

ANCILLARY EVENT REQUEST FORM

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

- Any day and time before 11:00 on Sunday, September 6
Sunday, September 6, 11:00-18:00 upon review and written approval
After 20:00 on Monday, September 7 (Note: You are not allowed to invite any of the Faculty Dinner guest list as the Faculty Dinner takes place on Monday night.)
Any day and time after 20:00 Wednesday, September 9

PLEASE COMPLETE ALL SECTIONS AND RETURN THIS PAGE TO wclc2015-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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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.