



SIO - Society of Interventional Oncology
2025 M Street, NW, Suite 800
Washington, DC 20036 USA
(P) +1 202-367-1164 (F) +1 202-367-2164
exhibits@sio-central.org

ANCILLARY EVENTS FORM

Prior to completing this form:

- Review the Guidelines for Ancillary Events.
Use only one form per event. Meeting/event space is at a premium and will be assigned on a first-come basis.
Return form to: Brigid Greaney SIO, exhibits@sio-central.org by Friday, December 20, 2019.
Cost is \$700 per day for exhibits and sponsors, \$1500 for non-exhibitors and sponsors

EVENT CONTACT INFORMATION

CONTACT NAME: _____

COMPANY/ORGANIZATION: _____

ANCILLARY EVENT NAME: _____

EVENT DESCRIPTION: _____

PHONE: _____ EMAIL: _____

PREFERRED DATE and TIME (Times may be changed slightly to accommodate overall conference schedule)

Events involving annual meeting attendees can NOT be scheduled during official conference events as listed in the schedule of events on the SIO Website. Please provide background in the space before for the purpose of your meeting.

Requested Date: _____

Requested Time: Start: _____ am/pm End: _____ am/pm

Reason for Meeting: _____

Total Hours _____

Total Cost _____

PAYMENT INFORMATION

Check Enclosed (Payable to SIO) Please invoice me via email to _____



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SPACE

Please assign space for our event:

- Conference style
- Classroom style (tables & chairs)
- Reception
- Seated meal (rounds)
- Theater style (chairs only)
- Other: _____
- Estimated attendance* _____

APPLICATION SUBMISSION: December 20, 2019

Please sign and return this application to SIO. Please keep a photocopy or electronic copy of this application for your records. I have read and understand all instructions/policies related to Ancillary Events at SIO 2020 and agree to abide by them.

SIGNATURE OF EVENT SPONSOR

DATE



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Guidelines for Ancillary Events

1. Events for attendees may not be held during official conference events as listed in the schedule of events on the SIO Website.
2. Ancillary events are defined as any event that includes non-company (exhibitor) personnel.
3. Exhibitor Personnel Meetings are defined as organizational meetings that include company personnel only. These meetings are permitted any time except during scheduled exhibit hours. Company personnel are considered full- or part-time paid or contract employees of an exhibiting company.
4. Exhibitors who wish to hold an educational program targeted at meeting attendees must go through the [Industry-Experts Theater](#) program structure. For more information on these programs, please contact bgalstan@sio-central.org
5. Non-profit organizations that wish to conduct an educational session and/or committee meetings must also complete this form. These sessions may not compete with and/or be duplicative of content that is already being offered by SIO.
6. Allowable start times are inclusive of transportation. No exceptions to this schedule may be allowed.
7. All organizations are responsible for all set up, AV, food and beverage, and billing arrangements for the event.
8. Once SIO approves your request for an event, you will receive information on your space assignment and contract information at the hotel. Your organization is responsible for making all set up and billing arrangements for AV and Food & Beverage.

All ancillary event marketing materials must be approved [by SIO prior to distribution](#) to meeting attendees. Please send materials to Brigid Greaney at exhibits@sio-central.org for approval.