

Special Conference

**EACR
AACR
SIC**

Anticancer Drug Action and Drug Resistance: from Cancer Biology to the Clinic



20-23
JUNE
2015

FLORENCE
ITALY



Dear EACR-AACR-SIC Partners,

On behalf of ECCO – the European CanCer Organisation, I am pleased to forward you the EACR-AACR-SIC Conference Exhibitor and Satellite Symposia Manual.

Enclosed you can find detailed information on key dates, contacts, order forms and various additional facilities and services for the organisation of your exhibition stand as well as your Satellite Symposium.

Thank you for observing the deadlines, rules and regulations in this manual.

Please share this information with staff in your company and all third parties that may be involved with you in the conference. This manual is also available online on www.ecco-org.eu

If you have any further queries from the above, please do not hesitate to contact me.

We very much look forward to seeing you in Florence in June and wish you a successful Conference!

With kind regards,

On behalf of the EAS operations team,

Gertrude Kort
Senior Conference Coordinator



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KEY DATES & DEADLINES

27 April 2015	Deadline for exhibiting companies to submit company profile and logo for insertion in the Proceedings book and online
15 May 2015	Deadline to submit satellite symposia final programme for insertion in the Proceedings book
20 May 2015	Deadline to submit Satellite Symposium information for email blast to EAS 2015 delegates
21 May 2015	Regular rate registration deadline (registration and receipt of payment)
1 June 2015	Deadline to send mandatory insurance form to benefit from complimentary insurance
1 June 2015	Deadline to submit stand drawings (only for companies building a shell scheme stand construction)
8 June 2015	Deadline to order exhibitor badges and 'satellite symposium only' badges
13 June 2015	Deadline to order services to avoid surcharges
Exhibition build-up	
Friday 4 July 2014	14:00 - 20:00
Saturday 5 July 2014	08:00 - 14:30 (no loud construction works allowed, only stand decoration)
<i>End of exhibition build-up period:</i>	Saturday 5 July 2014 at 14:30
Exhibition opening hours	
Saturday 20 June 2015	15:30 – 19:30
Sunday 21 June 2015	10:15 – 17:00
Monday 22 June 2015	10:15 – 17:00
Exhibition dismantling	
Monday 22 June 2015	17:00 – 20:00



CONTACT INFORMATION

Conference Secretariat



EACR-AACR-SIC 2015 Conference Secretariat

c/o ECCO – the European CanCer Organisation
Avenue E. Mounier 83, B-1200 Brussels

Contact: Gertrude Kort, Gertrude.kort@ecco-org.eu
+32 (0)2 775 02 41

Conference Venue

Firenze Fiera / Palazzo dei Congressi

(Florence Conference & Exhibition Centre)
Piazza Adua 1
50123 Firenze, Italy
Tel. +39 055 497 21 | Fax +39 055 497 3237
<http://www.firenzefiera.it/en>

Contact persons

Project manager Firenze Fiera

Marina Sablich, sablich@firenzefiera.it
+39 055 4973 265

Catering services Gerist Ricevimenti

On-stand delivery, Satellite symposia
Elisabetta Andrei
e.andrei@gerist.it

Accommodation

The EACR-AACR-SIC 2015 Conference offers special reduced rates on accommodation in many hotels in Florence.

Book your accommodation with the best conditions via the reservation system of Firenze Convention Bureau: <http://www.florenceConferencebooking.com/index/en.shtml>

Please use logon code **15G037**.

Freight forwarding partner

Kristal has been appointed as the official freight forwarding partner for EAS.

Contact person

Geert Frère
geert.frere@kristal-logistics.com
+32 (0)2 753 07 37

PLANS & ACCESS

Exhibition plan

The latest status of the exhibition floor plan is available for consultation on [the Conference website](#).

Access plan

Access to the conference venue is via the main entrance, Piazza Adua 1





Shipping Instructions

Exhibition materials can be sent directly to the venue but as of 15 June.

Shipments will only be accepted Monday to Friday, 09:00-17:00. Please instruct your courier or agency accordingly.

On each box, please indicate

- EAS Conference, 20-23 June
- the name of the exhibiting company and
- the booth number

Shipments should be sent to the following address:

**Palazzo dei Congressi, C/O Firenze Fiera Congress & Exhibition Center
FAO Mr Fabio Pesci
Piazza Adua 1
50123 Firenze**

Freight Forwarding Partner

Kristal has been appointed as the preferred freight forwarding partner for EAS. The range of services provided by Kristal includes:

- Transportation, national and international
- Temporary and permanent customs clearance
- On-site handling, labour and forklift
- Labelling, removal and storage of empty packaging, return to stand upon exhibition closure
- Storage of brochures and give-away items during the exhibition

Contact person: Geert Frère
geert.frere@kristal-logistics.com
+32 (0)2 753 07 37



EXHIBITION

SCHEDULE AT A GLANCE

Exhibition build-up

Friday 4 July 2014	14:00 - 20:00
Saturday 5 July 2014	08:00 - 14:30 (no noisy stand building works allowed, only decoration)

End of exhibition build-up period: Saturday 5 July 2014 at 14:30

Exhibition opening hours

Saturday 20 June 2015	15:30 – 19:30
Sunday 21 June 2015	10:15 – 17:00
Monday 22 June 2015	10:15 – 17:00

Exhibition dismantling

Monday 22 June 2015	17:00 – 20:00
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Incomplete stands or no-shows will be walled off on Saturday 20 June at 14:30 and goods removed into storage, at exhibitor cost. Acceptance of this condition is a term of exhibition space rental. Empties have to be removed on 20 June at 20:00 at the latest.

During build up, exhibitor badges must be worn by all staff (see further in this manual).

Vehicles are not allowed inside the exhibition area. Only pallet jacks and trolleys will be allowed.



General conditions of participation

Conference and exhibition layout

ECCO as the EAS conference secretariat reserves the right to deviate from the stand confirmation and to allocate a stand in a different location, to alter the size of the stand, to re-locate or close entrances and exits on the exhibition grounds and/or in the Conference Centre and to carry out any other structural alterations providing it has a substantial interest in such measures.

Stand moves

ECCO reserves the right to make changes in the layout of the exhibition, as well as in the stand assignment in the event that unforeseen circumstances make this necessary. Alterations to the agreement will only be made after mutual consultation. If in such cases the interests of the exhibitor are unreasonably impaired, the exhibitor may withdraw from the contract in writing within 1 week after receipt of notification of the type of alteration. ECCO accepts no responsibility for any damage which may result from such changes.

Subtenants and other represented companies

Sharing the allocated stand area with another company, regardless of whether this company is representing by its own staff (subtenant) or only by its own exhibits (represented company), is not permitted. This applies equally to companies with products or services aligned to a registered exhibitor. Should a registered exhibitor wish to exhibit in association with another organisation, ECCO will endeavour to offer additional exhibit space, where available, under normal conditions of sale.

If an exhibiting organisation has multiple corporate identities but shared ownership, the organisational relationship must be made clear to delegates.

Transfer – even in part – of the rights and obligations arising from the rental contract to third parties is not permitted.

Security and insurance

Each exhibitor is obliged to take out the Firenze Fiera mandatory insurance policy. Forms can be found further in this manual. The EAS Conference Secretariat is pleased to offer the costs of the policy (€100 excl. VAT) on the condition that the insurance form is sent to the EAS Secretariat (Gertrude.kort@ecco-org.eu) latest by 1 June 2015.

If the insurance form is not received by this date the exhibitor will be liable to pay the insurance costs to Firenze Fiera. The EAS Secretariat cannot be held responsible for any consequences of failure to contract the mandatory insurance.

Neither the organiser nor its contractors shall be responsible for the safety of any exhibit or other property of the exhibitor or any person. Neither the organiser nor its contractors shall be responsible for the loss, damage or destruction by any cause of the exhibits or other property, or for loss, damage or injury sustained by any exhibits or any other persons.

The exhibitor shall indemnify the organiser and its contractors to third persons, as a result of any act or omission of the exhibitor, staff, agent or personnel hired on a temporary basis to staff the exhibition stand. Since the organiser and its contractors will accept no responsibility for any of the foregoing matters, the exhibitor should take out insurance to cover any loss due to theft or negligence, damage, injury or liability. The exhibitor agrees not to pursue the organiser for any aforementioned risks.

TECHNICAL DATA

- The exhibition accompanying EACR-23 will be held in the Passi Perduti area, on level -1 of Firenze Fiera
- **Each exhibition booking includes:**
 - 9 sqm floor space,
 - table with tablecloth
 - 2 chairs
 - 1 brochure rack
 - 1 poster panel (100x200 cm),
 - electricity socket
 - free WIFI access via the conference WIFI network
- Shell scheme structures or other furniture/services can be ordered upon request. Please contact gertrude.kort@ecco-org.eu for further information.
- Connections to all services (water, electricity, telephone, compressed air, etc.) must only be made by the Conference Centre

Exhibition information

- The maximum building height is 2,50 m.
- There is no day light in the exhibition area.
- There are pillars in the exhibition area. Please check the floor plan for more information about their location.
- The Exhibition hall is covered with a tile floor. It is not mandatory to carpet the exhibition space. The floor area of the stand cannot be covered with paint or glue.
- Carpeting must only be held in place by its own weight on the floor or by adhesive tape. These items must be removed by the exhibitor at the end of the exhibition. It is forbidden to place mortar directly on the floor, to nail with percussion tools or to paint with spray guns.
- Suspension of banners/signage from the ceiling or walls of Firenze Fiera is not allowed.



STAND CONSTRUCTION

Stand design

Companies bringing in a stand builder to construct a stand must submit a floorplan (scaled top view and scaled side view drawing) for approval by the venue.

This information must be sent to the EAS Conference Secretariat by email to: Gertrude.kort@ecco-org.eu before 1 June 2015.

The EAS conference secretariat will send an approval to the exhibitor. Only with this approval shall the stand be deemed eligible for construction. No approval means no permission to construct the stand – resulting costs are entirely at the exhibitor's expense.

Responsibility to neighbouring stands

Each exhibitor is asked to consider the impact of the stand construction on neighbouring exhibits. If there is a danger of unfairly blocking another stand from view, even when adhering to all other elements of these regulations, this should be mentioned when submitting plans. Failure to do so would breach the spirit of the exhibitor's contract with ECCO and in such cases the exhibitor responsible will be expected to make such changes as necessary at his/her own cost. In such cases, the decision of ECCO will be considered final.

Exhibitors are strongly encouraged to consider potential stand activities such as demonstrations, presentations, storage, hosted quizzes and hospitality when planning stand usage.

Positioning of the stand

Access to the doors, windows, fire alarms, hydrants, portable fire extinguishers, fuse boxes, line poles and circulation must be kept free from obstructions at all times.

Positioning of exhibits

The exhibitor is not allowed to place articles to be exhibited in a manner which, in the opinion of ECCO, affects or hinders neighbouring stands, e.g. with regards to the visibility of the neighbouring stands. Articles to be exhibited must be kept within the stand perimeter. The exhibit should pose no danger to participants. Any structural or display element which does not satisfy the organisers and/or the venue officials in terms of safety must be made safe or removed.

Keep aisles clear

Demonstration areas may not be set on the aisle line of the exhibit; space must be left within the stand area for the audience. Should the spectators interfere with the normal traffic flow in the aisle or overflow into neighbouring exhibits, the presentation must be limited or stopped immediately. No objects, including signs or advertisements, may project into the visitors' aisles.

Presentations and quizzes

Companies wishing to arrange or sponsor sessions are invited to arrange a Satellite Symposium, as detailed elsewhere in this Exhibitor Service Manual. Exhibition space is intended to display scientific information on products and/or services; therefore positioning auditoria on stand areas is not permitted.

This does not exclude companies from giving product based presentations, but the focus of presentations should be product-related information and not presenters themselves. The same rule should apply for areas dedicated to quizzes: they should be positioned well within the stand area (not less than 3 m from the stand perimeter). All such activities require the prior approval of ECCO.

Access to stand

Exhibitors are obliged to grant official supervisory staff and accredited representatives of Firenze Fiera access to their stands. Exhibitors, their staff and all visitors to the exhibition must obey the instructions of these officers. In the event of a fire or other hazard all those present must leave the endangered area at once when directed to do so by a member of the safety and security staff.



Cleaning & refuse

Refuse collection

During exhibition opening times the EAS Conference secretariat will arrange for the general cleaning of the venue and the aisles – that is, daily waste left by delegates. Exhibitors are responsible for cleaning their own exhibit and disposal of waste generated before, during and after the event. Failure to comply with this procedure shall render the exhibitor liable for the cost of clearance by ECCO or its contractor.

'Wild tipping' or disposing of bulk waste within fairground without payment will be considered a serious violation of these regulations.

IMPORTANT: Unattended rubbish left in aisles during exhibition opening hours will be removed at the exhibitor's expense.

Fire and safety regulations

Any goods on your stand will constitute part of your stand and will be subject to these regulations.

General materials

Stand construction, installation of materials and poster supporting structures should be sufficiently stable to ensure public safety. Exhibit cases and displays should be sanded down/finished to ensure that they will not inflict cuts. Clear glass elements should display warning signs at eye level.

Smoking ban

Smoking is prohibited in all public indoor areas, including privatised areas of exhibit space.

Flammable products

Notification of the handling and installation of flammable products should be given well before the event. The storage and use of compressed gas and/or liquid gas in the exhibition area is not allowed. Balloons filled with flammable gas are not permitted within halls (the only authorised gas is helium). Welding and spraying work within the confines of the exhibition premises is prohibited. Only fireproof adhesives may be used for glue work within the exhibition premises.

Open fire

The use of open fire or unprotected flames is prohibited.

Pyrotechnics

Explosive or pyrotechnical articles must neither be used nor taken onto ICM's area, either indoors or outdoors, without written permission from ECCO and Firenze Fiera.

Hot work such as welding, soldering, cutting, and circular-motion grinding, drying, heating or work over naked flame is not allowed within the ICM without their special permission.

Emergency exits

Escape routes and emergency exits (indoors and outdoors) should be kept free of any obstruction and be kept in full view at all times. Similarly, for fire fighting equipment: fire safety signs and emergency wall phones; no products/company signs, decorations or stand roofs should be placed above an emergency exit or any other existing signs.

Heating/cooking

Stoves, heaters and open fires may not be used for any purpose, including cooking, frying or baking. This also applies to demonstrations.

Storage of flammable goods

Empty packaging, rubbish, trash, wood, paper, straw, cardboard and other flammable material must not be stored in the hall.



Responsibility

Exhibitors are fully responsible for all displays and demonstrations they organise.

Organiser's security

ECCO undertakes the general surveillance service of Firenze Fiera during the day.

Valuable goods

The exhibitor shall be responsible for the surveillance of his/her stand and exhibit during the exhibition opening hours. Exhibitors are recommended to pay closer attention to the exhibits during the stand construction and dismantling periods. Valuable objects, which may easily be removed, should be locked away during the night. ECCO accepts no responsibility for goods stolen from exhibits at any time. Exhibitors should not leave removable/valuable goods unattended on the stand at any time; particular attention should be given to goods awaiting collection from the freight forwarder.

Insurance

Each exhibitor is obliged to take out the Firenze Fiera mandatory insurance policy. Forms can be found further in this manual. The EAS Conference Secretariat is pleased to offer the costs of the policy (€100 excl. VAT) on the condition that the insurance form is sent to the EAS Secretariat (Gertrude.kort@ecco-org.eu) latest by 1 June 2015.

If the insurance form is not received by this date the exhibitor will be liable to pay the insurance costs to Firenze Fiera. The EAS Secretariat cannot be held responsible for any consequences of failure to contract the mandatory insurance.

Exhibitors will be liable for the safety of participants on and around their stand area. In accepting ECCO terms of sale, the exhibitor undertakes to indemnify ECCO against any and all losses resulting from an unsafe construction, unsafe exhibits, or the actions/inactions of its staff.

ECCO requires all exhibitors to provide adequate insurance cover for public liability protection.

Catering

The official caterer is Gerist Ricevimenti. All catering offered within exhibit areas should be ordered with Elisabetta Andrei: e.andrei@gerist.it.

Exhibitors may not sell food or drink for consumption on the premises. All companies offering hospitality are reminded of their responsibilities for hygiene and food safety. Exhibitors are also encouraged to guarantee healthy and balanced catering service to their delegates.

No alcoholic beverages are allowed on the stands.

Customs, taxes and duties

The exhibitor will pay the various taxes and duties owed resulting from his/her participation in the exhibition.

Free WIFI

Conference WIFI will be available in the exhibition areas.



STAND ACTIVITY AND PROMOTION

Each exhibiting company will be listed in the EAS Proceedings book with their company name, stand number, and website, as well as in the Conference app.

Activity

The main activity of any exhibition stand should be the presentation of the exhibiting company and/or its products or services. The use of photographers, portrait artists or other performers is not allowed without the written permission of ECCO.

Staffing on stands

The space assigned to the exhibitor shall be staffed during the setup, opening and dismantling periods. The exhibitor shall make sure that either he/she or a person authorised by him/her is present at the site at all times. Unattended stands are a security risk to the exhibitor and during open periods, are discourteous to delegates, fellow exhibitors and the conference organisers. This will be considered as a violation of regulations.

Audio and visual activities

The projection of films and slides, any amplification with the aid of loudspeakers, the production of music and/or sound as well as the use of lighting, computer monitors and television screens is acceptable within the stand space as long as no disturbance is caused. Sound and lighting effects should be contained within each stand area. If the conference organiser considers that a disturbance is being caused the exhibitor is to halt the activity immediately. If this is not done, ECCO reserves the right to make the necessary arrangements at the expense of the exhibitor. Refusal to lower the sound level or abandon an activity upon request will be considered a violation of these regulations.

Licensing for copyrighted work is the sole responsibility of the exhibitor.

Photography and filming

No part of Firenze Fiera or of the exhibition may be photographed or filmed without the permission of ECCO or of the exhibitor in question. The exhibitor is entitled to photograph or film his own exhibition stand during exhibition hours.

ECCO is entitled to photograph, draw or film the installations and stands, as well as the exhibits thereon and to use these reproductions in its publications and in the press.

Quizzes and activities with winners

Exhibitors shall refrain from:

- holding lotteries
- organising games of chance
- using 'market stall' techniques
- distributing 'gimmicks' without scientific or product references
- using performance artists

Only quizzes of a scientific nature can be held at the stand. Such activity must be approved by ECCO. Interactive technology based quizzes may be accepted provided their focus remains scientific based and they have no negative impact on the exhibition area or other rules within this document.

Quizzes times allowed

Quizzes may be operated at any time during exhibition opening hours provided the focus is on the scientific content presented on the exhibit.

Quiz prizes

Participation may be rewarded with a prize. However, the prize should be the same for everybody. 'Drawing winners' is not allowed. Maximum purchase value of prizes must not exceed € 10 and all prizes should be declared to and approved by the secretariat. Certain items such as digital cameras



and MP3 players are not considered appropriate – prize approval is at the discretion of ECCO. For more advice on prize approval before placing orders, contact Gertrude.kort@ecco-org.eu.

Each exhibitor must declare all prizes in advance with a description and price. If the purchase value of a prize is questioned, each exhibitor is expected to show proof of purchase value – either before or during the Conference. Non-compliance will be considered a violation of these regulations and treating according to the stipulations published in this document.

For scientific information carriers (e.g. CD ROMs, USB sticks), where materials are pre-loaded with non-commercial data, the value of prizes may increase. These stand activities should be 'low profile' and no blatant publicity should be made.

Giveaways

Notwithstanding the legal responsibilities of each exhibitor at his/her own stand, the EAS Organising Committee has accepted the policy that small giveaways are acceptable at the exhibition with a maximum retail value € 10. The distribution of giveaways should be low profile and should in no way overshadow the main activity of the stand. The activity must not disturb neighbouring stands or cause queues outside the stand area.

Giveaway items should:

- Be legal in the Italy, in terms of the item itself and the product it advertises.
- Not exceed € 10 – proof of value must be provided demanded by ECCO, otherwise this will be considered a violation of these regulations.
- Be safe for the user and not endanger health or reputation of conference participants or ECCO.

Distribution of giveaways and printed materials

Distribution or display of materials by an exhibitor or its agents is limited to:

- the company's exhibition space only
- the "display area" which will be specially set up for that purpose and marked as such

In the case of printed material, the intellectual ownership of content should not be a cause for dispute and images should not cause offence. Additionally, any quoted references should be clear and follow internationally accepted principles; scientific claims should be based on accepted evidence. ECCO's decision on such matters will be considered final.

Special effects

'Special effects' lights, laser, sound and video projection/recording on the stand will only be allowed when the effect is limited to the stand area rented; providing that there is no health or safety risk and when written permission of ECCO has been granted.

Prohibited activities

Exhibitors are not allowed:

- To display or use names or trademarks which may be misleading or cause hindrance to the exhibitors at other stands or to EAS visitors.
- Barring exemption applied for and granted, to sell goods against surrender of the purchased items or to receive money in any way for goods sold or offered for sale or for services rendered.
- To affix sold-tags to goods on display.
- To remove exhibits from the stand, to add exhibits to the stand or to cover (parts of) exhibits on the stand.

[Stands should not be dismantled or removed prior to the end of the exhibition.](#)

Children

Children under the age of 16 are not permitted in the Conference Centre. Exhibitors and their agents are advised that their staff must be over the age of 16 and legally employed within a European country.



Animals

Animals are not allowed in the exhibition and should not be used on exhibits. Trained guide dogs for those with visual impairments are permitted but please advise a member of ECCO Staff on entry to the Conference Centre.

Promotion rights

The use of any EAS corporate branding and visuals is strictly forbidden in any advertising, publicity, signage, product, printed matter, film, video, other media, etc. without prior request and subsequent written approval from ECCO.

The exhibitor is entitled to the use of the Conference logo on invitations and promotional documents directly related to his/her participation in the exhibition. The Conference logo can be obtained in electronic format from the organiser. Only the official logo can be used. A print proof is required by the organiser for authorisation before printing. The unauthorised use of the Conference logo is strictly prohibited.

Pharmaceutical product promotion

Mandatory Codes of Practice

All participating companies must abide and adhere to applicable codes to their line of business:

- [Farindustria](#)
- [EFPIA](#)
- [EucoMed](#)

In all cases, exhibitors are responsible for ensuring that their promotion during the Conference is legally and ethically acceptable in Italy.



ACCESS TO EXHIBITION HALLS

Stand personnel may only enter the exhibition area wearing an exhibitor badge.

Exhibitor badges

Exhibitor registration is reserved for staff working directly in the organisation and management of exhibits, satellite symposia and sponsored activities. Individuals wishing to visit the exhibition should purchase a delegate registration (full or day access). The practice of selling or promoting a product or service outside of the exhibition area is strictly forbidden.

Exhibitor registration

Exhibitors must wear their official EAS 2015 badges clearly visible at all times when in the exhibition area or any other part of the building. The wearing of any other badge, including company ID badges is not sufficient and will be considered as a violation of the guidelines.

Validity

Exhibitor badges will allow access to the exhibition area only.

When companies apply for badges it is understood that they will only provide them to company employees only. Proof of affiliation can be requested.

Security

We strongly urge you to secure your stand against theft or damage and not leave any valuable items unattended at the stand. ECCO also recommends exhibitors to arrange adequate insurance cover. Neither the EAS 2015 secretariat nor the Conference centre will be liable for any losses, unless where a negligent act or omission on the part of either organisation or its staff is established.

EXHIBITOR BADGES

Exhibitor badges with company name and/or individual name

Only exhibiting companies can have Exhibitor badges. Each exhibitor will receive 2 free exhibition passes.

You may choose how your badges are inscribed: either company name only, or individual name and company name. Simply indicate your preference when completing the badge order form further in this manual, e.g. the number of 'company name' only badges and the number of 'Individual name' badges you wish to receive.

Deadline to order free exhibitor badges is **8 June 2015**.

Additional exhibitor badges

If the number of free exhibitor badges is insufficient, extra badges may be purchased. All exhibitor badges must be ordered using the Badge form to be found further in this manual.

The deadline to order extra exhibitor badges is 8 June 2015. Extra exhibitor badges are **€75 excl. VAT** per badge, payment can only be made by credit card.

Exhibitor badges ordered on site must be paid for directly upon collection at the Exhibitor registration desk by cash or credit card (Visa, MasterCard and Amex).

Hostess badges

Samarcanda Servizi is the hostess partner for the EAS Conference and we strongly encourage all exhibiting companies to contact them for hostess services on their stands. Hostesses hired through



the official partner do not need to wear an exhibitor badge. Hostesses hired through a different agency have to wear a valid exhibitor badge, which has to be ordered by the exhibiting company by the communicated deadline.

Exhibitor badge collection

All exhibitor badges should be collected at the Exhibitor registration desk by the official contact person. They are not sent in advance of the Conference.

Lost badges will not be replaced. In this case, a new exhibitor badge may be ordered. Unused badges will not be credited, regardless of circumstances.

Exhibitor registration desk

An exhibitor registration desk will be available in the registration area. This exhibitor registration desk will allow you to collect exhibitor badges.

Opening times

Saturday 5 July	08:00 - 18:00
Sunday 6 July	07:30 - 18:00
Monday 7 July	07:30 - 18:00
Tuesday 8 July	07:30 - 12:00

FREE CONFERENCE MATERIAL

Each exhibiting company is entitled to 1 free EAS 2015 delegate bag including all Conference material. The number assigned is based on the exhibition ground rented.

INSURANCE

Each exhibitor is obliged to take out the Firenze Fiera mandatory insurance policy on the following pages.

The EAS Conference Secretariat is pleased to offer the costs of the policy (€100 excl. VAT) to each exhibitor **on the condition** that the insurance form is sent to the EAS Secretariat (Gertrude.kort@ecco-org.eu) latest by 1 June 2015.

If the insurance form is not received by this date the exhibitor will be liable to pay the insurance costs to Firenze Fiera – contact person: Giulia Pozzi (pozzi@firenzefiera.it). The EAS Secretariat cannot be held responsible for any consequences of failure to contract the mandatory insurance.

Exhibitors will be liable for the safety of participants on and around their stand area. In accepting ECCO terms of sale, the exhibitor undertakes to indemnify ECCO against any and all losses resulting from an unsafe construction, unsafe exhibits, or the actions/inactions of its staff.

ECCO requires all exhibitors to provide adequate insurance cover for public liability protection.



MANDATORY INSURANCE FORM

Please return this form by 1 June to the EAS Conference Secretariat, gertrude.kort@ecco-org.eu.

The Organizing of the Event/Fair/Congress is obliged to supply to Firenzefiera S.p.A., within and no later than 15 (fifteen) days before the beginning of the event, the directory of the Exhibitor (exhibitor's list) and the first page of the schedule "EXHIBITOR'S/ORGANIZER COMPULSORY INSURANCES FORM" of each Exhibitor Companies duly filled and undersigned to Firenzefiera S.p.A., Attention of GIULIA POZZI by Fax (0039 - 55 490573) or by e-mail to the following address: pozzi@firenzefiera.it

The present form must **ALWAYS** be returned completed and undersigned to **Firenzefiera S.p.A.** **by the Organizing Management of the Event**

COMPULSORY INSURANCE FORM EXHIBITORS/ORGANIZING MANAGEMENT

Event :

Date & Place :

The Undersigned

in quality of legal representative of the company

address Location.....Postal Code:

Tel.....Fax..... E-mail

In quality of Professional Entities / Exhibitor he acknowledges the existence of the following **insurance policies activated automatically by Firenzefiera S.p.A at registration :**

- Cover "all risks" (all risks - Marine) on goods of any nature brought in exhibition, up to an amount of € 15.500,00, at First Risk
Absolute, including transportation (trip outward and return), with all the exclusions, deductibles and limits of indemnity disciplined by the insurance agreement/covenant stipulated by Firenzefiera S.p.A on behalf of Exhibitors, which was in force at the moment of the exhibition, the conditions that are in vision at the Management offices of Firenze Fiera and are summarized in the "Information Note" at pag. 2 of the present form.

For that which concerns the cover "All Risks", the Exhibitor /Professional Entity declares that the goods exhibited :

- Have a value not higher than € 15.500,00;
- Have a value higher than € 15.500,00 and lower than € 35.000,00;
- Have a value higher than € 35.000,00 and equal to € At this proposal Firenzefiera S.p.A. will provide to complete the threshold with a specific insurance ad will charge the amount exceeding to the company.

It is also possible for the company provide directly to insurance cover for the amount exceeding through its own All Risks policy that will have to include exclusion of waiver compensation against Firenzefiera S.p.A. and/or of the Professional Entity. Copy of such agreement will have to be forwarded to Firenzefiera S.p.A. before beginning of setting up activity of the event/fair/congress.

- General Liability, limit € 3.000.000,00 and Fixed Deductible at the charge of the insured Exhibitor/ Professional Entity, to cover the damages caused to third parties and to properties of third parties of which the Exhibitor/ Professional Entity results to be liable as set forth in Civil Code depending on the targets for which has been agreed the adhesion to the Exhibition, as per insurance general conditions in vision at the Firenzefiera S.p.A Management offices.



The undersigned declares to have acknowledged the present Information Note and expresses its own will in such way by undersigning of the present form of adhesion concerning the All Risks Policy/Covenant Insurance Conditions stipulated by Firenzefiera S.p.A with AVIVA ITALIA S.p.A Insurance company nr. 8006268 and to approve specifically the following articles:

Art. 2 - SPACE TIME LIMITS OF INSURANCE
 During the permanency in the exhibition area
 Art 4 - EXCLUSIONS

Art. 11 - OBLIGATIONS IN CASE OF LOSS
 Art.12 - IINSURED AMOUNTS - DEDUCITIBLES
 Art. 16 - COMPETENT AUTHORITY

Name and Surname: _____
(The Adherent)

Date _____

Stamp and signature _____

INFORMATION NOTE: except - abstract from Insurance Conditions of All Risks Covenant exhibitors Insurance policy AVIVA ITALIA S.p.A n. 8006268 stipulated by Firenzefiera S.P.A. (see letter A of present form).

The present excerpt - abstract corrisponds exclusively to a short summary of the agreement principal conditions; therefore do not replace the insurance conditions that prevail in case of controversy therein.

ACTIVITIES AND INSURED ENTITIES

Entities insured :

in Florence , in the exhibition of area Fortezza da Basso and/or of the Palacongressi and/or of the Palaffari, at all the conditions of the following policy, stock, goods, dressing materials and equipment and anything else relevant to the functioning of the stands as long as owned and/or in use and/or held by exhibitors and/or insurers.

(art. 2 of policy) **SPACE TIME LIMITS OF INSURANCE**

The present insurance is intended "nail to nail" and incepts from the moment in which the insured entities are removed from their usual normal space. It continues without interruption during the trip until the insured entities are placed and arranged in the exhibition premises, as well as during the period of the exhibition itself. The insurance is also valid during the operations of removal from the place where the insured entities remained stored, then to be again packaged for the return trip and during such trip until the respective locations of origin and terminates at the moment of re delivery of the entities themselves .

DURING THE STAY IN THE FAIR AREAS (policy enclosures A and B)

In order to the cover operation in case of exhibition of art and antique items, the insured entities will have to be :

- a) Fixed to walls or to ground or to ceiling or to the exhibition support and, should the items be fragile and breakable be also arranged in advance adequate prevention measures in order to avoid contacts between visitors and exhibited goods

Or

- b) Be put in reliquary and/or showcase fixed on walls or on ground or to exhibition support, closed with locks and seals; this condition b) is in any case compulsory for exhibitions of small items or composed in whole or in part of precious metals or stones.

During the exhibition-fair time the stand will be watch by the exhibitor or by any authorized personnel from the exhibitor's company never lived unattended goods or items.

In order the cover be operative in case of exhibition of jewels, precious in general, philately and numismatics of collection the means of transportation with the values on board must arrive near the exhibition stand and the transfer of the transportations means to the exhibition location must be effected under the supervision of the trustees that composed the escort during transportation.

During the exhibition the values must be placed in closed showcases and adequately fixed to walls, selve, tables or similar and during demonstrations and handling the stand personnel will have to constantly present.

During the opening hours to the public will have to be organized an armed guards watching service by Policemen or Agents of Public Security or Institutes legally authorized.

The composition of such watching service will have to be reasonably determined in function of the value and the area surfaces of the exhibition itself.

During night hours the values will have to be kept in safes, in caveaux, in cabinets, in showcases, and in key closed drawers, and an adequate armed guard service will have to be organized.

INSURED RISKS (art. 3 of policy)

The Company pays for all the damages and material and direct losses that the insured goods incur, except exclusions set forth in subsequent art. 4. and personal effects of exhibitors and their employees /collaborators as for example clothing, money, mobiles, camera and electronic material in general etc. In addition, is excluded any good that is not listed in shipping documents or in equivalent or similar documents.

EXCLUSIONS (art. 4 of policy)

Excluded damages and losses depending totally or partially, directly or indirectly from :

- c) Fraud of Contractor, Insured and their directors;
- d) Lack of insured entities observed through inventory only at the end of the exhibition;
- e) Lack upon arrival claimed to competent authorities beyond 72 hours from arrival;
- f) Defect, or insufficiency of packaging or of preparation of goods for shipping, bad bulking of goods for shipping, bad bulking both on carrier and in container or similar effected before inception of insurance cover or in any case under care and control of Contractor, of Insured or of their representatives or of their respective employees;
- g) Inherent defect or inherent quality of goods, spontaneous combustion, fermentation and natural wastage;
- h) Influence of temperature, moisture and in general of climate unless said damages result as a direct consequence of event not excluded in policy;
- i) Delay or market losses even if consequent to insured event;
- j) Smuggling, trading, activities or traffic forbidden or clandestine ;
- k) Insolvency, payment delay, failure to comply with money obligations of owner, of ship owner, charterer or freighter of vessel;
- l) War, civil war, revolution, rebellion, insurrection, riot originated from above mentioned cases; hostile acts committed by belligerent power or against the same;
- m) Capture, seizure, arrest, restriction or impediment of trading and their consequences, or attempt to such scope, except for case of piracy;
- n) Warlike device such as mines, torpedo or bombs lost or in any case not indicated;
- o) Radioactive contamination, transmutation atomic nucleus, radiations provoked by acceleration of atomic parcels;
- p) Omission of intervention for absence, insufficiency or encumbrance of workers that is lack or insufficiency of energy or combustion deriving from strikes, lockouts, acts against working activities, riots or civil disorders;
- q) Decay, wear or tear of any part of the insured entity caused by its natural use or functioning and/or normal utilization;
- r) Failure or abnormal production or distribution of cold, of a duration lower than six hours or not consequent to damage and/or breakdown of refrigerators apparatus;
- s) Volcanic eruption, bradyseism;
- t) Total or partial collapse, provoked by snow weight, of buildings not compliant to regulations in force relevant to snow overweight.

EVALUATION PROTOTYPE AND FASHION CLOTHES (art. 5 of policy)

As partial derogation to policy General Conditions, the value of fashion collection and of proto types is determined as sum of pure costs of projection, design, styling, dressmaking and/or production, finishing, proof and equipped and of relevant materials, excluded any artistic and creative value.

LIMITS OF INDEMNITY, DEDUCTIBLES (art. 12 of policy)

- a) With respect to damages deriving from earthquake, flood, landslide, slips and overloading of snow accumulation during the storage, payment of indemnity will be effected previous deduction, per single loss and for each exhibitor, of a deductible equal to 1% of declared value of exhibitor in this specific insurance form ;
- b) With respect to the damages to the insured entities deriving from shortage or abnormal production of chilliness or leakage of refrigerant liquid, both during transportation and storage, payment of indemnity will be effected after deduction of an absolute deductible of € 250,00 for each loss and for each exhibitor; in no case the Company will pay for each loss and for each exhibitor amount higher than € 5.200,00;
- c) **With respect to damages different from those foreseen in previous items a) and b), occurred during events performed inside the fair stands and in closed areas, payment of indemnity will be effected after deduction of a deductible of 10% with a minimum of € 250,00;**
- d) With reference to damages different from those foreseen in previous items a) and b), occurred during events carried out under tensilstructures and similar pre manufactured elements and in open areas, the payment of indemnity will be effected after deducting 20% with minimum of € 500,00.

OBLIGATIONS – DUTY IN CASE OF LOSS (art. 11 of policy)

The Insured and/or its entitled people must inform and give immediate communication to person responsible of Firenzefiera S.p.A; they also must present a claim to competent Authority (police) declaring the circumstances in which the theft occurred



and supplying a list of the stolen items. Within three days subsequent to the claim will have to be presented to Insurers a detailed report of the loss as well as copy of the official claim to the Authorities (done to the police station) .

It is then necessary to produce to the Company the following documentations:

- a) Shipping Documents or similar document
- b) Purchase invoice for items not directly produced
- c) Sale price List of all the insured items
- d) Profit percentage respect to cost
- e) In case of shortfall of goods occurred during the journey or return trip, copy of transportation documents and reserves against the Carrier at the moment of delivery.

COMPETENT AUTHORITY (ART. 16 of policy)

The undersigned declares is regulations of Italian Law

Firenzefiera spa

contact: Mrs Giulia Pozzi

phone: 00 39 055 4972259 telephax: 00 39 055 490573

e.mail: pozzi@firenzefiera.it

AVIVA ITALIA S.p.A.

Via A. Scassellini, 14 – 20161 Milano – Italy

Phone: 0039 02 2775.1

For any Information about insurance coverage please contact the Aviva Italia S.pa Agent:

Mr Tommaso Toni phone: 00 39 348 2552499



EXHIBITOR BADGE ORDER FORM

Please complete and return to the EAS 2015 Secretariat at ECCO
 E-mail : vivian.okonkwo@ecco-org.eu

We would like to order the following exhibitor badges at EAS 2015

..... Exhibitor badges 'Company name' only

..... Exhibitor badges 'Company name & Individual name' *

* Please send the names of the staff by email (not applicable for 'company name' only badges).

The deadline to return the completed file is **8 June 2015**.

Exhibiting company:

Invoicing Data:

Company/Organisation VAT number

Contact Person.....

Full address.....

Email.....

We agree to pay the additional exhibitor badges ordered beyond the 2 free exhibitor badges per exhibition stand (€75 ex VAT per badge).

Exhibitor contact person (responsible for the distribution of badges onsite):

Mobile phone number of exhibitor representative in Florence:

Please note that the full exhibitor badges' order needs to be paid before badges will be handed over.

Payments can only be made by credit card

- VISA American Express MasterCard

Card number Cardholder's name

Expiry date Control code (3-digit)

We accept the regulations as stipulated in the Exhibitor Manual and agree to observe and abide by them.

Signature Date

This application is legally binding on the company pending its acceptance in writing by the organiser.



MEETING ROOMS

A limited number of meeting rooms will be available for companies to rent within the Conference centre.

Companies who wish to book a meeting room should contact the EAS 2015 Conference secretariat:

Gertrude Kort

Tel.: +32 (0)2 775 02 41

E-mail: gertrude.kort@ecco-org.eu



SATELLITE SYMPOSIA

Exhibition stand

To obtain permission to hold a Satellite Symposium, an exhibition stand is required. Cancelling your exhibition space will result in the cancellation of your satellite symposium slot.

The rates include:

- Room rental
- Standard setup (theatre style with stage, lectern and speaker table)
- AV equipment & services
 - amplification
 - data projection
 - technician
- Use of the Speaker Preview Room for Satellite Symposium faculty
- Publication of Satellite Symposium programme on the Conference website and Proceedings Book
- Use of the Conference logo on invitations and promotional documents
- 1 free conference bag including all conference material
- One-time email blast of satellite symposium information carried out by the EAS conference secretariat, sent to all registered delegates of EAS 2015.
- Indication of interest in the satellite symposium from delegates, obtained from the online signup module on the conference website (the satellite symposium organiser will only receive a list of names, no further contact information).

AV Support and Technical equipment

Lecture hall floor plans and a detailed list of technical equipment included in each lecture hall can be requested from Gertrude Kort, Gertrude.kort@ecco-org.eu. A viewing of the room before the symposium can be arranged on request however no equipment can be tested at this time.

Programme: requirements and approval

- In order to avoid overlap with the official scientific programme and to ensure the scientific quality and scope, all Satellite Symposia programmes need to be submitted for review and approval by the Conference Scientific Committee
- Companies are strongly encouraged to establish a multidisciplinary programme in line with the general concept of the Conference scientific programme
- Once the title, programme and detailed content are approved, changes must not be made without the specific approval of the EAS 2015 Scientific Committee
- The Scientific Committee makes the final decision on whether a programme outline is accepted or rejected and is not held to justify its decision. No appeal is possible.

Speakers

- It is up to the Satellite Symposia organisers to arrange accommodation and travel for their speakers. Speakers receiving commercial sponsorship should not receive complimentary accommodation nor travel offered by the EAS Conference.
- Satellite Symposia speakers will not receive complimentary full Conference registration.

The final programmes are published in the Satellite symposia section of the official Conference Proceedings book and on the Conference website if received not later than **15 May 2015**. Abstracts related to satellite symposia are not published in the official Conference Proceedings book.



Promotional opportunities: pre-Conference

The sponsoring company will ensure that all publications referring to satellite symposia mention: 'Official sponsored Satellite Symposium at the EACR-AACR-SIC Special Conference 2015' to avoid any confusion with the official scientific programme.

Use of Conference logo

- An electronic file of the Conference logo (saved as EPS format) can be obtained from the EAS 2015 secretariat together with the guidelines to use it. It is important that the elements of the logo remain consistent. Do not attempt to redraw the lettering or the drawing or alter the relative position of these elements.
- Before reproducing the Conference logo, a print proof must be sent to the Conference secretariat for approval.
- The unauthorised use of the Conference logo is strictly prohibited. It is not allowed to use the Conference logo on actual PPT presentations of satellite symposia speakers.

Satellite Symposium Mailing

A one-time email blast will be sent to all EAS 2015 registered delegates promoting all satellite symposia.

Content for this e-blast has to be submitted by 20 May 2015.

The content of the mailing should be sent as a text file (not html) to Gertrude.kort@ecco-org.eu, respecting the following specifications:

- Promotion text of max 100 words
- Incl. maximum one link to website relevant to satellite symposium programme. Note the link may not direct to drug promotion.
- Including maximum one image of max 641 pixel width and 200 pixel high

Failure to submit content at the given deadline or according to the given specs will mean no mailing will be sent out on behalf of the satellite symposium organiser. Repeat e-blasts will not be sent.

Satellite symposium organisers will **not** receive a separate mailing list with contact details of registrants. Satellite Symposium inserts into the Conference bag are not permitted.

Satellite Symposium programme and signup on EAS 2015 website

The satellite symposium programme is also published on the conference website. Via the website, delegates can register their interest to attend a symposium. Satellite symposium organisers will receive a list of names of those who have registered their interest. Kindly note that this information can only be treated as an indication and should in no way be seen as a guarantee of attendance since the expression of interest does not constitute a commitment to attend.

Promotional opportunities at the Conference Venue

- **One poster board** will be made available in the **Conference centre entrance** to be used for displaying one poster announcing the Satellite Symposium, on the day the Satellite Symposium is held. Your poster dimensions should be maximum **200 cm height x 98 cm width (portrait format)**, posters can be affixed using Velcro. The affixing material will be provided free of charge onsite.

- **One poster board** will also be made available immediately **outside the session room** during the hour preceding the satellite symposium, to be removed immediately after the end of the satellite symposium. Your poster dimensions should be maximum **200 cm height x 98 cm width (portrait format)**, posters can be affixed using Velcro. It is authorised to bring a self-standing banner instead of



producing a poster to fix on the structure, as long as the dimensions are approximately the same as the poster board provided.

For the 2 poster boards, companies are requested to place their posters themselves, only on the day of the Symposium.

Signposting at the Conference venue other than described above is strictly forbidden. Failure to observe this procedure shall render the company liable to a fee of up to 25% of the total rental cost.

Hostesses

Samarcanda Servizi is the official partner to hire hostesses for services related to Satellite Symposia, and we strongly encourage all companies to contact them for hostess services. Hostesses hired through Samarcanda Servizi do not need to wear a Conference badge.

- **Flyer Hostesses**

Satellite organisers are allowed to have 2 hostesses distributing flyers announcing the Satellite Symposium on the ground floor of the Conference centre, only on the day the Satellite Symposium is being held. No other 'flying' activity is allowed.

Note: Hostesses are not included in the satellite symposium rate.

- **Guiding hostesses:**

Up to 2 guiding hostesses (directing people to a specific room) are allowed in the Conference centre as long as they do not distribute anything, as of 1h hour prior to the official start of the satellite symposium only. **Note: Hostesses are not included in the satellite symposium rate.**

The total number of hostesses per Satellite Symposium is limited to **4 hostesses per Symposium**.

Other means of promotion

Promotion other than listed in this Exhibitor Manual is strongly discouraged and any initiative or proposal is subject to the approval of the organiser. Proposals should be sent to the EAS 2015 conference secretariat. Violation of the regulation may result in expulsion without any indemnity.

Promotion at Conference hotels

Provided authorisation is granted by the appropriate hotel management, leaflets can be placed at the check-in or a poster can be put up in the lobby of the hotels. No other means of promotion is allowed in the hotels. Advertising on hotel key cards/door drops is not allowed.

Giveaways

Gadgets that are distributed to participants should be professional in nature and should not exceed a maximum value of 10 EUR per item. Sharp, pointy or dangerous objects are not allowed. The organiser reserves the right to request invoices of the gadgets at any time.

Catering

- Satellite Symposium are encouraged to consider offering catering to attendees before their satellite symposia. Receptions can only be organised with the EAS 2015 official caterer Gerist Ricevimenti (Elisabetta Andrei, e.andrei@gerist.it)
- Receptions cannot be organised during a session of the official Conference scientific programme.
- Reception space must not be used for entertainment, poster displays, presentations or any other promotional purposes.
- Reception space must be open to all registered participants.
- It is not allowed to serve alcohol during satellite symposium receptions.

SATELLITE SYMPOSIUM ACCESS & BADGES

Access

- Companies will have access to the hall where the Satellite Symposium is held 1 hour before the assigned starting time *if the scientific programme allows*.
- Companies must adhere to the indicated start and end times of the reserved time slot.
- Extensions beyond the assigned timings are not allowed under any circumstances.
- All persons involved in the operations of the Satellite Symposium (staff, technical crew, speakers...) and everyone attending the Satellite Symposium must have a valid access pass.
- The Satellite Symposium must be open to all registered participants. All attendees to the satellite symposia will be required to wear a badge.

Dismantling

- The room should be completely vacated immediately after the end of the Satellite Symposium. Companies are responsible for removing all materials, waste, etc. from the room.
- **IMPORTANT:** Satellite organisers should refrain from leaving unused invitations at the venue. In the instance of non-adherence to this rule, any additional cost will be charged for removal.
- Installations or alterations to the rooms can only be made with the explicit approval from the EAS 2015 secretariat.

Badges

Please find below the 2 different types of badges that are available for Satellite Symposia organisers, and what they entitle you to.

1. Full day access badge (reserved for staff only)

- A maximum of 5 complimentary badges are available for each Satellite Symposium booked. It will be possible to order additional ones at a cost of 75€ + VAT each. (Booking form available upon request)
- This type of badge grants access to the Conference centre as of 08:00 on the day of the Satellite Symposium, and to the room where the Satellite Symposium is being held 1h prior to the start of the Satellite Symposium if the scientific programme allows. It also grants access to the Speaker Preview Room.
- A complete list of names must be emailed to EAS 2015 conference secretariat by **8 June 2015** to Vivian.okonkwo@ecco-org.eu.
- These badges can be picked up as of 8:00 on the day of the Satellite Symposium at the registration desk.

2. Access 1h prior to the slot (unlimited number - for technical crew, faculty & visitors)

- These badges only give access to the room where the Satellite Symposium is being held.
- They can be picked up 1 hour prior to the start of the Satellite Symposium at the Satellite Symposium registration desk.
- They have to be returned to the registration area at the end of the Satellite Symposium
- It is not necessary to send a list of names.

IMPORTANT: persons not mentioned on the 'full day access badge' list of names received for each satellite symposium will NOT receive a satellite symposium badge until 1 hour prior to the start of the satellite symposium.



SPEAKER PREVIEW ROOM

The speaker preview room will manage all projections and will stream the presentations to the assigned halls automatically. This method guarantees an easier management, a higher quality of projection and a quicker and smoother running of the presentations.

PowerPoint presentations on USB memory stick (preferred medium) or CD Rom must be delivered at the speaker preview room at least two hours before the beginning of the satellite symposium.

In the speaker preview room, a technician helps the speaker to transfer his or her presentation into the central Conference network. When the transfer is complete, the technician performs a quick run of the presentation with the speaker to check whether the presentation runs correctly and all parts of the presentation are copied. Desktop computers will be available at the speaker's secretariat for last minute changes and reviewing your presentation.

In each session room, a technical assistant starts each presentation at the right time using the computer connected to the central Conference network. When the presentation is launched, the speaker has control and can navigate with a remote device.

No more modifications can be made inside the session rooms where the session takes place

Speaker guidelines

Language

Presentations as well as all audio-visual material should be presented in English (slides, DVDs ...).

Presentations

All presentations are held in Microsoft PowerPoint on a PC running Windows.

If you are using other software than Microsoft PowerPoint on a PC running Windows (example : OpenOffice, PowerPoint for Mac, Keynote) please make sure your presentation is converted to Microsoft PowerPoint for Windows PCs before you travel to the Conference (preferably by trying the converted presentation on a Windows PC).

Presentations in Acrobat PDF format or Word format are not accepted.

Technical instructions

During the Conference, presentations will run on PowerPoint 2010 with a projector resolution of 1024 x 768 pixels in 4:3 format (not 16:9).

Your presentation should be prepared in PowerPoint 2003, 2007 or 2010.

Preferred page setup is landscape orientation with high-contrast lettering and readable fonts (minimum font size = 24)

Use high-contrast colours: light text on dark background or vice versa

A maximum of 7 lines / slide and 5 words / line will improve the communication value of your slide.

Suggestions to improve a PowerPoint presentation

- In general: the smaller your PowerPoint presentation (in size) the easier to handle it.
- Any movie/image file must be in the same folder of the Power Point presentation and must be copied in the folder before being included in the presentation. (1) Alternatively use "Pack and go" or "Package to CD/DVD/USB" in PowerPoint 2003 and 2007. For ease of possible assistance if there is a problem with your movies (not playing on standard machines because codecs under which the movie was recorded are unknown and uninstalled on standard



machines) we recommend not to use the new feature in PowerPoint 2010 to EMBED the movies inside your presentation. We advise to LINK to the movie file.

- We suggest putting maximum one movie per slide.
- The following media are recommended to facilitate the presentation download at the Slide Centre: USB memory sticks (preferred medium), CD-ROMs and DVD. It is also possible to download the presentation from a personal laptop at the Slide Centre, provided that the speaker stops at the Slide Centre at least two hours before the beginning of the session.
- Only single projection is available in the Conference rooms, as the Organizer does not foresee the double projection.

Transitions:

Please don't use timer controlled transitions. Timer controlled transitions are transitions that will switch to the next slide after x seconds or minutes. This will interfere with our cue light system and confuse you during your talk.

Pictures:

Do NOT save the picture as BMP or TIFF (size is too big). Images with .gif and .jpg extensions are recommended to obtain a light presentation (other kinds of extensions - recognizable by Power Point - will be accepted all the same). Save the pictures used in your presentation on your CD, DVD or USB-stick (In case of problems we can re-insert the original).

Video:

Movies must not exceed 50 MB each (50 mb is not necessary the limit, we can handle larger movies without any problems but the video may not show up smoothly). Always bring your movies on DVD or other support, and inform the technicians at the Slide Centre the day before the presentation.

MPG (MPEG), WMV or AVI are the only acceptable video formats

When using videos in (Apple) QuickTime: convert them to MPG or AVI before inserting the video in your presentation. QuickTime (MOV, MP4) cannot be played in PowerPoint and thus are not accepted. Save the videos used in your presentation on your USB-stick CD or DVD (In case of problems we can re-insert the original).

HTML:

If you use hyperlinks to websites in your presentations, please download the website to your USB-stick CD or DVD. Try to avoid many different folders on the medium.

Graphics:

Save the graphics or spreadsheets (Excel) used in your presentation on your USB-stick CD or DVD (In case of problems we can re-insert the original graphics or spreadsheets).

Fonts:

Try to avoid use of non-Standard Windows fonts. If you are using specific, non-Standard Windows fonts (or if you are using Apple fonts not known on Standard Windows) then: include the fonts you have used on your USB-stick CD or DVD.

Apple:

Please give your filename an extension ".PPT".