



HOSPITALITY SUITES & MEETING ROOM GUIDELINES

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 a 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.

1. 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 only be organised inside 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.

2. LOCATION

All proposed Hospitality Suites and meeting rooms are located at the Estrel Congress Centre and Hotel. Official Congress Signage will be placed to properly indicate the location of the suites to the delegates.

3. ACCESSIBILITY

All Hospitality Suites and meeting rooms are only accessible as per indicated below. No meetings in the congress centre are allowed outside these times. Any extra time is subject to prior approval and will be charged at extra cost.

ROOM	SIZE (SQM)	Nb of seats Theatre	Nb of seats classroom	Natural Daylight	Location	Custom Build	Access dates
Strasbourg	84	60 seats	40 seats	YES	Ground Floor	NO	From 05 Sept 8am to 08 Sept 11am
Lyon	68	40 seats	30 seats	YES	Ground Floor	YES – Friday 04 Sep from 8am to 8pm	From 05 Sept 8am to 08 Sept 11am
Room II	400	280 seats	200 seats	YES	Ground Floor	YES – Friday 04 Sep from 8am to 8pm	From 05 Sept 8am to 08 Sept 11am
Room IV	250	200 seats	160 seats	YES	Level +2	YES – Friday 04 Sep from 8am to 8pm	From 05 Sept 8am to 08 Sept 11am
Room V	185	150 seats	120 seats	YES	Level +2	NO	From 06 Sept 8am to 08 Sept 11am
Room VI/VII	124	125 seats	70 seats	NO	Level +1	NO	From 05 Sept 12pm to 08 Sept 11am
Room VIII	80	88 seats	48 seats	NO	Level +1	NO	From 05 Sept 12pm to 08 Sept 11am
Room XI	80	110 seats	50 seats	NO	Level +1	NO	From 05 Sept 12pm to 08 Sept 11am
Room XV	190	249 seats	156 seats	YES	Level +2	YES – Friday 04 Sep from 2pm to 8pm	From 05 Sept 8am to 08 Sept 11am

You can collect the key(s) at the registration area from the MCI staff against the [Key allocation form](#) completed.

4. RULES

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 in the table above.

The ESPEN Congress dates are defined as Saturday 5 September to Tuesday 8 September. All meetings taking place between 5 and 8 September need to take place at the congress venue.

ESPEN Scientific Programme hours are defined as:

- Saturday, 05 September 14:00 – 19:00
- Sunday, 06 September 08:30 – 17:30
- Monday, 07 September 08:30 – 15:30
- Tuesday, 08 September 08:30 – 12:00

All organized meetings, including those featuring presentations, speakers, and invited delegates, require approval from ESPEN. A comprehensive agenda and a detailed list of participants must be submitted for review. If an industry partner organizes a meeting, the meeting needs to be upon invitation only for a closed and predefined group of maximum 25 participants (ie a group of delegates that are supported by the sponsor) otherwise, such activities would be classified as a Satellite Symposium.

Meetings should also allow enough transfer time¹ for participants to attend the **ESPEN Scientific sessions**.

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

5. INDUSTRY COMPANY MEETINGS & COMPANY EVENTS

It is strictly forbidden to hold company meetings and company events outside the congress venue during the official congress dates and/or programme times as defined above. Non-compliance may affect the companies' participation in future ESPEN meetings. Company meetings can be held at the congress venue subject to available meeting spaces and their capacities.

6. EQUIPMENT & CATERING

For all orders for the Hospitality Suites such as AV equipment or catering orders, please contact Reichmann, Malte, m.reichmann@estrel.com.

The relevant cleaning must be ordered and paid for by the company organising the food delivery.

¹ **Transfer Time** is defined as the time needed to travel between the meeting location and the congress centre.