



**Cleveland, OH • October 6 - 9, 2023**

# **In-Person Satellite Guidelines**

**Accreditation Provided By  
Heart Failure Society of America**



# HFSA ASM In-Person Satellite Guidelines

## Accreditation Provided By Heart Failure Society of America



The 2023 Heart Failure Society of America (HFSA) In-Person Satellite (IPS) Guidelines provide a comprehensive guide to the requirements for holding an IPS at the HFSA Annual Scientific Meeting 2023, to be held October 6-9, 2023, at the Huntington Convention Center of Cleveland in Cleveland, OH.

## Two Options in 2023

For 2023, HFSA will be offering two options for satellites. The first option is for the satellite organizers to provide accreditation and the second option, similar to last year, is for HFSA to provide the accreditation. There are two separate sets of guidelines. **Please review both sets of guidelines and determine which option is best.**

For questions, please contact HFSA Education Staff:

**Kris Fridgen, Vice President, Meetings and Education**  
[Kfridgen@hfsa.org](mailto:Kfridgen@hfsa.org)

**Shauna Wheeler, Director of Continuing Education and Accreditation\***  
[Swheeler@hfsa.org](mailto:Swheeler@hfsa.org)  
(\*on leave until April 2023)

## Purpose

IPS sessions are not part of the official scientific program, but they are an important component of the Annual Scientific Meeting (ASM). The educational content is accredited and designed to be scientifically rigorous, evidence-based, fair, and balanced. IPS sessions complement the scientific program by providing additional opportunities for participants to engage in more focused and in-depth conversations on new and emerging clinical options. IPS sessions will be held at the Huntington Convention Center in Cleveland.

## IPS Schedule (as of February 2023; times subject to change)

Friday, October 6	8:00 – 9:30 pm
Saturday, October 7	7:45 – 8:45 am & 7:15 – 8:45 pm
Sunday, October 8	7:00 – 8:00 am & 5:00 – 6:00 pm
Monday, October 9	7:30 – 8:45 am

# IPS Fee Schedule

IPS FEE SCHEDULE:	
<b>Morning Satellite – 60 minutes</b>	<b>\$55,000</b>
<b>Morning Satellite – 75 minutes</b>	<b>\$60,000</b>
<b>Evening Satellite – 60 minutes</b>	<b>\$70,000</b>
<b>Evening Satellite – 90 minutes</b>	<b>\$80,000</b>
Add-On Options	
<b>HFSA Accreditation</b> <i>If you are not using HFSA as the accredited provider, refer to the Guidelines for IPS Accreditation Provided by Satellite Organizer or 3rd Party Accredited Provider.</i>	<b>\$10,000</b>
Additional Credit Offerings: <ul style="list-style-type: none"> <li>• ABIM MOC</li> <li>• CPE</li> <li>• AAPA CME</li> </ul>	<b>\$500</b> <b>\$500</b> <b>\$500</b>
<b>HFSA Hosted Live Stream Broadcast</b>	<b>\$7,000</b>
<b>12 Month Enduring hosted on HFSA Learning Center</b> <ul style="list-style-type: none"> <li>• Includes Accreditation</li> </ul>	<b>\$22,000</b>
<b>12 Month Enduring with Pass-Through Link on HFSA Learning Center</b> <ul style="list-style-type: none"> <li>• Includes Accreditation</li> </ul>	<b>\$15,000</b>
<b>Door Drop Opportunity</b> (Does not include hotel door drop charges, creative services, print production, and shipping).	<b>\$3,500</b>
<b>Registration List</b> A one-time-use mailing address list is included. If email addresses are desired, an upgrade is required.	<b>Mailing address list: included</b> <b>Email addresses: \$2,000</b>

Below is an outline of what is included in the HFSA IPS Fee for Satellite Organizers securing their accreditation.

ACCREDITED BY HFSA	PROVIDED BY HFSA	NOT PROVIDED BY HFSA
SSRC Review and Approval of Proposal Program	X	
HFSA Accreditation	X	
Review and Approval of Program Materials & Slides	X	
Meeting Room Assignment	X	
Session Time/Date Assignment	X	
Meeting Space	X	
Meeting Room Set-Up Coordination		X
Modest Food/Beverage <i>Additional f&amp;b can be provided by the IPS organizer at the expense of the IPS organizer.</i>	X	
Signage <ul style="list-style-type: none"> <li>Session details on sign inclusive of all Satellite Symposia</li> <li>Name recognition on Educational Program supporters sign</li> </ul>	X	
Promotion in ASM Materials <ul style="list-style-type: none"> <li>Session details on the HFSA website &amp; mobile app</li> <li>Inclusion in email blast (inclusive of all Satellites) to meeting registrants</li> <li>Session details listed in the electronic program PDF</li> </ul>	X	
PDF Promotional Flyer (8.5 x 11") Developed by IPS organizer, provided as PDF to HFSA, for inclusion in HFSA virtual bag. (sent electronically to meeting attendees)		X
If 12-month enduring add-on purchased, inclusion in eblast (inclusive of all enduring satellites) sent to HFSA provider members post-meeting.	X	
One-time use of Pre-Registration Mailing List (Upgrade to Email List is available)	X	
Hotel Contact Information	X	
Honoraria (recommend \$2,500 chair, \$1500 faculty)		X
Travel Accommodations		X
Audio Visual – Freeman AV is the official provider of all programming at ASM. Freeman AV must be used for the program.		X
Audience Response/Polling		X
Pre- and Post-Test	X	
Program Evaluation	X	
Outcomes Reporting	X	
Onsite Staffing		X
Badge Scanners and Staff	X	

## Cancellation & Refund Policy

A refund (minus a \$10,500 administrative fee) will be granted for cancellations received on or before May 31, 2023. A 50% refund will be granted during the period of June 1, 2023 – July 31, 2023. No refunds will be issued for cancellations after July 31, 2023.

For questions or additional information, please contact HFSA education staff.

## HFSA Required Documentation

- Signed Letter of Agreement(s) from the Supporters
- Signed HFSA Collaboration Agreement by the Satellite Organizer
- Faculty, Staff, and Planner Disclosures
- IPS Budget

## 2023 IPS Target Dates

Early submissions are recommended. When significant delays might compromise educational quality, HFSA reserves the right to terminate the IPS at any stage in the planning process.

TASK	TARGET COMPLETION DATE
Confirmation of support for IPS	Within 30 days of receipt by HFSA
Faculty and topics approved by HFSA (SSRC)*	June 16, 2023
Draft Program and speakers invited	June 30, 2023
Payment of fee for IPS	June 30, 2023
Faculty Disclosures due	August 21, 2023
Final session details including title, description, faculty and learning objectives. <i>Changes submitted after August 24 are subject to a production fee if sponsor would like title to be updated on printed material (e.g. HFSA signage). No exceptions.</i>	August 24, 2023
Graphics for add-on door drop purchases due for production. <i>A surcharge of 10% will apply for graphics submitted between August 22 and September 7, 2023. A surcharge of 20% will apply for graphics submitted after August 22, 2023. 2023. No exceptions.</i>	August 24, 2023
One-time mailing list from HFSA provided to Satellite organizers	August 30, 2023
Pre- and Post-test questions submitted	August 30, 2023
Template Evaluation form reviewed by Satellite Organizers	August 30, 2023
Final 8.5x11" PDF flyer for virtual bag submitted. No exceptions.	September 1, 2023
Speaker slides submitted for preliminary review	September 4, 2023
Pre/post-test questions and evaluation form finalized	September 11, 2023
Final speaker slides uploaded to the official site	September 15, 2023

\*SSRC (Satellite Symposium Review Committee)

# IPS Planning Process

## Status of Approved Grant Proposals

When funding has been approved, the proposed IPS needs to be reviewed by the Satellite Symposium Review Committee (SSRC). A template will be sent to you to complete. Programs included in grant proposals are regarded as preliminary until approved by the SSRC.

Once approved by the SSRC, HFSA will provide the required statements for materials to the Satellite Organizers. It is the responsibility of the Satellite Organizer to adhere to the specifications provided by HFSA when developing program materials, slides, websites, activity announcements, and any other materials developed for the IPS.

NOTE: As part of the SSRC review, it is determined if the proposed program appropriately reflects the HFSA Diversity, Equity, and Inclusion Policy. It is advised that the Satellite Organizers keep this in mind when budgeting for and selecting faculty.

### 1. Selection of the Chair

The chair plays a critical role in the quality and success of the IPS sessions. Final approval of the chair will be made by the HFSA SSRC and the HFSA will extend the formal invitation.

### 2. Initial Planning Call

After the chair is confirmed, a conference call will be arranged with the chair, education partner, and the HFSA to review the role of the chair and begin finalizing the IPS details. Practice gaps, needs assessment, and learning objectives will be reviewed.

### 3. Speaker Confirmation

Upon agreement between the SSRC and the Program Chair, the recruitment of speakers for each IPS can proceed. Once confirmed, a template letter provided by HFSA can be sent to the speakers by the Satellite Organizer. Those agreeing to participate will be asked to provide disclosure information for review. The Satellite Organizer must provide a list of confirmed speakers to HFSA by July 28, 2023.

### 4. Development of Publicity, Slides, & Other Materials

Satellite Organizers involved in the development of mailings, slides, and on-site handouts are required to share these and other materials with HFSA for review and approval. See the Publicity and Materials section for details.

### 5. Slide Review

Slides should be uploaded by Wednesday, September 15, 2023, for review by HFSA. This review is an essential component of the HFSA process for accreditation and conflict-of-interest mitigation.

### 6. Evaluation

HFSA develops an evaluation for each IPS they accredit that includes a pre-test and post-test. Questions for the pre and post-tests are provided by the IPS chair or other members of the IPS faculty. HFSA will provide a summary of the evaluation data to the medical education partner to be shared with the chair, speakers, and funding sources. HFSA also conducts a 90-day follow-up evaluation requesting information about changes in practice.

# Important Considerations in Planning Process

## Fair Balance

The information presented in an IPS must be balanced. If the focus of the IPS is a new drug in a class, reasonable time should be spent on other drugs in the class. Comparisons must be fair. As the accredited provider of an IPS, HFSA is committed to delivering high-level, well-balanced educational programs. Each IPS is monitored by HFSA staff and evaluated by attendees. If the evaluations or monitor reports indicate bias, the program will undergo further review by the HFSA Satellite Symposium Review Committee (SSRC), the VP of Meetings & Education, and, if necessary, by the Ethics Taskforce and Executive Committee.

## Speaker Disclosure

IPS chairs, speakers, and planners will be asked to submit 24 months of disclosure information. Presentations must include a disclosure slide. Disclosure information, including HFSA SSRC disclosures, must also be included on the IPS handout(s).

## Ethical Considerations

Letters of Agreement signed by the Satellite Organizers include an agreement to abide by ACCME guidelines prohibiting attempts to influence speakers or program planning. A key statement in those guidelines notes:

An accredited provider must ensure that the following decisions were made free of the control of commercial interests:

- Identification of educational needs.
- Determination of educational objectives.
- Selection and presentation of content.
- Selection of all persons and organizations that will be in a position to control the continuing education content.
- Selection of educational methods.
- Evaluation of the activity.

Inappropriate attempts to influence speakers will be referred to the HFSA Ethics Taskforce and Executive Committee for review.

# IPS Logistics

## Annual Scientific Meeting Registration

ASM registration is not included, however, if an IPS faculty member is also presenting in the ASM scientific sessions, registration will be provided.

## Slide Loading

Speakers will be given instructions to preload slide files to a dedicated server in August. Slides should be pre-loaded for review by Wednesday, September 15, 2023. The Speaker Ready Room can be used for on-site loading of modifications. All presentations will be networked to session rooms from the Speaker Ready Room.

## Slide Review

Because of the large number of slides presented by speakers at the ASM, extensive slide reviews cannot be held in the Speaker Ready Room. If an extensive review is required an Unofficial Event Form should be used to request approval for slide reviews. All unofficial events are by invitation only and cannot conflict with the scientific program or other official HFSA activities held at the 2023 Annual Scientific Meeting.

## IPS Program Registration

All in-person IPS attendees must be registered for the 2023 HFSA Annual Scientific Meeting. An Annual Meeting badge is required to attend an IPS. Badges are scanned when individuals enter an IPS. Identifying information will be captured by an RFID (radio frequency ID) system. This information will be used to identify individuals eligible for CE credits. No identifying information will be sold or shared with anyone outside HFSA.

## Continuing Education Credit

HFSA offers *AMA PRA Category 1 Credit(s)*™ for physicians and NCPD units for nurses. ABIM MOC for physicians, AAPA CME for PAs, and CPE for pharmacists can also be provided when merited by the program content—additional fees apply for these specialty credits. CE certificates will be available on-site in the registration area and online to virtual attendees. A registration badge is required to sign in and print certificates. Certificates will also be available online following the meeting.

## Food Policy

HFSA provides food and refreshments to attendees of the ASM throughout the conference which is paid for out of general meeting registration fees. If a Satellite Organizer chooses to supplement the food and beverage arranged by HFSA, it is the responsibility of the Satellite Organizer to adhere to the Physician Payment Sunshine Act.

## Gifts

No gifts of any kind may be distributed to registrants.



# Publicity & Materials

## Mailings, Door Drops, & Other Announcements

In addition to publicity provided by HFSA, announcements may be sent to pre-registrants or other groups and door drops may be distributed at the meeting hotel.

A pre-registrant mailing list is included in the IPS fee. If a Satellite organizer prefers to send an eBlast, emails can be requested instead of the mailing list for **\$2,000**.

All arrangements and costs associated with door drops at HFSA-contracted hotels are the responsibility of the Satellite Organizer. There is a **\$3,500** fee for the opportunity to arrange a door drop. It is the Satellite Organizer's responsibility to create, print, and ship the appropriate quantity based on the instructions provided to the Satellite Organizer by the hotel contact.

## Specifications for Print Materials

Upon obtaining approval of the proposed IPS, the print and marketing material statements and logos will be provided.

### Eligibility:

Registration for the 2023 HFSA Annual Scientific Meeting and an official name badge are required to attend the IPS, excluding faculty presenters and staff.

## Use of HFSA Name, Logo, & Insignia

The HFSA name, insignia, logo, or other identifying marks may not be used in signs, advertising, or promotions in any media, or on any literature without the express written permission from the HFSA Chief Executive Officer. The HFSA name cannot be included in any advertising, documents, or publications supported or sponsored by another organization or group. The fact that a company conducts a satellite program at the HFSA Annual Scientific Meeting does not confer permission to use the HFSA name in advertisements or promotional activities. No endorsement by the HFSA of the supporting company or its goods or services, expressed or implied, is permitted or intended.

**In general, the HFSA name cannot be used without the express written permission of the HFSA Chief Executive Officer.** Additional information regarding the use of the HFSA name can be found on the HFSA website ([hfsa.org](https://hfsa.org)). Compliance is expected.

# General Information – 2023

## About HFSA

The Heart Failure Society of America (HFSA) is a professional society devoted exclusively to improving and expanding heart failure care through collaboration, education, research, innovations, and advocacy.

HFSA is the only organization in America representing all members of the multidisciplinary heart failure team, including 2,000+ physicians, nurses, pharmacists, scientists, and patients. HFSA is driven by a vision to reduce the burden of heart failure on patients and families worldwide.

## About 2023 HFSA Annual Scientific Meeting - Where heart failure teams gather...

HFSA Annual Scientific Meeting: October 6 – 9, 2023  
Huntington Convention Center of Cleveland  
300 Lakeside Avenue E  
Cleveland, OH 44113  
Website: <https://www.clevelandconventions.com>

### October 2023:

The HFSA ASM will be an in-person meeting in 2023 and is the only cardiology meeting focused exclusively on heart failure.

The HFSA ASM has gained a reputation as an outstanding forum for the presentation of the latest information available (clinical and basic research, treatment, and care of patients) in the field of heart failure. It is the CAN'T MISS meeting for all members of the heart failure care team, featuring a robust, team-based educational program taught by a multidisciplinary line-up of industry experts.

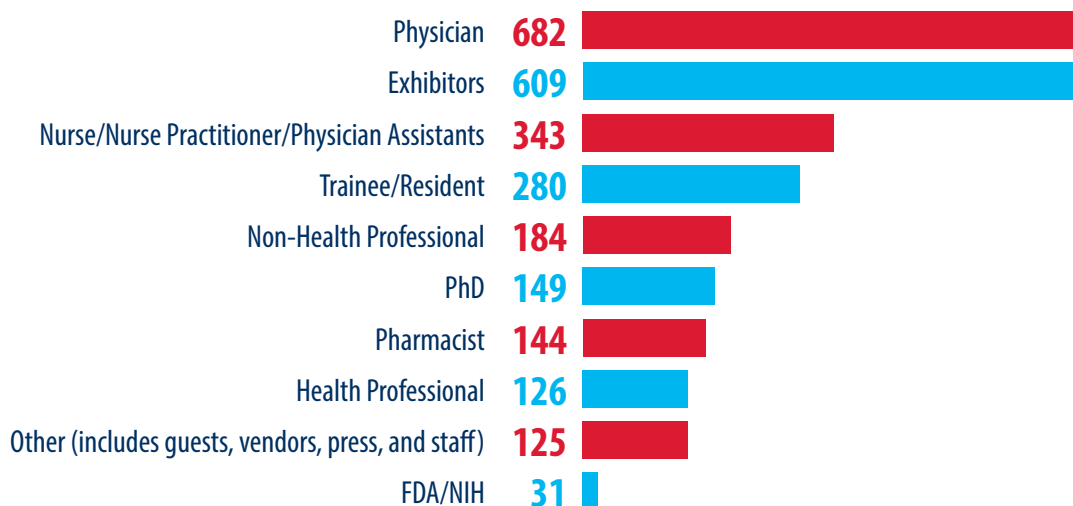
The meeting provides a state-of-the-art platform for industry leaders to share experiences and expertise through IPS, lectures, debates, poster presentations, and hands-on workshops while providing attendees with enriching opportunities to network with colleagues. It is the place to be for cutting-edge research, the newest technologies, and proven best practices in heart failure care.

# ASM 2022 Total Attendance

TOTAL ATTENDANCE: 2,673

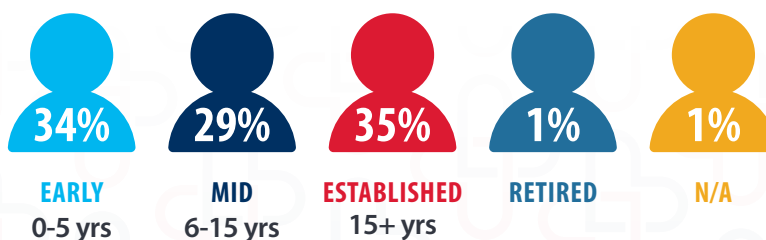


## 2022 Attendance by Category



## 2022 Registrants by Career Level

(for those within the medical profession)



## Key Information At-A-Glance

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Meeting Space	X	
Meeting Room Set-Up Coordination		X
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Travel Accommodations		X
Audio Visual – Freeman AV is the official provider of all programming at ASM. Freeman AV must be used for the program.		X
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Onsite Staffing		X
Badge Scanners and Staff	X	

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