



## SYMPOSIA GUIDELINES

### 1. DESCRIPTION AND RULES

Satellite symposia are sponsored sessions, which offer scientific/educational/product information through presentations/panel discussions. They are events held in dedicated time slots 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. Companies holding a Satellite Symposium outside the Congress Centre and/or outside the official Satellite Symposia slots during 5-8 September 2026 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, 05 September 08:30 to Tuesday, 08 September 14:00 need to be held at the Congress Centre.

### 2. SATELLITE SYMPOSIA PACKAGE

All satellite symposia packages include the following<sup>1</sup>:

- ✓ 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 use<sup>2</sup>
- ✓ Live streaming (to registered Congress participants)
- ✓ 2 badge scanners per symposium - **For additional scanners/lead retrievers, orders must be placed [here](#)**
- ✓ 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](#))

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

<sup>2</sup> 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.

### 3. 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 symposium.

CONFERENCE ROOM	N° OF FREE FULL DELEGATE REGISTRATIONS	N° OF INVITATIONS TO ACCESS COMPANY SATELLITE SYMPOSIUM
Auditorium	5	8
Convention Hall C	4	6
Convention Hall D	4	6
Room I	3	5



#### 4. 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](mailto:amel.benmabrouk@wearemci.com) by **Friday, 22 May 2026** 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.

#### 5. 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, even if 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.**

#### 6. 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, in front of the symposium room (as off one hour before the symposium) 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:
  - 1 self-standing signage in front of the conference room used to hold their own satellite symposium during the session preceding their symposium.
  - 1 self-standing signage 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 **Speaker's lectern and presidential table**. Please also bear in mind the time indicated below to install and dismantle the signage. We recommend that the signage is designed and printed directly by the venue. To place your order or for additional information, please contact Reichmann, Malte, [m.reichmann@estrel.com](mailto:m.reichmann@estrel.com)

All other corporate branding in the meeting rooms must be self-standing.

It is the responsibility of the company holding a satellite symposium to remove all branding at the end of the satellite **symposium without damage to any existing branding/furniture**.

Corporate branding should not change in any way the congress signage already installed in the conference room. Any damage or reprint of the congress signage will be at the company's cost.

**Should you wish to bring your own signage, please contact [amel.benmabrouk@wearemci.com](mailto:amel.benmabrouk@wearemci.com) to ensure that there won't be any issues or additional costs for putting/removing the sign.**

## 7. 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)
- ✓ 1 lectern microphone
- ✓ 2 presidential table microphones
- ✓ 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 contact Reichmann, Malte, [m.reichmann@estrel.com](mailto:m.reichmann@estrel.com)

All PPT presentations must be uploaded at the **Speaker Preview Room minimum 2 hours** before the time of the presentation.

## 8. SPEAKERS AND CHAIRS NAMEPLATES

These will not be provided by ESPEN.

## 9. LIVE POLLING AND Q&A

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

## 10. 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 for symposium, please contact Reichmann, Malte, [m.reichmann@estrel.com](mailto:m.reichmann@estrel.com)

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

## 11. 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. Should you wish to order additional staff, please contact:

90° Personal GmbH  
Contact: Michaela Meyer  
Phone: +49 35165284010  
[Michaela.Meyer@90grad.eu](mailto:Michaela.Meyer@90grad.eu)