



# Technical Manual

## 8th European CAR T-cell Meeting

Palma de Mallorca, Spain

12-14  
February  
2026

## SPONSOR COORDINATORS

### **EBMT**

#### **Gemma Puig**

Aticco Med Fórum

Passeig de Garcia Fària, 49

08019 Barcelona, Spain

+34 936 296393

[fundraising@ebmt.org](mailto:fundraising@ebmt.org)

### **European Hematology Association (EHA)**

#### **Nazanin Ahmadi**

Koninginnegracht 12b

2514 AA The Hague

The Netherlands

+31 6 2125 03 94

[sponsorship@ehaweb.org](mailto:sponsorship@ehaweb.org)

<b>SPONSOR COORDINATORS</b>	<b>2</b>
<b>1. Deadlines overview</b>	<b>4</b>
<b>2. General Meeting information</b>	<b>6</b>
2.1 Key Information	6
2.2 Format	6
2.3 Target Audience	6
2.4 Abstract Submission	7
2.5 Case Report Submission	7
2.6 Venue details	7
2.6.1 Venue Floorplan	8
2.6.2 Meeting rooms capacity	9
2.7 Opening Hours	10
<b>3. Registration</b>	<b>11</b>
3.1 Complimentary registration	11
3.2 Group registration	11
3.3 Blackout policy	13
<b>4. Sponsored Sessions</b>	<b>13</b>
4.1 Satellite Symposium	13
4.2 Industry Theatre	15
4.3 Tech Talk	16
<b>5. Exhibition</b>	<b>17</b>
5.1 Exhibition floorplan	17
5.2 Exhibition Shell Scheme	18
5.3 Exhibition set-up and dismantling	18
5.4 Venue regulations	19
5.5 Delivery	19
5.6 Pickup	20
<b>6. Meeting Rooms</b>	<b>20</b>
6.1 Additional Meeting Rooms	20
6.2 Meeting rooms Capacity	21
<b>7. Company visibility</b>	<b>23</b>
7.1. Company logo acknowledgment	23
7.2. Advertisement	23
7.3. Banners	24
<b>8. E-blast</b>	<b>25</b>
<b>9. Other Sponsorship Items</b>	<b>26</b>
<b>10. Metrics</b>	<b>27</b>
Report after the live meeting	27
Report after the virtual platform closes	27
<b>11. Closing Note</b>	<b>27</b>

## 1. DEADLINES OVERVIEW

DEADLINE	SPONSORED ITEM	SPECIFICS TO SUBMIT
Upon signature	Acknowledgment on the EBMT & EHA websites	Name to be used in acknowledgment
	Complimentary and groups (+10pax) Registration	Company Logo: in High resolution, Horizontal layout, Size: 400 x 70 pixels, Background: White, File type: PNG & EPS.
17 November 2025	Sponsored Sessions	Submit the Sponsored Sessions programme for approval
24 November - 5 December 2025	Complimentary & Group Registration	Check-in with your sponsorship coordinator before early bird deadline fee
Before 7 December 2025	Registration	1 <sup>st</sup> invoice of Group Registration sent
8 December 2025	Registration	Early bird fee deadline
15 December 2025	Exhibition / Sponsored Sessions	Final exhibition Layout & design Summary order for additional orders Deadline to order additional AV Package
19 January 2026	Advertisement	Intersession slide in 16:9 PPT format
		Full page advertisement in PDF for the digital program book
		Push Notification for the virtual platform
	Banners	Homepage rotating banner on the virtual platform
	Sponsored Sessions	Provide the details for the AV packages and the logo for the Gobo.
19 January 2026	Meeting Rooms	Submit requests for a specific meeting room set up, additional AV, and/or catering.
19-28 January 2026	E-blast (Pre-Meeting)	Submit the E-blast template
26 January 2026	Complimentary and groups Registration	Deadline Final Full Registration list submission
26 January 2026	Exhibition	Submit an overview of shipped boxes/materials

1 February 2026	Complimentary and group Registration	Fees to badge changes apply, €50 per badge.
2 February 2026	Sponsored Sessions & Exhibition	Submit the contact details of your on-site contact person
4 February 2026	Registration	Final details letter to all registered attendees
9 February 2026	Virtual platform opens	Credential details are to be communicated on 4 February 2026.
9-18 February 2026	E-blast (post-meeting)	Submit the E-blast template
10 February 2026	Exhibition	Shipping/ deliveries accepted from this day (from 08:00 – 17:00) at Resa Expo Logistics
11 February 2026	Group Registration	Early Group Registration pick-up (12:00-14:00)
		Standard fee deadline
12-14 February 2026	Live Meeting days	Onsite fee applies
23 February 2026	Virtual platform opens	Recordings of the sessions are available online.
23 March 2026	Virtual platform closes	

## 2. GENERAL MEETING INFORMATION

The EBMT and the European Hematology Association (EHA) are delighted to present the **8th edition of the jointly organized European CAR T-cell Meeting**, taking place in Palma de Mallorca, Spain from 12-14 February 2026. This exciting gathering will explore the latest advancements in CAR T-cell therapy, from unpublished clinical data and scientific innovations to accessibility, and strategies for enhancing long-term efficacy and safety.

With a robust programme featuring cutting-edge research, real-world applications, and insights into new indications, the meeting offers an exceptional platform to connect with leading experts, clinicians, industry representatives, and patient advocates. It also provides unparalleled visibility and engagement with a global audience at the forefront of CAR T-cell therapy's transformative potential.

### 2.1 Key Information

Official meeting title:	<b>8th European CAR T-cell Meeting</b>
Live meeting dates:	12-14 February 2026
Location:	Palma de Mallorca, Spain
Venue:	Palau de Congressos de Palma
Format:	Hybrid
Platform access:	<a href="https://cart26.conf2go.app/">https://cart26.conf2go.app/</a>
Chairs:	Annalisa Ruggeri & Maria Themeli
More information:	<a href="https://www.ebmt.org/events/ebmt-eha-8th-european-car-t-cell-meeting">https://www.ebmt.org/events/ebmt-eha-8th-european-car-t-cell-meeting</a> <a href="https://ehaweb.org/connect-network/meetings/ebmt-eha-8th-european-car-t-cell-meeting">https://ehaweb.org/connect-network/meetings/ebmt-eha-8th-european-car-t-cell-meeting</a>
Programme:	<a href="https://www.ebmt.org/events/ebmt-eha-8th-european-car-t-cell-meeting">https://www.ebmt.org/events/ebmt-eha-8th-european-car-t-cell-meeting</a>

### 2.2 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 who can only follow the programme remotely. Most of the content will be available on-demand for a period of a month starting from **23 February 2026**.

### 2.3 Target Audience

The target audience consists of haematologists, oncologists, physicians, scientists, manufacturing specialists, pharmacists, nurses, data managers, supply chain managers and patient organization representatives.

## 2.4 Abstract Submission

Abstract submission is an important part of this meeting. Participants can submit an abstract for this meeting, and (if accepted) have the possibility to discuss it with the international faculty and peers. Introduced in 2021 and after successful editions, we are excited to announce the **6th Emerging Investigators EBMT-EHA Joint Fellowship Awards** in the Field of Cell Therapy and Immunotherapy. Three winners will be selected, and each will receive €10,000 and the opportunity to present their abstract in one of the Best Abstracts Sessions.

## 2.5 Case Report Submission

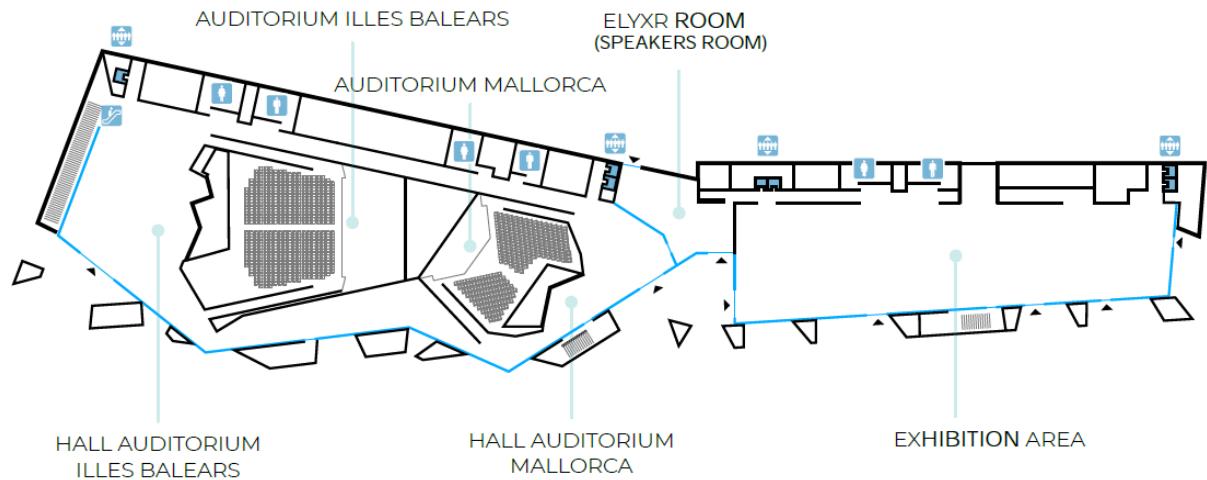
To encourage young investigators, we encourage the submission of case reports for the chance to be featured in the meeting program. The deadline to submit a clinical case report is **16 November 2025, before 23:59h CET**.

## 2.6 Venue details

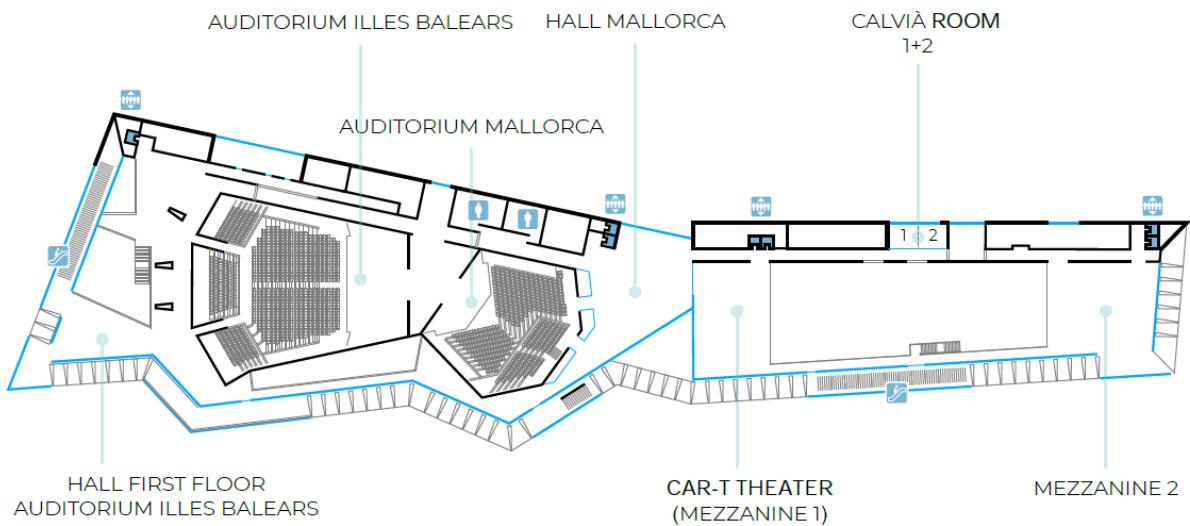
General venue details:	Palau de Congressos de Palma Carrer de Felicià Fuster, 2, Llevant, 07006 Palma, Illes Balears
Venue website:	<a href="https://www.palmacongresscenter.com/es">https://www.palmacongresscenter.com/es</a>
Plenary room:	Illes Balears
Break-out rooms:	Mallorca & Menorca
Exhibition/ Catering:	Exhibition Area
Poster area	Exhibition Area
CAR-T Theatre:	CAR-T Theatre (Mezzanine)
Meeting rooms:	Calvia, Eivissa, Inca, Formentera <i>*More rooms available upon request</i>
Speaker room:	Elyxir
Venue floorplans:	<a href="#">Click here</a>

## 2.6.1 Venue Floorplan

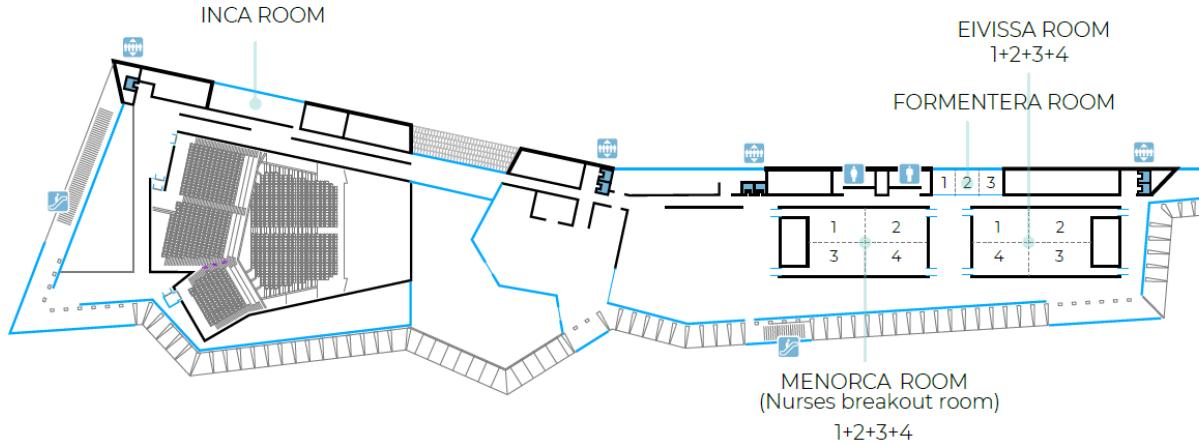
### GROUND FLOOR



### FLOOR 1



## FLOOR 3



### 2.6.2 Meeting rooms capacity

SPACES PALMA CONGRESS CENTER	sq.m.	HIGH (m.)	BANQUETING (pax)	CLASSROOM (pax)	DESK CHAIR (pax)	THEATRE (pax)	U SHAPE (pax)
<b>FIRST FLOOR</b>							
<b>CALVIA (1+2)</b>	58	2.6	NA	24	50	50	16
CALVIA 1	28	2.6	NA	12	25	25	12
CALVIA 2	28	2.6	NA	12	25	25	12
<b>THIRD FLOOR</b>							
<b>INCA</b>	87	2.6	NA	36	48	48	26
<b>EIVISSA (1+2+3+4)</b>							
EIVISSA 1	80	3.8	60	36	64	64	26
EIVISSA 2	80	3.8	60	36	64	64	26
EIVISSA 3	80	3.8	60	36	64	64	26
EIVISSA 4	80	3.8	60	36	64	64	26
EIVISSA (1+2) (3+4)	160	3.8	120	78	168	168	50
EIVISSA (1+4) (2+3)	160	3.8	120	78	168	168	50
<b>FORMENTERA (1+2+3)</b>							
FORMENTERA 1	22	2.6	NA	8	20	23	8
FORMENTERA2	22	2.6	NA	8	20	23	8
FORMENTERA 3	22	2.6	NA	8	20	23	8
FORMENTERA (1+2) (2+3)	44	2.6	NA	20	42	42	20

**NOTE:** Please note that room names shown with numbers in brackets (e.g., Eivissa 1+2+3+4) indicate that the space is modular and can be configured as one large room or divided into smaller individual sections using panels, depending on the requirements.

## 2.7 Opening Hours

The opening hours of the registration desk and the exhibition hours are an indication and subject to change. **The final opening hours of the venue, registration desk, and exhibition will be published closer to the meeting.**

### Venue opening hours

Wednesday, 11 February	Not open for the public
Thursday, 12 February	07:30 – 20:30
Friday, 13 February	07:30 – 19:30
Saturday, 14 February	07:30 – 15:00

### Registration desk

Wednesday, 11 February	12:00 – 14:00 (early group registration)
Thursday, 12 February	08:00 – 19:00
Friday, 13 February	08:00 – 19:00
Saturday, 14 February	08:00 – 15:00

### Exhibition hours

Thursday, 12 February	14:00 – 16:00 and 20:00 – 21:00*
Friday, 13 February	10:00 – 17:00
Saturday, 14 February	10:00 – 12:00

\* On Thursday, 12 February, the exhibition will be open from 14:00–16:00 and will reopen from 20:00–21:00 during the Welcome Reception & Poster Session for sponsors who wish to reopen their booth.

### Meeting rooms

Thursday, 12 February	07:30 – 19:00
Friday, 13 February	07:30 – 19:00
Saturday, 14 February	07:30 – 12:00

### 3. REGISTRATION

#### 3.1 Complimentary registration

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

Premium Partner	75 Hybrid Registrations
Major Partner	50 Hybrid Registrations
Meeting Partner	25 Hybrid Registrations
Exhibitor	2 Exhibitor passes ( <i>access to the exhibition area, meeting rooms only, no session access</i> )

The EBMT will register your attendees, and confirmation will be sent to the participants individually. Kindly register your attendees using the [official meeting website](#). If you want to register more than 10 attendees, it will be considered a group registration. The details of the attendees can be shared by emailing in a completed list to [fundraising@ebmt.org](mailto:fundraising@ebmt.org). **Please use the sponsor registration template that can be found [here](#)\***.

*\*Important: we must have an individual email address of each participant for registration purposes. If you are registering participants at the Member fee rate, proof of membership must be included upon submission of names.*

**Please be aware that participant badges display the first name, surname, and country, while exhibitor badges include the first name, surname, and company name.**

#### 3.2 Group registration

If you are registering **10+ delegates** for the CAR T meeting, you are entitled to a Group Registration. **Please use the sponsor registration template that can be found [here](#) to register your attendees.** The deadline to share the complete list of attendees is **26 January 2026**.

If you would like to purchase additional registrations, please contact us for options. As a sponsor, you also qualify for a group registration discount on the current fee if registering 100+, 150+ or 200+ attendees.

100+ registrations	10% discount (onsite or virtual)
150+ registrations	15% discount (onsite or virtual)
200+ registrations	20% discount (onsite or virtual)

	HYBRID REGISTRATION FEES			VIRTUAL REGISTRATION FEES	
	Early Bird deadline	Standard deadline	Onsite fee	Early Bird deadline	Standard deadline
	8 December 2025	11 February 2026	12-14 February 2026	8 December 2025	14 February 2026
Physicians and Researchers	Member**	405€	475€	675€	305€
	Non-Member	510€	675€	875€	410€
Data Managers, Lab Technicians, Pharmacists, Psychiatrists/Psychologists, Quality Managers, Statisticians, Students/PhD Students, Transplant Coordinators, and Patient Advocates*	Member**	105€	125€	225€	105€
	Non-Member	135€	175€	275€	135€
Nurses*	Member**	105€	125€	225€	60€
	Non-Member	125€	175€	275€	75€
Industry Representatives (individual)				1050€	

All fees include VAT

*Hybrid registration fee includes virtual access to the meeting. All fees include VAT.*

*\*Accreditation required.*

#### DEADLINES:

Here is an overview of the Group Registration deadlines:

● upon contract signature	Access to the Registration template sheet
● 7 December 2025	1 <sup>st</sup> invoice of Group Registration
● 8 December 2025	Early bird fee deadline
● 11 February 2026	Standard fee deadline
● 12-14 February 2026	Onsite fee applies
● 26 January 2026	<b>Deadline Final Full Registration list submission</b>
● 1 February 2026	Fees to badge changes apply, €50 per badge
● 4 February 2026	Final details letter to registered attendees
● 11 February 2026	Early Group Registration pick-up (12:00-14:00)

Groups can pick up their badges at the registration desk on Wednesday, 11<sup>th</sup> February 2026, from 12:00-14:00. **Individuals belonging to your groups need to be clearly informed by the sponsor company to avoid queuing unnecessarily at the regular registration desk.**

### 3.3 Blackout policy

The organization of small meetings for a maximum of 15-20 people (subject to the capacity of the room) is permitted. The organization of presentations or educational sessions in the hospitality / business room or sponsor meeting rooms 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 programme of the meeting is in progress.

## 4. SPONSORED SESSIONS

### 4.1 Satellite Symposium

A Satellite symposium is a 45-minute sponsored session held on-site in the plenary room (capacity of +1200 delegates) and live broadcasted on the virtual platform. The Satellite Symposium item is available for Premium and Major partners, **with a maximum of one Satellite Symposium per company**. The Satellite Symposium is organised by the company, which includes requesting speakers' consent for the recording of the presentations, as well as the on-demand release until the virtual platform closes.

The programme of the Satellite Symposium must be reviewed and approved by the meeting's Scientific Program Committee.

#### DEADLINES:

**17 November 2025:** Submit the Satellite Symposium programme for approval

**2 February 2026:** Submit the contact details of your on-site contact person

#### Important:

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

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

- |                                      |                             |
|--------------------------------------|-----------------------------|
| • Presidential table with 4 chairs,  | • Switcher                  |
| • Screen, projector & sound system,  | • Pointer,                  |
| • Confidence monitor and timer - 55" | • 3x Lapel microphones, and |
| • Lectern with monitor 24"           | • 2x handheld microphones.  |

**Additional AV packages for sponsored satellite symposium:**

**Package – Gold: €1900**

2x Coloured Gobo's (P2 T LED Profile Spotlight with Tungsten LED.)

Digital Lectern (vertical screen 43", size 16:9)

Coloured floor spots on the stage (12 floor spots)

**Package – Silver: €1500**

2x B/W Gobo's (P2 T LED Profile Spotlight with Tungsten LED.)

Digital Lectern (vertical screen 43", size 16:9)

Coloured floor spots on the stage (12 floor spots)

**Package – Bronze: €750**

Digital Lectern (vertical screen 43", size 16:9)

Coloured floor spots on the stage (12 floor spots)

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

**DEADLINES:**

**15 December 2025:** Order additional AV package for sponsored Satellite Symposium.

**19 January 2026:** Provide the details for the AV packages and the logo for the Gobo (P2 T LED Profile Spotlight with Tungsten LED.).

To prepare your **Satellite Symposium**, a private half-hour **rehearsal** is scheduled onsite with the sponsor coordinator, AV crew, and auditorium staff. You can use this time to review slides, check AV and to discuss specifics with the sponsor coordinator. *The rehearsals are preliminary and subject to change. When confirming the Satellite Symposium, please liaise with your sponsor coordinator for the confirmed time and date:*

Symposium slot	Rehearsal time
Afternoon Symposium on 12 February	12 February from 10:30 – 11:00
Lunch Symposium on 13 February	11 February from 18:00 – 18:30
Afternoon Symposium on 13 February	13 February from 07:30 – 08:00
Morning Symposium on 14 February	13 February from 19:30 – 20:00

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 in front of the plenary room 30 minutes

before the end of the session prior to your satellite. At the end of the symposium, the roll-up banner and display table must be removed maximum of 15 minutes after the session ends. In the plenary room, you may place additional roll-up banners 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. **Please note, attendee badges are not scannable.**

#### 4.2 Industry Theatre

An Industry Theatre is a 20-minute session held in the CAR-T Theatre space on the first floor during a coffee break. This is a live session and will not be broadcast live or recorded. The Industry Theatre is organised by the sponsoring company.

The programme of the Industry Theatre must be reviewed and approved by the meetings Scientific Program committee.

##### **DEADLINES:**

**17 November 2025:** Submit the Industry Theatre programme for approval

**2 February 2026:** Submit the contact details of your on-site contact person

The CAR-Theatre is at a minimum equipped with the following:

- Theatre setup for 50 pax,
- Headphones for 70 pax,
- 85'LED screen, 1x laptop & sound system,
- Lectern
- 1x Lapel microphone, and
- 2x handheld microphone.

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

To prepare your Industry Theatre, a 15-minute rehearsal is scheduled onsite with the sponsor coordinator, AV crew, and venue staff. You can use this time to review slides, check AV, and discuss specifics with the sponsor coordinator. *The rehearsals are preliminary and subject to change. When confirming the Industry Theatre, please liaise with your sponsor coordinator for the confirmed time and date:*

Industry Theatre slot	Rehearsal time
Afternoon break theatre on 12 February	12 February from 10:00 – 10:15
Morning break theatre on 13 February	13 February from 09:00 – 09:15
Afternoon break theatre on 13 February	13 February from 10:00 – 10:15
Morning break theatre on 14 February	14 February from 09:00 – 09:15

As an Industry Theatre organiser, you are allowed to brand the area for the duration of the Industry Theatre session. A roll-up banner and display table can be placed in the area 15 minutes before the start of your Industry Theatre. At the end of the session, the roll-up banner and display table must be removed, a maximum of 10 minutes after the session ends. In the area, you may place additional banners on stage from the start until the end of the Industry Theatre.

**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. **Please note, attendee badges are not scannable.**

#### 4.3 Tech Talk

A Tech Talk is a 10-minute demonstration held in the CAR-T Theatre space on the first floor, during a coffee break. The aim is to demonstrate new and prominent technologies in CAR T and highlight new developments to your target audience. Tech Talks are **only available for Biotech companies** that are also meeting exhibitors. This is a live talk and will not be broadcast live or recorded.

The CAR-Theatre is at a minimum equipped with the following:

- Theatre setup for 50 pax,
- Headphones for 70 pax,
- 85'LED screen, 1x laptop & sound system,
- Lectern
- 1x Lapel microphone, and
- 2x handheld microphone.

If you require any additional AV Tech Talk, your sponsor coordinator (EBMT/EHA) will be able to put you in touch with the AV supplier to arrange any additional items at your own cost. All additional AV or equipment requests need to be communicated with and approved by your sponsor coordinator (EBMT/EHA).

As a Tech Talk organiser, you are allowed to brand the area for the duration of the talk. A roll-up banner and display table can be placed in the area 15 minutes before the start of your Tech Talk. At the end of the talk, the roll-up banner and display table must be removed, maximum of 10 minutes after the end of the Tech Talk. In the area you may place additional banners on stage from the start until the end of the Tech Talk.

The programme of the Tech Talk must be reviewed and approved by the meeting's Scientific Program Committee.

#### DEADLINES:

**17 November 2025:** Submit the Tech Talk program for approval

**2 February 2026:** Submit the contact details of your on-site contact person

## 5. EXHIBITION

The sponsor's exhibition will be in the Exhibition Area of the Palau de Congressos de Palma. The 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, within the regulations. All booths are in the Exhibition Area. **The booths are allocated according to sponsor level, and on a first-come first-served basis.** If a booth space is requested by multiple companies, the sponsor level will decide the order of the allocation. **The size of your booth is determined in the sponsorship contract.**

Additional customisation and services can be booked with the venue directly and may include additional costs, via the order book. **The Palau de Congressos de Palma (AICO) order book [can be downloaded here.](#)**

For additional furniture or equipment, please check **page 5**, and the **Furniture Brochure**.

### **DEADLINE:**

**15 December 2025:** Final exhibition Layout & design. Submit the summary order book for additional orders of furniture, equipment, etc.

### **Exhibition hours**

Final opening hours will be published closer to the meeting.

Thursday, 12 February 14:00 – 16:00 and 20:00 – 21:00

Friday, 13 February 10:00 – 17:00

Saturday, 14 February 10:00 – 12:00

\* On Thursday, 12 February, the exhibition will be open from 14:00–16:00 and will reopen from 20:00–21:00 during the Welcome Reception & Poster Session for sponsors who wish to reopen their booth.

### **5.1 Exhibition floorplan**

The preliminary **[Exhibition floorplan](#)** has been shared with exhibitors. Note that this is subject to change.

**Note:** Booths under mezzanines have a height of 2.60m approx. The maximum height of booths is 2.50m.

### **DEADLINE:**

**15 December 2025:** Final exhibition Layout & design Summary order for additional orders

## 5.2 Exhibition Shell Scheme

Please see below the Exhibitors' standard shell scheme booth:

### **Technical sheet of the stand**

2x2 m stand at a height of 2,5 m

Grey aluminium profiles

White PVC panels

Power connection (3.5KW, incl. 3 sockets)

### **Included services**

Assembly of structure and panels

Carpet

2 chairs and 1 table

1 Counter with vinyl

Lights

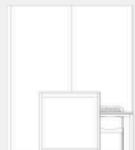
Ecological removal fee

### **Stand L**

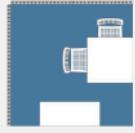
2x2x2,5m

4m<sup>2</sup>

#### FRONT VIEW



#### TOP VIEW



## 5.3 Exhibition set-up and dismantling

**Pre-meeting deliveries:** Tuesday, 10<sup>th</sup> February via Resa Logistics (deliveries accepted from 08:00-17:00)

**Unloading & Set up:** Wednesday, 11<sup>th</sup> February from 07:30 – 17:00

**Dismantling:** Saturday, 14<sup>th</sup> February from 14:30 – 18:00

**Package return:** Saturday, 14<sup>th</sup> February

*\*Any damages caused during set up or dismantling will be directly dealt with by the venue.*

Please note it is forbidden to nail, drill, screw, or glue partitions, headbands, and poles. It is necessary to provide a fastening system chain or hooks. Double-sided adhesives are to be removed when disassembled by the exhibitor. All damage will be invoiced at the end of the event.

## 5.4 Venue regulations

### Internal Venue Regulation

All exhibitors and sponsors are kindly requested to familiarise themselves with the internal regulations of the venue, which outline important guidelines related to safety, setup, dismantling, and general conduct within the event space. Compliance with these rules is mandatory for all participating companies.

You can access the full document [here](#).

### Stand security

It is recommended that you never leave your stand unattended during the installation and dismantling of installations. Valuables must be locked away.

### Parking

For those sponsors delivering the exhibition materials directly to the venue, please note that after unloading equipment, exhibitors should park in the venue parking. Max height 2.2m

Address: Felicià Fuster Street, 4, 07006 Palma, Illes Balears

## 5.5 Delivery

The shipping and pick up of materials is managed by **RESA Expo Logistics company**.

Deliveries are accepted from Tuesday, 10<sup>th</sup> February, from 08:00 – 17:00. To be accepted, all packages sent by exhibitors **must** meet the requirements below. The RESA and Palau de Congressos de Palma reserves the right to refuse delivery if the information necessary for its delivery is not indicated.

- Each package must include the following information and the designated shipping label.
  - Meeting: 8<sup>th</sup> European CAR T-cell Meeting
  - Attn. Noemi San-Emeterio (EBMT)/ Raquel Barreiro (RESA)
  - From: *Sender Company name + contact person*
  - Booth Name + Booth Number
  - Onsite contacts: *Name booth representative + contact details*
- You must contact a freight forwarder to deliver your packages to your stand.

### Delivery address

*Please see contact details below.*

#### **RESA EXPO LOGISTICS**

**Email:** [melialogistics@resaexpo.com](mailto:melialogistics@resaexpo.com)

**Raquel Barreiro, Tel.:** +34 93 390 54 94

*Before shipping any items to your stand, please make sure you get in touch with the official handling company, RESA EXPO LOGISTICS.*

*They will be happy to solve your doubts and offer their services for reception and delivery or unloading to stand of your materials.*

*Please note that the venue does not receive, clear customs, or store incoming shipments. If you intend to ship goods directly to your stand, you need to be there in order to sign off on the delivery note of your transport company. However, non-EU shipments need an importer of record and cannot be consigned directly to the venue, as they will get stuck at customs.*

### **Important delivery information:**

- Delivery of pallets: must be done on written request in advance. Please indicate the name and arrival time of your carrier and the value of the pallet. RESA EXPO LOGISTICS is released from any responsibility in case of theft or breakage during transport. No content verification will be performed.
- International Delivery: must be shipped with International Commercial Terms in DDP (Delivered Duty Paid). Goods delivered to destination, import customs clearance and taxes payable by the shipper.
- Storage of packaging: RESA EXPO LOGISTICS does not have premises for the storage of empty packaging during the meeting; packaging must therefore be immediately removed after assembly, and if necessary, brought back at the time of dismantling. All packaging type storage, such as cartons, cans, pallets, in the exhibition or immediate surrounding halls, is forbidden.
- Unloading trucks and transport to the stand: must be supported by the exhibitor. You must use a forwarder for handling and unloading services. **The Palau de Congressos de Palma does not provide unloading equipment.**

#### **DEADLINES:**

**26 January 2026:** Submit overview of shipped boxes/materials

**2 February 2026:** Submit the contact details of your on-site contact person

**10 February 2026:** Deliveries accepted from this day

### **5.6 Pickup**

The removal must be done on the day of disassembly. The Palau de Congressos de Palma will not contact your carrier on your behalf.

## **6. MEETING ROOMS**

Please contact your sponsor coordinator (EBMT/EHA) upon arrival to access the meeting rooms for the first time. You will be given a key to access your room at the registration desk. You can keep the key for the whole meeting duration, and return it on the last day at the registration desk. Meeting rooms are available on Thursday and Friday from 07:30-19:00 and on Saturday from 07:30-12:00. The standard setup of the rooms is boardroom style, unless the sponsor specifically requests a different layout. **The deadline for requesting a different meeting room layout is 19 January 2026.** The meeting room includes water arrangements (still and sparkling water), a beamer, a screen, **one extension cord with three outlets**, and Wi-Fi. Additional AV and catering requests can be directed to the venue at an additional cost. **For service requests ,please contact our sales team: [andrea.lopez@melia.com](mailto:andrea.lopez@melia.com).**

### **6.1 Additional Meeting Rooms**

**Additional rooms are only available for sponsors on a first-come, first-served basis.** The rooms are rented for the full duration of the meeting, from Thursday and Friday from 07:30-19:00 and on Saturday from 07:30-12:00. Please contact your sponsor coordinator (EBMT/EHA) upon arrival to access the meeting room for the first time. You will be given a key to access your room at the registration desk. You can keep the key for the whole meeting duration, and return it on the last day at the registration desk.

The standard setup of the rooms is boardroom style, unless the sponsor specifically requests a different layout. The meeting room includes water arrangements (still and sparkling water), a beamer, a screen, **one extension cord with three outlets**, and Wi-Fi. Additional AV or catering requests can be directed to the venue, at an additional cost. **For service request, please contact Andrea Lopez at [andrea.lopez@melia.com](mailto:andrea.lopez@melia.com).**

The meeting rooms are allocated by EBMT & EHA based on request and availability. Available rooms are:

- Calvia
- Inca
- Eivissa
- Formentera

More rooms are available upon request and availability.

**DEADLINES:**

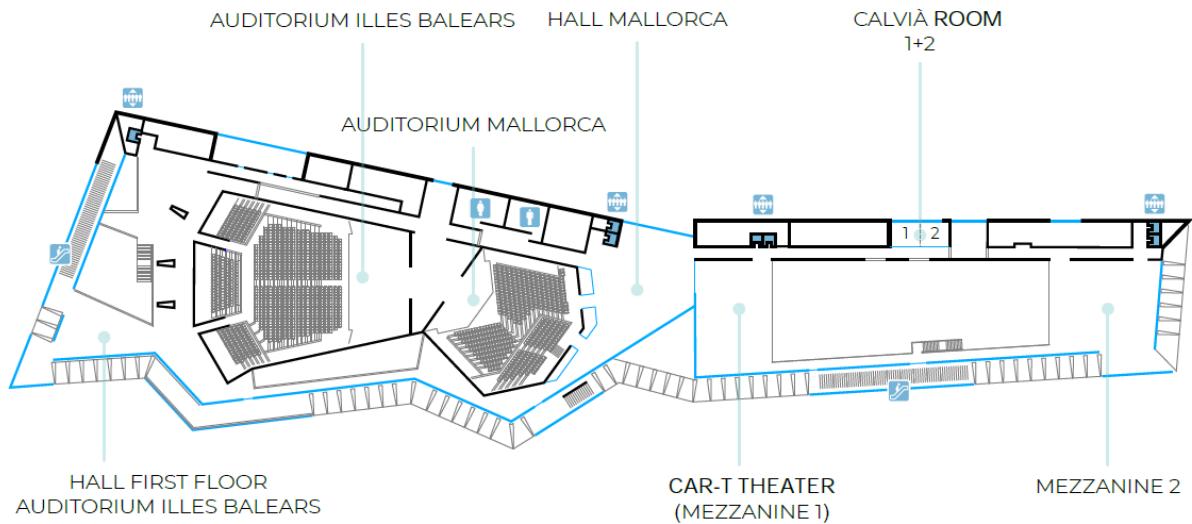
**19 January 2026:** Submit requests for a specific meeting room set up, additional AV or catering.

## 6.2 Meeting rooms Capacity

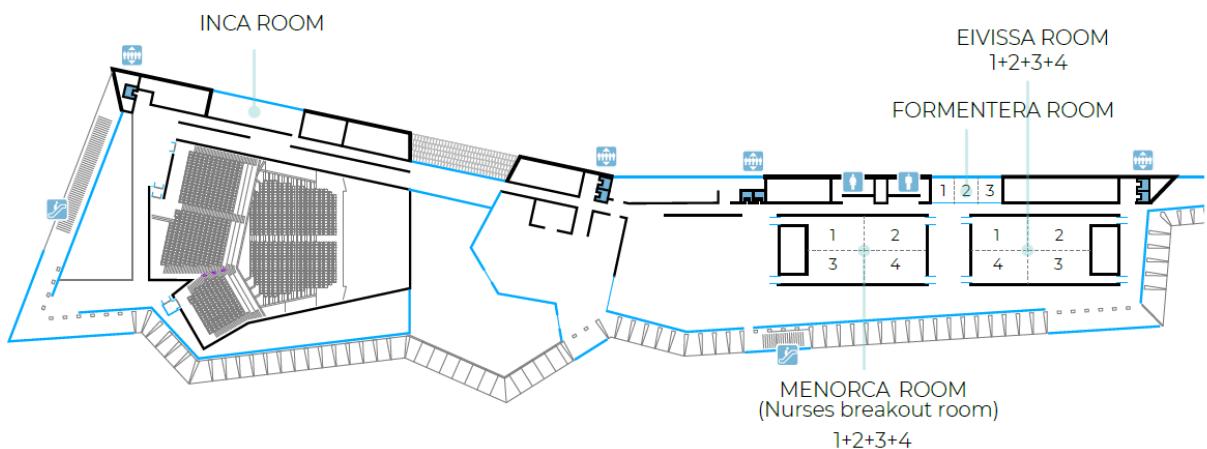
SPACES PALMA CONGRESS CENTER	sq.m.	HIGH (m.)	BANQUETING (pax)	CLASSROOM (pax)	DESK CHAIR (pax)	THEATRE (pax)	U SHAPE (pax)
<b>FIRST FLOOR</b>							
<b>CALVIA (1+2)</b>	58	2.6	NA	24	50	50	16
CALVIA 1	28	2.6	NA	12	25	25	12
CALVIA 2	28	2.6	NA	12	25	25	12
<b>THIRD FLOOR</b>							
<b>INCA</b>	87	2.6	NA	36	48	48	26
<b>EIVISSA (1+2+3+4)</b>	320	3.8	240	144	360	360	52
EIVISSA 1	80	3.8	60	36	64	64	26
EIVISSA 2	80	3.8	60	36	64	64	26
EIVISSA 3	80	3.8	60	36	64	64	26
EIVISSA 4	80	3.8	60	36	64	64	26
EIVISSA (1+2) (3+4)	160	3.8	120	78	168	168	50
EIVISSA (1+4) (2+3)	160	3.8	120	78	168	168	50
<b>FORMENTERA (1+2+3)</b>	68	2.6	NA	28	66	66	30
FORMENTERA 1	22	2.6	NA	8	20	23	8
FORMENTERA2	22	2.6	NA	8	20	23	8
FORMENERA 3	22	2.6	NA	8	20	23	8
FORMENTERA (1+2) (2+3)	44	2.6	NA	20	42	42	20

**NOTE:** Please note that room names shown with numbers in brackets (e.g., Eivissa 1+2+3+4) indicate that the space is modular and can be configured as one large room or divided into smaller individual sections using panels, depending on the requirements.

## FLOOR 1



## FLOOR 3



## 7. COMPANY VISIBILITY

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

### 7.1. Company logo acknowledgment

The company logo will be displayed in:

- On-site acknowledgment,
- CAR-T meeting page on the EBMT/EHA website(s),
- Acknowledgment page of the digital reference book,
- Homepage footer of the virtual platform

#### DEADLINE:

**Upon Signature:** Company Logo: in High resolution, Horizontal layout, Size: 400 x 70 pixels, Background: White, File type: PNG & EPS.

### 7.2. Advertisement

#### Intersession slides

- Intersession slides are intended to promote your sponsored session during the breaks and between sessions. Those will be shown outside the auditoriums.
  - Specifications: One (1) PPT slide in 16:9 format

**Note:** Partners and exhibitors can purchase additional intersession slides (displayed outside 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.**

#### Full page advertisement

- Full-page (A4) advertisement inside the digital reference book for Premium and Major Partners. Page allocation will be assigned based on the package ranking and alphabetically. Advertisements may not include or promote drug information.
  - Specifications: One (1) A4 PDF file.

#### Push notifications

- Push notifications are intended to notify virtual attendees of your upcoming sponsored sessions via in-platform notification. The Notification can be customized and sent on the day and time of your preference. Subject to availability, to avoid clashes.
  - Specifications: Maximum 200 characters, including spaces, rich text, and formatting are not supported. Each push notification can be linked to a longer text, which can contain formatting, hyperlinks, and images.

**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 according to the sponsorship levels, and on a first-come, first-served basis. The push notification cannot promote drug information). **Fee: €3,000 per notification.**

**DEADLINES:**

**19 January 2026:**

- Rotating intersession slide in 16:9 PPT format.
- Full page advertisement in A4 PDF file.
- Push Notification for the virtual platform: 200 characters (including spaces), rich text and formatting are not supported.

### 7.3. Banners

**Homepage rotating banner on the virtual platform:**

- o Specification: Horizontal layout, size: 1667x292 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.**

**DEADLINE:**

**19 January 2026:**

- Homepage virtual platform rotating banner: *Horizontal layout, size: 1667x292 pixels. Background: white. File type: PNG*

## 8. E-BLAST

The E-blast is sent approximately. 1-2 weeks before the meeting to registered delegates, according to GDPR. Maximum two per company, not consecutive in the same week. The sending order will be determined based on the editorial calendar availability and the package ranking.

The CART e-blasts will be sent by EBMT with the sender name “EBMT-EHA CART26” and email address [“education.events@info.ebmt.org”](mailto:education.events@info.ebmt.org).

Number of E-blasts according to your package:

Premium Partner	2
Major Partner	1
Meeting Partner	1
Exhibitor	To be booked separately

### E-blast calendar

Please specify your preference.

Pre-meeting	Post-meeting
Monday, 2 February 2026	Monday, 23 February 2026
Wednesday, 4 February 2026	Wednesday, 25 February 2026
Friday, 6 February 2026	Friday, 27 February 2026
Monday, 9 February 2026	Monday, 2 March 2026
Wednesday, 11 February 2026	Wednesday, 4 March 2026

In the E-Blast template you will find the complete instructions and deliverables. When submitting the template attach all visuals to your email along with the template.

- [Click here for the E-Blast instructions & template](#)

#### DEADLINES:

**19 - 28 January 2026:** Submit the pre-meeting E-blast template. Two weeks prior to the scheduled mailing date.

**9-18 February 2026:** Submit the post-meeting E-blast template. Two weeks prior to the scheduled mailing date.

## 9. OTHER SPONSORSHIP ITEMS

### Charging stations - *More details will be shared soon.*

Two installed charging stations provide charging and storage for electronic devices for delegates. Each charging station can be customised on the side with your company logo using vinyls.



### Water dispensers - *More details will be shared soon.*

Water dispensers will be installed around the venue to provide service for delegates. Each water dispenser can be custom-branded with your company logo using durable vinyls on the laterals of the water dispenser (white area), and on top of the tap.



### CAR-T Lounge (Seating Area) - *More details will be shared soon.*

The CAR-T Lounge is a dedicated seating area for delegates. Your company's branding will be displayed in the lounge via roll-up banners, providing continuous visibility throughout the meeting duration.

## 10. METRICS

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

### [Report after the live meeting](#)

Live event period: 12-14 February 2026

General meeting metrics

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

Virtual metrics

- Total number of clicks to the homepage rotating banner
- Total number of unique views of the live-streamed sponsored session
- Total number of E-blast recipients and clicks

### [Report after the virtual platform closes](#)

On-demand period: 23 February - 23 March 2026

Virtual metrics

- Total number of clicks to the homepage rotating banner
- Total number of unique views of the live-streamed sponsored session
- Total number of E-blast recipients and clicks

## 11. CLOSING NOTE

We hope this manual has provided you with all the necessary information to ensure a smooth and successful participation in the event.

If you have any questions, require further clarification, or need additional support, please don't hesitate to contact us at [fundraising@ebmt.org](mailto:fundraising@ebmt.org) and [sponsorship@ehaweb.org](mailto:sponsorship@ehaweb.org).