SITC 2018

Faculty Guide

sitc

Society for Immunotherapy of Cancer

SITC 2018 Faculty Guide

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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

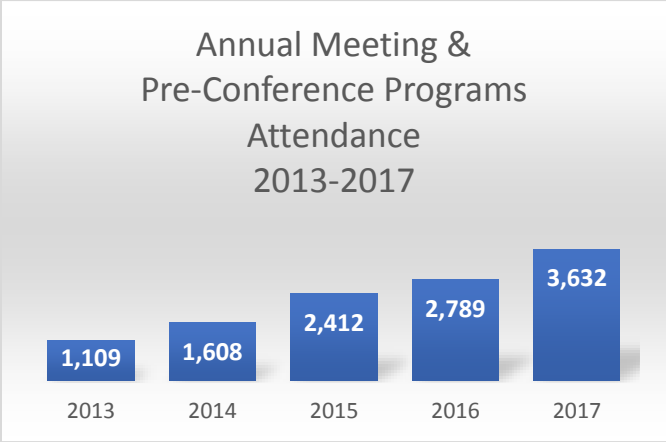
Society membership continues to grow to nearly 2,000 members including influential leaders engaged in cancer immunotherapy and tumor immunology such as: academicians, senior researchers, clinicians, students, government representatives and industry leaders from around the world. This year SITC's growing membership also includes allied health, nurses, patients, patient advocates, pharmacists and physician extenders.

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 more than 3,500 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.



33rd Annual Meeting & Pre-Conference Overview

Date: November 7-11, 2018

Location: Walter E. Washington Convention Center 801 Mt Vernon Pl NW, Washington, DC 20001

Website: https://www.sitcancer.org/2018

Immune Escape: Current Understanding of Mechanisms and Advances in Therapeutics Approaches Nov. 7, 2018

Program Purpose

As the categories and number of immunotherapies in clinical practice diversified, it became evident that renewed efforts to characterize and address mechanisms of primary immune resistance and secondary treatment failures are needed. This forum will cover current mechanistic understanding of pre-existing and acquired mechanisms of immune resistance to interventions such as immune checkpoint blockade and CAR T cell therapy, with a focus on tumor microenvironment. This will be complemented by newest information pointing to biomarkers that could be useful to identify appropriate immune interventions or combination therapies to overcome such immune resistance. Finally, a series of panel discussions will address how specific categories of immune therapies such as immune checkpoint blockade, oncolytic viruses and T cell therapies could be utilized most judiciously to maximize the likelihood of clinical success of immunotherapy in face of the diversity of resistance mechanisms.

Intended Audience

The intended audience for this program includes, but is not limited to basic, translational and clinical researchers; postdoctoral fellows; clinicians; and payers involved in cancer research from such affiliations as academia, industry and regulatory agencies.

Educational Objectives

Upon completion of this program, participants will have a better understanding of:

1. Underlying innate and acquired mechanisms that drive immune resistance, with a focus on contributions originating from within the tumor microenvironment.
2. Existing and experimental biomarkers that may predict optimal immunotherapeutic strategies in light of immune escape.
3. How specific immunotherapy classes can be optimally designed and utilized to counteract resistance mechanisms and increase patient response.

https://www.sitcancer.org/2018/program/pre-conference-programs/immune-escape

Workshop on Nutrition, Metabolism and the Microbiome in Cancer

Nov. 8, 2018

Program Purpose

Recently, the concept that the intestinal microbiota determines the efficacy of anticancer immunotherapies has been proven by epidemiological associations in clinical studies, as well as by experiments in mouse models. The microbiota offers new prognostic biomarkers as it promises to become the target for future antineoplastic treatments. Over the past few years, a multidimensional network of functional connections between the gut microbiome, intestinal physiology, whole-body metabolism, the immune system and neoplastic disease has emerged. An initial exploration of this new research space has become possible due to rampant technological progress, including, but not limited to improved high-throughput microbiome sequencing technologies aided by refined databases; culturomics to render an ever-growing portion of the microbiota cultivatable and hence investigable; mass spectrometry and single-cell transcriptomics for an in-depth characterization of individual enteric, immune or neoplastic cells; high-throughput metabolomics applicable to distinct organs; and, last but not least, sophisticated bioinformatics tools for data deconvolution and integration.

Thus, recent progress has been marked by methodological advances that allowed to describe the impact of individual bacterial species on the intestinal barrier and organism-wide immune responses. SITC will present major advances reported in 2016-2017 and future prospects of the microbiome space in cancer therapy.

Intended Audience

The intended audience for this annual, one-day program includes basic scientists and clinical investigators from academic institutions, venture capitals, industry and regulatory agencies. Additional audiences benefiting from this program include clinicians, graduate students, and postdoctoral fellows involved in cancer research and its translation into clinical practice.

Educational Objectives

Upon completion of this program, participants will have a better understanding of:

1. Gut oncomicrobiome signatures relevant in cancer immunotherapy
2. Mode of action of commensals in the setting of cancer therapies in solid and hematologic malignancies
3. Nutrition and microbiome changes and clinical outcome
4. Inflammatory links between microbiome shifts and colorectal cancer

https://www.sitcancer.org/2018/program/pre-conference-programs/workshop

Primer on Tumor Immunology and Cancer Immunotherapy™

Nov. 8, 2018

Program Purpose

Our understanding of cancer immunobiology has increased dramatically in recent years, leading to the successful development of novel immune-based treatment options to improve cancer patient outcomes. The SITC Primer on Tumor Immunology and Cancer Immunotherapy™ is designed to provide a foundation for understanding core immunology principles as they relate to basic and clinical research in immunotherapy of cancer.

Intended Audience

The intended audience for this annual, one-day educational program includes students, postdoctoral fellows and technicians from academia and industry, as well as physicians and scientists at more senior levels who wish to solidify their understanding of tumor immunology and immunotherapy.

Educational Objectives

Upon completion of this program, participants will have a better understanding of:

1. Describe the key principles of tumor immunology and immunotherapy
2. Summarize the basic principles of passive immunotherapy, in which antibodies or T lymphocytes generated outside of the patient are administered with therapeutic intent
3. Discuss the techniques involved in active immunotherapy, including tumor antigen vaccination as well as immune checkpoint blockade
4. Outline immune monitoring techniques, both in peripheral blood and sera, as well as in patient samples collected in pre-surgical trials
5. Enhance scientific exchange with colleagues and collaborators on research and application of cancer immunotherapies to improve outcomes of patients with cancer

https://www.sitcancer.org/2018/program/pre-conference-programs/primer

Meet-the-Expert Lunch

Nov. 8, 2018

Program Purpose

The Meet-the-Expert Lunch will focus on unique issues related to early career scientist career development and will give the opportunity to all SITC members to interact with experts in key fields of immunotherapy. Information will be provided on different relevant topics in a setting that fosters attendee/expert interactions and provides networking opportunities with leaders in the field. Experts will answer questions and lead informal dialogue to help provide guidance and direction.

Intended Audience

The audience for this educational program includes graduate, medical, and post-baccalaureate students; clinical fellow; post-doctoral fellows; tenure-track investigators and scientists in general; and industry/pharma scientists and employees. Space for this event is limited and priority will be given to early career scientists.

Educational Objectives

Upon completion of this program, participants will have a better understanding of:

1. Will have addressed most of their open questions and concerns on the selected topic
2. Will be able to make informed decisions about their career development and research projects
3. Will have established connections with experts in their field of interest

https://www.sitcancer.org/2018/program/additionial-activities#lunch

Grant Writing Workshop: From Start to Finish, and Then Starting Again

Nov. 8, 2018

Program Purpose

This program will encompass when and how to find the right grant for your career stage and project, the do's and don'ts of grant writing and how to revise a grant for resubmission. Faculty members from academia with a track record of successful funding as well as program officers at the National Institutes of Health (NIH) will provide insight on writing effective grants and utilizing program officers in the revision stages to successfully obtaining funding. There will be several formal presentations followed by round table discussions broken down by career track with an emphasis on early career scientists (graduate students and postdocs) and junior to mid-level faculty (instructors and assistant professors).

Intended Audience

The intended audience for this educational program includes students, postdoctoral fellows, early career scientists, junior and senior postdocs, and instructors transitioning to faculty positions who wish to solidify their understanding of grant writing.

Educational Objectives

Upon completion of this program, participants will have a better understanding of:

1. To identify the correct funding mechanism for your career stage and project
2. Writing to the grant: how to be most effective in grant writing (do's and don'ts)
3. How to revise a grant for resubmission

https://www.sitcancer.org/2018/program/pre-conference-programs/gww

33rd Annual Meeting

Nov. 9-11

Program Purpose

The Society for Immunotherapy of Cancer's (SITC) 33rd Annual Meeting provides a multidisciplinary educational and interactive environment focused on improving outcomes for current and future patients with cancer by incorporating strategies based on basic and applied cancer immunotherapy.

The Annual Meeting (**View Schedule**) consists of cutting-edge research presentations by experts in the field, both oral and poster abstract presentations, and ample opportunity for structured and informal discussions, including

important networking opportunities. In addition, the meeting includes updates on major national and international initiatives coming from academia, government and industry, as well as important society projects.

Following SITC's tradition of collaborating to advance the field, the 33rd Annual Meeting will feature sessions collaboratively-developed with reputable organizations whose missions complement and align with that of SITC's. The meeting will conclude with the Hot Topic Symposium, an in-depth look at an emerging topic in the field.

Intended Audience

The 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.

Educational Objectives

Upon completion of this meeting, participants will be able to:

1. Summarize and integrate the most recent advances in tumor immunology and cancer immunotherapy into basic, clinical and translational research
2. Analyze cutting-edge clinical trials to incorporate new research and techniques into clinical applications for cancer immunotherapy
3. Describe immune regulatory pathways that restrict and enhance immunity to tumor antigens, and identify respective targets for therapeutic intervention

https://www.sitcancer.org/2018/program/annual-meeting

Faculty Information

Faculty Responsibilities

As a faculty member of the 33rd Annual Meeting & Pre-Conference Programs, 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.
- Review your invitation from Postgraduate Institute for Medicine (PIM) letter sent at the time of acceptance to Annual Meeting, Primer, and Workshop faculty.

Faculty Requirements

All 33rd Annual Meeting & Pre-Conference Program faculty are required to complete and submit information in the SITC Speaker Management System. Please see the required information and due date for each program. For more information about the Speaker Management System, please see page 23.

Faculty Type	Items Needed	Deadlines
Annual Meeting Organizer	Photo and Biography	6/29/18
	Conflict of Interest Disclosure Form	6/29/18
	Confirm Contact Information (including Cell Phone Number)	6/29/18
	Reimbursement Policy Agreement	6/29/18
	Registration and Housing	9/10/18
Annual Meeting Co-Chair	Photo and Biography *	6/29/18
	Conflict of Interest Disclosure Form	6/29/18
	Confirm Contact Information (including Cell Phone Number)	6/29/18
	Reimbursement Policy Agreement	6/29/18
	Registration and Housing	9/10/18
Annual Meeting Faculty	Photo and Biography	6/29/18
	Conflict of Interest Disclosure Form	6/29/18

	Confirm Contact Information (including Cell Phone Number)	6/29/18
	Final Presentation Title	6/29/18
	Reimbursement Policy Agreement	6/29/18
	Faculty Guidelines Agreement	6/29/18
	Registration and Housing	9/10/18
	Presentation Slides	11/1/18
	Recording Release Agreement	11/1/18
	Presentation Questions (Optional)	11/1/18
Annual Meeting Regular Oral Abstract Presenters	Conflict of Interest Disclosure Form (Required with abstract)	8/1/18
	Acceptance Confirmation	9/7/18
	Photo and Biography	9/10/18
	Confirm Contact Information (including Cell Phone Number)	9/10/18
	Faculty Guidelines Agreement	9/10/18
	Registration Due	9/10/18
	Presentation Slides	11/1/18
	Recording Release Agreement	11/1/18
	Questions (Optional)	11/1/18
Annual Meeting LBA Oral Abstract Presenters	Conflict of Interest Disclosure Form (Required with abstract)	9/13/18
	Acceptance Confirmation	9/28/18
	Photo and Biography	10/2/18
	Confirm Contact Information (including Cell Phone Number)	10/2/18
	Faculty Guidelines Agreement	10/2/18
	Registration Due	10/2/18
	Presentation Slides	11/1/18
	Recording Release Agreement	11/1/18
	Presentation Questions (Optional)	11/1/18
	Photo and Biography	6/29/18

Immune Escape Organizer	Conflict of Interest Disclosure Form	6/29/18
	Post-Meeting Report Conflict of Interest Disclosure Form	6/29/18
	Confirm Contact Information (including Cell Phone Number)	6/29/18
	Reimbursement Policy Agreement	6/29/18
	Post-Meeting Report Agreement	6/29/18
	Registration and Housing Due	9/10/18
Immune Escape Faculty	Photo and Biography	6/29/18
	Conflict of Interest Disclosure Form	6/29/18
	Confirm Contact Information (including Cell Phone Number)	6/29/18
	Final Presentation Title	6/29/18
	Reimbursement Policy Agreement	6/29/18
	Faculty Guidelines Agreement	6/29/18
	Post-Meeting Report Agreement	6/29/18
	Registration and Housing Due	9/10/18
	Presentation Slides	11/1/18
	Recording Release Agreement	11/1/18
	Questions (Optional)	11/1/18
Industry Application Presentation Presenters	Acceptance Confirmation	9/7/18
	Photo and Biography	9/10/18
	Conflict of Interest Disclosure Form	9/10/18
	Confirm Presenter Contact Information (including Cell Phone Number)	9/10/18
	Faculty Guidelines Agreement	9/10/18
	Post-Meeting Report Agreement	9/10/18
	Registration Due	9/10/18
	Presentation Slides	11/1/18
	Recording Release Agreement	11/1/18
	Questions (Optional)	11/1/18

Primer Organizer	Photo and Biography	6/29/18
	Conflict of Interest Disclosure Form	6/29/18
	Registration and Housing Due	9/10/18
	Reimbursement Policy Agreement	6/29/18
	Confirm Contact Information (including Cell Phone Number)	11/1/18
Primer Faculty	Photo and Biography	6/29/18
	Conflict of Interest Disclosure Form	6/29/18
	Confirm Contact Information (including Cell Phone Number)	6/29/18
	Reimbursement Policy Agreement	6/29/18
	Faculty Guidelines Agreement	6/29/18
	Registration and Housing Due	9/10/18
	ARS Questions	9/17/2018
	Presentation Slides	9/17/2018
	Recording Release Agreement	11/1/18
Workshop Organizer	Photo and Biography	6/29/18
	Conflict of Interest Disclosure Form	6/29/18
	Post-Meeting Report Conflict of Interest Disclosure Form	6/29/18
	Confirm Contact Information (including Cell Phone Number)	6/29/18
	Reimbursement Policy Agreement	6/29/18
	Post-Meeting Report Agreement	6/29/18
	Registration and Housing Due	9/10/18
Workshop Faculty	Photo and Biography	6/29/18
	Conflict of Interest Disclosure Form	6/29/18
	Confirm Contact Information (including Cell Phone Number)	6/29/18
	Final Presentation Title	6/29/18
	Reimbursement Policy Agreement	6/29/18
	Faculty Guidelines Agreement	6/29/18

	Post-Meeting Report Agreement	6/29/18
	Registration and Housing Due	9/10/18
	Presentation Slides	11/1/18
	Recording Release Agreement	11/1/18
	Questions (Optional)	11/1/18
Grant Writing Workshop Organizers	Photo and Biography	6/29/18
	Conflict of Interest Disclosure Form	6/29/18
	Confirm Contact Information (including Cell Phone Number)	6/29/18
	Reimbursement Policy Agreement	6/29/18
	Registration and Housing Due	9/10/18
Grant Writing Workshop Faculty	Photo and Biography	6/29/18
	Conflict of Interest Disclosure Form	6/29/18
	Confirm Contact Information (including Cell Phone Number)	6/29/18
	Reimbursement Policy Agreement	6/29/18
	Faculty Guidelines Agreement	6/29/18
	Registration and Housing Due	9/10/18
	Presentation Slides	10/25/18
	Recording Release Agreement	11/1/18
	Questions (Optional)	11/1/18
Meet-the-Expert Lunch Organizers	Photo and Biography	6/29/18
	Conflict of Interest Disclosure Form	6/29/18
	Confirm Contact Information (including Cell Phone Number)	6/29/18
	Reimbursement Policy Agreement	6/29/18
	Registration and Housing Due	9/10/18
Meet-the-Expert Lunch Faculty	Photo and Biography	6/29/18
	Conflict of Interest Disclosure Form	6/29/18
	Confirm Contact Information (including Cell Phone Number)	6/29/18

	Answers to Questionnaire	6/29/18
	Reimbursement Policy Agreement	6/29/18
	Registration and Housing Due	9/10/18
Hot Topic Organizers	Photo and Biography	6/29/18
	Conflict of Interest Disclosure Form	6/29/18
	Post-Meeting Report Conflict of Interest Disclosure Form	6/29/18
	Confirm Contact Information (including Cell Phone Number)	6/29/18
	Reimbursement Policy Agreement	6/29/18
	Post-Meeting Report Agreement	6/29/18
	Registration and Housing Due	9/10/18
Hot Topic Faculty	Photo and Biography	6/29/18
	Conflict of Interest Disclosure Form	6/29/18
	Confirm Contact Information (including Cell Phone Number)	6/29/18
	Final Presentation Title	6/29/18
	Reimbursement Policy Agreement	6/29/18
	Faculty Guidelines Agreement	6/29/18
	Post-Meeting Report Agreement	6/29/18
	Registration and Housing Due	9/10/18
	Presentation Slides	11/1/18
	Recording Release Agreement	11/1/18
	Questions (Optional)	11/1/18

Faculty 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 Pre-Conference Program are due September 17. Content and resources for the Grant Writing Workshop are due October 25. Content and resources from faculty of all other programs are due November 1.

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 2018 presentation template which includes a title slide, disclosure slide, presentation content and a lessons and take home messages slides

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). 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.

Recording Permissions

To advance the field, SITC requests you complete a recording permission form to give us permission to post your slides on the Society's website and/or to prepare audio-visual (AV) recordings of your presentation for production, online hosting, and distribution as webinars and/or other electronic media. These enduring materials greatly extend the educational impact and reach of the live meeting.

Faculty Reimbursement Policy

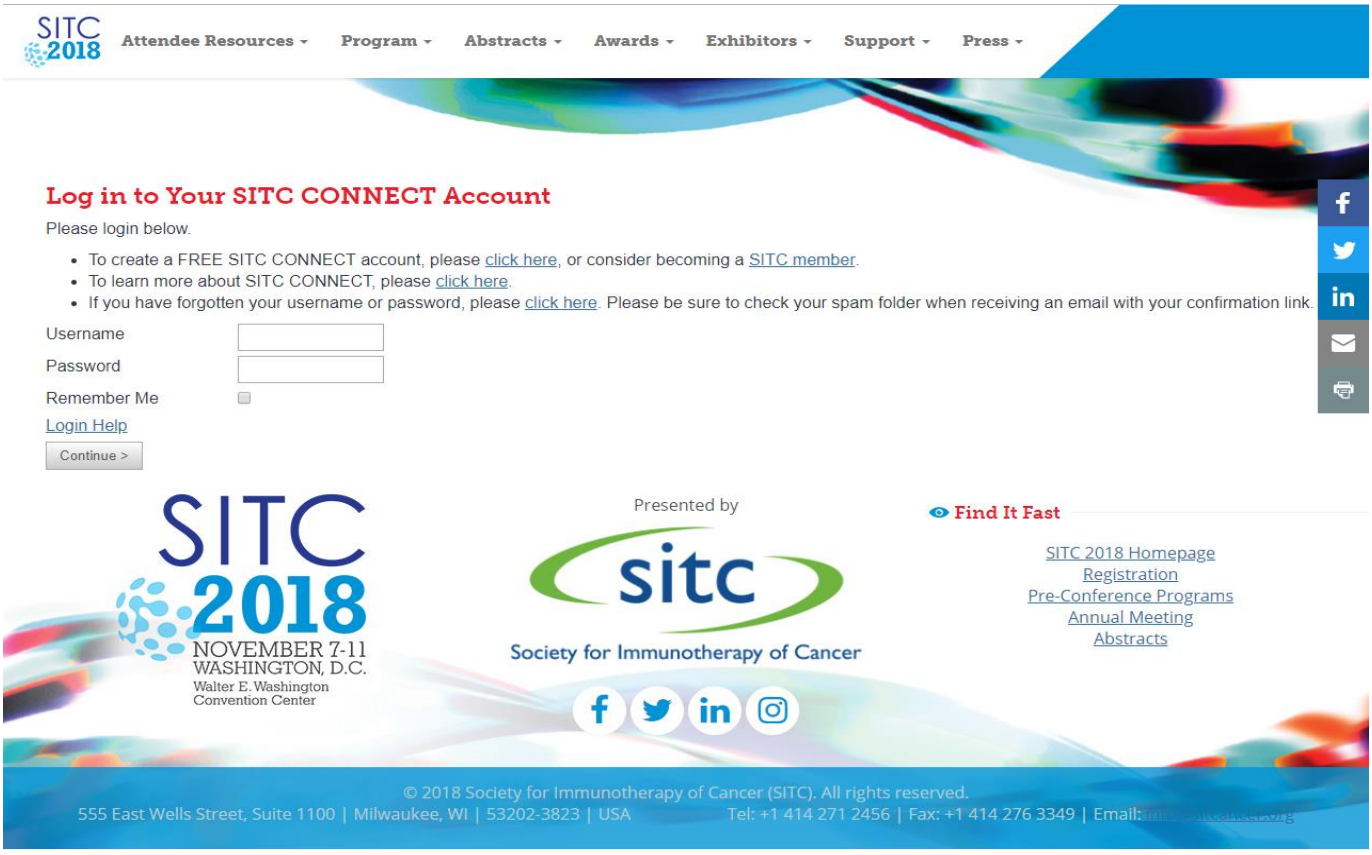
Eligibility

All invited faculty are eligible for travel expense reimbursement per the SITC Reimbursement Policy provided at the time of acceptance. Please note, abstract presenters are not eligible for reimbursement and do not receive complimentary registration. If you need the Faculty Reimbursement Policy resent, please contact education@sitcancer.org.

Invited faculty will receive **complimentary registration** to the program in which they are presenting and will receive a discount code to use during the registration process. Pre-Conference Program faculty who work in a non-industry setting will also receive complimentary registration to the 33rd Annual Meeting. For questions regarding faculty reimbursement please contact education@sitcancer.org.

Registration Instructions

In order to register for the Annual Meeting you must first create a free SITC CONNECT account. If you already have one then you may login.



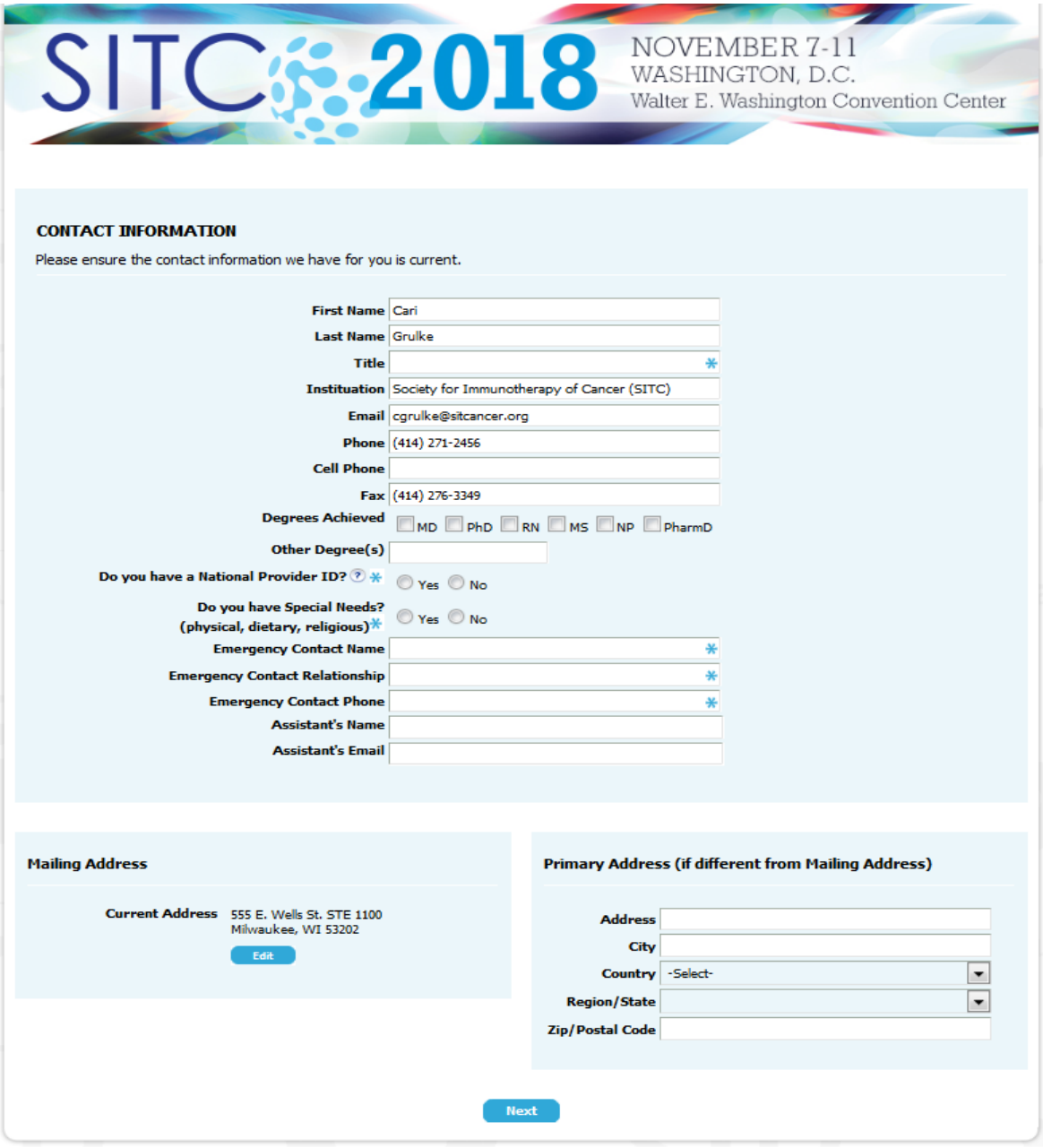
Discount Code

Invited faculty have been provided with a discount code to register for the program they are participating in. You will want to enter the discount code here.

If you have any registration-related questions, please contact:
E-mail: SITC@showcare.com
Phone: 1-866-320-3203

Contact Information

You will now want to enter in all of your contact information that will be used for registration.

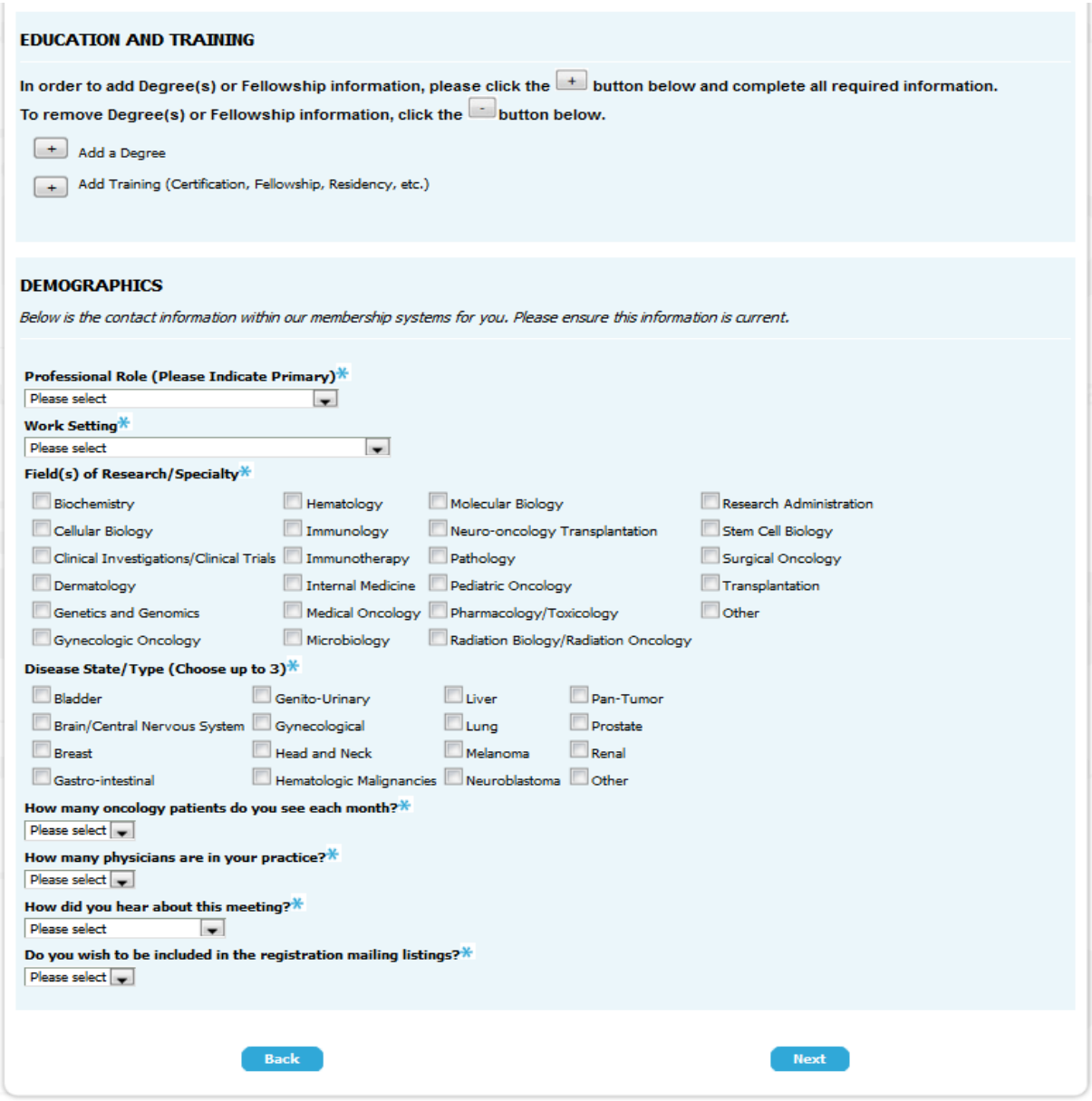


If you have any registration-related questions, please contact:
E-mail: SITC@showcare.com
Phone: 1-866-320-3203

Education & Training

Next, you will want to enter in your degree(s) and/or fellowship information. Be sure to click the + in order to add the information.

You will also want to be sure to select all of your demographics including professional role, and work setting.



EDUCATION AND TRAINING

In order to add Degree(s) or Fellowship information, please click the [+] button below and complete all required information.
To remove Degree(s) or Fellowship information, click the [-] button below.

[+] Add a Degree

[+] Add Training (Certification, Fellowship, Residency, etc.)

DEMOGRAPHICS

Below is the contact information within our membership systems for you. Please ensure this information is current.

Professional Role (Please Indicate Primary)*
Please select

Work Setting*
Please select

Field(s) of Research/Specialty*

Biochemistry	Hematology	Molecular Biology	Research Administration
Cellular Biology	Immunology	Neuro-oncology Transplantation	Stem Cell Biology
Clinical Investigations/Clinical Trials	Immunotherapy	Pathology	Surgical Oncology
Dermatology	Internal Medicine	Pediatric Oncology	Transplantation
Genetics and Genomics	Medical Oncology	Pharmacology/Toxicology	Other
Gynecologic Oncology	Microbiology	Radiation Biology/Radiation Oncology	

Disease State/Type (Choose up to 3)*

Bladder	Genito-Urinary	Liver	Pan-Tumor
Brain/Central Nervous System	Gynecological	Lung	Prostate
Breast	Head and Neck	Melanoma	Renal
Gastro-intestinal	Hematologic Malignancies	Neuroblastoma	Other

How many oncology patients do you see each month?*
Please select

How many physicians are in your practice?*
Please select

How did you hear about this meeting?*
Please select

Do you wish to be included in the registration mailing listings?*
Please select

Back Next

Pre-Conference Program Options

Here is where you will select if you would like to attend any of the Pre-Conference Programs. Make sure to check the box next to which ones you will want to attend. If you have entered in a discount code for a specific program make sure to check the box next to the program the discount code is for.

SITC 2018 NOVEMBER 7-11 WASHINGTON, D.C. Walter E. Washington Convention Center

Full Name: Cari Grulke **Confirmation Number:** 484

SITC 33rd Pre-Conference Programs
November 7-8, 2018
(Not included in Annual Meeting Registration)

Wednesday, November 7, 2018 - Pre-Conference Program Option

☑ 2:00 PM - 8:00 PM Immune Escape: Current Understanding of Mechanisms and Advances in Therapeutics Approaches $500.00

Thursday, November 8, 2018 - Pre-Conference Program Options

Please note: The Primer and Workshop held on Thursday, November 8, 2018 are concurrent sessions.

☐ 8:00 AM - 5:00 PM Primer on Tumor Immunology and Cancer Immunotherapy™ $500.00

☑ 8:00 AM - 5:00 PM Workshop on Microbiome $500.00

Would you like to attend the Meet-the-Expert Lunch? Please note: the intended audience is Early Career Scientists.
◉ Yes, I am an Early Career Scientist, and wish to attend.
○ No, I would not like to attend.

☐ Clear selection $0.00

Grant Workshop

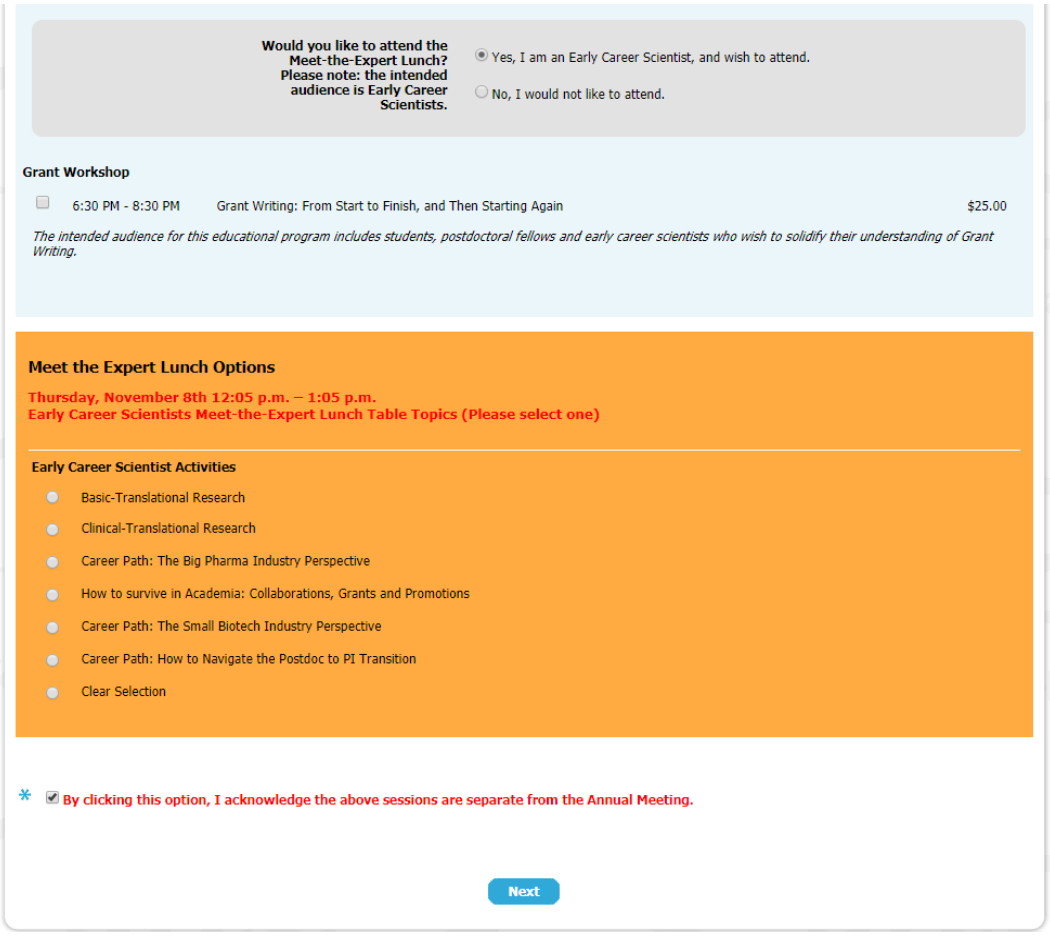
☐ 6:30 PM - 8:30 PM Grant Writing Workshop $50.00

The intended audience for this educational program includes students, postdoctoral fellows and early career scientists who wish to solidify their understanding of Grant Writing.

Meet-the-Expert Lunch

Any attendee who selects the Primer on Tumor Immunology and Cancer Immunotherapy™ or the Workshop on Nutrition, Metabolism, and the Microbiome in Cancer Therapy will see a drop down to select the Meet-the-Expert Lunch.

If you would like to attend the Meet-the-Expert Lunch you will need to select which topic you are most interested in. Please note that the Meet-the-Expert Lunch is geared towards Early Career Scientists.



Annual Meeting Options

Here is where you will want to select if you would like to attend the Annual Meeting. Make sure to check the box next to which days you will want to attend. If you have entered in a discount code for the Annual Meeting make sure to select "Annual Meeting Registration".

Housing Instructions

After you have completed your registration for your Pre-Conference Program and/or the Annual Meeting, you will receive an email from our vendor, ShowCare, which will include a link to secure your housing. From there you can book your housing.

Claiming Your Travel Reimbursement

Directly following the 33rd Annual Meeting & Pre-Conference Programs, invited faculty will receive an email regarding reimbursement. Throughout your time and leading up to the Annual Meeting & Pre-Conference Programs you will want to **keep original copies of all receipts** you plan to submit for reimbursement. In order to claim your reimbursement you will need to fill out a reimbursement form including the expenses for each day allowed, your mailing address, NPI number (if applicable), and institution name. You then will want to email the form and copies of original receipts 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

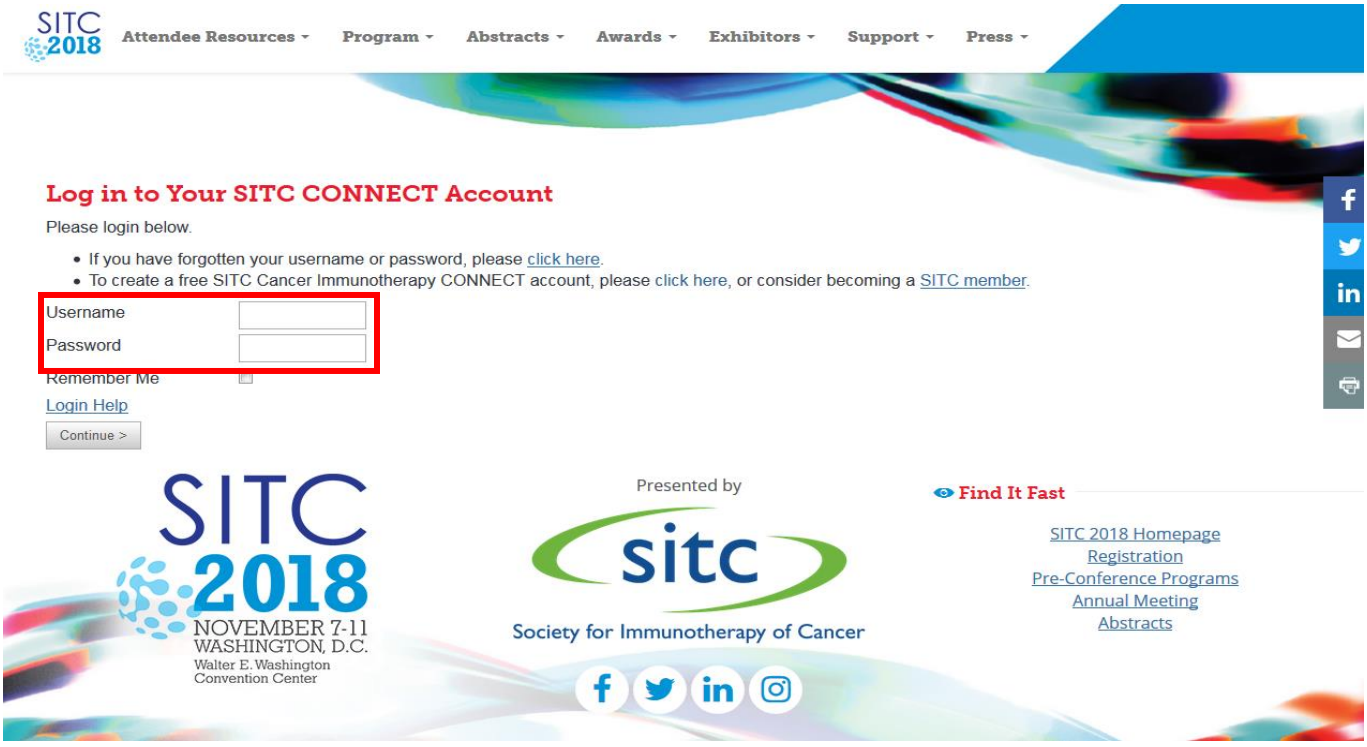
Speaker Management System Instructions

Logging In

To log in, use the direct link sent to you via email from education@sitcancer.org notifying you the Speaker Management System is open. 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 account you may login, if you forgot your username and/or password, you can retrieve it by clicking here.

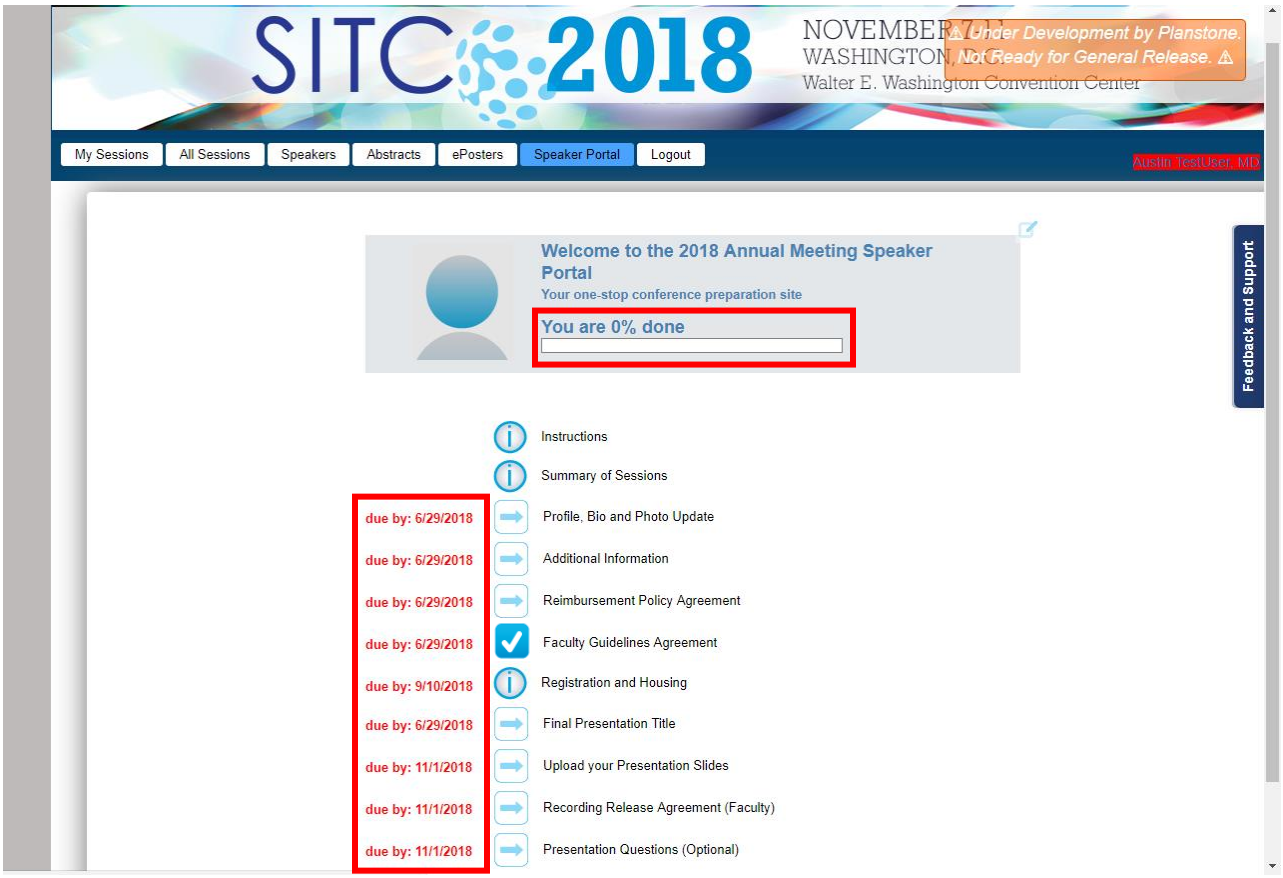


Homepage

Once logged in, you will be shown your home page which lists all the items required to be completed for the 33rd Annual Meeting & Pre-Conference Programs.

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.

- indicates informational items
- indicates that these items need to be completed
- indicates that an item is completed



Profile, Biography, and Photo Update

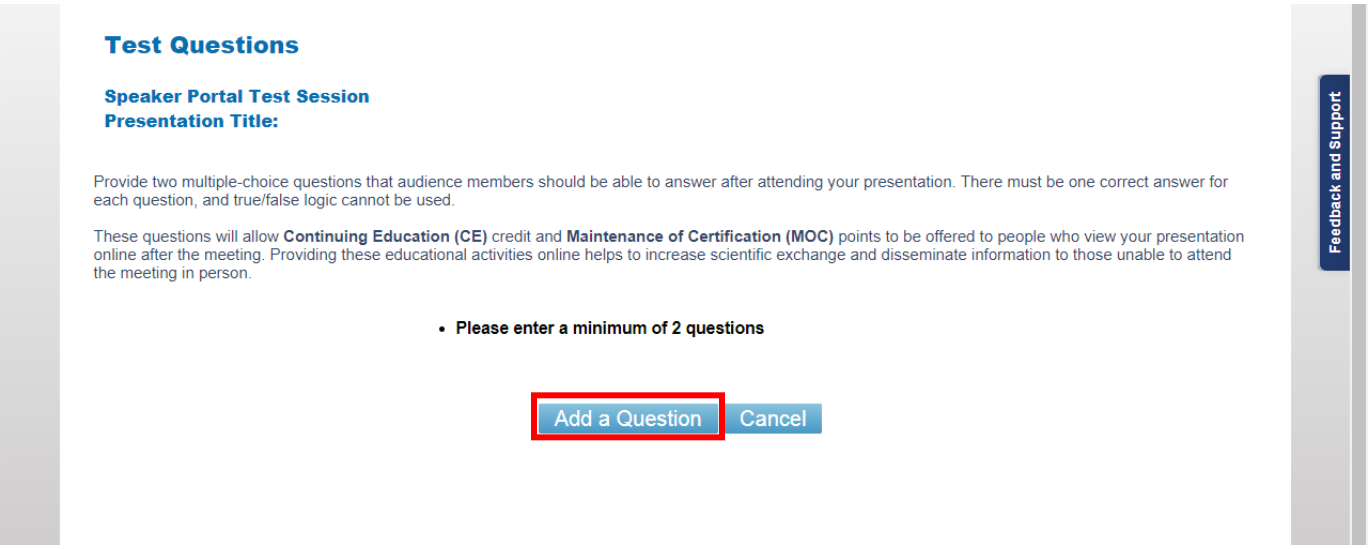
One of the most important steps in the system is to update your contact information, upload a professional headshot and submit a biography.

» indicates that these items are required

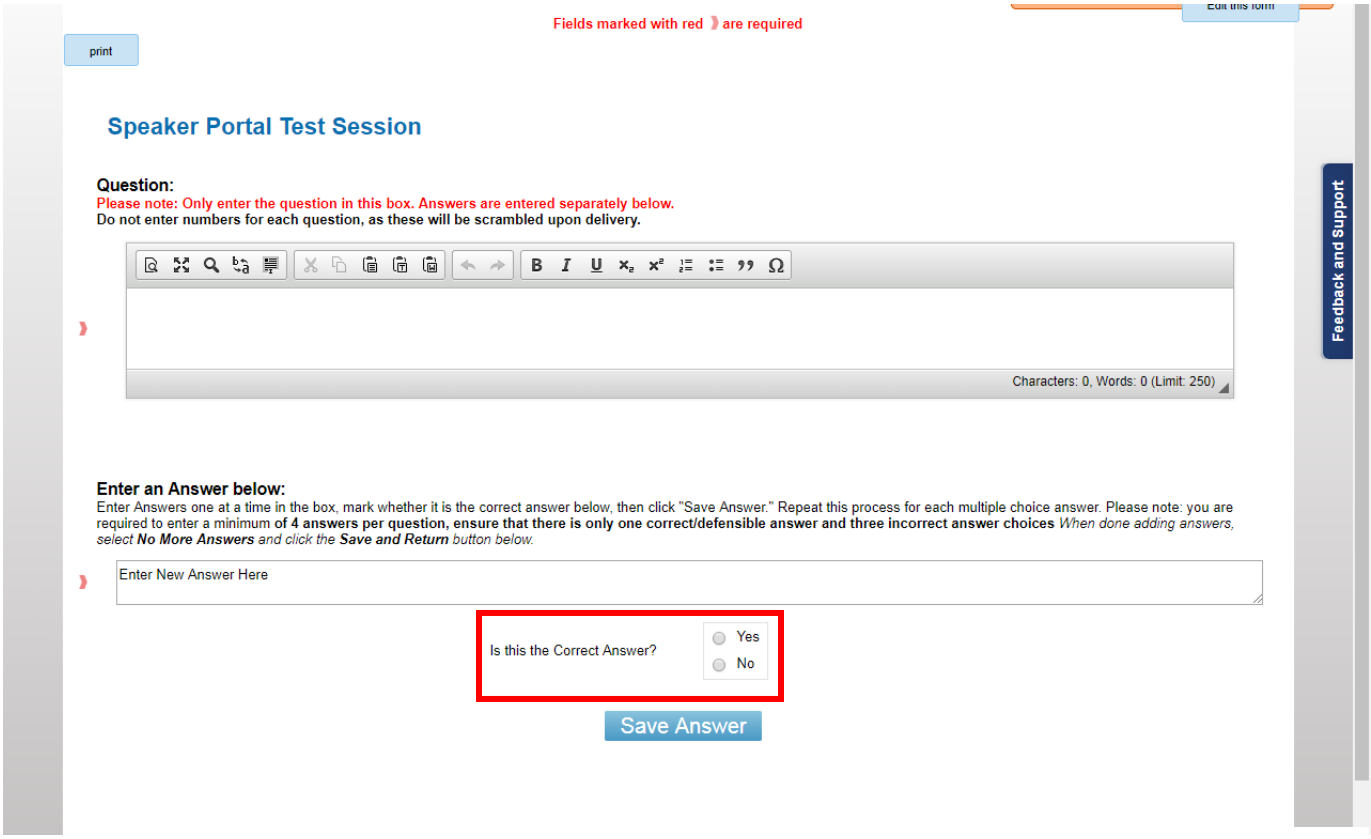
Your photo and biography should both be professional. Biographies should approximately 300 words. Both photos and biographies may be used in program books, the meeting app and other areas pertaining to the 33rd Annual Meeting & Pre-Conference Programs.

Test Questions

Test Questions are REQUIRED for Primer faculty, but are optional for faculty and oral abstract presenters. In order to add test questions, click on "Add a Question." Please note that you must enter a minimum of two questions.

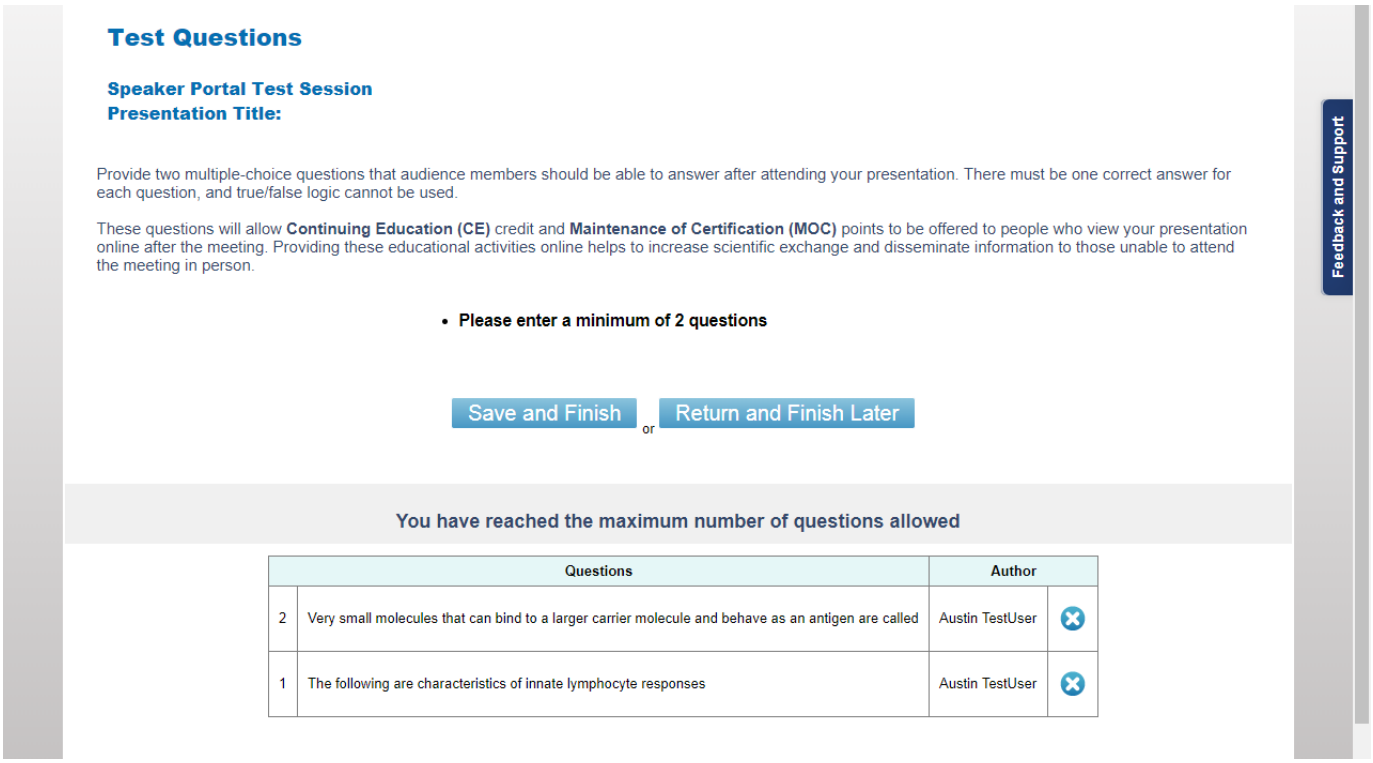


In the first box you may enter in the question that will be asked in the presentation. The second box is where the answers should be entered. Answers need to be submitted one at a time. Make sure to select whether the answer is correct or not then click save.



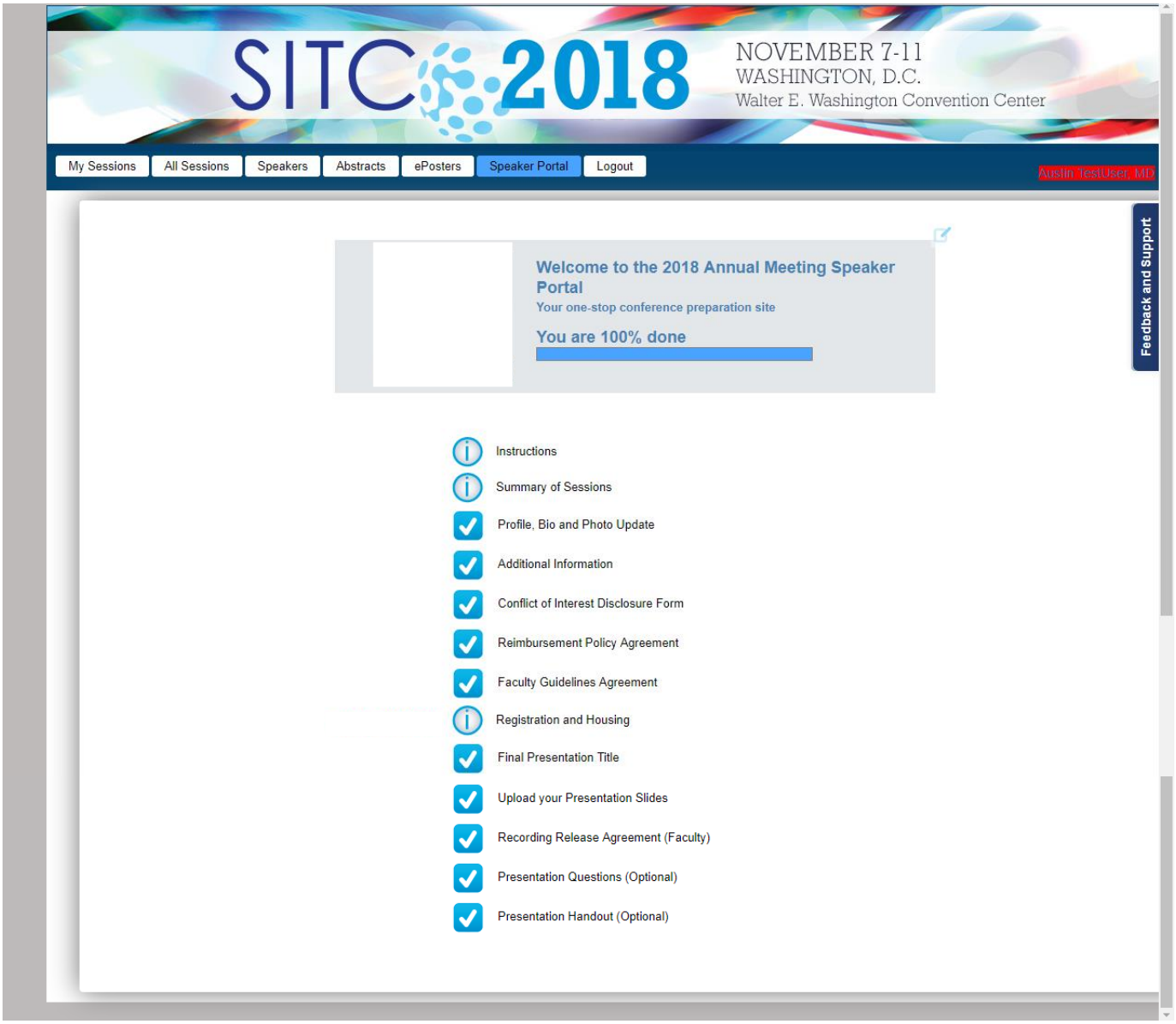
Repeat this step at least two additional times.

Once your questions are submitted, you will see a summary of the questions and be able to edit or delete them.



Completion

Once all items have been completed, you will see the ☑ symbol next to each required item and the deadline will also be removed.



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.