

## Definition

A satellite symposium is defined as an industry generated symposium, as distinct from a CARO-COMP 2007 generated and accredited symposium, which is held in conjunction with the Annual Scientific Meeting (ASM) and which is targeted to annual meeting participants. It is independently organized and offered by another organization, but appended to the CARO-COMP 2007 meeting.

Satellite symposia are only available to Platinum & Gold conference partners

## Application Process/Deadlines

Companies interested in hosting an Industry Satellite Symposium shall submit a written application (included in this package) to the CARO Head Office. Applications for symposia must be submitted by **July 3, 2007**. Applications will be reviewed, considered and approved by CARO-COMP 2007 officials. All applicants will be notified in writing (mail or email or fax) about the status of the application. This written formal CARO-COMP 2007 approval is the only valid approval recognized.

The program must be final upon submission. Incomplete applications will not be considered. Please forward your application to:

Susan Broadbear  
CARO-COMP 2007  
600 West 10th Avenue, Vancouver, BC, V5Z 4E6  
T: 604.877.6193  
E: sbroadbe@bccancer.bc.ca

## Eligibility

- Industry satellite symposium content is flexible as **no accreditation is provided**.
- Symposia of a general nature not within the purview of CARO may be approved.
- **Satellite symposia are only available to Platinum & Gold conference partners.**
- CARO subscribes to the Canadian Medical Association policies with respect to Physicians and the Pharmaceutical Industry.

## Scheduling

Satellite symposia may not be scheduled to conflict with scientific sessions or social events open to all registrants. The following dates and times are available for symposia:

Thursday, October 11th	1230–1400	(2 Slots)
Friday, October 12th	1230–1400	(2 Slots)
Friday, October 12th	1900–2030	(2 Slots)

- Industry may indicate its preference for specific time slots, with preference given to partners in order of receipt of confirmation of your sponsor level. If CARO-COMP 2007 sees that competing organizations and topics have been requested at the same time, the association will advise the 2nd sponsor so that the company may choose another non-conflicting time slot. CARO-COMP 2007 is under no obligation to fill all time slots.
- CARO-COMP 2007 reserves the right to decline to schedule any meeting that in CARO-COMP 2007's judgment does not serve the best interest of CARO-COMP members

### Financial Issues

- The company is responsible for all costs of advertising, room rental (if applicable), audiovisual, modest refreshments, speaker expenses and honoraria.
- The company may neither pay attendees to be present at its symposium nor reimburse them for expenses to travel to the symposium or stay an extra day.
- Upon CARO-COMP 2007 approval of the symposium, the company will be invoiced for an unrestricted grant. A CARO agreement will accompany the invoice and will be sent with acceptance notification by end of July. This acceptance notification is the only recognized approval issued from CARO-COMP 2007.
- The current fee is \$6000.
- Inclusion in the CARO-COMP 2007 program is contingent upon receipt of the symposium fee.

### RSVPs

- The company will be responsible for all meeting planning for its symposium, including accepting and tracking RSVPs.

### Promotion

- The company may promote its satellite symposium with an invitation to conference attendees, as well as to other participants not registered at the conference.
- The invitation and any promotional material must be pre-approved by CARO-COMP 2007.
- CARO-COMP 2007 will promote the symposium by posting the symposium details on its website and including the symposium in the CARO program.
- CARO-COMP 2007 will undertake an electronic mailing on behalf of the company.
- The company may promote its satellite symposium with its own signage placed near the room where the symposium will be held prior to the symposium.
- Signage promoting the event can be displayed on the day of the symposium only and is limited to two signs. Signage set and dismantling is the provider's responsibility.

### Evaluations:

- Evaluation data provides valuable feedback from attendees that can be used by you to determine if your objectives were met. We are interested in your program. Please provide CARO-COMP 2007 with a copy of your evaluation summary for our files.

### Recognition

- Additional representatives of your company who are needed to work at your symposium, and are in addition to your number of complimentary registered participants, may register for the annual scientific meeting at the member rate, and receive access to the hotel room blocks and preferential rate reserved for meeting participants under the prevailing conditions.

### Important Dates

JULY 3	Confirmation of sponsorship level
JULY 3	Deadline for submission of satellite symposium application
JULY 31	Notification of decisions regarding satellite symposium applications
AUGUST 31	Deadline for receipt of ad for program supplied camera ready
AUGUST 31	Deadline for submission of exhibit booth application form
OCTOBER 5	Shipping exhibit material to Sheraton Centre Toronto no earlier than