



WELCOME MESSAGE

Dear Exhibitors,

Welcome to the 36th EORTC-NCI-AACR (ENA) Symposium on Molecular Targets and Cancer Therapeutics! We are thrilled to have you join us for this prestigious event, where leading researchers, clinicians, and industry professionals come together to advance the field of cancer therapeutics.

As an exhibitor, you play a vital role in the success of the symposium. Your presence provides an invaluable opportunity to showcase your products, services, and innovations to a global audience of oncology experts and decision-makers. This exhibitor manual has been carefully curated to provide you with all the information and resources you need to make the most of your participation in the symposium. Whether you're a first-time exhibitor or a seasoned veteran, we hope you'll find this guide helpful in navigating the logistics of the exhibition and maximising your visibility and impact.

Please share this information with staff in your company and any third parties that you may be working with for Symposium. This manual and other information is also available online at [Industry – ENA 2024 \(eortc.org\)](https://www.eortc.org/industry-ena-2024).

We encourage you to explore the contents of this manual thoroughly and reach out to our dedicated team if you have any questions or need assistance. We're here to support you every step of the way as you prepare for an exceptional experience at the ENA Symposium on Molecular Targets and Cancer Therapeutics.

Thank you for your partnership and commitment to advancing cancer research and treatment. We look forward to seeing you in Barcelona, Spain!

Warm regards,

ENA Secretariat



36th EORTC-NCI-AACR SYMPOSIUM

on molecular targets and cancer therapeutics

23-25 October 2024 | Barcelona, Spain

TABLE OF CONTENT

Welcome Message	1
Table of Content	2
Scientific Programme	3-5
Deadlines & Opening Times	6
Contact Information	7-8
ENA Secretariat	7
CCIB venue & Web Shop	7
Freight Forwarder Kristal	8
Badge Scanner Covr	8
Plans & Access & General Information	9-10
Stand Construction	11-13
Shell Scheme Stand Package	11
Space Only Stand Design	12
Shell Scheme Stands	13
Health & Safety Regulations	14
Stand Activity & Promotion	15-16
Build-Up & Dismantling	17
Access To Exhibition Halls / Badges	17/18
Exhibitor Badge Allocation	18
Additional Exhibitor Badges	18
Symposium Badges for Exhibitors	18
Exhibitor Badge Deadline, Payment, Collection	18
Hostess Badges	18
Working Passes	18



SCIENTIFIC PROGRAMME

WEDNESDAY 23 OCTOBER 2024

	Room 111+112 (1200 pax)	Room 113+114 (500 pax)	Exhibition Hall
10:00	Clinical Trial Methodology" workshop Session title: Surrogacy in Early Drug Development 10:00-12:00		
12:00	Poster Viewing and Lunch & Networking Break in the Exhibition Hall 12:00-13:30		Exhibition 12.00 – 19:00
13:30	Opening Ceremony 13:30-13:35		
13:35	Keynote Lecture: Microbiome 13:35-14:20		
14:20	Plenary Session 1: Inhibiting KRAS in the clinic beyond G12C 14:20-15:50		
	Networking Break in the Exhibition Hall 15:50-16:15		
16:00	Workshop 1: Molecular matching patients with targeted agents – co-mutations and bioinformatics 16:15 – 17:45	Workshop 2: Optimising of preclinical models for drug development 16:15-17:45	
17:45	Networking Reception and Poster Viewing in the exhibition hall (17:45-19:00)		



36th EORTC-NCI-AACR SYMPOSIUM

on molecular targets and cancer therapeutics
23-25 October 2024 | Barcelona, Spain

THURSDAY 24 OCTOBER 2024

	Room 111+112 (1200 pax)	Room 113+114 (500 pax)	
08:00	Plenary Session 2: Fine-tuning the use of antibody-drug conjugates to treat cancer 08:00-09:30		Exhibition 09:00 - 17:30
09:00			
09:30	Networking Break in the Exhibition Hall 09:30-10:00		
10:00	Plenary Session 3: Proffered Papers 10:00-11:30		
11:30	Plenary Session 4: Cell cycle inhibitors: Targeting the cell cycle in ER+ breast cancer and beyond 11:30-13:00		
13:00	Poster Viewing and Lunch & Networking Break in the Exhibition Hall 13:00-15:00 / Poster in the Spotlight 14:00-14:30	Townhall Meeting AACR Chemistry in Cancer Research Working Group 13:00-14:30	
15:00	Workshop 3: Equipoise: Designing Neoadjuvant Trials 15:00-16:40	Workshop: Innovation and biomarkers in cancer drug development (IBCD) workshop 15:00-18:00	
16:30	Networking Break 16:30-17:00		
17:00	Workshop 4: Toward a fully automatized AI driven pipeline? 17:00-18:30		
18:00			



36th EORTC-NCI-AACR SYMPOSIUM

on molecular targets and cancer therapeutics
23-25 October 2024 | Barcelona, Spain

FRIDAY 25 OCTOBER 2024

	Room 111+112 (1200 pax)	Room 113+114 (500 pax)	
08:00	Plenary Session 5: Novel frontiers for the immunotherapy of cancer 08:00-09:15		Exhibition 09:00 - 15:00
09:00			
09:30	Workshop 5: Evolving regulatory frameworks for early drug development. 09:30-10:45	Workshop 6: Liquid Biopsy, Tumour Heterogeneity, and Disease evolution: Monitoring the path of drug development. 09:30-10:45	
10:45	Networking Break 10:45-11:15		
11:15	Michel Clavel Lecture: Genomics and tumour organoids guided precision medicine. 11:15-12:00		
12:00	Plenary Session 6: New Drugs on the Horizon 12:00-13:30 (Oral and/or Late breaking abstracts to be added)		
13:30	Poster Viewing (Exhibition Hall)/ Lunch and Networking Break 13:30-15:00 / Poster in the Spotlight 14:00-14:30		
15:00	Plenary Session 7: Late Breaking abstracts and Proffered Papers 15:00-16:30		

DEADLINES & OPENING TIMES

DEADLINES

04 September 2024	Regular rate registration closes
18 September 2024	Late-breaking abstract submission opens
25 September 2024	Late-breaking abstract submission closes
25 September 2024	Provide carpet colour of your package shell scheme booth to: ena@eortc.org
25 September 2024	Provide fascia name (20 letters maximum) to: ena@eortc.org
25 September 2024	Submit shell scheme branding file (previously ordered via the web shop) to: stands@ccib.es . After this deadline, this is no longer possible.
25 September 2024	Submit logo, 50-word company description and weblink to: ena@eortc.org
25 September 2024	Submit the stand drawings for approval (if not shell scheme booth) to: ena@eortc.org
25 September 2024	Shipment: Send material handling and freight information form to Kristal: geert.frere@kristal-logistics.com
25 September 2024	Deadline to order exhibition space
1 October 2024	Order services from the ENA 2024 CCIB Online web shop (after this date a 20% surcharge will apply)
6 October 2024	Order badge scanner from COVR: https://cmlead.covr.be/ENA2024
9 October 2024	Order additional exhibitor badges or upgrade to full symposium badge. Send mail to: ena@eortc.org
9 October 2024	Late rate registration closes
9 October 2024	Working passes: provide names, birthdate and company to: ena@eortc.org
14 October 2024	ENA 2024 CCIB Online web shop will be closed. No more orders will be accepted.

EXHIBITION BUILD-UP AND DISMANTLING

Tuesday, 22 October	08:00-20:00 Build-up (shell scheme booths will be ready as of 16:00)
Wednesday, 23 October	08:00-11:00 (no noisy construction allowed, only decoration)
Friday, 25 October	16:00-00:00 Dismantling

OPENING TIMES	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
SCIENTIFIC PROGRAMME		10:00-17:40	08:00-18:30	08:00-16:30
EXHIBITION		12:00-19:00*	09:00-17:30	09:00-15:00
SPEAKER ROOM	16:00-20:00	07:00-18:00	07:00-19:00	07:00-14:00
REGISTRATION	16:00-20:00	07:00-18:00	07:00-19:00	07:00-14:00

**Networking reception on Wednesday from 17:45-19:00 in the Exhibition Hall.*

CONTACT INFORMATION

SYMPOSIUM SECRETARIAT



European Organisation for Research and Treatment of Cancer
Avenue E. Mounier 83, B-1200 Brussels, Belgium
ena@eortc.org (shared mailbox checked by all the team)
www.eortc.org

Project Manager:

Carolyn Gill, Carolyn.gill@eortc.org

Exhibition, Sponsorship & Meeting Rooms

Rosa Ciloglu, Rosa.ciloglu@eortc.org

Registrations / Exhibitor badges

Sabien de Hanscutter, Sabien.dehanscutter@eortc.org

Scientific Programme & abstracts

Alina Istrate, Alina.Istrate@eortc.org

Media/Communications

Gwydion Lyn, Gwydion.lyn@eortc.org

CONGRESS CENTRE & CCIB WEBSHOP



Centre Convencions Internacional Barcelona (CCIB)
Willy Brandt 11-14, 08019 Barcelona, Spain
ENA Exhibition in Halls 5-8
www.ccib.es

Exhibition Project Manager

stands@ccib.es or +34 93 230 10 00

The CCIB offers **in exclusivity** these services: electricity, security, water supply, rigging and F&B.

[ENA 2024 CCIB Online web shop](#). This is an exclusive area for exhibitors, where you will find different service options to create and customise your stand.

ACCOMMODATION PARTNER



BCO Congressos
Plaça d'Europa, 17-19
08908 L' Hospitalet de Llobregat – Barcelona, Spain
hotel.ena2024@bcocongresos.com

To book please visit ena2024.bcocongresoshotels.com

Group reservations (10 or more rooms) For group reservations please contact BCO Congressos by e-mail for further information, providing the requested number of rooms, hotel category and preferred location if possible.



BEWARE OF UNAUTHORIZED AGENCIES AND WEBSITES FALSELY ASSOCIATED WITH ENA 2024.

They use our name and logo without permission. Only trust www.eortc.org/ena or <https://event.eortc.org/ena2024/> for official information. Registration and official housing services are available through our website and BCO Congressos. We do not make hotel reservations or conference registrations by phone. Report suspicious activities to ena@eortc.org.

FREIGHT FORWARDING PARTNER

Kristal has been appointed as the official freight forwarding partner for ENA 2024 and is offering a wide range of services (see freight forwarding section further in this manual).

Mr. Geert Frere

Tel: +32 (0)2 753 07 37

E-mail: geert.frere@kristal-logistics.com



Please note that no storage space will be available at the CCIB. Direct shipments to the venue are not possible. Consequently, you are kindly invited to make any necessary arrangements before arriving on-site and respecting the above-mentioned deadlines.

BADGE SCANNER PARTNER

COVR (also referred to as Netropolix) is providing the badge scanners. Prices excl. 21% Belgian VAT.

Place your order via this link: <https://cmlead.covr.be/ENA2024>

	Orders before 06/10/2024	Orders between 07/10/2024 & 20/10/2024
Rental of EventLead scanner set with device	€ 550	€ 650
Rental of EventLead Ipad Lead retrieval system	€ 700	€ 800
Rental of API/Webservice for integration with own app	€ 400	€ 500
Cancellation fees	0%	50%

Orders can only be ordered online and require credit card payment.

After acceptance of your order, COVR will send you a confirmation and invoice.

PLANS & ACCESS & GENERAL INFORMATION

APPOINTED REPRESENTATIVES Exhibiting companies appointing an agent or stand builder must identify them on the application form, or separately in writing, by an authorised person. The exhibitor retains contractual responsibility. Please mention the exhibitor's name in all communications.

EXHIBITION FLOORPLAN EORTC may adjust stand spaces, relocate stands, entrances, or exits, and make structural changes if necessary. Any layout changes or stand reassignments due to unforeseen circumstances will be discussed with the exhibitor. For the latest floor plan status, visit: [EORTC Exhibition Floor Plan](#).

SUBTENANTS AND REPRESENTED COMPANIES Sharing stand space with another company is not allowed. If an exhibitor wishes to associate with another organisation, EORTC will try to provide additional space under normal sale conditions. For organisations with multiple identities but shared ownership, clarify the relationship to delegates. Rights and obligations from the rental contract cannot be transferred to third parties.

SECURITY AND INSURANCE While on the premises, exhibition goods and packaging materials shall be insured at the expense and risk of the exhibitor. Exhibitors should therefore contact their own insurance company.

Exhibitors will be liable for the safety of participants on and around their stand area. In accepting EORTC terms of sale, the exhibitor undertakes to indemnify EORTC against all losses resulting from an unsafe construction, unsafe exhibits, or the actions/inactions of its staff.

The organiser and its contractors are not responsible for the safety, loss, or damage of exhibits or property, nor for any injury sustained. Exhibitors should take out insurance for theft, negligence, damage, injury, or liability. The exhibitor agrees not to hold the organiser responsible for any risks.

Valuable Goods: The exhibitor shall be responsible for the surveillance of his/her stand and exhibit during the exhibition opening hours. Exhibitors are recommended to pay closer attention to the exhibits during the stand construction and dismantling periods. Valuable objects, which may easily be removed, should be locked away during the night. CCIB accepts no responsibility for goods stolen from exhibits at any time. Exhibitors should not leave removable/valuable goods unattended on the stand at any time; particular attention should be given to goods awaiting collection from the freight forwarder.

EXHIBITION & ACCESS PLAN For the latest status, the electronic exhibition floor plan is available at: [EORTC Exhibition Floor Plan](#). The CCIB and its exhibition hall are easily accessible via excellent road and rail links. Barcelona has an extensive public transport network. For details on accessing the CCIB (visitor and freight), visit: [CCIB Access Maps](#). Please follow Health and Safety regulations (details further in this manual). Incomplete stands or no-shows will be walled off on **Wednesday, 23 October at 11:00** and goods removed into storage at the exhibitor's cost. Acceptance of this condition is a term of exhibition space rental. Empties must be removed by **Tuesday, 22 October by 20:00**. Exhibitor badges must be worn by all staff during setup (details further in this manual).

CATERING

The official caterer is CCIB F&B. All catering offered within exhibit areas should be ordered from CCIB F&B via the [webshop](#) or by contacting stands@ccib.es. Food & Beverage service is on exclusivity basis. Exhibitors are not allowed to bring food, beverages, coffee, or coffee machines from outside the venue to their stands. 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. Exhibitors are also encouraged to guarantee healthy and balanced catering service to their delegates. No alcoholic beverages are allowed on the stands.

CUSTOMS, TAXES, AND DUTIES

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

TECHNICAL DATA

- The ENA 2024 exhibition will be held in Areas 7+8 on the ground floor of the CCIB.
- The minimum exhibition space is 9 square meters with a minimum length/width of 3 meters.
- No constructions are allowed in the aisles.
- All services (water, electricity, telephone, etc.) will reach stands via service ducts in the floor. Only CCIB can make these connections.

HALL INFORMATION

- ENA symposium exhibition hall will be in hall 5-8.
- Ceiling height: 5.75 meters. Maximum building height: 4.50meters. The exhibition hall has no pillars.
- The hall has a concrete floor; exhibition spaces must be carpeted. Use fully removable tape to fix the carpet.
- Floor bearing capacity: 2500 kg/sqm. Utilities (power, etc.) will be supplied via the floor.
- Water connections are available only at certain points. For large stands, consider building a platform for accessible connections. Confirm water duct availability with CCIB before ordering: stands@ccib.es.
- Suspension of banners/signage from the ceiling is not allowed.

VENUE INFORMATION

Please note that the venue, CCIB (Centre de Convencions Internacional de Barcelona), has specific rules, manuals, risk assessments, and other relevant documents. These will be accessible on the ENA Symposium website for your reference, as they become available.

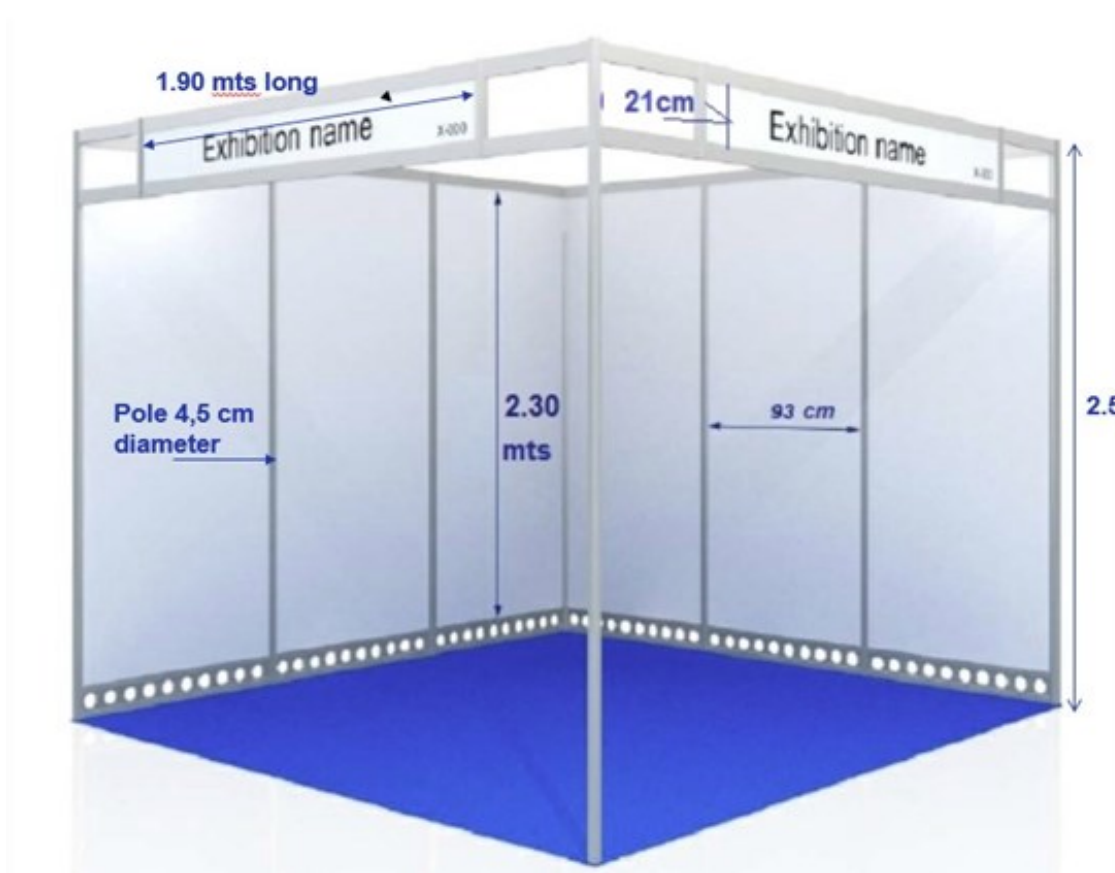
WIFI

Awaiting information from CCIB



STAND CONSTRUCTION

SHELL SCHEME STAND PACKAGE: is uniform in design, height, and lettering and includes the following:



- 2.50m high lacquered aluminium structure with white-coloured melamine panel
- Fascia board 10cm-high black standard lettering (25 letters included)
- LED strips light (1 unit every 4,5 sqm)
- Electrical switchboard 3.3kw including 1 socket 220V. Power supply included.
- 1 white rectangular table 160cm long x 80cm wide x 70cm high
- 2 white plastic chairs and 1 white paper bin
- Surface covered with one colour carpet (choose between red, medium blue, medium grey or black)
- Pre-inauguration cleaning



	Red
	Medium blue
	Medium grey
	Black

You can purchase additional items such as branding, screens, catering, additional cleaning etc. from the CCIB web shop:

[ENA 2024 CCIB Online web shop](#)

Deadline for web shop orders is **1 October 2024**; after this date a surplus of 20% will be charged. The web shop closes on 14 October.

SPACE ONLY STAND DESIGN

Exhibitors not booking a shell scheme stand package must submit detailed dimensions, plans, and descriptions of their stand to Rosa Ciloglu at ena@eortc.org by **25 September 2024**.

Submission Requirements:

- Scaled Top View Drawing
- Scaled Side View Drawing
- 3-Dimensional Drawing or Photograph
 - Indicate various heights and open/transparent spaces.
 - Include the layout, equipment, furnishings, signage, visuals, power outlets, cables, moving parts, raised floors, water, telephone, and ventilation installations.
 - Additional information is required for special constructions (e.g., information towers, moving parts).

Note: Electricity is not included in the exhibition space. Order via the [CCIB webshop](#) or contact stands@ccib.es if needed.

RESPONSIBILITY TO NEIGHBOURING STANDS: Exhibitors must consider the impact of their stand on neighbouring exhibits to ensure fairness. If a stand may block another's view, even if compliant with regulations, this must be noted in the submission. Failure to do so breaches the exhibitor's contract with EORTC. Necessary changes must be made at the exhibitor's cost. EORTC's decision on such matters is final.

APPROVAL: EORTC will send approval to the exhibitor or the exhibitor's agent. Construction is only permitted with this approval. **NO APPROVAL MEANS NO PERMISSION TO CONSTRUCT THE STAND. RESULTING COSTS ARE ENTIRELY AT THE EXHIBITOR'S EXPENSE.** Non-compliant setups must be corrected by the exhibitor before the exhibition opens. If not, EORTC will make corrections at the exhibitor's expense and accepts no responsibility for any damage caused. Exhibitors are encouraged to plan for stand activities such as demonstrations, presentations, storage, hosted quizzes, and hospitality.

SHELL SCHEME STANDS

General Design

Shell scheme stands provided by CCIB are uniform in design, height, and lettering. Partition walls are 2.50 meters high and white. Maximum building height: 3.00 meters. Please reach out to ENA@eortc.org if you would want to build higher.

Stand Transparency

For island (4 open sides) and peninsula (3 open sides) stands, at least 40% of the stand width must be transparent from aisle to aisle on each open side. High-walled areas forming large storage rooms that block neighbours will not receive approval.

Accepted Stand Types & Aisle Carpeting

Two-story structures, arches, bridges, and L & U shape island stands are not allowed. Companies renting separate spaces can link them visually by carpeting the aisles (additional 30% rental rate for the aisle area). No constructions are allowed in the aisles, but branding the aisle carpet with a company logo is permitted.

Separation Walls

Peninsula (3 open sides), corner (2 open sides), and in-line (1 open side) stands must be separated from neighbouring stands by a 2.50-meter-high separation wall (minimum width 0.25 m). CCIB can supply this if required. The separation wall is part of the stand design and must be indicated on the stand drawings. If an exhibitor fails to install the necessary separation wall, EORTC will arrange for it at the exhibitor's expense.

Back Walls

The rear side of each stand should be designed and decorated by the exhibitor, considering the interests of neighbouring stands. Walls on an open side should be visually appealing to adjacent exhibits. Suggestions include screens with moving displays, scientific posters, etc. As a minimum, it must be painted white, in good quality.

Open Sides of a Stand

Walls on open sides of a stand must be set back 30 cm from the edge, no longer than 1/3 of the stand's length, and no higher than 2.50m. No walls, glazing, or other constructions are allowed on or within 30cm of the perimeter of island stands. This rule also applies to the open sides of peninsula, corner, and inline stands. Stands should be fully accessible on all open sides. Requests for partial exemption from this rule must be submitted in writing to the organiser.

Positioning of the Stand

Access to doors, windows, fire alarms, hydrants, portable fire extinguishers, fuse boxes, line poles, and circulation areas must always remain unobstructed.

Stand Flooring

The stand floor must be adequately covered, e.g., with carpeting or carpet tiles. The floor area cannot be covered with paint or glue. Carpeting must be secured by its own weight or adhesive tape, which must be removed by the exhibitor at the end of the exhibition. It is forbidden to place mortar directly on the floor, use percussion tools for nailing, or paint with spray guns. All stands must be carpeted. If an exhibitor fails to install necessary carpeting, EORTC will arrange for floor covering at the exhibitor's expense.

Positioning of Exhibits

Exhibitors must not place articles in a manner that, in EORTC's opinion, affects or hinders neighbouring stands, especially regarding visibility. Articles must be kept within the stand perimeter and pose no danger to participants. Any structural or display element deemed unsafe by the organisers or venue officials must be made safe or removed.

Platform Floors

Using wooden platforms is recommended for stands with water piping and/or extensive electrical wiring. A stand construction agency can advise on this matter. Main supplies (water, drainage, electricity, phone, and data lines) are provided from the floor to the required locations (under platforms or over the carpet).

Platform Guidelines:

- The platform must be wheelchair accessible; edges must be sloped on each open side of the stand.
- Maximum height: 0.14m from floor level without a protective balustrade of at least 1.1 m.
- Platform sides must be closed and neatly finished. Edges must be safe, secured, and easily visible.
- Platforms should be within the stand perimeter. Platforms must allow easy access to service points for venue technicians.

Stand Roofing Stand walls and ceilings must be made of classified fire-retardant materials (e.g., particle board, non-porous fibreboard, plywood). Approved classifications include SS 02 48 21, SIS 65 00 82, Euroclass A1, A2, or B-s1.do. Approval certificates must be available at the stand. Cloth ceilings and other decorations must be fire-impregnated.

Access to Stand Exhibitors must grant access to official supervisory staff and accredited CCIB representatives. Exhibitors, their staff, and visitors must obey these officers' instructions. In case of fire or other hazards, all present must leave the area immediately as directed by safety and security staff.



HEALTH AND SAFETY REGULATIONS

Please note that the venue, CCIB (Centre de Convencions Internacional de Barcelona), has specific rules, manuals, risk assessments, and other relevant documents. These will be accessible on the ENA Symposium website for your reference.

Compliance with CCIB Regulations:

- Familiarise yourself with the CCIB Health and Safety regulations.
- Share this information with subcontractors and/or stand builders.

General Safety Guidelines: Carefully read and adhere to the provided regulations once on-site.

Fire and Safety Regulations:

- Stand construction and materials should ensure public safety.
- Fire inspection will be conducted by EORTC and CCIB before the exhibition opens.
- Stand walls must be made of classified fire-retardant materials.
- Decorative materials must be fire-retardant and approved according to specified classifications.

Emergency Procedures:

- Keep escape routes and emergency exits clear.
- Do not obstruct firefighting equipment or emergency wall phones.

Flammable Products:

- Notify CCIB in writing regarding the handling and installation of flammable products.
- Storage and use of compressed gas and/or liquid gas are not allowed.
- Balloons filled with flammable gas are prohibited.
- Welding and spraying work within the exhibition premises are prohibited.

Smoking Ban: Smoking is prohibited in all public indoor areas.

Hot Work: Hot work such as welding, soldering, and cutting is not allowed without special permission.

Restricted Goods:

- Goods causing nuisance or emitting objectionable noise or light are not permitted.
- Unauthorised rogue Wi-Fi networks are prohibited.

Combustion Engines: Machines with internal combustion engines are forbidden inside the CCIB.

Heating/Cooking: Stoves, heaters, and open fires are not allowed for cooking or demonstrations.

Organiser's Security: EORTC provides general surveillance service of the CCIB day and night.

Refuse Collection:

- Exhibitors are responsible for cleaning their own exhibits and waste disposal.
- Unattended rubbish left in aisles during exhibition hours will be removed at the exhibitor's expense.

Safety Shoes Requirement:

Safety shoes are compulsory on **Tuesday, 22 October** for the entire day. Access to the exhibition hall will be denied to individuals not complying with this rule. Safety shoes are compulsory on Friday during dismantling time.

Air Conditioning: Hot air condensation devices are prohibited inside the halls.

Pyrotechnics: Explosive or pyrotechnical articles are not allowed without written permission.

STAND ACTIVITY AND PROMOTION

Approval Required

The primary activity of any exhibition stand should focus on presenting the exhibiting company and/or its products or services. The use of photographers, portrait artists, or other performers is strictly prohibited without prior written permission from EORTC.

Audio and Visual Activities

- Films, slides, sound amplification through loudspeakers, music production, and use of lighting, computer monitors, and television screens are permitted within the stand space as long as they do not cause disturbance.
- Sound and lighting effects should be contained within the stand area. If EORTC determines that a disturbance is being caused, the exhibitor must immediately cease the activity. Failure to comply will result in EORTC making necessary adjustments at the exhibitor's expense.
- Exhibitors must promptly lower sound levels or discontinue activities upon request to avoid violation of regulations.

Licensing for Copyrighted Work Exhibitors are solely responsible for obtaining necessary licenses for copyrighted materials used during the exhibition.

Photography and Filming

- No part of the CCIB or the exhibition may be photographed or filmed without permission from EORTC or the respective exhibitor.
- EORTC reserves the right to photograph, draw, or film installations, stands, exhibits, and use these reproductions in publications and press releases.
- Exhibitors are permitted to photograph or film their own exhibition stands during exhibition hours.
- Industry-sponsored closed-circuit television programming in hotels must occur outside official Symposium hours and include content owned by the respective organisation. Misuse of EORTC-owned content may lead to legal action.

Quizzes and Activities with Winners Exhibitors must refrain from:

- Holding lotteries or games of chance.
- Using market stall techniques or distributing gimmicks without scientific or product references.
- Employing performance artists for promotional activities.

Only quizzes of a scientific nature approved by EORTC are permissible. Interactive technology-based quizzes are acceptable if focused on scientific content and do not disrupt the exhibition area or violate other regulations in this document.

Quizzes Times and Rules

- Quizzes may be conducted during exhibition hours with a focus on scientific content.
- Participation may be rewarded with prizes of equal value for all participants. Random drawings for winners are prohibited.
- Prize value must not exceed €10. Exhibitors must declare all prizes in advance with descriptions and prices to EORTC for approval. Proof of purchase value may be requested, and non-compliance treated as a violation of regulations.
- Scientific information carriers (e.g., slide sets, USB sticks) may have higher prize values if pre-loaded with non-commercial data, approved by EORTC.

Giveaways with a maximum retail value of €10 are permitted at the exhibition, in compliance with local laws and without overshadowing the primary stand activity. Giveaway items must be safe & not endanger the health or reputation of conference participants or EORTC.

Distribution of Giveaways and Printed Materials

- Distribution or display of materials by exhibitors or their agents is limited to their exhibition space, designated "Display Area," and industry hospitality suites.
- Printed materials must respect intellectual property rights, refrain from offensive content, clearly attribute references, and base scientific claims on accepted evidence.

Special Effects such as lights, lasers, and video projections or recordings are allowed within the rented stand area, provided they pose no health or safety risks and with prior written permission from EORTC.

Exhibitors are strictly prohibited from displaying or using names or trademarks that may mislead or obstruct other exhibitors or visitors at EBCC. Selling goods in exchange for cash or any other form of payment, unless exempted and approved. Attaching sold tags to displayed goods. Removing or adding exhibits or covering parts of exhibits on their stands. Stands must not be dismantled or removed before the exhibition concludes.

Staffing on Stands Exhibitors must ensure that their assigned space is staffed during setup, opening, and dismantling periods. Either the exhibitor or an authorized representative must be always present. Unattended stands pose security risks and are discourteous during open periods, constituting a violation of regulations.

During evening Poster Viewing hours, booth staffing is not mandatory. However, note that the Poster Area remains accessible to delegates throughout.

Promotion Rights

- The use of any EORTC corporate branding and visuals in advertising, publicity, signage, printed materials, films, videos, or any media requires prior written approval from EORTC.
- Exhibitors may use the Conference logo on invitations and promotional documents directly related to their participation. The official logo can be obtained electronically from the organizer. A print proof must be authorized before printing. Unauthorized use of the Conference logo is strictly prohibited.

Pharmaceutical Product Promotion / Mandatory Codes of Practice: Exhibiting companies must adhere to applicable guidelines and codes of practice in Spain. By submitting the application form for ENA2024 participation, each company acknowledges and agrees to comply with Ethical MedTech, EucoMed, IFPMA (International Federation of Pharmaceutical Manufacturers & Associations), COCIR (European Coordination Committee of the Radiological, Electromedical, and Healthcare IT Industry), The European Accreditation Council for CME (EACCME), Farmaindustria.

Children and Animals

- Children under 16 years old are not permitted in the Convention Centre. Exhibitors and their agents must ensure that all staff are legally employed adults over the age of 16 within a European country.
- Animals are prohibited within the exhibition, except for trained guide dogs assisting visually impaired individuals. Notify EORTC Staff upon entry to the Convention Centre if accompanied by a guide dog.



BUILD-UP & DISMANTLING

WORKING PASSES AND VEHICLE ACCESS:

- To order working passes please email list of all workers including full name, birthdate and company name and booth number to ena@eortc.org by **9 October**.
- During the construction phase, all personnel must wear working passes or exhibitor badges and carry a photo ID (e.g., passport or driving license).
- Vehicle access to CCIB is by allocated timeslot according to exhibit size. Contact Kristal (geert.frere@kristal-logistics.com / +32 (0)2 753 07 36) to schedule your slot.
- Vehicles are not allowed inside exhibit halls. Only forklift trucks operated by Kristal are permitted within the loading bay and exhibition hall.

UNLOADING SCHEDULE:

- **Tuesday:** Vehicle access to exhibition grounds via Kristal. Empties must be removed by 20:00.
- **Friday 16:00 – 17:00:** Removal of valuables.
- **Friday 16:00 – 00:00:** Delivery of empty packages by Kristal (if booked) and general dismantling. Access to exhibition grounds for all stands.

ACCESS TO EXHIBITION HALLS / BADGES

Exhibitor badges only give access to the exhibition hall and the poster hall. Deadline to order extra exhibitor and or symposium full badge is 9 October 2024.

- **Exhibitor Registration:** Reserved for staff working directly in the organization and management of exhibits and sponsored activities. Individuals wishing to visit the exhibition must purchase a delegate registration (full or day access). Selling or promoting a product/service outside of a registered exhibit area is forbidden. Stand personnel with exhibitor badges may enter the exhibition hall before the opening.
- **Badge Requirements:** Exhibitors must always wear their official ENA 2024 badges visibly in the exhibition area or any other part of the building. Company ID badges are not sufficient and will be considered a violation of guidelines. Exhibitor badges are for exhibiting company employees and agents only.

Validity and Application

- **Access:** Exhibitor badges allow access to exhibition halls only. Companies applying for badges must provide them to company employees only. Proof of affiliation may be requested.
- **Badge Inscription:** Exhibiting companies are entitled to a certain number of free exhibitor badges based on allocated floor space. Badges can be inscribed with either the company name only or the individual name and company name.



EXHIBITOR BADGE ALLOCATION

Stand size	Number of Exhibitor badges included in your package	Number of Exhibitor badges you can order additionally	Number of upgrades to full badges
9M ²	2	2	4
18M ²	4	4	8
36M ²	8	5	13

ADDITIONAL EXHIBITOR BADGES

- If the number of free exhibitor badges is insufficient, extra exhibitor badges may be purchased at 100 Euro. Refer to the table above for quantity limits.
- All exhibitor badges must be ordered by sending an email to Sabien De Hanscutter, Events Coordinator at sabien.dehanscutter@eortc.org.

SYMPOSIUM BADGES FOR EXHIBITORS (FULL BADGES)

Exhibitors wishing to attend the scientific symposium sessions can purchase a symposium registration at a reduced fee of 750 Euro including local VAT. Please contact Sabien.dehanscutter@eortc.org to order. Refer to the table above for quantity limits.

EXHIBITOR BADGE DEADLINE, PAYMENT & COLLECTION GUIDELINES

- Payment can only be made by credit card.
- Exhibitor badges ordered on site must be paid for directly upon collection at the Exhibitor registration desk by credit card (Visa or MasterCard) or bank transfer.
- Lost badges will not be replaced. In this case, a new exhibitor badge may be ordered.
- Unused badges will not be credited, regardless of circumstances.
- All exhibitor badges should be collected from the registration desk by the official contact person. They will not be sent in advance of the Symposium.
- The deadline to order included/additional exhibitor badges and upgraded full badges is **9 October 2024**.

HOSTESS BADGES

The CCIB is the official partner for hiring hostesses for service on the stands at ENA 2024. Hostesses hired through the official partner do not need to wear an exhibitor badge. However, hostesses hired through a different agency must wear a valid exhibitor badge, which should be ordered by the exhibiting company by 9 October 2024.

WORKING PASSES

In the interest of safety, only individuals directly responsible for the construction and dismantling of exhibits are permitted in the exhibition areas during the setup and dismantling periods. Working passes, valid during these periods, will be provided by CCIB:

- Build-Up Period: **Tuesday 22 October from 08:00 until Wednesday 26 October at 11:00.**
- Dismantling Period: **Friday 28 October from 16:00 until 00:00.**
- To order working passes in advance, please send a list with all names, birthdates, and company names to ena@eortc.org by 9 October 2024 at the latest.