



# XVIIth INTERNATIONAL MYELOMA WORKSHOP

September 12-15, 2019 • Boston, MA • USA

## ANCILLARY EVENT SPACE GUIDELINES

The biennial International Myeloma Workshop (IMW) brings together myeloma experts from around the world to discuss basic, preclinical and clinical aspects in the biology and treatment of multiple myeloma.

The IMW presents a prime opportunity for affiliates of IMW – exhibitors, corporate supporters, patient groups, and nonprofit organizations – to hold meetings and events in connection with the four-day workshop. IMW encourages affiliates to take advantage of this opportunity and has established a set of guidelines to be followed when planning and hosting ancillary meetings. All ancillary meetings held in conjunction with the workshop, from Wednesday, September 11, 2019 through Sunday, September 15, 2019 must adhere to these guidelines, regardless of the meeting location.

### A. ANCILLARY MEETING EXAMPLES

Other than the pre-approved events which are industry-sponsored, non-CME certified meetings held in conjunction with the workshop, IMW will be the sole provider of all educational and scientific programming from Wednesday, September 11 through Sunday, September 15. Consequently, **any ancillary meetings with an educational or scientific focus or intent are strictly prohibited during these five days.** Examples of permissible ancillary meetings, provided that a suitable request has been submitted and approved in advance, include:

- **Private food and beverage functions** that are by “invitation only.” Corporate/executive staff may speak about their products and services, but educational speakers are prohibited.
- **Investigator Meetings/Industry Updates** that are by “invitation only.” Investigators involved in conducting research for the company and individuals who have provided consultation for the company are appropriate speakers; prospective investigators and consultants are not appropriate.
- **Patient group or nonprofit organization meetings**
- **Internal sales, business, or staff meetings** for exhibitors who are participating in the IMW, provided that such meetings are closed to other IMW attendees. These meetings can be held at any time.

### B. ANCILLARY MEETING REQUESTS

The main contact for each ancillary meeting request is responsible for assuring that all vendors, speakers and meeting invitees understand and comply with the following guidelines. A violation of these guidelines will be attributed to all parties related to that meeting request.

- All ancillary meetings held during the 2019 IMW must be approved by IMW. To obtain approval, an Ancillary Meeting Room Request must be submitted to IMW.
- There is a \$1,000 non-refundable fee per approved event request. This fee will be waived for corporate sponsors of IMW supporting the IMW at a Silver level or higher.
- Meeting space is limited and Ancillary Meeting Room Requests that comply with these guidelines will be considered on a first-come, first-served basis.

- Space for ancillary meetings will be provided only to requestors who are affiliated with IMW, such as exhibitors, corporate sponsors, nonprofit organizations, IMW members, and IMW registered attendees.
- Hotels in the IMW room block will not reserve meeting rooms/function space for ancillary meetings for any individuals/organizations during the 2019 IMW without prior approval from IMW.
- The main contact is responsible for all costs associated with the approved ancillary meeting (food/beverage, audio/visual, equipment, labor costs, etc.). It is the main contact's responsibility to work with the hotel to make arrangements and finalize billing.

If you have questions or require additional information about 2019 IMW Ancillary Meeting Room Requests, please contact [imw2019@spargoinc.com](mailto:imw2019@spargoinc.com) or at 703-679-3907.

**C. DATES AND TIMES OF ANCILLARY MEETINGS**

- Ancillary meetings will not be permitted during hours that conflict with IMW programming as outlined below.
- Once approved, any proposed changes in date and/or time of the ancillary meeting requires prior approval by IMW.
- Meetings must start and end within the approved times listed below:

<b>Date</b>	<b>Morning</b>	<b>Lunch</b>	<b>Evening</b>
Wednesday, September 11	No time restrictions; events can be held all day		
Thursday, September 12	Event must conclude <u>prior to 8:00am</u>	Not available	Not available
Friday, September 13	Event must conclude <u>prior to 8:00am</u>	Not available	Not available
Saturday, September 14	Event must conclude <u>prior to 8:30am</u>	Not available	Not available
Sunday, September 15	Event must conclude <u>prior to 9:00am</u>	Event may begin <u>after 12:00pm</u>	

**D. PROMOTION OF ANCILLARY MEETINGS**

- All promotional materials for ancillary meetings must include the following statement: *This meeting is NOT an official program of the 17<sup>th</sup> International Myeloma Workshop.* The use of any IMW logo or likeness on promotional materials is strictly prohibited.
- Promotion of meetings is not permitted in/around the convention center, in the headquarter hotels, or through "room drops." This includes individuals walking or standing with signage.

**E. SIGNAGE**

- One (1) sign no larger than 22x28 is permitted outside of the meeting room.
- Limited, modest, on-site directional signage for ancillary meeting attendees is allowed. Signage must be specific; signs should clearly state the name and location of the event and should be professional in nature and must be approved by IMW.

F. RELEASE AND INDEMNIFICATION OF IMW

The sponsor of any ancillary meeting must agree that: (a) it is solely responsible for the conduct and content of the ancillary meeting, and IMW has no such responsibility; (b) IMW's approval of the ancillary meeting request signifies only that IMW will endeavor to provide space for the ancillary meeting and is not an endorsement of the conduct or content of the ancillary meeting; and (c) it will release, indemnify, defend, and hold harmless IMW and its officers, directors, employees, agents and contractors (collectively, the "Indemnified Parties") from any loss, liability, costs or damages in connection with actual or threatened suits, claims or causes of action arising out of or relating in any way to any alleged act or omission at, during or concerning such ancillary meeting, including but not limited to claims asserted by any speaker or invitee at the ancillary meeting, the hotel (or other location) at which the ancillary meeting is held, or any other third party.

***NOTE:*** *IMW reserves the right to attend/monitor all ancillary meetings without notice. Violators will jeopardize participation in future IMW annual meetings and, if an exhibitor, their priority point standing may be impacted.*