



## 2016 EDUCATIONAL EVENTS CONTRACT TERMS

### **ELIGIBILITY**

Only organizations who have secured ancillary event space at the SITC 2016 Annual Meeting are eligible to apply for an Educational Event, subject to availability and adherence to all Contract Terms, as existing on the date hereof and as the same may be amended or changed.

### **SCHEDULING**

Educational event time and space are limited and will be assigned on a first-come, first-served basis. Available time slots can be found on the accompanying Educational Event Application page.

**(PLEASE NOTE: Time slots are subject to change at any time as necessitated by programmatic changes by SITC)**

Upon acceptance of Educational Event Application and Contract Terms and receipt of full payment, a confirmation letter will be issued to the organization detailing the assignment and the date and time that the organization shall have access to the space.

### **EDUCATIONAL EVENTS**

The following services are included (1 hour):

- Seating in theater or classroom set up
  - Cherry Blossom Ballroom
    - 600 theater and 360 classroom seating maximum
  - National Harbor 2 or National Harbor 3
    - 200 theater or 120 classroom seating maximum
  - Chesapeake AB (Only Sunday, November 13 from 6:30 am - 7:30 am)
    - 110 theater or 55 classroom seating maximum
- Breakfast and Lunch is provided to meeting attendees and can be available outside of the meeting space (if requested)
- Basic set-up of audio visual equipment to include (if requested):
  - One LCD projector
  - One screen
  - One podium microphone

*Showgear will be an exclusive provider for audio visual services. Expenses for additional services incurred beyond what is provided may be acquired through them at the expense of the organization.*

*The organization may provide supplemental catering at their own expense through the Gaylord National Resort & Convention Center for the participants in the Educational Event. Distribution of alcoholic beverages is strictly prohibited within the Space.*

## FREQUENTLY ASKED QUESTIONS

### **What are the guidelines for activities held during an SITC meeting or symposium?**

Ancillary activities, including media events, and educational events, should not compete with the agenda or events of the SITC meeting or symposium and must be in compliance with the [Ancillary Event Policy](#). The nature of activity should be in keeping with the educational focus of an SITC meeting or symposium. Venues, agendas, and media coverage for ancillary activities should be conducive to scientific interchange; even for social functions, promotional trappings should be minimized and scientific themes, not entertainment activities, should predominate. Promotional activities should be tasteful, appropriate, and professional in nature.

### **What are the procedures for obtaining event space at the 2016 SITC meeting venue?**

An Ancillary Event Request must be submitted at <http://www.sitcancer.org/2016/support/ancillary-event>. SITC will determine whether the proposed activity appears to meet SITC standards and requirements, and will make every effort to notify the applicant via e-mail within seven business days if the event has been authorized. Upon authorization, SITC will release and assign hotel space for the requested event. From this point forward the organization will work directly with the assigned hotel to plan the event

### **Can I market products and services at a SITC meeting or symposium?**

Commercial firms and other organizations may not, for example, engage in marketing activities through the use of hotel television channels, individual company distribution of marketing materials in hotels (e.g., giveaways, flyers or door drops), or the branding of beverage napkins, hotel keys, etc. At the meeting venue, marketing materials may not be offered, distributed, or displayed anywhere other than the Exhibits unless a specific prior exception has been granted by SITC.

### **What is the process for sending a pre-meeting mailing to registered attendees?**

SITC allows organizations 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](mailto:info@sitcancer.org).

## **PROMOTIONAL AND MARKETING MATERIALS**

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



## EDUCATIONAL EVENT APPLICATION

**Rooms:**

- Cherry Blossom Ballroom, seats up to 600 theater or 360 classroom seating, \$25,000 per day
- National Harbor 2, seats up to 200 theater or 120 classroom seating, \$10,000 per day
- National Harbor 3, seats up to 200 theater or 120 classroom seating, \$10,000 per day
- Chesapeake AB\*, 110 theater or 55 classroom seating maximum, \$5,000 per day  
\*Sunday November 13, 2016 from 6:30 am – 7:30 am only

**Times:**

- Thur., November 10, 2016:**  6:45 am – 7:45 am     12:30 pm – 1:30 pm     7:00 pm - 8:00 pm
- Fri., November 11, 2016:**     6:30 am – 7:30 am     12:30 pm – 1:30 pm
- Sat., November 12, 2016:**     6:30 am – 7:30 am     12:00 pm – 1:00 pm
- Sun., November 13, 2016\*:**  6:30 am – 7:30 am (\*Chesapeake AB, 110 theater or 55 classroom seating maximum)

**Company Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Educational Event Title:** \_\_\_\_\_

**CEU Event:**     Yes     No

**Purpose/Goals:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Notes:**

\_\_\_\_\_

\_\_\_\_\_

**Authorized Supporter Representative**

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Authorized SITC Representative**

Name: Tara Withington, CAE

Title: Executive Director Date: \_\_\_\_\_

Signature: \_\_\_\_\_