

ERS CONGRESS GUIDELINES & REGULATIONS

These guidelines are designed to ensure that all sponsors enjoy safe, comfortable and successful participation in the Congress. The guidelines are constantly updated to take into account changes in laws, codes of practice and regional regulations. With this in mind, we urge you to check that your understanding of the guidelines is current.

ORGANISING MEETINGS AND EVENTS OUTSIDE THE CONGRESS

SCIENTIFIC SYMPOSIA AND PROMOTIONAL EVENTS

The ERS forbids the organisation of scientific symposia outside of the ERS International Congress, at any venue within the host city throughout the entire duration of the Congress as well as 3 days prior to and 3 days after the official opening and closing dates of the Congress, respectively. This rule also applies to 'Meet the Professor' type events, all events involving speakers presenting data or case studies, practical workshops and all educational events.

Industry Sponsored Sessions will be held within the Congress on Sunday, Monday and Tuesday.

SOCIAL EVENTS

Companies are permitted to hold breakfasts, lunches, dinners and other social events provided they do not take place during the following times:

- The ERS Congress Opening Session on Saturday, 5 September from 18:00 – 21:00
- The Scientific Programme, where ERS sessions are held from Sunday, 6 September to Tuesday, 8 September (08:00 to 19:15) and Wednesday, 9 September (08:00 to 12:00)

Additionally, we would like to make you aware that no events can be organised as part of the ERS International Congress at the same time as the ERS's official networking events.

The networking events include the following:

- Executive Committee Dinner Friday, 4 September - 19:30
- Speakers' Reception Sunday, 6 September - 20:00
- President's Reception Monday, 7 September - 20:00

INTERNAL STAFF MEETINGS

The ERS accepts closed meetings taking place outside the Congress centre for the purpose of internal staff briefing. For small closed meetings, board meetings, discussion groups, clinical findings meetings, meetings with investigators and speaker briefings for symposia, approval from ERS is not required unless the event is for more than 40 individually invited participants. These small meetings can take place during Congress programme.

Sponsors are entitled to host meetings for more than 40 participants for delegates they have funded to attend the Congress. However, these meetings cannot take place during the Congress Programme and must not compete with or dilute the value of the content of the ERS International Congress' Scientific Programme.

Programmes for such meetings must be approved by the ERS Office, please forward them to corporate.relations@ersnet.org



MEETING ROOMS & LOUNGES

Companies wishing to set up a lounge area outside the Congress centre for their guests to relax, work, meet colleagues, take refreshments, etc., are permitted to do so provided the lounges are not used for activities clearly forbidden by the regulations.

For meeting rooms and lounges within the Congress centre, see further details on www.erscongress.org under the Industry tab.

When organising events and meetings outside the Congress centre, please ensure that your meeting is approved by ERS. If a sponsor is found to be in breach of the regulations, ERS reserves the right to ask the sponsor to cancel or change the format of the meeting. In the unfortunate event that a company refuses to comply with ERS regulations, the company will be liable for a fine, the sum of which will be at the discretion of ERS. In addition, ERS reserves the right to exclude the company from participation in any future ERS events.

CONGRESS CENTER RULES

SMOKING AND VAPING POLICY

As tobacco is the major cause of lung diseases, ERS' Congress Committee asks all participants and exhibitors to refrain from smoking or vaping in the Congress centre, including meeting rooms, exhibition areas, poster areas, toilets, restaurants, cafeterias, bars and loading areas and within 250 metres of the main entrances/exits at all times. The restriction applies to all types of electronic cigarettes.

CHILDREN AND MEMBERS OF THE PUBLIC

Children and members of the public are not permitted in the exhibition area or any room hosting an industry activity. In addition, ERS asks delegates and faculty to refrain from bringing children into the Congress centre unless using the ERS childcare services. In the event that a member of public is invited to participate in the ERS Congress scientific programme, they should be accompanied by a qualified healthcare professional or ERS representative observing the ERS restrictions where appropriate.

FILMING AND RECORDING OF SESSIONS

ERS wishes to protect the intellectual materials of those contributing to the Congress, prevent inappropriate material being made available to audiences outside the Congress, as well as protect its sponsors, exhibitors and delegates, and avoid blockages and logistical problems. Due to the increased number of requests from our sponsors regarding the filming of events and individuals, we are circulating the following guidelines for exhibitors and sponsors.

Filming at the Congress venue is permitted in the following circumstances only:

- Filming of sponsor's symposia
- Filming taking place within your own meeting room
- Filming of sponsor's workshops
- Filming in the grounds (car park etc) of the Congress centre
- Filming of sponsor's own booth
- Filming of sponsor's press conference



All filming must take place within the room where the activity is taking place. Camera crews and equipment must not cause any obstruction to delegates, ERS staff or ERS partners and other parties assisting with the organisation of the event.

To protect ERS, its sponsors and delegates, filming is expressly forbidden in ERS sessions rooms, in public areas of the Congress centre and the exhibition hall. Any individuals filming in these areas will be asked to desist immediately. Care should be taken to avoid inappropriate use of ERS branding and to ensure there is no suggestion of ERS endorsement in recorded material.

A camera crew will only be allowed into the Congress centre with a valid Congress badge.

All press requests should be directed to the ERS Press Office - Dawn Ould: dawn.ould@europeanlung.org

The photographing of booths is not permitted during the set up/breakdown of the exhibition unless the photographer is hired by the exhibitor to take photographs of his/her own stand and can avoid inclusion of neighbouring booths.

Photography during the opening times of the exhibition of all aspects of the event is allowed in all instances except in cases where the photographer or photography equipment would cause an obstruction or danger to delegates or staff who are visiting or working in the exhibition hall.

CATERING

Please check whether catering for large groups is possible within the Congress centre by contacting the Marketing & Corporate Relations Office. Catering options within the centre will be offered on a first-come, first-served basis and requirements will be handled by the Congress centre's catering company following allocation.

MARKET RESEARCH AND PRODUCTION/PRESS COMPANIES

ERS does not allow market research companies to operate in areas of the Congress centre. Sponsors may employ companies to conduct surveys on their exhibition stands only and not in the aisles and walkways of the exhibition. It is not permitted for companies to undertake market research related to ERS, its activities or features of the Congress anywhere in the Congress centre.

ERS conducts its own independent research into these areas and the results of this research can be obtained via the Marketing & Corporate Relations Office.

Information about industry press activities can be found on www.erscongress.org under the Industry tab.

PUBLICITY AND BRANDING RULES

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The content of all promotional literature, advertising and promotional material of any form used or distributed within the Congress centre for the duration of the Congress remains the sole legal responsibility of the sponsor/exhibitor.

It is the sponsor's/exhibitor's responsibility to abide by Austrian laws and to observe relevant legal regulations with regards to publicity, the handing out of samples and the sale of products. The exhibition consultant (Interplan AG) and ERS cannot be held liable for any noncompliance.



The exact name “ERS International Congress 2020” and session type must be mentioned on all promotional items.

DISPLAY AND DISTRIBUTION OF MATERIALS

Putting up posters and distributing flyers, abstracts or invitations outside a sponsor’s exhibition stand or industry session room is forbidden. All such materials will be systematically removed and destroyed. Any individual responsible for such activities will be asked to leave the Congress centre. This policy extends to hotels and other public places in the city.

All promotional materials to be distributed, shown or displayed during the Congress must be approved by ERS in advance.

It is also forbidden to set up promotional events, models, posters or branded structures outside the congress centre or in any public places or areas of local interest such as train stations, market squares, parks and airports.

INDUSTRY APPS FOR CONGRESS

- Sponsors are invited to direct their delegates to the official ERS Congress App for their Congress planning, which has many features to enhance the Congress experience.
- Sponsors are welcome to develop their own app to support their own activities at the Congress for their sponsored delegates, visitors to their stands and participants in their own symposia.
- Sponsor’s apps should not be publicly promoted during the Congress, other than in support of the activities listed above (sponsored delegates, visitors to the stand and participants in their own symposia).
- Sponsor’s apps must not duplicate, augment or seek to replace any of the functionalities of the official Congress app and are not permitted to use or record any content of the ERS Congress programme that is not the sponsor’s own.
- It is not acceptable for any company or organisation to seek to gain a marketing advantage by producing apps that utilise any of the scientific or educational materials from the ERS Congress.

PERMISSION AND LIABILITY

The securing of necessary permits and licenses remains the sole responsibility of the party or organisation wishing to undertake activities during the Congress. Sponsors are liable for all taxes, charges and duties relating to such activities. Should a claim in respect of such be addressed to ERS, companies shall fully indemnify the ERS.

Sponsors will remain liable for the activities of their staff and representatives during Congress. The ERS does not, in any way, accept responsibility for the staff and representatives of its sponsors and partners during Congress, within or outside the Congress centre.

INSURANCE

It is the responsibility of the sponsor to assess and assure the level of insurance cover required to indemnify itself against all eventualities concerning their activities, equipment and staff during the Congress within and outside the Congress centre.

ERS offers no assurances to the sponsor outside those expressed within specific contracts. Sponsors are obliged to check the level of cover required by the Congress centre directly with the venue.