MULTIDISCIPLINARY HEAD and NECK CANCERS SYMPOSIUM
EXPANDING TREATMENT HORIZONS

The Westin Kierland Resort and Spa
Scottsdale, Arizona
February 27-29, 2020

Co-sponsors: ASCO (American Society of Clinical Oncology) | ASTRO (American Society for Radiation Oncology) | sitc (Society for Immunotherapy of Cancer)

APPLICATION AND CONTRACT TO HOLD 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
- ○ Hollow Square
- ○ U-Shape
- ○ Theatre
- ○ Classroom
- ○ Round Tables
- ○ Cabaret 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, special requirements that will affect your room setup._____
_____

TOTAL FEES DUE: $10,000

METHOD OF PAYMENT
Payment in U.S. funds drawn on a U.S. bank must accompany this application. All credit cards are processed in U.S. dollars. The company on this application is responsible for its meeting related expenses.

○ Checks must be made payable to ASTRO and mailed to:

ASTRO
P.O. Box 417217
Boston, MA 02241-7217

Credit Card: ○ American Express ○ Discover ○ MasterCard ○ Visa

I authorize my credit card to be charged the application fee to host an advisory board meeting at the 2020 Multidisciplinary Head and Neck Cancers Symposium. We reserve the right to charge the correct amount if different from the total listed.

_____
NAME ON CARD

_____
CARD NUMBER   CSC   EXPIRATION DATE

_____
CARDHOLDER'S SIGNATURE   DATE

AGREEMENT
I understand and agree to all the terms and conditions set forth in this Agreement. I agree that the email/address and fax number provided on this application will be shared with organizations assisting in the production of the 2020 Multidisciplinary Head and Neck Cancers Symposium.

_____
SIGNATURE   DATE

_____
PRINT NAME

TERMS AND CONDITIONS

Organizations wishing to hold advisory board meetings in conjunction with the 2020 Multidisciplinary Head and Neck Cancers Symposium may rent meeting space at the Westin Kierland Resort and Spa. 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:

Thursday, February 26, 2020	**7:55 a.m. - 5:15 p.m.**
Friday, February 27, 2020	**7:55 a.m. - 5:30 p.m.**
Saturday, February 29, 2020	**7:55 a.m. - 12:15 p.m.**

Approved meeting times are subject to change at any time.

ADVISORY BOARD FEE

The fee to host an advisory board 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.

PROMOTIONAL MATERIALS

All promotional materials and emails associated with each function must be submitted to ASTRO for approval. The name American Society for Radiation Oncology, the acronym ASTRO, the ASTRO logo, the name American Head and Neck Society, the acronym AHNS, the AHNS logo, the name American Society of Clinical Oncology, the acronym ASCO and the ASCO logo, the name Society for Immunotherapy of Cancer, the acronym SITC and the SITC logo are registered trademarks of their respective entitles. 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 entitles 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
·

· All cancellations must be made in writing.

COMPLETE ONE APPLICATION FOR EACH FUNCTION AND RETURN TO CORPORATE RELATIONS

FAX
703-286-1571

EMAIL
corporaterelations@astro.org

QUESTIONS
For more information or questions, please contact Corporate Relations.

PHONE
703-893-7342

EMAIL
corporaterelations@astro.org