

ASTRO'S 67TH ANNUAL MEETING



**REDISCOVERING RADIATION
MEDICINE AND EXPLORING
NEW INDICATIONS**

September 28 – October 1
Moscone Center | San Francisco



**INDUSTRY
SATELLITE SYMPOSIUM**

APPLICATION DEADLINE: JUNE 12, 2025

INDUSTRY SATELLITE SYMPOSIUM

Overview

These guidelines, based on policies approved by ASTRO's Board of Directors, are designed to assist you in preparing your application to present an Industry Satellite Symposium (ISS) in conjunction with the ASTRO Annual Meeting. These rules and regulations are in addition to policies outlined in the 2025 ASTRO Exhibitor Rules and Regulations regarding use of the ASTRO name and/or logo and mailing lists.



Important Dates

Application Deadline*

June 12, 2025

Approval Notification Sent

June 30, 2025

Balance of Fees Due

August 1, 2025

Marketing Materials Due

August 22, 2025

**Preshow Attendee List and
Membership List Requests Due**

August 29, 2025

Evaluation Summary Due

December 19, 2025

*Applications received after June 12, 2025, will incur a \$5,000 late application fee. Please note that late applications and any other materials submitted past their stated deadlines will be delayed in processing and approval by ASTRO.



ISS GUIDELINES

Definition

Industry Satellite Symposium (ISS) refers to any educational activity that is independently organized and held in conjunction with ASTRO's Annual Meeting. This includes any educational activity that carries Continuing Medical Education (CME) credit and is not sponsored by ASTRO.

Application Process

The organization interested in holding an ISS shall submit a written application (Appendix A) and a completed Letter of Agreement (Appendix B) to ASTRO's Education Department by June 12, 2025. Applications will be reviewed by ASTRO staff. Time and space constraints may limit the number of opportunities available.*

Compliance

Upon approval, the ISS CME provider will be invoiced based on the fee schedule outlined in Appendix D. The supporter will be invited to participate with the expectation that the educational activity is held in accordance with the standards established by the Accreditation Council for Continuing Medical Education (ACCME), the AdvaMed Code of Ethics on Interactions with Health Care Professionals, the American Medical Association (AMA)'s Code of Ethics Opinion relating to Continuing Medical Education and Gifts to Physicians from Industry, the Food and Drug Administration (FDA) regulations regarding Industry Supported Scientific and Educational Activities, the Medical Imaging and Technology Alliance (MITA) Code of Ethics on Interactions with Health Care Providers, the National Electronic Manufacturers Association (NEMA) Code of Ethics on Interactions with Health Care Providers, the Pharmaceutical Research and Manufacturers of America (PhRMA) Code on Interactions with Health Care Professionals and the Department of Health and Human Services' Office of Inspector General (OIG) Compliance Program Guidance for Pharmaceutical Manufacturers.

It is strongly recommended that appropriate source and reference citations accompany all data presented in slides and program materials.

Programs must be final upon submission. Incomplete applications will not be reviewed.

Please email your completed application to: annualmeeting@astro.org.

Questions? Please contact ASTRO's Education Department at 703-502-1550.

Eligibility Criteria

The organization must adhere to the following criteria:

- Fulfill any funding obligations (see Appendix D).
- Be an ASTRO Corporate Member (see Appendix E).
- Hold ASTRO harmless from any and all claims that may result from the program.

ASTRO reserves the right to:

- Reject any proposal that does not meet the criteria set forth in these guidelines.
- Reject any proposal for reasons solely determined by ASTRO, including a decision to limit the number of industry-organized activities at the Annual Meeting.
- Consult with the organization to assure appropriateness of activity outcome.



*ASTRO has determined that no more than three concurrent symposia are permitted per allocated time frame.

ISS GUIDELINES (continued)

Program Content

- Program must be a CME-accredited educational activity.
- Program content must be developed independently, free of bias and cannot overlap with content currently being presented at the 2025 ASTRO Annual Meeting.
- Program title must be indicative of the ISS content.
- Objectives must clearly meet the educational needs of the target audience.
- Program must be presented in an objective, balanced and scientifically rigorous manner, cannot commercially promote a specific drug, product or service and must meet the policies and guidelines of the ACCME.
- Content and related materials must promote evidence-based learning for optimum patient outcomes and patient safety.
- Content cannot promote a specific proprietary business interest of a commercial entity.
- Presentation must be fair and balanced when discussing specific products. If trade names are included in your presentation, trade names for several companies must be used where available.
- The symposium provider must provide ASTRO with an evaluation summary once the program is complete.

Audit

To ensure compliance, your program will be reviewed and may be audited by ASTRO staff.

Role of Faculty

- Participating faculty must disclose all relevant relationships/interests to the review committee and attendees to determine any conflicts of interest.
- Faculty must be independent subject matter experts, scientists and/or clinicians.
- Faculty must present an evidence-based, balanced presentation with a rigorous scientific review.
- Product-specific promotional material or advertisement of any type is prohibited during the presentation.

Leadership Participation

ASTRO elected officials and chairs of committees and subcommittees directly and currently involved in ASTRO Annual Meeting CME programs are prohibited from participation in Industry Satellite Symposia, except as an attendee who receives no honorarium or reimbursement.

See Appendix C for a complete listing. ASTRO reserves the right to reject any proposed faculty member or planner that it deems may have a conflict of interest with ASTRO-organized activities.

If you have questions on a speaker's eligibility to participate, please contact ASTRO's Education Department at 703-502-1550.

Scheduling

ASTRO policy prohibits competing activities, including shuttle service, with the ASTRO educational program. The following dates and times are available:

- Saturday, September 27, 2025, after 6:15 p.m.
- Sunday, September 28, 2025, after 6:00 p.m.
- Monday, September 29, 2025, after 6:00 p.m.
- Tuesday, September 30, 2025, after 6:15 p.m.
- Wednesday, October 1, 2025, after 1:45 p.m.

The times provided are subject to change.

Promotion/Marketing

ASTRO encourages independent promotion of approved symposia. ASTRO must approve the content of all such material prior to printing, distribution or posting on the internet. All marketing materials should be sent for review to ASTRO's Education Department at annualmeeting@astro.org no later than August 22, 2025. Invitations and announcements addressed to ASTRO registrants should clearly indicate the name(s) of the organization(s) funding the program and the CME provider and must adhere to the following ASTRO logo use:

The name American Society for Radiation Oncology, the acronym ASTRO and the ASTRO logo are registered trademarks of the American Society for Radiation Oncology. Except as explicitly indicated in these ISS Guidelines, any other mark owned by ASTRO in conjunction with promotional materials, advertisements, email marketing, company websites, endorsements, statements, contests and/or awards in conjunction with the ISS is strictly prohibited. Further, the name American Society for Radiation Oncology, the acronym ASTRO, or any other ASTRO registered trademark in a company name, website address, email signature/tag line may not be used to promote the ISS.

ISS GUIDELINES (continued)

Promotional and marketing materials for the ISS must contain the following statement:

“The American Society for Radiation Oncology (ASTRO) has reviewed and approved this symposium as appropriate for presentation as an Industry Satellite Symposium. The symposium constitutes the content and views of the provider and is not part of the official ASTRO Annual Meeting program.”

In addition, if the ISS is adhering to the deadlines and ASTRO is able to approve relevant materials on time, ASTRO will promote the program through the following methods:

- Listing on the ASTRO website (www.astro.org).
- Listing in the *ASTROnews* Annual Meeting Special Edition and ASTRO Daily News.
- Listing in the ASTRO Annual Meeting Portal.
- ASTRO Social Media.
- Preshow email from ASTRO to meeting attendees.

To assist with your marketing efforts, ASTRO will provide the following complimentary lists at your request once marketing materials are approved by ASTRO:

- ASTRO membership mailing list.
- 2025 Annual Meeting preshow attendee list.

Lists are for one-time use only upon request. Please complete the preshow attendee list form and send to annualmeeting@astro.org.

The Preshow Attendee List and Membership List request deadline is August 29, 2025. List request forms will be sent to the approved ISS provider and should be emailed to ASTRO’s Education Department at annualmeeting@astro.org no later than August 29, 2025. Please allow 10 business days for processing from the time of order placement. The following requirements must be observed prior to, during and following the event:

- ISS will be an “invitation” event. Provider has the option to welcome walk-ins.
- No commercial displays will be allowed in the meeting room at any time.
- No sales or product promotion to attendees are allowed before, during or after the symposium as an adjunct to the meeting program.
- Satellite activities are not acceptable substitutes for activities that are designed to occur during ASTRO’s exhibit program.
- Signage promoting the event can be displayed at the host hotel, along with two signs (no larger than 22 in. x 28 in.), in the public areas of the convention center, on the day of the Program only. Staff recruitment of attendees to the event, outside of the booth, is not permitted.

- Signage and distribution of symposium flyers and invitations are permitted at the presenter’s booth in the Exhibit Hall.
- Signage setup and dismantling is the provider’s responsibility.

Site Selection

ISS approved by ASTRO may be held at ASTRO-approved hotels. If you are working with an ASTRO-approved hotel, the hotel will not assign space prior to receiving confirmation of ASTRO’s preliminary approval. ASTRO does not reserve meeting space for symposia and cannot guarantee your preferred choice. It is the responsibility of the provider to send their preferred hotel a copy of the ASTRO-approved Application to Hold an Industry Satellite Symposium. (See Appendix F for listing of ASTRO-approved hotels.)

Evaluation Summary

All Industry Satellite Symposia providers must send ASTRO a summary report of attendees’ evaluations of the program collected in conformance with ACCME requirements. Attendees must be asked to evaluate the program for objectivity and the presence of commercial bias.

Evaluation results are to be included in a summary report that must be provided to ASTRO’s Education Department at annualmeeting@astro.org by December 19, 2025.



APPENDIX A

Application to Hold an Industry Satellite Symposium

DEADLINE FOR SUBMISSION: JUNE 12, 2025

In addition to this form, applicants must include the following information:

- **Program learning objectives, title of presentations and confirmed speaker names.**
- **\$1,000 nonrefundable application fee.**
- **If company is not a Corporate Member, please submit attached application (Appendix E).**

NAME OF ISS: _____

DATE: _____ START TIME: _____ END TIME: _____

PLEASE INDICATE YOUR HOTEL PREFERENCE: _____

Please indicate where and when you propose to hold your event. Time and space may limit the availability of symposia scheduled.

MEETING/EVENT SPECIFICATIONS

Breakfast Dinner Reception Meeting Other

MEETING/EVENT SETUP

Conference U-shape Classroom Cocktail tables (reception)
 Hollow square Theatre Round tables Other _____

ANTICIPATED ATTENDANCE: _____ ANTICIPATED CME CREDITS: _____

SUPPORTING COMPANY/CORPORATE MEMBER: _____

MAILING ADDRESS: _____

CITY/STATE/ZIP: _____

CONTACT PERSON: _____

EMAIL: _____ PHONE: _____ CORPORATE WEBSITE: _____

IS THE SUPPORTING COMPANY AN ASTRO CORPORATE MEMBER? YES NO

If no, please note eligibility requirements for hosting symposia and complete and attach a Corporate Member application and payment (Appendix E).

THIRD PARTY COMPANY/CME PROVIDER (if applicable): _____

(Under contract to supporting company)

This application must be received by ASTRO no later than 5:00 p.m. Eastern time on June 12, 2025. Send your completed application to ASTRO's Education Department via email to annualmeeting@astro.org.

Questions? Please contact ASTRO's Education Department at 703-502-1550.

Preliminary approval of this application authorizes the applicant to proceed with making arrangements for the proposed activity. Hotels will not assign space for symposium until this application has received approval.

APPENDIX A (continued)

PLEASE COMPLETE THE FOLLOWING:

Offer a statement of educational need that will be met by the Program with backup documentation of the determination of that need. Please include a program agenda with your application. A tentative list of faculty is appreciated at this time.

Please verify that you have reviewed the criteria to ensure [Diversity, Equity, Inclusion, and Anti-Racism in Continuing Education](#) will be the basis for session proposal. Please provide a brief description of how the session proposal will address aspects of Equity, Diversity and Inclusion.

List the learning objectives of the ISS.

List titles of all topics and topic descriptions.

Please provide a description of the evaluation process (with sample evaluation forms and how results will be reported in a summary report to ASTRO).

Provide a description of the Program's target audience, invitation process and verification plan for attendance.

Summarize how faculty and planning committee disclosure information will be communicated to attendees.

Summarize how conflicts of interest are to be managed among program planning committee members and presentation faculty.

Include specific details regarding intent to repurpose content presented during the Program, including the format (DVD, etc.) of repurposed content and the plan for distribution of repurposed content.

NOTE: Once the symposium is approved by ASTRO, please expect to forward us any materials to be used by presenters as well as a confirmed faculty listing, curriculum vitae and conflict of interest disclosures. If that information is available now, please include it with your application. In addition, once the symposium is completed, please forward a copy of your final evaluation summary report to ASTRO by **December 19, 2025**.

APPENDIX B

NOTE: Applicants must provide ASTRO a Letter of Agreement between the Commercial Supporter and Third Party Company (CME Provider). The example provided here in Appendix B may be used, or the applicant may submit a Letter of Agreement that is in a different format.

Letter of Agreement

BETWEEN (CME PROVIDER) _____

AND THE COMMERCIAL SUPPORTER (COMPANY NAME) _____

ADDRESS (CME PROVIDER) _____

CITY, STATE, ZIP (CME PROVIDER) _____ TELEPHONE (CME PROVIDER) _____

CONTACT PERSON (CME PROVIDER) _____

TITLE OF CME ACTIVITY _____ LOCATION _____ DATE(S) _____

The above commercial supporter wishes to provide support for the named continuing medical education activity by means of an educational grant for support of the CME activity in the amount of \$ _____.

CONDITIONS

1. STATEMENT OF PURPOSE: Program is for scientific and educational purposes only and will not promote the company's products, directly or indirectly.
2. CONTROL OF CONTENT AND SELECTION OF PRESENTERS AND MODERATORS: Provider is responsible for control of content and selection of presenters and moderators. The company agrees not to direct the content of the program. The company, or its agents, will respond only to provider-initiated requests for suggestions of presenters or sources of possible presenters. The company will suggest more than one name (if possible); will provide speaker qualifications; will disclose financial or other relationships between company and speaker; and will provide this information in writing. Provider will record role of company, or its agents, in suggesting presenter(s); will seek suggestions from other sources; and will make selection of presenter(s) based on balance and independence.
3. DISCLOSURE OF FINANCIAL RELATIONSHIPS: Provider will ensure meaningful disclosure to the audience, at the time of the program, of (a) company funding and (b) any significant relationship between the provider and the company (e.g., grant recipient) or between individual speakers or moderators and the company.
4. INVOLVEMENT IN CONTENT: There will be no "scripting," emphasis or direction of content by the company or its agents.
5. ANCILLARY PROMOTIONAL ACTIVITIES: No promotional activities will be permitted in the same room or obligate path as the educational activity. No product advertisements will be permitted in the program room.
6. OBJECTIVITY AND BALANCE: Provider will make every effort to ensure that data regarding the company's products (or competing products) are objectively selected and presented, with favorable and unfavorable information and balanced discussion of prevailing information on the product(s) and/or alternative treatments.
7. LIMITATIONS OF DATA: Provider will ensure, to the extent possible, meaningful disclosure of limitations on data (e.g., ongoing research, interim analyses, preliminary data or unsupported opinion).
8. DISCUSSION OF UNAPPROVED USES: Provider will require that presenters disclose when a product is not approved in the United States for the use under discussion.
9. OPPORTUNITIES FOR DEBATE: Provider will ensure meaningful opportunities for questioning or scientific debate.
10. INDEPENDENCE OF PROVIDER IN THE USE OF CONTRIBUTED FUNDS:
 - a. Funds should be in the form of an educational grant made payable to the (CME Provider) _____.
 - b. No other funds from the commercial company will be paid to the program director, faculty or others involved with the CME activity (additional honoraria, extra social events, etc.).
11. Hold ASTRO harmless from any and all claims that may result from the program.

The commercial supporter agrees to abide by all requirements of the ACCME Standards for Commercial Support of Continuing Medical Education.

THE ACCREDITED PROVIDER AGREES TO: 1) abide by the ACCME Standards for Commercial Support of Continuing Medical Education; 2) acknowledge educational support from the commercial company in program brochures, syllabi and other program materials; and 3) upon request, furnish the commercial supporter a report concerning the expenditure of the funds provided.

AGREED

CME PROVIDER _____

SIGNATURE _____ DATE _____

COMMERCIAL SUPPORTER REPRESENTATIVE (NAME) _____

SIGNATURE _____ DATE _____

APPENDIX C AND D

Appendix C: Regulations Regarding Leadership Participation

ASTRO-elected leadership and chairs of committees and subcommittees directly and currently involved in ASTRO Annual Meeting CME programs are prohibited from participation in Industry Satellite Symposia, except as attendees who receive no honoraria or reimbursement. ASTRO leadership includes the following:

- ◆ ASTRO Board of Directors
- ◆ ASTRO Education Committee
- ◆ Annual Meeting Steering Committee
- ◆ Annual Meeting Scientific Committee
- ◆ Annual Meeting Education Committee

ASTRO reserves the right to reject any proposal that it deems necessary based on conflict of interest. If you have questions regarding a speaker's eligibility to participate, please contact ASTRO's Education Department at 703-502-1550 or annualmeeting@astro.org.

Appendix D: Financial Considerations

APPLICATION FEE

A \$1,000 nonrefundable application fee must accompany your application. This fee covers ASTRO administrative costs associated with processing the application.

DIRECT COSTS

The ISS provider will be responsible for the management of their event's logistics and for payment of direct costs associated with event promotion, presenters, catering and audiovisual equipment.

ISS PROGRAM FEE

Upon ASTRO approval of the symposium, the ISS provider will be invoiced depending on the day selected.

Saturday, September 27, 2025	\$25,000
Sunday, September 28, 2025	\$35,000*
Monday, September 29, 2025	\$35,000*
Tuesday, September 30, 2025	\$35,000*
Wednesday, October 1, 2025	\$25,000

Payment must be received by August 1, 2025.

CORPORATE MEMBERSHIP

ASTRO Corporate Membership is a requirement to conduct an ISS. If the ISS provider is not a Corporate Member, a membership application and dues payment must accompany this application (Appendix E).

CANCELLATION

The cancellation policy is as follows:

Prior to September 4, 2025	Full refund
Prior to September 22, 2025	50% refund
After September 22, 2025	No refund**

*ASTRO Corporate Ambassadors are entitled to a \$10,000 discount upon approval of the program. For more information on ASTRO Ambassadorship, contact corporaterelations@astro.org.

**ASTRO will consider rescheduling at a future time.

APPENDIX E

ASTRO CORPORATE MEMBER

ASTRO's Corporate Relations effort provides opportunities for ASTRO and Industry to collaborate and form long-term, quality relationships. Through the development of meaningful partnerships, industry and ASTRO stand better prepared to meet the challenges of today's health care marketplace and positively shape the future of radiation oncology.

INVALUABLE MEMBERSHIP BENEFITS

- Ambassador or Corporate Member booth branding materials provided including booth plaque and ribbons for personnel
- ASTRO leadership networking event
- Access to ASTRO's online membership directory
- Opportunity to be featured on the ASTRO Industry News web page

YEAR-ROUND RECOGNITION

- All Corporate Member benefits
- Company listing with link to company website
- Social media outreach on @ASTRO_org

ANNUAL MEETING BENEFITS

- Discount on exhibit space (\$2 per square foot)
- 100 points credit toward the following year's
- Two full conference registrations, at member rate (CME eligible)
- Opportunity to be featured in the Show Daily News publication produced at the Annual Meeting

ACCESS/COMMUNICATIONS

- Member rate job postings on ASTRO's Online Career Center
- One-time use ASTRO member mailing list and 20% off additional copies
- Ambassador or Corporate Member logo use
- Complimentary subscription to *ASTROnews* (society magazine) and ASTROgram (weekly e-newsletter)
- Member-rate discount for up to two print only subscriptions to the Red Journal — This includes 15 issues per year
- Obtain access to resources to address payer denials, including form letters to payers. Access these resources on www.astro.org/pmresources

PLEASE REMIT APPLICATION TO:

corporaterelations@astro.org
or
ASTRO

Corporate Relations Department
251 18th Street South, 8th Floor
Arlington, VA 22202

COMPANY NAME

ADDRESS

TELEPHONE

MAIN EMAIL

COMPANY WEBSITE

COMPANY DESCRIPTION

SOCIAL MEDIA HANDLE(S)

PRIMARY CONTACT NAME/TITLE

EMAIL

SECONDARY CONTACT NAME/TITLE

EMAIL

OTHER CORPORATE CONTACT/TITLE

EMAIL

COMPANY TYPE (PLEASE CHECK ALL THAT APPLY):

- | | |
|---|---|
| <input type="checkbox"/> Ancillary Products and Devices | <input type="checkbox"/> Patient Handling/Positioning |
| <input type="checkbox"/> Artificial Intelligence | <input type="checkbox"/> Pharmaceuticals |
| <input type="checkbox"/> Brachytherapy | <input type="checkbox"/> Practice Management |
| <input type="checkbox"/> External Beam RT | <input type="checkbox"/> Quality Assurance |
| <input type="checkbox"/> Imaging | <input type="checkbox"/> Radiopharmaceuticals |
| <input type="checkbox"/> Immunotherapy | <input type="checkbox"/> Treatment Delivery |
| <input type="checkbox"/> Information/Technology | <input type="checkbox"/> Other, please specify: _____ |
| <input type="checkbox"/> Liquid Biopsy | |

Principal product/service (for radiation oncology): _____

Please provide two names of active ASTRO members as references (you will be notified if we need to contact your references).

1) Dr. _____

2) Dr. _____

Financial Commitment (based on annual sales volume in radiation oncology)*:

- Up to \$10 million = \$3,000
- \$10 million - \$100 million = \$4,000
- \$100 million+ = \$5,000

**Please do not send payment with your application. ASTRO will invoice once application is approved for membership by the Board of Directors. Payment must be received within 120 days of membership approval to avoid cancellation. Rates are not prorated throughout the year.*

The undersigned understands that participation in the ASTRO Corporate Member program requires the corporation to be generally acceptable to the ASTRO membership; consistent with ASTRO goals and objectives committed to the aims of the radiation oncology profession; and accessible to a broad segment of the profession. Participation in the ASTRO Corporate Membership Program is at ASTRO's sole discretion.

SIGNATURE

DATE

PRINT NAME

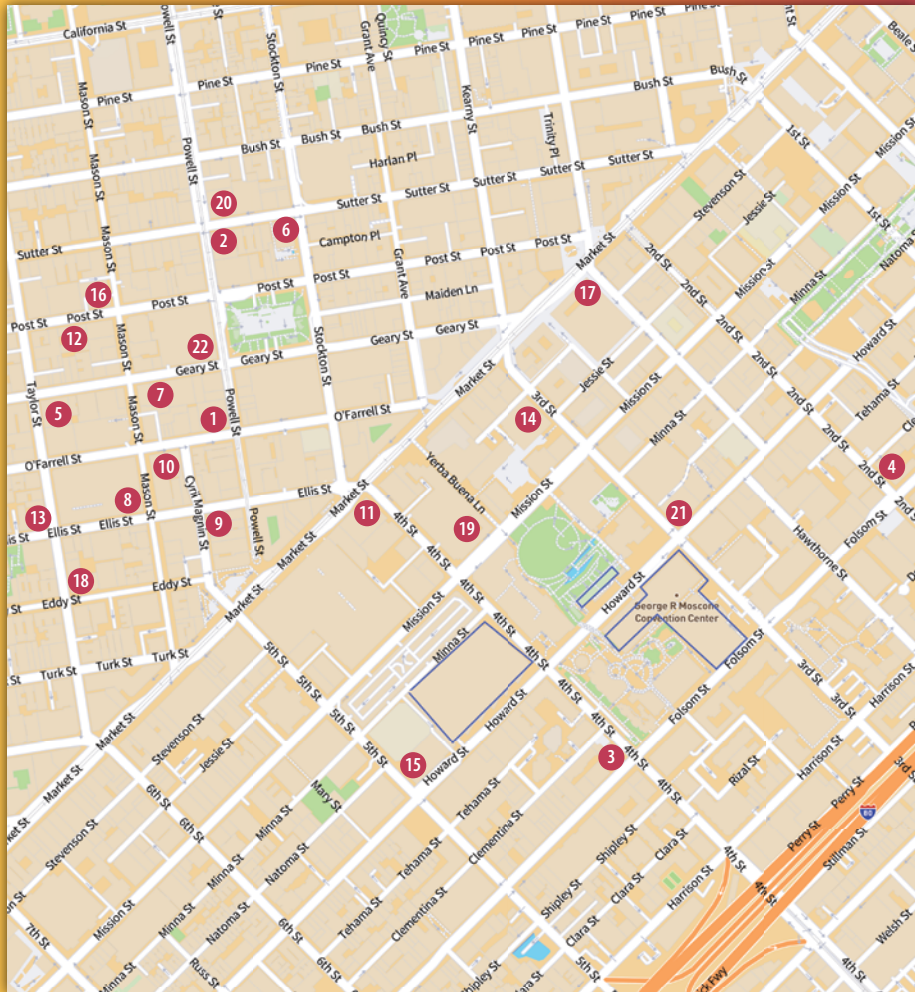
For more information on the ASTRO Corporate Membership Program, please contact Corporate Relations department at corporaterelations@astro.org or 703-502-1550.



ASTRO'S 67TH ANNUAL MEETING
REDISCOVERING RADIATION
MEDICINE AND EXPLORING
NEW INDICATIONS

September 28 – October 1, 2025
Moscone Center • San Francisco

2025 HOTELS AND MAP



MAP LOCATION	HOTEL	DISTANCE TO CONVENTION CENTER	RATE STARTING AT
1	Barnes San Francisco, Tapestry Collection by Hilton, The	3 blocks	\$319.00
2	Beacon Grand	8 blocks	\$329.00
3	Canopy by Hilton San Francisco SoMa	1 block	\$329.00
4	Clancy, Autograph Collection, The	2.5 blocks	\$381.00
5	Clift Royal Sonesta	7 blocks	\$379.00
6	Grand Hyatt San Francisco	8 blocks	\$329.00
7	Handlery Union Square Hotel	5.5 blocks	\$229.00
8	Hilton San Francisco Union Square	4 blocks	\$355.00
9	Hotel Abri	4 blocks	\$269.00
10	Hotel Nikko San Francisco	4 blocks	\$319.00
11	Hotel Spero San Francisco	6 blocks	\$149.00
12	Hotel Zelos San Francisco	2 blocks	TBD
13	Hotel Zeppelin San Francisco	9 blocks	TBD
14	Hyatt Regency San Francisco Downtown SOMA	1 block	\$377.00
15	Intercontinental San Francisco	1 block	\$379.00
16	JW Marriott Union Square	6 blocks	\$372.00
17	Palace Hotel, A Luxury Collection Hotel, San Francisco	3 blocks	\$369.00
18	Parc 55 San Francisco	3 blocks	\$355.00
19	San Francisco Marriott Marquis (HQ)	1 block	\$389.00
20	San Francisco Marriott Union Square, The	5 blocks	\$337.00
21	W San Francisco	5 blocks	\$384.00
22	Westin St. Francis San Francisco on Union Square	5 blocks	\$365.00

Note: Rates quoted are for one night and exclude taxes and additional fees.

Most hotels will charge for three or more people to a room.

Some hotels with premium rooms may charge additional fees for a specific room type.