



Canadian
Cardiovascular
Congress



Congrès canadien
sur la santé
cardiovasculaire

Satellite Symposia

Information Guidelines, Policies
and Application Form

Toronto, Ontario
October 25-29, 2008



**Canadian
Cardiovascular
Society**

Leadership. Knowledge. Community.

**Société
canadienne
de cardiologie**

Communauté. Connaissances. Leadership.



An invitation to present a Satellite Symposium at the largest gathering of cardiovascular and allied health professionals in Canada . . .

The Canadian Cardiovascular Society (CCS) and the Heart and Stroke Foundation of Canada (HSFC) invite you to participate in the Canadian Cardiovascular Congress 2008 (CCC 2008), which includes the 61st Annual Scientific Meeting of the Canadian Cardiovascular Society, to be held in Toronto, Ontario, October 25 to 29, 2008.



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Congress Delegates

Over 3,900 cardiovascular health professionals from across Canada are expected to attend CCC 2008 in Toronto

Delegates include the following: cardiologists; cardiac surgeons; anesthetists and researchers; nurses; technicians and technologists; perfusionists; rehabilitation specialists including dietitians and exercise specialists; students and trainees, and many other members of the cardiovascular healthcare team.

All registered CCC 2008 delegates are eligible to attend any Satellite Symposia.

► [Click here for Audience Profile](#)

The objectives of the Canadian Cardiovascular Congress are to:

- Provide a **high quality** science and educational experience for the delegates;
- **Disseminate** information derived from Canadian cardiovascular research (basic, clinical, health services and population research);
- **Stimulate** collaborative clinical and research initiatives;
- Provide **core learning opportunities** for cardiovascular professionals;
- **Showcase and publicize** the accomplishments of Canadian cardiovascular researchers thereby identifying the importance of ongoing support for cardiovascular research in Canada, and
- **Foster discussion** and debates that lead to cardiovascular health and care innovation.

The Congress is a forum to showcase Canada's best research and promote learning through scientific sessions, interactive workshops, late-breaking and featured clinical trials and lively debates. The Congress is a place for active discussions on key issues with colleagues from across the country.

CCC 2007 program highlights:

- **983 abstracts submitted, a 25% increase over CCC 2006;**
- **187 Canadian Cardiovascular Society sessions, a 22% increase over CCC 2006;**
- **A 20% increase in total sessions over CCC 2006;**
- **A record number of late-breaking and featured clinical trial submissions and 27 interactive workshops;**
- **19 accredited satellite symposia.**

Satellite Symposium will be awarded as follows:

Confirmed **Grand Patron** supporters will have priority selection of a Symposium time slot (one (1) slot per company), if Grand Patron support payment is received by February 6, 2008.

Satellite Symposia **time slots** will be allocated on the basis of:

- a) Grand Patron support (priority based on the date support payment received);
- b) Date and time of fully completed application form received at CCS, and

New!

- c) **CCS reserves the right to review Symposium submissions for topic overlap (the **mandatory outline** on Part 2 of the Application Form must be completed).**

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Companies that request the same time slot and submit similar topics will be assigned, wherever possible, to one of the alternate time slots submitted. Alternate time slots **must** be identified on the application form (or forms will be deemed incomplete).

Assessment of topic overlap and fine tuning of the schedule will be done by a panel of CCS members representing a breadth of cardiovascular expertise.

The initial date of acceptance of submissions for Satellite Symposia is Wednesday, February 6, 2008 (applications will not be accepted prior to this date) at the CCS office – 222 Queen Street, Suite 1403, Ottawa, ON K1P 5V9.

Application Forms will not be accepted by fax or e-mail.

New!

Application Forms (Part 1 & 2), submitted incorrectly or with incomplete mandatory requirements will be returned to the submitter. This may impact the preferred time slot and topic choice.

An organization may apply for a **maximum of two** Satellite Symposium time slots between February 6 and February 14, 2008. Effective February 15, 2008, remaining Symposium slots will be made available to any organization requesting additional times.

Satellite Symposia Schedule for CCC 2008

The following is the schedule of available time slots (maximum of two symposium per time slot) and associated fees:

Saturday, October 25, 2008

12:00-14:00
1 slot \$35,000 (Hypertension)

13:00-16:00
1 slot \$35,000

18:00-21:00
1 slot \$35,000
1 slot \$35,000 (Hypertension)

Sunday, October 26, 2008

07:00-09:00
2 slots \$35,000 each

10:00-12:00
2 slots \$35,000 each

18:00-21:00
2 slots \$35,000 each

Monday, October 27, 2008

07:00-09:00
2 slots \$35,000 each

17:30-19:30
2 slots \$35,000 each

Tuesday, October 28, 2008

07:00-09:00
2 slots \$35,000 each

18:30-21:30
1 slot \$35,000

Wednesday, October 29, 2008

07:00-09:00
2 slots \$35,000 each

The CCS and HSFC strongly encourage Satellite Symposium sponsors to offer CCC 2008 delegates heart-healthy food choices.

Applicants will be notified in writing of acceptance of their program outline, with confirmation of assigned date and time slot.



Communications and Media Relations

- All Satellite Symposia confirmed before March 14, 2008 will be included in the CCC 2008 Preliminary Program.
- Publication of the content in the Final Program is available to **all accredited Satellite Symposia** who provide final content to the CCC Secretariat by July 18, 2008. **New!** Satellite Symposia topic outline changes will not be permitted following acceptance.
- Satellite Symposia sponsors may use the phrase "Held in association with the Canadian Cardiovascular Congress 2008" on all satellite related materials.
- Use of the CCS or HSFC logos is not permitted.
- Grand Patron supporters of CCC 2008 may use the CCC logo on publicity or communications regarding their Satellite Symposia until December 31, 2008.
- All opportunities for media and communications regarding Satellite Symposia, related speakers and topics should be identified and communicated to the Communications Director, Heart and Stroke Foundation of Canada.
- Publication of the content of Satellite Symposia programs on the Congress Web site (Preliminary Program) is available to sponsors who provide the information to the CCC Secretariat prior to March 14, 2008. Satellite Symposia content in the Preliminary Program will not be changed after posting on the Congress Web site (early June).
- **New!** **Mandatory requirement for 2008** All symposium planners must provide 'Conflict of Interest' (COI) data on their speakers when submitting content for the Final Program.

Mandatory CPD Section 1 Approval

The CCS is an accredited CPD provider of the Royal College of Physicians and Surgeons of Canada. A copy of its Approval Application for Section 1 learning activities is available at www.ccs.ca.

Section 1 approval of all Satellite Symposia is mandatory for CCC 2008 in Toronto.

New! Satellite Symposia planners **must** apply for mandatory Section 1 approval through CCS. CCS will conduct random audits of Satellite Symposia.

Applications for Section 1 approval will not be accepted by CCS after June 16, 2008.

Note: CCS periodically implements changes to Accreditation processes in response to RCPSC revised Accreditation Guidelines. In 2008, look for information about changes in the following processes for Satellite Symposia:

- Needs Assessment
- Representation on Program Development Committees
- Processing of Honoraria

As CCS Annual Meeting Chair, Dr. Malcolm Arnold oversees all content-related activities within and associated with the CCS Scientific Program. In doing so, Dr. Arnold ensures the Scientific Program provides attendees with the learning experience they seek.

For more information, please contact Lise Hodgson at the CPD Office, 613-569-3407, ext. 404, 1-877-569-3407 or e-mail: cpd@ccs.ca

Additional Guidelines & Policies

- All Satellite Symposia of CCC 2008 must take place in a meeting venue officially designated by the CCS. Meeting space is provided at no additional charge, as part of the Satellite Symposia sponsorship.

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- Satellite Symposium presenters **must** adhere to the awarded date and time slot. An additional half hour may be added to the published morning start times and evening end times (except the Monday evening slot) to be used only for registration and meals. A request must be submitted to the CCC Secretariat. Complete details will be provided in your confirmation package from CCS.
- Symposium planners must obtain Section 1 approval of their Satellite Symposia. **Failure to do so will result in loss of time slot and accompanying fee.**
- Satellite Symposium sponsors may display signs before the session begins. Signs (30" x 36") are permitted in the Convention Centre in locations to be determined by the CCS. An additional sign is permitted in the facility where the Symposium will occur, unless otherwise indicated.

- Signs may be displayed up to 24 hours prior to and must be removed immediately after the completion of the Satellite Symposium. Signs must not be larger than 30" x 36" and must not use the CCS or the HSFC logos (exceptions apply for CCS accredited programs).
- Grand Patron supporters of CCC 2008 who host a Satellite Symposium may use the CCC logo on on-site Satellite Symposium signs.
- Satellite Symposium sponsors who purchase exhibit space are eligible to display a booth sign promoting the Satellite Symposium. The sign should not be larger than 30" x 36" and must not use the CCS or HSFC logos (exceptions apply for CCS accredited programs).
- Satellite Symposia sponsors may place a single-sheet insert regarding their program in the CCC 2008 delegate bags.

New!

- All Satellite Symposia content and layout for invitations, inserts and signage **must be approved** by CCS and the CCC Secretariat prior to printing. Content and

layout guidelines will be provided by CCS with your accreditation approval. Failure to receive approval in advance may result in materials not being allowed to be distributed. CCS and the CCC Secretariat will not permit the distribution of materials that have not been approved.

- The CCC Secretariat must receive the appropriate number of copies of the inserts in Toronto by the deadline provided.
- Satellite Symposia sponsors receive two complimentary CCS one-day delegate registrations, per sponsored Symposium, for their speaker(s) to attend the Scientific Program of the CCC 2008.
- All attendees of Satellite Symposia must be CCC 2008 registered delegates.
- CCS requests that satellite planners / organizers consult with their speakers to ensure they give no more than two Satellite Symposia presentations at the Congress in any given year.

For further information, please contact the Canadian Cardiovascular Society at (613) 569-3407, ext. 406, 1-877-569-3407.

Logistics and Audio-Visual Requirements

- The meeting management firm (Intertask Conferences) for CCC 2008 will handle logistics, meeting room and audio-visual requirements, including food and beverage services for the Congress.
- For further information, please contact Rozanne Lyons, CMP, Logistics Manager at (613) 238-2304 or at cardiocongress@intertaskconferences.com.
- All firms sponsoring Satellite Symposia at CCC 2008 are required to use the official CCC 2008 audio-visual supplier. Costs for audio-visual equipment, food and beverage as well as other related charges are the responsibility of the Satellite Symposium sponsor.
- Additional fees may apply to firms wishing to have Intertask Conferences provide coordination services for their Symposia.

Amendments

There is a strong and growing tradition of excellence through satellite symposia at the CCC. To enable this important programming, the CCS/CCC enforce policy developed to support and ensure equity within the satellite symposia context. The vast majority of satellite symposia providers collaborate around these policies. As a reminder, the Canadian Cardiovascular Congress (CCC) and/or the Canadian Cardiovascular Society (CCS) shall have full power to interpret and/or amend these guidelines and policies in the best interest of CCC 2008. The decision of the CCS will be final in any dispute with the Satellite Symposia presenters or in any situation not covered by these guidelines or policies. The Satellite Symposia presenters also agree to abide by additional guidelines and policies contained in subsequent correspondence from CCS.



Dates to Remember

Wednesday, February 6, 2008

First day of acceptance by CCS office of completed Satellite Symposia applications and payment. Applications will not be accepted prior to this date.

Friday, February 15, 2008

Remaining Satellite Symposia timeslots available to all organizations requesting additional Symposium times.

Friday, March 14, 2008

Deadline for submission of Symposium content for publication in the Preliminary Program posted to the Congress Web site.

Monday, June 16, 2008

Deadline for submission of accreditation application for CCS approval of Satellite Symposium.

Friday, July 18, 2008

Deadline for submission of Symposium content, including speaker COI, for publication in the Final Program.

Please send your completed Satellite application and full payment to:

CCC Satellite Symposia Application
c/o Canadian Cardiovascular Society
222 Queen Street, Suite 1403
Ottawa, ON K1P 5V9

Tel: (613) 569-3407, ext. 406
1-877-569-3407

Application Forms will not be accepted by fax or e-mail.

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Attending Organizations

Canadian Cardiovascular Society
Heart and Stroke Foundation of Canada
Association des cardiologues du Québec
Canadian Association of Cardiac Rehabilitation
Canadian Association of Cardiopulmonary Technologists
Canadian Association of Interventional Cardiology

Canadian Cardiovascular Society Academy
Canadian Council of Cardiovascular Nurses
Canadian Heart Rhythm Society
Canadian Hypertension Society
Canadian Nuclear Cardiology Society
Canadian Pediatric Cardiology Association
Canadian Society of Atherosclerosis, Thrombosis and Vascular Biology

Canadian Society of Cardiac Surgeons
Canadian Society of Cardiology Technologists
Canadian Society of Clinical Perfusion
Canadian Society of Echocardiography
Cardiovascular and Thoracic Section, Canadian Anesthesiologists' Society
Institute of Circulatory and Respiratory Health, Canadian Institutes of Health Research



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The Canadian Cardiovascular Society (CCS) is a non-profit professional medical organization of over 1,500 cardiovascular specialists and researchers. The CCS is the national voice for cardiovascular physicians and scientists.

The CCS mission is to promote cardiovascular health and care through:

- Knowledge translation, including dissemination of research and encouragement of best practices;
- Professional development; and
- Leadership in health policy.

The Society fulfills this mission by concentrating its efforts on five priorities:

- Membership
- The Canadian Cardiovascular Congress
- Health Policy Advocacy
- Practice recommendations and position statements
- Knowledge Translation programs and Professional Development

Thank you for your interest in CCC 2008.

SATELLITE SYMPOSIA APPLICATION FORM - Part 1

Including the 61st Annual Scientific Meeting of
the Canadian Cardiovascular Society

Metro Toronto Convention Centre
Toronto, Ontario
October 25-29, 2008



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1. Sponsoring Organization (a separate application form is required for each request submitted)

Contact Name _____ Title _____

Organization Name _____
(please list name as it should appear on the Congress Web site and in the Preliminary and Final Programs. Do not use capital letters unless your official name is all caps.)

Mailing Address _____

City _____ Province/State _____ Country _____ Postal/Zip Code _____

Telephone (____) _____ Facsimile (____) _____ E-mail _____

Communication Firm (if applicable)

Contact Name _____ Title _____

Communication Firm _____

Mailing Address _____

City _____ Province/State _____ Country _____ Postal/Zip Code _____

Telephone (____) _____ Facsimile (____) _____ E-mail _____

2. Symposium Information

We hereby apply for the following Symposium time slot:

Preferred Time Slots (three choices must be provided)

1st date _____ Time slot _____

2nd date _____ Time slot _____

3rd date _____ Time slot _____

I am a Grand Patron, and this application is to be considered my priority selection time slot for allocation purposes.

3. Fees

Paid with Grand Patron support

Symposium Fee (\$35,000) \$ _____

Plus 5% GST (Reg. # R106844186) \$ _____

Total Due: \$ _____

This application will not be processed unless accompanied by the full payment of the Satellite Symposium fee. Fees are payable to the Canadian Cardiovascular Society and are non-refundable once your application has been accepted by CCS.

4. Authorization

I am the authorized representative of the sponsoring organization with full power and authority to sign and deliver this application. The company agrees to comply with all policies and guidelines contained in the Satellite Symposia Brochure.

Signature of Authorized Officer _____

Date _____

Please return this application form with your full payment to:

CCC Satellite Symposia Application
c/o Canadian Cardiovascular Society
222 Queen Street, Suite 1403
Ottawa, ON K1P 5V9

Application Forms will not be accepted by fax or e-mail.

Application Forms, submitted incorrectly or with incomplete mandatory requirements will be returned to the submitter. This may impact on your preferred time slot and topic choice.

5. Extending the Congress

Yes. We are interested in having this Satellite Symposia as part of the CCC 2008 Extending the Congress program. Please contact us to review.

For Congress Use Only

Record No: _____

Date: _____

Time: _____

Amount: _____

Payment Date: _____

GST Paid: _____

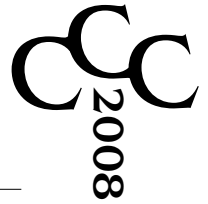
Confirmation Sent _____

Accepted By: _____

Date: _____

PLEASE RETAIN A COPY FOR YOUR RECORDS

MANDATORY SATELLITE SYMPOSIUM APPLICATION FORM - PART 2



Sponsor: _____

Satellite Symposium Planner/Communications Firm: _____

Topic: _____

Title: _____

Planning Committee Chair: _____ E-mail: _____

Who will be the CCS representative on the program's planning committee? _____

_____ E-mail: _____

Target Audience: _____

Anticipated Size of Audience: _____

Summary of completed needs assessment on this topic: _____

Satellite Symposium Outline (Provide a brief description of your session purpose and core topic. The core topic must reflect 40% or more of the session's theme.):

***Completed form must accompany the application. Applications received without this completed form will NOT be reviewed.**