General Instructions for Satellite Symposia Submissions

Please read carefully before completing the online form

Definition:
Satellite Symposia are non-commercial scientific sessions supported by FMF exhibitors for meeting attendees to complement the FMF program. They are selected by the FMF Planning Committee and undergo a separate accreditation process that includes rigorous peer review including content review for bias and balance.

Title:
It is recommended that you select the title of your session very carefully. The title will be your session’s key identifier in the program, and it is essential that registrants are able to easily ascertain the primary focus of the session from reading the title alone.
Note: Once submitted, the satellite symposium title MAY NOT be changed or modified

Description:
Satellite symposium descriptions should be clear, concise and not include jargon. They should include learning objectives and the different teaching methods that will be used. These will be reprinted and they should be easily understood by everyone.

Family Medicine Forum 2011 endorses the use of non-discriminatory language in presentations and, in particular, non-sexist language and bias-free communication.

All submissions will be reviewed by the FMF Scientific Program Planning Committee before acceptance. The quality of the session description will be a component of the evaluation process. These descriptions will be included in the printed programs.

Accreditation:
All Satellite Symposia must receive Mainpro-M1 accreditation before being presented at FMF. Programs that have national accreditation do not have to reapply.

Applications for National M-1 Accreditation should be submitted to the College of Family Physicians of Canada for review by April 9th, 2011. Applications for Provincial M-1 Accreditation should be submitted to the Quebec College of Family Physicians for review by March 30, 2011.

The deadline for accreditation is June 1, 2011. If the session does not receive Mainpro-M1 accreditation, it cannot be presented at FMF.

Provider/Producer/Activity Organizer/Presenter Information:
Communication from the CFPC regarding receipt, acceptance and other details about the submission will be sent to the organization or company that completes the online Call form. This communication will be
done mostly by e-mail.

Please ensure that you complete as many fields as possible on the initial application. We understand that in some cases presenters may not have been confirmed but we would like to have some indication of who you plan to invite. The final details will be confirmed prior to publication.

**Length:**
The length of a satellite symposium is 60 minutes.

**Scheduling:**
There will be up to 18 satellite symposia time slots: three each on Thursday morning, Friday morning and Saturday morning from 0700-0800; two during each lunch break: from 1230 – 1330 on Thursday and Friday and from 1200-1300 on Saturday; and three on Thursday evening from 1730 – 1830. Morning and evening symposia may include an additional half hour for food and beverage service.

*This is a tentative schedule is subject to change at the CFPC’s discretion.*

**Cost:**
The fee for a morning or evening satellite symposium is $15,000.
The fee for a lunch satellite symposium is $30,000.

**Expenses and Registration**
Please note that any presenter travel and maintenance costs related to the FMF will be the responsibility of the producers of the satellite symposium.

The CFPC will provide a room large enough to seat 200 at rounds of 10. Costs of audio visual, food and beverage, and modifications in the room setup will be the responsibility of the applicant.

Presenters will receive complimentary FMF registration on the day they present. Presenters should be advised to register for FMF through the normal registration process and indicate their speaking date.

**Anticipated attendance**
The relevance of the topic to current family medicine is the primary draw for FMF registrants. Based on attendance figures at previous FMF’s, the expected attendance for satellite symposia at FMF 2011 are as follows:

- Morning and evening satellite presentations range from 40 - 80
- Lunch satellite attendance ranges from 100 - 200

**Priority Areas for Clinical Sessions:**
Submissions in all clinical areas will be given equal priority. The following areas of special interest have been identified as possible learning tracks.

- Palliative Care
- Child and Adolescent
- Maternity and Newborn Care
- Care of the Elderly
- Sports Medicine
- Hospitalist Medicine
- Emergency Medicine
- Health Environmental Health
- Interprofessional Care
- Women’s Health
- Rural Medicine

Presentations in both English and French are welcomed.