

47th
ESPEN
CONGRESS



47th ESPEN Congress on Clinical Nutrition & Metabolism

Prague, Czech Republic • **13-16 September 2025**

Prague Congress Centre



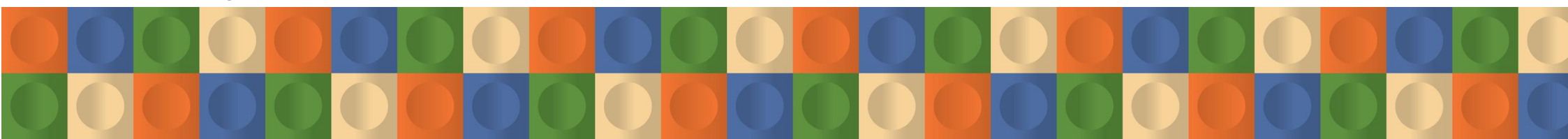
REVOLUTION
IN NUTRITION

TECHNICAL MANUAL

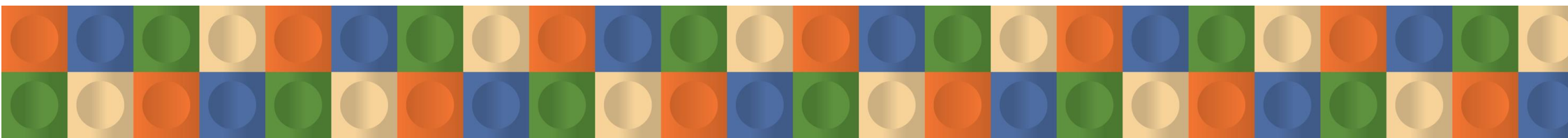
Summary

Contents

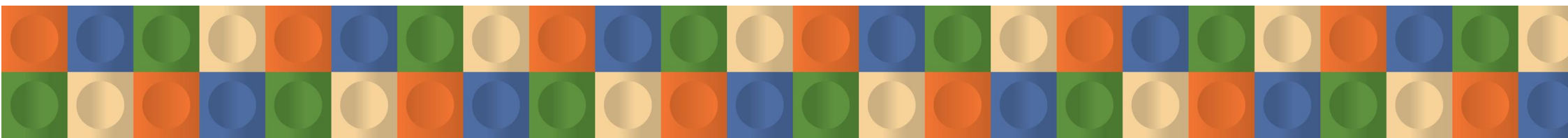
Summary.....	2
KEY CONTACTS.....	6
INTRODUCTION	7
TIMELINE & DEADLINES.....	8
SCIENTIFIC PROGRAMME OVERVIEW	9
VENUE FLOORPLAN.....	10
EXHIBITION FLOORPLAN	11
EXHIBITION AND SET-UP RULES AND REGULATIONS	12
Invoicing	12
Changes in the exhibition layout or reserved space.....	12
Sharing of sub-letting of stands	12
Exhibition location	12
Build-up and dismantling.....	12
Booth builder/contractor	13
Stand design and regulations (shell scheme / space only)	13
Shell scheme – Stand design and guidelines	14
Space only – Stand design and guidelines	15
Orders – Equipment and onsite services.....	16
Cleaning, Empties and Waste removal	17
Stand activities	17
Social events and Laser shows	17
Manning of stands.....	17



Give-aways and distribution of printed materials	17
Product disclaimer	18
Product sale.....	18
Loading/Unloading.....	18
SATELLITE SYMPOSIA RULES AND REGULATIONS	19
Description and rules.....	19
Satellite symposia package	19
Complimentary registration/badge allocation.....	20
Symposium Programme.....	20
Publication and Advertising	20
Speakers and chairs nameplates.....	22
Audiovisual equipment	22
Live polling and Q&A	22
Catering	23
Staff	23
FLASH SYMPOSIA	24
Description and rules.....	24
Flash symposia package	24
Programme and speakers, chairs and moderators	24
Publication and advertising	24
Audiovisual equipment	24
HOSPITALITY SUITES AND MEETING ROOMS.....	25
Definition	25
Location	25
Accessibility	25
Equipment & catering	26



BRANDING AND DIGITAL OPPORTUNITIES	27
ORGANISER AND VENUE SAFETY, LIABILITY AND INSURANCE REGULATIONS	30
Certification of decorative materials and stand structures	30
Certification from civil engineer	30
Health and Safety work Regulations	30
Liability	30
Security and Insurance	31
DELIVERY AND SHIPPING INSTRUCTIONS.....	32
REGISTRATION AND ACCOMMODATION	34
Exhibiting staff registrations	34
Free participant registration/badge allocation	34
Registration types and entitlements	34
Registration for speakers of satellite and flash symposium	35
Contact details for Registration and Accommodation	36
TRAVEL TO PRAGUE AND ONSITE	37
Visa and documentation required to travel to Czech Republic	37
Coming to Prague and the Venue	37
BUILD-UP AND DISMANTLING FOR EXHIBITORS	38
Access for build-up and dismantling	38
Access for unloading, build-up and dismantling.....	39
Exhibition, Build-up and Dismantling schedule	40
OTHER IMPORTANT INFORMATION TO READ AT THE PLANNING STAGE	41
AIFA (Italian Medicine Agency)	41
Cancellation policy	41
Coffee and lunch breaks	41
Company profile	41



Congress App..... 42

Currency 42

Electricity in Czech Republic 42

Electricity supply/lighting at the venue..... 42

Health and Safety 42

Lead retrievers / Badge scanners 43

Parking..... 43

Shuttle bus..... 43

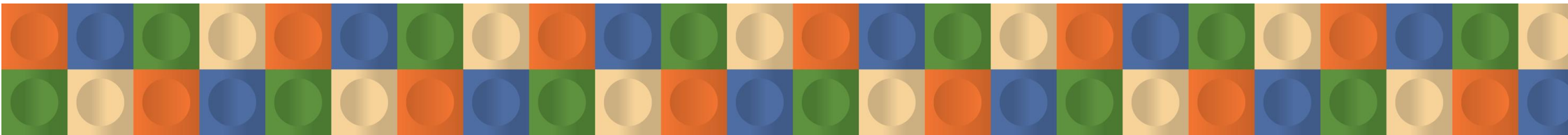
Sustainability..... 43

Wi-Fi / Internet 43

SUSTAINABILITY 44

KEY CONTACTS 50

USEFUL DOCUMENTS 51



KEY CONTACTS

Congress Exhibition & Sponsors Overall Supervision

MCI Geneva

Amel Benmabrouk

Tel: +41 (0)22 339 96 27

Email: amel.benmabrouk@wearemci.com



On-site & Freight Handling Agent

Fairexx - Logistics for Exhibitions & BeckSpedition (local partner)

Jens Metscher

Tel: +49 (0)30 4403 47 15

Email: jens.metscher@fairexx.com



Onsite services (exhibition, furniture, decor, cleaning, catering, IT, AV, etc.)

EXPOsale

Orders must be placed through the [Exhibitor Services](#)

Specific requests or completed forms may be sent to:

expo@exposale.cz



Lead Retrieval / Badge scanners Orders

MCI Geneva

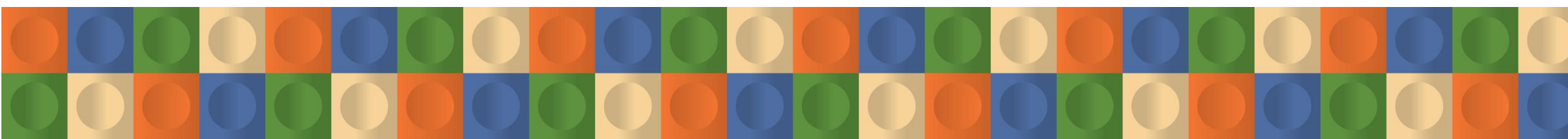
Orders must be placed [here](#)

Specific requests may be sent to:

Karen Bhavnani

Tel: +41 22 33 99 611

Email: badgereader@mci-group.com



INTRODUCTION

Please click on the links below to access and download the specified documents.

Sponsors/exhibitors may access the [Exhibitor Services Portal](#) to order any specific equipment or onsite services. All companies will need to register on the web shop and will receive within few days a confirmation email from our local partner EXPOSale a welcome e-mail. If you can't find the e-mail or don't receive it, please first check in your spam folder, then contact expo@exposale.cz or Linda.Skarkova@exposale.cz and ask for the confirmation email to be sent/resent.

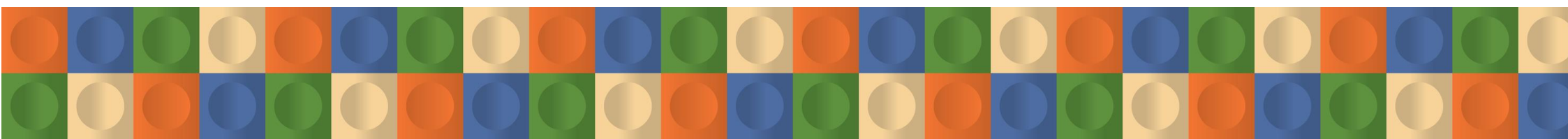
IMPORTANT: Please note that your credentials will only be sent after the following actions:

1. you have completed and returned the signed [order form](#) for your exhibition booth and/or symposium to MCI Suisse SA (MCI) (amel.benmabrouk@wearemci.com)
2. your exhibition space has been confirmed by Amel Benmabrouk from MCI.

Once the confirmation is received, MCI must liaise with the local partner, which will send you the credentials, so please allow a few days to receive the e-mail with your credentials.

IMPORTANT: All orders must be placed through the [Exhibitor Services Portal](#). The e-mail address expo@exposale.cz shall be used ONLY for specific requests, clarifications, and to receive raw space along with:

- quoted layout, with positioning of the equipment, machinery and/or installations in exhibition
- statement and description of the materials to be used for the preparation of the exhibition space
- plans indicating electricity, water, specifications for special machinery and/or equipment



TIMELINE & DEADLINES

**06
June**

**23
June**

**27
June**

**18
July**

**13
August**

**04
Sept**

**13-16
September**

- ✓ **Satellite Symposium and Flash Symposium programme**
submission deadline via the form available in the technical manual

- ✓ **ESPEN logo utilisation on sponsors' documents**
submission deadline for approval (see [guidelines](#))

- ✓ **Custom booths plans for space only stands**
submission deadline for approval to amel.benmabrouk@wearemci.com, david.kovrcek@praguecc.cz and expo@exposale.cz

- ✓ **Company profile & Logo form**
submission deadline [HERE](#)

- ✓ **Final programme adverts:** print files sent

- ✓ **Ensure that your staff and speakers are registered**
(EspenR@mci-group.com)

- ✓ **Additional equipment and services ordering deadline at EXPOsale/Prague Congress Centre**
– after this date, cost will increase by 25%

- ✓ **E-drivers text and sending information**
submission deadline to amel.benmabrouk@wearemci.com and clarissa@kabloom-agency.com

- ✓ **Deadline for arrival of materials at Fairexx Germany Warehouse.**
!! refer to shipment guidelines for instructions and various deadlines depending on how shipment is made

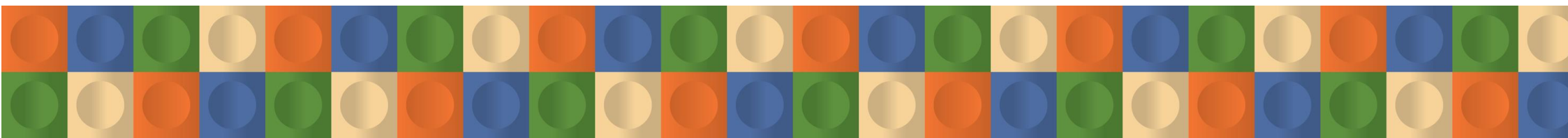
- ✓ **Push/website notifications content** must be sent **at least 2 weeks** prior to



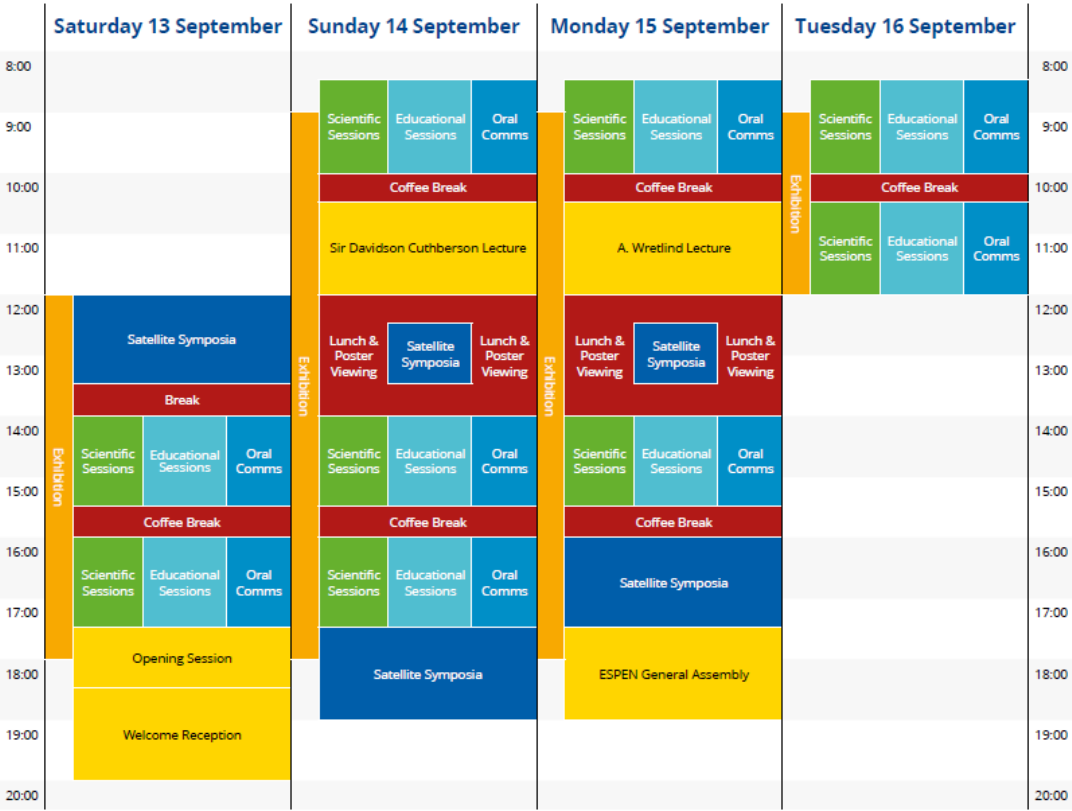
All documents and communications must be sent to amel.benmabrouk@wearemci.com

Other important deadlines:

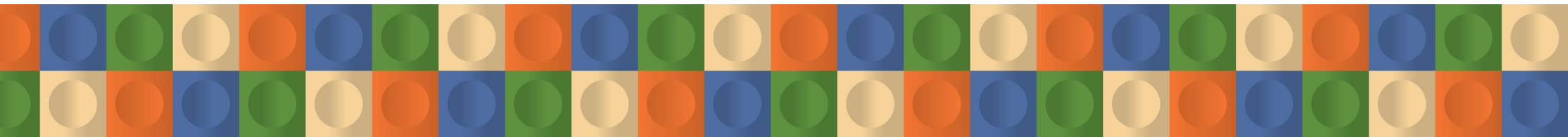
- ✓ **Time-slot requests for material unloading: 29 August 2025**
- ✓ **Sending of printing files for branding: 20 August 2025**



SCIENTIFIC PROGRAMME OVERVIEW

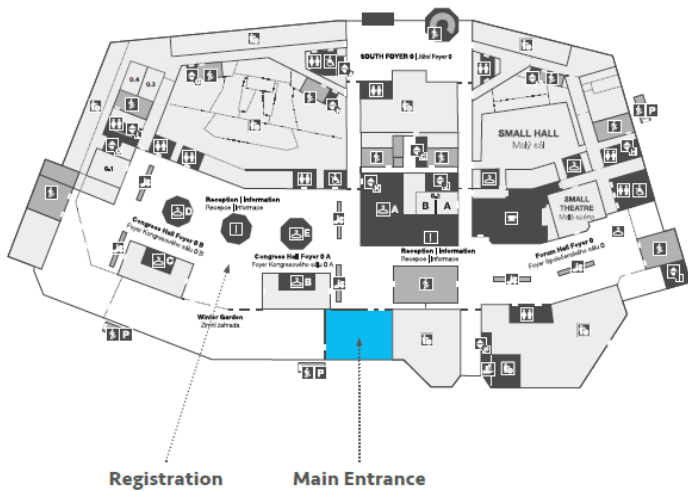


For more information, visit the [online scientific programme](#)



VENUE FLOORPLAN

Ground floor



1st floor

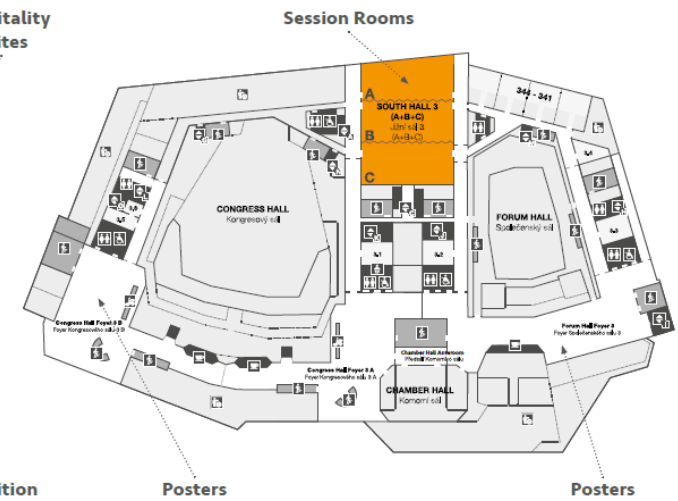


The venue and all rooms allow easy access for individuals with disabilities.

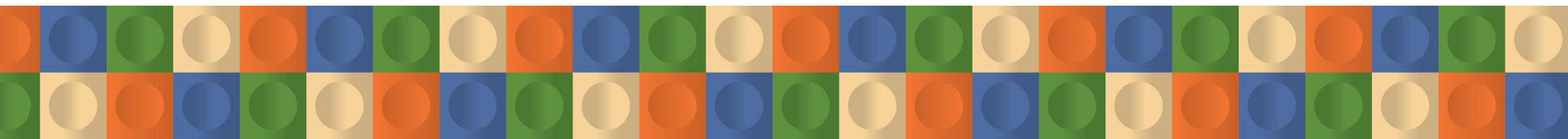
2nd floor



3rd floor



Information to access the venue is available in the section [Travel to Prague and onsite \(health and safety, visa, etc\)](#)

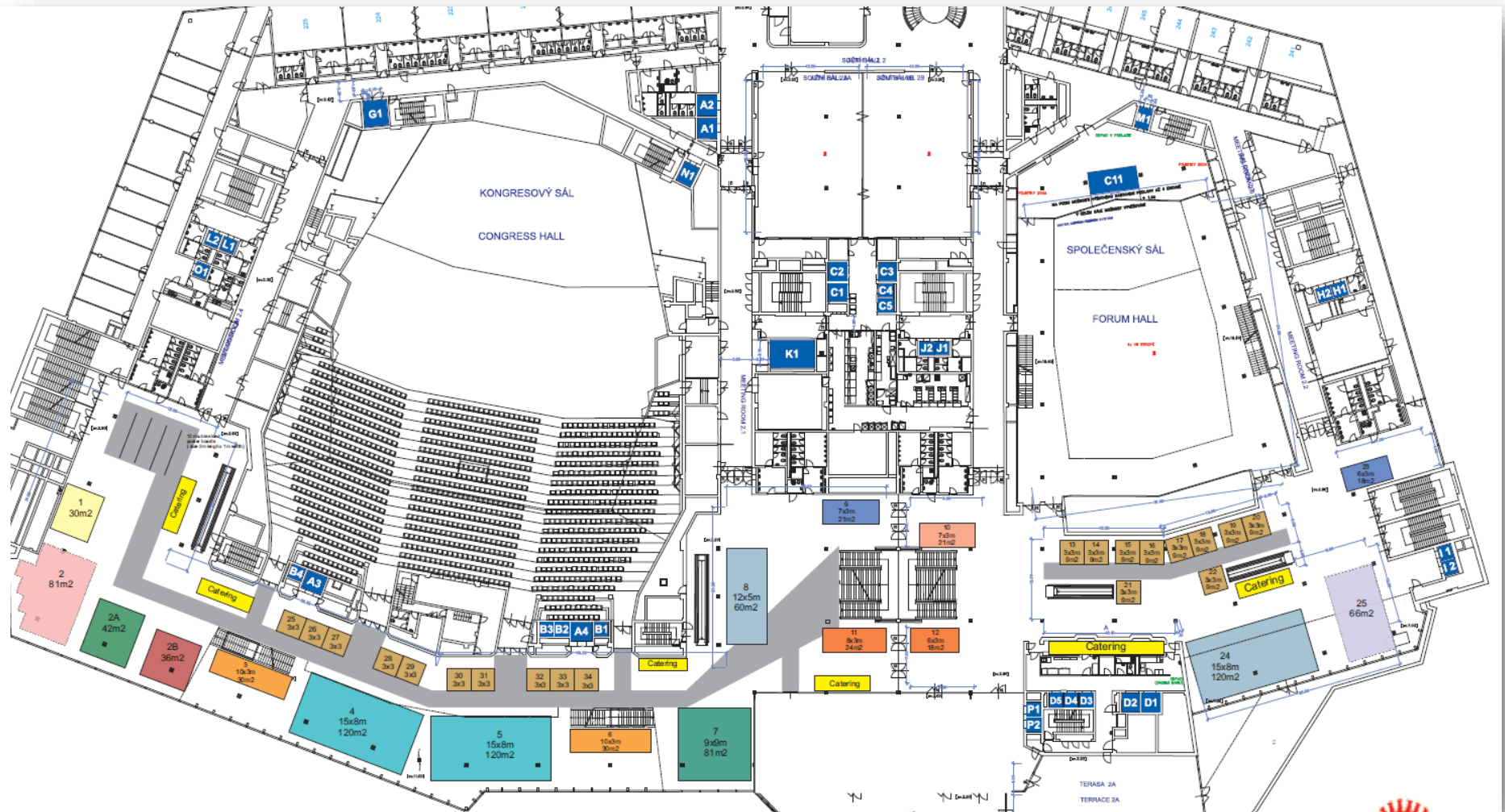


EXHIBITION FLOORPLAN

*As at 16.04.2025

Exhibitors list

- 2 – ESPEN Village
- 2A – Avanos
- 2B – InBody
- 4 – Nutricia
- 5 – Abbott
- 6 – Laboratoire Grand Fontaine / Almarai
- 7- Nestlé Health Science
- 8 – Bbraun
- 9 – TauroPharm GmbH
- 11 – Cardinal Health
- 12 – Cosmed
- 13 – GBUK
- 14 – Art Medical
- 15 – Akern
- 16 – Carbery
- 17 – Dutch Food Medical
- 18 – Micrel
- 20 – SterileCare
- 21 – Nutrego
- 22 – Vivisol
- 24 – Fresenius Kabi
- 25 – Baxter
- 32 – Applied Medical



EXHIBITION AND SET-UP RULES AND REGULATIONS

Invoicing

Invoices for exhibition space must be paid by the due date indicated on the invoice. In case of late payment, the organizers reserve the right to resell the space. Full payment of exhibition invoices is required prior to build-up of the exhibition. Exhibitors with outstanding payments may not be allowed to build their stands. Refer to the full Terms and Conditions in the [Partnership Opportunities brochure](#).

Changes in the exhibition layout or reserved space

The organisers reserve the right to allocate an exhibitor to a new location within the exhibition area in case of a change in size of the reserved exhibition space.

While every effort is made to preserve the initial published layout of the exhibition, the organisers shall be entitled to vary the layout if this is in the general interest of the exhibition (i.e. move or remove booths, adjust open/closed sides). Changes will be indicated on the revised versions of the floorplan shared regularly with the exhibitors. **It is the responsibility of the exhibitors to take note of the communications sent in that regard.**

Sharing of sub-letting of stands

Exhibitors are not allowed to share with others and/or sub-let any booth space allotted to them without prior written consent from MCI Suisse SA.

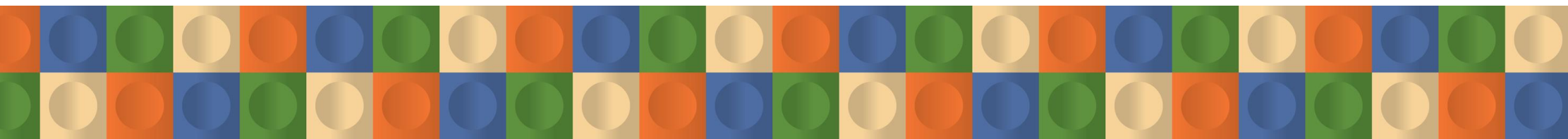
Exhibition location

The exhibition will be located in the Congress & Forum Halls Foyer, level 2 of [the Prague Congress Centre](#). More information on how to access the venue is provided in section “[Travel to Prague and onsite](#)” below.

Build-up and dismantling

Please refer to section “[Build-up and dismantling](#)”.

Please note that, no one under the age of sixteen (16) will be permitted on the exhibition during build-up or dismantling.



Booth builder/contractor

The company/exhibitor holding the booth is requested to inform amel.benmabrouk@wearemci.com of the contractors in charge of building the booth.

It is the responsibility of the company/exhibitor, to inform its contractors (booth builder, etc) of these guidelines, including the [request for passes](#), that are necessary for build-up and the schedule for build-up & dismantling. Credentials, if any, to access the online platform for placing orders, shall also be communicated by the company/exhibitor to its contractors.

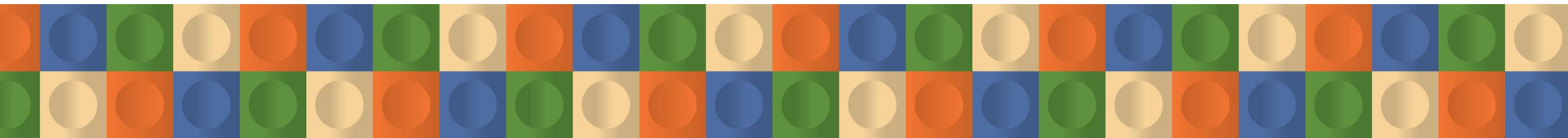
Stand design and regulations (shell scheme / space only)

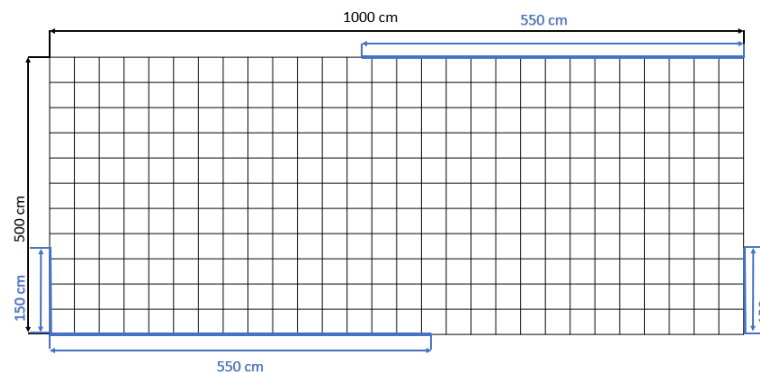
1. **Maximum stand height: 2.50m everywhere in the exhibition foyer.** In a few locations, central, self-standing structures are allowed up to a height of 4m. Please check and confirm with amel.benmabrouk@wearemci.com should you want to build a central, self-standing structure on your space.
2. **Rigging** is NOT permitted.
3. **Pillars:** There are several pillars in the exhibition foyer, which are indicated on the exhibition floorplan. Exhibitors with pillars on their stand surface are allowed to clad them, either using the local printing company (details under [Branding](#) section), or using their own supplier. Material for aluminium surface is necessary. Any other pillars may be branded but conditions in the partnership brochure must be respected. Pillar branding must **strictly follow conditions under paragraph 13**. The distribution boxes/mains and/or emergency signs on the columns, if any, must remain accessible via e.g. doors, windows, curtains.

When booking the space, it is the responsibility of the exhibitor to check if there are any pillars on its stand and to take the necessary measures according to the above.

4. **Emergency exits or equipment** may not be covered or blocked from view at any point in time.
5. **Storage:** It is strictly forbidden to store anything behind or out of your allocated booth space. Please liaise directly with the freight forwarder, [Fairexx](#).
6. **Use of Rented Space & Height Limitation** - The use and branding of rented space may not exceed the rented surface and space in three dimensions. The height limitation as communicated above must be respected both for physical and visual devices (e.g. gobos, etc.).
7. **Sides of stands:** When booking the space, **it is the responsibility of the exhibitor to check the open/closed sides of the stand and to place its signage/equipment accordingly.**
8. **Stand design and transparency/visibility:** to maintain an open exhibition area and fairness amongst all exhibitors, **all exhibitors are requested to maintain open sides of stands or sides adjacent to aisles, open, and/or meet the rule below. Island and Peninsular stands should be accessible from all 4 sides and meet the rule below.**

It is mandatory to have widely open and accessible stands. To comply with the security regulations of the congress venue and to allow smooth delegate traffic throughout the exhibition areas, walls or equipment/structures erected/set-up **on the open sides of a stand cannot exceed 65%** of the total length of the stand, i.e. the line of sight through the stand must be possible **from aisle to aisle for at least 35%** of the stand width when viewed from each open side (refer to example below).





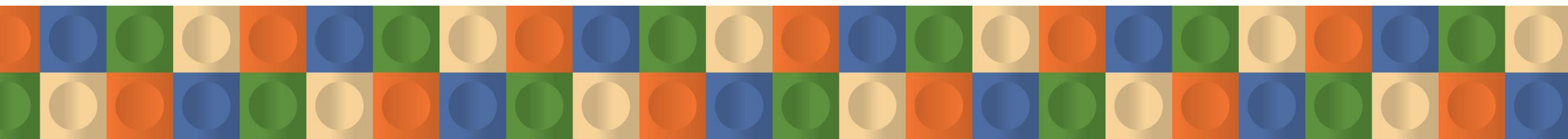
9. **Flow of delegates:** nothing may impede the free flow of delegates in the aisles, i.e. nothing may be built in the aisles, nor may furniture or equipment stand in the aisle space. This includes stand activities organised by exhibitors (see [Stand Activities](#) section below).
10. **Levels:** Only one level stands will be permitted.
11. **Weight is limited to 400 kg / m²**
12. **Floor:** The exhibition foyer floor is fragile (covered with white/light grey marble). The exhibitor will be responsible for any caused damages.
13. **It is strictly forbidden to** paint, glue, drill, screw or nail the walls, ceilings, floors or column, or place anything on the walls, columns or any of the technical installations, that may scratch, leave prints, paint, glue or dents. Any damages will be at the responsibility of the exhibitor.
14. **Venue's Technical Regulations and exhibitors' obligations:** Please consult the [Prague Congress Centre's Exhibitor Services Kit](#) and [General conditions](#).

Please refer also to section **ORGANISER AND VENUE SAFETY, LIABILITY AND INSURANCE REGULATIONS**.

Shell scheme – Stand design and guidelines

The following equipment is included in the package:

- Exhibition floor space, carpeted in dark blue colour
- Shell scheme frame (height 2.50m)
- 1x fascia board for company name (black colour, max 20 letters, no logo)
- Light: 3x spotlights (for a 9sqm booth)
- Electrical supply; 3.5Kw (1x extension cable with 3 sockets)
- Standard furniture: Reception desk (lockable cabinet) 100x50x100 – 1 Stool – Waste bin – Coat hanger -1 round table 80cm – 3 chairs (for a 9sqm booth)
- Basic stand cleaning



The electrical supply, provided via the ceiling or floor, is sufficient to power the spotlights provided with your booth and three devices (mobile phone, screen and laptop). Should you need additional power, please order via the [Exhibitor Services Portal](#).

Partitions: It is strictly forbidden to drill in the walls. However, you can use instead: tape, double-sided tape, hook + chains. In case of damage, partitions will be at the expense of the exhibitor.

Wall printing: Should you need this service, please order via the [Exhibitor Services Portal](#). **It is not allowed to print anything on the outside walls.** Please submit your design to amel.benmabrouk@wearemci.com for approval before printing.

!! Please read also the important information under [Stand design and regulations \(for shell scheme / space only\)](#)



(non contractual pictures)

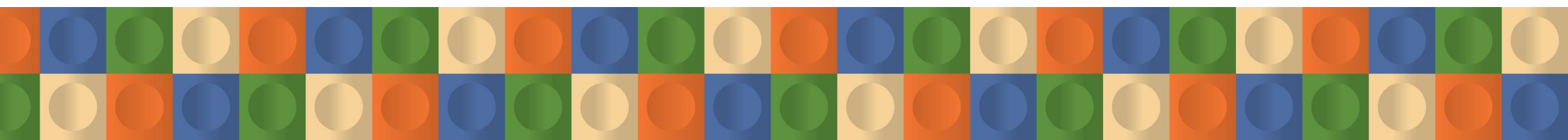
Space only – Stand design and guidelines

For **complex structures**, please refer to section 2 of the [Prague Congress Centre's Exhibitor Services Kit](#)).

Adjacent walls: It is under the exhibiting company's responsibility to build its own adjacent wall. **Plans of all Space Only stands must be submitted to amel.benmabrouk@wearemci.com, expo@exposale.cz and david.kovrzek@praguecc.cz by Monday, 23 June 2025 at the latest for approval.**

Plans are necessary to confirm how the booth will be set-up and equipped and to ensure that it meets the organiser and the venue exhibition and security rules.

!! Please read also the important information under [Stand design and regulations \(for shell scheme / space only\)](#)



Orders – Equipment and onsite services

Unless indicated above, for shell scheme booths, any furniture, carpet, plants, equipment, lights, water or electricity supply, AV & IT equipment, printing, cleaning, staff/hostesses and any other extra items or services needed for your booth, may be ordered in the [Exhibitor Services Portal](#). The following schedule applies for orders:

- ✓ **18 July 2025: Deadline for additional equipment and services ordered** to EXPOsale/Prague Congress Centre.
- ✓ After this date, cost will increase by 25% - Late Order services cannot be guaranteed and will be confirmed individually.
- ✓ On-site Orders are possible but are subject to availability. A 50% surcharge will be charged for all On-site Orders and must be paid by credit card or in cash.

Orders – Badges scanners and lead retrievals

Make sure to get the most out of your participation at ESPEN with the lead retrieval solutions. With various packages adapted to your needs for your booth, your hospitality suite or your symposium room, the scanning devices will allow you to collect the key information from all the leads you engage with during the Congress, in a secure, easy and compliant way.

Contact: badgereader@mci-group.com with your needs & questions to obtain your quote and/or place your order directly [here](#).

Order early to benefit from the best available rates!

Orders - Catering

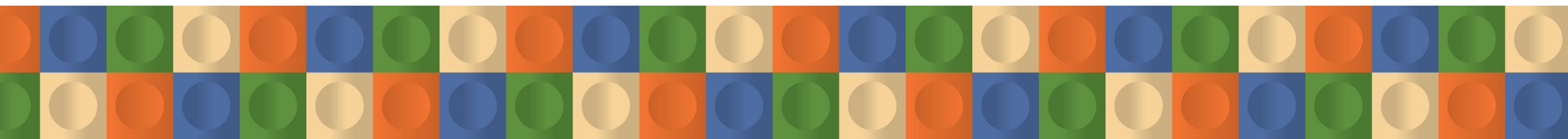
Food or beverage for booths or rooms must be ordered through [Zatisi Catering Group](#). Catering order can be served into the rooms if space allows it. Cleaning is included in the catering offer. Catering and cleaning must be paid by the exhibitor/company directly to the catering/cleaning company of the congress centre.

Coffee, tea and refreshments only may be served from the rented exhibition space. Alcohol is not allowed in the exhibition area. All orders shall be placed through the official catering provider and must be served from within the exhibition space rented and not beyond. All cleaning costs must be covered by the exhibitor. If exhibitors want to bring their own barista, they can do so at no extra cost (corkage fee).

It is not permitted to sell any food or drinks on the exhibition hall or anywhere else in the congress centre.

All stand catering orders must be done via the [catering order form](#) and must be sent to Jitka.zahradkova@zatisigroup.cz

All the lunch bags orders must be done via the [lunch bags offer](#) and must be sent to Jitka.zahradkova@zatisigroup.cz



Cleaning, Empties and Waste removal

Exhibitors are responsible for removing any discarded refuse or waste, including promotional materials, at their own risk and expense, at any time before, during, or after the exhibition. Common event areas, such as exhibition aisles, will be cleaned daily. Cleaning staff will not enter any exhibit for cleaning purposes unless this service is included in the shell scheme booth package or specifically ordered by the exhibitor. No waste, such as empty cartons, crates, or shipping/packing materials, may be left in the booth or aisles. If any exhibitor or their contractors leave such materials behind, the removal costs will be charged to the exhibitor. Please contact the official forwarder, [Fairexx](#) for handling and storage of your empty crates and other packing materials throughout the exhibition.

Stand activities

“Meet the expert” sessions or press briefings at the stand are not allowed during the official scientific programme. Activities during coffee breaks are accepted **if they do not disturb the other exhibitors**. Exhibitors may not use audible electronic, mechanical apparatus, or open audio systems which may be heard outside the exhibitor’s assigned space. The adequate equipment (eg. headsets) shall be organised. The Organizers reserve the right to require any exhibitor to discontinue any activity that may cause annoyance or interference with others.

When designing their stand layout, exhibitors must ensure that the planned activities and the participating audience do not go beyond the boundaries of the stand, i.e. the audience must not stand in the aisles. This is for security reasons and fairness over the neighboring booths.

A request to hold such sessions must be submitted to the organisers (MCI) for approval. Stand activities such as quizzes, contests, etc. can take place, under respect of Medtech compliance rules, throughout the exhibition opening hours only. If a pre-approved activity is deemed to be a nuisance to other exhibitors during the congress, the organisers (MCI) may decide to stop it at any point.

Social events and Laser shows

Social events may not be arranged for delegates during the scientific programme (including the satellite symposia), or during the opening ceremony. Transportation to social events may not depart during the official programme (including the satellite symposia and welcome reception).

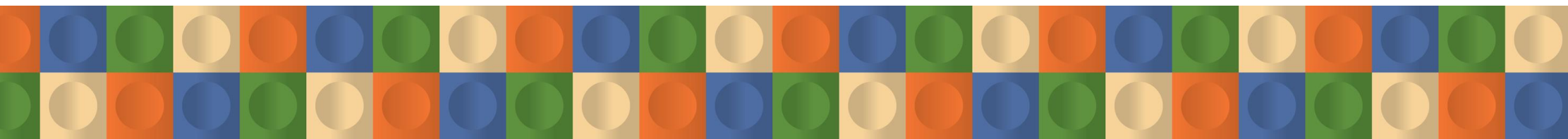
No laser shows will be allowed at this event.

Manning of stands

Exhibitors will be required to ensure that their stands are manned during the opening hours of the exhibition and must not dismantle their stands before the published closing time.

Give-aways and distribution of printed materials

Give-aways and printed material may only be distributed in the space rented by the exhibitor in the exhibition hall, in hospitality suites, or at satellite symposia. It is strictly forbidden to distribute printed materials in the exhibition hall, catering areas, any other areas of the Congress and any hotel used by



the event. Product identification is permitted on give-aways by respecting the section “Product disclaimer”. Contests, lotteries and raffles are subject to approval by the organisers and need to be compliant under EFPIA/Med-tech and national rules and regulations.

Product disclaimer

The acceptance of a product or service for the exhibition does not in any manner constitute an endorsement by the Organisers. Each exhibitor and/or sponsor is responsible for the material and information they make available at Congress. Exhibitors and sponsors should only present material and information which has been approved by their legal departments, and which is in compliance with the legislation of the host country of the ESPEN congress.

It is the responsibility of the exhibitors and sponsors to address these issues and any conflicts arising from such matters directly among themselves as the Organizers will not arbitrate in any way legal issues of this nature. The International Pharmaceutical Congress Advisory Association’s (IPCAA) Code of Conduct, Medical Congress Guidelines and Housing Guidelines, and the Code of Practice of the European Federation of Pharmaceutical Industries and Associations (EFPIA) should also be adopted.

Please make sure that you consult the Code of Conduct in application which may be found here: <https://www.efpia.eu/relationships-code/the-efpia-code>

Product sale

Direct sales are allowed on the exhibition floor. All companies participating in this event are solely liable and responsible for handling any onsite transactions in accordance with the laws and regulations of the host country. Companies must ensure that all transactions are declared appropriately and comply with local legal requirements. The event organizers are not responsible for any transactions conducted between companies and individuals.

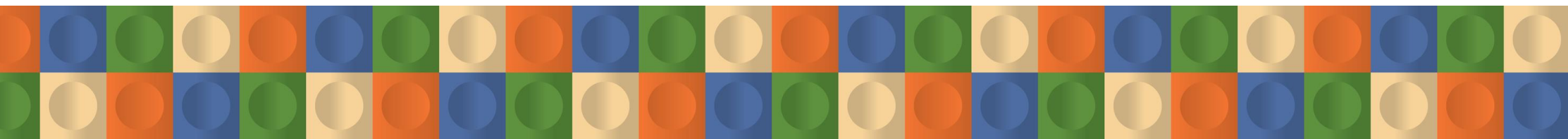
Photo & Film recording

Taking videos and pictures of your stand and staff working during the event is permitted, however, please ensure that delegates and other exhibitors are not identifiable in your videos/photos unless you have explicitly asked for their consent. Exhibitors are only permitted to take photographs of their own booth and displays. It is strictly forbidden to reproduce, draw, photograph or video products or displays owned by other Exhibitors without their prior written consent. Use of video recording equipment within the venue is strictly forbidden unless written approval has been granted

Loading/Unloading

Only two trucks can be unloaded at the same time — parking for other vehicles is not permitted. There is then approximately a 400-meter-long corridor to the cargo lift and the materials need to be transported up. Please refer to the [shipping guidelines](#) for more details.

Loading and unloading slots will be allocated by our partner FAIREXX for all exhibitors. Exhibitors booking this service through FAIREXX will have **priority** during build up and dismantling.



SATELLITE SYMPOSIA RULES AND REGULATIONS

Description and rules

Satellite symposia are sponsored sessions, which offer scientific/educational/product information through presentations/panel discussions. They are events held in between sessions of the official scientific programme. All satellite symposia must be held at the Congress Centre during the official time slots offered by the ESPEN (see [SCIENTIFIC PROGRAMME OVERVIEW](#) and [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, will not be invited to participate at the following Congress and will encounter serious disagreements with the Central ESPEN Authorities.

Satellite symposia during the time frame Saturday, 13 September 08:30 to Tuesday, 16 September 12:00 need to be held at the Congress Centre.

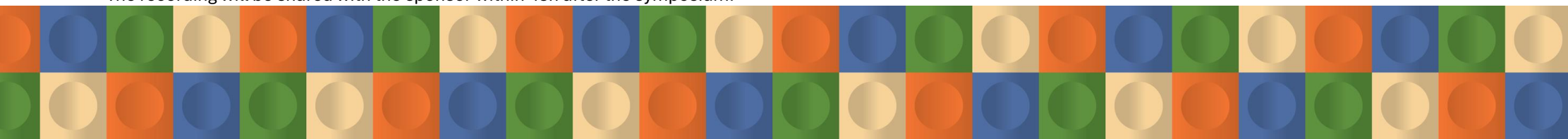
Satellite symposia package

All satellite symposia packages include the following¹:

- ✓ Room rental
- ✓ Basic congress audio-visual equipment and onsite management (more information below)
- ✓ Opportunity to display a roll-up to advertise for the symposium (more information below) - *at sponsor's cost*
- ✓ Opportunity to brand the speaker lectern and the presidential table - *at sponsor's cost*
- ✓ 1 display table at the entrance of the room (on request)
- ✓ Symposium recording as a downloadable file for your own company use²
- ✓ Live streaming (to registered Congress participants)
- ✓ 2 badge scanners per symposium - **To order additional scanners/lead retrievers** for your symposium, refer to section [Lead Retrievers / Badge scanners](#).
- ✓ 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 (refer to [ESPEN promotional toolkit](#))

¹ Symposia rehearsals are not included in the package and are only scheduled upon request and upon availability of the room.

² All satellite symposia will be recorded. The recording will be made available on the event platform a couple of hours after the session until 31 December 2025. The recording will be shared with the sponsor within 48h after the symposium.



Complimentary registration/badge allocation

Companies holding an official satellite symposium during the ESPEN congress are entitled to a certain number of complimentary/free delegate registrations. The number of complimentary registrations offered depends on the conference room booked for the satellite symposia. Refer to table in section [Free participant registration/badge allocation](#)

Symposium Programme

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

- ✓ 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 **Monday, 09 June 2025** via the [Satellite Symposium Programme form](#).

Sponsors of Satellite Symposia may select topics and speakers. Gender and geographical criteria must be considered upon selection of the speakers, chairs and moderators.

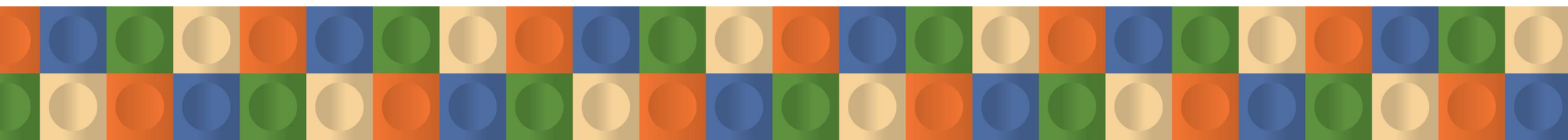
Speakers/Chairs/Moderators

All the speakers/chairs/moderators of the Satellite Symposium must be registered prior to the Congress by the Company/Sponsor taking a Symposium slot. The expenses (hotel, travel, registration) of Satellite symposium' speakers, whether or not they are speakers of the ESPEN scientific programme, must be covered by the Company/Sponsor. The costs to be covered must be agreed with MCI at the time of confirming the programme of the symposium. Speakers, chairpersons/moderators of the Satellite Symposia must be contacted by the companies themselves, to notify them of the time and place of the sessions and to arrange for their registration, travel and accommodation, as indicated above.

ESPEN does not require speakers of the Satellite Symposia to submit abstracts of their lectures as they will not be published in the Congress Abstract book. Companies can, however, publish their abstracts for distribution at the entrance of the Satellite Symposium lecture room. **No data should be presented in any satellite symposium which will subsequently be presented either orally or as a poster at the meeting.**

Publication and Advertising

Sessions will be announced on the congress website, in the final programme and on the congress app. The full session programme will be published in the final programme and on the congress website. Any promotional material to be placed in the Congress Centre will require approval from ESPEN.



Handouts - Companies holding an official satellite symposium during the ESPEN 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 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 congress are allowed to advertise their satellite symposium by displaying 1 roll up banner in the registration area only on 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, set up and dismantle the stand-alone advertising.

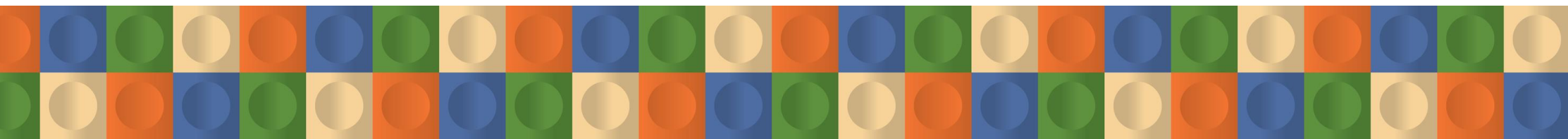
Corporate branding of conference rooms - Due to the tight schedule of sessions in the meeting rooms, the satellite corporate branding inside the meeting rooms is strictly limited to the following. Please also bear in mind the time indicated below to install and dismantle the signage.

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.

To place your order or for additional information, please contact josef.svec@exposale.cz. 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 damage or reprint of the congress signage will be at the company's cost.

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



Speakers and chairs nameplates

These are provided by ESPEN.

Audiovisual equipment

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

Single Power Point Presentation:

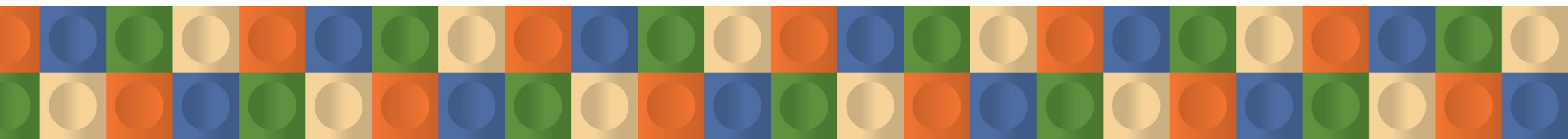
- ✓ 1 screen and data projector
- ✓ 1 presentation computer on the lectern
- ✓ 1 presentation remote / clicker
- ✓ 1 foldback monitor facing the presidential table (NO timer included)

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)
 - ✓ 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 Portal](#)
 - ✓ **All PPT presentations must be uploaded at the Speaker Preview Room minimum 2 hours before the time of the presentation.**

Live polling and Q&A

Live polling or Q&A can be organized by sponsors at their own costs and responsibilities.



Catering

There is no catering or lunch boxes included in the Satellite Symposium package. Companies organising satellite symposia can serve food & beverages prior to or after their symposium.

All catering orders must be done via the [catering order form](#) and must be sent to Jitka.zahradkova@zatisigroup.cz

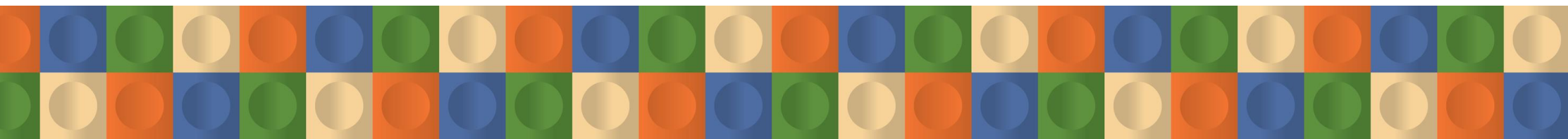
All the lunch bags orders must be done via the [lunch bags offer](#) and must be sent to Jitka.zahradkova@zatisigroup.cz

The relevant cleaning must be ordered and paid for by the company organising the F&B delivery during the symposium.

Wine and Beer can only be served after an Evening Satellite Symposium. No hard alcohol is allowed.

Staff

Besides the room assistant provided by ESPEN, which has clear tasks, as defined by ESPEN, any additional staff to support in the room prior to and during your symposium, must be ordered by the company organising the symposium. Please submit your order through the [Exhibitor Services Portal](#).



FLASH SYMPOSIA

Description and rules

These are interactive educational sessions with target audience of up to 110 people, providing a more commercially oriented exposure.

This type of session will only happen if a minimum of three sessions in total is booked by sponsors. All sessions must be organised in the dedicated space at the Congress Centre during official coffee breaks.

Flash symposia package

All symposia packages include the following:

- ✓ Dedicated seating area in the exhibition hall or session room
- ✓ Standard audio-visual equipment
- ✓ Possibility to display 1-2 roll-ups the day of the symposium (at sponsor's cost)
- ✓ Session of 10 or 30 minutes (during official coffee breaks only)

Programme and speakers, chairs and moderators

Please refer to [instructions under Satellite Symposia](#), which apply for Flash Symposia.

The form to submit the programme for approval is available [here](#).

Publication and advertising

Please refer to [instructions under Satellite Symposia](#), which apply for Flash Symposia.

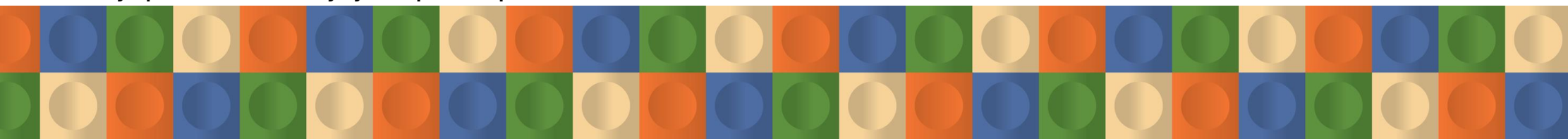
Audiovisual equipment

The space used for Flash Symposia during the ESPEN congress will be equipped as follows (subject to change):

- ✓ 1 laptop PC for PowerPoint presentations
- ✓ 1 LED Screen
- ✓ 1 Sound: standard sound system
- ✓ 1 fixed microphone for speaker lectern
- ✓ **Any additional audio-visual equipment can be ordered at an extra cost.**

Please visit the [Exhibitor Services](#)

The Flash Symposium space is not connected to the Speaker Preview room. PPT presentations will need to be uploaded on the laptop in the flash symposium area directly by the Speaker/sponsor.



HOSPITALITY SUITES AND MEETING ROOMS

A selection of rooms are available in the [Hospitality suites and meeting rooms brochure](#). The order form must be completed to confirm the booking.

1 Full complimentary registration is included for the booking of an Hospitality suite.

During the ESPEN Congress, a number of related meetings take place, organised by various groups and organisations, taking benefit from the presence of the meeting participants at the congress. While this is reasonable and fosters cooperation and networking in the nutrition and metabolism community, the increased number of requests over the years requires some definitions for and regulations to hold such meetings. ESPEN's prime goal in these guidelines is to allow unrestricted access for every delegate to the ESPEN Scientific Programme of the congress and not to create competition between the scientific programme and meetings of particular groups.

Definition

In this document, a meeting is a get-together of experts in a pre-arranged setting with a pre-arranged agenda to exchange information and/or discuss a pre-defined topic. It is usually not open to the public and accessible by invitation only. Meetings may be organised inside or outside the congress centre at specified times according to these guidelines. These guidelines are binding for all organisations or groups, regardless of whether they actively participate in the congress activities or not. Spontaneous “get-togethers” of a few persons during coffee breaks or at any other times are not considered meetings in this document. It is one of the purposes of the ESPEN Congress to encourage networking among colleagues and experts.

Location

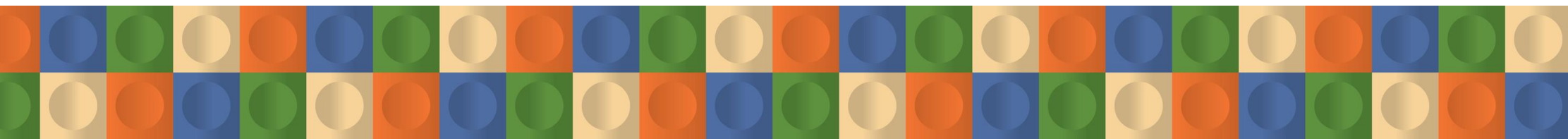
All proposed Hospitality Suites and meeting rooms are located at the [Prague Congress Centre](#). Official Congress Signage will be placed to properly indicate the location of the suites/rooms to the delegates. There's a limited number of rooms available in the congress centre to hold such meetings (refer to the [Hospitality suites and meeting rooms brochure](#)).

Accessibility

All Hospitality Suites and meeting rooms are only accessible during the official congress opening hours and will be ready for set-up on Friday, 12 September 2025 from 14:00 (except Club H, only available as of Saturday morning). You can collect the key(s) at the registration area from the MCI staff from Friday, 12 September, in the morning.

Meetings should not take place during official sessions of the ESPEN scientific programme and are only allowed during official opening hours of the venue, as indicated below. Meetings should also allow enough transfer time³ for participants to attend the **ESPEN Scientific sessions**. No meetings in the

³ **Transfer Time** is defined as the time needed to travel between the meeting location and the congress centre.



congress centre are allowed outside these times. Any extra time is subject to prior approval and will be charged at extra cost. **Duration of the Congress** is defined as Saturday 13 September, 12:00 until Tuesday 16 September, 12:00

ESPEN Scientific Programme is defined as

- Saturday, 13 September 14:00 – 17:30
- Sunday, 14 September 08:30 – 17:30
- Monday, 15 September 08:30 – 15:30
- Tuesday 16 September 08:30 – 12:00

Meetings may take place:

- On Saturday, 13 September from 08:30-14:00
- On Sunday, 14 September from 07:30 to 08:30 and 12:00-14:00 and 17:30-19:30
- On Monday, 15 September from 07:30 to 08:30 and 12:00-14:00 and 15:30-19:00
- On Tuesday, 16 September from 07:30 to 08:30

A meeting may take place if

- it is limited to a maximum duration of two hours
- it does not include more than 25 participants. For meetings with more than 40 participants, prior approval by ESPEN needs to be obtained.

Meeting organised by industry partners and involving congress delegates must not contain any form of “transfer of science or company information” from the industry partner to the audience. This would be considered a Satellite Symposium. ESPEN may ask for further documentation about the meeting such as a list of participants and their affiliations, nature of the meeting, organising body, etc.

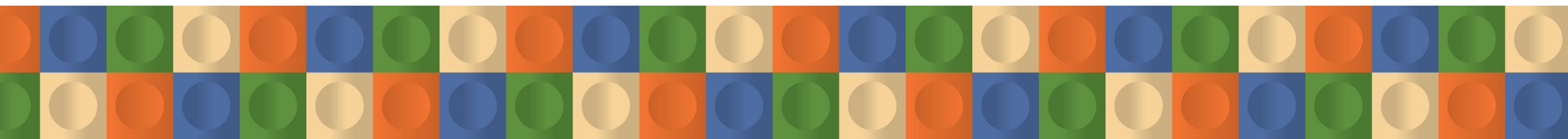
Organisations or groups holding meetings which go against the above rules may be sanctioned by ESPEN.

Equipment & catering

All orders for the Hospitality Suites (AV,...) as well as questions related to the setup inside the suite/meeting room are to be done through the [Exhibitor Services Portal](#). On request, catering options are available.

All catering orders must be done via the [catering order form](#) and must be sent to Jitka.zahradkova@zatisigroup.cz

All the lunch bags orders must be done via the [lunch bags offer](#) and must be sent to Jitka.zahradkova@zatisigroup.cz



The relevant cleaning must be ordered and paid by the company organising the food delivery. More information on catering is available in the [Catering orders](#) section.

BRANDING AND DIGITAL OPPORTUNITIES

The Branding opportunities brochure is available [here](#). The printing specifications are the following:

Accepted file type: Standard print PDF

- All print files ideally 1:1
- Name the print files to be well identifiable
- All fonts need to be converted into curves
- Ideal bitmap resolution is 100-150 DPI in **final size** and in the same time, if possible, please keep the individual files smaller than 100MB
- Bleeds are always useful, especially with correct cropmarks
- Use/Send CMYK colour space only

Responsibility notes:

- We check sizes and quantities of received print files
- We briefly check fonts (that should have been all converted into curves)
- We briefly visually check bitmap resolutions
- We guarantee that the content of received print files will be printed in maximum quality from the print files that have been received
- None of the above transfers any responsibility for correctness and quality of the content of the received print files onto our company as a supplier

Important notice:

- If the print files have not been sent according to the above requirements, it may affect the planned print date and in an extreme case, it may impact result failure to meet exposition realisation deadline.

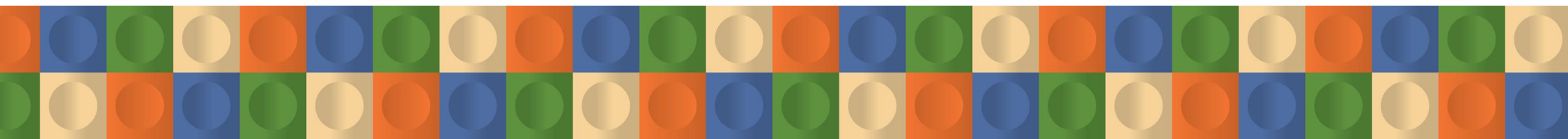
For Floor stickers:

- Recommended: PDF (or illustrator) with bleed + cutting shape path, scale 1:1 (if not possible: 1:10)

File submission and printing

Final artwork delivery: **by 20 August 2025** (after this date, display cannot be guaranteed)

- Submissions for printing/branding related to the branding opportunities brochure must be sent to josef.svec@exposale.cz



- Submissions for printing/branding related to exhibition booth must be sent to expo@exposale.cz

!! All printing proofs must be sent before submission for printing to amel.benmabrouk@wearemci.com for approval

Digital opportunities

Congress WEBSITE push notifications

- Title: (35 Characters)
 - Content: (70 Characters)
 - Logo: 192x192 pixels
 - Call to action button: (Up to 14 Characters)
- OR**
- Text + Logo + Image
 - Title: (35 Characters)
 - Content: (70 Characters)
 - Logo: 192x192 pixels
 - Image: 360x180 pixels
 - 1 Call to action button: (Up to 14 Characters each) (can put a second button on image design, but will need to link to same place)

Congress APP push notifications

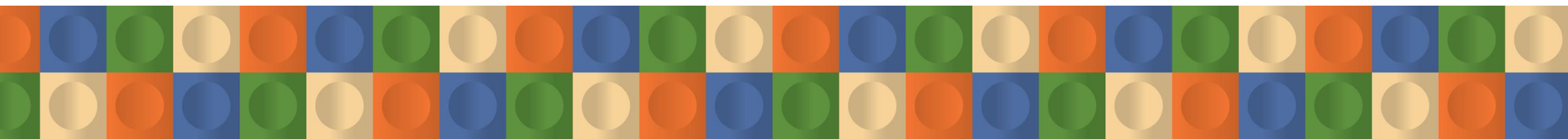
- Text only: up to 400 characters including spaces
- The push notifications within the platforms will appear for all delegates connected at the time of the notification or connecting within 10 minutes beyond that time.

Process

- Complete the [push notification form](#) send it to amel.benmabrouk@wearemci.com
- The deadline to submit your text/copy, links, and logos is at least 10 working days before the scheduled date.
- Please note that requests are accepted on a 1st come, 1st served basis with regards to sending dates and times.

PLEASE NOTE – the promotion of drug-related products is prohibited.

E-driver guidelines are available [here](#). Please confirm your preferred date and time of sending by **8 August 2025**



Advertising opportunities

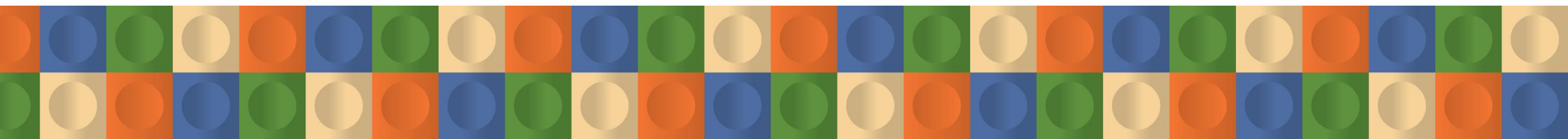
The format and size of each **full advert page** in the final programme is as follows:

- A5 - 148 x 210 mm
- Portrait format
- 3mm bleed on each side
- Required advert size: 154mm x 216mm
- High-definition PDF with marks and bleeds (print quality)

The format and size of each **half advert page** in the final programme is as follows:

- A6 - 130 x 93 mm
- Landscape format
- Required advert size: 130 mm x 93mm
- High-definition PDF with marks (print quality)

For both A5 and A6 format, a **sample copy** of each advertisement page must be forwarded by **Monday, 23 June 2025** amel.benmabrouk@wearemci.com for approval. The **final print files are due on Friday, 27 June 2025**.



ORGANISER AND VENUE SAFETY, LIABILITY AND INSURANCE REGULATIONS

The Prague Congress Centre's Exhibitor's Kit and General Conditions shall be referred to, in addition to the information below.

Certification of decorative materials and stand structures

Exhibitors must have their valid certificates authenticating the safety references of the decorative materials used on the stands. Please refer to section 7 of the [Prague Congress Centre's Exhibitor Services Kit](#)

Certification from civil engineer

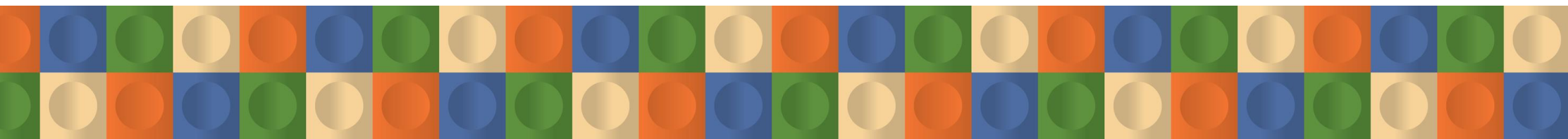
All structures which – particularly if incorrectly constructed – could pose a danger for the physical wellbeing, life and health of individuals, must be inspected by an independent structural engineer. A valid certificate must be available and provided upon request.

Health and Safety work Regulations

It is the responsibility of the exhibitor to ensure that his contractor, employees, displays and exhibits comply with the latest legislation regarding Health and Safety at Work regulations (refer to section 7 of the [Prague Congress Centre's Exhibitor Services Kit](#)). Please refer also to the “[Health and Safety](#)” section of this manual.

Liability

MCI Suisse SA and the venue Prague Congress Centre cannot accept responsibility for damage caused by an exhibitor or symposium/meeting organiser (the Company), nor for loss sustained by the Company. The Company or their contractors must not damage or deface the exhibition/room facility or rented equipment or the booths and equipment of other exhibitors/companies. When such damage occurs, the Company is solely responsible and is liable to the owner of the property. The Companies must make provision for the safeguarding of their goods, materials, equipment, and displays at all times (refer to section 5 of the [Prague Congress Centre's Exhibitor Services Kit](#)).



Security and Insurance

The organisers and the Prague Congress Centre will not be held responsible for any loss or damage to the goods of exhibitors or symposium/meeting organisers (the companies). The companies are reminded that they should take out their own liability insurance to cover for this.

The Company shall be liable for personal injury and damage to property caused by himself, his contractor or by his equipment and activities. No responsibility can be accepted by the Organiser or the Congress Centre for injury, loss of life or damage to property.

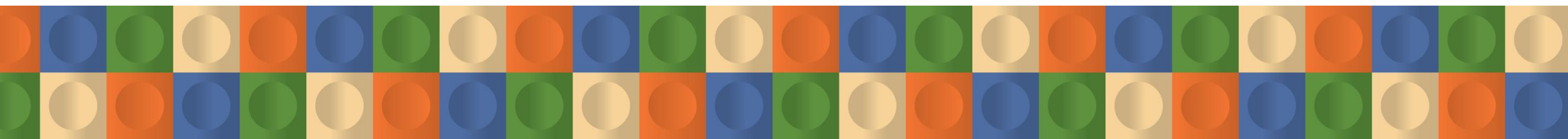
All exhibited articles and decorative material shall be the Company's responsibility, and the Company shall take due diligence in the protection of its goods and exhibits, all easily transportable items of value must be securely stored when the stands are unattended.

All companies are strongly encouraged to have Public/General Liability insurance adapted to the value of their stand and stand/room exhibited materials. All risks cover against damage and theft to the Company's own property, and to property rented/leased by the Company, shall also be arranged by each Company. Cover shall also be arranged for injury to the Companies' own employees, where applicable. The Companies shall ensure that any subcontractors or third parties engaged by them have similar insurances in place. It is the responsibility of each Company to ensure that they have the required insurance policies in place.

Neither the Organiser nor the Congress Centre can be held liable for the Company's property (personal and/or company property) even in the case of theft.

The Organiser and the Congress Centre disclaim all responsibility for damage done to exhibited articles, exhibition materials, rented rooms, etc. and injury caused by stoppage of electric current and water supply, floods, etc. The Organiser is only responsible for faults or neglect on the part of the Organiser's permanent staff.

Written proof of insurance policies will not be formally requested but it is recommended to always have it available during the Congress. Please (refer to section 5 of the [Prague Congress Centre's Exhibitor Services Kit](#)).



DELIVERY AND SHIPPING INSTRUCTIONS

FAIREXX - Logistics for Exhibitions have been appointed as the official freight forwarder, customs clearance agent and drayage contractor for the ESPEN Congress 2025. For safety and time reasons no other contractor will be permitted to operate lifting/delivery into the venue.

We strongly recommend Exhibitors to:

- **use the official freight forwarder**
- **use the official shipping guidelines**
- **send their shipments by the indicated deadlines**
- **not send shipments directly to the venue/stand. For shipments sent directly to the venue no liability is accepted by MCI/the organiser.**

The range of services provided by FAIREXX - Logistics for Exhibitions includes:

- ✓ Transport - national and international delivery
- ✓ Temporary or permanent customs clearances
- ✓ Coordination of deliveries, delivery time slot management
- ✓ Unloading, delivery to exhibition-stands, forklifting
- ✓ Storage of empty boxes and crates during the event
- ✓ Accessible storage for brochures and give-away items during the event
- ✓ Onsite assistance and supervision

These [shipping and delivery guidelines](#) will assist your preparation for the correct and timely dispatch of exhibits to Prague. **It provides all the necessary instructions. Please follow these closely.**

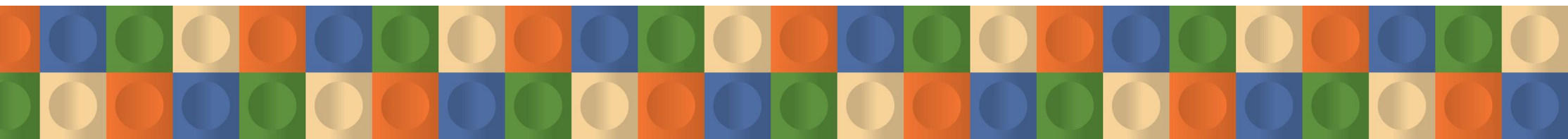
Consignment of shipments and deadlines

Due to the limited space and the tight time-schedule all unloading operations are strictly operated by FAIREXX - Logistics for Exhibitions only. Trucks have to leave the unloading area immediately after unloading is finished.

All vehicles must arrive at a pre-appointed time for unloading.

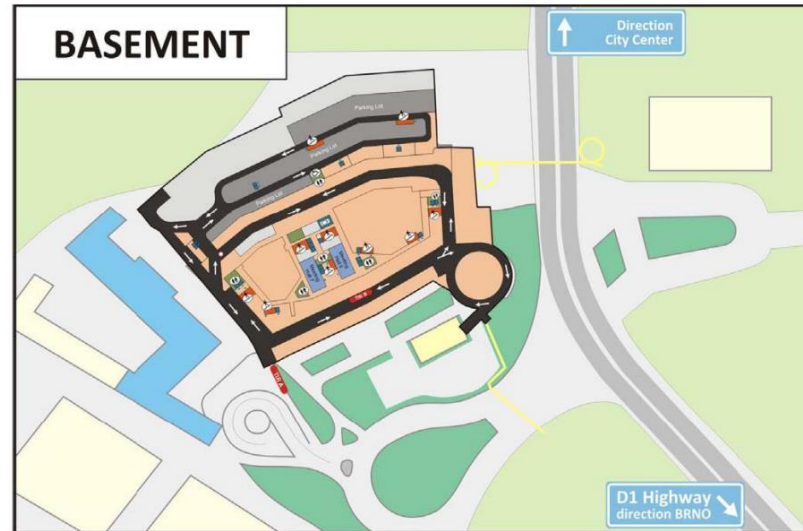
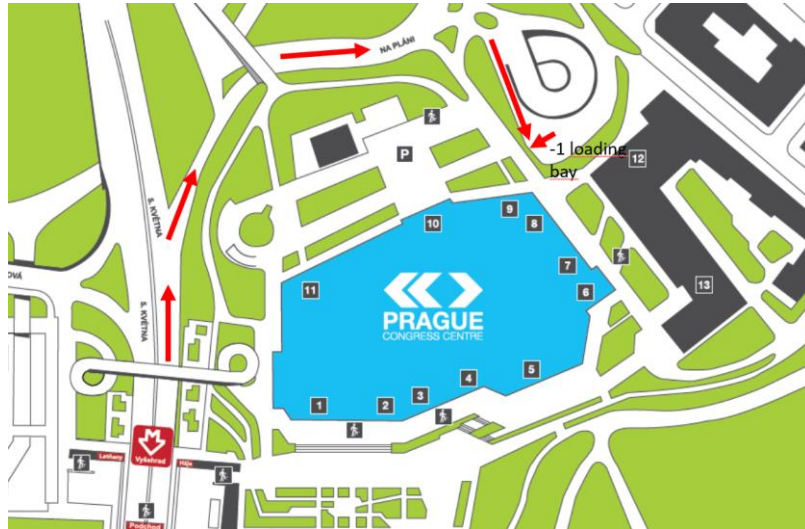
Please request your preferred unloading time slots by sending the «Timeslot Request Form» to FAIREXX - Logistics for Exhibitions until **Friday 29 August 2025**. Please complete [this form](#) to provide us with your contractor staff list.

More information is available in section [BUILD-UP AND DISMANTLING FOR EXHIBITORS](#)



Please dispatch your trucks arriving according to the pre-arranged time of arrival and to the driving ban indicated below.

Goods Entrance for Trucks



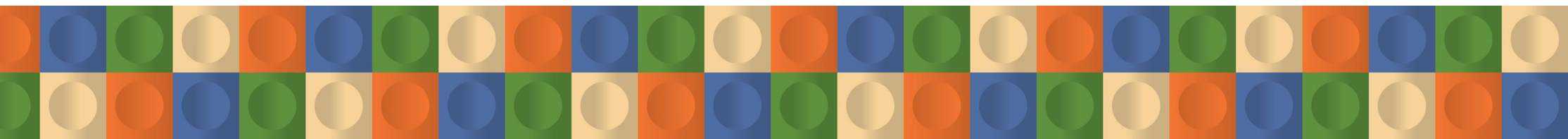
To request other services from FAIREXX - Logistics for Exhibitions, please contact:

Fairexx - Logistics for Exhibitions & BeckSpedition (local partner)

Jens Metscher

Tel: +49 (0)30 4403 47 15

Email: jens.metscher@fairexx.com



REGISTRATION AND ACCOMMODATION

Exhibiting staff registrations

All exhibitors must be officially registered and will receive a badge displaying the name of the individual and exhibiting company name (exhibitor badges only).

2 exhibitor badges will be given for the first 9sqm booked and 1 additional badge for every additional full 9sqm reserved. Any additional exhibitor will be charged an exhibitor registration fee of EUR 200 (VAT Incl.) – (EUR 250 for late registrations). Refer to deadlines on the registration page of the [ESPEN Congress website](#).

Free participant registration/badge allocation

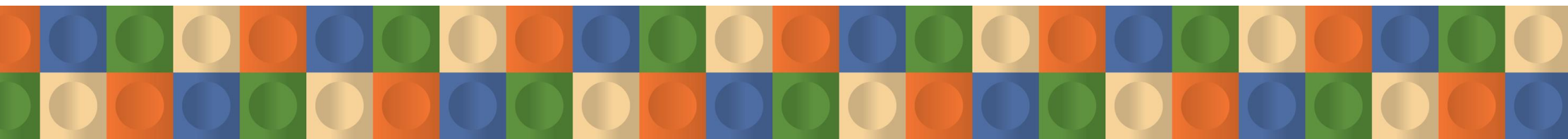
Companies holding an official satellite symposium during the ESPEN congress are entitled to a certain number of complimentary/free delegate registrations. The number of complimentary registrations offered depends on the conference room booked for the satellite symposia:

CONFERENCE ROOM	N° OF FREE DELEGATE REGISTRATIONS	N° OF INVITATIONS TO ACCESS COMPANY SATELLITE SYMPOSIUM
Congress Hall	7	10
Forum Hall	6	8
South Hall 3 (B+C)	4	6
South Hall 2	3	5
Panorama	2	4

Registration types and entitlements

✓ **Free delegate registration gives the right to the following services:**

- Welcome Reception
- Access to the industry exhibition and poster area
- Access to the scientific sessions
- Congress documents
- Certificate of attendance
- Coffee breaks



- Light lunch on Sunday and Monday, 14 and 15 September 2025
- Access to the online content capture until 31 December 2025

✓ **Free exhibitor registration gives the right to the following services:**

- Welcome Reception
- Access to the industry exhibition and poster area
- Congress documents
- Coffee breaks
- Light lunch on Sunday and Monday, 14 and 15 September 2025
- Congress bag (if available) distribution 1 per stand
- Access to company satellite symposium
- Access to scientific sessions is NOT permitted

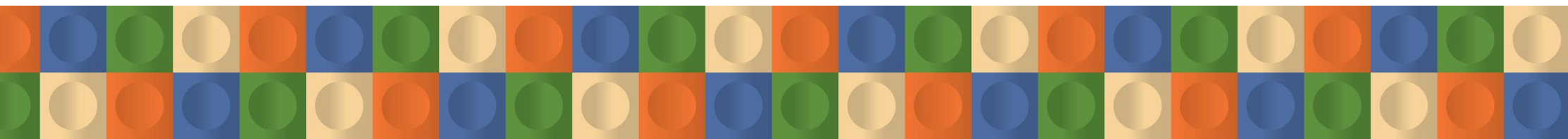
✓ **Paying exhibitor registration gives the right to the following services:**

- Welcome Reception
- Access to the industry exhibition and poster area
- Congress documents
- Coffee breaks
- Light lunch on Sunday and Monday, 14 and 15 September 2025
- Congress bag (if available) distribution 1 per stand
- Access to company satellite symposium
- Access to scientific sessions is NOT permitted

!! Exhibitors' staff who don't have an "exhibitor badge", will not be granted access to the exhibition/hospitality suites, outside opening hours, unless they get an early/late access card from the registration desks onsite.

Registration for speakers of satellite and flash symposium

All faculty of the Satellite/Flash Symposium must be registered prior to the Congress by the Company/Sponsor taking a Symposium slot. The expenses (hotel, travel, registration) of Satellite symposium' speakers, whether or not they are speakers of the ESPEN scientific programme, must be covered by the Company/Sponsor. The costs to be covered must be agreed with MCI at the time of confirming the programme of the symposium. Speakers, chairpersons/moderators of the Satellite Symposia must be contacted by the companies themselves, to notify them of the time and place of the sessions and to arrange for their registration, travel and accommodation, as indicated above.



Contact details for Registration and Accommodation

The Registration/Accommodation team should contact you with all the details regarding your complimentary staff and how to register additional participants and speaker for satellite symposium if any. If you do not receive the correspondence to register your exhibiting staff, including your delegates with complimentary registrations (if applicable), and to obtain the corresponding link and password, please contact:

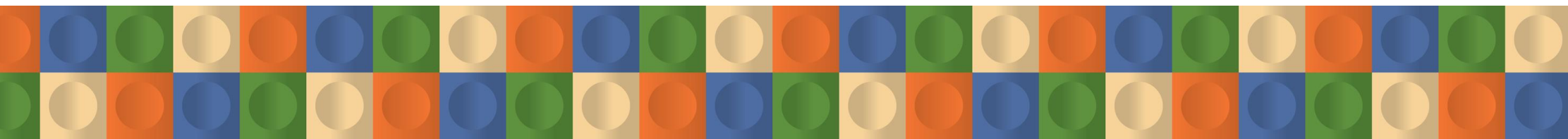
MCI Suisse SA

Tel +41 22 33 99 580

EspenR@mci-group.com

MCI Suisse SA has secured a selection of hotels for the ESPEN Congress delegates. Our team is happy to assist you in finding a suitable accommodation and can provide support in booking rooms for your group. Hotel room booking is also possible on the [ESPEN Congress website](#).

Please also communicate the details of the person in charge of registrations for your company (i.e. Communication Agency). Please make sure that you get in touch and arrange the registration for your team and Satellite Symposium, if any, as soon as possible and by the end of June 2025.



TRAVEL TO PRAGUE AND ONSITE

Visa and documentation required to travel to Czech Republic

Residents of most countries outside the EU require a visa to enter the Czech Republic. Please contact your nearest Czech Embassy or Consulate for visa application and processing. Please note that the visa application procedure can take up to two months.

It is the responsibility of the company to ensure having adequate information and/or entry and visa documents to travel to the country of the event.

Entry and visa information is available: [Visa Types | Ministry of Foreign Affairs of the Czech Republic](#) - [Passport & Visa Requirements for Tourist Visitors to Prague | Prague Experience](#)

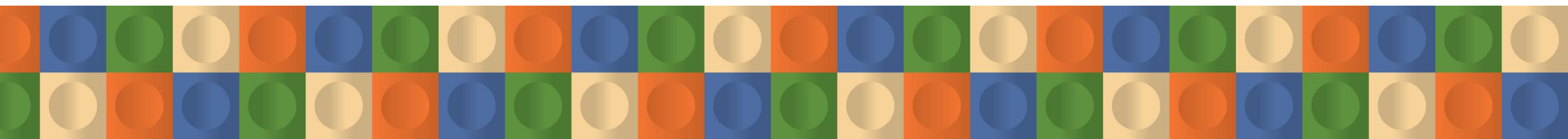
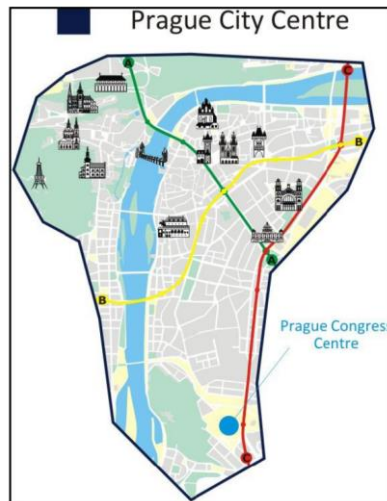
It is recommended that you plan your travel in advance and that you apply for your visa early, should you need one. The Organiser is NOT responsible for arranging visas. However, should you need an official invitation letter for visa application purposes, this can be requested as part of the congress registration, please contact the ESPEN Congress registration team at: EspenR@mci-group.com should you require assistance.

Note that invitation letters will only be issued upon full payment of the Congress registration fee.

No exhibition, sponsorship and registration fees refunds will be issued for cancellation or non-attendance due to failure to obtain a visa. In any case, the Organiser cannot be held responsible for any inconvenience relating to non- observance or noncompliance to the country law, rules, and regulations.

Coming to Prague and the Venue

The Congress Centre is located at
5. kvetna 1640/65, Nusle
140 21 Prague 4



BUILD-UP AND DISMANTLING FOR EXHIBITORS

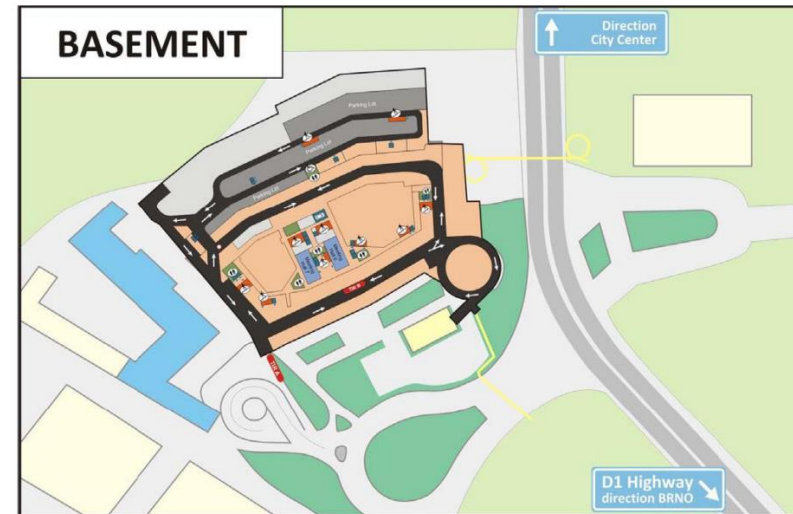
Access for build-up and dismantling

Prague Congress Centre
5. května 1640/65, Nusle
140 21 Prague 4
Czech Republic

Gate no. 3

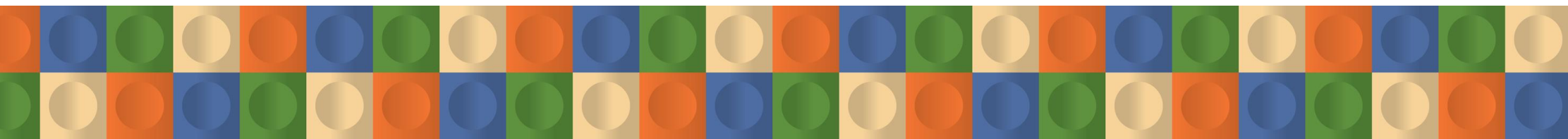


Goods Entrance for Trucks



Vehicles are granted access to the exhibition grounds within their official timeslots, arranged with the official freight forwarder FAIREXX. Therefore, as soon as loading/unloading is finalised, the vehicles must leave the loading bay and premises. **Trucks arriving after the loading time must face waiting time until the next free timeslot is available. In general waiting time may occur, for which FAIREXX cannot be held responsible.**

Vehicles are not allowed inside the exhibition hall. Please note that only forklift trucks operated by the official logistics partner FAIREXX are permitted within the loading bay and halls.



It is prohibited to leave parked lorries (even in case of failure) within the areas of the Prague Congress Centre.

Articulated lorries and articulated buses do not have access to the area of the venue during the last day of set-up and the first day of breakdown, any request for extension can be taken into consideration only in exceptional cases and authorisation must be requested to the venue.

There are no truck parking spots available on the premises of the venue.

Trucks driving into the basement of the PCC through gate number 3 to the passage leading to the lifts may not exceed the following measurements and weight (for vehicles with dimensions up to the limits stated below unloading point TIR A is possible, please see basement map for details):

- height: max 3,3 meters
- width: max 3,5 meters
- length: max 10 meters
- total weight of truck + cargo: max 10 tons

Trucks with measurements exceeding the above stated measurements need to park temporarily and unload at the truck point in front of the loading bay – point TIR B (please see basement plan for details).

Technical Specifications at Prague Congress Center (PCC) Loading Bay has limiting dimension:
width 2m, height 2m.

Freight Elevators Two freight elevators are available to access the exhibition areas.

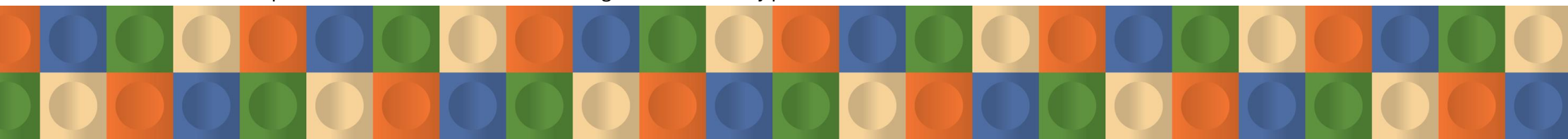
	Lift K	Lift G
Depth:	5 m	2,85 m
Width:	2,40 m	2 m
Height:	2,50 m	2,40 m
Max. load:	5000 kg	2000 kg

More information is available in the [Delivery and Shipping](#) section of this manual.

Access for unloading, build-up and dismantling

No build-up pass is necessary for unloading, build-up and dismantling. Loading and unloading shall be organised with the official Freight Forwarder, FAIREXX (refer to section [DELIVERY AND SHIPPING INSTRUCTIONS](#)). **All staff working on the loading bay must wear a safety vest.** Builders and exhibitors can use their own vests or borrow some at the loading bay entrance for a deposit of 100 CZK per 1 vest.

IMPORTANT! In the areas of the Congress Centre in which there is maintenance work and/or set-up/breakdown of events underway, the access of unauthorised non-professionals and minors under the age of 16 is severely prohibited.



Exhibition, Build-up and Dismantling schedule

Build-up schedule

Thursday, 11 September 2025	14:00 - 20:00
Friday, 12 September 2025	08:00 - 20:00
Saturday, 13 September 2025	08:00 - 12:00*

**Only final set-up, no unloading. Heavy set up must be finalized on Friday, 12 September. Aisles must be cleared.
No food served during build-up days*

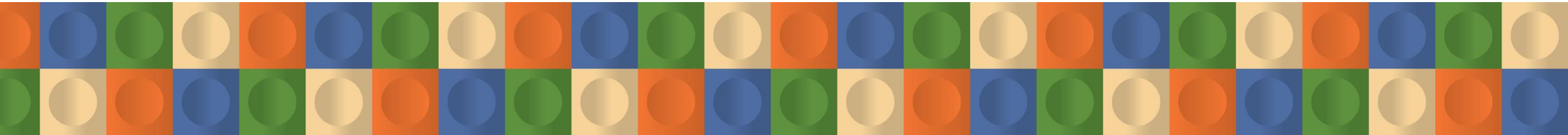
Exhibition opening hours

Saturday, 13 September 2025	12:00 - 20:30
Sunday, 14 September 2025	09:30 - 18:00*
Monday, 15 September 2025	09:30 - 16:30*
Tuesday, 16 September 2025	09:00 - 12:00*

**Exhibitors with an “Exhibitor” badge, have access to the exhibition hall one hour before the exhibition opens and after the exhibition closes.
Exhibitors' staff who don't have an "Exhibitor badge", will not be granted access to the exhibition, outside opening hours, unless they get an early/late access card from the registration desks onsite.*

Closing of the exhibition and dismantling of stands

Dismantling will take place from **12:30 to 19:00**. Exhibitors can start packing from 12:00 but for security reasons, the official dismantling will not start until all participants have left the hall.



OTHER IMPORTANT INFORMATION TO READ AT THE PLANNING STAGE

AIFA (Italian Medicine Agency)

Italian pharmaceutical companies, promoting, producing or distributing drugs, participating in the ESPEN Congress may need to request an authorisation from AIFA (the agency of the Italian Ministry of Health). Please refer to our [guidelines](#) and contact [FARGO International](#) as necessary.

Cancellation policy

It is mutually agreed that in the event of total or partial cancellation of the Congress due to fire, strike, natural disaster (either threatened or actual), government regulations or causes which would prevent its scheduled opening or continuance, the agreement between the exhibitors and ESPEN will be terminated immediately, and ESPEN shall determine an equitable basis for the refund of a portion of the exhibit or other fees, after due consideration of expenditures and commitments already made.

Under no circumstances is ESPEN responsible for any exhibitor’s expenses (such as travel, lodging, or exhibit shipping), or any other incidental or consequential damages. **In the event of cancellation of an exhibitor booth by the exhibitor, the cancellation policy indicated in the ESPEN Congress Partnership brochure, the order form and on the invoice, will apply. Refer also to the Force Majeure clause and the Terms and Conditions at the end of the [ESPEN Congress Partnership brochure](#).**

Coffee and lunch breaks

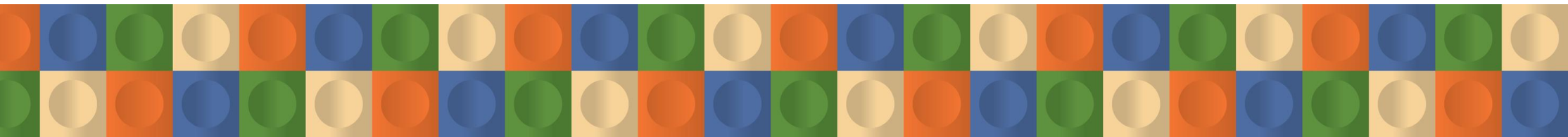
Coffee and lunch breaks are provided in the exhibition hall to all exhibitors and congress participants, as follows:

Saturday, 12 September 2025	15:30 – 16:00 (no lunch provided)
Sunday and Monday, 14-15 September 2025	10:00 – 10:30 12:00 – 14:00 (lunch) 15:30 – 16:00
Tuesday, 16 September 2025	10:00 – 10:30 (no lunch provided)

Full Congress schedule is available on the [ESPEN Congress website](#).

Company profile

A complete listing of all exhibitors, including a 100-word entry profile and logo will be featured on the [ESPEN Congress website](#). As long as the profile and logo has not been received and confirmed by MCI, it will not be included. We recommend that you provide this through the [online form](#) as soon as possible and by the end of June at the latest.



Congress App

A Congress App will be made available onsite to all registered participants. Procedure to access the App will be shared a few days before the start of the Congress.

Currency

Czech crown (CZK) is the official currency in the Czech Republic. For up-to-date exchange rates, please refer to www.cnb.cz

Electricity in Czech Republic

Czech sockets for 230V / 16A are not compatible with Schuko (system of 230V sockets and connectors used in Germany and many other European countries, which is not compatible with our system that is used in Slovakia, Czech Republic, Poland, France and Belgium). Adapters are required (for phase 1 up to 16A). For other types of connectors than the Czech ones, do not forget to bring adapters, as they will not be available on site. 3-phase adapters are not available, therefore exhibitors must bring them in.



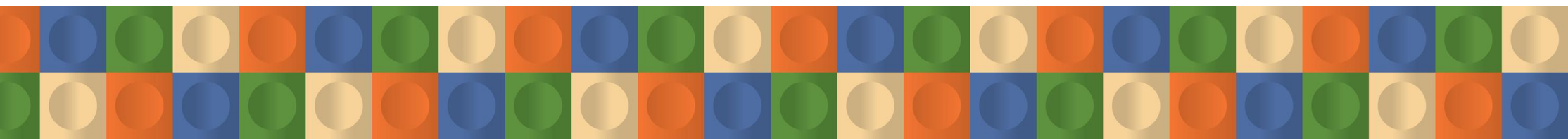
Voltage Transformers For equipment from USA or elsewhere with 110/120V, a transformer is required to be able to connect to 230V. Transformers are not available and should be brought by exhibitors.

Electricity supply/lighting at the venue

At night, the lights/power will be switched off in the exhibition and venue. If for some reason, you need to keep some equipment functioning at night (eg. fridge or server), please contact expo@exposale.cz directly to order night electrical supply at extra charge.

Health and Safety

ESPEN will take all possible measures to provide a health and safe environment. All visitors are expected to exercise their civil and professional responsibility towards the health of their peers, hosts, venue, patients, and family. We are working closely with the venue regarding health and safety measures. The venue has an excellent safety and security plan in place, including its own fire brigade unit onsite, who can provide first aid, in case of injuries. As necessary, the evacuation plans are available in the foyers of the venue. For more information, please visit [The Prague Congress Centre is a safe place for holding events](#). If you have any other questions, please email us at: espen@mci-group.com.



Lead retrievers / Badge scanners

Make sure to get the most out of your participation at ESPEN with the lead retrieval solutions. With various packages adapted to your needs for your booth, your hospitality suite or your symposium room, the scanning devices will allow you to collect the key information from all the leads you engage with during the Congress, in a secure, easy and compliant way.

Contact: badgereader@mci-group.com with your needs & questions to obtain your quote and/or place your order directly [here](#).

Order early to benefit from the best available rates!

Parking

[Parking at the Prague Congress Centre near Vyšehrad metro station](#)

Shuttle bus

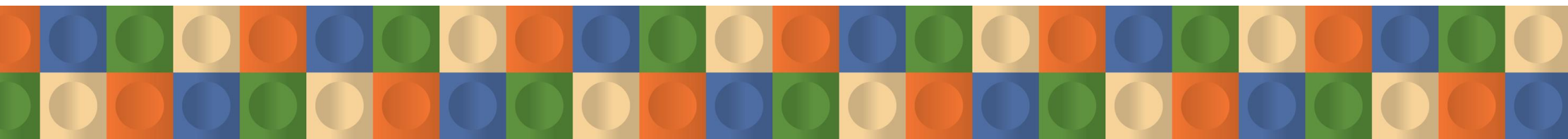
If you plan to organize pick-up/drop-off of delegates during the Congress, please communicate the date, time, size and number of buses to amel.benmabrouk@wearemci.com

Sustainability

In today's world, sustainability is a crucial consideration. As event and exhibition organizers, it's our responsibility to implement eco-friendly practices, such as reducing waste, using sustainable materials, and promoting recycling. Participants also play a vital role by minimizing their environmental footprint, for example, by using public transportation, reducing single-use plastics, and supporting green initiatives. Together, we can ensure that our events are not only successful but also contribute positively to the environment. Let's all act responsibly and make sustainability a priority in every aspect of event planning and participation.

Wi-Fi / Internet

The Congress will offer basic Wi-Fi access to all participants in the venue. If you need a faster and more powerful connection, you can purchase the service on the [Exhibition Services](#).



SUSTAINABILITY

What is sustainability?

Sustainability means being effective today without compromising the future. It includes:

- ✓ Economic sustainability: contributing to and promoting fair economic growth; supporting innovation and entrepreneurship; guaranteeing shared wealth
- ✓ Environmental sustainability: committing to a rational use of natural resources and taking action for their renewal
- ✓ Social sustainability: promoting social justice and fighting inequality. Creating business growth while improving quality of life

SDGs (Sustainable Development Goals)

The 2030 UN Agenda for Sustainable Development established the SDGs as a guide for action, a reference for organisations to frame their goals. Every organisation that establishes a CSR or sustainability strategy does so because they understand that sustainability is integral to their business strategy. The outcome should be to act, and to measure. Every organisation's annual report should be accompanied by a sustainability report.

Stand Design

When designing your exhibition stand, whether through your marketing department, or an external agency, or when preparing a tender document, consider:

- ✓ Stand construction materials
- ✓ Consumables
- ✓ Promotional materials
- ✓ Packaging
- ✓ Accessibility

All the materials you use at the exhibition, for building the stand and for promotion as well as consumables and packaging should follow the five Rs:

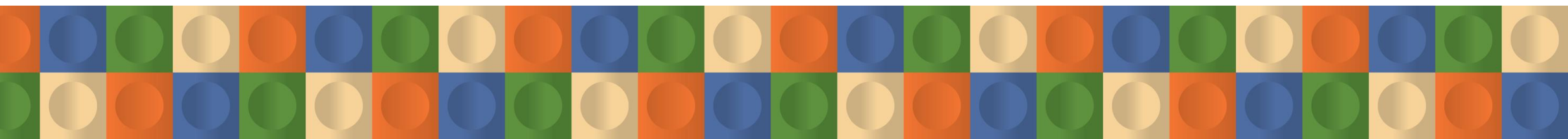
Rethink: replace dangerous chemicals or materials with others that are less harmful to people and planet

Reduce: reduce volume and weight

Reuse: reuse materials

Repair: repair damaged materials instead of throwing them away

Recycle: give a use to materials that would otherwise be thrown away



Also ensure your stand is accessible to wheelchair users, by installing a bevel (or ramp for higher floors). Consider your stand layout and ensure wheelchair users can move around easily.

Signage

- ✓ Design and word signage so that it can be stored and reused multiple times

Decorative plants

- ✓ Use natural plants over faux
- ✓ Choose potted plants over cut flowers. Rent rather than buy from the floral supplier
- ✓ Plan their destination after the event (e.g. donate them to a local social organisation)

Promotional materials and consumables

Promotional materials and other regularly used items such as paper, pens, cups, plates etc.

Consider:

Responsible consumption

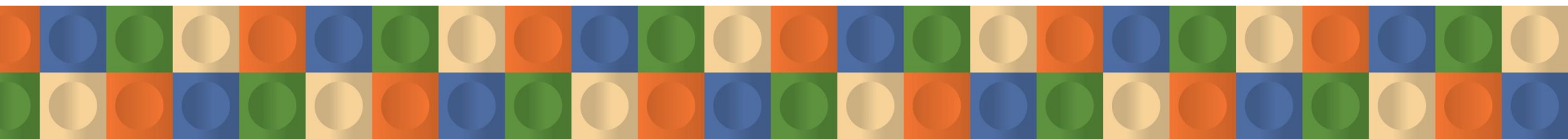
- ✓ Avoid surplus as much as possible
- ✓ Avoid single-use non-recyclable items
- ✓ Ensure paper or cardboard is FSC or PEFC labelled
- ✓ Ensure all materials are recyclable and have one or more recycled components
- ✓ Say no to plastic! Or if there is a plastic component, it should be biodegradable and made from renewable materials

Responsible purchasing

- ✓ Choose local suppliers to support the local economy and reduce emissions
- ✓ Choose suppliers with socially responsible production methods, ethical and Fair-Trade sourcing to promote a social economy
- ✓ Choose suppliers that invest in R&D or start-ups to further innovation and entrepreneurship

Responsible promotion

- ✓ Consider making a charitable donation on behalf of stand visitors instead of give-aways



Packaging

- ✓ Make an accurate assessment of the materials you'll need on your stand to reduce the need for transport and packaging, and to reduce waste
- ✓ Packaging should be kept to a minimum (e.g. reduce volume by eliminating unnecessary filling; reduce waste by reducing the strapping required)
- ✓ Source packaging that can be used both when taking materials to your stand and when removing them
- ✓ Packaging material (wood, cardboard etc.) should be recyclable, made of recycled components and FSC or PEFC labelled
- ✓ Fillings should be paper or cardboard not plastic
- ✓ Textile and metal strapping should be used instead of plastic
- ✓ Never use Styrofoam as it does not degrade or break down. It goes straight to landfill and leaches harmful chemicals into the environment
- ✓ Do not use plastic film

Setting up your exhibition stand

Waste

As set out in the 2030 UN Agenda for Sustainable Development, by 2025, only 40% of waste will be permitted to go to landfill, the rest will have to be recycled or recovered. This percentage will fall to 10% by 2030.

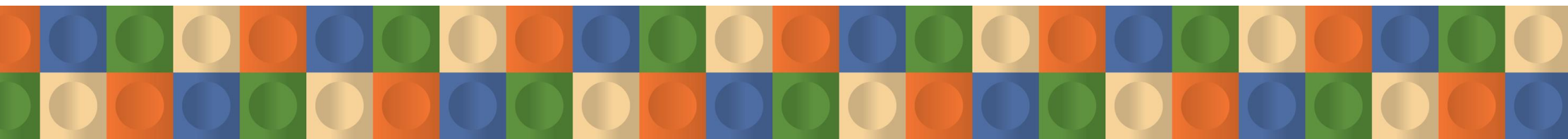
Because excessive waste and inadequate treatment of waste is one of the main environmental issues for exhibitions, it is essential at the set-up stage to:

- ✓ consider using materials or packaging that generate less waste at the end of the material's life cycle e.g. less volume or less weight
- ✓ consider using materials that can be reused at other exhibitions e.g. stand construction materials that can be reused over and over at other exhibitions
- ✓ consider using materials, which, if they cannot be reduced or reused, can be recycled by taking them to authorised recycling facilities. Ask the exhibition organiser about waste recycling

Ensure that your stand constructor is aware of the kind of waste they'll be producing and that they are responsible for its management. They should comply with the level of separation set out below, and should send all waste, except for untreatable waste, to an authorised waste management facility for reuse or recycling.

Your stand constructor must separate the waste generated by your stand into paper/cardboard, containers, organic, glass, wood, textiles or untreatable waste. All waste must be sent to an authorised waste management facility for recycling, except for untreatable waste (all waste that cannot be recycled). Separating waste at source is vital. Contaminated waste, e.g. food mixed with paper, means all the waste goes to landfill.

Place clearly labelled bins for separate waste streams to embed recycling behaviour at the throwaway point and brief your staff accordingly.



Exhibition participation

Raising staff awareness

To understand what sustainability means and the impact of our behaviour, it's essential to have clear information. Before the event, ensure stand staff receive specific information about your organisation's commitment and how they can contribute to achieving it.

As a guide, you can ask them to:

- ✓ consume natural resources responsibly - turn off taps, lighting and equipment when not in use
- ✓ immediately alert the organiser or venue staff of any leaks (e.g. water or gas)
- ✓ at the end of each day, put any waste (paper/cardboard, packaging, organic, glass and untreatable) into the dedicated bins
- ✓ find out about the venue's separation and waste collection system

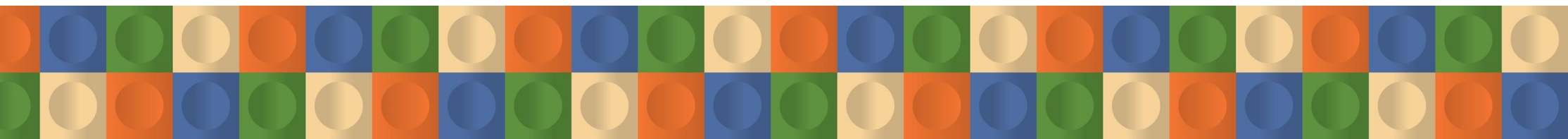
Materials

- ✓ Control the distribution of promotional material. If you can avoid it, don't print. Your objective is to promote your organisation, not to fill up waste bins
- ✓ Create QR codes instead of printed company information
- ✓ If you must print, specify forest-friendly paper stock and non-toxic inks
- ✓ Make sure there is a destination for unused material. You'd be surprised to know the value that many materials have for social organisations. It's all about finding the right place.

Removal of materials before breakdown

Promotional material and consumables

- ✓ If there is surplus, package it and reuse at other events
- ✓ If materials cannot be reused, consider donating (particularly pens, notebooks and bags)
- ✓ If materials cannot be reused or donated, make sure they are treated properly as waste, separating different materials as much as possible.



Breakdown

Breakdown, together with the set-up period, produces the most waste.

Waste:

Although your exhibition stand can be set up and dismantled by your stand constructor, you must also take responsibility for the process being carried out sustainably. Incorporate the actions below or ask your stand constructor to comply with them.

Your goals are:

1. Reduction of volume and weight of waste generated

2. Recovery

3. Waste separation

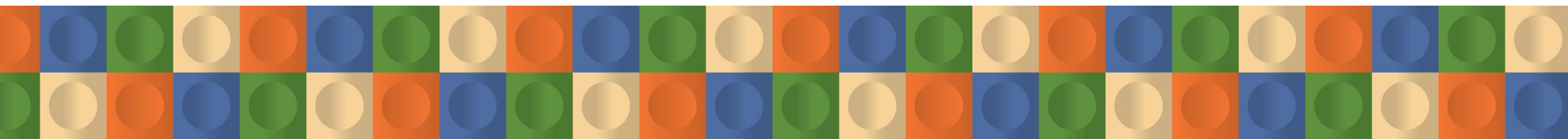
Particularly as time allowed for breakdown is very limited, planning is essential.

1. Reduce the volume and weight of waste generated.

When planning your participation, think of the benefits of producing a stand that you can reuse at multiple events, not just for better sustainability, but also for cost efficiency. If the whole stand is being reused, follow the packaging and transport guidelines from sections 1 and 7. If the whole stand is not being reused, consider partial reuse. Analyse stand components to determine whether there are any that can be reused (e.g. wood, aluminium, cardboard, screws, tarpaulins, lighting, wiring, carpets, plants etc.). If materials will not be reused by your organisation find out if they can be donated. Textiles can be donated to social organisations to produce other materials/products (e.g. tarpaulins can be recycled to make bags), natural plants can be sent to local social organisations to be replanted. Unused food can also be donated.

2 and 3. Recovery and waste separation

Ask your stand constructor what materials will be recovered. Often single-use laminate flooring can be recovered to be reused as underlay for new stands. Materials that cannot be reused or have to be disposed of must be managed as waste. Stand constructors are responsible for the correct disposal of stand waste. They should comply with the level of separation described below and send all waste, except for untreatable waste, to an authorised waste management facility for reuse or recycling. The stand constructor must separate waste generated during breakdown into the following categories: paper/cardboard, containers, organic, textiles, glass, wood, PVC and untreatable waste. All of these must be sent to an authorised waste management company for recycling, except for untreatable waste (all waste that cannot be recycled).



Catering

Food consumption and treatment of surplus and waste are particularly important parts of sustainable exhibition participation.

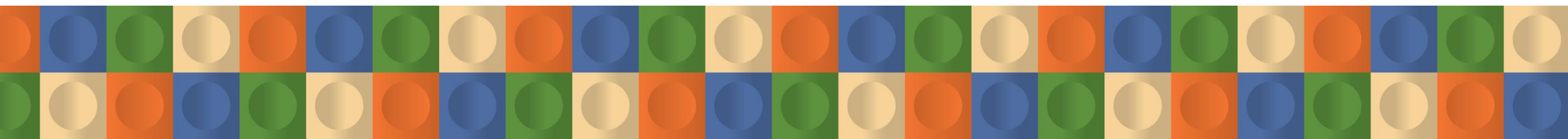
Plan the amount of food and beverage ordered carefully, taking stand staff and visitors into account and focusing on responsible consumption.

- ✓ Inform the catering company of the daily forecast of stand visitors to avoid generating unnecessary food surplus
- ✓ Don't plate or unwrap food before needed. Once opened and offered to visitors, it cannot be donated
- ✓ Donate food surplus (which should be minimal if an accurate daily forecast is made) to local social organisations for distribution to people in need
- ✓ Consider food allergies and intolerances, and identify and label products that may cause them
- ✓ Pay attention to food miles. Offer organic and/or locally produced products and label them accordingly
- ✓ Introduce more vegetarian and vegan options – participants expect a variety of healthy and nutritious food
- ✓ Introduce waterwise menu options, and explain the reason and the benefit for the environment
- ✓ Avoid plastic cups and any other single-use plastic
- ✓ Don't mistake takeaway paper cups for recyclable cups. The inner lining is often plastic making them non-recyclable.
- ✓ Don't use or offer single-use plastic water bottles
- ✓ If reusable catering packaging and containers are not available, single-use packs and containers must be made of natural fibres such as bamboo or corn starch, or at least be made of recycled materials and manufactured sustainably (e.g. certified under the ISO 14001/EMAS international standard; labelled FSC or PFCE; labelled Ecolabel, AENOR Environment, Germany's Blue Angel, Norway's Nordic Swan, Natura 2000 product or EPD)
- ✓ Use bulk dispensers or drinks jugs
- ✓ Ask visitors to bring their own reusable water bottles and carry cups

Transport

Where possible, staff should travel by train. If travelling by plane, choose airlines that strive to reduce the environmental impact of their flights (e.g. more efficient planes, lighter planes, planes that emit less greenhouse gas, using compostable or glass containers rather than plastic on board, carbon footprint compensation schemes, recycling on board waste) and that collaborate with social organisations

- ✓ At the destination, travel to your hotel and around the destination on public transport or exhibition shuttle buses
- ✓ Choose accommodation with an easy public transport route to the exhibition, or choose accommodation that has shuttle buses to the exhibition
- ✓ If you use your own car, consider ride-share
- ✓ For car rentals, choose electric or low-emission



KEY CONTACTS

Congress Exhibition & Sponsors Overall Supervision

MCI Geneva

Amel Benmabrouk

Tel: +41 (0)22 339 96 27

Email: amel.benmabrouk@wearemci.com



On-site & Freight Handling Agent

Fairexx - Logistics for Exhibitions & BeckSpedition (local partner)

Jens Metscher

Tel: +49 (0)30 4403 47 15

Email: jens.metscher@fairexx.com



Onsite services (exhibition, furniture, decor, cleaning, catering, IT, AV, etc.)

EXPOsale

Orders must be placed through the [Exhibitor Services Portal](#)

Specific requests or completed forms may be sent to:

expo@exposale.cz



Lead Retrieval / Badge scanners Orders

MCI Geneva

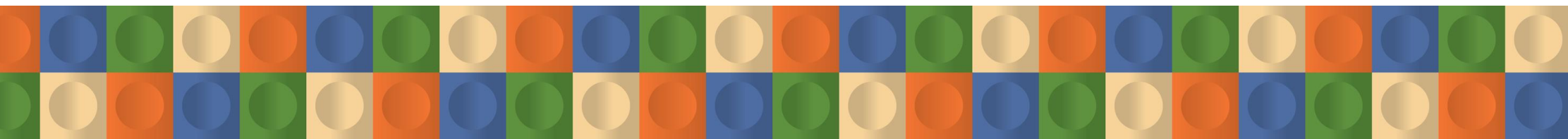
Orders must be placed [here](#)

Specific requests may be sent to:

Karen Bhavnani

Tel: +41 22 33 99 611

Email: badgereader@mci-group.com



USEFUL DOCUMENTS

[Partnership opportunities brochure](#)

[Branding opportunities brochure](#)

[Hospitality suites & meeting rooms brochure](#)

[ESPEN logo and visual guidelines](#)

[ESPEN 2025 Promotional Toolkit](#)

[E-driver guidelines](#)

[Flash symposium programme form](#)

[Satellite symposium programme form](#)

[Push notification form](#)

[Company Profile and Logo form](#)

[Shipping & delivery guidelines](#)

[Lead Retrieval pricing guide](#)

Venue documentation

- [Prague Congress Centre's \(PCC\) Exhibitor Services Kit](#)
- [PCC General Conditions](#)
- [Exhibitor Services Portal](#)

