



ANCILLARY EVENT POLICY

Society for Immunotherapy of Cancer 33rd Annual Meeting & Pre-Conference Programs

If you plan to host an event during the SITC Annual Meeting & Pre-Conference Programs, carefully review the event policy and complete an Ancillary Event Request form, with a non-refundable application fee.

SITC requires that all groups respect the educational focus of our meeting by coordinating all ancillary events (regardless of location) through the society. This ensures that the society is aware of every activity, so we can better assist attendees in planning their agendas or finding a specific activity.

Ancillary event space is available at the Walter E Washington Convention Center and the two official hotels – the Marriott Marquis Washington DC and the Renaissance Hotel Washington DC. Meeting space is limited and will be assigned on a first-come, first-served basis.

ANCILLARY EVENT DEFINITION & POLICY DATES

An ancillary event is any function held adjunct to a SITC meeting by a group other than SITC. Examples of ancillary events include advisory board meetings, focus groups, investigator meetings, investor meetings, staff meetings, social events, hospitality suites, press events, etc.

The policy shall be in effect for the day prior to the start of the first educational event through the last SITC programmed activity. For SITC 2018, this is Tuesday, November 6 through Sunday, November 11.

ANCILLARY EVENT REQUEST FORM

SITC requires all organizations (commercial and non-profit) that wish to hold functions of any size or nature during the policy dates, to submit an online Ancillary Event Request form for each individual event. A \$100 non-refundable application fee is required for each event request submission. No requests for ancillary events will be considered without an application fee. Application fee is not included in room rental fee.

The deadline for ancillary event requests is **Friday, Sept. 7, 2018**. Event requests submitted after the deadline of Friday, Sept. 7, 2018 will incur an increased application fee of \$200.

SUGGESTED EVENT TIMES

To limit disruptions to SITC meeting attendees, Ancillary Events are suggested to be scheduled during breaks (including breakfast, lunch and longer session breaks of 30 minutes or more), after the conclusion of the last educational session of the day (some restrictions apply), or two or more days prior to the start of the first educational session. SITC reserves the right to deny requests that compete with designated SITC leadership activities, plenary and breakout sessions, keynote addresses, SITC membership business meeting, awards ceremony, presidential reception and other times as needed for the business of the Society.

Suggested Event Times	
Tuesday, Nov. 6 <ul style="list-style-type: none">6 a.m. – 11 p.m.	Friday, Nov. 9 <ul style="list-style-type: none">12:45 – 2:15 p.m.6:30 – 11 p.m.
Wednesday, Nov. 7 <ul style="list-style-type: none">6 – 8 a.m.12:30 – 11 p.m.	Saturday, Nov. 10 <ul style="list-style-type: none">6 – 7 a.m.12:30 – 2 p.m.7 – 11 p.m.
Thursday, Nov. 8 <ul style="list-style-type: none">6 – 8 a.m.5 – 11 p.m.	Sunday, Nov. 11 <ul style="list-style-type: none">6 – 7:30 a.m.After 12 p.m.

RENTAL RATES

Ancillary event space is available for use on a daily- and per-meeting basis. SITC-approved events will be assigned to a room, based upon the group's preferences outlined in the ancillary event application. A room rental fee applies to event space at the convention center and headquarter hotels. The fee is solely a room rental fee and the group is responsible for the planning and all costs associated with the ancillary event, including food and beverage, audio-visual equipment service, hotel labor costs, etc. SITC is not responsible for payment of any services connected with the event and has no authority of any fees that are required by the venue. SITC will invoice accepted events based on the Ancillary Event Space Fee chart.

Payment is due within 30 days of the event approval or the meeting space will be re-assigned.

Multiple-day rental discounts are available for those renting a meeting space for 3 or more days. Restrictions apply. Contact events@sitcancer.org for more information.

FUNCTION SPACE

Ancillary event requests will be reviewed weekly and approved on a first-come, first-served basis. Please allow 7-10 business days for receipt of confirmation and meeting room assignment. Submitting a request does not guarantee assignment. Upon approval, SITC will provide a listing of hotel/venue contacts and the group will work directly with the assigned property to plan the event.

Please do not contact the hotel/venue before you receive event approval. Groups must abide by the SITC event policy as listed. Any groups found contracting directly with the convention center or official hotels without prior consent from SITC or are in violation of other event policies may lose their event space or jeopardize the ability to hold future functions in conjunction with the SITC annual meeting. Group waives any rights to claims of damages arising out of the enforcement of these guidelines.

SITC reserves the right to change meeting space assignments to benefit the conference. Changes will be communicated in writing and will not be made after 30 days prior to your event date.

MARKETING

All names, marks, brands, logos, designs, trade dress, slogans, and other designations of SITC are the sole and exclusive property of SITC. Use of any SITC branding without SITC's prior written permission is strictly prohibited, except for use of SITC's name as required in the disclaimer for signage and in other materials associated with ancillary events.

SITC allows the opportunity to purchase membership and attendee mailing lists for pre and post marketing for each meeting. Only mailing information will be provided; phone and fax numbers and e-mail addresses are not available for purchase. The lists are sold for a one-time use only. Samples of the mailing (including invitations to ancillary events) must be submitted and approved by SITC prior to an organization receiving the list. SITC strongly encourages organizations to submit their samples early to allow for adequate production and mail time. For more information on membership and attendee mailing lists and/or to purchase a mailing list, please contact the SITC office or e-mail info@sitcancer.org.

Ancillary Event Rental Rates		
Walter E Washington Convention Center		
Room Size	Rate	Times
1,400 sq ft or larger	\$18,750 *	Daily
1,399 sq ft or less	\$12,500 *	Daily
Marriott Marquis Washington D.C.		
Room Size	Rate	Times
1,400 sq ft or larger	\$15,000 *	Daily
651 – 1,399 sq ft	\$10,000 *	Daily
650 sq ft or less	\$1,000	2.5 hr time block
	\$5,000 *	Daily
Hospitality Suite	\$5,000 *	Daily
Renaissance Hotel Washington D.C.		
Room Size	Rate	Times
Lobby Event Space	\$2,000	5 – 11 p.m. Friday, Nov. 9
*Multiple-day rental discounts available.		

SIGNAGE

Signage for ancillary events is not permitted in public spaces of the meeting venue except for inside and immediately outside of the designated room that the event is to occur. Meeting signage may NOT include the SITC name, logo, or name of SITC meeting. In addition, no marketing pieces, invitations, communications of any kind, advertising, or other written or spoken descriptions of the event may use the SITC name or logo, or otherwise suggest or imply that SITC has endorsed or sponsored the event.

- The following statement must be included on all advertisements, marketing pieces, invitations, meeting materials, etc. for the event: *“Not an official event of the Society for Immunotherapy of Cancer”*
- The name of the SITC meeting, “SITC 2018” or “SITC 33rd Annual Meeting & Pre-Conference Programs”, may be mentioned one time in each communication for identification purposes, in a reasonably-sized, neutral font
- SITC or the name of the SITC meeting may not be part of a title or heading of the ancillary event, be prominently featured, or listed first in print materials
- SITC slide templates, color schemes, logos, meeting graphics or other means of confusing the event with an SITC-sponsored event may not be used

CANCELLATION

The application fee is non-refundable. Rental fees will be returned if the event is cancelled on or before Friday, Sept. 7, 2018. No refunds will be issued after this date. Please note that cancelling your event with the venue does not automatically cancel your event with SITC. Please notify SITC if your event has been cancelled.

LIABILITY

All matters and questions not covered in the above policy are subject to the discretion of the Society for Immunotherapy of Cancer. These policies may be amended at any time by SITC and all amendments shall be equally binding on all parties. In the event of any amendment or addition to these guidelines, written notice will be given by SITC to such parties.

For all activities, the group will take full responsibility for the event or meeting and hold harmless the Society for Immunotherapy of Cancer, its officers, agents, contractors and employees from any and all liability and costs associated with the activity. By completing the online request form, SITC is released from any and all liability.

Questions? Please contact SITC at (414) 271-2456 or events@sitcancer.org.