

**ECCO
18**

18th ECCO - 40th ESMO
European Cancer Congress
Reinforcing multidisciplinary
VIENNA, AUSTRIA, 25 - 29 SEPTEMBER 2015

**ESMO
40**



www.europeancancercongress.org

INDUSTRY SPONSORED SESSIONS MANUAL
#ECC2015



SATELLITE SYMPOSIA

Permission

In order to obtain permission to hold a Satellite Symposium, an exhibition stand of minimum 27sqm is required.

Cancelling your exhibition space will automatically entail that you lose your satellite symposium slot

The Satellite Symposium package includes:

- Rental of the room and standard setup (Theatre style, stage, lectern and speaker table)
- Amplification
- Data projection
- Technician and stage manager
- Publication of the satellite symposium on the congress website and app
- Use of the speaker preview room
- Use of Congress logo on invitations and promotional documents
- One-time email blast of Satellite Symposia information carried out by ECC 2015 Congress Secretariat, sent to all registered delegates of ECC 2015

Programme: requirements and approval

- In order to avoid overlap with the official scientific programme and to ensure the scientific quality and scope, all Satellite Symposia programmes need to be submitted for review and approval by the Congress Scientific Committee at the latest 07 July 2015 (draft programmes are mandatory and should be submitted by 19 May 2015)
- Companies are strongly encouraged to establish a multidisciplinary programme in line with the general concept of the Congress scientific programme
- The ECC Scientific Committee makes the final decision on whether an application is accepted or rejected and is not held to justify its decision. No appeal is possible.
- Once the title, programme and detailed content are approved, changes must not be made without the specific approval of the ECC Scientific Committee
- Speakers invited for Satellite Symposia are forbidden to take part in more than 1 programme (regardless of their role: speaker, chair, etc). Please submit your Faculty list to the ECC 2015 Congress Secretariat to ensure this rule is not breached. In case a Speaker in your programme has other commitments, you will be asked to find another Speaker.
- Members of the ECC 2015 Organising Committee and Executive Scientific Committee (<http://www.europeancongress.org/Event-Overview/Congress-committees>) may not be involved in any commercially sponsored session.
- You are responsible to cover for the travel and accommodation costs of your Invited Speakers, even in the case they are part of the official ECC 2015 Scientific Programme
- **NEW PROCEDURE:** Draft and final Industry Sessions Programmes should be submitted online to the [Industry Zone](#) (section **Submit proposal**). It is your responsibility to verify accuracy. The ECCO staff will not be held accountable for omissions and / or mistakes but reserves the right to make text edits in the interest of consistency.

- The final programmes are published on the Congress website and app if received not later than 7 July 2015. Abstracts related to satellite symposia are not published in the official Congress Abstract book (see further in this manual for print of abstracts).



Viewing and Rehearsal Slots

Satellite Symposium organisers may book a viewing slot which will allow companies to have a look at the room they have booked for their satellite symposium. During this 15-minute slot, it will not be possible to use or test any equipment in the room or organise any rehearsals. This viewing slot is free of charge and should be booked with your Satellite Symposium contact person.

Satellite Symposium Rehearsal slot can be booked, at the cost of 1.000 EUR. Please see the AV specs for further information about the timings of available rehearsal slots.

During this hour, you will be able to use the room equipment and will be assisted by a technician. The booking form is available directly in your online [Industry Zone](#).

Promotional opportunities pre-event:

- The sponsoring company will ensure that all publications referring to satellite symposia mention: “Official Sponsored Satellite Symposium @ European Cancer Congress #ECC2015” to avoid any confusion with the official scientific programme.

All promotional material should be sent to the ECCO Secretariat for approval before it is published, latest by 20 August 2015.

Congress logo and its usage

- An electronic file of the congress logo (saved as EPS format) can be obtained from your contact person at ECCO, together with the guidelines to use it. It is important that the elements of the logo remain consistent. Do not attempt to redraw the lettering or the drawing or alter the relative position of these elements. Before reproducing the Congress logo, a printing proof must be sent to the ECCO Secretariat for approval.

- It is forbidden to type or insert graphics within the area marked around the congress logo.

- The original colours used in the logos should be respected. For technical details please contact the congress secretariat.

- The unauthorised use of the congress logo is strictly prohibited. It is not allowed to use the congress logo on actual PPT presentations of satellite symposia speakers.

Pre-Congress promotional eblast

A one-time email blast will be sent to all ECC 2015 registered delegates promoting all satellite symposia **between 7 and 10 September**.

Content for this e-blast has to be submitted online, in your [Industry Zone](#), by 20 August 2015.

The content of the mailing should follow these specifications:

- Promotion text of max 75 words
- Incl. maximum one link to website relevant to satellite symposium programme. Note the link may not direct to drug promotion.
- Including maximum one image of max 641 pixel width and 200 pixel high

Failure to submit content at the given deadline or according to the given specs will mean no mailing will be sent out on behalf of the satellite symposium organiser. Repeated e-blasts will not be allowed.

The list of recipients of the email blast (all ECC 2015 registered delegates) is put together using contact information as provided by the participant or the group registration contact person during the registration process. It follows that the quality of the delegates' contact details, provided mainly through group bookings, will ultimately define the value of the e-blast.

Satellite symposium organisers will **not** receive a separate mailing list with contact details of registrants.



Promotional opportunities at the Congress Venue:

- **One poster board** will be made available **in the mall connecting all congress halls**, to be used for displaying one poster announcing the Satellite Symposium, on the day the Satellite Symposium is held. Your poster dimensions should be of maximum 95cm (width) by 186cm (length) and structure to hold the posters will be shell scheme. It is mandatory to produce a poster to be placed on the structure itself. Location will not allow self-standing banners. The affixing material will be provided free of charge onsite.

- **Outside the Session Room:** It is authorised to use a self-standing banner, as long as the dimensions are similar to those of the poster board. This banner should be displayed immediately **outside your session hall** during the hour preceding the satellite symposium, and should be removed immediately after the end of the satellite symposium.

For the poster board, companies are requested to place their posters themselves, at appropriate days/times and on the board allocated to them ECCO staff reserves the right to remove posters that are misplaced (wrong board and/or timings not respected)

Signage in the Satellite Symposium room

cPoint is the exclusive and mandatory supplier for signage of the panel tables and lecterns in the session rooms. Satellite symposium organisers are not allowed to stick signage provided by other suppliers. Please contact Christian.Kempny@webges.net for a detailed offer. Orders should be received latest by **13 August** to avoid surcharges.

Signposting at the Congress venue other than described above is strictly forbidden. Failure to observe this procedure shall render the company liable to a fee of up to 25% of the total rental cost and/or possible penalty in terms of Accrued Points.

IMPORTANT: Satellite organisers are kindly asked to refrain from leaving unused invitations at the Congress venue. In the instance of non-adherence to this rule, an additional cost will be charged for removal.

Hostesses

- **Flyer Hostesses:** Satellite organisers are allowed to have a limited number (the ratio is defined based on the capacity of the lecture halls) of hostesses distributing flyers announcing the Satellite Symposium in the mall of Messe Wien, only on the day the Satellite Symposium is being held. No other "flying" activity is allowed.

- **Guiding hostesses:** A limited number (the ratio is defined based on the capacity of the lecture halls) of guiding hostesses (directing people to a specific room) are allowed in the conference centre as long as they do not distribute anything, as of 1h hour prior to the official start of the satellite symposium only.

Ratio* for hostesses is set as below:

1000-1075 seats	10 persons maximum
700 seats	7 persons maximum
500 seats	5 persons maximum
300 seats	3 persons maximum
220-270 seats	2 persons maximum

*The number of hostesses refers to the total of flying and directional hostesses together



Hostess badges

Gielissen is the official partner to contact to hire hostesses for services related to Satellite Symposia, and we strongly encourage all companies to contact Gielissen for hostess services related to satellite symposia. Hostesses hired through Gielissen do not need to wear a Congress badge.

Hostesses hired through a different agency have to wear a valid "Satellite Symposium only badge", which has to be ordered, from ECCO, by the company before the communicated deadline.

Other means of promotion:

Promotion other than listed in this Exhibitor Manual is strongly discouraged and any initiative or proposal is subject to the approval of the organiser. Proposals should be sent to the ECCO Secretariat. Violation of the regulation may result in expulsion without any indemnity.

Promotion at the Congress hotels

Provided authorisation is granted by the appropriate hotel management, leaflets can be placed at the check-in or a poster can be put up in the lobby of the hotels. No other means of promotion is allowed in the hotels. Advertising on hotel key cards/door drops is not allowed.

Giveaways

Gadgets that are distributed to participants should be professional in nature and should not exceed a maximum value of 5 EUR per item. Sharp, pointy or dangerous objects are not allowed. The organiser reserves the right to request invoices of the gadgets at any time.

Access: set up and badging

- Companies will have access to the hall where the Satellite Symposium is held 30 minutes before the assigned starting time if the scientific programme allows.
- Companies must adhere to the indicated start and end times of the reserved time slot.
- Extensions beyond the assigned timings are not allowed under any circumstances.
- All persons involved in the operations of the Satellite Symposium (staff, technical crew, speakers...) and all persons attending the Satellite Symposium must have a valid access pass.
- The Satellite Symposium must be open to all registered participants. All attendees to the satellite symposia will be required to wear a badge.

Dismantling

- The lecture/symposium hall should be completely vacated immediately after the end of the Satellite Symposium. Companies are responsible for removing all materials, waste, etc from the room.
- Installations or alterations to the rooms can only be made with the explicit approval from the ECCO Secretariat.

Catering

- When suitable space is available, Satellite Symposium organisers may organise receptions before or after Satellite symposia. ECCO does not guarantee such space will be available.
- Receptions can only be organised with the ECC 2015 official caterer (Gerstner).
- Receptions cannot be organised during a session of the official Congress scientific programme, Opening Event (Friday 25 September from 19:00 to 21:30) included.



- Reception space must not be used for entertainment, poster displays, presentations or any other promotional purposes.
- Reception space must be open to all registered participants.

[Companies that wish to organise catering should first contact their contact person at ECCO to determine space availability.](#)

- Once the request is confirmed by the ECC 2015 Secretariat all questions related to catering can be directed to Gerstner (contact details will be provided upon confirmation of the catering request)

NEW PROCEDURE FOR SATELLITE SYMPOSIUM BADGES – PLEASE READ CAREFULLY

Please find below the 2 different types of badges that are available for Satellite Symposia organisers, and what they entitle you to.

1. Full day access badge (reserved for staff only)

A maximum of 5 complimentary badges are available for each Satellite Symposium booked. It will be possible to order additional ones at a cost of 75€ (VAT incl) each.

NEW PROCEDURE

The complimentary Satellite Symposia badges (Full day access only) must be ordered online through your [Industry Zone](#).

You will need to login to your ECCO Account with the credentials provided in your confirmation email.

A member of the ECCO Registration Team will get back to you to confirm the registration is in order. It will be possible to add extra Satellite Symposia badges (complimentary or paying.) Should you need to do so, simply contact Vivian Okonkwo at Vivian.okonkwo@ecco-org.eu

- This type of badge grants access to the Congress centre as of 08:00 on the day of the Satellite Symposium, and to the room where the Satellite Symposium is being held 1h prior to the start of the Satellite Symposium if the scientific programme allows. It also grants access to the Speaker Preview Room.
 - Deadline to order complimentary & extra Satellite Symposium badges is 28 August 2015. After this deadline, changes will not be allowed and will result in a new paying Satellite Symposium registration record.
 - These badges can be picked up at 8:00 on the day of the Satellite Symposium at the Satellite Symposium registration desk located in the Congress Centre
2. Access 1h prior to the slot (for technical crew, faculty & visitors)
- These badges only give access to the room where the Satellite Symposium is being held.
 - They can be picked up 1 hour prior to the start of the Satellite Symposium at the Satellite Symposium registration desk.
 - They have to be returned to the registration area at the end of the Satellite Symposium
 - It is not necessary to send a list of names.

[IMPORTANT: persons not mentioned on the list of names received for each satellite symposium will NOT receive a satellite symposium badge before 1h prior to the start of the satellite symposium.](#)

[Deadline to order the Satellite Symposia badges online is 28 August 2015.](#)



AV support and Technical equipment

Lecture hall floor plans and detailed listing of technical equipment included in each lecture hall are available in your online [Industry Zone](#). Additional orders will be possible.

Orders and various AV arrangements will be coordinated by Michael De Backer:

michael@debackerconsultants.com

Phone Australia +61 8 72 00 01 72

Phone Europe +44 20 32 87 23 77

Phone USA +1 718 395 36 37

Any company wishing to use wifi services for their delegates during their satellite symposium slot should first consult Michael De Backer to check feasibility and options



MEET THE SATELLITE SYMPOSIUM EXPERT SESSION

Permission

Only companies who have booked a Satellite Symposium are eligible to book a Meet the Satellite Symposium Experts session.

Cancelling your Satellite Symposium will automatically entail that you lose your Meet the Satellite Symposium Expert Session

The Meet the Satellite Symposium Expert Session package includes:

- Rental of the room and standard setup (Theatre style, stage, lectern and speaker table)
- Amplification
- Data projection
- Technician
- Publication of the satellite symposium on the congress website and app
- Use of the speaker preview room
- Use of Congress logo on invitations and promotional documents

Programme: requirements and approval

- In order to avoid overlap with the official scientific programme and to ensure the scientific quality and scope, all Meet the Satellite Symposium Experts session programmes need to be submitted for review and approval by the Congress Scientific Committee at the latest 07 July 2015 (draft programmes are mandatory and should be submitted by 19 May 2015)
- Companies are strongly encouraged to establish a multidisciplinary programme in line with the general concept of the Congress scientific programme
- The ECC Scientific Committee makes the final decision on whether an application is accepted or rejected and is not held to justify its decision. No appeal is possible.
- Once the title, programme and detailed content are approved, changes must not be made without the specific approval of the ECC Scientific Committee
- Speakers invited for Meet the Satellite Symposium Experts session are forbidden to take part in more than 1 expert session. Please submit your Faculty list to the ECC 2015 Congress Secretariat to ensure this rule is not breached. In case a Speaker in your programme has other commitments, you will be asked to find another Speaker. Members of the ECC 2015 Organising Committee and Executive Scientific Committee (<http://www.europeancancercongress.org/Event-Overview/Congress-committees>) may not be involved in any commercially sponsored session.
- Meet the Experts sessions may include speakers that were not in the Satellite Symposium however the subject presented must be the same and the programme should demonstrate continuance from the original programme presented in the Satellite Symposium.
- You are responsible to cover for the travel and accommodation costs of your Invited Speakers, even in the case they are part of the official ECC 2015 Scientific Programme

NEW PROCEDURE: Draft and final Industry Sessions Programmes should be submitted online to the [Industry Zone](#) (section **Submit proposal**). It is your responsibility to verify accuracy. The ECCO staff will not be held accountable for omissions and / or mistakes but reserves the right to make text edits in the interest of consistency.

The final programmes are published on the Congress website and app if received not later than 7 July 2015.

Abstracts related to Meet the Satellite Symposium Experts session are not published in the official Congress Abstract book (see further in this manual for print of abstracts).



Promotional opportunities pre-event:

- The sponsoring company will ensure that all publications referring to the Meet the Satellite Symposium Expert Session mention: “Official Sponsored Meet the Satellite Symposium Expert Session @ European Cancer Congress #ECC2015” to avoid any confusion with the official scientific programme.

Congress logo and its usage

- An electronic file of the congress logo (saved as EPS format) can be obtained from the ECCO Secretariat (Emilie Fillod - emilie.fillod@ecco-org.eu), together with the guidelines to use it. It is important that the elements of the logo remain consistent. Do not attempt to redraw the lettering or the drawing or alter the relative position of these elements. Before reproducing the Congress logo, a printing proof must be sent to the ECCO Secretariat for approval.
- It is forbidden to type or insert graphics within the area marked around the congress logo.
- The original colours used in the logos should be respected. For technical details please contact the congress secretariat.
- The unauthorised use of the congress logo is strictly prohibited. It is not allowed to use the congress logo on actual PPT presentations of speakers.

Promotional opportunities at the Congress Venue:

- **One poster board** will be made available **in the mall connecting all congress halls**, to be used for displaying one poster announcing the **Meet the Satellite Symposium Expert session**, on the day the session is held. Your poster dimensions should be of maximum 95cm (width) by 186cm (length) and structure to hold the posters will be shell scheme. It is mandatory to produce a poster to be placed on the structure itself. Location will not allow self-standing banners. The affixing material will be provided free of charge onsite.
- **Outside the Session Room:** It is authorised to use a self-standing banner as long as the dimensions are similar to those of the poster board. This banner should be displayed immediately **outside the session room** during the hour preceding the satellite symposium, and should be removed immediately after the end of the Meet the Experts session.

For the poster boards / banner, companies are requested to place their posters themselves, at appropriate days/times and on the board allocated to them ECCO staff reserves the right to remove posters that are misplaced (wrong board and/or timings not respected)

Signage in the Meet the Satellite Symposium Expert session room

cPoint is the exclusive and mandatory supplier for signage of the panel tables and lecterns in the session rooms. Meet the Satellite Symposium Expert organisers are not allowed to stick signage provided by other suppliers. Please contact Christian.Kempny@webges.net for a detailed offer.

Signposting at the Congress venue other than described above is strictly forbidden. Failure to observe this procedure shall render the company liable to a fee of up to 25% of the total rental cost and/or possible penalty in terms of Accrued Points.

IMPORTANT: Organisers are kindly asked to refrain from leaving unused invitations at the Congress venue. In the instance of non-adherence to this rule, an additional cost will be charged for removal.



Hostesses

- **Flyer Hostesses:** organisers are allowed to have 1 hostess distributing flyers announcing the Meet the satellite symposium Expert Session directly outside of the room where it is held only 1 hour before the start of the session. No other “flying” activity is allowed.
- **Guiding hostesses:** One guiding hostess (directing people to a specific room) is allowed in the conference centre as long as she does not distribute anything, as of 1h hour prior to the official start of the Meet the satellite symposium Expert Session

Hostess badges

Gielissen is the official partner to contact to hire hostesses for services related to Meet the satellite symposium Expert Session, and we strongly encourage all companies to contact Gielissen for hostess services. Hostesses hired through Gielissen do not need to wear a Congress badge. Hostesses hired through a different agency have to wear a valid “Meet the satellite symposium Expert Session only badge”, which has to be ordered, from ECCO, by the company by the communicated deadline.

IMPORTANT: Meet the satellite symposium Expert Session organisers are kindly asked to refrain from leaving unused invitations at the Congress venue. In the instance of non-adherence to this rule, an additional cost will be charged for removal.

Other means of promotion:

Promotion other than listed in this Exhibitor Service Manual is strongly discouraged and any initiative or proposal is subject to the approval of the organiser. Proposals should be sent to the ECCO Secretariat. Violation of the regulation may result in expulsion without any indemnity.

Promotion at the Congress hotels

Provided authorisation is granted by the appropriate hotel management, leaflets can be placed at the check-in or a poster can be put up in the lobby of the hotels. No other means of promotion is allowed in the hotels. Advertising on hotel key cards/door drops is not allowed.

Access: set up and badging

- Companies will have access to the hall where the Meet the satellite symposium Expert Session is held 30 minutes before the assigned starting time
- Companies must adhere to the indicated start and end times of the reserved time slot.
- Extensions beyond the assigned timings are not allowed under any circumstances.
- All persons involved in the operations of the Meet the satellite symposium Expert Session (staff, technical crew, speakers...) and all persons attending the Meet the satellite symposium Expert Session must have a valid access pass.
- The Meet the satellite symposium Expert Session must be open to all registered participants. All attendees to the satellite symposia will be required to wear a badge.

Dismantling

- The hall should be completely vacated immediately after the end of the Meet the satellite symposium Expert Session. Companies are responsible for removing all materials, waste, etc from the room.
- Installations or alterations to the rooms can only be made with the explicit approval from the ECCO Secretariat.

IMPORTANT: organisers are kindly asked to refrain from leaving unused invitations at the Congress venue. In the instance of non-adherence to this rule, an additional cost will be charged for removal.



Catering

- When suitable space is available, organisers may organise receptions before or after the session. ECCO does not guarantee such space will be available.
- Receptions can only be organised with the ECC 2015 official caterer (Gerstner).
- Receptions cannot be organised during a session of the official Congress scientific programme, Opening Event (Friday 25 September from 19:00 to 21:30) included.
- Reception space must not be used for entertainment, poster displays, presentations or any other promotional purposes.
- Reception space must be open to all registered participants.

[Companies that wish to organise catering should first contact Emilie Fillod \(emilie.fillod@ecco-org.eu\) to determine space availability.](mailto:emilie.fillod@ecco-org.eu)

- Once the request is confirmed by the ECC 2015 Secretariat all questions related to catering can be directed to Gerstner

PROCEDURE FOR MEET the SATELLITE SYMPOSIUM EXPERT BADGES – PLEASE READ CAREFULLY

Please find below the 2 different types of badges that are available for Meet the Satellite Symposium Expert Session organisers, and what they entitle you to.

2. Full day access badge (reserved for staff only)

A maximum of 5 complimentary badges are available for each Meet the Satellite Symposium Expert Session booked. It will be possible to order additional ones at a cost of 75€ (VAT incl) each.

NEW PROCEDURE

The complimentary Meet the Satellite Symposium Expert Session badges (Full day access only) must be ordered online through your [Industry Zone](#). You will need to login to your ECCO Account mentioned in your confirmation email.

A member of the ECCO Registration Team will get back to you to confirm the registration is in order. It will be possible to add extra Meet the Satellite Symposium Expert Session badges (complimentary or paying.) Should you need to do so, simply contact Vivian Okonkwo at Vivian.okonkwo@ecco-org.eu

- This type of badge grants access to the Congress centre as of 08:00 on the day of the Session, and to the room where the Session is being held 1h prior to the start of the if the scientific programme allows. It also grants access to the Speaker Preview Room.
- Deadline to order complimentary & extra Meet the Satellite Symposium Expert Session badges is 28 August 2015. After this deadline, changes will not be allowed and will result in a new paying Meet the Satellite Symposium Expert Session registration record.
- These badges can be picked up at 8:00 on the day of the Meet the Satellite Symposium Expert Session at the Satellite Symposium registration desk

2. Access 1h prior to the slot (for technical crew, faculty & visitors)

- These badges only give access to the room where the Meet the Satellite Symposium Expert Session is being held.
- They can be picked up 1 hour prior to the start of the Session at the Satellite Symposium registration desk.
- They have to be returned to the registration area at the end of the Session
- It is not necessary to send a list of names.

IMPORTANT: [persons not mentioned on the list of names received for each Meet the Satellite Symposium Expert Session will NOT receive a satellite symposium badge before 1h prior to the start of the satellite symposium.](#)



[Deadline to order the Satellite Symposia badges online is 28 August 2015.](#)

AV support and Technical equipment

Floor plans of the Satellite Symposium Meet the Experts session rooms and a detailed list of technical equipment included will be made available by the end of May 2015. Additional orders will be possible.

Orders and various AV arrangements will be coordinated by Michael De Backer:

michael@debackerconsultants.com

Phone Australia +61 8 72 00 01 72

Phone Europe +44 20 32 87 23 77

Phone USA +1 718 395 36 37

Any company wishing to use wifi services for their delegates during their Meet the Satellite Symposium Experts slot should first consult Michael De Backer to check feasibility and options.



EXHIBITOR SPOTLIGHT SESSIONS

Permission

In order to obtain permission to hold An Exhibitor Spotlight Session, an exhibition stand of minimum 27sqm is required.

Cancelling your exhibition space will automatically entail that you lose your Exhibitor Spotlight Session

The Exhibitor Spotlight Session package includes:

- Rental of the room and standard setup (Theatre style, stage, lectern and speaker table)
- Amplification
- Data projection
- Technician
- Publication of the programme on the congress website and app
- Use of the speaker preview room
- Use of Congress logo on invitations and promotional documents

Programme: requirements and approval

- An Exhibitor Spotlight Session can be used for a promotional presentation or activity highlighting a product or service. These sessions are not eligible for CME accreditation. An Exhibitor Spotlight Session presentation must be given by an employee of the exhibiting company. No external speakers are allowed.
 - The final programmes including the title of the Exhibitor Spotlight Session, name(s) of chairperson(s), speakers and titles of all presentations should be sent to ECCO before 7 July 2015.
 - The programme will be published in the online Programme Book and in the Congress app if received not later 7 July 2015.
 - The programme is subject to approval by ECCO
 - The ECC Scientific Committee makes the final decision on whether an application is accepted or rejected and is not held to justify its decision. No appeal is possible.
 - Once the title, programme and detailed content are approved, changes must not be made without the specific approval of the ECC Scientific Committee
- The content of the sessions and opinions expressed by presenters are those of the sponsor or presenter and are not of the European Cancer Congress
- **NEW PROCEDURE:** Draft and final Industry Sessions Programmes should be submitted online to the [Industry Zone](#) (section **Submit proposal**). It is your responsibility to verify accuracy. The ECCO staff will not be held accountable for omissions and / or mistakes but reserves the right to make text edits in the interest of consistency.
 - **Attendance:** The Exhibitor Spotlight Session must be open to all registered Congress participants. All attendees to the Exhibitor Spotlight Sessions will be required to wear a badge.

• The final programmes are published on the Congress website and app if received not later than 7 July 2015. Abstracts related to exhibitor spotlight sessions are not published in the official Congress Abstract book (see further in this manual for print of abstracts).



Promotional opportunities pre-event:

- The sponsoring company will ensure that all publications referring to Exhibitor Spotlight Sessions mention: “Official Sponsored Exhibitor Spotlight Session @ European Cancer Congress #ECC2015” ” to avoid any confusion with the official scientific programme.

Congress logo and its usage

- An electronic file of the congress logo (saved as EPS format) can be obtained from the ECCO Secretariat (Allegra Roccatto – allegra.roccato@ecco-org.eu), together with the guidelines to use it. It is important that the elements of the logo remain consistent. Do not attempt to redraw the lettering or the drawing or alter the relative position of these elements. Before reproducing the Congress logo, a printing proof must be sent to the ECCO Secretariat for approval.
- It is forbidden to type or insert graphics within the area marked around the congress logo.
- The original colours used in the logos should be respected. For technical details please contact the congress secretariat.
- The unauthorised use of the congress logo is strictly prohibited. It is not allowed to use the congress logo on actual PPT presentations of satellite symposia speakers.

Promotional opportunities at the Congress Venue:

- **One poster board** will be made available **in the mall connecting all Congress halls**, to be used for displaying one poster announcing the **Exhibitor Spotlight Sessions**, on the day the Satellite Symposium is held. Your poster dimensions should be of maximum 95cm (width) by 186cm (length) and structure to hold the posters will be shell scheme. It is mandatory to produce a poster to be placed on the structure itself. Location will not allow self-standing banners. The affixing material will be provided free of charge onsite.
- **Outside the Session Room:** It is authorised to use a self-standing banner as long as the dimensions are similar to those of the poster board. This banner should be displayed immediately **outside the session room** during the hour preceding the satellite symposium, and should be removed immediately after the end of the Meet the Experts session.

For the poster board, companies are requested to place their posters themselves, at appropriate days/times and on the board allocated to them ECCO staff reserves the right to remove posters that are misplaced (wrong board and/or timings not respected)

Signage in the Exhibitor Spotlight Session room

cPoint is the exclusive and mandatory supplier for signage of the panel tables and lecterns in the session rooms. Satellite symposium organisers are not allowed to stick signage provided by other suppliers. Please contact Christian.Kempny@webges.net for a detailed offer.

Hostesses

- **Flyer Hostesses:** organisers are allowed to have 1 hostess distributing flyers announcing the Exhibitor Spotlight Session directly outside of the room where it is held only 1 hour before the start of the session. No other “flyering” activity is allowed.
- **Guiding hostesses:** One guiding hostess (directing people to a specific room) is allowed in the conference centre as long as she does not distribute anything, as of 1h hour prior to the official start of the Exhibitor Spotlight Session only.

Hostess badges

Gielissen is the official partner to contact to hire hostesses for services related to Exhibitor Spotlight Session and we strongly encourage all companies to contact Gielissen for hostess services related to Spotlight. Hostesses hired through Gielissen do not need to wear a Congress badge. Hostesses hired through a different agency have to wear a valid “Exhibitor Spotlight Session only badge”, which has to be ordered, from ECCO, by the company by the communicated deadline.



IMPORTANT: Exhibitor Spotlight Session organisers are kindly asked to refrain from leaving unused invitations at the Congress venue. In the instance of non-adherence to this rule, an additional cost will be charged for removal.

Other means of promotion:

Promotion other than listed in this Exhibitor Service Manual is strongly discouraged and any initiative or proposal is subject to the approval of the organiser. Proposals should be sent to the ECCO Secretariat. Violation of the regulation may result in expulsion without any indemnity.

Promotion at the Congress hotels

Provided authorisation is granted by the appropriate hotel management, leaflets can be placed at the check-in or a poster can be put up in the lobby of the hotels. No other means of promotion is allowed in the hotels. Advertising on hotel key cards/door drops is not allowed.

Access: set up and badging

- Companies will have access to the hall where the Exhibitor Spotlight Session is held 30 minutes before the assigned starting time
- Companies must adhere to the indicated start and end times of the reserved time slot.
- Extensions beyond the assigned timings are not allowed under any circumstances.
- All persons involved in the operations of the Exhibitor Spotlight Session (staff, technical crew, speakers...) and all persons attending the Exhibitor Spotlight Session must have a valid access pass.
- The Exhibitor Spotlight Session must be open to all registered participants. All attendees to the satellite symposia will be required to wear a badge.

Dismantling

- The hall should be completely vacated immediately after the end of the Exhibitor Spotlight Session. Companies are responsible for removing all materials, waste, etc from the room.
- Installations or alterations to the rooms can only be made with the explicit approval from the ECC Secretariat.

IMPORTANT: Exhibitor Spotlight Session organisers are kindly asked to refrain from leaving unused invitations at the Congress venue. In the instance of non-adherence to this rule, an additional cost will be charged for removal.

Catering

- When suitable space is available, Exhibitor Spotlight Session organisers may organise receptions before or after the session. ECCO does not guarantee such space will be available.
- Receptions can only be organised with the ECC 2015 official caterer (Gerstner).
- Receptions cannot be organised during a session of the official Congress scientific programme, Opening Event (Friday 25 September from 19:00 to 21:30) included.
- Reception space must not be used for entertainment, poster displays, presentations or any other promotional purposes.
- Reception space must be open to all registered participants.

Companies that wish to organise catering should first contact Allegra Roccato (allegra.roccato@ecco-org.eu) to determine space availability.

- Once the request is confirmed by the ECC 2015 Secretariat all questions related to catering can be directed to Gerstner (contact details will be provided upon confirmation of the catering request)



PROCEDURE FOR EXHIBITOR SPOTLIGHT SESSION BADGES – PLEASE READ CAREFULLY

Please find below the 2 different types of badges that are available for the Exhibitor Spotlight Session organisers, and what they entitle you to.

3. Full day access badge (reserved for staff only)

A maximum of 5 complimentary badges are available for each the Exhibitor Spotlight Session booked. It will be possible to order additional ones at a cost of 75€ (VAT incl) each.

NEW PROCEDURE

The complimentary the Exhibitor Spotlight Session badges (Full day access only) must be ordered online through your [Industry Zone](#). You will need to login to your ECCO Account with the credentials that have been sent to you in your confirmation letter.

A member of the ECCO Registration Team will get back to you to confirm the registration is in order. It will be possible to add extra the Exhibitor Spotlight Session badges (complimentary or paying.) Should you need to do so, simply contact Vivian Okonkwo at Vivian.okonkwo@ecco-org.eu

- This type of badge grants access to the Congress centre as of 08:00 on the day of the Session, and to the room where the Session is being held 1h prior to the start, if the scientific programme allows. It also grants access to the Speaker Preview Room.
- Deadline to order complimentary & extra the Exhibitor Spotlight Session badges is 28 August 2015. After this deadline, changes will not be allowed and will result in a new paying the Exhibitor Spotlight Session registration record.
- These badges can be picked up at 8:00 on the day of the Meet the Satellite Symposium Expert Session at the Satellite Symposium registration desk

2. Access 1h prior to the slot (for technical crew, faculty & visitors)

- These badges only give access to room where the Exhibitor Spotlight Session is being held.
- They can be picked up 1 hour prior to the start of the Session at the Satellite Symposium registration desk.
- They have to be returned to the registration area at the end of the Session
- It is not necessary to send a list of names.

IMPORTANT: persons not mentioned on the list of names received for each Exhibitors Spotlight Session will NOT receive a satellite symposium badge before 1h prior to the start of the satellite symposium.

Deadline to order the Satellite Symposia badges online is 28 August 2015.



AV support and Technical equipment

Floor plans of the Exhibitor Spotlight rooms and a detailed list of technical equipment included will be made available by the end of May 2015. Additional orders will be possible.

Orders and various AV arrangements will be coordinated by Michael De Backer:

michael@debackerconsultants.com

Phone Australia +61 8 72 00 01 72

Phone Europe +44 20 32 87 23 77

Phone USA +1 718 395 36 37

Any company wishing to use wifi services for their delegates during their Exhibitor Spotlight slot should first consult Michael De Backer to check feasibility and options.



Speaker preview room – Speaker guidelines

Language

Presentations as well as all audio-visual material should be presented in English (slides, DVDs, ...).

General instructions

A single computerized system will manage all projections and will send the presentations to the assigned session rooms automatically. This method guarantees an easier management, a higher quality of projection and a quicker and smoother running of the presentations. The use of personal laptops, iPads, etc. (MAC and PC) for presentations in the congress rooms will not be permitted. Speakers are kindly requested to respect their allotted presentation time in order to guarantee the smooth running of the sessions.

- All presentations are held in Microsoft PowerPoint on a PC running Windows. If you are using software other than Microsoft PowerPoint on a PC running Windows (example: OpenOffice, PowerPoint for Mac, Keynote) please make sure your presentation is converted to Microsoft PowerPoint for Windows PCs before you travel to the congress (preferably by trying the converted presentation on a Windows PC). **Presentations in Acrobat PDF format, Word format, Keynote or Prezi are NOT accepted.**
- PowerPoint presentations on USB memory stick, CD-Rom or DVD **must be delivered** at the Speaker Preview Room **at least two hours before the beginning of the session.**
- In the Speakers Preview Room, a technician assists the speaker with the transfer of his or her presentation into the central congress network. When the transfer is complete, the technician performs a quick run of the presentation with the speaker to check whether the presentation runs correctly and all parts of the presentation are copied. Desktop computers will be available at the speaker's secretariat for last minute changes and reviewing your presentation. **No more changes can be made inside the session rooms where the session takes place.**
- In each session room, a technical assistant starts each presentation at the right time using the computer connected to the central congress network. When the presentation is launched, the speaker has control and can navigate with a remote device. **In the lecture rooms, the lectern displays your slides as well as your notes.**

Technical instructions

During the congress, presentations will run on PowerPoint 2013 with a projector resolution of 1024 x 768 pixels in 4:3 format (not 16:9). **Your presentation should be prepared in PowerPoint 2003, 2007, 2010 or 2013.**

- Preferred page setup is landscape orientation with high-contrast lettering and readable fonts (minimum font size = 24).
- Use high-contrast colors: light text on dark background or vice versa.
- A maximum of 7 lines per slide and 5 words per line will improve the communication value of your slide.
- PowerPoint presentations on USB memory stick **must be delivered** at the Speaker Preview Room **at least two hours before the beginning of the session.**



Suggestions to improve a PowerPoint presentation

- In general, the smaller your PowerPoint presentation (in size) the easier to handle it is.
- Any movie/image file must be in the same folder of the PowerPoint presentation and must be copied in the folder before being included in the presentation.
- Example: create the folder "PRESENTATION" and copy the necessary files for the presentation in it; then create the PowerPoint presentation including the films that were in the "presentation" folder. Finally save everything in the "presentation" folder.
- Alternatively: use "Pack and go" or "Package presentation for CD/DVD/USB". For ease of possible assistance if there is a problem with your movies (not playing on standard machines because codecs under which the movie was recorded are unknown and uninstalled on standard machines) we recommend not to use the new feature in PowerPoint 2010/2013 to EMBED the movies inside your presentation. We advise to LINK to the movie file.
- The following media are recommended to facilitate the presentation download at the Slide Centre: USB memory sticks (preferred medium), CD-Rom or DVD. It is also possible to download the presentation from a personal laptop at the Slide Centre, provided that the speaker stops at the Slide Centre at least two hours before the beginning of the session.
- **Transitions:**
 - Please don't use timer controlled transitions. Timer controlled transitions are transitions that will switch to the next slide after x seconds or minutes. This will interfere with our cue light system and confuse you during your talk.
- **Pictures:**
 - Do NOT save the picture as BMP or TIFF (size is too big).
 - Images with .gif and .jpg extensions are recommended to obtain a light presentation (other kinds of extensions - recognizable by Power Point - will be accepted all the same).
 - Save the pictures used in your presentation on your CD, DVD or USB-stick (In case of problems we can re-insert the original).
- **Video:**
 - Movies should not exceed 50 MB each (50 MB is not necessary the limit, we can handle larger movies without any problems, but the video may not show up fast and smoothly). Always bring your movies on DVD or other support, and inform the technicians at the Slide Centre at least 2 hours before the presentation. **MPG (MPEG), MP4, MOV, WMV or AVI are the only acceptable video formats.**
 - Save the videos used in your presentation on your USB-stick CD or DVD (In case of problems we can re-insert the original).
 - Movies should start automatically on your slide: on the lectern there is no mouse to click on a movie to start it.
- **HTML:**
 - If you use hyperlinks to websites in your presentations, please download the website to your USB-stick, CD-Rom or DVD. Try to avoid many different folders on the medium.
- **Graphics:**
 - Save the graphics or Excel spreadsheets used in your presentation on your USB-stick, CD-Rom or DVD. In case of problems we can re-insert the original graphics or spreadsheets. It is also a good idea to save your graphics as a picture to avoid having your numbers changed automatically by PowerPoint from using a "," as decimal point to a "." or vice versa.
- **Fonts:**
 - **Try to avoid use of non-Standard Windows fonts.** If you are using specific, non Standard Windows fonts (or if you are using Apple fonts not known on Standard Windows), then include the fonts you have used on your USB-stick CD or DVD.
- **Apple:**
 - Please give your filename an extension ".ppt".
 - Check your presentation on a Windows (preferably Win7 or Win 8 with PowerPoint 2010/2013) computer before you bring it to the conference. This will avoid a lot of



stress at the conference: you will not have to fix things that are not working after the conversion from Apple to Windows at the conference.

Always try the medium with your presentation on another PC before bringing it to the conference. And as always make an extra copy of your USB or CD/DVD.

NOTE (1)

Example: create the folder "PRESENTATION" and copy the necessary files for the presentation in it; then create the Power Point presentation including the films that were in the "presentation" folder. Finally save everything in the "presentation" folder.

Opening times

Thursday 24 September	17:00 - 19:00
Friday 25 September	07:00 - 19:00
Saturday 26 September	07:00 - 18:45
Sunday 27 September	07:00 - 18:45
Monday 28 September	07:00 - 18:45
Tuesday 29 September	07:00 - 12:30



Parking at the Messe Wien

Busses / shuttles

These vehicles will be allowed to stop (but not park) in front of Foyer A (Congress entrance), for a limited time in order to pick up / drop off the delegates.

If your company needs the vehicles to be parked for a long period, please advise ECCO. You will then receive the information for a parking spot, in order to keep the entrance outside of Foyer A as clear as possible.

It is mandatory for companies organising bus transfers for participants before and/or after their satellite symposia to send their complete bus transfer schedule by email to Ms. Steff Berger (steff.berger@ecco-org.eu) to avoid traffic congestion at the entrance of the congress centre, and to receive the parking authorisation from the Messe Wien.

Taxis

Please note that a taxi stop will be available close to Foyer A and that taxis will be available for your delegates to come to / leave from the Messe Wien.



REPRINT OF ABSTRACTS

The Official Abstracts of ECC 2015 will be published in European Journal of Cancer Supplements (EJC Supplements).

In view of this we would like to offer you the following publication opportunities in EJC Supplements:

Satellite Symposia

On behalf of the Editor in Chief of the European Journal of Cancer, Professor Eggermont and the Publisher Elsevier, we would like to invite you to publish the results of your satellite symposium in EJC Supplements. ECCO fully endorses this initiative as EJC Supplements is the official journal of the conference.

Key benefits of publishing your proceedings in EJC Supplements:

A significant benefit of publishing your results in EJC Supplements is that they are automatically included in ScienceDirect www.sciencedirect.com. ScienceDirect is Elsevier's web-based information resource for the scientific world. Literally millions of scientists and physicians have convenient electronic access to your proceedings. ScienceDirect receives an impressive number of requests for full-text articles ranging from 2,000 to 2 million per journal.

EJC Supplements had 93,467 articles downloaded in March 2011 to February 2012. Currently more than 4,177 institutions around the world have online access to EJC Supplements.

This means greater international visibility for your supplement at no additional cost.

Other key advantages:

- Association with the prestigious reputation of the journal
- Highly regarded by key opinion leaders
- Distribution to all journal subscribers
- **Fast-track production**, the publication time is 4-8 weeks

CD-ROM insert in the supplement

When publishing the proceedings of your symposium we will allow you to insert a CD-ROM into the supplement. The CD-ROM can contain all or selected slides presented at the symposium, audio/video, CV and pictures of the faculty teams can also be included.

Additional circulation of the CD-ROM insert in The Lancet Oncology In combination with the CD-ROM insert in EJC Supplements, we offer an additional circulation of the CD-ROM inserted into the subscribers copies of The Lancet Oncology. This opportunity offers an additional visibility of your symposium.

Selected Abstract Reprint of the Official Abstracts of ECC 2015

We would like to offer you the opportunity to reprint selected abstracts from ECC 2015. ECCO fully endorses this initiative. The official abstracts are published in European Journal of Cancer Supplements, the official journal of ECC 2015.

Elsevier will select abstracts from within the abstracts of ECC 2015, based on a keyword search supplied by you.

The selected abstracts will then be reprinted under a glossy cover of the European Journal of Cancer Supplements with the text: "Reprinted from the official abstracts of the European Cancer Congress 2015".

The benefit to you is that your selection from the official congress abstracts can be distributed from your stand from the first day of the congress and will be printed under the cover of the European Journal of Cancer Supplements.

For any of the above mentioned project or other publishing enquiries, please contact Peter Schoonheim at p.schoonheim@elsevier.com or by telephone +31 20 5136 4472.



ECC 2015 DAILY NEWSPAPER

OncoPost, the Official Newspaper for ECC 2015

As a very popular feature of the Congress, four issues of the official congress newspaper OncoPost will once again be produced for the European Cancer Congress 2015 in Vienna. Comprising up-to-the-minute news, features, reports, interviews and next-day highlights, this newspaper has proved itself a must-read for all participants, thanks to its coverage of the hottest topics onsite, such as presidential sessions, late-breaking abstracts and more.

All four issues will be provided directly to speakers at the Congress, and made readily available throughout the conference centre, with each edition also being published online as a flipbook, giving all advertising double exposure.

OncoPost is produced by ECCO, the European Cancer Organisation, and published by the renowned TMC Strategic Communications group.

To purchase advertising in this publication, please contact:

Bruno De Man
Tel. +32/2.775.02.04
bruno.deman@ecco-org.eu



INDUSTRY MEETING SPACE

Details, pricing and availability on Industry Meeting Space can be consulted on the Congress website via this link:

<http://www.europeancancercongress.org/Exhibition-and-Sponsorship>

Business Lounges – Booking form available upon request

(roombookings@europeancancercongress.org)

During ECC 2015, a limited number of business lounges are available for use by participating companies to welcome their guests during the congress at the congress venue Messe Wien. Business lounges are reserved for exhibiting companies only. Rooms can be reserved only through ECCO, the congress secretariat, and are assigned for the entire duration of the congress.

Business lounges are closed rooms and may not be used to exhibit company's products or to organise activities, such as media briefings, press conferences, satellite symposia, educational and Meet-the-Expert sessions.

The rental of a business lounge includes the room only, without furniture or equipment. Each company is responsible for organising in accordance with Gielissen Exhibition and Event Services or other suppliers its individual needs such as furniture, catering, supplies or hostesses.

Location

Business lounges are located both in Hall A and Hall C, ground floor of Messe Wien. ECC 2015 will occupy all 4 halls and the Congress Centre of Messe Wien. Please see general floor plan.

Included services

Each business lounge will come complete with wall structure with ceiling, carpeting, double lockable door, basic lighting. Each company, thereafter, is responsible for organising in accordance with Gielissen Exhibition and Event Services or other suppliers its individual needs such as catering, furniture, electricity or hostesses.

All companies are required to send a detailed floorplan of their business lounge to the Congress Secretariat for approval.

The ECC 2015 preferred supplier for standbuilding services is Gielissen Exhibition and Event Services. Business lounge bookers are free to bring in their own stand builder if preferred. Bookings of services can be done via the Gielissen webshop which will be online at the end of April. Requests for offers for design of complete business lounges can be sent to ecc@gielissen.nl – please include the number of your business lounge in the request.

The exclusive catering supplier for industry is Gerstner (<http://www.gerstner.at/en/index.html>). Please contact Andrea Jann: Jann@gerstner.at for detailed information and offers.

Access

All persons involved in the operation of the business lounge must have a valid badge (exhibitor, delegate, day badge). All persons requesting access to the business lounge must be registered either as delegates or as exhibitors. Persons without such a badge will not be allowed to enter the room.

Business lounges may be open as follows:



Friday 25 September	08:00-19:00
Saturday 26 September	08:00-20:00
Sunday 27 September	08:00-20:00
Monday 28 September	08:00-20:00
Tuesday 29 September	08:00-13:00

Set-up must be done on **Thursday 24 September (08:00 – 20:00)**, the set-up fee for that day is included in the rental.

Promotion

Companies renting a business lounge are entitled to the use of the congress logo in invitations directly related to the business lounge. An electronic file of the congress logo (saved as EPS format) can be obtained from the ECCO Secretariat, together with the guidelines to use it. It is important that the elements of the logo remain consistent. Do not attempt to redraw the lettering or the drawing or alter the relative position of these elements. Only the official logo can be used. A print proof is required by the organiser for authorisation before printing. The unauthorised use of the congress logo is strictly prohibited.

The placement of signs and posters on the exterior doors or walls of the rented room is possible. No other signage or promotion can be made within the building other than on the company's stand.

Companies are allowed to place a table with two chairs in the hallway outside their business but no company branded registration counters are permitted.

The list of business lounges will be published in the congress app and in onsite signage.

Damages, breakages, theft

The customer is responsible for any damage, breakage or theft caused by himself or by one of his participant or guest. The customer undertakes to refund any damage to the congress centre or Gielissen Exhibition and Event Services.

Meeting Rooms - Booking form available upon request

roombookings@europeancancercongress.org

Limited meeting space is available at the congress centre (Messe Vienna) in halls A and C to organise small closed and internal meetings. They can be reserved only via ECCO, the Congress Secretariat, and can be assigned for limited periods (as of 2,5 hours depending on timeslot) or a full day (as of 5 hours). A number of rooms are also available for the duration of the conference (4,5 days).

1. Purpose of meeting rooms

Small meetings may take place in parallel with official Congress sessions provided they do not involve groups larger than 40 people. Meeting rooms are closed rooms and may not be used for hospitality functions, to exhibit a company's products or to organise activities such as press conferences, satellite symposia, educational and meet-the-expert sessions.

ECCO staff reserves the right to check on the use of the meeting rooms at any time. If a misuse for any of the above described purposes is identified, the organiser reserves the right to close down the room with immediate effect.



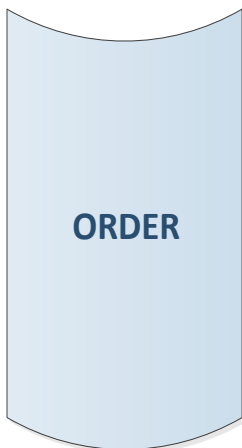
Third parties booking on behalf of an exhibitor at ECC 2015 must mention the exhibiting companies they have been appointed by on the booking form.

2. Setup and included services

The rental of a meeting room includes the room and standard furniture setup in boardroom style. Changes in the setup are permitted if time allows but need to be approved by ECCO. However, setup in theatre style is **not allowed**. Potential costs for changes in the setup will be invoiced to the meeting organiser.

The meeting rooms do not include any additional equipment or services (projector, screen, etc). All equipment and services are to be ordered separately by the meeting room booker with Gielissen Exhibition & Event Services.

cmLead – Advanced Lead Retrieval for Exhibitors



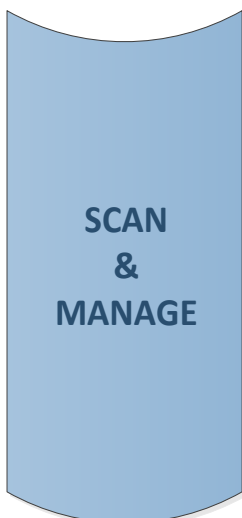
BEFORE THE CONFERENCE

- [Order COVR Lead Retrieval Services through the conference website.](#)
- You have the possibility to order the cmLead Application with or without an iPod Touch/iPad. Feel free to use your own device!
 - cmLead can be used on iPad (second & third generation)
 - cmLead can be used on iPhone (third, fourth & fifth generation)
 - cmLead can be used on iPod Touch (fourth & fifth generation)
- [Your order includes the rental of a scanner that can be plugged into your device](#) and guarantees the highest possible performance in barcode scanning.
- [You will receive a username & password to login to the cmLead portal as well as an activation code to activate the cmLead app.](#)



BEFORE & DURING THE CONFERENCE

- Once you are logged in to the cmLead portal, you can start [setting up your qualifiers](#) (products, services ...).
- If you ordered a device from COVR, your qualifiers and delegate database will automatically be synchronized onsite.
- If you bring your own device, the qualifiers and delegate database will automatically be downloaded after installation and activation of the app. (provided the device has Wi-Fi / data access)
- The qualifiers can be updated at any time (even during the congress).



DURING THE CONFERENCE

- [After having entered the activation code, the device is ready for use!](#)
- No Wi-Fi / data is needed for the actual scanning onsite.
- [After scanning a badge you will see all available delegate data on your device.](#)
- [If needed, you can add more data or even make changes to the presented delegate data.](#)
- [For each scan you can select your qualifiers and additional comments.](#)
- You remain in full control of all your scanned leads. At any moment you can display any scan you made with your device and make changes.
- Lead data will be synchronized continuously with cmLead Server if Wi-Fi / data is available.
- At the end of the conference you return the scanner and ordered device (iPad or iPod Touch) in case you did not use your own.



DURING & AFTER THE CONFERENCE

- [Once you synchronized all your leads with the cmLead server you can export them from the portal and start using the information gathered to optimize your sales efforts.](#)
- Your lead data will remain available on cmLead portal after the conference for 6 weeks.

Terms, Conditions & Pricing

- **Order deadline** - After the ordering deadline of 14 September 2015, COVR does not accept orders automatically but will confirm acceptance upon availability. For confirmed orders after 14 September 2015 a surcharge of €100,00 per device will be added.
- **Rental rates** are per scanner and include scanner (to be plugged in into an iPod Touch or iPad), cmLead software and an unlimited number of scans.
- **Terms of payment** - Upon receipt of order, an invoice representing the total amount due (quoted prices are net excluding Belgian VAT of 21%) will be sent by COVR. Payment has to be done by credit card via Ogone after you've placed the order online.
- **Cancellation** - Orders can be cancelled until 14 September 2015 without any fees. After 14 September 2015 there is a cancellation fee of 50%.
- **Pick up/Return** — Scanners must be collected at the exhibitors desk on **Friday 25 September 2015**, between **12.00-17.00 hours** and returned on **Tuesday 29 September**, before **15.00 hours**. Exhibitors are responsible for the proper use and safe keeping and will pay for any damage occurred during the rental. Items failed to be returned onsite must be sent by courier to COVR bvba (Oude Tramstraat 5, 2490 Balen, Belgium) within 5 working days after the last day of conference. The cost of lost, damaged or not completely returned hardware will be €500,00 per scanner, €300,00 per iPod Touch and €1.000,00 for an iPad.
- **Data retrieval and protection**
 Each lead will contain the contact information as provided by the participant or the group registration contact person on the registration form (name, full address, telephone, fax, email and lead codes). Hence the quality of the delegates' contact details – collected by the organizer - will ultimately define the value of the lead retrieval system. Neither ESHRE nor COVR can be held liable for incorrect data. The company renting the scanners hereby agrees to respect the data privacy policy imposed by ESHRE. The lead system will however, display the available info immediately after scanning and give you the opportunity to complete the data on the spot.
- **Pricing**

	Orders before 15/08/2015	Orders between 16/08/2015 & 14/09/2015	Units	€ Total
Rental of cmLead software + iScan + iPod Touch	€ 450	€ 550		
Rental of cmLead software + iScan + iPad	€ 700	€ 800		
Rental of symposium scanner (2hrs rental)	€ 350	€ 450		
Cancellation fees	0%	50%	Total €	

Prices excl. 21% Belgian VAT.

Please use the following link to place your order:

www.covr.be/cmlead/ecc2015.aspx

Orders can only be placed online and require online credit card payment.
 After acceptance of your order, COVR will send you a confirmation and invoice.



IT services for international events



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SHIPPING GUIDELINES ECC VIENNA 2015

Introduction

KRISTAL bvba, have been appointed by the organizer - ECCO - as the official freight forwarder, customs clearance agent and official drayage contractor.

It is our commitment to ensure exhibits arrive on time and in good condition for the opening of the exhibition.

This shipping manual will assist you in your preparation for the correct and timely dispatch of exhibits to Vienna. Please follow these instructions closely.

The range of service provided by our company include :

- Transportation, national and international
➤ Temporary and permanent customs clearance
➤ On-site handling, labor, forklift and craneage
➤ Labeling, removal and storage of empty boxes and crates, return to stand upon closure of the exhibition.
➤ Accessible storage for brochures and give-away items during the event
➤ On-site assistance & supervision

General

Table with 4 columns: Build-up, Day, Date, Time, and Description. Rows include Wednesday 23 September, Thursday 24 September, and Friday 25 September.

Booth construction must be completed and empty packaging to be moved out from the hall on 25 September at 15.00.

Table with 3 columns: Dismantling, Day, Date, and Time. Rows include Monday 28 September and Tuesday 29 September.

To allow us to remove the carpets and to return the empty crates to the stands, vans will be allowed in the loading area on 28 September as from 18.30, trucks will be allowed in the loading area as from 19.30.

If you use your own transport company to pick-up your goods after the exhibition, note that all goods not evacuated on 29 September at 23.00 will be collected by Kristal. All costs incurred will be charged to the exhibitor.

International Coordinators

Kristal bvba Cargo Building 829a B-1830 Machelen Contact : Geert Frère Tel : +32 (0)2 7514680 e-mail: geert.frere@kristal-logistics.com





Consigning instructions

AIR FREIGHT

AWB consigned to : DHL Freight - Trade Fairs & Events
Trabrennstr.5/ hall D: 3rd floor
A-1020 Vienna

Notify : DHL Global Forwarding GmbH
Att Thomas Hausmeister Tel + 43 50345-2870
For ECC 2015
Name Exhibitor / Stand nr

Goods to reach Vienna Airport not later than 15 September 2015 for non-EU shipments, 21 September for EU shipments.

ROAD FREIGHT or COURIER shipments to the advanced warehouse

Consigned to : DHL Freight - Trade Fairs & Events
Trabrennstr.5/ hall D: 3rd floor
A-1020 Vienna
Att Thomas Hausmeister
Tel + 43 17283160
For ECC 2015
Name Exhibitor / Stand nr

Goods to reach advanced warehouse not later than 18 September for non-EU shipments, 22 September 2015 for EU shipments.

DIRECT DELIVERIES

Address : Reed Messe Vienna, Trabrennstrasse 5, 1020 Vienna, Austria

Direct deliveries with trucks to the venue are restricted.

Direct shipments to the booth at the exhibition site will only be accepted on move-in dates and hours.

Vehicles need to be removed immediately once unloading / reloading operations have been completed. There are no parking facilities for trucks at the exhibition centre.

To avoid traffic congestion and to allow us a fast and smooth move-in, an unloading slot will be required for all vehicles.

Please fill in the attached form to obtain move-in / move-out schedule and return by email to geert.frere@kristal-logistics.com.

All trucks arriving without an unloading slot, will be unloaded once the full schedule has been completed.

On arrival all trucks need to register to the Kristal/DHL desk in front of hall B and this approx. 1 hour prior to the confirmed slot.

If the truck does not arrive at the booked time, slot will automatically be given to the next in the queue.



Documentation for goods outside EU

For Temporary items :

ATA Carnet or commercial invoice.

In case of commercial invoice document needs to show values of each item, description of the goods, serial numbers , addressed to ECC 2015, Exhibitors name & stand number, Reed Messe, A-1020 Vienna.

For Permanent items :

We will need a separate invoice for all permanent items such as give-away items, brochures, etc.... addressed to ECC 2015, Exhibitors name & stand number, Reed Messe, A-1020 Vienna.

Courier Shipments

Because of temporary Import Bonds, we discourage the use of Couriers to ship any material from outside EU directly to the booth at the show site. Courier companies will not be able to clear your goods and will have difficulties to deliver your goods in time. To avoid this, it is advisable to consign the goods to the advanced warehouse address. You will be liable for customs and handling charges but this ensures your goods are delivered to your booth.

Shipping pre-advice

Full details of dispatch together with copies of invoices, AWB, CMR, Bill of Lading have to be send upon departure to Kristal by email to : geert.frere@kristal-logistics.com.

Case Marking

All cases must be clearly marked/stenciled on two (2) sides with the following information :

Your Company Name _____

ECC 2015 ----- _____

Booth number _____

Case Number (ex. 1/3 – 2/3) _____

Gross Weight _____

Dimensions in cm _____

Insurance

It is the exhibitor's responsibility to ensure that his goods are covered by a comprehensive marine insurance policy, which covers the goods at all times i.e. from premises to stand, duration of exhibition and return to premises. On written demand, Kristal or their agents can arrange this for you.

Return transport

We will contact all exhibitors separately on-site to organize the return of the goods to point of origin or other designated destinations.

Terms & Conditions of Trading

All business is undertaken by owner's risk. Tariffs are calculated using current freight and exchange rates. Any major fluctuation in either between now and work-date will be reflected in our final invoice. Contracting Kristal bvba or their agents implies acknowledgement and acceptance of Kristal bvba conditions of trading.



Terms of payment

Payment is due on presentation of invoice unless otherwise agreed in writing with Kristal bvba or their agents. In all other cases on-site charges billed at the exhibition will require immediate payment by cash or credit card.

Any disputes or queries relating to invoices originating from this office should be notified to Kristal bvba within seven days of invoice date.