



# Satellite Symposia Supplement

## 1. MEETING OVERVIEW AND ACCREDITATION

### Tandem Meetings | Transplantation & Cellular Therapy Meetings of ASTCT and CIBMTR Overview

Annually, the Tandem Meetings | Transplantation & Cellular Therapy Meetings of ASTCT and CIBMTR (Tandem Meetings) is the largest gathering in North America of worldwide experts in blood and marrow transplant patient care, cellular therapy, clinical investigation, and laboratory research. Typically, up to 1,000 physicians, scientists and allied health professionals working in blood and marrow transplantation and cellular therapy programs throughout the United States, Canada and more than 40 other countries attend the satellite symposia.

ASTCT and CIBMTR have successfully hosted the Tandem Meetings since their first joint annual meeting in 1995. Participants reap the benefits of attending the combined meetings in a single week, including cost savings on travel and lodging, less disruption to professional schedules, and the opportunity to network with a wider circle of colleagues. Registration for the 2026 Tandem Meetings is open to members and non-members of ASTCT and/or CIBMTR. The Tandem Meetings address timely issues in hematopoietic cell transplantation (HCT) and gene therapy along with recent developments from an experimental and clinical research perspective.

#### ASTCT: American Society for Transplantation and Cellular Therapy

The American Society for Transplantation and Cellular Therapy (ASTCT) is an international professional membership association of more than 3,900 physicians, investigators and other healthcare professionals promoting blood and marrow transplantation and cellular therapy research, education, scholarly publications, and clinical standards. From its beginning, ASTCT activities have been in eight broad areas, representing the interests of transplant clinicians and investigators and the patients they serve: Research; Representation; Clinical Standards; Regulation; Communications; Accreditation; Reimbursement; Recruitment and Training. More information can be found at [www.astct.org](http://www.astct.org).



#### CIBMTR: Center for International Blood & Marrow Transplant Research

The Center for International Blood & Marrow Transplant Research® (CIBMTR), a research collaboration between the Medical College of Wisconsin (MCW) and NMDP, provides a unique resource of data and statistical expertise to the scientific community for addressing centers that share data on HCT and cellular therapy outcomes and a statistical center that maintains a clinical database with information for more than 700,000 patients from more than 310 transplant centers in more than 25 countries. CIBMTR is a voluntary research organization of basic and clinical scientists collaborating to address important issues in blood and marrow



transplantation and cellular therapy. The organization uses this information to identify ways to improve transplant outcomes. More information is available at [www.cibmtr.org](http://www.cibmtr.org).



### Continuing Medical and Professional Education

MCW sponsors the Tandem Meetings. The Accreditation Council for Continuing Medical Education accredits MCW, empowering it to provide medical education to physicians. MCW provides certificates that reflect contact hours for allied health professionals attending the meetings.

## 2. APPLICATION PROCESS

### SATELLITE SYMPOSIA OPPORTUNITIES

Satellite Symposia opportunities are available for the 2026 Tandem Meetings. All commercially supported Satellite Symposia must follow all [ACCME requirements](#) (sanctions may be imposed for any violation of CME guidelines).

Symposia run as stand-alone or concurrent breakfast or lunch sessions, available during the following times:

- Breakfast: Thursday, February 5, through Saturday, February 7
- Lunch: Wednesday, February 4, through Saturday, February 7

Consider exploring these suggested topics, including but not limited to:

- Acute and/or Chronic GvHD (Prevention & Treatment)
- Acute Post-Transplant Complications - Immune Reconstitution
- Alternative Donor/Grafts
- Cellular Therapy - CAR-T Cells
- Cellular Therapy/Cellular/Gene/Immunotherapy (Including Solid Tumor)
- Cellular Therapy for Autoimmune
- Cord Blood
- Graft Engineering
- GvHD Management
- Immunotherapy
- Infection
- Lymphoma
- Mesenchymal Stem Cells
- Myelofibrosis
- Pharmacokinetic Monitoring
- Post-Transplant Maintenance
- Regenerative Medicine
- Target Therapies Post Transplant

### FEES

Session Type	Live Activity Only	Live and Enduring Activity*
Breakfast Concurrent	\$105,000	\$120,000
Breakfast Stand-Alone	\$145,000	\$160,000
Lunch Concurrent	\$115,000	\$130,000
Lunch Stand-Alone	\$165,000	\$180,000

Live Activity Only includes facility rental, CME administration and certificate fees for the Live Activity, audio-visual needs, live polling, a breakfast or lunch buffet for conference attendees, and two complimentary registrations for planning members.

Live and Enduring Activity\* includes facility rental, CME administration and certificate fees for the Live Activity, audio-visual needs, live polling, a breakfast or lunch buffet for conference attendees, and two complimentary registrations for planning members. *[Accreditation for the Live Activity must be provided by MCW][but the Medical Education Partner is responsible for securing accreditation for the Enduring Activity]* A digital recording file will be provided to the Planning Company to create the enduring activity, and enduring activity materials can be posted to the Tandem Meetings online agenda. The Planning Company must provide the Tandem Meetings with the language and link for the online agenda update.

## APPLICATION

Submit the 2026 Satellite Symposia application and required materials by Friday, June 20, 2025, at 11:59 PDT. The Tandem Meetings may not review incomplete or late applications. Please complete applications as accurately and thoroughly as possible. If your application or materials require changes, please [email](#) them to the Tandem Meetings Conference Office as soon as possible. [Access applications here.](#)

Submit the following information to finalize your application:

- [Satellite Symposium Application Form](#) which includes the following:
  - Company Information
  - Session Time Preferences
  - Proposal Topic
  - Satellite Symposium Title
  - Learning Objectives
  - Documented Needs Assessment
  - Proposed Agenda (including suggested chair and faculty of the proposed Symposium)
  - Target Audience
  - Commercial Supporter(s)
  - Signed [Planning Company Agreement Form](#) to Comply with CME Rules and Regulations
  - [Disclosure of Relevant Financial Relationships and Attestation Form](#) from all Planning Members who are in a position to control educational content

## SCORING PROCESS

The Tandem Meetings Scientific Organizing Committee and MCW, the CME provider, will review completed applications, evaluating proposals based on documented need(s), content, and scientific merit.

Applicants will receive notification of conditional acceptance in July 2025. Once the Scientific Organizing Committee accepts an application, applicants can seek commercial funding. Organizations with conditionally accepted proposals must forward all requested Symposium details to [TandemMeetings@mcw.edu](mailto:TandemMeetings@mcw.edu) by Monday, September 22, 2025, for final approval. Please provide the following information (all forms are available online):

- Final agenda
- Confirmed faculty
- [Disclosure of Relevant Financial Relationships and Attestation Form](#) for all confirmed faculty
- [Recording Release Form](#) for confirmed faculty
- [Planning Members Contact Form](#) as these planning members will be required to share information with their key stakeholders

## FINAL APPROVAL

When applicants secure funding, Tandem Meetings and MCW will grant final approval. Once they confirm final approval, applicants must not make changes to the program, agenda, or faculty without submitting a written request and obtaining approval from the Tandem Meetings and MCW. The Tandem Meetings and MCW may impose sanctions if applicants violate CME guidelines. For approved Satellite Symposia, applicants must pay a symposium fee to the Tandem Meetings in the form of an educational grant, as outlined in the enclosed schedule of Satellite Symposia Session opportunities. ASTCT and CIBMTR will use the grant jointly to support the educational activities. All Satellite Symposia must offer CME credit to attendees through MCW for the live activity.

## FREQUENTLY ASKED QUESTIONS

Once final approval has been granted. The Tandem Meetings will communicate to the Planning Company the approved date and time of the Symposium, as well as provide a more robust guide that further details the onsite logistics and requirements for Planners, Chairs and Faculty.

## CANCELLATION POLICY

Submit all cancellations in writing to [TandemMeetings@mcw.edu](mailto:TandemMeetings@mcw.edu) by Monday, November 10, 2025. No refunds will be provided for cancellations received after Monday, November 10, 2025.

# 3. PRE-MEETING AND ONSITE LOGISTICS

## FACULTY REGISTRATION

Chairs and speakers of Satellite Symposia must register as attendees of the Tandem Meetings and cannot use the provided complimentary registration codes for their registration. Submit proof of registration for all faculty to [TandemMeetings@mcw.edu](mailto:TandemMeetings@mcw.edu) by Friday, January 9, 2026.

## FACULTY REQUIREMENTS

- PowerPoint Presentation with Disclosure Slide due Friday, January 9, 2026.
- Live Polling Questions & Answers constructed and included in the final PowerPoint Presentation.
- [Disclosure of Relevant Financial Relationships and Attestation Form](#)
- [Recording Release Form](#)

## SPEAKER READY ROOM

Speakers and/or Planning Company Members must visit the Speaker Ready Room at least 24 hours before their session starts, to ensure slides are queued and to address any questions with the on-site AV team. Meeting organizers will inform speakers and staff of the Speaker Ready Room's location as the Tandem Meetings approach.

## ROOM SET-UP

The Tandem Meetings team assigns meeting space for all confirmed Satellite Symposia within the Salt Palace Convention Center. The Tandem Meetings prohibits changes to the existing stage, podium, seating setup and surrounding areas, as well as the use of podium signage. Symposium lectures must take place exclusively in the designated meeting space. After discussing with Tandem Meetings staff, minimal stage reconfiguration may be approved, though additional fees could apply.

## PROMOTION, LOGO USAGE, AND SIGNAGE

### Promotion:

Submit all promotional materials for review and approval by Tandem Meetings staff and the MCW CME Office by Monday, December 1, 2025. Failure to adhere to the December 1 deadline could result in a delayed approval/release of materials.

Included in your Satellite Symposium fee is the one-time use of the 2026 Tandem Meetings pre-registration mailing list. Tandem Meetings staff will email the Excel file to one pre-identified contact per planning company early January 2026. Per GDPR requirements regarding European attendees, the Mailing List Rental will only include attendees who consent to allow us to use their data. This file will contain names, physical mailing addresses and organization names for attendees who provide consent to share their information. Mailing lists are only pulled one time before the start of the Tandem Meetings; additional versions will not be provided. All materials created and mailed must be pre-approved by Tandem Meetings staff and the MCW CME Office by Monday, December 1, 2025.

### Logos:

Contact the Medical College of Wisconsin Office of Continuing Professional Development for CME requirements regarding identity standards, guidelines for CME Disclosure, and required text for brochures and promotional announcements at [cme@mcw.edu](mailto:cme@mcw.edu). Satellite Symposia must not use "ASTCT", "CIBMTR", "Statistical Center", "Registry", "Medical College of Wisconsin", "ACCME" or their respective logos on any announcement, sign, publication, audiovisual product, or other promotional material without written permission.

### Signage:

Signage is the responsibility of the Planning Company. The Planning Company may place a maximum of 3 signs around the convention center on the day of the assigned Satellite Symposium. Signs are not to exceed 29"x63" (pop-up banner) or 24"x36" (poster). The Tandem Meetings will provide easels upon request. Obtain approval for sign content from Tandem Meetings staff and the MCW CME Office by Monday, December 1, 2025. Post signs only after the preceding Symposium session ends and remove them within 1 hour after the Symposium concludes. Tandem Meetings staff will take down signs not removed within the appropriate timeline. No exceptions allowed.

### Food and Beverage:

The Tandem Meetings staff will order all catering. Food for conference attendees will be available near the Satellite Symposia session room. Satellite Symposium planners may not order or bring catering to their respective sessions.

## REPORTS

The grantor must communicate any specific reporting or evaluation requirements, along with additional questions about the standard evaluation form, to the Tandem Meetings by December 1, 2025, for review and approval. Send all requests to [TandemMeetings@mcw.edu](mailto:TandemMeetings@mcw.edu).

## 4. ADVERTISING OPPORTUNITIES

The Tandem Meetings online agenda will list all Satellite Symposia, but the planning company is solely responsible for all advertising and promotion of their respective sessions. Advertising opportunities are available for purchase through the Tandem Meetings, with rates available in Summer 2025, including:

- **Email blast sponsorship** – Support an email blast that is sent directly from the Tandem Meetings and contains relevant attendee information such as educational content, housing and travel.
- **Mobile App push notification** – Send an advertisement message via the Tandem Meetings Mobile App, to registered attendees, during the 2026 Tandem Meetings.
- **Product & Innovation Theater** – Take this opportunity to host a 30-minute or 60-minute session to provide information about your product(s), service(s), or therapeutic area(s) to an audience of up to 125 attendees.
- **Registration Bag Insert & Digital Meeting Insert** – Place your advertisement in the official Registration Bag Insert and/or the Digital Meeting Bag Insert. In-person Attendees collect a branded Tandem Meetings Registration Bag upon check-in to the Tandem Meetings to utilize throughout the program, and both In-Person and Digital Access Attendees can view Digital Meeting Bag Inserts throughout the entire program via the Tandem Meetings Mobile App.

## IMPORTANT DATES AND DEADLINES

### 2025

Friday, June 20	<ul style="list-style-type: none"> <li>• Deadline to submit the <a href="#">Satellite Symposium Proposal</a> outlining the title, learning objectives, and proposed agenda including faculty</li> <li>• Signed <a href="#">Planning Company Agreement</a> to Comply with CME Rules and Regulations</li> <li>• <a href="#">Disclosure of Relevant Financial Relationships and Attestation Form</a> for all Planning Members</li> </ul>
Early July	<ul style="list-style-type: none"> <li>• Notification of conditional acceptance sent to applicants</li> </ul>
Monday, September 22	<ul style="list-style-type: none"> <li>• Final details due, including full agenda with presentation timelines, confirmed faculty list with corresponding presentation titles and full contact information confirmed via email</li> <li>• <a href="#">Disclosure of Relevant Financial Relationships and Attestation Form</a> for all confirmed faculty</li> <li>• <a href="#">Clinical Content Validity Form</a> for all confirmed faculty</li> <li>• <a href="#">Recording Release Form</a> for all confirmed faculty</li> </ul>
Monday, November 10	<ul style="list-style-type: none"> <li>• No refunds will be provided for cancellations received after Monday, November 10, 2025.</li> </ul>
Monday, December 1	<ul style="list-style-type: none"> <li>• Balance of grant due with signed Final Letter of Agreement</li> <li>• Attendee Feedback Requests deadline (submit any specific needs for attendee feedback such as evaluations, live polling, etc.)</li> <li>• All promotional materials due for MCW CME approval</li> </ul>

### 2026

Friday, January 9	<ul style="list-style-type: none"> <li>• PowerPoint presentation drafts due for MCW CME approval</li> <li>• Faculty and on-site Planning Members Proof of Registration deadline</li> </ul>
February 4-7	2026 Tandem Meetings   Transplantation & Cellular Therapy Meetings of ASTCT and CIBMTR
Monday, March 9	<ul style="list-style-type: none"> <li>• Full expense report due</li> </ul>
Monday, April 20	<ul style="list-style-type: none"> <li>• All invoices must be paid in full</li> </ul>