



mtcs

MULTIDISCIPLINARY  
THORACIC  
CANCERS  
SYMPOSIUM

November 30–December 2, 2023  
Sheraton New Orleans

LIVE VIRTUAL MEETING

COLLABORATION AND PRECISION IN THORACIC  
CANCER CARE: THE TIME IS NOW

## APPLICATION AND CONTRACT TO HOST AN ADVISORY BOARD MEETING

Companies wishing to host advisory board meetings in conjunction with the Multidisciplinary Thoracic Cancers Symposium may rent meeting space at the Sheraton New Orleans. 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)

- |                                     |                               |                                    |                                      |
|-------------------------------------|-------------------------------|------------------------------------|--------------------------------------|
| <input type="radio"/> Conference    | <input type="radio"/> U-Shape | <input type="radio"/> Classroom    | <input type="radio"/> Cabaret Tables |
| <input type="radio"/> Hollow Square | <input type="radio"/> Theatre | <input type="radio"/> Round Tables | <input type="radio"/> 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.

- |                                 |                             |                             |                                 |                              |                            |
|---------------------------------|-----------------------------|-----------------------------|---------------------------------|------------------------------|----------------------------|
| <input type="radio"/> Breakfast | <input type="radio"/> Lunch | <input type="radio"/> Break | <input type="radio"/> Reception | <input type="radio"/> Dinner | <input type="radio"/> None |
|---------------------------------|-----------------------------|-----------------------------|---------------------------------|------------------------------|----------------------------|

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

**TOTAL FEES DUE: \$5,000**

### PAYMENT INFORMATION

All payments must be received by **November 30, 2023**. Please email Application and Contract to host an Advisory Board Meeting to [corporaterelations@astro.org](mailto: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 \$5,000 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 Thoracic Cancers Symposium.

### CANCELLATION

- 50% of the total fee will be refunded if cancellation is received by November 3, 2023.
- 100% of the total fee will be retained for cancellations received after November 3, 2023.
- 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:

<b>Thursday, November 30, 2023</b>	<b>7:50 a.m. – 5:30 p.m.</b>
<b>Friday, December 1, 2023</b>	<b>7:55 a.m. – 5:00 p.m.</b>
<b>Saturday, December 2, 2023</b>	<b>7:55 a.m. – 12:30 p.m.</b>

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/thoracic2023](http://www.astro.org/thoracic2023) 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 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; the name Society for Immunotherapy of Cancer, the acronym SITC and the SITC logo; and the name The Society of Thoracic Surgeons, the acronym STS and the STS 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 "2023 Multidisciplinary Thoracic Cancers Symposium Advisory Board Contract Terms" and the "2023 Multidisciplinary Thoracic Cancers Symposium Exhibitor Rules, Regulations and Policies" available online at [www.astro.org/thoracic2023](http://www.astro.org/thoracic2023), (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/thoracic2023](http://www.astro.org/thoracic2023), 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