



December 10–13, 2024

AFFILIATE MEETING GUIDELINES



The 2024 San Antonio Breast Cancer Symposium® (SABCS) is presented by the UT Health San Antonio's Mays Cancer Center and the American Association for Cancer Research® (AACR). The driving force behind this collaboration is the shared mission of the organizations to advance progress against breast cancer. By combining their respective strengths, the San Antonio Breast Cancer Symposium encompasses the full spectrum of breast cancer research and facilitates the rapid transition of new knowledge into improved care for breast cancer patients.

The San Antonio Breast Cancer Symposium® attracts academic and private physicians and researchers, as well as other healthcare professionals focused on curing breast cancer, to discuss and learn about new and late-breaking research including experimental biology, etiology, prevention, diagnosis, and therapy of breast cancer and premalignant breast disease, as well as new findings from clinical trials.

This program attracts thought-leaders and high-quality proffered papers in basic and translational breast cancer research. It also encourages the participation of young investigators by providing superior education and training opportunities for the next generation of breast cancer researchers.

Important Dates

October 22

AFFILIATE MEETING REQUEST FORM FEE DUE FOR LOWEST COSTS

November 15

DEADLINE TO CANCEL, NO REFUNDS PERMITTED UPON APPROVAL

ONLINE AFFILIATE APPLICATIONS CLOSE



Guidelines

To ensure your events comply, please refer to the Approved Times, Policies, and Categories sections below.

Any meeting or event that involves SABCS scientific meeting attendees hosted by a company or organization, regardless of exhibit status, is considered an affiliate or ancillary event and must be approved by the SABCS. SABCS will determine whether the proposed activity appears to meet SABCS standards and requirements and will notify the applicant via email within seven business days if the event has been authorized. Upon authorization, SABCS will release and assign hotel space for the requested event. From that point forward, the organization will work directly with the assigned hotel to plan and contract the event.

Affiliate Meeting space is limited, and requests will be considered on a first-come, first-serve basis. A violation of these guidelines will be attributed to all parties related to that meeting/event request.

Affiliate events must meet the criteria outlined in this policy. If an exhibitor is found to violate the rules governing affiliate events or misrepresent the type of event submitted (e.g., requests a social reception and holds a symposium), the event will be immediately terminated, priority points for the current year will be forfeited, and a stiff penalty will be applied. Non-Exhibitors will be restricted from holding events at future SABCS.

Affiliate Meeting Requests

The point of contact for each affiliate meeting request is responsible for ensuring that all vendors, speakers, and meeting invitees understand and comply with the above-mentioned guidelines. A violation of these guidelines will be attributed to all parties related to that meeting request.

Requests for affiliate meetings held during the SABCS must be submitted for approval using the Affiliate Group Function Space Request form.

Please provide a brief description of the proposed event including the number of attendees, agenda, and purpose of meeting. A non-refundable processing fee is required for each affiliate group function space request submitted.

Cancellation Policy

An organization's affiliate submission will not be reviewed until SABCS receives their non-refundable application deposit. If for any reason the affiliate event is cancelled or otherwise modified, please contact SABCS at sabcs-eventmeetings@uthscsa.edu. **Upon approval no refunds will be allowed.**



ADMINISTRATIVE/ APPLICATION SUBMISSION FEES

A non-refundable administrative fee is required for each affiliate meeting/event application request and will be charged at the time of submission. A function is considered an event if scheduled for 6 hours or less. Any **event/function or use of event space over 6 hours is considered a 24-hour hold** and is required to pay the associated fees. Non-Exhibitors are not permitted to hold affiliate events over 6 hours.

These fees are separate from all costs associated with the affiliate meeting, including food and beverage, audio-

visual equipment service, music license fees, hotel labor costs, etc. SABCS is not responsible for payment for any services connected to the event.

SABCS accepts credit cards, checks, wire transfers, and ACH in USD for payment. We do not accept third-party payment methods such as SAP Ariba, EVED or purchase orders for satellite or affiliate meetings payments.

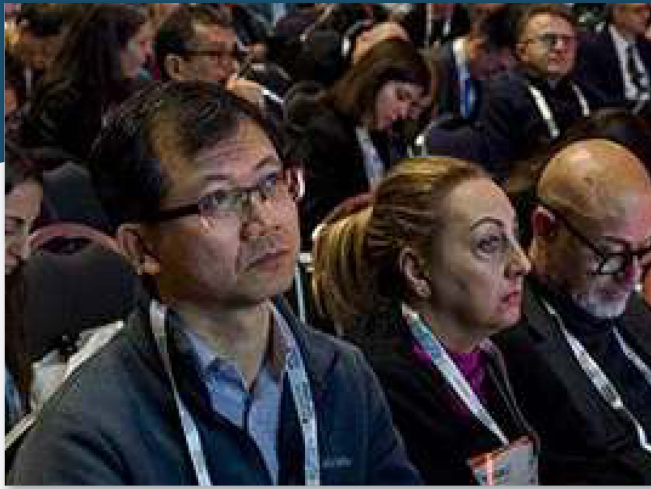
Please click the button below to fill out Affiliate Group Function Request Form

[AFFILIATE GROUP FUNCTION SPACE REQUEST FORM](#)

Type of Group	On or Before October 22, 2024 Deadline	After October 22, 2024 Deadline
Exhibitor	\$100 per event/per day \$500 for functions over 6 hours	\$200 per event/per day \$500 for functions over 6 hours
Hospitality Suites	\$500 per event	\$500 per event
* Non-Exhibitor	\$1,700 per event/per day No 24-hour holds permitted	\$2,000 per event/per day No 24-hour holds permitted
Hospitality Suites	\$1,700 per event/per day	\$1,700 per event/per day
* Non-Profit Organizations	\$100 per function	\$100 per function

* These types may not have meetings over 6 hours (considered a 24-hour hold).

Meetings must be held for a continuous amount of time. A 6 hour meeting may not be broken up into different times of the day.



APPROVED DATES AND TIMES

Affiliate meetings are only permitted during hours that do not conflict with the SABCS Educational Program, Scientific Program, oral/poster sessions, or other official SABCS events taking place at the SABCS. Once

approved, Internal Corporate Business Meetings can be held during blackout times but may not include meeting attendees. Any proposed changes in dates and/or time of the affiliate meeting require prior approval by SABCS.

Events may only be scheduled as follows:

Date	Morning	Evening
Monday, December 9	No time restrictions; events can be held all day	No time restrictions; events can be held all day
Tuesday, December 10	Before 12:00 p.m. CT	Anytime after 6:30 pm. CT
Wednesday, December 11	Restricted	Anytime after 7:00 p.m. CT
Thursday, December 12	Restricted	Anytime after 7:00 p.m. CT
Friday, December 13	Restricted	Anytime after 6:00 p.m. CT



THIRD PARTY PLANNERS AND OUTSIDE MEDIA EVENTS

Third Party Planners

The exhibiting company will be held responsible for the activities of any third-party agency appointed on its behalf. It is the responsibility of the exhibiting company to disseminate the rules and regulations for SABCS among its staff and affiliates. Any violations by a third party will be considered a violation by the company and will be dealt with as outlined in the exhibitor rules and regulations.

Outside Media Events

Organizations planning any media events during the SABCS are required to abide by SABCS' outside media activity policies as follows. The following rules apply to in-person, virtual, and hybrid media events:

- Media events may not be held at the convention center or headquarters hotels.
- Media events are not permitted to be held during the official SABCS meeting hours as outlined in this document.
- Media events promoting data presented at the SABCS must occur after the embargo lifts.
- Organizers of outside media events must make clear in their materials that the event is not part of the SABCS' official press program.

Organizations who agree to abide by these rules may submit an Affiliate Group Function Space Request Form following the instructions below. Please note the SABCS does not make available press registration lists. For more information on the SABCS embargo policies and press program, please visit [Sabcs.org/Media-2024](https://www.sabcs.org/Media-2024).

Press: For additional information regarding press and embargo policies at SABCS, please contact Julie Gunther at julie.gunther@aacr.org.

PROCESS

1. Click on the link below to complete the Affiliate Group Function Space Request Form (per event) identifying the sponsoring affiliate organization or company requesting the affiliate meeting and include the following:
 - Date, start, and end time of the affiliate meeting/event.
 - Contact names and affiliations of persons responsible for conducting the affiliate meeting.
 - Brief description/purpose and objectives of the affiliate meeting/event.
 - Signature release of the affiliate application and Terms and Conditions form.

[CLICK HERE TO ACCESS THE AFFILIATE GROUP FUNCTION SPACE REQUEST FORM](#)

THIRD PARTY PLANNERS AND OUTSIDE MEDIA EVENTS (cont'd)

2. A non-refundable administrative fee is required for each affiliate meeting/event application request and will be charged at the time of submission.
3. Designated hotels in the SABCS room block will not reserve meeting rooms/function space for affiliate meetings or for any individuals/organizations during the annual meeting without prior approval from SABCS.
 - a. Non-Exhibitors will not be placed in the following Headquarter Hotels and/or the Convention Center: Marriott Riverwalk and Marriott Rivercenter.
 - b. Do not attempt to make reservations directly with venues before approval. This will forfeit your request for space.
- c. The function organizer is responsible for all costs associated with the approved affiliate meeting, including room rental, food/beverage, audio/visual equipment, music labor contracts, labor costs, etc.
- d. SABCS is not responsible for payment of any services connected with the event. **SABCS has no authority over any service charges, rental fees, set-up fees, labor contracts, etc., that are required by any venue.**
4. SABCS will make every effort to notify each applicant of the status of their application via email within seven business days of receiving the Affiliate Event Request.

NOTE: SABCS reserves the right to attend/monitor all affiliate meetings without notice. Violators will jeopardize participation in future SABCS.



GENERAL INFORMATION

SABCS Satellite Educational Symposia

Satellite Educational Symposia are autonomous, CME-accredited events that are held as an adjunct to SABCS and are supported by an organization other than the SABCS. There is a separate rigorous approval process for this type of event.

For more information, visit [Sabcs.org/Satellite-Symposia-2024](https://sabcs.org/Satellite-Symposia-2024) or contact SABCS at sabcs-eventmeetings@uthscsa.edu.

Exhibitor Meeting Rooms

Exhibitor Meeting Rooms offer flexibility and convenience without having to leave the Convention Center. Not only do Meeting Rooms provide exhibitors the ability to host staff meetings during the Exhibit Show, but they also provide a great opportunity to create a unique, private showroom or lounge for hosting clients and prospects, or setting up a controlled product display area. All meeting rooms will be located within the proximity of the exhibit hall. Organizations that have an exhibit booth during the SABCS are eligible to purchase an exhibitor meeting room.

For additional information, or to reserve your room, please contact the SABCS Exhibits Team at sabcs-exhibits@uthscsa.edu.

Hospitality Suites

All requests for exhibitor hospitality suites (parlor suites connected to guest rooms) in hotels within the SABCS room block must submit an Affiliate Application Form for SABCS approval before obtaining a suite through the official housing bureau, Orchid. Hospitality suites are on a first-come, first-serve basis.

SABCS understands that some exhibitors may wish to hold planned meetings in hospitality suites involving SABCS attendees. These meetings are only permitted during the approved dates/times outlined above and must adhere to the guidelines and be approved by SABCS. Each planning meeting or event must be submitted through the Affiliate Group Function Space Request Forms before obtaining the hospitality suite through the housing department at Orchid.

Orchid Events: 6905 S 1300 E #220 Cottonwood Heights, UT 84047, help@orchid.events 888-503-5890, or 801-214-7281, ext. 281

Hospitality Registration Desks

One 6 foot draped table is permitted directly outside of the assigned meeting room with one sign no larger than 22 inches x 28 inches. Desks are permitted outside of the assigned space an hour before the approved event. Meeting signage may not include the SABCS logo or name of SABCS.

The SABCS does not allow information/welcome desks in public spaces of the official SABCS headquarter hotels or the convention center.

GENERAL INFORMATION (cont'd)

Types of Affiliate Events

If an exhibitor is found to violate the rules governing affiliate events or misrepresents the type of event submitted (e.g., requests a social reception and holds a symposium), the event will be immediately terminated, priority points for the current year will be forfeited, and a stiff penalty will be applied. Non-Exhibitors will have their event immediately terminated and be restricted from holding events at future SABCS.

- **Advisory Board Meetings:** A small gathering of corporate board members, which may also include some related experts in the field for discussion.
- **Committee Meetings:** A group of people appointed for a specific function by a larger group and typically consists of members of that group.
- **Hospitality Desks:** The SABCS does not allow information/welcome desks in public spaces of the official SABCS headquarter hotels or the convention center. Desks are also not permitted in lobbies of any SABCS participating hotels.
- **Hospitality Suites:** A room/lounge for attendees to come and go as desired. Planned meetings in hospitality suites that include meeting attendees are prohibited during blackout times.

Events may only be scheduled as follows:

Date	Morning	Evening
Monday, December 9	No time restrictions; events can be held all day	No time restrictions; events can be held all day
Tuesday, December 10	Before 12:00 p.m. CT	Anytime after 6:30 pm. CT
Wednesday, December 11	Restricted	Anytime after 7:00 p.m. CT
Thursday, December 12	Restricted	Anytime after 7:00 p.m. CT
Friday, December 13	Restricted	Anytime after 6:00 p.m. CT

INTERNAL CORPORATE BUSINESS MEETINGS

Internal sales, business, or staff meetings that are held during the SABCS. Such meetings are closed to other SABCS attendees. These meetings can be held during blackout times (**8:00 a.m.-10:00 p.m. CT**) but may not include symposia attendees.

- **Investigator Meetings/Industry Updates:** A closed (invitation only) meeting of participating and potential participating investigators concerning clinical trials, either in progress or proposed.
- **Investor Meetings:** A small gathering for corporate investors.
- **Offices:** A room used by corporate staff to conduct business during the meeting. Planned meetings in offices that include meeting attendees are prohibited during blackout times.
- **Social Events:** Receptions, dinners, alumni events, reunions, specialty groups or other hospitality events where there is no educational/scientific program presented. These may be restricted to times not conflicting with the SABCS show hours.

Use of SABCS Names and Trademarks

All names, trademarks, service marks, brands, logos, designs, slogans, and other designations of SABCS, including without limitation SABCS®, San Antonio Breast Cancer Symposium®, are the sole and exclusive property of SABCS. Use of any SABCS trademark without SABCS's prior written permission is strictly prohibited, except for using SABCS's name as required in the disclaimer for signage and the disclaimer in other materials associated with satellite events.

Review of use of any SABCS trademark in any materials (including but not limited to promotional mailers, URLs, links, advertisements, or online functionality related to SABCS) will include review by SABCS.

Violations of this trademark policy may result in exhibitors being assessed licensing fees and other remedies available to SABCS.

Use of SABCS logos are prohibited.

Signage

One sign no larger than 22 inches x 28 inches is permitted outside of the meeting room. Companies will not be permitted to post promotional signs or literature in hotel lobbies or the Convention Center. No marketing pieces, invitations, communications of any kind, advertising, or other written or spoken descriptions of the event may use the SABCS name or logo, or otherwise suggest or imply that SABCS has endorsed, sponsored, or accredited the event, unless otherwise expressly permitted by SABCS. You are not permitted to stand in public areas of the Convention Center or hotel

lobby/hallways to promote your meeting. Directional signage is to be kept at a minimal and is not permitted in Headquarter Hotels. Companies found violating these guidelines risk penalties from SABCS. SABCS also reserves the right to remove, without notice, signage in violation of the above guidelines. Promotion of meetings is not permitted in SABCS's contracted hotels through "room drops."

On-Site Requests

All organizations interested in hosting an event while on-site must adhere to the SABCS Affiliate guidelines by completing the Affiliate Function Space Request Form. To complete the form, click the link below. SABCS will determine whether the proposed activity appears to meet SABCS standards and requirements and will notify the applicant via email if the event has been authorized. Upon authorization, SABCS will release and assign hotel space for the requested event. From this point forward, the organization will work directly with the assigned hotel to plan the event.

All space will be released to the Non-Headquarter Hotels as the Headquarter Hotel space is on a first-come, first-serve basis and will be subject to special review.

Questions/Inquiries

Please contact sabcs-eventmeetings@uthscsa.edu for more information regarding Affiliate and Satellite Meetings.

Please contact sabcs-exhibits@uthscsa.edu for more information regarding Exhibitor Meeting Rooms.

**CLICK HERE TO ACCESS THE AFFILIATE
GROUP FUNCTION SPACE REQUEST FORM**