



Advancing Research. Improving Lives.

CORPORATE SATELLITE SYMPOSIUM OVERVIEW



July, 2015 Semiannual Meeting—Denver

NRG Oncology is pleased to present to Medical Education Providers and Industry Collaboration Team Members the opportunity to host a CORPORATE SATELLITE SYMPOSIUM at the July 16-19, 2015 semiannual meeting. This symposium provides an opportunity to disseminate high-quality evidence-based scientific information to all meeting attendees. This event showcases the opportunity to provide an educational event along with networking during lunch. We are pleased to offer the following timeslots:

- **Friday, July 17 2015—Luncheon format:** 12:00pm—1:30pm (1 spot)
- **Saturday, July 18, 2015—Luncheon format:** 12:00pm—1:30pm (1 spot)

Disease Sites - Gynecologic Cancers - Brain Tumors (Primary & Secondary)
- Gastrointestinal Cancers (Colorectal and non-Colorectal) -Genitourinary Cancer
- Head and Neck Cancer - Lung Cancer - Breast Cancer

Hotel Meeting Room in the Sheraton Hotel-Denver

The luncheon Meeting Rooms will be large enough to occupy up to 300 attendees .
The tables will be set in rounds of 8 or 10.

NRG RESPONSIBILITIES:

- We will provide a registration table near the meeting registration area prior to the start of the event to provide the opportunity for meeting attendees to register on-site.
- We will coordinate with Host the dates to send three (3) Constant Contact blasts announcing the program, registration information as well as the “link” to register.
- We will include the Corporate Satellite Symposium registration link on NRG’s Semiannual Meeting Registration web page.
- We will provide a small meeting/speaker ready room to include a LCD projector, screen and a set of microphones.

SYMPOSIUM HOST RESPONSIBILITIES:

- Food and Beverage: Host will be responsible for contracting separately with the hotel for Food and Beverage.
- Audio Visual: Host will be responsible for contracting separately with the hotel for any additional AV that is not provided under NRG responsibilities.
- It is the responsibility of the Host to ensure that all printed materials are free and clear of any endorsements by NRG Oncology. Therefore, use of our logo or seal or any language is strictly prohibited in any and all marketing and promotional materials, including websites. All printed materials must be pre-approved by the NRG Oncology.
- The following language *MUST* appear on any and all advertisement/announcement materials:

"This Program is not an official component of the NRG Oncology Semiannual Meeting."
- Registration for the event will be the responsibility of the Host. The Host will ensure that the registration area is covered and staffed. NRG will not facilitate registration.
- Host will be responsible for industry participants' lodging and expenses associated with this event.
- If the event will be CME accredited, the CME provider must be in compliance with all ACCME policies, including but not limited to the *Standards for Commercial Support of Continuing Medical Education*.
- Host must have grant approval/funding by May, 2014.
- NRG Oncology is not responsible for the outcome of the Corporate Satellite Symposium, nor guarantee attendance, nor can Host or participants hold NRG responsible for any and all claims that may result from participation in the corporate satellite symposium.
- Host will provide the us with a Certificate of Insurance adding NRG Oncology and the Manchester Grand Hyatt as additional insureds.

SUBMISSION PROCESS AND COSTS:

Proposal(s) must be submitted to the Crofton, Maryland Development Office no later than [March 15, 2015](#).

The proposals will be reviewed by the Committee and a proposal for each timeslot will be awarded.

The company will be notified by [March 30, 2015](#).

A Letter of Agreement will be created outlining the terms once the proposal has been awarded.

PROPOSAL SUBMISSION

To submit your proposal to host a Corporate Satellite Symposium, please submit all of the requested information below (in word or .pdf format).

- Names and contact information of your meeting organizers.
- The title and complete description of the program, including learning objective and needs assessment.
- Targeted audience along with any planned audience response devices.
- Questions should be directed to: Kathy Shumaker, Director of Development at 410.721.7126.
- All proposals should be submitted by mail or email to:

NRG Oncology/GOG Development Office
2127 Espey Court #100
Crofton, MD 21114
Or by email to: AndersonS@NRGOncology.org

Please be sure to specify the timeslot you are interested in. ☐ Friday 7/17 or ☐ Saturday 7/18

The cost of the program is as follows:

\$30,000.00—Luncheon—Industry Collaboration Team members only

\$40,000.00—Luncheon—All third party education companies