

Salt Palace Convention Center  
Salt Lake City, UT | February 2-6, 2022

## 1. Meeting Overview and Accreditation

### Tandem Meetings | Transplantation & Cellular Therapy Meetings of ASTCT and CIBMTR Overview

Annually, the Tandem Meetings | Transplantation & Cellular Therapy Meetings of ASTCT and CIBMTR (Tandem Meetings of ASTCT and CIBMTR) is the largest gathering in North America of worldwide experts in blood and marrow transplant patient care, cellular therapy, clinical investigation, and laboratory research. Satellite symposia are attended by nearly 2,000 physicians, scientists and allied health professionals working in blood and marrow transplantation in BMT and cellular therapy programs throughout the United States, Canada and over 40 other countries.

The Tandem Meetings | Transplantation & Cellular Therapy Meetings of ASTCT and CIBMTR have been successful since 1995 when the ASTCT and CIBMTR held their first joint annual meeting. Participants reap the benefits of attending the combined meetings in a single week with economics in travel and lodging costs, less disruption of professional schedules and the opportunity for interaction with a wider circle of colleagues. Registration for the 2022 Tandem Meetings of ASTCT and CIBMTR is open to members and non-members of ASTCT and/or CIBMTR. Meetings address timely issues in blood and marrow transplantation and recent developments from an experimental and clinical research perspective.



#### ASTCT: American Society for Transplantation and Cellular Therapy

The American Society for Transplantation and Cellular Therapy is an international professional membership association of more than 2,200 physicians, investigators and other healthcare professionals promoting blood and marrow transplantation and cellular therapy research, education, scholarly publications, and clinical standards. From its beginning, ASTCT activities have been in eight broad areas, representing the interests of transplant clinicians and investigators and the patients they serve: Research; Representation; Clinical Standards; Regulation; Communications; Accreditation; Reimbursement; Recruitment and Training. The 2022 scientific program chair for ASTCT is **Margaret "Margy" MacMillan, MD, MSc, FRCPC**, University of Minnesota, Minneapolis, MN. More information can be found at [www.astct.org](http://www.astct.org).



#### CIBMTR: Center for International Blood & Marrow Transplant Research

The Center for International Blood and Marrow Transplant Research (CIBMTR®), a research collaboration between the National Marrow Donor Program® (NMDP)/Be The Match® and the Medical College of Wisconsin, provides a unique resource of data and statistical expertise to the scientific community for addressing centers that share data on Hematopoietic Cell Transplantation (HCT) and cellular therapy outcomes and a Statistical Center that maintains a clinical database with information for more than 540,000 HCT recipients from over 400 transplant centers in 52 countries. The CIBMTR is a voluntary research organization of basic and clinical scientists collaborating to address important issues in blood and marrow transplantation (BMT) and cellular therapy and uses this information to identify ways to improve transplant outcomes. The 2022 scientific program chair for CIBMTR is **Katharina Fleischhauer, MD**, Essen University Hospital, Essen, Germany. More information can be found at [www.cibmtr.org](http://www.cibmtr.org).



#### Continuing Education

##### Continuing Medical and Professional Education

The 2022 Tandem of ASTCT and CIBMTR are sponsored by the Medical College of Wisconsin (MCW). The MCW is accredited by the Accreditation Council for Continuing Medical Education to provide medical education to physicians. Certificates reflecting contact hours for attendance by allied health professionals are provided through the MCW.

## 2. Application Process

### 2022 Satellite Symposia Opportunities

Satellite Symposia opportunities are available for the 2022 Tandem Meetings of ASTCT and CIBMTR. All commercially supported Satellite Symposia must follow all requirements (sanctions may be imposed for any violation of CME guidelines).

Symposia are offered as stand-alone or concurrent sessions during breakfast or lunch during the following times:

- Breakfast: 7:00-8:00 AM, Thursday, February 3, through Saturday, February 5
- Lunch: 12:30-1:30 PM, Wednesday, February 2, through Saturday, February 5

The grant includes facility rental, CME administration and certificate fees, standard AV, including live polling, and a breakfast buffet (food service 7:00-8:30 am) or luncheon buffet (food service 12:00-1:15 pm) for conference attendees. Any additional AV requirements must be ordered through the official AV company of the 2022 Tandem Meetings of ASTCT and CIBMTR, Freeman. No external AV equipment is allowed.

### Fees

Session Time	Session Type	Live Activity Only	Live and Enduring Activity*
7:00 – 8:00 AM	Breakfast Concurrent	\$85,000	\$106,000
7:00 – 8:00 AM	Breakfast Stand-Alone	\$125,000	\$146,000
12:30 – 1:30 PM	Lunch Concurrent	\$95,000	\$116,000
12:30 – 1:30 PM	Lunch Stand-Alone	\$145,000	\$166,000

\* Accreditation for live and enduring must be provided by the Medical College of Wisconsin

### Application

The 2022 Satellite Symposia application and required materials must be received by **Friday, July 9, 2021** at 11:59 PDT. Incomplete or late applications may not be reviewed. Applications should be completed as accurately and detailed as possible. Should changes to your application or materials be required, please email them to: [TandemMeetings@mcw.edu](mailto:TandemMeetings@mcw.edu) as soon as possible. Applications can be accessed [here](#).

The following information is required before an application is considered final:

- Symposium Title
- Learning objectives
- Documented Needs Assessment
- Proposed Agenda (including suggested faculty of the proposed Symposium)
- Signed Planning Company Agreement Form to Comply with CME Rules and Regulations

Once the application has been submitted, please designate 1-2 people as the main points of contact for all communication with the Tandem Meetings of ASTCT and CIBMTR staff. These people will be required to share information with their key stakeholders.

### Scoring Process

Completed applications will be presented to a joint Scientific Organizing Committee for the Tandem Meetings of ASTCT and CIBMTR and the Medical College of Wisconsin, the CME provider. The committee will review proposals based on documented need(s), content, and scientific merit.

Notification of conditional acceptance will be sent to applicants in early August 2021. Upon receipt of acceptance by the Scientific Organizing Committee, conditional funding can be sought from commercial supporters. Organizations with conditionally accepted proposals must forward all requested Symposium details to the Tandem Meetings of ASTCT and CIBMTR office: [TandemMeetings@mcw.edu](mailto:TandemMeetings@mcw.edu) by **Monday, September 13, 2021** for final approval. Please provide the following information; all forms can be found [online](#):

- Final agenda
- Confirmed faculty
- Disclosure of Relevant Financial Relationships and Attestation Form for all planning company representatives, and confirmed faculty, in a position to control educational content
- Satellite Symposia Faculty Audiovisual Recording Consent Form
- 2022 Satellite Symposia Budget Form
- Pre-Application for Continuing Medical Education

### Final approval

Final approval will be granted to applicants when funding is secured. **Once final approval has been confirmed, changes**

to the program, agenda or faculty cannot be made without written request and approval by Tandem Meetings of ASTCT and CIBMTR, and MCW. Sanctions may be imposed for any violation of CME guidelines. For approved Symposia, a fee to the Tandem Meetings of ASTCT and CIBMTR in the form of an educational grant is required, based on the enclosed schedule of Satellite Session opportunities. The grant will be used jointly by the ASTCT and the CIBMTR to support educational activities. All Satellite Symposia are required to offer CME credit to attendees through MCW.

## Cancellation Policy

All cancellations must be provided in writing to: [TandemMeetings@mcw.edu](mailto:TandemMeetings@mcw.edu) before Monday, November 8, 2021. No refunds will be provided for cancellations received after [Monday, November 8, 2021](#).

## 3. Pre-Meeting and Onsite Logistics

### Speaker Registration

All speakers of Satellite Symposia are required to be registered attendees of the Tandem Meetings of ASTCT and CIBMTR. Speakers may not use complimentary registration codes for their registration. For questions on the registration process, please email: [TandemMeetings@mcw.edu](mailto:TandemMeetings@mcw.edu).

### Speaker Ready Room

The speaker ready room is open and available for speakers to use in advance of their presentation. This room is staffed throughout the day should speakers have questions while uploading their presentations. The location of the speaker ready room will be communicated in the online agenda closer to the start of the meetings.

### Room Set-up

All confirmed symposia will be assigned meeting space within the Salt Palace Convention Center. The Tandem Meetings of ASTCT and CIBMTR **will not** allow any changes to be made to the existing meeting room, stage, podium, seating set-up and surrounding areas. Podium signage is not permitted. Room set will include all AV as described on page 1, an AV tech, and a table outside the room for materials. Symposium lectures must be confined to the assigned meeting space only.

### Promotion, Logo Usage, and Signage

#### Promotion:

All promotional materials **must** be reviewed and approved by Tandem Meetings of ASTCT and CIBMTR staff and the MCW CME Office by [Thursday, December 30, 2021](#). Failure to adhere to the December 30 deadline could result in a delayed approval/release of materials.

Included in your Satellite Symposia fee is the one-time use of the 2022 Tandem Meetings of ASTCT and CIBMTR pre-registration mailing list. The excel file will be emailed to one pre-identified contact per planning company in early January 2022. This file will contain names, physical mailing address and organization for all attendees who provide consent to share their information for marketing purposes and will be GDPR compliant. All materials created and mailed must be pre-approved by Tandem Meetings of ASTCT and CIBMTR staff and the MCW CME Office by [Thursday, December 30, 2021](#).

#### Logos:

Refer to the Medical College of Wisconsin [CME Requirements](#) regarding identity standards, guidelines for CME Disclosure, and required text for brochures and promotional announcements. Satellite Symposia must not use "ASTCT", "CIBMTR", "Statistical Center," "Registry," or "Medical College of Wisconsin," "ACCME" or their respective logos on any announcement, sign, publication, audiovisual product, or other promotional material without written permission.

#### Signage:

Signage is the responsibility of the Planning Company. A few (2-3) poster-size signs may be shipped to the meetings in advance and placed throughout the Convention Center on the day of the assigned Satellite Symposium. Signs are not to exceed 29"x63" (pop-up banner) or 24"x36" (poster). Two easels will be provided. Sign content must be approved by Thursday, December 30, 2021 by Tandem Meetings of ASTCT and CIBMTR staff and the MCW CME Office. Signs **may not** be posted until after the preceding satellite session has ended and must be removed within **1 hour** of conclusion of Symposium. Signs that are not removed in the appropriate timeline will be taken down by Tandem Meetings of ASTCT and CIBMTR staff. No exceptions will be allowed.

### Food and Beverage

All catering will be ordered by the Tandem Meetings of ASTCT and CIBMTR staff only. Food for attendees will be available either outside or inside the T Tandem Meetings of ASTCT and CIBMTR exhibit hall. Attendees will be encouraged to bring their meals into the satellite symposia sessions. Satellite Symposia planners are not permitted to

order or bring their own catering to their respective sessions.

## Advertising Opportunities

The planning company is solely responsible for all advertising and promotion of their respective satellite symposia. There are opportunities available for purchase through the Tandem Meetings of ASTCT and CIBMTR, including:

- Door Drop: \$2,500-\$7,500; see [rate card](#) for more information
- Mobile App push notifications: \$1,500 each; Maximum of 140 characters. Contact [TandemMeetings@mcw.edu](mailto:TandemMeetings@mcw.edu) to schedule date and time of push
- Email blast sponsorship: \$9,600 per email blast; see [rate card](#)

## On-site Assistance Available

In addition to providing online CME Evaluation Forms for completion following the Satellite Symposium, the Tandem Meetings of ASTCT and CIBMTR will assist meeting set-up arrangements with the Convention Services staff at no charge.

Reports required onsite: Any specific reporting requirements by the grantor must be communicated to the Tandem Meetings of ASTCT and CIBMTR Office by **December 30, 2021** for review and approval. Requests should be made in writing to: [TandemMeetings@mcw.edu](mailto:TandemMeetings@mcw.edu)

For additional on-site assistance, such as receiving and unpacking conference materials, setting up displays and shipping, and arranging for satellite session rehearsal logistics, please contact the Tandem Meetings of ASTCT and CIBMTR ([TandemMeetings@mcw.edu](mailto:TandemMeetings@mcw.edu)). Simple requests will be handled without additional charge.

## Important Dates and Deadlines

### 2021

**Friday, July 9, 2021**

Deadline to submit the Satellite Symposium [Proposal](#) outlining objectives, agenda and faculty

Signed [Planning Company Agreement](#) to Comply with CME Rules and Regulations link to page

**August**

Notification of conditional acceptance sent to applicants

**Monday, September 13**

Final details due, including full agenda with presentation timelines, confirmed faculty list with corresponding presentation titles and full contact information confirmed via email

[Pre-Application](#) for Continuing Medical Education for Satellite Symposia

[Budget Form](#) and Guidelines for Budgeting

[Disclosure of Relevant Financial Relationships and Attestation Form](#) for all planning company representatives, and confirmed faculty in a position to control educational content

Satellite Symposia [Faculty Audiovisual Recording Consent Form](#)

**Monday, November 8**

No refund if Satellite Symposium is cancelled after this date

**Friday, December 10**

Balance of grant due with signed Final Letter of Agreement

Attendee Feedback Requests Deadline (submit any specific needs for attendee feedback such as evaluations, live polling, etc.)

**Thursday, December 30**

All promotional material must be approved by MCW CME

### 2022

**February 2-6**

**2022 Tandem Meetings | Transplantation & Cellular Therapy Meetings of ASTCT and CIBMTR**

**Monday, March 21**

Full expense report due

[Faculty reimbursement form](#) with full disclosure

**Monday, April 12**

All invoices must be paid in full