



48th Annual Meeting of the EBMT

19-23 March 2022

Symposia Manual

EBMT 2022

www.ebmt.org #EBMT22

Prague, Czech Republic

Dear Supporter,

We are happy to present you with the EBMT 2022 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 48th Annual Meeting of the European Society for Blood and Marrow Transplantation will take place 20-23 March 2022 in Prague, Czech Republic.

Congress Venue:

Prague Congress Center

Kongresové centrum Praha, a.s. 5. května 1640/65,
Nusle 140 00 Prague 4, Czechia
Tel.: +420 261 171 111

A block of rooms has been reserved for the EBMT 2022 Annual Meeting participants and supporters at discounted rates. Hotel reservations can be made via the Annual Meeting website. Please contact 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 Prague 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

Table of Contents

Section 1: Symposium Related Contact Information.....	4
EBMT Annual Meeting Contacts.....	4
Contractor Contacts.....	4
Section 2: Deadlines.....	5
Section 3: Meeting Important Information	5
Registration Desk Opening Hours.....	5
Group Registration Packets.....	6
Exhibition Opening Hours	6
Exclusive Services	6
AV and Extra AV	6
Signage & Furniture for Symposia Branding	6
Catering for the Symposia	6
Section 4: Symposia Timetable	7
Section 5: Symposia Session Halls.....	8
Halls Overview.....	8
Halls Technical & AV Details (for On-Site Symposiums).....	9
Congress Hall	9
Forum Hall.....	11
Panorama Hall	12
South Hall 1A+B.....	13
South Hall 2A+B.....	14
Industry Theatre - North Hall	15
In Hall Furniture	16
Hybrid – Speakers / Chairs On-site and/or Remote	17
Virtual – All Speakers / Chairs Remote	17
Live Q&A	17
Section 6: Symposium Promotion	18
Symposium Title & Programme	18
Symposium Bag Inserts	18
Symposium Furniture	18
Symposium Signage.....	19
Promotion of Company's Symposium and/or Products on Plasma Screens.....	19

Section 7: Miscellaneous	20
Symposium Catering	20
Coffee Breaks	20
Lunch Breaks	20
Meeting Rooms	20
Session Scanning / Lead Retrieval	21
Hostesses and Temporary Staff Hire	21
Material Handing, and Shipping Labels	21

Section 1: Symposium Related Contact Information

EBMT Annual Meeting Contacts

Congress Manager Noemi San Emeterio Huang (Ms.) Office: +34 93 453 8570 noemi.san-emeterio@ebmt.org	Program Coordinator Nuria Planaguma (Ms.) secretariat@ebmt.org
Operations & On-Site Manager Bora Çelikel (Mr.) operations@ebmt.org Operations Assistant Celeste Figueroa (Ms.) operations@ebmt.org	Sponsorship Liaison Irati Tomas (Ms.) sponsorship@ebmt.org
Audio-Visual Coordinator Mike Perchig (Mr.) nest@nest-av.com	Registration & Accommodation Manager Einat Gassner Gutman (Ms.) registration@ebmt.com accommodation@ebmt.org
Meeting Rooms Bora Çelikel (Mr.) Celeste Figueroa (Ms.) operations@ebmt.org	Exhibition Manager Hanna Safier (Ms.) exhibition@ebmt.com

Contractor Contacts

CUSTOMS CLEARANCE, FREIGHT/MATERIAL HANDLING	FURNITURE HIRE
Merkur Irit Sofer (Ms.) E-mail: Irit.sofer@merkur-expo.com	EBMT Operations Bora Çelikel (Mr.) Celeste Figueroa (Ms.) operations@ebmt.org
SYMPOSIA HALL BRANDING (Lectern / Head Table)	TEMPORARY STAFF / HOSTESSES
Exposale Josef Svec (Mr.) Email: Josef.svec@exposale.cz	Golden Goose Events Maria Garcia Baro Email: maria@golden-goose-events.com

Section 2: Deadlines

	Deadline	Contact Person
Hotel Reservations	As soon as possible	Einat Gassner Gutman accommodation@ebmt.org
Payment of Invoice Balance	Must be received in full 1 week prior to the Annual Meeting	Liesbeth Hoekstra (Ms.) liesbeth.hoekstra@ebmt.org
Final Symposium Program to be sent to EBMT	January 14, 2022	Nuria Planaguma (Ms.) secretariat@ebmt.org
Symposium Presentation Types Decided (If the speaker will be onsite or will present online or will pre-record)	January 31, 2022	Nuria Planaguma (Ms.) secretariat@ebmt.org
Symposium Program Insert (for approval by EBMT)	January 31, 2022	Irati Tomas sponsorship@ebmt.org
Symposium Speaker Pre-recordings sent to EBMT (if there is a pre-recorded presentation) (video format.MP4)	March 1, 2022	Nuria Planaguma (Ms.) secretariat@ebmt.org Irati Tomas sponsorship@ebmt.org
Shipping and Material Handling Services	Refer to Shipping Instructions attached to email	Irit Sofer (Ms.) Irit.sofer@merkur-expo.com

Section 3: Meeting Important Information

Registration Desk Opening Hours

The Registration Desks will be situated on **Entrance 1** of the **Congress Center** and open at the following times:

Registration Desk Opening Hours*	
Sunday, March 20	07:30-19:15
Monday, March 21	07:00-18:45
Tuesday, March 22	07:00-18:15
Wednesday, March 23	08:30-13:30

**Subject to Change*

Group Registration Packets

Due to COVID Pandemic, EBMT had to take several measures to increase the safety of our delegates. As a result, group badge pickups are not allowed. EBMT will check for the vaccination certificate and/or any other documentations might be requested by the local authorities *according to the local safety measures at the time of the meeting.*

Exhibition Opening Hours

ACTIVITY	DATES	HOURS
EXHIBIT HOURS <i>*Subject to change</i>	Sunday, March 20	08:00-19:15
	Monday, March 21	08:30-18:45
	Tuesday, March 22	08:30-18:15
	Wednesday, March 23	08:30-14:30

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, voting systems, etc. should be reserved with the Audio-Visual Coordinator of the Meeting, Mr. Mike Perchig at nest@nest-av.com.

Signage & Furniture for Symposia Branding

Branding of furniture (head table, lectern) in halls must be produced by EXPOSAL (see above contractor's contact details). Below on page 16 please see all the details

Additional furniture orders for symposia / meeting rooms must be ordered via EBMT Operations Team. Please note that EBMT do not allow major stage changes such as removing the whole stage or changing the whole setup that may alter the AV setup.

Catering for the Symposia

Due to COVID Safety Measurements, no catering will be allowed inside the meeting rooms or main halls.

IMPORTANT: Catering for the company booths in the exhibition area is possible. Please consult to Exhibition Manual for detailed information.

Section 4: Symposia Timetable

Supporter	Date	Symposium time	Location
GMMG	20.03.2022	08:30 – 10:00	Congress Hall
SFGM-TC	20.03.2022	08:30 – 10:00	Forum Hall
Sorbonne University (ATERHIT)	20.03.2022	08:30 – 10:00	South Hall 1 A+B
BMS	20.03.2022	10:30 – 12:00	Congress Hall
Sanofi	20.03.2022	10:30 – 12:00	Forum Hall
Sobi	20.03.2022	10:30 – 12:00	Panorama Hall
Pfizer	20.03.2022	10:30 – 12:00	South Hall 1 A+B
Omeros	20.03.2022	10:30 – 12:00	South Hall 2 A+B
Kite-Gilead	20.03.2022	12:30 – 14:00	Congress Hall
Novartis	20.03.2022	12:30 – 14:00	Forum Hall
Alexion	20.03.2022	12:30 – 14:00	Panorama Hall
Takeda	20.03.2022	12:30 – 14:00	South Hall 1 A+B
Miltenyi	20.03.2022	12:30 – 14:00	South Hall 2 A+B
BMS	20.03.2022	14:30 – 16:00	Congress Hall
Gilead	20.03.2022	14:30 – 16:00	Forum Hall
Jazz Pharmaceuticals	20.03.2022	14:30 – 16:00	Panorama Hall
Takeda	20.03.2022	14:30 – 16:00	South Hall 2 A+B
Gilead	20.03.2022	16:30 – 18:00	Congress Hall
Janssen	20.03.2022	16:30 – 18:00	Forum Hall
MSD	20.03.2022	16:30 – 18:00	Panorama Hall
Therakos	20.03.2022	16:30 – 18:00	South Hall 1 A+B
Vertex	20.03.2022	16:30 – 18:00	South Hall 2 A+B
Sanofi (Genzyme)	21.03.2022	12:45 – 13:45	Congress Hall
Novartis	21.03.2022	12:45 – 13:45	Forum Hall
Therakos	21.03.2022	12:45 – 13:45	Panorama Hall
Janssen	22.03.2022	12:45 – 13:45	Congress Hall
Pfizer	22.03.2022	12:45 – 13:45	Forum Hall

*Subject to change

Section 5: Symposia Session Halls

Halls Overview

Hall Name	Location	Max Capacity (Theatre)	Comments
Congress Hall	Prague Congress Center 2 nd Floor	850	Theatre Setup according to the COVID Safety Measurements
Forum Hall	Prague Congress Center 2 nd Floor	350	Theatre Setup according to the COVID Safety Measurements
Panorama Hall	Prague Congress Center 1 st Floor	200	Theatre Setup according to the COVID Safety Measurements
South Hall 1 A+B	Prague Congress Center 1 st Floor	228	Theatre Setup according to the COVID Safety Measurements
South Hall 2 A+B	Prague Congress Center 2 nd Floor	228	Theatre Setup according to the COVID Safety Measurements
North Hall	Prague Congress Center 2 nd Floor	100	Theatre Setup according to the COVID Safety Measurements

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 EBMT2022 [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.

Please note that technical rehearsals may involve an extra cost depending on the availability of the hall, requested time slot etc.

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

- * [Prague Congress Center](#)
- * [360° Tour](#)

Floor plans are also uploaded to the official website. Please check the following link.

- * [Floor Plans](#)

Halls Technical & AV Details (for On-Site Symposiums)

Congress Hall



- Large Panoramic front projection screen, image of H7 X W14 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.
- 50" 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](#)) *.
- LED branding of the head table
- 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 6 wired microphones (4 head table, 2 lectern) 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.
- Colourful Lighting on stage
- 4 x AV technicians to operate the above-mentioned systems.

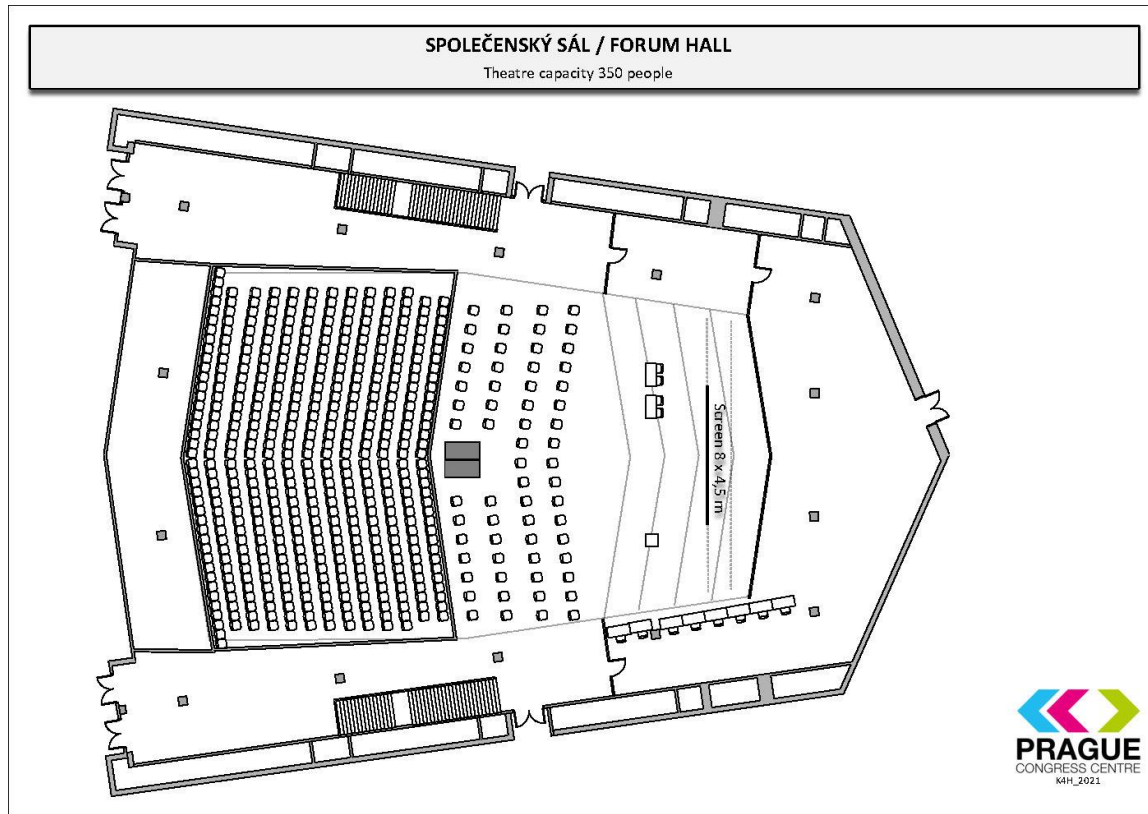


For demonstration only

For Sponsors' Symposia being held in the Congress Hall, the company "virtual" banners in front of the lectern, in front of the head table and on the Panoramic screen will be projected.
Please contact the Audio-Visual Coordinator, Mr. Mike Perchig (e-mail: nest@nest-av.com), in order to design the images according to the required resolution.

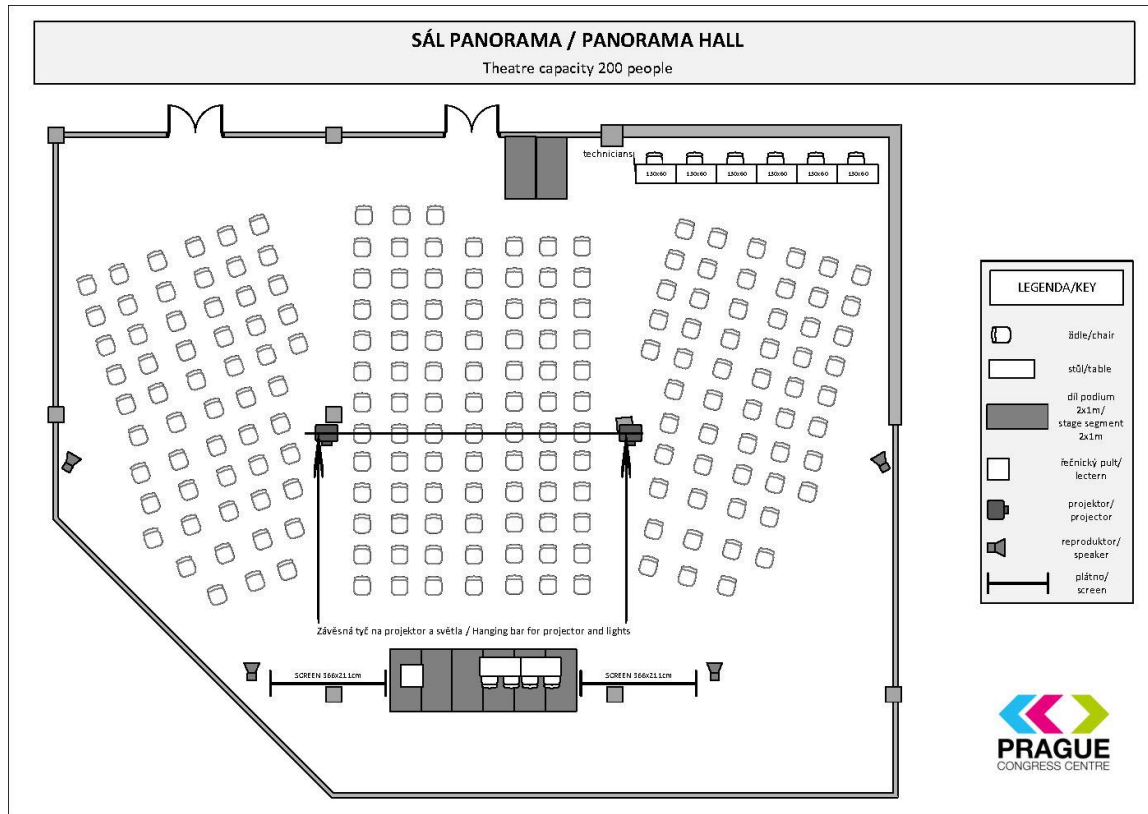
The "virtual" banners can include the title of the Symposium and the name and logo of the Sponsor

Forum Hall



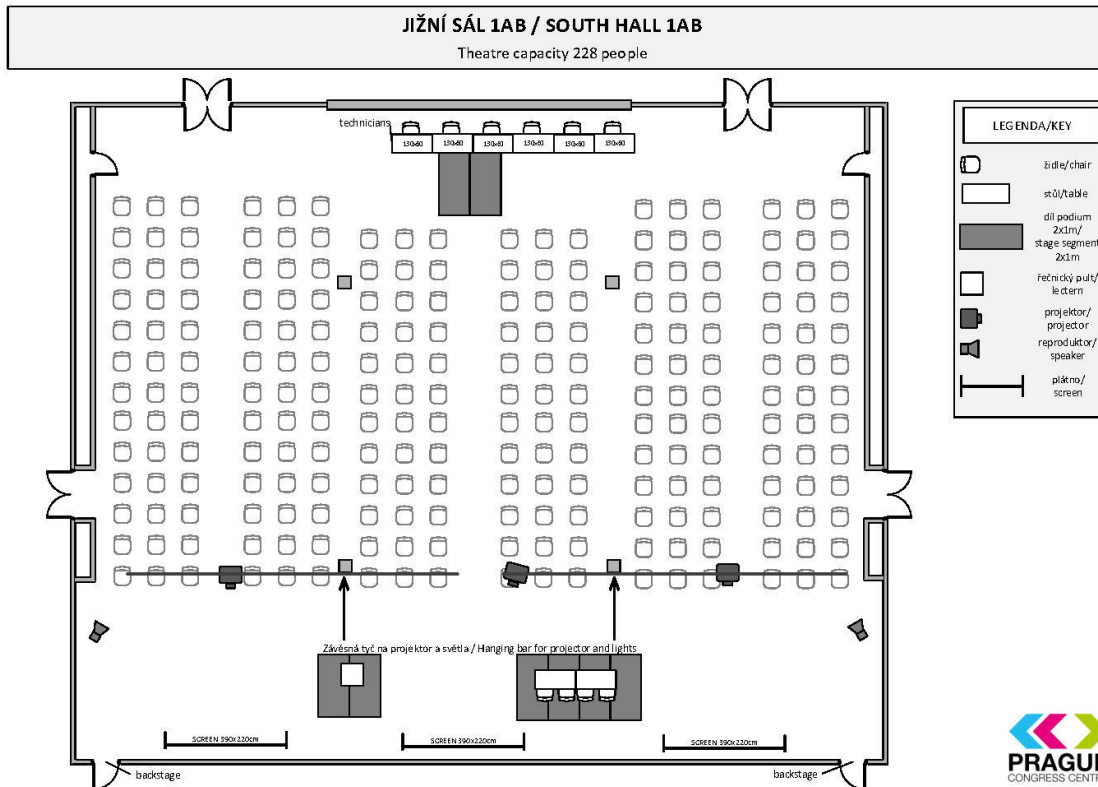
- Front projection screen, image of H4.5 X W8 meters.
- Data projector, at least 12500 ansi-lumens, incl. all the required cabling.
- 50" Confidence monitor in front of the head table, showing the same PowerPoint image as being projected on the main front projection screen.
- Laptop computer for PowerPoint 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.
- 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 4 wired microphones (2 head table, 2 lectern) 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.
- 2 x AV technicians to operate the above-mentioned systems

Panorama Hall



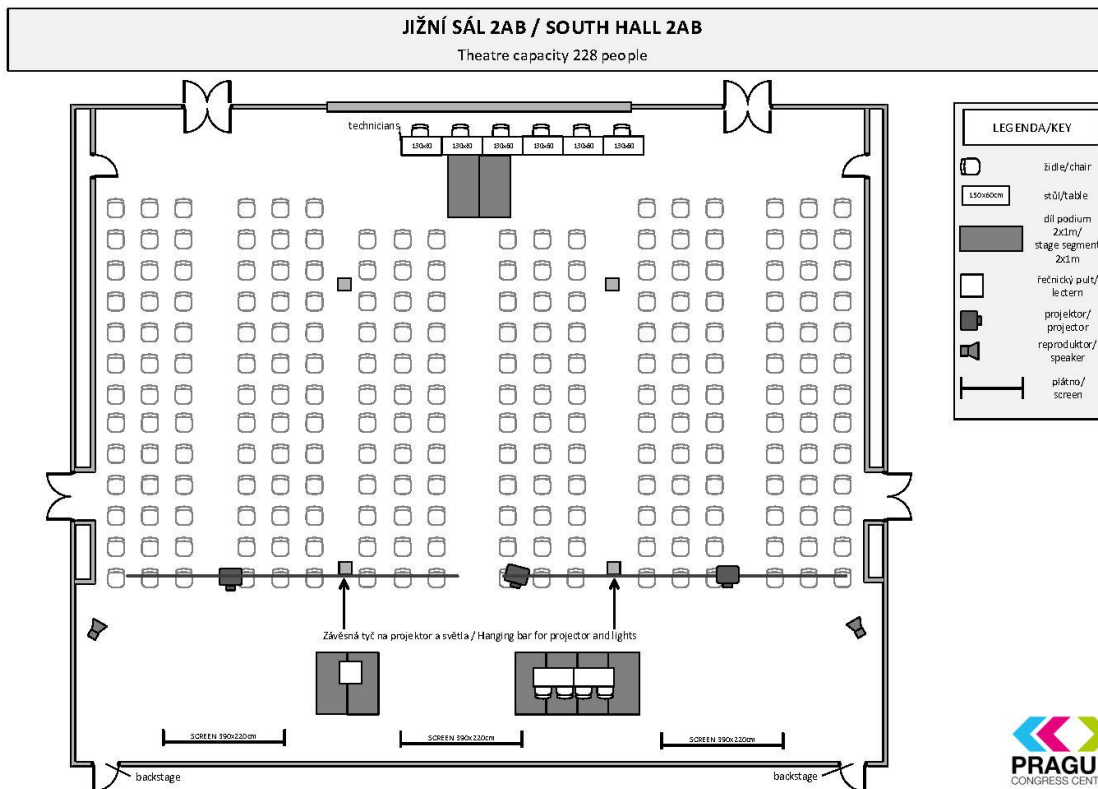
- 2 x front projection screens, image of H2.2 X W3.9 meters each.
- 2 x Data projectors, at least 6000 ansi-lumens, incl. all the required cabling.
- 40" Confidence monitor in front of the head table, showing the same PowerPoint image as being projected on the main front projection screen.
- Laptop computer 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.
- 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 3 wired microphones (2 head table, 1 lectern) with stands (floor/table), 1 wireless headset microphone and connection to sound from computers (mini-PL plug) at the lectern.
- Audio monitor for the lectern and the head table.
- Lighting system, illuminating the lectern.
- 2 x AV technicians to operate the above-mentioned systems

South Hall 1A+B



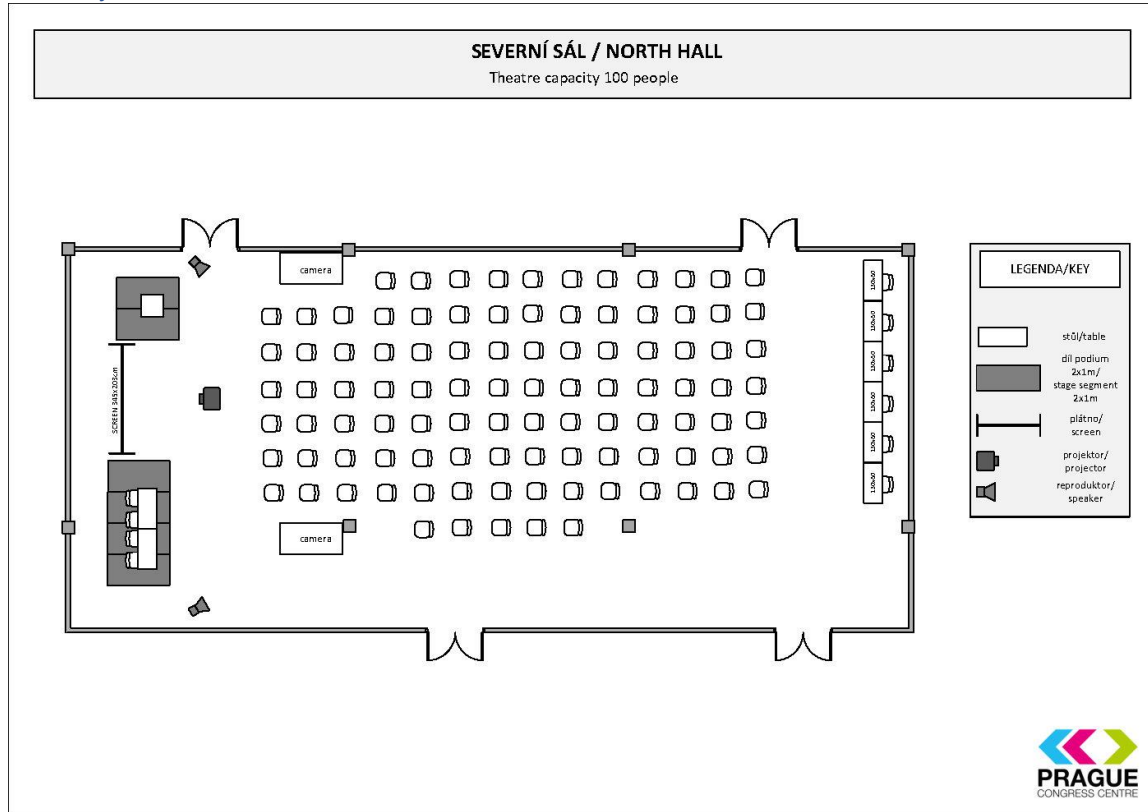
- 3 x front projection screens, image of H2.2 X W3.9 meters each.
- 3 x Data projectors, at least 6000 ansi-lumens, incl. all the required cabling.
- 40" Confidence monitor in front of the head table, showing the same PowerPoint image as being projected on the main front projection screen.
- Laptop computer 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.
- 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 3 wired microphones (2 head table, 1 lectern) with stands (floor/table), 1 wireless headset microphone and connection to sound from computers (mini-PL plug) at the lectern.
- Audio monitor for the lectern and the head table.
- Lighting system, illuminating the lectern.
- 2 x AV technicians to operate the above-mentioned systems

South Hall 2A+B



- 3 x front projection screens, image of H2.05 X W3.45 meters each.
- 3 x Data projectors, at least 5000 ansi-lumens, incl. all the required cabling.
- 40" Confidence monitor in front of the head table, showing the same PowerPoint image as being projected 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.
- 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 3 wired microphones (2 head table, 1 lectern) with stands (floor/table), 1 wireless headset microphone and connection to sound from computers (mini-PL plug) at the lectern.
- Audio monitor for the lectern and the head table.
- Lighting system, illuminating the lectern.
- 2 x AV technicians to operate the above-mentioned systems

Industry Theatre - North Hall



- Front projection screens, image of H2.05 X W3.45 meters.
- Data projector, at least 5000 ansi-lumens, incl. all the required cabling.
- 24" Confidence monitor on the head table, showing the same PowerPoint image as being projected 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.
- 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 3 wired microphones (2 head table, 1 lectern) with stands (floor/table), 1 wireless headset microphone and connection to sound from computers (mini-PL plug) at the lectern.
- Lighting system, illuminating the lectern.
- 1 x AV technician to operate the above-mentioned systems

In Hall Furniture

Head Table Branding				
Room Name	Setup	Side Width (cm)*	Front with (cm)	Height (cm)
Congress Hall	Digital	Please consult with AV Coordinator Mike Perchig		
Forum Hall	Set up from 2 table for 3 PAX maximum	61	260	76
Panorama	Set up from 2 table for 3 PAX maximum	61	260	76
South Hall 1 A+B	Set up from 2 table for 3 PAX maximum	61	260	76
South Hall 2 A+B	Set up from 2 table for 3 PAX maximum	61	260	76
Industry Theatre (North Hall)	Cannot be branded			
Lectern Branding				
All rooms (except Congress Hall) have the same lectern sizes. Please see below for the details. Please contact AV Coordinator Mike Perchig for the Congress Hall		Side Width (cm)*	Front with (cm)	Height (cm)
		65	71	112

* There are 2 sides on both Head Table and Lectern.

LECTERN | Řečnický pult

SIZE | ROZMĚR (width/height/depth | šířka/výška/hloubka)
70 cm x 110 cm x 63 cm



TABLE 130 | Stůl 130

SIZE | ROZMĚR (length/width/height | délka/šířka/výška)
130 cm x 60 cm x 75 cm



Hybrid – Speakers / Chairs On-site and/or Remote

In the case, your symposium has one or more speakers / chair participation remotely, you will receive all the instructions such as Zoom Link to join to the session to present and attend the Q&A session or how to upload a pre-recorded presentation etc. from Sponsorship Department.

Sessions can have any combination of presentations such as:

- All Speakers / Chairs on-site
- Part of Speakers / Chair on-site & Part of Speakers / Chairs Remote

In addition, speakers who are remote can either join via Zoom and give their presentations live by sharing their screen or upload a pre-recorded presentation and join the Q&A via Zoom.

For the following scenarios, you will receive the following information:

- If a Chair is Remote: you will receive a Zoom Link and a Q&A tool link where the Chair(s) can follow incoming questions from the onsite or virtual attendees.
- If a Speaker is Remote and will present live: you will receive a Zoom Link which will be the same link for the presentation and the Q&A part of the session
- If a Speaker is Remote but will not present live: you will receive a Link where the pre-recorded presentation can be uploaded and a Zoom link to join the Q&A part of the session.

If you have any questions, please contact Operations, Secretariat and Sponsorship Teams.

IMPORTANT: EBMT needs to know how the speakers and chairs of your session will be participating to your session, in order to make necessary arrangements and communicate with you in a timely manner. Therefore, please follow the deadlines given on page 5.

Virtual – All Speakers / Chairs Remote

In the case, your symposium fully virtual, you will receive all the instructions such as Zoom Link to join to the session to present and attend the Q&A part of the session or how to upload a pre-recorded presentation etc. from Sponsorship Department.

Please note that your session will be streamed to the Venue according to the communicated Scientific Programme timelines.

Live Q&A

Questions from the audience (either on-site or virtual) in the Q&A part of the session, will be sent via EBMT 2022 Official Mobile App.

Onsite Chairs will have a screen in front of them where they can monitor and direct the questions to the speakers of the session.


Remote Chairs will need to connect to a link that EBMT will provide where they can monitor and direct the questions to the speakers of the session

Section 6: Symposium Promotion

Symposium Title & Programme

If there are any changes to your Symposium title or program, or you have not yet provided your complete program details, please inform Nuria Planaguma (Ms.) at secretariat@ebmt.org.

Symposium Bag Inserts

	Height (cm)	Length (cm)	Depth (cm)
	44	30	14

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 – **48th 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. Irati Tomas by **Monday, 31 January, 2022**.

Should you wish to include a bag insert of your symposium, please contact Ms. Irati Tomas: sponsorship@ebmt.org

For additional information regarding press, please contact the EBMT Communication Coordinator Mélanie Chaboissier: melanie.chaboissier@ebmt.org. For additional information please see our official website [here](#).

Please refer to the shipping instructions attached. Bag assembly line will be **Thursday, March 18**.

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

Important Note: Changing the seating arrangement on the stage involves an extra cost.

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 **EXPOSAL** (see above contractor's contact details).

The following signage may be displayed:

Session Hall Signage (optional)

- Self-standing sign (approx. 85cmW × 200cmH) can be placed at the entrance of the session hall approx. 20 minutes prior to the session published start time.
- Stage Banners (see *exclusivity details above*)
 - Congress Hall the branding on the stage can be digital, by creating a background for the Panoramic screen, Head Table and Lectern as specified on page 9.
 - 1 × free standing vertical sign can 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 16.)
 - 1 × vertical sign placed in front of the speakers' lectern facing the audience. (For dimensions, see "In Hall Furniture" page 16.)

Free Standing Signage (optional)

1 × 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 Çelikel 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 Products on Plasma Screens

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 10 seconds each time and in a loop with other companies' slides unless it is confirmed otherwise.)

For further information regarding the opportunity to book an ad on a plasma screen and prices, please contact Ms. Irati Tomas: sponsorship@ebmt.org

Section 7: Miscellaneous

Symposium Catering

Please note that due to COVID-19 Safety Measures, no catering is allowed in the Meeting Halls.

Coffee Breaks

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

Lunch Breaks

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

Due to COVID-19 Safety Measures, Supporters who have lunch-time symposia will not be able to provide lunch boxes to be taken into the rooms EBMT will provide lunch on Sunday from 12:00 until 14:30.

Meeting Rooms

EBMT will have some meeting rooms in the Venue for the companies that might be interested for internal or small meetings. Please contact Sponsorship Department at sponsorship@ebmt.org for the booking form. Please note, that companies that wishes to rent these room will have to agree to the following terms;

The Exhibitors acknowledges that COVID-19 may require to take one or more of the following measures for the safety of the venue staff and the safety of participants attending the meeting rooms/hospitality suites to which this booking relates:

- (i) Impose a maximum of participants at the meeting rooms/hospitality suites. The number of participants will be agreed when the booking is made and should be strictly adhered to.;
- (ii) The number of participants will be displayed at the entrance to the room booked;
- (iii) Catering services is not allowed, no food or drink availability;
- (iv) impose specific requirements regarding personal protective equipment such as the wearing of masks, sanitizing of hands on entry and exit;
- (v) Exhibitors will ensure participants observe all the measures at all times;
- (vi) EBMT reserves the right to be allowed in the room at any time to monitor the aforementioned measures and will have the right to request back the meeting rooms with no refund in case Exhibitors do not comply with the described measures.

Session Scanning / Lead Retrieval

In order to make sure that maximum capacity limits of the halls are monitored at all times, EBMT will be scanning each participant in and out of the hall. In order to avoid unnecessary scanning and avoid long waiting lines to enter the halls, we will not provide Lead Retrieval hire option to the companies. However, EBMT will provide the sessions attendance information to the sponsors on demand. Please contact Sponsorship Department to consult about the cost of this service.

Please note due to GDPR Rules, EBMT will only share the following information: Company / Hospital, Role, Country, unless the attendee has consented to share personal data, such as their full name.

Hostesses and Temporary Staff Hire

For hostesses and temporary staff hire, please Maria Garcia Baro at maria@golden-goose-events.com. You can also make your booking directly [here](#).

Material Handing, and Shipping Labels

Shipping information and labels have been attached to the end of this manual. For additional information regarding shipping and material handling please contact Irit Sofer at Irit.sofer@merkur-expo.com.



Delivery & Logistic Services

Merkur Expo Logistics GmbH has been appointed the official forwarding agent and clearance agent for the EBMT 2022 Meeting. We offer the following services: customs clearance, delivery to the booth, freight forwarding, manpower & trolleys for un-loading/loading during build-up and dismantling, storage of empty crates, transportation to and from the Exhibition Hall.

For security, insurance, and efficiency reasons, Merkur Expo Logistics is the sole official agent to handle cargo inside the venue. Booth builders are prohibited from using trolleys during set-up and dismantling periods. Kindly note that Merkur the official agent is the exclusive agent for move in and move out of the venue.

Exhibitors and booth builders are free to deliver their goods or to pick their goods up from outside the venue. Those who use their own facilities up to the venue are requested to coordinate their time schedule and unloading of their cargo into the venue with Merkur.

Covid 19 - Health and Safety Regulations

Exceptional times call for exceptional safety measures. That is why it is important to follow the instructions in order to create a multi-layered safety approach.

Please inform Merkur, who will be your main contact, and will be responsible for your onsite stand.

Please make sure to get final Instructions and regulations close to the EBMT Meeting date.
Involve Merkur in your planning, your timetable and needs.

Contact Details:

Merkur Expo Logistics

Contact: Mrs Irit Sofer

Mobile: +972-52-8890129

E-mail: irit.sofer@merkur-expo.com

Please note these important dates:

Due to Covid make sure to get update instruction closer to the congress.

SERVICE	DEADLINE
Door to door shipments	Please contact Merkur
Airfreight shipments	Please contact Merkur
Shipment via advance warehouse	No later than March 11, 2022
Exhibition goods - Direct deliveries to the venue	Subject to allocated time slot

Services, Delivery Address & Shipping Instructions

1. Door to Door Shipment

We offer companies consolidated trucking services from starting point to venue as part of consolidated international shipments for the congress. This will assist in reducing costs and ensuring timely delivery.

2. Airfreight Shipments

Please contact Merkur for instructions

IMPORTANT !!! Please do not send any airfreight shipment unless you receive very specific instructions for invoices, packing list, etc.

3. Shipment via Germany Advance Warehouse

Merkur Expo Logistics GmbH

Schmitt Peterslahr

AUF DEM HOHCHEM 2

56587 Oberhonnefeld - Germany

Att: Dirk Dewald

Tel: +49 2634 95 44 50

Notify:

Congress name _____

Name of Exhibitor _____

Stand no. _____

Attention! for all shipments we need a full pre-advice in advance. Please send your full pre-advice to Merkur. Shipments with insufficient information or missing pre-advice might be delayed.

4. Direct Deliveries to Meeting Venue

Domestic Cargo / full load trucks

Delivery Address:

Prague Congress Centre

5. května 1640/65 140 00 Prague 4

Czech Republic

Tel.: +420 261 172 222

For delivery direct to the venue, please make sure to send time slot request No later than 4 working days prior to delivery. The trucking company or exhibitor must provide Merkur with prior identification of vehicles for entering the venue during set up / during breakdown.

The venue reserves the right to regulate the access of vehicles during set-up and breakdown, in accordance with the current regulations.

Vehicle Passes and Unloading

To ensure that traffic movement is as smooth and trouble free as possible, exhibitors will be allocated a time at which to unload. It is imperative that unloading times are strictly adhered to and that vehicles are removed as soon as unloading is complete. The delivery and removal of materials and goods for the exhibition stands is allowed only by the official freight forwarder and their local agent.

To prevent blocking of the loading bay for other trucks, deposits are collected from truck drivers that are temporarily parking at the loading bay during unloading.

- Vehicle up to 3.5 t - deposit 1000 CZK or 50 EUR for 1 hour
- Vehicle over 3.5 t - deposit 2000 CZK or 100 EUR for a period of 1.5 hours

Important note:

Companies which are bringing their own goods should contact the official freight forwarder to coordinate their arrival and the use of the loading bay, the service entrance, and the lifts.

You may choose your own shipper, but kindly note that Merkur is the exclusive agent for move in and move out.

Please contact Merkur for final Covid regulations

5. Courier Shipments

COURIER DIRECT TO STAND- NOT A GOOD IDEA:

The exhibition hall is not a permanent warehouse and therefore courier deliveries will be refused, unless the shipment is delivered during the tenancy period and the customer is present at the booth, to receive the parcels from his transport company and sign off the delivery note.

We strongly recommend sending your courier to the warehouse delivery address. It has an additional cost but by doing so you make sure that your items arrive safely and on time to the event.

We can only Tallows Fedex, UPS, DHL Express and TNT clear on our name Courier shipments (except envelopes) cannot be cleared automatically by the courier companies but do require an importer of record. We will act as importer if required, by providing our VAT registration number to customs. This service is chargeable, please check in our tariff.

Please be sure to send us a pre-advice with the full details of the shipment: courier company, number of pieces and tracking number. Please be aware, that we highly recommend routing the shipment via our warehouse in Germany which will occurs extra charges.

All courier shipment must be sent DDP (Delivery duties paid) terms .

Courier charges for handover of import shipping documents € 85.00/ document.

Shipments that arrive without pre alert and payment confirmation will not be accepted.

6. Shipment Categories – labels

All shipments must be packed, labeled, and sent according to the appropriate category (see below). Please do not mix different types of shipments in one box.

Labels for the below will be sent upon request:

Insert-for participant bags

Display

Exhibition goods

7. Dangerous Cargo

Exhibitors need to complete a special form for dangerous goods. These forms will be provided upon request and the completed forms should reach us before shipment is dispatched. There will be surcharge of 100% for handling this kind of shipment.

8. Insurance

It is the shipper / exhibitor responsibility to have comprehensive insurance coverage whilst in transit storage and onsite for the duration of the exhibition and return.

We will not accept any responsibility for loss or damage of the exhibitor's equipment.

9. Heavy & Oversized Shipments

Heavy and oversized shipments apply to any single exhibit in excess of 1000 kg and 5 CBM that requires the use of a forklift mobile crane for installation.

Exhibitors with heavy and oversized exhibits must inform us at least seven days prior to delivery.

A detailed layout should also be provided to better assist our onsite operations.

10. Payment terms

1. Invoices will be sent by e-mail only.
2. The invoicing is per shipment.
3. Full payment of the incoming handling charges must be received prior the delivery to the booth.
4. The outgoing handling charges are payable immediately after receipt of our invoice.
5. Payment can be made, by credit card (AMEX, VISA and MASTERCARD) or by wire transfer.
Personal or foreign cheques are not acceptable.
- 6 .vat will be added/
7. 1,5% interest per month will be charged on overdue payments.

Please complete and sign the attached material handling form/payment confirmation and return it to our attention.

Please note that your signature will be used as payment guarantee based on the general tariff.

Any services not outlined in the attached tariff will be quoted on an individual basis.

Please notify " Merkur" immediately about any requirements relating to invoices.

Please note that all payments are in €.

11. Terms and conditions

All orders are accepted exclusively on the basis of the local & German forwarders terms and conditions (ADSp).

We wish you a successful experience!

MERKUR EXPO LOGISTICS

Health and safety declaration

Deadline for sending by e mail to Merkur: 4 working days prior move in (Monday, March 14th)

Stand builder information

Exhibitor _____ stand # _____

Stand Builder _____ Contact person _____

Tel _____ Mobile _____ e mail _____

Your health & safety representative on the stand (Full name and mobile #)

Trucking company & drivers' information

Exhibitor _____ stand # _____

Trucking company _____ Tel _____

e mail _____

Full load truck _____ consolidated / groupage _____

Driver full details _____ Mobile _____

Your company health & safety representative on the stand (Full name and mobile #)

DATE: _____

Dear Exhibitor / Stand Builder / PR Company,
Please return the below form fully filled in to Merkur
E-mail : irit.sofer@merkur-expo.com

Pre-advise - Material handling form

Congress name	EBMT 2022
Exhibitor name	
Stand #	

Shipment information

Service requested		
Door to Door	Germany Advance Warehouse	Direct to Venue

Shipper's name	
E mail address	
Tel #	
Purchase order #	
Truck size	
Courier tracking #	
Airway bill number (AWB #)	
Number of pieces	
Weight in Kg	
CBM	

Payment details

This is to confirm that the payment for handling the above cargo will be Covered by our company.

Company details _____ VAT No. _____

Email _____ Phone _____

Address _____

Card type VISA ☐ DINERS ☐ MASTER CARD ☐ AMEX ☐

Credit card

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiry date _____ CVC (Last 3 digits on back of credit card) _____

Card holder's name _____ card Holder's Signature _____

Please enclose a copy of both front and back side of your credit card

**Payments by credit card additional 3.00 % service fee will be added
for AMEX 3.5%.**

We cannot guarantee services for any cargo arrival without a pre-advice and payment confirmation!

HANDLING RATES - EBMT 2022

Inbound / out bound

1. Air Freight

From free arrival airport up to free delivered booth including:

- Transfer from airport to the warehouse
- Transfer from warehouse to the show site
- Delivery to the booth

Minimum per shipment	€ 395.00
Up to 250 kg	€ 2.85/ per kg
Up to 400 kg	€ 2.00/ per kg
Up to 600 kg	€ 1.85/per kg
Up to 800 kg	€ 1.75/ per kg
Above 800 kg	Pls ask for a quote

D.O, Airport taxes, storage, fees etc. will be calculated as per outlay € 175.00 Min
Outlay fees + **10% for prepayment**

2. Handling via advance warehouse

Each CBM = 330 Kg

From free arrival warehouse up to free delivered booth including:

Intermediate storage

Shipment up to 50 kg	€ 175.00
Up to 100 Kg	€ 255.00
Above 100 Kg, Per each 100 Kg or part off	€ 36,50

3. Direct Delivery to Venue –

Courier Shipments (Customs cleared only) DHL/ Fedex/UPS/TNT only

From free arrival venue up to free delivered stand, first time spotted:

Shipment up to 50 kg	€ 175.00
Up to 100 Kg	€ 255.00
Above 100 Kg Per each 100 Kg or part off	€ 36,50

Truck 7.5t	€ 850.00
Truck 13.6 M	€ 1,550.00

4. Truck Registration & Time Slot Management Fees

Truck 7.5t	€ 185.00
Truck 13.6 M	€ 250,00

5. Customs Formalities

Carnet ATA

Temporary importation under ATA Carnet	€ 210.00
--	----------

Temporary Importation

Temporary importation and/or re-exportation

With commercial invoice up to value of €10,00	€ 250.00
Each additional heading number	€ 25.00
Customs bond fee 1.75% CIF Value	Min € 180.00
Transit document	€ 105.00

Permanent Importation

Per shipment / per document / per exhibitor	€ 190.00
Each additional heading number	€ 25.00
Duties & Taxes as per outlay. Fees for an advanced payment of duty & tax + 10% for pre-payment	

Use of customs broker import tax registration	€115.00
---	---------

Customs inspection

As per outlay +10% per payment	Min € 175.00
--------------------------------	--------------

Special Clearances

Food, beverages, pharmaceuticals etc. Available upon request

6. Other Charges

• Handling of empties (CBM)	€ 80.00 / CBM (Min 2 CBM)
• Full goods storage (CBM)	€ 90.00 / CBM (Min 2 CBM)
• Forwarding commission – per invoice	€ 75.00
• On-site representative for service / support	€ 85.00

Outbound Handling Charges

The same rates will apply for outbound services.

Insurance

All goods must be fully insured with all risk coverage. We regret that we can take no responsibility for goods after delivery to the exhibitors stand regardless of if the exhibitor is present or not.

Please Note:

- ❖ **1 CBM= 330 KG , 1 LDM =4 CBM**
- ❖ **Air freight 1CBM = 167 KG**
- ❖ **The above rates do not include local VAT that will be charged where applicable.**
- ❖ **The above rates are for services provided from Mon – Fri, 08:00 – 17:00**
- ❖ **Overtime surcharge (17:00 – 22:00) – additional 50% on total move in/out charges.**
- ❖ **Overtime surcharge (22:00 – 08:00) – additional 75% on total move in/out charges.**
- ❖ **Saturday surcharge additional 75% on total move in/out charges.**
- ❖ **Sunday & Holidays – additional 100 % on total move in/out charges**

EXHIBITION GOODS

Via Germany Warehouse

Domestic Cargo / Courier Shipments

Exhibitor or Company Name

Stand/Booth No.

Contact Person

Mobile Phone

Merkur Expo Logistics GmbH

C/O Schmitt Peterslahr

A U F D E M HÖHCHE N 2

56587 Oberhonnefeld, Germany

Dirk Dewald: +49 2634 / 95 44 50

Meeting:

EBMT 2022

Box No. _____ of _____

EXHIBITION GOODS

For the Exhibitor's Stand Only

Air Freight Shipments

Exhibitor Name

Stand/Booth Number

Contact Person

Mobile Phone

Merkur Expo Logistics GmbH

65760 Eschborn – Germany

Tel: +49 6173 966 95 11

Att: Mr. Bernd Blum

Meeting:

EBMT 2022

Box No. _____ of _____

EXHIBITION GOODS

For the Exhibitor's Stand Only

Direct Delivery

Exhibitor Name

Stand/Booth Number

Contact Person

Mobile Phone

**Prague Congress
Centre**

5. května 1640/65 140 00
Prague 4
Czech Republic

Att: Irit Sofer ++972-52-8890129

Meeting:

EBMT 2022

Box No. _____ of _____

BAG INSERT

Via Germany Warehouse

Domestic Cargo / Courier Shipments

Exhibitor or Company Name

Stand/Booth No.

Contact Person

Mobile Phone

Merkur Expo Logistics GmbH

C/O Schmitt Peterslahr

A U F D E M HÖHCHE N 2

56587 Oberhonnefeld, Germany

Dirk Dewald: +49 2634 / 95 44 50

Meeting:

EBMT 2022

Box No. _____ of _____

BAG INSERT

For Participant Bag

Air Freight Shipments

Exhibitor Name

Booth Number (if
applicable)

Contact Person

Mobile Phone

Merkur Expo Logistics GmbH

65760 Eschborn – Germany

Tel: +49 6173 966 95 11

Att: Mr. Bernd Blum

Meeting:

EBMT 2022

Box No. _____ of _____

BAG INSERT

Direct Delivery to Venue

Exhibitor Name

Stand/Booth Number

Contact Person

Mobile Phone

Prague Congress Centre

5. května 1640/65 140 00 Prague 4

Czech Republic

Att: Irit Sofer ++972-52-8890129

Meeting:

EBMT 2022

Box No. _____ of _____