State-of-the-Art Meeting Rooms

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General conditions and description

The ESC will build standard sound-reduced rooms of 50m² within the congress centre. Each room has a surface of 6m x 8m. (48m² internal space). These State-of-the-Art rooms are located in the exhibition halls.

Meeting Rooms include:

- Soundproof external and internal walls
- > Standard electricity supply (4 sockets -1 per wall- 1,5Kw each and general control box outside the back wall including 1 plug RJ45 for internet connection)
- > Air-conditioning (2 adjustable air-conditioner 12.000 Btu)
- Lighting (composed of Led spotlights 18W each, 4000K neutral light and emergency light above the door)
- > Double sliding doors locked with a coded key pad (codes will be provided before congress starts).
- > Carpet
- > Sprinkler system on the ceiling
- > Graphic design on the outside panel

Meeting Rooms do not include:

- > AV equipment
- Internet connection
- > Furniture
- > Graphic customisation inside the room

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Catering

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What can and cannot be done

There are certain ESC and venue-related rules which you must abide by.

WHAT CAN BE DONE:

- > Host meetings and accommodate guests.
- > Bring your own furniture or AV equipment. Note that in that case the Messe needs to be informed of this as approval is required for each case.
- > Partition your room with partially closed offices (no doors, and the opening must face the main entrance).
- > Put up objects or posters on the walls inside the room, as long as they can be removed without leaving damage or residue. If this is not the case, all costs will be on the Industry.

For any technical queries please contact congress@studioarancio.net.

WHAT CANNOT BE DONE:

> Hold press conferences, hands-on, training or showcasing of products/therapies or announcements of scientific results inside the room.

> Place additional signs, posters or roll-ups in front of the room or anywhere else in the convention centre.

- > Place furniture outside the room due to safety reasons.
- > Partition your room with fully closed offices and doors.
- > Have an opening to your partitioned space which does not face the main entrance.

Alter or modify external walls without a written consent to be requested by email at <u>congress@studioarancio.net</u> attaching a specific request.

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²⁵⁻²⁹ August Location within the Congress Centre





Location within Exhibition 1 - Zone C: Meeting Rooms 42 - 53





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Location within Exhibition 3 – Zone D: Meeting Rooms 66 - 71





3D impressions: Exterior









3D impressions: Interior







Ordering extras

We are pleased to announce that you will be able to customise your Meeting Room in depth again this year via an online catalogue.

Transform your Meeting Room(s) into the main place for your Industry meetings with high quality furniture, audio video equipment and customisation items such as floors covering and many others.

Please discover the catalog and the order form on the StudioArancio <u>website</u> (click on "Register" to create an account)

Note that the entire invoice amount is due by **August 25 2018**. The deadline for orders is **30 June**, however you may still place orders before **15 July**, albeit with a 20% price increase.

For any queries on these services, please contact our ESC official supplier StudioArancio at <u>congress@studioarancio.net</u>

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Internet solutions

To ensure the provision of a safe and effective Internet service for you, we have deployed in collaboration with our official supplier specific technical resources to ensure a quality service.

- 3 different offers can be contracted to provide your Meeting Room with Internet:
- Each room can be equipped with a network cable. You just have to order your Internet access to be provided with one.
- ESC Congress general Wi-Fi is available, but you can also order your own private Wi-Fi network with a decent and guaranteed bandwidth Internet access via the <u>order form</u> available on our website.
- Should you decide to deploy your own Wi-Fi service, a fixed charge per access point will be payable to our official supplier who will check the conformity of your equipment and ensure no interference with the overall Wi-Fi service at ESC Congress 2018. Please request the specific form from Verena Goess (verena.goess@messe-muenchen.de).
 - Deadline to place your order: 13 July 2018



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Signage/branding

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- The ESC will take care of the generic signage within the congress centre.
- No other signage or promotion can be made within the building.

Additional signs, posters or roll-up placed in front of the room or anywhere else in the convention centre are not allowed and will be removed.

• 1 standard room branding on the facade of the room is included in the Function Space rental:

1 panel landscape format (200cm x 100cm)

Room branding must receive prior approval from the ESC (company name, corporate logo & visual only). **Deadline to send to send to roomservices@escardio.org: 15 June 2018**

• The room number will be indicated on the top of room entrance doors.



Specifications are as follow: FORMAT AND RESOLUTION:

RASTERIZED FILES: scale 1:1 (Final dimension) - method CYMK - final resolution at least 100dpi alternatively file with proportional dimensions (example: dim. 100x200cm. final 100dpi, dim. 25x50cm. file at 400dpi) CHARACTERS: Converts to paths or attach font folder ACCEPTED FORMATS: Ai, Eps, Jpg, Tiff, Pdf, Psd ADHESIVE LOGO: vector format

N.B: In case of logos without shading, the logo will be stuck on the lacquered panel.

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- Catering services within the Meeting Rooms can be organised with the following caterer available in the Messe München, at the sponsor's expense: (Friday 3 August)
- For orders and estimates you may contact:
 - Käfer Service GmbH: <u>messe.catering@feinkost-kaefer.de</u>, +49 89 949-24200
- Companies will have the right to serve **alcoholic beverages** at the following dates and times only:

| Date | Times |
|---|--------------------------|
| Saturday 25 August 2018 | from 18:00 |
| Sunday 26 August 2018 | from 19:45 |
| Monday 27 August 2018 Tuesday 28 August 2018 | from 19:45 from 19:15 |





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Access schedule

Friday 24 August 2018

08:00-24:00 Access for exhibitors - Room set-up and decoration allowed Access for delegates not allowed

Saturday 25, Sunday 26, Monday 27 August 2018

07:00-20:00 Access for exhibitors

07:00-20:00 Access for delegates

Tuesday 28 August 2018

07:00-24:00Access for exhibitors07:00-18:00Access for delegates20:00-24:00Removal of Meeting Room valuables

Wednesday 29 August 2018

07:00-14:00 Access for exhibitors and delegates not allowed **Meeting Rooms are no longer available**







Thank you!

The ESC wishes you a very successful ESC Congress 2018 in Munich!

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