EBCC 14

Research and Innovation in the Multidisciplinary Management of Breast Cancer

20-22 March 2024, Milan, Italy

EXHIBITOR MANUAL

Dear EBCC Partners,

EBCC-14 will focus on **research and innovation** in the **multidisciplinary management of breast cancer care**, and will include new data on prevention, medical oncology, surgical oncology, imaging, radiotherapy, immunotherapy, and basic and translational research. Around **2500 participants including clinicians, scientists, patient representatives, and healthcare professionals,** are expected.

On behalf of EBC, the European Breast Cancer Council, we are pleased to provide you the EBCC-14 Exhibitor Manual. You can find detailed information on key dates, contacts, order forms and various additional facilities and services for the organisation of your exhibition stand.

Thank you for following the deadlines, rules, and regulations in this Exhibitor Manual.

Please share this information with staff in your company and all third parties that may be involved with you in the Conference. This manual is also available online on https://event.eortc.org/ebcc14/

If you have any further queries from the above, please do not hesitate to contact us.

We very much look forward to seeing you in Milan from 20-22 March 2024!
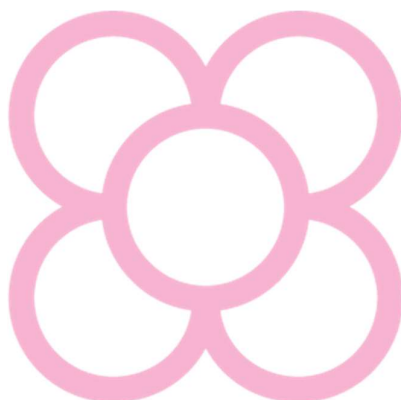
Kind regards,

EORTC Events Team
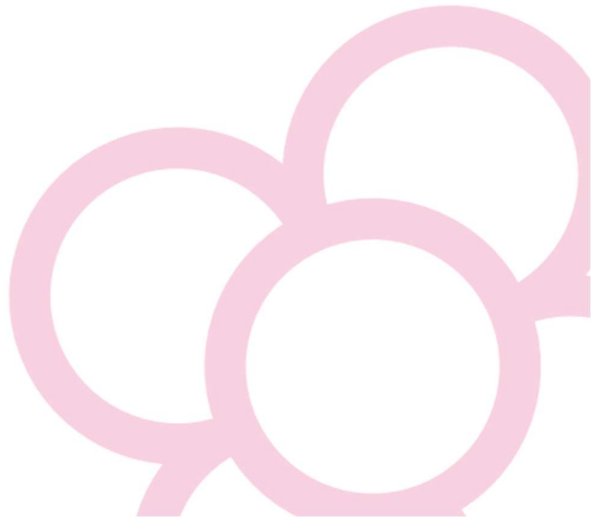
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Note: This document will be updated on a regular basis and made available on the conference website. Therefore, please kindly check the conference website regularly.

KEY DATES & DEADLINES

EXHIBITION DEADLINES

15.01.2024	Provide company logo and 50-word company description
15.01.2024	Submit stand design for individual booth
09.02.2024	Submit exhibition space order form
09.02.2024	Send material for handling by Kristal freight forwarder
09.02.2024	Send all APP items (card banner, push notification, session banner, etc.).
25.02.2024	Submit order for lead retrieval system (badge scanner) early rate deadline
05.03.2024	Order services from MiCo (e.g., artwork, catering, furniture) via MiCo webshop
06.03.2024	Submit exhibitor badges order

SATELLITE SYMPOSIA DEADLINES

15.11.2023	Submit Satellites Symposia draft programme (topic and title)
09.02.2024	Submit Satellite Symposia final programme including speakers & timing (complete template) and provide items for e-blast
06.03.2024	Submit Satellite Symposia badge order

EXHIBITION BUILD-UP & DISMANTLING

18.03.2024	Exhibition build-up from 08:00-22:00
19.03.2024	Exhibition build-up from 08:00-20:00
22.03.2024	Exhibition dismantling from 16:00-00:00

EXHIBITION OPENING HOURS

20.03.2024	09:00 – 19:00 (**Welcome reception from 17:45-19:00 in the exhibition**)
21.03.2024	09:00 – 17:30
22.03.2024	09:00 – 15:30

REGISTRATION DEADLINES

18.10.2023	Early rate registration
24.01.2024	Regular rate registration (presenter registrations accepted until end of Feb)
31.01.2024	Cancellation with refund (minus €125 admin costs) or replace registration without cost.
06.03.2024	Late rate registration

OPENING TIMES	SPEAKER PREVIEW ROOM	REGISTRATION DESK
Tuesday, 19.03.2024:	15:00-18:00	15:00-18:00
Wednesday, 20.03.2024:	07:00-19:00	07:00-18:00
Thursday, 21.03.2024:	07:00-19:00	07:00-18:00
Friday, 22.03.2024:	07:00-14:00	07:00-14:00

CONTACT INFORMATION

CONFERENCE SECRETARIAT

The EBCC-14 Conference Secretariat can be reached at:

European Organisation for Research and Treatment of Cancer (EORTC)
Avenue E. Mounier 83, B-1200 Brussels
Tel: +32 (0)2 774 15 50

Email: ebcc@eortc.org

**SPONSORSHIP, EXHIBITION,
INDUSTRY SESSIONS & SATELLITE SYMPOSIA**
Rosa Ciloglu
rosa.ciloglu@eortc.org

**AV CONSULTANT FOR TECHNICAL QUESTIONS
ON SATELLITE SYMPOSIA**
Michael DeBacker
michael@debackerconsultants.com
Please expect a delay in response

REGISTRATION
Sabien De Hanscutter

SCIENTIFIC PROGRAMME
Pat Vanhove
pat.vanhove@eortc.org

LOCAL HOUSING PARTNER AND EVENT SERVICES

MiCodmc has been appointed as the Official Agency of EBCC 2024 for DMC services in Milan. If you need to organise a meeting, dinner, customer event, or to organise group travel from A to B, MiCodmc can help.

You can rely on MiCodmc for the following (paying) services:
- Meeting room bookings in Milan (outside of the MiCo congress centre)
- Private transfer to/from any point in the city
- Event organisation in Milan with related services such as venue booking, catering, entertainment, A/V equipment and much more …

Thanks to its rooted knowledge of the city, the best locations, the most trustworthy suppliers and its network of institutional contacts, the MiCodmc team will be happy to support you locally.

For more information please contact:
Ms Erica Milani
Email: ebcc.dmc@micodmc.it
HOTEL ACCOMMODATION FOR INDIVIDUAL BOOKING FOR EXHIBITORS/SPONSORS/PARTICIPANTS - up to 5 rooms: Click HERE to book your room.

CONGRESS CENTRE

Allianz MiCo
Via Gattamelata GATE 14, 20149 Milano MI, Italy.
www.micomilano.it/en

Contact
MiCo Exhibitor Assistance
ebcc2024@fieramilanocongressi.it
+39 02 4997.6133

The official supplier of stand items is Allianz MiCo: Orders for various services e.g., catering, extra furniture, artwork, hostesses, working passes, etc.

E-COMMERCE WEBSHOP

Order various services via the webshop (deadline 05.03.2024): **https://es.fieramilanocongressi.it**

Each exhibitor will receive a welcome e-mail with log-in instructions and personal username and password to access the webshop.
Artwork files should also be sent via the e-commerce webshop. If files are too heavy, you may send it via email.

Order deadline is 05.03.2024. A 10% surcharge will be added to any order that is placed within 1 week before the event and 20% during build up days on exhibitor orders.

NOTE: If you have booked an All-Inclusive booth, we will take care of the order of the shell scheme package.

ACCESS TO CONGRESS CENTRE

The Congress Centre sends to each exhibiting company an e-mail containing a link through which details of the vehicles that must access and circulate within the area of MiCo, must be recorded. After submission of this data, the exhibitor will receive a Pass for the vehicle that gives it access to the entrance, circulation onsite, parking and strict loading and unloading operations. This pass must always be attached and visible on the vehicle.

Bear in mind that the movement of vehicles around MiCo is governed by the Italian Rules of the Road.

Please note the strict observance of the horizontal and vertical signs and to the speed limit prescribed by the Congress Centre of **30 km/hour**. A penalty will be applied as set out in Art. 10 for each offence, in addition to the withdrawal of the access pass.

It is absolutely forbidden to park vehicles in vehicle passageways, hydrants, safety exits, in the vicinity of the crossings, as well as in areas in front of the public utility services (First Aid, Fire service, etc.).

The Congress Centre reserves the right to remove the vehicle without notice, charging the related costs accordingly.

Due to the high volume of cars and lorries on the roads of MiCo, during the period of set-up and breakdown, drivers are required:

- to strictly observe the paths and parking areas indicated by MiCo by means of Personnel for the supervision of traffic; failure to comply with the provisions of the Personnel for supervision of internal traffic will bring about the withdrawal of the access pass;

- to restrict the time for the loading and unloading of goods operations (max 2 h). A penalty of € 50,00 will be applied for each additional hour as per Art. 10;

- to not leave parked lorries (even in case of failure) within the areas of MiCo from 8:00 pm to 7:00 am. In the event of extended opening hours, no later than the closing time of MiCo. Overnight parking is prohibited. There will be a penalty as set out in Art. 10 in case of non-compliance.

Articulated lorries and articulated buses do not have access to the area of MiCo during the last day of set-up and the first day of breakdown, any request for extension can be taken into consideration only in exceptional cases and the authorisation must be requested to MiCo.

Vehicles have 2 hours' time to unload.

More information will follow closer to the event. This document will be updated and made available on the conference website.

Please consult also: https://www.micomilano.it/en/csr/limited-traffic-zone

FREIGHT FORWARDING PARTNER

Kristal has been appointed at the official freight forwarding partner for EBCC-14 and is offering a wide range of services. For reasons of safety and time concerns, no other contractor will be permitted to handle the loading into the venue.

Contact person: Geert Frere
Tel: +32 (0)2 753 07 37 - Email: geert.frere@kristal-logistics.com

All forms will be available on the conference website Sponsor - EBCC 14 (eortc.org):

- Shipping Guidelines
- Air Freight
- Road Freight
- Direct Deliveries
- Material Handling and Freight Information
- Uploading / Reloading Schedule/ Form for Direct Deliveries
- Label Bag Inserts

BADGE SCANNER PARTNER

COVR (also referred to as Netropolix) is providing the badge scanners. The order form as well as the conditions will be available on the conference website at https://event.eortc.org/ebcc14/sponsor/ .

	Orders before 25/02/2024	Orders between 26/02/2024 & 10/03/2024
Rental of EventLead scanner set with iPod	€ 550	€ 650
Rental of EventLead scanner set with Ipad	€ 700	€ 800
Rental of EventTrack symposium scanner (2hrs) rental)	€ 350	€ 450
Rental of API/Webservice for integration with own app	€ 400	€ 500
Cancellation fees	0%	50%

Prices excl. 21% Belgian VAT.

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.
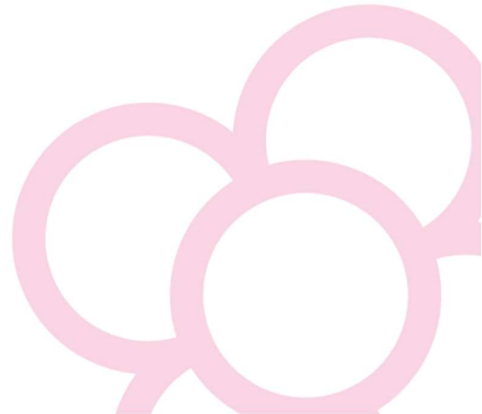
GENERAL INFORMATION

APPOINTED REPRESENTATIVES
If an exhibiting company wishes to appoint an agent/stand builder to conduct its affairs at EBCC-14, the agent should be identified on the application form or separately in writing by a person with the corresponding authority. Contractual responsibility remains with the exhibitor. Please kindly mention the exhibitor's name on all email and communications.

CONFERENCE AND EXHIBITION LAYOUT
EORTC reserves the right to deviate from the confirmed stand space and to allocate a stand in a different location, to alter the size of the stand, to re-locate or close entrances and exits on the exhibition grounds and/or in the Convention Centre and to carry out any other structural alterations providing it has a substantial interest in such measures.
EORTC reserves the right to make changes in the layout of the exhibition, as well as in the stand assignment if unforeseen circumstances make this necessary. Alterations to the agreement will only be made after mutual consultation with the exhibitor.

CATERING
All catering offered within exhibit areas should be ordered from e-commerce webshop: https://es.fieramilanocongressi.it. Deadline 09.02.2024. Food & Beverage service is on an exclusivity basis. Non-alcoholic beverages are allowed on the stands. You can have a coffee machine and serve Ice cream. Exhibitors may not sell food or drink for consumption on the premises. All companies offering hospitality are reminded of their responsibilities for hygiene and food safety.

Customs, taxes, and duties
The exhibitor will pay the various taxes and duties owed resulting from his/her participation in the exhibition.

SUBTENANTS AND OTHER REPRESENTED COMPANIES
Sharing the allocated stand area with another company, regardless of whether this company is representing by its own staff (subtenant) or only by its own exhibits (represented company), is not permitted. This applies equally to companies with products or services aligned to a registered exhibitor. Should a registered exhibitor wish to exhibit in association with another organisation, EORTC will endeavour to offer additional exhibit space, where available, under normal conditions of sale.
If an exhibiting organisation has multiple corporate identities but shared ownership, the organisational relationship must be made clear to delegates. Transfer – even in part – of the rights and obligations arising from the rental contract to third parties is not permitted.

SECURITY AND INSURANCE
Neither the organiser nor its contractors shall be responsible for the safety of any exhibit or other property of the exhibitor or any person. Neither the organiser nor its contractors shall be responsible for the loss, damage, or destruction by any cause of the exhibits or other property, or for loss, damage or injury sustained by any exhibits or any other persons. The exhibitor shall indemnify the organiser and its contractors to third persons, because of any act or omission of the exhibitor, staff, agent, or personnel hired on a temporary basis to staff the exhibition stand. Since the organiser and its contractors will accept no responsibility for any of the foregoing matters, the exhibitor should take out insurance to cover any loss due to theft or negligence, damage, injury, or liability. The exhibitor agrees not to pursue the organiser for any risk.

EXHIBITION INFORMATION

The exhibition will be at MiCo NORTH WING Level 1.

The exhibition floor plan is evolving. Please check the electronic exhibition floor plan which is available at the conference website EBCC FLOORPLAN

EXHIBITION FLOORPLAN

MiCo NORTH HALL Level 1

EORTC	1	European Commission	18
EuropaDonna	2	ERS-PI medical	19
EUSOMA	3	The European School of Oncology	20
EACR	4		
ABC Global	5	Diagnostic Green	21
Gilead	6	Pfizer	22
Sysmex Europe	7	Headshot Lounge offered by AstraZeneca	23
Cerca Biotech	8	Eli Lilly	24
Applied Medical	9	Seagen	25
Exact Sciences	10	Agendia	26
Daiichi-Sankyo	11	Poster e-kiosk stations	27
San Antonio Breast Cancer Symposium	12	Sirius Medical	28
Eventi Telematici	13	Biocartis	29
Wisepress	14	Quimark – Myriad Genetics	30
Menarini Stemline	15	Poster Spotlight Area	31
Resitu	16	AstraZeneca	32
Merit Medical	17		

EORTC reserves the right to make changes in the layout of the exhibition, as well as in the stand assignment if unforeseen circumstances make this necessary.

Incomplete stands or no-shows will be walled off on Wednesday 20 March 2024 at 11:00 and goods removed into storage, at exhibitor's cost. Empties must be removed on Tuesday 19 March by 20:00 at the latest. During build up, working passes must be worn by all staff.

TECHNICAL DATA

- The exhibition of EBCC-14 will be at Level +1 of MiCo.
- The minimum exhibition space is 9 square metres and must be minimum 3 m deep, unless EORTC is agreeing to a different size
- All services (water, electricity, telephone, etc.) will reach stands via the service ducts located in the pillars. Connections to these services must only be made by MiCo.
- The height of the electricity boxes at the pillars varies between 1,10-1,20 mt from the floor, it is not standard, it can change from pillar to pillar.

HALL INFORMATION

- The ceiling height is 4 m.
- The maximum building height is 3 m.
- There are many pillars in different sizes in the exhibition hall (indicated on the exhibition plan).
- The Exhibition Hall has a concrete floor. Your exhibition space must be carpeted. Tape used to fix carpet needs to be fully removable.
- The floor bearing capacity (net load) is 500 kg/ sqm.
- Power supplies and water connections are only available at certain points. You can order on the e-commerce webshop.
- Hanging of banners/signage from the ceiling is not allowed.
- During the phases of set-up and breakdown, MiCo is not air conditioned.
- During the phases of set-up and breakdown, MiCo has free WiFi that is sufficient for sending e-mails or surfing.

SAFETY NORMS

- The use of safety shoes, helmet and high visibility jacket is mandatory in the working areas.
- The Exhibitor is responsible for compliance with the rules and regulations of everything built in his own stand concerning staging, structures, installations, and products on display.
- Smoking during the build-up, the conference and dismantling are not allowed.

TECHNICAL REGULATIONS VENUE MiCo

It is mandatory to comply with the MiCo Technical Regulations.

You can find the technical regulations at the conference website and on the e-commercial webshop.

STAND CONSTRUCTION

SHELL SCHEMES STAND PACKAGE:

The shell scheme stand package includes the following items and services:

Side view of 9sqm booth

Top view of the 9sqm booth:
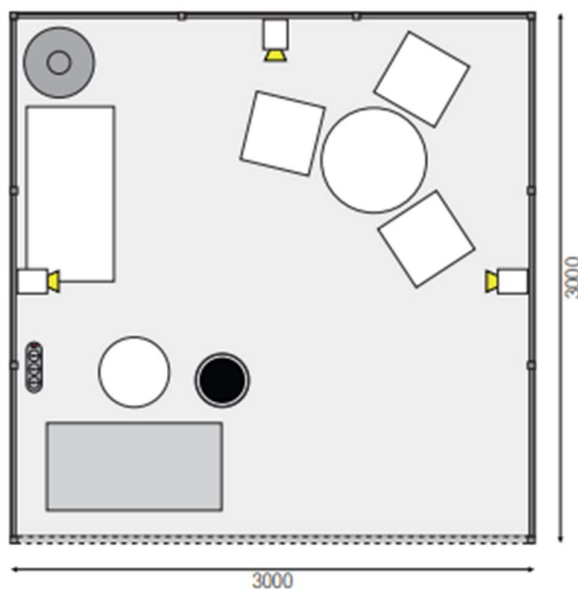
Technical Description
Aluminium profiles walls cm.h.250x100
Front fascia-board for company name
dimension: cm.h.300x40 (print area 297.2x25.2h)
Carpet flooring (colour TBD)
3 LED spotlights 30W
1 multiple socket up to 2KW

Booth equipment
1 reception desk and 1 stool
1 waste bin
1 coat hanger
1 lockable cabinet
1 round table cm.h.70 and 68 diameter
3 chairs

Shell scheme stands do not need stand design approved as they are uniform stands with uniform lettering, height, and design. The shell scheme booths will be set up for you and will be ready as of Tuesday 12:00 h mid-day. Drilling or damage to shell scheme walls and constructions are not permitted.

Artwork files, more/different furniture and other services can be ordered at own cost via the e-commerce webshop *(deadline 05.03.2024)*: https://es.fieramilanocongressi.it .

All the requests related to the items included in the package (ex: choice of the carpet colour, pieces of furniture, etc.) can be addressed to Rosa Ciloglu at ebcc@eortc.org

'SPACE ONLY' STAND DESIGN:

Every exhibitor, which has not booked a shell scheme stand package, must submit an exact statement of the dimensions of their stand, as well as plans and descriptions by email to ebcc@eortc.org. *Deadline 15 January 2024*

The drawings must clearly indicate the planned layout, equipment and furnishing of the stand, including the signage and visuals. Also indicated must be the location of power outlets, electricity cables, moving parts, details of raised floors, water as well as telephone and ventilation installations. Please supply:
– A scaled top view drawing
– A scaled side view drawing
– A 3-dimensional drawing (or photograph)
Indicating the various heights and the open/transparent spaces will in principle be sufficient. If special construction is planned (information towers, moving parts, etc.) additional information will have to be submitted.

Electricity is <u>not</u> included in the exhibition space. If needed, please make sure to order at the e-commerce webshop at https://es.fieramilanocongressi.it .

Responsibility to neighbouring stands: The EBCC Conferences are a long-standing meetings series with a reputation of equality in its dealing with all participants. The responsibility of ensuring a fair and balanced experience for all is shared by all participants.
Each exhibitor is asked to consider, therefore, the impact of the stand construction on neighbouring exhibits. If there is a danger of unfairly "blocking" another stand from view, even when adhering to all other elements of these regulations, this should be mentioned when submitting plans. Failure to do so would breach the spirit of the exhibitor's contract with EORTC and in such cases the exhibitor responsible will be expected to make such changes as necessary at his/her own cost. In such cases, the decision of EORTC will be considered final.

Approval: EORTC will send an approval to the exhibitor and/or the exhibitor's agent. Only with this approval shall the stand be deemed eligible for construction.
NO APPROVAL MEANS NO PERMISSION TO CONSTRUCT THE STAND – RESULTING COSTS ARE ENTIRELY AT EXHIBITOR'S EXPENSE
Any set-up or installation, which does not comply with the standard specifications or with the designs approved of by EORTC, must be corrected by the exhibitor before the opening of the exhibition. Failure to do so will result in correction being made by EORTC. All expenses for these corrections will be payable by the exhibitor. EORTC accepts no responsibility for damage caused by these corrections.
Exhibitors are strongly encouraged to consider potential stand activities such as demonstrations, presentations, storage, hosted quizzes, and hospitality when planning stand usage.

Stand transparency: For island (4 open sides) and peninsula (3 open sides) stand types, EORTC requires that line of sight through the stand be possible from aisle to aisle for at least 40% of the stand width when viewed from each open side. As an example of assessment criteria, high walled areas forming large storage rooms may block neighbours unreasonably and, in this case, will not receive approval.

Accepted stand types & aisle carpeting: Two-storey structures are not allowed. Arches, bridges, or similar constructions connecting 2 stands are not allowed, nor are L & U shape island stands.

Separation walls: All peninsula (3 open sides), corner (2 open sides) and in-line (1 open side) stands must be separated from the neighbouring stand(s) by means of a separation wall (MiCo can supply this if required – minimum width 0.25 m). In principle, this separation should be 2,50m high, and finished

on all sides. The separation wall is considered as part of the stand design and should be indicated on the stand drawings.

Should an exhibitor fail to provide and install the required partition wall, EORTC will arrange for the installation of walls (and floor coverings, if necessary) at the exhibitor's expense.

Back walls: The rear side of each stand shall be designed and decorated by the exhibitor to whom this stand belongs, provided that the interests of the neighbours are not affected thereby. Walls constructed on an open side should be visually appealing to adjacent exhibits – some suggestions include screens with moving displays, scientific posters and colourful design and lighting.

Keep aisles clear: Island stands are separated the width of an aisle from all neighbouring exhibits. Demonstration areas may not be set on the aisle line of the exhibit; space must be left within the stand area for the audience. Should the spectators interfere with the normal traffic flow in the aisle or overflow into neighbouring exhibits, the presentation must be limited or stopped immediately.

Positioning of the stand: Access to the doors, windows, fire alarms, hydrants, portable fire extinguishers, fuse boxes, line poles, pillars and circulation must be always kept free from obstructions.

Stand flooring: The stand floor must be adequately covered, for instance with carpeting or carpet tiles. The floor area of the stand cannot be covered with paint or glue. Carpeting must only be held in place by its own weight on the floor or by adhesive tape. These items must be removed by the exhibitor at the end of the exhibition. It is forbidden to place mortar directly on the floor, to nail with percussion tools or to paint with spray guns.

All stands must be carpeted. In cases where an exhibitor fails to supply and install necessary stand carpeting, EORTC will arrange for floor covering to be laid at the exhibitor's expense.

Positioning of exhibits: The exhibitor is not allowed to place articles to be exhibited in a manner which, in the opinion of EORTC, affects or hinders neighbouring stands, e.g. with regards to the visibility of the neighbouring stands. Articles to be exhibited must be kept within the stand perimeter. The exhibit should pose no danger to participants. Any structural or display element which does not satisfy the organisers and/or the venue officials in terms of safety must be made safe or removed.

Presentations and quizzes: Companies wishing to arrange or sponsor sessions are invited to arrange a Satellite Symposium, as detailed elsewhere in this Exhibitor Service Manual. Exhibition space is intended to display scientific information on products and/or services; therefore, positioning auditoria on stand areas is not permitted.

This does not exclude companies from giving product-based presentations, but the area set aside for an audience should resemble a theatre – therefore no more than 10 seats should be provided, and this area should not be covered. It should be positioned well within the stand area (not less than 3m from the stand perimeter).

The focus of presentations should be product-related information and not presenters themselves. Where key opinion leaders are employed as presenters, their presence should be discrete and not publicly advertised. The same rule should apply for areas dedicated to quizzes: they should be positioned well within the stand area (not less than 3m from the stand perimeter). All such activities require the prior approval of EORTC.

Access to stand: Exhibitors are obliged to grant official supervisory staff and accredited representatives of the MiCo access to their stands. Exhibitors, their staff, and all visitors to the exhibition must obey the instructions of these officers. In the event of a fire or other hazard all those present must leave the endangered area at once when directed to do so by a member of the safety and security staff.

EXTERNAL ACTIVITIES: GUIDELINES

UNOFFICIAL SATELLITE SYMPOSIA

Companies are not permitted to organise unofficial Satellite Symposia or similar corporate-organised events that are open to general conference participants to attend, either on or off site. Unofficial Satellite Symposia or corporate events may not take place during the period from the start of the first sessions (09.00) on Wednesday 20 March 2023 until Friday 22 March 2023 at 16:30.

SOCIAL EVENTS

Companies and organisations are welcome to organise social networking events such as dinners and receptions during the framework of the Conference, but these social gatherings may not be organised in parallel with any of the scientific Conference sessions. Such dinners and receptions may be booked through the official contracted local housing agent (MiCodmc).

CLOSED MEETINGS

Limited meeting space is available at the conference centre to organise smaller closed meetings such as (advisory) board meetings, investigator meetings, etc. Small meetings may take place in parallel with official conference sessions provided they do not convene large groups of people and are limited in time (no full day meetings are allowed). The guiding principle of this policy is to avoid attendees missing conference scientific sessions. These meetings may only be attended by invited participants and may not be open to the general conference participants.

Meeting rooms (where available) can be booked through the EBCC-14 Secretariat. Please consult the Sponsorship & exhibition prospectus and contact Rosa Ciloglu (ebcc@eortc.org). Additional meeting space in surrounding hotels may be booked through the official contracted local housing agent (MiCodmc).

THIRD-PARTY PRESS EVENTS

Companies wishing to organise press activities during the Conference should visit the website https://conferences.eortc.org/ebcc13/media/ Press activities, whether on or off site, must pertain to presentations being made at the main conference in oral or poster sessions and not at Satellite Symposia alone. All media material, including the programme for any third-party press conference, should be submitted, and approved by EBCC Secretariat before being sent out. Blackout times will be in operation; for further information please contact Gwydion Lyn directly via email at: Gwydion.lyn@eortc.org.

ADVERTISING OPPORTUNITIES

Please view the Sponsorship & Exhibition Prospectus on the conference website.
To discuss the range of possibilities on offer, you can contact:
Rosa Ciloglu, Event Sponsorship Coordinator at EORTC
Email: ebcc@eortc.org

SATELLITE SYMPOSIA

PERMISSION

To obtain permission to hold a Satellite Symposium, a platinum, gold, or silver sponsorship package is required. **Cancelling your exhibition space will automatically result in losing your Satellite Symposium slot.** The Satellite Symposium package includes:

- Room rental
- Standard setup (theatre style with stage, lectern, and speaker table)
- Standard AV equipment and services: amplification, data projection, AV technician
- Recording of the satellite symposium.
- Use of Speaker Preview Room for Satellite Symposium faculty.
- Publication of the Satellite Symposium programme on the conference website.

- Use of the conference logo on invitations and promotional documentation.
- One-time promotion of the Satellite Symposium in a special e-blast sent by the EBCC-14 to subscribers and the participants who opted-in for receiving news.
- The room will be available 15 min before and 15 min after the session.

Note: There will be no branding possibilities in the meeting room, apart from roll-up banners (any standard size). However, you must completely remove the roll-up banner immediately after the symposium. Moreover, you can bring max. 2 self-standing banners for outside of the meeting room, only on the day of the symposium.

SESSION ROOM VIEWING AND REHEARSALS

A viewing of the room before the Symposium (15 minutes just to have a look at the room) is included in the satellite symposium package at prescheduled timings. Testing of AV equipment and session rehearsals are organised.

Rehearsal time slots	RED	BLUE	YELLOW
Wednesday	11.30 - 12.30	11.30 - 12.30	09.30 - 10.30
Thursday	08.30 - 09.30	10.00 - 11.00	08.30 - 09.30
Friday	10.15 - 11.15	n/a	08.30 - 09.30

CONCEPT PLANS SATELLITE SYMPOSIUM MEETING ROOMS
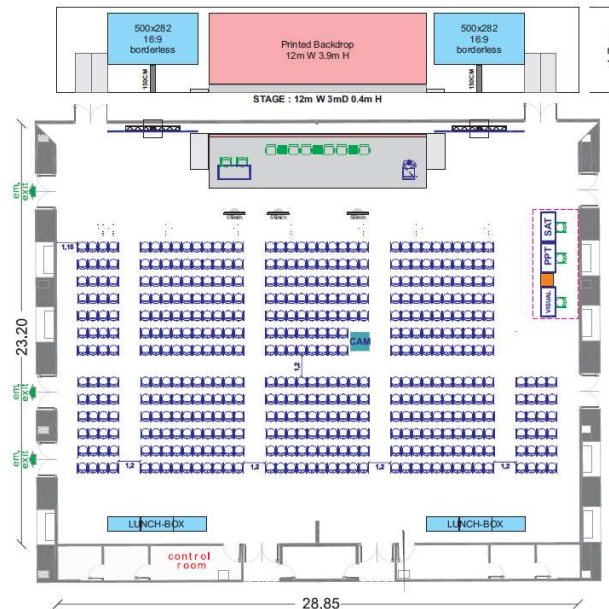
Room RED 1+2+3:
502pax theatre-style
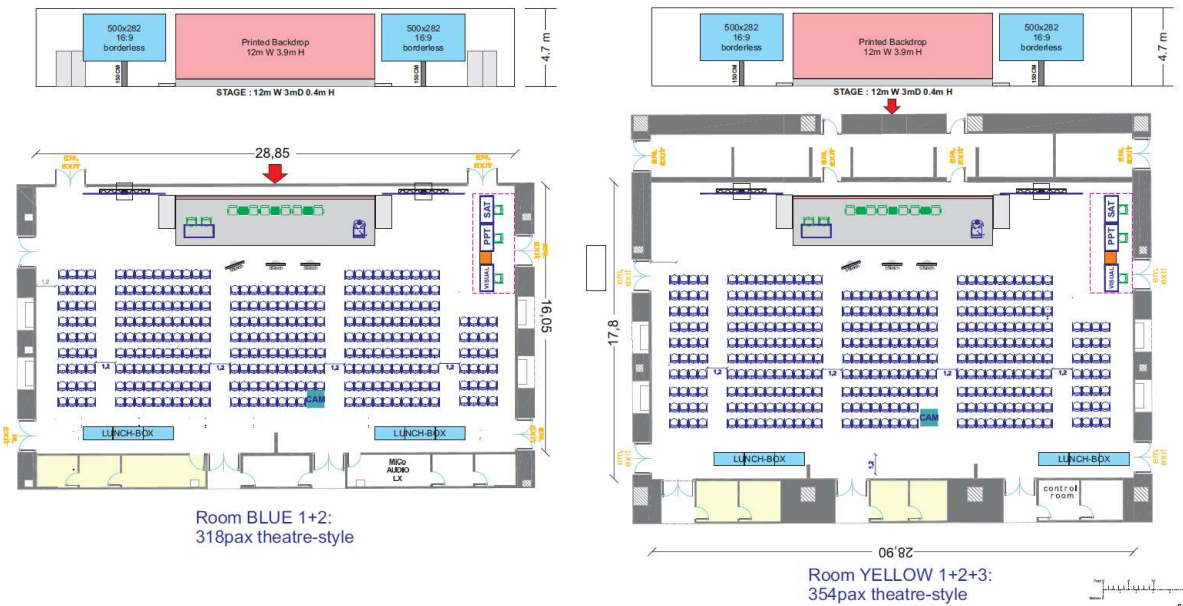
Room BLUE 1+2:
318pax theatre-style

Room YELLOW 1+2+3:
354pax theatre-style

ACCESS: SET UP

• Companies will have access to the room where the Satellite Symposium is held no more than 15 minutes before the assigned starting time *(for slots at lunch time based on the scientific programme timings.*

• 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 everyone 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.

ACCESS: DISMANTLING
• The 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.
• **IMPORTANT:** Satellite organisers should refrain from leaving unused invitations at the Conference venue. In the instance of non-adherence to this rule, any additional cost will be charged for removal.
• Installations or alterations to the rooms can only be made with the explicit approval from the EBCC-14 Secretariat.

AV SUPPORT AND TECHNICAL EQUIPMENT
The official AV partner of EBCC is MiCo. Lecture hall floor plans and detailed listing of technical equipment included in each lecture hall will be shared with the satellite holder directly by email as of January 2024. General enquiries, orders and various AV arrangements will be coordinated by Michael De Backer: michael@debackerconsultants.com

It is not allowed to deploy any Wi-Fi networks without authorization of MiCo. Any unknown Wi-Fi networks detected will be policed on-site and blocked to keep the air clean of Wi-Fi interference.
Any company wishing to use Wi-Fi services for their delegates during their Satellite Symposium slot should first consult Michael De Backer to check feasibility and options.

CATERING
It is allowed to offer food and drinks (lunch boxes) inside the rooms if they are ordered via MiCo. Note that complimentary lunch will not be provided to delegates; delegates can purchase their food from the Food Hallin the exhibition.
• Lunch boxes must be provided within the meeting room (see concept plans).
• It is not allowed to serve alcohol during lunch Satellite Symposium.

ACCREDITATION
Provide accreditation (CME) to the delegates of your satellite symposium session. This will give a great advantage and attract more delegates. You may mark your session with a 'CME accredited' session.

PROGRAMME: REQUIREMENTS AND APPROVAL
- Companies are strongly encouraged to establish a multidisciplinary programme in line with the general concept of the Conference scientific programme.
- The EBCC-14 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 EBCC-14 Scientific Committee
- Speakers invited for Satellite Symposia are not allowed to take part in more than 1 programme (regardless of their role: speaker, chair, etc.). Please submit your faculty list **(deadline 09.02.2024)** to the EBCC-14 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 EBCC-14 Organising Committee may not be involved in any commercially sponsored session.
- Satellite Symposia speakers will not receive complimentary full Conference registration.
- You are responsible for covering the travel and accommodation costs of your Invited Speakers, even if they are part of the official EBCC-14 scientific programme.
- Draft and final Industry Sessions programmes should be submitted by email to ebcc@eortc.org by **09.02.2024**. It is your responsibility to verify accuracy. The EORTC 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 will be published on the Conference website a few weeks (2-4) before the conference.
- Abstracts related to Satellite Symposia are not published in the official Conference Abstract book.

PROMOTIONAL OPPORTUNITIES PRE-CONFERENCE
The sponsoring company will ensure that all publications referring to Satellite Symposia mention: 'Official EBCC-14 sponsored Satellite Symposium #EBCC14' to avoid any confusion with the official scientific programme.

USE OF THE CONFERENCE LOGO

- The electronic file of the Conference logo (saved as EPS format) can be downloaded from the conference website (available in December 2023). 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.
- The unauthorised use of the Conference logo is strictly prohibited. It is not allowed to use the Conference logo on actual PPT presentations of Satellite Symposia speakers.

SATELLITE SYMPOSIUM EMAIL BLAST SPECIFICATIONS

A one-time email blast will be sent to promote all Satellite Symposia. Due to compliance the mailing will be sent to *prescribers only and delegates that opted to receive a newsletter*. The list of recipients of the email blast (all EBCC-14 registered delegates) is put together using contact information as provided by the participant. Satellite Symposium organisers will <u>not</u> receive a separate mailing list with contact details of registrants. The content of the mailing should be sent to Gwydion Lyn ebcc@eortc.org, submitted by **09 February 2024** respecting the following specifications:

- Submit the material (text and image) as a Word document
- Promotion text of max 100 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/banner of 600 width/200 height

A template world document is available on the conference website for download.

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. Repeat e-blasts will not be allowed.

Push notification on mobile APP

All APP related items are due on 9.02.2024. Please provide a word document (Platinum limited to 200 words, Diamond limited to 150 words, Gold limited to 100 words and Silver sponsor limited to 75 words).

Please provide it by email to ebcc@eortc.org with the subject push notification and company name.

You can promote your session (without name of medicine or branding) and/or give a corporate message.

SATELLITE SYMPOSIUM PROGRAMME ON EBCC-14 WEBSITE

The satellites symposia programmes will be made available on the conference website, however due to compliance regulations, this will not be in the programme section.

OTHER MEANS OF PROMOTION

Promotion other than listed in this Manual is strongly discouraged and any initiative or proposal is subject to the approval of the organiser. Proposals should be sent to the EBCC-14 Secretariat. Violation of the regulation may result in expulsion without any indemnity.

PROMOTION AT CONFERENCE 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 10€ per item. Sharp, pointy, or dangerous objects are not allowed. The organiser reserves the right to request invoices of the gadgets at any time.

Signposting at the Conference venue other than described above is strictly forbidden. Failure to observe this procedure, will result in the product being removed, and any related removal costs charged to the company

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 registration area only on the day the Satellite Symposium is being held. No other flyer distribution 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 provided that they do not distribute anything, as of 1 hour prior to the official start of the Satellite Symposium only.

Ratio for hostesses is set as below:
Note the number of hostesses refers to the total of flyer distribution + guiding hostesses. It does not include the number of hostesses working in the room, for which we do not have a maximum.
500 seats   6 persons
300 seats   4 persons

BADGES & WORKING PASSES

HOSTESS BADGES

Hostesses hired through the official partner "MICO" do not need to wear an exhibitor badge. Hostesses hired through a different agency must wear a valid exhibitor badge, which must be ordered by the exhibiting company by the communicated deadline.
For all questions and order of this service, please consult the e-commerce webshop of MiCo.

EXHIBITOR BADGES

Exhibitor badges are reserved for staff working directly in the organisation and management of exhibits. Exhibitor badges allow access to exhibition halls only. Proof of affiliation can be requested. Companies may choose how their badges are inscribed: either company name only, or individual name and company name. The number of free badges for each exhibitor is determined according to the floor space allocated **(2 passes per 9 sqm)**. These badges will be available for collection onsite at the Registration Desk.

If the number of free Exhibitor badges is insufficient, extra badges may be purchased at 100 EUR (incl. VAT). All exhibitor badges must be ordered by sending an email to Sabien De Hanscutter, Events Coordinator at ebcc@eortc.org. **Deadline to order Exhibitor badges is 06.03.2024**.

Exhibitors must always wear their official EBCC-14 badges clearly visible when in the exhibition area or any other part of the building. The wearing of any other badge, including company ID badges is not sufficient and will be considered as a violation of the guidelines. From Wednesday 20 to Friday 22 March, stand personnel may enter the exhibition grounds 1 hour before the opening of the exhibition and remain on the stand 1 hour after the closing of the exhibition.
Delegates should not pass through the exhibit area beyond exhibition opening times. However, we strongly urge you to secure your stand against theft or damage when the stand is not manned. EORTC also recommends exhibitors to arrange adequate insurance cover. Neither EORTC nor MiCo will be liable for any losses, unless where a negligent act or omission on the part of either body or its staff is established.

SATELLITE SYMPOSIUM BADGES

Satellite Symposium badges grant access to the conference 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. They also grant access to the Speaker Preview Room. The badges will display the company name only.

A maximum of 5 free badges are available per Satellite Symposium. These badges will be available for collection onsite at the Registration Desk on the day of the Satellite Symposium and must be returned at the end of the Satellite Symposium.

If the number of free Satellite Symposium badges is insufficient, extra badges may be purchased at 100 EUR (incl. VAT). All Satellite Symposium badges must be ordered by sending an email to Sabien De Hanscutter, Events Coordinator at ebcc@eortc.org. **Deadline to order Satellite Symposium badges is 06.03.2024**.

WORKING PASSES

During build up, working passes must be worn by all staff. Working passes can be ordered at e-commerce webshop.

COMPLIANCE AND ON-SITE REGULATION

Participants fully registered to the congress, visitors wearing the visitors' badge, exhibitors wearing the exhibitor badge and agencies wearing the Industry Satellite badge have the right to attend satellite symposia sessions. For EBCC-14, different badge-coloured stripes will be used to identify delegates as prescribers or non-prescribers. This decision has been taken to comply with prescription-only medicines promotional legislation, both European and national. (i) Delegates attending the Congress will be responsible when deciding which parts or areas of the congress they access to or visit, and (ii) By previously identifying their profile, pharmaceutical companies will be responsible when deciding how they engage or interact with participants, according to European legislation and any applicable code of practice.

SPEAKER PREVIEW ROOM

The Speaker Preview Room is open to all EBCC-14 speakers and is therefore not suitable for private meetings to discuss or go through presentations.

The Speaker Preview Room will manage all projections and will stream the presentations to the assigned halls automatically. This method guarantees an easier management, a higher quality of projection and a quicker and smoother running of the presentations.

This room has been designed to allow speakers a place to prepare their presentation. Speakers can update presentations up to 3 hours before their session starts using computers located in the Speaker Preview Room. Please bring any revisions for your presentation to the Speaker Preview Room.

We kindly ask that all speakers come to the Speaker Preview Room and sign in. This will serve as an indication to the relevant session Chairs and/or moderators whether you are in the building.

All presentations will be delivered at a resolution of 1920 by 1080 pixels on a PC with Windows 10 and PowerPoint 2019.

No more modifications can be made inside the session rooms where the session takes place.

OPENING TIMES SPEAKER PREVIEW ROOM

Tuesday 19 March 2024:	15:00-18:00
Wednesday 20 March 2024:	07:30-19:00
Thursday 21 March 2024:	07:30-19:00
Friday 22 March 2024:	07:30-14:00

GENERAL INSTRUCTIONS

- Presentations as well as all audio-visual material should be presented in English (slides). All presentations are held in Microsoft Powerpoint on a PC running Windows.

- If you are using other software 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.

- Prepare a slide disclosing all commercial relationships or other activities that might be perceived as a potential conflict of interest. This slide should be shown at the beginning of your lecture (2nd slide)

- Computer projection will be available. A single computerized system will manage all projections and will send the presentations to the assigned congress 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 allowed.

- In the Speakers Preview Room, a technician assists the speaker to transfer 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 conference 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.

- The lectern displays your slides as well as your notes.

TECHNICAL INSTRUCTIONS

- During the congress, presentations will run on PowerPoint 2019 with a resolution of 1920 x 1080 pixels. **This is a 16:9 format and NOT a 4*3 format**. If your presentation is in the 4:3 format then the presentation will have black stripes on the left and right of the screen see difference on screenshot below.

- Transforming a 4*3 presentation can be done by changing the Slide Size from 4*3 to 16*9. This function can be found under the "Design" menu. **Be careful when you do this and double check every slide carefully as the layout of your slides and pictures may have changed**. Adjust them accordingly so they look ok in 16*9 format.
- Your presentation should be prepared in PowerPoint 2010, 2013, 2016 or 2019.
- 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 / slide and 5 words / line will improve the communication value of your slide.
- USB memory sticks are recommended to facilitate the presentation download in the Slide Preview Room. It is also possible to download the presentation from a personal laptop in the Slide Preview Room, provided that the speaker stops at the Slide Preview Room at least two hours before the beginning of the session.
- Only single projection is available in the congress rooms, as the Organizer does not foresee double projection.

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 must 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 smoothly). Always bring your movies on DVD or other support and inform the technicians at the Slide Preview Room the day 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 or DVD. Try to avoid many different folders on the medium.

Graphics: Save the graphics or spreadsheets (Excel) used in your presentation on your USB-stick CD 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, as decimal point to. 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 Win10 with PowerPoint 2019) machine 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.

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