

15th International Thyroid Congress (ITC) Ancillary and Satellite Events Rules and Guidelines

The 15th ITC recognizes the importance and supports the development of appropriate relationships with corporate and non-profit groups. Collaborations with industry and non-profit partners enable the Society to foster scientific, clinical and research-based initiatives that benefit the field of endocrinology. We are pleased to provide this guidance to our exhibitors, sponsors and supporters planning ancillary or satellite events. We recognize the convenience of access to our attendees at one site, but want to ensure there are no conflicts with our meeting schedule or space.

This information is provided to assist organizations when submitting requests for 15th ITC ancillary or satellite events. The American Thyroid Association (ATA) is the official host of the 15th ITC. All inquiries for ancillary or satellite events must be submitted to ATA's Director of Meetings and Program Services, Adonia Calhoun Coates, CMP, acoates@thyroid.org. All requests for meeting space will need to be approved by ATA before space can be confirmed by the hotel.

Ancillary Events

Ancillary events are non-ITC sponsored, non-CME special group events such as industry meetings, symposia, business or advisory meetings of other organizations, social gatherings, receptions or committee meetings for less than 50 persons that are held during the official dates of the 15th ITC within the contracted meeting facility or that include 15th ITC meeting attendees. Ancillary events may be scheduled **ONLY** during the hours approved by the ATA.

Ancillary meetings **must not** overlap with ITC scientific sessions, concurrent sessions, poster sessions, award presentations, membership meetings or special events as outlined under our meeting program unless special permission is granted. Ancillary events may be scheduled **ONLY** during the hours approved by the ITC organizers. (NOTE: Times are subject to change by the Program Organizing Committee). Special consideration will be given to meetings that do not impact ITC attendees or exhibitor personnel.

NOTE: The ITC organizers are not responsible for subsequent schedule changes made by the Program Organizing Committee. Ancillary organizers will be notified if their requested time must be changed.

The cost for a confirmed ITC exhibitor or sponsor to schedule an ancillary event is \$2000 USD per event per day dependent upon space requirements and availability of space. The cost for a non-ITC exhibitor or sponsor is \$5000 USD per event per day dependent upon space requirements and availability of space. Organizations that wish to schedule an ancillary meeting or event must submit a form (available on the ITC website) alerting the ATA of its intentions, receive approval to proceed and then coordinate logistical details directly with the meeting facility once given the appropriate contact by the ATA. All logistics costs associated with holding an ancillary meeting or event (e.g., food and beverage, audiovisual, internet, marketing, etc.) are the responsibility of the vendor, not the ATA. Requests will be considered on a space available basis. Preference is given to confirmed exhibitors and/or sponsors of the 15th ITC. All requests are scheduled at ATA's discretion. All cancellations and/or reductions of an ancillary meeting or event must be submitted in writing using the ATA Refund Request Form. If an exhibitor cancels an ancillary event on or before August 1, 2015, they are entitled to a full refund minus a 10% processing fee. After August 1, 2015, but on or before September 1, 2015, the exhibitor is responsible for 50% of the ancillary meeting costs. After September 1, 2015, the exhibitor is responsible for the full cost of the ancillary event.

Satellite Events

Satellite events are non-ITC sponsored educational programs larger than 50 persons held before or after the official dates of the 15th ITC or during the meeting when no ITC CME-educational programming is scheduled. Satellite programs take place within the contracted meeting facility or include 15th ITC meeting attendees. Organizations that wish to schedule a satellite program must submit a form (available on the ITC website) alerting the ATA of its intentions, receive approval to proceed and then coordinate logistical details directly with the meeting facility once given the appropriate contact by the ATA. All logistics costs associated with holding a satellite program (e.g., food and beverage, audiovisual, internet, marketing, etc.) are the responsibility of the vendor, not the ATA.

Satellite program requests will be considered on a space available basis and approved by the ATA and the hotel at ATA's discretion. Pricing for satellite events start at \$25,000 USD for up to 2.5-hours of programming and are based on the scope and length of the activity. Preference is given to confirmed exhibitors and/or sponsors of the 15th ITC. All cancellations and/or reductions of a satellite program must be submitted in writing using the ITC Refund Request Form. If an exhibitor cancels a satellite program on or before August 1, 2015, they are entitled to a full refund minus a 10% processing fee. After August 1, 2015, but on or before September 1, 2015, the exhibitor is responsible for 50% of the satellite program costs. After September 1, 2015, the exhibitor is responsible for the full cost of the satellite program.

Exhibitors, Sponsors and Supporters

One of the benefits for commercial companies that exhibit, support or sponsor the 15th ITC is the opportunity to hold ancillary or satellite events during the Congress. Exhibitors must secure a contract for exhibit space at the meeting before an ancillary or satellite event is accepted and programmed. Non-exhibiting commercial companies are prohibited from advertising, soliciting or otherwise contacting 15th ITC meeting registrants on official ITC meeting space or at ITC meeting hotels. Special permission for non-exhibiting companies to hold ancillary or satellite meetings is given only with agreed upon (by the requesting organization and the ATA) sponsorship or donation to the Congress. Sponsors and supporters must award funding or discuss donation/support amounts with the ATA before an event is accepted and programmed. **Requests for meeting space will be rejected if a company has not secured an exhibitor contract or met the sponsor or supporter requirement.**

Assignment of Space

All requested ancillary or satellite events must be cleared through the ATA Office. Space will be available at the headquarters hotel or meeting facility (if not the headquarters hotel) only. Once an event is approved, organizers will be sent notification of acceptance, meeting room confirmation and contact information for the hotel representative. Organizers are responsible for making **all** further arrangements for the event and are responsible for all costs (e.g., AV, F&B requirements, audiovisual, internet billing arrangements) directly with the hotel/facility. The hotel will be sent the same information. It is up to the organizers to follow-up with the hotel to reconfirm and make final arrangements.

Important: ATA does not assist with the planning, funding, or management of ancillary or satellite events. Each function will be handled individually and issued a separate contract. ITC Organizers will, however, receive credit against our contract minimums for any relevant services by organizers (e.g., food and beverage, sleeping rooms). Both ATA and the hotel have the right to move an event if ATA or the hotel determines the space assigned is subsequently needed for an official 15th ITC function or if the space is not best suited in the assigned room. Organizers should study all function contracts made with the meeting facility carefully before signing, **paying special attention to cancellation clauses. In the event of a canceled function, each individual organization is responsible to the hotel or facility for lost revenue. ATA does not accept any liability for cancelled events.**

Signs/Advertising

Ancillary and satellite event organizers must have authorization from the ATA to display signs or distribute brochures or promotional materials in any of the public or registration areas of the meeting facility or hotel. The ATA will display or permit signage outside the meeting room on the day of the event. All signage and displays must be reviewed and pre-approved by the ATA. Brochures/fliers may only be distributed from the exhibitor booth during exhibitor hours. Any costs associated with the distribution of authorized promotional materials are the responsibility of the organizers.

Use of the ITC Logo

Use of the ITC logo, trademark, or name in conjunction with publicity is prohibited unless it is pre-approved by the ATA. ITC must not be represented as co-sponsoring an event unless it has been pre-approved by the Director of Meetings and Program Services. Please e-mail the ATA Meeting Management Office at acoates@thyroid.org.

Program Listing

To support and help promote ancillary and satellite events, the ATA will include the following information in the meeting program book: (1) Title; (2) Date/time; (3) Location and (4) Room. No other promotion of ancillary and satellite events is available through the ITC organizers at this time. To be listed in the 15th ITC program book, the appropriate title, date and time of your event must be provided at least 45 days prior to the start date of the 15th ITC.

Breach of Policy

Organizers of ancillary or satellite events must adhere to these **rules and guidelines**. In order to complete the ancillary application, organizers must check the box that they have read and agree to the rules and guidelines. Failure to adhere to the policy may result in any or all of the following actions: (1) Cancellation of event; (2) Refusal to allow the company or group to list the information on the 15th ITC Schedule of Events; (3) Refusal to allow organizers the opportunity to hold an event in the future.

Disclaimer

Ancillary and satellite events (approved by ATA) shall in no way state or imply endorsement of, or support by, ITC or ATA for the event, organizer, products or services discussed in announcements, advertising, on any signage or during the presentations.