



ENA 2026

EORTC NCI AACR

38th Symposium

EXHIBITOR MANUAL

38th EORTC – NCI – AACR SYMPOSIUM
on molecular targets & cancer therapeutics

18 – 20 November 2026
CCIB, Barcelona, Spain



Welcome message

Dear ENA Partners,

The 38th EORTC-NCI-AACR Symposium on Molecular Targets and Cancer Therapeutics will bring together leading researchers, clinicians, and industry experts to discuss the latest advances in cancer drug discovery and development.

On behalf of the ENA Symposium Organising Committee, we are pleased to provide you with the 38th ENA Symposium 2026 Exhibitor Manual. You will find detailed information on key dates, contacts, order forms, and the various facilities and services available to support the organisation of your exhibition stand.

We kindly ask you to follow the deadlines, rules, and regulations outlined in this Exhibitor Manual and to share this information with your staff and any third parties involved in the Symposium.

The manual is also available online at: <https://event.eortc.org/ena2026/>

If you have any further questions, please do not hesitate to contact us.

We look forward to welcoming you to Barcelona from 18 to 20 November 2026!

Kind regards,

38th EORTC-NCI-AACR Symposium Secretariat



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Scientific programme

WEDNESDAY 18 NOVEMBER 2026		
	PLENARY ROOM 111+112	BREAKOUT ROOM 211
10:00–10:30	Clinical Trial Methodology Workshop (10:00–12:00)	
10:30–11:00		
11:00–11:30		
11:30–12:00		
12:00–12:30	Poster viewing/Lunch break (Exhibition Hall) (12:00–13:30)	
12:30–13:00		
13:00–13:30		
13:30–14:00	Welcome (13:30–13:35) Keynote Lecture (13:35–14:20)	
14:00–14:30		
14:30–15:00	Plenary Session 1 The next wave of immune engagers in cancer therapy: beyond CD3 and beyond T cells (14:20–15:50)	
15:00–15:30		
15:30–16:00		
16:00–16:30	Poster viewing/Coffee break (Exhibition Hall) (15:50–16:15)	
16:30–17:00	Workshop 1 GLP-1 & Cancer Interface (16:15–17:45)	Workshop 2 Radiopharmaceuticals (16:15–17:45)
17:00–17:30		
17:30–18:00		
18:00–18:30	Networking reception/Poster viewing (Exhibition Hall) (17:45–19:00)	
18:30–19:00		
Exhibition (12:00–19:00)		



THURSDAY 19 NOVEMBER 2026		
	PLENARY ROOM 111+112	BREAKOUT ROOM 211
8:00–8:30	Plenary Session 2 RAS pathway: “Targeting RAS – What’s Next?” (08:00–09:30)	
8:30–9:00		
9:00–9:30		
9:30–10:00	Poster viewing/Coffee break (Exhibition Hall) (09:30–10:00)	
10:00–10:30	Plenary Session 3 – Proffered Papers (10:00–11:30)	
10:30–11:00		
11:00–11:30		
11:30–12:00	Plenary Session 4 Antibody–Drug Conjugates (ADCs) (11:30–13:00)	
12:00–12:30		
12:30–13:00		
13:00–13:30	Poster viewing/Lunch break (Exhibition Hall) (13:00–15:00) Poster in the Spotlight (Exhibition Hall) (14:00–14:30)	AACR Town Hall Meeting (13:00–14:30)
13:30–14:00		
14:00–14:30		
14:30–15:00		
15:00–15:30	Workshop 3 End-to-End Early Clinical Development Through AI (15:00–16:30)	Workshop 4 Next-Generation Precision Oncology: Progress, Pitfalls and Promise (15:00–16:30)
15:30–16:00		
16:00–16:30		
16:30–17:00	Poster viewing/Coffee break (Exhibition Hall) (16:30–17:00)	
17:00–17:30	Workshop 5 Managing Tox from early therapeutics (17:00–18:30)	Workshop 6 Tumour microenvironment (17:00–18:30)
17:30–18:00		
18:00–18:30		
Exhibition (09:00–17:30)		



FRIDAY 20 NOVEMBER 2026		
	PLENARY ROOM 111+112	BREAKOUT ROOM 211
8:00–8:30	Plenary Session 5 Next-generation cell therapies (CAR-T, TCR) (08:00–09:30)	
8:30–9:00		
9:00–9:30		
9:30–10:00	Workshop 7 Novel Methodologies & Endpoints in New Drug Development (09:30–10:45)	Workshop 8 Proximity inducers beyond current PROTACs (09:30–10:45)
10:00–10:30		
10:30–11:00		
Poster viewing/Coffee break (Exhibition Hall) (10:45–11:15)		
11:00–11:30	Michel Clavel Lecture (11:15–12:00)	
11:30–12:00		
12:00–12:30		
12:30–13:00	Plenary Session 6 – Proffered Papers New Drugs on the Horizon (12:00–13:30)	
13:00–13:30		
13:30–14:00		
14:00–14:30	Poster viewing/Lunch break (Exhibition Hall) (13:30–15:00)	
14:30–15:00		
15:00–15:30	Plenary Session 7 LBA – Proffered papers Novel Discoveries (15:00–16:50)	
15:30–16:00		
16:00–16:30		
16:30–17:00		
Exhibition (09:00–15:00)		



Key deadlines and Opening times

EXHIBITION DEADLINES

- **10.09.2026** – Provide company logo and 50-word company description
- **10.09.2026** – Send stand design for space only booth
- **05.10.2026** – Send order lead retrieval system (badge scanner)
- **19.10.2026** – Send design for shell scheme branding and sponsorship items
- **26.10.2026** – Deadline for ordering other services after this date a 20% extra will be charge
- **29.10.2026** – Order services from CCIB (e.g., artwork, catering, furniture)
- **04.11.2026** – Send exhibitor badges order
- **06.11.2026** – CCIB webshop will be closed
- **08.11.2026** – Send exhibition space order form

EXHIBITION BUILD-UP & DISMANTLING

- **17.11.2026** – Exhibition build-up (08:00–20:00)
- **18.11.2026** – Only decorative work are permitted (08:00–11:00)
- **20.11.2026** – Exhibition dismantling (15:00–00:00)

REGISTRATION DEADLINES

- **30.09.2026** – Regular rate registration (accepted presenters until 14.10.2026)
- **07.10.2026** – Cancellation with refund (minus €125) or replacement at no cost
- **04.11.2026** – Late rate registration

EXHIBITION OPENING HOURS

- **18.11.2026** – Wednesday: 12:00–19:00
- **19.11.2026** – Thursday: 09:00–17:30
- **20.11.2026** – Friday: 09:00–15:00

IMPORTANT SETUP INFORMATION :

- **17.11.2026 (from 08:00 to 15:00):** Set-up period for **space-only booths**.
- **17.11.2026 (from 15:00):** **Shell scheme booths** will be delivered, including furniture and branding.
- **18.11.2026 (from 08:00 to 11:00):** **Final exhibitor set-up before the opening**



Contact information

THE 38TH ENA SYMPOSIUM SECRETARIAT



European Organisation for Research and
Treatment of Cancer Avenue E. Mounier 83, B-1200
Brussels, Belgium

Email: ena@eortc.org, handled by Joyce Hardy, Event Assistant
www.eortc.org

Project Manager: Carolyn Gill, carolyn.gill@eortc.org

Exhibition, Sponsorship & Meeting Rooms: Anouck Snickers,
anouck.snickers@eortc.org

Registrations / Exhibitor badges: Astrid Rubben, astrid.rubben@eortc.org

Scientific Programme & Abstracts: Sabien De Hanscutter,
Sabien.dehanscutter@eortc.org

Media/Communications: Gwydion Lyn, gwydion.lyn@eortc.org

CONFERENCE CENTRE & CCIB WEBSHOP



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

Exhibition Project Manager: stands@ccib.es and/or +34 93 230 10 00

Please note that the venue, CCIB, has specific rules, manuals, risk assessments, and other relevant documents. Please, refer to the *Assembly Rules & Regulations* and the *Health and Safety Rules*.

Ordering Services via CCIB Webshop:

Exhibitors can order a variety of services through the [CCIB Webshop](#). This exclusive area provides all the options you need to create and customise your stand.



Important Deadlines:

- **26.10.2026:** Deadline for placing orders for all services. **Orders received after this date will incur a 20% surcharge**, and some services may no longer be available.
- **06.11.2026:** The e-commerce platform will close. All orders must be submitted before this date.

CCIB Webshop registration:

To access the [CCIB Webshop](#), exhibitors must sign up by providing all the required information, including a valid **email address** and **password**.

Each exhibitor is responsible for entering their own details during registration.

Please ensure that all **information** provided is **accurate** and **complete**, as it will be used for **invoicing the services ordered** through the platform.

ACCOMMODATION PARTNER



BCO Congressos

Plaça d'Europa, 17-1908908 L' Hospitalet de Llobregat,
Barcelona, Spain

Email: ena2026@bcocongresos.com

BCO Congressos is the official housing partner for the 38th EORTC-NCI-AACR SYMPOSIUM 2026, offering highly dedicated customer service and professional support for all your accommodation needs.

If your hotel request is for up to 4 rooms, please use the official ENA 2026 booking platform [here](#).

For requests of 5 rooms or more, please contact BCO Congressos directly (ena2026@bcocongresos.com) for a tailored group proposal.



FREIGHT FORWARDING PARTNER



Kristal Logistics has been appointed as the official freight forwarding partner for ENA and is offering a wide range of services.

Exhibition Manager:

Wim Poels: wim@kristal-logistics.com Tel: +32 473 45 11 22.

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

The shipping logistics are handled directly by Kristal Logistics. You can find the **shipping guidelines** and the **standard contractor form** in the annexes.

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 respect the above-mentioned deadlines.

LEAD RETRIEVAL SCANNER PARTNER

COVR is providing the event lead retrieval scanner for exhibitors. Find the **terms and conditions** in the annex and the **order form** on the supplier's website: <https://cmlead.covr.be/ENA2026>

	Orders until 01/11/2026	Orders from 02/11/2026 until 8/11/2026
Rental of EventLead scanner set with device	€ 550	€ 650
Rental of EventLead scanner set with Ipad	€ 700	€ 800
Rental of EventTrack symposium scanner (2hrs)	€ 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 the confirmation and invoice.



VENUE & EVENT FRAMEWORK

Venue & Exhibition Overview

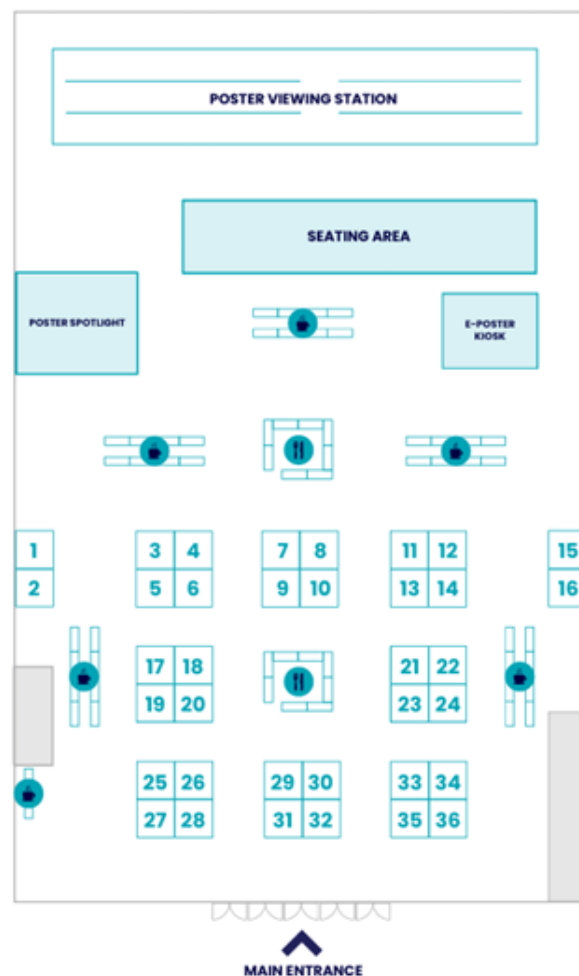
The exhibition accompanying **ENA 2026** will take place in **Halls 5–8** of the **CCIB**, with access via **Gate 21** on the ground floor.

EXHIBITION FLOOR PLAN

The most up-to-date exhibition floor plan is available at: [Industry – ENA 2026](#).

ENA reserves the right to modify the exhibition layout, including stand locations, dimensions, entrances, exits or structural elements, should this become necessary due to unforeseen circumstances.

Any changes will be communicated to the exhibitor and, whenever possible, discussed in advance. ENA will make reasonable efforts to minimise any impact. ENA accepts no liability for any direct or indirect loss or damage resulting from such changes.





HALL TECHNICAL SPECIFICATIONS

- **Ceiling height:** 5.75 m
- **Maximum permitted stand height:** 4.50 m
- **Pillars:** None (pillar-free halls)
- **Floor type:** Concrete
- **Floor load capacity (net):** 2,500 kg/sqm
- **Overhead rigging:** Suspension of banners, signage or structures from the ceiling is **not permitted**

UTILITIES & INFRASTRUCTURE (VENUE CONDITIONS)

- **Please read the CCIB Exhibitors' Assembly Regulations in the attached annexes carefully.** Send acceptance signed to stands@ccib.es
- All utilities (electricity, water, telephone/data, etc.) are supplied via service ducts in the floor.
- Power and services are delivered directly into the stand from the floor
- Water connections are available **only at designated points**

For confirmation of water duct availability, please contact: stands@ccib.es

INTERNET ACCESS

WiFi availability:

- **Exhibition area:** 08:00 – 20:00
- **Other areas:** 08:00 – 20:00

ACCESS TO THE VENUE

The CCIB is easily accessible via road and rail connections.

Detailed visitor and freight access maps are available here: [CCIB Access Maps](#)



Exhibitor requirements & responsibilities

APPOINTED REPRESENTATIVES

Exhibitors using agents, agencies or stand builders must officially declare them to the organiser. The exhibitor remains fully responsible for all contractual and operational matters. All communications must clearly mention the exhibitor's company name.

EXHIBITION SPACE REQUIREMENTS

- **Minimum stand size:** 9 sqm
- **Minimum depth:** 3 metres

The exhibition space is delivered as **bare concrete floor** and must be **fully carpeted** by the exhibitor. Any tape used must be **fully removable without residue**.

LINKING MULTIPLE STAND SPACES

Subject to prior approval, exhibitors renting multiple stands may visually link them by carpeting the aisles between them.

- Additional rental fee: **30% of the standard rate** for the aisle surface
- **No constructions or installations** allowed in the aisles
- Aisle carpets may be **branded with the exhibitor's logo**

CONNECTIONS TO UTILITIES

All utility connections (electricity, water, data, etc.) must be carried out **exclusively by CCIB**.

For larger stands, exhibitors are recommended to install a **raised platform** to allow shared access to service ducts.

Subtenants and Represented Companies

Sharing a stand with another company is **not permitted**.

If an exhibitor wishes to associate with another organisation, ENA may offer additional space under standard sales conditions, subject to availability.



HEALTH, SAFETY & OPERATIONS

All exhibitors must comply with **Health and Safety regulations** outlined in this manual.

- Incomplete or no-show stands will be closed on **Tuesday, 17 November at 18:00**
- Materials left on site will be removed to storage **at the exhibitor's expense**
- This condition is a mandatory term of exhibition space rental

Badges: All stand personnel must wear exhibitor badges during setup, opening hours and dismantling.

LOGISTICS

Tuesday, 17 November:

- Forklift removals must be completed by **15:00**
- After this time, only pallet trucks or manual trolleys are permitted

SECURITY & INSURANCE

Exhibitors must insure their goods and materials at their own expense.

The exhibitor is responsible for safety on and around the stand and agrees to indemnify ENA against losses resulting from unsafe constructions, exhibits or staff actions.

The organiser and its contractors are not responsible for loss, damage or injury.

Valuable goods: Must not be left unattended. Should be secured overnight

Exhibitors may arrange stand security via the [CCIB Webshop](#).

CATERING

The official caterer is **CCIB F&B**.

- Catering is exclusive
- External food, beverages or coffee machines are not permitted
- Sale of food or drink is prohibited
- Alcoholic beverages are not allowed

Orders must be placed via the [CCIB webshop](#) or stands@ccib.es.



CUSTOMS, TAXES AND DUTIES

The exhibitor is responsible for all applicable taxes, duties and charges arising from participation in the exhibition.

SIDE MEETINGS

All side meetings require prior approval from the **ENA Secretariat**. A side event is an event that takes place during the official hours of ENA 2026, as defined by the published official programme. It is organised by an organisation participating in ENA and is intended to attract and engage ENA attendees.

Organisations are allowed to organise events outside the official ENA programme, including before or after official meeting hours and during evenings when no official social programme is scheduled, including the Networking Reception.

Blackout times apply during the scientific programme.

Contact for sponsorship, exhibition and meeting rooms: anouck.snickers@eortc.org



Stand construction

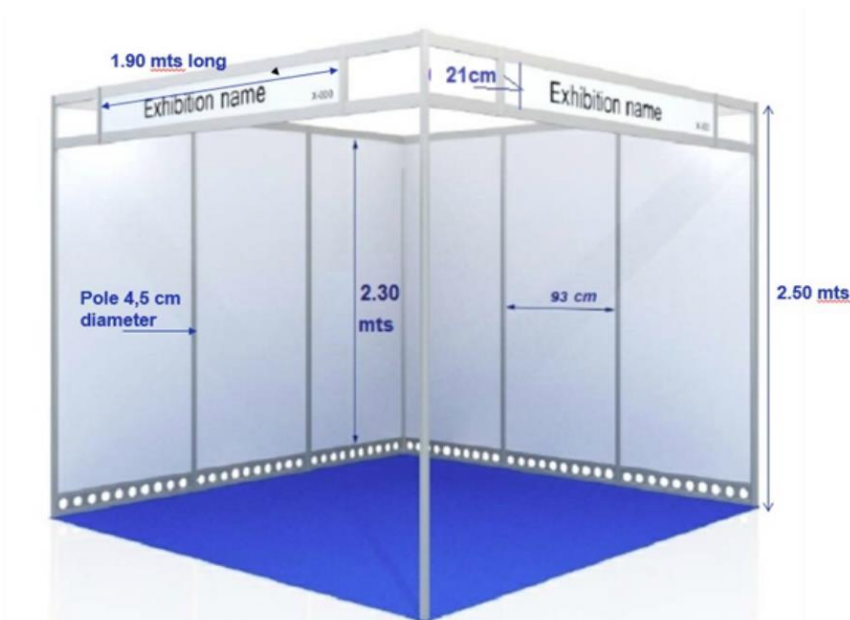
SHELL SCHEME STAND PACKAGE

A Shell Scheme is included with the following stand package

- **INDUSTRY STAND PACKAGE**
- **MEDICAL SOCIETIES STAND PACKAGE**
- **NEWCOMER STAND PACKAGE**

For more details on what is included in your package, please refer to the [Sponsorship Prospectus](#)

Items and Services Provided



- ✓ 2.50m high lacquered aluminium structure with white-coloured melamine panel
- ✓ Fascia board 10cm-high black standard lettering (20 letters included)
- ✓ 50w lighting LED spots. (1 unit every 4,5 sqm)
- ✓ Electrical switchboard 3.3kw including 1 socket 220V. Power supply included
- ✓ 1 white round table (80Ø×70cm)
- ✓ 2 white plastic chairs and 1 white paper bin
- ✓ Pre-inauguration cleaning
- ✓ Floor covered with standard carpet, choose between: **Red, Blue, Medium Grey and Black**

You can purchase additional items such as branding, screens, catering, additional cleaning etc. from the [CCIB webshop](#).

Please note that maximum building height is 4.50 meters. For booths above 4 meters in height, see the “Complex Structures” annex.



Important Deadlines:

- **26.10.2026:** Deadline for placing orders for all services. Orders received after this date will incur a 20% surcharge, and some services may no longer be available.
- **06.11.2026:** The e-commerce platform will close. All orders must be submitted before this date.



SPACE ONLY STAND DESIGN

A Space Only is included with the following stand package

- PLATINUM
- GOLD
- SILVER
- FLOOR SPACE ONLY

The Space Only stand package does not include any construction, materials, electricity, or equipment. Exhibitors may order furniture and additional services via the [CCIB Webshop](#).

Space Only stand holders are fully responsible for the design and construction of their stand.

The use of portable booths is permitted only when combined with a Shell Scheme and is subject to prior approval.

Submission Requirements:

Space Only stand package holders must submit detailed dimensions, plans, and descriptions of their stand to Anouck Snickers at anouck.snickers@eortc.org by **10 September 2026**.

Please note that maximum building height is 4.50 meters. For booths above 4 meters in height, see the “Complex Structures” annexe.

Please submit the following documents:

- 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).

Please be reminded that furniture and additional services can be ordered through the [CCIB Webshop](#). **Electricity is not included in the exhibition space and must be ordered separately via the [CCIB webshop](#) or by contacting stands@ccib.es.**



Responsibility to neighbouring stands:

The ENA Conferences are a long-standing meeting series with a strong reputation for fairness and equal treatment of all participants. Ensuring a fair and balanced experience for everyone is a shared responsibility among all participants.

Exhibitors are therefore requested to consider the impact of their stand construction on neighbouring stands. If there is a risk of unfairly *blocking* another stand from view even when all other regulations are respected this must be clearly indicated when submitting stand plans. Failure to do so would be considered a breach of the spirit of the exhibitor's contract with ENA. In such cases, the exhibitor concerned will be required to make any necessary changes at their own expense. The decision of ENA shall be final.

Approval: ENA will issue formal approval to the exhibitor or the exhibitor's appointed agent. Stand construction is permitted only once this approval has been granted.

NO APPROVAL MEANS NO AUTHORISATION TO PROCEED WITH ANY STAND CONSTRUCTION. ANY RESULTING COSTS SHALL BE BORNE ENTIRELY BY THE EXHIBITOR.

Any non-compliant stand installations must be modified by the exhibitor prior to the opening of the exhibition. Should corrective action not be taken, ENA reserves the right to implement the necessary modifications at the exhibitor's expense and accepts no liability for any damage incurred.

Exhibitors are encouraged to plan their stand activities in advance, including demonstrations, presentations, storage needs, hosted quizzes, and hospitality.



EXHIBITORS INFORMATION

The minimum exhibition space is 9 sqm.

Multiples of 9 sqm may be purchased to have a bigger booth.

Space allocation will be made on a 'first come, first served' basis.

A completed order form should be emailed to ENA@eortc.org to ensure reservation of a desired location.

Booth package/space can be ordered until eight weeks before the symposium starts.

The exhibition layout may change if a redesign is necessary due to organisational changes and/or to optimise the space, which might also change the booth numbers.

Note that due to the strict European GDPR regulations we cannot provide any delegate lists. However, you may order a badge scanner to collect data of the delegates who have given approval during registration to share their data with exhibitors/sponsors.

Please regularly consult the industry section on the event website for the exhibition manual, order forms and other important information.

Extra exhibitor badges may be purchased at € 105 per badge.

Newcomer rate is either for companies supporting ENA for the first time in five years or for small businesses/start-up companies up to 80 employees.



Artwork submission guidelines

RULES FOR GRAPHICS SUBMISSIONS

For exhibitors without additional branding items purchased via ENA:

All artwork files related to the stand construction (e.g. fascia, standard panels, carpet, booth design) must be sent exclusively by email to the CCIB technical team: stands@ccib.es

No artwork should be sent directly to ENA for standard booth elements managed by CCIB.

For exhibitors and non-exhibitors with additional branding items:

Individual graphic specifications will be provided for each selected item (e.g. stickers, panels, two- or four-sided towers, and sponsorship opportunities).

All artwork files must be sent to stands@ccib.es, that will manage artwork submission, validation, and print proof preparation.

Deadline for artwork submission: **19 October 2026**

Technical Specifications

Artwork size: Create final artwork at the exact dimensions specified, without crop marks.

Accepted formats: Adobe Illustrator (.ai), Adobe Photoshop (.psd), EPS, or high-resolution PDF with all fonts and logos embedded.

Typography: All fonts must be vectorised/outlined.

Images: TIFF, PSD, EPS or AI files in CMYK colour mode with a minimum resolution of 100 dpi at 1:1 scale.

Colours: CMYK or Pantone Solid Coated.

Bleeds for adhesive vinyls: 2.5 cm bleed on all sides.

All files must be renamed using the following format:

Company_NameOfBranding (example: EORTC_Four-Sided_Tower).



External activities **guidelines**

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 (BCO Congressos).

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 ENA Secretariat (ena@eortc.org). Please consult the Sponsorship & exhibition prospectus and contact Anouck Snickers (anouck.snickers@eortc.org). Additional meeting space in surrounding hotels may be booked through the official contracted local housing agent (BCO Congressos).

THIRD-PARTY PRESS EVENTS

Companies wishing to organise press activities during the Conference should visit the [conference website](#). 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 ENA Secretariat before being sent out. 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: Anouck Snickers, Event Sponsorship & Exhibition Coordinator at ENA.



Speakers' preview room

The Speakers' Preview Room is open to all ENA speakers and is therefore not suitable for private meetings to discuss or go through presentations.

The Speakers' 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 Speakers' Preview Room.

We kindly ask that all speakers come to the Speakers' 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 11 and PowerPoint 2024.

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

OPENING TIMES SPEAKERS' PREVIEW ROOM

Tuesday 17 November 2026:	16:00-18:30
Wednesday 18 November 2026:	09:00-18:30
Thursday 19 November 2026:	07:00-18:30
Friday 20 November 2026:	07:00-15:00



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 conference assigne (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 conference 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 conference rooms will not be allowed.

In the Speakers' Preview Room, a technician assists the speaker to transfer his or her presentation into the central conference 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 conference 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, as well as a count-down timer.

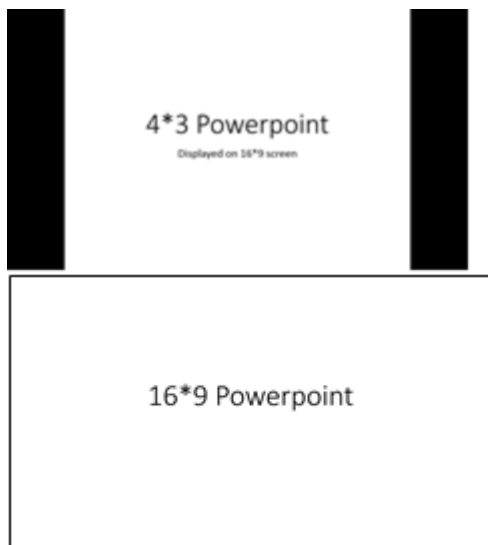


TECHNICAL INSTRUCTIONS

During the conference, presentations will run on PowerPoint 2024 with a resolution of 1920 x 1080 pixels. This is a 16:9 format and NOT a 4:3 format.

About the projection in the room, 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.

For recordings however, we foresee a 16:9 PIP template as well as a 4:3 optimised version, so that in the recording there are no black bars.



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 (2024 or later), ideally using the latest version for optimal compatibility.

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 Speakers’ 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 Speakers’ Preview Room at least two hours before the beginning of the session.

Only single projection is available in the conference 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 .

For Apple users:

Please give your filename an extension “.PPT”.

Check your presentation on a Windows (Windows 11 with PowerPoint 2024) 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.



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 (see annexes).

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 ENA 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.

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: ENA 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 mandatory on **17 November until 15:00**. 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 ENA.

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 ENA determines that a disturbance is being caused, the exhibitor must immediately cease the activity. Failure to comply will result in ENA 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 ENA or the respective exhibitor.

ENA 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 ENA -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 ENA 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 ENA 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 ENA

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 ENA.

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 ENA.

Exhibitors are strictly prohibited from:

- displaying or using names or trademarks that may mislead or obstruct other exhibitors or visitors at ENA.
- 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: To obtain the official Conference logo, exhibitors must contact ENA at ena@eortc.org. The logo will be provided electronically by the ENA Committee organiser and must be used in its original form without modification. The Conference logo may only be used to promote the exhibitor's participation in the Conference and may not imply endorsement or partnership by ENA. ENA reserves the right to request the removal or modification of any material that does not comply with these guidelines.

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. In such case, please notify ENA Staff upon entry to the Convention Centre if accompanied by a guide dog.



Pharmaceutical product **promotion**

MANDATORY CODES AND COMPLIANCE REQUIREMENTS

General principle

All exhibiting companies participating in ENA must comply with all **applicable laws, regulations, guidelines and codes of practice in Spain**, as well as with the rules and policies established for ENA.

By submitting the **application form for ENA participation**, each company **formally acknowledges and agrees** to comply with the relevant ethical and professional frameworks governing its activities during the event.

APPLICABLE ETHICAL FRAMEWORKS AND CODES OF PRACTICE (SPAIN)

Exhibiting companies must adhere, as applicable to their activities and corporate status, to the following codes and guidelines:

- **Ethical MedTech**
- **EucoMed**
- **IFPMA** (International Federation of Pharmaceutical Manufacturers & Associations)
- **COCIR** (European Coordination Committee of the Radiological, Electromedical, and Healthcare IT Industry)
- **EACCME** (European Accreditation Council for Continuing Medical Education)
- **Farmaindustria**
- Any **additional national or European regulations** applicable in Spain

Each company remains **fully responsible** for determining which codes apply to its activities and for ensuring full compliance



DEFINITION OF INDUSTRY CATEGORIES

PHARMA vs NON-PHARMA

- PHARMA companies (promoting medicinal products) are subject to strict pharmaceutical promotion, hospitality and communication rules.
- NON-PHARMA companies (medical devices, IT, services, diagnostics, etc.) must comply with ethical and legal frameworks applicable to their sector.

⚠ If a NON-PHARMA company is involved in activities related to medicinal products, PHARMA rules apply.

COMMON RULES FOR ALL EXHIBITORS

Promotional activities are limited to authorised exhibition spaces.

ENA does not review or approve promotional content.

Exhibitors are fully responsible for the legality and ethical compliance of their activities.

Use of the ENA name or logo requires prior authorisation.

NO OFFICIAL DIVISION

ENA does not provide a physical or institutional separation between PHARMA and NON-PHARMA exhibitors. Any differences arise solely from regulatory obligations, not from ENA policy.

NON-COMPLIANCE

ENA reserves the right to stop any non-compliant activity. The exhibitor bears full responsibility for any consequences.



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 **4 November 2026**.

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 Logistics (Wim Poels, wim@kristal-logistics.com, Tel +32 473 45 11 22, 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 17 November 2026: Vehicle access to exhibition grounds via Kristal Logistics. Empties must be removed by 20:00.

Friday 20 November 2026: 15:00 – 00:00: Exhibition dismantling

- Removal of valuables.
- Delivery of empty packages by Kristal (if booked).
- 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.

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 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 105 EUR incl. VAT. Refer to the table above for quantity limits.

All exhibitor badges must be ordered by sending an email to ena@eortc.org



CONFERENCE BADGES FOR EXHIBITORS (FULL BADGES)

Exhibitors wishing to attend the scientific conference sessions can purchase a full registration at a reduced fee of 750 EUR incl. VAT. Please contact ena@eortc.org to order. Refer to the table above for quantity limits.

EXHIBITOR BADGE DEADLINE, PAYMENT AND 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 conference.

The deadline to order included/additional exhibitor badges and upgraded full badges is **4 November 2026**.



Annexes

PLEASE FIND THE ANNEXES ON THE ENA 2026 WEBSITE: [INDUSTRY – ENA 2026](#)

KRISTAL LOGISTICS – OFFICIAL FREIGHT FORWARDING PARTNER

Shipping guidelines
Contractor order form

COVR – LEAD RETRIEVAL SCANNER PARTNER

Event scanner information
Event scanner order form

CCIB INFORMATION

Exhibitors Assembly Regulations
Health and Safety rules
Complex structures
Safety shoes