

Proposal Development Criteria for 2012 Independent Satellite Symposia (ISS) 9/20/2011

- 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 ISS 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 ISS. • Logistics Management Contact: Organization and contact person coordinating the ISS 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 ISS, including a brief summary of the content, needs assessment, learning objectives, etc. Maximum of one (1) page.
Educational Needs Statement	Establish an educational needs assessment for the ISS. Include reference citations only.
Target Audience Description	Describe the overall audience composition.
Learning Objectives	List overall learning objectives for the ISS.
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 and their contact information, including e-mail addresses. 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 ISS.
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 ISS 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, ISS handouts, brochures, signage, etc. or samples of these types of materials used in similar programs. *These documents may be submitted as PDFs. All other documents must be submitted as Word documents.
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	2012 Gastrointestinal Cancers Symposium	2012 Genitourinary Cancer Symposium	2012 ASCO Annual Meeting	2012 Breast Cancer Symposium
Approved ISS Policy Distributed	September 2011	September 2011	September 2011	September 2011
ISS Proposal Deadline	October 20, 2011	October 25, 2011	January 10, 2012	May 24, 2012
Approval Letters and Invitation Confirmation Agreements Sent	November 17, 2011	November 29, 2011	March 19, 2012	July 2, 2012
Invitation Acceptance Agreements due to ASCO	November 23, 2011	December 5, 2011	March 23, 2012	July 9, 2012
Independent Satellite Symposium Agreements Sent	November 30, 2011	December 8, 2011	March 30, 2012	July 12, 2012
Independent Satellite Symposium Agreements and Payment Due to The ASCO Cancer Foundation	December 12, 2011	December 19, 2011	April 13, 2012	July 26, 2012
ISS Meeting Room Assignments E-mailed	Sent December 12, 2011 or when signed ISS Agreement and payment are received, whichever is later	Sent December 19, 2011 or when signed ISS Agreement and payment are received, whichever is later	Sent April 13, 2012 or when signed ISS Agreement and payment are received, whichever is later	Sent July 26, 2012 or when signed ISS Agreement and payment are received, whichever is later
Final Invitation Marketing Materials, and signage due for Approval	December 19, 2011	January 3, 2012	April 23, 2012	August 7, 2012
Certificate of Insurance Due to ASCO	December 16, 2011	December 29, 2011	April 23, 2012	August 7, 2012
AV form due to ASCO	December 16, 2011	December 29, 2011	April 23, 2012	July 28, 2011
Final Onsite and Presentation Materials due to ASCO for Approval	January 3, 2012	January 16, 2012	May 7, 2012	August 22, 2012
Independent Satellite Symposium held	January 18, 2012	February 1, 2012	June 1, 2012	September 12, 2012
ISS Evaluation Report due to ASCO	February 17, 2012	March 1, 2012	July 1, 2012	October 5, 2011

Resources for ISS Information

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

Contact: **Jennifer Williams**

Program Administrator
Conquer Cancer Foundation
2318 Mill Road, Suite 800
Alexandria, VA 22314
Phone: 571-483-1440
Fax: 571-366-9546
E-mail: jennifer.williams@ConquerCancerFoundation.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**

Program Administrator, Contract Compliance
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ISS Posting on ASCO.org:

Contact: **Vicki Vaughn**

Senior Product Advisor
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