

**Cancer Biology Annual Retreat &  
Cancer Biology Training Consortium Annual Meeting**

**Meeting Requirements**

- Dates: Fall – late September through early November  
Friday evening, all day Saturday, Sunday through noon
- Location: Within 1 hour drive from major airport
- Attendance: Approximately 100 attendees
- Guest Rooms: First night – ~60 queen or king (individuals) + 15 double/double (2pp/room sharing)  
Second night - ~60 queen or king (individuals) + 15 double/double rooms (2pp/room)  
Other - option for two days earlier and two days later than meeting at same rate
- Reservations: All reservations will be taken and managed by CABTRAC; a rooming list will be provided to hotel
- Account: CABTRAC will cover all rooming charges on their master account with the exception of personal incidentals (minibar, movies, etc.).
- Banquet: First day  
– outdoor welcome reception w/ bar  
- indoor dinner (no bar) Main meeting room/same room as next morning; 100pp
- Second Day  
- Breakfast options: general seating in restaurant (buffet included in room rate or using vouchers); 100pp. OR Main meeting room continental buffet; 100 pp  
– AM Break: a la carte beverages and snacks only  
– Lunch: boxed lunches; 100pp  
– PM Break: none  
- Dinner: outdoor buffet, no bar; 100pp  
– Poster Session with wine bar (after dinner); 100pp
- Last day  
- Breakfast options: general seating in restaurant (buffet included in room rate or using vouchers); 100pp. OR Main meeting room continental buffet; 100 pp  
– AM Break: a la carte beverages and snacks only  
– Optional Lunch: boxed lunches; 100pp
- Meeting Space: One main (general session) ballroom to seat 100pp at rounds – all three days  
  
3 Breakout rooms to seat 30pp classroom – second day AM & last day AM  
  
One room for Poster Session & Wine Bar; standing room only for 100pp + 15 each 8'x4' double-sided poster stands– second day evening  
  
One Board room – first day morning
- Budget: **All-inclusive \$500-\$600 per person in private room** - guest room, meeting rooms, food & beverage, A/V, taxes & fees.