



April 24–28, 2024 – Washington, D.C.

Frequently Asked Questions

1. Does signage for my symposia session or theater presentation need to be approved?

No, as long as the ONS Disclaimer is placed somewhere on all of your signs, ONS does not need to preview your signage or give approval.

2. What is the ONS Disclaimer for Events?

The ONS Disclaimer must be printed on all promotional and/or advertising material associated with your symposium or product theater held during the ONS 49th Annual Congress.

The disclaimer shall read:

Meeting space has been assigned to provide a (symposium / product theater) supported by (Company Name) during the Oncology Nursing Society's (ONS) 49th Annual Congress, April 24 – April 28, 2024 in Washington, D.C. The Oncology Nursing Society's assignment of meeting space does not imply product endorsement.

In addition to providing this disclaimer on any/all print materials, it must also be shown prior to the start of your program for a minimum of 15-30 seconds.

3. Can I use the ONS logo to promote my session?

If you would like to request to use the ONS or ONS Congress logo(s) in conjunction with the promotion of your event, please contact marketing@ons.org for approval and include details of how you'd like to utilize the logo(s).

4. Where can I place signage promoting my symposia session or theater presentation?

Product Theaters: You may place your branded signs directly outside of the Product Theater.

Symposia: Signage provided by your company can be placed inside your meeting room. All signage, including promotional and directional signage, must be placed within the allowable zones for your space (please see full [Signage Policy for maps](#)). Any signage outside of these zones will be removed.



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The Marriott Marquis does not permit sponsors to place signage in hotel lobbies or anywhere else within the exhibit hall or Convention Center. Signage placed outside of sanctioned areas will be removed. ONS does not need to preview your signage or give approval.

If you would like to purchase additional signage to promote your symposia/theater presentation, please contact ONSSponsorships@smithbucklin.com for a list of promotion opportunities.

Please see the full [ONS Signage Policy](#) for more information.

5. Can I put flyers in my booth to promote our symposia or theater presentation?

Yes, you can place flyers in your booth and these do not need to be approved. You may also want to consider purchasing the registration bag insert and/or the hotel room drop. Please contact ONSSponsorships@smithbucklin.com to purchase advertising.

6. Can I use my own AV company separate from Projection AV?

All symposia and theater presentation sponsors must use Projection AV for all of their AV needs.

7. Can we add/remove seating to our symposia or theater presentation room?

Room sets for symposia and theater presentations may not be changed. Additional seating may not be brought in or added, and seats may not be removed.

8. Can I edit my submission form to include a registration link for my symposia or theater presentation this year?

Yes, all submission forms include an option for you to include the direct link to your company's registration form or website. This way you will be able to keep track of your own registration list. ONS does not collect pre-registration information for industry events.

9. Do we receive pre-conference registration lists?

All symposia and theater sponsors receive one complimentary wireless lead retrieval scanner. ONS does not send out pre- or post-conference registration lists.



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10. Can we get complimentary passes to attend our session?

For each Product Theater purchased, you receive three (3) complimentary badges for access to the exhibit hall to staff or attend your session(s). These badges will be added to your existing account, managed by the exhibit primary contact. **Please work with your colleague(s) to ensure you have badges necessary for your speaker(s) and staff.** Additional badges can be purchased for \$50 each.

Symposia sessions do not receive complimentary badges. A badge is not required to staff a symposia event at the hotels.

11. What furniture is set up outside the Theater Presentations?

ONS provides one table, two chairs and one easel outside the Theater Presentations. Please contact Shepard at orders@shepardes.com to order additional items.

12. Do we need to submit our presentation to ONS prior to the conference?

You are not required to submit before the conference. Please bring your presentation with you on-site.

13. How can I reserve housing for my group if they have different badge types?

Registration and Housing information can be found on the exhibitor resources page: <https://www.onssponsorships.org/ons-congress-exhibitor-resources>. Both registration and housing are managed through the Maritz system by your company's primary contact.

14. For Symposia: What type of badge do staff members who will be assisting with a symposium need in order to gain access?

Staff who will only be working the symposium do not need to register for Congress at all. If the staff member wants to visit the exhibit hall, then they would register for an Exhibit Hall badge.

15. For Symposia: Can we add time before the start for registration and dinner?

Yes, you can add 30 minutes before your session for registration. Please note, your session itself can only be 90 minutes (not including the 30 minutes for registration) and must stay within the timeframe.



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16. For Symposia: How many promotional emails are included with the fee and when are they scheduled to be sent?

There are no specific promotional emails included for each sponsor. However, ONS will promote Symposia as a whole in an email.

17. What meals are provided at Congress for full conference attendees?

ONS does not provide attendee meals. Meals are provided with the symposia by the sponsoring companies.

Wednesday, April 24th:

- Lunch: 11:15 am – 12:45pm
- Dinner: 6:00 pm – 7:30 pm

Thursday, April 25th:

- Breakfast: 6:00 am – 7:30 am
- Lunch: 12:15 pm – 1:45 pm
- Dinner: 6:00 pm – 7:30 pm

Friday, April 26th:

- Breakfast: 6:00 am – 7:30 am
- Lunch: 12:15 pm – 1:45 pm
- Dinner: 6:00 pm – 7:30 pm

Saturday, April 27th:

- Breakfast: 6:00 am – 7:30 am
- Lunch: 12:15 pm – 1:45 pm
- Dinner: 6:00 pm – 7:30 pm

Sunday, April 28th:

- Breakfast: 6:00 am – 7:30 am

Participants who do not attend the symposia can purchase meals at the concessions. Snacks and beverages may be served in the Product Theater Sessions, but this is not required.

18. When can speakers start setting up for Product Theaters and when will AV techs be available to assist?

AV Techs will be available at least one (1) hour prior to the start of the Product Theater sessions.



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19. What fields are included in the Lead Retrieval Reports?

- Reg Type Code
- First, Middle, Last Name
- Title
- Company, Company2
- Badge Company
- Address, Address2
- City, State, Zip, Country Code

20. When attendees “opt out” on the registration form, will their information be included on the Lead Retrieval Reports?

On the website, there is an opt-in selection for attendees. Those that decline (opt out) will not have any of their information included on the Lead Retrieval Reports.