



# **Partners' Services Manual@ESC Asia 2022 with APSC & AFC**

**TECHNICAL SPECIFICATIONS & DEADLINES**

## **Thank you for reading this Manual**

Please note that a successful application for participation at ESC Asia 2022 with APSC & AFC implies an acceptance of the requirements contained within:

- **ESC Guidelines for Industry@Congresses** with common rules applicable to our congresses
- **ESC portal** [www.esceexhibition.org](http://www.esceexhibition.org) providing updates, key dates, not-to-be-missed information, technical specifications and much more
- **Partners' Services Manual@ ESC Asia 2022 with APSC & AFC** which contains the technical specifications and deadlines

Each ESC partner is responsible for communicating these documents and materials to its agencies or contractors and for providing them with the necessary information to prepare their activities in relation with the ESC Congresses.

## **Blackout times and parallel activities**

We kindly ask that all our Industry Partners refrain from holding parallel activities which are not linked to ESC Asia 2022 with APSC & AFC or do not reference it. It is in our best and common interest to retain the focus of the profession during the ESC Congresses, especially on online platforms.

During the period beginning Thursday 1 December 2022 through Saturday 3 December 2022, the ESC does not allow any corporate-organised Industry Partners official sessions or similar events to take place on other days and in other places except for the official Industry Partners dedicated sessions taking place at ESC Asia 2022 with APSC & AFC. Industry meetings open to ESC Asia 2022 with APSC & AFC delegates are strictly forbidden outside the official Congress offer (Industry Sponsored Sessions and Rooms at ESC).

*We thank you in advance for following these recommendations which will help optimise the collective gathering of the global cardiology community throughout the ESC Congresses.*

## Your contacts

A dedicated team is happy to assist you in your preparations. Please contact the following people as necessary for your queries.

### **Exhibition**

Mrs. Julia Meunier

[escasiaservices@escardio.org](mailto:escasiaservices@escardio.org)

### **Sponsored Sessions**

Mrs. Julia Meunier

[escasiaservices@escardio.org](mailto:escasiaservices@escardio.org)

### **Sponsorship**

Mrs. Julia Meunier

[escasiaservices@escardio.org](mailto:escasiaservices@escardio.org)

### **Rooms at ESC**

Mrs. Julia Meunier

[escasiaservices@escardio.org](mailto:escasiaservices@escardio.org)

### **Orders and Industry Relations**

[industry@escardio.org](mailto:industry@escardio.org)

### **Registration**

[groups@escardio.org](mailto:groups@escardio.org)

### **ESC Press contact**

[press-services@escardio.org](mailto:press-services@escardio.org)

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## Key dates

<b>31 August 2022</b>	Application deadline to order packages
<b>14 September 2022</b>	Application deadline
<b>More than 150 days before the first day:</b>	Cancellation fee: 30% of total amount due
<b>From 150 to 90 days:</b>	Cancellation fee: 50% of total amount due
<b>Less than 90 days:</b>	Cancellation fee: 100% of total amount due
<b>31 October 2022</b>	Free Exhibitor badge deadline Additional General Exhibitor badge order deadline
<b>1 November 2022</b>	Deadline for stand design submission & stand activity declaration. All exhibitors must submit their insurance certificates. For custom stands, risk assessments and method statements are requested for all structures.
<b>7 November 2022</b>	Stand services deadline - After this date orders might incur an extra cost and the service cannot be guarantee
<b>1-3 December 2022</b>	ESC Asia 2022 with APSC & AFC

## Construction schedule and Exhibition access timetable

The hall is open for construction to custom stand only on Wednesday 30 November 2022 from 13:00 to 21:00.

## Vehicle access for unloading

Vehicles will not be allowed access to the loading bays before the date and time indicated on the Access Schedule. Access is allowed in direct relation to the size of the exhibit, with the earliest slots allocated to companies building the largest stand area(s).

All construction must be completed by 21:00 on Wednesday 30 November, goods must be removed from aisles to allow cleaning of aisles. Stand decoration is possible on Thursday 1 December from 08:00 to 12:00.

No further vehicle access to the exhibition ground from 21:00 on Wednesday 30 November 2022 until 16:00 on Saturday 3 December 2022.



## Opening hours

### Thursday 1 December

- 08:00 – 12:00 Stand decoration only, to be completed by 12:00.  
Staff meetings may be held on stands.
- 13:00 **Exhibition halls open (all stands must be staffed)**
- 15:00 – 15:30 Coffee break in the Exhibition Area  
Moderated Posters in the Poster Area
- 17:00 **Exhibition closed**

### Friday 2 December

- 08:00 Access for Exhibitors only
- 09:00 **Exhibition open (all stands must be staffed)**
- 10:30 – 11:00 Coffee break in the Exhibition Area  
Moderated Posters in the Poster Area
- 12:15 – 13:00 Lunch break  
Moderated Posters in the Poster Area
- 15:00 – 15:30 Coffee break in the Exhibition Area  
Moderated Posters in the Poster Area
- 17:00 **Exhibition closed**

### Saturday 3 December

- 08:00 Access for Exhibitors only
- 09:00 Exhibition open (all stands must be staffed)
- 10:30 – 11:00 Coffee break in the Exhibition Area  
Moderated Posters in the Poster Area
- 12:15 – 13:00 Lunch break  
Moderated Posters in the Poster Area
- 14:30 Exhibition closed
- 15:30 – 16:00 Closing including Award Ceremony
- 16:00 – 21:00 Delivery of empty packaging cases followed by  
the full dismantling.  
Vehicle access (deposit required for all vehicles  
entering the exhibition ground, note this is a  
very busy period and priority is given to trucks  
delivering bulk packaging materials)

From Thursday 1 December until Saturday 3 December,  
stand personnel may enter the building 1 hour before  
the opening of the exhibition.

## Exhibition location and building information

The ESC Asia 2022 with APSC & AFC exhibition will be held in Padang Room in Fairmont Ballroom at the Raffles City Convention Centre Singapore.

- Exhibition Hall shared with the Poster Area
- Gross area dedicated to exhibits approx. 600m<sup>2</sup>
- Ceiling heights: 6.1m
- Electricity, water, waste & telecoms delivered by service ducts at floor level
- Carpeting colour within aisles is light beige/light grey

## Stand activity

Stand activities should be declared before 1 November 2022 using the form available on: [www.escexhibition.org/Asia2022](http://www.escexhibition.org/Asia2022)

## Stand module - Shell scheme stand - Submission deadlines

By 1 November 2022: Exhibitors renting a shell scheme stand should inform ESC Industry Team accordingly. A public liability insurance document should be sent by exhibitor to the ESC Industry Team.

A turn-key stand solution is available at an attractive price. The price of the package is 8 000€ for a 9m<sup>2</sup> stand space including the following:

- Structure: Modular system booth structure & assembly charges, carpet, fascia board with exhibitor name & stand number, daily basic stand cleaning.
- Lighting: general lighting by spots, 1 switchboard for general lighting, electrical consumption and 1 socket
- Furniture package: counter with stool, brochure holder, table and chairs.

The stand module provided by the official stand service supplier will be uniform stands with uniform graphics, height, and design. Partition walls will be 2.5m high, graphics & signage may be an additional 0.5m.

## Custom stand design - Stands drawing

By 1 November 2022 every exhibitor must submit to the ESC Industry Team, an exact statement of the dimensions of their stand as well as plans and descriptions of this stand. A public liability insurance document must be submitted as well as all additional certification documentation required for complex structures. All documents for construction certification are required.

## Health & Safety certification - Stand module

By 1 November 2022 exhibitors renting a stand module from the official stand supplier should submit the package type, dimensions & non-standard items such as display screens and catering areas. There is no need to provide any specific documentation for a stand construction certification apart from the public liability insurance document.

## Stand height allowance

The maximum height allowance is in direct proportion to the m<sup>2</sup> floor area of each stand and is as follows:

### Height allowance for the self-standing items

6m <sup>2</sup> - 25m <sup>2</sup>	2.5m
26m <sup>2</sup> - 45m <sup>2</sup>	3m
46m <sup>2</sup> - and over	3.5m

## Suspension points

No suspended items allowed.

## Exhibition services

For all your stand service orders and the latest exhibition logistics information, please visit [www.escexhibition.org/Asia2022](http://www.escexhibition.org/Asia2022).

## Service points (electricity, water, compressed air)

For complete details on electrical rules and regulations for stand installation, please refer to the venues' Rules and Regulations available on [www.escexhibition.org/Asia2022](http://www.escexhibition.org/Asia2022)

## Waste and cleaning management

Exhibitors should manage (contract and pay for) their waste removal through the official cleaning supplier. This can be ordered on our Industry portal on [www.escexhibition.org/Asia2022](http://www.escexhibition.org/Asia2022) , 'Wild tipping' or disposing of bulk waste within the fairground without payment will be considered a serious violation.

## Stand Assignment

Stands will be assigned on a first come, first served basis.  
After confirmation of stand assignment, any alteration of the stand type may be requested to ESC before 1 November 2022.

## Catering

Exhibitor may not bring their own catering into the venue. All perishable goods (coffee, tea, milk, sugar, fresh fruits...) necessary for the service of hospitality on stand should be ordered from the official caterer. Exhibitors may not sell food or drink for consumption on the premises. Serving alcoholic beverages on stand is strictly forbidden. The Official Caterer of the Congress is the Caterer Company of the Raffles City Convention Centre.

## Transport regulations/handling

Within the limits of the venue, Raffles City Convention Centre agents acts with the authority of ESC on its behalf in matter concerning vehicles logistics & security, freight forwarding, freight lifting and storage of goods. **Each exhibitor who needs to access the loading zone must inform ESC and Raffles City Convention Centre by email.** Further information about Accesses can be found on [www.escexhibition.org/Asia2022](http://www.escexhibition.org/Asia2022)

## Safety and Technical Specifications

Please refer to venue' Rules and Regulations available on [www.escexhibition.org/Asia2022](http://www.escexhibition.org/Asia2022)

## Extra security

The ESC will provide general surveillance of the hall; however, the ESC reminds exhibitor of their responsibility for their stand surveillance.

## Exhibitor badge allocation

Stand size between	General Exhibitor badges	Scientific Exhibitor badges
Exhibition Package 9m <sup>2</sup>	10	3
9m <sup>2</sup> - 49m <sup>2</sup>	10	3
More than 49 m <sup>2</sup>	15	5

## Badge fees and order deadlines

### Important notice

To comply with the French anti-gift law (article L. 1453-11 of the French Public Health Code) and to respect the timeline for declaration or application to the French Regional Health Agency please note that after 2 months before the event the purchase of extra exhibitor badges is limited to a maximum of 12. It is the responsibility of the agency/industry to process a declaration to the French Regional Health Agency at least 8 days before the congress starting date.

No extra orders can be made onsite.

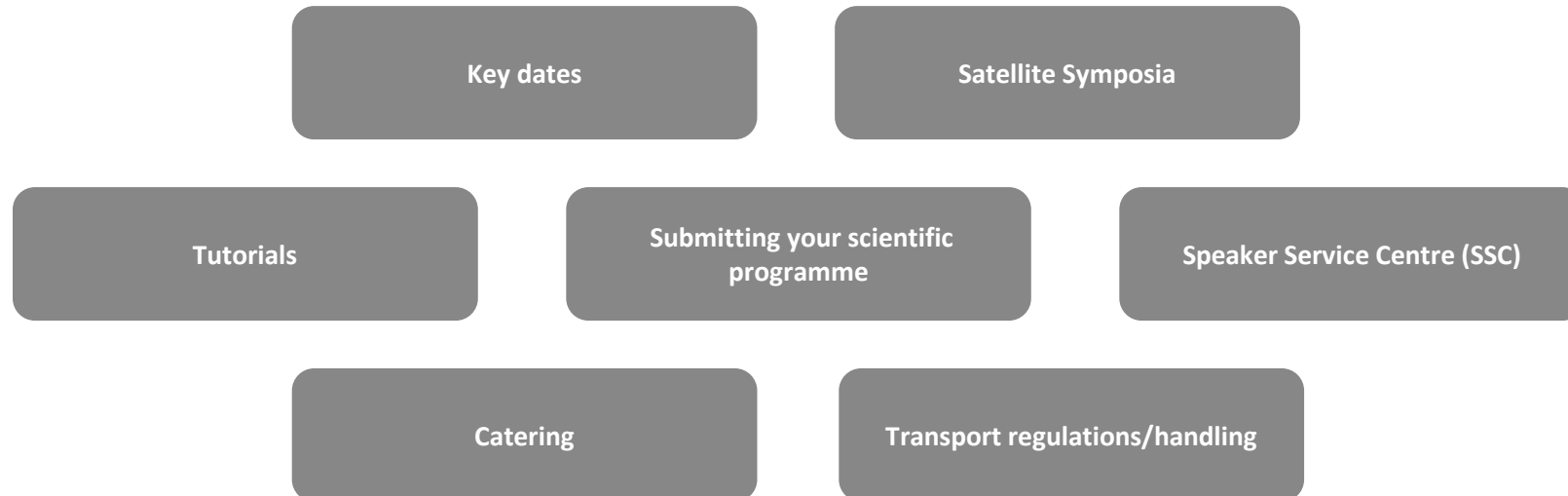
Additional General Exhibitor badges may be pre-ordered at the early fee of €125 (excl. VAT) per badge before 31 October 2022.

From 1 November 2022, no additional General Exhibitor badges can be ordered.

Badge fees (All fees excl VAT)

# INDUSTRY SPONSORED SESSIONS

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## Key dates

Upon signature of the order form cancellation fees will apply.

<b>31 August 2022</b>	Application deadline to order packages
<b>14 September 2022</b>	Application deadline
<b>More than 150 days before the first day:</b>	Cancellation fee: 30% of total amount due
<b>From 150 to 90 days:</b>	Cancellation fee: 50% of total amount due
<b>Less than 90 days:</b>	Cancellation fee: 100% of total amount due
<b>Beginning of October</b>	Notification of assignments of time slots and rooms
<b>19 October 2022</b>	Scientific programme submission due. Notification of scientific programmes approval and production with CYIM
<b>1-3 December 2022</b>	ESC Asia 2022 with APSC & AFC



## Satellite Symposia

Satellite Symposia should fit in the duration that you booked with the ESC.

### Included:

- Standard lecture room set-up (customisation needs to be approved by the ESC and ordered through our suppliers at extra cost)
- Standard webcast production (customisation needs to be approved by the ESC and ordered through our suppliers at extra cost)
- Dedicated listing in the congress programme: <https://www.escardio.org/Congresses-&-Events/ESC-Asia/Scientific-Programme>
- Roll up in front of or in close vicinity of the lecture room one hour before the session starts
- Invitations distributed in front of or in close vicinity of the lecture room 30 minutes before the session starts. Distribution of printed flyer invitations is subject to change with sanitary evolution of the pandemic.

For Non-Exhibiting companies the cost includes the above as well as:

- 10 General Exhibitor Badges 3 Scientific Exhibitor Badges

### Webcast

To extend the reach of Satellite Symposia to all those who were not able to attend session, the production of a webcast is included (one video file per presentation) and will be made available on ESC 365 on free access to all holders of a My ESC account.

### Lecture room set-up

Lecture Room 1: Theatre style 600 chairs

Lecture Room 2: Theatre style 400 chairs

A diagram of the room will be made available with more detailed information on [www.esceexhibition.org/Asia2022](http://www.esceexhibition.org/Asia2022)



## Satellite Symposia

### Lecture room access

The total intersession time is of 15 or 30 minutes between the end of an ESC session and the start of Satellite Symposium. One Day 2 and 3, there will be a 45-minute lunch break. Satellite Symposia organisers can access their assigned lecture rooms 10 minutes before the start of their sessions. This will allow ESC to finalise the ESC sessions, allow for over-run or continuing discussions and to prepare the lecture rooms. Satellite Symposium organiser must clear the lecture room 5 minutes after their scheduled timeslot by the latest.

### Onsite presence for onsite satellite symposia

We request that Satellite Symposia are organised live with all speakers and chairs onsite. We will adapt upon request considering the evolution of the pandemic with a minimum requirement of 1 chair animating Live the session onsite. Please refer to the [Industry Prospectus](#) and the complementary [ESC Guidelines for Industry @Congresses](#).

## Tutorials

No Tutorials sessions at ESC Asia 2022 with APSC & AFC.

## Submitting your scientific programme

By 19 October 2022 the complete scientific programme of Industry Sponsored Sessions must be sent to the ESC. The approval by the appointed ESC Asia 2022 with APSC and AFC Committee will follow. The scientific programme must be typed on the appropriate form available on [www.escehhibition.org/Asia2022](http://www.escehhibition.org/Asia2022) made available to you on your session's confirmation email.

### Note

- Industry Sponsored Sessions are announced in all publications as “sponsored by company X”. Sessions’ sponsor can use a different wording to announce the session on promotional material. The ESC approval is mandatory.
- Satellite Symposia chairperson(s): For onsite Satellite Session, we ask you to please have your chairperson onsite as well as a maximum of your panel.
- The number and duration of Tutorials sessions is not restricted. It is left to the appreciation of the organisers.
- Your scientific program will also serve to our suppliers as the flow script for your session.
- The ESC style guide will be applied to guarantee homogenous appearance of the ESC's total scientific program.

## Speaker Service Centre (SSC)

ESC Congresses offers computerised presentation facilities for all lectures. The use of the Speaker Service Centre is mandatory, free, and offers audio-visual assistance to all speakers.

The Speaker Service Centre will be available onsite on following opening hours:

Thursday, 1 December:	10:00 – 18:00
Friday, 2 December:	08:00 - 18:00
Saturday 3 December:	08:00 - 16:00

## Catering

Exhibitor may not bring their own catering into the venue. All perishable goods (coffee, tea, milk, sugar, fresh fruits...) necessary for the service of hospitality on stand should be ordered from the official caterer. Exhibitors may not sell food or drink for consumption on the premises. Serving alcoholic beverages on stand is strictly forbidden.

The Official Caterer of the Congress is the Caterer Company of the Raffles City Convention Centre.

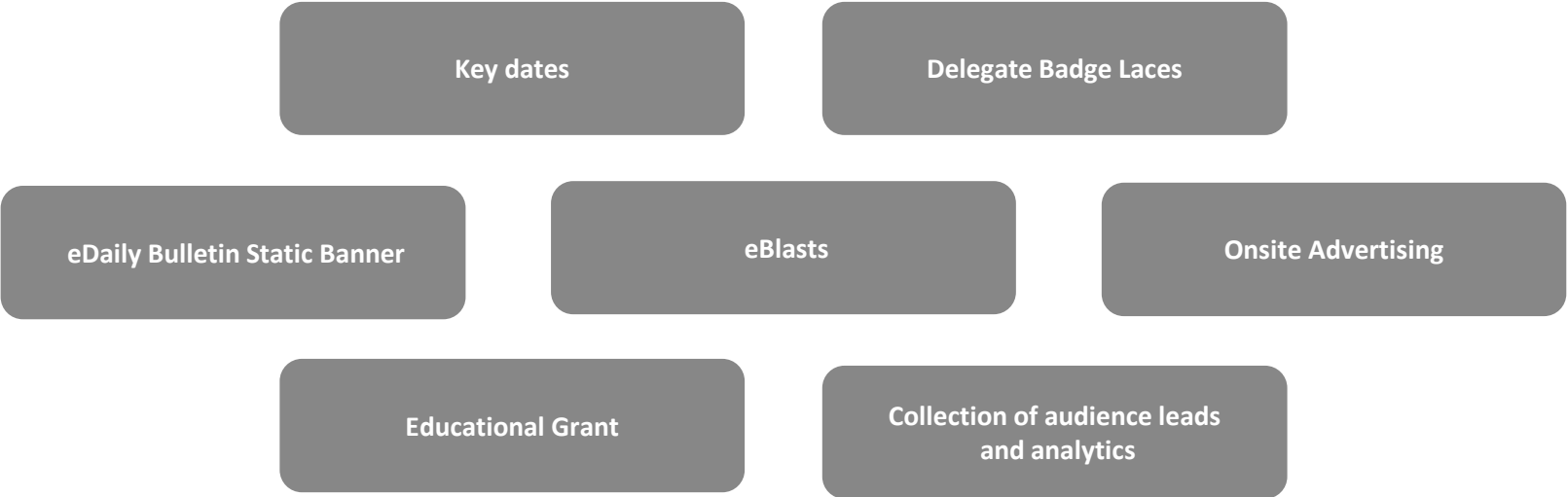
## Transport regulations/handling

Within the limits of the venue, Raffles City Convention Centre agents acts with the authority of ESC on its behalf in matter concerning vehicles logistics & security, freight forwarding, freight lifting and storage of goods.

**Each exhibitor who needs to access the loading zone must inform ESC and Raffles City Convention Centre by email.**

Further information about Accesses can be found on [www.escehhibition.org/Asia2022](http://www.escehhibition.org/Asia2022)

# SPONSORSHIP



## Key dates

<b>More than 150 days before the first day:</b>	Cancellation fee: 30% of total amount due
<b>From 150 to 90 days:</b>	Cancellation fee: 50% of total amount due
<b>Less than 90 days:</b>	Cancellation fee: 100% of total amount due
<b>20 October 2022</b>	Deadline for Delegate badge Laces
<b>16 November 2022</b>	Deadline for 30 November eBlast
<b>29 November 2022</b>	Deadline for 14 December eBlast
<b>19 December 2022</b>	Deadline for eDaily Bulleting Banner
<b>19 December 2022</b>	Deadline for event eBlasts

## Delegate Badges Laces

*No product advertising permitted – Exclusive Sponsorship*  
Deadline: 20 October 2022

The badges Laces is a great opportunity to display your corporate name and logo which will be worn by all delegates onsite (around 800 to 1 000 pax).

## eDaily Bulletin Static Banner

*No product advertising permitted*  
Deadline: 19 December 2022

Our Dedicated congress newsletter highlighting the most up-to-date scientific information from ESC Asia 2022 with APSC & AFC will be emailed to our database of healthcare professionals with a My ESC account.

Day 1 bulletin will be emailed to our database of healthcare professionals with a My ESC account who have agreed to receive ESC communications and to all onsite registered delegates. Day 2 will be emailed to all onsite registered delegates only who have agreed to receive ESC communications. Extend your visibility and promote your Industry Sponsored Sessions or exhibition activities with your advertisement as a banner in the eDaily Bulletin. Price is valid for 1 day.

### **eDaily Bulletin Static Banner sponsors must provide:**

- 1 banner visual: JPG / PNG, 600px \* 150px, 72 dpi
- Confirmation of the choice of hyperlink (for online activities) for the eDaily bulletin mailed to registered audience (N.B.: Satellite Symposium Online Page)

## eBlasts

*No product advertising permitted*

The eBlast is an ideal way to highlight your Congress activities. Delegates will be able to open an enlarged pdf version of each of the sponsor's adverts by clicking on the advert visual or the session title. Hyperlinks to an external website or virtual booth are not permitted. As an alternative to the enlarged pdf version of an advert, a direct link to the Satellite Symposium Online Page can also be allowed on demand. This option is only suitable for Event and Post-event eBlasts. As mentioned below eBlasts can be mailed to all My ESC Account owners (audience with specific interest in ESC Asia 2022 with APSC & AFC and registered delegates who have agreed to receive communications from the ESC according to European data protection regulations) for the Pre-event eBlasts and to registered delegates only for Event and Post-event eBlasts. eBlasts will be sent out in the morning of each date.

### **eBlast sponsors must provide:**

- 1 advert visual for mailing content - size: 600px x 300px - weight: 50 ko max (recommendation: include your logo)
- 1 Pdf format advert if needed – weight: 1MB max

### **Pre-event eBlasts**

Reach out to My ESC Account owners who have expressed an interest in ESC Asia 2022 with APSC & AFC and pre-registered delegates via an electronic invitation sent out prior the event.

30 November eBlast

Deadline 16 November 2022





## eBlasts

### Event eBlasts

Reach out to registered delegates and place your event activities at the forefront of all delegates minds by reaching out to them via a dedicated email invitation sent out during the event.

1 December 2022 eBlast	Deadline 19 December 2022
2 December 2022 eBlast	Deadline 19 December 2022
3 December 2022 eBlast	Deadline 19 December 2022

### Post-event eBlasts

Place your Congress activities posted on the on-demand platform and ESC 365 at the forefront of all registered delegates' minds by reaching out to them via a dedicated email invitation sent out post-event.

14 December 2022 eBlast	Deadline 29 November 2022
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## Onsite Advertising

Onsite advertising items files must be sent for approval.

### Important

Approved files should not be modified, otherwise this will incur extra production costs at the expense of the sponsor.

## Educational Grant

- The content of the programme is managed completely by the scientific programme committee.
- The name of the sponsor as well as its corporate logo will be announced on a slide broadcast before and after the selected supported session. No product advertising permitted.
- This slide will also appear when the session is available on demand and on ESC 365 afterwards.
- The name of the sponsor will appear in the congress programme.
- Session reports will be shared with the sponsor with general statistics on session attendance. This will not include audience leads and profile information for all individuals who viewed the supported session.

Educational Grant sponsors will receive a report 15 days after the Congress for the Live report, 45 days after the Congress for the on-demand report and 1 month after upload on ESC 365.

The following session attendance information will be provided: Number of unique viewers including time spent watching the session on demand and on ESC 365. General statistics on the viewers related to age, gender, country and other geographic data, stage in career, professional activity, place of work, and primary specialty.

## Collection of audience leads and analytics

All registered profile information and details will be shared with Sponsorship and Advertisement items' sponsors. We will provide you with the following data for all individuals who consult these items: title, first name, family name, age, gender, country, state/province, email address, and profile information. This information will be available 15 days after the Congress.

# PARTNERS SERVICES

Key dates

Meeting Room

Closed Industry Meeting

Group Registration

Hotel Services

## Key dates

31 August 2022	Application deadline to order packages
14 September 2022	Application deadline
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From 150 to 90 days:	Cancellation fee: 50% of total amount due
Less than 90 days:	Cancellation fee: 100% of total amount due

## Meeting Room

No Meeting Rooms are available at ESC Asia 2022 with APSC & AFC.

## Closed Industry Meeting

Rental period: the ESC deals with requests on an individual basis. Closed Industry Meetings are permitted within the congress centre on Thursday 1 December 2022 from 13:00 to 18:00, on Friday 2 December 2022 from 08:30 to 18:00 and on Saturday 3 December 2022 from 08:30 to 15:00.

## Group Registration

Group Online services are available on [www.escardio.org](http://www.escardio.org) through your “My ESC” account.

**31 October 2022** Early Fee Registration Deadline

For information, deadlines, fees and requests, please contact [groups@escardio.org](mailto:groups@escardio.org) or visit the Congress registration page: <https://www.escardio.org/Congresses-&-Events/ESC-Asia/Registration>

## Hotel Services

Companies participating in the ESC Congresses may wish to make group hotel reservations for employees and invited guests.

For information and requests, please visit the hotel accommodation section on <https://www.escardio.org/Congresses-&-Events/ESC-Asia/Hotels-and-Transport>

Requests received will be dealt on a first come first served basis.