



Sponsor Guide: Shipping Information and On-site Logistics

Thank you for participating in the upcoming SSO Fellows Institute taking place from November 17-19, 2025, at the Houston Marriott Medical Center and the Houston Methodist Institute for Innovation, Technology, and Education (MITIE)! Please find information below to help you prepare for the course.

Shipping

The shipping address is:

6670 Bertner Ave. 5th Floor – MITIE

Attn: Deha Butler

Houston, TX 77030

Please fill out the “MITIE Shipping Form” and send it back to me at your earliest convenience. Please note that the product must arrive at least three days prior to the day of the event (November 14th, 2025) but not arrive more than 10 days before the event (November 6, 2025) if being shipped domestically, and no more than 30 days before the event (October 15th, 2025) if being shipped internationally.

If you are local and plan on bringing equipment to the lab by hand, please let me know. We will begin setting up for the course on Monday, November 18, from 10:00 AM- 3:00 PM for both the Breast and CGSO tracks.

On-site Representatives

Please send the list of company representatives who will be onsite, along with their credentials, company name, city, state, country, email, and phone number to Emily Butera at emilybutera@surgonc.org. In addition to this information being needed for badges, SSO staff will be sharing names and contact information with the MITIE team so they can keep track of shipping and set up information. **Please note that company representatives that will be on-site do not need to register for the course- SSO staff will manually create badges for industry!**

Full Schedule

[2025 Fellows Institute- Breast Program](#)

[2025 Fellows Institute- CGSO Program](#)

Hotel Information

Our host hotel will be the Houston Marriott Medical Center/Museum District (6580 Fannin Street, Houston, TX 77030), which is conveniently connected to the MITIE lab. At this time, the hotel block rate is reserved for the fellows, however, I will send an update if this changes.

On-site Lab Information

Lab Registration:

All individuals who will be present at MITIE must register to be on the floor. Please note, it is much simpler to register on a computer prior to arriving than it is on your phone the day of the course.

Please use the information below to create a new account and register for this course.

- Please click the link [HERE](#) to get to MITIE's registration page.
- Click Register then Take course.
- Click "Create new visitor Account"
- Fill out all items listed with a "*" next to it and submit.
- Go back to registration link and Register/Take Course, it will ask you for 3 more questions which you will submit and be finished.

Parking

For those who will need parking, there is a garage at the Texas Medical Center. The street address for the garage is 6550 Bertner Ave Houston, TX, 77030.

After you park, you will take the elevators to the first floor and walk through the cafeteria towards Bertner Ave. Then you will cross the street and enter the glass Methodist Research building. Once you enter through these doors, take an immediate left and walk the length of the building to the elevators on the right. Take the 5th floor and you will arrive at the MITIE front desk. Please contact [@Bristol, Sharyn N](#) with questions.

Lab/Exhibiting Set Up Information

All vendors may arrive on Monday November 17th from 10:00 am to 3:00 pm for set up. You will arrive to 6670 Bertner Ave 5th Floor and check in with the front desk. The MITIE lab team will escort you to your assigned station. If you would like to set up on Tuesday or Wednesday, please reach out to [@Bristol, Sharyn N.](#) to coordinate a set-up time.

Lab/Exhibiting Breakdown

You may break down as soon as your team has finished with their station. Please coordinate with [@Butler, Deha](#) on where to place any equipment for shipping. If you are exhibiting, please reach out to [@Bristol, Sharyn N.](#) to coordinate where to place items that need to be shipped.

PLEASE NOTE, that UPS, FedEx, and DHL are the preferred shipping vendors at MITIE as other vendors take a lot longer to pick up packages. If you have a package that urgently needs to be sent elsewhere, please make the correct arrangements to ensure your item reaches its destination in a timely manner. There is a UPS store close to MITIE where you can drop off your urgent items if needed. If you need this address, please reach out to [@Bristol, Sharyn N.](#)

Industry Placements- Breast Track

Product Showcase and Presentation: Monday, November 17, from 5:15 - 6:00 PM

- **Medtronic:** Marriott – Salon A-D & Salon E

Expert Tech Spotlight Presentation: Tuesday, November 18, from 7:05 - 7:30 AM

- **Novartis:** MITIE Auditorium – Level 2

Innovative Techniques Rotation: Tuesday, November 18, from 8:30 - 11:40 AM

- **Clarix Imaging:** MITIE OR 1
- **Elucent Medical:** MITIE CT OR
- **KUBTEC:** MITIE OR 2
- **Vector Surgical:** MITIE Front Hall

Surgical Innovation Lab Partner in Localization/Rfid: Tuesday, November 18, from 8:30- 11:40 AM

- **Hologic:** MITIE Procedural Skills Lab
- **Merit Medical:** MITIE Procedural Skills Lab

In-Kind Sponsors:

- **BK Medical** (pending): Tuesday, November 18, from 8:30- 11:40 AM- MITIE Simulation Lab (Live Model Scanning)
- **FujiFilm:** Tuesday, November 18, from 8:30- 11:40 AM- MITIE Procedural Skills Lab (Ultrasound and Biopsy Station)
- **Hologic:** Tuesday, November 18, from 8:30- 11:40 AM- MITIE Procedural Skills Lab (Ultrasound and Biopsy Station)
- **Stryker:** Tuesday, November 18, from 1:00- 4:00 PM- MITIE Procedural Skills Lab (Oncoplastics Lab)

Industry Placements- CGSO Track

Product Showcase and Presentation: Tuesday, November 18, from 5:15 - 6:00 PM

- **Medtronic:** Marriott – Salon A-D & Salon E

Industry Sponsored Lunch: Tuesday, November 18, from 11:00 AM - 12:00 PM

- **Boston Scientific (Intera Oncology)-** MITIE Auditorium – Level 2

In-Kind Sponsors: Tuesday, November 18, from 8:00 - 11:00 AM and 12:30 - 3:00 PM

- **CONMED:** MITIE Procedural Skills Lab – Level 5
- **Ethicon:** MITIE Procedural Skills Lab – Level 5
- **Intuitive:** MITIE Robotics Lab – Level 5
- **Medtronic:** MITIE Robotics Lab – Level 5
- **ThermaSolutions:** MITIE Procedural Skills Lab – Level 5

Social Media & Photo Release

Share your experience: #FI25, follow SSO on Facebook/Twitter @SocSurgOnc.

By attending, you consent to photo/video use by SSO for promotional purposes. Contact us beforehand with concerns.

On-site Contact Information

Emily Butera, Assistant Director of Development and Corporate Partnerships

Phone: 224-935-6160

Email: emilybutera@surgonc.org