

FREQUENTLY ASKED QUESTION

Can we appoint an agency to take care of our session?

Yes, ESC should be informed in writing (application form or mail).

The appointed agency should make themselves familiar with the Guidelines for Industry Participation.

Do we need an exhibition stand?

In order to obtain permission to hold a Satellite Symposium, an exhibition stand is required:

- 45 minutes Satellite Symposium : 9 m²
- 60 minutes Satellite Symposium : 30 m²
- 90 minutes Satellite Symposium : 50 m²

In order to obtain permission to hold a Hands-On Tutorials, an exhibition stand of minimum 9 m² is required:

Can we propose different duration for our session?

No your session should fit in the standard time unit.

Should we reserve a space for our reception?

No, all lecture rooms have a dedicated reception area.

Can we serve alcoholic beverages?

Companies will have the right to serve alcoholic beverages during the receptions organised on:

- Saturday 31 August 2013: after 16:15
- Sunday 1 September 2013: after 20.00
- Monday 2 September 2013: after 20:00
- Tuesday 3 September 2013: after 18:00

When should we send in our abstract form?

No abstracts forms need to be submitted.

Can we add product names in the scientific programmes?

No product or brand names are allowed.

Can we have posters in front of the lecture room?

Yes 2 roll-ups. No easels provided by the ESC.

Can we distribute flyers?

Only on your booth, your Industry Welcome Desk and in front of your lecture room, nowhere else in the building (no EBAC Accredited Educational Programmes posters allowed on booths).

Can we buy ESC mailing lists?

The Convention for the Protection of Individuals with regard to Automatic Processing of Personal Data and the act on information technology, data files and civil liberties do not allow the ESC to sell mailing lists.

Does the ESC provide official overflow areas?

No, but this could be arrange by your own if lecture rooms are remaining.

• When it is possible, onsite requests for overflow lecture room, made at the time of the session, will be charged:

- 250 seats: € 1 300
- 300 seats: € 1 560
- 500 seats: € 2 000
- 700 seats: € 2 800
- 1 000 seats: € 4 000
- 1 750 seats: € 7 000
- 3 000 seats: € 10 000

Overflow on the information screens in front of the lecture rooms will be made available upon requests by the lecture room hostess.

Can we distribute give-aways?

Yes maximum retail value 10 €.

Can we organise hotel door drops?

ESC discourages promotional material, stands or door drops in hotels.

Can we reserve a meeting room or a hospitality Suite?

Yes if Function Spaces available in the building.

Can I use the ESC Logo on my promotional tools?

No, you should use the ESC Congress 2013 Event Visual under strict rules