



**National Association of Pediatric Nurse Practitioners
33rd Annual Conference – March 28-31, 2012
Henry B. Gonzalez Convention Center – San Antonio, TX
Ancillary Educational Symposia Guidelines**

Exhibiting companies have the opportunity to sponsor educational symposia in conjunction with the NAPNP Annual Conference. NAPNP realizes that industry sponsored symposia provide an enhancement in the continuing education opportunities and meal functions available to conference attendees by offering additional contact hours beyond those contained in the conference schedule. Ancillary events are not scheduled during regular conference hours.

NAPNP's Director of Practice, Education and Research must approve all ancillary symposia topics to ensure there is no duplication of conference topics. NAPNP must accredit all ancillary symposia for NAPNP Continuing Education (contact hours). (For more on CE accreditation, see Section B: CE Accreditation).

A one time administrative fee of **\$20,000** is required for this opportunity. An Ancillary Symposia Application (see Form A) must be submitted through NAPNP's National Office with the one time administrative fee. The deadline to submit an application to sponsor an ancillary symposium is **January 17, 2012**, after which time applications are accepted on a space-available basis. Symposia applications will be reviewed and space assignments will be given on a first come, first served basis. No space is guaranteed without payment in full. The sponsor will be contacted in writing regarding the outcome of the application.

The administrative fee covers the following:

- Confirmation letter from NAPNP stating the approved topic, date, time, and meeting space assignment for the symposium after receipt of an Ancillary Symposia Application.
- Announcement of all ancillary events in the NAPNP Program Book and "Meeting-At-A-Glance" Flyer (time permitting).
- Posting of all ancillary events on the NAPNP Conference WebPages under Ancillary Symposia. Announcement to include: title of program, day and time of the program, number of contact hours (accredited or pending accreditation), sponsor/supporter of the program, and instructions on how to register for the program (pre-registration and onsite registration).
- Announcement of all ancillary events in a blast email to NAPNP Conference pre-registrants (approximately 1 month before conference). Announcement to include same as web posting (see above).
- Opportunity to include a complimentary one-page flyer/post card announcement (must be approved by NAPNP) in NAPNP Conference Registration Bags (estimated quantity for printing 1,400. Final quantity will be available after February 20th).
- Provision of NAPNP Mailing List License Agreement and one time use of conference preregistration mailing list to mail invitation/announcement (must be approved by NAPNP) of the event. A request to include the Conference logo on mail pieces may be made for an additional \$250.
- Conference badges for 3 ancillary staff and 2 speakers/faculty to be provided onsite.
- Provision and access to meeting space for preparation before scheduled ancillary event (to be coordinated on an individual basis but not guaranteed).
- Provision of space onsite to be used for registration of the program (to be coordinated directly with Henry B. Gonzalez Convention Center or Grand Hyatt event staff).
- Permission to post-promotional signage of event at conference registration desk and in exhibit hall (see Section C: Signage for additional details).

- Designated NAPNAP manager to assist onsite with answering questions.
- Review and approval of all educational materials by NAPNAP's E-Learning/Continuing Education Manager.
- Application fees for NAPNAP continuing education accreditation (see Section B: CE Accreditation and Contact Hours for additional details).
- Certificates of attendance and recording fees for up to a maximum of 300 participants.
- Permission to develop a Post-Conference Derivative Program (see Section E: Enduring Materials for additional information and applicable fees)*.

Once the request for meeting space is approved and confirmed in writing, the **symposium sponsor** (i.e. the supporting company, exhibiting company, PR Firm, or education company – not NAPNAP) is responsible for arranging/coordinating the following symposium details:

- Confirming hotel meeting space with Grand Hyatt personnel (contact information to be included in confirmation letter)
- Ordering food and beverages for the symposium
- Securing and coordinating audiovisual equipment for the symposium using NAPNAP's preferred audio visual provider
- Planning and coordinating symposium registration (requires a registration system where pre-registered attendees are guaranteed seating)
- Completing and submitting CE application
- Providing all marketing materials and signage to NAPNAP for approval prior to printing (the following items must be included on all materials in addition to the symposium information: NAPNAP disclaimer provided in Section B below, registration details/instructions, audience size limitations)
- Payment for conference registration if faculty wants to attend full conference

Section A: Room/Space Assignments

Ancillary symposia may be held on the following dates and times (dates and times are subject to change as a result of hotel space availability):

Wednesday, March 28 (7:00 AM – 9:30 AM) - Breakfast
 Thursday, March 29 (6:00 PM – 9:30 PM) – Dinner
 Friday, March 30 (7:00 AM – 8:30 AM) - Breakfast
 Friday, March 30 (3:30 PM – 5:00 PM) – Afternoon Refreshment Break
 Friday, March 30 (6:00 PM – 9:00 PM) - Dinner

Special events scheduled on Thursday or Friday evenings on behalf of the attendee, may have the potential to conflict with symposia. NAPNAP fully supports all Ancillary Symposia marketing efforts, but is not responsible for final attendance of symposia. There may be up to two (no more) ancillary events scheduled on the same day at the same time, and room assignments are not guaranteed to be located in separate sections of the Grand Hyatt. All symposia rooms will have the capacity to accommodate up to 300 participants.

Section B: CE Accreditation and Contact Hours

All breakfast events must be scheduled to accommodate 1.5 contact hours. All refreshment break events must be scheduled to accommodate 1.0 contact hours. All dinner events must be scheduled to accommodate 2.0 contact hours. NAPNAP's contact hour is based on a 60 minute hour. The amount of pharmacology content may vary between ancillary symposia.

A disclaimer (provided in bold below) must be printed on all promotional materials for symposia or educational offerings sponsored by any group other than NAPNAP. This disclaimer will clearly state that NAPNAP does not promote or endorse any of the information presented within the symposia. The following statements can be utilized on printed promotional materials to express CE accreditation status.

Pending Accreditation

This program is pending accreditation by the National Association of Pediatric Nurse Practitioners

(NAPNAP) for ____NAPNAP contact hours, of which ____are pharmacology (Rx) content.

Accreditation (only to be used after receipt of accreditation letter)

This program is accredited by the National Association of Pediatric Nurse Practitioners (NAPNAP) for ____NAPNAP Contact Hours, of which ____are pharmacology (Rx) content.

Included in the administrative fee is an expedited review (5 business days) of the CE application and program content upon receipt of complete CE application. CE application and recording fees up to 300 participants are covered in the one-time administrative fee. Send one copy of the completed application to the NAPNAP National Office, 20 Brace Road, Suite 200, Cherry Hill, NJ 08034 by February 15, 2012.

NAPNAP's continuing education guidelines are based, in part, on the PhRMA guidelines, please refer to the PhRMA Code on Interactions with Healthcare Professionals for additional information. To be eligible for NAPNAP CE accreditation, ancillary symposia sponsors must insure that the individuals attending continuing education activities are aware of relationships with commercial companies that could potentially affect the information presented. We require all faculty to complete a speaker declaration form and disclose to participants the presence of significant relationships with commercial companies whose products are discussed in their presentations. (Significant relationships include receiving research grants, consultancies, speaker bureau, honoraria and travel, or other benefits from a company or having a self-managed equity interest in a company that are in place at the time of the activity, or were in place in the 24 months preceding the activity.) These standards require that presentations are free of commercial bias and that any information regarding commercial products/services be based on scientific methods generally accepted by the medical community. When discussing therapeutic options, it is our preference that you use only generic names. If it is necessary to use a trade name, then those of several companies must be used. Further, if a presentation includes discussion of any unlabelled or investigational use of a commercial product, you are required to disclose this to the participants. A slide with NAPNAP's disclaimer must be shown to the audience prior to the start of any symposium for a minimum of 30 seconds. The following disclaimer is provided by NAPNAP:

(Company name) has been given meeting space to provide an educational offering during NAPNAP's Annual Conference. NAPNAP's approval of meeting space or continuing education accreditation does not imply product endorsement.

NAPNAP hosts a computerized credit entry system available to participants at the conference to record their attendance of CE events. All ancillary symposia will be entered into this system, and participants will have the ability to electronically record their contact hours on their transcripts. Participants will also be asked to complete a post event evaluation survey. Results of this survey will be tabulated and sent to sponsors approximately 8 weeks after the conference. A separate electronic barcode scanning device is available for registration purposes, see Section G: Additional Services. Sponsors may also distribute a post-event evaluation to participants. Responses to evaluations distributed by Sponsor must be collected and tabulated by Sponsor. NAPNAP requests that tabulated results be sent to NAPNAP National Office to be kept in our files.

Once approved, all revisions to a symposium's content, faculty, or format must be communicated to NAPNAP in writing. In addition, any advertisements for the program and all course materials must be approved by the Department of Practice, Education, and Research. NAPNAP encourages, but does not mandate, that presenting faculty be members of NAPNAP.

NAPNAP reserves the right to attend and observe (without notice) any function held in conjunction with a NAPNAP conference. Functions are to be supportive and consistent with the educational and evidence-based nature of NAPNAP Conferences.

Section C: Signage

Signs, directional or informational, must be approved by, and coordinated with NAPNAP Meeting Management. Each ancillary symposium is permitted one easel outside of symposia room holding one sign (no larger than 22x28 inches). No banners or meter boards are allowed. The sign is to be supplied by the supporter and must

be mailed to the attention of the onsite symposia contact. Each symposium is also permitted two directional signs (no larger than 22x28 inches) that may be placed in public spaces of the Henry B. Gonzalez Convention Center and Grand Hyatt (approval is required from the Henry B. Gonzalez Convention Center or Grand Hyatt for the placement of your signs). These signs may be placed 2 hours prior to the symposium and must be removed no later than 2 hours after the event. The directional signs should guide participants to the meeting space and must carry only the following information: Symposium Title; Times for registration/check in, Room Information and directional indicator (arrow, etc), and NAPNAP disclaimer (see previous page). One sign must be placed at NAPNAP's Registration Desk in the Henry B. Gonzalez Convention Center and must provide detailed registration instructions (for both pre-registration and onsite registration) as well as audience size limitations. It is suggested that this sign be posted prior to 24 hours in advance of the symposia. If the guidelines regarding signage are not adhered to, NAPNAP has the right to remove posted signs without notice. One sign may also be placed within the exhibit space assigned to the Sponsor or Commercial Supporter.

Section D: Logo Placement

NAPNAP requires that all ancillary symposia sponsors sign a Logo Agreement for use of the NAPNAP CE logo next to CE Accreditation Statements. Logo Agreements discussing this usage will contain Instructions for size and placement of the logo, as well as a request for placing NAPNAP's web address next to each place the logo appears. Other uses of the NAPNAP logo must be pre-approved, and details explaining the additional use of the logo may be added to the aforementioned Ancillary Logo Agreement or a separate NAPNAP Logo Agreement must be prepared and signed by both parties. NAPNAP may not be represented as co-sponsoring an event unless a formal request has been submitted and approved by NAPNAP.

Section E: Enduring Materials

Enduring materials may be produced based on symposia held during the NAPNAP Annual Conference pending approval by the NAPNAP Department of Practice, Education and Research. **Any content that has been repurposed for web delivery must be hosted by NAPNAP's PNPSourCESM – Online Community for Pediatric Health Care and Nursing Continuing Education. Any content that has been repurposed for printed delivery must offer the option to partake in the post activity test and evaluation survey hosted by NAPNAP's PNPSourCE.** Any intent to repurpose content of the live meeting must be made known in the application submitted.

NAPNAP requests that all materials related to an enduring material be submitted for approval. Enduring materials are considered a separate activity and thus will be subject to a separate continuing education accreditation from the live event. Once approved, any proposed revisions must be submitted for approval as well. A final copy of all materials must be submitted to NAPNAP, 20 Brace Road, Suite 200, Cherry Hill, NJ 08034 approximately 6-8 weeks after the live event. NAPNAP recommends that sponsors do not print materials or go live with web sites before approval from NAPNAP has been received. NAPNAP is not liable for any expenses the sponsor may incur if changes must be made to pieces that have already been produced. All re-purposed material must contain the designated NAPNAP disclaimer (see Section H.7 for additional information and cost).

Section F: Cancellation Policy

After approval has been issued for your ancillary symposia, NAPNAP must be notified in writing of the cancellation of an Ancillary symposium. For cancellations received by close of business on January 31, 2012, NAPNAP will issue a refund of 80% of the administrative fee. No refunds will be issued for cancellation received on or after February 1, 2012.

Section G: Additional Services/Opportunities (all are optional)

The following is a description of additional opportunities that are available (ALL require additional fees that are not included in the administrative fee).

1. **NAPNAP Conference Program Book Advertisement** – go to www.napnap.org to download form
Deadline: February 1, 2012

2. **NAPNAP Conference Hotel Room Drop** – go to www.napnap.org to download form

Deadline: March 1, 2012

3. Grant Request and Budget Review – For an additional fee, NAPNAP manager will review grant application and assist with questions or concerns the contracting company may have. It will still be the responsibility of the contracting company to develop and submit the grant request, complete all required request paperwork, and develop and submit a budget to receive funding for the program.

Additional Cost: \$2,500

4. Letter of Agreement (LOA) Review and Sign – NAPNAP will assist with the review of any letters of agreement and sign as co-sponsor or approving organization, if requested.

Additional Cost: \$2,500

5. Grant Request Submission and Administration of Grant Funds – NAPNAP understands that some sponsoring companies require the grant request to come from the approving organization (NAPNAP). NAPNAP will assist with the review of and submit any necessary grant request letters to the sponsoring organization. However, the contracting company is responsible to develop the grant request, complete all required request paperwork, and develop a budget for the program. NAPNAP will assure the grant request is forwarded to the supporting company and will receive the funding, if approved. The contracting company will then be responsible for invoicing NAPNAP for the appropriate costs and reconciling the budget/money at the close of the program. Any grant, whose funds are administered by NAPNAP, must clearly delineate what is to be done with remaining funds.

Additional Cost: \$5,000.

6. Speaker Recommendation – NAPNAP will search and locate a speaker on the requested topic area and contact them to see if they are interested in a speaking opportunity. If they are, contracting company will be responsible for remaining coordination and arrangements.

Additional Cost: \$1,500

7. Audience Response System (ARS) – NAPNAP will format presentation for Audience Response System and provide onsite technical support to presentation faculty.

Additional Cost: \$2,500 + \$10 per keypad requested (# of requested keypads must be confirmed two weeks prior to conference).

8. Electronic Barcode Scanning Device for Event Registration – Electronic scanning device to be used for registration and scanning participants barcode, name, and contact information. Additional information available upon request.

Additional Cost: Optium™ S400: \$505/unit (Electricity required)
Optium™ RT1000: \$605/unit (Battery powered – No electricity required)

9. *Post-Conference Derivative Program - Any enduring materials or programs that are produced based on the content of this symposium **must** be submitted to NAPNAP for review and NAPNAP CE accreditation. A formal Post-Conference Derivative Program Request Form must be filled out and may be submitted up to 4 weeks before the annual conference or within 3-4 weeks after the conference. *NAPNAP will not designate final approval for any derivative or enduring materials until after the conference* (see Section E: Enduring Materials for additional information).

Additional Cost: \$15,000

In addition to completing and submitting the Ancillary Education Symposia Application, the following forms are REQUIRED and should be sent to the NAPNAP National Office by the deadlines listed below. All of the forms are included for your convenience.

Required Applications/Forms	Deadline
A. Ancillary Education Symposia Application & Administrative Fee	January 17, 2012*
B. Conference Registration Mailing List Order Form & License Agreement †	January 31, 2012
C. Individual Program CE Accreditation Application † (w/ required Speaker Declarations)	February 15, 2012
D. Webpages Announcement Form †	February 15, 2012
E. Registration Bag Insert †	March 1, 2012

*All cancellation notices must be received by January 31st in order to receive a refund of 80%. No refunds will be issued for cancellation received on or after February 1, 2012.

†These forms will be included with ancillary symposia confirmation letter.

If you have additional questions please contact Heather Keesing, Program Manager (hkeesing@napnap.org) or Laura Nelsen, E-Learning/CE Manager (lnelsen@napnap.org) at NAPNAP's National Office (856-857-9700).



Ancillary Educational Symposia Application
National Association of Pediatric Nurse Practitioners
33rd Annual Conference – March 28-31, 2012
Henry B. Gonzalez Convention Center – San Antonio, TX

*Note: Due to the increasing demand for ancillary space, we may not be able to accommodate all requests for space. Meeting space assignments is on a first come basis. No one is guaranteed space until confirmed in writing by NAPNAP. **Deadline for application is January 17, 2012.***

Sponsoring/Exhibiting Company:								
Contracting Company (if different):								
Contact Person:					Title:			
Address:								
City:				State:			Zip:	
Phone:			Fax:			Email:		
Topic of Symposia:								

Type of Function:

	3/28/12: Wednesday Breakfast		3/30/12: Friday Breakfast
	3/29/12: Thursday Dinner		3/30/12: Friday PM Refreshment Break
			3/30/12: Friday Dinner

Anticipated Attendance: _____ people Room Set-up: _____ (Seating style)

We plan to sponsor a Derivative Program (separate application required) Yes _____ No _____

2012 Administrative Access Fee: \$20,000
 (Check made payable to NAPNAP)
 (Payment must be received prior to confirmation of space).

Please return this form with payment to: NAPNAP
 (Attn: Education Dept.)
 20 Brace Rd., Suite 200
 Cherry Hill, NJ 08034-2634
 Phone: 856-857-9700
 Fax: 856-857-1600

For office use only:

Date of Request:			Payment Received:		
Approved for date:			Time:		
Space Assigned (room):					
NAPNAP CE Application Received:			Approved:		
NAPNAP Mailing List/License Agreement Received:					
Mailing Approved:			Mailing list sent:		