



GUIDELINES FOR ANCILLARY & EVENT MEETINGS

The Conference Secretariat will liaise on your behalf with the official suppliers and venue. All organizations will be responsible for the management of their own event's logistics and for payment of costs associated with event promotion, faculty, additional audiovisual equipment, catering and staffing costs.

This document has been designed to guide you in the preparation of your meeting. Please review it carefully and contact the Conference Secretariat any questions you may have.

wclc2016-satellite@icsevents.com

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ANCILLARY EVENT REQUEST FORM

The deadline to submit your ancillary event request form for approval is **JUNE 24**. Submission is to be sent to the Conference Secretariat by email to wclc2016-satellite@icsevents.com

Once the meeting program has been approved, any changes need to be resubmitted to the Conference Secretariat at wclc2016-satellite@icsevents.com for re-approval.

OFFICE/MEETING SPACE AT MESSE WIEN

EUR 3,000 PER DAY

The conference offers limited office and meeting space for slide preview rooms, hospitality suites, staff offices, press rooms etc. **The office/meeting space does not include AV or any food.**

Meeting space bigger than 90m² may be available upon request.

ADVISORY AND ANCILLARY BOARD MEETING

EUR 9,000 PER DAY

Any industry meeting whose invited participants are professional attendees of the conference (doctors, physicians, etc.) Will be considered an advisory board or ancillary meeting and a fee is required to hold such a meeting. This could include roundtable discussions, investigator meetings and meet the specialist-type meetings. Meetings that would not fall under this category are internal/staff meetings where only your company's staff were invited (whether attending the conference or not).

Advisory board and ancillary meetings adjunct to the 17th world conference on lung cancer are not allowed to take place during the official scientific program (including industry symposia) as well as



any official social functions including opening ceremony/welcome reception, faculty dinner or conference night.

Advisory board meetings are only allowed during the following times

- any day and time before 18:45 on Sunday, December 4, 2016
- after 19:15 on Monday, December 5, 2016
- after 19:15 on Tuesday, December 6, 2016 (note: you are not allowed to invite any guests who are invited to the faculty dinner)
- no meetings on Wednesday, December 7 due to the gala dinner
- any day and time on or after Thursday, December 8

The fee to host an advisory board meeting includes: meeting space at Messe Wien Exhibition & Congress Center (up to 90m², subject to availability)

Basic AV package including projector, screen, lectern microphone, if meeting takes place at Messe Wien

LEAD RETRIEVAL

A lead retrieval system is available at extra cost for your organization to capture information on delegates attending the meeting. **Order deadline is OCTOBER 14-** *Please contact the Conference Secretariat at wclc2016-satellite@icsevents.com for a quote.*

STAFFING

The conference does not provide any staff or volunteers to monitor your session. Host/hostesses can be hired through the Conference Secretariat. The cost per host/hostess is 32 EUR per hour (minimum of 4 hours). **Deadline to order host/hostess is OCTOBER 14.** New orders or increases received after October 14 will be based on availability and subject to a 20% late order premium fee.

PRECON MEETING - For meetings taking place at the Messe Wien Exhibition & Congress Center

We will be happy to meet your team once in Vienna to review your meeting and discuss final logistics. Pre-con Onsite Meetings will be scheduled for December 2-4.



ONSITE SIGNAGE

You are also entitled to place 1 piece of promotional signage as per below specifications.

Dimensions: Each piece must be self standing and maximum 3 ft wide x 7 ft high (1m x 2m)

Placement: Promotional signage can only be placed as follows

- One (1) sign outside your meeting room

Display Times: Your promotional signage may only be on display during the times listed below.

- 1 Hour before the start of your meeting
- During your meeting
- All signage **MUST** be removed immediately after the meeting has finished

A PDF sample of your signage must be provided to the Conference Secretariat for approval no later than **OCTOBER 14**.

Onsite Distribution

Your personnel or agents may not distribute any meeting literature directly to WCLC delegates at the conference hotels nor at the Messe Wien Exhibition & Congress Center, except from within your exhibit booth in the Conference Exhibition Hall.

FOOD & CATERING - For meetings taking place at the Messe Wien Exhibition & Congress Center

Food & Beverages must be ordered **through the Conference Secretariat**. Catering options are attached; please contact us at wclc2016-satellite@icsevents.com for additional requirements or questions.

Menu selection & minimum guarantee number must be provided no later than **OCTOBER 14**. No decrease can be made to your minimum guarantee. Menu selection or additional order received after October 14 will be subject to a 20% late order premium fee.

Final selection and guarantee number must be provided no later than **NOVEMBER 11**. New orders or increases received after November 11 will be subject to a 30% rush/late order premium fee. Onsite changes/increase will be looked at on a case-by-case basis pending availability with the venue.

Expenses related to food & beverages are the sole responsibility of the meeting planner hosting the event; a dully completed credit card authorization form will be required for final payment.



IMPORTANT DATES AT A GLANCE

Deadline to submit application form	June 24
Deadline to submit menu, minimum F&B guarantee and cc authorization	October 14
Deadline to submit final AV requirements	October 14
Deadline to submit lead retrieval order	October 14
Deadline to submit host/hostess order	October 14
Deadline to submit PDF sample of signage	October 14
Deadline to submit final F&B numbers	November 11
Deadline for materials to be delivered to conference advance warehouse	November 25

PAYMENT TERMS AND CONDITIONS

An invoice will be sent on receipt of your order. All items are sold on a first come-first paid basis. Items will be considered sold only upon receipt of payment. In order to avoid delays, we highly recommend all orders/agreements be faxed or e-mailed. The Conference will not take any responsibility for late or undelivered Agreements via the mail. Items and rates are subject to change without notice.

PAYMENT: Due 30 days from date of invoice or as indicated. The Conference reserves the right to render this order null and void without notice if payment is not received by the due date.

CANCELLATION: Cancellation must be in writing. 25% cancellation fee will apply up to June 17, 2016. No refunds after this date. The Conference reserves the right to resell any Sponsorship items.

IASLC


IASLC
 17TH WORLD CONFERENCE
 ON LUNG CANCER

WWW.IASLC.ORG

DECEMBER 4-7, 2016 VIENNA, AUSTRIA

ANCILLARY EVENT REQUEST FORM

Ancillary Events/Meetings are allowed to take place **ONLY** at the following times:

Sunday, December 4	Monday, December 5	Tuesday, December 6	Wednesday, December 7	Thursday, December 8
Any day and time before 18:45 on Sunday	After 19:15	After 19:15 (Note: You are not allowed to invite any guests who are invited to the Faculty Dinner)	No meetings on Wednesday, December 7 due to the Gala Dinner	Any day and time on or after Thursday, December 8

PLEASE COMPLETE ALL SECTIONS AND RETURN THIS PAGE TO wclc2016-satellite@icsevents.com

CONTACT INFORMATION

Company Name _____

Third Party Organizer (i.e. Medical Communication Firm) _____

Contact Person _____

Address _____

City/State _____ Postal Code _____ Country _____

Phone Number _____ Email _____

EVENT INFORMATION

Type of Meeting

- Advisory Board Meeting
 Round Table Discussion
 Investigator Meeting
 Staff Only Meeting
 Non-Profit/Academic Organizations
 Press Conference
 Meet-the-Specialist Meeting
 Other (please specify) _____

Times & Date of Meeting

Meeting Title _____

Meeting Purpose _____

Meeting Date _____ Start Time _____ End Time _____

Expected Attendance _____ Room Set-up _____

Location _____

IF YOU REQUIRE MULTIPLE EVENTS, PLEASE COMPLETE ONE FORM FOR EACH FUNCTION YOU WOULD LIKE TO HOLD

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ANCILLARY EVENT REQUEST FORM

IASLC recognizes that during IASLC meetings, commercial firms and other organizations may wish to host their own events and activities, for purposes ranging from investigator meetings to providing social and business opportunities for firm employees and meeting attendees. Commercial firms and other organizations wishing to conduct activities during the dates of, immediately prior to, or following an IASLC meeting must notify IASLC of such activities by submitting an Ancillary Event Request to the WCLC 2015 Conference Secretariat. IASLC, in its sole discretion, will determine whether the proposed activity appears to meet IASLC standards and requirements and will notify the applicant if the Ancillary Event Request is approved.

Ancillary activities, including media events, should not compete with the agenda or events of the IASLC meeting. The nature of any ancillary activities should be in keeping with the educational focus of an IASLC meeting. Venues, agendas, and media coverage for ancillary activities should be conducive to scientific interchange; even for social functions, promotional trappings should be minimized and scientific themes, not entertainment activities, should predominate. IASLC representatives may attend any ancillary activity (including investigator and corporate board meetings) held within space held by IASLC, to monitor whether the activity is in compliance with applicable IASLC policies and requirements.

Any industry meetings whose invited participants are professional attendees of the conference (doctors, physicians, etc.) will be considered an Advisory Board or Ancillary Meeting and a fee is required to hold such meeting. This could include roundtable discussions, investigator meetings and meet the specialist-type meetings. Meetings that would not fall under this category are internal/staff meetings where only your company's staff is invited (whether attending the conference or not). You are permitted to hold an Advisory Board or Ancillary Meeting outside the Conference Venue, however, the fee still applies and you are responsible for all logistics (space rental, AV equipment, etc.).

All ancillary activities must meet the following criteria:

- The activity or event must comply with meeting blackout times and be scheduled as to permit attendees sufficient time to participate in official meeting activities and sessions. Please see above for times at which ancillary meetings are allowed.
- The WCLC Conference Secretariat must receive and approve a completed Ancillary Event Request.
- No marketing pieces, invitations, communications of any kind, advertising, or other written or spoken descriptions of the event may use the IASLC name or logo, or otherwise suggest or imply that IASLC has endorsed or sponsored the event. The name of the IASLC meeting may be mentioned one time in each communication for identification purposes, in a reasonably-sized, neutral font. IASLC or the name of the Conference may not be part of a title or heading of the ancillary event, be prominently featured, or listed first in print materials. IASLC slide templates, color schemes, or other means of confusing the event with an IASLC-sponsored event may not be used.
- The following statement must be prominently displayed and included on all advertisements, marketing pieces, invitations, meeting materials, derivative products, etc. for the event: *Not an official event of the IASLC meeting. Not sponsored or endorsed by IASLC.*
- Meeting signage may NOT include the IASLC name, logo, or name of the Conference except in the required disclaimer above, which must be prominently displayed and included on all signs
- Repurposed or post-meeting/event materials developed as a result of content from the WCLC 2015 Conference must NOT include any reference to IASLC, or the IASLC meeting. Materials must not in any capacity identify IASLC as the sponsor or CME provider.
- No event marketing may be done at the IASLC meeting venue except within the confines of an individual exhibit booth or table. Outside the booth or table but within the IASLC meeting venue, representatives may not set up tables or otherwise distribute or display signs, flyers, invitations, use ushers, or use other means of gathering people for the event.
- An invoice will be sent on receipt of your order. All items are sold on a first come-first paid basis. Items will be considered sold only upon receipt of payment. In order to avoid delays, we highly recommend all orders/agreements be faxed or e-mailed. The Conference will not take any responsibility for late or undelivered Agreements via the mail. Items and rates are subject to change without notice.
- **PAYMENT:** Due 30 days from date of invoice or as indicated. The Conference reserves the right to render this order null and void without notice if payment is not received by the due date.
- **CANCELLATION:** Cancellation must be in writing. 25% cancellation fee will apply up to June 17, 2016. No refunds after this date. The Conference reserves the right to resell any Sponsorship items.

CONFERENCE SECRETARIAT: [International Conference Services Ltd. \(ICS\)](#)

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