

1. Industry Symposium - IS

An IS should fit in the allotted time slots as per contracts sent as confirmation.

Please also note that all meeting rooms should be vacated as agreed so that the cleaning staff can collect all the empties and refresh the rooms.

The IS must be open to all congress participants. All attendants must be registered as full participants or as exhibitors. Persons without a badge will not be allowed to enter the room. All other scientific sessions are not open to exhibitors.

It is strictly forbidden to hold an IS outside the congress premises starting from three days prior to the congress, during the official days and for two days after the congress, unless it is an Official Congress Satellite Symposium. Any formal presentations taking place in a hospitality suite will be regarded as an IS, to which the above mentioned rules apply.

Application to hold an IS - **Form C** (enclosed) - containing a draft title, the field of interest and prospective Speakers/ Chairpersons (if applicable) should be sent to the ERA-EDTA Industry Relations Team **by November 15, 2019**.

The programme draft - including a short abstract and the proposed Chairpersons-Speakers - need to be uploaded online, according to the instructions received, **by December 16, 2019**.

Please note that at least 25% of the speakers should be women; it is highly advisable to include young speakers in the programme, furthermore, regarding nephrological topics, it is recommended to invite speakers who are ERA-EDTA members (category A & B).

The final programme must be sent to the ERA-EDTA Industry Relations Team **by March 15, 2020** using the online application. Please note that there is a strict limitation of a **maximum of one/1 talk and one/1 chair** per person. If the ERA-EDTA Industry Relations Team finds out that a Speaker/Chairperson has an overlapping in two parallel symposia, it will promptly inform both companies in order to solve the matter. The ERA-EDTA Industry Relations Team will include the IS scientific programmes in a special section of the Final Programme. With the same layout of official sessions; the acknowledgement will be "organised by" on the bottom of the page.

Travel & living of the Industry Symposium Faculty

Travel and accommodation should be taken care of by the Industry and any agreement about must be made directly between the Speaker and the Company. If your Speakers/ Chairpersons are also part of the Congress Faculty they can be offered accommodation at the Congress Headquarters Hotels; the ERA-EDTA Industry Relations Team on behalf of ERA-Eurocongress Ltd will send you a quotation for the accommodation costs, and the amount will be invoiced after the congress.

The Industry Symposia Booklet will be printed by the ERA-EDTA Industry Relations Team and it will include all the company layouts (double-page-advert) according to the graphic frame provided.

Companies failing to submit the artworks by the deadline will not be included in the ISB.

Reproduction of logo.

The ERA-EDTA Industry Relations Team will send the organising company the official congress logo for use in any printed documents etc. related to the IS. However, all printed materials containing this logo need to be officially approved by the ERA-EDTA Industry Relations Team prior to printing.

Room dressing.

The ERA-EDTA Industry Relations Team will agree with the organising companies on specific slots for rehearsals and/ or soft set-up. All costs involved must be paid by the companies. The IS meeting rooms must be left with their own congress set-up/layout as per the signed contract.

Promotion onsite.

Organising companies will have the chance to promote their IS by producing two posters and flyers for each session. No. 2 digital posters and a literature rack will be made available within the congress centre only on the day of the IS.

A self-standing banner or roll-up may be placed at the entrance of the session room one hour before the IS and removed at the end of the session.

It is not allowed to display or distribute any promotional material within the congress centre, at the entrance or within of 500 metres of the congress centre.

Failure to comply with these rules will result in the loss of points in the ranking list (-20).

Payment. Payment is requested within 30 days from the invoice date.

Cancellations. Cancellation of an IS after receiving the official confirmation will be subject to the following charges:

<i>Within January 31, 2020</i>	<i>50% of the amount due</i>
<i>from February 1, 2020</i>	<i>full amount due</i>

In case a cancellation is received before the official confirmation is sent, no cancellation charge will be made.





2. Exhibition space

2.1 Regulation compliance. The exhibitors agree to observe all the regulations and requirements stipulated in this document and shall not see them as merely administrative. The ERA-EDTA Industry Relations Team and the authorities of the congress venue will exercise full power in the duties vested in their rank to find the means necessary in order to enforce the present regulations to their full extent. The exhibitors accept to comply with all regulations thereof and any new provision and/or amendment that may be brought due to the circumstances at that time; the organisers reserve the right to the even/also convey new information verbally.

2.2 Mandatory forms.

ERA-Eurocongress Ltd will confirm the booth assignment with an e-letter and in due time it will provide the Congress Venue Technical Guidelines:

2.3 Payment.

Payment is requested within 30 days from the invoice date.

2.4 Cancellations.

All partial or total cancellations by the exhibitors must be made in writing to the ERA-EDTA Industry Relations Team. All partial or total cancellations by the exhibitors will be subject to cancellations penalties as follows:

<i>Before December 31, 2019</i>	<i>30% of the amount due</i>
<i>from January 1, 2020</i>	
<i>to March 30, 2020</i>	<i>75% of the amount due</i>
<i>from March 31, 2020</i>	<i>full amount due</i>

2.5 Insurance.

The ERA-EDTA Industry Relations Team recommends the exhibitors to have appropriate insurance covering the civil responsibility against third parties.

2.6 Changes.

The ERA-EDTA Industry Relations Team reserves the right to alter time schedules. Deferring the congress date, alteration of the time schedule or change of venue eventually made by the ERA-EDTA Industry Relations Team shall not justify partial or total cancellation by the exhibitors.

3. Sponsoring opportunities

3.1 Priorities. The ERA-EDTA Industry Relations Team reserves the right to assign a sponsoring opportunity to a company according to:

- the position in the ERA-EDTA Ranking List
- the previous congress sponsorships
- the date of receipt of the application form
- the fact that the company is an exhibitor or not
- the fact that an item might be part of a Participation Comprehensive Package.

3.2 Denial. The ERA-EDTA Industry Relations Team reserves the right to deny a sponsoring opportunity to any company or organisation whose activity does not directly concern the general topic of the congress or whose products fail to meet the level of performance required by the Organising Committee.

3.3 Payment. Payment is requested within 30 days from the invoice date.

3.4 Cancellations. All partial or total cancellations by the companies must be made in writing to the ERA-EDTA Industry Relations Team. All partial or total cancellations by the companies will be subject to the following cancellation penalties:

<i>Before December 31, 2019</i>	<i>10% of the amount due</i>
<i>from January 1,</i>	
<i>to March 30, 2020</i>	<i>50% of the amount due</i>
<i>from March 31, 2020</i>	<i>full amount due</i>

