

## INDUSTRY SUPPORTED SYMPOSIUM (ISS) RULES & GUIDELINES

WAGO is accepting applications for Industry Supported Symposiums (ISS). Submit your application [here](#).  
**Application deadline: April 1, 2025.**

### OVERVIEW

**Limited slots are available in the 2025 program.**

- WAGO will not offer Continuing Education (CE) credit for this program. Those wishing to offer accredited education must be directly accredited or obtain accreditation from a source other than WAGO.
- A 90-minute time slot will be provided. Exact timing subject to change.
- WAGO volunteer leaders will review applications and make the final decision on which program will be presented.

### FEES

**The fee for the symposium is \$50,000 and includes:**

- Meeting room assigned in advance.
- Registration table set outside the session room.
- Promotion in one WAGO pre-meeting e-mail blast.
- Listing of session title and faculty on the WAGO 2025 Annual Meeting webpage, in the official WAGO program, and included in the on-site-schedule and onsite signage.
- Standard WAGO audio visual equipment including an LCD projector, screen, podium microphone, and two table microphones.
- Food and beverage is not included, but required to be provided to attendees. Cost dependent on selections from the hotel catering menu.

**Opportunities for an additional fee.**

- Hotel room door drop to all WAGO attendees staying at the Cheyenne Mountain Resort: \$1,500.
- Recorded Session as Enduring Material: the recorded session will be promoted as part of post-meeting communications and available for free to those that register via the WAGO website for six-months following the session. In addition, WAGO will share a link to download the recorded file following the meeting and sponsoring company will have the right to host and promote the content as desired.

### WAGO ISS RULES & REGULATIONS

- WAGO will provide signage directing attendees to the session room.
- No signage from ISS sponsor will be allowed except within an exhibit booth.
- Industry partners are responsible for speaker management and all costs associated, travel, and hotel costs.
- ISS sponsor must use the WAGO designated audio/visual company.
- Sponsor is responsible for promoting this event. WAGO will not guarantee attendance. Industry partners are prohibited from using WAGO's logo. You may list the session as follows: "An Independent Satellite Symposium during the WAGO Annual Meeting."
- Promotional material must not imply that the ISS was planned, sponsored or endorsed by WAGO.
- WAGO must review and approve all marketing or promotional materials that will be disseminated prior to, and in conjunction with, the ISS before the materials are printed.

## ISS ATTENDEE & PERSONNEL REGISTRATION INSTRUCTIONS

- Sponsor is responsible for managing registration for their ISS.
- Sponsor will be provided two complimentary registrations for Company staff attending the WAGO Annual Meeting.

## ISS APPLICATION

- A non-refundable application fee of \$1,000 will be collected as part of the application process.
- The final decision will be based on the information provided in your application. Applications should be as complete as possible, including:
  - Symposium Title
  - Industry Partner Name
  - How the education will be customized for the audience
  - Course Description and Learning Objectives
  - Proposed Faculty
- Upon approval, full payment for the ISS must be received within 10 business days of your accepted application. If payment is not received within 10 business days, WAGO has the right to release the space.
- Checks payable to Western Association of Gynecologic Oncology and mailed to:

Western Association of Gynecologic Oncology  
5801 Golden Triangle Blvd.  
Suite 103-133  
Fort Worth, Texas 76244

## **APPLY TODAY!**

### **Contact Us**

Reach out to our team with questions or to request additional information.

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