



April 26–30, 2023 – San Antonio, TX

## 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 the Symposia?

*The ONS Disclaimer must be printed on all promotional and/or advertising material associated with your symposia held during the ONS 48<sup>th</sup> Annual Congress.*

*The disclaimer shall read:*

**Meeting space has been assigned to provide a Symposia supported by (Company Name) during the Oncology Nursing Society's (ONS) 48<sup>th</sup> Annual Congress, April 26 – April 30, 2023 in San Antonio, TX. 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.*

**PLEASE NOTE: The use of the ONS logo or brochure cover is strictly prohibited.**

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

**ONE** promotional sign can be placed immediately outside the door/within the registration area outside your symposia/theater presentation room only. This sign may be used to highlight your session and topic. Please refer to the 2023 ONS Event Signage Policy.

The **ONLY** exception for additional signs are registration line directionals (i.e. pre-registered, walk-ins, VIP, etc.). **ONS does not allow symposia/theater presentation signage in hotel lobbies or anywhere within the exhibit hall or Convention Center.** Signs placed outside of sanctioned areas will be removed. Please refer to the included floor plans for signage placement. **Please communicate this information to your on-site staff team.**



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**4. How many signs can I use to promote my symposia or theater presentation?**

*Each symposia session/theater presentation is allowed **ONE SIGN** to be placed immediately outside the door/within the registration area outside your symposia/theater presentation room only. Please refer to the included floor plans for signage placement. Any additional promotional signs will be removed. **Please communicate this information to your on-site staff team.** Please refer to the 2023 ONS Event Signage Policy.*

*If you would like to purchase additional signage to promote your symposia/theater presentation, please contact [ons@smithbucklin.com](mailto:ons@smithbucklin.com) for a list of promotion opportunities.*

**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 [ons@smithbucklin.com](mailto:ons@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?**



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*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.*

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

*Theater Presentations receive 3 complimentary badges per Presentation for access to the exhibit hall to attend their session(s). 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](mailto:orders@shepardes.com) to order additional items.*

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

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

**13. What COVID restrictions are in place in order to attend ONS?**

*Please continue to refer to our website for updated information:  
<https://www.ons.org/congress/2023>.*

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



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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.

**15. 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.

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

Yes, you can add 30 minutes before 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.

**17. 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.

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

Meals are provided with the Symposia session dates and times listed below by the sponsoring companies. ONS does not provide attendee meals.

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

Wednesday, April 26	Lunch	11:15 am - 12:45 pm
Thursday, April 27	Breakfast	6:00 - 7:30 am
Thursday, April 27	Lunch	12:15 - 1:45 pm
Thursday, April 27	Dinner	6:00 - 7:30 pm
Friday, April 28	Breakfast	6:00 - 7:30 am
Friday, April 28	Lunch	12:15 - 1:45 pm



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Friday, April 28	Dinner	6:00 - 7:30 pm
Saturday, April 29	Breakfast	6:00 - 7:30 am
Saturday, April 29	Dinner	6:00 - 7:30 pm
Sunday, April 30	Breakfast	6:00 - 7:30 am

**19. For Product Theater Sessions: 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.*

**20. What fields are included on the Lead Retrieval Reports?**

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

**21. 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.*