



**SYMPOSIUM APPLICATION & CONTRACT**  
**APNA CLINICAL PSYCHOPHARMACOLOGY INSTITUTE WEST**  
**MARCH 14-15, 2020 | HILTON SAN DIEGO MISSION VALLEY**

**Introduction & Guidelines**

The American Psychiatric Nurses Association (APNA) will hold the Clinical Psychopharmacology Institute West (CPI) on March 14-15, 2020 at the Hilton San Diego Mission Valley in San Diego, CA. Attendance is **estimated at 200\*** with over 80% of registrants being APRNs (CNS & NP). The CPI target audience is nurses who prescribe and manage psychiatric medications.

The mission of APNA is to advance the science and education of psychiatric-mental health nursing. APNA is committed to the specialty practice of psychiatric-mental health nursing, health, wellness and recovery promotion through identification of mental health issues, prevention of mental health problems and the care and treatment of persons with psychiatric disorders. Our vision is that APNA will be a leader in transforming mental health care in the nation.

In fulfillment of this mission, APNA has established goals that relate directly to the education of psychiatric mental health nurses. It is with your help that APNA can effectively meet the needs of the mental health community through educational programs.

APNA Symposium Contact:     Leslie Hoopengardner, CAE, CMP  
                                          Office: 571-533-1934  
                                          Email: [LHoop@apna.org](mailto:LHoop@apna.org)

*\*This number is an estimate and subject to change. APNA strongly encourages the sponsoring company to request registration numbers frequently to stay current with registration projections.*

**Sponsorship**

An unrestricted educational grant + AV fee to the American Psychiatric Nurses Association provides the opportunity to host a ninety-minute educational symposium during the APNA CPI West. Proposals for an educational symposium should be received no later than February 17, 2020 in order to include the title in the online and printed Program Book. Prior to this, the chair of the program must be approved by APNA. APNA will continue to accept applications after February 17, 2020 if openings remain.

Sponsorship: Lunch: \$30,000  
Audio Visual Leasing Fee: \$2,500  
Meals for symposium will be provided by APNA, thus Sunshine Act reporting is not required.

**Registration & Provision of Contact Hours**

Symposium registration will be hosted through APNA's conference registration website at no additional cost, provided that the activity is scheduled prior to opening the online registration site in early to mid-February\*\*. An approved title, short description and name of faculty chair must be submitted for online registration.

It is the responsibility of the sponsoring company to request registration numbers prior to the program.



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Contact hours must be provided for the symposium through an organization accredited by ANCC or an organization that meets ANCC criteria (ACCME; ACPE; for a complete list, see the ANCC website). APNA will oversee all educational activities at the conference and must approve your topic for presentation.

\*\*Additional fees may apply for adding activities after online registration opens.

**Available Time**

The following time is available:

- Sunday, March 15, 2020: 11:45am – 1:15pm
- Sponsorship: Lunch: \$30,000
- Audio Visual Leasing Fee: \$2,500

The above time represents a ninety (90) minute presentation for 1.5 NCPD  
*Option: A sixty (60) minute presentation following the meal for 1.0 NCPD*  
*Schedule is subject to change. Additional times may available. Contact APNA.*

No part of the program may begin prior to the start of the scheduled time and the program must end by the designated time.

**Logistics**

Symposia timeslots will be assigned on a first-come, first served basis after a complete agreement and full payment have been received. Once the program is approved and a time/location assigned, APNA will provide hotel contact information.

**Meals for symposia will be provided by APNA, thus Sunshine Act reporting is not required.** Food will be set near the presentation room to encourage attendance.

The program sponsor is responsible for all costs associated with the program including audiovisual equipment and related services, a slide review room/staff office, all speaker fees (travel, hotel & honoraria), CE fees, labor costs and onsite program staff.

**Additional costs borne by the program sponsor:**

- Full management and related expenses of the symposium, including but not limited to: all pre-conference logistical support and materials production and distribution, on-site conference support and registration requirements, and post-conference support. All costs associated with the program materials are also the responsibility of the sponsor including production, shipping, receiving, storage, and transfer of materials to the assigned function space. APNA does not provide logistical support or management.
- Additional audio/visual costs related to management, labor, equipment, etc. APNA’s contracted audio/visual provider must be utilized for all audio/visual needs.
  - Programs have a shared AV cost, payable to APNA, of \$2,500 which includes the following: (2) LCD projectors and screens, (1) Confidence monitor, (1) Lavalier microphone, (1) Podium microphone; additional equipment can be requested at the expense of the sponsoring company.



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The chair must be a current APNA member. Faculty members may attend educational sessions on the day of the symposium. Symposium faculty must register for the conference if they wish to attend additional conference days.

**NCPD Accreditation**

All programs must be in full compliance with the American Nurses Credentialing Center's requirements for Nursing Continuing Professional Development contact hours. NCPD contact hours (or equivalent) must be provided for all educational symposia. APNA requires evidence of your organization's current provider status.

1. **Statement of Purpose:** Program is for scientific and educational purposes only and will not promote products, directly or indirectly. Programs will comply with federal and state laws that regulate business practices between health care manufacturers and customers.
2. **The Sponsor:** Will designate a representative to serve as the official contact with the APNA for all advanced meeting arrangements.
3. **Control of Content and Selection of Faculty and Chairpersons:** The American Psychiatric Nurses Association approves both the **chair and the proposed faculty** and general content and format of the program. The Commercial Supporter agrees not to direct the content of the program. The Sponsor and its agents will provide faculty qualifications and will disclose in writing any financial or other relationships between the Sponsor and faculty.
4. **Meeting Room Set-Up and Logistics:** APNA will provide a time and meeting room for the program. The Sponsor will be responsible for the room set-up, electrical power and requirements for audiovisual equipment. The sponsoring company must use the AV provider contracted by APNA and will pay APNA a shared AV cost of \$2,500 for the activity. The cost of AV equipment and/or labor in addition to the standard set contracted by APNA is the responsibility of the sponsoring company.
5. **Publicity:** APNA will publicize the symposium in the marketing and promotional materials for CPI West via mail, email and the APNA website.
  - (a) **Disclosure of Financial Relationships:** The NCPD provider will ensure meaningful disclosure to the audience prior to the program, of (a) Sponsor funding; (b) any relationship between the Sponsor and the grant recipient, Chairperson or individual faculty; and (c) other significant financial relationship between faculty and other commercial entities in presentation slides.
  - (b) **Involvement in Content:** There will be no "scripting," emphasis, or direction of content by the Sponsor or its agents.
  - (c) **Promotional Activities:** The Sponsor, or its agents, will provide the artwork (to specifications and deadline date) for the colored advertisement in the APNA Annual Conference Program Book. No promotional activities or product advertisements will be permitted in the same room as the educational activity.
  - (d) **Objectivity and Balance:** Faculty will make every effort to ensure that data regarding the Sponsor's products (or competing products) are objectively selected and presented, with

favorable and unfavorable information and balanced discussion of prevailing information on the product(s) and/or alternative treatments.

- (e) **Limitations on Data:** Faculty will ensure, to the extent possible, meaningful disclosure of limitations on data, e.g., ongoing research, interim analysis, preliminary data, or unsupported opinion.
- (f) **Discussion of Unapproved Uses:** APNA requires that faculty disclose when a product under discussion is not approved for use in the United States or if FDA approval for the drug is other than what is being discussed (off-label).
- (g) **Opportunities for Debate:** Faculty will ensure meaningful opportunities for questioning or scientific debate.
- (h) **Evaluation:** APNA will receive a copy of activity evaluations and comments concerning the program.
- (i) **Independence of APNA in the use of Unrestricted Educational Grants and sponsor expenses:**
  - The Sponsor will pay APNA an unrestricted educational grant in the amounts provided above for each ninety-minute symposium. The grant must accompany the Letter of Agreement.
  - The Sponsor will pay all program related expenses plus expenses and honoraria for faculty and others associated with the program.
  - The Sponsor, third party agents, faculty and chairpersons agree to abide by all requirements of the ANCC Standards for Continuing Education.
  - The American Psychiatric Nurses Association agrees to: (1) abide by the requirements of the ANCC Standards for Continuing Education; and (2) acknowledge financial support from the sponsor in program brochures, syllabi, and other program material.

**If any of the above rules are broken, the APNA reserves the right to cancel the event at any time. It could also jeopardize the company's status as an exhibitor (if applicable).**

## Marketing & Promotion

APNA is pleased to help sponsors promote their educational programs.

- The presentation title, faculty chair, and a short description are due with the signed agreement. This information will be used for advertising the symposium in print and online. The abstract, objectives and additional faculty names are due **February 17, 2020**. APNA will include a one-page color announcement in the *CPI West Program Book*. The final advertisement must be prepared by the sponsor and sent to APNA by **February 17, 2020**.
- **Enduring** – Educational program
  - Opportunities to post symposium content online as an educational activity may be available through APNA. Contact APNA for more information.
- **Mailing** – Symposium sponsors can send one (1) promotional piece via mail using the pre-registration list through an **APNA-approved printer** after the early bird registration closes. The early bird registration deadline for *CPI West* will be mid-late February. If you wish to conduct a mailing at any time prior to this cut-off date, you may request to do so. Those sponsors who want to conduct additional mailings can contact the APNA office for information on rental pricing. If an email invitation is preferred, contact APNA.



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- *Signage* – Sponsors are invited to display one (1) sign on the day of their educational symposium.
- *Table-Top Exhibit* – Symposium sponsors are welcome to promote their programs from a table-top exhibit. Visit [www.apna.org/CPImarketing](http://www.apna.org/CPImarketing) for more information.

**Material Preparation**

In keeping with American Nurses Credentialing Center (ANCC) requirements, the American Psychiatric Nurses Association (APNA) reviews all promotional materials related to commercially sponsored **NCPD** activities. The materials must be approved by APNA **prior** to printing, pressing, manufacturing and/or production and distribution. Please allow three business days for the APNA to email written approval of promotional materials.

Promotional materials include (but are not limited to): advertisements; announcements, invitations, and reminders; brochures; signs; and on-site handout materials, such as a syllabus or workbook, in whatever form or media including digital and multimedia and however distributed including online distribution. The color advertisement for the *CPI West Program Book* must also be reviewed and approved by APNA.

In order to avoid confusion and delay in reviewing the materials, please review the following guidelines for promotional materials:

1. **There must be clear indication of the organization that is providing funding for the symposium.** The phrase, ***Supported by an unrestricted educational grant from...*** also needs to appear in all materials. \* The terms “funded by” and “made possible through an educational grant from” are also technically acceptable. Third party facilitators may appear on advertisements printed in the *Program Book*.
2. **The Continuing Education accreditation and designation language must meet American Nurses Credentialing Center (ANCC) requirements and appear on each promotional piece.**

**Cancellation Policy**

If the sponsored symposium is cancelled for any reason, 50% of the grant will be refunded if cancelled prior to January 24, 2020. After January 24, 2020, no refunds will be granted.

**Liability**

For all educational symposia, the sponsoring organizer will take full responsibility for the program and will hold harmless the APNA, its officers, agents, and employees from any and all liability associated with the event.

**Important Dates**

Due Date	Item Due
<b>With Letter of Agreement</b>	<b>Letter of Agreement</b> , including name of faculty Chair, approved by APNA, and title and short description of presentation, terms and conditions, for the Sponsor and Supporter returned to: <a href="#">Leslie Hoopengardner</a>



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<i>to be included in printed registration brochure</i>	<i>* Continuing until allotted slots are filled</i>
<b>With Letter of Agreement</b>	<b>\$30,000 unrestricted educational grant payable to APNA per ninety-minute symposium.</b>
February 17, 2020	<ol style="list-style-type: none"> <li>1. <b>Final names of faculty</b>, a 200 word abstract of presentation, objectives/outcomes (3-5), Disclosure statement for the Chair, and any changes in title of symposium submitted to <a href="#">Leslie Hoopengardner</a>.</li> <li>2. <b>Final copy of program book advertisement</b>: Submit via email to <a href="#">Leslie Hoopengardner</a>. The ad is full color; specs provided on request.</li> <li>3. <b>Request for mailing list</b> and sample mailing piece submitted to APNA National Office (optional) Note: participants are pre-registered for the symposia and may not necessitate additional invitations or mailings to those already registered.</li> </ol>

*Contact APNA if you are unable to meet any of these deadline dates.*



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AMERICAN PSYCHIATRIC NURSES ASSOCIATION

LETTER OF AGREEMENT  
For Sponsorship of Educational Symposium

Regarding Terms, Conditions, and Purposes of an Unrestricted Educational Grant between The American Psychiatric Nurses Association and (Sponsor)\_\_\_\_\_.

**Nursing Continuing Professional Development Activity:**

Title:\_\_\_\_\_

Program Description:\_\_\_\_\_

\_\_\_\_\_

CE Provider \_\_\_\_\_ Attach documentation of current status.

**Speaker #1 is the Chair and must be an APNA member.**

Name, credentials and institution\_\_\_\_\_

Speaker #2 Name, credentials and institution\_\_\_\_\_

Speaker #3 Name, credentials and institution\_\_\_\_\_

Speaker #4 Name, credentials and institution\_\_\_\_\_

**Commercial Supporter:**

Company Name/Branch Address:

\_\_\_\_\_

\_\_\_\_\_

City/State/Zip:\_\_\_\_\_

Company Representative (Contact Person):\_\_\_\_\_

Phone\_\_\_\_\_ Fax\_\_\_\_\_ Email\*:\_\_\_\_\_

**Sponsor (Third Party Organizer)**

Representative (Contact Person):\_\_\_\_\_

Company Name/Branch Address:\_\_\_\_\_

City/State/Zip:\_\_\_\_\_

Phone\_\_\_\_\_ Fax\_\_\_\_\_ Email\*:\_\_\_\_\_

Description of Company Products/ Services:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **A BUDGET FOR ALL EXPENSES RELATED TO THIS SYMPOSIUM IS ATTACHED.**

The aforementioned company wishes to provide support for the named nursing continuing professional development activity by means of an unrestricted educational grant in the amounts listed above per ninety-minute symposium.



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The ANCC requires that "All support associated with a NCPD activity, whether in the form of an educational grant or not, must be given with the full knowledge and approval of the accredited sponsor."

**AGREED**

As a representative for \_\_\_\_\_ (Sponsor), I hereby agree to the rules and regulations as listed in the APNA Guidelines for Hosting Industry Sponsored Educational Symposia.

Title of Symposium \_\_\_\_\_

Sponsor (company name): \_\_\_\_\_

Sponsor Representative (print name): \_\_\_\_\_

Signature/Date \_\_\_\_\_

APNA Representative (print name): \_\_\_\_\_

Title: \_\_\_\_\_

Signature/Date: \_\_\_\_\_

**Return this completed form with check made payable to the  
American Psychiatric Nurses Association, to:**

Attn: Leslie Hoopengardner  
American Psychiatric Nurses Association  
3141 Fairview Park Drive Suite 625  
Falls Church, Virginia 22042





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**Nursing Continuing Professional Development Policy on Full Disclosure**

The American Psychiatric Nurses Association requires disclosure to the audience of the existence of any significant financial interest or affiliation that a faculty member has with any commercial supporter of the activity and/or with the manufacturer(s) of any commercial product(s) and/or provider(s) of any commercial service(s) discussed in an educational presentation.

The existence of such relationships does not necessarily constitute a conflict of interest, but the prospective audience must be informed of the faculty member's affiliation with a commercial sponsor by way of an acknowledgement in the printed program or syllabus.

This policy is intended to openly identify any potential conflict so that members of the audiences in an educational activity are able to form their own judgment about the presentation.

A reasonable test to guide decisions about what to disclose is whether any particular affiliation could cause embarrassment to the individual or institution involved, or lead to questions about the faculty member's motives, if such affiliation(s) were made known to the general public.

**Glossary of Terms**

**Commercial Interest**

ANCC defines an entity that has a "commercial interest" as any proprietary entity producing health care goods or services, with the exception of non-profit or government organizations.

**Financial relationships**

ANCC defines "financial relationships" as those relationships in which the individual benefits by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria, ownership interest (e.g., stocks, stock options, or other ownership interest, excluding diversified mutual funds), or other financial benefit. Financial relationships can also include 'contracted research' where the institution gets the grant and manages the funds and the individual is the principal or named investigator on the grant. Financial benefits are usually associated with roles such as employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities from which remuneration is received, or expected. ANCC considers relationships of the person involved in the NCPD activity to include financial relationships of a family member.

**Relevant financial relationships**

ANCC considers financial relationships in any amount occurring within the past 12 months as "relevant" in terms of creating a conflict of interest.

**Conflict of Interest**

ANCC defines a "conflict of interest" as when an individual has an opportunity to affect NCPD content with products or services from a commercial interest with which he/she has a financial relationship.

ANCC considers "opportunity to affect NCPD content" to include content about specific agents/devices, but not necessarily about the class of agents/devices, and not necessarily content about the whole disease class in which those agents/devices are used.

**Off label**

"Using products for a purpose other than that for which it was approved by the Food and Drug Administration (FDA)."



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AMERICAN PSYCHIATRIC NURSES ASSOCIATION

**CRITERIA FOR PARTICIPATION IN INDUSTRY SPONSORED SYMPOSIA**

1. Chairpersons and faculty should be regarded as known experts in the subject area to be presented.
2. Chairpersons and faculty should be willing to commit to availability for the entire scheduled time of the symposium.
3. Chairpersons and faculty are encouraged to participate in the conference and receive complimentary registration for the day of the symposium.
4. Chairpersons and faculty should agree to present a well-balanced presentation that is in compliance with ANCC standards for a NCPD program.
5. Chairpersons and faculty should agree to present for only one Industry Sponsored Symposia program during any one APNA Annual Conference Program unless pre-approved by APNA to participate in more than one symposium.
6. Chairpersons and faculty must disclose any potential conflict of interest or off label use of a drug or product addressed in the presentation.
7. Chairperson must be an existing APNA member in good standing.
8. Chairpersons must agree to coordinate the presentations, ensuring that they are well balanced, offer a wide variety of topics, and that multiple viewpoints are expressed.
9. Chairpersons must agree to adhere to the time schedule, and if necessary, interrupt a faculty member who is over his or her allotted time; assure that 20% of the allotted time is used for Question-And-Answer or audience participation; and conclude the session on time.