



EUROECHO 2007



A to Z

Agenda

Satellite Symposia and User Group Sessions

- ◆ May 31, 2007 : Deadline to apply for sponsorship, after this date, all applications will be treated on a first come first served basis.
- ◆ September 26, 2007 : Deadline for receiving the complete Scientific Programme of the session.
- ◆ October 7, 2007 : Scientific Programme of the session approved or comments from the EUROECHO Programme Committee.
- ◆ October 17, 2007 : Deadline for any changes or comments to the proofs.
- ◆ November 2, 2007 : Artwork for promotional material should be sent for approval
- ◆ November 12, 2007 : Deadline to receive at the ESC all material to be inserted in the congress bags
- ◆ December 5 – 8, 2007

EUROECHO

Cancellation fees

Cancellation of a User Group Session should be sent by registered mail to EUROECHO 2007 SECRETARIAT. If a reservation is cancelled after 31 July 2007, 25% of the total amount due will be charged. If a cancellation is received after 1 September 2007, 50% of the total amount due will be charged. Any cancellations received after 1 October 2007 will incur a 100% cancellation fee.

Promotional Tools and Function Spaces

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

CME credits

Are not yet provided for this congress

Cost

Satellite Symposium basic price

- € 20 000 - for one 60 or 90 minute session, room rental not included
- 10 Accrued Points

User Group Session basic price

- € 10 000 - for one 60 or 90 minute session, room rental included
- 5 Accrued Points

Delegate Bag Insert

- € 5 000

Weblink

- € 1 000

Delegate Bag Insert

Available to promote Satellite Symposia, User Group Session and exhibiting stands.

Inserts (flyers) inserted directly in the official EUROECHO congress bags (2 800). The format is A4 and the artwork must be ESC approved. The logos are optional.

Erratum Policy

Change in the 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 EUROECHO 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 7 October 2007 in order to be printed in the Final Programme.

Late modifications in the Satellite Scientific Programme received after 17 October 2007 cannot be printed in the Final Programme. The ESC cannot guarantee to be able to communicate any alterations received after this date.

ESC approval

Flyers, posters, inserts and weblinks must receive ESC approval before being printed.

Please refer to the EUROECHO Branding Guidelines for precise graphic and text references.

Exhibitors Stand

In order to obtain permission to hold a Satellite Symposium, an exhibition stand of minimum 9 m² is required.

Function Spaces

Only a limited number of function spaces are located within the Congress centre and can be used as Hospitality Suite or Meeting Room:

- Hospitality Suites are room(s) reserved for the Congress Duration.
- Meeting rooms are room(s) reserved for occasional meetings.

Hostesses

A hostess will be in the lecture room for your session. If you require additional hostesses, please contact the supplier listed on your Requirements Form, Ms Evelise Domingues.

Invoicing

Satellite Symposia are invoiced in July 2007.

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

Deadline payment 30 days. Payment must be received within the give dates.

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

Invitations

Delegate Bag Inserts

Available to promote Satellite Symposia, User Group Session and exhibiting stands.

Inserts (flyers) inserted directly in the official EUROECHO congress bags (2 800).

The format is one page A4 and the artwork must be ESC approved. The EAE and ESC logos are optional.

Invitation flyers must have the specific written approval of the ESC. The content of the invitation must not include any product names, brand names or specific quality or virtues of a sponsoring Industry and/or any of the Industry's product(s) either via text or visuals.

- Any and all unauthorised material will be immediately removed by the ESC.
- Posters and hostesses handing out invitations are not permitted in the Building other than on the booth and in front of the assigned lecture room.

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

Lecture Room Invitations

Handing out of invitations at the entrance of the assigned room 30 minutes before the beginning of the session, material should not be distributed anywhere else in the Building other than on the booth and in front of the room.

Booth

Display of posters and invitations.

Lecture room

Lecture rooms assigned to Satellite Symposia are located within the Congress Centre. They 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

Lecture room rental

Room rental is not included.

Official supplier

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 and User Group Session organisers with the "Requirements Form", the list of official suppliers selected for their professionalism and expertise. These Official Suppliers provide services such as catering, audiovisual equipment, furniture, hostesses and badge readers. In the case of EUROECHO, you will have one main contact that will handle and dispatch all requests.

Posters

Satellite Symposium organisers can promote their sessions with posters in the registration area, in front of their lecture room and from their stand.

The advised size is A0 (83 cm X 118 cm) portrait format and non-rigid posters for the special promotion and A0 (83 cm X 118 cm) portrait rigid posters for promotion in front of your lecture room or stand.

Instead of usual posters, two portable display units of maximum height of 2.5m and maximum width of 1m (no electrical connection, no light, and no sound) are also allowed.

Posters must have the specific written approval of the ESC. The content of the poster must not include any product names, brand names or specific quality or virtues of a sponsoring Industry and/or any of the Industry's product(s) either via text or visuals.

- Any and all unauthorized poster will be immediately removed by the ESC.

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

Registration Area

You can promote the day of your session on a poster board specially provided by the ESC. Please refer to the document "13. Onsite Promotional Material" for a timetable and detailed explanation.

Lecture Room Posters & Invitations

Display of two posters in front of the lecture rooms 30 minutes hour before the beginning of the sessions on the 2 easels provided by ESC.

Booth

Display of posters and invitations.

Reception

Receptions and food distribution are recommended but remain 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 ample time at the end of your session to offer a reception. Your reception may be held no later than 20:30.

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.

Requirement Form

The "Requirement Form" is a list of the Official Supplier for items such as catering, storage and shipping, audiovisual, hostesses and furniture. Each company is sent a list of these contacts. In the case of EUROECHO, you will have one main contact who will handle and dispatch all requests.

Room Assignment

Room assignment for all EUROECHO Congresses is initially per the accrued point list. After the deadline for application of 31 May 2007, all assignment will be done on a first come, first served basis.

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

Scientific programme

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 EUROECHO 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.

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Speakers Assistance (Speakers Service Centre – SSC)

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.

Timeslots

Satellite Symposia:

◆ Thursday, 6 December 2007

12:45 – 13:45 60 minutes

18:15 – 19:45 90 minutes

◆ Friday, 7 December 2007

12:45 – 13:45 60 minutes

18:15 – 19:45 90 minutes

User Group Sessions:

◆ Wednesday, 5 December 2007

12:45 – 13:45 60-minute session

◆ Thursday, 6 December 2007

12:45 – 13:45 60-minute session

18:15 – 19:15 60-minute session

◆ Friday, 7 December 2007

18:15 – 19:15 60-minute session

Weblink

The weblink/hyperlink through which an invite created by Industry, in the form of a virtual page, is linked to the EUROECHO website.

Zip Files

The ESC server cannot accept mails sent with zip attachments. When you send your artwork, please do not use this format.