

# Application for Industry Supported Symposium

Industry Supported Symposia (ISS) held during the SGO Annual Meeting provide partnering companies an opportunity to disseminate high-quality, evidence-based information to SGO meeting attendees.

## OVERVIEW OF INDUSTRY SPONSORED SYMPOSIA

- All symposia are held within the conference venue (Hawaii Convention Center).
- SGO is offering symposia slots as specified on page 2.
- SGO will not designate CME or CE credit for these programs. Those wishing to offer accredited education must already be directly accredited or obtain accreditation from a source other than SGO.

## FEES

- The fee for the luncheon symposium is \$60,000 per session on Saturday and Sunday, \$55,000 for Monday.
- Fees include the following:
  - » **Meeting room assigned in advance**
  - » **Listing of session title and faculty on the Annual Meeting website, in Annual Meeting Program Book and Meeting App**
  - » **One digital file of SGO membership mailing labels**

## NOT INCLUDED:

- Audio visual equipment, staff and labor to set, operate and strike any equipment.
- Food and beverage expenses. Lunch must be provided during the lunch symposia.

## OPPORTUNITIES FOR ADDITIONAL EXPOSURE:

Industry Sponsored Symposia partners may place an advertisement in the SGO Annual Meeting Final Program Book. (5"x9" with .125" bleed on all sides) The fee is \$8,500 and all artwork and copy must be provided to SGO for approval no later than Jan. 4, 2019. The ad must be for promotion of the ISS session only – not product or device focused.

NEW! Extend your content and increase your audience by offering a webinar on SGO's eLearning platform, ConnectEd. Contact Teri Jordan at [teri.jordan@sgo.org](mailto:teri.jordan@sgo.org) for details and pricing.

## SGO INDUSTRY SUPPORTED SYMPOSIUM RULES AND REGULATIONS

- Assignments of the ISS date and time are made by SGO volunteer leaders.
- SGO will provide the following:
  - » **One sign per session in a visible area with brochure racks in which you may place your symposia brochures.**
  - » **Signage directing attendees to sessions and meeting rooms.**
  - » **Informational signage listing all ISS sessions, days and times.**
  - » **(one) meter board to be placed outside the meeting room on the morning of each session.**

**No signage from ISS sponsors will be allowed except within an exhibit booth.**

- Industry partners are responsible for on-site management and all costs associated with the symposium program including catering, promotion, presenters, audiovisual equipment and labor, securing and administering CME, travel, and hotel costs.
- ISS companies must use the SGO designated audio/visual company for A/V, but can bring their own audience response systems. Contact information will be sent with acceptance.
- Marketing, other than that listed under "Fees," is the responsibility of the host.
- Industry partners are prohibited from using SGO's logo. You may list the session as follows: "An Independent Satellite Symposium during The Annual Meeting on Women's Cancer®."
- Promotional material must not imply that the Industry Supported Symposium was planned, sponsored or endorsed by SGO.
- SGO must review and approve all marketing or promotional materials that will be disseminated prior to, and in conjunction with, the symposium before the materials are printed.
- Each industry symposium must begin and end at the time assigned. Registration and lunch cannot begin or end more than 30 minutes prior to the start of the program.
- Industry partners must agree to comply with all applicable laws, rules and regulations as it relates to CMS guidelines, the Sunshine Act, and other industry guidelines. In the event the symposium's activities violate these rules and regulations, SGO is held harmless and is in no way responsible.



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## TIMING OF SYMPOSIA WITHIN THE MEETING

The Opening Plenary Session will be held at 6:30 a.m. on Saturday, March 16, 2019. Industry Sponsored Symposia sessions are scheduled during lunch hours, as follows:

**Three luncheon symposia on Saturday, Mar. 16, 11:00 a.m. – 12:30 p.m.**

**Three luncheon symposia on Sunday, Mar. 17, 11:00 a.m.– 12:30 p.m.**

**Two luncheon symposia on Monday, Mar. 18, 11:00 a.m.–12:30 p.m.**

## CME/CE GUIDELINES

SGO does not provide CME/CE for Industry Sponsored Symposia. Those wishing to offer accredited education must already be directly accredited or obtain accreditation from a source other than SGO. It is the responsibility of the CME/CE provider to ensure that the symposium meets all criteria necessary for designation of CME/CE credit.

## INDUSTRY SUPPORTED SYMPOSIA ATTENDEE AND PERSONNEL REGISTRATION INSTRUCTIONS

- SGO will not facilitate registration for the ISS. It will be the responsibility of the supporting company sessions to coordinate all attendee registration.
- SGO will provide a hyperlink on the ISS web page for ISS registration. This information must be provided to SGO on the attached form.
- Six complimentary registrations will be provided for your personnel managing the symposium. A registration form for these badges will be sent with the ISS confirmation letter. Any additional personnel who will attend any part of the SGO Annual Meeting must register and pay the appropriate fee.

## PROCESS

Complete the accompanying application form along with a 10% deposit and return to SGO Meetings at [teri.jordan@sgo.org](mailto:teri.jordan@sgo.org).

Applications must be as complete as possible to include:

- Symposium Title
- Industry Partner Name
- Symposium Overview and Learning Objectives
- Proposed Faculty
- 10% deposit

If the symposium is approved you will receive additional information on a confirmation, including:

- Ordering audio/visual equipment other than standard
- How to order your complimentary SGO member mailing list
- Meeting room assignment
- Working with hotel partners and respective contact information
- Lead retrieval
- Industry Supported Symposium application

Full payment for the Industry Supported Symposia must be received no later than Dec. 21, 2018. If payment is not received by this date, SGO has the right to release the space. Checks should be payable to Society of Gynecologic Oncology and mailed to SGO – Meetings, 28658 Network Place Chicago, IL 60673-1286

## CANCELLATION

Prior to Nov. 15, 2018 — full refund  
Nov. 16 - Dec. 22, 2018 — 50% refund  
After Dec. 22, 2018 — no refund

## SGO 2019 Annual Meeting on Women's Cancer<sup>®</sup> Industry Supported Symposium Application

To submit your application, go to:

[bit.ly/iss2019](http://bit.ly/iss2019)

