

EXPERT THEATER AND SYMPOSIUM GUIDELINES

- All Sponsored Programs must be approved by the ASPC and shall only be held in approved ASPC meeting space.
- The Program Sponsor shall designate an organizer to serve as a main point of contact for all communications regarding the program.
- The Program Sponsor shall manage and pay for all pass-through costs not included in the program, including but not limited to marketing, lead retrieval, etc.
- The Program Sponsor must have a representative on site at the ASPC 2025 Congress to manage the program.
- The Program Sponsor shall provide all promotional materials to the ASPC staff for review and approval at a minimum of three weeks prior to distribution. All promotional materials are required to include the following disclaimer: *“This event is not part of the American Society for Preventive Cardiology’s Annual Congress as planned by the ASPC Congress Planning Committee and is not being certified for CME/CE credit.”*
- Within two weeks following the program, the Program Sponsor shall provide a lead retrieval report that includes a list of all program attendees to the ASPC
- The Program Sponsor shall end their program on time, as stated in established time slot.
- The Program Sponsor sponsorship fee is due to the ASPC no later than 8 weeks prior to the Congress (June 6, 2025). An invoice will be generated and provided to Program Sponsor as required.
- A cancellation fee for Expert Theaters and Satellite Symposia of \$2,000 will apply once application is received and approved. No refund will be supplied if canceled within 60 days of the meeting date, unless the Program slot is sold to an alternate applicant.