



**2018 ASTRO ANNUAL MEETING REGULATIONS FOR AFFILIATE MEETINGS/EVENTS**

**ELIGIBILITY**

Organizations wishing to hold meetings/events in conjunction with the Annual Meeting between Monday, October 15, 2018, and Wednesday, October 24, 2018, must submit the Meeting/Event Approval Request to obtain ASTRO approval.

**Please submit one request per meeting/per meeting room space.**

*Ex.: If you need to book Ballroom A for Meeting 1 and Meeting 2, please submit two requests.*

The meeting/event approval process can take up to 14 business days from the submission date. Once your meeting/event has been reviewed, you will receive an email notification advising if the meeting/event has been approved or denied. ASTRO reserves the right to deny or decline approval of any ancillary meeting or event request.

***Meeting/Event Space Requests will not be accepted after October 5, 2018.***

Events that are educational in nature may qualify as Industry Satellite Symposia or non-CME educational events, which require submission of a separate application. If your meeting is educational in nature or will offer CME, ASTRO will contact you after your request has been submitted.

**SCHEDULING**

ASTRO prohibits organizations from holding functions that compete with the Annual Meeting program. Functions or transportation to and from functions may not be held during the following times:

*\*Schedule is subject to change*

<b>Sunday, October 21</b>	<b>6:45 a.m. - 6:15 p.m.</b>
<b>Monday, October 22</b>	<b>7:45 a.m. - 5:45 p.m.</b>
<b>Tuesday, October 23</b>	<b>7:45 a.m. - 6:15 p.m.</b>
<b>Wednesday, October 24</b>	<b>7:45 a.m. - 4:45 p.m.</b>

Press conferences on the Exhibit Hall floor are prohibited. No press conferences may be scheduled at hotels or other locations away from the meeting during the hours of 6:30 a.m. - 6:30 p.m., Saturday, October 20, 2018 - Wednesday, October 24, 2018. Organizations planning off-site media activities are encouraged to coordinate with ASTRO's Press Office at [press@astro.org](mailto:press@astro.org) to ensure they do not conflict with ASTRO sponsored activities.

## **MEETING/EVENT SPACE RELEASE**

The meeting/event approval process can take up to 14 days from the submission date. Once your meeting/event has been approved, you will receive an email confirmation from ASTRO and your request will be forwarded to the hotel of your choice. The hotel will contact you directly to discuss space availability and requirements.

## **MEETING/EVENT FEES**

All costs associated with the approved meeting/event are the responsibility of the organization hosting the event. The host organization is responsible for any charges for meeting space, catering, audio visual equipment, etc.

## **MEETING/EVENT MARKETING**

ASTRO requires review of all marketing materials prior to printing and production. All promotional materials and emails associated with each function must be submitted to ASTRO by September 21, 2018. The name American Society for Radiation Oncology, the acronym ASTRO and the ASTRO logo are registered trademarks of the American Society for Radiation Oncology. Use of the aforementioned in conjunction with promotional materials, advertisements, email marketing, company websites, endorsements, statements, contests and/or award is strictly prohibited. In addition, companies are not permitted to use "Symposium" in the title of their meeting or event or the name American Society for Radiation Oncology or the acronym ASTRO in a company website address, email signature/tag line, etc.

**Example of correct use of ASTRO:** Visit us in booth 100 at ASTRO.

**Example of incorrect use of ASTRO:** Visit us at ASTRO booth 100.

To view ASTRO's complete logo usage policy please visit the Service Manual.

## **PAYMENT and CANCELLATION**

A nonrefundable processing fee will be assessed per request/per meeting room space based on the rates below. This processing fee will not be refunded under any circumstances including but not limited to, cancellation of event, non-approval by ASTRO of company's event, non-approval by ASTRO of company's marketing materials, failure to identify suitable space in an official ASTRO venue, etc. Approval will not be granted until this processing fee has been paid.

*Ambassador rates for an ASTRO official venue:*

Until August 31, 2018	\$75
September 1, 2018 - October 5, 2018	\$187.50

*Standard rates for an ASTRO official venue:*

Until August 31, 2018	\$100
September 1, 2018 - October 5, 2018	\$250

## **AMENDMENT AND ADDITION TO REGULATIONS**

Any matters not specifically covered by the *2018 ASTRO Annual Meeting Regulations for Affiliate Meetings/Events* shall be subject solely to the decision of ASTRO. ASTRO may, at any time, amend or add further rules and regulations to the existing *2018 ASTRO Annual Meeting Regulations for Affiliate Meetings/Events*, and all amendments and/or additions made shall be binding on all organizations equally along with the foregoing *2018 ASTRO Annual Meeting Regulations for Affiliate Meetings/Events*.