

SOCIETY OF SURGICAL ONCOLOGY (SSO) 67th SSO Annual Cancer Symposium Ancillary Meeting Guidelines

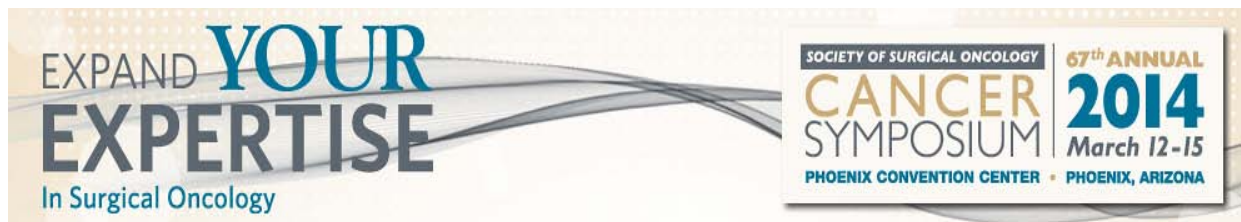
The SSO Annual Cancer Symposium is recognized as the leading international scientific event that offers the latest innovations in surgical oncology. SSO 2014, the 67th SSO Annual Cancer Symposium, will expand on SSO's tradition of providing outstanding educational opportunities and career-enhancing connections. All with the goal to help you expand your expertise in surgical oncology over the course of four concentrated days.

SSO 2014 will occur from March 12-15, 2014, at the Phoenix Convention Center and Phoenix Sheraton Downtown in Phoenix, Arizona. More than 1,500 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 12 through Saturday, March 15. 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.

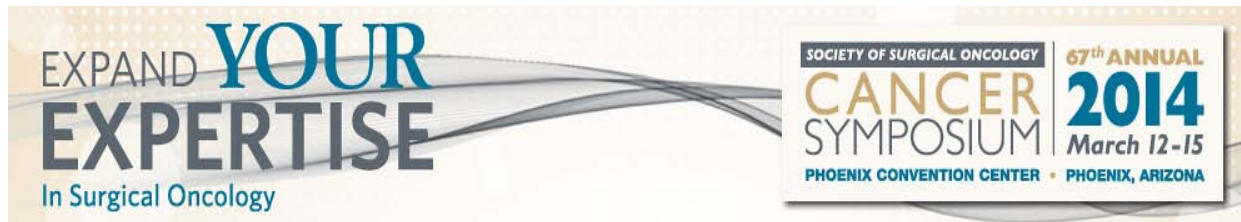
- All ancillary meetings held during the SSO Cancer Symposium must be approved by SSO. To obtain approval, an Ancillary Meeting Room Request must be submitted to SSO.
- There is a \$150 non-refundable fee per approved event request.
- Meeting space is limited and Ancillary Meeting Room Requests that 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 ssoconference@jspargo.com or at 703.631.6200.

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 12	Any time prior to 7am	12-1pm	Anytime <u>after</u> 7:30pm
Thursday, March 13	Any time prior to 6:45am	12:15-1:30pm	Anytime <u>after</u> 7:30pm
Friday, March 14	Any time prior to 6:30am	No available time	Anytime <u>after</u> 5:45pm
Saturday, March 15	Any time prior to 6:30am	No available time	Anytime <u>after</u> 8:30pm



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.

FUNCTION SPACE REQUEST
67th SSO Annual Cancer Symposium
Phoenix, AZ – March 12-15, 2014

Complete this form for EACH request and submit **NO LATER THAN February 14, 2014.**

Exhibiting Company Name: _____

Contact Person: _____ Email: _____

Mailing Address: _____

Phone: _____ Fax: _____

EXHIBITOR-SPONSORED PRIVATE FUNCTIONS & HOSPITALITY SUITES

Exhibitors are required to inform SSO of any company sales meetings, industry sponsored hospitality suites, functions or SSO approved activities held in conjunction with the Annual Cancer Symposium. Social functions that include any attendees may be open only during non-program hours and may not conflict with any Annual Cancer Symposium official function. Suites and meeting space are provided on a first-come, first-served basis.

I/we have read the SSO General Rules and Regulations regarding Social Activities in the Exhibitor Manual and agree to abide by all SSO General Rules and Regulations and hold harmless the SSO from and against any and all liability and claims and demands which may arise from or be asserted in connection with the foregoing undertakings and responsibilities.

Print Name: _____ Title: _____

Applicant's Signature: _____ Date: _____

Function Name*: _____ Facility: _____

**To be approved by SSO. Once assigned, the approved function will be planned directly with the hotel for all requirements, at the requestor's expense.*

Function Type: ☐ Sales Meeting ☐ Business Meeting ☐ Reception ☐ Other _____

Number Attending: _____ Attendance: ☐ Company Personnel ☐ Physician/Company ☐ Other _____

MEETING SPACE

Function Date: March _____, 2014 Start Time: _____ am/pm End Time: _____ am/pm

**When possible, assigned meeting rooms will be held at least 30 minutes of the start time and end time.*

Setup Desired: ☐ Conference ☐ Hollow Square ☐ U-Shaped ☐ Theater ☐ Schoolroom ☐ Rounds ☐ Reception
☐ Other: _____

Additional Specifications (Check all that apply):

☐ Audio Visual ☐ Entertainment ☐ Elevated Stage ☐ Head Table for _____ persons ☐ Standing Lectern ☐ Catering
Other: _____

HOSPITALITY SUITE

Suite Date(s): Check-In Date: March _____, 2014 Check-Out Date: March _____, 2014

☐ 1 Bedroom ☐ 2 Bedroom ☐ Adjoining Sleeping Room ☐ Table for _____ persons

Other: _____

FEE to be charged: **\$150**

(Checks payable to SSO)

Name on Card: _____

Credit Card #: _____ Exp Date: _____

Signature: _____

Do not email forms with credit card information. Fee will be processed upon approval of event and assignment of function space.

Return form to:

Society of Surgical Oncology c/o J. Spargo & Associates Inc.
11208 Waples Mill Road, S-112
Fairfax, VA 22030
Phone: (703) 631-6200; Fax: (703) 995-3824 (secure fax)
Email: ssoconference@jspargo.com

SSO Use Only

Date Received: _____

Date to Hotel: _____

Room Assigned: _____