Annual Conference Exhibits

GENERAL INFORMATION

Last Approved: January 29, 2000, 2004
POLICIES

The NCRA Executive Office is responsible for planning an exhibitor area. Two types of exhibitors request exhibit space during the NCRA Annual Conference: corporate vendors and special vendors.

Organizations or businesses are considered corporate vendors if they are a:

- Private "for-profit corporation"
- National or international “nonprofit”
- Local nonprofit that is not a State/Regional Registry Association
- Government agency

Corporate vendors may promote or sell professional products or services pertaining to cancer registrars during the NCRA Annual Conference.

State/Regional Cancer Registry Associations are considered special vendors. Special vendors may promote or sell professional products or services pertaining to cancer registrars during the NCRA Annual Conference.

All exhibitors during the NCRA Annual Conference must adhere to all applicable NCRA policies and procedures. Only cancer registry products or services may be displayed or offered in exhibit areas.

Two individuals per each paid vendor exhibitor booth will be permitted to attend all planned food functions. Vendor representatives who plan to attend any session must register for the conference separately.
PROCEDURES

The NCRA Executive Office will prepare an exhibitor's prospectus and mail it to potential exhibitors.

Exhibitor’s Prospectus

Assignment of Space

Every effort will be made to respect the exhibitors' choices for "preferred" space whenever possible, but the National Cancer Registrars Association's (hereafter known as "exhibit management") decisions shall be final. Exhibit management reserves the right to transfer assignments when such action is deemed to be in the best interests of the total exhibit effort.

Eligible Exhibits

Exhibit management reserves the right to determine the eligibility of any company or product for inclusion in the exposition.

Booth Equipment and Services

Booths are 8' x 10’ or 10’ X 10’ and consist of polished aluminized telescopic frames with flameproof fabrics. Backdrops are 8' high. Side dividers are 36“ high. A 7” x 44" ID sign, indicating booth number, company name, and city and state address will be provided for all exhibitors.

Contractor Service Information

In the best interest of the exhibitors, exhibit management will select the firm(s) to serve as official contractors to provide various services to the exhibitors. It is agreed that the exhibitor will abide by and comply with rules and regulations concerning local unions having agreement with the exposition facility or with authorized contractors employed by show management.

Complete information, instructions, and schedule of prices regarding drayage, labor for erecting and dismantling, electrical work, furniture, cleaning, etc. will be included in the Exhibitors Service Manual, to be forwarded after space has been confirmed. An Exhibitors' Service Center will be maintained on the exhibit floor until the opening of the exhibit hall to facilitate service requests from exhibitors.

Security

Guard service will be provided by exhibit management during the hours the show is closed.

Each exhibitor should make provisions to safeguard his/her goods from the time they are placed in the booth until the time they are removed. NCRA will not be responsible for loss or damage due to any cause.

Booth Construction and Arrangement

Exhibits shall be arranged so as not to obstruct the general view nor hide the exhibits of others.
Plans for specially-built displays not in accordance with regulations are to be submitted to exhibit management before construction is ordered.

Regular and specially-built back walls, including signs, may not exceed an overall height of eight feet. The maximum booth height of eight feet may extend out half the depth of the booth from the back wall. Height limitation of the display in the balance of the area is 36 inches, except for product and equipment on display, which in itself exceeds this height.

No dismantling will be permitted before closing time. No exhibitor shall have the right prior to closing of exposition to pack or remove articles in exhibit without permission from and approved in writing from exhibit management.

It is expressly agreed by the exhibitor that in the event he or she fails to install his or her products in his or her exhibit space, or fails to pay the space rental at the time specified, exhibit management shall have the right to take possession of said space and lease same or any part thereof to such parties and upon such terms and conditions as it may deem proper.

**Use of Exhibit Space**

Exhibitors agree not to assign or sublet any space allotted to them without written consent of exhibit management nor to display or advertise goods other than those manufactured or carried by them in the regular course of business.

No persons, firm, or organization not having contracted with exhibit management for the occupancy of space in the exhibit will be permitted to display or demonstrate its products, processes or services, distribute advertising materials in the halls or corridors, or in any other way occupy or use the facilities for purposes inconsistent with these regulations.

**Exhibitor Representative**

Each exhibitor must name at least one person to be his or her representative in connection with the installation, operation, and removal of the exhibit. Such representative shall be authorized to enter into such service contracts as may be necessary, and for which the exhibitor shall be responsible.

**Restrictions**

Exhibit management reserves the right to restrict exhibits that are objectionable because of noise, glaring or flashing lights, method of operation, or any other reason.

Exhibit management reserves the right to prohibit or evict any exhibit, which, in the opinion of exhibit management, may detract from the general character of the exhibit. This reservation includes persons, things, conduct, printed matter, or anything exhibit management judges to be objectionable.

In the event of such restriction or eviction, exhibit management is not liable for any refund of any amount paid hereunder. No display material exposing an unfinished surface to neighboring booths will be permitted.

Demonstrations must be located so that crowds collected will be within the exhibitor's
space and not blocking aisle or neighboring exhibits. Contests of any kind must first be approved in writing by exhibit management.

**Exhibitor Activities**

Exhibitor agrees not to schedule or conduct any outside activity including, but not limited to, receptions, seminars, symposiums, and hospitality suites that are in conflict with the official program of the National Cancer Registrars Association, whether such activities are held at or away from the hotel, except with written approval of exhibit management.

Exhibitor will submit to exhibit management 30 days prior to the exhibit date any program exhibitor intends to hold at or in conjunction with its exhibit for written approval as to time and place.

**Exhibitor Responsibilities**

If the exhibitor fails to comply in any respect with the terms of this agreement, exhibit management shall have the right, without notice to the exhibitor, to offer said space to another exhibitor, or to use said space in any other manner. This shall not be construed as affecting the responsibility of the exhibitor to pay the full amount specified by the contract.

**Compliance**

The exhibitor assumes all responsibility for compliance with all pertinent ordinances, regulations, and codes of duly authorized local, state, and federal governing bodies concerning fire, safety, or health, together with the rules and regulations of the operators and/or owners of the property wherein the exhibit is held.

Cloth decorations must be flameproof. Wiring must comply with fire department and underwriters' rules.

**Liability**

The National Cancer Registrars Association, the NCRA Conference Hotel, NCRA Executive Management firm, its agents or employees, shall not be responsible for any loss, theft, or damage to the property of the exhibitor, his or her employees or representatives.

Exhibit management will not be liable for damage or injury to persons or property during the term of this agreement from any cause whatsoever by reason of the use or occupancy of the exhibit space by the exhibitor or his assigns, and the exhibitor shall indemnify and hold harmless exhibit management from all liability, which might ensue from any cause whatsoever, if the exhibitor's material fails to arrive, the exhibitor is nevertheless responsible for all amounts due hereunder.

Exhibitors are advised to carry special insurance to cover exhibit material against damage and loss, and public liability insurance against injury to the person or property of others.

**Cancellation or Termination of Exposition**

In the event that the premises where the exposition is to be held shall, in the sole determination of exhibit management, become unfit or unavailable for occupancy, or shall be substantially
interfered with, by reason of picketing, strike, embargo, injunction, act of war, act of God, fire, or state of emergency declared by any government agency or by reason of any municipal, state, or federal law or regulation or by reason of any other occurrence beyond the control of exhibit management, exhibit management may cancel or terminate the exposition.

In the event of such cancellation or termination, the exhibitor waives any and all claims the exhibitor might have against exhibit management for damages or expenses and agrees to accept in complete settlement and discharge of all claims against exhibit management the exhibitor's pro-rated share of the total amount paid by all exhibitors less all costs and expenses incurred by exhibit management in connection with the exposition including a reserve for future claims and expenses in connection therewith.

In case exhibit management shall for any reason determine to cancel or terminate the exposition, the exhibitor waives all claims the exhibitor might have against exhibit management for damages or expenses and agrees to accept in complete satisfaction and discharge of all claims against exhibit management a refund of all amounts paid by the exhibitor to exhibit management in accordance with this agreement.

Management Rights

Exhibit management reserves the right to interpret, amend, and enforce these regulations as it deems proper to assure the success of the exposition.
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Annual Conference Refunds

GENERAL INFORMATION

Last Approved: January 29, 2000
POLICIES

Occasionally, individuals who register for the Annual Conference cancel their registration for various reasons. These individuals should be encouraged to substitute registrant names whenever possible. The following procedures should be used to facilitate the refunding and decision-making process only when substitutions cannot be made.
PROCEDURES

Special requests for refunds will be directed to the President and shall be at the sole discretion of the President. In the case of medical emergencies (e.g., family illness or personal illness), the registrant shall be given a refund. The value of goodwill for the Association should be taken into consideration when deciding whether refunds should be authorized.

All authorizations for refunds by the President shall be in writing to those individuals requesting refunds. A copy of the correspondence must be provided to the NCRA Executive Director and Finance Committee Chair for processing and proper record keeping.
Annual Conference Speakers

GENERAL INFORMATION

Last Approved: January 29, 2000
POLICIES

Travel and Honoraria

The NCRA Annual Conference Program Committee is responsible for obtaining qualified
speakers on a national level. Travel expenses and honoraria must be offered to the speakers
according to this policy and procedure.

Speakers may choose to donate their honorarium to the NCRA Scholarship fund. Please
indicate this selection on the enclosed Speaker Honorarium Form.

All speakers for the NCRA Annual Conference must adhere to applicable NCRA policies and
procedures. All general and concurrent session speakers will be provided appropriate policies.

Lodging for Speakers

The NCRA Executive office and the NCRA designated travel agency will evaluate the cost of
airfare plus hotel for a one-night stay or a two-night stay. One or two nights of lodging for
speakers will be provided based on what is the most economically feasible.

Lodging for speakers will not be provided for the night before the presentation if scheduled to
lecture in the afternoon. The speaker can arrive in the morning and leave after the presentation.
PROCEDURES

Speakers are asked to be cognizant of the time constraints on their presentation and thus be considerate of upcoming speakers/sessions.

Questions regarding the speaker policies should be directed to the NCRA Executive Director or NCRA Association Manager at the NCRA Executive Office.

NCRA General Session Speakers

Speakers must register for the meeting and pay the registration fee if attending other NCRA Annual Conference sessions.

General session speakers will be reimbursed for travel, meals, at least one night's lodging (based on when the speaker must be available) and ground transportation expenses that are directly related to their presentation according to the following guidelines.

Speakers must submit original receipts for all reimbursable expenses on an official NCRA travel voucher. This form should be submitted to the Executive Office for approval. The Executive Office will then forward the voucher to the Treasurer for payment. Reimbursement will be distributed approximately six to eight weeks after the expense voucher is received by the Executive Office.

NCRA reserves the right to reject any request for travel expense reimbursement that appears unreasonable or where good judgment was not used in selecting travel arrangements.

Room Reservations

Room reservations for speakers will be made by the NCRA Executive Office at the headquarter hotel. If a speaker does not require a room, she/he should notify the NCRA Executive Office.

Airfare

Airline flights are arranged through NCRA's corporate travel agency. Contact the NCRA travel agency to make your travel arrangements, and as soon as possible to take advantage of reduced airfares. A coach class seat will be reserved through the travel agency and the ticket charges will be direct billed to NCRA's account.

If the speaker does not wish to use the Association's travel agency, prior authorization of the fare must be approved in advance by the president or NCRA Executive Director.

Ground Transportation

Ground transportation expenses to and from the airport will be reimbursed by NCRA at cost. Charges for rental cars are not reimbursable to speakers.
Annual Conference State and President Liaison Luncheon

GENERAL INFORMATION

Last Approved: January 29, 2000
POLICIES

In the past, the Regional Directors hosted a State President and Liaison Luncheon during the Annual Conference to discuss Regional Director issues of importance and improve avenues of communication to state registrar associations. Over the past few years, this function has evolved into a means of disseminating new or important national information to this group of people for a better understanding or introduction. In late 1996, the Regional Directors chose to direct this function's responsibilities to the NCRA Board of Directors.
PROCEDURES

The Program Committee must allocate time (a minimum of one hour) for the State Presidents’ Luncheon. The Annual Conference Program must list the event with a notice that state presidents are invited to register for this function and that lunch will be provided for a charge.

All NCRA Board members (both the outgoing and incoming) are invited to attend the luncheon. Board members must register and pay for the lunch.

The President is responsible for the luncheon's agenda and presentations. All new or important information affecting state registrar associations must be placed on the agenda and may include Triad Group, NCRA affiliate memberships, surveys, etc.

If time permits, the Regional Directors should be asked to discuss their activities and services provided to state organizations, including NCRA visits with slide presentation and newsletters.

Audio-visual requirements must be provided to the NCRA Executive Office per the Program Committee's request.

If time permits, each person attending the luncheon should introduce himself/herself and the position title represented.
Danielle Chufar Memorial Annual Scholarship Fund

GENERAL INFORMATION

POLICIES

Purpose

The Danielle Chufar Memorial Annual Scholarship Fund is named in memory of NCRA staff member Danielle Chufar and is intended to allow members to attend a NCRA Annual Conference that may not otherwise have the funds available to do so. The scholarship will cover registration fee, round-trip, coach airfare (up to the amount of $600), and hotel for three nights at the conference hotel.

Eligibility

Eligibility for the scholarship will include all active NCRA members with the exception of NCRA Board and GPEC Committee members. Applicants must be a current active member for at least one year AND during the year in which the scholarship is awarded. Associate, Inactive, Sustaining, Student, and International are not eligible to apply. No more that one person from the same institution should apply. If two or more persons from the same institution wish to apply, the institution should make the decision of which name to submit. If an applicant is chosen he/she would not be eligible to apply again for five years. The NCRA Executive Office will maintain a listing of all scholarship awardees, and will provide a listing of all previous scholarship winners to GPEC.

Funding Sources

Funding sources may include, but are not limited to: speakers who choose to donate their honorarium and/or travel expenses, and institutions, companies, or individuals who wish to donate monies to this fund. Contributors with a minimum donation of $100.00 will be listed as a contributor to the Annual Conference Scholarship Fund in the Final Program for the Annual Meeting.
**PROCEDURES**

**Application**

Applicants will submit a 500 to 750 word essay on a topic chosen by the GPEC Committee. The winning essay(s) may be reprinted in *The CONNECTION*.

**Selection**

The GPEC Committee will use the scholarship evaluation form to choose the winning paper(s). *A minimal score of 40 must be received. No area can receive a zero.* The essay will be scored by the NCRA GPEC Committee based on:

- Adherence to the topic
- Format compliance*
- Use of original ideas and/or concepts
- Coherence and completeness

*Format: MS Word Format - 97-2007 (.doc) Header of Page(s): Title of Essay with Name of Applicant (should be displayed on each page if more than one page) Line Spacing set at 1.5 Paginate if more than one page*

Additional credit will be awarded for participation in state or local cancer registry associations or as an NCRA committee member/chaire. Additional credit will be awarded based on applicant’s previous inability to attend an NCRA Annual Meeting with the highest weight going to those who have never attended a national conference. The total score will be used in the determination of the award status.

The number of applicants selected to receive funds will be limited to the amount of monies available in the Annual Conference Scholarship Fund each year.

The GPEC Committee Chair will notify the President and the NCRA Executive Office of all scholarship winners. The President will notify the scholarship winners by phone and in writing no later than eight weeks prior to the Annual Conference.

All application and scoring materials will be forwarded to the NCRA Executive Office for filing.

**Travel and Hotel Arrangements**

Scholarship winners will work through staff to make all travel arrangements through the NCRA travel agency at least 21 days in advance of the flight. All hotel arrangements will be coordinated by NCRA Executive Office staff.
### Evaluation Form

Date: ____________________________  
Nominee: ____________________________  Evaluator: ____________________________

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<th>Criteria</th>
<th>Rating*</th>
<th>Multiplier</th>
<th>Score</th>
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<td>1. Adhering to the topic</td>
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<td>2. Using format</td>
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<td>3. Original ideas/concepts</td>
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<td>4. Coherent/complete</td>
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<td>5. Attendance at an NCRA Annual Conference*</td>
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<td>6. Professional participation**</td>
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**Overall Score** | | | total points possible = 100 |

*Rating codes

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Danielle Chufar Memorial Annual Scholarship Fund
National Cancer Registrars Association’s

DANIELLE CHUFAR MEMORIAL

ANNUAL CONFERENCE SCHOLARSHIP APPLICATION

PURPOSE:
Allow a member with no available funding to attend the 20XX NCRA Annual Conference in ____________.

AWARD:
The scholarship will cover registration fee, airfare (up to the amount of $600), and hotel for 3 nights. If the applicant were chosen, he/she would not be eligible to apply again for five years. The number of applicants selected to receive funds will be limited to the amount of monies available in the Scholarship Fund each year.

ELIGIBILITY REQUIREMENTS:
- Active current NCRA member for at least one year AND during the year in which the scholarship is awarded
- Is not Associate, Inactive, Sustaining, Student, and International member
- Is not a member of the NCRA Board of Directors or of the Governance Planning and Evaluation Committee

PROCESS:
- Only one person from each institution may apply.
- The institution must decide which application to submit if more than one person wishes to apply.
- Applicants must submit a 500 to 750-word essay on the topic to be chosen by the GPEC Committee.
- Essay will be scored by the NCRA Governance Planning and Evaluation Committee using the following criteria:
  - Adherence to the topic
  - Compliance with the format
    *Format: MS Word Format - 97-2007 (.doc) Header of Page(s): Title of Essay with Name of Applicant (displayed on each page if more than one page) Line Spacing set at 1.5 Paginate if more than one page
  - Use of original ideas and/or concepts
  - Coherence and completeness (if information on the application is missing or unclear, no points will be awarded in that category)
  - Additional points awarded by the Committee if the applicant:
    - Participates in NCRA and/or state/local cancer registrar associations
    - Has never attended an NCRA Annual Conference

ESSAY TOPIC:
Applicant Name: ________________________________
Institution: ________________________________
Preferred Mailing Address: ________________________________
City ________________________________ State ________________________________ Zip code ________________________________ Work phone number ________________________________

Years of registry experience: ____________ Years of NCRA membership: ____________
Year last NCRA Annual Conference attended: ____________ or Never attended: ____________
Total essay word count: ____________

List registry professional involvement: (NCRA – past Board position, Committee Chair/member, SIG Leader, Liaison, Council, or Taskforce Chair/member. State/local cancer registrar assoc – identify assoc and list positions.)

Use back if additional space is required

SEND COMPLETED APPLICATION AND ESSAY TO:
National Cancer Registrars Association
Attn: Danielle Chufar Memorial Scholarship
1340 Braddock Place #203
Alexandria, VA 22314

DEADLINE FOR POSTMARK: January 31, 20XX

Danielle Chufar Memorial Annual Scholarship Fund
### Key Dates

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