

Industry Sessions Manual

ean
congress

Helsinki
2024

10th Congress of the
European Academy
of Neurology

June 29 – July 2

10 years
ean



www.ean.org/helsinki2024

#ean2024   

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Welcome

Dear Industry Partner,

Thank you for participating at the 10th Congress of the European Academy of Neurology in Helsinki/Finland.

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 service providers 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 7ff 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 10th EAN Congress please visit the congress website www.ean.org/congress2024.

We look forward to working closely with you over the upcoming months to a successful EAN Congress 2024.

With best regards,

Elisabeth Starkl
Head of Industry Department

Sara Singer
Exhibition & Branding Management

1. Important Addresses and Contact Details

1.1. Congress Venue

Messukeskus
Southern Entrance
Messuaukio 1, 00520 Helsinki, Finland
www.messukeskus.com

1.2. EAN Headoffice

Industry Liaison and Exhibition – industry@ean.org

Elisabeth Starkl – Head of Industry Department
Sara Singer – Exhibition & Branding Management

Meeting Room Coordination: meetingroom@ean.org

Registration Management: registration@ean.org

Abstracts: abstracts@ean.org

Industry Session Programme: industry@ean.org

Congress queries (general): congress@ean.org or www.ean.org/congress2024

1.3. EAN Congress 2024 - Suppliers

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

M-Events Cross Media GmbH / JMarquardt Audiovisual GmbH / Lennart Schillhabel / industry@m-events.com

Branding Production (exclusive provider):

Branding Production Orders/Invoices / Leena Pesonen / Leena.Pesonen@messukeskus.com

Branding material delivery & questions regarding material instructions / graphics@messukeskus.com

Catering (exclusive provider): Noho Catering / messukeskus@noho.fi

Industry Session Services: Webshop eMessukeskus - www.emessukeskus.com (page 20)

Exhibition Services Messukeskus / osastopalvelut@messukeskus.com

Webshop eMessukeskus Customer Service / yrityspalvelu@messukeskus.com

Hostess Service: webshop eMessukeskus - www.emessukeskus.com

Logistic Services (exclusive provider):

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

Official Housing Partner: ean@austropa.at / www.congress.austropa-interconvention.at/eancongress2024

2. Industry Download Center

www.ean.org/congress2024/industry/ean-congress-2024-industry-information

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

The [Industry Download Center](#) will provide you with updates, submission forms, key dates and deadlines, unmissable information, technical specifications and much more... **Bookmark it now!**

Each exhibitor is responsible for sharing the link to the [Industry Download Center](#) with their agencies, service providers or contractors and providing them with the necessary information for exhibition preparations.

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

NEW: Please use the new implemented search bar and enter keywords to find information more easily.

3. Appointed Agency

According to the EAN terms and conditions and rules and regulations as of 28.06.2023, please note the following:

- Industry partners must inform EAN, in writing, which agency is appointed for which industry session, the exhibition and/or sponsorship items (e.g., branding). Requests from unknown agencies will not be considered.
- It is not the role of any agency to make initial enquiries or reservations with EAN independently of the industry partner.
- The named agency cannot fully act as if it were the company itself and the company will continue to be held entirely responsible and accountable for activities organised in its name by its agency.
- It is obligatory for every appointed agency to read the rules and regulations and all other documents posted on the available Industry Download Center.
- The industry partner is responsible for communicating these guidelines to staff and appointed agencies.

Please inform us via e-mail (industry@ean.org) or use the template provided on the [Industry Download Center](#).

4. Important Dates and Deadlines

| February | | March | | April | |
|--|------|---|-----------|-------|--|
| T 1 | F 1 | M 1 | 14 | | |
| F 2 Abstract Submission extended Deadline | S 2 | T 2 | | | |
| S 3 | S 3 | W 3 | | | |
| S 4 | M 4 | T 4 | 10 | | |
| M 5 | T 5 | F 5 | | | |
| T 6 | W 6 | S 6 | | | |
| W 7 | T 7 | S 7 | | | |
| T 8 | F 8 | M 8 | 15 | | |
| F 9 | S 9 | T 9 | | | |
| S 10 | S 10 | W 10 | | | |
| S 11 | M 11 | T 11 | 11 | | |
| M 12 | T 12 | F 12 | | | |
| T 13 | W 13 | S 13 | | | |
| W 14 | T 14 | S 14 | | | |
| T 15 Submission deadline of meetingroom request | F 15 | M 15 CMS information mailing for company profiles | 16 | | |
| | S 16 | | | | |
| F 16 | S 17 | T 16 | | | |
| S 17 | M 18 | W 17 | 12 | | |
| S 18 | T 19 | T 18 | | | |
| M 19 | W 20 | F 19 | | | |
| T 20 Submission deadline for Preliminary programmes of industry sessions | T 21 | S 20 | | | |
| | F 22 | S 21 | | | |
| | S 23 | M 22 | 17 | | |
| W 21 | S 24 | T 23 | | | |
| T 22 | M 25 | W 24 Early registration deadline | 13 | | |
| F 23 | T 26 | T 25 | | | |
| S 24 | W 27 | F 26 | | | |
| S 25 | T 28 | S 27 | | | |
| M 26 | F 29 | S 28 | | | |
| T 27 | S 30 | M 29 | 18 | | |
| W 28 | S 31 | | | | |
| T 29 Start of Industry Partner Registration | | | | | |
| | | Submission deadline of final programmes of industry sessions | | | |
| | | T 30 Delivery deadline for high resolution company logos for the acknowledgment board | | | |

| May | | June | | July | | |
|------|---|--|--|------|---|-----|
| W 1 | | S 1 | | M 1 | 10th Congress of the European Academy of Neurology | |
| T 2 | | S 2 | | T 2 | | |
| F 3 | | M 3 | 23 | W 3 | | |
| S 4 | | 1st pre-congress e-blast to registered participants (Sold out) | T 4 Submission deadline for Industry and Neurohood Information wall & Product theatre advert | T 4 | Post-congress e-blast to registered participants (Sold out) | |
| S 5 | | | | | | |
| M 6 | 19 | | | | | W 3 |
| T 7 | | | | | | |
| W 8 | Submission deadline of Backwall graphic for Neurohood & Start-up booths and graphics for take a seat and column packages | W 5 | | | | |
| T 9 | | T 6 | Order deadline for working passes | | | |
| F 10 | | F 7 | | | | |
| S 11 | | S 8 | | | | |
| S 12 | | S 9 | | | | |
| M 13 | 20 | M 10 | | | | |
| T 14 | Group upload for industry sessions open | T 11 | 2nd pre-congress e-blast to registered participants (Sold out) 24 | | | |
| W 15 | Submission deadline for Adverts for the Industry Pocket Programme | | | | | |
| T 16 | | W 12 | Submission deadline for industry session upgrade items * | | | |
| F 17 | | | | | | |
| S 18 | | T 13 | | | | |
| S 19 | | F 14 | | | | |
| M 20 | 21 | S 15 | | | | |
| T 21 | Submission deadline of booth plans for general approval | S 16 | | | | |
| W 22 | | M 17 | Request deadline for offloading slot 25 | | | |
| T 23 | Submission deadline for flyer distribution details (timings) | T 18 | 3rd pre-congress e-blast to registered participants (Sold out) | | | |
| F 24 | | W 19 | | | | |
| S 25 | | T 20 | Acceptance deadline for all shipments by the advanced receiving warehouse | | | |
| S 26 | | F 21 | | | | |
| M 27 | 22 | S 22 | Noho: Order deadline for catering | | | |
| T 28 | Submission deadline for app push notifications and social media posts | S 23 | | | | |
| W 29 | Ordering Deadline for additional on-site services through M-Events (including lead retrieval) | M 24 | 26 | | | |
| T 30 | Abstract submission deadline for late breaking news | T 25 | Company profiles online Joint e-blast | | | |
| | Delivery deadline for printing data of branding artworks and ordering deadline for all webshop services - eMessukeskus (+50% surcharge after) | W 26 | | | | |
| | | T 27 | | | | |
| | | F 28 | | | | |
| | | S 29 | 10th Congress of the European Academy of Neurology | | | |
| | | S 30 | | | | |
| F 31 | Deadline for group bookings and ordering group badge pick up (pre-print by EAN) | | | | | |

| |
|-----------------------|
| EAN Deadlines |
| M-Events Deadlines |
| Papplab Deadlines |
| Messukeskus Deadlines |
| Merkur Deadlines |
| EAN Headoffice closed |

Please note that all promotional materials for your congress activities and all branding items need approval from EAN.

For approval please send the materials to industry@ean.org allow 4 working days for approval.

- *Industry upgrade items are:**
- Coporate SessiOn Branding / design elements
 - Session Evaluation template
 - Voting template

5. Industry Session from A-Z

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

- Satellite Symposia
- Satellite Sessions (2 or 3 Session package)
- 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 Satellite Session rooms with one (1) digital lectern and one (1) digital chair table.

| Session Room | Capacity | Presentation Management System | PIP | Digital Lectern | Digital Chair Table |
|---------------------|--------------------------------|---------------------------------------|------------|------------------------|----------------------------|
| Room Lisbon | 800 | ✓ | ✓ | ✓ | ✓ (2) |
| Room Amsterdam | 750 (classroom/ theatre) | ✓ | ✓ | ✓ | ✓ (2) |
| Room Vienna | 800 | ✓ | ✓ | ✓ | ✓ (2) |
| Room Copenhagen | 400 | ✓ | ✓ | ✓ | ✓ (2) |
| Room Budapest | 400 | ✓ | ✓ | ✓ | ✓ (2) |
| Room Paris | 400 | ✓ | ✓ | ✓ | ✓ (1) |
| Room Berlin | 180 | ✓ | | ✓ | ✓ (1) |
| Room Helsinki | 120 | ✓ | | ✓ | ✓ (1) |
| Scientific Theater | 40 | ✓ | | ✓ | |

5.1. Abstracts

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

5.2. 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.

5.3. Black out times

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. Please send your request to industry@ean.org.

Black out times of the EAN Congress 2024

| | |
|------------------------|---------------|
| Saturday, 29 June 2024 | 07.30 - 21.00 |
| Sunday, 30 June 2024 | 08.00 - 19.30 |
| Monday, 1 July 2024 | 07.30 - 19.30 |
| Tuesday, 2 July 2024 | 07.00 - 17.00 |

5.4. Catering

Deadline for catering orders

22 June 2024

EAN does not guarantee that suitable space will be available to organise catering before or after industry sessions. When suitable space is available, industry session organisers may give out lunch boxes before or after their industry sessions at own expenses (except Forum talks).

Catering orders need to be placed directly with the official caterer, please find the order form in the [Industry Download Center](#). For any questions or special requests please contact **Noho Catering** directly: messukeskus@noho.fi

Please inform us (industry@ean.org) about your plans. No other activities around the industry sessions are allowed.

5.5. Camera Setting (default setting)

Please note that per default all rooms are equipped with one remote controlled camera, which three pre-defined camera angles:

- Talking head at lectern during presentation
- Chair table (welcome, introduction, discussion situations)
- Stage wide angle (welcome, introduction, discussion situations with both lectern and chair table in use)

5.6. 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.

5.7. Company Logos

Each exhibitor/sponsor is published with the corporate logo and the sponsorship status on the EAN Website. Please provide your high-resolution logo until **30 April 2024** to industry@ean.org.

5.8. Company Profiles

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

The company 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.

Every sponsor will receive an e-mail with the login details to the CMS **in mid-April**. The profiles will be available from **25 June 2024 throughout the Congress until 16 July 2024** for registered participants. After this period the profiles are deleted.

5.9. Corporate Session Branding (Session Upgrade)

Deadline for submitting all design templates

12 June 2024

Please find all relevant documents and specs in the [Industry Download Center](#). You will need to provide the following templates to industry@ean.org until the given deadline.

- Digital Lectern Branding
- Digital Chair Table Branding
- PIP Background Branding
- Presentation Management Menu Branding
- eSignage Branding

If you wish to book this upgrade, please see point 6 Upgrades for Satellite Sessions on page 20ff.

5.10. Evaluation (Session Upgrade)

Deadline for submitting the individual evaluation form or external link 12 June 2024

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 fully filled out evaluation form (via provided template) or the external link to industry@ean.org until the given deadline.

Standard Evaluation Form: This type of evaluation form for Industry Sessions is the standard questionnaire EAN uses for its own sessions. Please find a template of the evaluation form in the [Industry Download Center](#).

If you wish to book an evaluation form, please see point 6 Upgrades for Satellite Sessions on page 20ff.

5.11. 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
- Additional session material (up to 3 pdfs, 250Mb per file)
- Mp4 Session teaser video (upload 1 mp4 video, max 2 GB) – only available if the upgrade “presence of the virtual congress platform” has been booked)

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](#).



Please note: Your session details will be published in the Programme Planner on the congress website (www.ean.org/congress2024) and in the Programme on the virtual congress platform (www.eanvirtualcongress.org). The sessions detail page on these platforms will be available for every visitor of the platforms **without registration**. On the virtual congress platform, a myEAN account will be necessary to browse the session detail page.

For presentations with voting questions, 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.

5.12. Hostess Service

Deadline for hostess service orders at regular rates 30 June 2024

(A 50% surcharge will be applied to bookings made after the deadline.)

Hostess service orders need to be placed directly in the webshop of Messukeskus - www.emessukeskus.com.

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.

5.13. Joint E-Mail blast to registered participants

Each industry session will be part of **one** joint e-mail blast sent by EAN to all registered delegates short before the congress. The e-mail blast lists the titles of the industry sessions. Each title links to the session detailed page on the virtual congress platform.

5.14. Lead Retrieval

Deadline for lead retrieval orders at regular rates

29 May 2024

(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 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 Congress 2024. 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.

5.15. Logistic services

Merkur Expo Logistics have been appointed as the official freight forwarder, customs clearance agent and handling agent for the EAN Congress 2024. 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 2024
- Freight, clearing, loading form (order form)
- Labels for shipping (exhibition goods, literature table, industry sessions)

5.16. Meeting Room Facilities

EAN offers various meeting rooms at the venue. The submission period for meeting rooms will start end of January 2024 and EAN will send out a separate information on the booking process to the main contact person. For further information please visit <https://www.ean.org/congress2024/industry/meeting-room> or contact meetingroom@ean.org.

5.17. Press guidelines

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

5.18. Programme

Industry Sessions are part of the official scientific and educational 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. The session or lecture titles may contain a generic name. The programme proposal will not be accepted if it is judged to be promotional rather than educational or scientific. No abbreviations are to be used in the session or lecture titles.

5.18.1. Programme Submission

Submission deadline for preliminary programme

20 February 2024

Submission deadline for final programme

30 April 2024

The organisers must submit the preliminary programme (**including title, speakers, and lectures**) until the given deadline for submission of preliminary programmes of industry sessions 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. <https://www.ean.org/congress2024/programme>

The Programme Committee approval or suggestions for changes will be communicated to the industry sessions' organisers. These recommendations must be taken into consideration.

Please submit the preliminary programme via the following google forms:

1. [Satellite Symposium](#)
2. [Satellite Sessions \(2 or 3 Session package\)](#)
3. [Early Bird Satellite Session](#)
4. [Forum Talk](#)

Please note that changes in the topic/disease are unacceptable after booking/confirming the time slot. Changes in the final programme must be submitted no later than to the submission deadline of final programmes of industry sessions via the above provided google forms.

5.18.2. Programme Publication

Your session details will be published in the Programme Planer on the congress website



(www.ean.org/congress2024) and in the Programme on the virtual congress platform

(www.eanvirtualcongress.org). The sessions detail page on these platforms will be available for every visitor



of the platforms **without registration**. On the virtual congress platform, a myEAN account will be necessary to browse the details.

5.18.3. Session Publication on Demand (Session Upgrade)

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

The lecture 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, therefore each agenda slot/lecture (also Welcome and Q&A) that shall be recorded needs a presentation (at least one slide). **Please inform your speakers and chairs accordingly.**

There is one webcast per programme agenda slot/ lecture 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.

The on-demand content will be online for congress participants from 25 June 2024 throughout the Congress until 16 July 2024 and after this day only for EAN members. In addition in October 2024 the platform will be opened again for Associate Members (Associate Member - ean.org) for one month.

5.19. Opening times and breaks

Congress Opening hours / Registration hours

| | |
|------------------------|--|
| Friday, 28 June 2024 | 16:00 - 19:00 (<i>Early Badge Pick up / Group Pick up – No congress programme</i>) |
| Saturday, 29 June 2024 | 07.30- 20.00 (<i>Opening reception</i>) |
| Sunday, 30 June 2024 | 07.30 - 19.30 |
| Monday, 1 July 2024 | 07.30 - 19.30 |
| Tuesday, 2 July 2024 | 07.30 – 17.00 |

Exhibition & ePoster Area

| | |
|------------------------|---------------|
| Saturday, 29 June 2024 | 09.30 - 17.30 |
| Sunday, 30 June 2024 | 09.30 - 17.30 |
| Monday, 1 July 2024 | 09.30 - 17.30 |
| Tuesday, 2 July 2024 | 09.30 - 13.30 |

Floor pass: extended access: Sat.: 2h earlier, Sun.-Tues.: 1h earlier/ all days: 1h longer

Breaks

Saturday, 29 June 2024 coffee break: 10.00-10.30 / lunch: 12.30-15.30 / coffee break: 17.00-17.30

Sunday, 30 June 2024 coffee break: 10.30-11.00 / lunch: 12.30-15.30 / coffee break: 17.00-17.30

Monday, 1 July 2024 coffee break: 10.00-10.30 / lunch: 12.30-15.30 / coffee break: 17.00-17.30

Tuesday, 2 July 2024 coffee break: 10.00-10.30 / lunch: 12.30-13.30 / coffee break: 15.00-15.30*

**coffee break near session rooms as exhibition closes at 13.30*

5.20. 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, Satellite Sessions, Early Bird Satellite Session or Forum Talk at the 10th Congress of the European Academy of Neurology”**.

Please submit your promotional materials before production to industry@ean.org and allow 4 working days for approval.

The industry partners are responsible for involving their speakers and co-chairs 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 industry partner's exhibition booth throughout the congress and at the entrance of the industry session hall 15 minutes before the start (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) with max. 1x2m 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.

5.21. 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 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 2024 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 the person 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/congress2024 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.

5.22. Room book

A room book with plans of all session rooms for industry sessions and the technical equipment available in each room can be downloaded from the [Industry Download Center](#). Any additional technical equipment needs to be approved by EAN, technically approved by and purchased with M-Events (also see point 5.26.).

Please note that the **stage size and layout** in each room is fixed and designed to accommodate the scientific programme of the congress throughout the day. Changes to this stage layout are limited by the fixed size and set-up. If you wish a more flexible set-up, please contact industry@ean.org to discuss options and limitations.

5.23. Signage

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

5.24. 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 5.11.).

Nevertheless, for onsite short notices changes, EAN will again install a speakers' service centre (SSC), which is a networking system connecting all lecture rooms. It is recommended **for presentations with voting questions** 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.

5.25. Sustainability

We recognize the importance of sustainability in our field and its impact on the environment, society, and the well-being of future generations. We wish and expect from our partners to consider the importance of sustainability as well. For further information please visit our website: <https://www.ean.org/home/about-us/sustainability>

5.26. Technical equipment



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. Please contact Lennart Schillhabel at industry@m-events.com for further information and a quote.

Deadline for ordering additional on-site services through M-Events

29 May 2024

For details of the technical equipment of each session room, please download the room book from the [Industry Download Center](#) and see point 5.22.

5.27. Terms and Conditions & Rules and Regulations

Please download the EAN Congress Terms and Conditions & Rules and Regulations as of 28.06.2023 from the [Industry Download Center](#) and read them carefully.

5.28. Today's Industry Sessions Board

Your industry session is **automated** displayed onsite on the Industry Information Wall under "Today's Industry Sessions" on the day of your symposium/session and with the session information provided on the virtual congress platform.

5.29. Voting (Session Upgrade)

If you booked voting– 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 5.11.).

For presentations with voting questions, we recommend **visiting the onsite speakers service center before your 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. There is also a **template for voting questions available for download**. By filling out this template and providing to industry@ean.org before the congress, you will help our technical team to set-up your questions correctly.

If you wish to book this upgrade item, please see point 6 Upgrades for Satellite Sessions on page 20ff.

5.30. Water for speakers and chairperson

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

5.31. Webshop – eMessukeskus

Deadline for orders at regular rates

30 May 2024

(A 50% surcharge will be applied to bookings made after the deadline.)

eMessukeskus is the webshop from the congress venue. You can order the following services:

- Modular booths
- Stand construction (e.g. Rigging, electricity, internet connections)
- Decoration/ Furniture
- Stand services (e.g. Hostesses, cleaning)

If you need access to the webshop eMessukeskus, please send us an e-mail to industry@ean.org with the following information:

- Company name
- VAT code
- Invoicing address and e-mail
- Contact person name and e-mail

6. Upgrades for Satellite Sessions

6.1. Presence on Virtual Congress Platform - www.eanvirtualcongress.org

VIRTUAL

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

Benefits:

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

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



*The below items (marked with **) are only available if the EAN presentation management system provided by MEvents is used.*

6.2. **Corporate Session Branding

HYBRID

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

Benefits:

- **Digital chair table and lectern branding** allowing to show the symposium faculty/speaker's names on a **company 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 (onsite)
- **Individual livestream branding (virtual)** - only included if the session is streamed on the virtual congress platform



Costs: € 6,000 / € 9,000*

* Price for 3 Satellite Sessions

6.3. **Session Evaluation

HYBRID

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

Per default and for quality assurance all industry sessions can be evaluated with a standardised EAN evaluation form by the participants if no individual or external evaluation is booked.



| | | |
|---------------|---|--------------------------|
| Costs: | Export of EAN standardised evaluation results | € 3,000/ € 4,500* |
| | Individual evaluation form | € 4,000/ € 6,000* |
| | Link to external evaluation provided by sponsor | € 2,000/ € 3,000* |

** Package price for 3 satellite sessions*

6.4. **Voting

HYBRID

Use interactive voting to keep your audience engaged, collect insightful data, or learn more about them. Voting can be done by both virtual participants via the virtual congress platform and onsite participants via a microsite they enter with their smartphone by scanning a QR Code in the room. The system allows maximum 10 questions with 8 answers per question.

Costs: € 3,000 / € 4,500

** Package price for 3 satellite sessions*

6.5. Participant Metrics of Livestream

VIRTUAL

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

Costs: € 2,000 for Satellite Symposia and Satellite Sessions
€ 1,000 for Early Bird Satellite Sessions and Forum Talks

6.6. MyEAN Programme

HYBRID

Have your industry session listed under the individual MyEAN programme (favorites) of each EAN Congress participant. Consider this item instead of flyer distribution for environmentally friendly advertisement.

Costs: € 5,000 for all session formats

6.7. Flyer Distribution

HYBRID

Take the opportunity and distribute your invitation to your industry session **in the exhibition area**

- Service available on all days starting on Saturday morning
- Availability: for **industry session organizer** only
- Costs for 2 hostesses are included
- Flyer to be approved by EAN

Costs: € 5,000 per hour

