

Proposal Development Criteria for 2010 Independent Satellite Symposia (ISS)

Submit your ISS proposal in Microsoft Word format either by CD or USB thumb drive. E-mail submissions will not be accepted or acknowledged. Incomplete proposals will not be reviewed—all information requested must be present for proposal consideration. Proposals must be **received** by the deadline date listed below.

Item	Description
Symposium Title	Provide final Symposium Title
Contact Page	<p>Please provide complete contact information for the following:</p> <ul style="list-style-type: none"> • Financial Supporter(s): Organization(s) and contact person(s) providing funding for the the Independent Satellite Symposium fee and how their names should be acknowledged. Applications received without full supporter contact information will <u>NOT</u> be reviewed. • Invitation Acceptance and Confirmation Agreement Contact: Organization and contact person to receive the Invitation Acceptance and Confirmation Agreement. • Continuing Medical Education Contact: Organization and contact person designating CME credit for the Symposium. • Logistics Management Contact: Organization and contact person coordinating the Symposium logistics. • Independent Satellite Symposium Agreement: Organization and contact person to receive the Independent Satellite Symposium Agreement. Please note that the Agreement will be sent to the individual identified as the contact person, and that the organization identified will be party to the Agreement. • Invoice contact: Organization and contact person to receive the invoice for the ISS fee.
Executive Summary	Summary should provide an introduction and overview of the proposed Symposium
Educational Needs Statement	Establish an educational needs assessment for the Symposium. Include reference citations only.
Target Audience Description	Describe the overall audience composition.
Learning Objectives	List overall learning objectives for the Symposium.
Agenda	Include final, confirmed agenda. If the proposal is accepted, no changes will be permitted.
Faculty List	List all proposed faculty, presenters and/or participating consultants. Include copies of their CVs (short CV or biosketch).
Program/Planning Committee/Group List	List all proposed members of planning group, including participating consultants. (Please note whether the planners will participate onsite if the proposal is accepted)
Intent to Participate Letters From Each Faculty Member and Planner	Provide correspondence (letters, e-mails, etc.) confirming presenter's "good faith" agreement to participate in the Symposium.

Evaluation Process Description	Provide two to three paragraphs describing evaluation process. Confirm that evaluation instrument provides participants with at least one method to assess perceived bias. All onsite evaluation materials/requests for CME credit must include the mailing address for the CME Provider.
Disclosure Communication Mechanism	Summary of how Faculty and Planning Committee Disclosure Information will be communicated to attendees.
Conflict of Interest Management Mechanism	Summary of how conflicts of interest are to be managed among Symposium planning committee members and presentation faculty.
CME Provider Intent Letter	Include a letter from the CME Provider indicating that this activity has been approved for <i>AMA PRA Category 1 Credit™</i> . Include the number of credits to be awarded.
Samples of Proposed Presentation Materials	Provide copies of proposed invitations, "Save the Date" reminders, web-postings, e-mail notifications, Symposium handouts, brochures, signage, etc. or samples of these types of materials used in similar programs.
Intent to Re-purpose Content	Include specific details regarding intent to re-purpose content presented during the ISS, including the format (DVD, etc.) of re-purposed content and the plan for distribution of re-purposed content.
Proof of Funding	Provide proof of listed supporter(s)' intention to fund the program. A copy of the Letter of Agreement is not required, nor is the specific funding amount. Proof is required that the program has been funded and will proceed if accepted.

Proposal Deadlines

Deadline Description	2010 Gastrointestinal Cancers Symposium	2010 Genitourinary Cancer Symposium	2010 ASCO Annual Meeting	2010 Breast Cancer Symposium
Approved ISS Policy Distributed	September 2009	September 2009	September 2009	September 2009
ISS Proposal Deadline	October 16, 2009	November 20, 2009	January 7, 2010	June 17, 2010
Approval Letters and Invitation Confirmation Agreements Sent	November 19, 2009	December 29, 2009	March 9, 2010	July 22, 2010
Invitation Acceptance Agreements due to ASCO	December 3, 2009	January 7, 2010	March 16, 2010	July 29, 2010
Independent Satellite Symposium Agreements Sent	December 10, 2009	January 14, 2010	March 25, 2010	August 5, 2010
Independent Satellite Symposium Agreements and Payment Due to The ASCO Cancer Foundation	December 22, 2009	January 26, 2010	April 6, 2010	August 19, 2010
ISS Meeting Room Assignments E-mailed	Sent December 22, 2009 or when signed ISS Agreement and payment are received, whichever is later	Sent January 26, 2010 or when signed ISS Agreement and payment are received, whichever is later	Sent April 6, 2010 or when signed ISS Agreement and payment are received, whichever is later	Sent August 19, 2010 or when signed ISS Agreement and payment are received, whichever is later
Final Invitation Marketing Materials, and signage due for Approval	December 30, 2009	February 2, 2010	April 27, 2010	August 23, 2010
Certificate of Insurance Due to ASCO	December 30, 2009	February 2, 2010	April 27, 2010	August 23, 2010
AV form due to ASCO	December 22, 2009	February 2, 2010	April 6, 2010	August 19, 2010
Final Onsite and Presentation Materials due to ASCO for Approval	January 7, 2010	February 12, 2010	May 19, 2010	September 3, 2010
ISS Evaluation Report due to ASCO	February 22, 2010	April 1, 2010	July 2, 2010	October 22, 2010

Resources for ISS Information

Proposal submission, symposium review, content, process questions, and general questions:

Contact: **Jennifer Williams**

Sr. Program Coordinator
The ASCO Cancer Foundation®
2318 Mill Road, Suite 800
Alexandria, VA 22314
Phone: 571-483-1440
Fax: 571-366-9546
E-mail: jennifer.williams@asco.org

Logistical Instructions:

Contact: **Kim Curtis**

ISS Logistics Supervisor
J. Spargo & Associates
11208 Waples Mill Road, Suite 112
Fairfax, VA 22030
Telephone: 703-679-3947
Fax: 703-679-3938
E-mail: kim.curtis@jspargo.com

Independent Satellite Symposium Agreement and Payment Process:

Contact: **Quiana Cadlett**

Senior Program Coordinator, Contract Compliance
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American Society of Clinical Oncology
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ISS Posting on ASCO.org:

Contact: **Vicki Vaughn**

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