TAPA POLICY ON INDUSTRY SPONSORED SATELLITE SYMPOSIA/PRODUCT THEATERS

The Texas Academy of Physician Assistants (TAPA) recognizes that symposia and/or product theaters are often arranged in conjunction with its Annual and Fall Conferences as a convenience to the target audience in attendance. The Academy remains sensitive to assuring that these programs are appropriately used for educational purposes. TAPA retains the right to limit a company’s right to priority or participation in future years if a particular a program was to deviate markedly from the professional, educational atmosphere and decorum of the meeting.

General Rules
1. Programs developed by industry must be offered during times allotted by TAPA. TAPA has sole discretion to schedule all activities at its meetings.

2. Program organizers will contribute to the TAPA Program with an unrestricted grant of at least $5,000. Full payment must be received within 30 days of acceptance.

3. Promotional materials for programs must receive prior approval from TAPA.

4. Once the program has been approved by TAPA, the event title, content, date, and time as proposed to TAPA for the event may not change without TAPA approval.

5. Organizers of programs are solely responsible for making all appropriate financial arrangements for their activity.

6. The use of the TAPA name on any announcement, sign, publication or other material before, during or after the meeting requires prior written approval by TAPA. A detailed description must be provided at the time the request is made.

7. Note that exhibit space in the TAPA exhibit hall is separate from the program, and would require a separate application and payment.

Logistics
1. Program time slots may be offered on Fridays and Saturdays (breakfast, lunchtime or dinner) and on Sundays (breakfast)

2. Sponsors of program events may use the full time allotted or a reduced amount of time but may not exceed the scheduled time.

3. Sessions must be contained within the room assigned.

4. Audiovisual requirements are due to TAPA within 4 weeks of the event

5. Food functions must occur within the assigned event schedule.

6. All audiovisual, food and beverage expenses associated with the program are the sole responsibility of the sponsor of the program.

Benefits
1. This program option offers a limited opportunity to provide a customized event to reach out to Texas physician assistants by providing educational opportunities as an adjunct program to the TAPA educational program.

2. The program sponsor will be listed as a Supporter on TAPA meeting materials and on the TAPA website.

3. Program providers have the opportunity to post a sign in the designated sign area advertising the event as well as outside of the room in which the event takes place.

4. TAPA will include approved invitations along with meeting confirmations to attendees to help with promotion.
5. TAPA will provide program representatives with names and addresses of pre-registered attendees to help with promotion.

Cancellation Policy
TAPA must be notified promptly in writing of the cancellation of any scheduled satellite program. No refunds will be issued for events cancelled.

Application Process
Applications for each TAPA Conference will be accepted on a first come, first served basis; however first priority assignments will be given to companies who sponsored a program at the previous year’s conference. Please be as thorough and detailed as possible in completing the accompanying application. Once the application is accepted, the TAPA will contact each company with a room assignment. Information on approved activities will be forwarded to the hotel. After notification of meeting room assignment, the sponsor of the activity will work directly with TAPA staff to manage all meeting needs.
Texas Academy of Physician Assistants
SATELLITE SYMPOSIA/PRODUCT THEATERS

Conference Date/Location Interested in: __________________________________________________

Grant Provider: ______________________________________________________________________

Contact Name: ______________________________________________________________________

Address: ___________________________________________________________________________

City: ______________________  State: ________________  Zip: ____________

Phone: ______________________  Fax: ______________________

E-mail: ______________________

By signing below, you agree to abide by the rules and regulations as set forth in the TAPA POLICY ON
INDUSTRY SPONSORED SATELLITE SYMPOSIA/PRODUCT THEATERS

________________________________________
Grant Provider Signature

________________________________________
Print Name

________________________________________
Title

________________________________________
Date

Return this form to:
Texas Academy of Physician Assistants
401 W. 15th St.
Austin, TX 78701
(512) 370-1537; fax: (512) 370-1626
Lisa.jackson@texmed.org