

1 SATELLITE SYMPOSIUM AND USER GROUP SESSIONS

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1 - SATELLITE SYMPOSIUM AND USER GROUP SESSIONS

75 or 90 minutes Satellite Symposia and User Group Sessions allow review by manufacturers, pharmaceutical and imaging software companies, involved in the field of nuclear cardiology and functional cardiac imaging.

These sessions are organised by exhibiting companies.

Satellite Symposia and User Group Sessions must be open to all registered delegates.

1.1 Procedure

To reserve a Satellite Symposium or a User Group Session, the company must send an application form dully filled in. After confirmation and invoicing, the company must provide the Satellite or User Group complete scientific programme in order to be submitted to the ICNC8 Programme Committee for approval. The ESC will then provide the list of official suppliers in order to organise your session (Catering, additional AV equipment, additional furniture, hostesses...).

Contact the ESC Satellite team at satellite@escardio.org

Annex 1 – Satellite Symposium and User Groups Session Application Form

1.2 Agenda

November 30, 2006: Deadline to apply for sponsorship

January 31, 2007: Deadline for receiving the complete scientific programme of the session.

February 8, 2007: scientific programme of the session approved or comments from the ICNC8 Programme Committee.

February 8, 2007: Official supplier's details sent out.

1.3 Exhibition

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

Contact the ESC Exhibition team at icncexhibition@escardio.org

Exhibitors badges will give access to exhibition halls, to your own Satellite Symposium and or User Group Session, other Satellites and ICNC8 lectures when space is available.

All Exhibitor badges should be collected at the Exhibitor Registration Desk.

Annex 2 – Exhibition Application Form

1.4 Timeslots

Satellite Symposia

Sunday, 29 April 2007

14:30 - 16:00 for 90 minutes

Monday, 30 April 2007

12:35 - 13:50 for 75 minutes

18:15 - 19:45 for 90 minutes

Tuesday, 01 May 2007

12:35 - 13:50 for 75 minutes

User Group Sessions

Sunday, 29 April 2007

14:30 – 16:00 for 90 minutes

Monday, 30 April 2007

12:35 - 13:50 for 75 minutes

18:15 - 19:45 for 90 minutes

Tuesday, 01 May 2007

12:35 - 13:50 for 75 minutes

Annex 3: Anticipated Schedule

1.5 Costs

Satellite Symposium basic price

- € 20 000 - for one 75 or 90-minute session (plus room rental).

User Group Session basic price

- € 9 700 - for one 75 or 90-minute session (plus room rental).

Annex 4: Lecture Rooms' rental costs

1.6 Invoicing

Satellite Symposia and User Group Sessions (plus the lecture rooms) are invoiced in December 2006.

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

Deadline payment 30 days.

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

1.7 Cancellation fees

Cancellations by Exhibitors should be made by letter addressed to ICNC Secretariat. If a reservation is cancelled by the Exhibitor after an invoice is received but before 31 January 2007, the amount paid will be refunded minus 50% of the total amount due. If a reservation is cancelled by the Exhibitor after 31 January 2007, no refund will be made and the total amount as invoiced is due.

Promotional Tools and Function Spaces

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

1.8 Lecture Room

Lecture rooms 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

[Annex 5: ICNC8 Overview \(available in March\)](#)

[Annex 6: Lecture Rooms' floor plans](#)

1.9 Reception

Receptions and food distribution are recommended by the ICNC8 Organising Chairpersons but remains optional. Coffee and lunch breaks are not provided by the ICNC8 Organisation.

If your session is held from 12:35 – 13:50, time only permits lunchboxes. If your session is held from 18:15 – 19:45, you will have 15 minutes prior to your session (18:00) to host a more elaborate reception. If you choose to have a reception afterwards, please let us know as soon as possible so that we may inform you of the venue closing times.

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.

[Annex 14: Catering Menus](#)

1.10 Speakers Assistance

The ESC offers computerised presentation facilities called "Speakers' Service Centre" for all Satellite symposia and User Group Sessions. 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.

[Annex 7: Speakers' Service Centre information \(available later\)](#)

1.11 Scientific Programme

The Satellite and User Group Session scientific programmes must be provided on the appropriate session form.

A complete programme must include the following:

- Title of the Satellite or User Group Session
- 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 and User Group Sessions.

Once your scientific programme has received approval from the ICNC8 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 20 February 2007 in order to be printed in the Final Programme.

Late modifications in the Satellite Scientific Programme received after 20 February 2007 cannot be printed in the Final Programme. The ESC cannot guarantee to be able to communicate any alterations received after this time.

[Annex 8: Scientific Session form](#)

1.12 Logistical coordination

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.

- Audiovisual

In addition to lecture room basic equipment, Satellite and User Group Session organisers can order additional AV or specific AV equipment.

- Furniture

In addition to lecture room basic equipment, Satellite and User Group Session organisers can order additional easels, chairs & tables on the stage only.

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

- Catering

To organise a reception, before or after a session within the congress centre in the reception area created for each lecture room. NO receptions are held during the sessions to avoid noise and disturbance.

- Hostesses

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

- Badge readers

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

Annex 9: Requirements form / official suppliers' details

1.13 Promotion

- Pre-Event

Weblink

- On site

Delegate Bags Insert

Invitations

Posters

Please contact the ESC Sponsorship team at sponsorship@escardio.org for all information related to how you can promote your session.

1.14 Promotional material approval

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

Please refer to the ICNC8 Branding Guidelines for precise graphic and text references.

Annex 10 / 11: ICNC8 Branding Guidelines for Satellite Symposia and User Group Sessions

Annex 12: Printed materials instructions.

Annex 13: On-Site Promotional material rules.