

Cancer Biology Annual Retreat & Cancer Biology Training Consortium Annual Meeting

Draft Host Requirements

Host agrees to the following conditions:

- Prior to Retreat:
- Host will appoint representatives to participate in the Retreat Planning Committee meetings and conference calls, including one or two faculty-level representatives and one administrative-level representative. Additionally, one graduate student and one postdoctoral fellow representative - respective to host's training program - will be selected to participate in the Trainee Retreat Programs Planning Committee.
 - Provide time & travel-related costs for site visit/planning. (Optional)
 - Selection and procurement of welcome gift(s). (If t-shirt, cost of materials and production can be added to Retreat registration - *would need to be determined prior to opening registration*. Graphic design provided by host at host's expense.) Welcome gifts would not include pens or notepads.
 - Selection of and communication with invited speakers from host institution or regional institutions/organizations.
 - Provide welcome letter from host on host's letterhead.
 - Assistance with Media: press releases, social media, etc.
- At Retreat:
- Provide assistance to Sheridan: labor costs for assigned person for up to three half days.
 - Cover travel-related costs for assistance person.
 - Cover hotel guest room for assistance person, if necessary.
- assistance person's meals covered by CABTRAC.
 - Travel and registration expenses for all host institution attendees are at the cost of the host.
 - Provide Poster Display Boards (~15 doubled-sided 8'x4' or ~30 single-sided).
 - Provide Two LCD projectors with laptops.

Concessions for Host

CABTRAC will collect all related registration fees and cover the costs of all related expenses at the hotel property, absolving the host institution of hotel-related financial responsibilities.

CABTRAC will cover invited speaker registration-related costs and reimburse travel-related costs.

CABTRAC will reimburse host for 50% of the cost of welcome gifts, upon request, up to \$500.

CABTRAC will cover the expense for all meals for an assistance person(s), if provided, at the Retreat.