



**Application for a Non-Industry Activity
Held Concurrently with the STS Annual Meeting
See Attachment A for guidance on Non-Industry Activities**

No applications will be considered on or after December 27, 2019.

Please note: If industry is supporting your organization's activity, you must fill out the Industry Symposium Application.

Organization: _____

Medical Education Organization (if applicable): _____

Primary Contact: _____

Mailing Address: _____

Primary Contact: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____

City: _____ State: _____ ZIP: _____

Email: _____

Phone: _____

Email: _____

LOCATION: (STS assigns all space at the hotel)

☐ Hilton New Orleans Riverside ☐ Offsite Waiver Request (please list the location) _____.

ACTIVITY TYPE: Please check one.

Number of Attendees Anticipated: _____

Reception _____ Meal Function _____ Alumni Event _____ Board Meeting _____ Accredited CME Activity _____

Other (please explain) _____

SETUP REQUIREMENTS: Please check all that apply.

Boardroom _____ U-Shape _____ Hollow Square _____ School Room _____ Attached Diagram: _____

Theater _____ Rounds _____ Cocktail Rounds _____ Stage _____

Standing Lectern _____ Table Lectern _____ Head Table # people _____ AV required _____

REQUESTED DATE AND TIME: Please check one.*

_____ Friday, January 24	12:00 p.m. – 5:30 p.m.**	_____ Monday, January 27	5:30 a.m. – 6:45 a.m.
_____ Friday, January 24	5:30 p.m. – 10:00 p.m.**	_____ Monday, January 27	6:30 p.m. – 10:00 p.m.
_____ Saturday, January 25	6:00 a.m. – 7:45 a.m.	_____ Tuesday, January 28	5:30 a.m. – 6:45 a.m.
_____ Saturday, January 25	6:30 p.m. – 10:00 p.m.	_____ Tuesday, January 28	3:15 p.m. – 10:00 p.m.
_____ Sunday, January 26	6:00 a.m. – 7:30 a.m.		

*STS reserves the right to modify meeting times and will notify the primary contact if this occurs. **The STS Leadership Incubator and the STS 2020 Coding Workshop will take place during this time.

Non-Industry Activity (Please complete if this is an educational activity)

1. Title of the activity:

(Indicate the exact title of the activity. Title cannot be changed once submitted.)

2. Will CME be provided for this activity? Yes _____ No _____

3. Rationale for holding the activity:

4. Brief narrative description of the proposed activity:

5. Program agenda: (Outline with times required)

6. Names of confirmed speakers (if any):

APPLICATION WILL NOT BE PROCESSED IF THE EVENT IS EDUCATIONAL AND THE ABOVE REQUESTED INFORMATION IS NOT COMPLETE.

By signing this Application, I represent and warrant that I am authorized to act on behalf of the organization planning this activity specified below with respect to this Application; that all information provided on this Application is complete and accurate to the best of my knowledge; that I have read the accompanying guidance on Non-Industry Activities Held Concurrently with the STS Annual Meeting (Attachment A); and that if this Application is approved by STS, the activity described herein will be conducted in accordance with the terms of said guidance and the entity specified below will comply with all associated requirements.

ORGANIZATION PLANNING THE ACTIVITY

ORGANIZATION NAME

DULY AUTHORIZED REPRESENTATIVE NAME/TITLE

DULY AUTHORIZED REPRESENTATIVE SIGNATURE

DATE

MEDICAL EDUCATION ORGANIZATION (IF APPLICABLE)

ORGANIZATION NAME

DULY AUTHORIZED REPRESENTATIVE NAME/TITLE

DULY AUTHORIZED REPRESENTATIVE SIGNATURE

DATE

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Applications should be returned to:

Samantha McCarthy
Industry Relations Manager
The Society of Thoracic Surgeons
633 N. Saint Clair St., Suite 2100
Chicago, IL 60611
312-202-5869
312-268-6583 (fax)
smccarthy@sts.org

FOR STS USE ONLY:

APPROVED: _____ DATE: _____ HOTEL: _____ ROOM: _____

Non-Industry Activities

Held Concurrently with the STS Annual Meeting

Overview

The Society of Thoracic Surgeons (STS) has established a process that allows non-industry activities, including business meetings and social events, to be held in conjunction with the STS Annual Meeting. This guidance has been developed to facilitate overall meeting planning and for the benefit of STS members. Non-industry activities that take place concurrently with the STS Annual Meeting (i.e., January 25-28, 2020) and are targeted at STS meeting attendees must adhere to the guidance provided in this document. In addition, please note that non-industry activities may not take place within 48 hours before or after this period (i.e., January 23 to January 30, 2020) without prior STS written approval.

General Rules

1. Activities designed by or on behalf of non-industry third parties for attendance by STS Annual Meeting attendees are considered non-industry activities. There can be no implication in any promotional materials, handouts, or enduring materials that these activities are planned, sponsored, or endorsed by STS absent special arrangements with, and prior written approval of, STS.
2. Non-industry activities must be offered during times allotted by STS (refer to application on page 1). STS has sole discretion to assign space for all activities at its meetings. Space will be assigned on a first-come, first-served basis. Activity must be contained within the room assigned.
3. All activities offered to STS meeting attendees must be held in hotels in which STS has contracted meeting space unless a waiver is granted in writing by STS.
4. Organizations hosting non-industry activities may use the full time allotted or a reduced amount of time, but may not exceed the scheduled time.
5. Once STS approves the activity, the provider, activity title, content, date, and time as approved by STS for the activity may not change without STS written approval.
6. Organizers of an activity are solely responsible for making all appropriate financial arrangements for their activity. All expenses associated with the activity, including room rental (if applicable), setup, cleanup, food and beverage, AV, electrical, telephone, shipping, etc., are the sole responsibility of the organization hosting the activity.
7. STS is not responsible for multiple organizations offering programs at the same time and/or addressing the same topic.
8. The STS name, logo, and other intellectual property may not be used as a part of any of the non-industry-developed activity announcement, including email, sign, publication, or other material, without the prior written approval of STS.

9. All invitations, promotional materials, and other materials related to the activity, printed or electronic, must clearly and prominently include the following statement: **"This activity will be held in conjunction with the STS Annual Meeting. It is not part of the official scientific program of STS."**
10. STS does not provide Continuing Medical Education credit for satellite activities. Any activities that offer CME must comply with ACCME requirements.
11. Non-industry activities consisting in whole or in part of educational sessions require the following statement to be clearly and prominently displayed on the syllabus and on all other promotional and other related materials, print or electronic: ***"Continuing Medical Education (CME) credit for this activity is not offered by STS."***

Application Process

Please be thorough and detailed when completing the attached Non-Industry Activity Application. Once a completed application is submitted, the proposal will be referred to relevant staff for review. The requesting organization will be advised in writing as to whether the application is approved.

Information on approved non-industry activities will be forwarded to the hotel. After notification of meeting room assignment, the organization hosting a non-industry activity will work directly with the hotel to manage all meeting needs.

In the event that STS approval is not granted, STS will not be responsible for canceling any arrangements that may have been made by the applicant in connection with the proposed activity. In addition, STS will not be responsible for any costs incurred for the proposed activity.

Requests for non-industry activities should be submitted to:

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Industry Relations Manager
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