



**National Association for
Healthcare Quality
35th Annual Educational Conference
September 30-October 3, 2010
Nashville, TN**

Guidelines for Commercially Supported Symposia

Overview

The National Association for Healthcare Quality (NAHQ) invites its Institutional Members and Commercial Supporters to submit proposals for commercially supported symposia to take place during NAHQ's Annual Educational Conference. Proposals will be reviewed by the NAHQ Conference Planning Team, and evaluated based on the quality of the proposed programs and their relevance to the healthcare quality community. The proposed programs must demonstrate best practice and objectivity and be free of commercial bias for or against any product.

If a proposal is accepted by the Conference Planning Team, the program will be integrated into the NAHQ annual educational conference program, and designated for continuing education credits. The symposium will not be a satellite session, but will be considered part of the NAHQ annual educational conference proper. NAHQ may assign the symposium as a concurrent session with another commercial support activity.

As such, NAHQ must maintain control of the content of the symposium, and will reserve the right to modify the program to better meet the needs of the NAHQ membership. NAHQ Board Members and Conference Planning Team representatives are not eligible to speak at the commercially supported activities. The Conference Planning Team may have recommendations for alternative speakers or alterations to the program. NAHQ shall not be required by a commercial interest to accept advice or services concerning teachers, authors, or participants or other education matters, including activity content and format, from a commercial interest as conditions of contributing funds or services. In the case of commercially supported educational activities, NAHQ shall retain complete control over selection of teachers, authors, and/or planners of an activity.

The NAHQ Conference Planning Team will meet 9 months prior the meeting and will review all proposals at that time. NAHQ will notify applicants approximately one month after this decision. As directed by the Conference Planning Team, staff will coordinate any changes to the program. Any changes to the symposium must be with the full knowledge and approval of the NAHQ Conference Planning Team.

Steps & Dates:

12/18/2009	Proposal with suggested speakers, objectives and abstract due to NAHQ
2/15/2010	Notification of acceptance or revisions; companies invoiced for educational grant
2/25/2010	Educational grant and letter of agreement due to NAHQ
3/10/2010	Finalized program and conference brochure copy due
6/1/2010	Draft copy of promotional materials submitted to NAHQ for approval

	NAHQ to provide logistical information packet, including: AV equipment list, floor diagram, menus, and hotel contacts
	Requests due for additional audiovisual equipment if symposium is held in General Session room. (see Educational Grants section)
7/1/2010	NAHQ Program Book advertising deadline (optional, for additional fee)
7/18/2010	Course materials and handouts submitted to NAHQ for approval
	Room drop (no larger than an 8 ½" x 11" - quantity 750-optional, for additional fee)
7/31/2010	Disclosure Statements Due for inclusion in Program Book
10/31/2010	Speaker honoraria and expenses disbursed by NAHQ
11/5/2010	Program evaluation of session provided by NAHQ

Proposal submission and approval process

1. Use the attached form or download an application form from the NAHQ web site at www.NAHQ.org.
2. Develop a full abstract; include educational objectives, title, and abstract text (not to exceed 300 words) and submit to Randi Romanek by the date listed on the previous page.
3. Make presenter recommendations. Presenter information should include name, credentials, facility, city/state, mailing address, phone, fax, e-mail and a brief biographical data sketch.
4. During the faculty selection process, the commercial supporter will be reminded that faculty must be approved by the NAHQ Conference Planning Team. It is the responsibility of the commercial supporter to convey this when talking with potential faculty.
5. The NAHQ Conference Planning Team will review the proposal. You will be notified of the team's decision regarding acceptance or rejection of the proposed program, or notified of any revisions the committee requires to format, content, objectives and/or speakers. All speakers will be contracted for the symposium through NAHQ.
6. The NAHQ Conference Planning Team must approve all faculty selections and any change in faculty.
7. Topics cannot be changed once they have been approved.
8. NAHQ will communicate with all confirmed speakers, including pre- and post meeting correspondence and honoraria disbursement. This includes information on travel, hotel and expenses. NAHQ will send a sample copy of the speaker's confirmation letter to the commercial supporter. *The commercial supporter or the communications company retained to coordinate this event may not make any direct payments of honoraria or expenses to the speakers.*
9. NAHQ will also secure disclosure statements from the faculty and the information will be included in NAHQ's Program Book.

Event logistics and registration

1. **One person must be designated as the sole contact for your company. NAHQ will deal directly with that one person.** It is the commercial supporter's responsibility to share all information included in these guidelines with the medical education company if one is retained to manage the event.
2. Registration for the symposium will be handled by NAHQ. Only those registered for the NAHQ conference may attend the symposium.
3. NAHQ will assign a meeting room for your event at the conference facility.
4. The symposium and all food and beverage must be kept contained within the assigned meeting room and the assigned time frame.
5. A minimum food and beverage guarantee of **500** is required based on history. This number is subject to change based on room availability. The purpose of the guarantee is to ensure access to the session to as many NAHQ members as possible. Depending on registration numbers, NAHQ may ask you to increase this number. NAHQ will provide you with

- menus for selecting food and beverages. NAHQ may require you to change your menu based on other events within meeting.
6. No sales activities may take place and no promotional materials may be distributed in the session room or the registration area.
 7. Space will be allocated for a maximum of 4 signs (22" x 28") for the symposia. Placement of signs will be determined by NAHQ.
 8. NAHQ requires that you use the designated audio-visual contractor for this conference, MAC Productions. NAHQ's standard stage set-up and audio/visual requirements will be used. If any additional a/v requirements are needed, MAC productions will bill you directly.
 9. Audio/video taping will be the responsibility of symposium organizer and can be arranged through MAC Productions.
 10. All facility expenses including but not limited to the food and beverage cost, A/V, carpet, masking, room set-up and clean up, electrical, telephone, shipping, etc., are the sole responsibility of the Symposium organizer. NAHQ will invoice you for any additional costs.
 11. NAHQ will manage registration for the event in advance of the meeting and on-site.
 12. Any enduring materials to be developed from the event must be done with the full approval of NAHQ and subject to the terms established by NAHQ. (See section on Enduring Materials, below.)
 13. NAHQ will be responsible for preparing program evaluation forms. A summary report of participant evaluations and list of event registrants will be provided by NAHQ approximately 8 weeks after the meeting.
 14. NAHQ will be the sole continuing education sponsor of this session, and will distribute certificates of credit to attendees.
 15. The commercial supporter is responsible for providing handouts to the attendees.

Promotion

1. NAHQ will provide you with mailing lists for announcements for all NAHQ members and the NAHQ pre-meeting registration list, estimated at approximately 850, two weeks prior to the conference. These lists contain name and address only.
2. You may develop a "save-the-date" announcement advertising the symposium, subject to NAHQ approval. However, since NAHQ will manage registration for the event, you will not be permitted to develop a separate registration form.
3. NAHQ must review and approve all promotional materials in conjunction with the symposia prior to publication, including:
 - Announcements
 - Course syllabus
 - Handouts
 - Signs
 - Flyers
 - Web sites
4. Please allow at least 5 business days for NAHQ to turn around approvals.
5. NAHQ must be acknowledged as the CE Provider, the NAHQ logo must be used, pending review and approval, on all promotional pieces.
6. The commercial supporter will be acknowledged by NAHQ in all published conference materials with the following copy:

Supported by an educational grant from (company name or company logo).
7. The following disclosure statement must also be included on all promotional materials:

NAHQ requires disclosure from faculty of the existence of any significant financial interest or other relationship a faculty member has with the manufacturer(s) of any commercial product(s) discussed in an educational presentation, or of any significant financial interest or other relationship a faculty member may have with the commercial supporter. NAHQ also requires disclosure of the intent to discuss

unlabeled uses of a commercial product or an investigational use of a product not yet approved for this purpose. The material presented in this activity represents the opinion of the speakers and not necessarily the views of NAHQ.

Enduring Materials

1. Proposals to produce any spin-off enduring materials based on the content of the symposium must be submitted to NAHQ for review and approval by the Program Committee.
2. A separate, formal proposal for a spin-off enduring material may be submitted up to 6 weeks before the Annual Educational Conference; or it may be submitted after the event. If submitted in advance of the meeting, the Program Committee may review and provide approval in concept; however, *NAHQ will not designate final approval for any spin-off enduring materials until after the event.*
3. The Conference Planning Team will base approval of a proposal for a spin-off enduring material on the relevance of the content to the *healthcare quality community*, need to meet nursing contact hour requirements with best practice methods and objectivity of the presentations, and feedback from participant evaluations at the live symposium.

Educational Grants

1. An educational grant in the amount of **\$25,000** must be paid to the National Association for Healthcare Quality. **Of this grant, \$5,000 will be designated to cover honoraria and expenses for up to three speakers, based on a \$1,000 honorarium, coach air-fare, one night hotel, \$100 per diem and travel per speaker.** The remaining balance of the grant will be used to offset NAHQ general conference expenses. All speaker honoraria and expenses will be paid directly to the speaker by NAHQ. Any additional speaker expenses will be billed to you at the close of the meeting.
2. Food and beverage will be an additional expense, the cost to be determined by your menu selections. Payment is to be made directly with the facility for these expenses.
3. NAHQ will acknowledge your company as the commercial supporter of the symposium.
4. Grants and accompanying signed letters of agreements must be received by NAHQ prior to the event.

NAHQ Contact Information:

Submit proposal and direct all inquires related to financial arrangements and logistics to:

Randi Romanek
National Sales Manager
NAHQ
4700 W. Lake Avenue
Glenview, IL 60025
847/375-4848
rromanek@nahq.org

Submit drafts of all promotional materials, announcements, and course materials, as well as inquiries regarding speaker correspondence to:

Sherry Wallingford
Director of Education
NAHQ
4700 W. Lake Avenue
Glenview, IL 60025
847/375-4783
swallingford@nahq.org