

# AADE CORPORATE SYMPOSIA

## GUIDELINES & APPLICATION



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# AADE Accreditation & Introduction

AADE is accredited by the Accreditation Council for Pharmacy Education (ACPE), the American Nurses Credentialing Center (ANCC) and the Commission on Dietetic Registration (CDR), in addition to the California Board of Registered Nursing.

- The American Association of Diabetes Educators is accredited by the Accreditation Council of Pharmacy Education as a provider of continuing pharmacy education.
- The American Association of Diabetes Educators is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.
- The American Association of Diabetes Educators is accredited as an approver of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.
- The American Association of Diabetes Educators is a Continuing Professional Education (CPE) Accredited Provider with the Commission on Dietetic Registration.

The AADE Satellite Symposia Guidelines and Application are designed to provide comprehensive information to organizations that wish to hold a satellite symposium at the AADE Annual Meeting & Exhibition. It is important for all organizations, even those who have worked with AADE on a satellite symposium before, to **thoroughly read these guidelines prior to initiating any grant requests for a satellite symposium, including responses to Requests for Proposals (RFPs) from any commercial interest.** Should there be any questions or additional information needed, please do not hesitate to contact AADE for assistance.

### AADE Contacts:

**Lisa Koch**

Symposia Manager (617) 285-2320

lkoch@conventusmedia.com

# Corporate Symposia Guidelines

## *Program Description and Details*

**TARGET AUDIENCE:** AADE is designed for diabetes educators including RNs, pharmacists, CDR credentialed practitioners, nurse practitioners, PAs and other healthcare providers interested in staying up to date on current practices of care for their patients.

**ANTICIPATED AADE OVERALL ATTENDANCE:** 3,000 Attendees from Target Audience

**ANTICIPATED SYMPOSIUM ATTENDANCE:** Up to 400 Attendees

**AVAILABLE DATES:**

Saturday, August 18, 5:45 pm - 7:15 pm

Sunday, August 19, 5:45 pm - 7:15 pm

*\*Times are subject to change.*

**CREDITS PER SESSION:** 1.5 CE (90 Minute Presentation)

**AADE FEE:** \$152K (please refer to page 6 for details)

**PROGRAM DESIGN:** The standard program format for AADE satellite symposia is to have 1-3 presenting speakers delivering content for up to 75 minutes with an additional 15 minutes for Q&A. Other formats may be accepted upon AADE review and approval. After the conclusion, a satellite Symposium will be preceded by a modest food function. AADE symposia time slots are scheduled to allow up to 30 minutes of additional time to accommodate this function.

**PROGRAM MATERIALS:** AADE will approve all program materials including handouts and Power Point presentations (print, digital or other media) prior to production and distribution. Handouts and Power Point presentations cannot include logos and will give a balanced view of therapeutic options. Please use generic names.

Additional advertising opportunities are available for satellite symposia including ads in AADE publications and meeting specific print materials.

**CONTINUING EDUCATION (CE) SUBMISSION:** The AADE Accreditation Department will contact the Program Administrator/Key Contact listed on page 6 once a symposia is confirmed.

**QUANTITY:** The Supporting Organization is asked to print a minimum of 425 copies to accommodate the room capacity and extras.

**FORMAT:** Corporate Symposium handouts must adhere to the following format:

1. Front Cover
  - a. Program title
  - b. Program date and location
  - c. Acknowledgment of sponsor to read: “This activity is supported by an educational grant from ‘sponsor name.’”
  - d. Acknowledgment of medical education and company name if applicable. This is the only location such acknowledgment can occur.
  - e. AADE logo – to be provided by AADE.
2. Interior Content
  - a. Learning outcome
  - b. Program objectives
  - c. Continuing education information (sample available upon request)
    - i. Must include: the most up-to-date continuing education information, accessible at [www.aade18.org](http://www.aade18.org)
  - d. Program agenda
  - e. Faculty information
    - i. Speaker names, credentials, title, employer, city and state of employment
    - ii. Biographical information
    - iii. Financial and Conflict of Interest disclosure
  - f. Slide presentation
  - g. Additional resources and references
3. Back cover (blank)

**ENDURING MATERIALS:** Webcast (slides with synchronized audio) includes:

- On-site Corporate Symposia audio recording by AADE and applicable AV charges
- Synchronization of audio with slides
- Creation of a printable PDF of activity (slides and transcript)
- Hosting on AADE website for 2 years
- Online post-test
- Accreditation for ANCC, ACDE, and CDR
- Contact information for follow-up evaluation
- Free CE for AADE members (nonmembers pay a nominal fee)

**SYLLABUS & PRESENTATION SLIDES:** As with all other print materials, the syllabus will be approved by AADE and content requirements will be provided to the management company upon initial satellite approval.



Service	Included in AADE fee	Program Administrator Opportunity or Responsibility
Application Processing Fee	INCLUDED	Due March 3, 2017
Program Management and AADE Staff dedicated to working with Supporting Organization	INCLUDED	
Meeting Room	INCLUDED Room rental Banquet rounds of 10 Head table and chairs Podium on an elevated platform	
Audio Visual	INCLUDED 3 lavalier microphones 1 podium microphone 2 wired aisle microphones 1 screen 1 A/V technician 1 LCD projector 1 VGA switch Sound amplification and mixer 1 remote slide charger <b>No outside equipment or labor permitted</b>	
Food and Beverage	INCLUDED 400 people inclusive of tax and gratuity. Plated dinner. <b>Attendance cannot be guaranteed.</b>	
Signage	INCLUDED one 22"x28" sign placed outside Meeting Room and additional signage throughout the Convention Center. <b>Only AADE signage will be allowed outside the room.</b>	
Accreditation	INCLUDED AADE is accredited by the Accreditation Council for Pharmacy Education (ACPE), the American Nurses Credentialing Center (ANCC), and the Commission on Dietetic Registration (CDR) in addition to the California Board of Registered Nurses.	Please submit by June 15, 2018
Course Materials	INCLUDED review and approval of slides, handouts and promotional copy	Please submit by June 15, 2018
On-site Staff Badge Scanning	INCLUDED a team of 2-4 staff will scan attendees at the beginning of the session	
Attendance Report	INCLUDED report containing attendee contact information and license # will be distributed 2 weeks after the program	
Evaluation Forms	INCLUDED evaluation results processing and summary report will be distributed 100 days after program	
Application Review by AADE Staff and AADE Approver Unit Reviewers	INCLUDED	
Program Listing/Promotional Advertising/Additional Advertising Opportunities	INCLUDED listing in the Preview, in the On-site Meeting Guide, mobile app and on the AADE website	
On-site Meeting with AADE staff and program administrator/key contact	INCLUDED to review program details	
Enduring Material	INCLUDED synchronization of audio with slides, hosting on AADE website for 2 years (average additional audience of 1500)	

## Roles and Responsibilities

Task	AADE (Provider)	Program Administrator
Program Title		x
Provide Written Support of Needs Assessment		x
Faculty Roster		x
Financial Relationship Disclosure Forms (see separate document)		x
Selection Objectives		x
Disclosure of Relevant Financial Relationships and Commercial Support to Learners		x
Program Content		x
Pharmacist Designation (UAN)	x	
Determination of Activity Type (Knowledge, Application or Practice-Based)	x	x
Determination of Program Schedule and Amount of Credits to be Awarded	x	
Program Promotional Materials (if received by deadline)		x
Active Learning Method		x
Distribution of Educational Materials in Conjunction with Program		x
Learning Assessment Activity		x
Program Evaluation Instrument	x	
Process for Determining the Basis Upon Which Credits Will be Awarded	x	
Documentation that Participants Met Requirements for Obtaining Statement of Credits	x	
Statement of Credits	x	
Summarize Evaluation Forms	x	
Grievances as Submitted in Writing		x
Guidance Provided to Faculty	x	
Faculty Communication		x
Budget		x
Enduring Material	x	x

# AADE Corporate Symposia Application

## *Application Submission Process*

Please **email** the attached completed Symposium Application to [lkoach@conventusmedia.com](mailto:lkoach@conventusmedia.com) and **mail** a printed and signed copy of the application and corresponding application fees to:

American Association of Diabetes Educators Attention:  
Gregg Lapin, CMP  
200 W. Madison Street, Suite 800  
Chicago, IL 60606  
Office: 312-601-4816

Upon receipt of a grant approval from the commercial supporter, management companies may submit their completed Satellite Symposium Application and required attachments, including the grant LOA for AADE signature (note that in the case of electronic acceptance agreements, the LOA must still be submitted to AADE first for online acceptance authorization).

AADE Accreditation staff will contact the Program Administrator/Key Contact listed on page 6 to provide continuing education forms to be completed by June 15, 2018.

AADE Staff will advise if any application components are missing as incomplete applications are not accepted. Management companies may also be advised if any of the proposed faculty are also confirmed for other sessions at the AADE Annual Meeting as AADE does limit the number of appearances an individual can make on the Annual Meeting Program.

Complete applications will be reviewed by the AADE. Please allow 5-7 business days for AADE staff to review.

### ADDITIONAL PROGRAM INFORMATION REQUIRED

- Provide a brief abstract/description of this program. This description will be included in the AADE18 On-site Meeting Guide, Mobile App and listed on the AADE18 website. Limited to 100 words or less.



## Symposium Contacts and Record Keeping

Program Administrator/Key Contact		
Company:		
Corporate Address:		
City:	State:	ZIP Code:
Key Contact Name:	Title:	
Department:		
Phone:	Fax:	Email:
<i>As Program Administrator/Key Contact for this program, I agree to keep the above listed program records on file for seven years from the date of this program's presentation. I am providing the following information to document compliance with ANCC Commission on Accreditation criteria on maintenance of continuing education records.</i>		