

Industry Sessions Manual

ean
congress

Europe
2022

8th Congress of the
European Academy
of Neurology

June 25 – 28
Vienna, Austria



www.ean.org/europe2022

#ean2022   

Content

Content	2
Welcome	4
1. Important Dates and Deadlines	5
2. Important Addresses	7
2.1. Congress Venue	7
2.2. EAN Headoffice	7
2.3. EAN Congress 2022 - Suppliers	7
3. Industry Download Centre	8
4. Industry Session from A-Z	9
4.1. Abstracts	10
4.2. Access to the lecture halls	10
4.3. Catering	10
4.4. Chair and Speakers	10
4.5. Company Profiles (<i>Mini-Profiles</i>)	10
4.6. Corporate Session Branding	11
4.7. Evaluation	11
4.8. Group Upload System	11
4.9. Hostess Service	12
4.10. Lead Retrieval	12
4.11. Mail blast to pre-registered participants	13
4.12. Meeting Room Facilities	13
4.13. Press guidelines	13
4.14. Programme	13
4.14.1. Programme Submission	14
4.14.2. Programme Publication on virtual congress platform	14
4.14.3. Session Publication on Demand	14
4.15. Publications / Promotion of industry sessions	15
4.16. Registration	15
4.17. Roombook	17
4.18. Rules & Regulations	17
4.19. Shipping / Material Handling	17

4.20.	Signage	18
4.21.	Social Events - Networking	18
4.22.	Speakers' service centre	18
4.23.	Technical equipment/ technicians	18
4.24.	Today's Industry Sessions Board	19
4.25.	Voting (<i>booked as Polling</i>)	19
4.26.	Water for speakers and chairperson	19
5.	Upgrades for Satellite Sessions	20
5.1.	Virtual Congress Platform - www.eanvirtualcongress.org (<i>Class E</i>)	20
5.2.	NEW: Corporate Session Branding (<i>Class D</i>) *	20
5.3.	Session Evaluation (<i>onsite and virtual – Class C</i>) *	20
5.4.	Voting/Polling (<i>onsite and virtual – Class C</i>) *	21
5.5.	Participant Metrics (<i>of livestream - Class C</i>)	21

Welcome

Dear Industry Partner,

Thank you for participating at the 8th Congress of the European Academy of Neurology in Vienna/Austria.

This **Industry Sessions Manual** will guide you in the necessary steps of your participation as a sponsor at the EAN Congress and will answer all major questions that may arise during the planning of your participation.

Beside basic information and regulations referring to Industry Sessions, you will find the contact details of our exclusive suppliers as well as other major contractors that are at your disposal for any requests.

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

Observation of the deadlines marked on page 5 guarantees the best possible service by all contractors involved and avoids surcharges. To ensure a successful participation at the EAN Congress, 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. Please find all relevant contact details on the following page.

For any further information about the 8th EAN Congress please visit the congress website www.ean.org/europe2022.

We look forward to working closely with you over the upcoming months to a successful EAN Congress 2022.

With best regards,

Elisabeth Starkl
Industry Liaison Manager

Antonia Boesch
Industry Liaison Assistant and
Meeting Room Management

Sara Singer
Exhibition Management

1. Important Dates and Deadlines

End of January 2022

- EAN Industry Download area and technical manuals available
- Start of sale of the meeting rooms

2 February 2022

- Abstract submission deadline

16 February 2022

- Deadline for submission of **preliminary** programmes of industry sessions

27 April 2022

- Early registration deadline

Mid-April

- Send out of invitation mailing incl. login-details to CMS for virtual industry exhibition

3 May 2022

- Deadline for submission of **final** programmes of industry sessions
- Delivery deadline for high resolution company logos (eps or ai files) for the acknowledgment board

10 May 2022

- Deadline for submission of preview of **all promotional materials** to EAN for approval, this includes e.g., congress kit inserts, onsite and virtual branding artworks, industry session materials, literature tale, etc.

16 May 2022

- Session group upload for industry sessions open. The login data will be sent to the main person responsible (please provide)

17 May 2022

- Submission deadline of booth plans for general approval to industry@ean.org

19 May 2022

- Deadline for ordering additional on-site services through M-Events (including lead retrieval)

24 May 2022

- STANDOut: Deadline for ordering technical supplies and booth services at regular rates (e.g., suspension service, modular booth construction, electricity, flower arrangements and plant)

25 May 2022

- Registration: Deadline for group bookings and for ordering group badge pick up (pre-print by EAN)
- Registration: Deadline for ordering exhibitor badges

27 May 2022

- Deadline for printing data delivery of branding artworks to BGD

31 May 2022

- Deadline for submitting EAN membership application (complete application must have been submitted)
- Deadline for submitting templates for web push notifications and social media posts
- Deadline for submitting virtual congress items (evaluation forms, session brandings, banners, etc.)
- Impacts Catering: Deadline for hostess service orders
- Deadline for submitting flyer distribution details (timings)
- Submission deadline of break slides
- Submission deadline of advert for the “Industry Information Wall”

8 June 2022

- Deadline for payment via **bank transfer** for congress registration

11 June 2022

- H82: Deadline for ordering internet connections and AV Equipment (exhibition only)

15 June 2022

- Deadline for requesting offloading slot from Merkur (Freight, clearing, loading form)

16 June 2022

- Deadline for acceptance of international shipments and courier shipments by the advanced receiving warehouse

18 June 2022

- Motto Catering: Deadline for catering orders (full assortment)

21 June 2022

- Industry Area including profiles online for registered participants on www.eanvirtualcongress.org

22 June 2022

- M-Events: Final upload deadline for speaker's presentations

25 - 28 June 2022

- 8th Congress of the European Academy of Neurology – Europe 2022

2. Important Addresses

2.1. Congress Venue

Austria Center Vienna
Bruno-Kreisky-Platz 1, 1220 Vienna, Austria
www.acv.at

2.2. EAN Headoffice

Industry Liaison and Exhibition

Elisabeth Starkl – Industry Liaison Manager - industry@ean.org
Antonia Boesch – Industry Liaison Assistant - industry@ean.org
Sara Singer – Exhibition Coordination - industry@ean.org

Meeting Room Coordination: Antonia Boesch - meetingroom@ean.org

Registration Management: Katharina Gattermayer - registration@ean.org

Abstracts: Marson Tare – abstracts@ean.org

Scientific Programme and society administration - europe2022@ean.org

Congress queries (general) - europe2022@ean.org or www.ean.org/europe2022

2.3. EAN Congress 2022 - Suppliers

A/V Equipment for Industry Sessions, Lead Retrieval, Virtual Congress Platform Provider (exclusive provider)

MEvents Cross Media GmbH / JMarquardt Audiovisual GmbH
Industry Department - Lennart Schillhabel / industry@m-events.com

Booth Building Company

STANDout / Sandra Hittinger / sandra.hittinger@standout.eu
SHOP: <https://shop.standout.eu>

Branding Production (exclusive provider)

BGD - Obendrauf & Steiner GmbH / Roman Winkelbauer / roman.winkelbauer@bgd.at

Catering (exclusive provider)

MOTTO Catering GmbH / Thomas Huszar / +43 1 585 23 03-29 / t.huszar@mottogroup.at

Hostesses

impacts catering / personalservice@impacts.at

IT Equipment and Internet

H82 / Johann Weck / office@h82.eu

Logistic Services (exclusive provider)

Merkur Expo Logistics GmbH / Bernd Blum / bernd.blum@merkur-expo.com

Official Housing Partner

Austropa Interconvention, Verkehrsbüro MICE Services has been appointed as the official housing partner for the EAN Congress 2022 and is offering hotel accommodation and other travel services for group and individual bookings.

Hotel Info Website: <https://congress.austropa-interconvention.at/eancongress2022>

Bookings: ean@vb-mice.at

Kindly note that the rooms are allocated on a first come first serve basis.

3. Industry Download Centre

<https://www.ean.org/congress2022/industry/ean-congress-2022-industry-information>

This web address should be a key reference source to help you with your preparations.

The download center will provide you with updates, submission forms, key dates, unmissable information, technical specifications and much more... **Bookmark it now!**

Each industry partner is responsible for sharing the link to the EAN Download Center with their agencies, service providers or contractors and providing them with the necessary information.

It will be updated regularly with information and forms essential to your congress participation planning.

4. Industry Session from A-Z

The industry sponsored programme consists of scientific sessions sponsored by the industry:

- Satellite Symposia
- 3-Day Satellite Sessions
- Early Bird Satellite Sessions
- Forum Talks

They may be attended by registered congress participants without any extra charges.

Below please find a list of the session rooms and their capacity. All Session rooms are connected to the presentation management system of M Events. Satellite Symposium rooms are equipped with one (1) digital lectern and two (2) digital chair tables. The 3-Day Satellite Session rooms with one (1) digital lectern and one (1) digital chair table.

Session Room	Capacity	Presentation Management System	Digital Lectern	Digital Chair Table
Room Oslo	1100	✓	✓	✓ (2)
Room Amsterdam	1100	✓	✓	✓ (2)
Room Lisbon	660	✓	✓	✓ (2)
Room Vienna	660	✓	✓	✓ (2)
Room Helsinki	100	✓	✓	✓ (1)
Room Istanbul	100	✓	✓	✓ (1)
Room Budapest	230	✓	✓	✓ (1)
Room Seville	150	✓	✓	✓ (1)
Scientific Theater	40	✓	✓	

4.1. Abstracts

Abstracts of Industry Sessions are not published in the official abstract supplement. Organisers are however free to publish their own symposia supplements.

4.2. Access to the lecture halls

15 minutes' time for set-up and clean-up will be allocated to every Industry Session organiser (except Forum Talks). Any extra cleaning cost arising from e.g., the catering ordered by the company is the responsibility of the company.

4.3. Catering

Deadline for catering orders

18 June 2022

A small on-site reception or lunch boxes (before or at the end of the Industry Session – except Forum Talks) may be offered by the sponsor and can be ordered via the official caterer *Motto Catering*. Please contact Thomas Huzsar (t.huzsar@mottogroup.at) or visit their webshop: <https://shop.motto-catering.at>

Terms and Conditions by Motto Catering:

- Payment just by credit card (Mastercard or VISA)
- For your convenience you will receive an invoice as order confirmation short termed after booking
- Please note that the goods ordered are not on consignment and not consumed goods will not be refunded
- A fee will be charged per delivery

Please be so kind and inform us about your plans (industry@ean.org). No other activities around the symposium are allowed.

4.4. Chair and Speakers

Speakers can only participate **twice** in the industry sponsored programme but only **once** as chairperson.

Members of the EAN Board, the local organising committee, the teaching course sub-committee and the programme committee must not chair or speak at an industry session. (<https://www.ean.org/home/organisation/committees-and-working-groups>)

The lectures presented during an industry session underlie the full responsibility of the speakers. Speakers at industry sessions will have to include a Conflict-of-Interest statement on the first slide of their presentations.

4.5. Company Profiles (*Mini-Profiles*)

Each industry session organizer has included a Mini-Profile on the **Virtual Congress Platform** (www.eanvirtualcongress.org) in their bookings (not applicable if a basic/plus/superior profile is booked).

The Mini-Profile consists of **a short company description, a corporate logo and the company's contact details**. All information needs to be uploaded via the **CMS of the virtual congress platform** by the industry partner himself.

Every sponsor will receive an e-mail with the login details to the CMS **in mid-April**. The profiles will be available from **21 June 2022 throughout the Congress until 9 July 2022** for registered participants. After this period the profiles are deleted.

4.6. Corporate Session Branding

Deadline for submitting all design templates

31 May 2022

Please find all relevant documents and specs in the Industry Download Center. You will need to provide the following templates to industry@ean.org :

- Digital Lectern Branding
- Digital Chair Table Branding
- PIP Background Branding
- Main Projection Branding
- eSignage Branding

If you wish to book this item, please see point 5 Upgrades for Satellite Sessions on page 20ff.

4.7. Evaluation

Deadline for submitting the individual evaluation form or external link

31 May 2022

The EAN Evaluation System has been implemented for several years and participants are used to it both onsite and virtually. Please find all relevant docs and specifications in the Industry Download Center and provide the evaluation form or external link to industry@ean.org.

Standard Evaluation Form: This type of evaluation form for Industry Sessions is the standard questionnaire EAN uses for its session. Please find a template of the evaluation form in the Industry Download Center.

If you wish to book an evaluation form, please see point 5 Upgrades for Satellite Sessions on page 20ff.

4.8. Group Upload System

EAN will provide a dedicated Industry Session Group Upload System via M Events which allows industry representatives to conveniently upload following content:

- **Individual Speakers Presentations (16:9, ppt only)**
- Session description
- Session preview image (also shown on the Industry Session Wall on the virtual congress platform)
- Additional session material (up to 3 pdfs, 250Mb per file)
- Mp4 Session teaser video (upload 1 mp4 video, max 2 GB)

Every sponsor will receive an e-mail with the login details to the industry session group upload **in mid-Mai**. Please find the group upload instructions for download in the Industry Download Center.

Final upload deadline for speaker's presentations and material

22 June 2022



Please note: The sessions detail page on the virtual congress platform will be available as soon as the session is published in the programme. It will be available for every visitor of the platform **without access restriction**.

For presentations with voting questions (polling) we recommend visiting the onsite speakers service center before the rehearsal slot and/or session to give final instructions and to check the functionality. Please inform your faculty accordingly.

4.9. Hostess Service

Deadline for hostess service orders

31 May 2022

Hostess service orders need to be placed directly with the official hostess service provider. Please find the pricing list in the Industry Download Center and contact personalservice@impacts.at for further questions and bookings.

For your convenience, hostesses ordered via the hostess service provider will be automatically registered and receive a dedicated badge without additional costs.

Hostesses as well as other staff ordered from any other company than the official hostess service provider need to have a valid registration during the official congress dates.

4.10. Lead Retrieval

Deadline for lead retrieval orders at regular rates

19 May 2022

(after this deadline an additional fee is charged; onsite bookings are possible upon availability)

Exhibitors and Industry Session Organizer can order scanners for the onsite lead system as well as the virtual lead retrieval feature for profiles and the session detail page via M Events. For more details and prices please download the booking form from our [Industry Download Center](#).

Please note:

Due to protection of sensitive data no other lead retrieval service will be allowed.

All booth activities are only allowed within the booth borders (e.g.: badge scanning). It is forbidden to conduct such activities in the aisles of the exhibition or in any other area of the congress centre.

It must be clear to delegates that the badge scanning is performed by an exhibiting company and not by an official of the EAN 2022 Congress. Exhibitors can scan the badges of congress participants with their approval only. A registered congress participant cannot be refused entry to a booth if they do not wish their badge to be scanned.

4.11. Mail blast to pre-registered participants

Each industry sponsored session organiser is part of **one** joint mail blast sent by EAN to all pre-registered delegates. The mail blast lists the titles of the industry sessions. Each title links to the session detailed page on the virtual congress platform.

4.12. Meeting Room Facilities

EAN offers various meeting rooms at the venue. The submission period for meeting rooms will start end of January 2022 and EAN will send out a separate information on the booking process to the main contact person. For further information please contact meetingroom@ean.org.

Please note: Meeting rooms will be allocated according to the committed sponsorship and exhibition amount and to the number of attendees/seating arrangement and availability.

General Guidelines

1. Rooms may be hired for staff briefings, for meetings with associated professionals, such as speakers/ investigators, and for small, closed meetings.
2. Companies may offer light refreshments to those attending such meetings.
3. Activities such as 'Meet the Professor' or 'Meet the expert'-type events, scientific presentations, educational events, or any similar activity that would detract from the EAN scientific programme or compete with other approved sponsored activities, are expressly forbidden in these rooms.
4. Please note that commercial and/or product presentations are not allowed.
5. The meetings must be invitation-only, with a maximum of 20 attendees depending on room size.
6. The meetings must not be promoted in any form prior to or during the Congress.
7. One rollup with logo and meeting room number in front of the room is allowed

Important: Please note that it is compulsory to describe the meeting purpose when requesting a room. "Internal Meeting" alone is not enough as a description.

4.13. Press guidelines

Please download the Industry Press Guidelines via the Industry Download Center and read them carefully:

<https://www.ean.org/congress2022/industry/ean-congress-2022-industry-information>

4.14. Programme

Industry Sessions are part of the official scientific programme but organised by a sponsoring company. Industry session programmes must not include any product names or product information. No commercial names may appear in the titles of the industry sessions or in the titles of the individual presentations and lectures.

4.14.1. Programme Submission

The organisers must submit the preliminary programme (**including title, speakers, and lectures**) until the deadline **16 February 2022** 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:

<https://www.eanvirtualcongress.org/>

Please submit the preliminary programme via the following google forms:

- Satellite Symposium <https://forms.gle/bZArdZJzifzHNhfw9>
- 3-Day Satellite Session <https://forms.gle/t64vZCdfJsN2TNad9>
- Early Bird Satellite Session <https://forms.gle/28wufuuyRE3VPPPhx7>
- Forum Talk <https://forms.gle/whgjJqrKCqSdEpCV9>

Please note that changes in the topic are unacceptable after booking/confirming the time slot. Changes in the programme must be submitted no later than **3 May 2022** also via the google forms.

Therefore, the submission deadline for the final programme is **3 May 2022**.

4.14.2. Programme Publication on virtual congress platform

Approved industry sessions will be published via a **dedicated session detail page** (linked to the programme) as well as on the **industry session wall** (part of the virtual industry area) on the virtual congress platform. Please also refer to point 4.8 Group Upload System.

Due to EACCME restrictions, industry sessions are published with their session type only in the EAN congress programme on the virtual congress platform. The Industry Session Wall will therefore be linked to the EAN congress programme to give participants an easy access to the industry programme.



Please note: The sessions detail page on the virtual congress platform will be available as soon as the session is published in the programme. It will be available for every visitor of the platform **without access restriction**.

4.14.3. Session Publication on Demand

Per default all industry sessions with a virtual congress upgrade are recorded and published on our virtual congress platform incorporating the following content:

The Session webcast will be published according to programme agenda flow and is produced with a fully automated webcast production system. This means the webcast production starts with opening a presentation and stops by closing a presentation – **please inform your speaker and chair accordingly**.

There is one webcast per programme agenda slot where a presentation has been uploaded and opened during the session.

Requirements:

- Use of the M Events presentation management system is mandatory
- Speakers have to agree to the publication (or session convenor/symposium organizer on behalf of) during the upload of the presentation

4.15. Publications / Promotion of industry sessions

All publications and printed material issued in association with the industry sessions (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 Sessions, Early Bird Satellite Session or Forum Talk at the 8th Congress of the European Academy of Neurology”.

Please submit your promotional materials no later than **10 May 2022** to industry@ean.org and allow 4 working days for approval.

The sponsor is responsible for involving his chairpersons and speakers in development of such printed materials and must have their approval prior to printing and distribution.

Material related to satellite sessions **must not** contain any product information. The congress logo may be used on invitations and can be downloaded from the [Industry Download Center](#).

Distribution of promotional material

Promotional material can be distributed at the sponsor’s exhibition booth (applicable for all industry sessions) and at the entrance of the lecture hall 15 minutes before the start of the Industry Session (not applicable to Forum Talks). Outside the session hall, a reception table for the distribution of programmes / abstract booklets will be provided (not applicable for Forum Talks). Beyond that, no distribution of material is allowed in and around the congress centre.

Poster/Banner/Rollup

One banner stand (rollup) may be placed in front of the session hall **30 minutes** before the session starts (not applicable for Forum Talks).

Posters and banners announcing an industry sponsored session are of course also allowed within your exhibition booth.

As we are providing digital lecterns, no banner can be fitted on the lectern.

4.16. Registration

For any requests concerning exhibitor badges or the online registration system, please contact the registration management under registration@ean.org and/or the industry team (industry@ean.org).

Free exhibitor badges with access to the industry sessions

Each Industry Session (except Forum Talk) organizer is entitled to a total of **5 free exhibitor badges** for company staff that grants access to the industry sessions and to the exhibition. Please note that other sessions cannot be visited with this badge.

Chair/Speaker Registration

Each industry session has a certain number of full congress registration included for the chair(s) and speakers.

- Satellite Symposium and 3-Day Satellite Sessions: 5 speakers
- Early Bird: 2 speakers
- Forum Talk: 1 speaker

How to register your staff, chair, and speakers

The industry partner's main contact person or group coordinator or person registering your staff will receive an e-mail End of February 2022 with detailed information on how to register your booth staff. This e-mail will also contain the correct number of badges that can be retrieved and information on the badge pick-up possibilities.

IMPORTANT: Before you can register a person, please make sure he/she has a MyEAN account and provided you with the correct email address linked to this account. Participants/staff without a MyEAN account cannot be registered to the congress and must create an account first here: <https://my.ean.org>.

Additional full congress registrations

Full congress registrations can be made at regular rates by registering online as follows:

- Please log in on www.ean.org/congress2022 with your MyEAN log-in data and update your personal profile OR create a new account in case you do not have one yet.
- Click on the "Register Now" button in the slider on top of the page OR go to MyEAN (<https://my.ean.org>) and then to EAN Events, after that click on register.
- You are now able to register to the congress as individual or a group.

4.17. Roombook

A roombook with plans of all session rooms for industry sessions is available for download on the [Industry Download Center](#).

4.18. Rules & Regulations

Please download our complete **Rules and Regulations** from the Industry Download Center (<https://www.ean.org/congress2022/industry/ean-congress-2022-industry-information>) and read them carefully.



4.19. Shipping / Material Handling

Merkur Expo Logistics have been appointed as the official forwarder, customs clearance agent and handling agent for the EAN Congress 2022. For safety and time reasons no other contractor will be permitted to operate the lifting into the venue. Exhibitors are advised to contact Merkur Expo Logistics in time.

Merkur Expo Logistics GmbH

Mr Bernd Blum

+49 6173 966 95 11

bernd.blum@merkur-expo.com

The following information can be found for download at the [Industry Download Center](#):

- Detailed Shipping instructions
- Merkur Handling Rates 2022
- Freight, clearing, loading form (order form)
- Labels for shipping (bag inserts, exhibition goods, literature table, industry sessions)

4.20. Signage

General signage will be provided by the congress organiser. Additional signage by the industry session organisers is not allowed.

4.21. 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 including industry sessions without prior approval.

Black out times of the EAN Congress 2022

Saturday, 25 June 2022	08.00 - 21.00
Sunday, 26 June 2022	07:15 - 20.00
Monday, 27 June 2022	07:15 - 20.00
Tuesday, 28 June 2022	08.00 - 16.30

4.22. Speakers' service centre

All industry session organizers are requested to hand in the speaker's presentations (PowerPoint only, 16:9 format) as a bulk via the group upload (see point 4.8)

Nevertheless, for onsite short notices changes, EAN will install (as in previous years) a speakers' service centre (SSC), which is a networking system connecting all lecture rooms. It is recommended **for presentations with voting questions** (polling) to visit the SSC before the rehearsal slot and/or session to give final instructions and to check the functionality. Please inform your faculty accordingly.

4.23. Technical equipment/ technicians

It is very much recommended that the technical equipment of session rooms provided by EAN via M Events is used. Any additional services and equipment must be checked for implementability and ordered through our technical supplier at own expenses. You can find a catalogue of their services in the [Industry Download centre](#) or contact Lennart Schillhabel at industry@m-events.com.

The following technical equipment will be provided (please also download the room book from the [Industry Download Center](#) for more detailed information):

- Suitable screen and high end projector
- Hardware for presentations at the lectern / Automated timer at the lectern
- Comfort monitors at the chair table (not available in all rooms)
- Digital lectern with automated speaker name (not available in the Scientific Theatre for Forum Talks)
- Digital Chair tables with automated chair name
- Monitor at the room entrance with automated session information and possibility for presentation overflow
- Sound system
- Microphone at the lectern and chair table
- A network system connecting all lecture halls with the speakers' service centre will be installed

4.24. Today's Industry Sessions Board

Your industry session is **automated** displayed on the “Today's Industry Sessions Board” on the day of your symposium/session and with the session information provided via the virtual congress platform.

4.25. Voting (*booked as Polling*)

If you booked the item “Polling” – your speaker/chair can include voting questions in their presentations. The questions are to be uploaded during the presentation upload (group upload system– see point 4.8)

For presentations with voting questions (polling) we recommend visiting the onsite speakers service center before the rehearsal slot and/or session to give final instructions and to check the functionality. Please inform your faculty accordingly.

Please review the instructions in the Industry Download Center for further details.

If you wish to book this item, please see point 5 Upgrades for Satellite Sessions on page 20.

4.26. Water for speakers and chairperson

Water for speakers and chairpersons of industry sessions will be provided by EAN (free of charge).

5. Upgrades for Satellite Sessions

5.1. Virtual Congress Platform - www.eanvirtualcongress.org (Class E)

Be part of the virtual congress and enhance the value of your Satellite Session by livestreaming it via www.eanvirtualcongress.org and by providing it on demand for worldwide participants.

Costs: € 15,000 for Satellite Symposia and 3-Day Satellite Sessions
 € 10,000 for Early Bird Satellite Sessions
 € 5,000 for Forum Talks

Benefits:

- Livestreaming and recording of **each** presentation/lecture with video (talking head only), power point presentation and sound
- **NEW:** Session teaser provided by sponsor can be uploaded for promotion purposes
- The standard production costs are included if the presentation management system provided by EAN via MEEvents is used. Additional service/upgrades need to be requested and ordered through MEEvents at extra costs.
- Permission to use the recording after the congress for own purposes (export of mp4 file included)

5.2. NEW: Corporate Session Branding (Class D) *

Have your satellite session branded with your individual corporate design. (Available for all sessions except for forum talks).

Costs: € 6,000

Benefits:

- **Digital chair table** and lectern branding allowing to show the symposium faculty/speaker's names on a branded background
- **eSignage:** Branding of the eSignage screen background in front of the session room, showing the latest session programme, the current talk and speaker
- **Presentation management design** on main projection
- **Individual livestream branding:** only included if the session is streamed on the virtual congress platform

5.3. Session Evaluation (onsite and virtual – Class C) *

EAN implemented a session evaluation system both for the onsite congress and the virtual platform. EAN participants are very used to this system as it is linked to their certificate download. There are three options to receive feedback from the audience through this EAN system.

Evaluation will be done via the virtual congress platform www.eanvirtualcongress.org for both onsite and virtual participants. In addition, for onsite participants, a QR Code can be provided for integration into printing materials and/or slides.

- | | |
|---------------------------------------------------------------|----------------------------|
| - EAN standardised evaluation form + QR Code | € 3,000 per session |
| - Individual evaluation form + QR Code | € 4,000 per session |
| - NEW: Link to external evaluation provided by sponsor | € 2,000 per session |

5.4. Voting/Polling (*onsite and virtual – Class C*) *

Costs: € 3,000

Please download the description from the EAN Download Center for further information.

5.5. Participant Metrics (*of livestream - Class C*)

Per default, EAN provides the number of unique viewers of the livestream of your satellite session. This item gives the opportunity to receive more insights about participants who viewed your satellite session:

- Country
- Prescriber/Non-Prescriber
- Log-in time (CEST)
- Watch time

Satellite Symposium/ 3-Day Satellite Sessions

€ 2,000 per session

Early Bird Satellite Session/ Forum Talk

€ 1,000 per session

**These items are only available if the EAN presentation management system provided by MEvents is used.*