



TERMS & CONDITIONS EXHIBITION

Deposit

50% of the stand cost + 21% VAT will be invoiced on receipt of a signed booking form and the remainder will be invoiced in December 2010.

Confirmation of bookings

No booking will be confirmed until the deposit has been paid.

Payment

All invoices must be paid by the deadlines shown. In the case of late payment, the organizers reserve the right to resell the space. Full payment of exhibition invoices is required prior build-up of the exhibition. Exhibitors with payments outstanding will not be allowed to build their stands.

Cancellations

Cancellations and changes to your original booking must be made in writing to MCI Suisse SA.

For cancellations made:

before 15 December 2010, 30% of the total cost of each item will be retained

before 1 February 2011, 75% of the total cost of each item will be retained

from 1 February 2011, 100% of the total cost of each item will be retained

Changes in size of reserved space

The organizers reserve the right to allocate an exhibitor to a new location within the exhibition area in the case of a change in size of the reserved exhibition space.

Scientific exhibit booths

Scientific exhibit booths are 12m² non-commercial exhibition stands within the poster area for companies to display posters and to discuss their scientific findings. These booths are open only to ECTS corporate members who have committed to an overall sponsorship/exhibition expenditure to the meeting of € 70,000 or more. No product branding or give-aways are allowed on these booths. Companies should submit at least 4 abstracts to the meeting.

Allocation of stands

Corporate members of the ECTS/IBMS will be given first choice on stands. Corporate members will be notified 2 weeks in advance of releasing the exhibition layout in the Exhibition and Sponsorship Prospectus. Stands will be allocated on a first-come first-served basis.

Manning of stands

Exhibitors will be required to ensure that their stands are manned during the opening hours of the exhibition and must not dismantle their stands before the published closing time.

Registrations

Exhibitors are entitled to 2 free exhibitor registrations per 9 m², and one additional exhibitor per 9 additional m² booked. Free exhibitor delegates will be required to pay a fee of €300 if they wish to attend the scientific sessions (reduced from the normal fee of €590 (early) or €700 (late).

Additional exhibition staff may register at a cost of €120 per person (exhibition only), or €420 if they wish to attend the scientific sessions.

Sharing of stands

Exhibitors are not permitted to share with others any booth space allotted to them without prior written consent from the organizers.

Sub-letting

Exhibitors shall not sub-let the whole or any part of the stand allotted to them without the written consent of the organizers.

Amendments to exhibition layout

While every effort is made to preserve the published layout of the exhibition, the organizers shall be entitled to vary the layout if this is in the general interest of the exhibition.

Stand design

Any exhibitors occupying space-only stands are required to submit a detailed plan of their stand to the organizers for approval by 4 March 2011.

Layout of stand

To maintain an open exhibition area, the exhibitors are requested to maintain sides of stands adjacent to aisles open. Island stands should be accessible from all 4 sides.



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Flow of delegates

Nothing may impede the free flow of delegates in the aisles. This means that nothing may be built in the aisles, nor may furniture or equipment stand in the aisle space.

Build up

No one under the age of sixteen will be permitted on the exhibition during build-up or dismantling.

Maximum stand height

The maximum height for any part of any stand will be 3.00m. Shell scheme stands are 2.50m high.

Laser shows

No laser shows will be allowed at this event.

Disruption to other exhibits

The organizers reserve the right to restrict exhibits, which, because of noise, method of operation, materials or any other reason, become objectionable to other exhibitors or to delegates.

Give-aways and distribution of printed materials

Give-aways and printed material may only be distributed in the space rented by the exhibitor in the exhibition hall, in hospitality suites, or at satellite symposia. Product identification is permitted on give-aways. Contests, lotteries and raffles are subject to approval by the organizers.

Product disclaimer

The acceptance of a product or service for exhibition does not in any manner constitute an endorsement by the organizers. Each exhibitor and/or sponsor is responsible for the material and information they make available at the meeting. Exhibitors and sponsors should only present material and information which has been approved by their legal departments and which is in compliance with the legislation of the host country of the meeting. It is the responsibility of exhibitors and sponsors to address these issues and any conflicts arising from such matters directly among themselves as the organizers will not arbitrate in any way in legal issues of this nature.

The International Pharmaceutical Congress Advisory Association's (IPCAA) Code of Conduct, Medical Congress Guidelines and Housing Guidelines, and the Code of Practice of the European Federation of Pharmaceutical Industries and Associations (EFPIA) should also be adopted.

Liability

The organizers cannot accept responsibility for damage caused by an exhibitor nor for loss sustained by an exhibitor. Exhibitors or their agents must not damage or deface the exhibition facility or the booths and equipment of other exhibitors. When such damage occurs, the exhibitor is solely responsible and is liable to the owner of the property. Exhibitors must make provision for the safeguarding of their goods, materials, equipment, and displays at all times.

Security and insurance

The organizers will not be held responsible for any loss or damage to exhibitors' goods and exhibitors are reminded that they should take out their own insurance to cover for this. (Health and Safety at Work Regulations) It is the responsibility of the exhibitor to ensure that his contractor, employees, displays and exhibits comply with the latest legislation regarding Health and Safety at Work regulations.



TERMS & CONDITIONS SATELLITE SYMPOSIA

Cost

The cost of running a satellite symposium is
€65,000 for an exclusive 1.5-hour session
€40,000 for a concurrent 1-hour session (if available)

Payment

An invoice for 50% of the cost of the satellite will be issued on receipt of a request for a satellite session. The session will not be registered as confirmed until this invoice is paid. An invoice for the remaining 50% of the cost of the satellite will be invoiced in December 2010.

Cancellations

Cancellations and changes to your original booking must be made in writing to MCI. For cancellations made:

before 15 December 2010, 30% of the total cost of each item will be retained

before 1 February 2011, 75% of the total cost of each item will be retained

from 1 February 2011, 100% of the total cost of each item will be retained

Allocation of slots

Corporate members of the ECTS/IBMS will be given first choice on satellite slots. Corporate members will be notified 2 weeks in advance of releasing the slot times in the Exhibition and Sponsorship Prospectus. Slots will be allocated on a first-come first-served basis. All satellite symposia must be organized at the official meeting venue at the official time slots offered by the organizers in their sponsorship prospectus.

Content

The programme content of all satellites is subject to approval by the Scientific Programme Committee. An outline of the proposed programme, to include the session title, proposed chairmen and speakers and their titles must be submitted to the Committee prior to its final abstract selection meeting. The Committee will be happy to assist potential sponsors in putting together a list of topics and speakers. At least 60% of the programme of a sponsored satellite symposium must be of general scientific content and not more than 40% must be related to any specific drug or form of treatment. Satellite organizers must provide details of their session on the reply form sent to them, which must be returned by the deadline indicated. The content of any satellite may not include material which will subsequently be presented in an oral or poster presentation during the meeting.

Faculty

An ECTS or IBMS Board member may participate in one satellite only, as a speaker but not as a chairman. Companies will be informed if the Scientific Programme Committee feels that there is excessive duplication of speakers, and companies will be invited to make changes in the interest of the overall programme.

Faculty costs

Please note that the ECTS/IBMS are not responsible for any expenses for satellite chairmen or speakers, and companies are responsible for the registration, accommodation and travel costs in accordance with current industry regulations.

Location

All satellite symposia must be held at the congress centre during the official time slots offered by the organisers. Companies holding a satellite symposium outside the congress centre and/or outside the official satellite symposia slots will be charged the current satellite fee.

Promotion/Mailing list

Satellite organizers will have access to address lists of registered delegates prior to the conference to enable invitations to be distributed. This list of pre-registered delegates is for a one-off mailing by the company or its agent for the sole purpose of inviting delegates to satellite symposia. The list may not be used for any other purpose. The list will be made available at least 6 weeks prior to the conference and will include full names and mailing addresses.

The sessions will also be listed in the programme book and one invitation (size and weight restrictions apply) may be inserted into the delegate bags.

Companies holding an official satellite symposium may distribute flyers and other documents advertising their session. This material may be distributed only within the limits of the exhibition stand of the company holding the advertised satellite symposium, and in their hospitality suite if reserved. In addition, companies are invited to advertise their satellite symposium by using stand alone signage devices which can be displayed at the entrance to the main auditorium and in the registration area. Posters advertising the satellite symposia are not included in the rental price of the satellite symposia. It is the company's task to order, produce and set up the advertising posters and to dismantle them at the end of the session.



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Reward

Satellite organizers may offer no material inducement or reward to delegates to attend the session.

Corporate branding of auditorium

Due to the tight schedule of sessions in the meeting rooms, corporate branding for satellites is limited to the following:

Speaker's lectern: Companies may prepare company or product logos to be installed on the speaker's lectern with velcro

Chairman's table: Companies may prepare company or product logos to be installed against the chairman's table

All other corporate branding in the meeting rooms must be self standing.

It is the responsibility of the company holding a satellite symposium to remove all branding immediately at the end of the satellite.

Insurance

Each organizer of a symposium will be responsible for each and every occurrence in the hall assigned to the symposium for the duration of the time-slot assigned to the symposium. The responsibility may extend further than the place and time of the symposium if damages are caused by the installation of materials arranged by the symposium organizers. The organizers of industry symposia are requested to effect and maintain public liability insurance and to provide MCI with a copy of their insurance certificate not later than 26 March 2011.

Registrations

Companies with satellite symposia are entitled to a maximum of 20 free delegates passes for entrance to their satellite session only. These free entrance badges will be given onsite at the exhibitor registration desk, to the person responsible for the satellite symposia. Any delegate wishing to attend the whole meeting will be requested to pay the full registration fee.



TERMS & CONDITIONS CODE OF PRACTICE

**Embargo and
other events
text may be
subject to
change**

Logos

The use of the ECTS, IBMS and/or meeting logo is not permitted without written permission of the ECTS/IBMS Executives. These logos are only to be used in official meeting publications or at events approved by the organizers. They may be used on satellite symposia invitations for official sponsored satellite sessions held at the congress centre.

Delegate bag inserts

Specifications:

Each insert should require one manipulation only for inclusion in the congress bags

The maximum size of each insert is limited to A4 format (21cm x 29.7cm)

The maximum weight per insert is limited to 50gm.

The width of each insert is limited to 5mm.

Press conferences

Press conferences organized by the pharmaceutical industry may only be organized at times specified by the ECTS/IBMS. The ECTS/IBMS must be notified of any planned press conferences and all journalists must be officially registered to attend the meeting.

Embargo

Press releases must be embargoed until one hour after the presentation they relate to. The embargo for all abstracts to be presented at the conference will lift on the first day of the conference. If study results are reported prior to the embargo date, the abstract is subject to penalties, including removal from the conference programme. This embargo policy covers all abstracts accepted as part of the conference, regardless of whether information is obtained from another source.

Podcasts/webcasts and other media

Data presented at the meeting may not be distributed via podcast/webcast or other means until the meeting has ended.

Recording of sessions

No part of the scientific programme may be photographed, filmed or otherwise recorded without prior permission from the organizers.

Other events

Other events may not be arranged for delegates during the scientific programme (including the satellite symposia) and poster presentations, or during the opening ceremony and reception, conference party or the football tournament. Transportation to other events may not depart during the official programme (including the satellite symposia). All satellite symposia must be held at the congress centre during the official time slots offered by the organisers. Companies holding a satellite symposium outside the congress centre and/or outside the official satellite symposia slots will be charged the current satellite fee.

Postponement or abandonment

The organizers will not be held responsible in the case of any postponement or abandonment of the exhibition for reasons beyond their control.

Acceptance of applications

The organizers reserve the right to refuse applications from companies not meeting standard requirements or expectations and reserve the right to curtail or to close exhibits, wholly or in part, that reflects unfavourably on the character and the purpose of the meeting.

Amendments to Terms and Conditions

The organizers reserve the right to alter, amend or add to any of these conditions.