



TECHNICAL MANUAL SPONSORSHIP



SPONSOR COORDINATORS

EBMT

Yaiza González-Richardson

Edifici Dr. Frederic Duran i Jordà
Passeig Taulat, 116
08005 Barcelona, Spain
+34 936 297 404
fundraising@ebmt.org

European Hematology Association (EHA)

Mauralen Ramos

Koninginnegracht 12b
2514 AA The Hague
The Netherlands
+316 1125 2644
sponsorship@ehaweb.org

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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>
November 5, 2023	Group Registration	Last date for Early bird fee payment
December 1, 2023	Sponsored Sessions	Submit the Sponsored Sessions programme for approval
December 1, 2023	On-demand Sessions	Submit the On-demand Sessions programme for approval.
December 8, 2023	Exhibition Booth	Submit booth design & requests (such as electricity)
January 19, 2024	Company Profile	Submit Company profile assets.
January 19, 2024	Rotating intersession slides (on-site)	Submit one (1) Intersession slide in 16:9 PPT format
January 19, 2024	Rotating banner (virtual)	Submit (1) banner for the virtual platform: Horizontal layout, Size: 1667 x 292 pixels, Background: White, File type: PNG
January 19, 2024	Push notification (virtual)	Submit (1) notification for the virtual platform: Maximum 200 characters, including spaces.
January 19, 2024	Full-page advertisement	Submit full-page advertisement in PDF
January 19, 2024	Sponsored Sessions (On-demand sessions only)	Submit the recording of your on-demand sessions
January 24-31, 2024	E-blast (<u>Pre</u> -Meeting)	Submit the Pre-Meeting E-blast materials
January 26, 2024	Company Profile approval	Final approval. After this date, changes are not permitted.
February 2, 2024	Sponsored sessions & Exhibition Booth	Submit contact details of your on-site contact person
February 2, 2024	Shipment	Submit overview of shipped boxes/materials
February 2, 2024	Exhibition Booth	Submit an overview of shipped boxes/materials.
February 4, 2024	Group Registration	Last date for Regular fee payment
February 4, 2024	Group Registration	Submit your request for a slot time badge pick-up.
February 6-8, 2024	E-blast (<u>Post</u> Meeting)	Submit the Post Meeting E-blast materials
February 13, 2024	Virtual platform opens	Credential details to be communicated on February 13 morning
February 13, 2024	Shipment	Permitted date for boxes to arrive at the venue
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 to see the online programme planner

Information desk

Wednesday 14: 14:00 – 17:00 (group badge pick-up)	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.**

Meetings blackout policy

Meetings with a maximum of 15 attendees are permitted. The organization of presentations or educational sessions in the hospitality room or sponsor meeting room is not allowed until 30 minutes after the last session of the day, as scheduled in the programme. Meetings with HCPs are not permitted while the official scientific programme of the meeting is in progress.

VENUE

Valencia Conference Centre (VCC)

Avenida Cortes Valencianas, 60

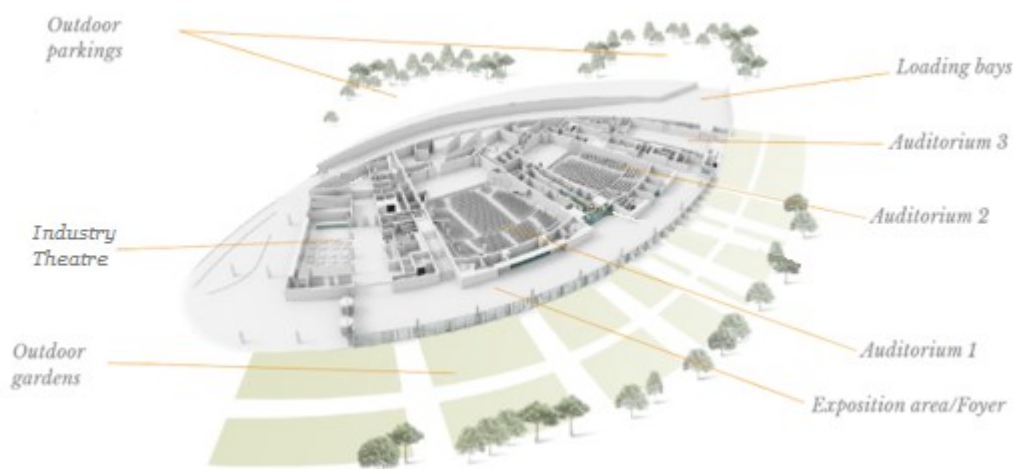
46015 Valencia (Spain)

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

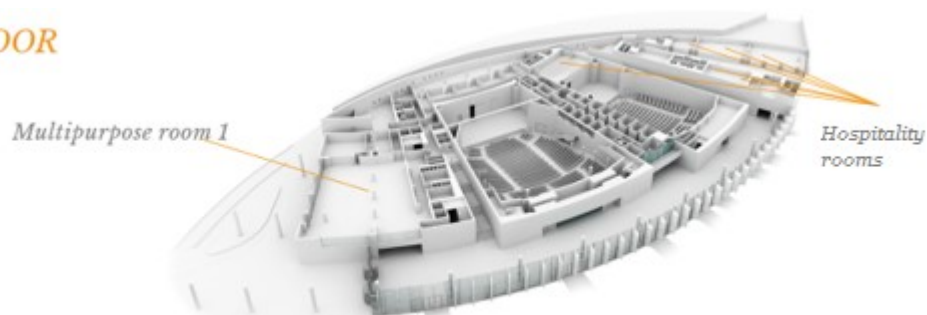
Meeting Rooms

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)

GROUND FLOOR



FIRST FLOOR



EXHIBITION

The Valencia Conference Centre (VCC) exhibition area is an empty space which you are free to build up with a custom-made booth, shell scheme (modular stand), pop-up booth or banners as you please. The size of your booth is determined in the sponsor contract. Electricity can be provided upon request. Additional customisation must be contracted directly to VCC. Detailed information to be found [here](#) (available from October 16).

DEADLINE:

December 8, 2023: Submit booth design & requests

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

Exhibition hours

Thursday, February 15: 12:00 – 20:30

Friday, February 16: 08:30 – 18:30

Saturday, February 17: 08:30 – 13:45

Exhibition hall description

Floor: granite

Floor load capacity: 300 kg/m²

Walls: polished limestone.

Variable height due to ceiling design, from 8.6m to 14.75 m.

Ceiling lights: LED lamps.

Holes may not be made in the walls, ceiling, or floor of the exhibition hall. Any alterations or damage to rooms, facilities, or objects will be charged to the exhibitor responsible.

Exhibition booths

Supreme Level Partner 20 sqm

Major Level Partner 12 sqm

Meeting Partner 8 sqm

Exhibitor* 4 sqm

All booths are placed in the Exhibition Area/Foyer. The booths are allocated according to sponsor level and first come first served. If a booth space is requested by multiple companies, the sponsor level will decide the order of the sending.

***Additional sqm (only for Exhibitor Level)** — Additional space will be available at an additional cost of **€ 1,000 (VAT excluded)** per sqm, with a total maximum of 7 sqm per booth.

Set-up

Set-up date by exhibitors who have hired a stand from VCC: Wednesday, 14 February 2024. Set-up date by exhibitors who bring their own stand: Wednesday, 14 February 2024. All merchandise, packaging, etc. must be removed from access walkways by 20:00h on Wednesday, 14 February 2024 so that they can be cleaned. Decorations and finishing touches to your stand are permitted only within the stand itself.

Dismantling

Dismantling date for all exhibitors: Saturday, 17 February 2024 from 15:00h to 20:00h. It is not permitted to dismantle any stand until the specified time, or while there are attendees inside the auditoriums or rooms.

The process for dismantling is the same as assembly. If you need a container to dispose of waste materials at the end of the event (extra cost), ask your sponsor coordinator. The cost of this service varies depending on the size and type of material to be disposed of. The containers will be found on the auxiliary road, so they are easy to access.

Construction of modular stands (*)

Stands must be left as they are found. Please do not paint them or stick paper on them unless you use special double-sided tape which leaves no marks on the surface. The exhibitor will be invoiced for any damage caused to the stand.

(*) **Exhibitor standard modular booth** (Exhibitor level only)

CHARACTERISTICS

Aluminium structure orthogonal system at 2.57 m high.

Medians with boards in white melamine.

Grilled to the ceiling.

1 frontis per facade.

Fair carpet, dark grey colour



LIGHTING

1 rail with 2 30 W led spotlights.

1 connection base (up to 500 W).

1 magneto thermal box.

LETTERING

2 PVC Fascia boards with standard lettering of 200×50 cm and 200×50 cm, for frontispieces.

POWER SUPPLY

For safety reasons, the electricity supply, any extra power and any other uses for non-modular exhibition stands must be hired through the VCC as all electricity connections have to be made using the VCC' electricity network. The booth is supplied with a three-phase residual current device III (up to 9kW) and a triplet extension.

Additional customisation must be contracted directly to VCC. Detailed information to be found [here](#) (available from October 16).





Custom-made and pop-up stands

The plans for custom-made stands must be sent for approval by the VCC technical department.

In order to demarcate the area of each stand, all stands, including pop-up stands or those with only furniture, must be mounted on carpeting or use boundary vinyl. Stands which are not custom-made, or are not modular or pop-up must bring a backdrop as posters cannot be attached to the wall.

General provisions

Exhibitors may decorate and equip their stand as they wish, as long as they take into account the aforementioned rules and the following:

1. Stand equipment should not exceed the allocated floor surface area or the height of the walls. No installations or decorations which could offend any or all of the exhibitors will be permitted.
2. Unfinished parts of the stand must not be visible, even from outside the building. The stand's design must take this into account if it is located in front of the glass side of the building, or if one of its neighbouring stands is lower than it.
3. Loudspeakers and other similar devices are prohibited. Pamphlets and samples It may only be distributed within the stand itself.

Catering

The VCC has a contract with an official caterer for the exclusive rights to provide foods and drinks in the Conference Centre's restaurant and cafeteria, and to deliver food and drinks to stands.

Exhibitors are therefore required to contact this official caterer for all food, drink, buffet and cocktail orders. Detailed information to be found [here](#).

Mrs. Elena Cerveró, Account Manager
+34 963 17 94 25 — elena.cervero@gourmetcatering.es

Stand cleaning

The exhibition halls and walkways will be cleaned after the set-up. Exhibitors are responsible for cleaning their stand. Cleaning will only be allowed when the exhibition is closed to visitors. Detailed information to be found [here](#) (available from October 16).

Hostesses

Minimum order: 4 hours in a row. Hostesses will take a lunch break in a working day of over 6 hours. Service to be contracted directly to VCC. Detailed information to be found [here](#) (available from October 16).

Porters

Staff who will help you to collect and carry merchandise, and to assemble and dismantle a pop-up stand. Minimum order: 4 hours in a row. Porters will take a lunch break in a working day of over 6 hours. Service to be contracted directly to VCC. Detailed information to be found [here](#) (available from October 16).

Security staff

Valencia Conference Centre is a building which has a security service to meet its needs, but if the characteristics of the product displayed require an exclusive detail, then you must contract this service directly to VCC. Detailed information to be found [here](#) (available from October 16).

Other information

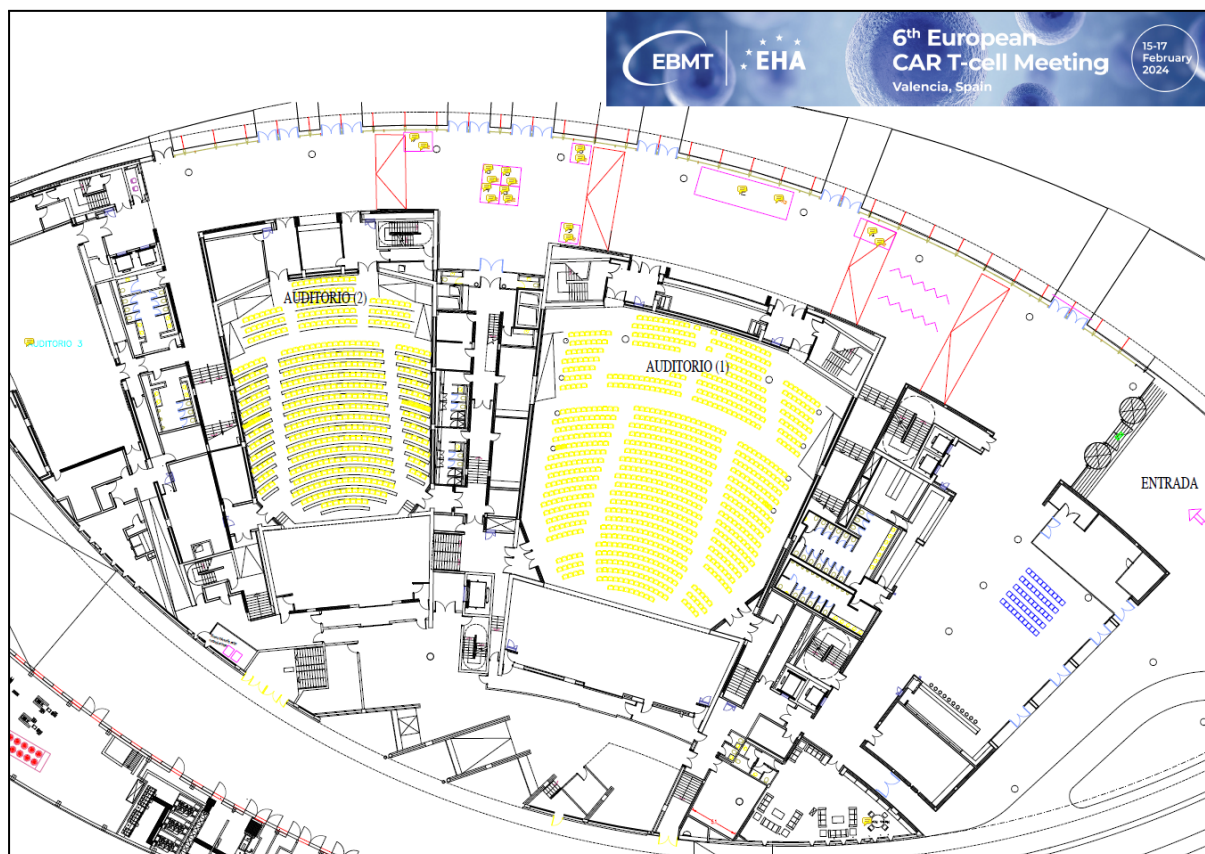
Exhibited goods, stand components and packaging materials are left in the VCC exhibition hall or rooms at the exhibitors' risk.

As a preventive measure, the VCC advises exhibitors not to leave small easy-to-carry items unguarded, or to leave their stand unattended whether it is assembled or disassembled. The VCC declines all responsibility for lost or stolen items. We can provide additional security on request. An order for this service is enclosed.

The exhibitor is liable for all damage caused to a third party, either by himself or his personnel or by individuals authorised to act on his behalf.

The exhibition organisers and the Valencia Conference Centre management reserve the right to modify these terms and conditions at any time. The exhibition organisers will inform exhibitors of any changes. All information and instructions given to exhibitors by the organisers are an integral part of these regulations.

Exhibition floor plan





Exhibition set up

Unloading of materials:	Tuesday, February 13 from 08:00 – 17:00
Set up:	Wednesday, February 14 from 08:00 – 20:00
Dismantling	Saturday, February 17 from 15:00 – 20:00

Any damages caused during set up or dismantling will be directly dealt with by the Valencia Conference Centre. Desk hours are an indication and subject to change. Final registration desk hours will be published closer to the meeting.

If you need a container to dispose of waste materials at the end of the event (extra cost), ask your sponsor coordinator. The cost of this service varies depending on the size and type of material to be disposed of.

DEADLINE:

February 2, 2024:

- o Submit overview of shipped boxes/ materials

February 13, 2024:

- o Permitted date for boxes to arrive at the meeting venue

Hospitality rooms

(Hospitality rooms are sold out as of October 6, 2023).

Hospitality rooms are available from Thursday, February 15th, 8:00h-20:00h, on Friday, February 16th 08:00h-20:00h, and on Saturday, February 17th to 8:00h-20:00h. Please contact your sponsor coordinator upon arrival to access the Hospitality room for the first time. All Hospitality rooms have a beamer/wall or plasma screen, Wi-Fi and natural daylight. The hospitality rooms are allocated based on sponsor level and first come served. Signage in the room entrance is custom printed, and digital signage is also available with an extra cost (please contact your sponsorship coordinator).

Delivery instructions for small or large equipment/transport

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 your sponsor coordinator. Because of limited storage, we need to be notified beforehand about all deliveries of small packages, pallets or large materials/equipment.

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

Valencia Conference Centre (VCC)

ATN. Anna Bea / Mónica Lull
CAR T-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 person: 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: (i.e. total number of boxes; Piece 1 of 4)

Drivers of delivery vehicles must access the loading bays via an ancillary access road behind the Valencia Conference Centre (VCC) that leads directly to the loading and unloading area. The ancillary access road is for loading/unloading only, no parking is allowed on this road. The VCC provides trolleys and pallets jack for transporting goods to your stand.





COMPANY PROFILE

The company profile allows you to extend your company visibility. Located in the virtual meeting platform under the Exhibition Area, the company profile acts as a virtual booth. It is an item that consists of a predetermined page where supporting companies can display a limited number of their commercial materials and latest research (documents, adverts, banners, videos, presentations, etc.) Metrics will be shared after the live event in accordance with compliance and GDPR regulations.

The company profile includes:

- Company Profile
- Resource center (videos, documents, additional links)

Company details

Company logo	Horizontal layout, Size: 400×70 pixels, Background: White File type: PNG
Company description	maximum of 500 words
Contact information	Contact details (email address, address, telephone number etc.) Link to social media accounts
Links	Maximum of two blue buttons in the about section of the company profile, designated for the Company URL, Sponsored sessions or link to external microsite.

IMPORTANT: If the content available on your company profile is only intended for HCP, kindly submit a short **disclaimer** (example: The content of this page is intended for Healthcare Professionals. Unfortunately, you cannot enter this page if you are not a Healthcare Professional.)

Resource center

Videos	Maximum of two (2) videos File type: MPF format or embedded link to YouTube or Vimeo channel Size: no maximum size required Submit title (maximum 10 words) (<i>optional</i>) Submit video thumbnail (<i>optional</i>)
Documents	Maximum of four (4) documents File type: PDF Size: Maximum 10 MB Submit title (maximum 10 words) (<i>optional</i>)
Additional links	Maximum of two (2) links Submit link title (<i>optional</i>)



DEADLINE:

January 19, 2024: Submit all the company profile assets

January 26, 2024: Final approval. After the date, changes are not permitted

On-demand session (Meeting Partner Level only)

On-demand sessions are 30-minute sponsored sessions for which the recordings are made available on the virtual platform only after the live days. On-demand sessions are organized by the company, which includes requesting speakers' consent for the recording of the presentations as well as publishing the recording on the platform from February 13 – March 17, 2024.

The link from Vimeo platform should be provided to us.

DEADLINE:

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

January 19, 2024: Submit the recording of your on-demand sessions.

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 on 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, | • Confidence monitor |
| digital lectern | • Pointer |
| • Screen, projector & sound system | • 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 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 & 10 cm 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 on-site 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 as 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 the 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.

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.

Industry Theatre

Industry Theatres are a 20-minute session with your target audience. The session is held on the main floor during a coffee break (50 seats provided). This is a live session that 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 Theatre 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 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 on-site 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 theatre on February 15 (15:55 – 16:15)
- February 15 from 10:30 – 10:45 >> Morning break theatre on February 16 (10:35 – 10:55)
- February 15 from 11:00 – 11:15 >> Afternoon break theatre on February 16 (17:05 – 17:25)
- February 15 from 11:30 – 11:45 >> Morning break theatre 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 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: 400×70 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
 - On-site 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: 1667×292 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 (600×100 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 the 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 21, 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. **Find the instructions at this [link](#).**

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



METRICS

Metric reports will be shared twice; after the live meeting and after the platform closes. The reports will include:

Report after the live meeting

Period: February 15-17, 2024

General meeting metrics

- Total number of registrations
- Total number of hybrid & virtual attendees
- Total number of active virtual users per day
- Total number of your (group) registrations and attendance

Virtual metrics

- Total number of clicks Homepage rotating banner
- Total number of unique views of the live-streamed or on-demand sponsored sessions
- Total number of questions submitted by the audience
- Evaluation (integrated) results
- Total number of Company profile clicks/views
- Total number of E-Blast recipients and clicks

Report after the virtual platform closes

Period: February 18-March 18, 2024

Virtual metrics

- Total number of clicks Homepage rotating banner
- Total number of unique views of the live-streamed or on-demand sponsored sessions
- Total number of questions submitted by the audience
- Evaluation (integrated) results
- Total number of Company profile clicks/views
- Total number of E-Blast recipients and clicks

COMPLIMENTARY AND GROUP REGISTRATIONS

Complimentary registrations

Depending on the chosen sponsor package, you will have a number of complimentary registrations. In the below overview, you will find the amount that applies to your package. The complimentary registrations can be allocated to your staff or shared with contacts and HCPs interested in attending the meeting. Please note that speakers for symposia or industry theatres must also be registered, using your complimentary registrations from your sponsor package.

Complimentary registrations	On-site	Virtual
Supreme Level Partner	50	25
Major Level Partner	30	20
Meeting Partner	20	10
Exhibitor	4	3

Group registrations

		Hybrid registration fees			Virtual registration fees	
		Early bird deadline	Standard deadline	Onsite fee	Early bird deadline	Standard deadline
		November 5, 2023 23:45CET	February 4, 2024 23:45CET	February 15, 16 & 17, 2024	November 5, 2023 23:45CET	February 17, 2024 23:45CET
Physicians and researchers	Member ¹	405€	475€	475€	285€	335€
	Non-Member	510€	675€	675€	360€	475€
Data Manager, Lab Technician, Patient Advocate, Pharmacist, Psychologist/Psychiatrist, Quality Manager, Statistician, Student/PhD Student, Transplant Coordinator	Member ^{1,2}	105€	125€	123€	90€	105€
	Non-Member ²	135€	175€	175€	115€	150€
Nurses	Member ¹	105€	125€	125€	60€	70€
	Non-Member	125€	175€	175€	75€	100€
Industry Representatives		1050€				
* Accreditation required Hybrid registration fee includes virtual access to the meeting All fees include VAT						

* Accreditation/proof required. Please keep in mind that data managers, patients, patient advocates, nurses and students (medical residents are not considered to be students) will need to provide proof of their status, in the form of an ID or a letter from their institution during the registration. Patient advocates should provide a screenshot of their membership.

1. Member of EHA and/or EBMT. Only members who have paid their membership fee are eligible to receive the discounted registration fee. Check your EHA membership status by contacting membership@ehaweb.org, or your EBMT membership by contacting membership@ebmt.org.



2. Junior EHA membership fee is only 20 Euro, click [here](#) for more information.

3. If you are not part of EBMT yet, please consider becoming a Member. For more information, visit this [page](#).

By registering for this educational meeting, registrants agree to receive information on the educational activities organised within the meeting's scientific programme by the meeting partners.

Please note that the personal data provided in your registration will be processed according to the General Data Protection Regulation (GDPR 2016/679) and stored in an electronic database property of EBMT which will be allocated in the EEA (European Economic Area) or in countries that are provided with the same level of protection for privacy.

Data Subjects have the right to access, rectification of his/her personal data and to withdraw consent. If, as a Data Subject, you wish to exercise any of the rights listed above, please write to data.protection@ebmt.org or info@ehaweb.org.

For further information regarding EBMT Privacy Policies, please click [here](#).

For further information regarding EHA Privacy Policies, please click [here](#).

EBMT and EHA want to inform you that a photographer will be capturing images of the event, which might be used for communications regarding the EBMT and EHA events and promotional campaigns related to EBMT and EHA. If you do not wish to be photographed or do not wish to appear in any of the photographs online, please inform the EBMT and EHA organisers and/or the photographer.

If you would like to purchase additional registrations, please contact your sponsorship coordinator for options. As a sponsor, you also qualify for a group discount.

100+ registrations	10% discount (on-site or virtual)
150+ registrations	15% discount (on-site or virtual)
200+ registrations	20% discount (on-site or virtual)

To sign up your group of 10 or more (complimentary/non-complimentary), fill out the registrant list template [here](#). Once you have completed it, please send it to education.events@ebmt.org. Contact your sponsorship coordinator to get your registration link for individual registrations (less than 10).

Group Registration Conditions

- Group registrations are not refundable.
- All attendees are registered in the category: EARLY BIRD: PHYSICIAN (NON-MEMBER) until 5 November 2023.
- All attendees are registered in the category: PHYSICIAN (NON-MEMBER) from 6 November 2023.
- Other categories must be registered for via the [official online platform](#).
- The full list must be sent to education.events@ebmt.org before 5 November 2023.
- Any registration after the date must be sent in a new document and the regular registration fee will be applied.
- Any change must be communicated to education.events@ebmt.org together along with the list and the changes clearly highlighted



- Name changes or replacements are not allowed from 8 November 2023 at 23:59h. If received after this date, the difference between the standard registration fee and the early bird registration fee must be paid.
- Any new names or name substitutions received after 8 November 2023 will be charged at the Regular Registration rate. If changes are received on-site during the event, the payments must be paid before the meeting starts. In the event that the meeting is sold out, we cannot offer additional registrations; however, substitutions are accepted.

Instructions:

- Each participant must provide a personal and unique email address.
- Please fill in the fields according to the data values requested or listed.
- Do not change or remove any header.
- Do not remove or add any column.
- If the list contains errors, it will be sent back to the owner to correct them and send it back to education.events@ebmt.org.
- Additional information is included in the headers.
- Payments must be done before the deadline given for providing the names

Group badge pick-up

Groups can pick up their badges at the registration desk on February 14, 2024, from 14:00 – 17:00. You can pick your time slot by clicking on this [link](#).

Individuals belonging to your groups need to be clearly informed by the sponsor company in order to avoid queuing unnecessarily at the regular registration desk.

DEADLINE:

November 5, 2023: to submit and pay your group registration Early Bird fee.

February 4, 2024: to submit and pay your group registration Regular fee.

February 4, 2024: to submit Group badge pick up request.