

Symposium Scheduling

A limited number of symposia will be permitted. This number is driven by hotel meeting space availability, which can vary in each city. Please keep in mind DDW hosts over 300 in-conjunction with meetings in addition to symposia only at our contracted hotel locations. The DDW Council prohibits Satellite Symposia (SS) during scheduled scientific sessions. Symposia, or any portion of them, including on-site registration and question-and-answer sessions, may only be held prior to 7:45 a.m. or after 6 p.m. This policy will be strictly enforced and any violations will result in loss of priority points earned for DDW 2020 if the symposium is hosted or supported by a current exhibitor. If the symposium is not affiliated with a current exhibiting company DDW will determine the appropriate action, which is not limited to expulsion from participating in future DDW events.

Locations

- Space will be assigned by DDW on a first come, first served basis, based on hotel availability and when payment is received. Your symposium will **not** be placed until DDW has received full payment regardless of your application date.
- Symposia can be placed in **any** of the official DDW hotels based on meeting space availability. Altering your meeting specifications can result in movement of your symposia to another hotel location. Meeting space reservations are not exclusive to symposia.
- Meeting space locations can be subject to food and beverage minimums, space rental, audio visual and equipment rental fees that is the responsibility of the symposia host. The symposia fee paid to DDW does not include these additional fees.
- Space assignments are final and may not be switched unless done so by DDW.

Available Dates & Times

Dates	Morning	Evening
Fri., May 1	n/a	Call
Sat., May 2	2	6
Sun., May 3	2	6
Mon., May 4	2	6
Tues., May 5	2	6

- Dates and times submitted on the application are just preferences. DDW will confirm your final date and time once full payment has been received based on availability.
- All confirmed dates and times are final and may not be switched unless done so by DDW.

Services Provided by DDW

- Consult with applicants regarding their Satellite Symposium topic, preshow/onsite marketing options and meeting room requirements.
- Assign appropriate space, day, time and provide the appropriate hotel contacts.
- Provide one complimentary pre-registrant mailing list for use to promote the symposium. Subsequent lists are discounted 50 percent from the regular fee. Pre-registration list will be exported from the registration database. DDW is not responsible for list clean up or integrity of this list. List will be supplied by request and will only be sent to a bonded mailing house on April 3, 2020.
- DDW will send one combined email blast to attendees about two weeks prior to the convention.
- DDW will provide two complimentary attendee badges (per symposium) to non-ticketed DDW scientific sessions.
- DDW will host a link to an enduring webcast (if conducted by sponsor) on the DDW website until August 3, 2020. Link must be provided to DDW.
- Symposium listing on the DDW website, mobile application, in *DDW News* (Friday symposia will only be listed in the preshow digital version of *DDW News*), and at the Industry Showcase location (if space is purchased).
- Upon your request, DDW will reserve two standard sleeping rooms for you or your designated representative for the duration of your stay. Please note, DDW will make every effort to provide these sleeping rooms at the location your event is being held. However, we cannot guarantee this based on the fluctuation of housing availability. These rooms are not complimentary, and a credit card will be required when confirming the reservation. Please email industry@ddw.org if you would like to utilize these rooms.

Pre-Meeting Policies

- DDW reserves the right to review all symposium applications and promotional materials and to reject topics, formats or materials deemed inappropriate.
- Program content must be relevant to digestive health or GI practice.
- Approval from DDW does not constitute an endorsement of the program or its contents by DDW or its partnering societies.

On-Site Policies — Posters/Flyers

- MORNING SYMPOSIA
 - It is the sponsor's responsibility to work directly with the hotel to verify if posters or other signage can be displayed the day before the symposium is being held beginning at 5 p.m.
 - Posters and other signage are limited to being placed in the hotel where the symposium is being held.
- EVENING SYMPOSIA
 - It is the sponsor's responsibility to work directly with the hotel to verify if posters or other signage can be displayed the day the symposium is being held.
 - Posters and other signage are limited to being placed in the hotel where the symposium is being held.
- Posters/Flyers can be displayed and distributed in the following locations:
 - The sponsoring/endorsing company's booth and its CME provider's booth within the Exhibit Hall
 - Industry Showcase, if purchased. This item is sold directly by DDW and can be purchased through the Sponsorship Portal. Information for this will be provided in your Symposia Confirmation.
 - DDW Official Door Drops, if purchased. This item is sold by DDW's third party vendor, TriStar

Printed and Published Materials

- All industry sponsors/supporters must be listed on all printed and published materials.
- All printed and published materials must bear the following information: Sponsored by..., Supported by..., and Coordinated by...
- All advertisements, promotions or invitations for the symposium must bear the following statement: “This program is not affiliated with Digestive Disease Week®.” This statement must appear on the cover/front page of any copy using at least a 12-pt. font size.
- The DDW logo and the Digestive Disease Week® (or DDW®) name may not be used in any promotions, advertisements, meeting materials or correspondence related to the program.

Payment Terms

- All DDW Symposia and Marketing Opportunities will be billed at 100% upon selection and execution of the application and sponsorship contracts. Payment is due no later than 30 days from the date of order. Failure to make full payment by this date will result in the item being placed back into inventory for another party to purchase and symposium organizers will incur cancellation fees for the symposia fee (see below). All payments are non-refundable after March 2, 2020. DDW reserves the right to reject or resell any opportunity if payment is not received within 30 days. If an order is placed after February 3, 2020 payment will be due upon reservation. DDW reserves the right to not fulfill any unpaid Marketing Opportunities. Space will be assigned only after full payment has been received based on availability at that time.

Cancellation Fee

- Notification of symposium cancellation must be in writing. Any symposium organizer canceling a symposium will be charged a fee based on the following schedule:
 - On or before February 3, 2020: \$5,000 per symposium is due, regardless of whether or not space is re-sold.
 - After February 3, 2020: \$10,000 per symposium is due, regardless of whether or not space is re-sold.
- Symposium cancellations will result in automatic cancellation of the reserved hotel rooms and complimentary badges. It will also result in cancellation of any marketing opportunities secured for the symposium. Marketing opportunities cancelled after February 3, 2020 may result in additional sponsorship cancellation fees (see [DDW Exhibitor Policies](#) for further information).