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.

DESCRIPTION/PURPOSE OF MEETING/EVENT

DATE           START TIME  END TIME  ANTICIPATED ATTENDANCE

Is this meeting/event educational in nature? ☐ Yes ☐ No
Will you be offering continuing education credits for this meeting/event? ☐ Yes ☐ No
Is this a staff only event involving no ASTRO Annual Meeting registrants or press? ☐ Yes ☐ 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 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, (as existing on the date hereof and as the same may be amended or changed hereafter 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, will be controlling.

Company Representative Signature: ____________________________ Date: __________________

Printed Name: ____________________________________________

Complete one form for each meeting and fax to: 703-286-1571, Attn: Erick Granados.
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  ☐ U-Shape  ☐ Hollow square
☐ Luncheon  ☐ Classroom  ☐ Theatre
☐ Dinner  ☐ Cocktail tables (reception)  ☐ Round tables
☐ Reception  ☐ Conference  ☐ Other____________________
☐ Meeting  ☐ Conference  ☐ Other____________________
☐ Workshop/Seminar  ☐ U-Shape  ☐ Other____________________
☐ Office  ☐ Classroom  ☐ Other____________________
☐ Other____________________  ☐ Hotel  ☐ Other____________________

MEETING/EVENT SET-UP

☐ Breakfast  ☐ U-Shape  ☐ Hollow square
☐ Luncheon  ☐ Classroom  ☐ Theatre
☐ Dinner  ☐ Cocktail tables (reception)  ☐ Round tables
☐ Reception  ☐ Conference  ☐ Other____________________
☐ Meeting  ☐ Conference  ☐ Other____________________
☐ Workshop/Seminar  ☐ U-Shape  ☐ Other____________________
☐ Office  ☐ Classroom  ☐ Other____________________
☐ Other____________________  ☐ Hotel  ☐ Other____________________

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