



SYMPOSIA GUIDELINES

1. WHAT IS INCLUDED IN THE SATELLITE SYMPOSIA PACKAGE

All satellite symposia packages include the following:

- ✓ Room rental
- ✓ Basic congress audio-visual equipment and onsite management (more information below)
- ✓ Roll-up to advertise for the symposium (more information below)
- ✓ Opportunity to brand the speaker lectern and the presidential table
- ✓ Digital satellite advertisement
- ✓ 1 display table at the entrance of the room (on request)
- ✓ Symposium recording as a downloadable file for your own company use
- ✓ Live streaming
- ✓ 2 badge scanners per symposium
- ✓ Complimentary full registration and symposium access cards (more information below)
- ✓ Acknowledgement and symposium programme in the Final Programme and ESPEN congress website
- ✓ Use of the ESPEN congress logo on your satellite symposium invitation

2. OFF SITE SATELLITE SYMPOSIA

All Satellite Symposia must be organised at the Congress Centre at official time slots offered by ESPEN (see Partnership opportunities brochure). 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.

3. FREE PARTICIPANT BADGE ALLOCATION

Companies holding an official satellite symposium during the ESPEN 2024 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 |
|------------------------|--------------------------------------|---|
| Golden room – 1800 pax | 7 | 10 |
| Space 1/2 – 750 pax | 5 | 8 |
| Brown 3 – 540 pax | 4 | 6 |
| Brown 2 – 520 pax | 4 | 6 |
| Amber 3/4 – 300 pax | 2 | 4 |



4. SATELLITE SYMPOSIA ADVERTISING OPTIONS

HANDOUTS

Companies holding an official satellite symposium during the ESPEN 2024 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 2024 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 2024 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. Please also bear in mind the time indicated below to change the signage.
- ✓ Speaker's lectern and presidential table: Companies may prepare a sign to be installed on the lectern and/or presidential table. We recommend that the signage is designed and printed directly by the venue. Signage specs are the following:
 - for the lectern are 54x127cm; (see image below) – cost: €71 (not incl. VAT) – 15 minutes are needed to change the signage
 - for the table (195.5x81cm); (see image below) – cost 478€ (not incl. VAT) – 30 minutes are needed to change the signage

To place your order or for additional information, please contact

espen2024@fieramilanocongressi.it

All other corporate branding in the meeting rooms must be self-standing (branding manual to be communicated soon).

- ✓ 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 damage or reprint of the congress signage will be at the companies' cost.

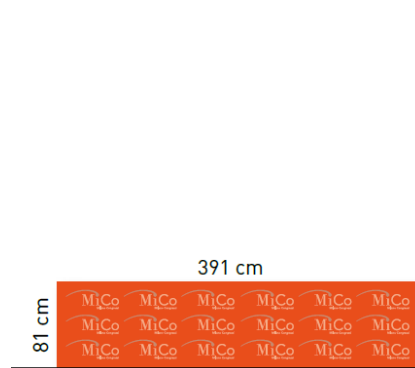


Should you wish to produce your own signage, please contact espen2024@fieramilanocongressi.it to ensure that there won't be any issues or additional costs for putting/removing the sign.

Speaker's lectern



Presidential table



SPEAKERS AND CHAIRS NAMEPLATES

These will not be provided by ESPEN.

5. 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 2024 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 fleurange.bieri@wearemci.com by **Friday, 31 May 2024** via the **Satellite Symposium Programme form** available in the **Technical Manual**.

Please note that it is the **sponsor's responsibility** to register the speakers to the congress. Please contact EspenR@mci-group.com directly for registration and hotel booking issues.

6. EMBARGO

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



7. AUDIOVISUAL EQUIPMENT OF CONFERENCE ROOMS

All conference rooms used for satellite symposia during the ESPEN 2024 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

Additional equipment:

- ✓ 1 lectern microphone
- ✓ 2 presidential table microphones
- ✓ 1 cordless headset microphone (only for Plenary)
- ✓ Standing microphone for Q&A (number depends on the size of the room (*in principle 1 mic is considered for 150-200 pax*)).
- ✓ Sound: Inside room conference standard sound system for the audience
- ✓ **Any additional audio-visual equipment can be ordered at an extra cost.** Please visit the [Exhibitor Services](#)
- ✓ **All PPT presentations must be uploaded at the Speaker Preview Room maximum 2 hours before the time of the presentation.**

8. CATERING FACILITIES

Companies organising satellite symposia can serve food & beverage prior to or after their symposium. Please submit your order through the [Exhibitor Services](#).

9. HOSTESSES REQUESTS

Please submit your order through the [Exhibitor Services](#).