



Satellite Events Application

This application must be completed by all organizations planning to hold any event during the AAPD Annual Session. AAPD will not provide CE credit. Organizations must complete this application and adhere to the attached Satellite Symposium Guidelines.

Title of Event/Program _____

Sponsoring Organization

Name

Contact

Title

Address

City/State/Zip

Telephone/Fax

E-mail

Authorized CE Provider (if different from Sponsoring Organization)

Name

Contact

Title

Address

City/State/Zip

Telephone/Fax

E-mail

Scheduling

Satellite Symposia may not compete with any other AAPD activities. The AAPD will determine the time slot for this activity based on content, available space and will make every effort to schedule at a time where other activities will not compete.

Signature(s) at right verify designated individuals have reviewed and understand the conditions of the application, as well as the conditions and regulations published in the Satellite Symposium Guidelines document. By signing at right, individuals acting as an agent of their company, agree to be bound by any and all such conditions and regulations.

This individual accepts responsibility for informing all of the employees, speaker(s), supporters and activity organizers of these conditions and for ensuring that they will abide by them fully. And further, accepts responsibility for penalties, which may be assessed upon violation of these conditions, as well as understands the implications associated with cancellation of an event.

Lead Faculty

Name

Contact

Title

Address

City/State/Zip

Telephone/Fax

E-mail

Name

Contact

Title

Address

City/State/Zip

Telephone/Fax

E-mail

AAPD Member yes no

AAPD Member yes no

Date/Time Slot Assigned

Signature

Date

Other Faculty

Please list their name and affiliations below:

Objectives

At the conclusion of this symposium, the participant should be able to:

Abstract

Please provide a written summary of the submission content. Be specific, indicate target audience, and provide any special background requirements.

Outline

Please provide a time schedule/agenda for the entire symposium. A symposium should last no longer than 1 1/2 – 2 hours.

Signature/Review

Applications should be received by Nov. 1, 2017, for January *PDT* or April 15, 2018, to allow time for approval and insure inclusion in the Program Book. After this date, information must be received by May 1, 2018, to be included on the Annual Session website and conference app. Upon approval of this application, AAPD will assign hotel space. With this assignment, the sponsor may proceed with making arrangements for the proposed activity.

Approval Granted

AAPD Authorizing Signature

Date