



## Policies for Ancillary Events

### ANCILLARY ACTIVITIES

SOHO recognizes that during SOHO meetings, commercial firms and other organizations may wish to host their own events and activities, for purposes ranging from investigator meetings to providing social and business opportunities for firm employees and meeting attendees.

SOHO encourages affiliates to take advantage of this opportunity and has established a set of guidelines to be followed when planning and hosting ancillary meetings during the SOHO annual meeting. All ancillary meetings held in conjunction with the SOHO annual meeting, from Monday, September 1, 2025, through Saturday, September 6, 2025, must adhere to these guidelines, regardless of the meeting location.

Disclaimer: a \$150 non-refundable processing fee is assessed for each ancillary event request submitted. Requests are per event, but if an event requires more than one room, a request must be submitted for each individual room. The organizer is responsible for all other costs associated with the approved ancillary event (including food & beverage, audio/visual, internet fees, equipment, labor costs, etc.). It is the organizer's responsibility to work with the assigned hotel or Convention Center contacts to make arrangements and finalize billing.

### Ancillary Meeting Examples

Ancillary activities, including media events, may not compete with the agenda or events of the SOHO meeting. SOHO will be the sole provider of all educational and scientific programming from Wednesday, September 3, through Saturday, September 6, 2025, except for the pre-approved Independent Satellite Symposia (ISS), which are industry-sponsored, CME-certified meetings. Any other meetings with an educational or scientific focus or intent are strictly prohibited during these days. (see approved times below)

Examples of acceptable ancillary meetings, once approved by the committee in advance, include:

- **Private food and beverage functions** that are by "invitation only." Corporate/executive staff may speak about their products and services, but educational speakers are prohibited. A list of invitees must be provided to SOHO with the application.
- **Investigator meetings/industry updates** that are by "invitation only." Investigators involved in conducting research for the company and individuals who have provided consultation for the company are appropriate speakers; prospective investigators and consultants are not appropriate. A list of invitees must be provided to SOHO with the application.
- **Patient advocate groups or nonprofit organization meetings/advisory board meetings.** A list of invitees must be provided to SOHO with the application.



- **Advisory Board Meeting** that only involve corporate board members, which may also include some related experts in the field for general company-related discussion. A list of invitees must be provided to SOHO with the application.
- **Exhibitor pre-conference meetings** that are designed to prepare exhibit staff for exhibit participation. These meetings can be held at any time.
- **Investigator Meetings** – A closed (invitation only) meeting of participating and potential participating investigators concerning clinical trials, either in progress or proposed. A list of invitees must be provided to SOHO with the application.
- **Focus Groups** – A small meeting designed to evaluate services or test new ideas.
- **Social Events** – A networking function that is not educational in nature.

### **Invited Speaker Participation**

All SOHO invited speakers are prohibited from presenting at ancillary meetings. If a speaker agrees to present at an ancillary meeting and subsequently accepts an invitation from SOHO to speak at any official session or program, he/she will forfeit the ability to speak at the ancillary meeting.

All organizers are required to ensure that any speakers selected for an ancillary event are not SOHO invited speakers.

### **Ancillary Requests**

The main contact for each ancillary meeting request is responsible for ensuring that all vendors, speakers, and meeting invitees understand and comply with the following guidelines. A violation of these guidelines will be attributed to all parties related to that meeting request. Please see exhibitor rules and regulations under disciplinary action [here](#).

Requests for ancillary meetings held during the SOHO annual meeting must be submitted online and approved by SOHO. Please go [here](#) to complete the application. Requests are per event, but if an event requires more than one room, a request must be submitted for each individual room.

Each ancillary meeting room request must include:

- The identity of the organizer requesting the ancillary meeting;
- The date, start time, and end time of the ancillary meeting;
- The names and affiliations of the persons speaking at the ancillary meeting;
- A brief description of the purpose and objectives of the ancillary meeting;
- A list of invitees to the ancillary meeting
- The release and indemnification commitment described below.

Meeting space is limited, and ancillary meeting room requests that comply with these guidelines will be considered on a first-come, first-served basis. The deadline for ancillary meeting room requests is **Tuesday, July 1, 2025**. Space for ancillary meetings will be provided only to requestors who are affiliated with SOHO, such as exhibitors, corporate sponsors, nonprofit organizations, SOHO members, and annual meeting attendees. Hotels in the SOHO room block will not reserve



meeting rooms/function space for ancillary meetings for any individuals/organizations during the SOHO annual meeting without prior approval from SOHO.

If you have questions or require additional information about ancillary meeting room requests, please contact Emma Ocampo at [eocampo@jwccllc.org](mailto:eocampo@jwccllc.org) or 832-755-5602.

### **Marketing/Promotion/Signage of Ancillary Meetings**

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 has endorsed or sponsored the event.

The following statement must be prominently displayed and included on all advertisements, marketing pieces, invitations, meeting materials, derivative products, signage, etc. for the event:

“This meeting is not an official program of the SOHO annual meeting.”

One (1) sign no larger than 22x28” is permitted outside of the meeting room. Companies will not be permitted to post promotional signs or literature in hotel or convention center lobbies.

Standing in the public areas of the convention center or hotel lobby and hallway to promote your meeting is strictly prohibited. Companies found violating these guidelines risk penalties from SOHO. SOHO also reserves the right to remove signage in violation of the above guidelines without notice.

Requests to photograph, film, or audio record any ancillary meeting must be submitted during the online ancillary event request process. Details on the nature of the photography, filming, or recording will be required.

### **Cancellation Policy**

All Ancillary Event cancellations must be submitted in writing at [eocampo@jwccllc.org](mailto:eocampo@jwccllc.org). The date that the cancellation notice is received by SOHO will determine the Cancellation Penalties:

- On or Before March 1, 2025.....0% cancellation penalty
- March 2, 2025 – April 1, 2025.....50% cancellation penalty
- On or After May 1, 2025 .....100% cancellation penalty and the supporter will be issued NO refund of any monies received by SOHO for said cancellation.

### **Release and Indemnification of SOHO**

The organizer of any ancillary meeting must agree that:

- It is solely responsible for the conduct and content of the ancillary meeting, and SOHO has no such responsibility.
- SOHO's approval of the ancillary meeting request signifies only that SOHO will endeavor to provide space for the ancillary meeting and is not an endorsement of the conduct or content of the ancillary meeting; and
- It 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 in connection with actual or threatened suits, claims, or causes of action arising out of or relating in any way to any alleged act or omission at, during or concerning such ancillary meeting, including but not limited to claims asserted by any speaker or invitee at the ancillary meeting, the hotel (or other location) at which the ancillary meeting is held, or any other third party.

Important Note: SOHO reserves the right to attend/monitor all ancillary meetings without notice. Violators will jeopardize participation in future SOHO annual meetings and, if an exhibitor, their priority-point standing may be impacted.

**Approved Dates and Times of Ancillary Meetings**

Ancillary meetings are only permitted during hours that do not conflict with the SOHO Education Program, Poster Session, and/or other official SOHO events. Once approved, any proposed changes in date and/or time of the ancillary meeting requires prior approval by SOHO. Meetings must start and end within the approved times listed below.

Blackout Dates/Times:

- Monday September 1, 2025.....None
- Tuesday September 2, 2025.....None
- Wednesday September 3, 2025 .....7:00 AM – 6:00 PM
- Thursday September 4, 2025 .....8:00 AM – 6:30 PM
- Friday September 5, 2025 .....8:00 AM – 6:00 PM
- Saturday September 6, 2025 .....8:00 AM – 12:30 PM

Times are subject to change.