



2027 Spring Symposium Due Dates

9/21-10/26

KICK-OFF CALL

- Schedule and attend a kick-off call with CE team.
- Sign and return completed Speaker Agreement

1/1/2027

FLIGHT ITINERARY

- Please share your travel itinerary with GVP as soon as it is booked so we can arrange your hotel accommodations.

UPLOAD SHORT BIO AND HEADSHOT

- Submit via Symposium Faculty Planning page.

2/1/2027

EXHIBIT HALL TABLE

- Confirm your participation in the Exhibit Hall

PROGRAM GUIDE

- Review and approve a shared document containing your revised abstract and learning objectives. Revisions may be made to ensure compliance with Joint Accreditation standards.

2/22/2027

POWERPOINT

- Review the Faculty Guidelines and Responsibilities for presentation requirements.
- Draft PowerPoint files (.ppt/.pptx only) may be submitted for feedback before this deadline. Keynote and Google Slides files must be converted to PowerPoint BEFORE submission. Files not in .ppt or .pptx will be returned.
- Following our initial review, a shared OneDrive link will be provided for ongoing updates.

ANCILLARY MATERIALS

- Submit a one-page ancillary material based on your presentation, such as a tip sheet, guide, patient resource, or screening tool. See the Faculty Guidelines and Responsibilities for more information and guidance

REFERENCE LIST

- Submit a complete reference list of all sources used to develop your presentation, including resources not directly cited on slides.

W9

- Submit complete W9 via secure link on Symposium Faculty Planning page.

ATTESTATION STATEMENT

- Submit complete attestation form via Symposium Faculty Planning page.

4/9/2027

APPROVED SPEAKER INTRODUCTION

- A draft of your moderator introduction will be provided for review and approval before this deadline.

*We highly recommend purchasing travel insurance or using a credit card that provides reimbursement for unused travel purchases. If for unforeseen circumstances, including but not limited to, acts of God, catastrophe, virus, pandemic, governmental order, law or regulation, the Symposium cannot be held in person, reimbursement for travel costs will be limited only to costs incurred for flight insurance and Speaker will deliver the Presentation as part of a web-based continuing education program featuring content that is similar to that planned for the live Symposium. Great Valley Publishing and its affiliates cannot be held financially responsible for airline tickets or other associated fees, or costs incurred by registrants and speakers in anticipation of the in-person event.