



Policies for Independent Satellite Symposia

INTRODUCTION

SOHO is committed to providing the highest quality annual meeting possible. It is agreed and understood that these policies for exhibitors/sponsors are part of a contract between the exhibitor/sponsor and SOHO, and that submission of the application for an Independent Satellite Symposium constitutes the exhibitor's/sponsor's agreement to abide by these regulations. The following rules and regulations form a binding contract between the exhibitor/sponsor and SOHO.

SOHO reserves the right to interpret, amend, and enforce these contract conditions, rules, and regulations at any time as it deems proper to ensure the success of the meeting. Written notice of any amendments or interpretations shall be given to all contracted exhibitors/sponsors. All amendments that may be made shall be equally binding (upon publication) for all parties as if contained in the original regulation.

INDEPENDENT SATELLITE SYMPOSIA GUIDELINES

Independent Satellite Symposia (ISS) are CME-certified, educational activities that are held in conjunction with the Society of Hematologic Oncology Annual Meeting. Satellite Symposia require written approval, acquired through the application process, from the Society of Hematologic Oncology Annual planning committee. An ISS may be supported by a company, multiple companies or a not-for-profit organization.

As ISS are independent events and not part of the SOHO official annual meeting program, invitational and symposium materials created for the ISS must not imply the endorsement or support of the Society of Hematologic Oncology or Medical Learning Institute.

Proposals must be for live programs only; no satellite or simultaneous broadcasts or otherwise non-live programming will be considered. Any intent to capture the content of the satellite symposium for subsequent distribution must be made known in the submitted application. Incomplete proposals will not be considered for review.

Application

The application and proposal must be submitted by **May 1, 2024**. Incomplete applications will not be reviewed, so please pay close attention to each required component of the application. Please be as accurate and detailed as possible, as SOHO will print the information contained in the applications of all accepted ISS in the SOHO Program Brochure.

Applications must be signed by representatives accepting responsibility for the program. By signing the application, each representative agrees to take responsibility for following SOHO guidelines for the ISS. Please designate one contact person with whom SOHO should communicate and who agrees to share information with the other representatives.



Symposia Dates and Times

The tentative Symposia slots for the SOHO Annual Meeting are:

- | | |
|--------------------------|-----------|
| • Wednesday, September 4 | Lunch |
| • Wednesday, September 4 | Lunch |
| • Wednesday, September 4 | Dinner |
| • Thursday, September 5 | Breakfast |
| • Thursday, September 5 | Dinner |
| • Thursday, September 5 | Dinner |
| • Friday, September 6 | Breakfast |
| • Friday, September 6 | Lunch |
| • Friday, September 6 | Lunch |
| • Saturday, September 7 | Breakfast |

SOHO reserves the right to alter the Symposia times at its discretion. Sponsors will be notified in a timely manner.

ISS Fees for In-Person or On-Demand Programs

It is necessary that funding be confirmed at the time of submission. Each one-hour In-Person Symposia is \$75,000, each one-hour On-Demand Symposia is \$50,000.

Broadcast in-person ISS to the SOHO virtual audience or your preferred audience. All expenses associated with the opportunity, such as audio-visual, and labor are the sole responsibility of the ISS organizer and must be paid to the AV vendor. No outside AV will be permitted.

On-Demand ISS

- ISS organizers are responsible for providing SOHO with a link to the on-demand program content.
- In addition to appearing on the annual meeting's platform for registered participants, SOHO will post program links on the ISS page of the SOHO Annual Meeting webpage and on the SOHO meeting mobile app.

All expenses associated with approved on-demand ISS programs, such as audio-visual and non-SOHO promotion are the sole responsibility of the ISS organizer. SOHO is not responsible for any charges incurred for the symposium.

In-Person Registration and Lead Retrieval

- Registration at the annual meeting is a requirement for admittance into the ISS.
- SOHO doesn't allow registration desks outside of the symposium room.
- Registration should occur using Lead Retrieval.



CME Accreditation

Medical Learning Institute, Inc. (MLI), a 501(c)(3) non-profit organization and one of the first organizations to have achieved Joint Accreditation with Commendation, MLI is the accredited provider for the SOHO 2024 Annual Meeting. To avoid overlapping topics and to ensure alignment with the content of the upcoming meeting, MLI will certify all ISS as well as associated enduring activities. MLI certification includes credit for physicians (including Maintenance of Certification points through the American Board of Internal Medicine), nurses, and pharmacists. MLI looks forward to partnering with you to plan, execute, and assess the effectiveness of your ISS for SOHO 2024.

Program Content

- The proposed program title must be indicative of the symposium content.
- The proposed objectives should clearly meet the educational needs of the target audience.
- The program must be presented in an objective, balanced, and scientifically rigorous manner.
- The program cannot promote a specific drug product or service and must meet the policies and guidelines of the ACCME.
- The content and format of the CE activity and its related materials must promote improvements or quality in health care and not a specific proprietary business interest.

Educational Materials

SOHO requests that a one-page evaluation summary report, including a final attendance count, be sent to Belinda Melder at bmelder@jwccllc.org no later than September 30, 2024.

Speakers

The sponsoring company must cover speakers' (SOHO Faculty or Company Faculty) registration fees, accommodation, and flights for the SOHO 2024 Meeting. Registration is made through the meeting website at: <https://soho.click/2024>

Symposia Configuration

The Symposia will include seating for SOHO attendees. SOHO will provide a standing lectern with microphone, confidence monitor, projector, and screens at the center of the stage; a wireless microphone on a stand in the center of the room for audience questions; and a draped six-foot table on which Symposia Participants may place literature for access during their assigned slot. Room set, including seating and stage, cannot be modified. Any additional A/V needs should be ordered in advance and the costs are the responsibility of the exhibitor.



- SOHO requires all Symposia organizers to use Paradigm Production Group (PPG) for Audio Visual, SOHO's official audio/visual (A/V) company, for all programs. Once your application is accepted, contact information will be sent to all organizers.

Set-up, Layout, Breakdown

Set-up and breakdown will take place on the day of the Symposium. Access times need to be set up with PPG. Breakdown should be completed immediately after the end of the session.

- Symposium lectures must be contained within your assigned room. Video overflow to adjacent rooms will not be permitted.
- All food functions may not begin prior to or be held after the assigned time frame.
- Speaker ready rooms should be requested at the time of application.

Speaker Slide Review

Speaker Slide Review rooms are available. Please indicate whether you require a room on your application. These rooms are set with conference tables for eight (8), and are typically shared between multiple groups, so requests for access to the room are on a first come, first served basis, in 2-hour increments.

Food & Beverage

Food and beverage will be provided solely by SOHO for each Symposia. All food will be placed inside the room. Any Symposia sponsor who is required to or seeks to limit and/or track consumption is responsible for informing attendees and enforcing this policy. For your reference, SOHO provides complimentary breakfast and lunch to all registered attendees daily.

Signage

One (1) 38"x87" meter panel easel back, poster, banner with an affixed box of program handouts per ISS program is permitted directly outside of the symposium room. The sign may be placed during session set-up. Signage posted prior to this time will be removed and discarded by SOHO.

Two (2) 22x28 signs/directionals are permitted at approved locations.

Companies will not be permitted to post promotional signs or literature in hotel lobbies. Sandwich boards and/or persons handing out promotional materials are prohibited. Standing in the public areas of the convention center or hotel lobby and hallway to promote your symposium is strictly prohibited.

This will be closely monitored during ISS times, and companies found violating these guidelines risk penalties from SOHO. Management companies handling logistics are responsible for following these guidelines as well.

Any signage found in non-approved locations will be removed and discarded by SOHO.



Any signage not collected at the conclusion of your session may incur a fee for removal and disposal.

SOHO must review and approve all signage produced in conjunction with the ISS. The deadline to submit promotional materials for SOHO approval is Friday, August 2, 2024. Please submit to Belinda Melder at bmelder@jwccllc.org and allow up to five business days for SOHO to consider requests for approval.

Promotion of ISS

SOHO/MLI must review and approve all promotional materials produced in conjunction with the ISS, including invitations, announcements, flyers, websites, and signs.

The SOHO logo (or a graphic designed to mimic the SOHO logo) may not be used on any promotion or other materials produced by companies other than SOHO.

Use of the Society of Hematologic Oncology's name or copyrighted material on any announcement, sign, publication, or other material requires prior written approval by SOHO.

Because an ISS is not officially part of the SOHO Annual Meeting, companies cannot reference their symposium as part of the SOHO Annual Meeting or imply that it is a SOHO event. It is acceptable to refer to the symposium as an "Independent Satellite Symposium on [title], preceding/during the Society of Hematologic Oncology 2024 Annual Meeting."

Promotion of the Symposia by SOHO

The Session will be promoted by SOHO in the following ways:

- A listing of each symposium, including narrative description, location, and contact information in the SOHO Online & printed Meeting Program for the SOHO 2024 Annual Meeting.
- Schedule will be listed on the SOHO 2024 Annual Meeting website, <https://soho.click/2024>
- Three (3) email blasts to the SOHO Annual Meeting registered attendees, which will list the ISS title, time, and location. The 2024 e-blast schedule is as follows, and is subject to change:
 - Monday, July 1, 2024
 - Monday, August 5, 2024
 - Monday, September 2, 2024

Additionally, SOHO will provide each Symposia Participant with the SOHO 2024 Annual Meeting registration list on August 14, 2024.



Housing Information

ISS room blocks may be secured online beginning **Thursday, February 1, 2024**. All ISS room blocks are available on a prepaid, 100% non-refundable basis.

Cancellation Policy

All ISS cancellations must be submitted in writing to bmelder@jwccllc.org. The date that the cancellation notice is received by SOHO will determine the Cancellation Penalties:

- On or Before March 1, 2024.....0% cancellation penalty
- March 2, 2024 – April 1, 2024.....50% cancellation penalty
- On or After May 1, 2024.....100% cancellation penalty and the supporter will be issued NO refund of any monies received by SOHO for said cancellation.

If SOHO determines an in-person meeting is not possible, all sponsorships will be converted to the virtual platform.