



TECHNICAL MANUAL SPONSORS



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DEADLINES OVERVIEW

Deadline	Sponsored Item	Specifics to submit:
Upon signature	Company logo	Submit company logo <i>Horizontal layout, Size: 400 x 70 pixels, Background: White, File type: PNG</i>
December 1, 2023	Sponsored Sessions	Deadline for programme approval. <i>To be included in the programme:</i> - title & topic, - suggested faculty (speakers & chairs), and - lecture topics
January 19, 2024	Rotating intersession slides (on-site)	Submit one (1) Intersession slide in 16:9 PPT format
	Rotating banner (virtual)	Submit (1) banner for the virtual platform: Horizontal layout, Size: 1667 x 292 pixels, Background: White, File type: PNG
	Push notification (virtual)	Submit (1) notification for the virtual platform: Maximum 200 characters including spaces.
	Full page advertisement	Submit full page advertisement in PDF
	Dedicated Wifi Network	Submit visuals for login page
January 24-31, 2024	E-blast (<u>Pre</u> -Meeting)	Submit the Pre-Meeting E-blast materials <i>*2 weeks before the assigned mailing date</i>
January 26, 2024	Company Profile approval	Final approval. After this date, changes are not permitted.
	Sponsored Sessions (On-demand sessions only)	Submit the recording of your on-demand sessions
February 2, 2024	Shipment	Submit overview of shipped boxes/ materials
February 6-8, 2024	E-blast (<u>Post</u> Meeting)	Submit the Post Meeting E-blast materials <i>*2 weeks before the schedule mailing date</i>
February 13, 2024	Shipment	Permitted date for boxes to arrive at the meeting venue
February 19-23, 2024	Eblast (<u>Post</u> meeting)	Submit the E-blast materials <i>*2 weeks before the schedule mailing date</i>
March 17, 2024	Virtual platform closes	

MEETING HIGHLIGHTS

The EBMT and the European Hematology Association (EHA) are excited to announce the 6th edition of the jointly organized European CAR T-cell Meeting. The meeting will cover a broad range of topics including deep science and translational, clinical and commercial development in the field of CAR T. The programme will bring you all the latest in CAR T and will even bring in the first ever reported clinical data. Join the meeting to be able to hear the latest developments and to have the chance to discuss this important topic with both experts and your peers.

Key information

Official meeting title:	6th European CAR T-cell Meeting
Live meeting dates:	February 15-17, 2024
Location:	Valencia, Spain
Venue:	Palacio de Congresos de Valencia
Format:	Hybrid
Platform access:	February 15-17, 2024
Chairs:	Anna Sureda & Michael Hudecek
More information:	https://www.ebmt.org/events/ebmt-eha-6th-european-car-t-cell-meeting https://ehaweb.org/meetings/cart6/
Programme:	Click here for the online programme planner

Registration desk*:

Wednesday 14: 14:00 – 17:00 (early group registration)	Friday 16: 07:30 – 19:00
Thursday 15: 08:00 – 19:00	Saturday 17: 07:30 – 15:00

**Desk hours are an indication and subject to change. Final registration desk hours will be published closer to the meeting.*

Format

This is a hybrid meeting, which can be attended physically or virtually. The emphasis lies on the physical participation in the programme, but most sessions will be live streamed via a virtual platform for those that can only follow the programme remotely.

Target audience

The target audience is hematologists, oncologists, physicians, nurses, data managers, supply chain managers and patient organization representatives.



Abstract submission

Abstract submission is an important part of this meeting. As a participant, you will have the opportunity to submit an abstract for this meeting, and (if accepted) have the possibility to discuss it with the international faculty and your peers.

Introduced in 2021, we are excited to announce the **4th Emerging Investigators EBMT-EHA Joint Fellowship Award in the Field of Cell Therapy and Immunotherapy 2024**. Submissions will be reviewed by the Scientific Programme Committee. Three winners will be selected and each receive €10.000 and the opportunity to present their abstract in one of the Best Abstracts Sessions.

Abstract and Case Report Submission

We are accepting Case Reports to the 6th European CAR T-cell Meeting, to encourage Young Investigators to submit a case for the chance to be featured in the meeting programme. The deadline to submit an abstract or clinical case report is on **4 December 2023 before 23:59h CET**.

VENUE

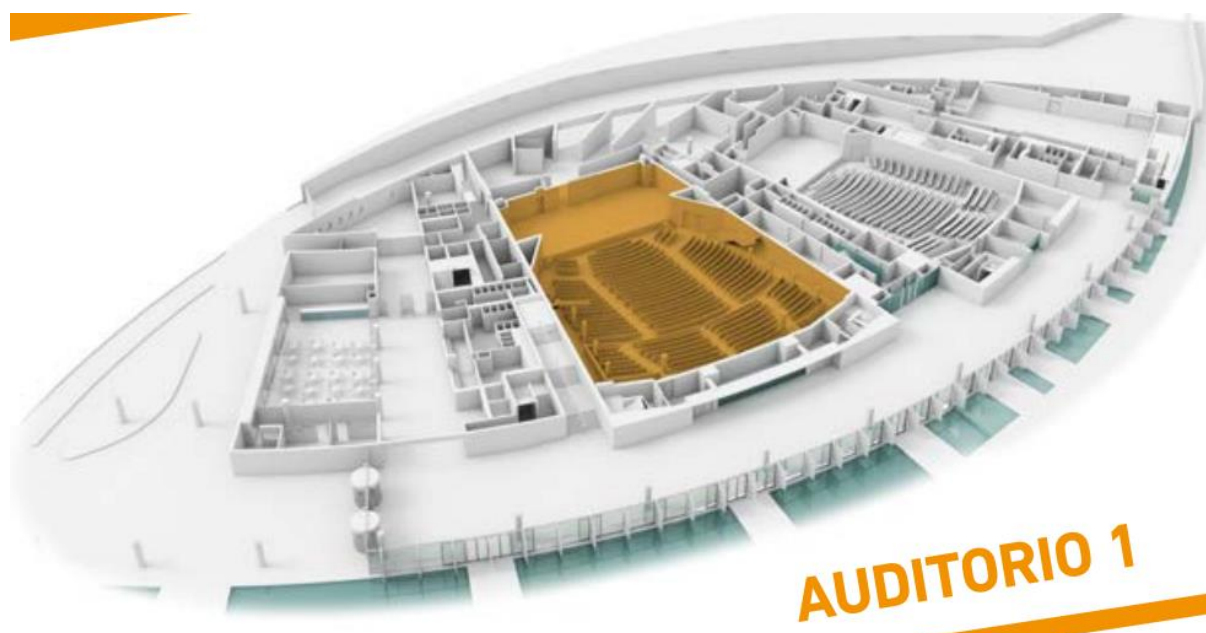
Palau de Congressos de Valencia

Avenida Cortes Valencianas, n° 60 – 46015 Valencia (Spain)

<https://palcongres-vlc.com/en/>

Meeting Rooms

Plenary room:	Auditorium 1 (GF)
Break-out rooms:	Auditorium 2 (GF), Auditorium 3 (GF)
Exhibition/ catering area:	Exhibition Area / Foyer (GF)
Hospitality rooms:	Rooms from 1 to 8 (capacity from 28 to 120 pax) To be allocated by EBMT based on the sponsorship level (1F)
Speaker room:	VIP lounge (GF)



Pre-delivery rules for small packages

Your materials will be stored temporarily and will be brought to a to be determined location (e.g. the hospitality room, meeting room if any) as agreed upon with the sponsor coordinator. Because of limited storage, we need to be notified beforehand about **all** deliveries of small packages, pallets or large materials/equipment because storage is limited.

All packages shipped to the meeting venue must be labeled correctly and according to below instructions.

Palau de Congressos de València

Attn. Anna Bea / Mónica Lull
CART CELL MEETING
February 15-17, 2024
Av. de les Corts Valencianes, 60
46015 Valencia, Spain

- All goods must be clearly marked with the name and the date of the conference, the name of the company and a contact telephone.
- Goods may be received up to 48 hours, or two working days before the conference begins.
- The Valencia Conference Centre (VCC) is not responsible for goods reception. Therefore, it is essential that you or someone from your organisation supervises the arrival of goods. Alternatively, you can hire staff who will ensure that your goods arrive safely. If you hire porters, you will need to provide detailed information on the items you are having sent to the Centre.
- Once the rooms have been set up, any surplus materials should be left in the loading bays specified by the VCC so that the areas are clear.
- When the conference is over and the stands have been taken down, all goods should be left in the Centre's loading bays. Any material left out of this area will be thrown away.
- All materials left in the loading bays must be collected within 48 hours or two working days. After this time, we will assume that the company no longer wants the materials. These will be removed, and the company may be charged for the removal.

All packages must always include:

- Meeting name and date
- Contact persons: Anna Bea (EBMT) / Mónica Lull (Palau de Congressos de València)
- Your Company names
- Your Company contact person
- Shipping reference: (Booth + Company name)
- Description of the package content
- Quantity: (total number of boxes; Piece 1 of 4)

DEADLINE:

February 2, 2024:

- Submit overview of shipped boxes/ materials

February 13, 2024:

- Permitted date for boxes to arrive at the meeting venue

SPONSORED SESSIONS

Satellite symposium

Satellite symposia are 45-minute sponsored sessions held on-site in the plenary room (capacity of up to 1200 delegates) and simultaneously broadcasted in the virtual platform for the virtual audience. Satellite Symposia are only available for Supreme level partners, with a maximum of one Satellite Symposium per company. Satellite Symposia are organized by the company, which include requesting speakers' consent for the recording of the presentations as well as the on-demand release until the platform closes.

Important:

- Inform us if the recording can be published or if edits are required before publishing.
- Confirm if the recording can be published on the platform until the platform closes.

The plenary room is at a minimum equipped with the following AV

- Presidential table with 4 chairs, digital lectern
- Screen, projector & sound system
- Confidence monitor
- Pointer
- 3 x Lapel mics
- 2 x handheld mics (audience)

If you require any additional AV for your Satellite Symposium, your sponsor coordinator will be able to put you in touch with the AV supplier to arrange any additional items, at your own cost. All additional AV or equipment requests need to be communicated with and approved by your sponsor coordinator.

NOTE: Upgrade your satellite symposium visibility with the **Symposia AV Gold package**. This package includes additional AV items that will elevate your session and will improve the delegate's experience: a digital image* of your choice for the digital lectern (vertical image 16:9), corporate letters (white 8 letters of 0,80m high & 10cm deep), a set of grey armchairs for up to 6 people, 14 LED lights to light up the stage curtains with colour of your choice, and a logo (Gobo: white image on black background) projected on the side wall of the auditorium. *Vectorized files for images, gobo and corporate letters (Illustrator, Photoshop, high-resolution PDF) and 300 dpi must be provided. **Fee: € 5,000**

To prepare your Satellite Symposium, a private half an hour rehearsal is scheduled onsite with the sponsor coordinator, AV crew and auditorium staff. You can use this time to review slides, check AV and to discuss specifics with the sponsor coordinator. The rehearsals are scheduled as follows:

- February 15 from 10:00 – 10:30 >> Afternoon Symposium on February 15 (17:45 – 18:30)
- February 15 from 10:45 – 11:15 >> Lunch Symposium on February 16 (13:20 – 14:05)
- February 15 from 19:45 – 20:15 >> Afternoon Symposium on February 16 (16:15 – 17:00)
- February 16 from 19:30 – 20:00 >> Morning Symposium on February 17 (10:05 – 10:50)

As a satellite symposium organizer, you are allowed to brand the room for the duration of the symposium. A roll-up banner and display table can be placed next to the plenary room 15 minutes before the end of session prior to your satellite. At the end of the symposium, the roll-up banner should be removed. In the plenary room you may place 1 additional roll-up banner on stage from the start until the end of the satellite. **IMPORTANT:** all operational staff (hostesses, technical support staff, etc.) at the meeting must be registered. For this you can use your complimentary registrations, or purchase additional registrations.



Industry Theatre

Industry Theatres are a 20-minute session with your target audience. The session is held in the main floor during a coffee break (50 seats provided). This is a live session and will not be broadcast live or recorded. Industry theaters are organized by the company, which includes requesting speakers' consent for the recording of the presentations as well as the on-demand release until the platform closes.

The industry Theater session is at a minimum equipped with the following AV:

- Screen, lectern, projector & sound system
- Pointer
- 1x Lapel mic
- 1x handheld mic

If you require any additional AV Industry Theatre, your sponsor coordinator will be able to put you in touch with the AV supplier to arrange any additional items, at your own cost. All additional AV or equipment requests need to be communicated with and approved by your sponsor coordinator.

To prepare your Industry Theatre, a 15-minute rehearsal is scheduled onsite with the sponsor coordinator, AV crew and auditorium staff. You can use this time to review slides, check AV and to discuss specifics with the sponsor coordinator. The rehearsals are scheduled as follows:

- February 15 from 10:00 – 10:15 >> Afternoon break theater on February 15 (15:55 - 16:15)
- February 15 from 10:30 – 10:45 >> Morning break theater on February 16 (10:35 – 10:55)
- February 15 from 11:00 – 11:15 >> Afternoon break theater on February 16 (17:05 – 17:25)
- February 15 from 11:30 – 11:45 >> Morning break theater on February 17 (10:55 – 11:15)

As an Industry Theatre organizer, you are allowed to brand the area for the duration of the symposium. A roll-up banner can be placed in the area 15 minutes before the start of your Industry Theatre. In the area you may place 1 additional roll-up banner on stage from the start until the end of the Industry Theatre. At the end of the session, the roll-up banner should be removed.

IMPORTANT: all operational staff (hostesses, technical support staff, etc.) at the meeting must be registered. For this you can use your complimentary registrations, or purchase additional registrations.

NOTE: Supreme & Major Level Partners have the right to book an Industry Theatre at extra cost (not included in their package). Companies will receive an additional Intersession Slide to promote this Industry Theatre session. **Fee: € 16,000**

DEADLINE:

December 1, 2023: Submit the sponsored sessions programme for approval. The programme must include the title & topic of the symposium, suggested faculty including affiliations & disclosures (speakers & chairs), and lecture topics.

February 2, 2024: Submit contact details of your on-site contact person.



COMPANY VISIBILITY

Specify the exact name of the company to be used for all communication. We will also need your company logo: Horizontal layout, Size: 400 x 70 pixels, Background: White. File type: PNG.

Company logo

The company logo will be displayed in:

- Homepage footer of the virtual meeting platform
- EBMT-EHA 6th European CAR T-cell Meeting page on the EHA/EBMT website(s)
- Acknowledgment page on the digital programme book
- Additionally, Meeting Partners will include their logo in:
 - Intersession Slides
- Additionally, Supreme and Major Level Partners will include their logo in:
 - Intersession Slides
 - Onsite rotating logo (LED screen in the exhibition area)

Banners:

Supreme Level, Major Level and Meeting Partners will have on display a:

- Homepage rotating banner on the virtual platform: Horizontal layout, Size: 1667 x 292 pixels, Background: White. File type: PNG

NOTE: Partners and Exhibitors can purchase a rotating banner on the homepage of the virtual meeting platform. There can be multiple banners for each company. **Fee: € 3,000 per banner.**

Intersession slides

Intersession slides are intended to promote your sponsored session or booth during the breaks (they will not contain drug information).

- Specifications: One (1) PPT slide in 16:9 format.

NOTE: Partners and Exhibitors can purchase additional Intersession slides (displayed in the Plenary room). Intersession slides will be used for brand awareness, promoting sessions, booths, and/or to increase company exposure. **Fee: € 5,000 per slide.**

Push notification

Notify virtual attendees of your upcoming sponsored sessions or company profile via in-platform notification. Maximum 200 characters including spaces, rich text and formatting are not supported. You may include a banner (600x100 pixels). Notification can be linked to your session page or company profile. You can also have a push notification title (maximum 10 words).

NOTE: Partners and Exhibitors can purchase a push notification which will be sent to all delegates via the virtual meeting platform (date and time will be allocated on a first come first served basis, they do not promote drug information). **Fee: € 3,000 per notification.**



Full page advertisement

Full page (A4) advertisement inside digital programme book for Supreme Level Partners and Major Level Partners (page allocation will be assigned on a first come first served basis, they do not promote drug information).

DEADLINE:

Upon signature: Company logo and company name to be used in communication.

January 19, 2024: Submit banners, intersession slides, push notifications and full-page advertisement.

E-BLAST

The e-blast is sent approx. 1-2 weeks before the meeting to registered delegates. In case multiple e-blasts are requested, the sponsor level or contract date will decide the order of the sending.

SUPREME Level Partners will have 2 e-blasts included per company, not consecutive in the same week. Based on the editorial calendar availability, first come first served basis. MAJOR Level Partners will have 1 e-blast per company. Based on the editorial calendar availability, first-come first-served basis. The e-blast is sent to registered delegates.

NOTE: Pre-Meeting e-blasts are only available as an additional item for Meeting Partners; they will be able to purchase 1 e-blast with the purpose to promote their symposium. **Fee: € 5,000**

E-blast calendar:

Pre-meeting dates

- February 7, 2024
- February 8, 2024
- February 9, 2024
- February 12, 2024
- February 13, 2024
- February 14, 2024

Post-meeting dates (on-demand)

- February 20, 2024
- February 22, 2024

In the e-blast instructions you will find the deliverables and an example of the e-blast template. When submitting the e-blast materials, please follow the instructions and include all text(s) and visual(s) to your email. **These instructions will be shared with you at a later date.**

DEADLINE: E-blast materials must be emailed to marketing@ebmt.org for companies coordinating their sponsorship with EBMT. Please send your materials to sponsorship@ehaweb.org if you are coordinating it with EHA. Materials should be received at least two weeks before the scheduled mailing date.

Pre-Meeting E-blast materials deadline: **January 24-31, 2024**

Post Meeting E-blast materials deadline: **February 6-8, 2024**