



## 5 CLOSED INDUSTRY MEETING

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### What is a closed industry meeting?

The ESC allows industries to organise staff meetings, briefings, investigator or other type of closed meetings within the congress centre with the following requirements:

- Meeting "is closed" and on invitation only
- Maximum attendance is 150 guests
- Meeting is not promoted in the convention centre or in any ESC Congress 2013 publication
- Media should not be invited and are not permitted to attend the meeting.

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

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

### Where do they take place?

Closed industry meetings within the congress centre will be held in fully furnished and AV equipped 250 seats lecture rooms

### When do they take place?

Closed industry meetings: the ESC deals with requests on an individual basis.

### What is the cost?

Closed industry meetings: €3, 000 per 60-minute meeting with an additional €1,500 charged thereafter per increment of 30 minutes.

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).

#### 5.1 Procedure

**For supporting companies a stand is required to obtain permission to organise a Closed Industry Meeting.**

Supporting companies must submit the e-application form.

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 **roomservices@escardio.org**
- Deadline for Application: **28 June 2013.**

#### 5.2 Time slots

Upon request

#### 5.3 Lecture room

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

#### 5.4 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.

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|---------------|--|-------------|
| • Furniture   | • Audiovisual equipment                  | • Catering  |
| • Room set up | • Telephone, fax and interned connection | • Hostesses |