

XVII International Workshop on Chronic Lymphocytic Leukemia (iwCLL) Ancillary Events Application

Hold and schedule advisory board meetings, focus groups, webcasts, videotaping, KOL interviews, corporate and staff meetings, social events, and more, in conference space or outside the conference space. This applies to functions of any size or nature, and in any location. All ancillary events must receive iwCLL committee authorization.

Ancillary events occurring between Thursday, May 11, 2017 and Monday, May 15, 2017 does require approval by the iwCLL organizing committee.

Examples include (but are not limited to):

- Advisory Board Meetings
- Focus Groups
- Webcasts
- Videotaping
- KOL Interviews
- Hospitality Suites
- Hospitality Desks
- Internal Corporate Business Meetings
- Investigator Meetings
- Investor Meetings
- Offices
- Social Events

Content and Guidelines for iwCLL Function Space

Ancillary activities should not compete with the iwCLL 2017 agenda or ISS symposia. Venues and agendas should be conducive to a scientific interchange. iwCLL 2017 will release and assign conference hotel space for the requested event. At that point, the organization will work directly with the conference hotel to plan the event. For events held outside of the iwCLL 2017 conference hotel space, iwCLL will determine whether the proposed activity meets the guidelines.

Blackout Times

Organizations may not hold any functions other than approved ancillary events during the defined blackout times unless approved by iwCLL. Failure to have approval to hold any event in

these established time frames may result in exclusion from all iwCLL 2017 events (current and future). Blackout times do not apply for exhibitor staff meetings; however, an application must be submitted for approval. Blackout times are as follows:

Friday, May 12, 5pm – 8pm

Saturday, May 13, 7am – 6pm

Sunday, May 14, 7am – 7pm

Monday, May 15, 7am – 4pm

Conference Hotel Space Request

Pick a date and time slot available that best meets your needs. iwCLL 2017 limits the number of events taking place at any given time to maximize attendance and provide an increased demand. Spaces fill up quickly, so book your program by January 30, 2017. Space assignments will be reviewed by organizing committee and allocated in early February 2017. All ancillary events must receive iwCLL committee authorization. Ancillary meetings and function space is assigned first-come, first-served, subject to availability.

Non-conference Hotel Space Request

All ancillary events must receive iwCLL committee authorization. If you are planning on holding an ancillary meeting outside of the hotel, please complete the application.

Fees: In order to be processed, applications for ancillary space must be accompanied with the appropriate non-refundable fees:

- ▶ \$15,000 if held at the iwCLL Conference Hotel New York Marriott Marquis Times Square
 - The ancillary event fee includes room rental and standard A/V set. All other expenses are the responsibility of the applicant.
- ▶ \$1,000 if held at a location other than the New York Marriott Marquis Times Square

Assignment of Space

Industries that have sponsored the iwCLL conference receive preferential space assignments when applications are received by January 30, 2017.

iwCLL
NEW YORK CITY

MAY 12-15
2017

NEW YORK
MARRIOTT MARQUIS
TIMES SQUARE

Please provide your ancillary event:

Date: _____

Start time: _____

End time: _____

Function Type:

Advisory Board Meetings

Focus Groups

Hospitality Suites

Hospitality Desks

Internal Corporate Business Meetings

Investigator Meetings

Investor Meetings

Offices

Social Events

Other _____

Number of Attendees _____

If requesting space at conference hotel:

Room Set: ___ Conference style ___ U-shape ___ Other _____

Minimum sq. footage _____

Company Information:

Company Name

iwCLL
NEW YORK CITY

MAY 12-15
2017

NEW YORK
MARRIOTT MARQUIS
TIMES SQUARE

Address, City, State, Zip, Country

Primary Sponsors Contact Name

Telephone

Email

SIGNATURE OF AUTHORIZED AGENT

Please attach separate applications for each ancillary event request. Submit application to iwCLL2017@bioascend.com and mail payment with a copy of the application to Bio Ascend.

Checks should to be made payable to:

BioAscend, LLC
980 N Michigan Avenue, Suite 1400
Chicago, IL 60611

iwCLL
NEW YORK CITY

MAY 12-15
2017

NEW YORK
MARRIOTT MARQUIS
TIMES SQUARE

To pay by credit card, please complete the information below.

Credit Card Information

Name on Card

Billing Information (if different from contact info on page 1)

Credit Card Type

Credit Card Number

Expiration Date

By completing the payment information, I hereby authorize the following amount be applied to the credit card _____ (applicable sales tax and service charges may apply).

For ancillary event requests paid by credit card, please fax completed form to 1-800-210-8231 or email iwcll2017@bioascend.com.