



ERS

EUROPEAN RESPIRATORY SOCIETY  
INTERNATIONAL CONGRESS 2020  
VIENNA Austria, 5-9 September

# ERS GUIDELINES FOR INDUSTRY SESSIONS

## ROOM ALLOCATION FOR INDUSTRY SESSIONS

Deadline: please submit your 3 preferred choices by December 13, 2019 by completing the related order form. If none of the preferred choices can be allocated, companies will be contacted and offered alternatives. Before confirming any allocations, ERS will wait until all confirmations for Industry Session rooms and dates have been received on December 13, 2019. The ERS will do its best to accommodate organisers with their preferential choices according to the following criteria:

- Number of seats in the Industry Session 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 organisers simultaneously by the end of January 2020.

Acceptance of an allocation will constitute entering a binding agreement with ERS and cancellation fees will apply. For organisers 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 as of February 2020, together with an invoice for 100% of the amount payable. Full payment must be processed by April 30, 2020. Failing to pay by the above deadline will result in not being included in the online Congress Guide.

## CANCELLATION OF CONTRACT BY ORGANISER

An organiser may withdraw from the contract with 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 May 30, 2020, fifty percent (50%) of the total amount shall be payable to ERS; in the case of cancellations made after May 30, 2020, one hundred percent (100%) of the total amount due, shall be payable to ERS.

## APPOINTED AGENCY

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

It is not the role of an agency to make initial enquiries or reservations with ERS independently of the pharmaceutical company. The agency cannot fully act as if it was the pharmaceutical company itself, and the pharmaceutical 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 pharmaceutical company. Companies are responsible for communicating these guidelines to their staff and to their appointed agencies.



## SYMPOSIUM ROOM

**Set-up:** rooms will be made available for 2 hours only (no coffee break) on the day of the Industry Session. Rooms will be accessible 30 minutes before the Session starts.

**Dismantling:** any set-up, dismantling and removal operation shall be carried out by the organiser or its appointed agency within 15 minutes after the Session has ended.

**The rooms will be provided with the following basic technical equipment:**

- Front projection screen – 16:9
- One video projector (for computer presentations) connected to a PC/file server
- Wired Q&A microphones for questions from the audience
- Chairperson's tables (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 problem, he/she will be able to contact the ERS Scientific Department.

## TECHNICAL REHEARSAL

When booking an Industry Session, you will be given one-hour technical rehearsal. Rehearsals will take place either in the evening, one day prior to the Session or in the morning, the same day as the Session. No additional cost will be charged for this service unless the organising company has specific requests or needs additional time.

## CONTROL OF DELEGATE FLOW AND ATTENDANCE

It is the organising company's responsibility to select a room large enough to accommodate the number of delegates likely to attend its Industry Session. It is the organising 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. Organising 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. Organising companies will be charged for any extra security required.

For safety reasons, ERS will not allow delegates to stand in the back of the room, in the aisles or lean against the walls. People standing will be asked to find a seat in the room and other delegates will be stopped from entering the session during this time. Hostesses should be briefed to kindly but firmly ask delegates to find a seat.

## SPEAKERS AND CHAIRPERSONS

ERS assumes that the speakers and chairpersons at the Industry Sessions will be contacted by the organising companies directly to arrange registration, travel and accommodation. It is the responsibility of the organising 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.



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- 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)

**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.**

NB: in accordance with ERS paper reduction measures, kindly note that ERS will no longer provide tent cards with chairs and speakers names.

#### ERS BYLAWS, ARTICLE IX. 9 CONFLICT OF INTEREST

“Steering Committee members, Congress Chair and Co-Chair, the Guidelines Director and the Editor in Chief of the ERJ may not be involved as speaker or chair in the industry-sponsored symposia at the ERS 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 must 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 Session.

#### ABSTRACTS

ERS does not require speakers to submit abstracts of their lectures. Organising 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 2020 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 Office for information on permission.

#### FILMING

ERS allows the filming of Industry Sessions. This should be organised by the organising company itself as ERS does not offer a videoing service. 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 from ERS is requested.

However, ERS offers different packages for you to be part of the Live@ERS feature and/or have your session displayed on the ERS e-Learning resources.

For more information regarding Live@ERS please visit the [‘Virtual Congress’ tab](#) on our Congress website.

#### NOISE

A sound engineer will offer support during the symposium. A noise limit will be imposed by the sound engineer and organisers must not alter settings to exceed this level. Any organisers found adjusting settings will be forced to correct the noise levels. If 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. ERS does not offer completely soundproofed rooms for Industry Sessions. Organisers should be aware that some low-level background noise is inevitable.



## CATERING

Organisers are welcome to organise catering after their Industry Session, outside the room for one hour. Approval from ERS must be requested in advance.

## REGISTRATION

All speakers, as well as all participants and invited guests who wish to attend sessions, must register as active participants. More information on [www.erscongress.org](http://www.erscongress.org).

## COMPLIMENTARY REGISTRATIONS

Organisers companies are entitled to 10 free active participant registrations, for their Industry Evening Symposium. They are entitled to 3 free active participant registrations for their Industry Early Morning Symposium, Evening Mini-Symposium, Expert Forums, and Practical Workshops. Access to Skills Workshops, Postgraduate Courses, Meet the Experts, Professional Development Workshops and social events, except the ERS Congress Opening Session is not included. These complimentary registrations may be used for company staff or invited speakers.

## PROMOTION OF INDUSTRY SESSIONS

### IN THE ERS CONGRESS PROGRAMME ONLINE & IN THE APP

The time, date and title of the Industry Sessions will be published in the official online ERS Programme ([www.erscongress.org](http://www.erscongress.org)). It will also be published on the ERS Congress App.

### E-POSTERS ANNOUNCING THE INDUSTRY SESSIONS OF THE DAY

As part of the Industry Session package, companies are offered to display an e-poster to promote their Industry Session on the day it takes place. The e-poster will be displayed in 2 locations of the Venue, like the registration area & another strategic location (defined at a later stage). These posters are subject to ERS approval.

Companies will also have the opportunity to display a roll-up/poster in front of their session room, 30 min before the session starts. A skirted table outside the session room will be at the disposal of the companies to display promotional flyers or documents, also 30 min before the session starts.

### GENERAL PROMOTION OF INDUSTRY SESSIONS

Organisers are encouraged to advertise their Industry Session from their exhibition stand and to take advantage of the advertising opportunities offered by ERS, including e-inserts in ERS Congress App, external posters, thumbnails in pre-Congress e-mailing, web banners, push notifications and more.

The distribution of flyers, abstracts or posters in other areas of the Congress centre or in hotels is strictly forbidden.

### BRANDING IN THE INDUSTRY SESSION'S ROOM

Branding is allowed in the Industry Session's room on items such as the lectern and the head table. Exact dimensions for the lectern and head table will be provided by ERS in due time. Production of these materials and displays are the responsibility of the company organising the Industry Session.

**NB: In order to avoid damaging ERS branding on the lectern, it is forbidden to stick your branding directly on ERS branding (ERS branding should be removed first, hidden under the stage and placed back at the end of the Industry Session). Please use Velcro.**

Hanging banners from the ceiling are allowed in certain rooms and additional room decoration is permitted subject to ERS approval.

Under no circumstances will 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.



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## BRANDING GUIDELINES FOR PROMOTIONAL ITEMS

### *ERS CONGRESS LOGO USE*

Companies organising an Industry Session can use the ERS Congress logo free of charge on the following marketing items: e-mail signature or pre-congress promotion. The official ERS International Congress 2020 logo will be available on the ERS Congress website.

When using the ERS Congress logo, the following disclaimer must also be printed: ***“ERS declines all responsibility with respect to the information published in this document”.***

Organisers should avoid any suggestion that products or content are endorsed by ERS and should refrain from using the Congress branding in any way.

### *WORDING*

The exact name of the event must be used and the correct session types must be mentioned on all promotional items.

See below:

- ERS International Congress 2020
- Industry Evening Symposium
- Industry Early Morning Symposium
- Industry Evening Mini-Symposium
- Industry Evening Expert Forum
- Industry Practical Workshop