



SATELLITE AND MINI SATELLITE SYMPOSIA

1. Procedure
2. Exhibition Stand and Exhibitor badges
3. Timeslots
4. Costs
5. Lecture Room
6. Reception
7. Speakers Assistance
8. Scientific programme
9. Logistical coordination
10. Promotional material approval

60 or 90 minutes **Satellite Symposia** allow review or update results from recent trials, ongoing studies and late breaking trial results, in order to update knowledge of available pharmaceuticals and devices. These sessions are organized by exhibiting companies within the Congress Centre lecture rooms ranging from 200 to 900 seats.

45 minutes **Mini-Satellite Symposia** shorter than Satellite Symposia and limited to smaller seats lecture rooms, allow interactive discussion and, if desired, demonstration. Each speaker will give a presentation with the remainder of the session devoted to questions and discussion. Audience participation is an integral part of these sessions.

Satellite Symposia and Mini-Satellite Symposia must be open to all registered delegates.

1. Procedure

To reserve a Satellite Symposium or a Mini-Satellite Symposium, the company must send an e-application form dully filled in. After invoicing of the time-slot, the lecture room will be confirmed and invoiced. The company must provide, by deadline date, the Satellite Symposium or Mini-Satellite Symposium complete scientific programme in order to be submitted to the 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

IMPORTANT

- Your **Satellite Symposium and Mini-Satellite Symposium Number must be included in all communications by the Satellite organisers and their appointed agencies in order to have a concise working relationship.**
- **In order to eliminate confusion and miscommunication, mails that do not contain this Session Number will not be immediately treated.**
- **Companies should inform the ESC, in writing, which agency is appointed for which symposium, with the corresponding Session Number. Otherwise no requests from agencies will be taken into account.**
- **The ESC has created the "Guidelines for Industry Participation" as an essential tool for how to host an Satellite Symposium and Mini-Satellite Symposium. It is obligatory that every appointed agency read these Guidelines in order to have a proper working relationship with the ESC Congress Division.**
- **The company is responsible for communicating these guidelines to its staff and its appointed agencies.**
- **The ESC reserves the right to inform the Satellite Symposia and Mini-Satellite Symposia organisers if the appointed agencies have not examined or understood the reasoning behind the Guidelines and the companies will ensure smooth communication is re-established.**

2. Exhibition Stand and Exhibitor badges

In order to obtain permission to hold a Satellite Symposium or a Mini-Satellite Symposium, an exhibition stand of minimum 9m² is required.

Contact the ESC Exhibition team at exhibition@escardio.org

Exhibitors' badges allowed access to the Exhibition Hall and to Industry Educational Sessions. (Access to EHRA Europace 2011 Congress Scientific Sessions is not allowed.)

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

3. Timeslots

Satellite Symposia timeslot

Sunday 26 June 2011 17:15 – 18:45

Monday 27 June 2011 12:45 – 13:45
 18:15 – 19:45

Tuesday 28 June 2011 12:45 – 13:45
 18:15 – 19:45

Mini-Satellite Symposia timeslot

Sunday 26 June 2011 17:30 – 18:15

Monday 27 June 2011 13:00 – 13:45
 18:30 – 19:15

Tuesday 28 June 2011 13:00 – 13:45
 18:30 – 19:15

4. Costs

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

Satellite Symposia basic price

The price of a Satellite Symposium is:

a) A basic price of

✓ € 40 000 – for one 60 or 90 minute session.

✓ 10% discount on the 2nd Satellite

Mini-Satellite Symposia basic price

€ 28 000 - for one 45-minute session

The cost of a Satellite Symposium / Mini-Satellite Symposium includes:

- The session
- A Delegate Bag Insert
- A Weblink
- 1 Information Screen (for Satellite Symposium only)
- The Lecture room

Cancellation must be sent in writing.

If cancellation is received before **15 February 2011**, 50% of the total due amount will be charged.

If cancellation is received on or after **15 February 2011** the full compensation fee will be invoiced.

5. Lecture Room

Lecture rooms assigned to Satellite Symposia and Mini-Satellite Symposia are located within the Congress centre only.

The basic equipment of a lecture room is:

- Chairs arranged theatre-style
- One table and two chairs for the 2 chairpersons on the stage
- 2 table microphones
- 1 monitor for the Chairpersons
- 1 lectern for the speakers with 2 fixed microphones and a laptop
- 1 screen for projections
- 1 technician
- 1 video data projector
- 1 room hostess

(The list above is subject to modification, the final list will be communicated in March 2011)

6. Reception

Receptions can only be organised with the ESC official caterer.

When suitable space is available, Satellite Symposia and Mini-Satellite Symposia organisers may organise receptions before or after the session. The ESC does not guarantee that such space is available. Lunch boxes should preferably be distributed before or after the sessions (not during the sessions).

Reception areas cannot be privatized and must be open to all registered Congress participants.

7. Speakers Assistance

ESC offers computerized presentation facilities called "Speakers' Service Centre" for all Satellite symposia and Mini-Satellite Symposia. The use of the SSC is mandatory on a free basis and offer audio-visual assistance to all speakers.

8. Scientific programme

The complete programme of Satellite Symposia and Mini-Satellite Symposia, typed on the appropriate form provided by the ESC, must reach the ESC offices before 1st February 2011.

A complete programme must include the following:

- Title of the Satellite Symposium or Mini-Satellite Symposium
- Topic number choose on the EHRA Europace 2011 Topic List
- Names of the Chairperson(s)

2 mandatory for the Satellite Symposia

1 mandatory for the Mini-Satellite Symposia

- 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 Mini-Satellite Symposia.

IMPORTANT

Disclosure of Conflict of Interest

The session organiser confirms that All Speakers/Chairpersons participating in this programme have fully agreed to provide the session organiser with any potential conflicts of interest that may arise from their presentations.

The existence of potential conflicts of interest does not necessarily indicate a bias. However it is the session organiser's obligation to inform the ESC and participants so that they are made aware of any relationship that might cause unintentional bias.

A potential conflict of interest may arise from various relationships, past or present, such as employment, consultancy, investments and stock ownership, funding for research, family relationship, etc...

A potential bias relevant to the topic of the accredited programme/text must be disclosed:

- at the beginning of the presentation for events
- on the introductory page of the CD ROM or Web module
- at the beginning or at the end of the CME article/text

9. Logistical coordination

In order to assure the best levels of service, ESC coordinates all industries requirements with official suppliers.

ESC will provide Satellite Symposia and Mini-Satellite Symposia organisers with the EHRA Europace 2011 congress Official Suppliers' Details selected for their professionalism and expertise.

- **Audiovisual**

In addition to lecture room basic equipment, Satellite Symposia and Mini-Satellite Symposia organisers can order additional AV or specific AV equipment.

- Furniture

In addition to lecture room basic equipment, Satellite Symposia and Mini-Satellite Symposia organisers can order additional easels, chairs & tables on the stage only;

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

- **Catering**

To organise a reception, before or after a session within the congress centre in the reception area created for each lecture room. NO reception during any session to avoid noise.

- **Hostesses**

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

- **Badge readers**

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

10. Promotional material approval

Flyers, roll-ups, posters, standard promotional drop banners, inserts and weblink must received ESC approval before being printed.

Please refer to the EHRA Europace 2011 Congress Branding Guidelines for precise graphic.