



45th ESPEN Congress

on Clinical Nutrition & Metabolism

Live healthY with Optimal Nutrition
Lyon, France | 11-14 September 2023

International use



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 holding a Satellite Symposium outside the Congress Centre and/or outside the official Satellite Symposia slots will be fined with EUR 50,000, and they will not be invited to participate at the following Congress and will encounter serious disagreements with the Central ESPEN Authorities.

2. FREE PARTICIPANT BADGE ALLOCATION

Companies holding an official satellite symposium during the ESPEN 2023 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
Plenary	7	10
Auditorium Lumiere	5	7
Forum 3	4	6
Forum 2	3	5
Forum 1	2	4

3. SATELLITE SYMPOSIA ADVERTISING OPTIONS

HANDOUTS

Companies holding an official satellite symposium during the ESPEN 2023 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.

SELF STANDING ROLL-UP DISPLAY

Companies holding an official satellite symposium during the ESPEN 2023 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 2023 congress are allowed to advertise their satellite symposium by displaying 1 roll up banner in the registration area only the day of their symposium.

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.



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. For Additional information, please contact: valerie.bazerolle@ccc-lyon.com
 - Presidential table – Companies may prepare company or product logo to be installed against the presidential table. For Additional information, please contact: valerie.bazerolle@ccc-lyon.com
- ✓ 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 symposium without damage to any existing branding/furniture
- ✓ 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 May 2023.

4. SATELLITE SYMPOSIA PROGRAMME AND SPEAKERS

To have their satellite symposium programme approved by the ESPEN Scientific Committee companies holding an official satellite symposium programme during ESPEN 2023 are requested to provide the organizers with the following information regarding their symposia:

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

This information must be provided to amel.benmabrouk@wearemci.com by **21 June 2023** 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 or for distribution at the registration are if no bags are provided.

- ✓ 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.
- ✓ 4'000 inserts (any leftover inserts will be delivered to your booth)
- ✓ A sample copy of the insert (pdf format) should be forwarded by **14 June 2023** to:
amel.benmabrouk@wearemci.com

7. AUDIOVISUAL EQUIPMENT OF CONFERENCE ROOMS

All conference rooms used for **satellite symposia** during the ESPEN 2023 congress will be equipped as follows:

Single Power Point Presentation:

- ✓ 1 screen and data projector
 - ✓ 1 presentation computer on the lectern
 - ✓ 1 presentation remote / clicker
 - ✓ 1 foldback monitor facing the presidential table
 - ✓ 1 lectern microphone
 - ✓ 2 presidential table microphones
 - ✓ 1 cordless headset microphone
 - ✓ Standing microphone for Q&A
 - ✓ Sound: Inside room conference standard sound system for the audience
- ✓ **All PPT presentations to be uploaded into the system at the Speaker Preview Room**

Any additional audio-visual equipment can be ordered at an extra cost to CCL. Please contact valerie.bazerolle@ccc-lyon.com

8. CATERING FACILITIES

Companies organising satellite symposia can serve food & beverage prior to or after their symposium. To coordinate the orders and avoid overlaps with the congress catering, please contact lara.schneider@wearemci.com

9. HOSTESSES REQUESTS

Please contact: valerie.bazerolle@ccc-lyon.com