

# ACC.20 TOGETHER WITH WORLD CONGRESS OF CARDIOLOGY



CHICAGO  
MARCH  
28–30  
2020

## INDEPENDENT CERTIFIED SESSION GUIDELINES

**Thank you for your interest in holding an independent certified session during ACC.20 Together With World Congress of Cardiology, March 28 – 30, 2020, in Chicago, IL.**

An “independent certified session” is any educational program that offers continuing medical education (CME), continuing nursing education (CNE) and/or continuing education (CE) credit; is independently organized and offered by a non-profit organization; and for which no commercial support has been received.

### REQUEST PROCESS

Organizations that wish to host an independent certified session must submit an application for an independent certified session by **Friday, December 13, 2019**. The application can be found on page 3 of this document. An application must be submitted for each request to hold an independent certified session. An agenda of the session (outline will be accepted) must accompany each application. An invoice for the session fee of \$1,000 will be sent to the organization. Upon receipt of the fee, applications and program agendas will be reviewed for eligibility by a subset of the ACC.20/WCC Program Committee.

Notification of eligibility to hold an independent certified session will be sent within 10 business days of receipt of the completed application and fees. Plans to reserve function space for the session may not begin until this notification (“Approval Letter”) is received.

### AGREED DATES & TIMES

Independent certified sessions can be held as follows:

**Friday, March 27:** Anytime

**Saturday, March 28 – Sunday, March 29:**  
Symposium completed by 7:45 a.m.

**Monday, March 30:** After 5:15 p.m.

### FEES

**\$1,000**

Payments should not be made without receiving an invoice from the ACC.

ACC will accept credit card, check or wire payments. If using credit card or wire payments, please contact Holly Santry at [hsantry@acc.org](mailto:hsantry@acc.org) for further details.

A check, made out to the American College of Cardiology, should be mailed to:

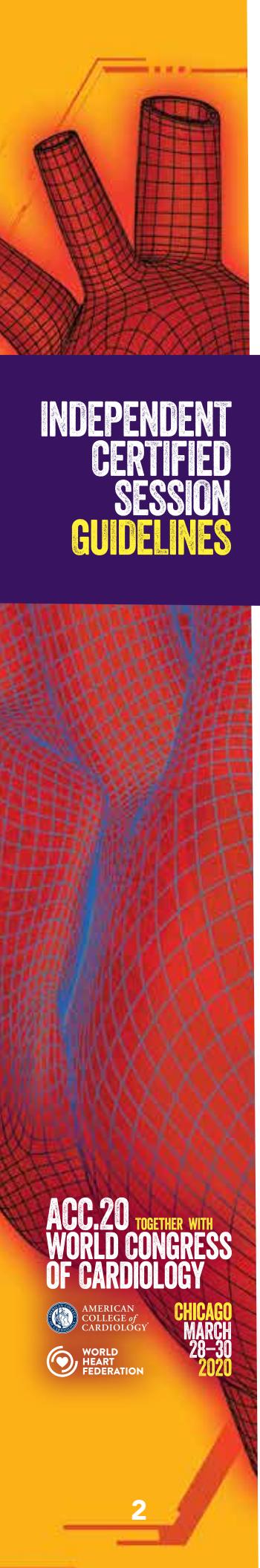
**American College of Cardiology  
PO Box 79231  
Baltimore, MD 21279**

Applications will be sent to the review committee once full payment is received.

### SESSION CONTENT

Academic content will be planned by the organization and the agenda, program goals and target audience information must be submitted for approval to the ACC.20/WCC Program Committee. The agenda must be aligned with the mission of the ACC, WHF and the Annual Scientific Session.

To that extent, and in conjunction with the ACC’s Diversity and Inclusion Initiative, we encourage you to strive for diversity in your independent certified session and include a minimum of one Under-Represented Cardiovascular (URC) member if your program allows.



## INDEPENDENT CERTIFIED SESSION GUIDELINES

# FUNCTION SPACE

Once you have received approval from ACC for your independent certified session, you may contact any hotel or appropriate venue to request function space. Any hotel that you select will require that you provide a copy of the independent certified session approval letter before reserving function space for your organization. All communication from that point on will be between you and the hotel or venue, and any vendors you secure for transportation, audio/visual, food and beverage, etc. All charges for these items are the sole responsibility of your organization.

Please note that independent certified sessions **may NOT be held** at the McCormick Place Convention Center (where ACC.20/WCC is being held). You may hold your CME session on your campus (hospital or university) using your own facilities.

## PROMOTING YOUR SESSION

### Promotional Materials

At least one piece of promotional material showing your proposed promotional language must be submitted to ACC for approval prior to printing or use. Submissions should be sent via email to Holly Santry at [hsantry@acc.org](mailto:hsantry@acc.org). Please allow a minimum of five business days for approval.

All materials promoting independent certified sessions must include the following statement:

**This educational activity is not part of ACC.20/WCC; however, the content was reviewed and approved by the ACC.20/WCC Program Committee.**

ACC does not co-sponsor programs. All materials promoting independent certified sessions must clearly indicate the name(s) of the organization. The ACC, WHF and ACC.20/WCC logos, names, insignia and other identifying marks **may not be used** on any marketing or educational materials. The term "Scientific Session" may not be used in reference to an independent certified session.

### Complimentary Online Listings

Organizations that have received approval to hold an independent certified session are encouraged to post information about their

event. Send your logo (jpg format), along with your approved program materials, and we will post this information to the ACC.20/WCC website ([accscientificsession.org](http://accscientificsession.org)) at no additional charge.

This information will be viewable beginning January 2020 and will assist ACC.20/WCC attendees in planning their meeting agendas. Your session will also be listed in the ACC.20/WCC App. Additional marketing resources will be available upon request.

# CANCELLATIONS

In the event that an independent certified session for which full payment has been received must be cancelled, please email Holly Santry at [hsantry@acc.org](mailto:hsantry@acc.org).

If you cancel prior to Friday, January 17, 2020: 50% of your ICS fee **will** be refunded.

If you cancel on or after Friday, January 17, 2020: your ICS fee **will not** be refunded.

In the event that an independent certified session is not granted eligibility the full fee will be refunded.

# TIMELINE

- **Monday, July 8, 2019:** Independent certified session guidelines and application form available online
- **Friday, December 13, 2019:** Application deadline to hold an independent certified session including proposed meeting agenda (or an outline)
- **January 2020:** Complimentary online viewings will be available at [accscientificsession.org](http://accscientificsession.org)
- **Saturday, March 28, 2020:** ACC.20/WCC Education starts at 8:00 a.m. at the McCormick Place Convention Center in Chicago, IL.

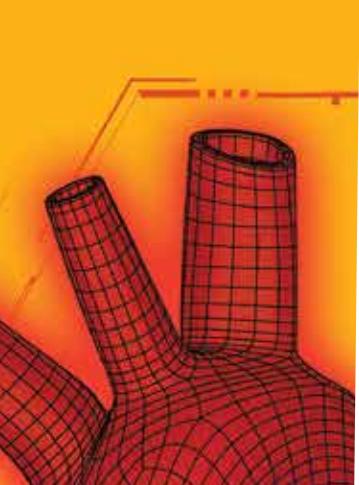
# MORE INFORMATION

For more information, or if you have any questions, please contact Holly Santry at [hsantry@acc.org](mailto:hsantry@acc.org).

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## INDEPENDENT CERTIFIED SESSION APPLICATION

# APPLICATION FORM

Please complete the application form in full.

This application will not become a binding contract until it is approved and signed by the American College of Cardiology. Questions? Contact Holly Santry at [hsantry@acc.org](mailto:hsantry@acc.org).

### Sponsoring Organization & Primary Contact Information

Organization Name \_\_\_\_\_

Website \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Primary Contact Name \_\_\_\_\_

Primary Contact Email Address \_\_\_\_\_ Primary Contact Telephone \_\_\_\_\_

### Session Information

Title of Session \_\_\_\_\_

Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Session Chair \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

Session Chair \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

Total Continuing Education (CE) hours this session will offer: \_\_\_\_\_ hours

Type(s) of credit that this session will provide:  MD/CME  RN, NP, CNS, PA/CNE  Other \_\_\_\_\_

Program Learning Objectives/Goals: \_\_\_\_\_

Target Audience: \_\_\_\_\_

Please describe the group(s) of medical professionals for whom this program is intended to benefit:

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## INDEPENDENT CERTIFIED SESSION APPLICATION

### Primary Pathway

ACC.20/WCC is comprised of 10 learning pathways designed to address specific needs of learners. Please select the one (1) pathway that would most appropriately describe the overall focus of this session:

- Acute and Stable Ischemic Heart Disease
- Arrhythmias and Clinical EP
- Congenital Heart Disease
- Heart Failure and Cardiomyopathies
- Interventional Cardiology
- Non Invasive Imaging (Echocardiography, Nuclear, PET, MR & CT)
- Prevention
- Pulmonary Hypertension
- Valvular Heart Disease
- Vascular Medicine

### Agreement

I, the undersigned, hereby make application to hold a certified independent session during ACC.20 Together With World Congress of Cardiology. The company/organization listed on this application agrees to comply with the regulations contained in the ACC.20/WCC Independent Certified Session Guidelines. ACC does not co-sponsor programs.

- **I affirm and agree to abide by the rules by which this symposium is governed.**
- **I affirm that the \_\_\_\_\_ (name of Organization) is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians OR is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.**
- **I affirm that this activity will not be funded by commercial support.**
- **I affirm and agree to this statement: Approval to hold an ICS at ACC.20/WCC provides no guarantee of future collaborative involvement in the ACC's Annual Scientific Session as part of its official programming.**

Primary Contact Name

Date

Primary Contact Signature

**For Use by ACC:** This program is:  Approved  Not Approved

Comments:

Reviewer Signature

Date

### Payments

Upon receipt of an invoice, a check, made payable to the American College of Cardiology, should be mailed to:

**American College of Cardiology**  
PO Box 37561  
Baltimore, MD 21297-3561

If using credit card or wire payments, please contact Holly Santry at [hsantry@acc.org](mailto:hsantry@acc.org) for further details.

### CHECKLIST

Send the following via email to [hsantry@acc.org](mailto:hsantry@acc.org) by **NO LATER THAN FRIDAY, DECEMBER 13, 2019:**

- Signed application form (1 per session)
- Independent certified session agenda (outline will be accepted)
- Payment of \$1,000 with each application upon receipt of invoice; credit card, check, or wire payments are accepted

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