

# South Beach Symposium

clinical + aesthetic dermatology

## 2021 SATELLITE SYMPOSIA GUIDELINES

Independently developed CME/CE certified satellite symposia held during the **South Beach Symposium** are valuable opportunities to provide continuing education for our meeting attendees. Satellite symposia are meant to address educational needs and performance gaps that complement the SBS scientific agenda. They may include one or several speakers and may cover one or several topics addressing the educational gaps of dermatologists. These activities will not be sponsored by SBS but will be endorsed by the organization.

The following guidelines pertain to holding a satellite symposium at the 2021 South Beach Symposium and will need to be agreed upon prior to completing a symposium proposal. Please contact the SBS program development department directly (contact below) should there be any questions or further information required.

**Contact:**

Laura Landera  
Managing Director, Business Development and Programs  
561-893-8625  
[laura@southbeachsymposium.org](mailto:laura@southbeachsymposium.org)

**Application Deadline:**

November 1, 2020

*\*Late submissions may be considered but are not guaranteed*

# Satellite Symposium Opportunities

## South Beach Symposium

February 4-7, 2021

Loews Miami Beach Hotel Miami  
Beach, Florida

Cost: \$50,000

Application Deadline: November 1, 2020

*\*Late submissions may be considered but are not guaranteed*

Total attendance anticipated at South Beach Symposium is approximately 750-1000 dermatology and aesthetic medicine physicians, nurses, and physician's assistants. The attendance number for satellite symposia at the SBS is not guaranteed. All slots are available on a first-come, first-serve basis and can potentially conflict with other satellite symposia depending on demand. SBS has designated the following dates and times open for independent satellite symposia:

### Availability for satellite symposia:

| Event Type          | Thursday, Feb. 4 | Friday, Feb. 5 | Saturday, Feb. 6 | Sunday, Feb. 7 |
|---------------------|------------------|----------------|------------------|----------------|
| Breakfast Symposium | 7:00-8:00 AM*    | 7:00-8:00 AM*  | 7:00-8:00 AM*    | 7:00-8:00 AM*  |
| Dinner Symposium    | 6:00-7:00 PM*    | 7:30-9:00 PM*  | 6:30-8:00 PM*    | N/A            |

*\*Times are tentative and will be finalized once the Planning Committee has finalized the program agenda.*

### Enduring Materials

- Additional options include promotion of enduring material(s) on the SBS website for learner access. Please contact SBS for more information.

### If the application is accepted, the following provisions for each activity will be provided in the Symposium Fee:

- Meeting room with space for up to 100-150, seated classroom style. Pending space availability, Satellite Symposia will be held in either the General Session or in a room separate from the General Session room.
- Basic audio-visual package including screen, projector, computer, laser pointer, audio and podium with microphone
- SBS Point of Contact to help with preliminary planning and operate as liaison between Hotel and symposium planner
- Symposium information posted on [www.southbeachsymposium.org](http://www.southbeachsymposium.org)
- Symposium information listed in the SBS meeting mobile app under events
- Banner advertisement on the SBS meeting mobile app
- The host/organizer has the option to purchase lead retrieval from the registration company in order to provide an attendee list of the Symposium.
- The host/organizer may utilize a third party to distribute mailers but SBS does not distribute registrant data.
- Approval to display (2) two 24 X 36 signs at the hotel. *Design and production of all signage is the sole responsibility of the symposium host.*
- Inclusion of (1) one informational insert in all South Beach Symposium attendee meeting bags. *Design and production of the bag insert is the sole responsibility of the symposium host.* Bag inserts are subject to SBS approval. All signs and marketing pieces must include this language. "This Event is not part of the official South Beach Symposium educational sessions planned by the SBS Planning Committee."

#### South Beach Symposium

1801 N. Military Trail, Suite 200, Boca Raton, FL 33431

Phone: 561-893-8625 | Fax: 561-717-0541 | [www.southbeachsymposium.org](http://www.southbeachsymposium.org)

## 2021 Symposia Guidelines

- Events selected shall only be held in space assigned by SBS at times that do not conflict with the official sessions and educational programming sponsored by SBS.
- Sleeping rooms must be reserved under the contracted room block set up by the South Beach Symposium. Reservations must be made NO LATER than 45 days prior to the meeting date.
- The host/supporter shall designate an organizer to serve as a main point of contact for all communications regarding the symposium.
- Fee does not include any meal costs. If session is during meal hours (breakfast, lunch, dinner), symposium host *must* provide a meal.
- Fee does not include any faculty honoraria or travel expenses.
- The host/supporter shall pay all pass-through costs, including but not limited to catering, honorarium, print production, marketing, lead retrieval, etc.
- The host/organizer shall provide all promotional materials for the event to SBS staff for review and approval at a minimum of three-weeks prior to distribution.
- All Marketing materials and signs must include the following sentence: "This Event is not part of the official South Beach Symposium educational sessions planned by the SBS Planning Committee."

### Cancellation Policy

- If a symposium is cancelled within 12 weeks of the meeting date, a 50% cancellation fee will apply. No cancellation refund will be honored after this point.
- The symposium fee is due to the SBS no less than 8 weeks prior to the symposium date.

### Application Review, Selection and Notification Process

- Requested times will be honored as space and topic permit on a "first-received, first-assigned" basis. Applications will be reviewed by the SBS Planning Committee. The Committee will assign slots and may distribute same-topic symposia throughout the schedule as deemed appropriate.
- Content must complement (and may not duplicate) the official educational sessions offered by SBS.
- Receipt of complete applications will be confirmed by e-mail. Applications will be reviewed within a two-week timeframe. Notification of acceptance (or required changes) will be sent by e-mail to the primary contact.
- SBS, at its sole discretion, reserves the right to refuse selection if all slots are filled, the activity or the organizer is non-compliant with accreditation standards, or the activity does not meet the needs of the SBS audience. If an application is not accepted, the organizer shall be notified as soon as possible. It is the responsibility of the organizer to cancel any arrangements that might have been made in connection with the symposium. SBS will not be responsible for any expenditure or other costs incurred by the organizer or its agent(s) in planning or conducting the symposium.

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# Satellite Symposium Application

Deadline: **November 1, 2020; 5:00 pm EST**

|                                                                                                                                            |        |                   |
|--------------------------------------------------------------------------------------------------------------------------------------------|--------|-------------------|
| <b>Commercial Supporter(s): (List additional supporters and co-marketing companies involved with this event on separate attachments.)</b>  |        |                   |
| Company Name:                                                                                                                              |        |                   |
| Address:                                                                                                                                   |        |                   |
| City:                                                                                                                                      | State: | ZIP:              |
| Telephone:                                                                                                                                 | Fax:   | E-mail:           |
| Contact Name, Title:                                                                                                                       |        |                   |
| Authorized Signature:                                                                                                                      |        |                   |
| <b>Third-Party Organizer: (if applicable)</b>                                                                                              |        |                   |
| Company Name:                                                                                                                              |        |                   |
| Address:                                                                                                                                   |        |                   |
| City:                                                                                                                                      | State: | ZIP:              |
| Telephone:                                                                                                                                 | Fax:   | E-mail:           |
| Contact Name, Title:                                                                                                                       |        |                   |
| Authorized Signature:                                                                                                                      |        |                   |
| <b>Payment:</b>                                                                                                                            |        |                   |
| <i>You may pay by credit card or check. Checks should be made payable to South Beach Symposium</i>                                         |        |                   |
| <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> VISA <input type="checkbox"/> Check |        |                   |
| Credit Card Number:                                                                                                                        |        | Expiration Date:  |
| Billing Address:                                                                                                                           |        | City, State, Zip: |
| Name on Card:                                                                                                                              |        | Signature:        |
| Amount to Charge:                                                                                                                          |        |                   |

*Providers, supporters, or third-party planners interested in holding an Industry- Supported Symposia at the South Beach Symposium must complete this application and agree to adhere to SATELLITE SYMPOSIUM GUIDELINES. I have provided the contact information of all parties involved with this event. I accept responsibility for informing all of our employees and speaker(s) involved of the SBS guidelines and for ensuring that they will abide by them. I understand the penalties that may be assessed if we are in violation of these conditions. I also understand the cancellation policy for canceling our event.*

**My signature above verifies that I have read and accept these terms.**

## Satellite Symposium Application *(continued)*

|                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------|
| <b>Program title:</b>                                                                                                    |
|                                                                                                                          |
|                                                                                                                          |
| <b>Preferred day/time slot:</b>                                                                                          |
|                                                                                                                          |
|                                                                                                                          |
| <b>Proposed program/agenda:</b>                                                                                          |
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| <b>Learning objectives:</b>                                                                                              |
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| <b>Abstract-style summary of program content:</b>                                                                        |
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|                                                                                                                          |
|                                                                                                                          |
| <b>Names, affiliations, and complete contact information of course director/program chair and all suggested faculty:</b> |
|                                                                                                                          |
|                                                                                                                          |
|                                                                                                                          |
|                                                                                                                          |

**Additional Audience Generation Sponsorship Opportunities:**

|                          | <b>Opportunity</b>                                                                         | <b>Cost</b> |
|--------------------------|--------------------------------------------------------------------------------------------|-------------|
| <input type="checkbox"/> | <b>Promotion of Enduring Materials - Online Activity on SBS website for learner access</b> | \$10,000    |
| <input type="checkbox"/> | <b>One-time Email Blast sent from SBS to SBS database</b>                                  | \$5,000     |

You may send attachments along with this application if necessary by email to Laura Landera at [Laura@southbeachsymposium.org](mailto:Laura@southbeachsymposium.org).

**Reminder: Incomplete applications will not be processed.**

**Return this application to:**

South Beach Symposium

Laura Landera

E: [laura@southbeachsymposium.org](mailto:laura@southbeachsymposium.org)

F: 561-893-8625

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