



## FAQs: Satellite Symposia

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**Q: What is the deadline for submitting a Satellite Symposium application:**

Applications for satellite symposia are accepted on a rolling basis, until there is no space left. We recommend submitting your application as soon as possible to guarantee your preferred time slot.

**Q: Will there be other symposia happening at the same time as my session?**

It is possible that there could be multiple satellites occurring concurrently. This is dependent on the number of applications submitted.

**Q: What is the estimated number of attendees to satellite symposia?**

This depends on many things, including the program topic, opportunity for credits, food & beverage, etc. For luncheon symposia, we estimate that there could be 300-400 attendees at your session. For dinner symposia, we estimate that there could be 200-300 attendees.

**Q: Does ATC provide CME credits for satellite symposia?**

ATC does not coordinate any CME credits for satellites. You are welcome to coordinate and offer your own educational credits.

**Q: Does ATC handle registration for satellite symposia?**

No, ATC does not collect any registrations for your session. You may choose to collect this on your own if you'd like. We can post your registration link on our congress website for attendees to register via your site.

**Q: Will we receive email addresses or mailing addresses on the pre-registration list?**

You will receive a pre-registration list that includes both mailing and email addresses. You may choose whether you prefer to do a physical mailing or an email mailing for your one-time use.

**Q: What advertising opportunities does ATC offer for satellite symposia?**

- ATC will produce a satellite symposium wall with sponsor's approved promotional graphic
- Additional Free Standing Panel signage must be purchased
- If permitted by the hotel, one (1) 22" x 28" poster can be displayed the day of your symposium in the Sheraton Boston Hotel.
- Posters and flyers can be displayed and distributed from the exhibiting company's booth and its CME providers' booth OR in the ATC Doctor's Bag Insert (if purchased) only.

**Q: Will ATC list my symposium in the final program online and on the Mobile App?**

Due to CME guidelines, we are not able to list your program in our final program materials. We will list all Satellites in a separate "Satellite Symposium" page on our website and mobile app.

**Q: Is there a meeting room rental fee?**

No, the room is included in the Satellite Fee.

**Q: What is included in the room?**

[atcmeeting.org/satellite](http://atcmeeting.org/satellite)

All satellite rooms are set with:

- Theater-style seating (unless otherwise communicated to the hotel contact and ATC staff)
- A riser with a lectern and head table for two (2)

**Q: Should we provide food and beverage during our symposia?**

We strongly recommend providing food and beverage, as the sessions are advertised as luncheon or dinner symposia.

**Q: What audiovisual is included for satellite symposia?**

ATC includes a standard AV set for all satellite symposia, included in the satellite fees. Anything additional will be at the satellite's expense, including any labor or setup charges. The Standard AV set includes:

- Screen
- Projector
- Presentation computer at lectern
- (2) Table top microphones
- Aisle microphone for Q & A
- Lavalier microphone for presenter
- Lead retrieval units to be used to scan in attendees