



3 HANDS-ON TUTORIALS

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Hands-On Tutorials offer companies a means of associating with the educational requirements of delegates in an exclusive and intimate environment through the organisation of Hands-On Tutorials. These Industry Sponsored tutorials provide participants with an opportunity for hands-on and/or one-on-one learning from clinical and/or technical experts on specific areas of expertise. Hands-On Tutorials are organised in dedicated rooms for 30 pax per session maximum. One room is allocated per company for the duration of the congress.

3.1 Procedure

To reserve a Hands-On Tutorials, the company must send an e-application form dully filled in. After invoicing, the room will be confirmed. The company must provide, by deadline date, the Hands-On Tutorials sessions complete scientific programme in order to be submitted to the ESC Congress Programme Committee for approval. 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

- Deadline for Application: **14 November 2011**

3.2 Agenda

14 November 2011: Application deadline with priority status.

31 January 2012: Notification of assignments of rooms.

30 March 2012: Deadline for receiving the complete scientific programme of the tutorials.

3.3 Exhibition Stand and Exhibitor badges

In order to obtain permission to hold a Hands-On Tutorials, an exhibition stand of minimum 9 m² is required: Contact the ESC Exhibition team at exhibition@escardio.org

Exhibitors' badges allowed access to the Exhibition Hall and to Industry Sponsored Sessions. Access to ESC Scientific Sessions is not allowed.

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

3.4 Duration

Supporting companies can run tutorial sessions from Saturday 25 to Tuesday 28 August 2012, between 09:00 and 18:00.

Tutorial schedules need to be sent to the ESC for prior approval.

Hands-On Tutorials are available for the full duration of the congress; they are not available on an individual or daily basis.

3.5 Cost

€30,000 excl. VAT for Exhibitors

€50,000 excl. VAT for Non-Exhibitors

3.6 Number of participants

30 pax per session maximum.

3.7 Topic

Each company must provide their tutorial topic(s) and agenda for prior approval by the ESC.

Deadline: 30 March 2012

3.8 Promotion

Tutorials will be advertised in the Advance and Final Programme, on the ESC Congress 2011 web site and in the Industry & Exhibitor Guide.

There are also a number of sponsorship products that can be used to promote your tutorial, please contact sponsorship@escardio.org for further details.

3.9 Room set-up

Companies will be provided with a room to include electricity, air-conditioning, tables, chairs & daily cleaning. Each company must bring their own consoles, projectors and other necessary equipment.

3.10 Signage

Supporting companies may place signage on the outside wall of the assigned room to identify the Hands-On tutorial for delegates (only company name, corporate logo and visual)

Supporting companies may use one portable display in front of the room to promote the programme (including agenda of the Hands-On Tutorials – only company name, corporate logo and visual – product names and logos not allowed).

Signage and promotion within the room is permitted.

All Signage must receive prior approval from the ESC.

3.11 Invoicing

Companies will be invoiced for the requested service on submission of their application.

Extras are invoiced directly by ESC official suppliers.

Accounting data must be provided on the application form.

Precise and definitive accounting information must be provided on the initial application form.

Any and all changes post invoicing (addition of Purchase Order, changes of billing address, etc...) will not be taken into account, meaning invoices will not be reissued.

3.12 Cancellation fees

Cancellation must be sent in writing.

- Until 01 December 2011: no cancellation fees.
- After 01 December 2011: 100% of the total amount due.