

Rules and Regulations, 28th June 2020 (Annex 1)

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 item 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: losito@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.

Miscellaneous

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.o.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.