EUROPEAN RESPIRATORY SOCIETY

ERS INTERNATIONAL CONGRESS 2016
LONDON  united kingdom, 3–7 september

INDUSTRY EVENING SYMPOSIA

ERSCONGRESS.ORG
INDUSTRY EVENING SYMPOSIA

Sponsoring an Industry Evening Symposium is the most effective way to educate and stimulate a large audience. By offering cutting-edge science, revealing clinical data or examining case studies, sponsors can add to the programme the International Congress and convey messages in a highly relevant environment.

SPONSOR’S BENEFITS

INDUSTRY EVENING SYMPOSIUM SPONSORSHIP INCLUDES:

- Room rental
- Basic technical equipment
- A room assistant and a badge controller
- Complimentary registrations (from 10 to 30, depending on the size of the room)
- Industry Evening Symposium title published in the online Advance Programme
- Industry Evening Symposium programme in the online Congress Guide and Congress app.
- Display of 2 electronic posters announcing the Industry Evening Symposium in the congress centre
- Use of the Industry Evening Symposium room for a technical rehearsal
- Priority allocation on accommodation booking for the next ERS International Congress

ORGANISATION

DATES
Sunday 4 September 2016
Monday 5 September 2016
Tuesday 6 September 2016

TIME
17.15–19.15

PRICE
CHF 55,000 + CHF 60 per seat

AVAILABLE ROOMS AND CAPACITY IN NUMBER OF SEATS

Room capacity:

<table>
<thead>
<tr>
<th>Room Configuration</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 room x 1800 seats</td>
<td>2 rooms x 600 seats</td>
</tr>
<tr>
<td>1 room x 1300 seats</td>
<td>4 rooms x 500 seats</td>
</tr>
<tr>
<td>2 rooms x 1000 seats</td>
<td>1 room x 300 seats</td>
</tr>
<tr>
<td>2 rooms x 800 seats</td>
<td></td>
</tr>
</tbody>
</table>

OTHER EVENING SYMPOSIA WILL BE ORGANISED SIMULTANEOUSLY

All information and prices may be subject to change. Prices do not include VAT.

DEADLINES

30 NOVEMBER 2015
3 preferred date options and room sizes should be sent to the ERS by this date. Please complete the Industry Evening Symposium order form on page 23.

1 MARCH 2016
A programme of the evening symposium should be submitted to the ERS through the ERS online platform, for approval by the ERS programme committee.

3 JUNE 2016
Deadline for submitting an updated final version of the Industry Evening Symposium programme.
No changes will be taken into account after this date. Any missing information about a speaker will result in non-publication in the online Congress Guide.
ROOM ALLOCATION FOR INDUSTRY EVENING SYMPOSIA

Deadline: please submit your choices by 30 November 2015 by completing the order form page 23. Companies are requested to give three preferred choices for Industry Evening Symposia room and date. Requests with the same number of seats and same day will be considered as one choice. In the event that none of the three preferred choices can be allocated, companies will be contacted and offered alternatives, with a deadline of 6 working days for confirmation. Companies providing only one or two preferred choices agree to accept alternatives proposed by the ERS within a deadline of 6 working days. Before confirming any allocations, the ERS will wait until all confirmations for Industry Evening Symposium rooms and dates have been received on 30 November 2015. The ERS will do its best to accommodate sponsors with their preferential choices according to the following criteria:

- Number of seats in the Industry Evening Symposium room
- Programme contents (to avoid clashes)
- General involvement of the company in previous Congresses
- Date of confirmation (if preferential choice was received after the deadline)

Confirmation of allocation will be sent to all sponsors simultaneously, by February 2016.

Acceptance of an allocation will constitute entering into a binding agreement with ERS and cancellation fees will apply. For sponsors who are unable to commit to this agreement, the offered options cannot be secured and may be offered to other interested parties.

PAYMENT/CANCELLATION

A contract will be sent to companies in February 2016, together with an invoice for 100% of the amount payable. Full payment must be processed by 30 April 2016. Non-payment by the above deadline will result in non-inclusion in the online Congress Guide.

CANCELLATION OF THE CONTRACT BY THE SPONSOR

A sponsor may withdraw from the contract with the ERS by giving unilateral written notice to that effect under the following terms of cancellation. In the event of the contract being cancelled in whole or in part not later than 30 May 2016, fifty percent (50%) of the total amount shall be payable to the ERS; in the case of cancellations made after 30 May 2016, one hundred percent (100%) of the total amount due shall be payable to the ERS.

SPECIFIC GUIDELINES FOR INDUSTRY EVENING SYMPOSIA

APPOINTED AGENCY

Applications for Industry Evening Symposia must be submitted by the organising company. Correspondence should be made exclusively between this company and the ERS. Companies should inform the ERS, in writing, what agencies have been appointed for their Industry Evening Symposia.

It is not the role of an agency to make initial enquiries or reservations with the ERS independently of the sponsoring company. The agency cannot fully act as if it were the sponsoring company itself, and the sponsoring company will continue to be held entirely responsible and accountable for activities organised in its name. For this reason, agencies are not permitted to sign contracts on behalf of the sponsoring company. Companies are responsible for communicating these guidelines to their staff and their appointed agencies.
SYMPOSIUM ROOMS
Set-up: theatre style rooms will be made available for 2 hours only, from 17.15–19.15 (no coffee break) on the day of the Industry Evening Symposium. Rooms will be accessible from 16.45

The rooms will be provided with the following basic technical equipment:
- Front projection screen
- One video projector (for computer presentations) connected to a PC/file server
- Stand microphones for questions from the audience, available according to the capacity of the room
- Chairperson's desks (for up to 4 speakers) with chairs and microphones
- One lectern with one microphone and light
- Water for chairpersons

A technician will be on hand for the duration of the session to manage lighting, audio and projection facilities. A room assistant will be in charge of welcoming and briefing the chairperson(s) and the speakers on technical facilities (including access to the PowerPoint presentations from the PC) and will ensure that the session runs to schedule. In case of problems, he/she will be able to contact the ERS scientific department.

The ERS will provide the names of the chairperson(s) and speakers for panels to be placed on the desk by the room assistant. Should additional hosts/hostesses or additional AV equipment be required, the organiser will send the ERS the complete addresses and contact details of the companies providing these by July 2016. These companies will invoice sponsors directly.

TECHNICAL REHEARSAL
Sponsoring companies have the option to use the symposium room the evening prior to their Symposium for the purpose of a technical rehearsal. The ERS does not charge any additional fee for this; however, any other costs linked to this rehearsal (technical assistance, security, etc.) will be borne by the sponsoring company.

CONTROL OF DELEGATE FLOW AND ATTENDANCE
It is the sponsoring company’s responsibility to select a room large enough to accommodate the number of delegates likely to attend its Industry Evening Symposium. The reservation is for seating room only. It is the sponsoring company’s responsibility to control entrances with trained staff and monitor the number of participants entering the room. All doors must be covered by the company’s staff to prevent overcrowding and infringement of health and safety regulations. Sponsoring companies must plan appropriate staffing and/or security ahead of time to avoid any problems. In cases in which this is not respected and for obvious security reasons, the venue has complete authority to block entrance into the rooms. Sponsoring companies will be charged for any extra security required.

SPEAKERS AND CHAIRPERSONS
The ERS assumes that the speakers and chairpersons at the Industry Evening Symposia will be contacted by the sponsoring companies themselves to arrange registration, travel and accommodation. It is the responsibility of the sponsoring company to:
- ensure there is no timing clash (with parallel satellite symposia) for the chairpersons and speakers they choose. A minimum of 15 minutes’ gap is requested between 2 different presentations made by the same speaker in 2 different symposia on the same evening.
- ensure that their chosen chair has not made any commitment to act as a chair or as a speaker in a different symposium on the same evening.
- Ensure that the faculty for the symposium is adequate – minimum of one Chair and two Speakers (not including the Chair)

The ERS cannot be held responsible for any schedule clashes involving speakers or chairs. The ERS does not accept faculty who have links with the tobacco industry and reserves the right to take appropriate measures to preserve its interests.
ERS BYLAWS, ARTICLE X. 9 CONFLICT OF INTEREST
“Steering Committee members, Congress Chair and Co-Chair, the Guidelines Director and the Editor (s) in Chief of the ERJ may not be involved as speaker or chair in the industry-sponsored symposia at the International Congress.”

SPEAKERS’ PRESENTATIONS
To avoid unexpected last-minute technical problems, companies are strongly encouraged to make sure their speakers use the Speaker Preview Room to pre-load all talks and introductory slides. This will have to be done at least 120 minutes prior to the start of the session and/or rehearsal. If speakers choose to use their own laptops, this is the responsibility of the company organising the Industry Evening Symposium.

ABSTRACTS
The ERS does not require speakers to submit abstracts of their lectures. Sponsoring companies can, however, publish their abstracts/papers for distribution among the attendees of their symposium, or in the form of an advertisement in ERS publications. Copyright of the collection of abstracts submitted to the ERS International Congress 2016 belongs to the ERS. While individual authors are permitted to print and distribute their own abstract, companies wishing to reproduce a collection of abstracts for distribution should contact the ERS Marketing & Corporate Relations department for information on permission.

FILMING/WEBCASTING
The ERS allows the filming of Industry Evening Symposia. This should be organised by the sponsoring company itself. The footage should not be made available and/or released on any websites or meetings or be broadcasted before the end of the Congress. Prior approval by the ERS is requested. The ERS does not offer a videoing service but can provide slide and audio recording on request. The ERS also offers a hosting service for videos and webcasts on the ERS website. For further details see Sponsorship and advertising opportunities, page 51

NOISE
A sound engineer will offer support during the symposium. A noise limit will be imposed by the sound engineer, and sponsors must not alter settings to exceed this level. Any sponsor found adjusting settings will be forced to correct the noise levels. In the event that the noise from neighbouring symposia or from other sources seriously affects a symposium, please contact a technician who will arrange for the problem to be assessed immediately.

The ERS does not offer completely soundproofed rooms for Industry Evening Symposia. Sponsors should be aware that some low-level background noise is inevitable.

CATERING
It is not permitted to offer catering in the symposium room. However, sponsors are welcome to organise catering after their Industry Evening Symposium, outside the symposium room, for 1 hour (19.15–20.15). You must receive prior approval from the ERS for this.

VOTING PAD
The ERS advises all companies wishing to use voting pads to contact the official AV partner for the ERS International Congress. They will ensure the delivery, storage and charging of the devices. Whilst it is perfectly acceptable for companies to employ an alternative supplier, the ERS cannot provide storage or charging points for the equipment provided and will not be responsible for those.
REGISTRATIONS

All speakers, as well as all participants and invited guests who wish to attend sessions, must register as active participants. For detailed information on Congress registration, see page 71

COMPLIMENTARY REGISTRATIONS

Sponsoring companies are entitled to 10–30 free active participant registrations, depending on the capacity of the room allocated for their Industry Evening Symposium, as follows:

- Up to 499 seats: 10 free registrations
- 500–999 seats: 20 free registrations
- 1,000 seats and above: 30 free registrations

Postgraduate Courses, Meet the Professor Seminars and social events, except the Opening Ceremony and Welcome Reception, are not included. These complimentary registrations may be used for company staff or invited speakers.

ADDITIONAL BADGES

For companies with large investments in the Congress, additional badges may be provided. Please contact the ERS for specific requests.

INDUSTRY EVENING SYMPOSIUM PROMOTION

CONGRESS PUBLICATIONS

The times, dates and titles of Industry Evening Symposia will be announced in the online Advance Programme. It will also be published on the ERS website in July 2016 and made available on the Congress smartphone App.

POSTERS TO BE DISPLAYED IN THE CONGRESS CENTRE

Companies are permitted to display 2 e-posters announcing their Industry Evening Symposium. They will be displayed on the day of the Industry Evening Symposium in 2 locations within the congress centre, in rotation with other sessions’ e-posters. These posters are subject to ERS approval. Companies will also have the opportunity to have a roll-up/poster in front of the room in which the Industry Evening Symposium will be held, displayed by the company from 16:45. Display of any other material (flyers, posters, etc.) outside the Industry Evening Symposium room is strictly forbidden.

ERS CONGRESS LOGO USE

Each company sponsoring an Industry Evening Symposium, Industry Evening Expert Forum, Industry Evening Mini-Symposium, Industry Early Morning Symposium or Industry Practical Workshop is allowed to use the ERS Congress logo free of charge on the following marketing items: e-mail signature or pre-congress promotion. The logo will be sent by the ERS upon request after approval of the material where it will appear. The logo layout and position is at the sole discretion of the ERS.

DISCLAIMER

When using the ERS Congress logo, the following wording must also be printed: “The ERS declines all responsibility with respect to the information published in this document”. Sponsors should avoid any suggestion that products or content are endorsed by the ERS and should refrain from using the Congress branding in any way.
GENERAL PROMOTION OF INDUSTRY EVENING SYMPOSIA
Sponsors are encouraged to advertise their symposia from their exhibition booth and to advertise in Congress publications, to use the ERS Congress App and to use poster and banner websites offered by the ERS. The distribution of flyers, abstracts or posters in other areas of the congress centre or in hotels is strictly forbidden.

BRANDING IN THE EVENING SYMPOSIUM’S ROOM
Branding is allowed in the Industry Evening Symposium’s room such as branding on the lectern and the head table. Exact dimensions for the lectern and head table will be provided by the ERS in due time. Production of these material and display are the responsibility of the company organising the Industry Evening Symposium. Light tape which can be easily removed should be used to stick these materials in order to avoid damaging the ERS branding. Hanging banners from the ceiling are allowed in certain rooms and additional room decoration is permitted subject to ERS approval. Under no circumstances will the ERS store internally, allow materials to be setup in the rooms and covered prior to the session or permit any activities or setup that hinders the organisation of the ERS Scientific programme or represent a risk to its delegates.

FOR GENERAL CONGRESS GUIDELINES AND REGULATIONS FOR INDUSTRY, SEE PAGE 11