



SPONSORED SYMPOSIA POLICY

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

SPONSORED SYMPOSIA

Host a CME or non-CME accredited breakfast, lunch or dinner during the SITC Annual Meeting and Pre-Conference Programs. These times do not overlap with SITC events such as leadership activities, SITC educational events, plenary sessions or other events as needed for the business of the Society.

ELIGIBILITY

Organizations involved with the SITC 2018 Annual Meeting (Sponsor, Exhibitors, and Ancillary Events) are eligible to apply for a sponsored symposium.

EVENT REQUEST FORM

SITC requires all organizations (commercial and non-profit) that wish to hold a sponsored symposium during the SITC annual meeting to complete an online Event Request form. A \$100 non-refundable application fee is required with the event request submission. No requests for a sponsored symposium will be considered without an application fee. Application fee is not included in sponsored symposium rate.

The deadline for sponsored symposium 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.

SCHEDULING

SITC limits the number of sponsored symposia taking place at any given time to maximize attendance and increase demand. Symposia are not held concurrently with SITC educational programming or leadership activities, but may be held concurrently with other sponsored symposia. Sponsored symposia will be held in designated event space at the Walter E Washington Convention Center and at the Marriott Marquis. Times and spaces are limited and will be assigned on a first-come, first-served basis. SITC reserves the right to change session time and 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.

DATE	BREAKFAST	LUNCH	DINNER
Thursday, Nov. 8	6:45 – 7:45 a.m.	Not Available	7 – 8:30 p.m.
Friday, Nov. 9	Not Available	1 – 2 p.m.	6:30 – 8 p.m.
Saturday, Nov. 10	6:00 – 7:00 a.m.	12:30 – 1:30 p.m.	7 – 8:30 p.m.
Sunday, Nov. 11	6:45 – 7:45 a.m.	Not Available	Not Available

RATES

Breakfast session times are 60 minutes and cost \$25,000.

Lunch session times are 60 minutes and cost \$35,000.

Dinner session times are 90 minutes and cost \$40,000.

Each organization is responsible for the planning and costs associated with the sponsored symposium, including food and beverage, audio-visual service beyond what is provided with event, hotel labor costs, etc. SITC is not responsible for payment of any services connected with the symposium and has no authority of any fees that are required by the venue. SITC will invoice accepted events based on the sponsored symposium rates listed above.

ACCEPTANCE & PAYMENT

Sponsored symposium 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 send an acceptance letter and invoice. Payment is due within 30 days of the event approval or the symposium will not proceed.

Once payment is received in full, SITC will provide a listing of hotel/venue contacts and the organization will work directly with the assigned property to plan the event. **Please do not contact the hotel/venue before you receive listing of contacts.** Organizations must abide by the SITC event policy as listed. Any organizations found working 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. Organization waives any rights to claims of damages arising out of the enforcement of these guidelines.

SPONSORED SYMPOSIUM INCLUSIONS

The following services are included:

- Standard room set up with round tables.
- Basic set-up of audio visual equipment including a podium, screen, projector, microphone, speakers and laptop.
- Registration Bag Insert. Option of providing (1) marketing piece, size 8.5" x 11" or smaller into the registration bag.
- Promotional email. The symposium description and organization logo will be included in an email sent to annual meeting attendees before the annual meeting.
- Mobile Application Blast Alert. Attendees with the SITC 2018 mobile application will be reminded of the symposium before the start of the event.
- Room Signage & Easel. A 22"x28" sign listing the symposium title(s), event date, event time, room name, speaker name(s) and affiliation(s), and organization will be provided.

ADDITIONAL OPPORTUNITIES TO PROMOTE YOUR SYMPOSIUM

- Hotel Door Drop at official hotels available for a discounted rate of \$7,500 (\$15K normally)
- One-time use of SITC annual meeting attendee mailing list (Please request rates)
- Ad space in program book (Please request rate card)

For more information on ways to help promote your symposium, please contact events@sitcancer.org.

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 Sponsored Symposia.

All promotional and marketing materials must contain the following statement: ***The [Sponsored Symposium Title], content and views expressed therein are those of the [Organization] and not of SITC.***

SITC allows the opportunity to purchase membership and attendee mailing lists for pre and post marketing for each symposium. 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 sponsored symposium) 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.

SIGNAGE

Signage for sponsored symposia 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. Event 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 symposium may use the SITC name or logo, or otherwise suggest or imply that SITC has endorsed or sponsored the event.

POST MEETING REPORT

SITC requires a summary of the sponsored symposium in writing, accompanied by a final attendance count two weeks after the annual meeting.

IMPORTANT DATES

- March 20** **Sponsored symposia request application open**
- September 7** **Sponsored symposia request deadline**
 Symposium description and organization logo due for promotional email
- September 17** **Sponsored symposium specifications and AV due**
- October 5** **Final deadline for approval of registration bag inserts and all marketing materials by SITC**
- November 23** **Summary of sponsored symposium and final attendance count is due to SITC**

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 organization 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.

Showgear Productions is the exclusive provider for audio visual services. Additional AV services, beyond what is provided may be acquired through Showgear at the expense of the organization.