

Thank you for your interest in having an ASCO speaker at your upcoming meeting. You can submit a request via our online [Speaker Request Portal](#). Schedule permitting, ASCO leadership and/or staff are available to speak on a variety of topics.

ASCO attempts to fulfill as many speaking invitations as possible. ASCO's State/Regional Affiliates will receive priority consideration over requests from other organizations.

These guidelines are in place to ensure a successful experience for the speaker and the Affiliate. To ensure we have adequate information for making scheduling decisions, please complete a speaker request through our [Speaker Request Portal](#).

Please keep in mind when selecting a venue that close proximity to an airport will assist us in the process of securing your preferred speaker. Presentations over 45 minutes will receive priority consideration. **Once a speaker has been identified, any change to the time, length, and/or format of the presentation should be relayed to ASCO before the change is finalized. Any change made may affect the speaker's availability to present.**

Following are some additional guidelines to assist in the planning process:

1. State/Regional Affiliates should indicate their interest in having a speaker from ASCO well in advance of the scheduled meeting date. A *completed* speaker request must be submitted to ASCO at least 90 days prior to the meeting.
2. An email notification will be sent to confirm receipt of your request. **Please allow at least one week to process speaker requests.**
3. Once a speaker has been identified and confirmed, ASCO will submit a speaker bio/CV and the speaker's contact information to the State/Regional Affiliate.
4. Please contact the speaker directly with any meeting materials needing signatures, etc. **and copy stateaffiliates@asco.org on any correspondence between the State/Regional Affiliate and the speaker.**
5. If a State/Regional Affiliate initiates a speaker request, it is that society's responsibility to cover the speaker(s)' hotel accommodations for a maximum of two hotel nights. Any additional hotel nights will be reviewed and reimbursed by ASCO if necessary. ASCO will be responsible for covering all other travel expenses (*excluding honorarium*) for a **maximum of two speakers** per calendar year.

A hotel confirmation number (if applicable) should be provided to the speaker **at least two weeks in advance** of the meeting date.

In instances where a State/Regional Affiliate initiates subsequent speaker requests in a calendar year, it will be the requesting society's responsibility to cover all speaker travel expenses.

If ASCO volunteers to send a speaker to present at a society meeting, ASCO will be responsible for covering all speaker expenses.

6. If the society wishes to extend an honorarium to the speaker, that offer should be made directly to the confirmed speaker.
7. A final meeting agenda that includes other topics and speakers should be provided to ASCO **at least two weeks in advance** of the meeting date.

8. ASCO speakers typically give presentations using Microsoft PowerPoint®. The State/Regional Affiliate will be responsible for ensuring availability of the proper audio/visual equipment, including the projector, screen, and laptop. ASCO will notify the State/Regional Affiliate if the speaker has no A/V requirements, or plans to bring his/her own laptop.
9. The State/Regional Affiliate will identify a date by when the speaker's presentation and materials must be submitted. **If ASCO misses this deadline, the speaker will be responsible for bringing the presentation in an acceptable format (thumbdrive, CD, etc.), along with copies of materials, to the meeting.**
10. ASCO speakers should not be "sponsored by" a pharmaceutical or device manufacturer, and meeting materials and/or announcements should not indicate or imply any such relationship between a meeting sponsor and the ASCO speaker. Societies should, of course, still acknowledge sponsors of their meetings in their usual manner but in instances where ASCO is sponsoring a speaker and covering his/her costs, the society may wish to indicate such support in program materials.
11. In the event the designated ASCO speaker can no longer meet his/her speaking engagement, ASCO will be responsible for identifying a substitute speaker or providing an alternate solution that is acceptable to the State/Regional Affiliate. A substitute may not be available if the cancellation was a result of a change to the time, length and/or format of the session.
12. In cases where ASCO needs to reimburse the State/Regional Affiliate for expenses incurred by the speaker or the State/Regional Affiliate needs to reimburse ASCO, payment will be made within 30 days following the date of invoice and submission of original receipts.

If you have any questions regarding these guidelines, please contact ASCO's Policy and Advocacy Department at 571-483-1670 or email your inquiry to stateaffiliates@asco.org.