



## APPLICATION AND CONTRACT TO HOST AN ADVISORY BOARD MEETING

### CONTACT INFORMATION (REQUIRED)

ASSOCIATION/COMPANY

CONTACT PERSON

ADDRESS

CITY

STATE

ZIP

PHONE

EMAIL

ON-SITE CONTACT PERSON

PHONE

### FUNCTION SPECIFICATIONS (REQUIRED)

FUNCTION NAME

FUNCTION DESCRIPTION

FUNCTION DATE

START TIME

END TIME

ANTICIPATED ATTENDANCE

### ROOM SETUP (REQUIRED)

- Conference                       U-Shape                       Classroom                       Cabaret Tables  
 Hollow Square                       Theatre                       Round Tables                       Other \_\_\_\_\_

### FOOD AND BEVERAGE (REQUIRED)

Please select the meals that you plan to serve during this meeting.

- Breakfast                       Lunch                       Break                       Reception                       Dinner

**Additional requirements.** Please indicate any audio/visual equipment, staging or special requirements that will affect your room setup. \_\_\_\_\_

Please note, Projection is the exclusive audio/visual provider of all events taking place during the Multidisciplinary Head and Neck Cancers Symposium.

**TOTAL FEES DUE: \$10,000**

### PAYMENT INFORMATION

After receiving your completed application, an invoice will be sent to you 3-5 business days with payment instructions.

#### CHECK PAYMENT

If paying by check, please email Application and Contract to host an Advisory Board Meeting to [corporaterelations@astro.org](mailto:corporaterelations@astro.org). Please mail original application with check made payable to ASTRO to:

**For Standard Mail:**  
ASTRO  
P.O. Box 417217  
Boston, MA 02241-7217

**For Overnight Delivery:**  
Bank of America Merrill Lynch Lockbox Services  
Lockbox #417217, MA5-527-02-07  
2 Morrissey Blvd., Dorchester, MA 02125

#### CREDIT CARD PAYMENT

Credit card payment can only be accepted via phone at 703-839-7370 or online. You will receive instructions upon invoicing with a link to pay online.



## APPLICATION AND CONTRACT TO HOST AN ADVISORY BOARD MEETING

### TERMS AND CONDITIONS

Organizations wishing to host advisory board meetings in conjunction with the Multidisciplinary Head and Neck Cancers Symposium may rent meeting space at the JW Marriott Phoenix Desert Ridge. All such events must be approved by Show Management and may only take place during specified dates and times. Meeting space is available on a first-come, first-served basis and is subject to availability.

### APPROVED MEETING TIMES

Meetings may NOT be held during the following dates and times:

<b>Thursday, February 24, 2022</b>	<b>7:50 a.m. – 5:15 p.m.</b>
<b>Friday, February 25, 2022</b>	<b>7:55 a.m. – 5:30 p.m.</b>
<b>Saturday, February 26, 2022</b>	<b>7:55 a.m. – 12:15 p.m.</b>

Approved meeting times are subject to change at any time. Advisory Board Meetings may not take place during Industry-Expert Theaters or Industry Satellite Symposiums. Please check the schedule of events at [www.headandnecksymposium.org](http://www.headandnecksymposium.org) for the most current agenda.

### ADVISORY BOARD FEE

The fee to host an advisory board meeting is \$10,000 per room. This fee includes one complimentary room setup and signage. The company shall be responsible for any additional charges such as catering, audio/visual equipment, etc. Please note, Projection is the exclusive audio/visual provider of all events taking place during the Multidisciplinary Head and Neck Cancers Symposium.

### PROMOTIONAL MATERIALS

All promotional materials and emails associated with each function must be submitted to ASTRO for approval. The name American Head & Neck Society, the acronym AHNS and the AHNS logo; the name American Society of Clinical Oncology, the acronym ASCO and the ASCO logo; the name American Society for Radiation Oncology, the acronym ASTRO and the ASTRO logo; and the name Society for Immunotherapy of Cancer, the acronym SITC and the SITC logo are registered trademarks of their respective organizations. Use of the aforementioned in conjunction with promotional materials, advertisements, email marketing, company websites, endorsements, statements, contests and/or awards is strictly prohibited. In addition, companies are not permitted to use "Symposium" or the names or the acronyms of the above listed entities in a company website address.

Are you developing marketing materials for this meeting/event?  Yes  No

**ASTRO requires review of all marketing materials prior to printing and production.**

### CANCELLATION

- 50% of the total fee will be refunded if cancellation is received by February 5, 2022.
- 100% of the total fee will be retained for cancellations received after February 5, 2022.
- All cancellations must be made in writing.
- Show Management reserves the right to cancel Advisory Board Meetings if less than two companies have secured a time slot.

### AGREEMENT

I understand and agree to all the terms and conditions set forth in this Agreement. I agree that the email/address and phone number provided on this application will be shared with organizations assisting in the production of the Multidisciplinary Head and Neck Cancers Symposium.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

**Complete one application for EACH function  
and return to Corporate Relations.**



**EMAIL**  
[corporaterelations@astro.org](mailto:corporaterelations@astro.org)

#### Questions?

For more information or questions, please contact Corporate Relations.



**PHONE**  
703-502-1550



**EMAIL**  
[corporaterelations@astro.org](mailto:corporaterelations@astro.org)