



mhncs

MULTIDISCIPLINARY
HEAD AND NECK
CANCERS SYMPOSIUM

ACCELERATING COLLABORATIVE SCIENCE
AND PATIENT-CENTERED CARE

February 29 – March 2, 2024
JW Marriott Desert Ridge | Phoenix

LIVE VIRTUAL MEETING

APPLICATION AND CONTRACT TO HOST AN ADVISORY BOARD MEETING

Companies 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 Resort and Spa. All such events must be approved by ASTRO 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.

CONTACT INFORMATION

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. No meeting room rental will be added by hotel. Hotel may select to include an F&B minimum, which will be covered by the Company hosting the Advisory Board.

Breakfast Lunch Break Reception Dinner None

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

ADVISORY BOARD MEETING FEE: \$10,000

PAYMENT INFORMATION

All payments must be received by **February 29, 2024**. Please email Application and Contract to host an Advisory Board Meeting to corporaterelations@astro.org.

CREDIT CARD PAYMENT (Credit card payment preferred.)

An invoice will be sent with instructions to submit your credit card payment online.

CHECK PAYMENT

Please email 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 #418075, MA5-527-02-07
 2 Morrissey Blvd., Dorchester, MA 02125



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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.

CANCELLATION

- 50% of the total fee will be refunded if cancellation is received by February 2, 2024.
- 100% of the total fee will be retained for cancellations received after February 2, 2024.
- All cancellations must be made in writing.
- ASTRO reserves the right to cancel Advisory Board Meetings if less than two companies have secured a time slot.

APPROVED MEETING TIMES

Advisory Board Meeting times are limited to two hours. Please inquire if more time is needed. Meetings may NOT be held during the following dates and times:

| | |
|------------------------------------|-------------------------------|
| Thursday, February 29, 2024 | 7:50 a.m. – 5:30 p.m. |
| Friday, March 1, 2024 | 7:55 a.m. – 5:30 p.m. |
| Saturday, March 2, 2024 | 7:55 a.m. – 12:00 p.m. |

Approved meeting times are subject to change at any time. Advisory Board Meetings may not take place during Industry-Expert Theater or Industry Satellite Symposium sessions. Please check the schedule of events at www.astro.org/HN24 for the most current agenda.

PROMOTIONAL MATERIALS

All promotional materials and emails associated with each function must be submitted to ASTRO for approval. The name American Head and 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 entities. 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.

ACKNOWLEDGMENT

As an authorized representative of the above stated Company, I have received and reviewed the "2024 Multidisciplinary Head and Neck Cancers Symposium Advisory Board Contract Terms" and the "2024 Multidisciplinary Head and Neck Cancers Symposium Exhibitor Rules, Regulations and Policies" available online at www.astro.org/HN24, (as existing on the date hereof and as the same may be amended or changed), hereinafter referred to collectively as "Advisory Board Terms and Rules". Company agrees to comply with the Advisory Board Terms and Rules, which are incorporated herein by reference and made part of this contract ("Contract"). In the event of any change in the Advisory Board Terms and Rules, the most up-to-date version, available online at www.astro.org/HN24, will be controlling.

The parties hereto agree that upon the Company's authorized signature and ASTRO's acceptance and approval, this Contract will constitute a legal and binding agreement between Company and ASTRO enforceable in accordance with its terms.

Signature

Date

Print Name

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



EMAIL
corporaterelations@astro.org

Questions?

For more information or questions, please contact Corporate Relations.



PHONE
703-502-1550



EMAIL
corporaterelations@astro.org