

ANCILLARY EVENTS

Each year, hundreds of ancillary events are held during ASCO meetings, including but not limited to advisory board meetings, educational events, focus groups, investigator meetings, and social functions. In an effort to provide superior customer service to ASCO members, volunteers, and meeting attendees, the ASCO leadership requires all organizations (commercial and non-profit) that wish to hold functions of any size or nature in any location during any 2010 ASCO meeting to complete the Ancillary Event Request. A completed Ancillary Event Request provides ASCO with the necessary information to assist members, volunteers, and meeting attendees with any questions that may arise.

In addition, the event request also supplies ASCO with all the information needed to release hotel space, currently held by ASCO, to organizations for use during the meeting.

No organization may hold a function within hotel space held by ASCO without ASCO first releasing the space to the organization. After ASCO releases space to the organization, the organization works directly with the assigned hotel to make arrangements pertaining to the proposed function. Organizations planning events outside of hotel space held by ASCO must also complete the Ancillary Event Request, prior to planning their event.

ASCO reserves the right to attend and observe (without notice) any function held in conjunction with an ASCO meeting. Functions are to be supportive and consistent with the educational and scientific nature of ASCO meetings. Violators of ASCO policies and requirements, including organizations whose activities deviate from the description provided in the submitted request, may be subject to sanctions that include denial or revocation of exhibitor space, denial of future requests for group function space, and/or denial of admission badges at current or future ASCO meetings.

Submit Your Request

Ancillary Event Requests for all ASCO meetings should be submitted online at www.asco.org/eventrequest. Please submit only one request for each event. Every effort will be made to process fully complete requests within seven business days of receipt.

Black Out Times for the 2010 Annual Meeting	
Friday, June 4, 2010	1:00 PM – 6:00 PM
Saturday, June 5, 2010	8:00 AM – 6:00 PM
Sunday, June 6, 2010	8:00 AM – 6:00 PM
Monday, June 7, 2010	8:00 AM – 6:00 PM
Tuesday, June 8, 2010	8:00 AM – 1:00 PM

Organizations may not hold functions during ASCO's defined "blackout" times. ASCO strictly enforces the blackout times at the request of our members, who often feel torn between ASCO sessions and non-ASCO meetings and events.

Deadline for Submission	
Wednesday, May 5, 2010	5:00 PM (EDT)