

# ERS GUIDELINES FOR LOUNGES

- REQUESTS ARE HANDLED ON A FIRST-COME, FIRST-SERVED BASIS.
- ROOMS WILL BE ALLOCATED BY MID-MAY.

Lounges may be hired for hospitality purposes. Companies may offer catering in these rooms.

Activities such as 'Meet the Professor'-type events, scientific presentations and educational events, or indeed any activity that would detract from the ERS scientific programme or compete with other approved sponsored activities, are expressly forbidden in these rooms.

There must be no scheduled formal presentations in these rooms. Furniture for these rooms is not provided by ERS. The lounge and any activities taking place within the lounge must not be promoted in any way prior to or during the ERS Congress.

- Only a limited number of lounges are available in the Congress centre.

These rooms can only be reserved through **Interplan**.

- ERS has the right to modify demands as it sees fit to best accommodate as many requests as possible.
- Signs and posters may be placed on the door of the rented room. There should be no other signage or promotion around the Congress centre.
- All persons involved in the operation of lounges must have a valid badge (exhibitor, active participant, press or day pass). All persons requesting access to lounges must be registered either as active participants or as exhibitors. Persons without such a badge will not be allowed to enter the room.
- ERS will propose lounges to companies requesting them, with a deadline for acceptance or refusal. ERS will assume that no response to the offer constitutes acceptance. Interplan will invoice the company on confirmation. Payment must be made within the given time or the reserved lounge will be released. Cancellation of lounges once the invoice has been issued will incur a 100% cancellation fee.
- Interplan will only be responsible only for booking lounges in the Congress centre. Thereafter, the hiring company is responsible for organising individual needs, such as catering, furniture or other supplies, with the Congress centre or other supplier as necessary. Contact information will be sent to companies that confirm room reservations.
- Companies must abide by regulations stating the maximum amount of people who can be safely accommodated in each rented space.