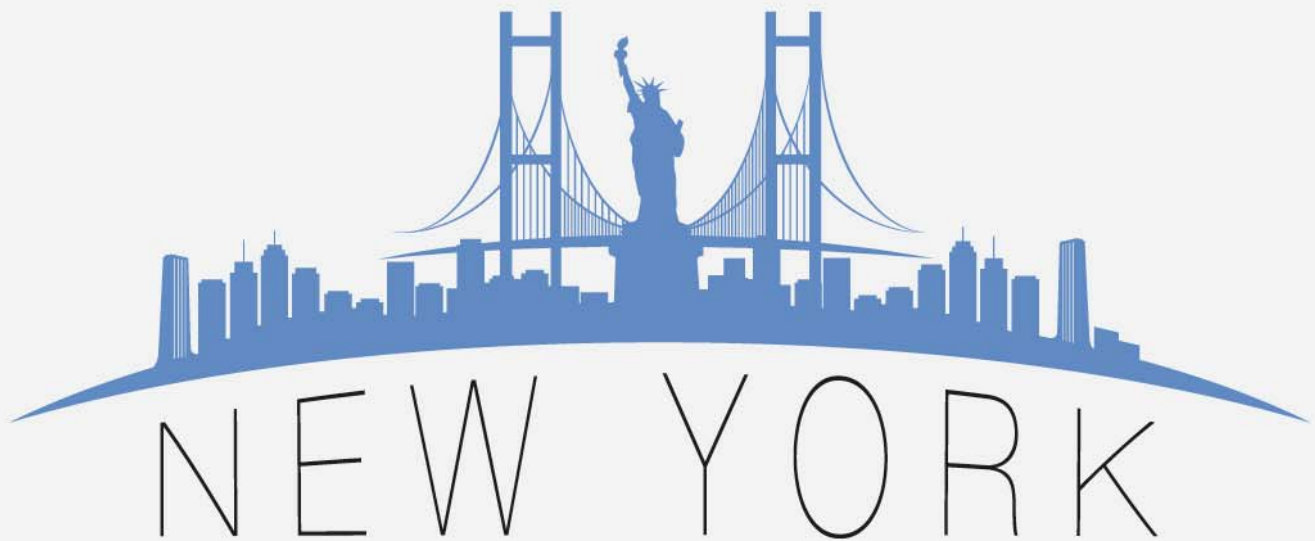


# 6<sup>th</sup> Annual Seminar on Minimally Invasive & Robotic Gynecologic Surgery



## EXHIBITOR PROSPECTUS

Dec. 11-12, 2014  
The Roosevelt Hotel  
[sgo.org/mirgs2014seminar](http://sgo.org/mirgs2014seminar)

A COURSE  
PROVIDED BY



Society of Gynecologic Oncology

The 6<sup>th</sup> Annual Seminar on Minimally Invasive & Robotic Gynecologic Surgery will be held from December 11-12, 2014 at the Roosevelt Hotel in New York City. We invite you to showcase your company's products and services, as well as continue to grow or create new partnerships with the conference attendees. The seminar is well attended, including individual's community practice, academic centers and those currently completing fellowships or residencies. Educational activities are developed to meet the needs of over 200 attendees, spanning from surgical gynecologists in practice and in training to other allied healthcare professionals in the field of gynecology. Join them to share your latest products, services and research related gynecologic malignancies.

This two-day seminar and hands-on workshop is designed to educate attendees in the art and science of laparoscopic suturing and knot-tying, as well as provide step by step techniques for performing video-assisted laparoscopic and robotic-assisted hysterectomy. The curriculum of this course is a continuum of didactics followed by hands-on training sessions in a repetitive and increased fashion, reaffirming and maximizing technical skill development. The hands-on session will include instruction and performance of extracorporeal knots, intracorporeal knots, slip knots, and the use of barbed sutures.

Lectures will be evidence-based and will include extensive surgical videos of video-assisted laparoscopic and robotic assisted hysterectomy and myomectomy, supracervical hysterectomy, and retroperitoneal dissection from expert faculty. The course will also include interactive live surgeries of mini video laparoscopy and robotic-assisted hysterectomy which will reinforce the knowledge and skills acquired from the earlier didactic sessions. Additional topics will include laparoscopic, robotic and hysteroscopic myomectomy, endometrial ablation, treatment of endometriosis, pelvic reconstruction, normal and abnormal anatomy and complications.

## **2014 EXHIBIT AND SPONSORSHIP OPPORTUNITIES**

### **EXHIBIT TABLETOP (\$2,500)**

- One (1) 6-foot skirted exhibit table
- Two (2) chairs
- 8" x 11" company identification sign

### **EDUCATIONAL GRANT (\$5,000 - \$25,000)**

- An unrestricted educational grant to support the overall scientific program.

### **SPONSORSHIP OF CONTINENTAL BREAKFAST (\$5,000 each)**

- A much-appreciated courtesy to our attendees, continental breakfasts not only provide a great way to begin the day, but are also an opportunity for attendees to convene before they begin the day's educational sessions. All breakfasts are served in the Exhibit Hall.

### **SPONSORSHIP OF COFFEE BREAK (\$5,000 each)**

- Beverage breaks occur during the educational program to offer attendees a chance to stretch their legs and enjoy a drink in the Exhibit Hall.

### **SPONSORSHIP OF PROGRAM BOOK (\$5,000)**

- This handy guide outlines all educational and social events for the meeting, including abstract details. This book will be distributed electronically to all registrants prior to the conference.

### **SPONSORSHIP OF WIRELESS INTERNET (\$10,000)**

- Give attendees the opportunity to access wireless internet within the meeting rooms.

### **LAB EQUIPMENT**

- The course will include interactive live surgeries of mini video laparoscopy and robotic-assisted hysterectomy. Additional topics will include laparoscopic, robotic and hysteroscopic myomectomy, endometrial ablation, treatment of endometriosis, pelvic reconstruction, normal and abnormal anatomy and complications.

### **SIMULATION LAB/IN-KIND DONATION**

- In conjunction with the didactic education, this meeting will offer a hands-on simulation element. In-kind donations from industry are what drive this educational experience. To participate, please contact Mandy Marneris ([mandy.marneris@sgo.org](mailto:mandy.marneris@sgo.org) or 312/676-3011).

## EXHIBITOR INFORMATION

Each tabletop exhibit space is available for \$2,500 (USD). Due to the small, intimate venue, space is at a premium so remit your application no later than **Tuesday, September 30, 2014** to secure your space!

## REGISTRATION

All exhibitor personnel attending the Annual Meeting must register for the meeting by completing the Exhibit Application. Exhibitors will receive their badges on-site at the registration desk. Exhibitor badges allow access to the Exhibit Hall, educational sessions, and any meal functions served in the Exhibit Hall.

Exhibitors are entitled to two (2) complimentary registrations per tabletop exhibit space. Additional badges may be purchased for \$250 (USD) each, with a limit of five (5) total badges per tabletop. Please review the registration guidelines as outlined in the rules and regulations section.

Exhibitors will be admitted 30 minutes prior to Exhibit Hall opening. Exhibit set-up will be permitted on Wednesday, December 10, 2014 from 9:00 a.m. – 6:00 p.m., and tear down will take place on Friday, December 12, 2014 from 5:00 p.m. – 9:00 p.m.

## HOTEL RESERVATIONS

Reservations can be made by calling the Roosevelt Hotel. The contracted rate for a single/double guestroom is \$369 (USD) plus state and local taxes. Please mention the “Minimally Invasive & Robotic Gynecologic Surgery Meeting” when booking your room to receive this special rate. **The Annual Meeting room rate is guaranteed through Wednesday, November 12, 2014.**

## TRAVEL

The official travel agent is Gant Travel Management, available toll-free at 1-800/621-1083 (1-630/227-3873, outside US/Canada). Gant is available 8:00am – 5:00pm CST, Monday

through Friday. A \$25 service fee is issued per airline ticket.

The Roosevelt Hotel is located 8.5 miles from LaGuardia Airport, 16 miles from JFK International Airport, and 18 miles from Newark Liberty International Airport. Detailed travel information can be found on the [website](#).

## CANCELLATION

Submission of the exhibit application, payment in full and assignment of space shall constitute a contract. Cancellations of exhibit space must be submitted in writing to SGO Headquarters and shall be effective upon receipt by SGO. From time of signature of contract until September 1, 2014, 50 percent will be refunded for all exhibit cancellations. After September 1, 2014, there will be no refunds whatsoever for cancellation of tabletop exhibit space. If, for any reason beyond the control of SGO, the exhibition has to be cancelled, shortened, delayed or otherwise altered or changed, the exhibitor understands and agrees that losses and damages, which it may suffer as a consequence thereof, are its responsibility and not that of SGO, its directors, officers, employees or agents. The exhibitor understands that it may lose all monies it has paid for space in the show as well as other costs it has incurred, including travel to the exhibition, set-up, lodging, freight and employee wages.

## ACKNOWLEDGEMENT

All exhibitors/sponsors will receive special recognition listed in the Program Book, the web site, and recognition from the podium during the supported event.

**Application for Exhibit Space/Sponsorships** (SGO Federal Tax ID #237067756)

Please complete this form and email to [mandy.marneris@sgo.org](mailto:mandy.marneris@sgo.org) or fax to 312/235-4059 by **Tuesday, September 30, 2014**.

I. In accordance with the following terms, conditions and regulations governing exhibits at the 6th Annual Seminar on Minimally Invasive & Robotic Gynecologic Surgery at the Roosevelt Hotel (45 East 45<sup>th</sup> Street, New York, NY 10017) the undersigned hereby makes application for tabletop exhibit space(s), which, when accepted by the Society of Gynecologic Oncology (SGO), becomes a contract. Terms and conditions are listed under Rules and Regulations, as well as those conditions under which tabletop exhibit space at the Roosevelt is leased to SGO, are part of this contract.

II. Please list information below exactly as it should appear in the Annual Meeting Program. \*Note: the person listed as the "Primary Contact" will receive all conference updates.

Company Name: \_\_\_\_\_

Company Mailing Address: \_\_\_\_\_

City, State, Postal Code: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Contact Phone/Fax: \_\_\_\_\_ Contact Email: \_\_\_\_\_

III. Exhibitor Registration

The following representatives will be present to exhibit for the above named company.

Contact Name (Complimentary): \_\_\_\_\_ Contact Name (Complimentary): \_\_\_\_\_

Contact Name (\$250 USD): \_\_\_\_\_ Contact Name (\$250 USD): \_\_\_\_\_

Contact Name (\$250 USD): \_\_\_\_\_

IV. Sponsorship Opportunities

- |   |   |
|---|---|
| <input type="checkbox"/> Educational Grant (\$5,000 - \$25,000) | <input type="checkbox"/> Program Book (\$5,000)         |
| <input type="checkbox"/> Continental Breakfast (\$5,000 each)   | <input type="checkbox"/> Wireless Internet (\$10,000)   |
| <input type="checkbox"/> Coffee Break (\$5,000 Each)            | <input type="checkbox"/> Lab Equipment/In-Kind Donation |

IV. Payment Information – Full payment is due by **September 30, 2014**. All payments must be made in U.S. Dollars.

Tabletop Exhibit: \$2,500 + Additional Exhibitors: \_\_\_\_\_ \$250 each\* + Sponsorship \_\_\_\_\_ = TOTAL: \$ \_\_\_\_\_

Payment Options: (Select One) \_\_\_ Visa \_\_\_ MasterCard \_\_\_ American Express \_\_\_ Check (made payable to SGO)

Card Number: \_\_\_\_\_ Exp. Date \_\_\_\_\_ Security Code: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

V. We agree to abide by all of the rules and regulations governing the tradeshow in the SGO Rules & Regulations, which are part of this contract, as printed in the Exhibitor Prospectus.

\_\_\_\_\_  
Signature of Primary Contact

\_\_\_\_\_  
Date

Mail Checks/Applications to: SGO, Attn: Mandy Marneris 230 W. Monroe, Suite 710, Chicago, IL 60606 FAX: 312/235-4059