



IASLC | ASCO
2025 North America
Conference on Lung Cancer

DECEMBER 5-7, 2025
CHICAGO, ILLINOIS

Advisory Board and Office Space Guidelines

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Overview

Thank you!

Thank you for sponsoring an Advisory Board or Office Space in conjunction with the 2025 North America Conference on Lung Cancer (NACLC25). We truly appreciate your support and partnership.

This document is intended to help you prepare for your symposium. Please review it carefully, and don't hesitate to reach out to the IASLC Corporate Development Team with any questions.

Sincerely,
IASLC Corporate Development Team



Contact Information



IASLC Contacts

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Marriott Contacts

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Important Dates



Important dates for NACLC25 Advisory Board are listed below.

Deadline to Submit F&B Orders and a method of payment on file	November 10, 2025
Deadline to sign BEO and payment charged	November 27, 2025
Deadline to Submit Additional AV Requirements	November 14, 2025
Deadline to Submit any Changes to Room Set Up Form	November 14, 2025
Onsite Signage Approval Deadline	November 19, 2025
Onsite Pre-Con Meetings	December 4 and 5, 2025

Advisory Board or Ancillary Meeting Definition

Any industry meeting wherein invited participants are professional attendees of the Conference will be considered an Advisory Board Meeting. This could include roundtable discussions, investigator meetings, and meet-the-specialist type meetings. Meetings that would not fall under this category are internal/staff meetings where only your company's staff are invited (whether attending the conference or not). All Advisory Board Meetings held in conjunction with 2025 North American Conference on Lung Cancer (NACLC25) must be approved by the IASLC and are subject to the fees outlined below.



Advisory Board Approval Process

All Adboard and Ancillary Meetings, whether held onsite or offsite, are subject to approval by the IASLC.

Please fill out the [Adboard/Ancillary Meeting Request Form](#) to request approval of your meeting. After the meeting has been approved, any changes will need to be resubmitted to corporaterelations@iaslc.org for reapproval.

NOTE: You must sign in to IASLC's member portal to complete the form. If you don't already have an account, you will need to create one. You do not need to be a member of the IASLC to create an account.



Blackout Times

Advisory Board Meetings during NACLC25 are not allowed to take place during blackout times, which include all scientific sessions, the Faculty Dinner, and the Women in Thoracic Oncology Forum.

Advisory Board Meetings during NACLC25 may be held as follows:

- Friday, December 5, 2025: until 13:00
- Saturday, December 6, 2025: after 17:45
- Sunday, December 7, 2025: after 10:30



Onsite Advisory Board Meeting Fees and Inclusions



The fee for holding an Advisory Board Meeting varies according to the number of invited HCPs and the total duration of room use, including set-up, slide rehearsal/prep, actual meeting time, and dismantle. The fees below represent four hours of room use. Additional hours may be added with a per-hour fee of \$250, subject to availability.

- Up to 10 HCPs invited \$3,000
- 10-20 HCPs invited \$6,000
- 21-30 HCPs invited \$9,000
- 31-40 HCPs invited \$12,000

The Onsite Advisory Board Meeting fee includes:

- Meeting space at the Marriott Downtown Chicago Magnificent Mile.
- Basic AV package including projector, screen, wireless remote, lectern, and lectern microphone.
- Contact list of conference registrants who have given permission to share their data for the purpose of receiving Advisory Board Meeting and Ancillary Event invitations.

Room Set Up

The standard set up for Adboard and Ancillary Meetings is as follows:

- Reception table with two chairs (may be placed outside or inside of the meeting location)
- Seating in U-Shape or crescent rounds (dependent on room/meeting size)
- Projector, Screen, Wireless Remote, Lectern, and Lectern Microphone

Catering may be set outside or inside of the meeting room, depending on capacity.

If you require any changes to this set-up, additional fees may apply. Please submit any requested changes on your request form by November 14, 2025.



Offsite Advisory Board Meetings

- You are permitted to hold an Advisory Board Meeting at another property. This is considered an Offsite Advisory Board meeting.
- The Offsite Advisory Board Meeting Fee is \$2,500. This fee includes only the contact list of conference registrants who have given permission to share their data for the purpose of receiving Advisory Board Meeting and Ancillary Event invitations.
- Meeting space rental and AV will be an additional cost as determined by the external property.



Office/Meeting Space Information

Limited office space is available at the Marriott Downtown Chicago Magnificent Mile. Offices may be used for 1:1 meetings with HCPs and for group meetings of your organization's staff. Meetings where more than one invited participant is a conference attendee are considered Advisory Board Meetings and are subject to the fees and guidelines on page 11.

Offices are available for use in five-hour blocks and will be assigned by the IASLC, subject to availability.

Friday, December 5, 2025: 13:00-18:00

Saturday, December 6, 2025: 07:00-12:00 and 13:00-18:00

Sunday, December 7, 2025: 07:00-12:00

Each five-hour block is \$2,500 and each organization is limited to two five-hour blocks in your initial order. After the initial ordering process, additional blocks may be available.



Onsite Signage



You are entitled to place one (1) piece of promotional signage per the specifications below:

- **Approval:** A PDF sample of your signage must be submitted for approval no later than November 19, 2025. Submission instructions will be sent after your meeting is approved.
- **Required Statement:** The following statement must be prominently displayed and included on all signage, advertisements, marketing pieces, invitations, meeting materials, derivative products, etc. for the event: **“This is not an official event of NACLC 2025, and it is not sponsored or hosted by the IASLC.”**
- **Placement:** Promotional signage may be placed directly outside your meeting room only. Signage must be self-standing or placed on an easel provided by you/your organization. TTLC/IASLC will not provide any easels for Advisory Board/Ancillary Meeting signage.
- **Dimensions:** Maximum 3 ft wide x 7 ft high (1m x 2m)
- **Display Times:** Promotional signage may only be on display during the times listed below:
 - 30 minutes before the start of your meeting
 - During your meeting
 - All signage **MUST** be removed immediately after the meeting has finished. **FAILURE TO REMOVE YOUR SIGNAGE WILL RESULT IN A PENALTY FEE OF \$250.**

Materials Distribution Onsite

No event marketing may be done onsite at the NACLC meeting venues except as noted below:

- From within your organization’s exhibit booth
- From within your organization’s office/meeting space
- During 1:1 meetings with conference attendees

Representatives may not set up tables or otherwise distribute or display signs, flyers, invitations, use ushers, or use other means of gathering people for the event.

Staffing & Badges

The Conference does not provide any staff or volunteers to monitor your meetings; any needed staff must be provided by your organization.

Anyone who will be accessing the official conference meeting spaces is required to have a badge. Complimentary Advisory Board/Ancillary Meeting Staff badges are available and may be added to your Meeting Request Form after your Meeting Request is approved.



General Terms & Conditions



The following terms and conditions apply to all onsite meetings/functions held in conjunction with NACLC25:

In addition to the guidelines and instructions found in specific topics in this document, the following general terms & conditions apply to Advisory Board and Ancillary Meetings held in conjunction with IASLC's 2025 North American Conference on Lung Cancer (NACLC 2025):

1. Under no circumstances may any meetings or events be held in conjunction with NACLC without the hosting organization obtaining prior permission from the IASLC and paying the required fees, as determined by the IASLC.
2. All food and beverage consumed in onsite Advisory Board Meetings, Ancillary Events, or Office Spaces at the Marriott Downtown Chicago Magnificent Mile must be ordered from the hotel. **Outside food and beverage is strictly prohibited.**
3. Commercial firms and other organizations wishing to conduct activities during the dates of, immediately prior to, or following an IASLC meeting must notify IASLC of such activities by submitting an Advisory Board and Ancillary Meeting Request.
4. IASLC, in its sole discretion, will determine whether the proposed activity appears to meet IASLC standards and requirements and will notify the applicant if the request is approved.
5. Ancillary activities, including media events, must comply with the Blackout Times policy.
6. The nature of any ancillary activities should be in keeping with the educational focus of an IASLC meeting.
7. Venues, agendas, and media coverage for ancillary activities should be conducive to scientific interchange; even for social functions, promotional trappings should be minimized and scientific themes, not entertainment activities, should predominate.
8. IASLC representatives may attend any ancillary activity (including investigator and corporate board meetings) held within space held by IASLC, to monitor whether the activity is in compliance with applicable IASLC policies and requirements.

General Terms & Conditions Continued



All ancillary activities must meet the following criteria:

- The IASLC must receive and approve a completed Advisory Board and Ancillary Meeting Request.
- The activity or event must comply with meeting blackout times (please see the Blackout Times section on page 2) and be scheduled to permit attendees sufficient time to participate in official meeting activities and sessions.
- No marketing pieces, invitations, communications of any kind, advertising, or other written or spoken descriptions of the event may use the IASLC name or logo or otherwise suggest or imply that IASLC has endorsed or sponsored the event.
- The name of the IASLC meeting may be mentioned one time in each communication for identification purposes, in a reasonably-sized, neutral font. IASLC or the name of the Conference may not be part of a title or heading of the ancillary event, be prominently featured, or listed first in print materials. IASLC slide templates, color schemes, or other means of confusing the event with an IASLC-sponsored event may not be used.
- The following statement must be prominently displayed and included on all advertisements, marketing pieces, invitations, meeting materials, derivative products, etc. for the event: **“This is not an official event of NACLC 2025, and it is not sponsored or hosted by the IASLC.”**
- Meeting signage may NOT include the IASLC name, logo, or name of the Conference except in the required disclaimer above, which must be prominently displayed and included on all signs.
- No event marketing may be done at the IASLC meeting venue except within the confines of an individual exhibit booth or table. Outside the booth or table but within the IASLC meeting venue, representatives may not set up tables or otherwise distribute or display signs, flyers, invitations, use ushers, or use other means of gathering people for the event.