

MOLECULAR ANALYSIS
FOR PERSONALISED THERAPY

CONGRESS
MAP

September 14-15 2018
Paris, France

INDUSTRY GUIDELINES

MOLECULAR ANALYSIS FOR PERSONALISED THERAPY
14-15 SEPTEMBER 2018
PARIS, FRANCE



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INTRODUCTION

The MAP congress is a one-of-a-kind meeting designed by a faculty of highly influential key opinion leaders to answer the need on how to integrate in daily practice the wealth of information coming from the analysis of tumour samples.

In 2015 the 3 co-founders - Jean-Charles Soria, Fabrice André and Charles Swanton – agreed on the idea of initiating a congress where the priority was to achieve a consensus on how to interpret genomic data alterations from the analysis of tumour samples.

Cancer Research UK (CRUK), the European Society for Medical Oncology (ESMO) and UNICANCER are the organisers of this annual forum where the understanding of the tumour microenvironment as well as the impact of macroevolution and their connection to treatment resistance is a significant field of discussion in personalised medicine. New models, technologies, the current treatment advances available and new findings of ongoing clinical trials are vital to understanding which molecular alterations should be the object of therapeutic targets in cancer treatment. Personalised medicine applied to immunotherapeutics will be explored in relation to pre-existing immunity and resistance.

During this 2-day event, a prestigious Scientific Committee and world-renowned speakers will share the most advanced expertise on several topics related to personalised cancer therapies.

Learning objectives:

- ❖ Therapeutics targets in various tumour types and the use of genomic profiling for treatment selection
- ❖ Clonal evolution
- ❖ Use of mathematical modelling and artificial intelligence as tools for disease evolution
- ❖ The impact of micro satellite instability testing across tumour types
- ❖ The role of virus in carcinogenesis and the impact of gut microbiota in immune treatment efficacy
- ❖ The development of precision immuno-oncology
- ❖ The design of innovative trials for better outcome achievements

We look forward to seeing you in Paris.

Scientific Steering Committee:



Fabrice André
France (UNICANCER)



John Haanen
Netherlands (ESMO)



Charles Swanton
United Kingdom (CRUK)

ORGANISING PARTNERS

MAP 2018 is a joint initiative of Cancer Research UK, UNICANCER and ESMO and aims to provide oncologists with expert guidance on interpreting genomic alterations to design tailored treatment programmes for their patients.

CONGRESS OFFICERS

Scientific Committee Co-Chairs:

- ❖ Fabrice André, Villejuif, France (UNICANCER)
- ❖ John Haanen, Amsterdam, Netherlands (ESMO)
- ❖ Charles Swanton, London, United Kingdom (CRUK)

Scientific Committee

- ❖ Jean-Yves Blay, Lyon, France
- ❖ Carlos Caldas, Cambridge, UK
- ❖ Franck Dufour, Villejuif, France
- ❖ Mariam Jamal-Hanjani, London, UK
- ❖ James Larkin, London, UK
- ❖ Alexandra Leary, Villejuif, France
- ❖ Sherene Loi, Melbourne, Australia
- ❖ Serena Nik-Zainal, Cambridge, UK
- ❖ Daniel Peeper, Amsterdam, Netherlands
- ❖ Naiyer Rizvi, New York, USA
- ❖ Lillian Siu, Toronto, Canada
- ❖ Rolf A. Stahel, Zurich, Switzerland
- ❖ Giampaolo Tortora, Verona, Italy
- ❖ Christof von Kalle, Heidelberg, Germany

KEY DATES

Programme deadlines

20 February 2018	Abstract submission system opening
20 June 2018	Abstract submission
14-15 September 2018	Molecular Analysis for Personalised Therapy Congress – MAP 2018

Satellite symposia deadlines

29 June 2018	Proposed programme, including the symposia and presentations titles, names of proposed speakers and chairperson(s). Please note that the organisers will not request CME accreditation for Satellite symposia.
16 July 2018	Notification of acceptance or rejection

Registration deadlines

4 July 2018	Early registration
22 August 2018	Late registration and closure of the online system

Promotional deadlines

29 June 2018	Company and product description
29 June 2018	Company Logo
16 July 2018	Bag insert for approval

Exhibitors deadlines

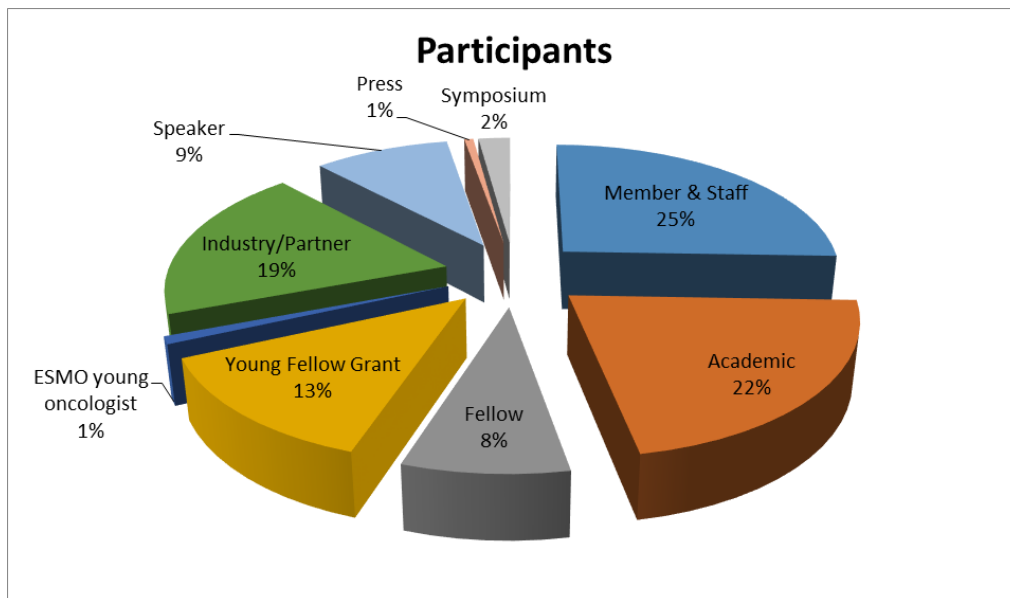
7 July 2018	Submissions of the stand layout (if different than a shell scheme stand)
13 July 2018	Order of furniture and additional services
25 July 2018	Exhibitors registration

CONGRESS STATISTICS

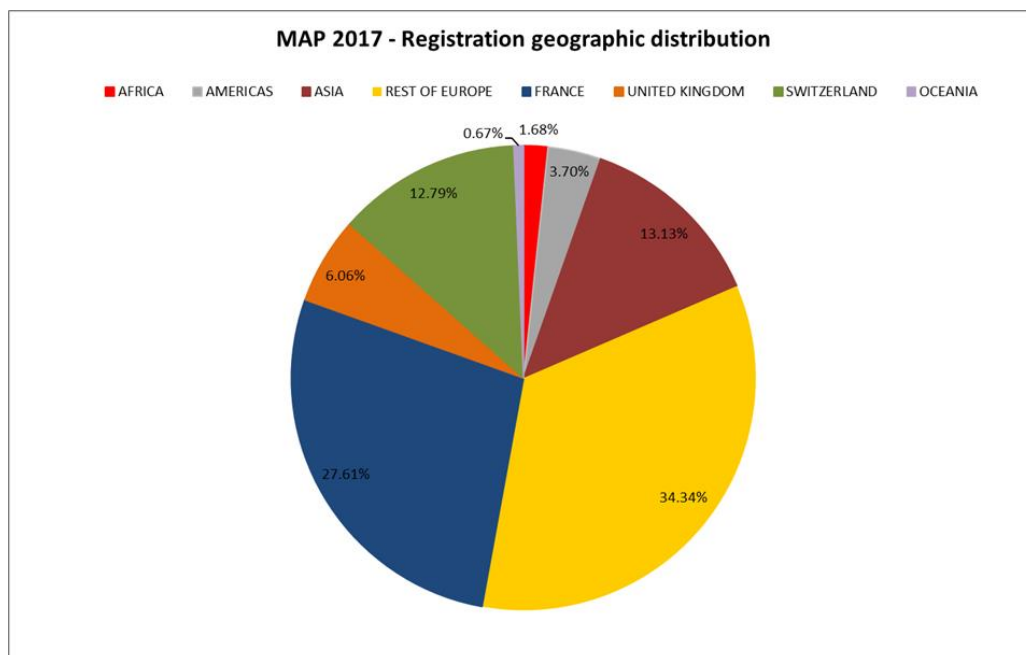
Over 500 delegates are expected to attend MAP 2018. Please find below key statistics from the last edition which we trust will demonstrate the relevance and importance of increasing your visibility and participation at this congress.

Registration data

Attendance figures



Top 8 countries



ESMO PRIORITY LIST

The sponsorship point system has been designed to recognise sponsor investment in ESMO projects and sponsorship points are allocated in acknowledgement of each EUR 10,000 of sponsorship investment.

- a. Accrued sponsorship points define the position of each company in the ESMO sponsors priority list. The priority list identifies companies that will be offered visibility at, and privileged within, events such as the ESMO congress and related activities, for example satellite symposia, Industry display area space, hotel accommodation, etc.
- b. When an equal number of points are held by 2 or more sponsoring companies, promotional opportunities will be assigned according to the monetary value of the requested opportunities.
- c. ESMO nevertheless retains the right to privilege smaller emerging companies when their products are innovative and the Society feels that their participation in the event would be of benefit to delegates. When satellite symposia are assigned in relation to this clause, the company guarantees that the programme will not be presented elsewhere before the ESMO congress. Furthermore, all sponsorship items assigned in relation to this clause are subject to specific terms and conditions.
- d. Sponsorship points are cumulative, but expire at the end of the 24th month after which they have been allocated.
- e. ESMO recognises the importance of long-term relationships. To this end, 2 points will be assigned to companies for their presence and loyalty on a yearly basis for a minimum of EUR 10,000 of support. The 2 points will not expire. However, for each calendar year during which a company has not been present (with any kind of support), the 2 points are deducted from the company's record.
- f. ESMO will also recognise the contribution to advancements in medicine and science at the ESMO annual congress. ESMO will allocate one point for each abstract accepted for oral presentation with the mention "Study sponsored by..."

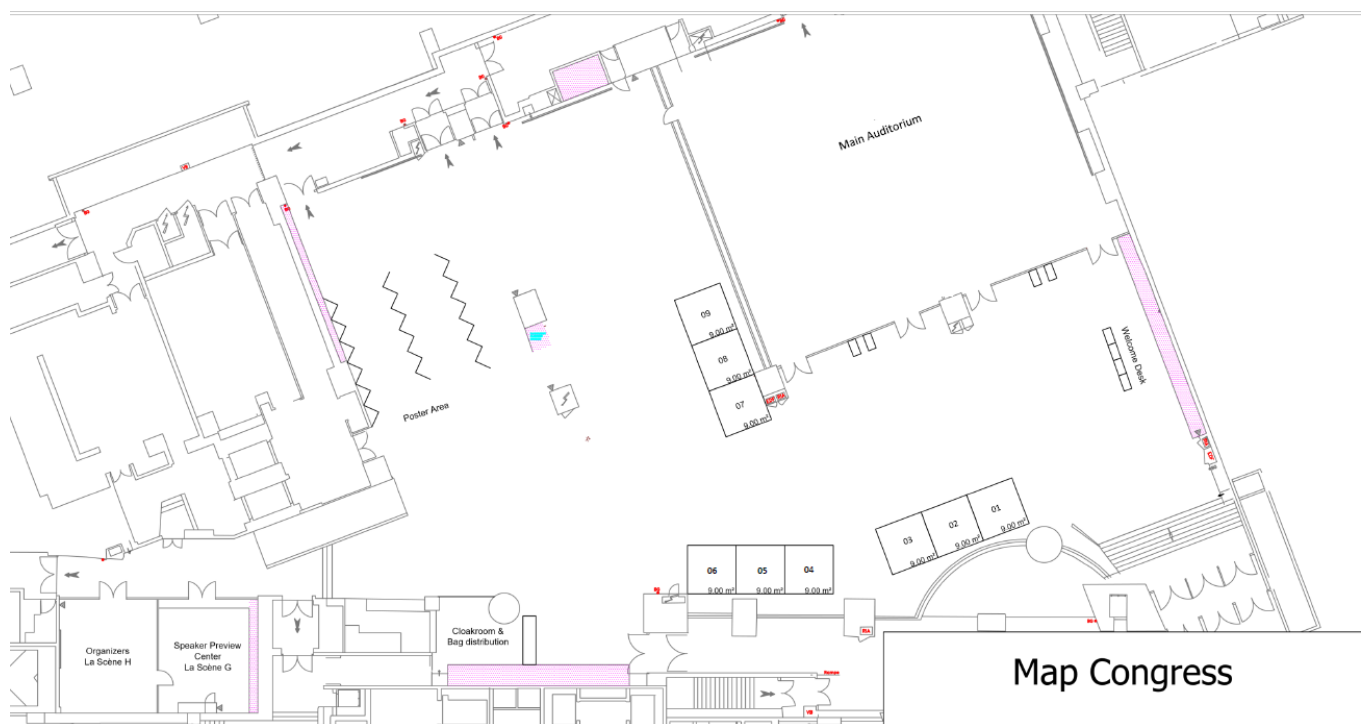
VENUE INFORMATION

Venue address

Paris Marriott Rive Gauche Hotel & Conference Center,
17 Boulevard Saint Jacques,
75014 Paris
France

The Marriott Rive Gauche Hotel is located in downtown Paris with direct access to major airports. The metro at the nearby metro stations takes you directly to the Eiffel Tour, Champs Elysees, Montparnasse business district and Notre Dame in less than half an hour.

Venue overview



- Main Auditorium - 500 seats
- Organising Partners booths – from 1 to 3
- Exhibitors booths – from 4 to 9
- Foyer La Scène → Exhibition and Poster area

CONTACTS

MAP Congress Secretariat

c/o ESMO Head Office

Via Ginevra 4
6900 Lugano, Switzerland
Tel.: +41 (0)91 973 19 00
E-mail: map@esmo.org

Sponsorship opportunities for Industry

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Organisation

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Travel grants

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Media relations

Thomas Balasso media@esmo.org +41 (0)91 973 19 04

Venue

Paris Marriott Rive Gauche Hotel & Conference Center

17 Boulevard Saint Jacques
75014 Paris - France

Contact Person : Emilie Delacenserie
Tel.: +33 (0)1 40 78 79 42
Email: emilie.delacenserie@marriott.com

Exhibition official stand Builder

International Moduling

3, rue de Messy
77410 Charny – France

Mrs. Roseline Kaysavuk
Tel. : +33 (0) 1 60 61 00 44
Email: rk@international-moduling.com

GENERAL CONGRESS AND EXHIBITION SCHEDULE

Registration hours

Friday, 14 September	07:00-18:30
Saturday, 15 September	08:00-16:30

Exhibition setup hours

Thursday, 13 September	18:30-24:00
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Exhibition area hours

Friday, 14 September	09:30-19:30
Saturday, 15 September	08:00-15:00

Exhibition dismantling hours

Saturday, 15 September	
Light dismantling	15:00-17:00
Heavy dismantling	17:15-20:00

Coffee breaks and lunches

Friday, 14 September	10:35-10:55, 12:45-13:00 (lunch box pick up), 15:55-16:20
Saturday, 15 September	10:45-11:10, 12:05-12:20 (lunch box pick up), 14:00-15:00

Times subject to changes

GENERAL INFORMATION

Delivery information

Goods must be delivered to the Paris Marriott Rive Gauche Hotel & Conference Center **between September 11 and 13, 2018 from 08:00 to 18:00**. Please note that any shipment received before 11 September 2018 is not guaranteed to be held by the Hotel.

Please refer to the exhibition rules and instructions chapter for more information.

Accommodation

The Organising Partners are committed to providing the best experience for attendees of the Molecular Analysis for Personalised Therapy (MAP 2018). We have secured a preferential rate of 199 euro (VAT and Buffet breakfast included, excl. city tax) at the Marriott Rive Gauche Hotel & Conference Center. To benefit from your special rate, please use the following link:

<https://book.passkey.com/event/49277175/owner/5528/home>

Parking

Paris Marriott Rive Gauche Hotel & Conference Center has a limited on-site car parking available at 20 EUR per day and per car, and 30 EUR overnight included.

For reservations, please contact Mrs. Emilie Delacenserie at the following email address:
Emilie.Delacenserie@marriott.com

Lead System / Badge Scanner

The MAP 2018 congress Lead Retrieval System is a fast and easy way to record visitors' contact information. By simply scanning a visitor's name badge with the supplied scanner, that contact is entered into your own visitor database, including all relevant product information or comments which have been added to these visitors' profiles beforehand. Following the event, approved visitors' address data can be provided in printed form or as an MS Excel file, or made available with proper access rights through an online platform. Further details are available in the attached document.

CTI Meeting Technology GmbH

Nussdorferstraße 20/22
1090 Vienna, Austria

Ms. Tamara Dworschak

Tel: +43 1 319 69 99

Fax: +43 1 319 69 99 33

Email: t.dworschak@ctimeetingtech.com or leadsystem@ctimeetingtech.com

EXHIBITION RULES AND INSTRUCTIONS

Booth specifications

All exhibits must be confined to the spatial limits of their booth area, as indicated in the final floorplan.
No part of any exhibit may be suspended from the ceiling or attached to any part of the building (walls included).

Please note that the following items are included in each booth:

- Booth space
- Shell scheme walls
- Company name
- 1 rail of 3 spots
- Power (3kW)
- Internet WIFI

For additional furniture please contact Mrs. Roseline Kaysavuk (rk@international-moduling.com)

Exhibitors are welcome to decorate their stand walls or order furniture at the exhibitor's expense.

Catering for exhibition stands

All catering must be organised through Paris Rive Gauche Hotel & Conference Center. However, bringing your own small coffee machine is not considered part of the catering exclusivity.

Please contact Paris Rive Gauche Hotel & Conference Center well in advance to discuss your requirements.

Contacts: Mrs. Emilie Delacenserie

Email: emilie.delacenserie@marriott.com

Shipping instructions

Deliveries will only be accepted from **Tuesday 11 until Thursday 13 September 2018 from 08:00 to 18:00**. Deliveries prior to the event should be limited to parcels. Heavy material, booth furniture or fragile devices should only be delivered on the exhibition setup day and will not be accepted before Thursday 13 September 2018.

When delivering, please first contact the Venue Coordinators team, also called Red Coat at +33 (0)1 40 78 96 56, state the event name and describe the delivery.

All consignments must be addressed to:

Marriott Paris Rive Gauche Hotel & Conference Center
SERVICE Coordinatrices Congrès / Red Coat
17, boulevard Saint Jacques
75014 Paris, France

Attn. Mrs. Emilie Delacenserie – **MAP 2018**

All good must be labelled as follows:

- Booth Material: **MAP 2018 Congress – 14-15 September 2018 – Company name – Booth no. xx**
- Bag inserts (500 copies): **MAP 2018 Congress – 14-15 September 2018 – Company name – INSERTS**

Delivery dates: **between 11 and 13 September 2018**

Delivery times: **between 08:00 – 18:00**

Exhibitors registration

To order your exhibitor badges and register your staff, please write to the MAP congress Secretariat at registration@esmo.org by **25 July 2018**.

Exhibitor badges are available only for staff members, owners or representatives of exhibiting companies.

An “Exhibitor” badge authorises access to the Exhibition area only.

Exhibitor badges are free of charge. They do not include the congress bag.

Exhibitor badges are distributed onsite only at the “Group desk”. They will be given all together to ONE company representative who will then be responsible for distributing them to company staff members.

The printed Exhibitor badges will show the company name and country (obligatory requirement) and, if indicated, the staff members’ first and last names.

We recommend you also order a number of badges with the Company name only, in order to have in case of last-minute changes.

Short company description

The Organising Partners will include short exhibitor’s company/society profiles on the congress website and Events App in the “Industry Participation” section.

All Exhibitors are kindly invited to send the following company details to map@esmo.org by **29 June 2018**:

- company name to be listed online and in the Events App
- company description (max 60 words)
- company logo
- company website
- stand number

When sending the information, please make sure to clearly indicate the company name as it must appear on the congress website and in the Events App.

Standing rules

The safety of the booth is the sole responsibility of the exhibitor. Neither the Organising Partners nor Paris Marriott Rive Gauche Hotel & Conference Center take any responsibility for any damages or accidents caused by exhibition stands.

General requirements

- All exhibits must be confined to the spatial limits of their booth, as indicated in the final floorplan.
- Equipment to be shown or demonstrated must be placed in the exhibit space contracted in order to ensure that the visitor viewing the equipment will be in the booth and not obstruct aisle traffic. All products and services must be safe in the opinion of the organisers and have the approval of appropriate authorities.
- The organisers reserve the right to cancel any activities that block the area around the booth.
- Exhibits must be staffed at all times during the hours of Exhibition. The Exhibition areas are to be used only during the specified opening hours.

Liability / Insurance

Liability

Neither the Organising Partners nor Paris Marriott Rive Gauche Hotel & Conference Center, nor either of their officers, agents, employees, or other representatives shall be held liable for, and they are hereby released from any damage, loss, harm, or injury to the person or property of the Exhibitor or any of its visitors, officers, agents, employees or other representatives, resulting from Exhibitor's participation in the Event or licensing and/or use of exhibition space hereunder, whether from earthquake, fire, theft, water or accident of any other cause, or from the Organising Partners nor Paris Marriott Rive Gauche Hotel & Conference Center, or either of their officers', agents', employees' or other representatives' negligence. The Exhibitor shall indemnify, defend, and hold harmless the Organising Partners nor Paris Marriott Rive Gauche Hotel & Conference Center and their respective owners, directors, officers, employees, agents and representatives, from, any and all claims, demands, suits, liability damages, loss, costs, attorney's fees, and expenses of any kind which might result or arise from any action or failure to act on the part of the Exhibitor or its officers, agents, employees, or other representatives. Neither the Organising Partners nor Paris Marriott Rive Gauche Hotel & Conference Center shall be responsible for the security of Exhibitor's products, proprietary software or hardware information. It is the responsibility of the Exhibitor to maintain proper insurance coverage for its property and liability. Exhibitor understands that neither the Organising Partners nor Paris Marriott Rive Gauche Hotel & Conference Center maintains insurance covering the Exhibitor's property, and it is the sole responsibility of the Exhibitor to obtain such insurance.

The stands may be used only for exhibiting and advertising the exhibitors' own products in accordance with applicable laws and regulations.

The MAP 2018 congress will not attempt to settle disputes between exhibitors over issues such as trademark violations, sign cop, and copyright violation claims.

Any orders for products which are taken must be made in accordance with laws covering such orders.

Advertising / promoting a specific product does not mean acceptance by the Organising Partners and it is the full responsibility of the corporation that it is in accordance with the Swiss, French and European law, where applicable.

Insurance

The exhibitor and/or their stand building company have to take out a civil liability policy to cover damages for personal and property damages for the duration of the exhibition including the time allotted for setting up and dismantling.

INDUSTRY SATELLITE SYMPOSIA AND OTHER ACTIVITIES POLICY

Structure

Satellite symposia will take place on Friday, 14 September and Saturday, 15 September 2018. Details of available time-slots may be obtained by email from the MAP congress Secretariat (map@esmo.org).

Satellite symposia programmes

All Satellite symposia programmes must be approved by the Scientific Committee with a view to ensuring the scientific quality and scope of such symposia within the framework of the congress.

Companies are strongly encouraged to establish a programme in line with the general concept of the congress scientific programme. Current MAP 2018 policy encourages the avoidance of topic and/or statement repetition, and/or lectures which may be in conflict with what the MAP 2018 Scientific Committee considers to be a proper, scientifically well-founded point of view.

The MAP congress Secretariat reserves the right to veto speakers. In order to ensure a greater diversity of opinion and scientific contribution, the Scientific Committee strongly recommends that a speaker presents at no more than one (1) Satellite symposium; however, if unavoidable, a speaker may be involved in a second satellite for a maximum of two (2) symposia during the congress. Kindly note that this restriction applies regardless of whether the speaker receives an honorarium or not. Any changes in the provisional or in the final programme must be forwarded immediately to the Scientific Committee (programme@esmo.org).

Submitting an abstract to the MAP 2018 Scientific Committee and the official congress programme implies that the study reported therein will not be presented as such during the congress at any Industry Satellite symposium and that it has not been presented elsewhere. Therefore, presenting an abstract certifies that it is not connected to any Industry Satellite symposia.

Faculty expenses

It is the sponsor's responsibility to cover the travel and limited accommodation (T&A) expenses for all speakers and chairs participating in their symposium, regardless of whether or not they are also invited to participate in the official MAP 2018 programme.

Travel: Industry satellite symposia speakers should claim flight reimbursement from the sponsor.

Accommodation: To avoid double hotel bookings, speakers in the official MAP 2018 programme will be accommodated in the Faculty headquarters hotel and sponsors inviting the same speakers will be invoiced for two nights of their stay. Depending on their speaker role(s) in the official MAP 2018 programme, the remainder of their stay will be covered by the MAP congress Secretariat according to the Invited Speaker Reimbursement Policy, or on a private basis.

Registration: Each company is also responsible for the registration of any Satellite symposium speakers who are not participating in the official MAP 2018 programme. Registrations are not arranged by the Organising Partners.

Speakers invited for the official MAP 2018 programme will be notified that by participating in an industry Satellite symposium, they are not eligible for any travel reimbursement from the Organising Partners.

Applications

The ESMO Strategic Partnerships Department will approach companies with a proposal to participate at MAP 2018. At the congress, Satellite symposia time-slots are assigned by sponsorship level and on a first come, first served basis.

Programme timeline and deadlines

On application	Each company should inform the MAP congress Secretariat about the type of product(s) and the treatment area on which the Satellite symposium programme will be based.
29 June 2018	The proposed programme, including the title of the Satellite symposium and all presentations, the names and full contact details (including email addresses) of both proposed speakers and chairperson(s), must be submitted using the official congress programme template to the Programme Department (programme@esmo.org).
16 July 2018	Notification by the Programme Department of the acceptance / rejection / request for modifications to the programme as decided by the Scientific Committee

Satellite symposia logistical details

Schedule, room set-up, food and beverage areas (F&B) and features

Set-up in theatre style with a panel table for 4 people and 1 lectern.

Friday, 14 September 2018

Symposium N°	Time	Auditorium	Capacity	Ceiling height	Stage/Podium
1	13:00 - 13:45	Plenary Room	500 theatre	5.45m	Yes
2	18:15 – 19:00	Plenary Room	500 theatre	5.45m	Yes

Saturday, 15 September 2018

Symposium N°	Time	Auditorium	Capacity	Ceiling height	Stage/Podium
3	13:05 – 13:50	Plenary Room	500 theatre	5.45m	Yes

Technical equipment

Room	LCD proj.	Laptop	Screen	Camera	Feed/back monitor	Microphones		
						Lectern	Panel	Floor
Plenary Room	2x 14'000 al	1	16/9 6 x 4 meter	1	1	2	2	4

al=ansilumen

Technical and monitoring staff

One technical staff member and one hostess are assigned to each room. Additional hostesses can be booked through City One Events (lisa.depiro@cityone.fr)

Alternative stage set-up, additional equipment and/or personnel

Owing to the limited set-up and dismantling time necessary between Satellite symposia, additional audio-visual equipment can only be ordered through the official supplier.

However, should a company wish to use its own technical supplier, the company must check in advance with Mrs. Emilie Delacenserie that the proposed "Technical Requirements" of the congress are feasible and compatible with existing equipment. These requests must be communicated to AMonteiro@PSAV.com no later than 16 July 2018.

Food and beverage areas

By subscribing for an Industry satellite symposium taking place during the lunch time, the companies also agree in providing lunch boxes to all delegates.

The pick-up area will be arranged at the entrance of the auditorium, and the delegates can take the lunch box into the session hall while listening to the symposium speakers.

The organisation of the catering will be done and invoiced through the MAP congress Secretariat.

Duration of the Satellite symposium

All companies are obliged to respect the start and closure times of the Satellite symposia. Extensions beyond assigned time-slots are not allowed under any circumstances. Infringement of this regulation will affect the Sponsors priority list for future ESMO symposia.

Installation, rehearsal and dismantling times

The set-up and dismantling times are extremely limited and must be respected in full. Please refer to the online programme to check the timing. For additional queries please contact the MAP congress Secretariat (map@esmo.org).

Rehearsal time may be available but is not guaranteed. Please contact the MAP congress Secretariat (map@esmo.org).

Invited speakers preview centre

Upon request, companies organising a Satellite symposium may use the invited speakers preview centre and follow the instructions that the MAP congress Secretariat prepares for its own speakers. If a company does not wish to use the invited speakers preview centre they must advise the MAP congress Secretariat (map@esmo.org).

Industry satellite symposium Webcast and hosting rights

All the educational sessions that take place at MAP 2018 will be added to the respective Webcast Library.

Once the congress is over, all the attendees will have access to all the sessions of the event.

This platform will provide a unique opportunity for all satellite organisers to host their satellite webcast(s) directly in our library and make the content easily accessible to all our attendees and members.

If you are already an OncologyPRO (our official educational portal dedicated to oncologists) Sponsor, the hosting rights are free both inside OncologyPRO as well as in the congress Webcast Library provided the filming/recording of your webcast was done by our official supplier: CTI Meeting Technology.

To find out more on how to become an OncologyPRO sponsor or to get advice on where to host it on this unique platform (if you already a sponsor) contact: Jon Roberts jon.roberts@esmo.org.

However, for those of you that are not OncologyPRO sponsors a yearly hosting fee applies.

This will of course not include recording/filming and any other editing – this will be at your own expense depending on the supplier used.

To receive more details on this hosting opportunity, contact jon.roberts@esmo.org

Satellite symposia contacts/ representatives

Each company will provide the name of one person who will be responsible for the organisation of its Satellite symposium and notify the MAP congress Secretariat (map@esmo.org) as soon as possible about any changes.

If several people are responsible for various aspects (financial, organisational, etc.) of the symposium, the company must inform the MAP congress Secretariat accordingly. The MAP congress Secretariat strongly recommends, however, that only one (1) contact person is appointed.

If an agency is appointed to manage and organise the Satellite symposium, the company must inform the MAP congress Secretariat and provide the agency name and contact person details. Only official agency representatives will receive information material from the MAP congress Secretariat.

MAP website

Approved Satellite symposia programmes will be published online in the Satellite symposia section of the congress programme. The submission of the programme must follow the format of the congress template, which may be requested from programme@esmo.org.

The following details are necessary for inclusion in online programme: session title, lecture titles plus allocated time for each presentation, full speaker names, affiliation and contact details.

Abstract presentation during the congress

Each company must guarantee that studies reported in accepted abstracts will not be presented as such during the congress at any industry-related Satellite symposia prior to its presentation during the official congress programme.

MAP abstract book

Abstracts related to satellite symposia are not published in the congress Abstract book.

Promotion of satellite symposia and other activities

Publications and printed material

Invitations to the Satellite symposium, not larger than A4 format and not heavier than 30 grams, can be included in the congress delegate bags (according to the sponsorship package ordered or when ordered separately), provided that they are delivered in accordance to the shipment deadline and other instructions provided by the MAP congress Secretariat.

The MAP congress Secretariat suggests avoiding cultural or historical references in printed material and bears no responsibility should any such references cause offence.

Furthermore, the MAP congress Secretariat bears no responsibility towards the delegates for the display, promotion or sale of therapies or services, neither are the MAP congress Secretariat supporting those products or services for their sole promotion at the MAP 2018. However, the MAP congress Secretariat reserves the right to deny at any time the display, promotion or sale of products, therapies or services should these be against the generally accepted clinical approach. Promotion of unapproved therapies (by regulatory authorities) is regulated by the local and European laws and the MAP congress Secretariat bears no responsibility in case of a complaint based on such laws. Sponsoring companies are therefore advised to consult the Codes of Practice of their governing bodies for information and guidance on regulations around attendance at medical congresses. In all cases, sponsoring companies are responsible for ensuring that their promotion during MAP 2018 is legally and ethically acceptable in France.

Each company will ensure that all company publications referring to Satellite symposia mention: "MAP 2018 Industry Satellite Symposium" in order to avoid any confusion with the official scientific programme. For this reason, all companies must submit a copy of their final artwork before production gets underway. This must in turn be submitted for approval to the MAP congress Secretariat (map@esmo.org) by 16 July 2018.

Shipment instructions for "bag inserts" will be given upon approval.

MAP secretariat bears no responsibility for the non-inclusion of leaflets in the delegate bags if the shipping instructions and deadline are not respected.

Handling fee regarding the shipment to the venue will be charged to the Industry by the forwarding agent directly.

Reproduction of logos

Each company is entitled to use the official MAP 2018 logo on invitations and promotional documents related to the approved Satellite symposium.

Companies are not allowed to use the Organising Partners corporate logos under any circumstances.

Signage, display and distribution on site

For the display of programme posters, one designated poster board will be made available in a public area. The poster board will be portrait (vertical), for the exact size please contact map@esmo.org.

The display of posters is forbidden in other areas of the congress centre other than on the designated poster boards, throughout the congress period. Invitations and flyers may not be distributed to participants in any access to, or in public areas of, the congress centre, including between the bus station and the main entrance of the congress venue.

Flyers may, however, be distributed in front of the door(s) of the assigned auditorium no earlier than one (1) hour before the start of the Satellite symposium or at the company's exhibition stand.

Promotion at conference hotel

The production, distribution or display of promotional materials at the hotels where participants are staying during the congress is discouraged by the MAP congress Secretariat. However, if such items are produced and distributed, their texts must follow the same rules as those that apply to other printed material. No assistance will be provided by the MAP congress Secretariat for the distribution of material or for the list of official congress hotels.

Other promotional activities

Any other activity organised with the purpose of promoting the company's presence during the event or its products or services is subject to the MAP congress Secretariat approval. Should activities which are not approved but undertaken nevertheless at the congress, penalties will be calculated based on the most comparable promotional activity and relating infraction/penalty covered by this policy.

Networking events

Companies may organise evening events, provided that these start after the conclusion of the official programme of the day. The general Poster viewing with Welcome Reception will take place in the Poster Area and Foyer on Friday, 14 September from 18:10 to 19:10 hours.

Unofficial Satellite symposia or similar events

During the period beginning on Friday, 14 September through to Saturday, 15 September 2018, the Organising Partners will not allow any corporate-organised Satellite symposia or similar events during other days and in other places except the one planned in the official venue.

Concomitant activities

Concomitant activities (internal meetings involving delegates, press conferences, educational or promotional activities) in or outside the conference center but concomitant with or during breaks of the scientific programme of the MAP 2018 are subject to the MAP congress Secretariat approval. Clear identification of the organisers, purpose, targeted participants and the full programme must be submitted for approval to the MAP congress Secretariat (map@esmo.org) at least 4 weeks prior to the event.

Blackout times:

14 September 2018	08:40 – 18:10
15 September 2018	09:15 – 17:15

All media activities initiated by third parties are subject to a specific Media Policy. For additional information about Media issues, please contact the Press Office at media@esmo.org

A limited number of meeting rooms are available at the Marriott hotel to organise smaller closed industry meetings such as staff or client meetings (upon invitation only). Small meetings may take place in parallel with official congress Sessions provided they do not involve groups larger than 25 people and are limited in the duration. It is strictly forbidden to promote this sort of meeting in the convention centre or in any MAP congress publication. Only after the approval of the MAP congress Secretariat will the meeting room(s) be assigned.

Promotion related to products and services

Companies holding Satellite symposia are responsible for obtaining relevant information and for complying with all Swiss and international rules and regulations related to advertising and promotion of all products and services mentioned as part of the satellite symposium. Advertising of a specific product does not mean acceptance by the Organising Partners, and the sponsoring company is solely responsible for bringing its advertising into line with local and European laws, as applicable.

Participation in Industry Satellite symposia

Participants fully registered to the congress, visitors wearing the visitors' badge, exhibitors wearing the exhibitors badge and agencies wearing the Industry Satellite badge have the right to attend the Industry Satellite symposia.

Media events – Temporary badges

According to the MAP congress Media Policy, representatives of communications agencies are not entitled to receive a press badge, which is assigned only to journalists working for recognised media. In case representatives of communications agencies need a badge to assist in the preparation and development of third-party's media events, please contact the ESMO Press Office (media@esmo.org) to obtain a temporary badge. Full details are available in the "MAP congress Third-party Media Activities Policy" to be requested through media@esmo.org

Filming, recording and photography

Conference content is the copyright of the Organising Partners. It is strictly forbidden to record or capture in any way the official programme, Satellite's sessions, Exhibition area and/or posters presented during the meeting.

GENERAL TERMS AND CONDITIONS

The following conditions of participation refer to the booking of any sponsorship product(s)/service(s) at the MAP congress 2018 insofar as the contractual partners do not reach contrary agreements in writing.

Establishment of Contract

- Application for a sponsorship product(s)/service(s) is made by filling in and returning the sponsorship application form to the MAP congress Secretariat.
- Only completed and signed application forms will be taken into consideration. By signing the sponsorship application form, the company accepts the conditions contained in the MAP congress 2018 Industry Guidelines and any supplementary provisions.
- Confirmation of the allocation of any sponsorship product(s)/service(s) by the MAP congress Secretariat in writing constitutes establishment of contract between the sponsoring company and the MAP congress Secretariat.
- An invoice will then be sent by registered mail. The date of the assignment is considered to be the date of allocation. If the contents of the assignment deviate from the contents of the sponsoring company's application, the contract is based on the assignment issued by the MAP congress Secretariat unless the company objects in writing within two weeks after the date the assignment was sent.

Appointed Agencies

- Application for any sponsorship product(s)/service(s) must be submitted by the sponsoring company under whose name each sponsorship item is to be listed. Correspondence in this regard must be made exclusively between the sponsoring company and the MAP congress Secretariat.
- Sponsoring companies should inform the MAP congress Secretariat in writing which agency is appointed. Otherwise no request from agencies will be taken into consideration.
- It is not the role of any given agency to make initial enquiries or reservations with the MAP congress Secretariat independently of the sponsoring company.
- The sponsoring company is responsible for communicating these regulations to its staff and its appointed agencies.
- This named agency cannot fully act as if it were the sponsoring company itself and the sponsoring company will continue to be held entirely responsible and accountable for activities organised in its name.

Procedure

- The sponsorship application form should be sent to the ESMO Strategic Partnerships Department that will acknowledge receipt of it and the assignment process will commence soon afterwards.

Assignment

- Will be done on a first come, first served basis (excluding the satellite symposia assignments).

To ensure each sponsoring company has a chance to choose a suitable stand and satellite symposium slot, offers are valid for 48 hours (2 working days) unless the offer makes it clear that the opportunity is freely available.

For this reason, please supply a reliable contact telephone number for an appropriate decision maker within the company.

Payment deadlines

Assignments will be cancelled automatically if the related cost has not been paid within the given time period. In such cases the cancellation fee will be applicable following the cancellation policy.

Terms of Payment

Payment is due within 30 days following the date of the invoice.

Cancellation Policy

The company cancelling its support after the official application has been accepted and the corresponding sponsorship package has been assigned will be liable to a 100% cancellation fee.

Administration fees/invoicing changes

Invoices will be addressed according to the invoicing data provided by the sponsoring company. Please note, if a billing change is requested (i.e. company name change or address change), an administration fee of 70 EUR (Excluding VAT) will be charged to the company.

Indebtedness

Payments not received by the first day of the start of the MAP congress 2018 will be subject to a 10% penalty fee on the total sponsorship investment.

Refunds

Any refunds of deposits paid will be made after the MAP congress 2018 but not later than the **29 December 2018**. The sponsoring company will not be entitled to any interest that the organiser may have derived from deposits made. All bank charges, including sender's and receiver's charges, resulting from a refund related to cancellation or reduction of sponsorship will be at the charge of the sponsoring company.

Postponement or Abandonment

The Organising Partners reserve the right to postpone the event including the exhibition, or to transfer it to another site, if unforeseen circumstances warrant such action. Should any contingency prevent the holding of the MAP congress 2018 or any of its parts, the Organising Partners cannot be held liable for any costs, expenses and damages (including, but not limited to direct or consequential damages, loss of opportunity, loss of use, or loss of revenue or profit) incurred in connection with the postponement or abandonment. Unexpected cancellation of the event: The Organising Partners reserves the right to cancel without notice or compensation the MAP congress 2018 in the event of force majeure cases (e.g. strikes, riots, fires, flood, terrorist attacks, governmental actions and regulations, damages or other fatal occurrences). In such cases, the Organising Partners are not liable for failure to perform any obligation hereunder but will reimburse any payments received from the sponsoring company less any costs incurred while preparing the event.

Limitation of Liability of the Organising Partners

The Organising Partners shall not be liable for any damages, dispute or injury arising out of or in connection with the performance of this Agreement unless caused by wilful act, gross negligence or default of an employee, director, representative or contractor. Nor shall the Organising Partners be liable to the sponsoring company for any indirect or consequential loss, damages, claims or demands arising out of this Agreement, including without limitation any economic loss or other loss of income, profits, business, opportunity, reputation or goodwill.

Bankruptcy or Liquidation

In case the sponsoring company becomes bankrupt or enters into liquidation other than for the purpose of restructuring or merger, or has a receiver appointed, the MAP congress Secretariat shall be at liberty to terminate immediately the contract with the sponsoring company, to cancel the allocation of sponsorship product(s)/service(s) to the company and to forfeit all sums paid by the company.

Security and Insurance

Neither Organising Partners nor its contractors shall be responsible for the safety of any exhibit or other property of the sponsoring company or any person. Furthermore, the Organising Partners nor its contractors shall be responsible for the loss, theft, damage or destruction by any cause of the exhibits or other property, or for loss, damage or injury sustained by any exhibits or any other persons. The sponsoring company/exhibitor shall indemnify the Organising Partners and its contractors to third persons, as a result of any act or omission of the company, its staff, agent or personnel hired on a temporary basis.

As the Organising Partners and its contractors will accept no responsibility for any of the foregoing matters, the sponsoring company should acquire his/her own insurance against any risk of loss due to theft or negligence, damage, injury or liability. The sponsoring company agrees not to pursue the Organising Partners for any previously listed risks.

Enforcement of Rules

Applies equally to all. All companies investing in sponsorship at the MAP congress 2018 must comply with all rules and policies established by the MAP congress Secretariat.

Violation Procedure

The procedure for policing and enforcing the violation is as follows:

When noticing a violation, the MAP Secretariat staff will ask the company to correct the situation according to the applicable regulations.

If the company refuses to comply, the MAP congress Secretariat staff will report alleged violations to the congress Committee. After considering the available evidence, a representative of the relevant sponsoring company will be invited to present the company's view, after which the Committee will give its opinion.

This will be confirmed in writing after the MAP congress 2018. Appeals may be made to the Organising Partners.

Penalties

- First violation: No accrual of points for the year.
- Second violation: No accrual of points plus the loss of all accrued points to date.
- Third violation: No right to participate at the next MAP or Organising partners' events.

Claims Procedures, Place of Performance and Jurisdiction

All claims by the company booking any sponsorship product(s)/service(s) against the MAP congress Secretariat must be in writing.

The maximum time lapse is 1 month from the closure of the MAP congress 2018.

Agreements which deviate from these conditions or from the supplementary regulations must be in writing; facsimile signature suffices. The contract is governed exclusively by Swiss law; the English text is authoritative.

Non-smoking policy

The MAP congress 2018 is a non-smoking event.

Final Clause

In cases not covered by the regulations in these Industry Guidelines, the Organising Partners interpretation shall be final.