



CCME ASSOCIATED SYMPOSIA

GUIDELINES AND SUBMISSION FORM

Application Deadline: March 1, 2012

www.mededconference.ca



CCME ASSOCIATED SYMPOSIA GUIDELINES 2012

The Canadian Conference on Medical Education (CCME 2012) is inviting not-for-profit organizations to organize an associated symposium in conjunction with the CCME 2012 to be held in Banff, AB, April 14-18, 2012.

Associated symposia are opportunities for not-for-profit organizations such as foundations, charitable organizations, and government agencies to provide educational sessions to attendees of CCME. Associated symposia will allow in-depth and multidisciplinary presentations and discussion on specific research or educational topic of relevance to medical education, but not covered in the CCME Scientific Program.

The CCME Scientific Program Committee reviews all submissions to ensure that there is no conflict with the CCME scientific program as well as to ensure that the educational content contains no bias towards specific products or services.

Associated symposia at the CCME must be free of actual or perceived conflict of interest; as such, these symposia must deal with a topic of demonstrated academic relevance to CCME delegates, and must not be a vehicle to demonstrate, sell, advocate for, or raise awareness of any specific product or service. Associated symposia may not be supported, directly or indirectly, by any third-party organization prohibited in the above policies.

About the CCME

The Canadian Conference on Medical Education (CCME) is the largest medical education conference in Canada, attracting over 1,000 medical education leaders in Canada. CCME is a platform for discussions that shape the future of medical education in our country. Delegates include deans, educators and teachers from Canadian medical schools, physicians, medical residents, undergraduate medical students along with senior leaders and health policy decision makers.

CCME is hosted by five of Canada's premier healthcare organizations: The Association of Faculties of Medicine of Canada (AFMC), the Canadian Association for Medical Association (CAME), The College of Family Physicians of Canada (CFPC), the Medical Council of Canada (MCC) and The Royal College of Physicians and Surgeons of Canada (RCPSC).

CCME is the largest medical education conference in Canada which attracts over 1,000 medical education leaders in Canada. CCME is a platform for discussions that shape the future of medical education in our country.

CCME 2012 – Associated Symposia Time Slots and Fees

Saturday, April 14, 2012	19:00 to 22:00	\$25,000
Sunday, April 15, 2012	07:00 to 08:15	\$15,000
Sunday, April 15, 2012	19:00 to 22:00	\$25,000
Monday, April 16, 2012	07:00 to 08:15	\$15,000
Tuesday, April 17, 2012	07:00 to 08:15	\$15,000

The fees include:

- space and logistic support including meeting room rental at CCME 2012
- food & non-alcoholic beverages for session attendees and faculty
- meeting room set up consisting of round tables, head table and podium
- standard CCME audio visual which will include an LCD projector, screen and podium microphone. Any additional audio-visual equipment is the responsibility of the session sponsor.
- Pre-registration list in Excel format approximately four weeks prior to the conference (not to be used beyond CCME 2012)
- Associated symposium program listing in the CCME 2012 Final program, CCME website and onsite
- One delegate kit insert provided per symposium sponsor, with content subject to approval by CCME staff
- 2 complimentary registrations to CCME 2012
- Recognition as a CCME 2012 sponsor in Final Program, signage and other communication.

The related fees are payable upon approval of the symposium application and must be payable to the Association of Faculties of Medicine of Canada (AFMC). These fees represent an unrestricted educational donation (charitable receipts can be provided).



Use of CCME logo

Any printed associated symposia invitations or announcements produced by the sponsoring organization must receive CCME approval prior to printing. Use of the CCME logo is not permitted.

QUESTIONS?

Contact:

**Stéphanie Mutschler,
Development Officer**

CCME 2012 Conference Secretariat, c/o AFMC
800 – 265 Carling Av
Ottawa ON K1S 2E1
Tel: 613 730-0687 ext 238
Fax: 613 730-1196
Email: smutschler@afmc.ca
www.mededconference.ca



Application Deadline: March 1, 2012

CCME ASSOCIATED SYMPOSIA

SUBMISSION FORM

Sponsoring Organization:		Contact Person:	
Address:			City:
Province/State:	Postal Code/Zip Code:	Country:	
Phone:	Fax:	Email:	

Time slot preference: Please indicate your choice of time slot. Requests will be filled on a first come, first served basis.

Available Time Slots:		
Saturday, April 14, 2012	19:00 to 22:00	\$25,000
Sunday, April 15, 2012	07:00 to 08:15	\$15,000
Sunday, April 15, 2012	19:00 to 22:00	\$25,000
Monday, April 16, 2012	07:00 to 08:15	\$15,000
Tuesday, April 17, 2012	07:00 to 08:15	\$15,000
1 st choice slot _____		
2 nd choice slot _____		
3 rd choice slot _____		

Proposed Session Title:	
Description of symposium topic:	
Learning Objectives:	<p>Completed submission form should be forwarded to:</p> <p>Stéphanie Mutschler, Development Officer Tel: 613 730-0687, ext 238 Fax: 613 730-1196 c/o Association of Faculties of Medicine of Canada (AFMC) 800 – 265 Carling Av., Ottawa ON K1S 2E1 smutschler@afmc.ca; www.mededconference.ca</p>
Proposed topics and speakers for the associated symposium:	