

CROHN'S & COLITIS CONGRESS[®]

FEBRUARY 6-8, 2025 • SAN FRANCISCO



Satellite Symposia Rules & Regulations Guidelines

[Crohn's & Colitis Congress Information](#)

[Important Dates](#)

[Symposium Scheduling](#)

[Locations](#)

[Available Dates & Times](#)

[Fees and What's Included](#)

[Application and Deadlines](#)

[Roles and responsibilities](#)

[Marketing Opportunities](#)

[Congress Policies](#)

Pre-Meeting

Printed and Published Materials

Regulation Compliance

Payment Terms

Cancellation Fee

[Crohn's & Colitis Congress FAQs](#)

[Contact information](#)

Crohn's & Colitis Congress Information

- The Crohn's & Colitis Congress will be held at **The Moscone Convention Center in San Francisco, California.**
- **Satellite Symposia will be held at the San Francisco Marriott Marquis.**
- In 2024, Congress had **1,626** attendees with 1,249 being professional attendees.
- The top 3 areas of interest are Clinical, Research, and Education and Training.
- More than half of the attendees have prescribing capabilities.
- The Congress does not track audience demographics at symposia.

Important Dates

| Action Item | Date |
|---|---------------------------------|
| Online Application Available. | September 19, 2024 |
| DUE: Full Payment is Paid. | 30 Days from the Date of Order. |
| Meeting Space Assigned. <i>*Space will not be assigned unless full payment is received by the Congress.</i> | November 2024 |
| Applications require payment upon reservation. | November 1, 2024 |
| Cancellation Fee of 50% of the total fee would be due. | On or before November 1, 2024 |
| Cancellation Fee of 100% of the total fee would be due. | After November 1, 2024 |
| DUE: Application with full payment and session details due to be included in digital materials. | December 13, 2024 |
| DUE: (2) Complimentary Name Badge Information. | January 8, 2025 |
| DUE: Link to Virtual Meeting Room, Website or Recording. <i>(Optional).</i> | January 23, 2025 |
| DUE: Link to Website with Recording. <i>(Optional).</i> <i>*The Congress will host the link on the website through Thursday, April 10, 2025.</i> | March 1, 2025 |

Symposium Scheduling

A limited number of satellite symposia will be permitted at Crohn's and Colitis Congress 2025. The Congress will offer five live, in-person symposia slots. The online application will be available on **September 19, 2024**. The Congress reserves the right to review all symposia applications for accuracy and appropriateness and to reject topics, formats, or materials deemed inappropriate. Symposia applications can be accessed via the Congress website at <https://www.crohnscolitiscongress.org>.

Congress prohibits symposia during scheduled scientific sessions. Symposia, or any portion of them, including registration, food and beverage function, and question-and-answer sessions, may only be held **before 7:30 a.m. or after 6:00 p.m.** during the designated timeslots. This policy will be strictly enforced, and any violations will result in a loss of priority points earned if the symposium is hosted or supported by a current industry supporter. If the symposium is not affiliated with a current industry supporter, Congress will determine the appropriate action, which is not limited to expulsion from participating in future Congress events.

Locations

- Space will be assigned at the Marriott by the Congress on a first come, first served basis, and when full payment is received. Your symposium will not be placed until the Congress has received full payment, regardless of your application date.
- Once full payment is received, your space will be placed in order of payment receipt. Meeting space placement will be made in **November 2024**. You will receive a confirmation email once placement has been made.
- Symposia will be placed in the official Congress hotel. When your Symposia is placed, you will work directly with the hotel to continue your planning.
 - Meeting space location may be subject to food and beverage minimums, space rental, audio-visual, and equipment rental fees. Said fees are the responsibility of the symposia host. The symposia fee paid to the Congress does not include these additional fees.
- Space assignments are final and may not be switched unless done so by Congress.

Available Dates & Times

- Symposia dates are **February 6-8, 2025**. Only morning and evening slots are available.
 - Morning symposia must end by **7:30 a.m.**, including question-and-answer periods.
 - Evening symposia cannot start before **6:00 p.m.**, including the registration process as well as any food and beverage period.
 - The duration of the symposium is up to the sponsoring company to arrange.
- Dates and times submitted on the application are just preferences. The Congress will confirm your final date and time, once full payment has been received, based on availability.
- All confirmed dates and times are final and may not be switched unless done so by the Congress.
- Available dates and times:

| Dates | Morning Slots | Evening Slots |
|----------------|---------------|---------------|
| Thurs., Feb. 6 | n/a | 2 |
| Fri., Feb. 7 | 2 | n/a |
| Sat., Feb. 8 | 1 | n/a |

Fees and What's Included

The fee for one am or pm slot is **\$30,000**. Please see the list below for additional information.

- The Congress will assign provide the appropriate hotel
- The Congress will provide one complimentary pre-registrant mailing list for use to promote the symposium. Pre-registration list will be exported from the registration database. The Congress is not responsible for list clean up or integrity of this list.
 - Subsequent lists can be purchased and are discounted 50 percent from the regular fee.
 - **List will be supplied by request.**

| Time Slot | Slot Fee |
|--------------|----------|
| AM Symposium | \$30,000 |
| PM Symposium | \$30,000 |

appropriate meeting space, day, time and contacts.

complimentary pre-registrant mailing list

- The Congress will send one combined email blast to attendees about two weeks prior to the conference.
- The Congress will provide two complimentary attendee badges (per symposium) to non-ticketed Congress scientific sessions.
 - Complimentary attendee name badges are due by **Wednesday, January 8, 2025**.
- The Congress will list your symposium listing on the Congress website, mobile application, and prior to the event.
 - If you wish to have a hybrid or virtual component for your Satellite Symposium, it is your responsibility to coordinate. The Congress will place a listing within the on the website. Supporters will be responsible for providing the link to the hybrid/virtual symposium or recording.
 - Links to your virtual meeting room, website and/or recording will be due to the Congress by **Thursday, January 23, 2025**.
 - If you record your onsite or virtual Satellite Symposium, the Congress will host the link to your recording on the website through **Thursday, April 10, 2025**.

Application and Deadlines

There is no deadline; however, slots are assigned based on receipt of payment. We can accept applications until all the slots are full. However, for your symposium to be included in the digital materials, your application and session details must be provided by **Friday, December 13, 2024**.

Roles and responsibilities

Congress

- Review and approve application, proposed activity, and other materials, as appropriate.
- Review and approve of all program marketing materials, including marketing collateral, on-site signage, etc.
- Promote symposium via standard marketing options (refer to the Promotional opportunities for all satellite symposia section for more details).

Third-party medical education provider

- Submit satellite symposia online application via the Crohn's & Colitis Congress website at <https://www.crohnscolitiscongress.org>.
- Submit payment for satellite symposia upon submission of application and/or approval of application. Meeting space assignments will not be made until payment is received.
- Lead all management of satellite symposia, including:
 - Create all marketing materials; provide them to the Congress for review.
 - Coordinate with the venue for all logistics, including room set-up, audiovisual requirements, and food/beverage orders.
 - Manage faculty and third-party staff travel, including faculty registration.

Marketing Opportunities

For marketing opportunities for Satellite Symposia, please email your industry contact below.

| <u>COMPANIES #, A-G</u> | <u>COMPANIES H-Z</u> |
|---|---|
| ALISA STREETS Account Manager Industry Sales and Operations Astreets@gastro.org | TESSA AYALA Account Manager Industry Sales and Operations tayala@gastro.org |

Congress Policies

Pre-Meeting

- The Congress reserves the right to review all symposium applications and promotional materials and to reject topics, formats or materials deemed inappropriate.
- Program content must be relevant to digestive health or GI practice.
- Approval from the Congress does not constitute an endorsement of the program or its contents by the Congress or its partnering societies.

Printed and Published Materials

- All industry sponsors/supporters must be listed on all printed and published materials.
- All printed and published materials must bear the following information: Sponsored by..., Supported by..., and coordinated by...
- All advertisements, promotions or invitations for the symposium must bear the following statement: "This programs content and views expressed therein are those of the sponsor and not of Crohn's & Colitis Congress®." This statement must appear on the cover/front page of any copy using at least a 10-pt. font size.
- The Congress logo and the Crohn's & Colitis Congress name may not be used in any promotions, advertisements, meeting materials or correspondence related to the program.

Payment Terms

All DDW Satellite Symposia and Marketing Opportunities will be billed at 100% upon selection and execution of the application and sponsorship contracts. **Payment is due no later than 30 days from the date of order.** The Congress reserves the right to reject or resell any opportunity if payment is not received within 30 days. Failure to make full payment by this date will result in the item being placed back into inventory for another party to purchase and Satellite Symposia organizers will incur cancellation fees for the Satellite Symposia fee (see below).

- All payments are **non-refundable after Friday, November 1, 2024.**
- If an order is placed after **Friday, November 1, 2024**, payment will be due upon reservation.
- The Congress reserves the right to not fulfill any unpaid Marketing Opportunities.
- Space will be assigned only after full payment has been received based on availability at that time. Meeting space placement will begin in **November 2024**. You will receive communication once placement has been made.

Cancellation Fee

Notification of satellite symposium cancellation must be in writing. Any supporter canceling a satellite symposium will be charged a fee based on the following schedule:

- On or before **Friday, November 1, 2024**: 50 percent of total fee is due, regardless of whether the slot is re-sold.
- After **Friday, November 1, 2024**: 100 percent of total fee is due, regardless of whether the slot is re-sold.

Satellite Symposium cancellations will result in automatic cancellation of any marketing opportunities and registered staff secured for the satellite symposium. **No refunds will be provided for these other opportunities.**

Crohn's & Colitis Congress FAQs

Educational Content

Is a virtual satellite permitted?

Yes, satellite organizer is responsible for all coordination. The Congress is a fully in-person meeting.

Does the Congress or any of the sponsoring societies provide CME and/or CE certification?

No. You must provide or independently obtain the CME or CE certification for your activity.

What content involvement/review does the Congress have?

The Congress is not involved in the content of the actual event, but we must review and approve all copies for invitations and flyers sent to the Congress attendees.

What guidelines does the Congress have regarding posting presentations online?

The Congress allows partners to post their presentations online if the presentation does not make mention of the Congress. Presentations must be hosted by the education partner. The Congress will post a link to the education partner's website on the Satellite Symposia Schedule page for attendees to view post show. Links will be posted until **Thursday, April 10, 2025**.

Can the sponsor follow up with the attendees by providing enduring materials?

Yes, however it is the sponsor's responsibility to collect any contact information during the symposium and to acquire all the permissions to contact each attendee. The Congress cannot provide attendee contact information. All promotional materials for live streaming presentations or hosting presentations online must follow the Congress DDW's rules and regulations and must be reviewed and approved by the Congress prior to release.

Contact information

Unless otherwise noted, the Congress prefers to communicate via email. During the process, please direct all contact to Emily Glass, Manager, Convention Activities at eglass@gastro.org.