

**Process for Obtaining The University of Texas M. D. Anderson Cancer Center Sponsorship/  
Co-Sponsorship of Scientific and Clinical Meetings and  
Expectations of the M. D. Anderson Faculty Chair or Co-Chair**

Obtaining Sponsorship

- One of the chairs of the program organizing committee for the conference must be faculty/staff from M. D. Anderson in order to request and receive M. D. Anderson sponsorship or co-sponsorship.
- The *Application for M. D. Anderson Cancer Center Sponsorship* must be completed and the required signatures obtained. All fiscal responsibility questions must be answered in full and all required documentation attached.
- The completed application is forwarded to CME/Conference Management (CME/CM), Unit 1381, for that Department.
- CME/CM forwards the completed application to the CME Advisory Committee for review and approval of program content. Once approved, the application is forwarded to the Senior Vice President for Academic Affairs for review and approval and (if there is M. D. Anderson financial liability) to the Provost & Executive Vice President for final review and approval.
- CME/CM notifies the faculty member of the sponsorship/co-sponsorship approval by the Senior Vice President for Academic Affairs, and if applicable, Provost & Executive Vice President. CME/CM notifies program requestor if any changes need to be made to the program or questions exist prior to program approval.

Responsibilities/Expectations of the Program Chair/Co-chair

- The program chair and/or program committee members from M. D. Anderson must be actively involved in the oversight of the meeting.
- Program content decisions must come from the program chairs or program committee, be free of bias, and must always be aligned with what is in the best interest of the public.
- The program content must be of high quality and must promote improvements or quality in healthcare and not a specific propriety business interest of a commercial interest.
- The program subject matter, its intent, and the philosophy of the educational activity must be consistent with the mission of M. D. Anderson.
- No specific drug or product advertisements should be included in the marketing or program materials because of the potential for the appearance of endorsement or bias. General company advertisements (not drug/product specific) as contributors of the meeting are usually okay. CME/Conference Management must review and approve all marketing and program materials.
- M. D. Anderson program chair must not sign any meeting contracts with hotels, communication companies, conference service providers, or others where M. D. Anderson is described as a party to the contract without review and approval by Legal Services. Following review by Legal Services, contract is then executed by appropriate party. M. D. Anderson is not likely to be a party to such contracts since M. D. Anderson is usually not providing any funding for the program, but the chair must be aware of this issue.