

Dear Supporter,

We are happy to present you with the EBMT 2024 Industry 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 50th Annual Meeting of the EBMT will take place 14-17 April 2024 in Glasgow.

Main Congress Venue:

Scottish Event Campus - SEC Glasgow

Exhibition Way,  
Glasgow G3 8YW, United Kingdom  
Tel.: +44 141 248 3000

Secondary Congress Venue for the Meet The Expert:

Crowne Plaza Glasgow Hotel

Congress Road,  
Glasgow G3 8QT, United Kingdom  
Tel.: +44 141 306 9988

A block of bedrooms has been reserved for the EBMT 2024 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 Glasgow and wish you a successful symposium.

Kind Regards,

Florence Caffort (Ms.)  
Operations Coordinator & Onsite Manager  
EBMT Executive Office  
Tel: (+34) 93 453 8570  
E-mail: [florence.caffort@ebmt.org](mailto:florence.caffort@ebmt.org)

Mari Fortuno (Ms.)  
Annual Meeting Sponsorship  
Coordinator  
EBMT Executive Office  
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## Section 1: Symposium Related Contact Information

### EBMT Annual Meeting Contacts

<p><b>Congress Manager</b></p> <p>Noemi San Emeterio Huang (Ms.) Office: +34 93 453 8570 <a href="mailto:noemi.san-emeterio@ebmt.org">noemi.san-emeterio@ebmt.org</a></p>	<p><b>Program Coordinator</b></p> <p>Nuria Planaguma (Ms.) <a href="mailto:secretariat@ebmt.org">secretariat@ebmt.org</a></p>
<p><b>Operations &amp; On-Site Manager</b></p> <p>Florence Caffort (Ms.) <a href="mailto:florence.caffort@ebmt.org">florence.caffort@ebmt.org</a> <a href="mailto:operations@ebmt.org">operations@ebmt.org</a></p> <p><b>Sponsorship Coordinator</b></p> <p>Mari Fortuno (Ms.) <a href="mailto:mari.fortuno@ebmt.org">mari.fortuno@ebmt.org</a></p>	<p><b>Sponsorship Liaison</b></p> <p>Irati Tomas (Ms.) <a href="mailto:irati.tomas@ebmt.org">irati.tomas@ebmt.org</a> <a href="mailto:sponsorship@ebmt.org">sponsorship@ebmt.org</a></p> <p><b>Sponsorship Promotional Items Coordinator</b></p> <p>Yaiza González(Ms.) <a href="mailto:yaiza.gonzalez@ebmt.org">yaiza.gonzalez@ebmt.org</a></p>
<p><b>Audio-Visual Coordinator</b></p> <p>Mike Perchig (Mr.) <a href="mailto:nest@nest-av.com">nest@nest-av.com</a></p>	<p><b>Registration &amp; Accommodation Manager</b></p> <p>Einat Gassner Gutman (Ms.) <a href="mailto:registration@ebmt.com">registration@ebmt.com</a> <a href="mailto:accommodation@ebmt.org">accommodation@ebmt.org</a></p>
<p><b>Hospitality Suites</b></p> <p>Mari Fortuno (Ms.) <a href="mailto:mari.fortuno@ebmt.org">mari.fortuno@ebmt.org</a></p>	<p><b>Exhibition Manager</b></p> <p>Hanna Safier (Ms.) <a href="mailto:exhibition@ebmt.com">exhibition@ebmt.com</a></p>

## Contractor Contacts

CATERING in the Main Congress Venue	CLEANING SERVICE
SEC Food Siobhan Cassidy (Ms.) <a href="mailto:Siobhan.Cassidy@sec.co.uk">Siobhan.Cassidy@sec.co.uk</a>	Mari Fortuno (Ms.) <a href="mailto:mari.fortuno@ebmt.org">mari.fortuno@ebmt.org</a>
FURNITURE HIRE FOR SYMPOSIA	FURNITURE HIRE FOR HOSPITALITY SUITES
Mari Fortuno (Ms.) <a href="mailto:mari.fortuno@ebmt.org">mari.fortuno@ebmt.org</a>	Full Circle Events & Exhibitions Ltd., Gwyneth Humphreys (Mrs.) <a href="mailto:gwyn.humphreys@fullcircleevenstsltd.co.uk">gwyn.humphreys@fullcircleevenstsltd.co.uk</a>
CUSTOMS CLEARANCE, FREIGHT / MATERIAL HANDLING	SYMPOSIA HALL BRANDING - LECTERN
Merkur - Irit Sofer (Ms.) <a href="mailto:Irit.sofer@merkur-expo.com">Irit.sofer@merkur-expo.com</a>	<ul style="list-style-type: none"> <li>- Clyde, Lomond, Hall 2, Hall 3 North, Hall 5: Audio-Visual Coordinator - Mike Perchig (Mr.) <a href="mailto:nest@nest-av.com">nest@nest-av.com</a></li> <li>- Hall 1, Boisdale : Full Circle Events &amp; Exhibitions Ltd., Gwyneth Humphreys (Mrs.) <a href="mailto:gwyn.humphreys@fullcircleevenstsltd.co.uk">gwyn.humphreys@fullcircleevenstsltd.co.uk</a></li> </ul>
SYMPOSIA HALL BRANDING - HEAD TABLE	TEMPORARY STAFF / HOSTESSES
<ul style="list-style-type: none"> <li>- Clyde: Audio-Visual Coordinator - Mike Perchig (Mr.) <a href="mailto:nest@nest-av.com">nest@nest-av.com</a></li> <li>- Rest of the Halls: Full Circle Events &amp; Exhibitions Ltd., Gwyneth Humphreys (Mrs.) <a href="mailto:gwyn.humphreys@fullcircleevenstsltd.co.uk">gwyn.humphreys@fullcircleevenstsltd.co.uk</a></li> </ul>	<ul style="list-style-type: none"> <li>- Hostesses: Mari Fortuno (Ms.) <a href="mailto:mari.fortuno@ebmt.org">mari.fortuno@ebmt.org</a></li> <li>- Security : SEC <a href="mailto:Technical.services@sec.co.uk">Technical.services@sec.co.uk</a></li> </ul>
LIVE STREAMING TO CORPORATE PLATFORMS	
Mari Fortuno (Ms.) <a href="mailto:mari.fortuno@ebmt.org">mari.fortuno@ebmt.org</a>	

## Section 2: Deadlines

	Deadline	Contact Person
Hotel Reservations	As soon as possible	Einat Gassner Gutman (Ms.) <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	Finance Department <a href="mailto:finance-office@ebmt.org">finance-office@ebmt.org</a> .
Final Symposium Program to be sent to EBMT	January 19, 2024	Mari Fortuno (Ms.) & Nuria Planaguma (MS.) <a href="mailto:mari.fortuno@ebmt.org">mari.fortuno@ebmt.org</a> <a href="mailto:secretariat@ebmt.org">secretariat@ebmt.org</a>
Shipping and Material Handling Services	Refer to Shipping Instructions attached to email & in Appendix 1	Irit Sofer (Ms.) <a href="mailto:Irit.sofer@merkur-expo.com">Irit.sofer@merkur-expo.com</a>
Symposia Slide Delivery Onsite	At least 2 h before the start of the session at the Speaker Ready room	Nuria Planaguma (Ms.) <a href="mailto:secretariat@ebmt.org">secretariat@ebmt.org</a> At the Speaker Ready room
Extra Orders of material and services	March 15th 2024 <i>A late order fee may apply past that date.</i>	As per detailed in the manual

## Section 3: Meeting Important Information

### Registration Desk Opening Hours

The Registration Desks will be situated on the ground floor, Hall 5, of the Scottish Event Campus - SEC and open at the following times:

Registration Desk Opening Hours*	
Saturday, April 13th	Group Pick-up Only - 10:00 - 18:00
Sunday, April 14th	07:00 - 20:00
Monday, April 15th	07:00 - 18:30
Tuesday, April 16th	07:00 - 18:30
Wednesday, April 17th	07:30 - 12:30

*\*Subject to Change*

#### - Group Registration Pick-up

Supporters picking up group registration for participants will be contacted by the Annual Meeting Registration Manager prior to the Annual Meeting to coordinate a meeting to collect badges and congress material on Saturday, April 13th.

### Exhibition Opening Hours

Exhibition Area Opening Hours*	
Sunday, April 14th	09:00 - 17:00
Monday, April 15th	09:00 - 17:00
Tuesday, April 16th	09:00 - 17:00
Wednesday, April 17th	09:00 - 13:00

*\*Subject to change*

### Hospitality Suites Opening Hours

Hospitality Suites Opening Hours*	
Sunday, April 14th	08:00 - 18:00
Monday, April 15th	08:00 - 18:00
Tuesday, April 16th	08:00 - 18:00
Wednesday, April 17th	08:00 - 13:30

*\*Subject to change*

## Exclusive Services for Symposia

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

### - Extra AV

All extra audio-visual items, polling systems, etc. should be reserved with the Meeting Audio-Visual Coordinator: Mike Perchig (Mr.) at [nest@nest-av.com](mailto:nest@nest-av.com) with [mari.fortuno@ebmt.org](mailto:mari.fortuno@ebmt.org) in CC.

Kindly note that extra AV orders must be finalized before March 15th 2024.  
A late order fee may apply for any order past that date.

### - Live Streaming on Corporate platform

Live Streaming of the Industry Symposia: Should companies be interested in broadcasting within their own platform, EBMT would have to review each request and charge accordingly.

Supplier exclusivity applies for this service, please contact the EBMT Sponsorship Coordinator: Mari Fortuno (Ms.) at [mari.fortuno@ebmt.org](mailto:mari.fortuno@ebmt.org) for further details.

Kindly note that Live Streaming orders must be finalized before March 15th 2024.  
A late order fee may apply for any order past that date.

### - Signage & Furniture for Symposia Branding

Panoramic Screens:

Branding of the panoramic screen in Clyde and Lomond must be organized with the Audio-Visual Coordinator of the Meeting: Mike Perchig (Mr.) at [nest@nest-av.com](mailto:nest@nest-av.com) with [mari.fortuno@ebmt.org](mailto:mari.fortuno@ebmt.org) in CC, in order to design the images according to the required resolution.

No extra cost apply for digital branding

Head Table:

Branding of the digital head table in Clyde must be organized with the Audio-Visual Coordinator of the Meeting: Mike Perchig (Mr.) at [nest@nest-av.com](mailto:nest@nest-av.com) with [mari.fortuno@ebmt.org](mailto:mari.fortuno@ebmt.org) in CC, in order to design the images according to the required resolution.

Branding of regular head tables in the rest of the halls must be contracted and produced by our exclusive supplier: Full Circle Events & Exhibitions Ltd, Gwyneth Humphreys (Ms.) at [gwyn.humphreys@fullcircleeventsLtd.co.uk](mailto:gwyn.humphreys@fullcircleeventsLtd.co.uk) with [mari.fortuno@ebmt.org](mailto:mari.fortuno@ebmt.org) in CC, in order to design the images according to the required resolution.

Please see all technical details on pages 21-22.  
No extra cost applies for digital branding.  
Extra costs apply for regular branding.

**Lectern:**

Branding of the digital lectern in Hall Clyde, Lomond, Hall 2, Hall 3 North and Hall 5 must be organized with the Audio-Visual Coordinator of the Meeting: Mike Perchig (Mr.) at [nest@nest-av.com](mailto:nest@nest-av.com) with [mari.fortuno@ebmt.org](mailto:mari.fortuno@ebmt.org) in CC, in order to design the images according to the required resolution.

Branding of regular lecterns head tables in Hall 1 and Boisdale must be contracted and produced by our exclusive supplier: Full Circle Events & Exhibitions Ltd, Gwyneth Humphreys (Ms.) at [gwyn.humphreys@fullcircleevenstsltd.co.uk](mailto:gwyn.humphreys@fullcircleevenstsltd.co.uk) with [mari.fortuno@ebmt.org](mailto:mari.fortuno@ebmt.org) in CC, in order to design the images according to the required resolution.

Please see all technical details on pages 21-22.

No extra cost applies for digital branding.

Extra costs apply for regular branding.

**Additional furniture orders for Symposia:**

Additional furniture orders for symposia must be ordered by our exclusive supplier: Full Circle Events & Exhibitions Ltd, Gwyneth Humphreys (Ms.) at [gwyn.humphreys@fullcircleevenstsltd.co.uk](mailto:gwyn.humphreys@fullcircleevenstsltd.co.uk) with [mari.fortuno@ebmt.org](mailto:mari.fortuno@ebmt.org) in CC.

Please note that EBMT does not allow major stage changes such as removing the whole stage or changing the whole setup as this may alter the AV setup.

Kindly note that Signage, Branding and furniture must be finalized before March 15th 2024.

A late order fee may apply for any order past that date.

**- Catering for the Symposia**

If there are any special arrangements, including inquiries or F&B served before or during Satellite Symposia please contact the Official Caterer: SEC Food, Siobhan Cassidy (Ms.) [Siobhan.Cassidy@sec.co.uk](mailto:Siobhan.Cassidy@sec.co.uk) with [mari.fortuno@ebmt.org](mailto:mari.fortuno@ebmt.org) in CC in the correspondence.

Kindly note that catering orders must be finalized before March 15th 2024.

A late order fee may apply for any order past that date.

## Section 4: Symposia Timetable

Supporter	Date	Symposium time*	Location
SFGM-TC	14.04.2024	08:30 - 10:00	Lomond
SORBONNE UNIVERSITY	14.04.2024	08:30 - 10:00	Hall 3 North
ATERHIT IFM	14.04.2024	08:30 - 10:00	Hall 5
GMMG	14.04.2024	08:30 - 10:00	Hall 2
SANOFI	14.04.2024	10:30 - 12:00	Clyde
BMS	14.04.2024	10:30 - 12:00	Lomond
TAKEDA	14.04.2024	10:30 - 12:00	Hall 5
ALEXION	14.04.2024	10:30 - 12:00	Hall 3 North
PFIZER	14.04.2024	10:30 - 12:00	Hall 2
GILEAD	14.04.2024	12:30 - 14:00	Clyde
VERTEX	14.04.2024	12:30 - 14:00	Hall 5
NOVARTIS	14.04.2024	12:30 - 14:00	Lomond
JAZZ	14.04.2024	12:30 - 14:00	Hall 3 North
MILTENYI	14.04.2024	12:30 - 14:00	Hall 2
GILEAD	14.04.2024	14:30 - 16:00	Clyde
SANOFI	14.04.2024	14:30 - 16:00	Lomond
PFIZER	14.04.2024	14:30 - 16:00	Hall 5
MSD	14.04.2024	14:30 - 16:00	Hall 3 North
MENARINI STEMLINE	14.04.2024	14:30 - 16:00	Boisdale
THERAKOS	14.04.2024	16:30 - 18:00	Hall 5
PIERRE FABRE	14.04.2024	16:30 - 18:00	Hall 3 North
SOBI	14.04.2024	16:30 - 18:00	Hall 2
SANOFI	15.04.2024	13:00 - 14:00	Clyde
THERAKOS (Nurses Industry Symposium)	16.04.2024	13:00 - 14:00	Hall 1

\*Subject to change

## Section 5: Symposia Session Halls, Meet The Expert room and Industry Theatre

### Halls and Spaces Overview

Hall Name	Location	Real Capacity	Comments	Access Doors
* Real capacity reflects the space needed for AV set-up				
Clyde	SEC Glasgow	1100	Fixed Theater Setup	2
Lomond	SEC Glasgow	600	Fixed Theater Setup	1
Hall 2	SEC Glasgow	500	Theater Setup	1
Hall 3 North	SEC Glasgow	500	Theater Setup	1
Hall 5	SEC Glasgow	500	Theater Setup	1
Hall 1	SEC Glasgow	300	Theater Setup	1
Boisdale	SEC Glasgow	200	Theater Setup	2
Industry Theatre	SEC Glasgow	90	Theater Setup	Open Area
Meet The Expert	Castle Suite Crowne Plaza Glasgow Hotel	15 each	Boardroom	1

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 50th Annual Meeting of the EBMT's [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, in advance, the Audio-Visual Coordinator of the Meeting: Mike Perchig (Mr.) at [nest@nest-av.com](mailto:nest@nest-av.com), with [mari.fortuno@ebmt.org](mailto:mari.fortuno@ebmt.org) in CC, to agree on a date and time.

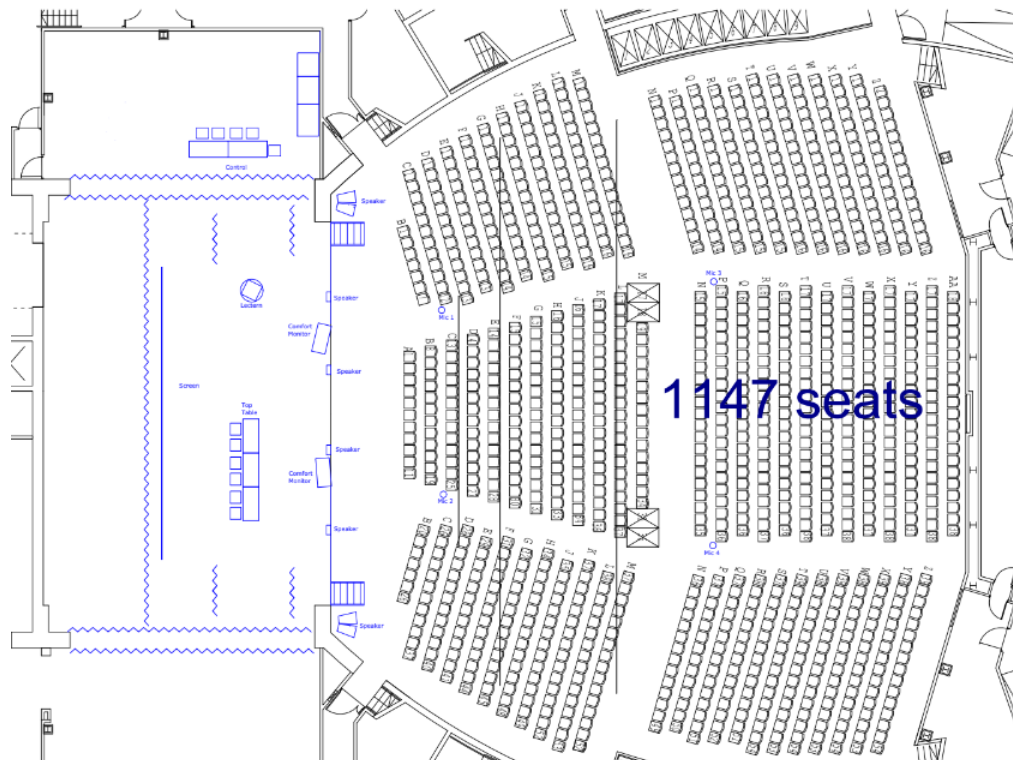
*Please note that technical rehearsals may involve an extra cost depending on the availability of the hall, requested time slot, technical staff over-time, etc.*

Additional information about the venue, infographics and hall specifications is also available on the Scottish Event Campus - SEC Glasgow website via the following link:

\* [Scottish Event Campus - SEC Glasgow](#)

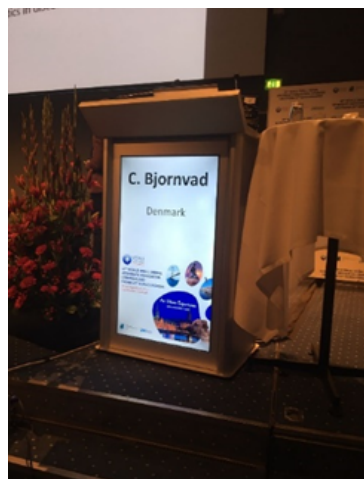
## Halls and Space Technical & AV Details (for On-Site Symposiums and activities)

- Clyde



- Large Panoramic front projection screen, image of H4.6 X W13.8 meters ( see photo below )\*.
- 2 x High-powered Data projectors to create the panoramic background image and to project the PowerPoint & Video images as picture-in-picture “windows” on the screen ( edge-blended )
- Data/Video control system, including a seamless Data/Video switcher and all necessary cabling ( opening “windows” on the main screen, etc. ).
- Video camera, to capture the face of the speaker at the lectern for live close-circuit projection as a picture-in-picture “window” on the screen 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 40" 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 ( see photo below )\*.
- PowerPoint wireless slide advancer combined with a 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 12 wired microphones (4 head table, 2 lectern, 6 Q&A ) 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.



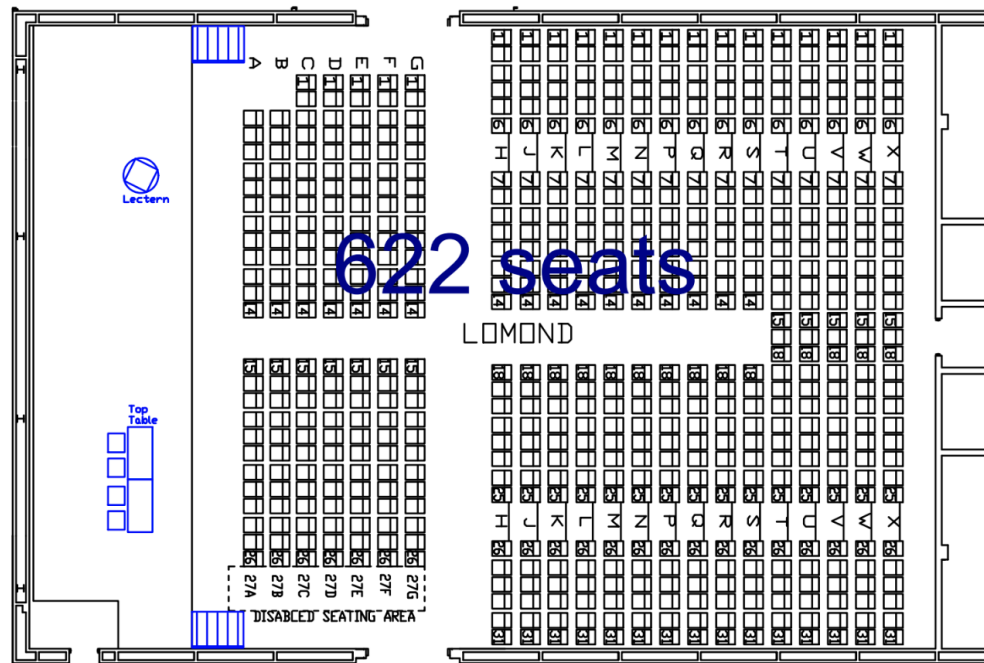
*For demonstration only (taken in different Venues during other Congresses)*

For Sponsors' Symposia being held in the Clyde Auditorium, 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

- Lomond



- Front projection screen, image of H4 X W12 meters ( see photo below )\*.
- 2 x High-powered Data projectors to create the panoramic background image and to project the PowerPoint image as a picture-in-picture "window" on the screen ( edge-blended ).
- Data/Video control system, including a seamless Data/Video switcher and all necessary cabling ( opening the PowerPoint "window" on the main screen, etc. ).
- 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.
- Lectern combined with a Portrait/Vertical 40" Plasma screen in front of the lectern, facing the audience, projecting a PPT with the name of the speaker ( see photo below )\*.
- PowerPoint wireless slide advancer combined with a 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 9 wired microphones (4 head table, 1 lectern, 4 Q&A ) 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
- 2 x AV technicians to operate the above-mentioned systems



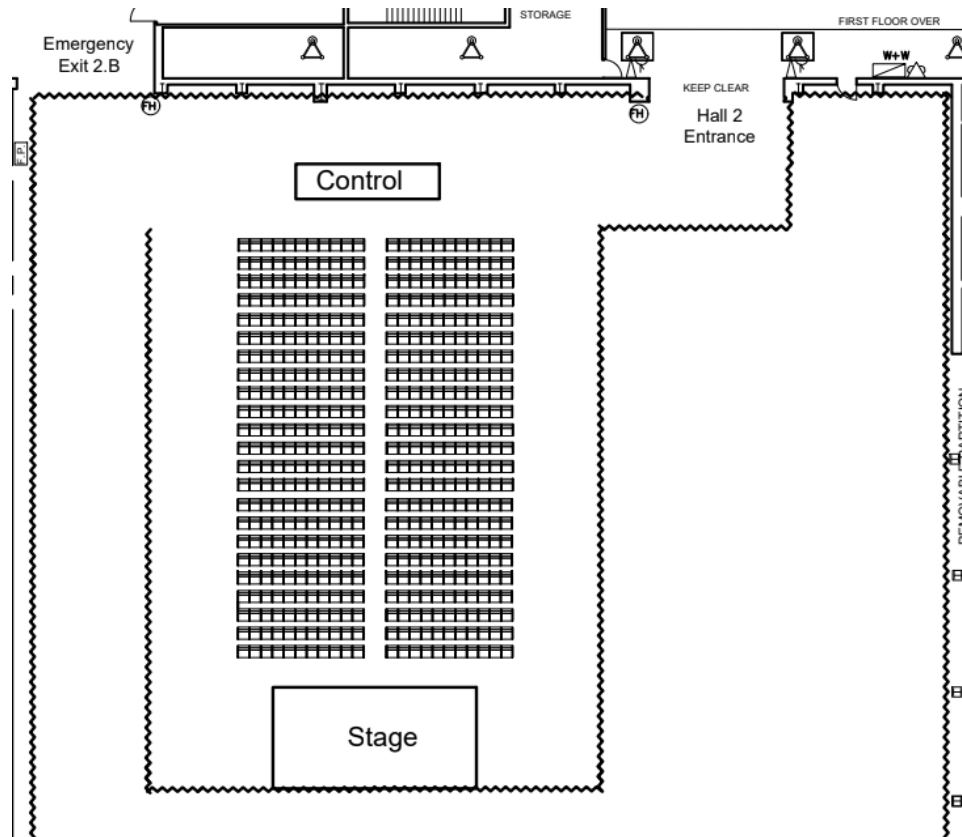
For demonstration only (taken in different Venues during other Congresses)

For Sponsors' Symposia being held in the Lomond Hall, 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.

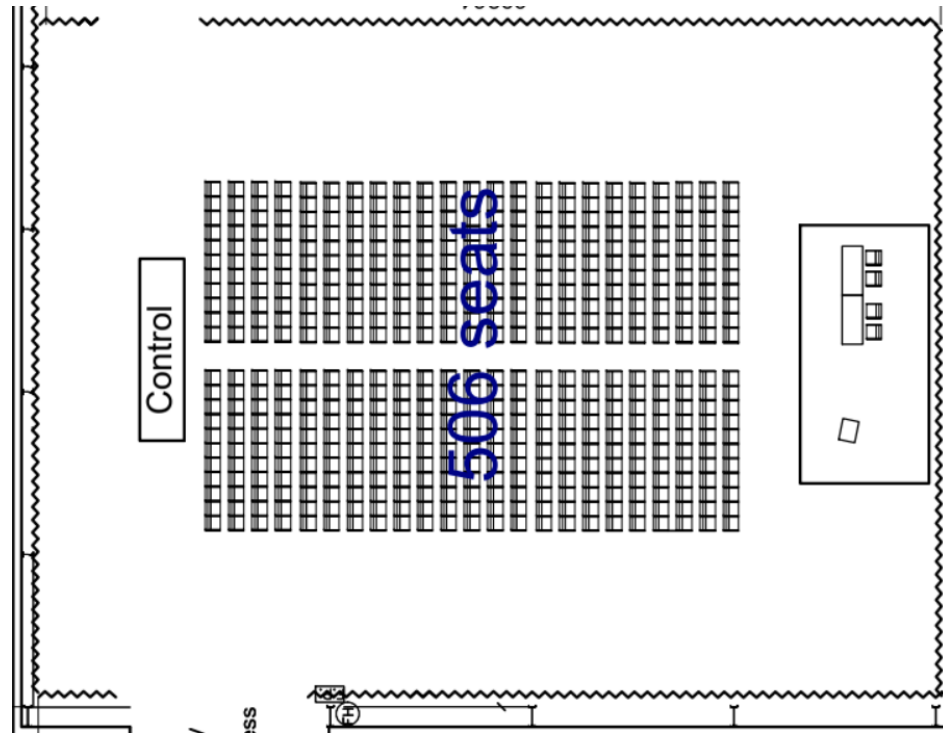
The "virtual" banners can include the title of the Symposium and the name and logo of the Sponsor

- Hall 2



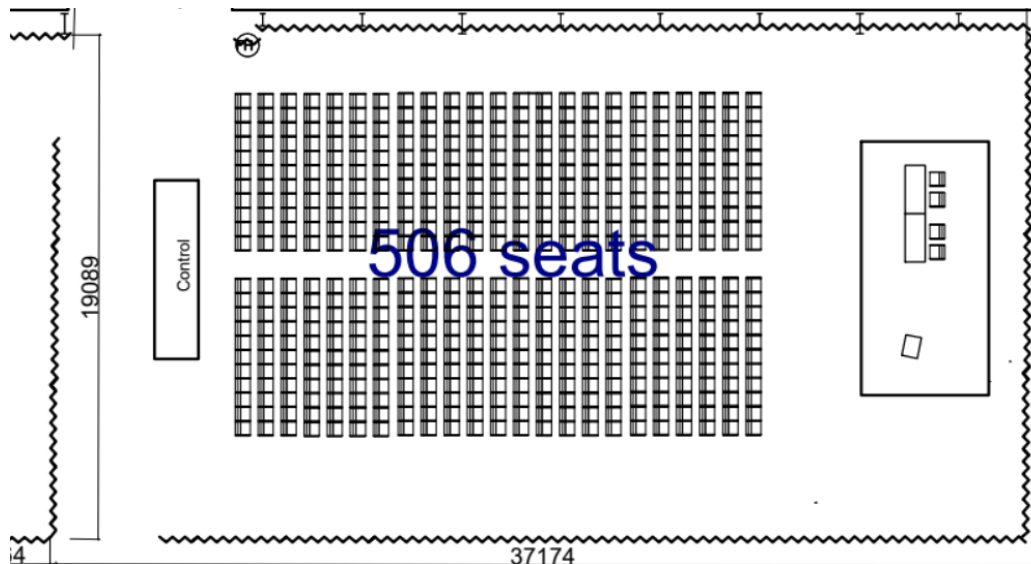
- Front projection screen, image of H4.2 X W7.4 meters.
- Data projector, at least 18000 ansi-lumens, incl. all the required cabling.
- 40" Confidence monitor in front of the head table, showing the same PowerPoint image as being projected on the main front projection screen.
- Laptop computer for PowerPoint 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.
- Lectern combined with a Portrait/Vertical 40" Plasma screen in front of the lectern, facing the audience, projecting a PPT with the name of the speaker ( see photo below )\*.
- PowerPoint wireless slide advancer combined with a 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 7 wired microphones (2 head table, 1 lectern, 4 Q&A ) 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
- 2 x AV technicians to operate the above-mentioned systems

- Hall 3 North



- Front projection screen, image of H4.2 X W7.4 meters.
- Data projector, at least 18000 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.
- Lectern combined with a Portrait/Vertical 40" Plasma screen in front of the lectern, facing the audience, projecting a PPT with the name of the speaker ( see photo below )\*.
- PowerPoint wireless slide advancer combined with a 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 7 wired microphones (2 head table, 1 lectern, 4 Q&A ) 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
- 2 x AV technicians to operate the above-mentioned systems

- Hall 5



- Front projection screen, image of H4.2 X W7.4 meters.
- Data projector, at least 18000 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.
- Lectern combined with a Portrait/Vertical 40" Plasma screen in front of the lectern, facing the audience, projecting a PPT with the name of the speaker ( see photo below )\*.
- PowerPoint wireless slide advancer combined with a 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 7 wired microphones (2 head table, 1 lectern, 4 Q&A ) 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
- 2 x AV technicians to operate the above-mentioned systems

- Digital Lectern in Clyde, Lomond, Hall 2, Hall 3 North and Hall 5.



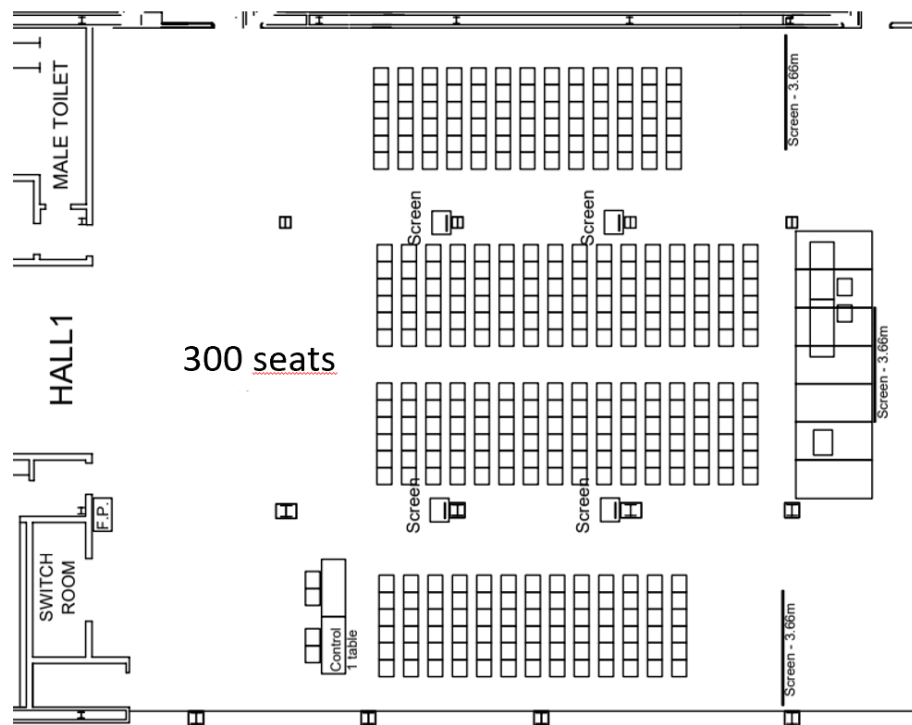
For demonstration only (taken in different Venues during other Congresses)

For Sponsors' Symposia being held in the Halls 2, 3 North and 5, the company "virtual" banners in front of the lectern 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.

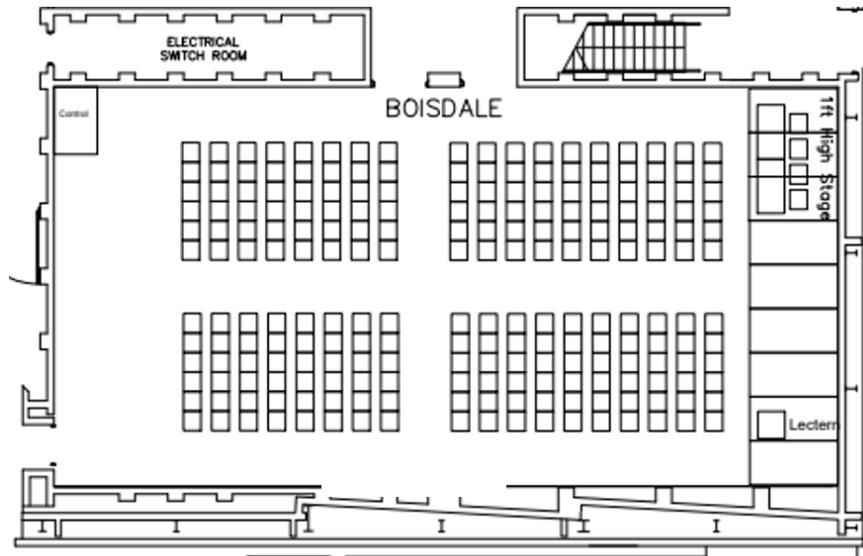
The "virtual" banners can include the title of the Symposium and the name and logo of the Sponsor

- Hall 1



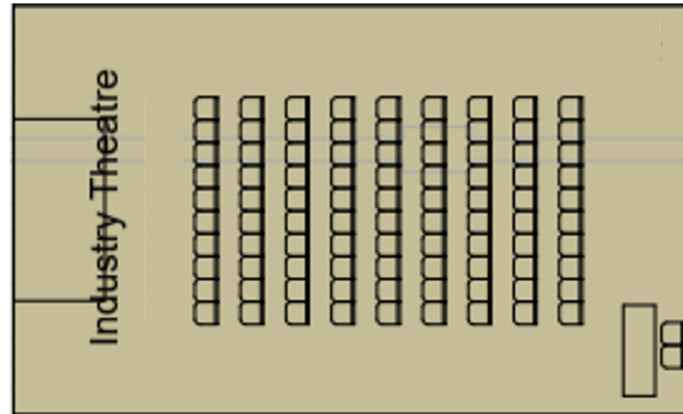
- 3 x Front projection screens, image of H2 X W3.6 meters each.
- 3 x Data projector, at least 5000 ansi-lumens each, incl. all the required cabling.
- 40" Confidence monitor in front of the head table, showing the same PowerPoint image as being projected on the main front projection screen.
- Fixed Video camera, focused on the lectern.
- 4 x 40" Portrait Plasma screens, installed along the pillars and showing the live video-filmed face of the speaker ( as drawn on the floor plan ).
- 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.
- PowerPoint wireless slide advancer combined with a 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 7 wired microphones (2 head table, 1 lectern, 4 Q&A ) 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 and the head table.
- 2 x AV technicians to operate the above-mentioned systems.

- Boisdale



- Projected image of at least H1.7 X W3 meters on the White wall.
- Data projector, at least 5000 ansi-lumens, incl. all the required cabling.
- 23" 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.
- PowerPoint wireless slide advancer combined with a 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 5 wired microphones (2 head table, 1 lectern, 2 Q&A ) 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 and the head table.
- 1 x AV technician to operate the above-mentioned systems

## - Industry Theatre



- 2 x 70" Plasma screens on high floor stands
- Laptop computer for PowerPoint presentations, including English version of Windows and Office, USB port, sound card – located at the lectern.
- Standard Lectern
- Wireless PowerPoint slide advancer ( "clicker" ).
- P.A. (sound) system, which covers the area, including a wired microphone and connection to sound from computers (mini PL plug) at the lectern, wireless hand-held microphone and a wireless headset microphone.
- AV technician to operate the above-mentioned systems

The industry Theatre sessions are not filmed nor streamed on EBMT Platform.

In case you would like to film the session, there is a filming supplier exclusivity, for more information please consult with the Sponsorship Coordinator: Mari Fortuno at [mari.fortuno@ebmt.org](mailto:mari.fortuno@ebmt.org) for any special request regarding the Industry Theatre.

## - Meet The Expert

- 1 flipchart per room

The Meet The Expert sessions are not filmed nor streamed on EBMT Platform.

No filming is possible for the Meet The Expert sessions.

No AV (projection or sound system) is possible for the Meet The Expert sessions.

Electrical cord with extra cost can be ordered. Please consult with the Sponsorship Coordinator: Mari Fortuno at [mari.fortuno@ebmt.org](mailto:mari.fortuno@ebmt.org).

## In Hall Furniture

Head Table Branding			
Room Name	Setup	Front width (cm)	Height (cm)
Clyde	Set up 3 tables for 6 PAX maximum	Digital Please consult with AV Coordinator Mike Perchig (Mr.), <a href="mailto:nest@nest-av.com">nest@nest-av.com</a>	
Lomond	Set up 2 tables for 4PAX maximum	300	74.50
Hall 2	Set up 2 tables for 4PAX maximum	300	74.50
Hall 3 North	Set up 2 tables for 4PAX maximum	300	74.50
Hall 5	Set up 2 tables for 4PAX maximum	300	74.50
Hall 1	Set up 2 tables for 4PAX maximum	300	74.50
Boisdale	Set up 2 tables for 4PAX maximum	301	78
Industry Theatre	No Head Table		
Meet the Expert Castle Suite	No Head Table		
Lectern Branding			
		Front width (cm)	Height (cm)
Clyde		Digital Lectern  Please consult with AV Coordinator Mike Perchig (Mr.), <a href="mailto:nest@nest-av.com">nest@nest-av.com</a>	
Lomond			
Hall 2			
Hall 3 North			
Hall 5			
Hall 1		80	125
Boisdale		80	120
Industry Theatre		Lectern cannot be branded	
Meet the Expert - Castle Suite		No Lectern	

### - Panoramic Screen for the room Clyde and Lomond

Please contact the Audio-Visual Coordinator of the Meeting: Mike Perchig (Mr.) at [nest@nest-av.com](mailto:nest@nest-av.com), with [mari.fortuno@ebmt.org](mailto:mari.fortuno@ebmt.org) in CC, in order to design the images according to the required resolution.

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

See information and photos on page 13 & 15

Deadline to request this service and send the designs is March 15th 2024.

No extra cost applies for digital branding.

- **Digital Head Table for the room Clyde**

Please contact the Audio-Visual Coordinator of the Meeting: Mike Perchig (Mr.) at [nest@nest-av.com](mailto:nest@nest-av.com), with [mari.fortuno@ebmt.org](mailto:mari.fortuno@ebmt.org) in CC, in order to design the images according to the required resolution.

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

See information and photos on page 13.

Deadline to request this service and send the designs is March 15th 2024.

No extra cost applies for digital branding.

- **Regular Head table for the rest of the Halls**

Please contact the exclusive supplier: Full Circle Events & Exhibitions Ltd., Gwyneth Humphreys (Mrs.) at [gwyn.humphreys@fullcircleevenstltd.co.uk](mailto:gwyn.humphreys@fullcircleevenstltd.co.uk), in order to design the images according to the required resolution.

Lomond, Hall, 2, Hall 3 North, Hall 5, Hall 1

Design specification for the Head Table sign:

- *HD .pdf file format;*
- *Dimension 3000mm width x 800mm height;*
- *5mm bleed to all sides if artwork supplied at 100% (or 1.25mm to all sides if artwork is supplied at 25% scale)*
- *no crop marks;*

Boisdale

Design specification for the Head Table sign:

- *HD .pdf file format;*
- *Dimension 3000mm width x 830mm height;*
- *5mm bleed to all sides if artwork supplied at 100% (or 1.25mm to all sides if artwork is supplied at 25% scale)*
- *no crop marks;*

The regular head table banners can include the title of the Symposium and the name and logo of the Sponsor.

Deadline to request this service and send the designs for production is March 15th 2024.

Extra costs apply for regular branding. A late order fee may apply for any order past that date.

- **Digital Lectern in Clyde, Lomond, Hall 2, Hall 3 North and Hall 5**

Please contact the Audio-Visual Coordinator of the Meeting: Mike Perchig (Mr.) at [nest@nest-av.com](mailto:nest@nest-av.com), with [mari.fortuno@ebmt.org](mailto:mari.fortuno@ebmt.org) in CC, 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.

See information and photos on page 21-22.

Deadline to request this service and send the designs is March 15th 2024.

No extra cost applies for digital branding.

## - Regular Lectern in Hall 1 and Boisdale

Please contact the exclusive supplier: Full Circle Events & Exhibitions Ltd., Gwyneth Humphreys (Mrs.) at [gwyn.humphreys@fullcircleevenstsltd.co.uk](mailto:gwyn.humphreys@fullcircleevenstsltd.co.uk), in order to design the images according to the required resolution.

### Hall 1

Design specification for the Head Table sign:

- *HD .pdf file format;*
- *Dimension 800mm width x 1250mm height;*
- *5mm bleed to all sides if artwork supplied at 100% (or 1.25mm to all sides if artwork is supplied at 25% scale)*
- *no crop marks;*

### Boisdale

Design specification for the Head Table sign:

- *HD .pdf file format;*
- *Dimension 800mm width x 1200mm height;*
- *5mm bleed to all sides if artwork supplied at 100% (or 1.25mm to all sides if artwork is supplied at 25% scale)*
- *no crop marks;*

The regular lectern banners can include the title of the Symposium and the name and logo of the Sponsor.

Deadline to request this service and send the designs for production is March 15th 2024.

Extra costs apply for regular branding. A late order fee may apply for any order past that date.

## Live Q&A (onsite & online)

During the 50th Annual Meeting of the EBMT, EBMT will organize questions from the onsite audience during the Q&A part of the sessions with standing microphones in the lecture room.

EBMT will not organize Q&A from the online audience.

For online Q&A, there is no supplier exclusivity. Each company who wishes to set-up online Q&A, can organize and supply its own material according to their needs.

EBMT's AV official supplier can offer this service upon request, for more information please consult with the Meeting Audio-Visual Coordinator: Mike Perchig (Mr.) at [nest@nest-av.com](mailto:nest@nest-av.com) with [mari.fortuno@ebmt.org](mailto:mari.fortuno@ebmt.org) in CC.

In case you organize online Q&A on your own, it cannot disrupt the EBMT onsite or online set-up and organization.

It is mandatory to inform the Meeting Audio-Visual Coordinator: Mike Perchig (Mr.) at [nest@nest-av.com](mailto:nest@nest-av.com) with [mari.fortuno@ebmt.org](mailto:mari.fortuno@ebmt.org) in CC of any independent onsite or online Q&A set-up.

Deadline to request any service related to online Q&A is March 15th 2024.  
A late order fee may apply for any order past that date.

## Polling

For onsite & online Polling, there is no supplier exclusivity. Each company who wishes to set-up onsite & online Polling, can organize and supply its own material according to their needs.

EBMT's AV official supplier can offer this service upon request, for more information please consult with the Meeting Audio-Visual Coordinator: Mike Perchig (Mr.) at [nest@nest-av.com](mailto:nest@nest-av.com) with [mari.fortuno@ebmt.org](mailto:mari.fortuno@ebmt.org) in CC.

Independent polling cannot disrupt the EBMT onsite or online set-up and organization. It is mandatory to inform the Meeting Audio-Visual Coordinator: Mike Perchig (Mr.) at [nest@nest-av.com](mailto:nest@nest-av.com) with [mari.fortuno@ebmt.org](mailto:mari.fortuno@ebmt.org) in CC of any independent onsite or online polling set-up.

Note: if extra IT or AV is needed - all costs must be covered by the sponsor.  
If you need extra internet connection or AV for your material please consult with the Meeting Audio-Visual Coordinator: Mike Perchig (Mr.) at [nest@nest-av.com](mailto:nest@nest-av.com) with [mari.fortuno@ebmt.org](mailto:mari.fortuno@ebmt.org) in CC.

Deadline to request any service related to Polling set-up is March 15th 2024.  
A late order fee may apply for any order past that date.

## Live Streaming & Filming

The 50th Annual Meeting of the EBMT will live stream most of the sessions\* through the official Annual Meeting virtual platform.

Should companies be interested in broadcasting within their own platform, EBMT would have to review each request and charge accordingly.  
Supplier exclusivity applies for this service, please contact the Sponsorship Coordinator: Mari Fortuno (Ms.) at [mari.fortuno@ebmt.org](mailto:mari.fortuno@ebmt.org) for further details.

Should companies be interested in filming an Industry Theatre session, EBMT would have to review each request and charge accordingly.  
Supplier exclusivity applies for this service, please contact the Sponsorship Coordinator: Mari Fortuno (Ms.) at [mari.fortuno@ebmt.org](mailto:mari.fortuno@ebmt.org) for further details.

Deadline to request any service related to Live streaming and filming set-up is March 15th 2024.  
A late order fee may apply for any order past that date.

Live streaming on corporate platforms or filming of sessions cannot disrupt the EBMT onsite or online set-up and organization.

*\* Session only available onsite - no live streaming:*

- *Meet the experts Sessions - not available for filming*
- *Industry Theatre Sessions*

## On-Demand period

The 50th Annual Meeting of the EBMT will record all the live streamed sessions and offer them as On-Demand content on the Annual Meeting virtual platform that will be available from April 17th until June 17th 2024.

You will receive the raw file of the recording of your session for you to review & approve before uploading it into the Annual Meeting virtual platform. It is up to the companies whether they want their session to be uploaded to the Annual Meeting virtual platform.

For further information please contact the Sponsorship Coordinator: Mari Fortuno (Ms.) at [mari.fortuno@ebmt.org](mailto:mari.fortuno@ebmt.org)

## Section 6: Symposium Promotion

### Symposia Title & Programme

Please note the deadline to communicate the final Symposium title and program to the Sponsorship Coordinator: Mari Fortuno (Ms.) at [mari.fortuno@ebmt.org](mailto:mari.fortuno@ebmt.org) with [secretariat@ebmt.org](mailto:secretariat@ebmt.org) in CC, is January 19th 2024.

### Symposia Furniture

Standard room setups cannot be altered, all symposia rooms will be set-up in Theater style.

Standard stage setups and furniture included in the rooms, are given above (section: Hall Technical & AV Detail and In Hall Furniture) Symposia 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 Audio-Visual Coordinator (Mike Perchig) and Sponsorship Coordinator (Mari Fortuño).

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

Should you wish to contract extra furniture or another type of furniture, please contact Full Circle Events & Exhibitions Ltd, Gwyneth Humphreys (Ms.) at [gwyn.humphreys@fullcircleevenstsltd.co.uk](mailto:gwyn.humphreys@fullcircleevenstsltd.co.uk) with [mari.fortuno@ebmt.org](mailto:mari.fortuno@ebmt.org) in CC.

Furniture rental service is exclusive to the chosen provider and needs to be requested before March 15th 2024.

A late order fee may apply for any order past that date.

### Symposia Signage

Symposia organizers have the option to create promotional signage according to the below guidelines. All symposia signage should be produced and provided by the Symposia Organizer.

Important Note:

Branding of furniture (head table, lectern) must be produced by:

- |   |                    |  |
|---|--------------------|--|
| - | Room Clyde:        | Digital Head table and Lectern: See information p13 & 23<br>Panoramic Screen: See information p13      |
| - | Room Lomond:       | Digital Head table and Lectern: See information p15 & 24<br>Panoramic Screen: See information p15 & 24 |
| - | Rest of the halls: | Head table: See information p24-25   |

DigitalLectern: See information p24-25

The following signage may be displayed:

Session Signage (optional)

- 1 x Self-standing sign (approx. 85cmW × 200cmH) advertising the symposium can be placed inside the room or on stage.
- 1 x Self-standing sign (approx. 85cmW × 200cmH) advertising the symposium can be placed at the entrance of the session hall approx. 20 minutes prior.

Please coordinate with the Sponsorship Coordinator: Mari Fortuno (Ms.) [mari.fortuno@ebmt.org](mailto:mari.fortuno@ebmt.org) in advance.

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

- Stage Signage (see exclusivity details above)
  - Rom Clyde: the branding on the stage can be digital, by creating a background for the Panoramic screen, Head Table and Lectern as specified on page 13.
  - Rest of the Symposium Halls
    - 1 × horizontal sign placed in front of the head table facing the audience. (For dimensions, see “In Hall Furniture” page 21)
    - 1 × digital signage on the speakers’ lectern facing the audience. (For dimensions, see “In Hall Furniture” page 21.)

## 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 (16:9, PPT) outlining details of the symposia such as title, time, date, location, etc. (Content of the slide is subject to approval by the EBMT Programme Committee).

*(The slide will be presented in a loop with other companies’ slides unless it is confirmed otherwise.)*

For further information regarding the opportunity to book an promotional opportunity on a plasma screen and prices, please contact Sponsorship Liaison: Irati Tomas (Ms.) [irati.tomas@ebmt.org](mailto:irati.tomas@ebmt.org).

Deadline to send the slide to the Sponsorship Promotional Items Coordinator: Yaiza Gonzalez (Ms.) at [yaiza.gonzalez@ebmt.org](mailto:yaiza.gonzalez@ebmt.org) is February 19th 2024.

## Push Notification

Companies can have push notifications visible for all the attendees using the app or the virtual platform.

Push notifications should be up to 200 characters in plain text and can contain links.

For further information regarding the opportunity to book a push notification and prices, please contact Sponsorship Liaison: Irati Tomas (Ms.) [irati.tomas@ebmt.org](mailto:irati.tomas@ebmt.org).

Deadline to send the push notification text to the Sponsorship Promotional Items Coordinator: Yaiza Gonzalez (Ms.) at [yaiza.gonzalez@ebmt.org](mailto:yaiza.gonzalez@ebmt.org) is March 1st 2024.

## Section 7: Miscellaneous

### Symposia and Meet the Expert Catering

Catering is allowed in the Symposium and Meet The Expert rooms.

#### - Symposium

Catering services are exclusive to the chosen provider: SEC Food and need to be requested before March 15th 2024.

A late order fee may apply for any order past that date.

Supporters who wish to receive further information please contact the Annual Meeting exclusive catering company: SEC Food, Siobhan Cassidy (Ms.) at [Siobhan.cassidy@sec.co.uk](mailto:Siobhan.cassidy@sec.co.uk), with Mari fortunaño [mari.fortuno@ebmt.org](mailto:mari.fortuno@ebmt.org) in CC.

Supporters who order a coffee break or lunch box service during their Symposium will have the F&B handed out inside or outside the lecture hall depending on the lecture hall location.

Kindly note, that coffee break and lunch box count cannot exceed the maximum hall capacity.

Any company who is willing to provide their attendees with catering for any of their sessions is responsible for the cleaning of the room to ensure a clean room for the next session.

To organize cleaning services, please contact the Sponsorship Coordinator: Mari Fortuno (Ms.) at [mari.fortuno@ebmt.org](mailto:mari.fortuno@ebmt.org).

Cleaning services should be requested before March 15th 2024.

#### - Meet The Expert

Catering services are exclusive to the chosen provider: Crowne Plaza Glasgow and need to be requested before March 15th 2024.

A late order fee may apply for any order past that date.

Supporters who wish to receive further information please contact the Sponsorship Coordinator: Mari Fortuno (Ms.) at [mari.fortuno@ebmt.org](mailto:mari.fortuno@ebmt.org).

Any company who is willing to provide their attendees with catering for any of their sessions is responsible for the cleaning of the room to ensure a clean room for the next session.

To organize cleaning services, please contact the Sponsorship Coordinator: Mari Fortuno (Ms.) at [mari.fortuno@ebmt.org](mailto:mari.fortuno@ebmt.org).

Cleaning services should be requested before March 15th 2024.

## Hospitality Suites in SEC

EBMT offers Hospitality Suites close to the Exhibition area for the companies that may be interested in having a private meeting space in the Exhibition Area.

For additional information regarding Hospitality Suites please contact the Sponsorship Coordinator: Mari Fortuno (Ms.) at [mari.fortuno@ebmt.org](mailto:mari.fortuno@ebmt.org).

Furniture can be booked for the Hospitality Suite; for further information please contact the exclusive furniture supplier Gwyn Humphreys at [Gwyn.Humphreys@fullcircleevenstltd.co.uk](mailto:Gwyn.Humphreys@fullcircleevenstltd.co.uk) with [mari.fortuno@ebmt.org](mailto:mari.fortuno@ebmt.org) in CC in the correspondence.

In case you would like to add a Plasma screen in the Hospitality Suite, please contact the Meeting Audio-Visual Coordinator: Mike Perchig (Mr.) at [nest@nest-av.com](mailto:nest@nest-av.com) with [mari.fortuno@ebmt.org](mailto:mari.fortuno@ebmt.org) in CC in the correspondence.

*Important note: sound system is not allowed in the Hospitality Suites*

Catering services inside the Hospitality Suite are exclusive to the chosen provider SEC Food.

Orders can be placed using the Stand Catering website:

<https://sec.standcatering.co.uk/>.

Extra WIFI can be booked for the Hospitality Suites, please refer to the Appendix 3 - IT - Wifi in Hospitality Suite Form.

Kindly note that all orders must be finalized before March 15th 2024.

A late order fee may apply for any order past that date.

## Session Scanning

Badge scanning is available for onsite Industry Symposia sessions, Industry Theatre sessions and Meet The Expert.

This service is exclusive to EBMT, companies who wish to receive further information and order Session Scanning, please contact the Sponsorship Coordinator: Mari Fortuno (Ms.) [mari.fortuno@ebmt.org](mailto:mari.fortuno@ebmt.org).

Please note that, 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...

The Data report will be available 15 days after the end of the meeting.

Kindly note that Session Scanning and special configuration orders must be finalized before March 7th 2024.

No order will be accepted past this date.

Fees per Scanning Packages:

- Pack to scan 1 session data report with 1 hand held scanner: 595.00 euros
  - Optional extra scanner: 290.00 euros
- Pack to scan 2 sessions data report with 1 hand held scanner: 720.00 euros
  - Optional extra scanner: 290.00 euros
- Pack to scan 3 sessions with 1 hand held scanner: 850.00 euros
  - Optional extra scanner: 290.00 euros

*Note on package costs:*

*Incl: 1 scanner handheld devices rental with basic configuration (only data collecting, no filtering of participants), 1 data report per session.*

*Not incl: Hostess/Manpower to scan, taxes*

- Fee for special configuration (ie: filtering of participants) to be added a Scanning Package: 250.00 euros

*Note on special configuration cost:*

*Incl: 1 special configuration for 1 session of the contracted scanner and license.*

*Not incl: Hostess/Manpower to scan, scanner handheld devices rental, license, taxes*

## Evaluation Form

Companies have the option to have an external Evaluation Form that can be hosted in the virtual session hall.

The button will be placed on top of the screen and we just need the link that goes to your survey; the questions included in the survey must be created by the company.

Deadline to send the survey link is March 15th 2024, and must be sent to the Sponsorship Coordinator: Mari Fortuño (Ms.) [mari.fortuno@ebmt.org](mailto:mari.fortuno@ebmt.org)

## Hostesses for Symposia and Hospitality Suites

All Symposia Halls include one hostess to overview EBMT specific tasks such as controlling EBMT's documentation, waters for the speakers etc...  
The Hospitality Suite does not include any hostesses service.

Hostess can be booked contacting [mari.fortuno@ebm.org](mailto:mari.fortuno@ebm.org)

Kindly note that Hostess orders must be finalized before March 15th 2024.  
A late order fee may apply for any order past that date.

## Security Staff Hire

EBMT is organizing a security service throughout the event opening times.

EBMT is not responsible for personal belonging. Companies and their employees are requested to always use common sense precautions. Any suspicious or unidentified articles should be reported immediately to staff at the Registration Desk.

Security Staff Hire services are exclusive to the chosen provider SEC.

Orders can be placed sending the form in Appendix 2 "EBMT - Event Service - April 2024" filled in to [Technical.services@sec.co.uk](mailto:Technical.services@sec.co.uk) with [mari.fortuno@ebmt.org](mailto:mari.fortuno@ebmt.org) in CC.

Please submit the basic details of your needs in the form, SEC technical services team will contact you for further, more in-depth information.

Kindly note that Staff Hire orders must be finalized before March 15th 2024.  
A late order fee may apply for any order past that date.

For your convenience the booking form has been added as Appendix 2 to this document and has been attached to the email.

## Material Handling, and Shipping Labels

Shipping information and labels have been added as Appendix 1 to this document and have been attached to the email.

For additional information regarding shipping and material handling please contact the Annual Meeting exclusive shipping company: Merkur, Irit Sofer (Ms.) at [Irit.sofer@merkur-expo.com](mailto:Irit.sofer@merkur-expo.com).

## Symposia Faculty Expenses Policy

The supporting companies/organizations, in addition to the sponsorship fee, must cover all faculty (speaker and chairs) expenses including registration, accommodation and travel expenses.

In the event a faculty (speaker or chair) has also been invited by EBMT, there is no need to book registration as this is covered by EBMT.

EBMT will also cover the travel expenses of the faculty (speaker or chair) related to their participation in the EBMT sessions.

**Important note:** *EBMT will not cover any additional travel expenses associated with faculty participation in the Industry Symposia.*

In the event a faculty (speaker or chair) hasn't been invited by EBMT, the supporting companies/organizations must cover all faculty expenses including registration, accommodation and travel expenses.

A full registration or Industry Day Pass\* is mandatory for the faculty (speaker or chair) for their participation in the Industry session.

You can buy additional Industry Day Pass by email to the registration team at [registration@ebmt.org](mailto:registration@ebmt.org), indicating the day of your symposium.

Kindly note that Symposium Pass orders must be finalized before April 5th 2024.

Cost per badge: 250 €

\* *Industry Day Pass allows access to all the sessions during one day.*

## COVID and Force Majeure disclaimer

The celebration of the Event shall be subject to force majeure, including but not limited to acts of God, fire, flood, natural disaster, war or threat of war, acts or threats of terrorism, civil disorder, strikes, inevitable accident, the non-availability of stable internet connection or any digital malfunction, governmental regulation or advisory, recognized health threats as determined by the World Health Organization, the Centers for Disease Control or local government authority or health agencies (including but not limited to the health threats of COVID-19 or similar infectious diseases), curtailment of transportation facilities, closure of facilities, non-availability of the event premises, reduction of available personnel, limitation of events capacity or travel restrictions or other similar occurrence beyond the control of the parties, where any of those factors, circumstances, situations, or conditions or similar ones prevent, dissuade, or delay a reasonable percentage of prospective Event attendees from appearing at the Event, or where any of them make it illegal, impossible, inadvisable, or commercially impracticable to hold the Event or to fully perform the Event as originally planned.

For any one or more of the above reasons, the event may be modified, canceled, abandoned, suspended in whole or in part, or transformed into a different format by the Organiser, without any liability, damages, fees, or penalty. In these cases, the Organiser may at its entire discretion repay the relevant fee or deposit/service charge paid by the delegate or attendees, or part thereof, but shall be under no obligation to repay the whole or part of such amount, and shall be under no liability to the delegate or attendees in respect to any actions, claims, losses (including consequential losses, costs or expenses whatsoever) which may be brought against or suffered or incurred by the delegate or attendees, as the result of the happening of any such event.