



## Ancillary Meeting Guidelines

### Meeting Dates: September 25 – September 28, 2024

### Riocentro – Rio De Janeiro, Brazil

#### Introduction

The IMS annual meeting brings together myeloma experts from around the world to discuss basic, preclinical and clinical aspects in the biology and treatment of multiple myeloma.

The IMS annual meeting presents a prime opportunity for affiliates of the IMS – exhibitors, corporate supporters, patient groups, and nonprofit organizations – to hold meetings and events in connection with the four-day workshop. The IMS annual meeting encourages affiliates to take advantage of this opportunity and has established a set of guidelines to be followed when planning and hosting ancillary meetings. All ancillary meetings held in conjunction with the IMS annual meeting, from Wednesday, September 25 through Saturday, September 28, 2024, must adhere to these guidelines, regardless of the meeting location.

#### Ancillary Meeting Examples

Other than the pre-approved sessions which are industry-sponsored, the IMS will be the sole provider of all educational and scientific programming from Wednesday, September 25 through Saturday, September 28, 2024. Consequently, **any ancillary meetings with an educational or scientific focus or intent are strictly prohibited during these four days and on Tuesday, September 24, the day prior to the IMS Annual Meeting.** Examples of permissible ancillary meetings, provided that a suitable request has been submitted and approved in advance, include:

- **Private food and beverage functions** that are by “invitation only.” Corporate/executive staff may speak about their products and services, but educational speakers are prohibited. An educational speaker is a non-corporate/executive staff who is considered a subject matter expert in the field of myeloma-related discussion and may or may not receive a fee for their speaking services.
- **Investigator Meetings/Industry Updates** that are by “invitation only.” Investigators involved in conducting research for the company and individuals who have provided consultation for the company are appropriate speakers; prospective investigators and consultants are not appropriate.
- **Hospitality desks** desired in hotel lobbies for the purpose of greeting and/or providing information and services to a select group of IMS attendees. Request for registration desks in pre-function or foyer space within meeting space of hotels should be noted within the request for the event looking to be held within the meeting space.
- **Press briefings** provided that: (a) content must be pre-approved; (b) the briefing must comply with any applicable embargo dates/times regarding IMS abstracts; and (c) briefings may not be



held at the congress centre or conflict with any IMS-sponsored events.

- **Private interview rooms** needed to conduct interviews with meeting attendees/exhibitors. This space should only be requested if the company conducting the interview(s) does not qualify as a Media/Press registrant for the IMS annual meeting. If the company does qualify as such, they should register for the annual meeting under that respective category and utilize the allotted interview space at the congress centre.
- **IMS member meetings** involving a group of special interest experts who are working on a joint project. Only IMS members should be submitting events under this category.
- **Patient advocate groups or nonprofit organization meetings** that do not involve commercial-interest companies.
- **Advisory Board Meeting** that only involve corporate board members, which may also include some related experts in the field for general company-related discussion.
- **Investor Meetings** that only involve corporate investors; hematologists that are considered Key Opinion Leaders (KOLs) are prohibited from attending.
- **Sponsor/Exhibitor pre-conference meetings** that are designed to prepare exhibit staff for exhibit participation. These meetings can be held at any time.
- **Internal sales, business, or staff meetings** for sponsors or exhibitors who are at the IMS annual meeting, provided that such meetings are closed to other IMS annual meeting attendees. These meetings can be held at any time.

**Please note:** Webinars and virtual conferences in conjunction with IMS are subject to these guidelines and will still require an official request for approval, even if they are hosted outside of the annual meeting location.

## Ancillary Meeting Requests

Requests for ancillary meetings held during the IMS annual meeting must be submitted online and approved by the IMS. Each ancillary meeting request must include: (a) the identity of the organizer requesting the ancillary meeting; (b) the date, start time and end time of the ancillary meeting; (c) the names and affiliations of the persons speaking at the ancillary meeting (only applicable to certain types of ancillary meetings as stated above); and (d) a brief description of the purpose and objectives of the ancillary meeting.

The main contact for each ancillary meeting request is responsible for assuring that all vendors, speakers, and meeting invitees understand and comply with the following guidelines. A violation of these guidelines will be attributed to all parties related to that meeting request.

- All ancillary meetings held during the IMS annual meeting must be approved by the IMS. To obtain approval, an ancillary meeting room request must be submitted to the IMS annual meeting.
- There is a \$1,000 non-refundable fee per approved event request. This fee will be waived for corporate supporters of the IMS annual meeting at a Silver level or higher.
- **There is no meeting space available for ancillary functions at the congress centre.** The IMS does not book meeting space for ancillary events. The main contact for each ancillary meeting request is responsible for booking their own space.



- Approval for ancillary meetings will be provided only to requestors who are affiliated with the IMS annual meeting, such as exhibitors, corporate supporters, nonprofit organizations, IMS annual meeting members, and IMS annual meeting registered attendees.
- Hotels in the IMS annual meeting room block will not reserve meeting rooms/function space for ancillary meetings for any individuals/organizations during the IMS annual meeting without prior approval from the IMS. Please note that ancillary meeting guidelines apply to all ancillary meetings including meetings that will take place at a hotel not included in the annual meeting room block.
- The main contact is responsible for all costs associated with the approved ancillary meeting (food/beverage, audio/visual, equipment, labor costs, etc.). It is the main contact’s responsibility to work with the preferred venue to make arrangements and finalize billing.

If you have questions or require additional information about the IMS annual meeting ancillary meeting room requests, please contact [imseventrequest@spargoinc.com](mailto:imseventrequest@spargoinc.com).

### Approved Dates and Times of Ancillary Meetings

Ancillary meetings are only permitted during hours that do not conflict with the IMS annual meeting programming and/or other official IMS events as outlined below. Once approved, any proposed changes in date and/or time of the ancillary meeting requires prior approval by the IMS. Meetings must start and end within the approved times listed below. **The following table provides approved dates and times during which ancillary meetings are permitted.** Any changes to approved ancillary meetings require re-approval by the IMS.

Date	Morning	Lunch	Evening
Tues, Sept 24	Events can be held at any time		
Wed, Sept 25	6:00 – 8:00 a.m.	Not available	Any time <b>after</b> 7:00 p.m.
Thurs, Sept 26	6:00 – 7:00 a.m.	Not available	Any time <b>after</b> 6:30 p.m.
Fri, Sept 27	6:00 – 7:00 a.m.	Not available	Any time <b>after</b> 7:30 p.m.
Sat, Sept 28	6:00 – 7:00 a.m.	Any time <b>after</b> 2:00 p.m.	

### Promotion of Ancillary Meetings

**All promotional materials for ancillary meetings must include the following statement:** *This meeting is NOT an official program of the 21st International Myeloma Society Annual Meeting.* The use of any IMS logo or likeness on promotional materials is strictly prohibited. Brochures, posters, or marketing materials of any kind that contain a schedule of official IMS events such as the Education Program, Scientific Program, and oral/poster sessions are also prohibited. Promotion of meetings is not permitted in/around the congress centre, in the headquarter hotels, or through “room drops.” This includes individuals walking or standing with signage. Limited, modest, on-site directional signage for ancillary meeting attendees is allowed. Signage must be specific; signs should clearly state the name and location of the event and should be professional in nature.



## On Site Setup & Signage

Roll up signage is permitted outside of the meeting room. Signage may not exceed a roll up. Large exhibit style pop-up signs are prohibited. Companies will not be permitted to post promotional signs or literature in hotel or congress centre lobbies.

Sandwich boards and/or persons holding small signage or handing out promotional materials are prohibited. Standing in the public areas of the congress centre or hotel lobby and hallway to promote your meeting is strictly prohibited. Companies found violating these guidelines risk penalties from the IMS. The IMS also reserves the right to remove signage in violation of the above guidelines without notice.

## Photography/Filming/Audio Recording

Requests to photograph, film, or audio record any ancillary meeting must be submitted during the online ancillary event request process. Details on the nature of the photography, filming or recording will be required.

## Release and Indemnification of the IMS/IMS Annual Meeting

The sponsor of any ancillary meeting must agree that: (a) it is solely responsible for the conduct and content of the ancillary meeting, and the IMS Annual Meeting has no such responsibility; (b) the IMS Annual Meeting's approval of the ancillary meeting request signifies only that the IMS Annual Meeting will endeavor to provide space for the ancillary meeting and is not an endorsement of the conduct or content of the ancillary meeting; and (c) it will release, indemnify, defend, and hold harmless the IMS Annual Meeting and its officers, directors, employees, agents and contractors (collectively, the "Indemnified Parties") from any loss, liability, costs or damages in connection with actual or threatened suits, claims or causes of action arising out of or relating in any way to any alleged act or omission at, during or concerning such ancillary meeting, including but not limited to claims asserted by any speaker or invitee at the ancillary meeting, the hotel (or other location) at which the ancillary meeting is held, or any other third party.

**Important Note:** The IMS reserves the right to attend/monitor all ancillary meetings without notice. Violators will jeopardize participation in future IMS annual meetings.