The CTRC-AACR San Antonio Breast Cancer Symposium (SABCS) recognizes that satellite events are often arranged in conjunction with its scheduled symposium dates as a convenience to the target audience in attendance.

- REVIEW THE INSTRUCTIONS CAREFULLY.
- ALL EVENTS MUST COMPLY WITH SABCS POLICIES.
- FAILURE TO COMPLY WILL RESULT IN THE ORGANIZING AND SPONSORING COMPANIES AND/OR INSTITUTIONS BEING BARRED FROM HOLDING SATELLITE EVENTS AND/OR EXHIBITING DURING SABCS FOR A MINIMUM OF 1 YEAR.

SCHEDULE

Satellite events must be scheduled only during December 8–12, 2010. Events are approved only for the following dates & times.

Wednesday 12/8/10	Thursday 12/9/10	Friday 12/10/10	Saturday 12/11/10	Sunday 12/12/10
End before 1:30 PM Start after 8:00 PM	Start 8:00 PM	Start 8:00 PM	Start 8:00 PM	Start 11:00 AM

- Permitted start times above also apply to pre-event receptions, registration, etc.
- No application to schedule a satellite event before the 33rd Annual SABCS will be considered.
- No breakfast or early morning events will be approved so as not to interfere with SABCS scheduled programming. Some exceptions may be made for closed company staff meetings. Please contact the symposium office for further information at 210-450-1550 or **SABCS@uthscsa.edu**.

APPLICATION

Any organization seeking to hold a satellite event must submit an application to the symposium office. Please complete the appropriate form and send it to the symposium office via fax 210-450-1560 or e-mail **SABCS@uthscsa.edu**. Symposium hotels and the Henry B. Gonzalez Convention Center will not contract for meeting space until an application has been approved by the symposium office.

Absolutely no market research, marketing surveys or focus groups of any kind are allowed.

OPEN EVENTS

Events open to all symposium attendees

- Must be CME accredited
- Deadline for applications is June 21. No applications will be considered after the deadline.
- Applications will be reviewed by SABCS committee.
- SABCS committee will select the best 10 applications. Applicants will be notified of selection in July.
- If supported by industry educational grants, applications to at least 3 funders are required.
- If industry support is involved, only those events sponsored by SABCS exhibitors will be considered.
- $15,000 fee will be assessed for each approved open event.
- All approved open satellite events will request a proposal from the SABCS Headquarters Hotel, the Marriott Rivercenter. If suitable space & pricing cannot be arranged, organizers my seek space at other SABCS hotels or the convention center.
- DO NOT use "SABCS" as part of an address or URL if you set up an e-mailbox or web site for your satellite event.
- Applications will be scored according to the following criteria.
  - Proposed content and speaker quality
  - Educational need
  - Timeliness of topic
  - No overlap with SABCS program content
  - Lower score will be given if program content was covered in last year's SABCS
- If a satellite event application is not approved, SABCS is not responsible for contractual agreements made by event organizers.

CLOSED EVENTS

Those events which are closed to all except the members of a pre-determined group, such as patient advocate events, closed investigator meetings, company staff meetings and board meetings.

- Promotional events will not be approved.
- Group must be defined on application.
- Deadline for applications is November 19.
- No fee assessed by SABCS

Continued on Next Page

MEDIA EVENTS (press conferences)

Complete the relevant portions of the Closed Event application

Send application to symposium office

- If event is approved, symposium office will contact you regarding further details.
- SABCS will be providing a list of media events to the press at the symposium. If you are organizing a media event, please provide all requested information to assure maximum attendance.

FUNCTION SPACE

- Event organizers are responsible for contracting and payment for function space and support services.
- The Marriott Rivercenter-Riverwalk is the official headquarters hotel of SABCS. Arrangements should be made directly with Susan Gibbs, Senior Event Manager, phone 210-228-4338, e-mail **SUSAN.GIBBS@MARRIOTT.COM**
- The symposium office will be pleased to provide you with the contact information at our other fine symposium hotels. Phone 210-450-1550, e-mail **SABCS@UTHSCSA.EDU**
- For function space at the Henry B. Gonzalez Convention Center, please contact Grace Hernandez, Booking Services Coordinator, phone 210-207-2221, e-mail **GHERNANDEZ@SANANTONIO.GOV**.

ROOM DROPS, SIGNS, NOTICES & MAILINGS

Room Drops

- Approval and distribution of room drops at SABCS hotels is managed exclusively by Convention Communications. Please contact Tom Marshall, phone 513-934-3700, e-mail **TOM@DOORDROP.COM**.

Signs

- An area will be designated in the convention center lobby for display of signs regarding approved satellite events.
- No additional display of such signs will be allowed within the symposium except within an exhibit.
- Approval and placement of signs at SABCS hotels and the Convention Center are managed exclusively by Convention Communications. Please contact Tom Marshall, phone 513-934-3700, e-mail **TOM@DOORDROP.COM**.

Notices & Mailings

- All notices and mailings must be submitted to the SABCS office for review and approval. Fax 210-450-1560, e-mail **SABCS@UTHSCSA.EDU**.
- Please contact the symposium office for information regarding rental of the SABCS mailing list. Phone 210-450-1550, e-mail **SABCS@UTHSCSA.EDU**.
- SABCS does not offer rental of fax or e-mail lists.
- Notices regarding satellite events may be posted on the message boards which will be available near the registration area at the symposium.
- Size of each notice must not exceed 8½"X 14".
- Notices and fliers may be distributed in the sponsoring or organizing company's exhibit.

Distribution of notices and fliers within the symposium, in the convention center lobbies and exterior walkways, as well as on SABCS shuttle buses, is strictly prohibited.

SABCS REGISTRATION & HOUSING

- If your participants will attend any part of SABCS, they are expected to register and pay the appropriate fees. Advance registration discount ends October 31. Please refer to **www.sabcs.org** for instructions and to register online.
- Housing for support staff must be reserved through the SABCS Housing Bureau. Please refer to **www.sabcs.org** for instructions and to reserve housing online.
- If for any reason the satellite event is cancelled or otherwise changed, please notify the symposium office in writing via fax 210-450-1560 or e-mail **SABCS@UTHSCSA.EDU**.

SABCS OPEN SATELLITE EVENT APPLICATION

December 8-12, 2010

SUBMISSION DEADLINE: JUNE 21, 2010

Title of Proposed Event: _____

Date of Event: _____ Start / End times: _____ Estimated Attendance: _____

Preferred Venue: _____

Program Objective: _____

_____

Target Audience: _____

CME Provider: _____

Sponsors (Funding Sources): _____

Event Organizer (Company or Organization Name): _____

Check here if non-profit organization ❑

Company website: _____

Contact Name & Title: _____

Mailing Address: _____
STREET CITY STATE/PROVINCE POSTAL CODE COUNTRY

Telephone: _____ Fax: _____

E-mail: _____

On-site contact name (if different): _____

Please attach

- Brief description of the program (75 words or less)
- Faculty under consideration
- Proposed topics
- Confirmation of or applications for educational grants in support of event

Send completed application and attachments via e-mail, fax or postal service to

SABCS
CTRC at UT Health Science Center San Antonio
7979 Wurzbach, MC 8224
San Antonio, TX 78229-3900
Fax 210-450-1560
SABCS@uthscsa.edu

FOR OFFICE USE ONLY

DATE RECEIVED _____

DATE REVIEWED _____

❑ APPROVED ❑ DENIED

SABCS Closed Satellite Event Application

December 8-12, 2010

SUBMISSION DEADLINE: NOVEMBER 19, 2010
NOTE: ONLY ONE EVENT PER APPLICATION. Please submit additional applications for separate events.

Type of Event

- ❑ Business Office
- ❑ Investigators' Meeting
- ❑ Staff Meeting
- ❑ Committee Meeting
- ❑ Media
- ❑ University Alumni
- ❑ Hospitality
- ❑ Social
- ❑ Other (describe below)

Name of event (Topic if Media Event): _____

Name of group: _____

Date of Event: _____ Start / End times: _____ Estimated Attendance: _____

Preferred venue: _____

Brief description of event (If Media Event, include overview of news to be released): _____

Company submitting this application: _____

Name & title of person submitting this application: _____

Address: _____
STREET CITY STATE/PROVINCE POSTAL CODE COUNTRY

Telephone: _____ Fax: _____

E-mail: _____

Company Website: _____

Client, if application is submitted by meeting management company: _____

Send completed application via e-mail, fax or postal service to

SABCS
CTRC at UT Health Science Center San Antonio
7979 Wurzbach, MC 8224
San Antonio, TX 78229-3900
Fax 210-450-1560
SABCS@uthscsa.edu

FOR OFFICE USE ONLY

DATE RECEIVED _____

DATE REVIEWED _____

❑ APPROVED ❑ DENIED