



Symposia Office Hours
Know Before You Go

Important Resources

- ONS Show Management Team: ONSsponsorships@smithbucklin.com
- Smithbucklin ONS staff will check in with your team about an hour prior to your symposium. At the start of your session, we will take a room count. Please stop by our office in the Learning Hall or send us an email if you need anything outside of your session time.
- A dedicated AV tech will be in your symposium room. They will be available one hour prior to your session.
- [Symposia Resources page](#)
- [Write Up Update Form](#) – Updates will be made as best we can through May 1
- [ONS Schedule](#) (*check your event list to ensure everything is correct*)
- [Sponsorship Advertising](#) (*opportunities to promote your symposium are still available*)



Jeannie Weber
Event Director



Lily Beech
Industry Events Fulfillment



Symposia Schedule & Location

Wednesday, May 13	Thursday, May 14	Friday, May 15	Saturday, May 16
	6:00 am – 7:00 am	6:00 am – 7:00 am	6:00 am – 7:00 am
11:15 am – 12:45 pm	12:15 pm – 1:45 pm	12:15 pm – 1:45 pm	12:15 pm – 1:45 pm
6:00 pm – 7:30 pm	6:00 pm – 7:30 pm	6:00 pm – 7:30 pm	6:00 pm – 7:30 pm

Grand Hyatt San Antonio Riverwalk

600 E. Market Street, San Antonio, TX 78205

Fourth Floor Meeting Space

1. Texas Ballroom ABC
2. Texas Ballroom DEF

San Antonio Marriott Rivercenter on the River Walk

101 Bowie St., San Antonio, TX 78205

Third Floor Meeting Space

1. Grand Ballroom Salons A-F
2. Grand Ballroom Salons GHI



Meeting Space

Reminder: room sets cannot be changed. Diagrams and capacities can be found on the resources page.

If you need a staff office, speaker ready room, or other meeting space at the Grand Hyatt or Marriott Rivercenter you can request that through our [website](#).

- Attendee Event Space Requests are any event wherein you are inviting more than ten Congress attendees.
- Internal Meeting Space Requests are for staff meetings, speaker ready rooms, or any other use that does not include Congress attendees.

Food & Beverage

- Hotel deadlines:
 - Grand Hyatt F&B order deadlines:
 - Food orders were due 30 days prior to event (past due)
 - **Final guarantees are due by 10am 7 business days prior to event**
 - Marriott Rivercenter F&B order deadlines:
 - Food orders were due 3 weeks prior to event day (past due)
 - **Final guarantees are due no later than 10am 72 hours prior to event**
- ONS does not provide any meals
- Symposia must supply meals
 - You should be working with your designated hotel CSM for your session. Please reach out to ONSSponsorships@smithbucklin.com if you have not been in touch with the hotel.

Registration & Housing

For companies with a booth:

- Register & book housing through the [Maritz Exhibitor Portal](#)
- Deadlines:
 - The housing cut-off has passed. Please reach out directly if you have not arranged your company accommodations and need assistance.

For companies without a booth:

- Symposium staff do not need to register if only staffing the symposium.

For registration & housing questions, contact ONSOCexh@maritz.com

Lead Retrieval

Lead Retrieval:

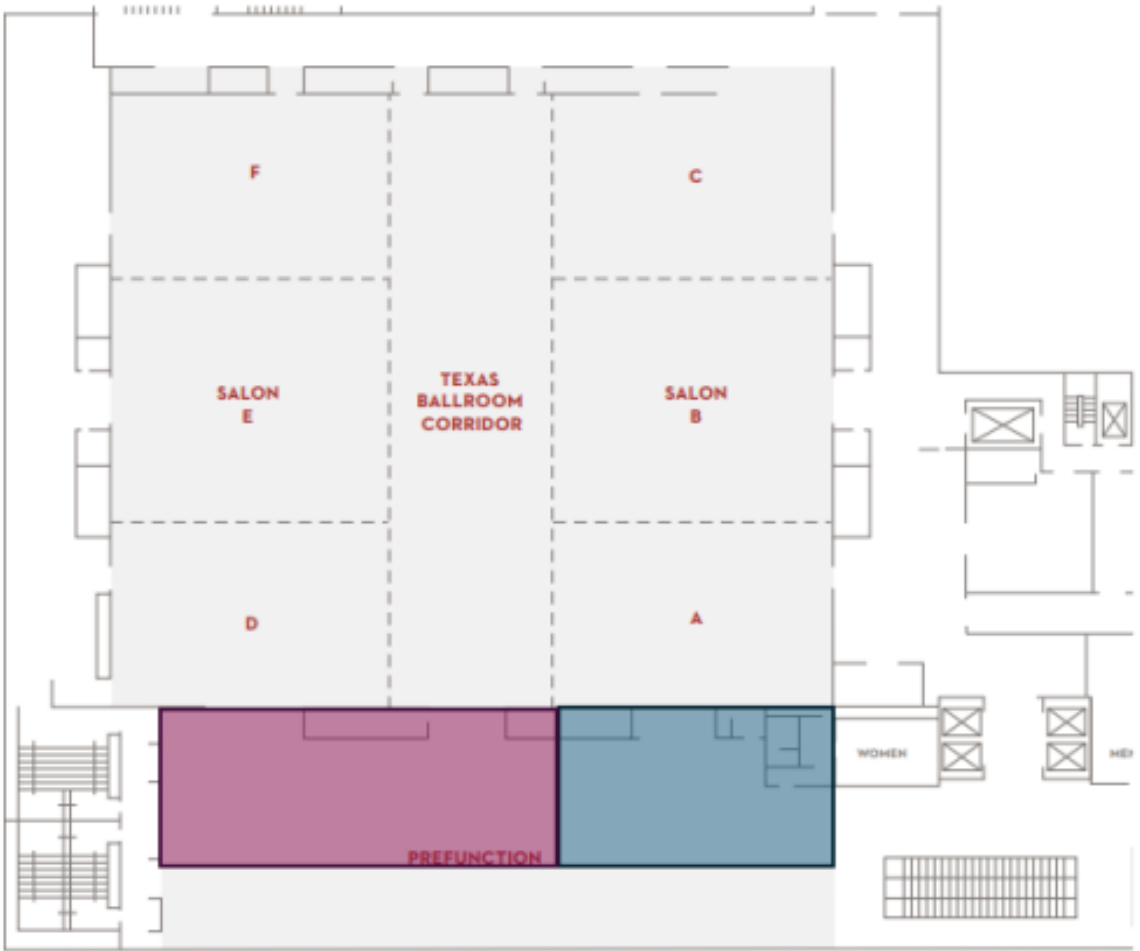
- **ONS does not provide pre- or post-conference attendee lists**
- You receive one complimentary lead retrieval device, but must redeem by submitting this [form](#). **The form is due no later than May 1.**
 - If you want additional scanners (including mobile device app scanners), you can do so with the same form.
 - If you have a booth/exhibit badges: Pick up your devices at the Lead Retrieval desk in the Exhibitor Services Center located at the back of the hall.
 - If you do not have a booth and are not registering for Congress: To pick up lead retrieval, please text Phillip Frazier (312.753.9994) with your company name when you are outside of the exhibit hall. His team will meet you and bring the lead retrieval devices and will explain how to use them then. Please follow the same procedure when returning the device.

Signage Policy

- Full signage policy can be found [here](#).
- ONS provides basic directional signage but does not provide any dedicated signage to be placed outside your event room.
 - If you'd like any signage dedicated to your particular session, you will be responsible for providing all materials.
- You are permitted to place any amount of signage **within** your room and in the **dedicated area** outside of your room. **Any signage outside of the stanchioned areas will be removed.**
- Your signage does not need to be approved by ONS. The ONS Disclaimer must be placed somewhere on all of your signs (fine print is acceptable).
- **ONS Disclaimer**
 - “Meeting space has been assigned to provide a Symposia supported by (*Company Name*) during the Oncology Nursing Society’s (ONS) 51st Annual Congress, May 13-17, 2026, in San Antonio, TX. The Oncology Nursing Society's assignment of meeting space does not imply product endorsement.”

Signage Policy

Grand Hyatt



Marriott Rivercenter



Shipping

If you included any symposium materials with your booth shipment: anything shipped to the Advance Warehouse c/o Shepard will be delivered to your booth. It is your responsibility to get those materials over to your symposium hotel.

If you are shipping directly to the hotel, please review full details on the [Resources Page](#) to ensure your package is accepted.

FedEx Office Business Center Grand Hyatt San Antonio

Please schedule your shipment(s) to arrive 3–4 days prior to the event start date.

FedEx is open:

Mon – Fri: 7:00am - 7:00pm

Saturday: 10:00am - 5:00pm

Sunday: 10:00am - 5:00pm

FedEx Office Business Center Marriott Rivercenter on the River Walk

Please schedule your shipment(s) to arrive 4 days prior to the event start date.

FedEx is open:

Mon – Fri: 7:00am - 7:00pm

Saturday: 9:00am - 3:00pm

Sunday: 10:00am - 3:00pm



Questions?