

## HOST AGREEMENT SAMPLE

<Primary Host Contact Person>  
<Secondary Host Contact Person, if applicable>

<Date>

Dear Colleague(s),

The Cancer Biology Training Consortium is pleased to award the 202X Cancer Biology Annual Retreat program to X to be hosted in the fall of 202X.

The Cancer Biology Annual Retreat (a.k.a. the CABTRAC Retreat) is the preeminent symposium on cancer research training and education in the United States, attracting NCI T32 principal investigators and coordinators, cancer biology department chairs and program leaders, graduate program directors, and cancer center associate directors for training & education as well as grant administrators, graduate students and postdoctoral fellows from more than 80 institutions across the country. Now in its <number> year, the program provides a forum for discussion of trends and policy related to training and pedagogy, grant applications and tracking, diversity enhancement and career paths for Cancer Biology Training Consortium members, potential members, the National Cancer Institution and select other cancer-related associations. The Retreat distinguishes itself from other scientific meetings in that the well-rounded agenda and intimate venue setting support camaraderie and networking while maintaining exceptional member service and experiences.

As a host of the Retreat, your institution will be nationally recognized as a leader in cancer biology training and education through press, social media and any grant applications that seek a high level of program leadership and engagement. In addition, it is an outstanding opportunity to showcase your institution to potential faculty, postdoctoral fellows and graduate students.

Each host institution is asked to support the Retreat with administrative and planning participation, identifying local (in-house) speakers and presenters appropriate to be considered for the retreat agenda, faculty and trainee attendance, and monetary contribution of \$10,000. Additionally, institutions are encouraged to support technical (A/V) and media (marketing, social media) efforts as their campuses may be equipped. The purpose of the host contribution is to

offset the growing cost of attendance and enhance the Retreat experience; no part of host contributions will be used towards CABTRAC's payroll, travel or overhead expenses. The meeting registration fee will cover each attendee's hotel guestroom and meal expenses. As every retreat has different associated needs and costs, CABTRAC reserves the right to allocate host monetary contributions to program expenses on a discretionary basis. The attached pages outline the budget and responsibilities.

We look forward to working with you and your team on the planning and execution of the Retreat. Sheridan Wilder will be the main contact person for CABTRAC. Please feel free to reach out to her if you have any questions about the Retreat or planning process:  
sheridan@cabtrac.org, 520-222-8722.

Sincerely,

<Signature>

<Name>

President

Cancer Biology Training Consortium

<Telephone>

<Email>

**Cancer Biology Annual Retreat**  
**Example of Proposed Budget and Responsibilities**

Host Monetary Contributions cover expenses for the three-day meeting such as:

Events	Welcome Reception Networking/team-building activity
Welcome Package	Retreat Branded Gift item(s) Bag, badges, printing
Audio/Visual	Projection set-ups Microphones and sound system
Meeting Space	Poster board stand rental Internet Access

Additional Host contributions:

Site Visit(s)	Hosts are responsible for covering payroll and travel expenses related to any staff participating in potential-venue visits and pre-Retreat planning visits to contracted venues. Venues include hotels, resorts and conference centers; other institution campuses and facilities; and private or public recreational and entertainment complexes.
Planning	Hosts are responsible for covering payroll and telecommunication expenses for any staff and trainees participating in planning meetings and related action items assigned at planning meetings.
Speakers	Hosts will work with the planning committee to identify and confirm potential speakers and presenters from their institution and affiliates to participate in the Retreat; The host will be responsible for any honorarium and travel-related expenses for their affiliated speakers. CABTRAC will cover the cost of honoraria and travel-related expenses for speakers and presenters not affiliated with either the host institutions or CABTRAC. Honoraria and travel-related expenses will not be paid to speakers and presenters affiliated with CABTRAC, e.g. planning committee or board members.
At Retreat	Hosts will provide a minimum of one administrative person to assist with administrative tasks each day of the Retreat. The respective host is responsible for covering any payroll and travel expenses for their administrative person(s) assisting at the Retreat, including hotel rooms as needed. Additionally, the hosts may provide trainees to help with certain administrative tasks that do not interfere with their program participation. If available, the hosts agree to provide the assistance of an A/V technician/specialist and/or a marketing/social media specialist on at least one of the days of the Retreat.

CABTRAC will be responsible for all of Sheridan Wilder's payroll and travel-related expenses as well as the travel of other CABTRAC officers attending venue site visits.

CABTRAC will be responsible for signing contracts with venues and making required deposits and payments on behalf of hosts.

CABTRAC will be responsible for managing registration and collecting fees from attendees.

CABTRAC will be responsible for managing meeting equipment and supplies that impact the budget.

The attendee registration fee, dollar amount set by the CABTRAC board of directors, will include at minimum the hotel guest room and related taxes and fees, and meals consumed at the Retreat including related taxes, fees and gratuities. Other costs may be included in the registration fee as determined necessary to meet program expenses. Attendees will be responsible for their own travel and related expenses, including ground transportation and parking, unless otherwise covered by the venue or Retreat budget.

Sales Tax Exemption - Verification of State of <State Name> sales tax exemption status for retreat expenses: Many states allow the host institution's tax ID number to be used towards meeting expenses to reduce the burden. Some states honor sales tax exemption to out-of-state 501(c)3s holding meetings in their state. Clarification on tax laws and processes should be evaluated for <State Name>.

Meeting Incentive Offers – Verification of State and City travel industry incentive promotions: Often States, and sometime major metropolitan areas, provide special incentives for groups coming from out of state. Inquiries with travel bureaus need to be conducted to identify any opportunities.

Sponsors: The host institutions and CABTRAC may solicit third parties for sponsorship donations. Sponsors will receive opportunities to display and distribute marketing materials to retreat attendees at and after the Retreat. Donations may be monetary or in-kind materials.