



TO: All GASCO Corporate Members

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

DATE: April 18, 2022

RE: 2022 GASCO Meeting Registration Process

On behalf of GASCO's Board of Directors we want express our gratitude for the support of our corporate sponsors during the last two years of the COVID-19 uncertainty and lockdowns. All of us appreciate the fact that the cancer care specialists and their patients in Georgia still required information on and access to the best treatment regimens. GASCO's partnerships with our Corporate Members has helped make this possible. Although we had to have a combination of virtual and hybrid meetings since 2020, we were able to have two live conferences for our Administrators during this time and your participation was instrumental to their success.

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 also establish/publish a firm cut-off date for meeting registration 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.
- No late registration additions will be accepted beyond the cut-off date for meeting registration, just replacements to registered representatives. This is necessary to allow GASCO staff time to focus on preparation/finalization of materials needed for the meetings.

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 of each year;
- **GASCO's (Spring) Administration and Business of Oncology Meeting** – The 2022 date is June 10 & 11, 2022 at the Crown Plaza Ravinia in Atlanta; and

- ***GASCO's (Fall) Annual Meeting and Best of Oncology and Beyond Meeting*** –The 2022 date is August 26 & 27 at the Loew's Hotel in Atlanta.

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⁾
Level I-Platinum	Highest Profile Exhibit Space	4	8
Level I	High Profile Exhibit Space	2	6
Level II	Preferred Profile Exhibit Space	1	4
Level III	Profiled Exhibit Space	1	3
Level IV ⁽¹⁾	Exhibit Space	1	2

⁽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 \$5,500 per table.

⁽⁵⁾ If space permits, additional industry representatives may attend at a cost of \$500.00 per attendee.

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 ⁽⁵⁾ 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 registration cut-off date;
- The meeting hotel's name, contacts, registration link, directions, and room rate cut-off dates;
- 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:

- Exhibit set-up time(s);
- Self and Valet Parking Information; and

- Shipping label information.

E-mail reminders to register will be sent mid-way through registration and again five (5) days prior to the registration cut-off date. 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.