



**ESC Congress 2010**  
**28 August - 1 September, Stockholm, Sweden**

**Please return this form to:** ESC / Industry Services Department  
The European Heart House, 2035 Route des Colles, Les Templiers, BP 179  
06903 Sophia Antipolis FRANCE  
Email: **satellite@escardio.org** - Fax: +33(0)4 92 94 76 26

**CLOSED INDUSTRY MEETING AND FUNCTION SPACE ORDER FORM**

**CLOSED INDUSTRY MEETING**    **FUNCTION SPACE**

<p><b>ORGANISING COMPANY use in all ESC Congress 2010 publications</b></p> <ul style="list-style-type: none"> <li>- Applications for all congress activity must be submitted by the company under whose name each activity is to be organised.</li> <li>- The correspondence for the above items should be made exclusively between this company and the ESC.</li> <li>- The company is responsible for communicating any relevant documents to its staff and appointed agencies.</li> </ul>					
Company Name:			Contact Person:		
Address:					
Postal code:		City:		Country:	
Tel:		Fax:		Email:	
<p><b>APPOINTED AGENCY if applicable – One main contact person mandatory – Correspondence from non appointed agency will not be taken into consideration</b></p> <ul style="list-style-type: none"> <li>- This named agency cannot fully act as if it were the company itself and the company will continue to be held entirely responsible and accountable for activities organised in its name.</li> <li>- The ESC has created "Guidelines for Industry Participation" as an essential tool for how to host Closed Industry Meeting and/or a Function Space. It is obligatory that every appointed agency read these Guidelines and all other documents posted on "www.escehition.org" website in order to have a proper working relationship with the ESC Congress Division.</li> <li>- The ESC reserves the right to inform the Organising Company mentioned above if the appointed agencies have not examined or understood the reasoning behind the Guidelines and the companies will ensure effective communication is</li> </ul>					
Agency Name:			Contact Person:		
Address:					
Postal code:		City:		Country:	
Tel:		Fax:		Email:	
<p><b>INVOICING DATA Any and all changes post invoicing (addition of Purchase Order, changes of billing address...) will not be taken into account, invoices will not be reissued</b></p>					
Company Name:			Contact Person:		
Invoicing Address:			VAT N° <b>MANDATORY:</b>		
			PO N°:		
Postal code:		City (& state, if applicable):		Country:	
Tel:		Fax:		Email:	
Payment will be made by bank transfer (details will be provided on the invoice)					

**We accept the contract terms & conditions and agree to abide by the regulations & conditions laid down for this event. I am authorised to sign this form on behalf of the applicant/Company.**

Date:	Contact Name:	Signature:
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<b>CLOSED INDUSTRY MEETING</b>		
Meeting organised by industry upon invitation only, for industry staff meetings, briefing, investigators or other type of closed meetings. Several time slots and facilities open upon requests.		
<b>DEADLINE: 30 JUNE 2010</b>		
Date:		
Time: From:		To:
Rules:	<ul style="list-style-type: none"> <li>• Meeting "is closed" and on invitation only</li> <li>• Maximum attendance 150 guests</li> <li>• Meeting is not promoted in the convention centre nor in any ESC Congress 2010 publications</li> <li>• No installations or alterations to the lecture rooms' set-up.</li> </ul>	Cost: - Basic price 60 minutes: € 3 000  - For time-slots longer than 60-minute, the additional cost per increment of 30-minutes will be € 1,500
Lecture room capacity:		Lecture rooms of 120 or 200 seats

<b>FUNCTION SPACE</b>	
Hospitality Suite rented for a minimum of 4 days or Meeting Rooms rented for a minimum of half a day. Assignment on a first-come first-served basis.	
<b>DEADLINE: 30 JUNE 2010</b>	
Function format:	<input type="checkbox"/> Hospitality Suite <input type="checkbox"/> Meeting Room
Room capacity (number of guests and/or number of m <sup>2</sup> ):	
Date: From:	To:
Time: From:	To:
Room Set up:	<input type="checkbox"/> U-shape <input type="checkbox"/> Boardroom <input type="checkbox"/> Classroom <input type="checkbox"/> Theatre

**CANCELLATION POLICIES**

**Function Spaces and Closed Industry Meetings:**

Cancellation must be sent in writing.

- After agreement between ESC and room requestor, the Function Space(s) or Closed Industry Meeting(s) will be invoiced.
- Cancellation once the invoice has been issued will incur a 100% cancellation fee.

"Disclosure of Information and Marketing. The ESC complies with EC directives, and is registered under the data protection laws in France, and takes all reasonable care to prevent any unauthorised access to your personal data. Our ESC staff and contractors have a responsibility to keep your information confidential. The ESC does not sell, trade, or rent your personal information to others. We may supply your information to trusted ESC contractors to perform specific services. Otherwise, we do not disclose personal information to any other person or organisation without your consent. If you are a delegate at an ESC organised Congress or meeting, when you visit exhibiting company stands, presenting your badge may enable them to retrieve the following personal data: first name(s), last name(s), address, telephone, fax, email, and professional activity information."