

EVENING SYMPOSIUM ORGANISATION

Dates: **September 19, 20, 21, 2010**
 Time: **17:15–19:15**
 Price: **CHF 55,000 + CHF 60 per seat of the chosen room**

ROOMS

Room capacity (number of seats)	
1 x 3,200	1 x 650
1 x 1,500	1 x 650
1 x 1,000	1 x 500
1 x 1,000	1 x 500
1 x 800	1 x 350
1 x 800	1 x 350
1 x 700	

- Set-up: theatre style
- Naming of room: will be confirmed at a later stage
- Total price: includes allocation of the room plus a number of services listed hereafter.
- Rooms will be made available for 2 hours only from 17:15 to 19:15 (no coffee break). The room will be accessible from 16:45 or as soon as the previous session ends.
- Other Evening Symposia will be organised simultaneously.

ROOM DETAILS FOR SYMPOSIA

The rooms will be provided with the following basic technical equipment:

- Front projection screen
- One video beamer (for computer presentations) connected to a PC/file server
- Stand microphones for questions from the audience, available according to the capacity of the room
- One chairperson's desk with two chairs and two microphones
- One lectern with one microphone and light
- One pin microphone
- If necessary, one laser pointer and one timer
- Water for chairs and speakers

A **technician** and a **room assistant** will be at the company's service for the duration of the session. The technician (a minimum of one according to the capacity of the room) will be in charge of light/audio and beamer facilities.

The room assistant will be in charge of welcoming and briefing the chairperson(s) and the speakers on technical facilities (including access to the PowerPoint presentations from the PC) and will ensure that the session is running on time. In case of problems, he/she will be able to contact the ERS Scientific Department.

The organiser will provide the chairperson(s') and speakers' names for panels to be placed on the chairperson(s') desk by the room assistant.

ADDITIONAL A/V EQUIPMENT

By July 2010, the ERS will send to the Evening Symposia organisers the complete address of the company in charge of audio-visual (A/V). All requests in connection with additional technical requirements must be sent to this company directly.

The A/V company will invoice firms directly.

SPEAKERS' PRESENTATIONS

To avoid unexpected technical problems at the last minute for the Evening Symposium organisers, companies are strongly encouraged to make sure their speakers use the Speaker Preview Room to pre-load all talk and introductory slides, as the laptop provided will not be accessible directly. This will have to be done at least 120 minutes prior to the start of the session or online before the start of the Congress. Detailed instructions will be given to speakers by the ERS in due course. If speakers choose to use their own laptops, this is the responsibility of the company organising the Evening Symposium.

CONTROL OF FLOW AND ATTENDANCE

It is the company's responsibility to select an adequate size room to accommodate all attendees in their symposium.

The reservation is for seating room only. It is the company's responsibility to control entrances and monitor the number of participants that enter the room. All doors must be covered by the company's staff to prevent overcrowding and infringement of health and safety regulations.

Companies must plan appropriate staffing and/or security ahead of time to avoid any problems. In cases in which this is not respected and for obvious security reasons, the venue has complete authority to block entrance into the rooms and companies will be charged for the extra security required.

VISIBILITY ON THE ERS WEBSITE

Companies now have the opportunity to display the recording of their Symposium on the ERS website (in the e-Learning Resources section) immediately after the Congress for up to 2 years. The ERS e-Learning Resources currently receive up to 350,000 hits per month and this figure is rapidly increasing.

Price: from CHF 10,000

Technical requirements:

- Original PowerPoint file(s) used for presentation(s)
- Ready-to-use webcasts

Sponsors are not allowed to live webcast their symposia, although it is possible to partner the ERS in such an exercise.

For more information, contact Steve Sealy, Corporate Relations Manager (+41 21 213 01 61 – steve.sealy@ersnet.org)



SUBMISSION DEADLINES AND APPROVAL OF THE PROGRAMME

November 30, 2009:

- 3 options of preferred dates and rooms should be sent to the ERS Headquarters in Lausanne (Switzerland) for submission to the ERS Scientific Programme Committee Chair. Please use the Evening Symposium form included in these Congress Guidelines for Sponsors and Exhibitors.
- The Programme Committee Chair will nominate a scientific liaison officer from the members of the ERS Executive Committee who will be in charge of programme quality control and will avoid overlaps in programmes.

January 31, 2010:

- A title of the symposium should be sent to the ERS Headquarters in Lausanne.

March 1, 2010:

- An updated title should be sent to the ERS for publication in de the *Advance Programme*.

April 2, 2010:

- The Programme Committee expects companies to abide by the final detailed programme of the Evening Symposium (including times, titles, names and full addresses of both speakers and chairpersons) submitted to and approved by the ERS Scientific Programme Committee *via* the scientific liaison officer for publication in the *Final Programme*.

The company must use the specific form to submit the programme. Any missing required information about a speaker will result in non-publication in the *Final Programme*.

Please note that the deadline for submitting any change in the programme is **June 30, 2010**. No change will be taken into account after this date.

SPEAKERS AND CHAIRPERSONS AT EVENING SYMPOSIA

The ERS assumes that the speakers and chairpersons at the Evening Symposia will be contacted by the companies

themselves to arrange registration, travel and accommodation details. By **August 2010**, the ERS will confirm to the speakers, in writing, the time and place of their lectures. Upon request, companies can receive a copy of these letters.

It is the responsibility of the company to ensure there is no timing clash (with parallel satellite symposia) for the chairpersons and speakers they choose. The ERS cannot be held responsible for any matter arising from this.

Kindly note that the ERS does not accept faculty who have links with the tobacco industry, and reserves the right to take appropriate measures to preserve its interests.

PRIORITY ALLOCATION AT THE EXHIBITION

All companies organising an Evening Symposium are entitled to priority choice in the allocation of a stand. Interplan, the Exhibition Organiser, should receive preferential choices from the companies before **November 30, 2009** (see Technical Exhibition Invitation and Prospectus for more details). **Please note that all Congress premises, including the Exhibition, are non-smoking areas.**

ALLOCATION OF MAJOR SPONSORS' CHOICES FOR EVENING SYMPOSIA AND THE EXHIBITION

Before confirming any allocations, the organisers will wait until all confirmations from major sponsors for Evening rooms, dates and Exhibition have been received on November 30, 2009.

The ERS will do its best to accommodate major sponsors with their preferential choices according to the following criteria:

- number of seats in the Evening Symposium room;
- contents of programmes (to avoid clashes);
- number of square metres of exhibit;
- general involvement of the company in the previous Congress.

In the event that no satisfactory solution is found, the ERS will also consider:

- whether companies wish to give preference to their

- Evening Symposium or their exhibit;
- whether first choice has been allocated for an Evening Symposium, in which case a solution is to be found for Exhibition allocation and *vice versa*;
- date of confirmation (if preferential choice was received after the deadline);
- involvement of the company in previous ERS Congresses.

Companies are requested to give three preferred choices for both Exhibition allocation and Evening Symposia room and date. Kindly note that **requests with the same number of seats and same day but different room will be considered as one choice**. In the event that none of the three preferred choices can be allocated, companies will be individually contacted and offered alternatives, with a deadline of 6 working days for confirmation.

Companies providing only one or two preferred choices agree to accept alternatives proposed by the ERS within a deadline of 6 working days.

Confirmation of allocation will be sent to all major sponsors at the same time, by February 2010, once a convenient allocation has been found for each major sponsor.

REGISTRATION/ADDITIONAL BADGES

All speakers, as well as all participants and invited guests who wish to attend sessions, must register as active participants.

Companies are entitled to **10-30 free registrations** as active participants, depending on the capacity of the room allocated for the Evening Symposium, as follows:

- up to 499 seats: 10 free registrations
- between 500 and 999 seats: 20 free registrations
- 1,000 seats and above: 30 free registrations

Postgraduate Courses, "Meet the Professor" Seminars and social events, except the Opening Ceremony and Welcome Reception, are not included. The free registrations may be used for company staff or invited speakers. An online account will be created for these free registrations upon receipt of the Evening Symposium fee payment.

No additional badges will be delivered to nonregistered individuals, with the exception of the following:

- **3 technicians' badges**, which will be delivered on the day of the Evening Symposium (upon official request to the ERS Headquarters in Lausanne before the Congress – badge will be delivered on site). These badges will clearly state "Technician".
- **2 hostess badges**, which will be delivered on the day of the Evening Symposium (upon official request to the ERS Headquarters in Lausanne before the Congress – badge will be delivered on site). These badges will clearly state "Hostess".

Company exhibitors will be allowed to enter their Evening Symposium room, from 16:45 on the day of the Evening Symposium.

ABSTRACTS

The ERS does not require speakers to submit abstracts of their lectures, as these will not be published in the Congress Abstract Book on CD-ROM.

Copyright of the collection of abstracts submitted to the ERS 2010 Congress belongs to the ERS. Whilst individual doctors are permitted to print and distribute their abstract, all companies wishing to reproduce a collection of abstracts for distribution should contact the ERS Corporate Relations department for information on permission.

CONGRESS PUBLICATIONS

- Times and dates of the Evening Symposia will be announced in the *Advance Programme*.
- The full session programme will be published in the *Final Programme* distributed on site. It will also be published on the ERS website (www.ersnet.org) by August 2010.

Any advertisement material to be placed in the Congress centre, or related to the Congress, will require the approval of the ERS.

POSTERS AND EVENING SYMPOSIA PROMOTION

Companies are permitted to have 2 posters announcing their Evening Symposium to be displayed on the day of the Evening Symposium.

2 posters need to be delivered to the ERS office on the



EVENING SYMPOSIA AND PRACTICAL WORKSHOPS

first day of the Congress as the display will be organised by the ERS in 2 different locations within the Congress centre. **These posters are subject to ERS approval – a pdf version needs to be sent 2 weeks prior to the Congress at the latest.** Further information will be sent in July 2010 (delivery, maximum size, etc.).

Companies will also have the opportunity to have an **additional 3rd poster** in front of the room in which the Evening Symposium will be held, displayed by the company from 16:45, and in front of this room only.

Display of any material (flyers, posters, etc.) outside of the Evening Symposium room is strictly forbidden unless prior approval has been given by the ERS.

REHEARSAL

Companies have the option to use the Symposium room from 07:00 to 08:15 on the day of the Symposium to perform a rehearsal. The ERS does not charge any additional renting cost for this; however, any other cost linked to this rehearsal (technical, security, etc.) will be at the company's own charge.

MAILING LIST

The ERS allows major sponsors to order the list of the registered participants prior to or after the Congress (in an electronic format).

The list will be sent on request by the ERS Headquarters in Lausanne upon approval of a final copy of the document companies wish to send.

These data cannot be used for other purposes than for the agreed mailing.

The ERS reserves the right to insert some "test" addresses on its list to check that this mailing list is not misused. An order form will be sent in June 2010. Otherwise these requests will not be taken into consideration. This list is subject to current data protection rules and regulation.

ERS LOGO USE

The Congress Committee has agreed to allow each company sponsoring an Evening Symposium the use of one ERS logo free of charge on one item.

The computerised version of the logo will be sent by the ERS Headquarters in Lausanne upon receipt of the related item indicating where it should appear, and after approval.

When the ERS logo is to be used on a corporate publication, its placement on the lay-out is at the sole discretion of the ERS. Furthermore, the company's logo should appear on the same page so that there should be no possible confusion about which entity is publishing the document.

The following wording must also be printed: "The ERS declines all responsibility with respect to the information published in this document". On a document on which both the ERS's and the company's logo appear, they should be of equal size, on the same page, and at the same level.

Companies wishing to promote their presence at the ERS



2010 Congress may, in certain circumstances, use the Congress logo, subject to ERS permission from the Corporate Relations department.

PAYMENT/CANCELLATION

A formal agreement for sponsorship (contract) will be sent to companies by the ERS Headquarters/ERS partners by February 2010, together with an invoice representing 100% of the amount payable. In order for the session to feature in the *Final Programme*, full payment will need to be processed by **April 30, 2010**.

Non-payment by the above deadline will result in the non-inclusion of the programme in the Final Programme and consequently, the ERS will not be able to give visibility to the symposium via of all its promotional channels.

APPOINTED AGENCY

Application for Evening Symposia, sponsored items and services must be submitted by the company under whose name each session is to be organised. Correspondence for the above items should be made exclusively between this company and the ERS.

Companies should inform the ERS, in writing, which agency is appointed for which Evening Symposium.

It is not the role of any given agency to make initial enquiries or reservations with the ERS independently of the company.

This named agency cannot fully act as if it were the company itself and the company will continue to be held entirely responsible and accountable for activities organised in its name. For this reason, agencies are not permitted to sign contract on behalf of the company for which the symposium is being held.

These guidelines have been created in order to ensure a proper working relationship between the ERS and the companies; companies are responsible for communicating these guidelines to their staff and their appointed agencies.