

MEET THE EXPERT(S) GUIDELINES

To compensate for the absence of hospitality suites or face to face interaction during the ESPEN Virtual Congress, all exhibitors will be allowed to hold meet the expert sessions on their booth at specific times and following the below guidelines free of charge.

GENERAL GUIDELINES

MAX n° of participants	There can be a maximum of 50 delegates attending a meet the expert session simultaneously at any given time. You may have more than 50 attendees throughout the session, but no more than 50 concurrently.
Organization	To hold a meet the expert session, you need to use your own meeting / videoconference platform (i.e. Zoom, Teams, etc.). On your booth, you can advertise for a meet the expert session by adding a screen for this purpose. The screen can advertise for the session before it takes place but will only be an active link to the session at the scheduled time. (this will be setup within the platform)
Advertisement	All the scheduled meet the expert sessions will be published on the ESPEN website in a dedicated section. Any additional advertisement will be the responsibility of each sponsor / exhibitor.
Before your session	You will need to provide the link to your session to Corentin.ruy@mci-group.com , and make sure to configure an access that will allow us to enter your session even if already at maximum capacity (50 delegates). We will be proceeding to random verifications, to make sure that the above guidelines are respected. Sanctions will be applied in the event of a violation of said guidelines.

SCHEDULE

Meet the expert sessions may only be organised within the following time slots:

DATE	MORNING	LUNCHTIME	EVENING
Sunday 20 September	08:00-08:45 (45 mins)*	12:15-13:45 (90 mins)*	
Monday 21 September	08:00-08:45 (45 mins)*	12:15-13:45 (90 mins)*	16:15-18:00 (105 mins)*

HOW TO BOOK

Send an email to corentin.ruy@mci-group.com with the following information:

- Date, start & end time of your session
- Meeting tool used for the session
- Confirmation that you have read and agree with the guidelines in this document