A Message to the IACE Member Community

• Our jobs are in healthcare, but that doesn’t mean we have all of the answers when the unexpected arises. As more information becomes available about COVID-19 and its current and potential impact across the globe, we may find it difficult to parse out what information is consistently reliable and valuable from a business decision perspective. Thus, we have curated a brief compilation of trusted resources, real-world scenarios, and questions for consideration to help with informed decision-making.

• **Please feel free to add to this document** so that others may benefit from your knowledge and experience. Thank you.

Sincerely,

John Ruggiero, IACE Chair
Greselda Butler, IACE Co-Chair

Not an exhaustive or comprehensive list of resources. This information is not intended to supersede government or employer organization’s policies and procedures.
The CDC is managing the official health care response to the coronavirus outbreak.
• A brief article from MeetingsNet about whether to cancel or proceed with an event from the recent Events Industry Council (EIC) webinar. It focuses on two simple questions to consider when making the decision.

1. **What is the critical mass of individuals who need to attend for the objective of the meeting to be accomplished?**

2. **When must you decide?**

• The full webinar is available on the EIC web site with additional information on critical legal and insurance considerations. [https://youtu.be/Yiub1Ye2bjc](https://youtu.be/Yiub1Ye2bjc)
IACE members that provide grant funding for live events have likely already held some discussion(s) with education providers/joint sponsors regarding the status of the events and how best to proceed. The examples shared are specific to a particular supporter; however, they may have some benefit to others in similar situations.

• An education provider at a U.S.-based University contacted Company X because several of the faculty for their upcoming roundtable summit (partially funded by an educational grant from Company X) are no longer available to travel to the U.S. and they are unable to obtain local replacements on such short notice.

1. The provider asks if Company X Letter of Agreement (LOA) could be amended to postpone the initiative, but does not proffer a date.

2. Internally, a discussion is held and a decision made that as long as the education will take place prior to December 31, 2020, Company X will allow them to reschedule; however, if they are unable to confirm the new event date by September 1, 2020, Company X can rescind the grant.

3. The proposed solution allows the provider some breathing room as we inevitably move closer to an optimized U.S. and global response to COVID-19.

4. The proposed solution allows Company X the flexibility to potentially fund a different grant request within the 2020 budget cycle if the provider is unable to reschedule by the deadline.

5. The decision will be communicated through formal channels and an amendment to the Company X LOA (with language approved by Legal) will be issued.
A formal email communication from March 2020, regarding an upcoming meeting series was distributed by Provider X.

• As the situation around the COVID-19 outbreak evolves, we continue to evaluate and update our plans, policies, and procedures. In light of recent developments including nationwide travel bans, we are taking the necessary steps to ensure the health, safety, and well-being of our faculty and event participants.

• After much consideration, we have outlined a very specific and defined plan for communication and outreach to our faculty, sponsors, supporters, exhibitors, and attendees around each move. We will be postponing the March/April/May spring meetings as follows:
  1. Events I-II: The new dates will be July, 2020. Same meeting location: Location X
  2. Event: III: April and May events will be rescheduled. Dates/location are being determined and you will be notified upon confirmation.
  3. Events currently scheduled between June-December: will be assessed as more information becomes available

• All current meeting registrants for the above meetings will be automatically transferred to the their new respective congress dates.

• These measures will allow us to ensure the safety and attendance that we anticipate, as well as the educational experience we promise. Although it is in the best interest to postpone these meetings, we anticipate no changes to the scheduled faculty or agenda.

As always, please let me know if you should have any questions surrounding the aforementioned.

Please stay safe and healthy!
Real-World Scenarios (cont.)

• Due to the coronavirus and coronavirus disease (COVID-19) outbreak in the United States, we are moving the Meeting X from a live in-person event to a live online event only (there will be no live meeting). Anyone can participate virtually, but you must be registered for the XMeetings to receive CME/CE credit.

What does this mean?

• All general sessions and originally scheduled workshops will now take place online and live using Zoom Webinars (note: the times listed in the program are in Central Time).

• All sessions will also be recorded and posted for on-demand learning through XX XX, 2020.

• Pre-conference courses will be pre-recorded and hosted on Provider X website. More information to follow.

How it Works

• By XX 2020, links will be added to the program schedule on the conference website and mobile app for each session.

• Choose the session(s) you wish to attend from the comfort of your home or office and register/join the webinar

• Add the reminder and login instructions to your calendar so you don’t forget!
Questions For Consideration: Supporters

How regularly should you be meeting with your internal teams and stakeholders to review and discuss the IME funding strategy and response to changes?

Have the event owners provided guidance or language to sponsors/partners to maintain a consistent message?

If the live event is canceled, how will it impact IME, poster and presentations, product theatres, etc?

What are the primary and secondary mechanisms for communication between the event owner and providers AND providers and attendees? How frequently are they updated?
Questions For Consideration: Providers

If the live event is canceled, and there is no planned supplemental enduring material, must the entire grant be canceled and funds returned, or will there be an opportunity to revise the scope of the education?

If the event is stand-alone, can it be postponed or reconfigured with minimal impact to budget and attendance?

Is there information available on Supporter grant web sites to inform prospective applicants about any changes or updates to current submission protocols?

Has a cut-off date been established by which a definitive decision to cancel or proceed with a live event will be made?