

Satellite Symposia Guidelines & Requirements

Satellite Symposia (SS) are independent educational events held during the Crohn's & Colitis Congress® (Congress) and are intended to complement the official scientific program. They offer a unique opportunity to present content before or after Congress sessions and may provide CME/CE credit.

The top topics of interest for Congress attendees are Clinical, Research, and Education and Training.

Application

The online application will open on Sept. 30, 2026. The Crohn's & Colitis Congress® (Congress) will review all applications for appropriateness and to reject topics, formats, or materials deemed inappropriate.

Dates and times submitted on the application are preferences. Congress will confirm your final date and time based on availability once full payment has been received.

There is no application deadline, however satellite symposia applications submitted after Friday, Dec. 4, 2026 will not be listed in any digital materials (e.g., mobile app, Congress' website, or complimentary attendee email).

Time Slots, Capacity, and Fees

Date	Time Slot	Availability	Fee
Thursday, January 21, 2027	Evening	Two (2) Concurrent timeslots	\$30,000
Friday, January 22, 2027	Morning	Two (2) Concurrent timeslots	\$30,000
Friday, January 22, 2027	Lunch	One (1) timeslot	\$40,000

The Satellite Symposia fee is a slot fee only. With the purchase of each time slot, you also receive a complimentary attendee mailing list. Companies are eligible to secure more than one time slot.

Timing Requirements

Although the duration of symposia is at the discretion of the sponsoring company, symposia must follow the timing requirements below depending on what time of the day they are being held:

- Morning symposia must end by 7:30 a.m., including Q&A
- Evening symposia cannot start before 6:00 p.m., including registration and any food and beverage period.
- Lunch symposia must be held between 11:30 a.m. – 2:00 p.m., including any registration, food and beverage period, and/or Q&A.

Estimated Room Capacities

The capacities below are provided as a general planning guide. Actual capacities may vary depending on the Satellite Host's final room configuration. Once you have been assigned a space, you may reach out to the Hyatt Regency New Orleans for more information.

Time Slot	Banquet	Reception	Theater	Classroom
Thursday Evening	140	220	200	130
Friday Morning	220	340	300	180
Friday Lunch	500	700	680	430

Additional Expenses

Any additional charges such as food and beverage minimums, space rental, audio-visual, electrical and equipment rental fees are the responsibility of the Symposia Host.

Space Assignment

All Satellite Symposia will be held in the Hyatt Regency New Orleans. Specific space within the Hyatt will be assigned on a first-come, first-served basis based on when full payment is received. All space assignments are final and may not be altered, changed, or switched unless done by Congress staff.

Services Provided by Congress

- The Congress will assign appropriate meeting space, day, time and provide the appropriate hotel contacts.
 - Once the symposium is placed, it is the Symposia Host's responsibility to work directly with the hotel to plan their Satellite Symposia.
- The Congress will send one combined email blast to attendees one week prior to the conference.
- The Congress will provide two complimentary attendee badges for non-ticketed Congress scientific sessions.
 - Complimentary badges will be available to be picked up on site at registration.
- The Congress will list your symposium listing on the Congress website and mobile application prior to the event.

Key Dates and Deadlines

Date	Deadline
Sept. 30, 2026	Online application opens
30 days after application approval	Full payment due
Upon receipt of full payment	Meeting space assigned
Sept. 30 – Oct. 30, 2026	50% cancellation fee due
Oct. 31, 2026 or after	100% cancellation fee due
Dec. 4, 2026	Symposia information due (via form*)
Jan. 8, 2027	Complimentary badge information due (via form*)
Jan. 15, 2027	Optional streaming or recording link due (via email)

*Links to all necessary forms will be sent to the Satellite Host upon receipt of full payment.

It is the Satellite Host's responsibility to meet these deadlines. Failure to meet these deadlines could result in website, signage, and/or other onsite promotional materials with outdated information or forfeiting the opportunity to utilize the complimentary materials.

CME and CE Requirements

For all Satellite Symposia, it is the responsibility of the Symposia Host or one of its partners to provide or independently obtain the CME or CE certification for the symposia. Neither the Crohn's & Colitis Congress® or either of its sponsoring societies provide CME and/or CE certification.

Payment Terms

All Satellite Symposia space will only be assigned after full payment has been received, and based on availability at that time.

Satellite Symposia be billed at 100% upon approval of the Satellite Symposia application. Payments are due based on when the satellite symposia application was submitted. Application submitted:

- **On or before Oct. 30, 2026:**
 - Full payment no later than 30 days from the date of the application.
- **After Oct. 30, 2026:**
 - Full payment will be due upon notice that the Satellite Symposia application has been approved.

Failure to make full payment by the deadline will result in the item being placed back into inventory for another party to purchase and the Symposia Host may incur cancellation fees for the Satellite Symposia depending on when the application was submitted. Please make sure to include your company name and invoice number on all forms of payment. Companies that use sister/parent/third-party companies to make payments need to reference the Symposia Host name on the invoice. Congress reserves the right to reject or resell any Satellite Symposia if payment is not received according to the deadlines above.

Cancellation Fee

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

- **On or before Oct. 30, 2026:**
 - 50% of the total fee is due, regardless of whether the opportunity is re-sold.
- **After Oct. 30, 2026:**
 - 100% of total fee is due, regardless of whether the opportunity is re-sold.

Satellite Symposium cancellations will result in the automatic cancellation of any marketing opportunities, hotel rooms, and complimentary badges secured for the satellite symposium. No refunds will be provided for these other opportunities.

Hybrid/Virtual Symposia

If you wish to have a hybrid and/or virtual component for your Satellite Symposium, it is the responsibility of the Symposia Host to coordinate all aspects of the hybrid and/or virtual component including, but not limited to, securing hotel approval (if necessary), coordinating and paying for any AV needs, and hosting the recording/stream.

If provided a link to the recording or stream is provided to Congress by Friday, Jan. 15, 2027, Congress will:

- Place the recording/streaming link within your Satellite Symposia's listing on the Congress website.
- Post the link to the recording on the website for attendees to view post-show through Friday, March 26, 2027.

If the symposium is being live-streamed and the Symposia Host wishes Congress to post a link to the recording instead of the live-stream, the link to the recording must be submitted to Congress by Friday, February 5, 2027.

Marketing Opportunities

All promotional and marketing materials must be approved by Show Management prior to distribution. It is the sole responsibility of the sponsor to work with Show Management to receive approval of materials.

All marketing materials promoting the Satellite Symposia must adhere to the following marketing guidelines:

- All industry sponsors/supporters must be listed on all printed and published materials.
- All material promoting your Satellite Symposia contain the following statement:
 - “The Satellite Symposia content and views expressed therein are those of the sponsor and not of the Crohn’s & Colitis Congress®.”
 - This statement must appear on the cover/front page of any copy using at least a 10 pt font size.

Use of the Congress Name and Logo

- Permission to use the Crohn’s & Colitis Congress® (or Congress) name in advertisements or promotions will be at the discretion of Show Management and can be approved or denied if Congress deems the use inappropriate.
- **The use of CCC or CCC® is strictly prohibited.** The shorthand name for Crohn’s & Colitis Congress® is just “Congress”.
- The Congress logo may not be used in any promotions, advertisements, meeting materials or correspondence related to the program.

Limitation of Liability

The supporting company and affiliates shall indemnify Congress and its components societies against all claims, demands, actions, expenses, damages, penalties, attorney’s fees, or proceedings incurred by Congress because of the publications distributed at, statements made during or any other conduct arising out of or in any way connected with the Satellite Symposia.

Contact Us

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