

Canadian
Cardiovascular
Congress



Congrès canadien
sur la santé
cardiovasculaire



Satellite Symposia

Information, Guidelines, Policies and Application Form

*Edmonton, Alberta
October 24-28, 2009*



**Canadian
Cardiovascular
Society**

Leadership. Knowledge. Community.

**Société
canadienne
de cardiologie**

Communauté. Connaissance. 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 2009 (CCC 2009), which includes the 62nd Annual Scientific Meeting of the Canadian Cardiovascular Society, to be held in Edmonton, Alberta, October 24 to 28, 2008.



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Congress Delegates

Over 3,300 cardiovascular health professionals from across Canada are expected to attend CCC 2009 in Edmonton

Delegates include the following: cardiologists; cardiac surgeons; pharmacists; anesthesiologists 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 2009 delegates are eligible to attend any Satellite Symposia.

► [Click here for Audience Profile](#)

Expanding the Dialogue 2009

Expanding the Dialogue 2009 is a proven online vehicle to extend the reach of your Canadian Cardiovascular Congress (CCC) satellite symposium to cardiovascular practitioners across Canada. Please indicate on page 1 of the Satellite Symposium Application Form if learning more about and/or participating in *Expanding the Dialogue 2009* is of interest to your organization.



Community Cardiology Program

As a service to the community, CCS will be piloting a Community Cardiology program at CCC 2009. Expect to see our Canadian Community Cardiologists joining us on Saturday, October 24 for this new and exciting program initiative.

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.

Satellite Symposium will be awarded as follows:

New!

First Step in Developing a Satellite Symposium

Satellite Symposia planners must first contact the Canadian Cardiovascular Society (CCS) to request that a CCS representative be assigned to your planning committee. In order to do this properly, **CCS will need a brief outline of your topic.** You are invited to include a listing of potential experts in the field for CCS consideration. Deadline for requests is January 9, 2009. Requests should be sent to Kimberley Ross at: ross@ccs.ca.

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 11, 2009. (Payment of Satellite Symposium fee of \$35,000 may be made with Grand Patron payment – see Sponsorship Opportunities brochure.)

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

- Grand Patron support (priority based on the date support payment received);
- Date and time of fully completed application form received at CCS, and
- CCS reserves the right to review Symposium submissions for topic overlap (the **mandatory outline** on Part 2 of the Application Form must be completed).

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 11, 2009 (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.

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 11 and February 18, 2009. Effective February 19, 2009, remaining Symposium slots will be made available to any organization requesting additional times.

Satellite Symposia Schedule for CCC 2009

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

Saturday, October 24, 2009

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

13:00-16:00
2 slots \$35,000

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

Sunday, October 25, 2009

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 26, 2009

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

17:30-19:30
1 slot \$35,000 each

Tuesday, October 27, 2009

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

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

Wednesday, October 28, 2009

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

The CCS and HSFC strongly encourage Satellite Symposium sponsors to offer CCC 2009 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 13, 2009 will be included in the CCC 2008 Preliminary Program.

New!

- Publication of the content in the Final Program is available to **all accredited Satellite Symposia** who obtain CPD Section 1 approval. Program text provided for the Section 1 Accreditation Approval Application form will be used as the Final Program text. 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 2009” on all satellite related materials.

- Use of the HSFC logo is not permitted.
- Grand Patron supporters of CCC 2009 may use the CCC logo on publicity or communications regarding their Satellite Symposia until December 31, 2009.
- 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 13, 2009. Satellite Symposia content in the Preliminary Program may not be changed after posting on the Congress Web site (early June).
- **Mandatory requirement for 2009** All symposium planners must provide speaker contact information in their Section 1 Accreditation Approval Application form for use in collecting “Conflict of Interest” (COI) data.

Mandatory CPD Section 1 Approval

The CCS is an accredited CPD provider of the Royal College of Physicians and Surgeons of Canada.

Section 1 approval of all Satellite Symposia is mandatory for CCC 2009 in Edmonton.

Satellite Symposia planners **must** apply for 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 30, 2009.

Section 1 Accreditation Approval Application forms are available at www.ccs.org. Please download the new forms prior to your planning.

Note: CCS periodically implements changes to Accreditation processes in response to RCPSC revised Accreditation Guidelines. In 2009, look for information about changes in the following processes for Satellite Symposia:

- Improved application form provides clear guidance to planners
- Expanded Accreditation requirements include Final Program text and speaker contact information for collection of Conflict of Interest data
- 2009 Accreditation fee will include the CCS representative honorarium

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 Kimberley Ross, CAE 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 2009 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.
- Satellite Symposium presenters **must** adhere to the awarded date and time slot, which shall include programming as well as food service. 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 HSFC logo.
- Grand Patron supporters of CCC 2009 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 HSFC logo.
- Satellite Symposia sponsors may place a single-sheet insert regarding their program in the CCC 2009 delegate bags.
- All firms sponsoring Satellite Symposia at CCC 2009 are required to use the official CCC 2009 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.
- 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. Permission

to distribute materials will be removed if approval is not obtained. 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 Edmonton 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 2009. All other speakers must register and pay all applicable fees.
- **All attendees of Satellite Symposia must be CCC 2009 delegates.**

For further information, please contact Rozanne Lyons, CMP, Logistics Manager at (613) 238-2304 or at cardiocongress@intertaskconferences.com.

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 2009. 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.

In accordance with RCPSC accreditation guidelines, CCS is responsible for appointing a CCS representative to your planning committee. In order to facilitate this, you must provide CCS with a brief outline of your topic via email no later than January 9, 2009. You are invited to include a list of preferred experts in the field for our consideration. You may use the CCS supplied request form, sent to you on December 16, for this purpose or simply send an email to Kimberley Ross at ross@ccs.ca.

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

Dates to Remember

Friday, January 9, 2009

Request that a CCS representative be assigned to your planning committee.

Wednesday, February 11, 2009

First day of acceptance by CCS office of completed Satellite Symposia applications. Your full payment must accompany your application OR have been made **with** your Grand Patron support payment. Applications will not be accepted prior to this date.

Friday, February 13, 2009

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

Friday, March 13, 2009

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

Monday, June 30, 2009

Deadline for submission of accreditation application for CCS approval of Satellite Symposium, including program and speaker contact information.

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.


Application Forms submitted incorrectly, with incomplete mandatory requirements or without full payment will be returned to the submitter. This may impact your preferred time slot and topic choice.

Attending Organizations


Canadian Cardiovascular Society
Canadian Association of Interventional Cardiology
Canadian Heart Rhythm Society
Canadian Nuclear Cardiology Society
Canadian Society of Echocardiography
Heart and Stroke Foundation of Canada
Association des cardiologues du Québec

Canadian Association of Cardiac Rehabilitation
Canadian Association of Cardiopulmonary Technologists
Canadian Cardiovascular Society Academy
Canadian Council of Cardiovascular Nurses
Canadian Hypertension 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
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 1,884 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 2009.

SATELLITE SYMPOSIA APPLICATION FORM - Part 1

Including the 62nd Annual Scientific Meeting of
the Canadian Cardiovascular Society

Shaw Conference Centre
Edmonton, Alberta
October 24-28, 2009



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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 (if not already paid with Grand Patron supporter 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, without payment or with incomplete mandatory requirements, will be returned to the submitter. This may impact your preferred time slot and topic choice.

5. Extending the Congress

- Yes. We are interested in having this Satellite Symposium as part of the CCC 2009 *Expanding the Dialogue 2009* 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

