



SOCIETY OF SURGICAL ONCOLOGY (SSO) 71st SSO Annual Cancer Symposium Ancillary Meeting Guidelines

The SSO Annual Cancer Symposium is recognized as the leading international scientific event that offers the latest innovations in surgical oncology. SSO 2018, the 71st SSO Annual Cancer Symposium, will expand on SSO's tradition of providing outstanding educational opportunities and career-enhancing connections. All with the goal to help you expand your expertise in surgical oncology over the course of four concentrated days.

SSO 2018 will occur from March 21-24, 2018, at the McCormick Place – Lakeside Center in Chicago, IL. More than 1,800 of your most esteemed surgical oncology colleagues from around the world will gather to learn the latest techniques and advances in the management of surgical patients with solid tumor cancers. We invite you to join them, expand your expertise and expand our community.

A. ANCILLARY MEETING EXAMPLES

Other than the pre-approved events which are industry-sponsored, CME-certified meetings held during the symposium, SSO will be the sole provider of all educational and scientific programming from Wednesday, March 21 through Saturday, March 24. Consequently, **any ancillary meetings with an educational or scientific focus or intent are strictly prohibited during these four days.** Examples of permissible ancillary meetings, provided that a suitable request has been submitted and approved in advance, include:

- **Private food and beverage functions** that are by “invitation only.” Corporate/executive staff may speak about their products and services, but educational speakers are prohibited.
- **Investigator Meetings/Industry Updates** that are by “invitation only.” Investigators involved in conducting research for the company and individuals who have provided consultation for the company are appropriate speakers; prospective investigators and consultants are not appropriate.
- **SSO member meetings** involving a group of special interest experts who are working on a joint project.
- **Patient group or nonprofit organization meetings**
- **Internal sales, business, or staff meetings** for exhibitors who are at the SSO Cancer Symposium, provided that such meetings are closed to other SSO Cancer Symposium attendees. These meetings can be held at any time.



B. ANCILLARY MEETING REQUESTS

The main contact for each ancillary meeting request is responsible for assuring that all vendors, speakers and meeting invitees understand and comply with the following guidelines. A violation of these guidelines will be attributed to all parties related to that meeting request. SSO reserves the right to request backup documentation or an outline of the meeting prior to approving the meeting space, if we deem it is necessary.

- All ancillary meetings held during the SSO Cancer Symposium must be approved by SSO. To obtain approval, an Ancillary Meeting Room Request must be submitted to SSO.
- There is a \$150 non-refundable fee per approved event request.
- Meeting space is limited and Ancillary Meeting Room Requests that comply with these guidelines will be considered on a first-come, first-served basis. Space is NOT available at the convention center.
- Space for ancillary meetings will be provided only to requestors who are affiliated with SSO, such as exhibitors, corporate sponsors, nonprofit organizations, SSO members, and Cancer Symposium attendees.
- Hotels in the SSO room block will not reserve meeting rooms/function space for ancillary meetings for any individuals/organizations during the SSO Cancer Symposium without prior approval from SSO.
- The main contact is responsible for all costs associated with the approved ancillary meeting (food/beverage, audio/visual, equipment, labor costs, etc.). It is the main contact's responsibility to work with the hotel to make arrangements and finalize billing.

If you have questions or require additional information about Ancillary Meeting Room Requests, please contact kayce.henderson@spargoinc.com or 703.679.3941.

C. DATES AND TIMES OF ANCILLARY MEETINGS

- Ancillary meetings will not be permitted during hours that conflict with any SSO educational programming.
- Once approved, any proposed changes in date and/or time of the ancillary meeting requires prior approval by SSO.
- Meetings must start and end within the approved times listed below:

Date	Morning	Lunch	Evening
Wednesday, March 21	Any time prior to 7am	No available time	Any time <u>after</u> 6pm
Thursday, March 22	Any time prior to 8am	No available time	Any time <u>after</u> 7:30pm
Friday, March 23	Any time prior to 7am	No available time	Any time <u>after</u> 6pm
Saturday, March 24	Any time prior to 8am	12:30-1:30pm	Any time <u>after</u> 7:30pm



D. PROMOTION OF ANCILLARY MEETINGS

- All promotional materials for ancillary meetings must include the following statement: *This meeting is NOT an official program of the SSO Cancer Symposium.* The use of any SSO logo or likeness on promotional materials is strictly prohibited.
- Promotion of meetings is not permitted in/around the convention center, in the headquarter hotels, or through “room drops.” This includes individuals walking or standing with signage.
- Limited, modest, on-site directional signage for ancillary meeting attendees is allowed. Signage must be specific; signs should clearly state the name and location of the event and should be professional in nature.

E. SIGNAGE

- One (1) sign no larger than 22x28 is permitted outside of the meeting room.
- Companies will not be permitted to post promotional signs or literature in hotel or convention center lobbies. Sandwich boards and/or persons holding small signage or handing out promotional materials are prohibited. Standing in the public areas of the convention center or hotel lobby and hallway to promote your meeting is strictly prohibited.
- Companies found violating these guidelines risk penalties from SSO.

F. RELEASE AND INDEMNIFICATION OF SSO

The sponsor of any ancillary meeting must agree that: (a) it is solely responsible for the conduct and content of the ancillary meeting, and SSO has no such responsibility; (b) SSO’s approval of the ancillary meeting request signifies only that SSO will endeavor to provide space for the ancillary meeting and is not an endorsement of the conduct or content of the ancillary meeting; and (c) it will release, indemnify, defend, and hold harmless SSO and its officers, directors, employees, agents and contractors (collectively, the “Indemnified Parties”) from any loss, liability, costs or damages in connection with actual or threatened suits, claims or causes of action arising out of or relating in any way to any alleged act or omission at, during or concerning such ancillary meeting, including but not limited to claims asserted by any speaker or invitee at the ancillary meeting, the hotel (or other location) at which the ancillary meeting is held, or any other third party.

NOTE: SSO reserves the right to attend/monitor all ancillary meetings without notice. Violators will jeopardize participation in future SSO annual meetings and, if an exhibitor, their priority point standing may be impacted.