

1 SATELLITE SYMPOSIA

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1 - SATELLITE SYMPOSIA

60 or 90 minutes Satellite Symposia allow a showcase of the latest developments from Industry, professional associations and other organisations focused on rhythm management. These sessions are organised by exhibiting companies.

The Satellite Symposia must be open to all registered delegates.

1.1 Procedure

To reserve a Satellite Symposium, the company must send an application form dully filled in. After confirmation and invoicing, the company must provide the complete scientific programme in order to be submitted to the EUROPACE Programme Committee for approval. The ESC will then provide the list of official suppliers in order to organise your session (Catering, additional AV equipment, additional furniture, hostesses...).

Contact the ESC Satellite team at satellite@escardio.org

Annex 1 – Satellite Symposium Application Form

1.2 Agenda

January 31, 2007: Deadline to apply for sponsorship

March 2, 2007: Deadline for receiving the complete scientific programme of the session.

March 12, 2007: scientific programme of the session approved or comments from the EUROPACE Programme Committee.

March 30, 2007: Deadline for any changes or comments to the proofs.

1.3 Exhibition

In order to obtain permission to hold a Satellite Symposium, an exhibition stand of minimum 9m² is required. Contact the ESC Exhibition team at exhibition@escardio.org

Exhibitors badges will give access to exhibition halls, to your own Satellite Symposium , other Satellites and EUROPACE lectures when space is available.

All Exhibitor badges should be collected at the Exhibitor Registration Desk.

Annex 2 – Exhibition Application Form

1.4 Timeslots

Monday, 25 June 2007

O 12:30 – 13:45 75 minutes

Monday, 25 June 2007

O 12:45 – 13:45 60 minutes

O 18:15 – 19:45 90 minutes

Tuesday, 26 June 2007

O 12:45 – 13:45 60 minutes

O 18:15 – 19:45 90 minutes

[Annex 3: EUROPACE 2007 Anticipated Schedule](#)

1.5 Costs

Satellite Symposium basic price

- € 35 000 for a 60 or 90 minute session, room rental included.

[Annex 5: Venue Floor Plans](#)

1.6 Invoicing

Satellite Symposia and are invoiced in January 2007.

Promotional tools are invoiced when the application form(s) is received.

Deadline payment 30 days.

If you have a specific PO number, please state this on the application form.

1.7 Cancellation fees

Cancellations by Satellite Symposia Organisers should be made by letter addressed to ESC. If a reservation is cancelled by, the Organiser after an invoice has been raised but before 31 January 2007, a 50% cancellation fee will apply. If a reservation is cancelled by the Organiser after 31 January 2007, a 100% cancellation fee will apply.

Promotional Tools and Function Spaces

- Once the invoice has been issued, cancellation will incur a 100% cancellation fee.

1.8 Lecture Room

Lecture rooms are assigned on a first come, first served basis.

The basic equipment of a lecture room is:

- Easels (1 at each entrance)
- Chairs arranged theatre-style
- A table and chairs for the 2 chairpersons on the stage
- 2 table microphones
- 1 monitor for the Chairpersons
- Namesigns for the Chairpersons only
- 1 lectern for the speakers with one fixed microphone
- 1 computer at the lectern, networked to the SSC
- 1 screen for projections
- 1 technician
- 1 hostess

[Annex 4: EUROPACE 2007 Congress Overview \(available in March\)](#)

[Annex 5: Venue Floor Plans](#)

1.9 Reception

Receptions and food distribution are recommended but remains optional.

If your session is held from 12:45 – 13:45, time only permits lunchboxes. If your session is held from 18:15 – 19:45, you will have 15 minutes prior to your session (18:00) to host a more elaborate reception.

Reception space must not be used for entertainment, poster displays, presentations or any other promotional purposes.

Reception space must be opened to all registered Congress participants.

[Annex 14: Catering Menus](#)

1.10 Speakers Assistance

The ESC offers computerised presentation facilities called "Speakers' Service Centre" for all Satellite symposia. The use of the SSC is mandatory on a free basis and offer audio-visual assistance to all speakers.

A timetable will be made available later.

[Annex 7: Speakers' Service Centre information \(available later\)](#)

1.11 Scientific Programme

The Satellite scientific programmes must be provided on the appropriate session form.

A complete programme must include the following:

- Title of the Satellite Symposium
- Names of the two chairpersons
- Title and duration of each presentation
- Complete addresses of the chairpersons and speakers

No product names or brand names are allowed in the title or in the scientific programme of the session.

The session or presentation titles can contain a generic name.

No abstract forms need to be submitted for Satellite Symposia.

Once your scientific programme has received approval from the EUROPACE Programme Committee, all changes post approval must be sent in writing to Ms. Chelsea Thomas of the ESC in order to ask for re-approval of your session. We ask that you respect the deontology of this programme and adhere to the approved content of your scientific programme.

The ESC cannot guarantee to respond positively to the changes requested.

The ESC kindly asks the Company to inform of any modifications to the Scientific Programme of the Satellite Symposium before 5 April 2007 in order to be printed in the Final Programme.

Late modifications in the Satellite Scientific Programme received after 30 March 2007 cannot be printed in the Final Programme. The ESC cannot guarantee to be able to communicate any alterations received after 5 April 2007.

[Annex 8: Scientific Session form](#)

1.12 Logistical coordination

In order to assure the best levels of service, the ESC coordinates all industry requirements with the local official suppliers.

The ESC will provide Satellite Symposium organisers with the "Requirements Form", the list of official suppliers selected for their professionalism and expertise. In the case of EUROPACE, you will have one main contact who will handle and dispatch all requests to the below suppliers:

- Audiovisual

In addition to lecture room basic equipment, Satellite Symposium organisers can order additional AV or specific AV equipment.

- Furniture

In addition to lecture room basic equipment, Satellite Symposium organisers can order additional easels, chairs & tables on the stage only.

Adding chairs for the audience in the room is not allowed inside or outside the room.

- Catering

To organise a reception, before or after a session within the congress centre in the reception area created for each lecture room. NO receptions are held during the sessions to avoid noise and disturbance.

- Hostesses

To hand out brochures, scan badges, seat guests...

- Badge readers

To scan participants badges, in order to create a mailing list.

[Annex 9: Requirements form / official contact details](#)

1.13 Promotion

- Pre-Event
Weblink

- On site
Delegate Bags Insert
Invitations
Posters

Please contact the ESC Sponsorship team at sponsorship@escardio.org for all information related to how you can promote your session.

1.14 Promotional material approval

Flyers, posters, inserts and weblinks must receive ESC approval before being printed. Please refer to the EUROPACE 2007 Guidelines for precise graphic and text references.

[Annex 10: EUROPACE 2007 Branding Guidelines](#)

[Annex 11: EHRA and ESC logos](#)

[Annex 12: Printed materials instructions](#)

[Annex 13: On-Site Promotional material rules](#)