



Policies for Independent Satellite Symposia

INTRODUCTION

The Society of Hematologic Oncology (SOHO) is committed to ensuring a high-quality annual meeting experience. These policies govern participation in Independent Satellite Symposia (ISS) and form a binding contract between SOHO and the exhibitor/sponsor. Submission of an ISS application constitutes agreement to comply with these regulations.

SOHO reserves the right to interpret, amend, and enforce these policies at its discretion to ensure the success of the meeting. Written notice of amendments shall be provided, and all changes will be binding as if included in the original policy.

INDEPENDENT SATELLITE SYMPOSIA GUIDELINES

ISS are CME-accredited educational activities conducted in conjunction with the SOHO Annual Meeting. Written approval from the SOHO Annual Planning Committee is required through the official application process. An ISS may be supported by a single company, multiple companies, or a nonprofit organization.

ISS are independent events and not part of SOHO's official program. All invitations and promotional materials must not imply SOHO endorsement.

- Only live programs are permitted; satellite, simulcast, or non-live formats are not accepted.
- Proposals intending to capture and distribute program content must disclose this in the application.
- Incomplete applications will not be reviewed.

APPLICATION REQUIREMENTS

- Deadline: **May 4, 2026**.
- Applications must be complete, accurate, and signed by authorized representatives who accept responsibility for compliance with SOHO policies.
- A primary contact must be designated for all communication.
- Accepted ISS descriptions will be published in the SOHO Program Brochure.

SYMPOSIA SCHEDULE

The tentative Symposia slots for the SOHO Annual Meeting are:

- Wednesday, September 9 – Lunch (3 slots)
- Thursday, September 10 – Dinner (2 slots), Dessert (2 slots)
- Friday, September 11 – Lunch (2 slots)

SOHO reserves the right to adjust times. Organizers will be notified in advance.



FEES

- In-person Lunch (1 hour): \$100,000
- Dinner (1 hour): \$75,000
- In-person Dessert (1 hour): \$50,000
- On-Demand (1 hour): \$50,000

All funding must be confirmed upon submission. Organizers are responsible for all audiovisual and labor expenses, payable directly to SOHO's designated AV vendor. Outside AV is not permitted.

ON-DEMAND ISS

- Organizers must provide SOHO with program links for distribution.
- SOHO will post links on the annual meeting platform, website, and mobile app.
- Organizers bear all costs, including AV and non-SOHO promotional efforts. SOHO accepts no financial liability.

REGISTRATION AND LEAD RETRIEVAL

- Meeting registration is required for ISS attendance.
- No registration desks are permitted outside symposium rooms.
- Lead Retrieval must be used for tracking attendees.

CME ACCREDITATION

Organizations have the option to either use their own accreditation for the ISS and associated enduring activities or use SOHO's preferred accredited provider, Medical Learning Institute, Inc. (MLI) for certification.

Using Your Own Accreditation

Organizations, in good standing, with their own accreditation may certify their ISS and associated enduring activities independently, provided they meet SOHO's standards for content alignment and quality. Organizations choosing this option must submit documentation of their accreditation status and ensure compliance with SOHO's educational objectives and guidelines. Contact jvalentine@sohoonline.org for guidance on ensuring alignment with SOHO's requirements if necessary.

PROGRAM CONTENT STANDARDS

- Titles must reflect symposium focus.
- Objectives must address educational needs clearly.
- Content must be balanced, evidence-driven, and ACCME-compliant.
- Programs cannot promote specific products, services, or business interests.



EDUCATIONAL MATERIALS AND REPORTING

Organizers must provide a one-page evaluation summary, including attendance to Jauron Valentine at jvalentine@sohoonline.org no later than September 30, 2026.

SPEAKERS

ISS organizers must cover registration, lodging, and travel for all faculty. Registration is available at: <https://soho.click/2026>

ROOM CONFIGURATION AND AV

- Standard room set includes seating, lectern with microphone, confidence monitor, projector, screens, and a six-foot draped table. Set-ups cannot be altered.
- Additional AV needs must be ordered through Paradigm Production Group (PPG), SOHO's exclusive AV provider.

SET-UP, LAYOUT, BREAKDOWN

- Set-up and breakdown must occur on the symposium day, coordinated with PPG.
- Overflow viewing, early/late food service, and unauthorized schedule changes are prohibited.
- Speaker Ready Rooms may be requested in two-hour increments, subject to availability.

FOOD & BEVERAGE

SOHO provides all food and beverages for ISS functions, served inside the room. Any sponsor-imposed restrictions on consumption are the responsibility of the organizer.

SIGNAGE

- Permitted: One large poster (38"x87") outside the room and up to four directional signs (22"x28") in approved locations.
- Not permitted: Lobby displays, sandwich boards, roaming personnel, or unapproved postings.
- Violations may incur penalties.
- All signage must be submitted for SOHO review by August 1, 2026.

PROMOTION

All promotional materials—including invitations, flyers, websites, and signage—require prior approval from SOHO.



- The SOHO name and logo may not be used without written consent.
- ISS must not be described as official SOHO events. The proper designation is: "Independent Satellite Symposium on [Title], in conjunction with the Society of Hematologic Oncology 2026 Annual Meeting."

SOHO PROMOTION

SOHO will promote ISS through:

- Listings in the printed and online SOHO Program.
- The SOHO 2026 Annual Meeting website.
- Three attendee email blasts (July 1, August 1, September 1, 2026).
- Distribution of the attendee registration list (August 13, 2026).

HOUSING

ISS room blocks open February 1, 2026. All blocks are prepaid and non-refundable.

CANCELLATION POLICY

- On or before March 1, 2026: No penalty.
- March 2 – April 1, 2026: 50% penalty.
- On or after May 1, 2026: 100% penalty; no refunds.

If SOHO determines an in-person meeting is not possible, all symposia will be transferred to the virtual format.