



European Society  
for Blood and Marrow Transplantation

# 46<sup>th</sup> Annual Meeting of the European Society for Blood and Marrow Transplantation

22 – 25 March, 2020

## INDUSTRY SYMPOSIA MANUAL

IFEMA  
Madrid, Spain

### EBMT 2020

[www.ebmt.org](http://www.ebmt.org) #EBMT20



Dear Supporter,

We are happy to present you with the EBMT 2020 Industry Symposia Manual. This manual covers important information and is designed to assist in preparing for your Symposium. We trust that you will find it helpful and suggest that you read all the information presented.

**The 46<sup>th</sup> Annual Meeting of the European Society for Blood and Marrow Transplantation** will take place 22-25 March 2020 in Madrid, Spain.

Congress Venue:

IFEMA – Feria de Madrid Av.  
Partenón, Nº 5, 28042 Madrid  
(Hall 9 & North Convention Center)  
<http://www.ifema.es>

A block of rooms has been reserved for the EBMT 2020 Annual Meeting participants and supporters at discounted rates. Hotel reservations can be made via the Annual Meeting website. Please contact [accommodation@ebmt.org](mailto:accommodation@ebmt.org) if you require support or [click here](#) for further information.

Please do not hesitate to contact us for further information or assistance.

We are looking forward to welcoming you in Madrid and wish you a successful symposium.

Kind Regards,

Bora Çelikel (Mr.)  
Operations Coordinator & Onsite Manager  
EBMT Executive Office  
Tel: (+34) 93 453 8570  
E-mail: [bora.celikel@ebmt.org](mailto:bora.celikel@ebmt.org)

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## Section 1: Symposium Related Contact Information

### EBMT Annual Meeting Contacts

<p>Congress Manager  <b>Alanna Mueller (Ms.)</b>  Office: +34 93 453 8570  <a href="mailto:alanna.mueller@ebmt.org">alanna.mueller@ebmt.org</a></p>	<p>Program Coordinator  <b>Marta Herrero Hoces (Ms.)</b>  Office: +34 93 453 8570  <a href="mailto:marta.herrero@ebmt.org">marta.herrero@ebmt.org</a></p>
<p>Operations &amp; On-Site Manager  <b>Bora Çelikel (Mr.)</b>  Office: +34 93 453 8570  <a href="mailto:bora.celikel@ebmt.org">bora.celikel@ebmt.org</a></p> <p><b>Anna Bea (Ms.)</b>  <a href="mailto:Anna.bea@ebmt.org">Anna.bea@ebmt.org</a></p>	<p>Sponsorship Liaison  <b>Julia Gebhardt (Ms.)</b>  <a href="mailto:sponsorship@ebmt.org">sponsorship@ebmt.org</a></p> <p><b>Irati Tomas (Ms.)</b>  <a href="mailto:sponsorship@ebmt.org">sponsorship@ebmt.org</a></p>
<p>Audio-Visual Coordinator  <b>Mike Perchig (Mr.)</b>  <a href="mailto:nest@nest-av.com">nest@nest-av.com</a></p>	<p>Registration &amp; Accommodation Manager  <b>Einat Gassner Gutman (Ms.)</b>  <a href="mailto:registration@ebmt.com">registration@ebmt.com</a>  <a href="mailto:accommodation@ebmt.org">accommodation@ebmt.org</a></p>
<p>Hospitality Suites and Meeting Rooms  <b>Orel Kochavi (Ms.)</b>  <a href="mailto:orel@cme-congresses.com">orel@cme-congresses.com</a></p>	<p>Exhibition Manager  <b>Hanna Safier (Ms.)</b>  <a href="mailto:exhibition@ebmt.com">exhibition@ebmt.com</a></p>

## Contractors Contacts

CATERING	FURNITURE HIRE
<b>Vilaplana / Eurest Catering</b> E-mail: <a href="mailto:eventos.ifema@vilaplana.com">eventos.ifema@vilaplana.com</a>	<b>IFEMA</b> <b>(For the halls N103, N105, N107, Sala Colon, Sala Retiro)</b> <b>Cristina Sarmiento (Ms.)</b> E-mail: <a href="mailto:csarmiento@ifema.es">csarmiento@ifema.es</a> <i>IFEMA Furniture Catalogue attached.</i> <b>SERVIS</b> <b>(For the Hall A &amp; B in the Exhibition Area)</b> <b>Albert Melich (Mr.)</b> Business Development Manager E-mail: <a href="mailto:amelich@servisgroup.es">amelich@servisgroup.es</a> <i>Please contact with Servis for additional furniture options.</i>
SYMPOSIA HALL BRANDING (Lectern / Head Table)	TEMPORARY STAFF / HOSTESSES
<b>SERVIS</b> <b>Albert Melich (Mr.)</b> Business Development Manager E-mail: <a href="mailto:amelich@servisgroup.es">amelich@servisgroup.es</a>  <b>Angel de Amo (Mr.)</b> E-mail: <a href="mailto:adelamo@servisgroup.es">adelamo@servisgroup.es</a>	<b>MERIDIANA</b> <b>Elosa Gallegos (Ms.)</b> E-mail: <a href="mailto:eloisa@meridiana.team">eloisa@meridiana.team</a>
CUSTOMS CLEARANCE, FREIGHT/MATERIAL HANDLING	
<b>Hermes / Merkur</b> <b>Zehavit Akerman (Ms.)</b> Tel: +972 8 914 6382 Fax: +972 8 914 6334 Mobile: +972 52 5114982 E-mail: <a href="mailto:akerman@merkur-expo.com">akerman@merkur-expo.com</a>	

## Section 2: Deadlines

	Deadline	Contact Person
Hotel Reservations	As soon as possible	Einat Gassner Gutman <a href="mailto:accommodation@ebmt.org">accommodation@ebmt.org</a>
Payment of Invoice Balance	Must be received in full 1 week prior to the Annual Meeting	Liesbeth Hoekstra (Ms.) <a href="mailto:liesbeth.hoekstra@ebmt.org">liesbeth.hoekstra@ebmt.org</a>
Final Symposium Program to be sent to EBMT	January 21, 2020	Marta Herrero Hoces (Ms.) <a href="mailto:marta.herrero@ebmt.org">marta.herrero@ebmt.org</a>
Symposium Program Insert (for approval by EBMT)	January 23, 2020	Julia Gebhardt <a href="mailto:sponsorship@ebmt.org">sponsorship@ebmt.org</a> Irati Tomas <a href="mailto:sponsorship@ebmt.org">sponsorship@ebmt.org</a>
Lead Retrieval Barcode Scanners	As soon as possible	Hanna Safier <a href="mailto:exhibition@ebmt.com">exhibition@ebmt.com</a>
Catering Services	21 working days prior to event	<a href="mailto:eventos.ifema@vilaplana.com">eventos.ifema@vilaplana.com</a>
Shipping and Material Handling Services	Refer to Shipping Instructions attached to email	Zehavit Akerman <a href="mailto:akerman@merkur-expo.com">akerman@merkur-expo.com</a>

## Section 3: Meeting Important Information

### Registration Desk Opening Hours

The Registration Desks will be situated on **South Entrance** of the **North Convention Center** and open at the following times:

Registration Desk Opening Hours*	
Friday, March 20	Group pickup only 14:00-18:00
Saturday, March 21	Group pickup only 10:00-14:00
Sunday, March 22	07:30-20:00
Monday, March 23	07:00-19:00
Tuesday, March 24	07:00-19:00
Wednesday, March 25	07:30-14:00

\* Subject to change

### Group Registration Packets

Supporters picking up **group registration packets** for participants will be contacted by the Annual Meeting Registration Manager prior to the Annual Meeting to coordinate a meeting to collect packets on Friday, March 20<sup>th</sup> and Saturday, March 21<sup>st</sup>.

## Exhibition Opening Hours

The Exhibition will be situated in Hall 9:

Exhibition Opening Hours*	
Sunday, March 22	08:00-18:30
Monday, March 23	08:30-19:00
Tuesday, March 24	08:30-19:00

\* Subject to change

## Exclusive Services

Please note that the following services are exclusive and must be contracted via the below noted contractors:

### AV and Extra AV

All extra audio-visual items, video recordings and/or content capturing, web-casting and voting systems should be reserved with the Audio-Visual Coordinator of the Meeting, Mr. Mike Perchig at [nest@nest-av.com](mailto:nest@nest-av.com).

### Signage & Furniture for Symposia Branding

Branding of furniture (head table, lectern) in halls must be produced by SERVIS (see above contractor's contact details). Attached to this document you will receive the branding sizes for the lecterns and head tables.

Additional furniture orders for symposia / meeting rooms must be ordered via IFEMA except the HALL A & B where the furniture should be ordered via SERVIS.

### Catering

Please note that catering is an exclusive service. Menu options are attached to the email sent with this manual. Kindly note that catering orders must be finalized 21 working days before the event.

If there are any special arrangements, including inquiries or **F&B served before or during Satellite Symposia** please contact the Official Caterer (contact info provided below). Please always copy Operations Coordinator – Bora Celikel in the correspondence.

For catering requests Small meeting rooms and Hospitality Suites in the Mezzanine Level, please contact VilaPlana / Eurest Catering: [eventos.ifema@vilaplana.com](mailto:eventos.ifema@vilaplana.com)

***Important: If your Hospitality Suite or Company Meeting Room is located in the Exhibition Hall, please follow the catering instruction that is given in the Exhibition Manual.***



## Section 4: Symposia Timetable

### Symposia Timetable\*

Supporter	Date	Symposium time	Location
AML Global Portal SES	Sunday, March 22	08:30-10:00	N103
SFGM-TC	Sunday, March 22	08:30-10:00	Hall A (Exhibition Area)
Sorbonne University (ATERHIT)	Sunday, March 22	08:30-10:00	Hall B (Exhibition Area)
IFM	Sunday, March 22	08:30-10:00	N105
GMMG	Sunday, March 22	08:30-10:00	Sala Retiro
Sanofi Genzyme	Sunday, March 22	10:30-12:00	N103
Novartis	Sunday, March 22	10:30-12:00	Hall A (Exhibition Area)
Celgene	Sunday, March 22	10:30-12:00	Hall B (Exhibition Area)
Takeda / Shire	Sunday, March 22	10:30-12:00	Sala Retiro
Jazz Pharmaceuticals	Sunday, March 22	12:30-14:00	N103
Novartis	Sunday, March 22	12:30-14:00	Hall A (Exhibition Area)
Celgene	Sunday, March 22	12:30-14:00	Hall B (Exhibition Area)
Miltenyi Biotec	Sunday, March 22	12:30-14:00	N105
Pfizer	Sunday, March 22	12:30-14:00	Sala Retiro
Gilead	Sunday, March 22	14:30-16:00	N103
Amgen	Sunday, March 22	14:30-16:00	Hall A (Exhibition Area)
Amgen	Sunday, March 22	14:30-16:00	Hall B (Exhibition Area)
Mallinckrodt	Sunday, March 22	14:30-16:00	N105
Takeda / Shire	Sunday, March 22	14:30-16:00	Sala Retiro
Jazz Pharmaceuticals	Sunday, March 22	14:30-16:00	Sala Colon
Miltenyi Biotec	Sunday, March 22	14:30-16:00	N107
Celgene	Sunday, March 22	16:30-18:00	Hall B (Exhibition Area)
MSD	Sunday, March 22	16:30-18:00	N105
Gilead	Sunday, March 22	16:30-18:00	Sala Colon
Jazz Pharmaceuticals	Monday, March 23	13:00-14:15	N103
Janssen	Monday, March 23	13:00-14:00	Hall A (Exhibition Area)
Mallinckrodt	Monday, March 23	13:00-14:00	N105
Omeros	Monday, March 23	16:30-18:00	Hall A (Exhibition Area)
Incyte	Monday, March 23	16:30-18:00	Hall B (Exhibition Area)
Pfizer	Monday, March 23	16:30-18:00	N103
Jazz Pharmaceuticals	Monday, March 23	16:30-18:00	Sala Colon

\* subject to change

## Section 5: Symposia Session Halls

### Halls Overview

Hall Name	Location	Max Capacity (Theatre)	Comments
N103	North Convention Center 1 <sup>st</sup> Level	1008	
Hall A	Exhibition Hall	700	Purpose Built Halls
Hall B	Exhibition Hall	700	Purpose Built Halls
N105	North Convention Center 1 <sup>st</sup> Level	504	
Sala Retiro	Mezzanine Level	336	Access from Avenida, Over Hall 10
Sala Colon	North Convention Center 2 <sup>nd</sup> Level	200	
N107	North Convention Center 1 <sup>st</sup> Level	198	

Halls will be referred to by the above names in all Annual Meeting publications and directional signage. To set up the hall prior to the start of your symposium, we would recommend arriving at the hall where the symposium will be held during the break time available prior to the beginning of the session, where a member of the organization team will be available should you need any assistance.

Please refer to the Scientific Program timetable regarding breaks. An updated scientific timetable can be found on the EBMT2020 [website](#). We kindly ask that presenters adhere to the time schedule so that the day's events run smoothly.

A technical rehearsal, in order to check the Audio-Visual set-up and go over the presentations inside the hall is recommended but not a must. Should you wish to hold a technical rehearsal, please contact the AV coordinator, Mr. Mike Perchig at [nest@nest-av.com](mailto:nest@nest-av.com)

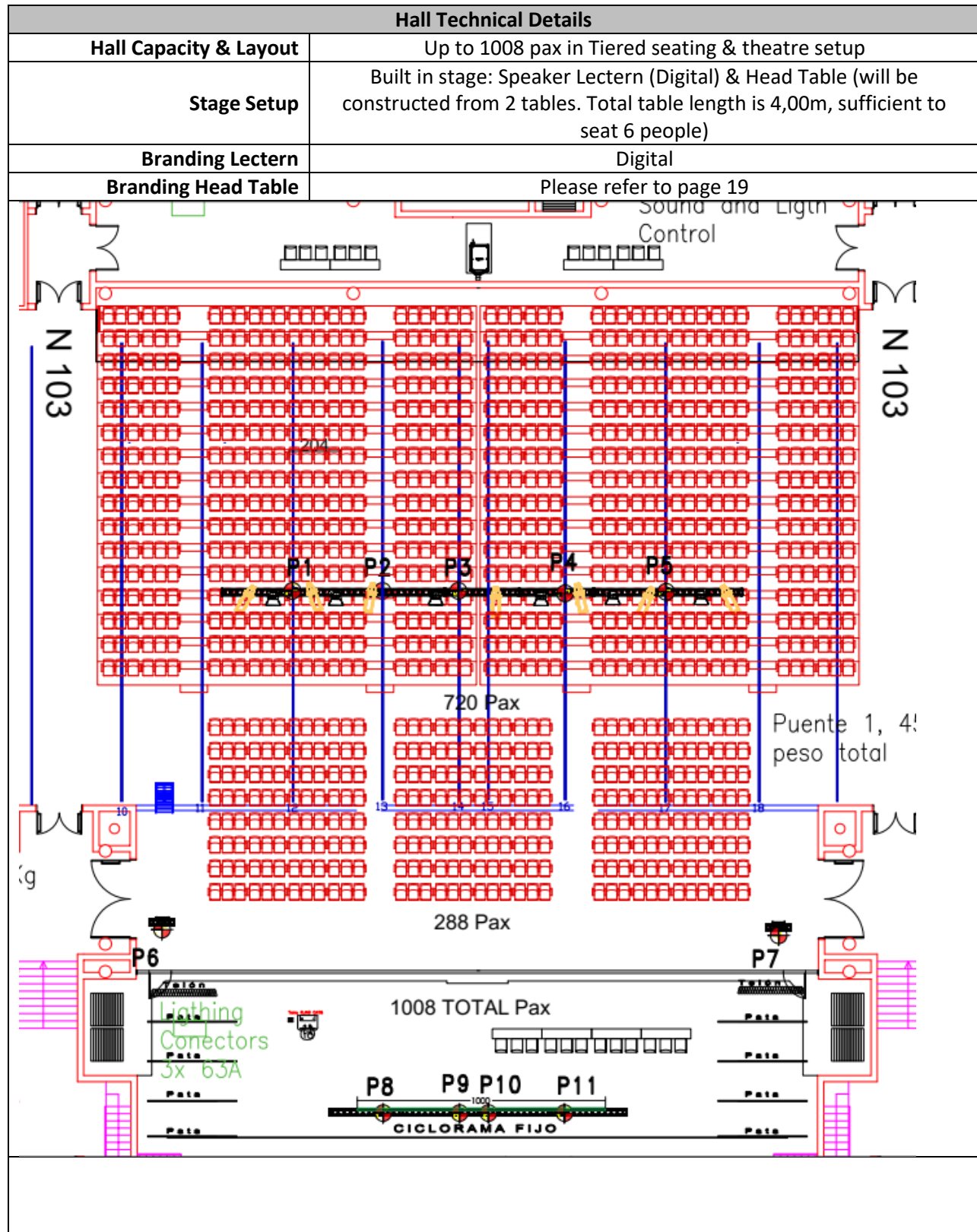
Additional information about the venue, infographics and hall specifications is also available on the North Convention Center website via the following link:

- [North Convention Center](#)

Floor plans will be also uploaded to the official website as soon as they are available. Please check the following link.

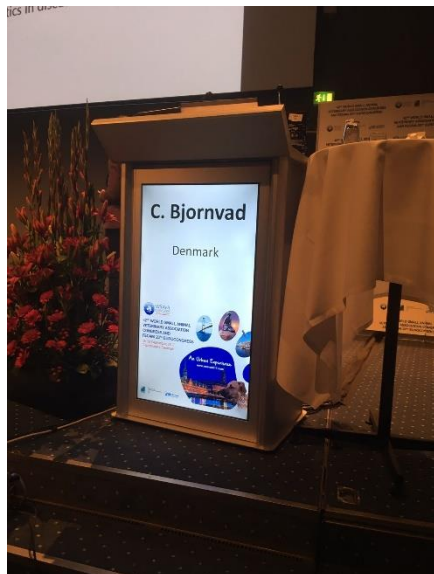
- [Floor Plans](#)

Halls Technical & AV Details  
N103 (North Convention Center – 1<sup>st</sup> Floor)



### AV Details

- Large front projection screen, image of at least H5 X W9 meters (see photo below) \*.
- High-powered Data projector to create the panoramic background image and to project the PowerPoint & Video images as picture-in-picture “windows” on the screen.
- Data/Video control system, including a seamless Data/Video switcher and all necessary cabling (opening “windows” on the main screen, adding titles of the speakers, etc.).
- Fixed video camera, to capture the face of the speaker at the lectern for live close-circuit projection during presentations.
- 40” Confidence monitor in front of the head table, showing the same PowerPoint image as being projected in the large picture-in-picture “window” on the main front projection screen.
- Laptop computer for PowerPoint presentations, including English version of Windows and Office, USB port, sound card – located at the lectern and networked to the Speakers’ Ready Room.
- Speaker Countdown Timer monitor in front of the lectern.
- Lectern combined with a Portrait/Vertical 42" Plasma screen in front of the lectern, facing the audience, projecting a PPT with the name of the speaker (see photo below) \*.
- Laser pointer (as back-up, we recommend using the cursor of the laptop computer as a pointer).
- P.A. (sound) system, which covers the hall and the stage, including 10 wired microphones (4 head table, 2 lecterns, 4 Questions & Answers) with stands (floor/table), 1 wireless headset microphone and connection to sound from computers (mini PL plug) at the lectern.
- Audio monitors for the lectern and the head table.
- Lighting system, illuminating the lectern and the head table.
- Colorful Lighting on stage
- 4 x AV technicians to operate the above-mentioned systems.



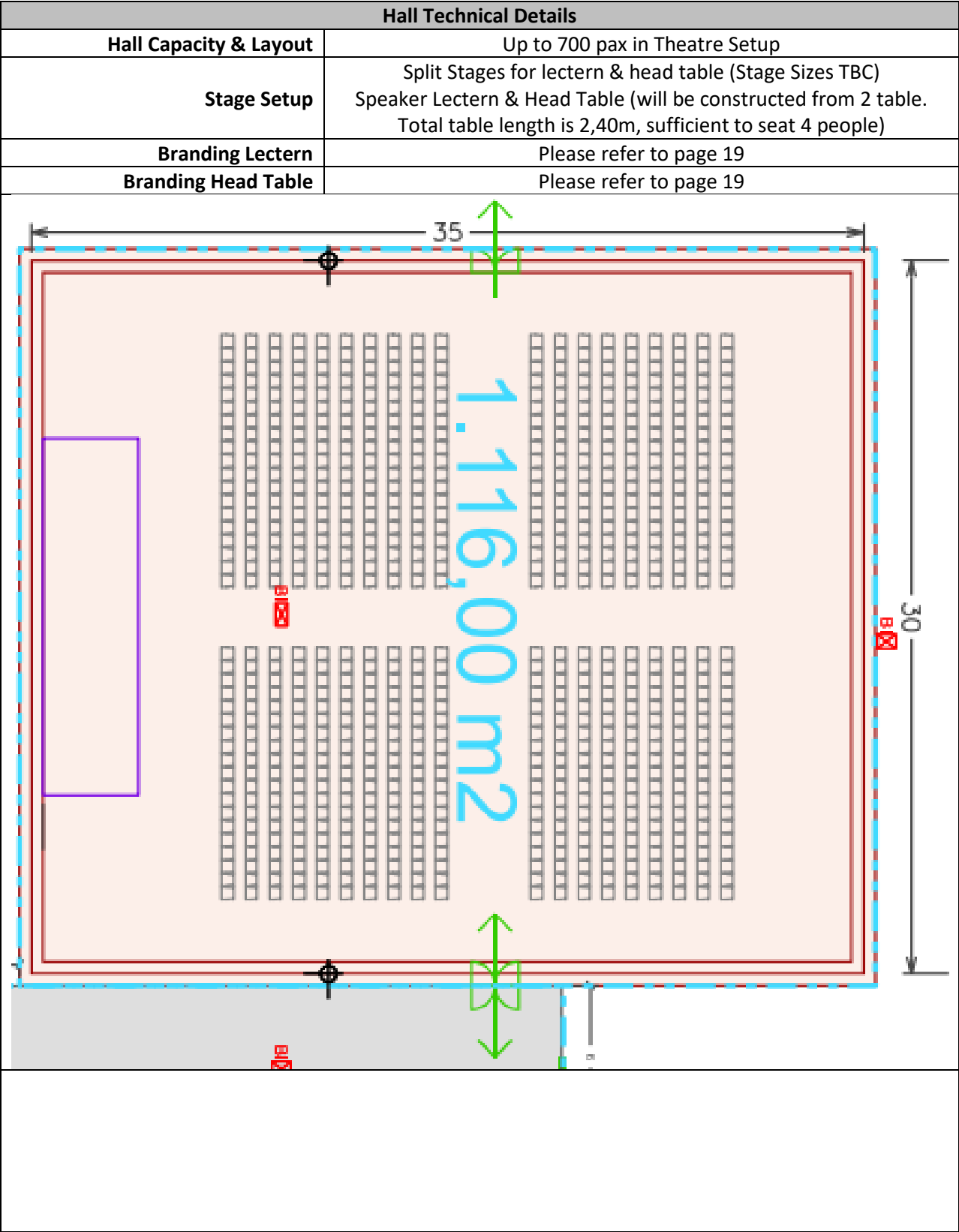
#### **\* For demonstration only**

For Sponsors’ Symposia being held in Hall N103, the company “virtual” banners in front of the lectern and on the Panoramic screen will be projected.

Please contact the Audio-Visual Coordinator, Mr. Mike Perchig (e-mail: [nest@nest-av.com](mailto:nest@nest-av.com)), in order to design the images according to the required resolution.

The “virtual” banners can include the title of the Symposium and the name and logo of the Sponsor

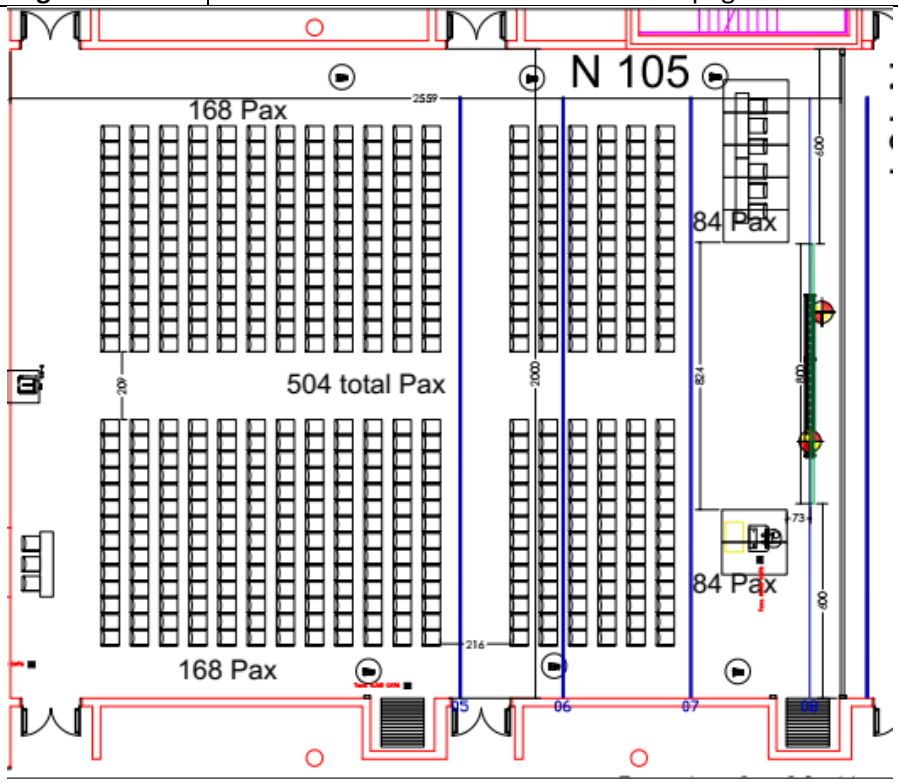
Hall A & Hall B (Exhibition Area – Hall 9)



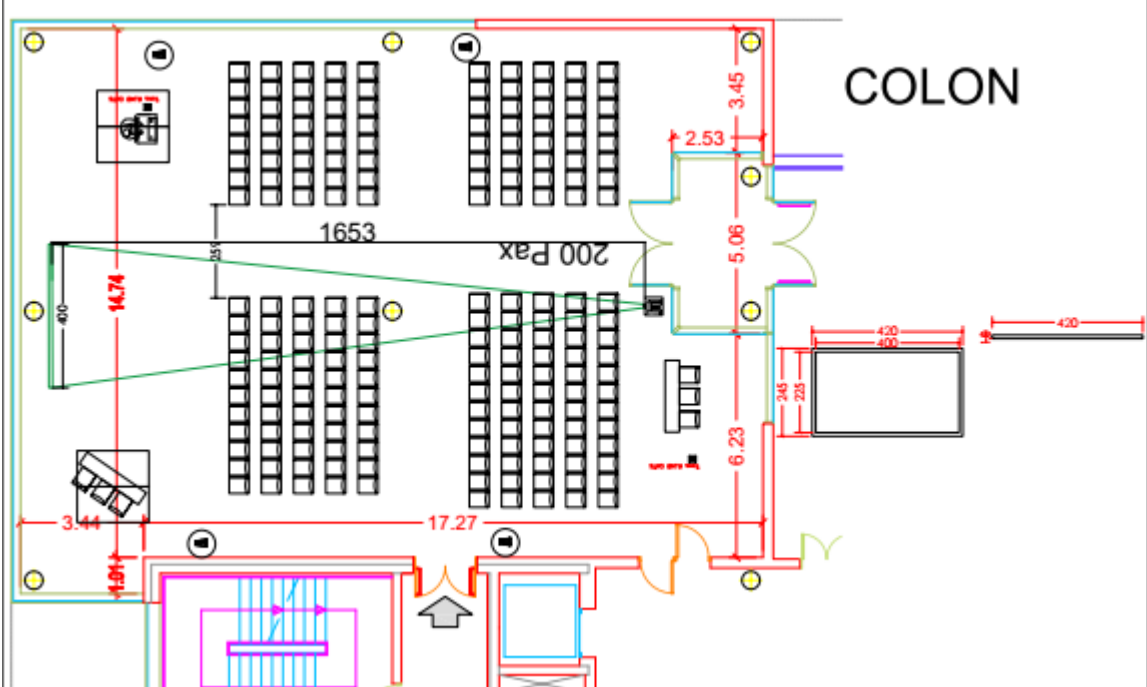


AV Details
<ul style="list-style-type: none"><li>• Front projection screen, image of at least H4 X W7 meters.</li><li>• Data projector, at least 15000 ansi-lumens, incl. all the required cabling.</li><li>• 40" Confidence monitor in front of the head table, showing the same PowerPoint image as being projected on the main front projection screen.</li><li>• Laptop computer for PowerPoint presentations, including English version of Windows and Office, USB port, sound card – located at the lectern and networked to the Speakers' Ready Room.</li><li>• Speaker Countdown Timer monitor in front of the lectern.</li><li>• Laser pointer (as back-up, we recommend using the cursor of the laptop computer as a pointer).</li><li>• P.A. (sound) system, which covers the hall and the stage, including 7 wired microphones (2 head table, 1 lectern, 4 Questions &amp; Answers) with stands (floor/table), 1 wireless headset microphone and connection to sound from computers (mini PL plug) at the lectern.</li><li>• Audio monitors for the lectern and the head table.</li><li>• Lighting system, illuminating the lectern and the head table.</li><li>• 2 x AV technicians to operate the above-mentioned systems</li></ul>

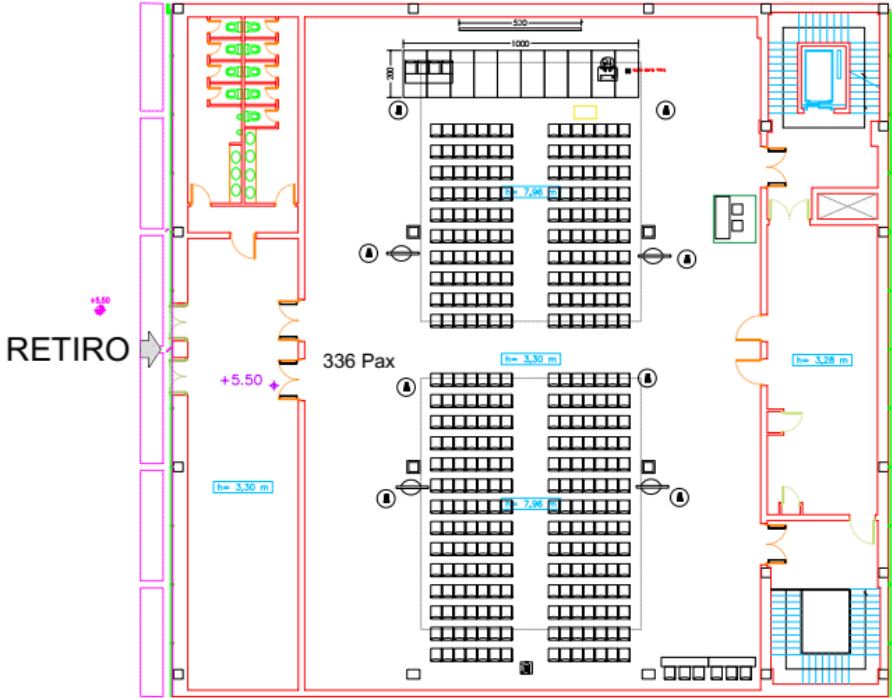
## N105 (North Convention Center 1<sup>st</sup> Floor)

Hall Technical Details	
<b>Hall Capacity &amp; Layout</b>	Up to 504 pax in Theatre Setup
<b>Stage Setup</b>	Split Stages for lectern & head table (Stage Sizes TBC) Speaker Lectern & Head Table (will be constructed from 1 table. Total table length is 2,00m, sufficient to seat 3 people)
<b>Branding Lectern</b>	Please refer to page 19
<b>Branding Head Table</b>	Please refer to page 19
 <p>The diagram illustrates the layout of Hall N105. It shows a large rectangular hall with a stage at the top. The stage is divided into two sections: a left section for the '168 Pax' seating area and a right section for the '84 Pax' seating area. The total seating capacity is '504 total Pax'. The stage is labeled 'N 105'. Various dimensions and measurements are indicated, including '2559', '2000', '216', '84', '73', and '88'. The stage setup includes a 'Speaker Lectern &amp; Head Table' and a 'Branding Lectern'. The diagram also shows the placement of AV equipment, including projectors, monitors, and speakers.</p>	
AV Details	
<ul style="list-style-type: none"> <li>• Front projection screen, image of at least H3.3 X W6 meters.</li> <li>• Data projector, at least 10000 ansi-lumens, incl. all the required cabling.</li> <li>• 40" Confidence monitor in front of the head table, showing the same PowerPoint image as being projected on the main front projection screen.</li> <li>• Laptop computer for PowerPoint presentations, including English version of Windows and Office, USB port, sound card – located at the lectern and networked to the Speakers' Ready Room.</li> <li>• Speaker Countdown Timer monitor in front of the lectern.</li> <li>• Laser pointer (as back-up, we recommend using the cursor of the laptop computer as a pointer).</li> <li>• P.A. (sound) system, which covers the hall and the stage, including 6 wired microphones (2 head table, 1 lectern, 3 Questions &amp; Answers) with stands (floor/table), 1 wireless headset microphone and connection to sound from computers (mini PL plug) at the lectern.</li> <li>• Audio monitors for the lectern and the head table.</li> <li>• Lighting system, illuminating the lectern and the head table.</li> <li>• 2 x AV technicians to operate the above-mentioned systems</li> </ul>	

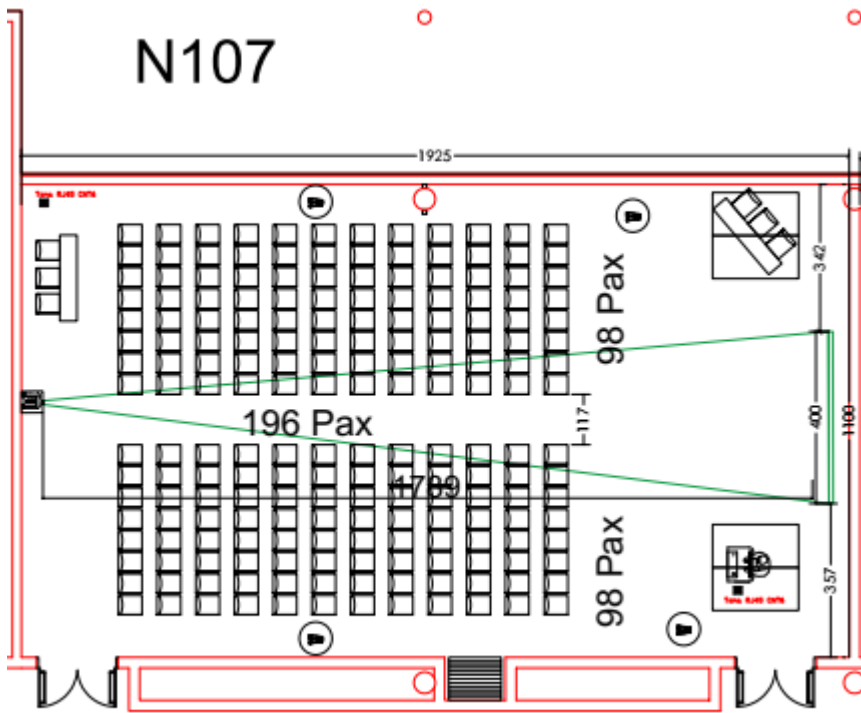
## Sala Colon (North Convention Center 2<sup>nd</sup> Floor)

Hall Technical Details	
<b>Hall Capacity &amp; Layout</b>	Up to 200 pax in Theatre Setup
<b>Stage Setup</b>	Split Stages for lectern & head table (Stage Sizes TBC) Speaker Lectern & Head Table (will be constructed from 1 table. Total table length is 2,00m, sufficient to seat 3 people)
<b>Branding Lectern</b>	Please refer to page 19
<b>Branding Head Table</b>	Please refer to page 19
	
AV Details	
<ul style="list-style-type: none"> <li>• Front projection screen, image of at least H2.25 X W4 meters.</li> <li>• Data projector, at least 6000 ansi-lumens, incl. all the required cabling.</li> <li>• 40" Confidence monitor in front of the head table, showing the same PowerPoint image as being projected on the main front projection screen.</li> <li>• 4 x 50" Relay monitors along the lateral walls at the back of the Hall, showing the same PowerPoint image as being projected on the main front projection screen.</li> <li>• Laptop computer for PowerPoint presentations, including English version of Windows and Office, USB port, sound card – located at the lectern and networked to the Speakers' Ready Room.</li> <li>• Speaker Countdown Timer monitor in front of the lectern.</li> <li>• Laser pointer (as back-up, we recommend using the cursor of the laptop computer as a pointer).</li> <li>• P.A. (sound) system, which covers the hall and the stage, including 5 wired microphones (2 head table, 1 lectern, 2 Questions &amp; Answers) with stands (floor/table), 1 wireless headset microphone and connection to sound from computers (mini PL plug) at the lectern.</li> <li>• Audio monitors for the lectern and the head table.</li> <li>• Lighting system, illuminating the lectern and the head table.</li> <li>• 2 x AV technicians to operate the above-mentioned systems</li> </ul>	

## Sala Retiro (Mezzanine Level – Hall 10 side)

Hall Technical Details	
<b>Hall Capacity &amp; Layout</b>	Up to 336 pax in Theatre Setup
<b>Stage Setup</b>	Split Stages for lectern & head table (Stage Sizes TBC) Speaker Lectern & Head Table (will be constructed from 1 table. Total table length is 2,00m, sufficient to seat 3 people)
<b>Branding Lectern</b>	Please refer to page 19
<b>Branding Head Table</b>	Please refer to page 19
	
AV Details	
<ul style="list-style-type: none"> <li>• Front projection screen, image of at least H2.25 X W4 meters.</li> <li>• Data projector, at least 6000 ansi-lumens, incl. all the required cabling.</li> <li>• 40" Confidence monitor in front of the head table, showing the same PowerPoint image as being projected on the main front projection screen.</li> <li>• 4 x 50" Relay monitors along the lateral walls at the back of the Hall, showing the same PowerPoint image as being projected on the main front projection screen.</li> <li>• Laptop computer for PowerPoint presentations, including English version of Windows and Office, USB port, sound card – located at the lectern and networked to the Speakers' Ready Room.</li> <li>• Speaker Countdown Timer monitor in front of the lectern.</li> <li>• Laser pointer (as back-up, we recommend using the cursor of the laptop computer as a pointer).</li> <li>• P.A. (sound) system, which covers the hall and the stage, including 5 wired microphones (2 head table, 1 lectern, 2 Questions &amp; Answers) with stands (floor/table), 1 wireless headset microphone and connection to sound from computers (mini PL plug) at the lectern.</li> <li>• Audio monitors for the lectern and the head table.</li> <li>• Lighting system, illuminating the lectern and the head table.</li> <li>• 2 x AV technicians to operate the above-mentioned systems</li> </ul>	

## N107 (North Convention Center 1<sup>st</sup> Floor)

Hall Technical Details	
<b>Hall Capacity &amp; Layout</b>	Up to 196 pax in Theatre Setup
<b>Stage Setup</b>	Split Stages for lectern & head table (Stage Sizes TBC) Speaker Lectern & Head Table (will be constructed from 1 table. Total table length is 2,00m, sufficient to seat 3 people)
<b>Branding Lectern</b>	Please refer to page 19
<b>Branding Head Table</b>	Please refer to page 19
 <p>The diagram shows a rectangular hall labeled 'N107' with a total width of 1925 units. The seating is arranged in a theatre style with 196 seats in the center, flanked by two side sections of 98 seats each. The total depth of the hall is 1100 units. A stage area at the bottom is 1117 units wide. Dimensions for the stage area are 342 units for the top section and 357 units for the bottom section. A central aisle is 400 units wide. The diagram also shows a 'Speaker Lectern' and a 'Head Table' on the stage.</p>	
AV Details	
<ul style="list-style-type: none"> <li>• Front projection screen, image of at least H2 X W3.3 meters.</li> <li>• Data projector, at least 4500 ansi-lumens, incl. all the required cabling.</li> <li>• 21" Confidence monitor on the head table, showing the same PowerPoint image as being projected on the main front projection screen.</li> <li>• Laptop computer for PowerPoint presentations, including English version of Windows and Office, USB port, sound card – located at the lectern and networked to the Speakers' Ready Room.</li> <li>• Speaker Countdown Timer monitor in front of the lectern.</li> <li>• Laser pointer (as back-up, we recommend using the cursor of the laptop computer as a pointer).</li> <li>• P.A. (sound) system, which covers the hall and the stage, including 4 wired microphones (2 head table, 1 lectern, 1 Questions &amp; Answers) with stands (floor/table), 1 wireless headset microphone and connection to sound from computers (mini PL plug) at the lectern.</li> <li>• AV technician to operate the above-mentioned systems</li> <li>• 2 x AV technicians to operate the above-mentioned systems</li> </ul>	



## In Hall Furniture

The following in-hall furniture will be provided in the halls by the IFEMA & SERVIS:

For the Meeting Rooms: Hall A & Hall B (Exhibition Area)			
	Width(cm)	Height(cm)	Comments
Lectern Branding	66	110	Please check attached PDF.
Head Table Branding	120	75	Please check attached PDF.
For the meeting rooms N103, N105, N107, Sala Retiro, Sala Colon			
	Width(cm)	Height(cm)	Comments
Lectern Branding	66	110	Please check attached PDF.
Head Table Branding	200	69	Please check attached PDF.
Branding of furniture (head table, lectern) must be produced by SERVIS			
<b>Lectern in N103 will be digital, please refer to the information on page 12</b>			

## Section 6: Symposium Promotion

### Symposium Title & Program

If there are any changes to your Symposium title or program, or you have not yet provided your complete program details, please inform Marta Herrero (Ms.) at [marta.herrero@ebmt.org](mailto:marta.herrero@ebmt.org)

### Symposium Bag Inserts

Annual Meeting Bag:

	High	Wide	Deep
	42 cm	29 cm	12 cm

Kindly note that per the EBMT Industry Media Policy the use the EBMT logo on any of the Industry Press materials must be approved beforehand by the EBMT Press Office.

The official name of the Annual Meeting – **46<sup>th</sup> Annual Meeting of the European Society for Blood and Marrow Transplantation** – must be used when mentioning the Annual Meeting in the Industry Press materials.

For supporters entitled to a symposium bag insert as per their signed contract, please email example of the insert to Ms. Julia Gebhardt or Ms. Irati Tomas by **Thursday, 23 January, 2020**.

Should you wish to include a bag insert of your symposium, please contact Mrs. Julia Gebhardt or Irati Tomas: [sponsorship@ebmt.org](mailto:sponsorship@ebmt.org)

For additional information regarding press, please contact the EBMT Communication Coordinator Mélanie Chaboissier: [melanie.chaboissier@ebmt.org](mailto:melanie.chaboissier@ebmt.org)

Please refer to the shipping instructions attached.

Bag assembly line will be **Thursday March 19 and Friday March 20**.

## Symposium Furniture

Standard stage setups and furniture included in the rooms, are given above (section: Hall Technical & AV Detail and In Hall Furniture) Symposium organizers have the option to order additional furniture for their stage according to the following guidelines:

- Lecterns in the stages cannot be changed or removed before or during the symposia.
- Desired stage setup must be approved by the AV and Operations Coordinator.
- Operations Coordinator must be copied in all correspondence regarding the stage setup changes

## Symposium Signage

Symposium organizers have the option to create promotional signage according to the below guidelines. All symposium signage should be produced and provided by the Symposium Organizer / Company.

### **Important Note:**

Branding of furniture (head table, lectern) must be produced by **SERVIS** (see above contractor's contact details).

The following signage may be displayed:

### **Session Hall Signage (optional)**

- Self-standing signs (approx. 85cmW × 200cmH) to be placed at the entrance of the session hall approx. 30 minutes prior to the session published start time.
- Stage Banners (see exclusivity details above)
  - N103 Hall the branding on the stage can be digital, by creating a background for the Panoramic screen, as specified on page 12.
  - 1 × free standing vertical sign to be placed on/next to the stage. Maximum dimensions: W150cm × H250cm
  - 1 × horizontal sign placed in front of the head table facing audience. (For dimensions, see "In Hall Furniture" page 19.)
  - 1 × vertical sign placed in front of the speakers' lectern facing the audience. (For dimensions, see "In Hall Furniture" page 19.)

### **Free Standing Signage (optional)**

2 × self-standing sign (approx. 85cmW × 200cmH) advertising the symposium on the day of the session. The sign may be placed in the designated area. Please coordinate with the onsite manager Bora Celikel in advance.

***IMPORTANT: Please note, each company is responsible for removing their advertisement rollup after their symposium finishes. Uncollected signage after the symposia will be thrown away by the congress staff at the end of the day.***

## Promotion of Company's Symposium and/or Product on Plasma Screens

Slide Plasma screens will be available at the Congress Centre and may be used as a platform for companies to promote their symposia / products. Sponsors may provide a static slide outlining details of the symposia such as title, time, date, location, etc. (Content of slide is subject to approval by the EBMT Program Committee). (The slide will be presented for 20 seconds each time and in a loop with other companies' slides)

For further information regarding the opportunity to book an ad on a plasma screen and prices, please contact Ms. Julia Gebhardt or Ms. Irati Tomas: [sponsorship@ebmt.org](mailto:sponsorship@ebmt.org)

## Section 7: Miscellaneous

### Catering

Catering services are exclusive to the chosen provider and needs are to be requested in advance.

Supporters who wish to receive further information please contact Mr. Bora Celikel:

[bora.celikel@ebmt.org](mailto:bora.celikel@ebmt.org)

Catering menus are attached to the email with which this manual has been sent.

### Coffee Breaks

Refreshments (included in the registration fee) will be served in the exhibition area during official break.

### Lunch Breaks

Lunch (included in the registration fee) will be served in the exhibition area during official breaks on Monday and Tuesday.

Supporters who have lunch-time symposia should organize this with the official caterer. Boxes should be handed out at the entrance of the hall, but inside. Kindly note, that lunch box count must be given ahead of time and cannot exceed the maximum hall capacity.

Supporters who wish to order additional food and beverage for their symposium please contact the Official Caterer at [eventos.ifema@vilaplana.com](mailto:eventos.ifema@vilaplana.com)

### Meeting Rooms / Hospitality Suites

For additional information regarding available rooms and times for meeting rooms and hospitality suites please contact Ms. Orel Kochavi: [orel@cme-congresses.com](mailto:orel@cme-congresses.com)

For Catering arrangements for your hospitality suite or meeting room (if located in the Mezzanine Level) please contact Catering: [eventos.ifema@vilaplana.com](mailto:eventos.ifema@vilaplana.com)

***Important: If your Hospitality Suite or Company Meeting Room is located in the Exhibition Hall, please follow the catering instructions that are given in the Exhibition Manual.***

### Lead Retrieval Barcode Readers

Should you require lead retrieval barcode readers for your symposium, please contact Ms. Hanna Safier: [exhibition@ebmt.com](mailto:exhibition@ebmt.com)

### Hostesses and Temporary Staff Hire

For hostesses and temporary staff hire, please contact Eliosa Gallegos at [eloisa@meridiana.team](mailto:eloisa@meridiana.team). Please send her the following information:

- Name of company
- Number of hosts/hostesses (please specify gender requirements, if any)
- Profile of hosts/hostesses (additional languages, senior experience, specific age range or image ... if any)
- Day/s and timings of hosts/hostesses
- Tasks of hosts/hostesses
- Special uniform requirements, if any

### Material Handling, and Shipping Labels

Shipping information and labels have been attached to the email sent with this manual.

For additional information regarding shipping and material handling please contact Ms. Zehavit

Akerman: [akerman@merkur-expo.com](mailto:akerman@merkur-expo.com)