



SYMPOSIUM APPLICATION & CONTRACT
APNA 35TH ANNUAL CONFERENCE
KENTUCKY INTERNATIONAL CONVENTION CENTER | LOUISVILLE, KY
OCTOBER 13-16, 2021

Introduction & Guidelines

The American Psychiatric Nurses Association (APNA) will hold its 35th Annual Conference on October 13-16, 2021. The APNA Annual Conference attracts 1,200 – 2,000* attendees who influence or deliver care to patients across the lifespan and in a variety of settings – including outpatient, community, inpatient hospital, and academic settings. Pending CDC and state guidelines and requirements, this conference is being planned as a hybrid meeting.**

The mission of APNA is to advance the science and education of psychiatric-mental health nursing. APNA is committed to the 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: Denise Stone, CMP
Email: dstone@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.*

***The meeting format is subject to change.*

Sponsorship

An unrestricted educational grant to the American Psychiatric Nurses Association provides the opportunity to host a sixty-minute educational symposium during the APNA 35th Annual Conference. Completed contracts for an educational symposium should be received no later than April 23, 2021 in order to include the title in meeting materials. Prior to this, the chair of the program must be approved by APNA. APNA will continue to accept applications after April 23, 2021 if openings remain.

Sponsorships: Breakfast: \$55,000 | Lunch: \$85,000* | Dinner: \$75,000
*Plus \$3,000 for AV leasing fee for in-person conference.

A sponsored educational symposium is defined as: *A scientific program developed for educational purposes*. All programs must be in compliance with federal and state laws that regulate the marketing and promotion of reimbursable health care products. Attendance must be open to all APNA conference registrants. There are no other APNA sessions held during scheduled symposium timeslots, providing exclusivity for each symposium.



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Registration & Provision of Contact Hours

Registration is hosted through APNA’s conference registration website at no additional cost, provided that the activity is scheduled prior to opening the online registration in June 2021*. 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.

Contact hours must be provided for the symposium through an organization accredited by ANCC or an organization that meets ANCC criteria (eg ACCME, ACPE; for a complete list, see the ANCC website). APNA oversees 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 Times

The following times are available:

Breakfast:	<input type="checkbox"/> Thursday, October 14	7:00am - 8:00am
	<input type="checkbox"/> Friday, October 15	7:00am - 8:00am
	<input type="checkbox"/> Saturday, October 16	7:00am - 8:00am
Lunch:	<input type="checkbox"/> Wednesday, October 13	12:00pm - 1:00pm
	<input type="checkbox"/> Thursday, October 14	12:00pm - 1:00pm
	<input type="checkbox"/> Friday, October 15	12:00pm - 1:00pm
Dinner:	<input type="checkbox"/> Wednesday, October 13	8:00pm - 9:00pm
	<input type="checkbox"/> Friday, October 14	8:00pm - 9:00pm

Each slot represents a sixty (60) minute presentation for 1.0 NCPD
 Date/time is not guaranteed until a complete contract and full payment have been received by APNA.

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.



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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 & Gift Cards: A meal may be provided to the in-person audience and a small gift card to the virtual audience. Meals and gift cards will be provided by APNA, thus Sunshine Act reporting is not required.

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, internet services, etc. APNA's contracted audio/visual provider must be utilized for all audio/visual needs.
 - Lunch programs have a shared AV cost, payable to APNA, of \$3,000 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.

The chair must be a current APNA member. Up to 2 faculty members will receive complimentary 1-day registration for the day of the symposium presentation (complimentary registrations to be emailed to Denise Stone at dstone@apna.org). Faculty must register for the full 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 (NCPD) 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 advance meeting arrangements.



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3. **Control of Content and Selection of Faculty and Chairpersons:** APNA 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. **Logistics:** Due to the hybrid meeting format, symposia will be presented in-person or virtually, to accommodate the largest audience. The following information applies to the designated meeting format which will be determined by APNA:
 - a. **In-Person Logistics:** APNA will provide a meeting room for the program. APNA's approved audio-visual provider must be contracted for all AV needs. The Sponsor will be responsible for the electrical, power, and audiovisual equipment, etc.
 - b. **Virtual Logistics:** Symposia will be prerecorded and presented via livestream. Sponsor is responsible for managing all logistics including the slide presentations, audience questions, etc.
5. **Publicity:** APNA will publicize the symposium as a part of the marketing and promotional materials for the conference 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 on-site 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 off-label uses of a drug is being discussed.
 - (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 sixty-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.



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- APNA agrees to: (1) abide by the requirements of the ANCC Standards for Continuing Education; and (2) acknowledge financial support from the sponsor in program material.

If any of the above rules are broken, 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 meeting materials. The abstract, objectives and additional faculty names are due **September 1, 2021**.
- APNA will include a full page advertisement in the on-site program book. The final advertisement must be prepared by the Sponsor and sent to APNA by **May 6, 2021**.
- *Enduring* – Educational program
 - Opportunities to post symposium content online as an educational activity may be available through APNA. Contact APNA for more information.
- *Email Invitation* – One email invitation sent to conference registrants is included in the symposium fee. The email must be sent to APNA for approval by **August 25, 2021**.
- *Mailing* – For an additional fee of \$1,000, 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 will be mid-May. 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.
- *Registration* – Symposia registration will be hosted on the APNA Annual Conference registration website. The email invitation must include registration instructions (instructions wording will be provided by APNA). *Registration and email instructions are subject to change. Confirmation and details of registration process to be confirmed by June 1, 2021.*
- *Signage* – Sponsors are invited to display one (1) sign up to 24 hours prior to the start of their program. This statement must appear prominently on all printed materials (signage and handouts) distributed in connection with the Product Theater: “Meal provided by APNA on a first-come, first-served basis.”
- *Exhibit* – Symposium sponsors are welcome to promote their programs from an exhibit. Contact Denise Stone at dstone@apna.org 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 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



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form or media including digital and multimedia and however distributed including online distribution. The color advertisement 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.
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 May 21, 2021. After May 21, 2021, no refunds will be granted.

The meeting format is subject to change. Adjustment to the meeting format does not provide cause for cancellation and/or reimbursement.

Liability

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

Important Dates

Due Date	Item Due
With Letter of Agreement	<ul style="list-style-type: none"> ✓ Letter of Agreement, including name of faculty Chair, approved by APNA, and title and short description of presentation, terms and conditions for the Sponsor and Supporter ✓ Unrestricted educational grant payable to APNA.
May 6, 2021	<ul style="list-style-type: none"> ✓ Final copy of on-site program book advertisement: Submit via email to Denise Stone at dstone@apna.org. The ad is full color; specs provided on request.
August 25, 2021	<ul style="list-style-type: none"> ✓ Email invitation to be sent to APNA for approval.
September 1, 2021	<ul style="list-style-type: none"> ✓ Final names of faculty, a 200 word paragraph description of presentation, objectives (3-5), Disclosure statement for the Chair, and any changes in title of symposium submitted. ✓ Request for mailing list and sample mailing piece submitted to APNA (optional).

All of the above items to be submitted to Denise Stone at dstone@apna.org. 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)

Continuing Nursing Education Activity:

Title: _____

Program Description: _____

CE Provider _____ Attach documentation of current status.

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

Chair 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 Commercial Supporters Company Products/ Services:



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_____ A BUDGET FOR ALL EXPENSES RELATED TO THIS SYMPOSIUM IS ATTACHED.

The aforementioned company wishes to provide support for the named continuing nursing education activity by means of an unrestricted educational grant in the amount noted above for a sixty-minute symposium.

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: Denise Stone, CMP
 American Psychiatric Nurses Association
 3141 Fairview Park Drive Suite 625
 Falls Church, Virginia 22042
dstone@apna.org
 Phone : 571-499-5642
 Fax : 855-883-2762



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Continuing Nursing Education Policy on Full Disclosure

APNA 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)."

NCPD - Nursing Continuing Professional Development



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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.