



MARCH 21-24  
**AMCP2023**

Defining managed care pharmacy's future • SAN ANTONIO

# Satellite Symposia Guidelines for AMCP 2023

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## **SATELLITE SYMPOSIA OVERVIEW**

AMCP allows non-commercial, grant-supported satellite symposia in conjunction with select live and virtual educational events. These symposia extend the educational experience of registered attendees at no additional charge. Topics that are broad in appeal, applicable to managed care pharmacy, and well-timed are likely to attract the largest attendance. These opportunities allow AMCP attendees to earn continuing pharmacy education credit (CPE), continuing medical education credit (CME), continuing nursing education credit (CNE), or all three.

**Livestream to an external audience is not required, but highly encouraged.**

## **GENERAL INFORMATION**

AMCP will provide the following for satellite symposia:

1. An assigned two-hour meeting slot that includes one and one-half hours (1.5) of content and a 30-minute food and beverage break within the meeting agenda.
2. A meeting room set in classroom style for up to 75 attendees.
3. A table with (2) chairs and a wastebasket outside of the meeting room for check-in (live only).
4. A basic head table and audio visual set up to include a stage, a lectern with a podium mic, a head table with (2) chairs, table microphones and (2) audience microphones. Any additional audio visual or decor needs are at the cost of the satellite host. AMCP can provide contacts for these additional elements if required.
5. (2) badge scanning device to collect attendee contact details.
6. Collective promotion of satellite symposia through the following channels:
  - (2) targeted emails to AMCP members and guest lists, an audience of more than 30,000.
  - (2) mentions in AMCP's daily newsletter Daily Dose sent to the AMCP membership, an audience of more than 8,000.
  - (2) mentions in attendee newsletters sent to all registered attendees starting (5) weeks before the meeting start date.
  - (1) announcement in AMCP's monthly News and View e-newsletter.



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## **HOUSING FOR SATELLITE SYMPOSIA STAFF AND FACULTY**

1. To book your hotel reservations in the AMCP block, please follow the instructions below:
  - a. Click on Register Now | [AMCP 2023](#)
  - b. Click on "register now" and then click either "not registered" or "already registered."
  - c. Enter your information into the profile search. If not found, click "continue as a non-member."
  - d. Set your password, enter the code **SATEL232** and then apply.
  - e. You can then move forward with bypassing registration and booking your housing in the AMCP block only.



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## **ADDITIONAL PROMOTIONAL OPPORTUNITIES FOR SATELLITE SYMPOSIA**

1. **NOTE** – Medical Education companies can invite locals with no registration required to attend their satellite program only at AMCP 2023. Livestream is strongly encouraged.
2. **SPONSORED EMAILS:** Limited sponsored attendee emails sent on behalf of the sponsor by AMCP are still available. Email is sent to pre-registered attendees of AMCP 2023. Email the meetings department at [meetings@amcp.org](mailto:meetings@amcp.org) for more details.
3. **HOTEL DOOR DROPS-** The AMCP administrative fee for each door drop per day is \$1,000. Door drop requests can be submitted through the AMCP 2023 website at [amcpannual.org](http://amcpannual.org). NOTE: Journals/Magazine issues and supplements are not permitted. Email [meetings@amcp.org](mailto:meetings@amcp.org) for more details.
4. **AMCP FULL MEMBERSHIP MAIL LIST FOR PURCHASE-** Maximize your visibility by renting for one-time rental use only, the full, active, or associate membership list, available now. For details on the membership list rentals including counts and pricing, email [meetings@amcp.org](mailto:meetings@amcp.org).
5. **AMCP 2023 ATTENDEE MAIL LIST ONLY-** Rent the AMCP 2023 attendee registration list for one-time use only to mail your promotional symposium invitation/postcard. The AMCP registration list rentals include name, company, title, and street address for AMCP 2023 attendees and will be available starting on January 20. Email addresses and phone numbers are not provided. The AMCP2023 attendee registration list can be purchased through the AMCP 2023 website at [amcpannual.org](http://amcpannual.org). Email [meetings@amcp.org](mailto:meetings@amcp.org) for more details.



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## **SIGNAGE FOR SATELLITE SYMPOSIA**

The guidelines for displaying signs onsite during AMCP 2023 are:

1. Placement of one professionally produced sign outside of the satellite symposium room starting two hours prior to the published program start time. (Note: Sign design and printing is at the expense of the satellite host.)
2. Placement of one professionally produced sign in a designated Satellite Symposia directional area advertising your program starting two hours prior to the published program start time for afternoon and evening satellites and the evening prior for morning satellites. (Note: Sign design and printing is at the expense of the satellite host.)
3. Posting additional signage elsewhere in the Henry B. Gonzalez Convention Center is prohibited and will be removed by an AMCP staff member.
4. Satellite symposia managers must remove signage immediately following their activity.
5. AMCP will provide easels for signage display in your assigned symposium room.
6. Human-directional solicitation is prohibited in the pre-function areas before the start of your satellite symposium activity or during the conference.



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## **FOOD AND BEVERAGE AT SATELLITE SYMPOSIA**

All satellite symposia are encouraged to provide a food function; however, it is not required. Expenses for food and beverage are the sole responsibility of the planning and/or medical education company coordinating the industry-supported satellite symposium and are not included in the satellite symposia fee that is paid to AMCP.

Please contact the **RK Culinary Group catering team below for menu options and to place your order**. You will have access to your assigned room **one** hour before your scheduled symposium. Your symposium, including the food & beverage function, may not exceed the scheduled time frames. **Please note:** Catering is not permitted in the session room.

### **Catering Contact Information**

Susie Gonzales | RK Culinary Group

Email: [sgonzales@therkgroup.com](mailto:sgonzales@therkgroup.com)

Food functions cannot start before the scheduled event. You will need to identify your symposium name and room number when contacting catering, and all expenses related to catering will be the responsibility of the symposium host.



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## **AUDIOVISUAL FOR SATELLITE SYMPOSIA**

AMCP has contracted with Freeman Audio Visual as its exclusive supplier of all Audio-Visual services throughout the conference.

AMCP requires all symposia to utilize its "standard AV room set" (LCD projector, screen, WIFI, podium mic) to maintain the consistency of quality and presentation throughout the conference.

Expenses for this standard AV set are shared among medical education companies hosting satellite symposia.

Livestream for an external audience is encouraged. Any AV ordered in addition to the standard AV set is the sole responsibility of the planning and/or medical education company coordinating the symposium and **is not** included in the satellite symposia fee that is paid to AMCP. You may choose to use Freeman or your own livestream vendor.

Freeman Audio Visual contact information is listed below:

### **Audio Visual Contact Information**

Bob Harms

Freeman Audio Visual

Email: Bob.harms@freemanco.com

Tel: 210-336-5303

### **Internet Fee for Webcast/Simulcast**

If you elect to purchase a higher speed internet access to webcast your satellite symposium, you will be responsible for those additional internet charges from the venue.



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## **SHIPPING FOR SATELLITE SYMPOSIA**

Satellite symposia companies are encouraged to ship their materials directly to their attention at the FedEx Office Print & Ship Center property located at the Grand Hyatt. FedEx is located right next door to the Henry B. Gonzalez Convention Center.

### **FedEx Office Print & Ship Center - Inbound and Outbound Shipment**

600 E Market Street

Suite 349

San Antonio, TX 78205

Phone: (210) 212-7133

### **UPS Contact Information - Outbound Shipment only**

The UPS Store: Henry B. Gonzalez Convention Center

900 E Market Street, Suite 101 San Antonio, TX 78205

Phone: (210) 258-8950