

Meeting Room Manual

ean
congress

8th Congress of the
European Academy
of Neurology

Europe
2022

June 25 – 28
Vienna, Austria



www.ean.org/europe2022

#ean2022   

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1. Welcome

Dear industry partner,

Thank you for your interest in booking business meeting room(s) at the 8th Congress of the European Academy of Neurology in Vienna from 25 to 28 June 2022.

This manual is designed to assist you in managing your meeting room(s) and will answer all major questions that may arise during the planning.

Beside basic information and regulations referring to Meeting Rooms, 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 6 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

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

Best regards,

Elisabeth Starkl
Industry Liaison Manager

Antonia Boesch
Industry Liaison Assistant &
Meeting Room Manager

2. Important Addresses

2.1. Congress Venue

Austria Center Vienna

Bruno-Kreisky-Platz 1, 1220 Vienna, Austria

www.acv.at

2.2. EAN Headoffice

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

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

Registration Management: Katharina Gattermayer - registration@ean.org

Abstracts: Marson Tare – abstracts@ean.org

Scientific Programme and society administration - europa2022@ean.org

Congress queries (general) - europa2022@ean.org or www.ean.org/europa2022

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

Lennart Schillhabel / industry@m-events.com



IT Equipment and Internet and AV for Meeting Rooms

H82 / Johann Weck / office@h82.eu

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

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. 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

27 April 2022

- Early registration deadline

11 June 2022

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

25 - 28 June 2022

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

4. Terms of Use and General Information

Predominantly all provided meeting rooms are meant to be used for internal meetings and small closed meetings like staff briefings, meetings with associated professionals such as speakers or investigators.

Consequently, activities such as 'Meet the Professor' or 'Meet the expert'-type events, scientific presentations, educational events, or any activity that would detract from the EAN scientific program or compete with other approved sponsored activities, are expressly forbidden in these rooms. Furthermore, please note that commercial and product presentations are not allowed.

All meetings must be invitation-only and must not be promoted in any form prior or during the Congress. The maximum number of participants is limited to 20 attendees but may vary depending on room size and purpose of demand.

It is permitted to build up one rollup with logo and meeting room number in front of the meeting room.

Meeting rooms are available from **Saturday, 25 June 2022** to **Tuesday, 28 June 2022**. All meeting rooms can be used from 08:00 to 20:00 h on 25 to 27 June and from 08:00 to 16:30 h on June 28th.

For any further questions please contact meetingroom@ean.org.

Allocation of Meeting Rooms

Meeting rooms will be allocated **according to the committed sponsorship and exhibition amount** at the EAN Congress 2022. Unfortunately, it is not possible to fulfil all our partners' needs, but please be assured that the allocation will be made very carefully. Thank you for your understanding.

General rules and regulations

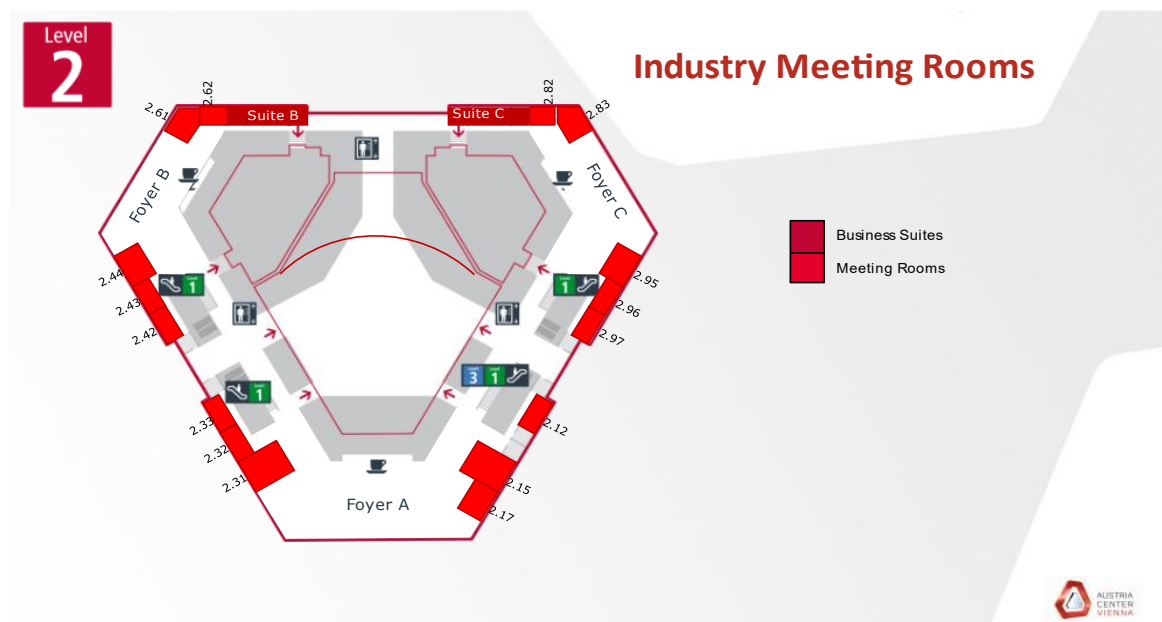
Please download our Rules and Regulations [here](#) and read them carefully.

5. Registration

It is compulsory to every meeting attendee to be registered for the EAN 2022 Congress in Vienna. There are no free badges included in meeting rooms. For any requests concerning congress badges or the online registration system, please contact the registration management under registration@ean.org.

For your convenience you will find the main information about registration [here](#).

6. Meeting Rooms - Location



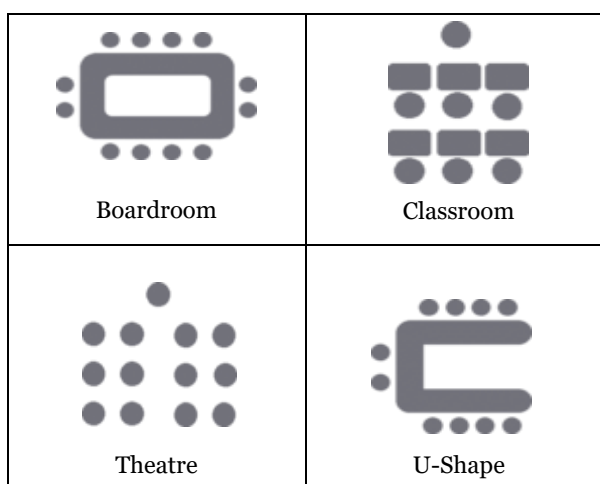
7. Capacity and Price Overview

Please find information about sizes and prices of the meeting rooms below.

| Name | Size (m2) | Price/Day |
|-------------|-----------|------------|
| 2.12 | 45 | 410,00€ |
| 2.15 | 113 | 1.010,00 € |
| 2.17 | 67 | 600,00 € |
| 2.31 | 112 | 1010,00 € |
| 2.32 | 45 | 410,00€ |
| 2.33 | 45 | 410,00€ |
| 2.42 | 45 | 410,00€ |
| 2.43 | 45 | 410,00€ |
| 2.44 | 67 | 600,00 € |
| 2.61 | 64 | 600,00 € |
| 2.62 | 33 | 300,00 € |
| 2.82 | 33 | 300,00 € |
| 2.83 | 64 | 600,00 € |
| 2.95 | 67 | 600,00 € |
| 2.96 | 45 | 410,00€ |
| 2.97 | 45 | 410,00€ |

8. Meeting Room Set-up Styles

The initial set-up of the room is included in the rental price. You can choose from the four set-up styles below during the booking process via the [meeting room request form](#). Please note: Boardroom and the U-shape can be realized in all offered meeting rooms. For classroom or theater style we need to check back with the venue if the set-up is feasible in the allocated room(s). Any other equipment needs to be ordered separately via our suppliers listed under point 4.



9. Services

All Industry Meeting Rooms will be equipped with power sockets. Additional technical equipment for the meeting room (e.g. conference phones, or virtual meeting facilities) as well as catering can be ordered through our partners. Please do not place any orders before your meeting rooms have been allocated and confirmed. EAN will not be responsible for any technical or catering issues regarding your meeting room.

9.1. Meeting Room equipment

Deadline for Meeting Room equipment

11 June 2022

For ordering additional meeting room equipment such as additional AV equipment, conference phones, wired internet and others, please contact Johannes Weck from H82 at office@h82.at.

You will also find a catalogue/order sheet of their services at the [Industry Download Centre](#).

9.2. Catering

Deadline for ordering catering

18 June 2022

Catering orders need to be placed directly with the official caterer via their webshop: <https://shop.motto-catering.at/>

Please note that after 18th June you can still place orders for drinks, sweets and salty snacks (every day until 12:00 CET for the following day.). Furthermore, serving of hot meals has to be authorised by EAN. If you have additional questions, please contact Thomas Huzsar (t.huszar@mottogroup.at).

EAN provides a coffee break for delegates in the morning and one in the afternoon as well as a healthy and balanced lunch. The catering areas are located in the exhibition halls.

10. Industry Press Guidelines

Please download the Industry Press Guidelines via the [Industry Download Centre](#) and read them carefully.

11. Other services

For any other services not mentioned in this manual, please contact meetingroom@ean.org