



SYMPOSIA GUIDELINES

1. OFF SITE SATELLITE SYMPOSIA

All Satellite Symposia must be organised at the Congress Centre at official time slots offered by ESPEN (see Exhibitor & Sponsor Manual). Companies organising a Satellite Symposium outside the Congress Centre and could encounter serious disagreements with the Central ESPEN Authorities.

2. FREE PARTICIPANT BADGE ALLOCATION

Companies holding an official satellite symposium during the ESPEN 2022 congress are entitled to a certain number of complimentary delegate registrations. The number of complimentary registrations offered depends on the conference room booked for the satellite symposia:

CONFERENCE ROOM	N° OF FREE PARTICIPANT REGISTRATIONS	N° OF INVITATIONS TO ACCESS COMPANY SATELLITE SYMPOSIUM
Hall A1/A2	7	10
Strauss 2 & 3	6	8
Strauss 1	5	7
Lehar 3 & 4	5	7
Lehar 2	3	5

3. SATELLITE SYMPOSIA ADVERTISING OPTIONS

HANDOUTS

Companies holding an official satellite symposium during the ESPEN 2022 congress are allowed to distribute flyers and other documents advertising their satellite symposium. These documents can be distributed only within the limits of the exhibition stand or the hospitality suite rented if applicable

CONGRESS CENTER

Companies holding an official satellite symposium during the ESPEN 2022 congress are allowed to place a maximum of 3 roll-ups or similar advertisement in the congress centre on the day of their symposium.

SELF STANDING ROLL-UP DISPLAY

Companies holding an official satellite symposium during the ESPEN 2022 congress are allowed to advertise their satellite symposium by displaying self-standing signage in front of the conference room used to hold their own satellite symposium during the session preceding their symposium.

Companies holding an official satellite symposium during the ESPEN 2022 congress are allowed to advertise their satellite symposium by displaying 1 roll up banner in the registration area.



Roll-up advertising the satellite symposia are not included in the rental price of the satellite symposia. It is the company task to order, produce and set up the stand alone advertising. It is the responsibility of the company holding a satellite symposium to set up the self-standing signage in front of the conference room door panels and to provide their roll-up to Coralie Deleage at the registration desk upon arrival at the Congress Centre.

CORPORATE BRANDING OF CONFERENCE ROOMS FOR SATELLITE SYMPOSIA

- ✓ Due to the tight schedule of sessions in the meeting rooms, the satellite corporate branding inside the meeting rooms is strictly limited to the following:
- ✓ Speaker's lectern Companies may prepare a sign to be installed on the speaker's lectern. (see further information at the end of the document)
- ✓ Presidential table – Companies may prepare company or product logo to be installed against the presidential table. (further information on branding of the room to be provided in a separate document)
- ✓ All other corporate branding in the meeting rooms must be self-standing.
- ✓ It is the responsibility of the company holding a satellite symposium to remove all branding at the end of the satellite.
- ✓ Corporate branding should not change in any way the congress signage already installed in the conference room.
- ✓ Any exceptions to these rules will be communicated in the corporate branding manual to be published in June 2022.

4. SATELLITE SYMPOSIA PROGRAMME AND SPEAKERS

In order to have their satellite symposium programme approved by the ESPEN Scientific Committee companies holding an official satellite symposium programme during ESPEN 2022 are requested to provide the organizers with the following information regarding their symposia:

- **Title of the satellite symposium**
- **Speakers names and complete details**
- **Title of each presentation given during the symposium**

This information must be provided to Coralie.deleage@wearemci.com by **22 June 2022** via the **Satellite Symposium Programme form available on the Technical Manual.**

Please note that it is **the sponsor's responsibility** to register the speakers to the congress. You should have already been contacted by EspenR@mci-group.com regarding the registration and hotel booking of your staff, please contact them directly for any enquiry.

5. EMBARGO

No data should be presented in any satellite symposium which will subsequently be presented either orally or as a poster at the meeting.



6. INSERT

Companies holding a satellite symposium can insert an advertising leaflet in the congress bags.

- ✓ Each insert should require one manipulation only for inclusion in the congress bag.
- ✓ The maximum size of each insert is limited to maximum A4 format. (210 mm x 297 mm).
- ✓ The thickness of each insert is limited to 3 mm.
- ✓ The maximum weight per insert is limited to 25 grams.
- ✓ 3'500 inserts (any leftover inserts will be delivered to your booth)
- ✓ A sample copy of the insert (pdf format) should be forwarded by **22 June 2022** to:
coralie.deleage@mci-group.com

7. AUDIOVISUAL EQUIPMENT OF CONFERENCE ROOMS

All conference rooms used for **satellite & mini satellite symposia** during the ESPEN 2022 congress will be equipped as follows:

Single Power Point Presentation:

- ✓ 1 Data projector (beamer)
- ✓ 1 PC for Power Point
- ✓ **Speaker Preview Room to upload the speakers presentations**
- ✓ Screen
- ✓ Return screen (confident monitor) for speakers
- ✓ Sound: Inside room conference standard sound system for the audience
- ✓ 1 laser pointer
- ✓ 3 fixed microphone on presidential table
- ✓ 1 fixed microphone for speaker lectern
- ✓ 1 headset microphone at the speaker lectern
- ✓ Standing microphone in alleys for Q&A

Any additional audio-visual equipment can be ordered at an extra cost to SteinerLIVE (information on the technical manual)

8. CATERING FACILITIES

Companies organising satellite symposia can serve food & beverage prior to or after their symposium. Orders to be placed via the official caterer at Messe Wein.

9. HOSTESSES REQUESTS

All the information concerning hostess hiring will be provided soon.