



EUROPEAN
SOCIETY FOR
CLINICAL
NUTRITION AND
METABOLISM

40TH ESPEN CONGRESS

MADRID, SPAIN • 1-4 SEPTEMBER 2018

Please note that all acknowledgements of your company and listing of company name and address will be generated from the following information. It is mandatory to complete and sign this form to confirm your sponsorship. This form will be considered as a contract.

Please complete and send to:

MCI Suisse SA
C/o Corention Ruy
Rue du Pré-Bouvier 9 - 1242 Satigny
Switzerland

SENDING THIS FORM

- 1) **COMPLETE** this order form
- 2) **SAVE** this pdf file to your desktop
- 3) **EMAIL** corentin.ruy@mci-group.com and **ATTACH** this file

MINI SATELLITE SYMPOSIUM APPLICATION FORM AND CONTRACT

COMPANY NAME WEBSITE
CONTACT NAME EMAIL

INVOICING INFORMATION

INVOICING COMPANY NAME COMPANY VAT NUMBER
ADDRESS
POSTAL CODE CITY COUNTRY
CONTACT NAME EMAIL
TELEPHONE FAX
P.O. NUMBER IF APPLICABLE

- I WISH TO RECEIVE AN INVOICE FOR 100% OF THE PAYMENT (instead of 50% installments)
- I WILL NEED TO SEND A SEPARATE COMPANY SPONSORSHIP / EXHIBITION AGREEMENT TO BE SIGNED

WE WISH TO RESERVE THE FOLLOWING MINI SATELLITE SYMPOSIUM ROOM AND SLOT:

12:30 - 13:30 SUN 2 SEPT 2018 (MAX 2 PER DAY)			12:30 - 13:30 MON 3 SEPT 2018 (MAX 2 PER DAY)		
ROOM	CAPACITY	EUR	ROOM	CAPACITY	EUR
<input type="checkbox"/> N107+N108	190 SEATS	€ 15'000	<input type="checkbox"/> N107+N108	190 SEATS	€ 15'000
<input type="checkbox"/> N109+N110	140 SEATS	€ 13'000	<input type="checkbox"/> N109+N110	140 SEATS	€ 13'000

PAYMENT SCHEDULE

A minimum of 50% of the total cost will be invoiced upon receipt of booking forms.

Final down payment to be made by 09 June 2018.

5% interest will be charged on any late payments. VAT is not included in the published prices.

BY BANK TRANSFER

Bank: UBS, 1211 Geneva 2, Switzerland

Company: MCI Suisse SA-ESPEM 2018

Account: No 369.393.71L

Clearing: 240

SWIFT: UBSWCHZH80A

IBAN: CH180024024036939371L

CANCELLATION POLICY

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

For cancellations made:

- From confirmation date to 05 March 2018, 25% of the total cost of each item will be retained.
- From 06 March to 05 April 2018, 50% of the total cost of each item will be retained.
- From 06 April 2018, 100% of the total cost of each item will be retained.
- No refund will be possible.

We hereby agree to pay the required 50% deposit in EURO as soon as we receive the corresponding invoice.

Balance of the payment is to be made at the latest by 19 June 2018. 5% interest on late payment from 1st September if invoices not paid at the time of the Congress set-up.

I have read and agree with the ESPEN terms and conditions within this document.

I have taken all the steps to ensure that anyone working on the project is aware of these terms and conditions.

DATE Day Month Year 2018 SIGNATURE (Name)

SENDING THIS FORM, SEE TOP OF PAGE

