

Cancer Biology Annual Retreat

Venue Guidelines for Hosting

Updated June 2024

- Dates considered: Mid-September through early November (Avoiding religious holidays, NCI/NIH study section, AACI/CCAF, ICEC/AACE, SACNAS, AACR, and other national meetings. Consideration for local & regional events should also be made.)
- Schedule: Day One – Arrivals, Receptions and Keynote Dinner
Day Two – Morning & afternoon sessions; Afternoon free time; Dinner activities
Day Three – Morning sessions; Depart before or after lunch
- Location: Within 1-hour drive from major airport preferred
- Attendance: Approximately 200 attendees including staff, speakers, attendees and spouses
- Guest Rooms: Pre-arrivals – 20 queen or king + 5 Q/Q or D/D (shared room)
First day – 145 queen or king + 25 Q/Q or D/D (shared room)
Second day - 145 queen or king + 25 Q/Q or D/D (shared room)
Post Retreat/Third day - 3 queen or king + 2 Q/Q or D/D (shared room)
- Management: CABTRAC will oversee all Retreat processes on behalf of the Host including contracting with all necessary vendors related to the Retreat, managing all hotel reservations, securing hotel meeting space and meals, and miscellaneous vendors, as well as invoicing and payment processing.
- Banquet: First day
- Cocktail Hour: outdoor welcome reception w/ bar, 200pp
- Dinner: indoor seated dinner, 200pp
- Second Day
- Breakfast: continental buffet, 200pp
- AM Break: on consumption beverages only
- Lunch: boxed lunches, 200pp
- PM Break: on consumption beverages only
- Dinner: outdoor buffet, 200pp
- Third/Last day
- Breakfast: continental buffet, 200pp
- AM Break: on consumption beverages only
- Meeting Space: One board room, pre-arrival evening or first day morning; 25pp
- Materials room (package assembly), first day
- One main (general session) room to seat 200pp at rounds (first day) and 150pp classroom + 4 rounds second and third days
- 2 Breakout rooms to seat 75pp classroom, first day afternoon
3 Breakout rooms to seat 75pp classroom, second day & last day morning
- One room for poster session; standing room only for 200pp + 25 double-sided poster display stands or 50 tripod easel stands, second day afternoon/evening
- One room for speed mentoring (speed dating) session; theatre seating for 100pp second day afternoon
- Budget: **All-inclusive ~\$1,250 per person:** guest room, meeting rooms, meals, A/V, taxes, fees and related gratuities