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## Key Deadline Dates

<table>
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<tr>
<th>REQUIRED SERVICE</th>
<th>MANDATORY/OPTIONAL</th>
<th>Link</th>
<th>DEADLINE DATE</th>
<th>WHERE TO SEND/CONFIRM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipt of proposed Titles, topics and speakers for review and approval</td>
<td>Mandatory</td>
<td>Via Email</td>
<td>Thursday 6 February 2020</td>
<td>Attn: Natalie Dass <a href="mailto:espe2020@bioscientifica.com">espe2020@bioscientifica.com</a></td>
</tr>
<tr>
<td><strong>NB. Speakers should be proposed but not approached /confirmed until POC has reviewed proposal</strong></td>
<td>Mandatory</td>
<td>Via Email</td>
<td>Thursday 20 February 2020</td>
<td>Attn: Natalie Dass <a href="mailto:espe2020@bioscientifica.com">espe2020@bioscientifica.com</a></td>
</tr>
<tr>
<td>POC Feedback provided to sponsor</td>
<td>Mandatory</td>
<td>Via Email</td>
<td>Thursday 6 February 2020</td>
<td>Attn: Natalie Dass <a href="mailto:espe2020@bioscientifica.com">espe2020@bioscientifica.com</a></td>
</tr>
<tr>
<td>Receipt of final satellite programme for approval</td>
<td>Mandatory</td>
<td>Via Email</td>
<td>Thursday 5 March 2020</td>
<td>Attn: Natalie Dass <a href="mailto:espe2020@bioscientifica.com">espe2020@bioscientifica.com</a></td>
</tr>
<tr>
<td>Notification of final programme approval</td>
<td>Mandatory</td>
<td>Via Email</td>
<td>Thursday 12 March 2020</td>
<td>By: Programme Committee / Bioscientifica</td>
</tr>
<tr>
<td>Sponsors to contact speakers following POC approval of proposals</td>
<td>Mandatory</td>
<td>-</td>
<td>w/c 16 March 2020 onwards</td>
<td>Sponsor</td>
</tr>
<tr>
<td>Profile and Logo</td>
<td>Mandatory</td>
<td>Form 1</td>
<td>Thursday 21 May 2020</td>
<td>Attn: Natalie Dass <a href="mailto:espe2020@bioscientifica.com">espe2020@bioscientifica.com</a></td>
</tr>
<tr>
<td>Receipt of satellite invite for approval (bag insert only)</td>
<td>Mandatory</td>
<td>See page 13 for specification</td>
<td>Thursday 9 July 2020</td>
<td>Attn: Natalie Dass <a href="mailto:espe2020@bioscientifica.com">espe2020@bioscientifica.com</a></td>
</tr>
<tr>
<td>Receipt of Satellite Specification Form <em>(initial requests for quote)</em></td>
<td>Mandatory</td>
<td>Specification Form</td>
<td>Thursday 9 July 2020</td>
<td>Attn: Natalie Dass <a href="mailto:espe2020@bioscientifica.com">espe2020@bioscientifica.com</a></td>
</tr>
<tr>
<td>Receipt of Hospitality Room Specification Form <em>(initial requests for quote)</em></td>
<td>Optional – if hospitality room booked</td>
<td>Hospitality Form</td>
<td>Thursday 9 July 2020</td>
<td>Attn: Natalie Dass <a href="mailto:espe2020@bioscientifica.com">espe2020@bioscientifica.com</a></td>
</tr>
<tr>
<td>Satellite Invitation email; html copy</td>
<td>Optional</td>
<td>See page 13 for specification</td>
<td>Thursday 9 July 2020</td>
<td>Attn: Bryony Nixon / Tom Welland <a href="mailto:espe2020@bioscientifica.com">espe2020@bioscientifica.com</a></td>
</tr>
<tr>
<td>Book technical rehearsal time</td>
<td>If required</td>
<td>Email</td>
<td>Thursday 23 July 2020</td>
<td>Attn: Natalie Dass <a href="mailto:espe2020@bioscientifica.com">espe2020@bioscientifica.com</a></td>
</tr>
<tr>
<td>Receipt of orders for additional AV</td>
<td>Optional</td>
<td>Email</td>
<td>31 July 2020</td>
<td>Tim Norris <a href="mailto:tim.norris@accliverpool.com">tim.norris@accliverpool.com</a></td>
</tr>
<tr>
<td>Task Description</td>
<td>Requirement</td>
<td>Contact Details</td>
<td>Deadline</td>
<td></td>
</tr>
<tr>
<td>---------------------------------------------------------------------------------</td>
<td>--------------</td>
<td>---------------------------------------------------------------------------------</td>
<td>--------------------------</td>
<td></td>
</tr>
<tr>
<td>Receipt of orders for additional signage</td>
<td>Optional</td>
<td>Email</td>
<td>Tuesday 25 August 2020</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ACC Liverpool</td>
<td><a href="mailto:joseph.mangan@accliverpool.com">joseph.mangan@accliverpool.com</a></td>
<td></td>
</tr>
<tr>
<td>Receipt of Satellite Specification Form (final arrangements)</td>
<td>Mandatory</td>
<td>In Satellite specification form</td>
<td>Tuesday 25 August 2020</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Attn: Natalie Dass</td>
<td><a href="mailto:espe2020@bioscientifica.com">espe2020@bioscientifica.com</a></td>
<td></td>
</tr>
<tr>
<td>Receipt of Push Notification text (max 150 characters)</td>
<td>Mandatory</td>
<td>See page 15 for details</td>
<td>Tuesday 25 August 2020</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Attn: Tom Welland</td>
<td><a href="mailto:espe2020@bioscientifica.com">espe2020@bioscientifica.com</a></td>
<td></td>
</tr>
<tr>
<td>Receipt of orders for hospitality/catering (satellites)</td>
<td>Optional</td>
<td>Email</td>
<td>Wednesday 26 August 2020</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lisa Hughes/Sodexo</td>
<td><a href="mailto:lisa.hughes@sodexo.com">lisa.hughes@sodexo.com</a></td>
<td></td>
</tr>
<tr>
<td>Delivery of 4000 Satellite invite inserts to DHL as per Congress Inlay Information Sheet</td>
<td>Optional</td>
<td>DHL Tariff DHL Shipping Manual DHL Bag Insert Information DHL Order Form</td>
<td>Tuesday 1 September 2020</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>DHL</td>
<td><a href="mailto:simon@dhl-exh.com">simon@dhl-exh.com</a></td>
<td></td>
</tr>
<tr>
<td>Badge scanners</td>
<td>Optional</td>
<td>TBC</td>
<td>Early bird: TBC</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>RefTech</td>
<td><a href="mailto:scanners@reftech.co.uk">scanners@reftech.co.uk</a></td>
<td></td>
</tr>
</tbody>
</table>
Contact Information

Congress Manager
Niki Cripps
Bioscientifica Ltd
Starling House
1600 Bristol Parkway North
Bristol, BS34 8YU
Tel: +44 (0)1454 640467
Fax: +44 (0)1454 642222
Email: espe2020@bioscientifica.com

Sales Manager
Jo Eade
Tel: +44 (0)1454 640471
Email: jo.eade@bioscientifica.com

Venue
ACC Liverpool
Kings Dock, Liverpool
L3 4FP
Tel: +44 (0)151 703 7249
Email: Joseph.Mangan@accliverpool.com
www.accliverpool.com

Satellite Management
Bioscientifica Ltd
Starling House
1600 Bristol Parkway North
Bristol, BS34 8YU
Contact: Natalie Dass
Tel: +44 (0)1454 642244
Email: espe2020@bioscientifica.com
Web: www.espe2020.org

Catering
Lisa Hughes
Sodexo
Kings Dock, Liverpool
L3 4FP
Tel: +44 (0) 151 239 6013
lisa.hughes@sodexo.com
www.sodexo.com

ACC Liverpool (AV Services)
Kings Dock, Liverpool
L3 4FP
Contact: Tim Norris
Tel: 44 (0) 151 703 7263
Email: tim.norris@accliverpool.com
Web: http://www.accliverpool.com

Signage
ACC Liverpool
Kings Dock, Liverpool
L3 4FP
Tel: +44 (0)151 703 7249
Email: Joseph.Mangan@accliverpool.com
www.accliverpool.com

Hostesses
Bioscientifica Ltd
Contact: Natalie Dass
Tel: +44 (0)1454 642244
Email: espe2020@bioscientifica.com
Web: www.espe2020.org

Badge Scanners
RefTech
1-3 The Pavilions
Tamworth
Staffordshire
B77 4RP
Tel: +44 (0)1827 61666
Email: scanners@reftech.co.uk
Web: www.reftech.co.uk
Introduction


We kindly ask that you to read this manual in detail as it should provide most of the answers to any questions you may have.

ESPE 2020 is set to attract over 4000 participants from all areas of paediatric endocrinology and metabolism from all over the world including clinicians, nurses, basic researchers, fellows and trainees – all experts and key opinion leaders in the field of paediatric endocrinology.

Since being founded in 1962, when the first annual scientific meeting was held in Zurich, the Society has increased in both size and scope, becoming the leading international scientific community of paediatric endocrinologists.

The ESPE annual scientific meeting, which is held in different European cities and countries, is recognised worldwide as a meeting of high scientific and educational quality. Although currently attended by more than 3,800 delegates, it is still known for the traditional ESPE values of friendship, collaboration and congeniality.

This manual has been prepared to provide you with all the necessary information needed to organise your satellite symposium. Satellite providers are required to use the preferred suppliers identified in this Manual. Full contact details are supplied to enable you to deal with each supplier directly.

If you have any questions that are not addressed in this Manual or if you need additional advice or information then please contact one of our team at espe2020@bioscientifica.com. Full contact details for everyone are provided on Page 5 of this Manual.
About the Venue

Venue Information
ACC Liverpool
Kings Dock, Liverpool
L3 4FP
Tel : +44(0) 0151 703 7249
Email: Joseph.Mangan@accliverpool.com
www.accliverpool.com

Located on a UNESCO world-heritage waterfront location, Liverpool's event campus features Europe’s only interconnected arena, conference and exhibition centres, perfect for conferences, exhibitions and banquets. With 21 break out rooms available, plenary rooms for between 1,350 – 10,600 people and 8,100m2 of exhibition space, the ACC and Exhibition Centre Liverpool has a total capacity for over 10,000 participants.

Venue Plan

The main sessions will be held in the Arena, and Hall C in the Exhibition Centre and the other sessions in the Halls 2G, 2H, 2J, 2K, Core Auditorium 1A / Revolving seats 1B and Revolving seats in 1C.

Note: all plans are available on the Venue’s website: https://www.accliverpool.com/media/3022769/acc-liverpool-brochure-oct-2018.pdf

Arena – Lower and Upper Levels
## Exhibition Centre

### Room Plan

<table>
<thead>
<tr>
<th>Room</th>
<th>Purpose</th>
<th>No. (Theatre Style)</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hall A+B</td>
<td>Exhibition &amp; Catering</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Hall C Split</td>
<td>Breakout 1 / Poster Hall</td>
<td>1,100 / N/A</td>
<td></td>
</tr>
<tr>
<td>Arena</td>
<td>Plenary Hall</td>
<td>Up to 4,000</td>
<td>Lower</td>
</tr>
<tr>
<td>Hall 2G</td>
<td>Breakout 2</td>
<td>850</td>
<td>Lower</td>
</tr>
<tr>
<td>Hall 2H</td>
<td>Breakout 3</td>
<td>850</td>
<td>Lower</td>
</tr>
<tr>
<td>Hall 2J</td>
<td>Breakout 4</td>
<td>850</td>
<td>Lower</td>
</tr>
<tr>
<td>Hall 2K</td>
<td>Breakout 5</td>
<td>850</td>
<td>Lower</td>
</tr>
<tr>
<td>Core Auditorium 1A</td>
<td>Breakout 6</td>
<td>850</td>
<td>Upper</td>
</tr>
<tr>
<td>Revolving seats 1B</td>
<td>Breakout 7</td>
<td>247</td>
<td>Upper</td>
</tr>
<tr>
<td>Revolving seats 1C</td>
<td>Breakout 8</td>
<td>247</td>
<td>Upper</td>
</tr>
</tbody>
</table>
Satellite Symposium Slots

The ESPE 2020 Meeting will once again offer Companies the opportunity to hold a satellite symposium session of 60 minutes during lunch and 90 minutes during the evenings.

Satellite symposia slots will run as below:

<table>
<thead>
<tr>
<th>Company</th>
<th>Time</th>
<th>Day</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Novo Nordisk</strong></td>
<td>13:25 – 14:25</td>
<td>Thursday 10</td>
<td>Hall C</td>
</tr>
<tr>
<td></td>
<td>Access 13.15, BD 14.30</td>
<td>LUNCH</td>
<td></td>
</tr>
<tr>
<td><strong>Kyowa Kirin</strong></td>
<td>18:30 – 20:00</td>
<td>Thursday 10</td>
<td>Hall 1A</td>
</tr>
<tr>
<td></td>
<td>Access 18.15, BD 20.15</td>
<td>EVENING</td>
<td></td>
</tr>
<tr>
<td><strong>Merck</strong></td>
<td>18.30 - 20.00</td>
<td>Thursday 10</td>
<td>Hall 2K</td>
</tr>
<tr>
<td></td>
<td>Access 18.15, BD 20.15</td>
<td>EVENING</td>
<td></td>
</tr>
<tr>
<td><strong>Ascendis</strong></td>
<td>18.30-20.00</td>
<td>Thursday 10</td>
<td>Hall C</td>
</tr>
<tr>
<td></td>
<td>Access 18.15, BD 20:15</td>
<td>EVENING</td>
<td></td>
</tr>
<tr>
<td><strong>Pfizer</strong></td>
<td>13:15 – 14:15</td>
<td>Friday 11</td>
<td>Hall 2K</td>
</tr>
<tr>
<td></td>
<td>Access 13:00, BD 14:30</td>
<td>LUNCH</td>
<td></td>
</tr>
<tr>
<td><strong>Ipsen</strong></td>
<td>13:15 - 14:15</td>
<td>Friday 11</td>
<td>Hall 2G</td>
</tr>
<tr>
<td></td>
<td>Access: 13:00, BD 14:30</td>
<td>LUNCH</td>
<td></td>
</tr>
<tr>
<td><strong>Sandoz</strong></td>
<td>16:45 – 18:15</td>
<td>Friday 11</td>
<td>Hall C</td>
</tr>
<tr>
<td></td>
<td>Access: 16:30, BD 18:30</td>
<td>EVENING</td>
<td></td>
</tr>
<tr>
<td><strong>Rhythm</strong></td>
<td>16:45 – 18:15</td>
<td>Friday 11</td>
<td>Revolving seats 1C</td>
</tr>
<tr>
<td></td>
<td>Access: 16:30, BD 18:30</td>
<td>EVENING</td>
<td></td>
</tr>
<tr>
<td><strong>Biomarin</strong></td>
<td>16:45 – 18:15</td>
<td>Friday 11</td>
<td>Hall 2G</td>
</tr>
<tr>
<td></td>
<td>Access: 16:30, BD 18:30</td>
<td>EVENING</td>
<td></td>
</tr>
<tr>
<td><strong>Novo Nordisk</strong></td>
<td>12.45-13.45</td>
<td>Saturday 12</td>
<td>Hall 1A</td>
</tr>
<tr>
<td></td>
<td>Access 12.30, BD 14.00</td>
<td>LUNCH</td>
<td></td>
</tr>
<tr>
<td><strong>GenSci</strong></td>
<td>12.45-13.45</td>
<td>Saturday 12</td>
<td>Hall 2G</td>
</tr>
<tr>
<td></td>
<td>Access 12.30, BD 14.00</td>
<td>LUNCH</td>
<td></td>
</tr>
</tbody>
</table>
Satellite Symposium Provider Entitlements

The following is the minimum each sponsor will receive:

- 60 minutes during lunch or 90 minutes in the evening
- Rooms with capacities to fit all audiences
- Room rental
- Standard audio-visual equipment
- Inclusion of symposium invitation in the delegate Meeting bag
- One email alert to registered delegates
- Symposium programme included in the final programme
- Symposium programme posted on the Meeting website
- One push notification sent through the ESPE Meeting App (maximum 2 days prior to Satellite)

Sponsors must arrange all scientific content and speaker arrangements, including invitations, travel, accommodation, registration fees, publicity etc., and should meet all associated costs directly.

If you would like to order additional hostesses please contact Natalie Dass.

The content of each satellite symposium is subject to approval by the Meeting Programme Organising Committee. Please follow the satellite guidelines which will outline deadline dates for approvals.

Please Note: It is the sponsor’s responsibility to comply with local and EFPIA regulations. It is recommended that sponsors work with their local affiliate. Further information can be found on the EFPIA website.
Access, Rehearsals and Timings

Set-up, Layout, Breakdown

Set-up and breakdown will take place on the day of the Symposium. **Access will be from 10 minutes** before the start of the Symposium (unless you have agreed alternative times separately with the Meeting organisers and have confirmation in writing). **Breakdown cannot be completed any later than 15 minutes after the end of the session.** Please note: due to the restrictions of the scientific programme, some satellites may have reduced set-up or breakdown time. Please contact the Meeting organisers to confirm how much set-up/breakdown time is available for your satellite.

The sponsoring companies can arrange promotional posters on the stage. However, due to restricted access time prior to the start of the session, installation of own stage sets is limited. If you require alternative stage arrangements, please contact the Meeting organisers for discussion and approval, no later than 24 July 2020.

Aisles must be kept clear at all times. Any participating company who causes obstruction or nuisance after notice has been given will be liable to have their session discontinued by the organisers at the participating company’s expense.

A table will be available outside your room for you to display your material on. You will be able to set up your display 15 minutes before the start of your symposium (unless you have agreed alternative times separately with the Meeting organisers and have confirmation in writing). Material for the symposium can also be distributed from your exhibition space however not in any general areas in the venue.

All literature and branding must be removed immediately following the conclusion of your satellite. Failure to remove these items may result in additional charges.

Rehearsal Access

If you wish to have a rehearsal for your satellite, please contact the Meeting organiser in order to schedule this, gain a quotation for additional AV Technician time if required, and obtain approval. Note: The rehearsals need to work around the main programme. You can also request a slot via the Satellite Specification Booking Form, **please note that an additional charge may be applied by the AV company.**

Speakers

The sponsoring company must cover speakers’ registration fees, accommodation and flights for the ESPE 2020 Meeting. Registration is made through the meeting website at: [https://www.eurospe.org/meetings/2020/espe2020/](https://www.eurospe.org/meetings/2020/espe2020/)

Audio Visual Specification

All Satellite Symposia rooms are equipped with standard technical equipment including a beamer, a screen, and microphone for speaker and chairpersons. A technician will be on duty throughout the Symposium to operate the standard audio visual equipment. Sponsors requiring any additional AV equipment and/or technicians other than above mentioned please fill out the Satellite Specification Form and return to the Meeting Organiser via espe2020@bioscientifica.com and the relevant arrangements will be made.

Companies must bear any extra costs incurred.
Speakers Preview Room
Speakers are requested to use the facility before their Satellite Symposium to ensure that their presentation projects clearly and is in the correct order. Presentations should be handed over to the technical staff a minimum of **2 hours before the Satellite Symposium**. Presentations received after this deadline cannot be guaranteed optimal audio visual support.

If you wish to view your presentation on the screen during your technical rehearsal, please upload this in the speaker preview room prior to the rehearsal. If you wish to make changes to your presentation following your rehearsal, please ensure that the final version is resubmitted via the speaker preview room at least 2 hours before the Satellite Symposium.

Security/Badges
Participants with “ESPE Member and “Delegate” badges will have access to the session rooms during the satellite symposium. Those with “Exhibitor” badges will not be permitted access to the scientific programme or Satellite Symposia. If you have staff working only during the Symposium (for example, agency staff) you can pick up the pre-registered “Satellite Symposia” badges at the registration desk.

These badges are without personal names and only valid the day of your Symposium/technical rehearsal.

Roll up banner in the Registration area
Sponsors are offered the opportunity to advertise their Satellite Symposium in the registration area **on the day of the satellite symposium** free of charge, but only up to the end of the satellite symposium. Once your company’s satellite symposium is over the banner should be removed. If it is not removed by the company, it will be removed by the registration staff and we cannot guarantee its safety.

WiFi
WiFi is available free of charge throughout the venue. However, this is a public connection and is unsuitable for downloading large files.

WiFi can be upgraded for satellite sessions if required, at an additional charge. Please indicate on your satellite specification form if you require a WiFi upgrade.
Marketing Opportunities

The ESPE Secretariat offer a number of marketing opportunities. Any extra activity you wish to carry out must comply with our guidelines regarding content and logo usage.

ESPE Marketing Opportunities

Delegate Bag Insert
As satellite organiser you are entitled to insert your symposium invitation in the meeting bag. These should be no more than one page and no bigger than A4 in size and can be printed on both sides.

Please submit a sample of the insert to the Meeting organisers for approval no later than 25 June 2020 to espe2020@bioscientifica.com. Please do not print invitations or advertisements before they have been approved. Use of the ESPE 2020 logo is not permitted on any marketing materials.

We will require 4,000 inserts. Contact the Meeting organisers when you are preparing your insert for an update on this figure. Bag inserts must arrive with DHL (see below) no later than Tuesday 1st September, failure to meet this deadline will mean that the bag insert may not be included in the delegate bags. Any leftover copies of your invitation following bag packing can be picked up at the Registration area.

Please make sure to:
- Clearly mark all six sides of each box in the shipment “ESPE 2020 Meeting BAG INSERTS”
- Please include company details and contact information on the box
- Attach a copy of the item on each box
- Send a PDF of your printed bag insert to the Meeting organisers at espe2020@bioscientifica.com before sending to print
- Inform the Meeting organisers of the number of boxes to be delivered
- Kindly send your bag inserts separately from your exhibition material

Delegate bag inserts should be sent directly to:

DHL Trade Fairs & Events (UK) Ltd
(ESPE 2020 – BAG INSERTS Name of insert)
Unit 17 & 9 2nd Exhibition Avenue
NEC Birmingham
B40 1PJ
United Kingdom

It is also very important that you clearly mark the shipment with your Company Name including “Bag Inserts ESPE 2020” and send full pre advice by email to: simon@dhl-exh.com

Please note that the Venue will not accept ANY deliveries of these.

Email (one)
The ESPE 2020 Meeting Organisers will distribute one email on behalf of sponsors to all registered delegates who opt-in to email marketing. These will be sent from two weeks prior to the commencement of ESPE 2020.
The content of the email will need to be approved in advance by the ESPE 2020 Meeting Organisers, therefore please provide all content by Thursday 9th July to allow time for testing and feedback.

**Email design**

Sponsors have the option to supply a subject line. If no subject line is supplied, “ESPE 2020: [Sponsor name] Satellite Symposium Invitation” will be used.

We recommend that you consider the recipients’ mailbox settings during the design of your email. Most email inboxes do not automatically download images. So ensure that key information such as your satellite title, time and location are included as text. We also encourage sponsors not to supply image as the entire email’s content for this reason.

Please note that we will not send attachments with the email.

Please include the following text at the foot of your email:

“ESPE Office, Starling House, 1600 Bristol Parkway North, Bristol, BS34 8YU

+44 (0)1454 642240 | espe2020@bioscientifica.com

You are receiving this email because you signed up to the ESPE events mailing list, opted into industry news or at some point have worked with us. If you no longer wish to receive these emails, you can update your mailing preferences or Unsubscribe. Having trouble seeing this email? View it online.”

We will add the unsubscribe link to your email.

Please note that the ESPE 2020 Secretariat will not design or proof read your email nor will we test or check any links that you might include. The email will be forwarded to all opted-in registered delegates exactly as it is received.

Amendment of source code will not be possible and the responsibility for fixing any coding issues will rest solely with the sponsor.

**Procedure for emails**

Each sponsor should provide the email as an html document with a folder containing any images to be embedded to espe2020@bioscientifica.com for the attention of Tom Welland. Please ensure all image names match the labels in the HTML.

A JPEG or PDF should be provided of the email in its correct state as a reference for the source code loading process.

The deadlines for email content have been set out to enable enough time for emails to be effectively tested and to ensure that the content of the emails does not break European advertising laws.

Please ensure that these dates are added to your calendars, as delays to these deadlines may limit our ability to launch your email to the necessary timelines.

If you are working with an external agency to produce these emails and are not in a position to make edits directly to the HTML of the emails (in the event of issues with the HTML or its content), please can the relevant agency employee’s contact details be passed to us before sending of the HTML.

Please clearly identify the person responsible for sign off of the final email.
Supplying the email HTML code

All emails need to be provided to us in the following file formats: .html or .txt

If the supplied email is not in this file type, we will be unable to launch the email. Any delays in providing this file type may limit our ability to launch your email to the necessary timelines.

The ESPE 2020 delegate list is property of ESPE and as a result any unsubscribes are considered unsubscribes to this mailing list and will not be supplied to sponsors.

Images within the email

All relevant images must be supplied alongside the HTML code unless the images will be hosted on a domain that you have set up. If images are supplied to us, it is your responsibility to correctly label the images, for us to correctly build your email.

Failure to do this will impede our ability to efficiently test your email and launch your email to the necessary timelines.

Should you have any questions, please email espe2020@bioscientifica.com.

Our system is not able to support responsive emails and is unable to layer text over images.

Data and reporting

The ESPE meeting organisers will handle all unsubscribes. Any recipient who unsubscribes from an emails will be added to a suppression list, which will be applied to any future Satellite emails. Recipients have the option to re-subscribe to the mailing list.

The ESPE 2020 meeting organisers will not supply the personal data of any recipient who receives or interacts with a sponsor’s email. Email open and click rates are available upon request.

Each sponsor should provide the email as an html document with a folder containing any images to be embedded to espe2020@bioscientifica.com for the attention of Tom Welland.

Final Conference Programme/Online Programme

The full agenda including talk titles and speakers names will be included in the online programme and the final meeting programme book, which is distributed to all attendees at the start of the Meeting. Sponsored satellite symposia content will be displayed separately to the main scientific programme book in the printed programme, on the meeting website and the meeting app.

Push Notification (one)

Each sponsor holding a Satellite Symposium is entitled to one push notification to be sent out from the App up to two days prior to the Satellite to all users who have notifications enabled.

The notification must contain no more than 150 characters, including spaces or the message will be automatically shortened. Please ensure that you send it to espe2020@bioscientifica.com FAO Tom Welland before Tuesday 25 August 2020 to allow time for reviewing.

It is suggested that the full room name, date and time is included in the content for this notification. Be aware that different devices allow a varied amount of characters to be viewed when the notification pops up on screen, and only the full message will be seen with user interaction on the notification.
Onsite Marketing Opportunities

Badges Scanners
Satellite providers can hire badge scanners directly from RefTech, one of our partner companies. They offer an exhibitor lead reference system, which includes:

- A simple to use, 5,000 scan capacity bar code scanner for use during the event and gives you the ability to set up your own Lead Management for the event on-line, including your own lead qualification sheet which you can print at the office or collect on site. The system downloads during the event with access to data 24 hours after the show closes, and includes a facility to filter the data as needed.

If you would like to hire the badge scanners, please contact Natalie Dass who can provide you with the relevant information.

Points to remember...

- For the purpose of clarity, the ESPE respectfully suggests that you include a reminder on all your advertisements, invitations or mailings that the symposium is only open to healthcare professionals who are registered for the ESPE Meeting
- If required, it is the responsibility of the sponsor to provide participants with a record of participation
- It is NOT permitted to use the ESPE 2020 logo on any marketing materials connected to the satellite symposium

Branding

Should you wish to brand your top table or lectern for your satellite symposium, please specify this in the satellite specification form so a quote can be provided. Please contact espe2020@bioscientifica.com to discuss any other onsite branding opportunities.

Promotional banners

Each satellite sponsor is entitled to display one directional or promotional banner in the registration area on the day of their satellite. One additional promotional banner can be displayed outside the door of the satellite room up to 15 minutes before the start of the satellite symposium.

Both of these banners must be removed immediately following the end of the satellite symposium. Failure to remove these banners may result in additional charges.
Audio Visual Equipment

AV Specification

Each meeting room assigned for the satellite symposia sessions will come with a basic AV package, as follows:

- Projector
- Screen – resolution 16:9
- Computers equipped with PowerPoint
- Comfort monitors on lectern and tribunal table
- 1 x lectern
- 1 x tribunal table to seat a minimum of 3 people
- 2 x table top microphones for the tribunal table
- 1 x fixed lectern microphone
- 2 x microphones on stands for Q&As
- 1 x laser pointer
- 1 x Technician for the hours as stated in the final Conference programme

Slides

All presentation slides should be uploaded at the Speaker Preview Centre on site, at least 2 hours prior to the session. Speakers should not use their own laptops for their presentation as we cannot guarantee that the formatting will remain the same on the screens.

Filming

Should you wish for your session to be filmed, please contact espe2020@bioscientifica.com to discuss your requirements.

Furniture

All the main meeting rooms are laid with top tables set up for a minimum of 3 people and a lectern.

For additional furniture or to change the stage set please specify this in the Satellite Specification Form and return this to espe2020@bioscientifica.com in order that a quote can be provided.

Please note that the table panels cannot be changed during the congress, as these will have mics and wires stabilised on the set-up day.

If you wish to brand the Top Table or Lectern please specify this in the Satellite Specification Form and we will work together with the venue to achieve your desired results.

Please use the Satellite Specification Form to specify your requirements. A quote will then be sent to you detailing costs for all additional items.
Catering

Any sponsor wishing to provide hospitality, either before or after the satellite symposium, should first check with the Meeting organiser (espe2020@bioscientifica.com) to confirm they have a suitable area available.

Once an area has been agreed you should organise the catering requirements directly with the venue caterers, Sodexo (see Contacts section on Page 5).

Please ensure that you have checked your access times – hospitality should commence no more than 15 minutes before your session is due to start.
Hospitality Suites/Additional Meeting Rooms

There are a number of opportunities for companies wishing to hire an additional room for rehearsals, meetings or as a hospitality suite during the Meeting.

If you would like to book an additional room please get in touch as soon as possible to avoid disappointment as there are limited spaces available and these are sold on a first come first served basis after sponsors, who will always be given first choice. Please contact Jo Eade at Bioscientifica; jo.eade@bioscientifica.com for details of available rooms and costs.

Please note that all hospitality rooms are sold with a boardroom set up with a plasma screen. To request an alternative set up, please contact the Meeting organisers at espe2020@bioscientifica.com. Please note that AV is not included and can be ordered at an additional cost.

You will need to specify the following:

- Number of days booked
- Room hours required (access)
- Lockable / non-lockable
- Power
- Capacity
- Set up (boardroom, theatre style)
- Furniture
- AV Equipment (projector, screen, PowerPoint etc.)
- Internet Connection
- Catering

There will be additional costs associated based on your requests but please note that we will only pass on costs that are additional to us.

Please note if you do not contact us to arrange this, your hospitality room will be set up as above. Onsite requests cannot be guaranteed and will be fulfilled based on availability.

If you have any queries we can assist you with these, espe2020@bioscientifica.com.

If you would like to book a hospitality room please contact jo.eade@bioscientifica.com,
Tel: +44 (0)1454 640471.

Once you have booked a Hospitality Room, a set up and additional requests form will be sent to you so you can specify your requirements. On return of this to the Meeting organisers, a quote from the Venue will then be sent to you detailing costs for all additional items.
Registration for Satellite Attendees

Satellite Only Badges
Each Company holding a satellite will receive five (5) complimentary passes for admission to their satellite only. These passes can be given to any personnel working on your symposium who require access to the session. They are not intended for use as registration for your Faculty or other guests/personnel who may be attending your symposium as part of the Congress. In the case of the latter you should register these in the usual way by completing the on-line registration form. The 5 complimentary passes will be available to collect from the Exhibitor Desk on Wednesday 9 September 14:00 – 16:00.

Meeting Dinner
The Informal Networking Evening will be held on Saturday 12 September 2020. Sponsors receive the following complimentary entitlements:

Platinum Sponsors 3 complimentary tickets
Gold Sponsors 2 complimentary tickets
Silver Sponsors 0 complimentary tickets

Complimentary tickets should be collected from the Registration Desk located at the Cityside entrance. If you wish to purchase additional tickets please see: https://www.eurospe.org/meetings/2020/espe2020/registration/ for costs.

Please book additional tickets via the ‘Exhibitor Passes’ form, (available to download from the ESPE 2020 website).

Please note that ALL additional tickets for the Meeting Dinner must be paid for at the time of booking.
Satellite Symposium – Terms and Conditions

Cancellation of Contract
Following receipt of the signed contract, cancellation or any changes to the original booking must be made in writing to the ESPE Meeting Team. The cancellation terms are in your contract. Late payment fees apply.

NB All prices are exclusive of VAT. VAT will be charged as applicable, and is subject to changes in legislation.

Cancellation of Exhibition
The ESPE reserves the right to change the venue and dates for the ESPE 2020 Meeting and Exhibition, and to hold the ESPE 2020 Meeting and Exhibition at a different venue on other dates as near to the original dates as possible, utilising the right only when circumstances necessitate such action and without any liability to the ESPE.

The ESPE accepts no responsibility for any damages if the event is not performed due to any obstacle or hindrance outside the control of the ESPE which the ESPE could not reasonably have foreseen when signing the ESPE 2020 Supporters Contract and which the ESPE could not have avoided at a reasonable effort or cost. Such obstacles and hindrances include, but are not limited to, the outbreak of war, civil riots, governmental or other obstacles for the freedom of travel, union actions, natural disasters, fire, flooding, and any other circumstances that fall within the meaning of the above.