

Technical Sponsorship Manual

ean
congress

virtual
2021

7th Congress of the
European Academy
of Neurology

June 19 – 22



www.ean.org/vienna2021

#ean2021   

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Welcome

Dear industry partner,

Thank you for participating at the 7th Congress of the European Academy of Neurology.

This technical sponsorship manual will guide you in the necessary steps of your participation as a sponsor at the EAN Congress 2021 and will answer all major questions that may arise during the planning of your participation.

Beside basic information and regulations referring to the Industry Network Area, you will find the contact details of our exclusive suppliers as well as other major contractors that are at your disposal for any requests. An additional roll out of technical documents will be done in March and include information for revised technical features.

Please read this document carefully and share it with the necessary colleagues and agencies involved in the organisation of your EAN Congress 2021 activities.

Observation of the deadlines marked on page 4 guarantees the best possible service by all contractors involved and avoids surcharges. To ensure a successful participation at the EAN Congress 2021, we will not be able to deviate from these deadlines.

If you need further assistance, our team will be happy to support you in your preparation for the EAN Congress 2021. Please find all relevant contact details on the following page.

For any further information about the 7th Congress of the European Academy of Neurology please visit the congress website www.ean.org/congress2021/.

We look forward to working closely with you over the upcoming months to a successful EAN Congress 2021.

With best regards,

EAN Industry Liaison Department

Important Addresses

Industry Liaison & Technical Production

EAN Head Office
Elisabeth Starkl
Peter Hofmann
Antonia Boesch
+43 1 889 05 03 28
industry@ean.org

Hotel

AIM Group International, Vienna Office
+43 1 402 77 55 0
hotel@ean.org

Registration

EAN Head Office
+43 1 889 05 03
registration@ean.org

Scientific Programme and Society Administration

EAN Head Office
+43 1 889 05 03
vienna2021@ean.org
www.ean.org/congress2021

Congress Venue

Austria Center Venna
Marion Lueftenegger
Bruno-Kreisky-Platz 1/ A-1220 Vienna
Marion.Lueftenegger@acv.at

Virtual Congress Platform Provider

MEEvents Cross Media GmbH
JMarquardt Technologies GmbH
<https://www.eanvirtualcongress.org/>
industry@ean.org

Technical Supplier for Industry Sponsored Sessions (exclusive provider)

MEEvents Cross Media GmbH
Lennart Schillhabel
+49 89 189 65 9329
industry@m-events.com

Lead Retrieval & M-anage

JMarquardt Technologies GmbH
Mathias Balhorn
industry@m-events.com

Important Dates and Deadlines

25 February 2021

- Submission of Congress Website Banner to be published in March

7 April 2021

- “Early registration deadline”
- Submission of mail blast to be sent out two weeks after early registration deadline

20 April 2021

- Access links to Content Management System (CMS) for Industry Network Area will be sent out
- Request of individualisation of Industry Network Areas must be sent to industry@ean.org
- Submission of technical production details for Industry Sponsored Sessions
- Delivery of inserts as preview .pdf for Congress Packages and all other promotional material artworks
- Submission of technical production details for Industry Sponsored Sessions

3 May 2021

- Deadline for submission of **final** programmes of industry sponsored sessions
- Delivery deadline for high resolution company logos and company descriptions to be included in the congress publications
- Delivery deadline for submission of PDF Invitation for mail blast to pre-registered participants
- Latest acceptance of acceptance of print ready files to our printing partner

5 May 2021

- “2nd deadline for reduced registration fee”
- Submission of mail blast to be sent out two weeks after 2nd deadline
- Arrival of printed Congress Kit inserts if printed with external supplier
- Submission of concept for blocking of User Groups to industry@ean.org

27 May 2021

- **Industry Network Area:**
- Submission of all content for the Industry Network Area for approval via EAN via CMS
- Submission of all content for the Industry Network Area marked with “mail” via industry@ean.org
- **Sponsorship Items:**
- Submission of all digital artworks for the Virtual Congress Platform
- Submission of mail blast to be sent out two weeks before beginning of the Congress
- **Industry Sponsored Session:**
- Individual Livestream Branding artworks submission to industry@ean.org
- Live Ticker | Web-Push | Social Media Boosts templates to be submitted to industry@ean.org
- Submission of Polling | Entrance/Exit Polling
- Submission of “Show Flow Template” for Industry Sessions to industry@ean.org
- Submission of supplements via Group Upload System
- Submission of individual evaluation forms
- Submission of promotional material to be approved by EAN.
- Submission of own produced Pre- Recordings for Industry Sponsored Sessions

15 June 2021

- Industry Network Areas will be published on the Virtual Congress Platform
- Congress Participants have received the Congress Package (first come – first serve; max 4.500)

19 - 22 June 2021

- 7th Congress of the European Academy of Neurology

1. Key Information

Live Streaming of Congress Programme

Friday, 18 June 2021	18.30 – 20.00 (Congress Opening)
Saturday, 19 June 2021	08.00 – 18.15
Sunday, 20 June 2021	07.15 – 20.00
Monday, 21 June 2021	07.15 – 20.00
Tuesday, 22 June 2021	07.15 – 16.30

Availability of on-demand Programme

Recordings of the scientific & educational sessions of EAN will be available from the first day of the Congress. After the live stream, EAN will publish the live streamed webcast incl. discussions on the next day of the Congress.

Per default EAN will also publish recordings of Industry Sponsored Sessions from the first day of the Congress. If a Sponsor wants its Industry Sponsored Sessions to be made available on demand after the live stream as a webcast, please inform EAN via industry@ean.org.

Availability of Industry Network Areas

Industry Network Areas will be made available for Congress participants from **15 June 2021 17:00** and will remain available until **6 July 2021 17:00**. EAN will monitor all Industry Network Areas and reserves the right to remove Industry Network Areas from the platform in case of inappropriate and/or missing content.

Breaks

Saturday, 19 June 2021	coffee break: 09:30-10:00 / lunch: 12:00-15:00/ coffee break: 16:15-16:45
Sunday, 20 June 2021	coffee break: 09:30-10:00 / lunch: 12:00-15:00/ coffee break: 16:15-16:45
Monday, 21 June 2021	coffee break: 09:30-10:00 / lunch: 12:00-15:00/ coffee break: 16:15-16:45
Tuesday, 22 June 2021	coffee break: 10:00-10:30 / lunch: 12:30-13:30/ coffee break: 14:30-15:00

Opening session

The Congress Opening will be live streamed on **Friday 18 June 2021** from **18:30 – 20:00** in the **Main Auditorium** and will be available on demand.

EAN Brain Challenge

EAN will host its EAN Brain Challenge on **Saturday 19 June 2021** from **16:45 – 18:15** in **Room Amsterdam** and will be available on demand.

Livestreaming from TV Studio

EAN is hosting several shows and discussions including wrap-ups and daily highlight presentations of the according EAN Congress. Shows will be hosted by a professional moderator and scientific moderators which will lead through the daily shows. The TV Studio in the Austria Center Vienna will be set-up ready one day before the first congress day. It is aimed to provide for required pre-productions which will be streamed during the Congress. The TV shows should accompany the scientific programme of the Congress in a more entertaining nature.

Preliminary TV Live-Streaming schedule:

Live Shows (in bold)										
Time*	18.06.2021	19.06.2021	20.06.2021	21.06.2021	22.06.2021	23.06.2021				
07:00	Assembly					Breakdown				
07:30							Morning Show	Morning Show	Morning Show	Morning Show
08:00									Behind the scenes	
08:30										
09:00								Named Lectures Interview 2		
09:30							RRFS - Future of Neurology	RRFS - Future of Neurology	RRFS - Future of Neurology	
10:00										RRFS - Future of Neurology
10:30										
11:00							Named Lectures Interview 1			
11:30										
12:00										
12:30										
13:00										
13:30										
14:00										
14:30							Named Lectures Interview 3 & Lunch Soirée	Lunch Soirée	Interview with AS & Lunch Soirée	Final Wrap-up & Lunch Soirée
15:00										
15:30										
16:00										
16:30										
17:00										
17:30										
18:00										
18:30										
19:00	OPENING (PLEN01)									
19:30		Brain Challenge								
20:00										
20:30		EAN Blue Hour	EAN Blue Hour	EAN Blue Hour						

All times and shows are subject to changes

2. Industry Download Center

Each exhibitor/sponsor will receive a link to the Industry Download Center from industry@ean.org. With this link you do not need any additional log-in details and you can easily share it with your colleagues, agencies, and service providers that are involved in your participation at the EAN Congress 2021. It will be updated regularly with information and forms essential to your congress participation planning.

It will especially provide the following information:

- Industry Sponsored Session Manual
- Technical Sponsorship Manual
- Lead Retrieval Information
- Technical Specifications of Sponsorship Items
- Industry Press Guidelines
- Templates for live Tickers, Push Notifications
- Standard Session Evaluation Questionnaire

3. Industry Registration

For any requests concerning registration, please contact the registration management under registration@ean.org.

Virtual Congress Registrations

For the EAN Congress 2021 all Congress Tickets for Industry Partners will allow access to all areas of the Congress and is like a regular Congress Registration.

Complementary badges have been allocated according to sponsorship level and the type of Industry Network Area purchased:

Sponsorship Level	Premium Sponsor	Major Sponsor	Top Sponsor
Complementary Registrations	20x	15x	10x
Industry Network Area	Basic Package	Plus Package	Superior Package
Complementary Registrations	10x	20x	30x
Session Types	Complementary Registrations		
Satellite Symposia	5		
3-Day Satellite Sessions	5		
Early Bird Satellite Sessions	2		
Forum Talks	1		

How to register your staff and affiliates

Registering as an exhibitor for an EAN Congress is only possible for the one spokesperson/ contact person of the industry partner. Once your exhibitor registration is open, you will receive an e-mail notification which directs you to the registration process.

Please have your MyEAN credentials at hand as you need to log into your account to start your registration. Once you are logged in on my.ean.org, go to the tab EAN Events and select the EAN congress you want to register for.

1. As your registration type select “IPR” registration and another field will appear that contains your company’s name – you can edit as desired. Proceed to next step.
2. Indicate the amount of congress registrations you need. As an Industry Partner the EAN grants you a certain number of free registrations depending on your sponsoring level. The number of free registrations is indicated below the text box. Please put in the full number of registrations you need (free + potential additional registrations). Every additional ticket will be charged with the full registration fee of 250€.
3. Once you have entered the ticket amount proceed to the next step.
4. Please read and accept our registration terms and conditions otherwise you will not be able to proceed.

5. After reviewing your registration order, please click on finish to select your payment method. **Please be aware that, by clicking finish, your registration is registered in our system.** If you cancel the process after this, you might have problems with starting it again. If there are any problems, please contact us at registration@ean.org.
6. For IPR registration the only payment option is bank transfer. Click on the symbol and proceed.
7. The process is completed, yet your congress registration will only be regarded as complete upon the arrival of the outstanding amount on EAN's bank account.

After payment is received

Upon arrival of the outstanding amount, you can now assign your industry badges to your staff or participants. To do so, please log into your MyEAN again, go to EAN Events and click on the tab "My registrations". Select your Industry Partner registration. Here you must insert the email addresses of your group members – this must be the same e-mail as indicated in their MyEAN profile. If they do not have one then you can invite them to the community by putting in their email.

Please note that this must be completed by **7 June 2021** at the latest.

Ticket reassignment or changes

In case of any changes please make use of our change request function. For that please log into your MyEAN account, go to EAN Events and click on the tab change request. Change request options that are available to you are:

- Full group cancellation – please note that no refund of any registrations fees can be made.
- Ticket transfer/ name change

Please be aware that for each change request that is accepted, we will charge a processing fee of 50 €.

4. Industry Network Area

Industry Network Area are an elementary part of the Virtual Congress Platform of EAN and will give the sponsor the opportunity to inform participants about their products, science and offer sponsors the opportunity to interact with congress participants in multiple ways based on their booked package.

4.1. Incentives & Nudges to increase traffic to Industry Network Areas

Incentive

EAN will implement various tools to motivate Congress participants to visit industry Network Areas. Details will be announced in March.

Nudges:

EAN will set several actions to encourage participants to visit Industry Network Areas:

- Satellite Sessions and the Industry Network Areas will be linked per default during live streams
- Sponsor will have its Logo on the Landing Page of the Virtual Congress Platform which links to the Industry Network Area (1x click access)
- EAN will promote Industry Network Areas and Satellite Sessions via Newsletters sent out by EAN during the official Congress days.
- Deep Links to the Industry Network Area can be provided for use in sponsors' campaigns.
- Industry Information Walls (additional item) and all banners (additional item) will per default include a link to the sponsors Industry Network Area.
- Web-Push Notification (additional item) can link to the Sponsors Industry Network Area

4.2. Technical Specifications

Industry Network Area – Basic Package

Slider on top max. 5 graphics (logo or full graphic)	File type: .png or .jpg Dimensions: 1368 px wide x 200 px high, min. 72 dpi 5 Banners max. (Rotation cycle 5 seconds)	CMS
Logo	File type: .png with transparent background Dimensions: min. 72 dpi The logo will be centered inside a banner Logo dimensions: 649 px wide x 480 px high px	CMS
Company Description	Plain text insert in CMS with max. 1200 characters	CMS
Contact Details	Address: Company Name + Address incl. Country + Website + Contact email + Phone number	CMS
Social Media Links	Twitter; Instagram, LinkedIn, Facebook	
Competences / Topics	Select from list of Congress topics as available	CMS
Ask a Question Button	Default: Integrated Lead Retrieval that is connected to the registration database. Delegates can send a question and share contact details with the company. The collected data and questions are available via the company backend during the congress. Alternatives: Button can be linked to an external website or as "mailto:" option	CMS
Product Section	Max. number of products: 15 (3 in a row) Graphic file type: .png or .jpg Graphic dimensions: 436 px wide x 244 px high, min 72 dpi Product title: max. 30 characters Product short description: max. 180 characters PDF file: max. 250 MB Product link: insert link to external product information (website, product video, etc.)	CMS
Symposia Section	Will automatically be inserted from the virtual congress system according to the latest program	

Reference Link:

Preliminary Design of Basic Package:





HOME
LIVE STREAM
INDUSTRY
EAN ePOSTER AREA
EAN BOOTH
EAN CREATIVE
MY CONGRESS

Ticker text with your message ... visit lorem ipsum for new lorem deals dummy text. Ticker text dummy text. [Click here](#)

← previous
next →

PREMIUM SPONSOR


Hoffmann-La Roche



Roche Neuroscience
Wissenschaft an der Seite des Patienten

Company Description Title

Roche is a global pioneer in pharmaceuticals and diagnostics focused on advancing science to improve people's lives. The combined strengths of pharmaceuticals and diagnostics under one roof have made Roche the leader in personalized healthcare – a strategy that aims to fit the right treatment to each patient in the best way possible.

Roche is the world's largest biotech company, with truly differentiated medicines in oncology, immunology, infectious diseases, ophthalmology and diseases of the central nervous system. Roche is also the world leader in in vitro diagnostics and tissue-based cancer diagnostics, and a frontrunner in diabetes management.

Founded in 1896, Roche continues to search for better ways to prevent, diagnose and treat diseases and make a sustainable contribution to society. The company also aims to improve patient access to medical innovations by working with all relevant stakeholders. Thirty medicines developed by Roche are included in the World Health Organization Model Lists of Essential Medicines, among them life-saving antibiotics, antineoplasms and cancer medicines. Moreover, for the tenth consecutive year, Roche has been recognised as the most sustainable company in the Pharmaceuticals industry by the Dow Jones Sustainability Indices (DJSI).

Contact

Address
Hoffmann-La Roche
2070 Basel
Switzerland

Website
www.roche.com

Email
Roche.webmaster@roche.com

Competences / Topics

Diabetes Management | In vitro Diagnostics | Immunology

ASK A QUESTION!



STAY UPDATED!

PRODUCTS



Product title
Wide Range of Applications - with multiple light sources and filters, the c200 can image multiple types of gels and blots. Compact Design - 38cm W X 55cm H X 36cm D, giving you more space.

 PDF download
www.productlink.com



c200 Gel Imaging Workstation
Wide Range of Applications - with multiple light sources and filters, the c200 can image multiple types of gels and blots. Compact Design - 38cm W X 55cm H X 36cm D, giving you more space.

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www.productlink.com

SYMPOSIUM



20.06 | 15:00 - 16:00
Hoffmann-La Roche: Behandlung der MS im Lebensbogen

Go to Session



20.06 | 15:00 - 16:00
Hoffmann-La Roche: Behandlung der MS im Lebensbogen

Go to Session



20.06 | 15:00 - 16:00
Hoffmann-La Roche: Behandlung der MS im Lebensbogen

Go to Session

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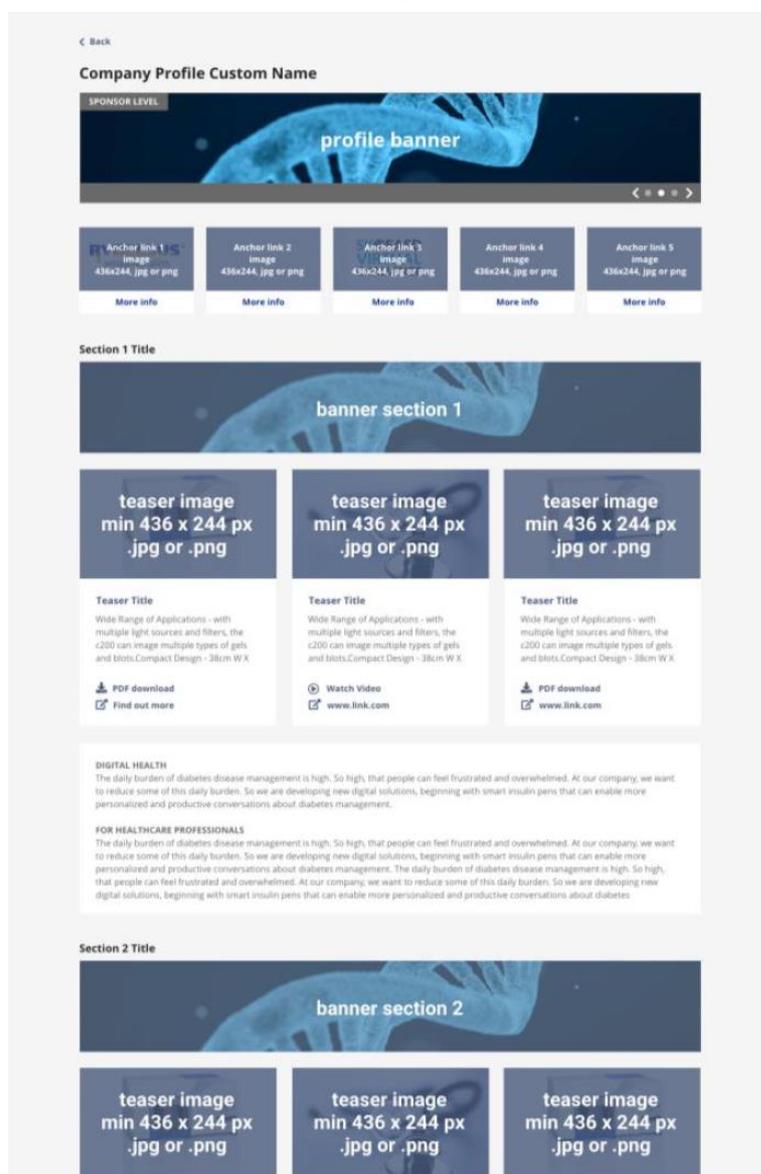
Industry Network Area – Plus Package

Company administrators of Industry Network Area Plus Packages will be able to define different sections on their profile and assign multiple items to those sections. The sections will be available via graphical quick access links. The order of the sections can be defined by the company.

Benefits compared to regular packages:

- More flexibility for companies to customize their profiles,
- Higher differentiation of the company profiles.

Detailed specifications of Plus Packages will be announced in March.



For appointing individual adaptations as described in the package please contact industry@ean.org until 20 April 2021

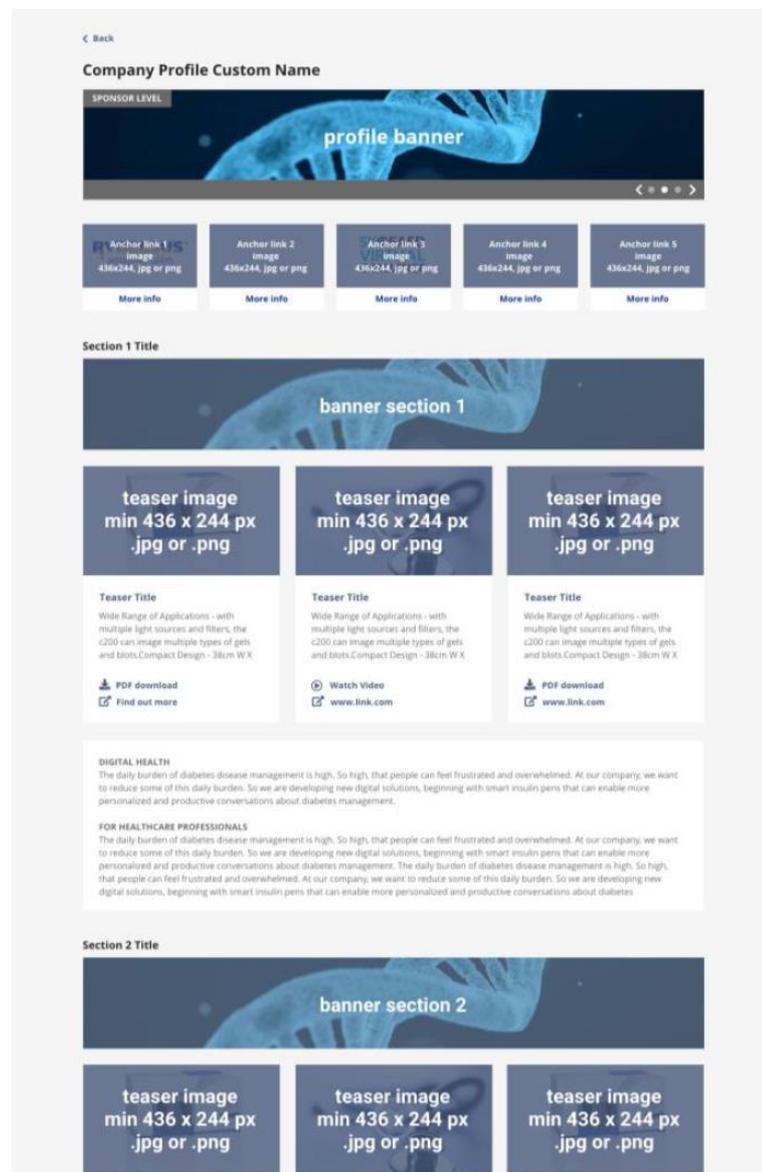
Industry Network Area - Superior Package

Company administrators of Industry Network Area Superior Packages will be able to define different sections on their profile and assign multiple items to those sections. The sections will be available via graphical quick access links. The order of the sections can be defined by the company.

Benefits compared to regular packages:

- More flexibility for companies to customize their profiles,
- Higher differentiation of the company profiles.

Specifications of Superior Packages will be announced in March.



5. Technical Specifications of Sponsorship Items

Company Profile Congress Website (ALL SPONSORS)

Deadline for submitting

3 May 2021

Each exhibitor has the opportunity to publish the company description and the corporate logo on the EAN Congress Website (www.ean.org/congress2021) and in the congress app.

Advertisement in the Pocket Programme (exclusive item)

Format: 119 (w) x 210 (h) cm

+ 3mm bleed on all sides

Please provide a PDF document and ensure the following:

- Saved as ISO coated V2 // PSO coated V3
- Saved as high resolution, CYMK format and have all fonts embedded
- Image resolution = 300 dpi (min)

Banner advertisement on EAN congress website inclusive link to company website

File format: Files should be provided in any of the following formats: GIF, JPEG, BMP or PNG.

Image size: Dimensions in pixels should be 1280 (w) by x 256 (h) pixels, resolution 72 dpi.

File size: Files should not be larger than 20kb.

Link: Please provide the URL to which you would like the banner to link.

Virtual Congress Platform Banner on Main Landing Page

File format: jpeg. or png.

Image size: 846 x 600 | 72 ppi

File size: max. 300KB

Link: Please provide the URL to which you would like the banner to link. Per default the banner links to the Industry Network Area of the sponsor (if purchased)

Virtual Congress Platform Rotating Banner on Main Landing Page

Banner 1 (Desktop)

File format: jpeg or png

Image size: 2560 x400 and 5120 x 800 | 72 ppi

File size: max. 1MB

Link: Please provide the URL to which you would like the banner to link. Per default the banner links to the Industry Network Area of the sponsor (if purchased)

Banner 2 (Mobile)

File format: jpeg or png

Image size: 1080 x 346 and 2160 x 692 | 72 ppi

File size: max.500KB

Virtual Congress Platform Banner on Industry Landing Page

File format: jpeg. or png.

Image size: 900 x 600px | 72 ppi

File size: <100kb recommended; max. 125kb

Link: Please provide the URL to which you would like the banner to link. Per default the banner links to the Industry Network Area of the sponsor (if purchased)

Virtual Congress Platform Banner on EAN Social Area

File format: jpeg or png

Image size: 1360 x 900 | 72 ppi

File size: max 250KB

Link: Please provide the URL to which you would like the banner to link. Per default the banner links to the Industry Network Area of the sponsor (if purchased)

Advert on Industry Information Wall (excl. Upgrade Package)

The Advert on the Industry Information wall can be uploaded and adapted via the CMS of the Industry Network Area. Specifications for basic & reduced Adverts on Industry Information Wall:

- Graphic file type: .png or .jpg
- Graphic dimensions: 436 px wide x 244 px high, min 72 dpi
- Product title: max. 30 characters
- Product short description: max. 180 characters
- PDF file: max. 250 MB
- Product link: insert link to external product information (website, product video, etc.)

Advert on Industry Information Wall (incl. Upgrade Package)

The Advert on the Industry Information wall can be uploaded and adapted via the CMS of the Industry Network Area. Specifications for upgraded Adverts on Industry Information Wall:

- Graphic file type: .png or .jpg
- Graphic dimensions: 436 px wide x 244 px high, min 72 dpi
- Product title: max. 30 characters
- Product short description: max. 180 characters
- PDF file: max. 250 MB
- Product link: insert link to external product information (website, product video, etc.)
- **Mp4 or Mp3** file: max 250 MB

Break Slides

Please provide your break slide in PPT format (landscape): 1920 x 1080 px letterbox

Web-Push Notification

Please submit the Web-Push Notification template as provided in the Industry Download Center

ePoster/ePresentation Upload Area

File format: PNG/GIF

Image size: 1693 x 400 px

File size: max. 1 MB

Alternative: Provide an Mp4 File (10mb) which will be embedded into the Upload process. Please mind that videos will **not** start automatically.

Branding of Speaker/ePoster Upload Center

File format: PNG/GIF

Image size: 1693 x 400 px

File size: max. 1 MB

Alternative: Provide an Mp4 File (10mb) which will be embedded into the Upload process. Please mind that videos will **not** start automatically.

Tweets sent via EAN Twitter Channel

To be provided in March via the Industry Download Center

Retweets via EAN Twitter Channel

To be provided in March via the Industry Download Center

Facebook Post via EAN Facebook Channel

To be provided in March via the Industry Download Center

Instagram Story via the EAN Instagram Account

To be provided in March via the Industry Download Center

Joint E-Mail blast to registered participants*

*(*free of charge for all industry sponsored sessions organizer)*

Each industry sponsored session organiser has the possibility to be part of **one** joint mail blast sent by EAN to all pre-registered delegates. The mail blast lists the titles of the industry sponsored sessions. Each title links to an official invitation provided by the sponsor. This e-mail will be sent a few days prior to the congress.

Please provide a PDF invitation.

Regular Pre-Congress and Post-Congress – e-mail blast to registered participants*

*(*booked sponsorship item)*

Please provide the following items and documents:

- picture 300x300pixel
- company logo
- 300 words or space of 300 words

The final design is with EAN to harmonize the layout (colour, font, etc.) and will be sent for approval.

6. Production Information for Congress Kit Inserts

Important Deadlines regarding Congress Kit Inserts:

20 April 2021	Preview .pdf to be submitted to industry@ean.org for approval.
3 May 2021	Latest acceptance of orders incl. print-ready documents to our printing partner.
5 May 2021	All Congress Package Inserts have arrived at the distribution address.
6-18 May 2021	EAN starts assembling the Congress Package.
19 May 2021	Packages will be handed over to our global distributor.
15 June 2021	Congress Participants have received their Congress Package.

Production of Congress Package Inserts:

The aim of this package is to raise the commitments and awareness about the EAN Virtual Congress and therefore it is necessary for EAN, that this package will receive it's owner **before** the start of the EAN Virtual Congress 2021.

To save logistical costs and time, EAN has missioned its printing company (based in Vienna) to offer all related sponsors of this package a quick proposal and good quality with fair and valuable prices.

Latest acceptance of orders incl. print-ready files is **3 May 2021**. Please contact:

Druck & Medienwerk GmbH
Michael Schopper
M +43 (0)664 922 88 18
E office@wh-media.at



It is **compulsory**, that all Sponsorship items related to the Congress Package (Inserts; Notepads & pens) will need to be ready for shipping latest until **5 May 2020** at:

Distribution address:

Druck & Medienwerk GmbH
Deutschstraße 9
1230 Wien
Austria
Possible delivery Times: Mo to Thu: 9.00-16.00

7. Rules and Regulations, 28th June 2020

Definition Hybrid Congress:

EAN is organising an Onsite Meeting in Vienna and an additional Virtual Congress with the same content in parallel. If the Onsite Meeting in Vienna must be cancelled because of reasons not within EAN's responsibility, only the virtual congress takes place. The Virtual congress might be postponed if there is not enough time to prepare the content. The undersigning sponsor accepts that this agreement applies to a hybrid congress concept and accepts the rules and regulations and especially the special cancellation terms.

Classification Sponsorship items and Special Terms of Cancellation:

Class A: Sponsorship item is only available on-site. In case of cancellation of the on-site congress, 70% of the value of this items must be transferred into additional virtual sponsorship items (Class B) or independent Sponsorship items (Class C). 30% will be refunded.

Class B: Additional virtual sponsorship items. In case of cancellation of the on-site congress, these items will be distributed completely new according to sponsorship level.

Class C: Independent Sponsorship item available on-site and virtually. In case of cancellation of the on-site congress, this item will be transferred automatically into the corresponding virtual sponsorship item. No refunding possible.

Class D: Sponsorship item is only available onsite. In case of cancellation of the on-site congress costs will be 100% refunded.

Class E: Virtual upgrades to onsite sponsorship items. In case of cancellation of the on-site congress costs will be 100% refunded.

Class F: Sponsorship items/grants which are independent of how the congress will be organised. No refund possible.

Terms of payment

Terms of payment mentioned on the invoice/confirmation are valid otherwise a penalty fee of 10% of the open invoice amount will be charged. All payments must be received by the stated deadlines and in all cases before the start date of the congress. Please note that otherwise, your participation cannot be guaranteed, as the organiser will deny set-up of your booth/access to the room. All published prices are in Euro (€) and are subject to applicable VAT.

General Terms of Cancellation

Cancellation must be made in writing to the organiser. Any cancellation may affect the sponsorship level. Cancellation before/at the Allocation Meeting affects the ranking – but no sponsorship handling fee is charged. The terms for cancellation after the Allocation Meeting are as follows:

Industrial exhibition and Scientific business suite

When an exhibit space confirmed in writing is cancelled, the rental fee still has to be paid. In case the exhibit space can be let again, there is a handling fee of 20% to be paid. If only parts of the cancelled space can be let again, a 20% handling fee for the part let again and the full price for the rest is due.

All other Sponsorship items including Industry sponsored sessions

When a sponsorship item or an Industry sponsored session confirmed in writing is cancelled by the undersigning sponsor, the full amount is due.

Industry allocation meeting

The allocation of sponsorship items especially exhibition space and slots for industry sponsored sessions will be at the industry allocation meeting in Vienna on 1st October 2020. The meeting is aimed at creating a fair and transparent allocation process for the industry.

Rules

The sponsor who is spending the highest amount according to the signed order forms is allowed to choose first. All items offered in this Sponsorship and Exhibition Invitation except Meeting Rooms count towards this amount.

Preparation of the meeting

- By 2 September 2020 all companies, who wish to participate in the allocation process must return the signed order forms.
- EAN will analyse the requests and will contact companies whose first choice(s) cannot be accommodated because a higher ranked sponsor might have chosen the same.
- EAN will prepare the exhibition floor plan and industry programme schedule to be presented at the meeting

Allocation Meeting - Agenda

1. After a short welcome and introduction: site visit of the congress centre
2. General questions by companies. The following information will be available:
 - Ranking of companies
 - Congress center floor plan and preliminary exhibition plan
 - Industry sponsored programme slots
 - Chart with sponsorship items
 - Scientific business suites locations
3. Representatives of the companies (one company after the other) will be invited to make their final selection and sign on the respective overview.

Sponsorship requests/order forms submitted after this meeting will be allocated on a first-come, first-served basis.

Industry sponsored Sessions

Industry sponsored sessions (such as Satellite Symposium, 3 Day Satellite Session, Early Bird Satellite Session and Forum Talks) are scientific sessions sponsored by the industry, which may be attended by registered congress participants without any extra charges. Time slots for these are available depending on the format on all congress days.

Chairs and Speakers

1. Speakers can only participate twice in the industry sponsored programme, but only once as chairperson.
2. Members of the EAN Board, the local organising committee, the teaching course sub-committee or the programme committee must not chair or speak at a Satellite Symposium.
3. The lectures presented during an industry sponsored session underlie the full responsibility of the speakers. Speakers will have to include a Conflict of Interest statement on the first slide of their presentations.
4. Approved speakers and co-chairs are to be invited by the sponsoring company. Registration fees for up to 5 speakers for Satellite Symposia and 3 Day Satellite Sessions and for up to 2 speakers for Early Bird Satellite Sessions and for 1 speaker for a Forum talk are included in the applying package.

Programme

1. Industry sponsored sessions are part of the official scientific programme but organised by a sponsoring company.
2. The organisers must submit the preliminary programme (including title, speakers and lectures) until the deadline 10th February 2021 to the Programme Committee for quality approval of the scientific content. In order to avoid duplication of content and speakers within the main congress programme (symposia, educational sessions, focused workshops), companies are asked to carefully review the congress programme on the website.

3. Approved industry sponsored sessions will be mentioned as such on the website. Changes in the topic are unacceptable after booking. Changes in the programme must be submitted no later than 3rd May 2021.
4. Industry sponsored session programmes must not include any product names or product information. No commercial names may appear in the titles of the industry sponsored sessions or in the titles of the individual presentations and lectures.

Publications / Promotion

1. All publications and printed material issued in association with the Industry sponsored session (also post-congress publications; in print and electronic) must be submitted to the Programme Committee for approval and must mention: "Satellite Symposium, 3 Day Satellite Session, Early Bird Satellite Session or Forum Talk at the 7th EAN Congress". The sponsor is responsible for involving his chairs and speakers in development of such printed materials and must have their approval prior to printing and distribution. Promotional material can be distributed at the sponsor's exhibition booth and at the entrance of the lecture hall 15 minutes before the start. Beyond that, no distribution of material is allowed in and around the congress centre.
2. Material related to Industry sponsored sessions must not contain any product information.
3. The congress logo may be used on invitations
4. Abstracts are not published in the official abstract supplement. Organisers are however free to publish their own industry session supplements. Industry session organisers may publish their abstracts as a supplement to the European Journal of Neurology: please contact Silvana Losito: slosito@wiley.com.

Technical Equipment

Technical equipment of session rooms must be used, and additional services and equipment must be ordered through EAN suppliers at own expenses. No other AV companies are allowed without prior notice of EAN. Additional costs occurring for EAN suppliers due to use of other companies must be covered by the sponsor. We strongly recommend using the presentation management system of EAN.

Miscellaneous

1. A small on-site reception (before or at the end of an industry sponsored session) or lunch boxes may be offered by the sponsor. No other activities are allowed.
2. 15 minutes' time for set-up and clean-up will be allocated to every industry sponsored session organiser. Any extra cleaning cost arising from catering ordered by the organiser is the responsibility of the organiser.
3. EAN head office will only co-operate with the official agency chosen and announced by the sponsoring company for the logistics of the Industry sponsored session. These companies must abide by the rules and regulations.

Exhibition and Sponsorship

Booth Activity and Promotional Regulations

1. The main activity of any exhibition booth should be the presentation of the exhibiting company and/or its products or services.
2. Companies may organise booth activities in line with the information they have to communicate. Booth activities should be focused on the product and scientific information. Companies should ensure that the perception of the activity is above all the transfer of knowledge.
3. All booth activities are subject to review by the Programme Committee. The Programme Committee does not accept activities that feature non-scientific gimmicks. Approval requests have to be sent in writing to the organisers at least 2 months before the congress.
4. Promotional activities within the exhibition surface are allowed if they do not interfere with the running of the conference (i.e. must not be in parallel to the scientific morning and afternoon sessions) nor disturb your fellow exhibitors. Any activities such as "meet the experts" or other presentations must be approved by the organiser.
5. The projection of films and slides, the production of music and/or sound as well as the use of lighting, computer monitors, and television screens is acceptable within the booth space as long as no disturbance is caused. Talks and presentations are only allowed with headphones and audience must be seated. Sound and lighting effects must be contained within each booth area.

6. If EAN judges that a disturbance is being caused, the exhibitor is to halt the activity immediately. If this is not done, EAN reserves the right to make the necessary arrangements at the expense of the exhibitor.
7. These rules are analogously also effective for the Industry network area within the EAN Virtual Congress.

Miscellaneous

1. The official language of the EAN Congress is English.
2. All flyers, items for distribution, promotional materials and presentations at booths as well as information on stand displays must be in English. Documents uploaded to the Industry network area within the EAN Virtual Congress may also be in other languages than English.
3. Exhibitors and sponsors are fully and solely responsible for information they display, presentations they hold and items they distribute to delegates.
4. Distribution or display of materials by an exhibitor or its agents is limited to the company's exhibition space.
5. Distribution of flyers in the general and/or public areas (e.g. at the arrival entry of the venues, catering areas of the venues or within the walkway) is not allowed.
6. Professional filming and photographing is not permitted in congress sessions and in the exhibition without the organizer's prior permission. An official congress photographer is onsite. Please note that pictures of the exhibition are taken only for documentation and will not be used for marketing activities.
7. Industry - Social Events – Networking: Companies / sponsors / exhibitors are prohibited to stage their own events – neither inside nor outside the congress venue – parallel to the EAN scientific and networking programme without prior approval.

Damages and Security

1. Exhibitors are entirely liable for damages to third parties' booths, properties, health (be injury or death). To this extent EAN and the congress venue are to be considered third parties. Exhibitors' liabilities are extended to their personnel and/or other people working under their control.
2. As there will be no guarding of the exhibition area during the official exhibition opening hours, all exhibits have to be staffed with at least one person. The conference rooms and exhibition areas of the congress venue will be locked at night; however, no extra security service for the exhibition is planned.

Insurance

The undersigning sponsor agrees to arrange insurance coverage to include a general accident and liability insurance.

House rules – congress venue

1. The rules of the congress venue do apply and are binding to all exhibitors. Whoever does not follow these regulations will be excluded from the exhibition after a first warning. Copies of these regulations can be provided upon request.
2. Material safety and fire certificates of all stand materials must be available for controls during build-up.
3. Representatives of the public authorities as well as technical staff from the congress venue must be allowed access to your booths at all times.

Liability

It is the sponsors' responsibility to comply with the local authority's regulations.

- EFPIA (European Federation of Pharmaceuticals Industries & Associations) www.efpia.org
- IFPMA (International Federation of Pharmaceutical Manufacturers & Associations) www.ifpma.org
- MedTech Europe (alliance of EDMA and Eucomed) www.medtecheurope.org
- Code of Practice on the Promotion of Medicines

but also, any technical and safety regulations required by the congress venue.

Force majeure

If the congress and/or the exhibition must be cancelled or changed due to reasons that are not within EAN's responsibility, EAN cannot be claimed for any compensation and refund other than described in the Special and General Terms of Cancellation.

EAN Privacy and Data Security Policy

We will not use any data provided to us for purposes other than the purposes necessary for the performance of the sponsorship contract. For us to fulfil the contract it may be necessary to transfer your data to third parties (e.g. service providers). Our Privacy and Data Security Policy apply (<https://www.ean.org/Privacy-Policy.3883.0.html>).

Amendments to the rules

Any matters not specifically covered by the preceding rules shall be subject solely to the decision of EAN. These rules may be amended at any time by EAN and shall be binding to exhibitors and sponsors likewise with the foregoing rules and regulations.

Place of legal performance and venue

Should the parties involved disagree on any point, they are subject to the official court of Vienna thus Austrian law will be applied.