



16TH INTERNATIONAL Myeloma Workshop

NEW DELHI, INDIA • MARCH 1 - 4, 2017

Ancillary Meeting Guidelines

The biennial International Myeloma Workshop (IMW) brings together myeloma experts from around the world gather 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 during the 2017 IMW. All ancillary meetings held in conjunction with the workshop, from Wednesday, March 1, 2017 through Saturday, March 4, 2017 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, March 1 through Saturday, March 4. Consequently, **any ancillary meetings with an educational or scientific focus or intent are strictly prohibited during these four 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 at 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 2017 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 for non-sponsors.
- 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 is NOT available at the meeting venue.
- 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 2017 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 2017 IMW Ancillary Meeting Room Requests, please contact imw2017@spargoinc.com or at 703.631.6200.

C. DATES AND TIMES OF ANCILLARY MEETINGS

- Ancillary meetings will not be permitted during hours that conflict with any IMW educational programming.
- 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:

Date	Morning	Lunch	Evening
Tuesday, February 28	No time restrictions; events can be held all day		
Wednesday, March 1	Event must conclude <u>prior to 0830</u>	Not available	Event may begin <u>after 2100</u>
Thursday, March 2	Event must conclude <u>prior to 0630</u>	Not available	Event may begin <u>after 1930</u>
Friday, March 3	Event must conclude <u>prior to 0630</u>	Not available	No Event
Saturday, March 4	Event must conclude <u>prior to 0630</u>	Not available	Event may begin <u>after 1730</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 16th 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.
- 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.

E. SIGNAGE

- One (1) sign no larger than 22x28 is permitted outside of the meeting room.
- Companies will not be permitted to post promotional signs or literature in hotel or convention center lobbies. Sandwich boards and/or persons holding small signage or handing out promotional materials are prohibited. Standing in the public areas of the convention center or hotel lobby and hallway to promote your meeting is strictly prohibited.
- Companies found violating these guidelines risk penalties from 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.*



16TH INTERNATIONAL Myeloma Workshop

NEW DELHI, INDIA • MARCH 1-4, 2017

ANCILLARY EVENT SPACE REQUEST FORM

Complete this form for **EACH** request and submit **NO LATER THAN February 10, 2017**.

Company Name: _____
Contact Name: _____
Email Address: _____
Mailing Address: _____
Phone: _____ Fax: _____

EXHIBITOR/SPONSORED PRIVATE FUNCTIONS & HOSPITALITY SUITES

I/we have read the IMW Guidelines regarding Ancillary Events in the Sponsor Manual and agree to abide by all IMW General Rules and Regulations and hold harmless the IMW from and against any and all liability and claims and demands which may arise from or be asserted in connection with the foregoing undertakings and responsibilities.

Print Name: _____ Title: _____

Applicant's Signature: _____ Date: _____

Function Name: _____

Desired Location*: _____

**Meeting space is not available at meeting venue.*

Function Type: Private F&B Function Investigator/Industry Update Internal Sales/Business Meeting
 Patient Group/Non-Profit Organization Other _____

Number Attending: _____ Attendance: Company Personnel Physician/Company Other _____

Function Date: March _____, 2017 Start Time: _____ am/pm End Time: _____ am/pm

Event Description/Purpose: _____

FEE to be charged: **\$1,000**

Name on Card: _____

Credit Card #: _____ Exp Date: _____

Signature: _____

Do not email forms with credit card information. Fee will be processed upon approval of event.

Return form to:
2017 International Myeloma Workshop c/o SPARGO, Inc.
11208 Waples Mill Road, S-112 Fairfax, VA 22030
Phone: (703) 631-6200; Fax: (703) 679-3938 (secure fax)
Email: imw2017@spargoinc.com

IMW Use Only

Date Received: _____

Date Approved: _____

Added to DB: _____