



# CORPORATE SATELLITE SYMPOSIUM

## OVERVIEW



The Gynecologic Oncology Group is pleased to present to Medical Education Providers the opportunity to host a CORPORATE SATELLITE SYMPOSIUM prior to the start of the GOG Semi Annual Meeting on January 28-31, 2010. The Satellite Symposium time-slot will be available on Wednesday, January 27, 2010 from the hours of 2:00pm—6:00pm. A proposal form must be completed and approved. The GOG will provide the following:

- **Hotel Meeting Room**
  - Meeting Room in the official GOG hotel large enough to host 200 attendees from the hours of 2:00pm—7:00pm. Registration must be capped at 200 to ensure all activities are contained within your assigned space. Room will be set in Classroom style. Corporate Symposium will officially begin at approximately 3:00pm and conclude at 6:00pm.
  - Registration booth (2 person booth) area outside the meeting room complete with wireless internet and electricity.
  - Meeting room will be stocked with refreshments (coffee, tea, soda) and snacks to accompany 200 attendees.
  - Meeting room will be equipped with the following AV equipment; LCD projector, podium, screen, microphone and sound system. Any additional AV equipment will be the responsibility of the host to contract the proper hotel staff.

- GOG will hold a room block (10 rooms) for Wednesday, January 27, 2010 to be used exclusively by the Satellite Symposium Host. The room rate will reflect the GOG contractual rate.

GOG will provide the following Marketing Opportunities:

- A complete full set of GOG mailing labels from past meeting attendees 90-120 days prior to the official start of the GOG Meeting.
- Access to the GOG roster for email address and contact information.
- Link on the GOG Website announcing the "*New Satellite Symposium*" details.
- Announcement in the Fall GOG Newsletter of Satellite Symposium details such as topic and registration information. Information regarding topic and registration must be in place by November 15, 2009 in order to make the Newsletter deadline.
- Satellite Symposium Program (session title, description, presentation titles and speakers) listing in the Preliminary and Final Program
- Complimentary small meeting/speaker ready room.

#### SATELLITE SYMPOSIUM HOST RESPONSIBILITIES:

- Food Beverage/Audio Visual: Host will be responsible for contracting separately with the hotel for any additional Food and Beverage/ Audio Visual that is not provided by the GOG.
- It is the responsibility of the Satellite Symposium Host to ensure that all printed materials are free and clear of any endorsement by the GOG. Therefore, use of any GOG logos or seals or any language other than "Held prior to the GOG Semi Annual Meeting" is strictly prohibited in any and all marketing and promotional materials, including web sites.

- Host will be allowed to place up to 2 signs the day of the event. One is to be placed at the door of the assigned space of the event and one directional sign in an adjacent location to assist attendees with finding the assigned space. outside the designated room.
- Registration for the event will be the responsibility of the Satellite Symposium host. The host will ensure that the registration area is covered by two staff during the hours of 2:00pm—7:00pm. GOG will not facilitate registration.
- Satellite Symposium Host will be responsible for industry participants' hotel accommodation during the one day event. GOG has provided Host with a room block for one night (January 27, 2010) of 10 rooms for use exclusively by Host at their discretion. Names must be given to GOG 30 days from the planned event.
- Host will be responsible for all expenses associated with symposium participants (organizers, chairs, speakers).
- If the event will be CME accredited, CME provider must be in compliance with all the Accreditation Council for Continuing Medical Education (ACCME) policies, including but not limited to the *Standards for Commercial Support of Continuing Medical Education*.
- GOG must review and approve all marketing, promotional, educational and meeting materials that will be in conjunction with the symposium before the materials are printed.
- GOG is not responsible for the outcome of Satellite Symposium nor can the GOG guarantee attendance nor participants cannot hold GOG responsible for any and all claims that may result from participation in the industry symposium.

## SUBMISSION PROCESS AND COSTS

A Satellite Symposium Proposal form must be submitted by the Industry Collaboration Team Member by October 1, 2009 in order to be considered. This brochure and proposal form is available for submission on the GOG website. Please visit [www.gog.org](http://www.gog.org) to submit by email. GOG will confirm receipt of proposal by email no later than October 16, 2009. Please be sure that your email address is listed on the Proposal Form. All Satellite proposals will be reviewed by the GOG.

Time Slot recipient will be notified via email on October 16, 2009. Upon approval, A Letter of Agreement outlining all details and mailing dates will be prepared and fully executed.

Note: One time slot is available during the January 2010 Meeting. Satellite Symposium will begin on Wednesday, January 27, 2010 at 3:00pm—6:00pm.

COST: \$40,000.00.





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