

Dear Supporter,

We are happy to present you with the 51st Annual Meeting of the EBMT Industry Manual. This manual covers important information and is designed to assist in preparing for your Industry sessions. We trust that you will find it helpful and suggest that you read all the information presented. The 51st Annual Meeting of the EBMT will take place March 30th - April 2nd, 2025 in Florence.

Congress Venue:

Fortezza Da Basso
Viale Filippo Strozzi, 1 (access through Porta A Faenza)
50123 Firenze FI, Italy
Tel.: +39 055 49721

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

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

We are looking forward to welcoming you to Florence and wish you a successful meeting.

Kind Regards,

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EBMT Executive Office
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Section 1: Contact Information

EBMT Annual Meeting Contacts

<p>Annual Meeting Manager</p> <p>Florence Caffort Office: +34 93 453 8570 florence,caffort@ebmt.org</p>	<p>Programme Coordinators</p> <p>Nuria Planaguma) & Emma Prat secretariat@ebmt.org</p>
<p>Operations & On-Site Coordinator</p> <p>Diana Trogmaer diana.trogmaer@ebmt.org operations@ebmt.org</p> <p>Mari Fortuno mari.fortuno@ebmt.org</p>	<p>Sponsorship Coordinator</p> <p>Yaiza González yaiza.gonzalez@ebmt.org</p>
<p>Audio-Visual Coordinator</p> <p>Mike Perchig nest@nest-av.com</p>	<p>Registration & Accommodation Manager</p> <p>Einat Gassner Gutman registration@ebmt.com accommodation@ebmt.org</p>
<p>Hospitality Suites & Meeting rooms</p> <p>Mari Fortuno mari.fortuno@ebmt.org</p>	<p>Exhibition Manager</p> <p>Hanna Safier exhibition@ebmt.org</p>

Supplier Contacts

<p>CATERING in Industry session halls</p> <p>GERIST Ricevimenti Elisabetta Andrei e.andrei@gerist.it</p>	<p>FURNITURE HIRE for Symposia</p> <p>Mari Fortuno mari.fortuno@ebmt.org</p>
<p>AV</p> <p>Mike Perchig nest@nest-av.com</p>	<p>CLEANING service</p> <p>Mari Fortuno mari.fortuno@ebmt.org</p>
<p>SHIPPING</p> <p>Merkur - Irit Sofer irit.sofer@merkur-expo.com</p>	<p>SYMPOSIA Hall Branding Lectern</p> <p>Hall Cavaniglia 1, Hall Nazioni, Hall Roma, Hall Della Ronda, Hall Cavaniglia 2 Audio-Visual Coordinator - Mike Perchig nest@nest-av.com</p> <p>Hall Botticelli, Hall Raphael Mari Fortuno mari.fortuno@ebmt.org</p>
<p>SYMPOSIA Hall Branding Head table</p> <p>Hall Cavaniglia 1 Audio-Visual Coordinator - Mike Perchig nest@nest-av.com</p> <p>Rest of the Halls: Mari Fortuno mari.fortuno@ebmt.org</p>	<p>HOSTESSES</p> <p>ER Congressi - Roberta Pasquaroli r.pasquaroli@ercongressi.it</p>

Section 2: Deadlines

	Deadline	Contact Person
Hotel Reservations	As soon as possible	Einat Gassner Gutman accommodation@ebmt.org
Payment of Invoice Balance	One month upon receipt of the invoice	Finance Department finance-office@ebmt.org
Final Symposium Program to be sent to EBMT	November 20, 2024	Mari Fortuno & Nuria Planaguma mari.fortuno@ebmt.org secretariat@ebmt.org
Shipping and Material Handling Services	Refer to Shipping Instructions & in Appendix 1	Irit Sofer Irit.sofer@merkur-expo.com
Symposia Slide Delivery	One hour prior the session to the Speakers Ready Room	Nuria Planaguma secretariat@ebmt.org
Extra Orders of material and services	As detailed in the manual	As detailed in the manual

Section 3: Important Information

Registration Desk Opening Hours

The Registration Desk will be located in building Chiaie and will open at the following times:

Registration Desk Opening Hours*	
Saturday, March 29th	Group Pick-up Only - 10:00 - 18:00
Sunday, March 30th	07:00 - 20:00
Monday, March 31st	07:00 - 18:30
Tuesday, April 1st	07:00 - 18:30
Wednesday, April 2nd	07:30 - 12:30

**Subject to change*

- Group Registration Pick-up

Companies picking up group registration will be contacted by the EBMT Annual Meeting Registration Manager prior to the EBMT Annual Meeting to coordinate a meeting to collect badges and congress material on Saturday, March 29th, 2025.

Exhibition Opening Hours

Exhibition Area Opening Hours*	
Sunday, March 30th	09:00 - 17:00
Monday, March 31st	09:00 - 17:00
Tuesday, April 1st	09:00 - 17:00
Wednesday, April 2nd	09:00 - 13:00

**Subject to change*

Hospitality Suites Opening Hours

Hospitality Suites Opening Hours*	
Sunday, March 30th	08:00 - 18:00
Monday, March 31st	08:00 - 18:00
Tuesday, April 1st	08:00 - 18:00
Wednesday, April 2nd	08:00 - 13:30

**Subject to change*

Section 4: Symposia Timetable

Supporter's name	Date	Symposium time*	Location
SFGM-TC	30.03.2025	08:30 - 10:00	Nazioni
ATERHIT / Sorbonne	30.03.2025	08:30 - 10:00	Roma
IFM	30.03.2025	08:30 - 10:00	Della Ronda
GMMG	30.03.2025	08:30 - 10:00	Cavaniglia 2
University Medical Center Hamburg-Eppendorf	30.03.2025	08:30 - 10:00	Leonardo
SANOFI	30.03.2025	10:30 - 12:00	Cavaniglia 1
TAKEDA	30.03.2025	10:30 - 12:00	Nazioni
GILEAD & KITE	30.03.2025	12:30 - 14:00	Cavaniglia 1
JAZZ PHARMACEUTICALS	30.03.2025	12:30 - 14:00	Nazioni
NOVARTIS	30.03.2025	12:30 - 14:00	Roma
PIERRE FABRE	30.03.2025	12:30 - 14:00	Della Ronda
THERAKOS	30.03.2025	12:30 - 13:30	Botticelli
MILTENYI	30.03.2025	14:30 - 16:00	Nazioni
DAIICHI SANKYO	30.03.2025	14:30 - 16:00	Roma
MSD	30.03.2025	14:30 - 16:00	Della Ronda
VERTEX	30.03.2025	16:30 - 18:00	Nazioni
THERAKOS	30.03.2025	16:30 - 18:00	Roma
BRISTOL MYERS SQUIBB	30.03.2025	16:30 - 18:00	Della Ronda
MEDAC	30.03.2025	16:30 - 18:00	Cavaniglia 2

GILEAD & KITE	31.03.2025	13:00 - 14:00	Cavaniglia 1
SANOFI	31.03.2025	13:00 - 14:00	Nazioni

ALEXION	01.04.2025	13:00 - 14:00	Raphael
VERTEX	01.04.2025	13:00 - 14:00	Botticelli

**Subject to change*

Section 5: Symposia Session Halls, Meet The Expert Meeting Rooms and Industry Theatre

Halls and Spaces Overview

Hall Name	Location	Real Capacity*	Comments	Access Doors
* Real capacity reflects the seats available including the AV set-up				
Cavaniglia 1	Building Cavaniglia	900	Theater Setup	2
Nazioni	Building Nazioni	600	Theater Setup	2
Roma	Building Spadolini Level 1	500	Theater Setup	1
Della Ronda	Building Della Ronda	500	Theater Setup	1
Cavaniglia 2	Building Cavaniglia	400	Theater Setup	1
Botticelli	Building Spadolini Level -1	300	Theater Setup	1
Raphael	Building Spadolini Level -1	300	Theater Setup	1
Industry Theatre	Building Spadolini Level 0	90	Theater Setup	Open Area
Meet The Expert	Building Nazioni	15 each	Boardroom	1

Halls will be referred to by the above names in all EBMT Annual Meeting publications and signage. To set up the hall prior to the start of your session, we would recommend arriving at the hall where the session will be held 30 minutes prior to the beginning of the session, where a member of the organization team will be available should you need any assistance.

An updated scientific timetable can be found on the 51st 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.

Additional information about the venue, infographics are also available on the Fortezza Da Basso website via the following link:

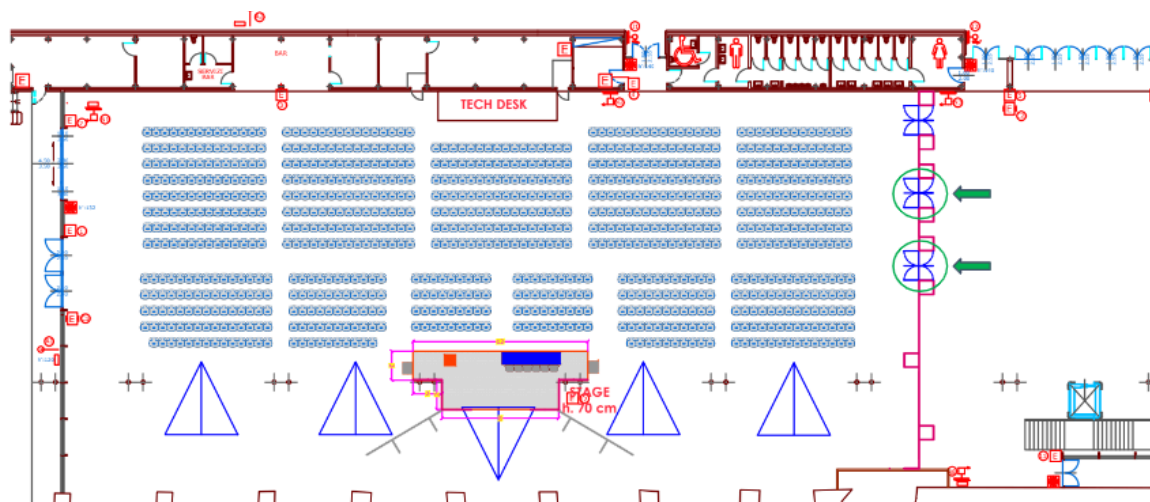
* [Fortezza Da Basso website](#)

* [Fortezza Da Basso Interactive viewer](#)

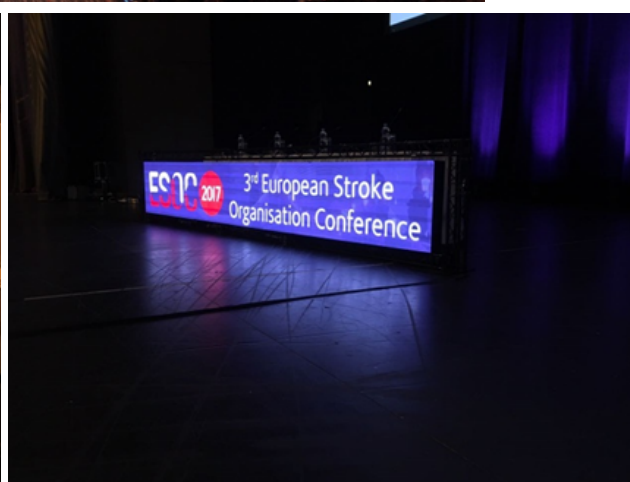
Please note that most of the lecture halls used during the EBMT Annual Meeting are temporarily built for the event and may not appear on the venue's website.

Halls' Technical Specifications

- Hall Cavaniglia 1



- 4 sets x 12000 ansi-lumens Projector & 5 meters wide screen – with opening on each picture-in-picture “windows of PowerPoint and Video/face of speaker (see photo below)*.
- Central set of 10000 ansi-lumens Projector/4 meters wide screen at the back of the stage, showing on it either PowerPoint of Video/face of speaker.
- Data/Video control system, including a seamless Data/Video switcher and all necessary cabling (opening picture-in-picture "windows" and adding titles of the speakers on the 4 lateral screens, etc.).
- Video camera, to capture the face of the speaker at the lectern for live close-circuit projection during presentations.
- 43" Confidence monitor in front of the head table, showing the PowerPoint as projected in the large picture-in-picture “window” on the lateral screens.
- Countdown Timer Monitor in front of the lectern.
- Laptop computer for PowerPoint presentations, including English version of Windows and Office, USB port, sound card – networked to the Speakers' Ready Room.
- Designed lectern with a Portrait 42" Plasma screen installed in each front, facing the audience, projecting a PPT with the name of the speaker (see photo below)*.
- LED branding of the head table (see photo below)*.
- Wireless PowerPoint slide advancer (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 microphones for the lectern, head table and questions with stands (floor/table), 1 wireless headset microphone and connection to sound from computers 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



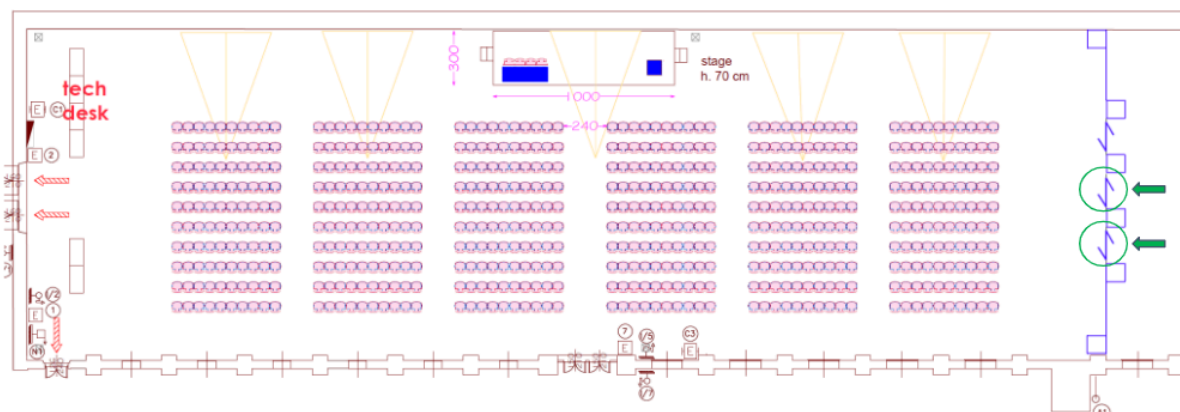
For demonstration only (taken in different Venues during other Congresses)

For Sponsored Symposia being held in the Cavaniglia 1 Hall, the company Digital banners on the Panoramic lateral screens, on the head table and in front of the lectern will be projected.

Please contact the Audio-Visual Coordinator, Mike Perchig (e-mail: nest@nest-av.com) with 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 session and the name and logo of the company.

- Hall Nazioni



- 5 x front projection screens, image of H2.8 X W5 meters approx. each.
- 5 x Data projectors, at least 10000 ansi-lumens each.
- 43" Confidence monitor in front of the head table, showing the same PowerPoint images projected on the screens.
- Countdown Timer Monitor in front of the lectern.
- Laptop computer for PowerPoint presentations, including English version of Windows and Office, USB port, sound card – networked to the Speakers' Ready Room.
- Designed lectern with a Portrait 42" Plasma screen installed in each front, facing the audience, projecting a PPT with the name of the speaker (see photo below)*.
- Wireless PowerPoint slide advancer (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 microphones for the lectern, head table and questions with stands (floor/table), 1 wireless headset microphone and connection to sound from computers at the lectern.
- Audio monitors for the lectern and the head table.
- Lighting system, illuminating the lectern and the head table.
- 2 x AV technicians to operate the above-mentioned systems.

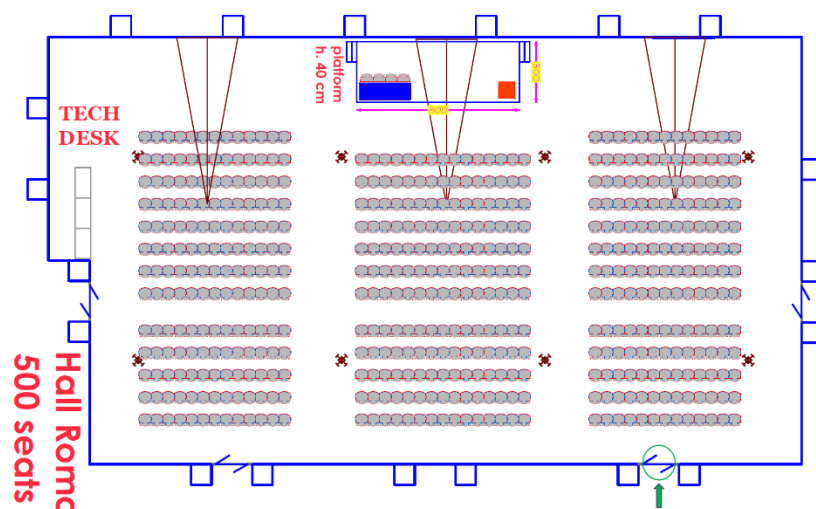


For demonstration only (taken in different Venues during other Congresses)

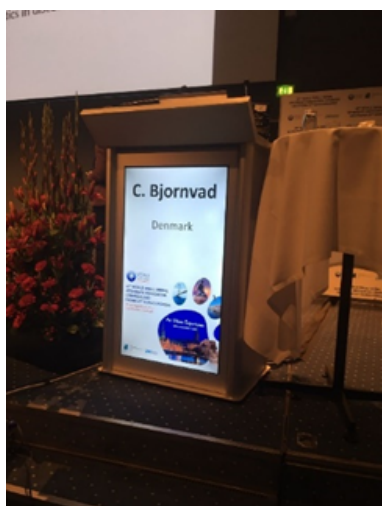
For Sponsored Symposia being held in the Nazioni Hall, the company Digital banner in front of the lectern will be projected.

Please contact the Audio-Visual Coordinator, Mike Perchig (e-mail: nest@nest-av.com) with 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 session and the name and logo of the company.

- Hall Roma



- 3 x front projection screens, image of H1.7 X W3 meters approx. each.
- 3 x Data projectors, at least 4500 ansi-lumens each.
- 43" Confidence monitor in front of the head table, showing the same PowerPoint images projected on the screens.
- Countdown Timer Monitor in front of the lectern.
- Laptop computer for PowerPoint presentations, including English version of Windows and Office, USB port, sound card – networked to the Speakers' Ready Room.
- Designed lectern with a Portrait 42" Plasma screen installed in each front, facing the audience, projecting a PPT with the name of the speaker (see photo below)*.
- Wireless PowerPoint slide advancer (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 microphones for the lectern, head table and questions with stands (floor/table), 1 wireless headset microphone and connection to sound from computers (mini PL plug) at the lectern.
- Audio monitors for the lectern and the head table.
- Lighting system, illuminating the lectern and the head table.
- 2 x AV technicians to operate the above-mentioned systems.



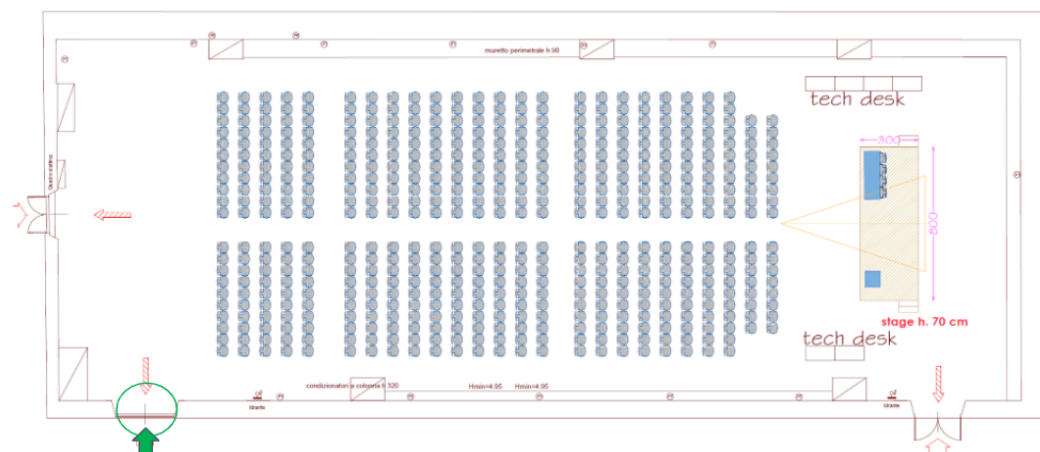
(For demonstration only (taken in a different Venue during another Congress))

For Sponsored Symposia being held in the Roma Hall, the company Digital banner in front of the lectern will be projected.

Please contact the Audio-Visual Coordinator, Mike Perchig (e-mail: nest@nest-av.com) with 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 session and the name and logo of the company.

- Hall Della Ronda



- Front projection screen, image of H3.4 X W6 meters approx.
- Data projector, at least 14000 ansi-lumens
- 43" Confidence monitor in front of the head table, showing the same PowerPoint images projected on the screens.
- Countdown Timer Monitor in front of the lectern.
- Laptop computer for PowerPoint presentations, including English version of Windows and Office, USB port, sound card – networked to the Speakers' Ready Room.
- Designed lectern with a Portrait 42" Plasma screen installed in each front, facing the audience, projecting a PPT with the name of the speaker (see photo below)*.
- Wireless PowerPoint slide advancer (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 microphones for the lectern, head table and questions with stands (floor/table), 1 wireless headset microphone and connection to sound from computers at the lectern.
- Audio monitors for the lectern and the head table.
- Lighting system, illuminating the lectern and the head table.
- 2 x AV technicians to operate the above-mentioned systems.



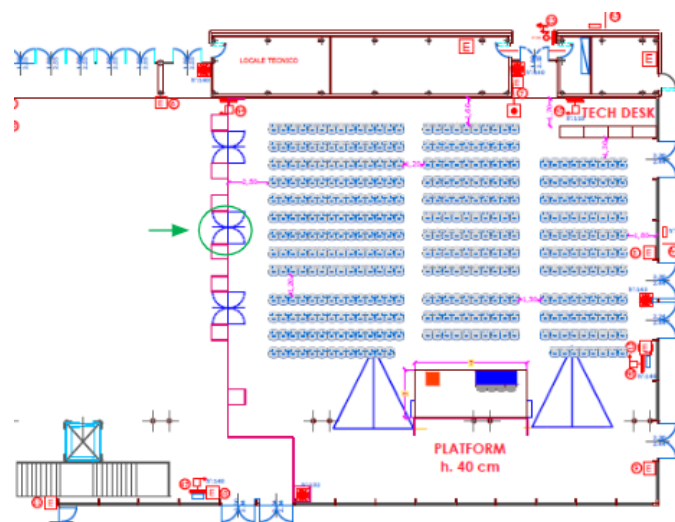
(For demonstration only (taken in a different Venue during another Congress)

For Sponsored Symposia being held in the Della Ronda Hall, the company Digital banner in front of the lectern will be projected.

Please contact the Audio-Visual Coordinator, Mike Perchig (e-mail: nest@nest-av.com) with 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 session and the name and logo of the company.

- Hall Cavaniglia 2



- 2 x front projection screens, image of H2.8 X W5 meters approx. each.
- 2 x Data projectors, at least 12000 ansi-lumens each.
- 43" Confidence monitor in front of the head table, showing the same PowerPoint images projected on the screens.
- Countdown Timer Monitor in front of the lectern.
- Laptop computer for PowerPoint presentations, including English version of Windows and Office, USB port, sound card – networked to the Speakers' Ready Room.
- Designed lectern with a Portrait 42" Plasma screen installed in each front, facing the audience, projecting a PPT with the name of the speaker (see photo below)*.
- Wireless PowerPoint slide advancer (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 microphones for the lectern, head table and questions with stands (floor/table), 1 wireless headset microphone and connection to sound from computers at the lectern.
- Audio monitors for the lectern and the head table.
- Lighting system, illuminating the lectern and the head table.
- 2 x AV technicians to operate the above-mentioned systems.



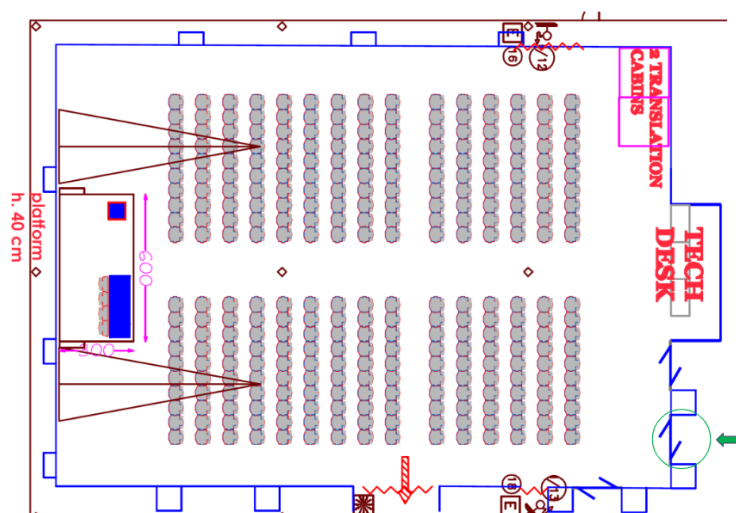
(For demonstration only (taken in a different Venue during another Congress)

For Sponsored Symposia being held in the Cavaniglia 2 Hall the company Digital banner in front of the lectern will be projected.

Please contact the Audio-Visual Coordinator, Mike Perchig (e-mail: nest@nest-av.com) with mari.fortuno@ebmt.org in CC, in order to design the images according to the required resolution.

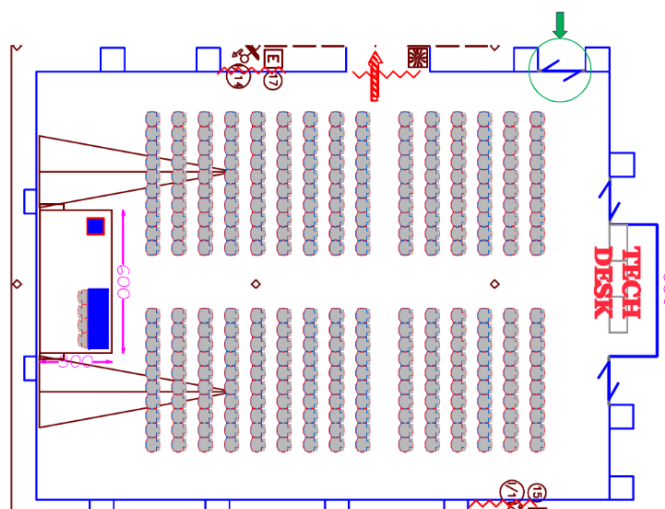
The "virtual" banners can include the title of the session and the name and logo of the company.

- Hall Botticelli



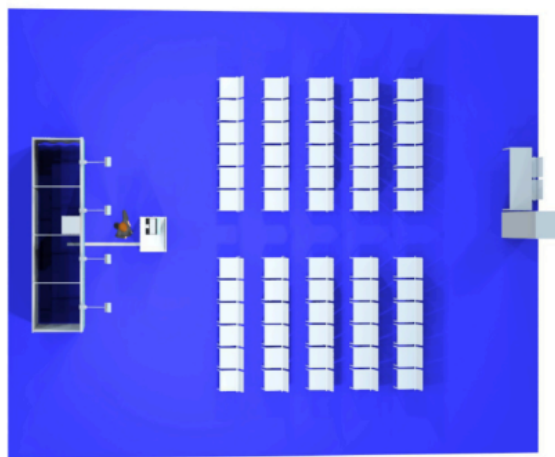
- 2 x front projection screens, image of H1.7 X W3 meters approx. each.
- 2 x Data projectors, at least 4500 ansi-lumens each.
- 43" Confidence monitor in front of the head table, showing the same PowerPoint images projected on the screens.
- Countdown Timer Monitor in front of the lectern.
- Laptop computer for PowerPoint presentations, including English version of Windows and Office, USB port, sound card – networked to the Speakers' Ready Room.
- Wireless PowerPoint slide advancer (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 microphones for the lectern, head table and questions 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.
- AV technician to operate the above-mentioned systems.

- Hall Raphael



- 2 x front projection screens, image of H1.7 X W3 meters approx. each.
- 2 x Data projectors, at least 4500 ansi-lumens each.
- 43" Confidence monitor in front of the head table, showing the same PowerPoint images projected on the screens.
- Countdown Timer Monitor in front of the lectern.
- Laptop computer for PowerPoint presentations, including English version of Windows and Office, USB port, sound card – networked to the Speakers' Ready Room.
- Wireless PowerPoint slide advancer (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 microphones for the lectern, head table and questions 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.
- 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

Industry Theatre sessions are not filmed nor streamed on the 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 for any special request regarding the Industry Theatre.

- Meet The Expert

- Included: 1 flipchart per room.

Meet The Expert sessions are not filmed nor streamed on the EBMT Platform.
No filming is possible for the Meet The Expert sessions.

Optional AV: plasma screen can be ordered with an extra cost. In case you would like to book the extra AV package please contact the Audio-Visual Coordinator of the Meeting: Mike Perchig at nest@nest-av.com, with mari.fortuno@ebmt.org in CC.

Branding & Furniture for Symposia

Head Table Branding			
Room Name	Setup	Front width (cm)	Height (cm)
Cavaniglia 1	Set up 2 tables for 6 PAX maximum	Digital Please consult with AV Coordinator Mike Perchig (Mr.), nest@nest-av.com	
Nazioni	Set up 1 table for 4PAX maximum	250	76
Roma	Set up 1 table for 4PAX maximum	250	76
Della Ronda	Set up 1 table for 4PAX maximum	250	76
Cavaniglia 2	Set up 1 table for 4PAX maximum	250	76
Botticelli	Set up 1 table for 4PAX maximum	250	76
Raphael	Set up 1 table for 4PAX maximum	250	76
Industry Theatre	No Head Table		
Meet The Expert	No Head Table		
Lectern Branding			
		Front width (cm)	Height (cm)
Cavaniglia 1		Digital Lectern Please consult with AV Coordinator Mike Perchig (Mr.), nest@nest-av.com	
Nazioni			
Roma			
Della Ronda			
Cavaniglia 2			
Botticelli		58	118
Raphael		58	118
Industry Theatre		Lectern cannot be branded	
Meet The Expert		No Lectern	

- Digital Head Table in Hall Cavaniglia 1

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

The Head Table digital banners can include the title of the session and the name and logo of the company.

Deadline to request this service and send the designs is March 17th, 2025.
No extra cost applies for digital branding.

- Regular Head Table for the rest of the Halls

Branding of regular Head Tables in the rest of the halls must be contracted and produced by EBMT exclusive supplier and can be ordered by contacting Mari Fortuno at mari.fortuno@ebmt.org in order to design the images according to the required resolution.

Please check all technical details on how to design the Head Table branding on the document "Head Table Branding".

Cost per Head Table branding is 250€ per unit, taxes not included.

Deadline to request this service and send the designs is February 7th, 2025.
A late order fee may apply for any order past that date.

- Digital Lectern in Hall Cavaniglia 1, Hall Nazioni, Hall Roma, Hall Della Ronda and Hall Cavaniglia 2

Branding of the digital Lectern must be organized with the Audio-Visual Coordinator of the Meeting: Mike Perchig at nest@nest-av.com with mari.fortuno@ebmt.org in CC, in order to design the images according to the required resolution.

Deadline to request this service and send the designs is March 15th, 2024.
No extra cost applies for digital branding.

- Regular Lectern in Hall Botticelli and Hall Raphael

Branding of regular Lectern must be contracted and produced by EBMT exclusive supplier and can be ordered by contacting Mari Fortuno at mari.fortuno@ebmt.org in order to design the images according to the required resolution.

Specs for lectern printing: PDF file with the texts converted into vector trace of 58cm base x 118 cm height, with no bleed and no register/cut marks.

Cost per Lectern branding is 120€ per unit, taxes not included.

Deadline to request this service and send the designs is February 7th, 2025
A late order fee may apply for any order past that date.

- Symposia Banners inside the Hall

All Symposia signage should be produced and provided by the organizing company.

The following signage can be displayed:

- 1 x Self-standing sign (approx. 85cmW × 200cmH) advertising the symposium can be placed inside the room or on stage.
- 1 × 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 mari.fortuno@ebmt.org in advance for the Symposia Signage.

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.

- Additional furniture on stage of Symposia Hall

Standard room setups cannot be altered; all Symposia halls will be set-up in Theater style.

Standard stage setups and furniture included in the halls 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 the Sponsorship Coordinator: Mari Fortuno at mari.fortuno@ebmt.org

Furniture rental service is exclusive to the chosen provider and needs to be requested before February 24th, 2025.

Orders past this date will be subject to availability and a late order fee may apply.

Additional AV

- Live Q&A (onsite & online)

During the 51st 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 AV official supplier can offer this service upon request, for more information please consult with the Meeting Audio-Visual Coordinator: Mike Perchig at nest@nest-av.com with 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 at nest@nest-av.com with 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 7th, 2025.

- Polling

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

EBMT AV official supplier can offer this service upon request, for more information please consult with the Meeting Audio-Visual Coordinator: Mike Perchig at nest@nest-av.com with 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 at nest@nest-av.com with 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 company.

If you need extra internet connection or AV for your material please consult with the Meeting Audio-Visual Coordinator: Mike Perchig at nest@nest-av.com with mari.fortuno@ebmt.org in CC.

Deadline to request any service related to Polling set-up is March 7th, 2025.
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 at 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.

Data report will be available 10 days after the end of the meeting.

Deadline to request any service related to Session Scanning and special configuration orders must be finalized before February 12th, 2025.

Important note: No changes or new orders will be accepted past this date.

Fees per Scanning Packages:

- Pack to scan 1 session data report with 1 hand held scanner: €655
 - o Optional extra scanner: €320
- Pack to scan 2 sessions data report with 1 hand held scanner: €795
 - o Optional extra scanner: €320
- Pack to scan 3 sessions with 1 hand held scanner: €935
 - o Optional extra scanner: €320

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: €600

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

- Live Streaming & Filming

The 51st Annual Meeting of the EBMT will live stream most of the sessions* through the official EBMT 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 at 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 at mari.fortuno@ebmt.org for further details.

Deadline to request any service related to Live streaming and filming set-up is March 7th, 2025.

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*

- Industry Session Rehearsal

EBMT offers the possibility to do a rehearsal for the Industry Symposium session.

The rehearsals will take place on March 29th, 2025 and will last 30 minutes per session; if more time is needed for the rehearsal, it will be subject to availability and extra cost. The rehearsal will take place in the same hall where the session will take place.

The aim of the technical rehearsal is to test any requested feature as well as testing the digital branding, AV, presentations slides (a draft of the slides can be provided during the rehearsal to test the presentation) etc. There will be a technician in the auditorium to assist during the rehearsal.

Please note that in case any company has ordered additional furniture on stage or printed branding for the head table, these items won't be present during the rehearsal.

Important note: it is mandatory to have a badge for accessing the halls for the rehearsal. Badge type could be: Full registration, Exhibitor or Industry Day Pass. Registration desk opening hours on March 29th is 10:00 - 18:00 and it is located in Chiaie Pavilion.

Rehearsal should be requested to the Meeting Audio-Visual Coordinator: Mike Perchig at nest@nest-av.com with mari.fortuno@ebmt.org in CC before March 17th 2025.

- Additional AV

Additional AV equipment can be ordered by contacting the Meeting Audio-Visual Coordinator: Mike Perchig at nest@nest-av.com with mari.fortuno@ebmt.org.

All additional AV equipment will be subject to availability and extra cost.

Section 6: Catering

Catering is allowed in the Symposia Halls and Meet The Expert Meeting room.

Symposia

Companies can order a coffee break or lunch boxes service during their session, and will have the F&B handed out inside or outside the lecture hall – to be confirmed at the moment of confirming the service.

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

Companies that wish to receive further information please contact the EBMT Annual Meeting exclusive catering company: GERIST Ricevimenti, Elisabetta Andrei at e.andrei@gerist.it, with Mari Fortuno mari.fortuno@ebmt.org in CC.

Catering services are exclusive to the chosen provider: GERIST Ricevimenti and need to be requested before February 28th, 2025.

Orders past this date will be subject to availability and a late order fee may apply.

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 hall for the next session.

To organize cleaning services, please contact the Sponsorship Coordinator: Mari Fortuno at mari.fortuno@ebmt.org.

Deadline to request any service related to cleaning is February 28th, 2025.

Meet the Expert

Companies that order a coffee break or lunch box service during their session will have the F&B handed out inside the Meet the Expert Meeting room.

Companies that wish to receive further information please contact the EBMT Annual Meeting exclusive catering company: GERIST Ricevimenti, Elisabetta Andrei at e.andrei@gerist.it, with Mari fortuno mari.fortuno@ebmt.org in CC.

Catering services are exclusive to the chosen provider: GERIST Ricevimenti and need to be requested before February 28th, 2025.

Orders past this date will be subject to availability and a late order fee may apply.

Any company that provides 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 at mari.fortuno@ebmt.org.

Deadline to request any service related to cleaning is February 28th, 2025.

Section 7: Symposia Agenda & Session Promotion

Symposia Agenda

Please note the deadline to communicate the final Industry Session agenda including the session title, name of presentations, speakers and chair names to the Sponsorship Coordinator: Mari Fortuno at mari.fortuno@ebmt.org with secretariat@ebmt.org in CC is November 20th, 2024.

This also applies for Industry Theatre and Meet the Expert sessions.

Please check the “Industry Session Template” to submit the Industry session agenda.

Symposia Promotion on Plasma Screens

Plasma screens will be available at the venue and may be used as a platform for companies to promote their Symposia. Sponsors should provide a static slide (16:9, PPT) outlining details of the Symposia such as title, time, date, location, etc.

Important note: content of the slide is subject to approval by the EBMT Scientific 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 cost, please contact Sponsorship Coordinator: Yaiza Gonzalez at yaiza.gonzalez@ebmt.org.

Deadline to send the slide is February 17th, 2025.

Push Notifications

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 (including spaces) in plain text and can contain links.

For further information regarding the opportunity to book a push notification and prices, please contact the Sponsorship Coordinator: Yaiza Gonzalez at yaiza.gonzalez@ebmt.org.

Deadline to send the push notification text is March 3rd, 2025.

Section 8: Miscellaneous

Virtual Platform On-Demand Period

The 51st 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 2nd until June 2nd, 2025.

You will receive the raw file of the recording of your session 5 days after the session day 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 at mari.fortuno@ebmt.org.

Hospitality Suites in the Exhibition Area

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. Please note that Hospitality Suites are limited and subject to availability.

For additional information regarding Hospitality Suites please contact the Sponsorship Coordinator: Mari Fortuno at mari.fortuno@ebmt.org.

Meeting Rooms at the Palazzina Lorenese

EBMT offers Meeting Rooms located on the first floor of Palazzina Lorenese, a few meters away from the lecture halls. Please note that Meeting Rooms are limited and subject to availability.

For additional information regarding Meeting Rooms please contact the Sponsorship Coordinator: Mari Fortuno at mari.fortuno@ebmt.org.

Evaluation Form

Companies have the option to provide an external Evaluation Form, which can be hosted in the virtual session hall on the virtual platform.

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

Deadline to send the link is March 21st, 2025 and must be sent to the Sponsorship Coordinator: Mari Fortuño mari.fortuno@ebmt.org.

Hostesses for Symposia and Hospitality Suites

All Symposia Halls include one EBMT hostess to overview EBMT specific tasks such as controlling EBMT documentation, faculty etc...
Hospitality Suites does not include any hostesses service.

Companies who wish to contract hostesses services please fill out the form "EBMT25 Hostesses Order Form" and send it to ER Congressi, Roberta Pasquaroli (Ms.) r.pasquaroli@ercongressi.it with mari.fortuno@ebmt.org in CC.

Hostesses are exclusive to the chosen provider and needs to be requested before February 8th, 2025.
Requests received past that date will be subject to availability of staff.

Important note: it is mandatory to inform the EBMT Sponsorship Coordinator: Mari Fortuno at mari.fortuno@ebmt.org of any Hostesses service contracted.

Security

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.

Additional Security can be booked contacting mari.fortuno@ebm.org.

Deadline to book security is February 24th, 2025.

Shipping Information

For information about shipping please check the document “EBMT25 Shipping Instructions”.

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

Symposia Faculty Expenses Policy

The supporting companies, 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 (only speakers) 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, indicating the day of your symposium.

Deadline to book Industry Day Pass is March 14th, 2025.

Cost per badge: 250 €

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

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), also by circumstances in connection with the military aggression of the Russian Federation against Ukraine and other military actions, general military mobilization, declared or undeclared war and several other events that may arise between the Russian Federation and the European Union (EU) and/or any member of the North Atlantic Treaty Organization (NATO) either directly or indirectly through any type of irregular and unidentified military formations including different methods of warfare and/or hybrid forms of aggressions such as cyberattacks, disinformation operations and local acts of sabotage that could affect 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