invitation in tote bag (*Deadlines apply*)  
*All invitations/brochures are the responsibility of the organizer and must be approved by SHM prior to distribution. Shipping information will be provided once application is accepted.*
- Inclusion of program title, speaker, date, time, and location in the SHM Converge 2023 mobile app and on-site signage (*Deadlines apply*)
- One (1) complimentary pre-registration mailing list (in an Excel spreadsheet format) six weeks prior to the meeting

### Use of the SHM Name, Insignia, Logo, or Acronym

The Society of Hospital Medicine name, insignia, logo, and acronym are proprietary marks and may not be used in signs, advertising, or promotions in any media or product literature related to satellite symposia. This rule applies before, during, and after the meeting, unless prior written approval has been received from SHM.

All promotional materials must include "held in conjunction with SHM Converge 2023".

\*Please note that your application will be considered incomplete if we do not receive your \$2,000 application fee at the time of submission.



## Request For Satellite Symposium Application

To be considered for approval of a Satellite Symposium, please complete and return this form and all required information by February 15, 2023. Incomplete applications will not be processed. (Please Print or Type)

Program Title		
<input type="checkbox"/> CME <input type="checkbox"/> Non-CME		CME Provider
Presenter/s		
Contact Name		Title
Street Address		City, State/Province, Zip/Postal Code
Phone	Fax	Email (Required)
Third-Party Organizer (if applicable)		
Contact Name		Title
Street Address		City, State/Province, Zip/Postal Code
Phone	Fax	Email (Required)
Commercial Supporter		
Contact Name		Title
Street Address		City, State/Province, Zip/Postal Code
Phone	Fax	Email (Required)

Please indicate your preference for date and time

First Choice	Second Choice	Third Choice
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Do you plan to purchase Enduring CME Content Package for an additional \$30,000? ☐ Yes ☐ No

## Payment

☐ **Check Enclosed** (payable to Society of Hospital Medicine).  
Please remit payment in U.S. Funds drawn on U.S. bank.


☐ **Charge credit card**  
All requested credit card payments will receive an invoice and/or be contacted to provide payment details via phone.

**All payments must be received and postings paid in full prior to job postings being available for viewing.**

Total Charged	\$								
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**Please direct any questions, completed forms, and/or payment inquiries to:**

 Society of Hospital Medicine, Exhibits  
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Philadelphia, PA 19182-2898

 bizdev@hospitalmedicine.org

 800-843-3360

 267-535-2911