



SATELLITE SYMPOSIA GUIDELINES

CONTACT LIST

CONGRESS ORGANISATION

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REGISTRATION & HOTEL RESERVATION

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CONGRESS AV

Dorier Group

Emilie Deparis

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EQUIPMENT/ SHIPMENT DELIVERY

Messe Frankfurt

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logistics@messefrankfurt.com

LEAD RETRIEVAL DEVICES / BADGE SCANNERS

MCI SUISSE SA

Karen Bhavnani

badgereader@wearemci.com

CATERING

Accente Gastronomie Service GmbH

Alexander Ellrich

catering@accente.com

OFFSITE SATELLITE SYMPOSIA AND MEETINGS

All satellite symposia must be organised at the congress centre at official time slots offered by EAHAD 2024.

Companies organising a satellite symposium outside the congress centre could encounter serious disagreements with the EAHAD 2024 authorities. **Please note that it is strictly forbidden to organise any meetings for more than 20 participants during the official scientific session timings.** Meetings bigger than 20 people need to be done during the following times:

- Tuesday 6 February
- Wednesday 7 February before 09.30 and as of 19.30
(the Executive Committee Meeting (20 people) of the EAHAD will run on this entire evening)
- Thursday 8 February as of 18.00
- Friday 9 February as of 15.30

SATELLITE PROGRAMMES

The same topic cannot be given in a sponsored symposium and during the main scientific programme of the congress.

The congress organisers would like to be able to put the final programmes of the symposia **on the congress website by early-December 2023**. Once your programme has been approved, please send us your finalised programme invitation (in PDF format) which we will upload on a relevant page on the website. The earlier the programmes can be available to the registering delegates, the better.

Kindly be informed, that the streaming of the satellites through the platform, as well as the availability of the recording on-demand for 3 months after the congress is included.

SATELLITE SYMPOSIA ADVERTISING OPTIONS

Companies holding an official satellite symposium during the EAHAD 2024 congress are allowed to advertise their symposium by **displaying two self-standing signage elements**.

The first display will be placed in the registration area on the morning of 7 February 2024 and can remain there until the end of the concerned symposium. The second display can be set in front of the entrance room of the symposium starting 30 minutes prior to the actual symposium. It has to be removed close to the end of the symposium so that the next company can start their setup.

Advertising displays for the satellite symposia are not included in the rental price of the symposium. It is the company's task to order, produce and set up/dismantle the advertising displays. Posters not removed in time will be disposed of.

Any other promotion using human signage or any miss-placed signage outside the above- mentioned option will be removed by the organisers.

CORPORATE BRANDING OF MEETING ROOMS FOR SATELLITES

The rooms **Panorama 1, 2, and 3** will be used for the Satellite Symposia. Due to the tight schedule of sessions in the meeting rooms, the Satellite **corporate branding** inside the meeting rooms is strictly limited to the following:

- **Speaker's lectern, Presidential table seating 6 persons (lectern specifications on page 5)**
- All other corporate branding in the session rooms must be self-standing.
- Corporate branding should not affect the previous sessions as well as the following sessions.
- You may enter and set up the room 30 minutes before the start of the symposium.
- The company must remove all branding at least 15 minutes after the end of the Satellite.
- Corporate branding should not affect the congress signage already installed in the conference room.



Panel: 126cm height x 54cm width x 1.2cm depth



Speakers' lectern: H: 112 cm

REHEARSALS

Rehearsals are possible pending availability of the requested spaces. Kindly note that there may be charges for the technical staff of the venue for the rehearsals.

For any requests, please contact: eahad@mci-group.com

LIST OF REGISTERED PARTICIPANTS

Due to data privacy regulations, companies holding an official Satellite Symposium during the EAHAD 2024 congress are no longer entitled to receive the list of registered participants. Companies are entitled to a reference to the symposium page on the website in the congress e-mailers.

GENERAL GUIDELINES

Symposia should have as their objective the communication of scientific material to enhance the knowledge of attending medical doctors, scientists, and other healthcare professionals.

SPEAKER GUIDELINES

- Individuals can appear (as lecturers/chairs/moderators/discussants) maximum twice. This includes the satellite symposia and the main programme sessions. Companies should ask their invitees to confirm that they are not appearing more than twice.
- The company organising the symposium is responsible for communicating this rule to invited speakers.

The current EAHAD 2024 programme is available online at: <https://eahadcongress.com/main-congress/>

AUDIO-VISUAL EQUIPMENT IN CONFERENCE ROOMS

The three rooms used for Satellite Symposia (Panorama 1, 2, and 3) will be equipped as follows:

Panorama 1 (Theatre: 650 seats), **Panorama 2** (Theatre: 728 seats) & **Panorama 3** (Theatre: 650 seats)

Presentation Management System

- All PPT presentations to be uploaded onto the system at the Speaker Preview Room

In-room Presentation Technology

- 1 Screen and data projector
- 1 Presentation computer on the lectern
- 1 Presentation remote / clicker
- 1 Foldback monitor facing the presidential table
- 1 Lectern microphone
- 2 Presidential table microphones
- 1 Cordless headset microphone
- 6 Standing microphones for Q&A

Additional AV equipment can be ordered at extra cost. For further information and quotations, please contact:

Dorier Group – Emilie Deparis - emilie.deparis@dorier-group.com

Please note that the congress will provide a **speakers' preview room** for the congress speakers.

It is highly recommended that your teams use it for the projection in your satellite symposium.

CATERING FACILITIES

Companies with a satellite symposium can organise catering before or after their session just outside the room. It is important to discuss catering also with MCI to make sure that we can best plan any additional food function you are planning and allow a smooth flow of set-up and realisation between the different parties involved.

[LINK TO CATERING PORTFOLIO HERE](#)

For further information, price quotations and order procedures on catering at the venue, please contact the official caterer: **Accente Gastronomie Service GmbH** - Alexander Ellrich - catering@accente.com

PARTICIPANT REGISTRATION

Satellite organisers are entitled to **6 free full congress registrations**. In addition to this, 6 staff members, necessary for holding the symposium (communications agency, hostesses, etc) are also granted. **10 satellite only access passes** are granted for invited persons to the satellite symposium only.

Would you please communicate these names to our registration department: eahadreghot@mci-group.com

ONSITE TEMPORARY STAFF

Kindly note that 2 hostesses will be available in each of the session rooms. They will be there to help with general room supervision. They cannot be used to distribute materials to the delegates. If Satellite Organisers need additional specific staff, please let us know.

DELEGATE DATA COLLECTION

This time, EAHAD has decided not to use the tracking badges. The best option to have the highest positive response rate is through the traditional scanning process. The only quick and easy way to collect full delegate contact details at EAHAD 2024 is by contacting and placing an order directly through:

badgereader@wearemci.com.

You will receive all the relevant information about the different options.

SHIPPING & FORWARDING

All services, as well as order forms, labels, tariff and transport information, can be easily found [HERE](#). Please note that the deadline to ship any materials is **Friday 2 February 2024, at the latest.**

For further information, please contact: **Messe Frankfurt** - +49 69 75 75 60 75 - logistics@messefrankfurt.com

If you require customs clearances and/or transport outside the fairgrounds (by sea/air/road), you can contact the following logistics partners directly: **DHL Global Fairs** - +49 69 97 67 14 100 - fairs.fra@dhl.com or

DSV Solutions - +49 69 87 00 71 - 200 - gil-efrankfurt@de.dsv.com

VENUE OVERVIEW



Forum Level 0

Catering & Posters

Areal

Registration

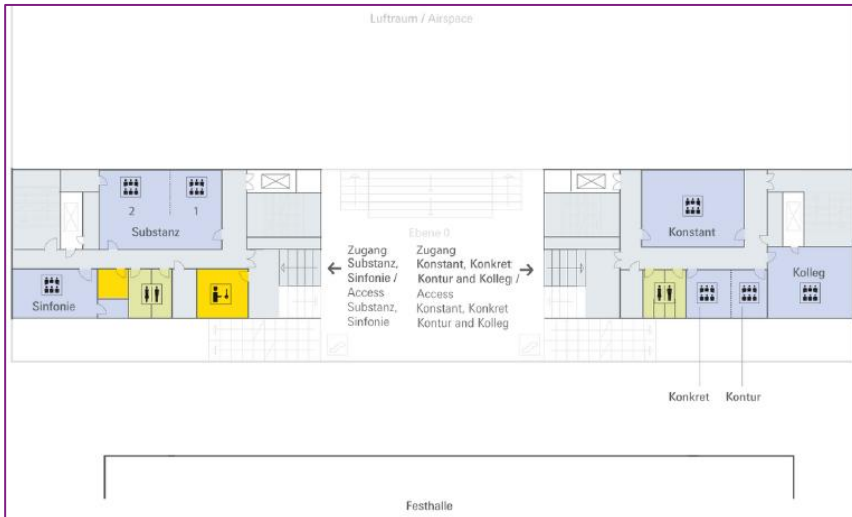
Foyer

Speaker Preview Room

Agenda

Meeting Rooms

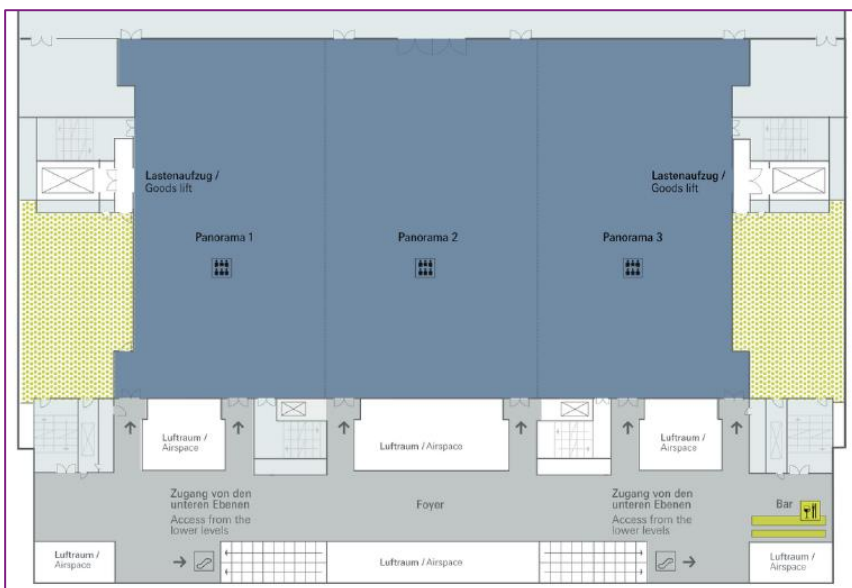
Applaus, Analog 1, Analog 2



Forum Level C

Meeting Rooms

Substanz 1 & 2, Konstant, Konkret, Kontur, Kolleg

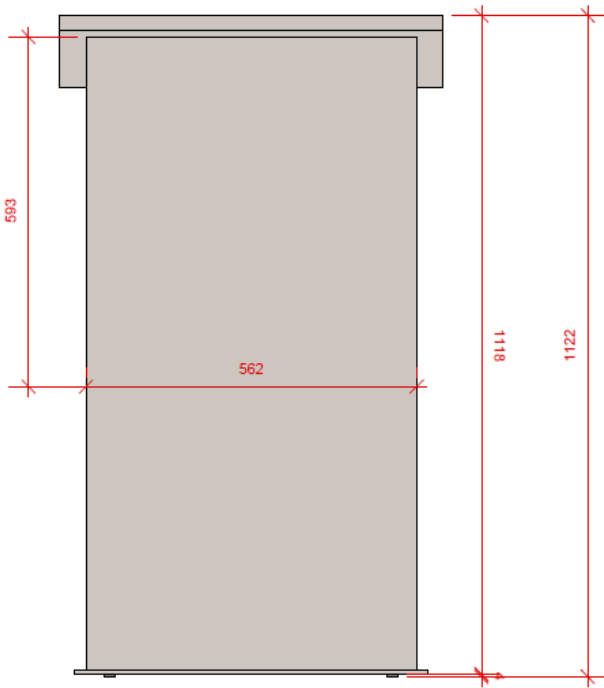


Forum Level 1

Main Session Rooms

Panorama 1, 2 & 3

Lectern specifications:



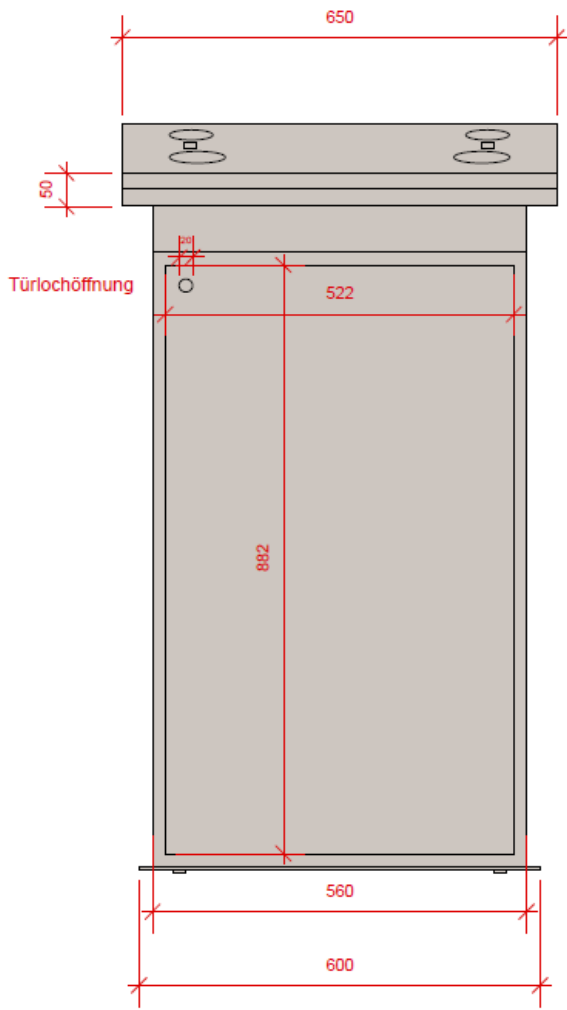
Farbgebung RAL 7035/ Lichtgrau - Material MDF lackiert

Mengen: - 4 Stück höhenverstellbare Rednerpulte
- 10 Stück nicht verstellbare Rednerpulte

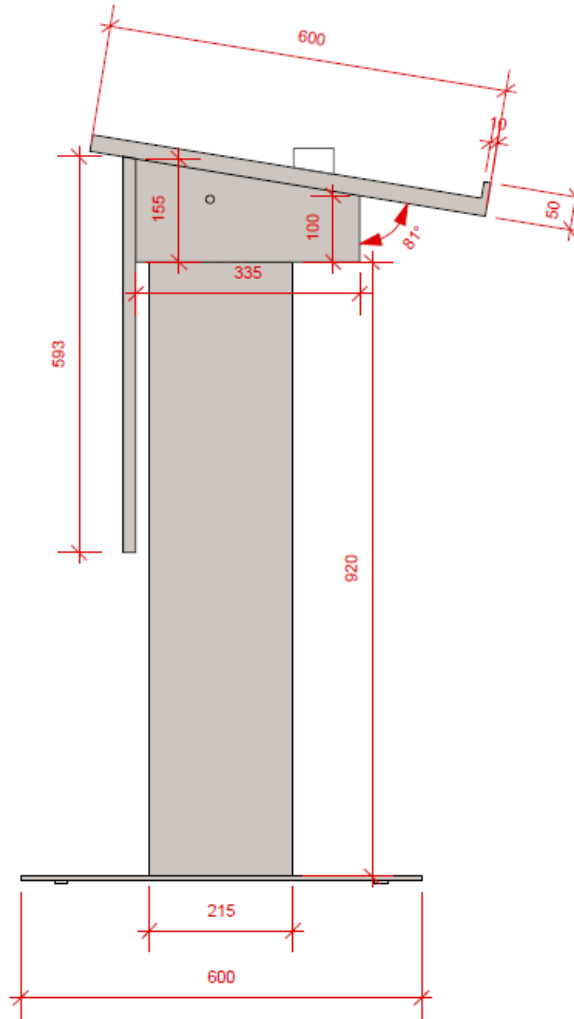
Frontplatte muss abnehmbar
bzw. tauschbar sein

Stahlplatte 600 mm x 600 mm x 6mm

Ansicht Front



Frontansicht



Seitenansicht

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