

In-Person Non-RSNA Satellite Symposium Guidelines

The In-Person Non-RSNA Satellite Symposium offers a company the opportunity to conduct an offsite program with a formal or educational presentation for professional attendees during the RSNA annual meeting.

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 affect the In-Person Non-RSNA Satellite Symposium Guidelines, the appropriate guideline will be modified. Each presenting company will be notified in writing of the modification.

It is the company's responsibility to distribute these guidelines to the appropriate company personnel and/or any agents, representatives or contractors involved in planning activities at the RSNA annual meeting. The company requesting the In-Person Non-RSNA Satellite 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 Symposium Guidelines

1. A non-RSNA Satellite Symposium is strictly an offsite function that includes an educational program, a formal presentation, panel discussion or procedural instruction, conducted by a company. Medical societies and associations are not eligible to conduct a satellite symposium during the RSNA annual meeting.
2. Companies considering a Third-Party CME Symposium should inquire for separate guidelines and details.
3. Non-RSNA Satellite Symposium title, description of the symposium and speakers must be submitted to RSNA for review prior to promotion of the symposium.
4. Symposiums are not promoted in the RSNA agenda or to RSNA attendees. Sponsor will have sole responsibility for promotion, event planning and attendance monitoring.
5. Product and/or equipment demonstrations are allowed as long as they are educational in nature.
6. Non-RSNA Satellite Symposiums are available for \$5,000. Fees are non-transferable. Payment must be received by RSNA within 30 days of receiving the invoice. Contract must be canceled in writing by July 31 to avoid penalty. Cancellations after July 31 will be charged the full rate.
7. Symposiums are available Sunday, December 1 – Wednesday, December 4.

Sunday symposiums:

- Morning symposium program must be completed by 8:30 a.m.
- Evening symposium program must begin at 6:00 p.m. or after.

Monday through Wednesday symposiums:

- Morning symposium program must be completed by 7:30 a.m.
 - Evening symposium program must begin at 6:00 p.m. or after. Doors for the event may open at 5:30 p.m.
8. No more than 1,000 attendees can attend a single satellite symposium event. Companies may not charge a fee to attendees. Capacity limits are subject to change and dependent on recommendations from the CDC, state and local authorities and the event venue.
 9. Any and all charges for services levied by the hotels or other venues are the responsibility of the function sponsor. RSNA is not responsible for payment for any services connected with the event. RSNA has no authority over any service charges, rental fees, setup fees, labor contracts, etc., that are required by any venue.
 10. Speaker honoraria are allowed and will be administered by the company or third-party provider. Exclusivity agreements that prohibit speakers from presenting at other RSNA courses are not allowed.
 11. Companies must disclose to speakers that this is a Non-RSNA Satellite Symposium and not an RSNA session.
 12. Companies may request function space at any of the RSNA contracted hotels. All space in McCormick Place Convention Center is reserved solely for RSNA activities.
 13. All symposiums must be held in compliance with ACCME's Standards for Industry Support and the AMA's Opinion on Gifts to Physicians from Industry.
 14. Rhode Planning is contracted as the RSNA official transportation company. If you need to make transportation arrangements for your function, please contact RSNAtransportation@rhodeplanning.com or 401-965-7761 as we need to provide specific drop off information in advance of arriving at McCormick Place.
 15. Exhibitors may promote the symposium within their exhibit space. No other signage, promotions or branding materials may be used in any other public areas within McCormick Place unless it is within the guidelines of another RSNA 2024 sponsorship.
 16. Companies must adhere to rules set by the RSNA contracted hotel in regard to promotion and signage.
 17. Exhibitors may purchase the RSNA Attendee Registration mailing list. All purchases and use of the list must comply with the attendee list guidelines. All companies may participate in select RSNA promotional opportunities to promote symposiums. Visit RSNA.org/Promote to see available opportunities. RSNA meeting logo, marketing collateral and usage guidelines are available at [here](#).

18. Companies may not misrepresent the symposium as RSNA education in any promotional materials before, during or after the symposium.
19. Third-Party Organizers: Companies that choose to use a third-party organizer must submit a letter on company letterhead naming the third party as being authorized to handle planning responsibilities on the exhibitor's behalf. Third-party organizers cannot be a medical society or association. No direct requests from third-party organizers will be considered. Third-Party Organizers must also be registered as an EAC (Exhibitor Appointed Contractor). EAC registration information can be obtained through the [Exhibitor Service Kit](#), which will be available July 17.
20. Non-RSNA Satellite symposiums found to be in violation of these guidelines shall be immediately discontinued. This agreement is in addition to any contract for exhibit space. All terms, conditions, rules and regulations contained therein remain in full force. The company waives any rights to claims of damages arising out of enforcement of these guidelines.
21. 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.
22. The company 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.

Contact the RSNA sponsorship team at sponsors@rsna.org with any questions or to request additional information.