



ERS

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

SPECIFIC GUIDELINES FOR MEETING ROOMS

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

Rooms may be hired for staff briefings, for meetings with associated professionals, such as speakers/ investigators, and for small closed meetings. Companies may offer light refreshments to those attending such meetings. Activities such as 'Meet the Professor' type events, scientific presentations, educational events, or any activity that would detract from the ERS scientific programme or compete with other approved sponsored activities, are expressly forbidden in these rooms.

The meetings must be invitation-only, with a maximum of 50 attendees depending on room size.

The meetings must not be promoted in any form prior to or during the Congress.

Only a limited number of meeting rooms 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 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 promotional material around the Congress centre.
- All persons involved in the operation of meeting rooms must have a valid badge (exhibitor, active participant, press or day pass). All persons requesting access to meeting rooms must be registered either as active participants or as exhibitors. Persons without such a badge will not be allowed to enter the room.
- ERS offers meeting rooms 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 meeting room will be released. Cancellation of meeting rooms once the invoice has been issued will incur a 100% cancellation fee.
- Interplan will only be responsible for booking meeting rooms 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.