SITC 2019

Faculty Reference Guide

sitc · Society for Immunotherapy of Cancer

SITC 2019

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Overview

About SITC

The Society for Immunotherapy of Cancer (SITC) is the world's leading member-driven organization specifically dedicated to professionals working in the field of cancer immunology and immunotherapy. Established in 1984, SITC is a 501(c)(3) not-for-profit organization with a growing constituency of academic, government, industry, clinical and basic scientists, and clinicians from around the globe.

Through emphasis on high-caliber scientific meetings, dedication to education and outreach activities, focus on initiatives of major importance in the field, and commitment to collaborations with like-minded domestic and international organizations, government and regulatory agencies, associations and patient advocacy groups, SITC brings together all aspects of the cancer immunology and immunotherapy community. SITC aims to make cancer immunotherapy a standard of care and the word "cure" a reality for cancer patients everywhere.

Mission Statement

It is the mission of the society to improve cancer patient outcomes by advancing the science, development and application of cancer immunology and immunotherapy through our core values of interaction/integration, innovation, translation and leadership in the field.

Core Values

- Interaction/Integration: Facilitate the exchange of information and education among basic and translational researchers, clinicians, young investigators, societies and groups sharing the mission of SITC
- Innovation: Challenge the thinking and seek the best research in the development of cancer immunotherapy
- Translation: Facilitate the transfer of cancer immunology and immunotherapy research from the bench to the clinic and back
- Leadership: Define what is new and important and effectively communicate it to all relevant stakeholders

Goals

- **Collaboration:** Cultivate meaningful relationships with key strategic partners
- **Engagement:** Create a network of cancer immunotherapy stakeholders, providing greater opportunities for engagement and interaction
- **Education and Scientific Exchange:** Serve as the leading resource for information and education on cancer immunotherapy
- **Global Impact:** Advance the science and application of cancer immunotherapy world-wide
- **Science and Research:** Challenge the thinking and seek the best research in the exploration and development of tumor immunology and cancer immunotherapy

Members

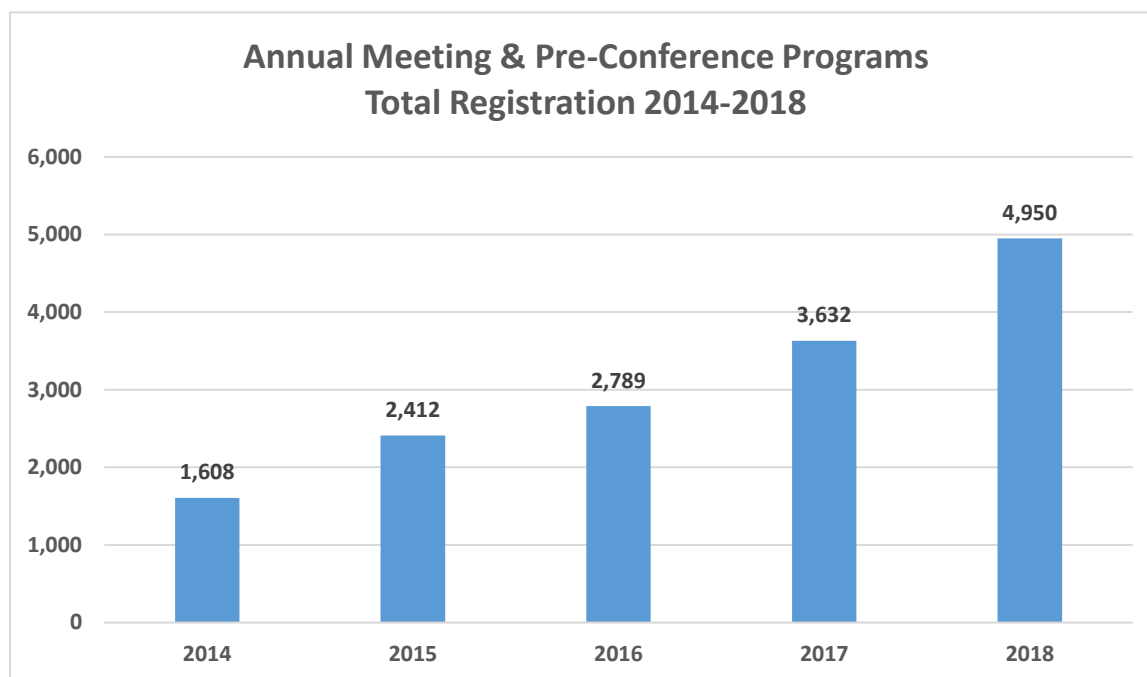Society membership continues to grow with over 2,400 members including influential leaders engaged in cancer immunotherapy and tumor immunology such as: academicians, senior researchers, clinicians, students, government representatives and industry leaders from around the world. SITC membership also includes allied health professionals, nurses and advanced practice providers, pharmacists, patients and patient advocates.

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About the SITC Annual Meeting & Pre-Conference Programs

With major developments and recent FDA approvals in the field of cancer immunotherapy, the SITC Annual Meeting & Pre-Conference Programs is the leading cancer immunotherapy conference attracting 5,000 of the brightest minds in the field. Both scientists and clinicians alike from around the globe convene annually to share data, hear the most recent advances in the field and engage in collaborative opportunities.

SITC Annual Meeting & Pre-Conference Audience

The SITC Annual Meeting audience includes U.S. and international researchers, regulators and healthcare professionals involved in cancer research and clinical care. This includes, but is not limited to basic, translational and clinical researchers; postdoctoral fellows; oncologists; registered nurses; nurse practitioners; pharmacists; payers; and other allied health professionals.

**Annual Meeting & Pre-Conference Programs
Total Registration 2014-2018**

Year	Registration
2014	1,608
2015	2,412
2016	2,789
2017	3,632
2018	4,950

Overview

34th Annual Meeting & Pre-Conference Programs (SITC 2019) Quick Reference

Date
November 6-10, 2019

Location
Gaylord National Hotel & Convention Center
201 Waterfront Street
National Harbor, MD 20745 USA

Links
SITC 2019

SITC 2019 Faculty/Presenter Webpage

Speaker Management System

Schedule

Wednesday, November 6, 2019
- World Immunotherapy Council's 3rd Young Investigator Symposium
- Industry Program

Thursday, November 7, 2019
- Primer on Tumor Immunology and Cancer Immunotherapy™
- Workshop on Intratumoral Immunomodulation
- Meet-the-Expert Lunch
- Grant Writing Workshop – The study section black box: A look inside the grant review process
- 34th Annual Meeting

Friday, November 8, 2019
- 34th Annual Meeting

Saturday, November 9, 2019
- 34th Annual Meeting

Sunday, November 10, 2019
- 34th Annual Meeting
- Hot Topic Symposium

Contact
SITC Education Department
education@sitcancer.org
+1 (414) 271-2456

Required Information

All SITC 2019 organizers, co-chairs, faculty, and presenters are required to complete and submit information in the SITC 2019 Speaker Management System. The items required and their deadlines depend on the program and your role.

Information to Complete

The SITC 2019 Speaker Management System will include the items you need to complete and their deadlines for completion. Below are all the items that you may be required to complete.

Profile, Bio and Photo

To ensure we use the correct information for communications and publications, you are required to confirm your contact information, upload a professional headshot and submit a biography. Your photo and biography should both be professional. Biographies should approximately 300 words. Both photos and biographies may be used in program books, the meeting app and other areas pertaining to SITC 2019.

Conflict of Interest (COI) Disclosure Form

Faculty, planners, and managers who affect the content of a CME/CE activity are required to disclose their own financial relationships, as well as relationships to products or devices their spouse/life partner have, with commercial interests related to the content of this CME/CE activity of any amount over the past 12 months.

Reimbursement Policy Agreement

Those eligible for reimbursement will be asked to sign and date that they agree to adhere to the reimbursement policy and information provided.

Faculty Guidelines Agreement

The faculty guidelines should be taken into consideration when creating and presenting a talk to help ensure that presentations give a balanced viewpoint to learners that is free of commercial bias. Invited faculty and presenters will be asked to sign and date that they agree to adhere to the guidelines.

Final Presentation Title

Invited faculty will be asked to provide a final title for their presentation.

Presentation Slides

Invited faculty and presenters will need to submit their PowerPoint presentation prior to SITC 2019 for review. Slides must be 'wide screen' (16:9 aspect ratio), include a disclosure slide, be PC compatible (preferred), and must be either a .ppt or .pptx file type.

Recording Release Agreement

All program participants will be asked if they give SITC permission to archive audio/video recording of the live presentations for enduring materials. Invited faculty and presenters will also be asked to confirm if their slides can be provided as enduring materials and to confirm copy right release.

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Multiple Choice Questions

Multiple choice questions are required for faculty of the Primer on Tumor Immunology and Cancer Immunotherapy™. These questions will be used as pre- and post-test questions for your presentation. Audience members will be asked to respond live during the program using an audience response system (ARS). For faculty and presenters of all other programs, these questions are optional and will be used to enhance the enduring materials provided after the program.

Questionnaire

Meet-the-Expert Lunch experts will be required to answer questions created by the program Organizers that will be shared with program participants prior to the program.

ePoster Upload

All abstract authors selected for poster presentation are required to bring a printed poster for display in the SITC Poster Hall. However, in addition to a printed poster, they have the option to upload their poster as an ePoster. Abstract ePosters will be available during SITC 2019 to attendees. Abstract ePosters will also be posted on the SITC website for access to meeting attendees. The ePosters will be available for 6 months after the close of the meeting for complimentary viewing by attendees and at a cost for non-attendees. After 6 months, the ePosters will be available at no cost to non-attendees as well. Abstract ePosters will be accepted as a .pdf of 20 MB or smaller.

Handout Upload

Invited faculty and presenters can provide supplemental information by submitting a handout(s). Presentation handouts will be available during SITC 2019 to attendees. Presentation handouts will also be posted on the SITC website for access to meeting attendees. All SITC 2019 enduring materials will be available for 6 months after the close of the meeting for complimentary viewing by attendees and at a cost for non-attendees. After 6 months, the enduring materials will be available at no cost to non-attendees as well. Handouts will be accepted as a .pdf of 20 MB or smaller.

Required Information

Required Information and Deadlines by Program and Role

Below are the items required and their associated deadlines organized by program and role. To have an assistant copied on communications to help you to complete the required information, you can add their email address by logging into the Speaker Management System and adding them to "Profile, Bio and Photo."

Annual Meeting

Organizer

Due Upon Confirmation

- Conflict of Interest Disclosure Form

Due by June 28, 2019

- Update Profile, Bio, Photo
- Reimbursement Policy Agreement
- Reserve Housing
- Register for the Annual Meeting
- Recording Release Agreement

Session Co-Chair

Due Upon Confirmation

- Conflict of Interest Disclosure Form

Due by June 28, 2019

- Update Profile, Bio, Photo
- Reimbursement Policy Agreement
- Reserve Housing
- Register for the Annual Meeting
- Recording Release Agreement

Faculty

Due Upon Confirmation

- Conflict of Interest Disclosure Form

Due by June 28, 2019

- Update Profile, Bio, Photo
- Reimbursement Policy Agreement
- Faculty Guidelines Agreement
- Reserve Housing
- Register for the Annual Meeting
- Submit Your Final Presentation Title

Due by October 15, 2019

- Upload Presentation Slides
- Recording Release Agreement
- Upload Multiple Choice Questions (Optional)
- Upload Handout (Optional)

Regular Oral Abstract Presenter

Due by August 1, 2019

- Conflict of Interest Disclosure Form

Due by September 10, 2019

- Update Profile, Bio, Photo
- Faculty Guidelines Agreement
- Reserve Housing
- Register for the Annual Meeting

Due by October 15, 2019

- Presentation Slides
- Recording Release Agreement
- Upload Multiple Choice Questions (Optional)
- Upload Handout (Optional)
- Upload ePoster (Optional)

Late-Breaking Oral Abstract Presenter

Due by August 1, 2019

- Conflict of Interest Disclosure Form

Due by September 30, 2019

- Update Profile, Bio, Photo
- Faculty Guidelines Agreement
- Reserve Housing
- Register for the Annual Meeting

Due by October 15, 2019

- Presentation Slides
- Recording Release Agreement
- Upload Multiple Choice Questions (Optional)
- Upload Handout (Optional)
- Upload ePoster (Optional)

Grant Writing Workshop

Organizer

Due Upon Confirmation
- Conflict of Interest Disclosure Form

Due by June 28, 2019
- Update Profile, Bio, Photo
- Reimbursement Policy Agreement
- Reserve Housing
- Register for the Grant Writing Workshop
- Recording Release Agreement

Faculty

Due Upon Confirmation
- Conflict of Interest Disclosure Form

Due by June 28, 2019
- Update Profile, Bio, Photo
- Reimbursement Policy Agreement
- Faculty Guidelines Agreement
- Reserve Housing
- Register for the Grant Writing Workshop
- Submit Your Final Presentation Title

Due by October 15, 2019
- Upload Presentation Slides
- Recording Release Agreement
- Upload Multiple Choice Questions
- Upload Handout

Hot Topic Symposium

Session Co-Chairs

Due Upon Confirmation
- Conflict of Interest Disclosure Form

Due by June 28, 2019
- Update Profile, Bio, Photo
- Reimbursement Policy Agreement
- Reserve Housing
- Register for the Hot Topics Symposium
- Recording Release Agreement

Faculty

Due Upon Confirmation
- Conflict of Interest Disclosure Form

Due by June 28, 2019
- Update Profile, Bio, Photo
- Reimbursement Policy Agreement
- Faculty Guidelines Agreement
- Reserve Housing
- Register for the Hot Topics Symposium
- Submit Your Final Presentation Title

Due by October 15, 2019
- Upload Presentation Slides
- Recording Release Agreement
- Upload Multiple Choice Questions
- Upload Handout

Required Information

Industry Program

Organizer

Due Upon Confirmation
- Conflict of Interest Disclosure Form

Due by June 28, 2019
- Update Profile, Bio, Photo
- Reimbursement Policy Agreement
- Reserve Housing
- Register for the Annual Meeting
- Recording Release Agreement

Faculty

Due Upon Confirmation
- Conflict of Interest Disclosure Form

Due by June 28, 2019
- Update Profile, Bio, Photo
- Reimbursement Policy Agreement
- Faculty Guidelines Agreement
- Reserve Housing
- Register for the Industry Program
- Submit Your Final Presentation Title

Due by October 15, 2019
- Upload Presentation Slides
- Recording Release Agreement
- Multiple Choice Questions (Optional)
- Upload Handout (Optional)

Application Presenter

Due by August 1, 2019
- Conflict of Interest Disclosure Form

Due by September 10, 2019
- Update Profile, Bio, Photo
- Faculty Guidelines Agreement
- Reserve Housing
- Register for the Industry Program

Due by October 15, 2019
- Presentation Slides
- Recording Release Agreement
- Upload Multiple Choice Questions (Optional)
- Upload Handout (Optional)

Meet-the-Expert Lunch

Organizer

Due Upon Confirmation
- Conflict of Interest Disclosure Form

Due by June 28, 2019
- Update Profile, Bio, Photo
- Reimbursement Policy Agreement
- Reserve Housing
- Register for Meet-the-Expert Lunch

Faculty

Due Upon Confirmation
- Conflict of Interest Disclosure Form

Due by June 28, 2019
- Update Profile, Bio, Photo
- Reimbursement Policy Agreement
- Faculty Guidelines Agreement
- Reserve Housing
- Register for Meet-the-Expert Lunch
- Complete Meet-the-Expert Lunch Questionnaire

Required Information

Primer on Tumor Immunology and Cancer Immunotherapy^{TM}

Organizer

Due Upon Confirmation
- Conflict of Interest Disclosure Form

Due by June 28, 2019
- Update Profile, Bio, Photo
- Reimbursement Policy Agreement
- Reserve Housing
- Register for the Primer on Tumor Immunology and Cancer Immunotherapy
- Recording Release Agreement

Faculty

Due Upon Confirmation
- Conflict of Interest Disclosure Form

Due by June 28, 2019
- Update Profile, Bio, Photo
- Reimbursement Policy Agreement
- Faculty Guidelines Agreement
- Reserve Housing
- Register for the Primer on Tumor Immunology and Cancer Immunotherapy
- Submit Your Final Presentation Title

Due by September 10, 2019
- Upload Presentation Slides
- Recording Release Agreement
- Upload Multiple Choice Questions

Due by October 15, 2019
- Upload Handout

World Immunotherapy Council's 3rd Young Investigator Symposium

Organizer

Due by June 28, 2019
- Conflict of Interest Disclosure Form
- Update Profile, Bio, Photo
- Reimbursement Policy Agreement
- Reserve Housing
- Register for the WIC Symposium
- Recording Release Agreement

Faculty

Due by June 28, 2019
- Reimbursement Policy Agreement

Due by August 15, 2019
- Conflict of Interest Disclosure Form
- Update Profile, Bio, Photo
- Faculty Guidelines Agreement
- Reserve Housing
- Register for the WIC Symposium
- Submit Your Final Presentation Title
- Recording Release Agreement
- Upload Multiple Choice Questions

Due by October 15, 2019
- Upload Presentation Slides
- Upload Handout

Required Information

Workshop on Intratumoral Immunomodulation

Organizer

Due Upon Confirmation
- Conflict of Interest Disclosure Form

Due by June 28, 2019
- Update Profile, Bio, Photo
- Reimbursement Policy Agreement
- Reserve Housing
- Register for the Intratumoral Immunomodulation Workshop
- Recording Release Agreement

Faculty

Due Upon Confirmation
- Conflict of Interest Disclosure Form

Due by June 28, 2019
- Update Profile, Bio, Photo
- Reimbursement Policy Agreement
- Faculty Guidelines Agreement
- Reserve Housing
- Register for the Intratumoral Immunomodulation Workshop
- Submit Your Final Presentation Title

Due by October 15, 2019
- Upload Presentation Slides
- Recording Release Agreement
- Upload Multiple Choice Questions
- Upload Handout

Speaker Management System Instructions

Logging In

To log in, use the direct link sent to you via email from education@sitcancer.org confirming your SITC 2019 participation. This link will not require you to log in.

You can also log in by clicking here and logging in with your SITC CONNECT username and password.

You will need to sign up for a free SITC CONNECT account. If you already have an account you may login. If you forgot your username and/or password, you can retrieve it by clicking here.

Homepage

Once logged in, you will be shown your home page which lists all the items required to be completed for SITC 2019.

To complete each requirement, click on the item, complete the form, and submit it. On the left in red, you will see the dates in which items are due. There is also a bar at the top of the page that shows your progress.

(i) indicates informational items

(→) indicates that these items need to be completed

☑ indicates that an item is completed

Required Information

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Submitting Information

You will need to click on each item with a ➡ symbol and complete the required information. Required items are indicated with ❯ are required fields in the Speaker Management System. Once you have completed the required information, click "Save."

Technical Support

If you have any technical difficulties during your abstract submission process, click on *Feedback and Support* on the right hand side of your screen. Complete the form and your inquiry will be sent to the technical support team. Please note, regular office hours for the technical support team are 9 a.m. – 5 p.m. Monday through Friday.

If you have any non-technical support questions or issues, please contact the SITC Education Department at education@sitcancer.org or +1 (414) 271-2456.

Reimbursement Policy

Eligibility

Program organizers, co-chairs, and invited faculty are eligible for travel expense reimbursement per the SITC Reimbursement Policy provided in the SITC 2019 Speaker Management System. To view the policy and items eligible for reimbursement in the Speaker Management System, please click here and go to "Reimbursement Policy Agreement."

In addition to travel expense reimbursement, program organizers, co-chairs, and invited faculty will also receive **complimentary registration** to the program(s) they organized and/or are presenting during. Pre-Conference Program organizers and faculty who work in a non-industry setting will also receive complimentary registration to the 34th Annual Meeting. To receive complimentary registration, you must provide your discount code when registering. Your discount code can also be found in the Speaker Management System. Please click here and go to "Reimbursement Policy Agreement."

For questions regarding reimbursement including travel expenses and complimentary registration please contact education@sitcancer.org.

Please note, Annual Meeting abstract presenters and Industry Program application presenters are not eligible for reimbursement and do not receive complimentary registration.

Claiming Your Travel Expense Reimbursement

Directly following SITC 2019, those eligible for travel expense reimbursement will receive an email with instructions and a form for claiming your reimbursement. **Please keep original copies of all receipts you plan to submit for reimbursement leading up to and during SITC 2019**. In order to claim your reimbursement you will need to submit all receipts along with a completed reimbursement form to education@sitcancer.org.

Original receipts are necessary in order to claim reimbursement. Unfortunately we will **not** be able to accept the following:

- Bank Statements
- Hand-Written Receipts/Statements

Registration Instructions

To register for SITC 2019, please complete the following steps.

- **Log In**: To register for the meeting please click here. If you have a SITC CONNECT account, please log in. If you do not, you will need to create one.
- **Enter Discount Code (if applicable)**: If you are eligible for complimenatry registration as noted above, you will need to enter that code on the first page after you are logged in. Your discount code can also be found in the Speaker Management System. Please click here and go to "Reimbursement Policy Agreement."
- **Complete the Required Information:** You will be asked to complete your contact information, education and training, and demographics.
- **Select the Programs You Plan to Attend**: You will be asked to select the Pre-Conference Programs, Annual Meeting Sessions, and social events you plan to attend. Please be sure to register for everything you plan to attend, including the program you are participating in.
- **Submit Your Registration**: Your must submit your registration to be officially registered for SITC 2019. Once you are registered, you will receive a confirmation email.

Housing Instructions

A block of rooms have been reserved specifically for organizers, co-chairs, and faculty to ensure rooms are available for our program participants. To reserve a room in this block, use the housing link provided after you register or click here and go to "Reimbursement Policy Agreement." Please note, the room rate and accommodations are the same as the regular meeting room block.

Reimbursement Policy

Faculty and Presenter Information

Disclosure of Conflicts of Interest Requirements

Criteria for Disclosure of Conflicts of Interest
Faculty, planners, and managers who affect the content of a CME/CE activity are required to disclose their own financial relationships, as well as relationships to products or devices their spouse/life partner have, with commercial interests related to the content of this CME/CE activity of any amount over the past 12 months.

Definition of Financial Relationship
Financial relationships are those relationships in which the individual benefits by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria for promotional speakers' bureau, ownership interest (e.g., stocks, stock options or other ownership interest, excluding diversified mutual funds), or other financial benefit. Financial benefits are usually associated with roles such as employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities from which remuneration is received, or expected. ACCME considers relationships of the person involved in the CME activity to include financial relationships of a spouse or partner. Contracted research includes research funding where the institution gets the grant, manages the funds and the person is the principal or named investigator on the grant. There is no minimum dollar amount for relationships.

Definition of Commercial Interest
A commercial interest is any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients. Providers of clinical service directly to patients are not commercial interests (unless the provider of clinical service is owned, or controlled by, a commercial interest)

Statements for Program Participants
The following statements must be adhered to by program participants (organizers, co-chairs, faculty, speakers, and managers) who affect the content of the SITC 2019 programs:

Statement 1

I will not accept payments or reimbursements from a commercial interest (any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients.) for my role in the planning and delivery of this CME activity. If I am approached by a commercial interest in this regard, I will immediately notify Society for Immunotherapy of Cancer.

Statement 2

Continuing medical education consists of educational activities which serve to maintain, develop, or increase the knowledge, skills, and professional performance and relationships that a physician uses to provide services for patients, the public, or the profession. The content of CME is that body of knowledge and skills generally recognized and accepted by the profession as within the basic medical sciences, the discipline of clinical medicine, and the provision of health care to the public. If I am a presenter, my presentation will meet these standards, and

if I'm a planner, I will not approve any content that does not meet these standards. If I am a session chair and/or an abstract discussant, any contribution I make to discussion, will meet these standards.

Statement 3

Presentations that promote recommendations, treatment, or manners of practicing medicine that are not within the definition of CME, or known to have risks or dangers that outweigh the benefits or known to be ineffective in the treatment of patients are prohibited. Presentations devoted to advocacy of unscientific modalities of diagnosis or therapy are prohibited. If I am a presenter, my presentation will meet these standards, and if I'm a planner, I will not approve any content that does not meet these standards. If I am a session chair and/or an abstract discussant, any contribution I make to discussion, will meet these standards.

Statement 4

All recommendations involving clinical medicine in a CME activity must be based on evidence that is accepted within the profession of medicine as adequate justification for their indications and contraindications in the care of patients. All scientific research referred to, reported or used in CME in support or justification of a patient care recommendation must conform to the generally accepted standards of experimental design, data collection and analysis. If I am a presenter, my presentation will meet these standards, and if I'm a planner, I will not approve any content that does not meet these standards. If I am a session chair and/or an abstract discussant, any contribution I make to discussion, will meet these standards.

Statement 5

Presentations must give a balanced view of therapeutic options. Use of generic names will contribute to this impartiality. If the CME educational material or content includes trade names, where available trade names from several companies should be used, not just trade names from a single company. If I am a presenter, my presentation will meet this standard, and if I'm a planner, I will not approve any content that does not meet this standard. If I am a session chair and/or an abstract discussant, any contribution I make to discussion, will meet this standard.

Statement 6

Educational materials that are a part of this activity, such as slides, abstracts, and handouts, cannot contain any advertising, trade names, or product-group messages, or commercial interest logos. If I am a presenter, my presentation will meet this standard, and if I'm a planner, I will not approve any content that does not meet this standard. If I am a session chair and/or an abstract discussant, any contribution I make to discussion, will meet this standard.

Statement 7

The content or format of a CME activity or its related materials must promote improvements or quality in healthcare and not a specific proprietary business interest of a commercial interest. If I am a presenter, my presentation will meet this standard, and if I'm a planner, I will not approve any content that does not meet this standard. If I am a session chair and/or an abstract discussant, any contribution I make to discussion, will meet this standard.

Faculty and Presenter Responsibilities

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Statement 8

The content of the CME activity must not be influenced by any commercial interest. If I am a presenter, my presentation will meet this standard, and if I'm a planner, I will not approve any content that does not meet this standard.

Statement 9

If I participate in a non-faculty role, such as planner or reviewer, I will recuse myself from planning educational content related to my financial relationships, or alternatively, my educational content decisions will be reviewed by a planner who has no conflict of interest and who has sufficient expertise to plan this activity.

Statement 10

If I am an abstract reviewer, I will not score any abstracts of which I am an author or which I know to be from my institution. If I or my spouse/domestic partner has a financial relationship with a company engaged in producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients and whose products or services are the subject of an abstract I am reviewing, I will refrain from scoring that abstract. Additionally, I will base my recommendations for content selection solely on the mean score when I or my spouse/domestic partner have a financial relationship with a company engaged in producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients and whose products or services are the subject of an abstract I am selecting.

Faculty and Presenter Responsibilities

As faculty and/or a presenter of SITC 2019, you are expected to adhere to the following responsibilities:

- Give a presentation and/or discuss the topic requested in your invitation during your presentation and/or panel discussion time.
- Participate on occasional conference calls.
- Be responsive to SITC staff and Program Organizer/Session Co-Chair communications.
- Review and abide by the SITC Reimbursement Policy sent at the time of acceptance.

Faculty and Presenter Guidelines

Please take into consideration the following guidelines when creating and presenting your talk for this educational activity. These guidelines were created to help ensure that presentations give a balanced viewpoint to learners that is free of commercial bias.

1. Faculty will disclose to SITC all relevant financial relationships, and hereby allow SITC to disclose this information to learners in print. **All disclosures must be included on a disclosure slide at the beginning of faculty presentation slides.**

2. Presentations and/or content will need to be reviewed prior to the activity. Educational content and resources must be submitted in advance. Content and resources for the Primer on Tumor Immunology and Cancer Immunotherapy™ Pre-Conference Program are due September 17. Content and resources for the Grant Writing Workshop are due October 15. Content and resources from faculty of all other programs are due October 15.

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3. The content and/or presentation of the information with which you are involved, including any presentation of therapeutic options, is expected to be well-balanced, evidence-based and unbiased. It will promote quality or improvements in healthcare and will not promote a specific proprietary business interest of a commercial interest.

4. All faculty are required to load final presentation slides at least 2 hours before the start of the program in which they are presenting (day before preferred) in the Faculty Resource Room. Due to CME review of slides, there may be a wait time for uploading your slides. Please plan accordingly. We will do everything we can to make wait times brief, but your patience with the process will be appreciated. Please bring your PC-compatible presentation on a USB drive to upload the presentation. Computer technicians will be available to assist.

5. If faculty are presenting research funded by a commercial company, the information presented will be based on generally accepted scientific principles and methods, and will not promote the commercial interest of the funding company.

6. If faculty have been trained or utilized by a commercial entity or its agent as a speaker (e.g., speaker's bureau) for any commercial interest, the promotional aspects of that presentation will not be included in any way with this activity.

7. If faculty provide recommendations involving clinical medicine, they will be based on evidence that is accepted within the medical profession as adequate justification for their indications and contraindications in the care of patients. All scientific research relating to this activity in support of a patient care recommendation will conform to the generally accepted standards of experimental design, data collection, and analysis.

8. If faculty discuss specific health care products or services, they are to use generic names to the extent possible. If necessary to mention trade names, faculty will use trade names from several different companies when available.

9. If faculty discuss any product use that is off-label or investigational, they are to disclose that the use or indication in question is not currently approved by the FDA. Please state in presentations, "There will OR will not be discussion about the use of products for non-FDA approved indications in this presentation."

10. Faculty have not and will not accept any additional honoraria, payments or reimbursements beyond that which has been agreed upon directly with SITC specific to this particular presentation for the SITC educational activity.

11. A monitor will be attending the event to ensure that all presentations are educational, and not promotional, in nature.

Presentation Information

Please use the SITC 2019 [presentation template] which includes a title slide, disclosure slide, presentation content and a lessons and take home messages slide.

Presentation Requirements

All presentations must be in 16:9 aspect ratio. All Faculty must also have a disclosure slide in the beginning of their presentation, even if just to state that there are no relevant disclosures to the presentation. If faculty intend to discuss any product use that is off-label or investigational, they must disclose that the use or indication in question is not currently approved by the FDA. Faculty must include the following sentence on their disclosure slide: "There will OR will not be discussion about the use of products for non-FDA approved indications in this presentation." Please use the 33rd Annual Meeting slide template for creating your PowerPoint presentation.

Onsite Requirements

- All faculty are required to load final presentation slides **at least 2 hours before the start of the program** in which they are presenting (day before preferred) in the Faculty Resource Room. Due to CME review of slides, there may be a wait time for uploading your slides. Please plan accordingly. We will do everything we can to make wait times brief, but your patience with the process will be appreciated. Please bring your PC-compatible presentation on a USB drive to upload the presentation. Computer technicians will be available to assist.
- **Mac users**, please alert the SITC office in advance so that we can make the computer technicians aware of your needs.
- The Organizers/Co-Chairs of your program/session will provide a short introduction prior to your presentation and ensure that you do not exceed your allotted time.
- A faculty timer with **three indicator lights** will be on the podium:
    - Green means you are within the allotted presentation time.
    - Yellow means you are within the allotted Q&A time (if applicable) and have 5 minutes remaining. If you have not concluded your presentation and started Q&A when you see the yellow light, you should end your presentation immediately and start to take questions from the audience.
    - Red means your allotted time has ended and you must exit the stage.
- All session rooms will be equipped with a podium microphone, a slide advancer, a floor mounted confidence monitor (where space allows; will only display slides, will not include notes view), LCD projector, electronic red pointer system, an AV technician who will assist with your AV needs, and a program/session moderator to help keep the program/session running on time.

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