



# 2024 World Conference on Lung Cancer

SEPTEMBER 7-10, 2024 | SAN DIEGO, CA USA

## Advisory Board & Ancillary Meetings

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## Advisory Board or Ancillary Meeting Definition

Any meeting whose invited participants are professional attendees of the Conference, such as doctors and physicians will be considered an Advisory Board (Adboard) or Ancillary Meeting. This includes activities such as round-table discussions, investigator meetings, social gatherings and meet the specialist-type meetings.

A fee is applicable for hosting these meetings, with the amount being dependent on the type and size of your meeting. The fee includes:

- Reservation of meeting space at the IASLC designated spaces at either of the two Headquarter Hotels Marriott Marquis and Manchester Grand Hyatt (HQ Hotels)
- U-shape seating arrangement
- Basic audio-visual equipment, including a projector, screen and one wireless microphone

You are permitted to hold meetings outside the designated IASLC meeting spaces. These meetings will be subject to the meeting approval only fees described on page 3. Meeting space and other associated costs will be at your own expense.

Meetings excluded from this category are internal/staff meetings that solely involve employees of your company, regardless of their attendance at the Conference.

## Approval Process

All Adboard and Ancillary Meetings are subject to approval by the IASLC.

Please fill out the [Adboard /Ancillary Meeting Request Form](#) to request approval of your meeting. Once the meeting has been approved, any changes need to be resubmitted to the WCLC 2024 Ancillary Event Manager at [wclc2024-ancillary@icsevents.com](mailto:wclc2024-ancillary@icsevents.com) for re-approval.

[Advisory Board and Ancillary Meeting Request Form](#)

## Blackout Times

The Conference offers a limited number of designated meeting spaces for supporters at the San Diego Convention Center and either of the two Headquarter Hotels (Marriott Marquis and Manchester Grand Hyatt), allocated on a first-come, first-served basis, for hosting Advisory Board and Ancillary Meetings.

### Meetings with less than 15 Healthcare Professional Attendees and Meeting Spaces Booked via IASLC

- Can be hosted at any time during the Conference.



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## Meetings with more than 15 Healthcare Professional Attendees and Meeting Spaces Booked via IASLC

- Meetings are **NOT PERMITTED** during the following times

September 7	September 8	September 9	September 10
After 16:45	08:30 – 18:00 19:30 – 23:00	08:30 – 18:30 20:30 – 22:30 (only for participants not invited to the Faculty Dinner)	08:30 – 18:00

## Meetings Held Outside IASLC-Designated Spaces Regardless of Attendance Size

- Meetings are **NOT PERMITTED** during the following times

September 7	September 8	September 9	September 10
After 16:45	07:30 – 23:00	07:30 – 20:00 20:30 – 22:30 (only for participants not invited to the Faculty Dinner)	07:30 – 18:00

## Meeting Fees

Location	# of HCP	Fee	Fee Includes
<b>Meetings with HPCs (Slide Reviews, KOL Meetings, Adboards, etc.)</b>			
Designated IASLC Meeting Spaces (SDCC or HQ Hotels)	Up to 15	USD 7,500	Meeting Approval Max. 4 Hours Rental U-Shape Setup Projector, Screen, 1x Wireless Mic
	Over 15	USD 15,000	Meeting Approval Max. 4 Hours Rental U-Shape Setup Projector, Screen, 1x Wireless Mic
<b>OUTSIDE</b> Designated IASLC Meeting Spaces	Up to 3	USD 2,500	Meeting Approval Only
	Up to 15	USD 5,000	
	Over 15	USD 7,500	
<b>Office Space</b>			
Designated IASLC Meeting Spaces (SDCC or HQ Hotels)	Not applicable	USD 3,500	Rental per Day No AV Included U-Shape Setup



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## Important Dates

Deadline to Submit Menu, Minimum F&B Guarantee	July 12, 2024
Deadline to Submit Final AV Requirements	July 12, 2024
Deadline to Submit Host/Hostess Order	July 12, 2024
Deadline to Submit PDF Sample of Signage	July 12, 2024
Deadline to Submit Final F&B Numbers	August 23, 2024

## Room Set Up

The standard set up for Adboard and Ancillary Meetings is as follows:

- U-Shape Seating Arrangements
- Projector, Screen and One Wireless Microphone
- Depending on the allocated room, catering might be outside of the meeting location

**For set up changes (additional fees may apply), please contact: [wclc2024-ancillary@icsevents.com](mailto:wclc2024-ancillary@icsevents.com) for approval.**

## Onsite Signage

You are entitled to place 1 piece of promotional signage as per below specifications - outside of your meeting room only.

- **Dimensions:** Each piece must be self-standing and maximum 3 ft wide x 7 ft high (1m x 2m)
- **Placement:** Promotional signage can only be placed outside your meeting room
- **Display Times:** Promotional signage may only be on display during the times listed below:
  - 30 minutes before the start of your meeting
  - During your meeting
  - All signage **MUST** be removed immediately after the meeting has finished

A PDF sample of your signage must be provided to the IASLC WCLC 2024 Ancillary Event Manager for approval **no later than July 12, 2024.**

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

***Not an official event of the IASLC meeting. Not sponsored or endorsed by the IASLC.***

## Onsite Distribution

Your personnel or agents may NOT distribute any meeting literature directly to delegates at the Conference hotels nor at the San Diego Convention Center, except from within your exhibit booth in the Exhibition Hall.

## Staffing

The Conference does not provide any staff or volunteers to monitor your meetings. Hosts/hostesses can be hired through the Ancillary Event Manager. Please contact [wclc2024-ancillary@icsevents.com](mailto:wclc2024-ancillary@icsevents.com) to request the order forms.

Deadline to order hosts/hostess: July 12, 2024.



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New orders or increases received after July 12, 2024 will be based on availability and subject to a 20% late order premium fee.

## General Terms & Conditions

IASLC recognizes that during IASLC 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. Commercial firms and other organizations wishing to conduct activities during the dates of, immediately prior to, or following an IASLC meeting must notify IASLC of such activities by submitting an Advisory Board and Ancillary Meeting Request to the WCLC 2024 Ancillary Event Manager. IASLC, in its sole discretion, will determine whether the proposed activity appears to meet IASLC standards and requirements and will notify the applicant if the Ancillary Event Request is approved.

Ancillary activities, including media events, must comply with the Blackout Times policy. The nature of any ancillary activities should be in keeping with the educational focus of an IASLC meeting. Venues, agendas, and media coverage for ancillary activities should be conducive to scientific interchange; even for social functions, promotional trappings should be minimized and scientific themes, not entertainment activities, should predominate. IASLC representatives may attend any ancillary activity (including investigator and corporate board meetings) held within space held by IASLC, to monitor whether the activity is in compliance with applicable IASLC policies and requirements.

All ancillary activities must meet the following criteria:

- The activity or event must comply with meeting blackout times (please see the Blackout Times tab above) and be scheduled to permit attendees sufficient time to participate in official meeting activities and sessions.
- The WCLC 2024 Ancillary Event Manager must receive and approve a completed Advisory Board and Ancillary Meeting Request.
- No marketing pieces, invitations, communications of any kind, advertising, or other written or spoken descriptions of the event may use the IASLC name or logo, or otherwise suggest or imply that IASLC has endorsed or sponsored the event. The name of the IASLC meeting may be mentioned one time in each communication for identification purposes, in a reasonably-sized, neutral font. IASLC or the name of the Conference may not be part of a title or heading of the ancillary event, be prominently featured, or listed first in print materials. IASLC slide templates, color schemes, or other means of confusing the event with an IASLC-sponsored event may not be used.
- The following statement must be prominently displayed and included on all advertisements, marketing pieces, invitations, meeting materials, derivative products, etc. for the event: Not an official event of the IASLC meeting. Not sponsored or endorsed by the IASLC.
- Meeting signage may NOT include the IASLC name, logo, or name of the Conference except in the required disclaimer above, which must be prominently displayed and included on all signs.
- Repurposed or post-meeting/event materials developed as a result of content from the WCLC 2024 Conference must NOT include any reference to IASLC, or the IASLC meeting. Materials must not in any capacity identify IASLC as the sponsor or CME provider.
- No event marketing may be done at the IASLC meeting venue except within the confines of an individual exhibit booth or table. Outside the booth or table but within the IASLC meeting venue, representatives may not set up tables or otherwise distribute or display signs, flyers, invitations, use ushers, or use other means of gathering people for the event.



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## Payment & Cancellation Terms

- An invoice will be sent on receipt of your order. All items are sold on a first come-first paid basis. Items will be considered sold only upon receipt of payment. In order to avoid delays, we highly recommend all orders/agreements be made online or e-mailed. The Conference will not take any responsibility for late or undelivered Agreements via the mail. Items and rates are subject to change without notice.
- **PAYMENT:** Due 30 days from date of invoice or as indicated. The Conference reserves the right to render this order null and void without notice if payment is not received by the due date.
- **CANCELLATION:** Cancellation must be in writing. 50% cancellation fee will apply up to July 12, 2024. No refunds after this date.

## Contact

Should you have any questions regarding advisory board or ancillary meetings, please contact the WCLC 2024 Ancillary Event Manager at [wclc2024-ancillary@icsevents.com](mailto:wclc2024-ancillary@icsevents.com).