

INDUSTRY SUPPORTED SYMPOSIA (ISS)

RULES & GUIDELINES

The GOG Foundation, Inc. (GOG) and IGCS are pleased to continue a strategic partnership whereby the GOG collaborates with the IGCS to manage the Industry Supported Symposia (ISS) at the 2024 IGCS Annual Global Meeting in Dublin, Ireland, October 16-18, 2024. We partner to bring the most relevant topics for symposia each year and the optimal delivery method that complements the abstracts and education delivered by the IGCS Program Committee.

We are accepting applications for ISS programs, submit your application [here](#). Note that availability is limited. Please submit your application as soon as possible as requests are filled in on a first come, first served basis.

OVERVIEW OF INDSTURY SUPPORTED SYMPOISA

- All symposia are held within the conference venue outlined.
- There are two options for symposia:
 - A 90-minute lunch time slot will be provided. *Exact timing subject to change*. It is recommended to be a Platinum Supporter at the Annual Global Meeting which includes the cost of the ISS.
 - A 45-minute virtual, pre-recorded symposium with a viewing party during the morning breakfast times. It is recommended to be a Gold Supporter at the Annual Global Meeting which includes the cost of the ISS.
- The GOG will provide a detailed proposal to manage your companies program upon request, please contact Jenna Cummins at jcummins@gog.org.

REQUIRED FEES

- **The application fee to IGCS for the luncheon symposium is \$65,000.**
 - Fees include the following:
 - Congress Hall where the ISS will take place (room location assigned in advance).
 - The event will be held live, virtually broadcasted, and recorded for on-demand viewing via the IGCS platform for 90 days post conference.
 - GOG will also share the content of the symposium for up to an additional six months.
 - Marketing – session title, faculty, description, and agenda listed in the following locations:
 - Annual Meeting website
 - Annual Meeting Digital Program Book
 - Annual Meeting Mobile App
 - Annual Meeting Break Slides shown between sessions
 - One (1) social media post on IGCS social media channels
 - One (1) email blast sent to IGCS distribution
 - Strongly Recommended to exhibit at the IGCS 2024 Annual Global Meeting.
 - Two (2) Complimentary Full-Conference badges to be used for industry only.
- **The application fee to IGCS for the virtual symposium with viewing breakfast is \$35,000.**
 - Fees include the following:
 - Congress Hall where the ISS will take place (room location assigned in advance).
 - A 45-minute virtual, pre-recorded symposium can be shared during an in person 45-minute, watch party during the morning breakfast times.

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- **Required Additional Logistic Expenses (not included in ISS Fee): - \$127,500**
 - Audio visual equipment, staff, and labor to set, operate and strike any equipment. *
 - Food and beverage expenses – cost dependent on selections from the venue catering menu*
 - Audience Response System (Optional)*
 - Internet Drop - for live broadcast of the session.
 - Onsite Management, including ensuring*:
 - (A) that the ISS meeting room is appropriate, is not part of a restaurant or entertainment venue
 - (B) speaker and attendee meals are modest and conducive to the conduct of the ISS.
 - (C) signage is prepared acknowledging Client as sponsor of the ISS and placed on-site and in related publications and materials by using Seagen name and corporate logos.
 - Audience Response System*
 - Lead Retrieval – Onsite Attendance Collection*
 - Survey Management (Advance and Post Meeting)

**Note these services are exclusively provided by GOG and cost schedule to be provided*

OPTIONAL FEES – Proposal Delivered Upon Request

- Marketing Creation (*not included in ISS Fee*)
- Content Development (*not included in ISS Fee*)

INDUSTRY SUPPORTED SYMPOSIUM RULES & REGULATIONS

- Assignments of the ISS date and time are made by IGCS and the GOG and are based on previous involvement in the IGCS Annual Meeting, current IGCS Corporate Roundtable Partner and the date signed contracts are received by IGCS.
- Signage:
 - ISS partners may have the following:
 - One (1) 22"x28" sign to be placed in a dedicated structure provided by IGCS and placed in a visible area.
 - One (1) Meter board to be placed outside the meeting room on the morning of your session.
 - **No additional signage will be allowed except within an exhibit booth.**
- Industry partners are responsible for on-site management and all costs associated with the symposium program including catering, promotion, presenters, securing and administering CME, travel, and hotel costs.

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- Industry partner must use the IGCS designated audio/visual set and company for A/V and will be billed separately. Any changes to the basic set will be at the expense of the company. You are free to use audience response systems at your expense.
- Marketing, other than that listed under “Fees,” is the responsibility of the host.
- Our industry partner is responsible for promoting this event. IGCS will not guarantee attendance.
- Industry partners are prohibited from using IGCS’s logo on any signs, advertisement or notice promoting the symposium. You may list the session as follows:
 “An Independent Satellite Symposium during the 2024 IGCS Annual Global Meeting”
- Promotional material must not imply that the Industry Supported Symposium was planned, sponsored, endorsed by IGCS.
- IGCS must review and approve all marketing, promotional, educational, and meeting materials that will be disseminated prior to, and in conjunction with, the symposium before the materials are printed.
- Each industry symposium must begin at the time assigned. Registration and lunch cannot begin and/or end more than 30 minutes prior to the start of the program.
- Industry partners must agree to comply with all applicable laws, rules, and regulations as it relates to CMS guidelines, the Sunshine Act, and other industry guidelines. In the event the symposium’s activities violate these rules and regulations, IGCS and The GOG Foundation, Inc. are held harmless and are in no way responsible.

TIMING OF SYMPOSIUM WITHIN THE MEETING (Lunchtime Symposia)

Industry Sponsored Symposia sessions are scheduled during lunch hour and at the end of the day as follows:

- Wednesday, October 16th: 12:40 pm – 14:10 pm GMT (*three 90-minute slots available*)
- Thursday, October 17th: 12:40 pm – 14:10 pm GMT (*three 90-minute slots available*)
- Friday, October 18th: 13:00 pm – 14:30 pm GMT (*three 90-minute slots available*)

TIMING OF SYMPOSIUM WITHIN THE MEETING (Virtual Viewing Symposia)

Industry Sponsored Symposia sessions are scheduled during morning breakfast as follows:

- Thursday, October 17th: 7:15 am – 8:00 am GMT (*two 45-minute slots available*)
- Friday, October 18th: 7:15 am – 8:00 am GMT (*two 45-minute slots available*)

CME/CE GUIDELINES

IGCS and GOG-F do not provide CME/CE for Industry Sponsored Symposia. Those wishing to offer accredited education must already be directly accredited or obtain accreditation from a source other than IGCS. It is the responsibility of the CME/CE provider to ensure that the symposium meets all criteria necessary for designation of CME/CE credit.

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ISS ATTENDEE & PERSONNEL REGISTRATION INSTRUCTIONS

- IGCS will not facilitate registration for the ISS. It will be the responsibility of the supporting company sessions to coordinate all attendee registration.
- IGCS will provide a hyperlink on the ISS web page for ISS registration. This information must be provided to IGCS on the attached form. If this information is not included on the attached form, it will not be provided online.
- Two (2) complimentary registrations will be provided for your personnel managing the symposium. A registration form for these badges will be sent with the ISS confirmation letter. Any additional personnel who will attend as a part of the IGCS Annual Meeting must register and pay the appropriate fee.

APPLICATION PROCESS

[Click here](#) to complete the online application form along with a 20% non-refundable deposit that will be applied to your final invoice. Acceptance of applications will be sent within two weeks of receipt.

Applications must be as complete as possible to include:

- Symposium Title
- Industry Partner Name
- Symposium Overview and Learning Objectives.
- Proposed Faculty

If the symposium is approved, you will receive additional information on a confirmation, including:

- How to order your complimentary IGCS member mailing list
- Meeting room assignment
- Working with venue partners and respective contact information
- Lead retrieval
- Invoice for ISS and payment details

Upon approval, you will be provided with an invoice for the ISS and payment options.

Full payment for the Industry Supported Symposia must be received no later than June 1, 2024. If payment is not received by this date, IGCS has the right to release the space.

CONTACT US

Reach out to our team with questions or to request additional information.

Lindsey Moeller, PMP
Associate Director of Communications & Philanthropy
The GOG Foundation, Inc.
lmoeller@gog.org

Additional Sponsorship and Exhibit Opportunities

Sponsorship and exhibit opportunities for the IGCS Global Annual Meeting will be handled by Kenes International. Please contact Marieta Tseneva, mtseneva@kenes.com, with any questions or click here to access the sponsorship and exhibitor prospectus.