

Application for Industry Supported Symposium

Industry Supported Symposia (ISS) held during the SGO Annual Meeting provide partnering companies an opportunity to disseminate high-quality, evidence-based information to SGO meeting attendees.

OVERVIEW OF INDUSTRY SPONSORED SYMPOSIA

- All symposia are held within the conference venue (Toronto Convention Centre).
- SGO is offering symposia slots as specified on page 2.
- SGO will not designate CE credit for these programs. Those wishing to offer accredited education must already be directly accredited or obtain accreditation from a source other than SGO.

FEES

- The fee for the breakfast symposium is \$40,000 per session on Sunday and Monday.
- The fee for the luncheon symposium is \$60,000 per session on Saturday, Sunday and Monday.
- Fees include the following:
 - » **Meeting room assigned in advance. Assignment of programs to specific days is done at the sole discretion of SGO**
 - » **Listing of session title and faculty on the Annual Meeting website, in Annual Meeting Program Book and Meeting App**
- ISS companies will be using a shared space with a standard two-screen, rear projection set and riser. A complete list of AV equipment will be made available, pending acceptance. AV equipment, power and labor costs are not included in the Symposium fee, and are split equitably as follows:
 - » **Sunday and Monday Breakfast symposiums are \$7,500**
 - » **Saturday, Sunday and Monday Lunch Symposiums are \$10,000**

NOT INCLUDED:

- Any additional equipment/power/labor needs will be an additional expense.
- Food and beverage expenses. Breakfast must be provided during the breakfast symposia and lunch must be provided during the lunch symposia.

OPPORTUNITIES FOR ADDITIONAL EXPOSURE:

Industry Sponsored Symposia partners may place an advertisement in the SGO Annual Meeting Final Program Book. (5"x9" with .125" bleed on all sides) The fee is \$7,500 and all artwork and copy must be provided to SGO for approval no later than Jan. 10, 2020. The ad must be for promotion of the ISS session only – not product or device focused.

NEW! Extend your content and increase your audience by offering a webinar on SGO's eLearning platform, ConnectEd. Contact Teri Jordan at teri.jordan@sgo.org for details and pricing.

SGO INDUSTRY SUPPORTED SYMPOSIUM RULES AND REGULATIONS

- Assignments of the ISS date and time are made by SGO volunteer leaders.
- SGO will provide the following:
 - » **One sign per session in a visible area with brochure racks in which you may place your symposia brochures.**
 - » **Signage directing attendees to sessions and meeting rooms.**
 - » **Informational signage listing all ISS sessions, days and times.**
 - » **(One) meter board to be placed outside the meeting room on the morning of each session.**

No signage from ISS sponsors will be allowed except within an exhibit booth.

- Industry partners are responsible for on-site management and all costs associated with the symposium program including catering, promotion, presenters, additional audiovisual equipment and labor, securing and administering CME, travel, and hotel costs.
- ISS companies are required to use the SGO designated audio/visual company for A/V, but can bring their own audience response systems. Contact information will be sent with acceptance.
- Marketing, other than that listed under "Fees," is the responsibility of the host.
- Industry partners are prohibited from using SGO's logo. You may list the session as follows: "An Independent Satellite Symposium during The Annual Meeting on Women's Cancer®."
- Promotional material must not imply that the Industry Supported Symposium was planned, sponsored or endorsed by SGO.
- SGO must review and approve all marketing or promotional materials that will be disseminated prior to, and in conjunction with, the symposium before the materials are printed.
- Each industry symposium must begin and end at the time assigned. Registration and food service cannot begin or end more than 30 minutes prior to the start of the program.
- Industry partners must agree to comply with all applicable laws, rules and regulations as it relates to CMS guidelines, the Sunshine Act, and other industry guidelines. In the event the symposium's activities violate these rules and regulations, SGO is held harmless and is in no way responsible.



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TIMING OF SYMPOSIA WITHIN THE MEETING

The Opening Plenary Session will be held at 8:00 a.m. on Saturday, Mar. 28, 2020. Industry Sponsored Symposia sessions are scheduled during breakfast and lunch hours, as follows:

- Two lunch symposia on Saturday, March 28, 12:15 p.m. – 1:45 p.m.
- Two breakfast symposia on Sunday, March 29, 6:30 a.m. – 7:30 a.m.
- Two lunch symposia on Sunday, March 29, 12:00 p.m. – 1:30 p.m.
- Two breakfast symposia on Monday, March 30, 6:30 a.m. – 7:30 a.m.
- Two lunch symposia on Monday, March 30, 12:45 p.m. – 2:15 p.m.

CME/CE GUIDELINES

SGO does not provide CME/CE for Industry Sponsored Symposia. Those wishing to offer accredited education must already be directly accredited or obtain accreditation from a source other than SGO. It is the responsibility of the CME/CE provider to ensure that the symposium meets all criteria necessary for designation of CME/CE credit.

INDUSTRY SUPPORTED SYMPOSIA ATTENDEE AND PERSONNEL REGISTRATION INSTRUCTIONS

- SGO will not facilitate registration for the ISS. It will be the responsibility of the supporting company sessions to coordinate all attendee registration.
- SGO will provide a hyperlink on the ISS web page for ISS registration. This information must be provided to SGO upon acceptance.
- Six complimentary registrations will be provided for your personnel managing the symposium. A registration form for these badges will be sent with the ISS confirmation letter. Any additional personnel who will attend any part of the SGO Annual Meeting must register and pay the appropriate fee.

PROCESS

Complete the accompanying online application form using the link below and submit a 10% non-refundable deposit.

Applications must be as complete as possible to include:

- Symposium Title
- Industry Partner Name
- Symposium Overview and Learning Objectives
- Proposed Faculty
- 10% non-refundable deposit

If the symposium is approved you will receive additional information in a confirmation, including:

- How to order your complimentary SGO member mailing list
- Meeting room assignment
- Contact information for catering, a/v, and lead retrieval ordering

Full payment for the Industry Supported Symposia must be received no later than Dec. 20, 2019. If payment is not received by this date, SGO has the right to release the space. Checks should be payable to Society of Gynecologic Oncology and mailed to SGO – Meetings, 28658 Network Place Chicago, IL 60673-1286

CANCELLATION

Prior to Nov. 15, 2019 — full refund
Nov. 16 - Dec. 23, 2019 — 50% refund
After Dec. 23, 2019 — no refund

SGO 2020 Annual Meeting on Women's Cancer® Industry Supported Symposium Application

To submit your application, go to:

bit.ly/iss2020

