



## Policies for Independent Satellite Symposia

### INTRODUCTION

SOHO is committed to providing the highest quality annual meeting possible. It is agreed and understood that these policies for exhibitors/sponsors are part of a contract between the exhibitor/sponsor and SOHO, and that submission of the application for an Industry Expert Session constitutes the exhibitor's/sponsor's agreement to abide by these regulations. The following rules and regulations form a binding contract between the exhibitor/sponsor and SOHO.

SOHO reserves the right to interpret, amend, and enforce these contract conditions, rules, and regulations at any time as it deems proper to ensure the success of the meeting. Written notice of any amendments or interpretations shall be given to all contracted exhibitors/sponsors. All amendments that may be made shall be equally binding (upon publication) for all parties as if contained in the original regulation.

### INDEPENDENT SATELLITE SYMPOSIA GUIDELINES

Independent Satellite Symposia (ISS) are CME-certified, educational activities that are held in conjunction with the Society of Hematologic Oncology Annual Meeting. Satellite Symposia require written approval, acquired through the application process, from the Society of Hematologic Oncology Annual planning committee. An ISS may be supported by a company, multiple companies or a not-for-profit organization.

As ISS are independent events and not part of the SOHO official annual meeting program, invitational and symposium materials created for the ISS must not imply the endorsement or support of the Society of Hematologic Oncology or Medical Learning Institute.

Proposals must be for live programs only; no satellite or simultaneous broadcasts or otherwise non-live programming will be considered. Any intent to capture the content of the satellite symposium for subsequent distribution must be made known in the submitted application. Incomplete proposals will not be considered for review.

### Application

The application and a proposal must be submitted by **July 1, 2023**. Incomplete applications will not be reviewed, so please pay close attention to each required component of the application. Please be as accurate and detailed as possible, as SOHO will print the information contained in the applications of all accepted ISS in the SOHO Program Brochure.

Applications must be signed by representatives accepting responsibility for the program. By signing the application, each representative agrees to take responsibility for following SOHO guidelines for the ISS. Please designate one contact person with whom SOHO should communicate and who agrees to share information with the other representatives.



### **Symposia Dates and Times**

The tentative Symposia slots for the SOHO Annual Meeting are:

- |                          |                     |
|--------------------------|---------------------|
| • Wednesday, September 6 | 11:41 AM – 12:41 PM |
| • Wednesday, September 6 | 11:41 AM – 12:41 PM |
| • Wednesday, September 6 | 7:30 PM – 8:30 PM   |
| • Thursday, September 7  | 6:45 AM – 7:45 AM   |
| • Thursday, September 7  | 6:34 PM – 7:34 PM   |
| • Thursday, September 7  | 6:34 PM – 7:34 PM   |
| • Friday, September 8    | 6:45 AM – 7:45 AM   |
| • Friday, September 8    | 11:47 AM – 12:47 PM |
| • Friday, September 8    | 11:47 AM – 12:47 PM |
| • Saturday, September 9  | 6:45 AM – 7:45 AM   |

SOHO reserves the right to alter the Symposia times at its discretion. Sponsors will be notified in a timely manner.

### **ISS Fees for In-Person or Virtual-Only Programs**

It is necessary that funding be confirmed at the time of submission. Each one-hour In-Person Symposia is \$75,000, each one-hour Virtual Symposia is \$40,000.

Broadcast in-person ISS to the SOHO virtual audience - \$10,000. For the additional fee, simultaneously livestream of in-person ISS to the SOHO virtual meeting platform. All expenses associated with the opportunity, such as audio-visual, are the sole responsibility of the ISS organizer.

### **Virtual and On-Demand ISS**

- ISS can be offered in-person, virtual only or both. ISS organizers are responsible for providing SOHO with a link to the virtual program content. The virtual program fees are listed above.
- In addition to appearing on the annual meeting's virtual platform for registered participants, SOHO will post program links on the ISS page of the SOHO Annual Meeting webpage and on the SOHO meeting mobile app.

All expenses associated with approved virtual ISS programs, such as audio-visual and non-SOHO promotion are the sole responsibility of the ISS organizer. SOHO is not responsible for any charges incurred for the symposium.

### **CME Accreditation**

Medical Learning Institute, Inc. (MLI), a 501(c)(3) non-profit organization and one of the first organizations to have achieved Joint Accreditation with Commendation, MLI is the accredited provider for the SOHO 2023 Annual Meeting. To avoid overlapping topics and to ensure alignment with the content of the upcoming meeting, MLI will certify all ISS as well as associated enduring



activities. MLI certification includes credit for physicians (including Maintenance of Certification points through the American Board of Internal Medicine), nurses, and pharmacists. MLI looks forward to partnering with you to plan, execute, and assess the effectiveness of your ISS for SOHO 2023.

### **Program Content**

- The proposed program title must be indicative of the symposium content.
- The proposed objectives should clearly meet the educational needs of the target audience.
- The program must be presented in an objective, balanced, and scientifically rigorous manner.
- The program cannot promote a specific drug product or service and must meet the policies and guidelines of the ACCME.
- The content and format of the CE activity and its related materials must promote improvements or quality in health care and not a specific proprietary business interest.

### **Educational Materials**

SOHO requests that a one-page evaluation summary report, including a final attendance count, be sent to Belinda Melder at [bmelder@jwccinc.com](mailto:bmelder@jwccinc.com) no later than September 30, 2023.

### **Speakers**

The sponsoring company must cover speakers' (SOHO Faculty or Company Faculty) registration fees, accommodation, and flights for the SOHO 2023 Meeting. Registration is made through the meeting website at: <https://soho.click/2023>

### **Symposia Configuration**

The Symposia will include seating for SOHO attendees. SOHO will provide a standing lectern with microphone, projector, confidence monitor and 2 large screens at the center of the stage; a wireless microphone on a stand in the center of the room for audience questions; and a draped six-foot table on which Symposia Participants may place literature for access during their assigned slot. Room set, including seating and stage, cannot be modified. Any additional A/V needs should be ordered in advance and the costs are the responsibility of the exhibitor.

- SOHO requires all Symposia organizers to use Paradigm Productions Group for Audio Visual, SOHO's official audio/visual (A/V) company, for all programs. Once your application is accepted, contact information will be sent to all organizers.

### **Set-up, Layout, Breakdown**

Set-up and breakdown will take place on the day of the Symposium. Access times need to be set up with the meeting organizer. Breakdown should be completed immediately after the end of the session.



- Symposium lectures must be contained within your assigned room. Video overflow to adjacent rooms will not be permitted.
- Lead Retrieval must be used for registration. All food functions may not begin prior to or be held after the assigned time frame.
- Speaker ready rooms should be requested at the time of application.

### **Food & Beverage**

Food and beverage will be provided solely by SOHO for each Symposia. All food will be placed inside the room. SOHO will supply signage indicating that the food and beverage is provided by SOHO. Any Symposia sponsor who is required to or seeks to limit and/or track consumption is responsible for informing attendees and enforcing this policy. For your reference, SOHO provides complimentary breakfast and lunch to all registered attendees daily.

### **Signage**

Two (2) 22x28 signs are permitted at approved locations.

Companies will not be permitted to post promotional signs or literature in hotel lobbies. Sandwich boards and/or persons handing out promotional materials are prohibited. Standing in the public areas of the convention center or hotel lobby and hallway to promote your symposium is strictly prohibited.

This will be closely monitored during ISS times, and companies found violating these guidelines risk penalties from SOHO. Management companies handling logistics are responsible for following these guidelines as well.

### **Promotion of ISS**

SOHO/MLI must review and approve all promotional materials produced in conjunction with the ISS, including invitations, announcements, flyers, websites, and signs.

The SOHO logo (or a graphic designed to mimic the SOHO logo) may not be used on any promotion or other materials produced by companies other than SOHO.

Use of the Society of Hematologic Oncology's name or copyrighted material on any announcement, sign, publication, or other material requires prior written approval by SOHO.

Because an ISS is not officially part of the SOHO Annual Meeting, companies cannot reference their symposium as part of the SOHO Annual Meeting or imply that it is a SOHO event. It is acceptable to refer to the symposium as an "Independent Satellite Symposium on [title], preceding the Society of Hematologic Oncology 2023 Annual Meeting."



### Promotion of the Symposia by SOHO

The Session will be promoted by SOHO in the following ways:

- A listing of each symposium, including narrative description, location, and contact information in the SOHO Online & printed Meeting Program for the SOHO 2023 Annual Meeting;
- Schedule will be listed on the SOHO 2023 Annual Meeting website, <https://soho.click/2023>
- Signage directing attendees to the Symposia

Additionally, SOHO will provide each Symposia Participant with the SOHO 2023 Annual Meeting registration list.

### Housing Information

ISS room blocks may be secured online beginning **Wednesday, February 1, 2023**. All ISS room blocks are available on a prepaid, 100% non-refundable basis.

### Cancellation Policy

All ISS cancellations must be submitted in writing to [bmelder@jwccinc.com](mailto:bmelder@jwccinc.com). The date that the cancellation notice is received by SOHO will determine the Cancellation Penalties:

- On or Before March 1, 2023.....0% cancellation penalty
- March 2, 2023 – April 30, 2023.....50% cancellation penalty
- On or After May 1, 2023.....100% cancellation penalty and the supporter will be issued NO refund of any monies received by SOHO for said cancellation.

If SOHO determines an in-person meeting is not possible, all sponsorships will be converted to the virtual platform and the difference in cost between the in-person and virtual will be returned to the sponsor.