

A to Z

Agenda

Satellite Symposium and User Group Sessions

November 30, 2006

— Deadline for receiving Application Forms.

December 4, 2006

— Documents for the preparation of the scientific programme sent out.

— Official Room Assignment

— Branding guidelines and logos sent

— Invoices sent out.

January 31, 2007

— Deadline for receiving the complete scientific programme of the session.

— Requirements forms sent with Official Suppliers

February 8, 2007

— Scientific programme of the session approved or modified by the ICNC8 Programme Committee.

— Notification of approval and addition of symposia to the web site.

February 23, 2007

— Proofs of the scientific programme sent in February must be approved.

March 25, 2007

— Deadline for companies to send the corrected proofs* of the scientific programme back to the ESC.

*N.B. After this date, no further corrections will be taken into consideration for the printing of the Final Programme.

April 6, 2007

— Artwork for promotional material should be sent for approval

April 10, 2007

— Deadline for any additions to the Erratum

April 13, 2007

— Deadline to receive at the ESC all material to be inserted in the congress bags, and to order free exhibitors badges.

April 29 – 2 May, 2007

— ICNC8

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.

CME credits

Are not yet provided for this congress

Cost

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).

Delegate Bag Insert

• € 5 000

Weblink

• € 1 000

Deadlines

30 November 2006	Deadline for Stand Space Application Form
30 November 2006	Deadline for Satellite Symposium / User Group Session Application Form
15 December 2006	Deadlines for Sponsorship Application
31 January 2007	Deadline for sending complete programme of Satellite Symposium / User Group Session
5 February 2007	Send product and/or company description
16 February 2007	Submit a detailed stand drawing to the Organiser
16 March 2007	Declare stand activity and give away items
29 March 2007	Order exhibitor badges using the online form
30 March 2007	Deadline for Stand service orders
13 April 2007	Deadline for delivery of bag inserts to the ESC

Delegate Bag Insert

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

Inserts (flyers) inserted directly in the official ICNC8 congress bags (1 500). The format is A4 and the artwork must be ESC approved. The ICNC8 is optional.

Erratum Policy

Change in the scientific programme

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 23 February 2007 in order to be printed in the Final Programme.

Late modifications in the Satellite Scientific Programme received after 23 February 2007 cannot be printed in the Final Programme. The ESC cannot guarantee to be able to communicate any alterations received after this time.

ESC approval

Flyers, posters, standard promotional drop banners, inserts and weblinks must receive ESC approval before being printed.

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

Exhibitors Stand

In order to obtain permission to hold a Satellite Symposium and or User Group Session, 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.

Please contact Ms. Celia Conil for additional information cconil@escardio.org

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.

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.

Invitations

Delegate Bag Inserts

Available to promote Satellite Symposia, User Group Sessions and exhibiting stands. Inserts (flyers) inserted directly in the official ICNC8 congress bags (1500).

The format is A4 and the artwork must be ESC approved. The ICNC8 logo is 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.

Lectern Dimensions

The height is 1, 1 m and the width is 0, 72 m

Lecture room

Lecture rooms assigned to Satellite Symposia and User Group Sessions 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

Lecture room rental cost applies for Satellite Symposia and User Group Sessions.

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.

Posters

Satellite Symposia and User Group Session 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 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.

Requirement Form

The "Requirement Form" is a list of the Official ICNC8 suppliers for items such as catering, storage and shipping, audiovisual, hostesses and furniture. Each company is sent a list of these contacts.

Room Assignment

Room assignment for all ICNC Congresses is on a first come, first served basis.

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.

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.

Speakers Assistance (Speakers Service Centre – SSC)

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.

Table Dimensions

The height is 0, 72 m and the width is 1, 5 m. The width in total will depend on number of tables on the stage

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

Weblink

The weblink/hyperlink through which an invite created by Industry, in the form of a virtual page, is linked to the ICNC8 website.

Zip Files

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