



ESC CONGRESS 2012

munich 25-29 AUGUST  
GERMANY www.escardio.org

## 5 CLOSED INDUSTRY MEETING

- 5.1 Procedure
- 5.2 Timeslots
- 5.3 Cost
- 5.4 Lecture room
- 5.5 Invoicing
- 5.6 Cancellation fee
- 5.7 Logistical coordination

During available time slots, full furnished and AV equipped ESC lecture rooms can be used to organise closed industry meetings which are on invitation only. The following rules apply to this meeting category:

- meeting is "closed" and on invitation only
- maximum attendance is 150 guests
- meeting is not promoted in the Congress centre or in any ESC Congress 2012 publications

**Permitted meeting types:** company staff meeting, congress briefing, investigators meeting, clinical trial updates.

**Strictly forbidden:** meetings with any formal presentations for delegates.

### 5.1 Procedure

To reserve a Closed Industry Meeting, the company must send an e-application form dully filled in. The lecture room will be assigned on a first come first served basis. The ESC will propose a room and the company will have the right to accept or decline. ESC will then provide the list of official suppliers (Catering, AV equipment, furniture, hostesses...).

- Contact the ESC Satellite team at [satellite@escardio.org](mailto:satellite@escardio.org)
- Deadline for Application: **29 June 2012.**

### 5.2 Time slots

Upon request

### 5.3 Cost

€ 3 000 - for one 60-minute meeting;

For time slot longer than 60-minute, the additional cost per increment of 30-minute will be € 1 500.

Basic price do not include the cost for any extras (i.e., catering service, extra audio-visual equipment, extra furniture, extra decoration, extra hostesses, etc).

### 5.4 Lecture room

Closed Industry Meeting will be held within the Congress Centre in lecture rooms of 125 or 200 seats.

### 5.5 Invoicing

After agreement between ESC and room requestor, the Closed Industry Meeting(s) will be invoiced.

### 5.6 Cancellation fee

Cancellation once the agreement has been received will incur a 100% cancellation fee.

## **5.7 Logistical coordination**

Once acceptance of the proposed room is confirmed, ESC will provide the company with the Official Supplier's Details selected for their professionalism and expertise.

- Audiovisual

In addition to lecture room basic equipment.

- Furniture

In addition to lecture room basic equipment.

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

- Catering

To organise a reception, before or after the meeting in the reception area created for each lecture room.

- Hostesses

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

- Badge readers

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