



# TARGETING CANCER: TECHNOLOGY & BIOLOGY

MEETING DATES: SEPTEMBER 14-17, 2014 • EXHIBIT DATES: SEPTEMBER 14-16, 2014

## AFFILIATE MEETING/EVENT APPROVAL AND SPACE REQUEST FORM

Organizations wishing to hold meetings/events in conjunction with the Annual Meeting between Monday, September 8, 2014, and Wednesday, September 17, 2014, must submit the Meeting/Event Approval Form to obtain ASTRO approval. The meeting/event approval process can take up to 14 days\* from the submission date. Please submit one request per meeting/event. Once your meeting/event has been reviewed, you will receive an email notification advising you if the meeting/event has been approved or denied. Approval is required for all meeting/events. ASTRO reserves the right to deny or decline approval of any ancillary meeting or event request.

\*Affiliate Meeting/Event Requests submitted between the dates of September 7-17, 2014, will be reviewed and an email notification sent within 24-48 hours of the submission date.

### CONTACT INFORMATION *(required)*

ASSOCIATION/COMPANY		CONTACT PERSON	
ADDRESS	CITY	STATE	ZIP
PHONE	FAX	EMAIL	

### MEETING/EVENT INFORMATION *(required)*

ASTRO prohibits organizations from holding functions that compete with the Annual Meeting program. Functions or transportation to and from functions may not be held during the following times:

Sunday, September 14	8:00 a.m. - 6:15 p.m.
Monday, September 15	7:45 a.m. - 6:45 p.m.
Tuesday, September 16	7:45 a.m. - 6:00 p.m.
Wednesday, September 17	7:45 a.m. - 4:30 p.m.

Press conferences are prohibited during the hours of 7:00 a.m. - 6:30 p.m., September 14-17, 2014.

MEETING/EVENT NAME \_\_\_\_\_

DESCRIPTION/PURPOSE OF MEETING/EVENT \_\_\_\_\_

DATE	START TIME	END TIME	ANTICIPATED ATTENDANCE
Is this meeting/event educational in nature?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be offering continuing education credits for this meeting/event?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this a staff only event involving no ASTRO Annual Meeting registrants or press?			<input type="checkbox"/> Yes <input type="checkbox"/> No

**Events that are educational in nature may qualify as Industry Satellite Symposia or non-CME educational events, which require submission of a separate application. Visit [www.astro.org/iss](http://www.astro.org/iss) for more information. If your meeting is educational in nature or will offer CME, ASTRO will contact you.**

### MARKETING INFORMATION *(required)*

Are you developing marketing materials for this meeting/event?  Yes     No

**ASTRO requires review of all marketing materials prior to printing and production.**

All promotional materials associated with each function must be submitted to ASTRO for review. The name American Society for Radiation Oncology, the acronym ASTRO and the ASTRO logo are registered trademarks of the American Society for Radiation Oncology. Use of the aforementioned in conjunction with promotional materials, advertisements, email marketing, company websites, endorsements, statements, contests and/or awards is strictly prohibited. In addition, Exhibitor is not permitted to use "Symposium" in the title of their meeting/event or the name American Society for Radiation Oncology or the acronym ASTRO in a company website address. Please read the 2014 ASTRO Annual Meeting Regulations for Affiliate Meetings and Events.

**Correct use of ASTRO:** Visit us in booth 100 at ASTRO.

**Incorrect use of ASTRO:** Visit us at ASTRO booth 100.

### AFFILIATE MEETING/EVENT REGULATIONS ACKNOWLEDGEMENT

*As an authorized representative of the above stated association/company, I have reviewed and agree to the 2014 ASTRO Annual Meeting Regulations for Affiliate Meetings/Events available online at [www.astro.org/meetingrequests](http://www.astro.org/meetingrequests), (as existing on the date hereof and as the same may be amended or changed hereinafter referred to as "2014 Affiliate Meeting/Event Rules"). In the event of any change in the 2014 Affiliate Meeting/Event Rules, the most up-to-date versions, available online at [www.astro.org/meetingrequests](http://www.astro.org/meetingrequests), will be controlling.*

Company Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

### PROCESSING FEE

Each request requiring meeting space at an official ASTRO venue will be assessed a nonrefundable processing fee per event. Approval will not be granted until this processing fee has been paid.

Until August 29	\$100
After August 29	\$250

### PAYMENT METHOD

CHECK

Payable to The American Society for Radiation Oncology (U.S. dollars drawn on U.S. bank). Mail check to: ASTRO, PO BOX 418075, Boston, MA 02241.

### CREDIT CARD

Visa     MasterCard     American Express     Discover Card

CARD NUMBER \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

CARD SECURITY CODE (CSC) \_\_\_\_\_

CARDHOLDER NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

### BILLING ADDRESS :

STREET \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_

COUNTRY \_\_\_\_\_ ZIP CODE \_\_\_\_\_

**Complete one form for each meeting and fax to:  
703-286-1571, Attn: Erick Granados.**



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## AFFILIATE MEETING/EVENT APPROVAL AND SPACE REQUEST FORM

Complete the sections below only if you are requesting space at an ASTRO official venue.

### VENUE PREFERENCE

ASTRO will begin releasing meeting space at ASTRO official venues beginning in February 2014. Meeting space at the headquarter hotel will be released in April 2014. Once your meeting/event has been approved, you will receive written confirmation from ASTRO and your request will be forwarded to the hotel of your choice. The venue will contact you directly to discuss space availability and requirements.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Each organization is responsible for any charges for meeting space, catering, audio visual, etc.

### MEETING/EVENT SPECIFICATIONS

- Breakfast
- Luncheon
- Dinner
- Reception
- Meeting
- Workshop/Seminar
- Office
- Other \_\_\_\_\_

### MEETING/EVENT SET-UP

- Conference
- U-Shape
- Classroom
- Cocktail tables (reception)
- Hollow square
- Theatre
- Round tables
- Other \_\_\_\_\_

### ASTRO OFFICIAL VENUES

(Shuttle time to/from Moscone Center)

Hotel Abri	(7-10 minutes)
Clift	(8-12 minutes)
Courtyard by Marriott San Francisco Downtown	Walking distance
Grand Hyatt San Francisco	(10-14 minutes)
Handlery Union Square Hotel	(9-13 minutes)
Hilton San Francisco Union Square	(8-12 minutes)
Hotel Monaco (Kimpton)	(8-12 minutes)
Hotel Nikko San Francisco	(8-12 minutes)
Hotel Palomar (Kimpton)	Walking distance
Hotel Triton (Kimpton)	(10-14 minutes)
InterContinental San Francisco	Walking distance
JW Marriott San Francisco Union Square	(9-13 minutes)
Marriott Marquis San Francisco	Walking distance
Marriott Union Square - San Francisco	(10-14 minutes)
Mosser Hotel, The	Walking distance
Palace Hotel (Starwood)	Walking distance
Parc 55 Wyndham San Francisco	(7-10 minutes)
Pickwick Hotel, The	(7-10 minutes)
Prescott Hotel (Kimpton)	(9-13 minutes)
Serrano Hotel	(8-12 minutes)
Sir Francis Drake Hotel (Kimpton)	(10-14 minutes)
St. Regis Hotel San Francisco (Starwood)	Walking distance
Villa Florence Hotel	(9-13 minutes)
W Hotel San Francisco	Walking distance
Westin St. Francis	(9-13 minutes)

\*ASTRO headquarter hotel space will be released beginning in April 2014.

### QUESTIONS?

Please contact:

**Brittany Ramsey**

Phone: **703-286-1568**

### ASTRO USE ONLY:

Date Form Received: \_\_\_\_\_ Promotional Materials: Yes \_\_\_\_\_ No \_\_\_\_\_

Request Approved: MD \_\_\_\_\_ CR \_\_\_\_\_ CEO \_\_\_\_\_ Date Approved: MD \_\_\_\_\_ CR \_\_\_\_\_ CEO \_\_\_\_\_

Date Confirmation Sent: Requestor \_\_\_\_\_ Hotel \_\_\_\_\_

Hotel Name \_\_\_\_\_ Room Name \_\_\_\_\_