

Attendance

How Many People Are Expected to Attend DDW?

Approximately 14,000 attendees.

How Many Usually Attend a Satellite Symposium, And What Is the Audience Demographic?

DDW does not guarantee attendance. Attendance heavily depends on your topic; however, date and time may have some impact based on conflicting priorities. Attendance is primarily driven by pre-show and onsite marketing efforts and tactics deployed by sponsoring organizations. Based on recent data, symposia averaged between 125-250 attendees. Generally, AM symposia have slightly fewer attendees than PM symposia. DDW does not track audience demographics at symposia.

Space Assignment and Time Slots

Please keep in mind that hotel availability and requested room size drive the space location. DDW has over 300 in-conjunction with (ICW) meetings within the contracted hotels. Satellite Symposium can only be placed in official DDW hotels. Due to the volume of ICW meetings, DDW cannot fulfill all location preferences indicated in the symposium application form. Early symposia applications are encouraged. The ICW meeting request timeline is October 2019 to March 2020.

How Large Is the Meeting Space?

Space assignments will depend on the specifications provided by the sponsoring or medical education company on the application. Altering specifications after initial hotel placement, can result in being moved to another hotel location.

Are All Presentations Assigned to The Same Hotel?

No, DDW will assign space at several different hotels depending on meeting room availability. No symposia will be assigned to the convention center. There is a possibility of multiple symposia in the same hotel during the same time slot. We try to keep this at a minimum but due to space availability it may occur.

What Time Slots Are Available for Symposia and What Is the Typical Length of a Symposium?

Symposia dates are May 2-5, 2020. Only AM and PM slots are available. AM symposia must end by 7:45 a.m., including question-and-answer periods. PM symposia cannot start before 6 p.m., including registration. The duration of the symposium is up to the sponsoring company and the hotel to arrange. A maximum of two AM and six PM symposia can be scheduled concurrently.

Fees and What's Included

What Is the Fee to Hold a Satellite Symposium?

Time	Organizer/Sponsor	Fee
AM Symposium	Exhibitor	\$50,000
AM Symposium	Non-Exhibitor	\$57,500
PM Symposium	Exhibitor	\$55,000
PM Symposium	Non-Exhibitor	\$62,500

Each additional symposium by the same symposium organizer receives a **\$25,000 discount**.

What Does This Fee Include?

- Hotel space assignment only (does not include any food/beverage minimums, room, equipment or rental fees). The sponsoring group is required to adhere to all hotel rules, regulations and food/beverage minimums. All of these additional services must be contracted directly with the hotel. DDW is not responsible for making any arrangements.
- Listing in *DDW News*, DDW Mobile App, DDW email blast, the DDW website and at the Industry Showcase area (if space is purchased). Final titles are due in early March 2020. Failure to meet this deadline can result symposia information missing from any printed or digital publications. These deadlines are driven by third party partners and cannot be altered based on production timelines.
- One pre-registration attendee list in CSV format provided on April 3, 2020; Pre-registration list will be exported from the registration database. DDW is not responsible for list clean up or integrity of this list. Subsequent lists are 50% discount off regular prices.
- Signage at each headquarter hotel.
- Two complimentary attendee badges (per symposium) to non-ticketed DDW scientific sessions. Information must be provided by April 15, 2020.

Is Meeting Room Rental Included in the Fee?

No.

Is food and beverage included in the fee?

No.

Is there a food and beverage minimum order amount?

Determined by the hotel.

Is AV Included in the Fee?

No.

Is Audience Response Technology Included in The Fee?

No. It is the responsibility of the sponsoring organizations to work directly with their assigned hotel staff for meeting room set up, catering, audio visual or other services. Payment arrangements for hotel services must be made with your assigned hotel staff based individual hotel policies.

Educational Content

Is Live Streaming of Symposia Permitted?

Yes, but this must be arranged by the sponsoring organization in accordance with hotel rules to include working with any exclusive contractors for this service.

Does DDW or Any of the Sponsoring Societies Provide CME and/or CE Certification?

No. You must provide or independently obtain the CME or CE certification for your activity.

Do Society Members Have to Serve as Faculty or Moderators?

No.

What Content Involvement/Review Does DDW Have?

DDW has no involvement in the content of the actual event, but we must review and approve all copy for invitations and flyers sent to DDW attendees and all signage that will be used for advertising in the hotel or at the supporter's booth.

What Guidelines Does DDW Have Regarding Posting Presentations Online?

DDW allows partners to post their presentations online as long as the presentation does not make mention of DDW. Presentations must be hosted by the education partner. DDW will post a link to the education partner's website on the Satellite Symposia Schedule page for attendees to view post show. Links will be posted until Aug. 3.

Can the Sponsor Follow Up with the Attendees by Providing Enduring Materials?

Yes, however it is the sponsor's responsibility to collect any contact information during the symposium and to acquire all the permissions to contact each attendee. DDW cannot provide attendee contact information. All promotional materials for live streaming presentations or hosting presentations online must follow DDW's rules and regulations and must be reviewed and approved by DDW prior to release.

Application and Deadlines

What Is the Deadline to Submit an Application to Host a Symposium?

There is no deadline; however, slots are assigned based on receipt of payment. We can accept applications until all the slots are full. However, in order for your symposium to be included in the printed and digital materials, your application and session details must be provided by mid-March 2020.

Marketing Opportunities

Are Door Drops Allowed?

Yes, please email industry@ddw.org for more information.

Are Registration Bag Inserts Allowed?

For an additional fee, you may produce your own individual promotional piece to be included in each attendee's bag. Artwork needs to be approved by Show Management. Once approved, inserts should be delivered at the fulfillment center by **March 27th, 2020**. Further information on this opportunity will be included in the symposia confirmation email.

Does DDW offer any other Marketing Opportunities for Satellite Symposia?

Yes, please email industry@ddw.org for more information.