



**Sponsored Satellite Programs at  
ASN's Annual Conference – NUTRITION 2024  
June 29 – July 2, 2024 • Chicago, IL**

**About the American Society for Nutrition**

Established in 1928, the American Society for Nutrition (ASN) is a non-profit, multidisciplinary, scientific and educational organization. Our 8,000-plus members in more than 100 countries advance nutrition research to improve public health. ASN promotes collaboration among investigators in nutrition, medicine and related fields of science, and encourages the creation, translation and dissemination of nutrition knowledge.

**About NUTRITION 2024**

NUTRITION 2024 will be an **immersive nutrition experience offering the greatest minds in nutrition science, superior research, interactive exhibits, new technology and opportunities for networking in a welcoming environment.** It will serve as a **premier global platform** for researchers, clinicians, public health professionals, policy makers, industry leaders and other stakeholders interested in the advancement and application of nutrition science. Our all-inclusive, interactive model for sharing research will feature basic, translational, clinical and population science. Attendees will learn, network and connect while advancing nutrition science to improve global health.

**Opportunities for Sponsored Satellite Programs**

Sponsored Satellite Programs provide an opportunity for external groups – industry, commodity boards, trade organizations, government, other scientific societies, etc. – to share and discuss research findings with the nutrition science community in conjunction with ASN's scientific meetings. Sponsored Satellite Programs provide attendees with additional educational/informational opportunities.

Sponsored Satellite Programs are not considered part of the official ASN program, and ASN does not endorse the content presented or their proceedings, publications, etc. Proposals for Sponsored Satellite Programs are reviewed by ASN and criteria for acceptance include:

- Programs must be objective and balanced.
- Content must contribute to the field of nutrition science.
- Programs must meet the educational needs of meeting attendees and complement the science program.
- Program descriptions and accompanying materials must be science-based and not promotional in nature.

***Program Description Example:***

**Nutrition and Physical Activity: Impacts on Cognitive Function Across the Lifespan**

The role of nutrition in the development of the brain in early life as well as its impact on cognitive functions, mental performance and behavior throughout life is a hot topic in nutrition research. This program will review approaches to improve cognitive development in early life and prevent cognitive decline in later life. Emerging data will be presented demonstrating how dietary components and

physical activity impact various cognitive outcomes, such as learning, memory, executive function and academic achievement. Novel imaging modalities for assessing brain structure and function, including fMRI, will be discussed, and opportunities to assess the combined impact of diet and physical activity on cognitive functions will be highlighted.

### **Guidelines**

1. External groups (hereafter referred to as “satellite organizers”) interested in conducting a Sponsored Satellite Program must complete this application form and include a draft program description and agenda for review and approval. Submission of an application does not constitute approval/acceptance of your satellite event.
2. Content and Conduction of Program:
  - a) Programs must be objective and balanced; contribute to the field of nutrition science; meet the educational needs of attendees; and complement the science program. Program descriptions and accompanying materials must be science-based and not promotional in nature.
  - b) The program chair should ideally be an ASN member.
  - c) ASN does not endorse the content presented in Sponsored Satellite Programs or their proceedings, publications, etc.
  - d) All satellite organizers should comply with all applicable oversight guidelines and standards including the PhRMA Code on interaction with healthcare professionals, as listed on [www.phrma.org](http://www.phrma.org), [ACCME’s Standards for Integrity and Independence in Accredited Continuing Education](#), and [ASN’s Trust and Integrity in Nutrition Science guiding principles](#).
  - e) Satellite organizers assume full responsibility for copyright of all images contained within the presentation.
  - f) ASN reserves the right to accept, reject or condition acceptance, based on ASN’s sole discretion, for any reason which need not be disclosed to the applicant.
  - g) Once the application for a Sponsored Satellite Program has been approved by ASN, the event title and content may not change without ASN approval.
3. Sponsored Satellite Programs are scheduled during the following times. Program space is limited and available on a first come, first served basis. ASN reserves the right to adjust Sponsored Satellite Program times to accommodate the final NUTRITION 2024 official schedule. Organizers are strongly encouraged to utilize catering to provide food and beverage for attendees – session preference will be given to those providing food and beverage.

<b>Date</b>	<b>Time</b>	<b>Sessions Available</b>	<b>Program Type</b>	<b>Fees*</b>
Saturday, June 29	8:00 am – 12:00 pm	1	Half-day Program	\$35,000
Saturday, June 29	11:00 am – 12:30 pm	2	Afternoon Program	\$25,000
Sunday, June 30	6:00 am – 7:30 am	3	Morning Program	\$20,000
Sunday, June 30	12:00 pm – 1:30 pm	3	Afternoon Program	\$25,000
Sunday, June 30	7:00 pm – 8:30 pm	2	Evening Program	\$25,000
Monday, July 1	6:00 am – 7:30 am	3	Morning Program	\$20,000
Monday, July 1	12:00 pm – 1:30 pm	3	Afternoon Program	\$25,000
Monday, July 1	6:00 pm – 7:30 pm	2	Evening Program	\$25,000
Tuesday, July 2	6:00 am – 7:30 am	3	Morning Program	\$20,000
Tuesday, July 2	12:00 pm – 1:30 pm	1	Afternoon Program	\$25,000

**\* ASN Sustaining Partners receive a 10% discount off fees.**

4. The following items ***are included*** with the program fee:
  - a) Recording of the satellite for online viewing on DiscoverNUTRITION, ASN’s learning platform, available for two years
  - b) Promotion of program on ASN’s website and to pre-registered conference attendees
  - c) Standard audio-visual set
  - d) Pre-Set Function space
  - e) One (1) professionally made promotional sign (produced by ASN) outside the room in which the event will take place
  
5. The following items ***are not included*** in the program fee and are the responsibility of the satellite organizer. Note: ASN can coordinate some of these items for an additional fee (see below).
  - a) Speaker travel arrangements and reimbursements
  - b) Speaker registrations for NUTRITION 2024. **No complimentary registrations are included with the satellite fees.** Speakers, event organizers and guests are expected to register as a full-conference or 1-day attendee registration. No “passes” for the session will be provided. (for VIP registration services see page 5)
  - c) Speaker honoraria
  - d) Food/beverage expenses; organizers are strongly encouraged to provide food and beverage at the satellite program. Session preference will be given to those providing food and beverage
  - e) Meeting agenda/handouts or distributing and preparation of materials
  - f) Onsite registration services
  
6. **Function Space:** Room set up will be dictated by available space. Typically, rooms are set in classroom and/or rounds for a minimum of 200 people. Saturday half-day programs and breakfast and lunch programs throughout the meeting can accommodate a minimum of 300 people. Room set and capacity limits are subject to change. ASN will follow recommendations issued by the Centers of Disease Control and Prevention (CDC), the World Health Organization (WHO), and state and local health authorities as well as the host facility. Specific requests for room set up must be submitted in writing no later than April 8, 2024, are subject to approval and additional room set fees, and are not guaranteed. ASN will strive to enable satellite organizers to have access to rooms at least 30 minutes prior to the start of the program. A prompt exit of the satellite organizers and speakers after the program will be required due to the program schedule.
  
7. **Audio Visual:** Function space will be set with ASN’s standard meeting room audio visual equipment: LCD projector, screen, laptop, one aisle microphone, head table with one (1) table microphone, lectern with one (1) microphone, laser pointer and slide advancer. Due to time and cost constraints, equipment cannot be moved, disconnected or reset. Requests for additional equipment must be submitted in writing no later than April 8, are subject to approval and are not guaranteed. Organizer will be responsible for additional expenses.
  
8. **Speaker Ready Room:** Sponsored Satellite Program speakers will utilize the ASN speaker ready room. Presenters may use their own presentation template and slides should be designed using the widescreen (16:9) aspect ratio.
  
9. **Food and Beverage:** All food and beverage charges are the sole responsibility of the Sponsored Satellite organizer. ASN will provide additional instructions to assist in the planning for food and beverage services.

10. Promotions: All Sponsored Satellite Programs will be promoted on ASN's website, in Nutrition eNewsletter, in the official NUTRITION 2024 app and to pre-registered conference attendees. ASN is not responsible for attendance/audience generation and does not guarantee attendance levels at Sponsored Satellite Programs.
11. Use of Society's name or logo: The American Society for Nutrition's name, logo, or other identifying marks may not be used in signs, advertising or promotions in any media, or on product literature without the ASN's prior approval and express written permission. ASN will supply approved Sponsored Satellite Program promotional language and branding that can be used by organizers.
12. Marketing of program by satellite organizers: ASN must review and approve all promotional materials produced in conjunction with the Sponsored Satellite Programs prior to their dissemination. ASN has the right to reject such promotional materials at its sole discretion. A minimum of three (3) business days are required for ASN review of promotional materials. Requests should be sent to [gcourtney@nutrition.org](mailto:gcourtney@nutrition.org).
13. Signage: As stated above, ASN will provide one promotional sign to be displayed onsite. Signage will include "Program Title: Sponsor Name". Design and placement of additional signs by satellite organizer is subject to ASN and venue approval. A minimum of three (3) business days are required for ASN review.
14. Shipping of Materials: Shipping and receiving of materials, and all associated expenses will be the responsibility of the satellite organizer. No materials should be shipped to ASN's attention without prior approval. ASN will provide shipping instructions by March 1, 2024.
15. Key Dates:
  - a) **Approx. December 1, 2023**: Sponsored Satellite Programs applications will be accepted. The applications will be reviewed and approved on a rolling basis. Groups will be notified regarding acceptance and date and time assignment of their Satellite Symposium within ~two weeks of receipt.
  - b) **March 1, 2024**: To guarantee meeting room space and program promotions in all materials, Sponsored Satellite Programs proposals must be received by this date. After this date, proposals will be accepted and considered as space is available.
  - c) **March 15 2024**: Companies that cancel confirmed programs after this date are subject to a 50% cancellation fee.
  - d) **April 15, 2024**: No refunds will be given to any satellite organizer who cancels after this date.
16. Additional Charges: While ASN will make every effort to ensure a successful program, ASN assumes no responsibility for the meeting space and any and all charges associated with these planned events, including, but not limited to; set-up charges, additional room rental, additional audio visual, food and beverage, computer charges, hotel reservations, speaker arrangements, electric, etc.
17. All matters and questions not covered by the above guidelines are subject to the discretion of ASN. In the event of any amendment or addition to these guidelines, written notice will be given by ASN to such parties.
18. Violation of any of the above guidelines may jeopardize the participation of the satellite organizer and/or the client represented in NUTRITION 2024 or future ASN activities.
19. The company shall protect, indemnify, hold harmless and defend ASN, its officers, directors, agents and employees against all claims, liabilities, losses, damages and expenses, including reasonable attorney's fees and costs of litigation; provided that the foregoing shall not apply to injury, loss or damage caused by or resulting from the negligence of ASN, its officers, directors, agents or employees.

20. Sponsored Satellite Program organizers who are not Committee on Dietetic Registration (CDR) accredited providers can apply to provide CPE credit to registered dietitians through CDR's Prior Approval process. If a Sponsored Satellite Program has been approved by the Committee on Dietetic Registration to offer CPE credits as a Prior Approval activity, ASN will include text that CPE is available on any ASN websites or emails sent from ASN which mention the event.

**Available Services at an Additional Cost – Must be Reserved by May 1, 2024**

- Staffing for onsite badge scanning for attendance tracking (*Contact ASN for pricing*)
- Registration for speakers and VIPs (*Contact ASN for pricing*)
- Provision of speaker honoraria and travel reimbursement (to include revenue reporting to IRS) (\$2,500)
- Please see the full NUTRITION 2024 website for a variety of opportunities to promote your Symposium before and during NUTRITION 2024. Extended marketing services including, but not limited to:
  - NUTRITION 2024 Satellite Amplifier Package (\$10,000)
    - Dedicated e-Blast to ASN members
    - Digital Advertisement in a NUTRITION 2024 eNewsletter
    - Mobile app push notification the day of your session
  - Dedicated e-Blast to ASN members (\$5,000)
  - Digital advertising – Price and options vary
  - Other advertising & promotional opportunities – additional details available in January of '24
- Publishing content from a Sponsored Satellite Program as a supplement to one of the ASN's scholarly journals can significantly broaden your reach. Four ASN publications accept proposals for supplements: *The American Journal of Clinical Nutrition*, *The Journal of Nutrition*, *Advances in Nutrition* and *Current Developments in Nutrition*. Read by an international audience of research scientists, physicians, and dietitians, these prestigious journals are published on behalf of the ASN by Elsevier. Elsevier's commitment to the highest standards of quality and service means that the publication process is professional and efficient. The necessary support and guidance are available at every stage. Supplement proposals should be submitted before the symposium and are subject to editorial acceptance following a peer review process. It is desirable that manuscripts be submitted within four (4) months of the event. Questions about the supplement process can be directed to Brian Jenkins at [b.jenkins@elsevier.com](mailto:b.jenkins@elsevier.com).



## Sponsored Satellite Program Application

Applications will be reviewed and approved on a ***first-come, first-served*** basis beginning ~***December 1, 2023***

### Contact Information

<b>Name of Group/Company Supporting Program</b>	
<b>Primary Contact Name</b>	
<b>Address</b>	
<b>City/State/Zip</b>	
<b>Phone</b>	
<b>Email</b>	
<b>Name of Third Party Organizer (if applicable)</b>	
<b>Primary Contact Name</b>	
<b>Address</b>	
<b>City/State/Zip</b>	
<b>Phone</b>	
<b>Email</b>	

	Date	Time	Sessions Available	Program Type	Fees*
<input type="checkbox"/>	Saturday, June 29	8:00 am – 12:00 pm	1	Half-day Program	\$35,000
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<input type="checkbox"/>	Sunday, June 30	12:00 pm – 1:30 pm	3	Afternoon Program	\$25,000
<input type="checkbox"/>	Sunday, June 30	7:00 pm – 8:30 pm	2	Evening Program	\$25,000
<input type="checkbox"/>	Monday, July 1	6:00 am – 7:30 am	3	Morning Program	\$20,000
<input type="checkbox"/>	Monday, July 1	12:00 pm – 1:30 pm	3	Afternoon Program	\$25,000
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<input type="checkbox"/>	Tuesday, July 2	6:00 am – 7:30 am	3	Morning Program	\$20,000
<input type="checkbox"/>	Tuesday, July 2	12:00 pm – 1:30 pm	1	Afternoon Program	\$25,000

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**Half-day programs subject to availability. All session slots noted are in Central Time.**

<b>Program Title:</b>
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**Program Description (no more than 150 words) - Summarize the overall theme and specific topics to be discussed. As appropriate, reference new and/or emerging research that will be shared.** Program descriptions and accompanying materials must be science-based and not promotional in nature.

<b>Program Description:</b>
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**Please provide three learning objectives for this session.**

<b>At the end of this session, attendees will be able to:</b>	
1.	
2.	
3.	

**Chairs, Speakers and Presentation Titles (add additional speakers, as necessary)**

<b>Chair (must be an ASN member)</b>	
<b>Name</b>	
<b>Institution</b>	
<b>Email</b>	
<b>Telephone</b>	
<b>Co-Chair (if applicable)</b>	
<b>Name</b>	

<b>Institution</b>	
<b>Email</b>	
<b>Speaker 1</b>	
<b>Presentation Title</b>	
<b>Name</b>	
<b>Institution</b>	
<b>Email</b>	
<b>Speaker 2</b>	
<b>Presentation Title</b>	
<b>Name</b>	
<b>Institution</b>	
<b>Email</b>	
<b>Speaker 3</b>	
<b>Presentation Title</b>	
<b>Name</b>	
<b>Institution</b>	
<b>Email</b>	
<b>Speaker 4</b>	
<b>Presentation Title</b>	
<b>Name</b>	
<b>Institution</b>	
<b>Email</b>	
<b>Note below which of the Additional Services Available via ASN you would like to reserve (Information on additional advertising and promotional opportunities will be available in January 2024):</b>	
<input type="checkbox"/>	Onsite badge scanning for attendance tracking

<input type="checkbox"/>	Provision of speaker honoraria and travel reimbursements - \$2,500
<input type="checkbox"/>	N24 Satellite Amplifier Package - \$10,000 (includes e-Blast, N24 newsletter ad, Mobile app push button notification at N24)
<input type="checkbox"/>	Dedicated e-Blast - \$5,000 each    Quantity? _____

Note: ASN welcomes your ideas for other promotions we can implement as well.

**Payment Information**

Please complete the following information for invoicing. Invoices will be mailed upon notification of acceptance of application. Companies that cancel confirmed programs after **March 15, 2024** are subject to a 50% cancellation fee. No refunds will be given to any satellite organizer who cancels after **April 15, 2024**.

**Satellite Event Organizer:**

<b>Contact Name</b>	
<b>Company</b>	
<b>Address</b>	
<b>City/State/Zip</b>	
<b>Email</b>	
<b>Telephone</b>	

I have read, understand and will adhere to the ASN Sponsored Satellite Program guidelines and payment terms as noted above.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit Completed Application to: [gcourtney@nutrition.org](mailto:gcourtney@nutrition.org)

Questions? Please contact Griff Courtney via email or telephone (240-428-3613).