

5 CLOSED INDUSTRY MEETING

- 5.1 Procedure
- 5.2 Timeslots
- 5.3 Cost
- 5.4 Lecture room
- 5.5 Invoicing
- 5.6 Cancellation fee
- 5.7 Logistical coordination

During specific time slots, full furnished and AV equipped ESC lecture rooms can be used to organise 45 minutes closed meeting on invitation only:

- meeting is "closed" and on invitation only
- maximum attendance 200 guests
- meeting is not promoted in the Congress centre nor in any ESC Congress 2007 publications

Allowed: company staff meeting, Investigators meeting, clinical trial (with specific approval of the ESC).

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

Annex 1: Satellite Symposium, Workshop Session, Closed Industry Meeting, Function Space application form

5.2 Time slots

Monday, September 3, 2007:

- 12:45 - 13:30

Tuesday, September 4, 2007:

- 12:45 - 13:30

5.3 Cost

€ 3 000 - for one 45-minute meeting (Room rental included)

Points awarded: 1

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 150 to 230 seats.

The basic equipment of a lecture room is:

- 2 tables at the entrance of the assigned room
- Easels (1 at each entrance)
- Chairs arranged theatre-style
- A table and chairs for the 2 chairpersons on the stage
- 1 table microphone
- 1 lectern for the speakers with a fixed microphone
- 1 screen for projections
- 2 technicians
- 1 video data projector

[Annex 5: ESC Congress 2007 Overview](#)

[Annex 6: 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.

[Annex 9: Requirements form / official suppliers' details](#)