



Policies for Ancillary Events

ANCILLARY ACTIVITIES

The Society of Hematologic Oncology (SOHO) recognizes that commercial entities and other organizations may wish to host ancillary events during the SOHO Annual Meeting for purposes such as investigator meetings, social gatherings, or business networking among employees and attendees. SOHO encourages such activities, subject to the guidelines outlined below. All ancillary events held in conjunction with the SOHO Annual Meeting—from Monday, September 7, 2026, through Saturday, September 12, 2026—must comply fully, regardless of venue.

Disclaimer: A non-refundable \$150 processing fee applies to each ancillary event request. Requests are per event; multiple rooms require separate submissions. The organizer is solely responsible for all additional costs, including food and beverage, audiovisual, internet, equipment, and labor expenses. Organizers must coordinate directly with assigned hotel or convention center contacts for arrangements and billing.

Ancillary Meeting Examples

Ancillary activities, including media events, must not compete with SOHO's agenda or official events. SOHO exclusively provides all educational and scientific programming from Wednesday, September 9, 2026 through Saturday, September 12, 2026, except for pre-approved Independent Satellite Symposia (ISS), which are industry-sponsored and CME-accredited. Any other meetings with educational or scientific intent are strictly prohibited during these dates (see approved times below). Acceptable ancillary meetings, subject to prior committee approval, include:

- **Private food and beverage functions** that are by "invitation only." Corporate staff may discuss products/services; educational speakers are prohibited. A complete invitee list must accompany the application.
- **Investigator meetings/industry updates** that are by "invitation only." Speakers may include current company researchers or consultants; prospective investigators/consultants are ineligible. A complete invitee list must accompany the application.
- **Patient advocate or nonprofit organization meetings/advisory board.** A complete invitee list must accompany the application.
- **Advisory Board Meetings** limited to corporate board members, potentially including field experts for company-related discussions. A complete invitee list must accompany the application.
- **Pre-conference** exhibitor staff preparation meetings, permissible at any time.
- **Closed Investigator Meetings (invitation only)** on ongoing or proposed clinical trials. A complete invitee list must accompany the application.
- **Focus Groups** to assess services or test concepts.
- **Social Events** – A networking function that is not educational in nature.



Ancillary Requests

The primary contact for each request must ensure compliance by all vendors, speakers, and invitees. Violations will be attributed to all involved parties and may result in disciplinary action per exhibitor rules.

Applications must be submitted, paid and approved by SOHO before space is assigned. Each request requires:

- Organizer identification.
- Proposed date, start time, and end time.
- Names and affiliations of speakers.
- Brief description of purpose and objectives.
- Complete invitee list.
- Signed release and indemnification agreement (detailed below).

Space is limited and allocated on a first-come, first-served basis to SOHO affiliates (e.g., exhibitors, sponsors, nonprofits, members, attendees). The submission deadline is Tuesday, July 1, 2026. Hotels within the SOHO room block will not reserve function space without prior SOHO approval.

For inquiries, contact Emma Ocampo at eocampo@sohoonline.org or 832-755-5602.

Marketing, Promotion, and Signage

Ancillary Event activities should not include the SOHO name or logo, or meeting name in the title of the event. No marketing pieces, invitations, communications of any kind, advertising, or other written or spoken descriptions of the event may use the SOHO name or logo, or otherwise suggest or imply that SOHO, Society of Hematologic Oncology has endorsed, sponsored, or accredited the event, unless otherwise expressly permitted by SOHO. SOHO Society of Hematologic Oncology slide templates, color schemes, and other means of confusing the event with a SOHO-sponsored event may not be used without SOHO's prior written permission in each case. The name of the SOHO meeting or symposium may be mentioned one (1) time only in each marketing piece (not including stationary advertising such as billboards and airport signage) for identification purposes, in a reasonably sized, neutral font. The information that may be included on stationary advertising is subject to the restrictions set forth in the Policies. None of SOHO, or the name of the SOHO meeting or symposia may be part of a title or heading of the ancillary event, be prominently featured, or listed first in print or electronic materials. "SOHO" may not be used in the URL, links, hashtags, or Google Ads or similar online functionality in connection with the event. The following disclaimer must be prominently displayed and included on all advertisements, marketing pieces, invitations, meeting materials, meeting signage, websites, derivative products, etc. for the event (not including stationary advertising): "Not an official event of the 20xx SOHO Annual Meeting. Not sponsored, endorsed, or accredited by SOHO" [Where applicable: Not CME-accredited.]. Meeting signage may NOT include the SOHO, Society of Hematologic Oncology name, logo, or name of SOHO meeting except in the above required disclaimer, which must be prominently displayed and included on all signs (not including stationary advertising), unless otherwise expressly permitted under the Policies. Repurposed or post- event materials developed as a result



of content from the event must NOT include any reference to SOHO, Society of Hematologic Oncology, or the SOHO meeting. Materials must not in any capacity identify SOHO as the sponsor or CME provider. No event marketing, including for transportation purposes, may be done at the SOHO meeting venue except within the confines of an individual exhibit booth or table. If the event is being held at the same hotel as the SOHO meeting or symposium, directional signage may be displayed but may not be directly outside the rooms where the SOHO event is being held. Only two directional signs are permitted and allowed to be set immediately before the start of your event. SOHO must approve the location of the directional sign(s) when placed on site.

Cancellation Policy

Cancellations must be submitted in writing to eocampo@sohoonline.org. Penalties are based on receipt date:

- On or Before March 1, 2026.....0% penalty
- March 2, 2026 – April 1, 2026.....50% penalty
- On or After May 1, 2026100% penalty; no refund of fees paid

Release and Indemnification

Organizers must agree in writing that:

- They are solely responsible for the ancillary meeting's conduct and content; SOHO assumes no such liability.
- SOHO's approval solely facilitates space provision and does not endorse content or conduct.
- They will release, indemnify, defend, and hold harmless SOHO and its officers, directors, employees, agents, and contractors (collectively, the "Indemnified Parties") from any loss, liability, costs, or damages arising from actual or threatened claims, suits, or actions related to the ancillary meeting, including acts/omissions by speakers, invitees, venues, or third parties.

Important Note: SOHO reserves the right to monitor ancillary meetings unannounced. Violations may disqualify future participation and, for exhibitors, affect priority-point status.

Approved Dates and Times

Ancillary meetings are permitted only outside conflicts with SOHO's educational program, poster sessions, or official events. Post-approval changes to date/time require SOHO consent. All sessions must commence and conclude within approved windows. Times are subject to change.

Blackout Dates/Times:

- Monday September 7, 2026.....None
- Tuesday September 8, 2026.....3:00 PM – 5:30 PM
- Wednesday September 9, 20267:00 AM – 7:30 PM
- Thursday September 10, 20268:00 AM – 8:30 PM
- Friday September 11, 20268:00 AM – 7:00 PM
- Saturday September 12, 20268:00 AM – 1:00 PM