



## ASGCT 28th Annual Meeting Sponsored Symposia Guidelines

### Introduction:

This document outlines the general guidelines that will apply to all Sponsored Symposia presentations at the ASGCT 28<sup>th</sup> Annual Meeting. All Sponsored Symposia companies must comply with these standards as well as all other requirements outlined in the Sponsor and Advertiser Terms and Conditions.

### Presentation and Speaker Guidelines:

- Speakers are required to present in-person or by a pre-recorded presentation. We are unable to stream in a virtual speaker into the live session, either to present or to participate in Q&A or panel discussions.
  - ASGCT will provide **one complimentary full meeting registration** with the purchase of your Sponsored Symposia for your speaker. More information on how to claim this complimentary badge will be communicated in early 2025.
- ASGCT does not provide a moderator for Sponsored Symposium sessions.
- The inclusion of a Q&A session within your Sponsored Symposia is up to the sponsoring company's discretion and is not required.
- All speakers/staff entering the sponsor's session room must be registered for the Annual Meeting with either a full conference badge or exhibitor booth personnel badge from the sponsor's booth.

### Pricing and Payment:

#### Pricing:

- 30-minute presentation: \$25,000
- 60-minute presentation: \$45,000
- 60-minute premier presentation (lunch symposia): \$50,000

#### Mandatory Deposit:

- Upon booking a Sponsored Symposia presentation, a \$5,000 non-refundable deposit will be required to be placed on the 2025 Sponsored Symposia schedule.
- Once the deposit is received, your company will be added to the schedule in your preferred time slot. Dates and times are booked on a first come, first served basis.

### Cancellation Policy:

- Sponsored Symposia presentations are non-refundable.
- All cancellation requests must be made in writing to ASGCT Show Management and sent to [exhibits@asgct.org](mailto:exhibits@asgct.org) by January 31, 2025.



## ASGCT 28th Annual Meeting Sponsored Symposia Guidelines

- Cancellations will be processed within 2-3 business days of submission and the room assignment and presentation time slot will be re-released to the public.
- ASGCT reserves the right to utilize cancelled presentation slots at its discretion.

### Room Installation and Dismantling:

- 60-minute presentations will have access to their assigned room 30 minutes before their session begins and 30 minutes after the session ends for dismantling.
- 30-minute presentations will have access to their assigned room 15 minutes before their session begins and 15 minutes after the session ends for dismantling.
- During set up time, presentation speakers are allowed to prepare/practice during this time. Please note, to allow time for attendees to get refreshments and find their seats, the room will be open to attendees 15 minutes prior to the start of the session.

### Room Assignment and Set Up:

- Rooms are assigned on a first come, first serve basis after the \$5,000 deposit has been received by ASGCT.
- ASGCT reserves the right to alter the location of Sponsored Symposia rooms at its sole discretion.
- Specific information on stage setup and included A/V will be communicated in early 2025 via the Sponsored Symposia Tool Kit. Because the space will be used for other ASGCT presentations throughout the meeting, room must remain as set.
- Presentation rooms will be set up theater style and must remain in theater configuration. Chairs can be added or removed from the stage; however, tables and the podium must remain in place. Chairs must return to their original setup at the conclusion of your presentation. Please take caution when using the stage.
- All room set-ups are subject to change and determined by ASGCT.

### Basic Room Set Up (*more information to come in early 2025*):

- A podium sign with ASGCT's logo will be provided. Please do not remove this or replace it with your own podium sign.
- The panel tables will be skirted. We request that you please do not remove or change this skirting.
- Popup banners or other signage are allowed on stage.
- Speaker name tents are optional, and the responsibility of the sponsor to create.

### Audio/Visual (*more information to come in early 2025*):



## ASGCT 28th Annual Meeting Sponsored Symposia Guidelines

An A/V tech will be stationed in your presentation room during the entire session. Basic A/V will be provided such as a podium microphone (gooseneck), table gooseneck microphones, and more. Specific information on stage setup and included basic A/V will be communicated in early 2025.

### Presentation Date and Time Assignment:

- Presentation dates and time slots are reserved on a first come, first serve basis after the \$5,000 deposit has been received by ASGCT
- If a company wishes to reduce their presentation time from 60 minutes to 30 minutes, they are subject to a change in date/time from their original 60-minute time slot to an available 30-minute presentation time slot.
- Any change requests to a sponsor's presentation date or time must be submitted in writing to [exhibits@asgct.org](mailto:exhibits@asgct.org) by Tuesday, April 1, 2025.

### Slide Submission:

- Slides and/or pre-recorded presentation files must be submitted in advance.
- Speakers (or the presentation main contact) will be sent a link to upload their presentation slides to Freeman's online portal, Orchestrate, in early 2025. Speakers will be required to submit their presentation slides via Orchestrate by the set date as communicated in the Sponsored Symposia Tool Kit, which will be available in early 2025.
- Information on the on-site Speaker Ready Room and slide submission will be available in the Sponsored Symposia Tool Kit.
- It is the sole responsibility of the speaker to review and approve of their slides with the A/V team prior to the start of their presentation.

### Responsibility of Property:

- Each Sponsored Symposia supporter is responsible for its own materials, equipment, and displays within their assigned room during their assigned time slot. This includes time during set up and dismantling of the room.
- ASGCT is not responsible for any items left in the sponsor's room after the designated time slot.
- The room must return to its original condition and set up after the sponsor exits the space.

### Food and Beverage:

- ASGCT does not provide catering services for Sponsored Symposia presentations. **Catering is an optional add-on.**



## ASGCT 28th Annual Meeting Sponsored Symposia Guidelines

- If the sponsoring company wishes to purchase food and beverage for their Sponsored Symposia presentation, this can be ordered through the New Orleans Convention Center's Catering Menu.
- No outside sourced food and beverage is allowed to be distributed within Sponsored Symposia rooms.
- Food and beverage is the sole responsibility of the sponsoring organization.

### Lead Retrieval:

- Lead retrieval is an **optional add-on** and not required or provided by ASGCT. Devices can be purchased through Maritz, our official registration vendor. Order forms for lead retrieval scanners will be included in the Exhibitor Service Kit, which will be available in December 2024.
- ASGCT cannot guarantee the success of your participation and lead generation for your Sponsored Symposia.
- Supporters must comply with all applicable laws and regulations regarding collecting, storing, sharing, and use of personal information made by meeting attendees. Supporters must make it clear to attendees attending its sessions that any badges scanned, or business cards received, will be collected, stored, and shared, as applicable.

### Promotional Materials / Advertising / Marketing:

- ASGCT will provide signage outside of each room listing the sessions scheduled to take place that day.
- One (1) retractable roll up banner stand (no larger than 3'x10') may be brought by the sponsor and placed next to the entrance to your session room, up to 15 minutes before the start of the session. Additional signage may be placed inside your room.
- It is the responsibility of the sponsor to remove any promotional materials such as flyers or brochures at the conclusion of their scheduled session.
- ASGCT does not allow sponsors to place their own directional signage elsewhere in the convention center.
- ASGCT reserves the right to terminate and remove any unapproved marketing or advertising activity and/or materials found outside of the assigned session room.

### Promotion of Sponsored Symposia by ASGCT:

- ASGCT cannot guarantee the success of your participation and lead generation, but will promote your session as follows:



## ASGCT 28th Annual Meeting Sponsored Symposia Guidelines

- Session time, session title, and company name are included in the virtual platform agenda. Deadline to submit session information to ASGCT for inclusion in the virtual platform will be communicated in early 2025.
- Session time, session title, and company name included in Industry Interactions email that is focused on promoting all Sponsored Symposia sent by ASGCT to the ASGCT email universe.
- Digital signage outside of the presentation room produced by ASGCT.

### **Live-Streaming:**

- All Sponsored Symposia presentations will automatically be livestreamed on the ASGCT virtual platform. 30-day on demand inclusion with virtual leads and MP4 recording is a separate add on available for purchase.