

5 CLOSED INDUSTRY MEETING

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During available time slots, full furnished and AV equipped ESC lecture rooms can be used to organise closed meeting on invitation only:

- meeting is "closed" and on invitation only
- maximum attendance 150 guests
- meeting is not promoted in the Congress centre nor in any ESC Congress 2010 publications

Allowed: company staff meeting and briefing, Investigators meeting, clinical trial, or other type of closed meetings.

Not allowed: meetings with any formal presentations for delegates.

5.1 Procedure

To reserve a Closed Industry Meeting, the company must send an application form dully filled in. The lecture room will be assigned on a first come first served basis. The ESC will propose a room and the company will have the right to accept or decline. ESC will then provide the list of official suppliers (Catering, AV equipment, furniture, hostesses...).

- Contact the ESC Satellite team at satellite@escardio.org
- Deadline for Application: **30 June 2010.**

Annex 17: Closed Industry Meetings & Function Spaces Order Form

5.2 Time slots

Upon request

5.3 Cost

€ 3 000 - for one 60-minute meeting;

For time slot longer than 60-minute, the additional cost per increment of 30-minute will be € 1 500 (+VAT if applicable).

Basic price do not include the cost for any extras (i.e., catering service, extra audio-visual equipment, extra furniture, extra decoration, extra hostesses, etc).

5.4 Lecture room

Closed Industry Meeting will be held within the Congress Centre in lecture rooms ranging in capacity from 120 to 200 seats.

Annex 2: ESC Congress 2010 Overview

Annex 3: Lecture Rooms' floor plans

5.5 Invoicing

Closed Industry meetings are invoiced once acceptance of proposed room is confirmed.

5.6 Cancellation fee

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

5.7 Logistical coordination

Once acceptance of the proposed room is confirmed, ESC will provide the company with the "Closed Industry Meeting Requirements Form", the list of official suppliers selected for their professionalism and expertise.

- Audiovisual

In addition to lecture room basic equipment.

- Furniture

In addition to lecture room basic equipment.

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

- Catering

To organise a reception, before or after the meeting in the reception area created for each lecture room.

- Hostesses

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

- Badge readers

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