

**29<sup>TH</sup> ANNUAL MEETING &  
EDUCATION DAY  
OF THE  
SOCIETY FOR  
NEURO-ONCOLOGY**

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**EXHIBIT AND SUPPORT PROSPECTUS**

November 21-24, 2024  
George R. Brown Convention Center  
Houston, Texas



# WELCOME TO HOUSTON!

# ABOUT SNO 2024

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# ABOUT US

The 29<sup>th</sup> Annual Scientific Meeting and Education Day of the Society for Neuro-Oncology (SNO 2024) will be held in-person at the George R. Brown Convention Center in Houston, Texas. The SNO Annual Meeting offers you an unprecedented opportunity to promote the advances in neuro-oncology made by your company to this specialized, multidisciplinary group of healthcare professionals.



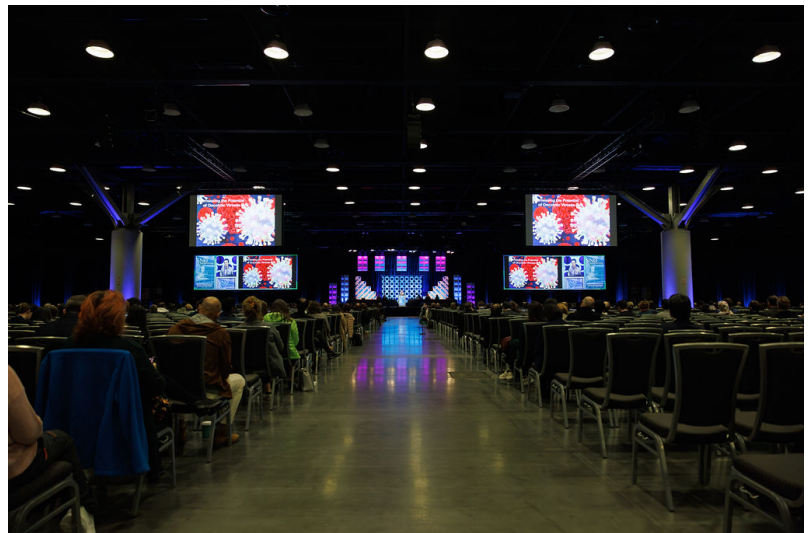
## MULTIDISCIPLINARY REACH

Exhibitors at SNO 2024 have the benefit of reaching the entire range of multidisciplinary professionals working in the field of neuro-oncology. This meeting provides a unique opportunity to associate with these professionals and to strengthen and establish lasting partnerships. Whatever your therapy, product or service,, exhibiting at SNO 2024 will bring you face-to-face with the neuro-oncology professionals who will shape the future of neuro-oncology in North America and worldwide.

## OUTSTANDING NETWORKING

In keeping with SNO's previous events, the Annual Meeting will provide a variety of opportunities for exhibitors and sponsors to interact and connect with SNO members from around the world. The exhibit floor area is adjacent to the main plenary auditorium and the scientific posters, and will be the central nexus for attendee interactions at the meeting.

**INTERACT WITH  
2600  
NEURO-ONCOLOGY  
PROFESSIONALS  
OVER 4 DAYS**



# Be a Part of the World's Largest Meeting of Neuro-Oncology Professionals

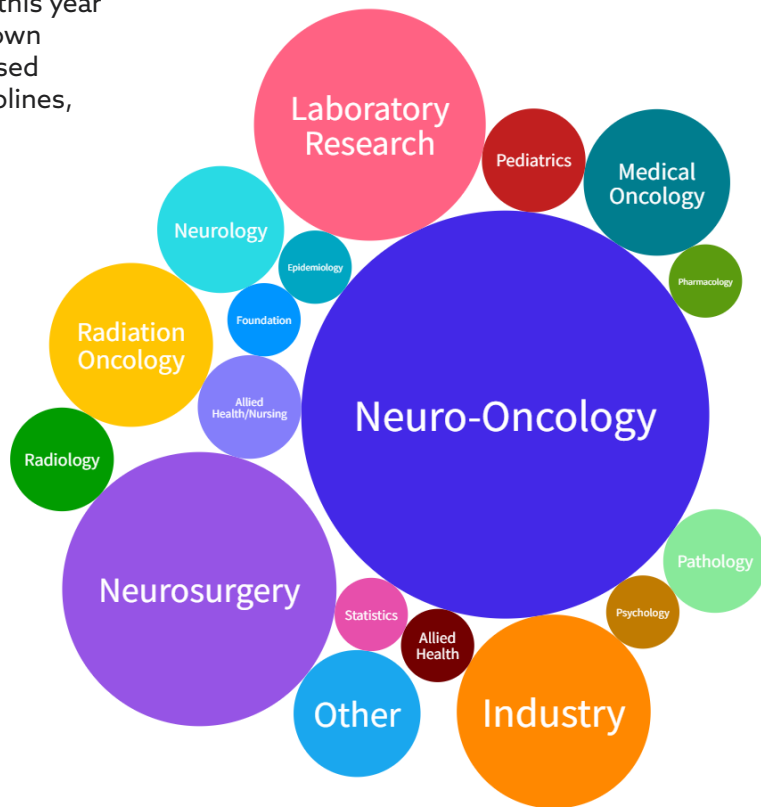
## MEETING DEMOGRAPHICS

The Society for Neuro-Oncology offers unparalleled access to every subspecialty in the field of neurooncology.

The SNO Annual Meeting is a truly global event that routinely attracts attendees from over 40 countries.

We expect over 2600 researchers and clinicians to attend the 29<sup>th</sup> Annual Meeting and Education Day of the Society for Neuro-Oncology which this year will be held in-person at the George R. Brown Convention Center. Attendees are comprised off a broad range of neuro-oncology disciplines, including:

- Neuro-Oncologists
- Neurosurgeons
- Basic Scientists
- Radiation Oncologists
- Medical Oncologists
- Allied Health/Nursing
- Pathologists
- Other disciplines



<b>2023 ANNUAL MEETING</b>	<b>EXHIBITORS</b>	<b>ABSTRACTS</b>
	65	1225
	<b>ATTENDEES</b>	<b>UNIQUE COUNTRIES</b>
	2601	45

# EXHIBIT RATES

## EXHIBIT BOOTH COST & SPECIFICATIONS

Minimum exhibit: 10x10'

- Standard Inline Booth (10x10'): \$5,000
- Standard Inline Double Booth (10x20'): \$10,000
- Endcap booth (10x20'): \$10,400
- Standard Inline Triple Booth (10x30'): \$15,000
- Island Booth (20x20'): \$30,000
- Island Booth (20x30'): \$40,000

All exhibitors must acknowledge and agree to the Exhibit Terms and Regulations provided in this prospectus.

Each 10x10' booth unit includes:

- 8' high back drape
- 3' side rails, an identification sign
- Two (2) complimentary registration badges
- Draped table
- Booth identification sign with company name and booth number
- Listing in meeting app and signage

Up to two (2) additional registration badges per 10x10' booth may be purchased for an additional fee. See Appendix A. Please note that the sponsorship packages provide you with a complimentary booth and the two complimentary registration badges are already accounted for in your overall support package.

Electricity, audiovisual, internet access, etc., are available, at the exhibitor's expense, through the exhibitor service kit that will be sent to all exhibitors prior to the meeting.



# EXHIBIT REGULATIONS

## ELIGIBLE EXHIBITS

SNO retains the sole and exclusive right to determine which organizations may exhibit at the SNO Annual Meeting. Exhibits will be limited to only the company listed in Appendix A of this document. The approved company may exhibit oncological products, equipment and services whose efficacy has been determined as required by law and which are commercially available. All items must comply with all local, state and FDA regulations. Only the sign of the company whose name appears on the face of the Exhibit Agreement may be placed in the booth or appear on any printed list of Exhibitors. No exhibits or advertising will be allowed beyond the perimeters of the booth. The FDA imposes rules and regulations on displayed products. These rules relate to appropriate labeling of displayed products, sponsoring hands-on events for non-approved products and booth descriptions listed in convention programs. Further information may be obtained from the FDA.

The demonstration of products, advertising, and/or solicitation of business of any kind on behalf of non-exhibiting firms in any part of the convention facility or show hotels (including guest rooms, suites and function space) is strictly prohibited.

## BOOTH REGULATIONS AND ATTENDANTS

Exhibits or displays must not obstruct the view or interfere with the displays of neighboring exhibits. Excessive audible/visual attention-getting devices or effects and offensive odors are prohibited. Sound effects are discouraged due to the intimate nature of the exhibit area. No copyrighted recorded or live music may be played or performed during the Exhibition Hours.

## ETHICAL CONSIDERATIONS

Exhibitor shall not offer gifts to physicians individually unless such gifts are not of substantial value. Textbooks and other gifts are appropriate only if they serve a genuine educational function. Individual gifts of minimal value are permissible as long as they relate to the physician's work (e.g., pens and notepads). The SNO name and/or logo may not be part of any Exhibitor-distributed materials.

## COMPLIANCE WITH ALL APPLICABLE LAWS

SNO supports the Americans with Disabilities Act of 1990. Exhibitors should follow the ADA guidelines relating to their exhibit space. All applicable fire and safety laws and regulations must be strictly observed by the Exhibitor.

## EMERGENCIES, STRIKES, & LABOR COST

SNO will not be responsible for delays, damage, loss, increased costs, or other unfavorable conditions caused by circumstances beyond its control. In the event that the premises in which the conference is conducted shall become, in the sole discretion of SNO, unfit for occupancy, or substantially interfered with by any cause or causes not reasonably within the control of SNO, this agreement may be terminated by SNO. Should SNO terminate this agreement pursuant to the provisions of this paragraph, the Exhibitor waives any and all claims for damages and agrees that SNO may, after computing the total amount refundable to all exhibitors (i.e., the excess of the total of Exhibitors' deposits held by SNO over SNO's costs and expenses in connection with its preparation for and conducting of the show, including a reasonable reserve for claims and other contingencies), refund to the Exhibitor, as complete settlement and discharge of all said Exhibitor's claims and demands, the Exhibitor's pro-rated amount of the total amount refundable to all exhibitors, based upon the amount of Exhibitor's deposit relative to the total deposits paid by all Exhibitors.

## LIABILITY AND INDEMNIFICATION

The Exhibitor agrees to hold harmless SNO, the conference facility and their employees and agents excluding any such liability caused by the sole negligence of SNO or the convention facility and their employees and agents. SNO and the Exhibitor shall not be liable for any loss or damage resulting from the perils of fire, lightning, windstorm, cyclone, tornado, hail, riot attending a strike, civil commotion, smoke, motor vehicle damage and aircraft damage, nor may the Exhibitor hold liable SNO or the convention facility for such incidents

## SECURITY

SNO does not guarantee Exhibitors against loss and will not be responsible for loss of any material by or for any cause. Each Exhibitor must make provisions for safeguarding of their goods, materials, equipment and display at all times. Exhibitors are urged to carry their own insurance, if needed, through their own sources at their own expense.

## GENERAL BOOTH GUIDELINES AND APPEARANCE

All booths by must be set by 8:00 p.m. on Wednesday, November 20, 2024. Please refer to the Exhibit Hall Schedule for the complete move-in/move-out schedule. To ensure that you receive advance order discounts for all required booth services, please refer to the exposition kit which will be sent to exhibitors starting June 30, 2024.

**Inline Booths:** Regardless of the number of inline booths utilized, display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8 feet (2.44 meters) is allowed in the rear half of an inline booth and a maximum of 4 feet (1.22 meters) in the remaining space forward to the aisle. No objects or materials that obstruct visibility will be permitted in the front half of an inline booth. Hanging signs are not permitted over inline booths.

**Corner Booths:** All guidelines for inline booths apply to corner booths. Please refer to the inline booth requirements above for more information.



**Island Booths:** Island booths must be constructed to allow access from all sides. Solid walls cannot span more than 30 percent of the booth and must have a 30 percent see-through effect from front to back and side to side, so that the surrounding area can be viewed around and through the booth and that neighboring booths are not inappropriately obstructed. Any theater presentation or demonstration areas should be set back a minimum of 5 feet from the booth edge and allow adequate room for seating or standing without obstructing any aisles.

**Booth Drawings:** All booths that are 400 square feet or larger are required to submit a rendering of the booth with all necessary measurements clearly indicated, as well as any hanging signage, truss/lighting, suspended product, etc., for SNO approval, by October 1, 2024. Booth renderings must be submitted to SNO at least a month prior to the event.

**Booth Rigging and Hanging Signage:** All exhibits that require rigging, including but not limited to hanging signs and banners, structures, lighting and trusses, must submit their rigging renderings to SNO, exhibit contractors and the Convention Center for approval. Please be sure to include measurements for the sign or structure's size as well as measurements for the exact placement within the booth.

Hanging signs will only be permitted for island booths that are 20 foot by 20 foot or larger. Hanging signs may not block the visibility of SNO signs or other booths and should hang over contracted space only. Hanging digital signs are permitted provided that the images are static in nature and do not flash or move.

**Lighting:** No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space. Lighting should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or show aisles. Lighting which is potentially harmful, such as lasers or ultraviolet lighting, will not be permitted. Lighting that spins, rotates, pulsates and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.

**Flammable Materials:** No flammable fluids or materials of any nature, including decorative materials, use of which is prohibited by national, state or city fire regulations, may be located in or used in any exhibitor's booth.

**Electrical Safety:** All wiring on booths or display fixtures within an exhibitor's booth must meet underwriters' rules and the George R. Brown Convention Center's electrical and fire codes and regulations.

## EXHIBITOR KIT

A comprehensive exhibitor kit will be provided upon receipt of a completed application. Additionally, you will find exhibit information within the prospectus and will be posted on the SNO event site. Please note that if there is ever a questions on any information that you get from someone claiming to work with SNO or who is verified as working with SNO, the SNO staff is available to answer any questions.

# MEETING SUPPORT

SNO 2024 will be the premier event this year for multidisciplinary professionals involved in the field of neuro-oncology. Make a lasting impression with this highly dedicated group of neuro-oncology specialists by becoming a corporate supporter.

ACKNOWLEDGEMENT	CONTRIBUTOR \$12,000	SUPPORTER \$24,000	BENEFACTOR \$42,000	PLATINUM \$75,000
On-site Signage	•	•	•	•
Recognition in SNO Annual Report	•	•	•	•
Listing in Annual Meeting Program	•	•	•	•
Website Listing	•	•	•	•
Recognition Slide During Breaks	•	•	•	•
Logo on Back Cover of Program Book	•	•	•	•
Logo Linked in Meeting App	•	•	•	•
Complimentary Registrations	1	2	4	6
Complimentary 10x 10' Exhibit Booth		•	•	•
Acknowledgment During Meeting		•	•	•
Discount on Independent Satellites		•	•	•
Badge Ribbons Distinguishing Support Level			•	•
Website Logo with Hyperlink for One Year				•
Dedicated On-Site Signage with Logo				•
Premium Placement in all Meeting Materials				•
Preferred Exhibit Location				•
Plaque Presentation During Meeting				•
Seat on Partners Advisory Council				•
Listed as a Featured Exhibitor				•

Houston, Texas is a bustling metropolis and is known for its diversity, delicious food, and lively culture. Visitors can explore the many museums, parks, and attractions, such as the Space Center Houston or the Houston Museum of Natural Science. With a warm climate and friendly locals, Houston is a great destination for anyone looking for an exciting city experience.



# EXCLUSIVE PARTNERSHIP OPPORTUNITIES

The following opportunities are available only to Contributor, Supporter, Benefactor and Platinum level supporters of the 29<sup>th</sup> Annual Scientific Meeting of the Society for Neuro-Oncology.

## ELEVATE YOUR PRESENCE

### **SUPPORT A BRANDED LOUNGE AREA \$35,000**

Support a 20x20' dedicated area for attendees to network and recharge their devices. The lounge will include prominent sponsor logos and will come with comfortable furniture, tables, and a charging station. Coffee and snacks will be provided in the lounge during breaks.

### **BECOME A FEATURED EXHIBITOR \$5,000**

Stand out on the SNO Annual Meeting event webpage, on-site program, and Mobile App by becoming a Featured Exhibitor. Your company logo will be listed at the top of all of the exhibitor lists.

### **EXCLUSIVE SUPPORTER OF ON-SITE PROGRAM AD \$18,000**

Distributed to every attendee, the on-site program contains meeting highlights and schedule of events. Your corporate advertisement will remind members of your contribution long after the meeting is over.

### **SNO DIGEST AD – SNO ANNUAL MEETING EDITION \$1,200 (PER DAY)**

Distributed to every attendee each day during the conference, the SNO Digest Meeting Edition will highlight daily schedules at a glance, keynote and invited speakers, social events, and more. Don't miss the opportunity to highlight your Independent Satellite Symposium, your company message, or to drive attendees to your exhibit booth.

### **CLINGS STARTING AT \$5000**

Clings give your company the ability to promote itself or its brand to the attendees through the George R. Brown Convention Center. Cling pricing starts at \$5000.

## SUPPORT A SPECIAL SESSION

### WELCOME TO HOUSTON RECEPTION \$50,000

This event hosts all meeting attendees, guests, faculty, and exhibitors. This high-profile event kicks off the Annual Meeting on Thursday, November 21.

### EDUCATION DAY \$15,000 (PER SUPPORTER) AVAILABLE TO NON-PROFITS ONLY

The Education Day (November 21) this year will focus on *Molecular Classification of Brain Tumors and Its Role in Therapy*. There will be two distinct tracks on this theme, one addressing basic science and the other addressing applied science. The supporting organizations will be recognized throughout the day. There will be multiple supporters of this special opportunity.

### POSTER SESSION & RAPID ORAL REPORTS \$20,000

Rapid theaters are positioned throughout the exhibit hall giving attendees the opportunity to listen to featured posters in a rapid fire format, and to view over 600 posters during a 2-hour reception on Friday, November 22. The supporter will be recognized throughout this important educational event.

## ADD-ONS FOR YOU AND ATTENDEES

### LANYARDS \$30,000

The attendee lanyards provided to every attendee will bear your company's name or logo. This is a very high profile opportunity!

### BRANDED CHARGING STATION \$15,000 (EACH)

Branded charging stations will be placed in high-traffic areas. These stations will display your video or static content throughout the meeting.

### WI-FI SUPPORTER \$35,000

Always in demand, meeting attendees will greatly appreciate wireless internet access in the conference area. The supporter will be recognized throughout the meeting in signage and electronic communications.

### TRAINEE REGISTRATIONS \$15,000 AVAILABLE TO NON-PROFITS ONLY

Support the education of young investigators in our field who will be tomorrow's future in neuro-oncology. Reduced registration fees will be extended to all trainees by the supporter of this opportunity. Program materials and signage will denote the sponsor's support.

### HOSPITALITY SUITES \$20,000 EACH

For companies and non-profits, we suggest renting a hospitality suite, a dedicated meeting space for internal meetings, discussions with potential clients, and interactions with investigators. Each hospitality suite comes with signage designating it as your exclusive meeting area. You'll have access to the space from Wednesday to Sunday of the Annual Meeting.

## SUPPORT FUN AND WELLNESS IN THE EXHIBIT SPACE

### **BRANDED INTERACTIVE PHOTO BOOTH \$12,000**

Offering a branded photo booth where attendees can take pictures with entertaining props and keep a branded memento. Attendees will be prompted to share their photos on social media using a unique hashtag created by us, which will trend throughout the Annual Meeting.

### **CARICATURIST \$20,000**

A caricaturist will produce caricature sketches of guests on a sizable, branded mural, which will be shared to all attendees at the conclusion of the Annual Meeting. Attendees will also be offered the choice to receive an individual caricature drawing to keep as a branded memento.

### **SUPPORT A LIFESIZE COLORING PAGE OF THE HOUSTON SKYLINE \$25,000**

Attract participants to engage in a life-size coloring activity during the conference. Upon completion, the coloring page will unveil the Houston skyline along with your logo.

### **SNO WELLNESS EVENTS \$18,000**

Branded opportunity to support SNO Wellness Events at the SNO Annual Meeting. Supporter will receive signage and recognition throughout the meeting.

If you would like to show your support in other ways not listed here, the Exhibit and Supports team would love to hear it. Please email us at [partnerships@soc-neuro-onc.org](mailto:partnerships@soc-neuro-onc.org).



# INDEPENDENT SATELLITE SYMPOSIA (ISS)

## GUIDELINES PURPOSE

The 29<sup>th</sup> Annual Scientific Meeting and Education Day of the Society for Neuro-Oncology is set for November 21-24, 2024, at the George R. Brown Convention Center in Houston, Texas.

These guidelines are designed to streamline your application process to include eligibility, marketing, scheduling and costs.

## ELIGIBILITY AND SYMPOSIUM CRITERIA

The organization must:

- Fulfill funding obligations in advance of the meeting (see Financial Considerations)
- Hold SNO harmless from any and all claims that may result from the meeting

The Symposium must:

- Provide high-quality scientific information for healthcare providers
- Offer balanced and objective information
- Provide non-duplicative information from the Annual Meeting scientific abstract presentations

## SCHEDULING AND LOCATION

ISS time slots are designated for lunch and evening slots, Thursday through Saturday. Please note that satellite sessions may run concurrently during designated ISS time slots.

SNO will designate meeting room space within the conference venue for use by Satellite providers.

## PROMOTION/MARKETING

The ISS provider is encouraged to promote and market their symposium to generate attendance. SNO reserves the right to review marketing material in order for the ISS provider to receive:

- Listing of symposia on SNO website
- Listing in final program material
- On-site signage
- Inclusion of materials in registration bags

All material should contain the following qualifying statement:

"The Society for Neuro-Oncology has reviewed and approved this symposium as appropriate for presentation as an Independent Supported Symposium. The symposium constitutes the content and views of the sponsor and is not part of the official SNO Annual Meeting program."

## GENERAL POLICIES

**SNO Logo Use:** Educational, investigator, business meetings and social functions planned by exhibitors, commercial firms and other organizations may not make any use of the SNO name or logo, or in any way imply the function is a SNO function, without express permission from SNO.

**Independent Educational Planning:** SNO, by accepting support from a commercial organization, is not obligated to accept advice or services concerning SNO annual meeting speakers, invitees or other educational matters, including content. Representatives of commercial supporters may attend a SNO educational activity, but may not engage in sales activities while in the room where the activity takes place. There will be an agreement between the Commercial supporter and SNO for this independent supported session. This session will not be a session which will be accredited by SNO CME; the commercial or non profit supporter will be allowed if they would like to have their session supported by another CME provider, but it would be at their own expense.

**Additional Charges:** The fee for the symposia is for the use of the assigned room by SNO staff during allotted dates and times. The ISS providers are responsible for any charges associated with electrical services, audio-visual, telephone, decorations, catering, room setup and take down, and any other charges deemed necessary by the venue.

## FINANCIAL CONSIDERATIONS

There is a \$500 nonrefundable application fee that must accompany your application. Upon approval of the Symposium, the provider will be invoiced for \$40,000 for evening ISS, and \$20,000 for lunchtime ISS. SNO partners at the "Platinum" level are entitled to a \$5,000 discount (evening sessions only).

Programs cancelled prior to August 1st will be issued a full refund (with the exception of the nonrefundable application fee). For cancellations after August 1st, SNO will retain independent supported session funds and consider rescheduling the event at a future time.

## OTHER FUNCTIONS

Organizations wishing to hold non-ISS functions in conjunction with the SNO Meeting must first obtain SNO approval. The Function Space Request Form (Appendix B) must be submitted to SNO for any event to be considered.

## APPLICATION PROCESS

Applications for ISS (Appendix D) must be completed and submitted to SNO. Applications are reviewed by the administrative office and/or the meeting chairs who will approve the program to be held in conjunction with the SNO Annual Meeting.

Applications will be considered on a case-by-case basis as they are received. Applicants are therefore encouraged to submit their ISS application as soon as possible to ensure their slot at the meeting. Applications received after all of the available time slots have been filled will be placed on a waiting list.

Applications must be final upon submission. Incomplete applications will not be reviewed.

Applications (Appendix D) should be forwarded to:

MALOREE BURGIN  
E-MAIL: MALOREE@SOC-NEURO-ONC.ORG



# IMPORTANT DATES

## Exhibit Booth Payment Schedule:

### By August 19, 2024:

- 50% of the total supporter and/or booth fees are due for applications and proposals submitted on or before June 17, 2024.
- For applications and proposals submitted after August 19, 2024, 50% of the total fees are paid 30-days after receiving the invoice.

### By November 1, 2024:

- 100% of total booth and/or sponsorships fees are due 30 days after receiving the invoice.

## Exhibit Booth Cancellation Schedule

**September 20, 2024:** Last day to cancel your booth without penalty, minus a processing fee.

**September 21, 2024 - October 18, 2024:** 50% of total booth fee is charged.

## Exhibit Hall Schedule

**Move-In:** Wednesday, November 20, 2024, 8:00 a.m. - 5:00 p.m.

\* All booths must be set up and ready by 5:00 p.m.

### Exhibitor Hours

- Thursday, November 21, 2024: 7:00 a.m. - 5:00 p.m.
- Friday, November 22, 2024: 7:00 a.m. - 5:00 p.m. - Poster Session Starts at 7:30pm; we encourage you to be at your booths for networking opportunities;
- Saturday, November 23, 2024: 7:00 a.m. - 5:00 p.m.
- Sunday, November 24, 2024: 8:00 a.m. - 12:00 p.m.

**Move-Out:** Sunday, November 24, 2024: 12:00 p.m. - 5:00 p.m.



# KEY CONTACTS

## **SNO ADMINISTRATIVE OFFICE**

713-526-0269  
partnerships@soc-neuro-onc.org

## **SPONSORSHIP AND EXHIBIT LOGISTICS**

Megan Bell-Johnston  
megan@soc-neuro-onc.org

## **ADVERTISING, ANCILLARIES & FUNCTION REQUESTS**

Gabby Griffin  
gabrielle@soc-neuro-onc.org

## **SPONSORSHIP AND EXHIBIT MANAGEMENT**

Shelley Pressley  
shelley@soc-neuro-onc.org

## **INDEPENDENT SATELLITE SYMPOSIA**

Maloree Burgin  
maloree@soc-neuro-onc.org

## **ACCOUNTS PAYABLE AND RECEIVABLE**

Amelia Hutsell  
amelia@soc-neuro-onc.org



# APPENDIX A: EXHIBITOR APPLICATION

We wish to exhibit at the 29th Annual Scientific Meeting and Education Day of the Society for Neuro-Oncology.

We have read and agree to the terms provided in the Exhibit Regulations contained on pages 6-8 of this prospectus.

Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Contact person \_\_\_\_\_

Email Address \_\_\_\_\_

Tel. \_\_\_\_\_

Registering Exhibitors: An exhibit registration link will be provided by email to register all exhibitors.

## PAYMENT INFORMATION

- Standard Inline Booth: \$5,000 10' x 10' booth (includes two registrations)
- Standard Inline Booth: \$10,000 10' x 20' booth (includes four registrations)
- Endcap Booth: \$10,400 10' x 20' booth (includes four registrations)
- Standard Inline Booth: \$15,000 10' x 30' booth (includes six registrations)
- Island Booth: \$30,000 20' x 20' booth (includes eight registrations)
- Island Booth: \$40,000 20' x 30' booth (includes twelve registrations)

Additional registrants (up to two per booth)  1 x \$600  2 x \$1200

My check in the amount of \$\_\_\_\_\_ is enclosed

Please charge my credit card for \$\_\_\_\_\_

- VISA  Mastercard  Amex

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ CCV # \_\_\_\_\_

Name on Card \_\_\_\_\_

Email completed forms with payment to:

Society for Neuro-Oncology  
Attn. Megan Bell-Johnston  
Phone: 713-526-0269  
Email: [partnerships@soc-neuro-onc.org](mailto:partnerships@soc-neuro-onc.org)

## EXHIBIT APPLICATION DEADLINE

To secure your space, please fill out the Exhibitor Form and email the application to [partnerships@soc-neuro-onc.org](mailto:partnerships@soc-neuro-onc.org) by September 21, 2024.

## ADDITIONAL SERVICES

Electricity, audiovisual and internet access are available through the convention center at the exhibitor's expense.

## REFUNDS/CANCELLATIONS

Cancellations received prior to September 21, 2024 will receive a full refund of the exhibit space fee, less a \$250 administrative fee. Cancellations received on or after September 21, 2024, will forfeit all exhibit fees.

## ADDITIONAL EXHIBITOR REGISTRATION

Two (2) complimentary registrations are included with the price of each exhibit space. Up to two (2) additional registrations per 10x10' booth are available at a cost of \$600 per badge. A unique email address must be provided for each registrant.

## DISCLAIMER

The conference organizers do not endorse the commercial products, equipment, or services presented by exhibitors and/or financial supporters of this meeting.

# APPENDIX B: FUNCTION SPACE REQUEST FORM

GEORGE R. BROWN CONVENTION CENTER, HOUSTON, TEXAS, NOVEMBER 21 - 24, 2024

Organizations wishing to hold non-ISS functions in conjunction with any part of SNO 2024 must first obtain approval from SNO and are required to complete and return this form. All scheduled events must adhere to SNO regulations. If the function is approved, the organization will work directly with the hotel to make arrangements pertaining to the proposed event. Please submit one form for EACH function that you would like to hold.

## REGULATIONS AND GUIDELINES Deadline for Ancillary Meeting Requests: October 25, 2024

- SNO prohibits competing functions with SNO educational sessions. Functions (or transportation to and from functions) may not be held during SNO educational session times.
- The fee associated with this request is for use of the room and dates/times allotted. Each organization is responsible for any charges associated with electrical services, audio-visual, telephone, decorations, catering, room setup and take down, and any other charges deemed necessary by the venue.
- You will be informed if audio visual equipment is in your assigned room. For removal, an additional fee will be incurred.
- Any promotional materials associated with your function must be submitted for SNO review. The name "Society for Neuro-Oncology", the acronym "SNO" and the SNO logo are registered trademarks of the Society for Neuro-Oncology and may not be used without the expressed written consent of SNO.
- Events that are sponsored may be considered to be an Independent Satellite Symposia (ISS) which requires submission of the application found in Appendix D.
- Groups will not be allowed more than three (3) ancillary meetings to allow others the use of the meeting space.
- Ancillary meetings may not be greater than (4) hours in length unless specifically approved by SNO.
- You will only have access to the meeting room during the time assigned to you by SNO (this includes set up and breakdown time).
- Please allow 5-7 business days for function space approval.
- Meeting space and time slots are limited. Requests for function space will be processed in the order received. Incomplete request forms will not be considered.
- All function request fees are non-refundable.

Organization Type:  Industry  Non-profit

Organization Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Tel. \_\_\_\_\_

Contact \_\_\_\_\_ E-mail Address \_\_\_\_\_

Function Name \_\_\_\_\_ Requested Date and Time \_\_\_\_\_

Function Description \_\_\_\_\_

Rates:

Nonprofit Investigator Meeting (\$0)  SNO Committee Meeting (\$0)  Slide Review (\$300)

Industry Meeting (\$1000)  Reception/Social Function (\$1000)

Number of Estimated Attendees: \_\_\_\_\_

## CONFIRMATION AND PAYMENT INFORMATION

I understand and agree to the Regulations and Guidelines noted above. Signature \_\_\_\_\_

Please charge my credit card for \$\_\_\_\_\_  I will pay with a check  Please send an invoice

VISA  Mastercard  Amex

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ CCV # \_\_\_\_\_

Name on card \_\_\_\_\_

Email or send completed Function Space Request Form to:

Gabby Griffin gabrielle@soc-neuro-onc.org

Society for Neuro-Oncology, PO Box 273296, Houston, TX 77277-3296 Phone: (830) 321-0552

**\* Requested room setup cannot be guaranteed. Room reconfiguration charges may apply and if so, these charges will be the responsibility of the organizer.**

# APPENDIX C: SNO PARTNER FORM

YES! We wish to partner with the Society for Neuro-Oncology at the level marked below.

Platinum (\$75,000)

Benefactor (\$42,000)

Supporter (\$24,000)

Contributor (\$12,000)

We wish to support the following event(s):

Welcome Reception \$50,000

Wi-Fi Supporter \$35,000

Branded Lounge Area \$35,000

Lanyards \$30,000

Houston Skyline Coloring Page \$25,000

Poster Sessions \$20,000

Caricaturist \$20,000

On-site Program \$18,000

SNO Wellness Events \$18,000

Charging Station \$15,000 each

Education Day \$15,000 per supporter

Trainee Registration Fees \$15,000

Hospitality Suite \$20,000 each

Interactive Photo Booth \$12,000

Clings Starting at \$5,000

Featured Exhibitor \$5,000

Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_

Country \_\_\_\_\_

Contact person \_\_\_\_\_

E-mail Address \_\_\_\_\_

Telephone \_\_\_\_\_

## CONFIRMATION AND PAYMENT INFORMATION

I understand and agree to the Regulations and Guidelines noted above. Signature \_\_\_\_\_

Please charge my credit card for \$\_\_\_\_\_  I will pay with a check  Please send an invoice

VISA  Mastercard  Amex

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ CCV # \_\_\_\_\_

Name on card \_\_\_\_\_

Send completed form to:

Megan Bell-Johnston

Society for Neuro-Oncology, PO Box 273296, Houston, TX 77277-3296

Phone: 713-526-0269

Email: [partnerships@soc-neuro-onc.org](mailto:partnerships@soc-neuro-onc.org)

## DISCLAIMER

The conference organizers do not endorse the commercial products, equipment, or services presented by exhibitors and/or financial supporters of this meeting.

# APPENDIX D: SATELLITE SYMPOSIUM REQUEST FORM

Organizations wishing to hold a Satellite Symposium during the annual SNO meeting must first obtain approval and are required to submit this Request Form together with a non-refundable application fee of \$500.

Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Contact person \_\_\_\_\_ E-mail Address \_\_\_\_\_ Tel. \_\_\_\_\_

Will the event be a CME symposium?  Yes  No If yes, anticipated CME credits:

Is the organization a SNO Partner?  Yes  No

If no, please note the eligibility requirements for hosting symposia and attach the SNO Partner application (Appendix C)

Satellite date/time requested:

Thursday, November 21, 2024

Lunch ISS Session (1-hour session): \$20,000

Evening ISS Session (2-hour session): \$40,000 (\$5000 discount for Platinum Level Supporters)

Friday, November 22, 2024

Lunch ISS Session (1-hour session): \$20,000

Evening ISS Session (2-hour session): \$40,000 (\$5000 discount for Platinum Level Supporters)

Saturday, November 23, 2024

Lunch ISS Session (1-hour session): \$20,000

Evening ISS Session (2-hour session): \$40,000 (\$5000 discount for Platinum Level Supporters)

Title of Planned Symposium \_\_\_\_\_

Brief description, topics to be discussed, proposed faculty (or attach one-page sheet)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read and agree to abide by the ISS Guidelines pertaining to Satellite Symposia and understand that:

1. Several Satellite Symposia may run concurrently.
2. Space assigned by SNO for Satellite Symposia will likely be in the same rooms as SNO's general sessions.  
Correspondingly, access to assigned meeting space will be limited only to the time slot provided by SNO.

Signature \_\_\_\_\_ Printed name \_\_\_\_\_ Date \_\_\_\_\_

## SNO REVIEW

Applications for Satellite Symposia will be reviewed by SNO.

Decision for acceptance or denial will be made on a first come, first served basis and slots may therefore sell out prior to the meeting.

## CONFIRMATION AND PAYMENT INFORMATION

I understand and agree to the Regulations and Guidelines noted above. Signature \_\_\_\_\_

Please charge my credit card for \$\_\_\_\_\_  I will pay with a check  Please send an invoice

VISA  Mastercard  Amex

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ CCV # \_\_\_\_\_

Name on card \_\_\_\_\_

Send completed form and Payment information to:

**Maloree Burgin**

[Maloree@soc-neuro-onc.org](mailto:Maloree@soc-neuro-onc.org)