

# Proposal for 2010 Independent Satellite Symposia (ISS)

Submit your ISS proposal in an electronic format in Microsoft Word or PowerPoint. Incomplete proposals will not be reviewed—all information requested must be present for proposal consideration.

Name of Requestor:			
Name of Event:			
Date (First Choice):	Start Time:	End Time:	
Date (Second Choice):			
Anticipated Attendance:		Anticipated CME Credits:	
Supporting Company:			
Mailing Address			
City/ State/ Zip			
Contact Person:			
E-mail	Phone	Fax	Corporate Web Site
Third Party Company			
Mailing Address			
City/ State/ Zip			
Contact Person			Title
E-mail	Phone	Fax	Corporate Web Site

Include the following in your proposal:

**Educational Needs Statement** - Establish an educational needs assessment for the Symposium.

Include reference citations only.

**Target Audience** - Describe the overall audience composition

**Learning Objectives** - List overall learning objectives

**Agenda** - Include final, confirmed agenda. If the proposal is accepted, no changes will be permitted.

**Faculty List** - List all proposed faculty, presenters and/or participating consultants.

**Intent to Participate Letters from Each Faculty Member** - Provide correspondence (letters, e-mails, etc.) confirming presenter's "good faith" agreement to participate in the Symposium. Faculty must be available at all time slots.

**Evaluation Process Description** - Provide two to three paragraphs describing evaluation process.

Confirm that evaluation instrument provides participants with at least one method to assess perceived bias. All onsite evaluation materials/requests for CME credit must include the address for the CME Provider.

**Disclosure Communication Mechanism** - Summary of how Faculty and Planning Committee Disclosure Information will be communicated to attendees.

Proposal should be emailed to Jeanne Brandt, Director, Medical Education Initiatives at [jbrandt@reedmeded.com](mailto:jbrandt@reedmeded.com) no later than 120 days prior to a specific program.