FREQUENTLY ASKED QUESTIONS

1. What is a Satellite Symposium?

A one and a half to two-day symposium, which takes place in the region. The AAF will sponsor travel and accommodation for a maximum of two international faculty members. The symposium is conducted by international faculty of the Salzburg Medical Seminars International with participation of local faculty.

2. When should a satellite symposium take place?

Directly before or after a Salzburg Medical Seminar to save on travel time for faculty.

3. Who organizes a Satellite Symposium?

AAF Vienna in conjunction with the local Open Medical Club (OMC) local OMI coordinator and or Seminar fellows organizes the satellite. The local organizers must submit a program and budget proposal to the AAF Medical Directors for approval. Only once this has been approved, should local organizers proceed. The AAF will coordinate faculty travel. The local organizers will coordinate publicizing the symposium, organizing the facilities, social event, etc. If there are questions or further information required please contact Katharine Eltz Aulitzky (k.eltz aulitzky@americanaustrianfoundation.org)

4. How is a typical satellite symposium structured?

A satellite symposium consists of six lectures delivered by the international faculty and a roundtable discussion between the international and local faculty as well as case presentations. See Satellite Schedule template below. Cases should be submitted (using the case-template) 4 weeks before the satellite for pre-selection.

5. How long should a Satellite Symposium last?

A Satellite Symposium should last one and a half days.

6. Who covers the expenses?

The AAF will cover expenses for a maximum of two faculty members, whom AAF invites (travel and accommodation).

OMC/Local Organizers should cover local expenses (coffee breaks, programs, announcements, social program, etc.). This means that the local organizers must search for funds locally to cover these costs, not the National Foundations.

7. What is the purpose of a satellite symposium?

To reach a larger audience of physicians and health care workers and learn about local conditions and to foster relationships between senior physicians in the region and U.S. and Austrian faculty members and seminar alumni. The knowledge gained by faculty will help to improve the OMI-Salzburg Medical Seminars International.

8. Who should contact the faculty members?

The AAF will contact the faculty to determine their interest and ability to hold a satellite.
9. Where should a Satellite Symposium take place?

A Satellite Symposium should be held at a hospital or at the university. At the conclusion a social event bringing together faculty, fellows and satellite participants will be held either at an Austrian or American official organization (embassy, trade commission, etc.)

10. Are there any special technical requirements?

Most of the faculty members use power-point presentations for their lectures, so a laptop is required.

11. How many people should participate in a Satellite Symposium?

Ideally 30 – 40, but no more than 70, otherwise the opportunity for discussion is very limited.

12. Program Brochure / Printed Materials

Before you print anything, please send us a draft for review!

13. Certificates

The AAF will provide a template for certificates.