

March 7, 2024

Dr. Leslie Randall

Division Head, Gynecologic Oncology Professor

RE: American Society of Clinical Oncology (ASCO) Annual Meeting 2025

Dear Leslie:

It was a pleasure speaking with you regarding the American Society of Clinical Oncology (ASCO) Annual Meeting 2025 needs scheduled for Wednesday, May 28, 2025 - Thursday, May 29, 2025. We are pleased to submit this proposal for consideration as your host venue for this meeting.

The David Rubenstein Forum is a physical expression of the University of Chicago's academic character and offers a bold and inspiring alternative to traditional meeting rooms. It is thoughtfully designed to host events that promote inquiry, the open exchange of ideas, and the power of convening.

We are pleased to offer American Society of Clinical Oncology (ASCO) Annual Meeting 2025 the following:

DATE AVAILABILITY:

Based on the information we have discussed to date; I am pleased to confirm function space availability on the dates outlined below. Should your dates change, I will be happy to check availability for other dates.

MEETING SPACE REQUIREMENTS:

Date	Time	Event Class	Room	Setup	AGR	Inc. in Pkg
Wednesday, 05/28/25						
Wednesday, 05/28/25	8:30 AM - 9:30 AM	Continental Breakfast	University Prefunction	Break Station	150	Х
Wednesday, 05/28/25	9:00 AM - 5:00 PM	FULL DAY MEETING PACKAGE	University Room AB	Crescent Oval	150	Х
Wednesday, 05/28/25	9:00 AM - 5:00 PM	General Session Pkg	University Room AB	Crescent Oval	150	Х
Wednesday, 05/28/25	10:00 AM - 10:15 AM	Break Pkg AM	University Prefunction	Break Station	150	Х
Wednesday, 05/28/25	12:00 PM - 1:00 PM	Lunch Pkg	University Room AB &	Existing	150	Х
			University Prefunction			
Wednesday, 05/28/25	2:00 PM - 2:15 PM	Break Pkg PM	University Prefunction	Break Station	150	Х
Wednesday, 05/28/25	6:00 PM - 8:30 PM	Dinner Plated	City View Room	Oval	140	\$4,000.00
Thursday, 05/29/25						
Thursday, 05/29/25	8:30 AM - 9:30 AM	Continental Breakfast	University Prefunction	Break Station	150	Х
Thursday, 05/29/25	9:00 AM - 5:00 PM	FULL DAY MEETING PACKAGE	University Room AB	Crescent Oval	150	Х
Thursday, 05/29/25	10:00 AM - 10:15 AM	Break Pkg AM	University Prefunction	Break Station	150	Х
Thursday, 05/29/25	12:00 PM - 1:00 PM	Lunch Pkg	University Room AB &	Existing	150	Х
			University Prefunction			
Thursday, 05/29/25	2:00 PM - 2:15 PM	Break Pkg PM	University Prefunction	Break Station	150	Х

OPTION #1 - 2-Day Meeting with Dinner

FOOD & BEVERAGE MINIMUM: \$63,000.00

TOTAL MEETING ROOM RENTAL: \$4,000.00

OPTION #2 - 2-Day Meeting with No Dinner

FOOD & BEVERAGE MINIMUM: \$54,000.00

TOTAL MEETING ROOM RENTAL: Included



Food and beverage minimum will be achieved by the menu selections, meeting package price and consumed beverages. Food and beverage minimum – is the committed amount of spend in food and beverage items only.

FULL DAY MEETING PACKAGE Priced at \$159 per person, inclusive of service charge

- Room Rental for one Plenary/General Session
- Continuous Beverages for up to 8 hours: Coffee, Tea, Soda, Water, and Juices
- AM Break: Freshly Baked Chef's Specialty Selections
- Lunch: Chef's creation of daily rotating buffet
 - Upgraded or private lunches available for additional cost
- PM Break: Chef's Specially Curated Afternoon Bites
- Event Concierge to assist with onsite support, coat check and meeting materials
- Built-in Audio-Visual Equipment & onsite support for set up
 - Dedicated Tech and Upgraded Production available for additional cost
- UChicago Wi-Fi for all participants

CATERING EVENT AVERAGE PRICING

The below average pricing is to show estimated spend per event type - these are not inclusions or menu selections

- Space rental fee for all meeting spaces held
- Breakfast
 - Continental @ \$24 per person
- Plated Dinner
 - Plated Dinner @ \$55-\$120 per person
 - Wine Service with Dinner @ \$7-\$15 per glass

Above proposed space and pricing is valid until Wednesday, March 13, 2024.

Leslie, we at the David Rubenstein Forum look forward to being chosen as the host facility for the American Society of Clinical Oncology (ASCO) Annual Meeting 2025 arriving Wednesday, May 28, 2025. Please keep in mind that this proposal is valid until Wednesday, March 13, 2024. If I can assist you in any other way, please do not hesitate to call me at 773-702-3648.

Sincerely,

Mara Xenos Sales & Events Manager



David Rubenstein Forum



City View Social



University Prefunction



University Room A/B