



TO: All GASCO Corporate Members

**FROM: Peter Lyle, GASCO Executive Director
Karen Beard, GASCO Director**

DATE: June 9, 2023

RE: GASCO Meeting Registration Process

On behalf of GASCO's Board of Directors we want express our gratitude for the support of our Corporate Members.

You will note that GASCO has made some upgrades to our website, www.gasco.us, which included changes to the meeting registration process to allow for more automation and accuracy. Going forward, registration for all GASCO meetings **must be done on-line**. There will no longer be an option for manual forms to complete and register by e-mail or fax.

The on-line registration form for Corporate Members has been modified so attendees can register individually or so one individual can register multiple attendees at one time.

- The name, e-mail address and a telephone number **are required** for each attendee.
- **GASCO will establish/publish a firm meeting registration deadline for each meeting (10-14 days out from start of meeting)**. Hotels are becoming stricter about their cut off dates to make changes to space and meal counts.
- GASCO encourages all Corporate Members to register on or before the meeting registration deadline. Late registrations will be accepted on a case-by-case basis. Replacement of representatives who registered prior to the meeting registration deadline by another representative will be accepted. This is necessary to allow GASCO staff time to focus on preparation/finalization of materials needed for the meetings.
- **Meeting Registration Deadline:** Should a Level I-Platinum through Level III Corporate Member miss the registration deadline, and if at the time of the request for late registration exhibit space is reserved to maximum capacity and GASCO is unable to accept any further registrations to exhibit, GASCO will not be held responsible and will not refund any or all of the Corporate Member's annual funding provided.

Below are GASCO's meeting planning and registration guidelines.

GASCO hosts three meetings annually:

- **GASCO's Best of the San Antonio Breast Cancer Symposium®** -- usually scheduled in January or February of each year;
- **GASCO's (Spring) Administration and Business of Oncology Meeting** -- usually scheduled the second Friday and Saturday in June; and

- **GASCO's (Fall) Annual Meeting and Best of ASCO®** –The 2023 date is August 25th and 26th at The Hotel at Avalon, Alpharetta, Georgia.

The number of exhibit tables reserved for Corporate Members and the number of attendees a Corporate Member may have attend meetings is based on their level of membership, as follows:

Corporate Membership Level	Exposure⁽²⁾	No. of Exhibit Tables Reserved⁽³⁾⁽⁴⁾	No. of Attendees⁽⁵⁾	Cost for Additional Attendee⁽⁶⁾
Level I-Platinum	Highest Profile Exhibit Space	4	8	\$250 Each
Level I	High Profile Exhibit Space	2	6	\$350 Each
Level II	Preferred Profile Exhibit Space	1	4	\$500 Each
Level III	Profiled Exhibit Space	1	3	\$500 Each
Level IV ⁽¹⁾	Exhibit Space	1	2	\$650 Each

⁽¹⁾ Per meeting, exhibit fee applies.

⁽²⁾ GASCO assigns tables based on membership level: Level I-Platinum at foremost front then by level with Level IV at farthest end of exhibit hall.

⁽³⁾ GASCO staff will place tent cards with your company logo on your assigned table(s). Please do not move tent cards.

⁽⁴⁾ Additional exhibit tables may be purchased at a cost of \$4,500 per table.

⁽⁵⁾ If space permits, additional industry representatives may attend for an additional cost per attendee⁽⁶⁾.

GASCO Corporate Membership applies to employees on the commercial side of the business. Employees from the non-commercial side, such as Medical Science Liaisons, et. al., may attend if the following terms are met, and if space permits:

1. The GASCO Corporate Member must exhibit at the meeting; and
2. The employee from the non-commercial side must pay the same cost as an additional attendee would pay. See ⁽⁶⁾ above.

An e-mail notice will be sent to all Corporate Members on the date registration opens, 6-8 weeks prior to meeting start date. An announcement will also be posted on GASCO's LinkedIn and Twitter sites. Included in the e-mail will be:

- The agenda for the meeting (final agenda may be subject to change);
- The online GASCO registration link and the meeting registration deadline date;
- The meeting hotel's name, contact information, and room rate cut-off date (the room reservation link, directions to the hotel, and shipping instructions can be found on the meeting registration site at www.gasco.us/meetings.php);
- The deadline for receipt of the required registration fee, if applicable; and
- GASCO contact information for questions or assistance.

The following information is not always available at the time registration opens. If available, it will be included in the e-mail announcing registration is open. If it is not available, it will be provided in a separate e-mail at a later date and as soon as possible ahead of the start of the meeting and will also be posted on the Meetings webpage of GASCO's website:

- Exhibit set-up time(s);

- Self and Valet Parking Information; and

E-mail reminders to register will be sent mid-way through registration and again five (5) days prior to the meeting registration deadline. Reminders will also be posted on GASCO's LinkedIn and Twitter sites at the same time.

IMPORTANT WHEN REGISTERING:

- Level I-Platinum and Level I Corporate Members: Please indicate when registering if you will need your total number of reserved tables, or the number you will need. All levels: Please indicate if you will need to purchase an additional table.
- All levels: Please complete any requested information regarding attendance at meals/reception GASCO is hosting/providing. **Do not** mark attendance at meeting meals unless you are certain your representatives will attend. GASCO has experienced unnecessary food costs for meals when representatives decide to leave the meeting early.
- All levels: Please remember to indicate if you will need access to an electrical outlet, ethernet cable, wireless capability, or any other needs. Many Corporate Members are now using retractable banner displays. If you will be using a retractable banner floor stand and will require additional floor space to the side of your exhibit table, please indicate this under "Other."
- Upon arrival for meetings, all sponsor attendees **must** stop at the registration table and sign-in.

Thank you for your ongoing support to GASCO's Mission to provide improved high-quality education to our members and access to the best in oncology care to the cancer patients in Georgia. We look forward to seeing you soon.

PFL/KMB:amc