



*Ancillary Meeting Space
Opportunities*

The 15th International Congress of the
Society for Melanoma Research



October 24 - 27, 2018

*Manchester
England*

About the Society for Melanoma Research



Society for Melanoma Research

Mission Statement:

The Society for Melanoma Research (SMR) is a diverse organization of scientific and medical investigators devoted to alleviating the suffering of people with melanoma.

The SMR was founded to unify the field by increasing communication among researchers and building bridges of collaboration between basic, translational and clinical investigators.

Overview:

The Society for Melanoma Research's principal goal is bringing together members who vary widely in their professions—from basic researchers to translational researchers to clinicians. Each shares an abiding devotion to improving the lives of those suffering from melanoma through research.

In coming years, with the incorporation of new technologies into experimental and clinical research, we expect rapid advances in cutaneous melanoma prevention, diagnosis and therapy. To bring new technology-based discoveries from bench to bedside and back, we will need to attain a far greater level of cooperation between labs and clinics. In addition, we expect to develop specific inhibitors for metastatic melanoma, rendering it in the next few years a treatable disease.

However, we face major challenges in securing funding, building infrastructure and gaining expertise in new technologies. To meet these challenges, we will need to form multidisciplinary collaborations. SMR, through yearly congresses, workshops, and its website, will play the role of a catalyst.

About the Society for Melanoma Research:

The Society for Melanoma Research (SMR) is an all-volunteer group of scientists working to find the mechanisms responsible for melanoma and, consequently, new therapies for this cancer. SMR contributes to advances in melanoma research by bringing together researchers in a non-competitive way to unite the scientific community.

Available Ancillary Space

Available Ancillary Space:

Manchester Central, Windmill St, Manchester M2 3GX, UK

All of the meeting rooms are pre-set and will remain in that set for the duration of the program.

Monday, October 22nd:

Room Name	Room Sets
Exchange Room 2	Conference for up to 20
Exchange Room 4	Conference for up to 20
Exchange Room 5	Conference for up to 20
Exchange Room 6	Conference for up to 20
Exchange Room 7	Conference for up to 20
Exchange Room 8	Theatre for up to 40
Exchange Room 9	Theatre for up to 240
Exchange Room 10	Theatre for up to 100
Exchange Room 11	Theatre for up to 150

Tuesday, October 23rd:

Room Name	Room Sets
Exchange Room 2	Conference for up to 20
Exchange Room 4	Conference for up to 20
Exchange Room 5	Conference for up to 20
Exchange Room 6	Conference for up to 20
Exchange Room 7	Conference for up to 20
Exchange Room 8	Theatre for up to 40
Exchange Room 9	Theatre for up to 240
Exchange Room 10	Theatre for up to 100

Wednesday, October 24th:

Room Name	Room Sets
Exchange Room 2	Conference for up to 20
Exchange Room 4	Conference for up to 20
Exchange Room 5	Conference for up to 20
Exchange Room 6	Conference for up to 20
Exchange Room 7	Conference for up to 20
Exchange Room 8	Theatre for up to 40
Exchange Room 9	Theatre for up to 240

Thursday, October 25th:

Room Name	Room Sets
Exchange Room 2	Conference for up to 20
Exchange Room 4	Conference for up to 20
Exchange Room 5	Conference for up to 20
Exchange Room 6	Conference for up to 20
Exchange Room 7	Conference for up to 20
Exchange Room 8	Theatre for up to 40
Exchange Room 9	Theatre for up to 240
Exchange Room 10	Theatre for up to 100
Exchange Room 11	Theatre for up to 150

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Available Ancillary Space

Available Ancillary Space:

Manchester Central, Windmill St, Manchester M2 3GX, UK

All of the meeting rooms are pre-set and will remain in that set for the duration of the program.

Friday, October 26th;

Room Name	Room Sets
Exchange Room 2	Conference for up to 20
Exchange Room 4	Conference for up to 20
Exchange Room 5	Conference for up to 20
Exchange Room 6	Conference for up to 20
Exchange Room 7	Conference for up to 20
Exchange Room 8	Theatre for up to 40
Exchange Room 9	Theatre for up to 240
Exchange Room 10	Theatre for up to 100
Exchange Room 11	Theatre for up to 150

Saturday, October 27th:

Room Name	Room Sets
Exchange Room 2	Conference for up to 20
Exchange Room 4	Conference for up to 20
Exchange Room 5	Conference for up to 20
Exchange Room 6	Conference for up to 20
Exchange Room 7	Conference for up to 20
Exchange Room 8	Theatre for up to 40
Exchange Room 9	Theatre for up to 240
Exchange Room 10	Theatre for up to 100

Sunday, October 28th:

Room Name	Room Sets
Exchange Room 2	Conference for up to 20
Exchange Room 4	Conference for up to 20
Exchange Room 5	Conference for up to 20
Exchange Room 6	Conference for up to 20
Exchange Room 7	Conference for up to 20
Exchange Room 8	Theatre for up to 40
Exchange Room 9	Theatre for up to 240
Exchange Room 10	Theatre for up to 100
Exchange Room 11	Theatre for up to 150

Floor Plans

Meeting Space Floor Plans:

Listed below are the floor plans for ancillary rooms at the Manchester Central. For additional information, please visit <https://www.manchestercentral.co.uk/room>.



Ancillary Space Information

Requesting Meeting Space

If you plan to hold a meeting during the 2018 SMR Congress, you must complete the application form and email to Kristina Catrambone at KristinaC@sswmeetings.com or call 518-399-7181. Please allow up to five business days for a response. All requests are due by **October 8th, 2018**. All space is assigned on a first come, first serve basis.

Once your meeting space is approved and assigned, Kristina will contact you, process your payment and place you in contact with your hotel logistics coordinator to assist with any additional needs.

Ancillary Meeting Space Costs

The below time slots include set up and tear down that may be needed for each meeting. Actual meetings can only be held during the times listed under ancillary meeting hours.

Manchester Central:

6:00am - 10:00am.....\$1,200

11:00am - 3:00pm.....\$1,200

4:00pm - 8:00pm.....\$1,200

One Full Day.....\$3,000
(6am - 8pm)

Full Conference.....\$10,000
(6am-Monday to 5pm-Sunday)

Ancillary Meeting Hours

Ancillary meetings are only to be held during the below times.

Monday, October 22nd:

7:00am - 8:00pm

Tuesday, October 23rd:

7:00am - 8:00pm

Wednesday, October 24th:

7:00am - 1:00pm

Thursday, October 25th:

6:30am - 8:00am

12:00pm - 1:30pm

6:00pm - 8:00pm

Friday, October 26th:

6:30am - 8:00am

12:00pm - 1:30pm

6:00pm - 8:00pm

Saturday, October 27th:

6:30am - 8:00am

12:00pm - 5:00pm

Sunday, October 28th:

7:00am - 5:00pm

Ancillary Meeting Rules and Guidelines

Set-up/Removal:

You are allowed access to the meeting room for set-up only during the time slot you have booked. If items are left in your meeting space after your designated time slot, all items will be disposed of. Manchester Central and SMR are not liable for lost or stolen items.

Meeting Limitations:

The conference venue is not permitted to work with groups for additional meeting space. If you try to contact the venue directly, this will forfeit your request for space.

Payments:

The application fee must be submitted with the application form in order for your request to be processed. If you need to pay by check, a check must be received within 10 days of the space being approved. If payment is not received SMR has the right to release your ancillary meeting space.

Registration Attendee Lists:

It is the SMR's policy not to release any attendee contact information to anyone outside the Association. SMR will **not** provide a list of attendees to any supporters, exhibitors or attendees.

Additional Meeting Requests:

Your organization is responsible for the cost and coordination of any audio visual, food and beverage or additional needs for your meeting. SMR is not responsible for any costs associated with your meeting. Billing and coordination of the meeting will be handled directly between your organization and the conference venue.

Due to the venue's rules and regulations, no outside food and beverage is permitted. You are required to work with the conference venue for any food and beverage needs. It is strongly recommended to work with the in-house AV company but is not required

Meeting Restrictions:

You are allowed to place signage directly inside your assigned meeting room during your assigned meeting times and on the reader signs directly outside the meeting room. No signage, directional signs, or banners are allowed anywhere outside the meeting rooms.

Promotion/Marketing:

SMR will not promote, market or send invitations to attendees for any ancillary meetings. All meeting invitations are to be sent by the meeting organizer.

Contact Information:

Please refer to the below contact information for questions and additional information.

Kristina Catrambone or Sarah Hughes

Site Solutions Worldwide

Phone - +1-518-399-7181

Email - KristinaC@sswmeetings.com or Sarah@sswmeetings.com

Lunchtime Scientific Symposia:

Available Scientific Symposia

The below Scientific Symposia are based on a first come, first serve. These symposia are offered during the lunch time and will be promoted to the congress attendees to attend. Additional information is listed within this document.

Thursday, October 25th:

Room Name	Available Times	Room Sets	Cost
Exchange Hall (SMR General Session Room)	12:45pm—1:45pm	Theatre up to 1200	\$30,000 USD
Exchange Auditorium	12:45pm—1:45pm	Theatre up to 804	\$30,000 USD

Friday, October 26th:

Room Name	Available Times	Room Sets	Cost
Exchange Hall (SMR General Session Room)	12:45pm—1:45pm	Theatre up to 1200	\$30,000 USD
Exchange Auditorium	12:45pm—1:45pm	Theatre up to 804	\$30,000 USD

Lunchtime Scientific Symposia Rules and Guidelines

Pre-Planning:

To better accommodate your symposium, we ask that there are no more than two (2) contact people from your company to handle all needs and communications with the congress organizers.

Symposium Times/ Availability:

There are limited time slots available for a symposium. This is based on a first come, first serve basis. The symposium time must adhere to the exact time provided. Due to the tight scheduling between sessions, the symposium is not to exceed the time provided. You are allowed access to the meeting room for set-up only 15 minutes prior to the start of the symposium.

Set-up/Removal:

The meeting space will be pre-set and cannot be adjusted. The rooms will be set in theater and the stage will have a podium and one head table. Depending on time available, the head table may be removed if requested. There will not be a host/hostess assigned to your meeting.

Audio Visual:

The meeting room will be equipped with a screen, LCD projector, lectern microphone, table top microphones, speaker timer clock, wireless advancer and confidence monitor. We ask that you utilize this equipment in place. If you have additional needs, SMR will review them with the AV company to determine if they are suitable for the meeting or not. All additional audio visual items will be at the cost of the company holding the symposium.

Symposium Agenda:

All coordination of the symposium agenda (i.e. invitation of speakers, speaker stipends, etc.) is the responsibility of the company holding the meeting. SMR is not providing CME's at this congress. A complete agenda must be provided to SMR no later than September 16, 2018 in order to have the symposium listed in the congress program book. Agenda format must be listed as follows:

- Title of Symposium
- Short paragraph description
- Times of presentations with titles and speakers' names

Meeting Space:

Requests for specific rooms will be considered, but not guaranteed. Assignments are based on a first come, first serve basis.

Continued on next page.

Lunchtime Scientific Symposia Rules and Guidelines - Continued

Dry Run/Slide Review Rooms:

A dry run of the symposium presentations are based on availability and may only be during the morning prior to the start of the day's session. A slide review room will not be provided for any symposia. If you require this space, you must book an ancillary meeting based on availability.

Meals:

A boxed lunch will be provided for the congress attendees to take prior to the start of the symposium.

Registration Attendee Lists:

It is the SMR's policy not to release any attendee contact information to anyone outside the Association. SMR will **not** provide a list of attendees to any supporters, exhibitors or attendees.

Marketing Guidelines:

Below are the marketing opportunities for a symposium.

- SMR will list all symposia on the SMR Congress website.
- SMR will include the list of symposia in a select few marketing emails.
- SMR will not share their attendee list.
- There will be a "take one" table set up at the congress where companies can provide a one page flier advertising their symposiums.
- No posters, fliers or marketing of any kind can be distributed or displayed at the congress other than what is identified below.
 - If available, companies may place signage or distribute fliers promoting their symposium in their exhibit booth area.
 - Companies may place signage directly outside their meeting room starting at 7:00am on the day of their symposium only and must be removed following the symposium.
 - Signage cannot block or replace any existing SMR signage.
 - SMR will include a listing of all symposia in the congress program book. Agendas must be received by the deadline listed above in order to be included.
 - All advertisements in the congress program book cannot include information on your symposium.

Contact Information:

If interested in coordinating ancillary space, please [click here](#) to complete the form with your request.

Please refer to the below contact information for questions and additional information.

Kristina Catrambone

Site Solutions Worldwide

Phone - +1-518-399-7181

Email - KristinaC@sswmeetings.com