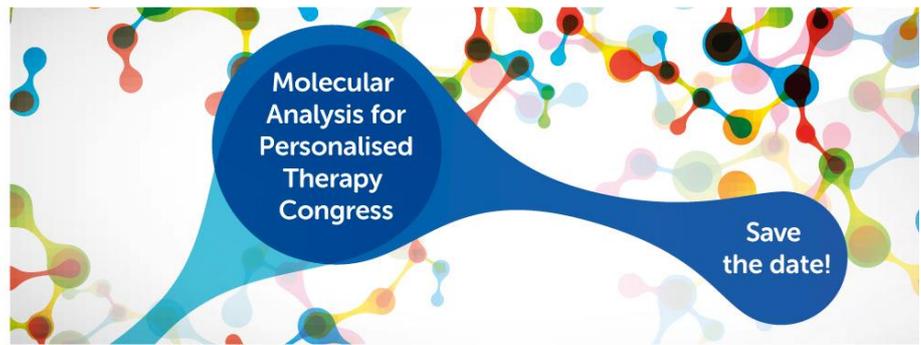


MOLECULAR  
ANALYSIS  
FOR  
PERSONALISED  
THERAPY  
CONGRESS

MAP

LONDON UNITED KINGDOM  
7-9 NOVEMBER 2019

Organising partners



# INDUSTRY & EXHIBITORS GUIDELINES

MOLECULAR ANALYSIS FOR  
PERSONALISED THERAPY

7-9 NOVEMBER 2019  
LONDON, UK



## **INDEX**

<b>INTRODUCTION .....</b>	<b>3</b>
<b>ORGANISING PARTNERS.....</b>	<b>4</b>
<b>CONGRESS OFFICERS .....</b>	<b>4</b>
<b>CONGRESS STATISTICS .....</b>	<b>5</b>
<b>PRIORITY LIST .....</b>	<b>6</b>
<b>KEY DATES .....</b>	<b>7</b>
<b>VENUE INFORMATION .....</b>	<b>8</b>
<b>INDUSTRY SATELLITE SYMPOSIA AND OTHER ACTIVITIES POLICY.....</b>	<b>9-16</b>
1. PROGRAMME STRUCTURE .....	9
2. SATELLITE SYMPOSIA LOGISTICAL DETAILS .....	10
3. PROMOTION OF THE SATELLITE SYMPOSIA AND OTHER ACTIVITIES .....	13
4. MEDIA ACTIVITIES .....	16
<b>GENERAL CONGRESS AND EXHIBITION SCHEDULE .....</b>	<b>17</b>
<b>EXHIBITION GENERAL INFORMATION .....</b>	<b>18-19</b>
EXHIBITION AREA SPECIFICATIONS.....	18
CATERING FOR EXHIBITION STANDS.....	18
SHIPPING INSTRUCTIONS .....	18
EXHIBITORS REGISTRATION .....	19
COMPANY ACKNOWLEDGMENT .....	19
<b>MAP CONGRESS EXHIBITION AREA RULES .....</b>	<b>20-22</b>
<b>GENERAL TERMS AND CONDITIONS .....</b>	<b>23-24</b>
<b>CONTACTS .....</b>	<b>25-26</b>

## INTRODUCTION

Molecular Analysis for Personalised Therapy Congress 2019 is a unique meeting established by global opinion leaders. The congress aims to integrate insights from tumour sample analysis into daily practice. The MAP Congress has grown into an influential, highly interactive forum which is a natural choice for specialists working in precision medicine in oncology. The Congress programme is based on the genomic information obtained through the sequencing of all tumours and the tumour environment. Organised by Cancer Research UK (CRUK), the European Society for Medical Oncology (ESMO) and Unicancer, the MAP Congress is the result of an enduring collaborative effort and offers its delegates the very latest thinking in the field.

Learning objectives:

- ❖ To identify molecular targets in various tumour types
- ❖ To understand new concepts (like Clonal Evolution) and technologies (like Single Cell analysis)
- ❖ To illustrate how new technologies (AI, Radiomics, Digital multiplex and Computational tools) can help predicting outcome
- ❖ To access new approaches in tumour immunology besides Immune Check-point Inhibitors
- ❖ To learn how to test and use at the best knowledge of technology predictive biomarkers
- ❖ To discuss the design of innovative trials for better outcome achievements

We look forward to seeing you in London.

Scientific Steering Committee:



**Fabrice André**  
France (UNICANCER)

**John Haanen**  
Netherlands (ESMO)

**Charles Swanton**  
United Kingdom (CRUK)

## ORGANISING PARTNERS

MAP 2019 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

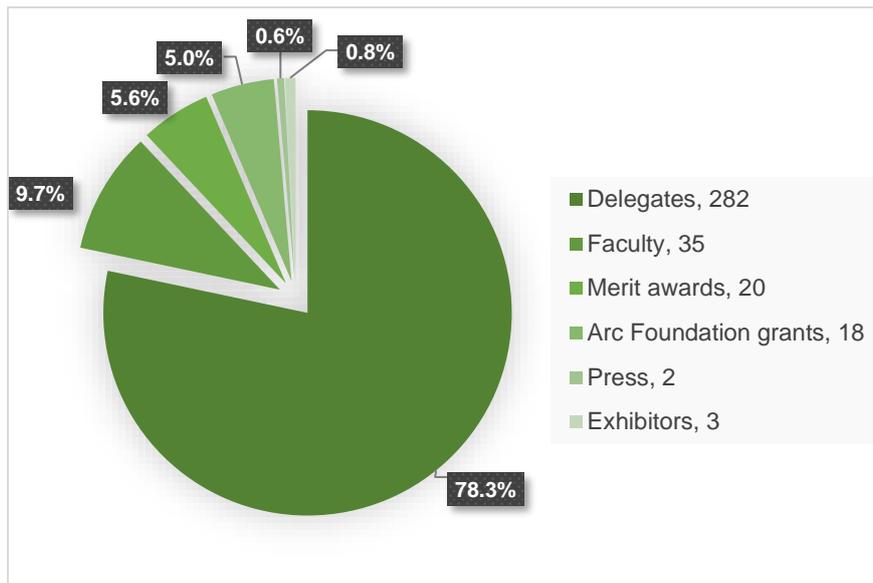
- ❖ **Michael Angelo**, Stanford, CA, USA
- ❖ **Jean-Yves Blay**, Lyon, France
- ❖ **Carlos Caldas**, Cambridge, UK
- ❖ **Mariam Jamal-Hanjani**, London, UK
- ❖ **Alexandra Leary**, Villejuif, France
- ❖ **Sherene Loi**, Melbourne, Australia
- ❖ **Serena Nik-Zainal**, Cambridge, UK
- ❖ **Daniel Peeper**, Amsterdam, Netherlands
- ❖ **Solange Peters**, Lausanne, Switzerland
- ❖ **Lillian Siu**, Toronto, Canada
- ❖ **Samra Turajlic**, London, UK
- ❖ **Clare Turnbull**, London, UK

## CONGRESS STATISTICS

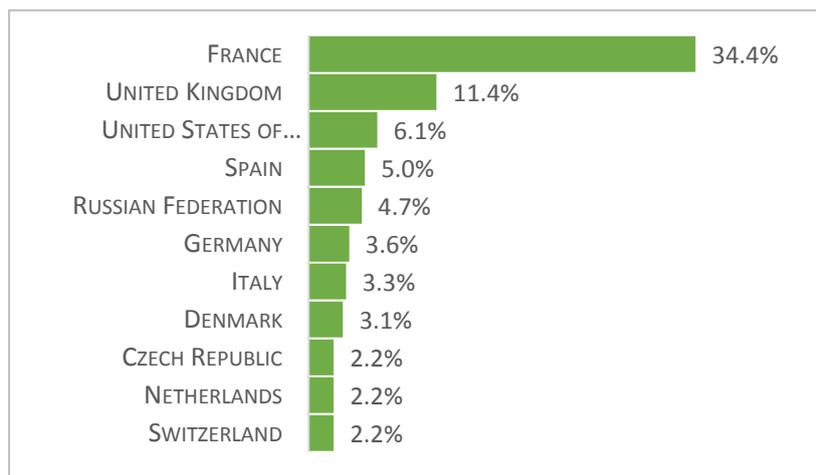
Over 400 delegates are expected to attend MAP 2019. Please find below key statistics from the last edition which we trust will demonstrate the relevance and importance of increasing your visibility and participation at this congress.

### Registration data

360 Participants from 42 countries in 2018



### 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 24<sup>th</sup> 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..."

## **KEY DATES**

### **Programme deadlines**

<b>13 May 2019</b>	Abstract submission system opening
<b>22 August 2019</b>	Abstract submission deadlines

### **Satellite symposia deadlines**

<b>26 August 2019</b>	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.
<b>Mid- September 2019</b>	Notification of acceptance or rejection

### **Registration deadlines**

<b>4 July 2019</b>	Early registration
<b>22 August 2019</b>	Late registration and closure of the online system

### **Promotional deadlines**

<b>9 August 2019</b>	Company and product description; Company Logo
<b>18 September 2019</b>	Bag insert and Weblink for approval

### **Exhibitors deadlines**

<b>6 September 2019</b>	Submissions of the stand layout (if different than a shell scheme stand)
<b>13 September 2019</b>	Order of furniture and additional services
<b>17 September 2019</b>	Exhibitors registration

## VENUE INFORMATION

### Venue address

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**Queen Elizabeth II Centre (QEII),**  
Broad Sanctuary, Westminster  
SW1P 3EE London  
UK  
<https://qeiicentre.london/>

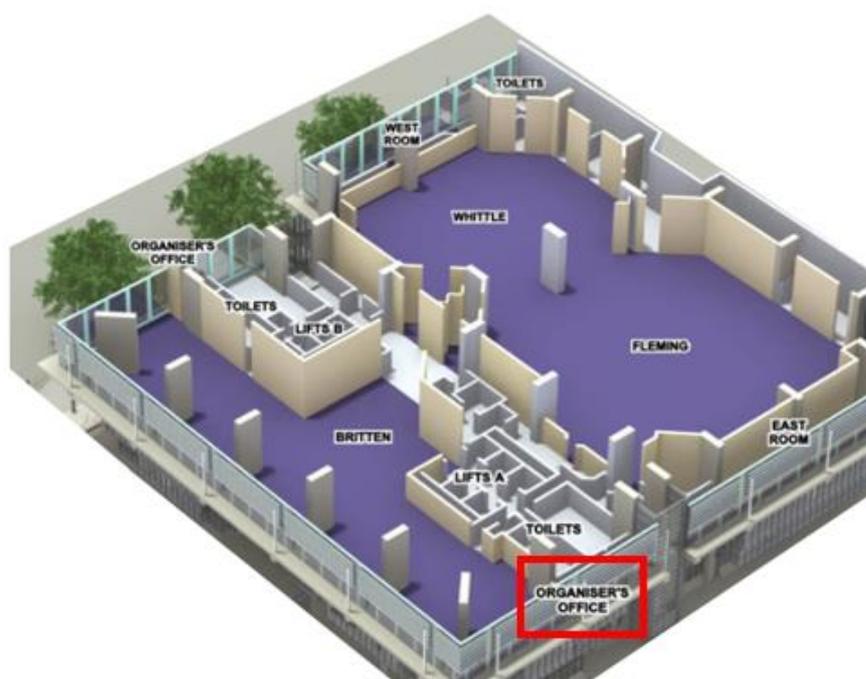
The congress will take place at the Queen Elizabeth II Centre, located in the heart of Westminster in London, UK.

The QEII Centre is ideally located to take advantage of everything London has to offer. Uniquely situated in the shadow of Big Ben, Westminster Abbey and the London Eye, the QEII is perfectly placed to reach thousands of hotel rooms, only a short walk away.

The QEII is located near the Westminster station, which is served by the Jubilee, District and Circle lines

### Venue overview

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MAP congress will take place at the 3<sup>rd</sup> floor of QEII centre

- **Fleming Room** - Main Auditorium - 500 seats
- **Whittle Room** – Poster Area
- **Britten Area** - Exhibition Area
- **Organiser's Office (red square) - 3.12 Room** – Speaker centre

## **INDUSTRY SATELLITE SYMPOSIA AND OTHER ACTIVITIES POLICY**

### **1. Programme structure**

Satellite symposia will take place on Friday, 8 and Saturday, 9 November 2019. Details of available time-slots may be obtained by email from the MAP congress Secretariat ([map@esmo.org](mailto:map@esmo.org)).

#### **1.1. 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 2019 policy encourages the avoidance of topic and/or statement repetition, and/or lectures which may be in conflict with what the MAP 2019 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](mailto:programme@esmo.org)).

Each company is responsible for the registration of its own Satellite symposium speakers to the Symposium. Registrations are not arranged by the Symposium Secretariat.

Submitting an abstract to the MAP 2019 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.

#### **1.2. Faculty expenses**

##### Travel:

It is the sponsor's responsibility to cover the travel expenses (flight/train/car) for all speakers and chairs participating in their satellite symposium, regardless of whether or not they are also invited to participate in the official MAP 2019 programme.

Speakers will be instructed to claim flight/train/car reimbursement directly from the sponsor and will be notified that by participating in an industry satellite symposium, they are not eligible for any travel reimbursement from ESMO.

##### Accommodation:

Speakers in the official MAP 2019 programme will be accommodated in the Faculty headquarters hotel. Depending on their speaker role(s) in the official programme, the remainder of their stay will be covered on a private basis. Speakers who are not participating in the official MAP 2019 programme must be accommodated by the sponsor.

##### Registration:

Each company is also responsible for the registration of any satellite symposium speakers who are not participating in the official MAP 2019. Registrations are not arranged by ESMO. Queries may be sent to the ESMO Registration Services Unit ([registration@esmo.org](mailto:registration@esmo.org)).

#### **1.3. Applications**

The ESMO Strategic Partnerships Department will approach companies with a proposal to participate at MAP 2019. At the congress, Satellite symposia time-slots are assigned by sponsorship level and on a first come, first served basis.

## 1.4. Programme timeline and deadlines

<b>On application</b>	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.
<b>26 August 2019</b>	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 ( <a href="mailto:programme@esmo.org">programme@esmo.org</a> ).
<b>Mid-September 19</b>	Notification by the Programme Department of the acceptance / rejection / request for modifications to the programme as decided by the Scientific Committee

## 2.0. Satellite symposia logistical details

### 2.1. Schedule, room set-up and features

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

#### Friday, 8 November 2019

Symposium N°	Time	Auditorium	Capacity	Ceiling height	Stage/Podium
1	13:00-13:45	Plenary Room	500 theatre	4.9m	Yes

#### Saturday, 9 November 2019

Symposium N°	Time	Auditorium	Capacity	Ceiling height	Stage/Podium
2	12:40-13:25	Plenary Room	500 theatre	4.9m	Yes

#### 2.1.1. Technical equipment

Room	LCD proj.	Laptop	Screen	Camera	Feed/back monitor	Microphones		
						Lectern	Panel	Floor
Plenary Room	1x 14'000 al (TBC)	1	16/9 5.48x3 meter	0	1	2	2	4

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#### 2.1.2. Technical and monitoring staff

One technical staff member and one hostess are assigned to each room. Please note that badge checkers are not provided for satellite slots. If you require this service, it will need to be booked separately.

Additional hostesses can be booked through **Moore People** ([Gary@moorepeople.co.uk](mailto:Gary@moorepeople.co.uk)).

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

Owing to the limited set-up and dismantling time necessary between satellite symposia slots (5 minutes), change of setup is not allowed. Any request change will be subject to evaluation and approval from MAP Secretariat. Please send your request to [map@esmo.org](mailto:map@esmo.org).

However, should a company wish to use its own technical supplier, the company must check in advance with ESMO Secretariat that the proposed "Technical Requirements" of the Symposium are feasible and compatible with existing equipment. These requests must be communicated no later than the 13 September 2019.

### 2.1.4. Session rooms lectern and panel table

Kindly be informed that both lectern and panel table can be branded. It is very important that MAP graphic will not be ruined, therefore, considering also the limited set-up and dismantling times, MAP congress Secretariat suggests creating a graphic which can easily be removed (e.g. forex panel to be leant on the panel table).

The company is responsible for printing and hanging the graphic. Dimentions available upon request.

### 2.1.5 Lectern laptop usage

Kindly be informed that the following regulations apply to the lectern laptop in the assigned room:

- The laptop **cannot** be removed or un-cabled from the lectern
- It is strictly forbidden to upload any presentation on the laptop using an USB key
- No laptop set-ups can be changed

Companies organizing a Satellite Symposium and NOT using the invited speakers preview centre will need to bring their own laptop and connect it directly with the projector which will be in the session room

### 2.1.6 Lead System / Badge Scanner

MAP 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 a MS Excel file, or made available with proper access rights through an online platform.

Further details are available on the [ESMO website](#) (Lead System brochure, Lead System form)

Badge scanners shall be ordered through the official supplier CTI Meeting Technology.

## 2.2. Food and beverage areas

**Requests for F&B functions should be addressed to MAP congress Secretariat ([map@esmo.org](mailto:map@esmo.org))**, indicating the type of function (coffee break, cocktail, standing lunch, other) and number of guests.

The assignment of F&B time-slots and areas will be processed on a first come, first served basis. **Only when the time-slot and location are assigned will the company be given the contact details** of the catering person responsible for their requirements and through whom they can place their orders.

F&B functions should not last more than half an hour. Whether they can take place before or after the Satellite symposium will depend on the availability of the F&B area.

No food or beverages are allowed inside any of the auditoria. However, an exception is made for water. Each company may offer water in PET bottles to their Satellite participants. Of course, it is the responsibility of the company to clean the room after the session. If the organiser needs to intervene for cleaning purposes the **extra costs will be charged to the company**.

Please also note that any food items served in the Congress centre must be purchased through the official catering service.

## 2.3. 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.

## 2.4. 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](mailto:map@esmo.org)).

Rehearsal slots are free of charge (max. 30-minutes slot per Satellite Symposium) and can be requested via MAP congress Secretariat ([map@esmo.org](mailto:map@esmo.org)).

However, please note that:

- Rehearsal slots are not guaranteed
- Rehearsals will be assigned on a first-come, first-served basis
- Rehearsals may only be booked upon request and availability

Any request for rehearsals should be sent to MAP congress Secretariat ([map@esmo.org](mailto:map@esmo.org)).

## 2.5. Invited speakers preview centre

The companies organising a satellite symposium are recommended using the invited speakers preview centre and follow the instructions that MAP congress Secretariat prepares for its own speakers.

By using the invited speakers preview centre companies will benefit from:

- Direct PPT upload from the invited speakers preview centre to the Satellite Symposium room
- Support for the speakers/uploader in the speaker preview centre regarding the upload and management of the PPT presentations
- Stage assistant

**IMPORTANT:** please inform MAP congress Secretariat at [map@esmo.org](mailto:map@esmo.org) whether you wish to use the official speaker preview centre or not.

If your intention is to benefit of this service please write by 13 September 2019 the latest and communicate the name of the designated representative that will be allowed to access the speaker centre and will be assisted in the upload of presentation(s) by our technicians.

### 2.5.1. Presentation material

In order to use the invited speaker preview centre, your presentation must be prepared in **PowerPoint 2010, 2013 or 2016 (MS Windows)** and provided on an **USB-removable drive**. Set the slide size to **“Widescreen 16:9”** and **landscape orientation**.

## 2.6. Industry satellite symposium Webcast and hosting rights

All the educational sessions that took place at MAP 2019 will be added to the respective ESMO Meeting Library. Once the congress is over, all the attendees will be able to catch up on 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 ESMO Meeting Library provided the filming/recording of your webcast was done by our official supplier: CTI Meeting Technology.

However, if you are not an OncologyPRO sponsor, a yearly hosting fee applies. To receive more details on this hosting opportunity, contact [sponsorevents@esmo.org](mailto:sponsorevents@esmo.org)

### **IMPORTANT:**

- ESMO recommends that the filming/recording of your webcast is done through the official supplier: CTI Meeting Technology.
- Cost for the recording/filming is not included. A quote must be requested to: CTI Meeting Technology.
- CTI Meeting Technology will release the link within 48 hours for upload on the respective Webcast Library and OncologyPRO, no editing is possible. This in turn will speed up the online publishing process ensuring the content is accessible as quickly as possible.
- However, if for a specific reason you need to produce your webcast through a different supplier, it can only be linked from OncologyPRO (not hosted) and therefore cannot be hosted on the ESMO Meeting Library.

To find out more on how to become an OncologyPRO sponsor contact Jon Roberts ([jon.roberts@esmo.org](mailto:jon.roberts@esmo.org)) or Anna McDougall ([anna.mcdougall@esmo.org](mailto:anna.mcdougall@esmo.org)).

Further details are available in the webcast brochure and order form available on the [ESMO website](#).

## 2.7. 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](mailto: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.

## 2.8. MAP website and Events App

Approved Satellite symposia programmes will be published online in the Satellite symposia section of the Symposium programme and in the Events App if they are received no later than the 18 September 2019. The submission of the programme must follow the format of the Symposium template, which may be requested from [programme@esmo.org](mailto: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.

## 2.9. 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.

## 2.10. MAP abstract book

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

## 3.0. Promotion of satellite symposia and other activities

### 3.1. Publications and onsite advertising

Each company will ensure that all company publications referring to Satellite symposia mention: "MAP Congress 2019 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 MAP congress Secretariat ([map@esmo.org](mailto:map@esmo.org)) by the 18 September 2019.

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

Furthermore, MAP congress Secretariat bears no responsibility towards the delegates for the display, promotion or sale of therapies or services, neither are MAP congress secretariat supporting those products or services for their sole promotion at MAP congress 2019. However, 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 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 congress Secretariat is legally and ethically acceptable in Switzerland.

### 3.2. Inserts in the delegate bags

All Satellite Symposia invitations must not be larger than A4 format and not heavier than 30 grams. Shipment and delivery instructions provided by MAP congress secretariat must be respected.

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

Bag inserts must be submitted for approval to MAP congress Secretariat ([map@esmo.org](mailto:map@esmo.org)) by the 18 September 2019.

Shipment instructions for “bag inserts” will be given upon approval. MAP congress Secretariat accepts no responsibility for programmes which are submitted late.

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

### 3.3. Reproduction of logos

Each company is entitled to use the official MAP 2019 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.

### 3.4. Inviting participants – Satellite invitation Weblink

Inviting participants to your satellites has never been this easy and effective! Within each satellite package we allow our Industry partners to showcase their satellites via a digital satellite invitation/Weblink whereby we invite our delegates to find out more about your session(s).

In MAP congress E-Newsletter there will be a dedicated Industry E-News section whereby all these digital invitations will be grouped. These invitations will also be included in our online programme to further increase awareness.

From the 7 October 2019 your satellite Weblink will go live (This will be subject to prior submission before the 18 September deadline and subsequent approval by MAP congress Secretariat).

MAP congress E-Newsletter will be sent out end of October 2019.

#### Rules and Regulations:

MAP congress Secretariat reserves the right to refuse requested Weblink(s) should any web page be deemed to conflict with the organising partners’ ethics or interests.

- A Weblink is a page or pdf, created by the sponsoring company, highlighting their satellite symposium.
- The content of the Weblink message must not make any statements about the quality or virtues of a sponsoring company and/or any of the company’s product(s) either via text or visuals.

With a Satellite Symposia: the content of the Weblink must solely state the:

- Title of the session
- The names of the chairpersons and speakers
- Venue and timing of MAP approved scientific programme
- Remember that no product names or brand names are allowed in the title or in the scientific programme of the session.
- The deadline to submit your Weblink to [map@esmo.org](mailto:map@esmo.org) is the 18 September 2019. Your Weblink will undergo an internal approval procedure and the sponsoring company will be informed within 5 working days as to the status of approval.
- This page must not include links, hyperlinks, hot-spots or any means through which the advert can be linked to another site. There will be no exceptions made to this rule.
- The Weblink may consist of more than 1 virtual page, due to its online nature, however no more than 2 pages can be included per Weblink.
- Under no circumstances may “Flash files” be allowed.

- Any requests for content or structure change/amendments after the Weblink has been linked to the appropriate listing will not be actioned.
- To ensure that MAP congress logo is properly protected, the organising partners has defined guidelines for its use, which permit the use of the Symposium logo under specific conditions.
- Cancellation of the Weblink should be sent in writing to MAP congress Secretariat.

**The web page will only be linked once MAP congress Secretariat approval is confirmed and the payment for the sponsorship package is received.**

### 3.5. Advertisements

Advertisements are possible in Symposium-related publications. Please contact [map@esmo.org](mailto:map@esmo.org) for further details.

### 3.6. Signage, display and distribution onsite

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](mailto: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 at the company booth from when the exhibition is open and 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.

### 3.7. Promotion at Congress hotels

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.

### 3.8. 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.

### 3.9. 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 will take place in the Poster Area and Foyer on Friday, 8 November from 12:10 to 13:00.

### 3.10. Unofficial Satellite symposia or similar events

During the period beginning on Thursday, 7 November through to Saturday, 9 November 2019, 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.

### 3.11. 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 2019 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](mailto:map@esmo.org)) at least 4 weeks prior to the event.

Blackout times:

7 November 2019	14:00-17:00
8 November 2019	08:40-18:00
9 November 2019	08:30-17:30

A limited number of meeting rooms are available at the QEII centre 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.

### **3.12. 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.

### **3.13. 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.

## **4.0. Media activities**

All media activities initiated by third parties are subject to a specific Media Policy. Companies wishing to organise a media event during the MAP Congress 2019 should send a request to the ESMO Press Office using the appropriate form made available through the [ESMO website](#) or contacting the ESMO Press Office ([media@esmo.org](mailto:media@esmo.org)).

### **4.1. Press 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](mailto: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](mailto:media@esmo.org)

### **4.2. 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 CONGRESS AND EXHIBITION SCHEDULE

### Exhibition

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#### Exhibition Set-up hours – Official Stand builder

Thursday, 7 November	20:00-00:00
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#### Exhibition Set-up hours – Stand decoration

Friday, 8 November	07:30-09:45
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#### Exhibition Area hours

Friday, 8 November	10:00-17:00
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Saturday, 9 November	09:30-16:30
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*Note: The Exhibition Area is in a dedicated area of the congress centre and it will be closed during the night. In any case, we strongly recommend do not leave any valuables unattended.*

#### Exhibition Dismantling hours

Saturday, 9 November	17:00-19:30
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#### Coffee breaks and lunches \*

Friday, 8 November	10:20-10:50, 12:10-13:00, 16:05-16:30
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Saturday, 9 November	10:00-10:30, 12:00-12:40, 15:30-16:30
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### Registration Hours

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#### Registration opening hours \*

Thursday, 7 November	13:00-17:00
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Friday, 8 November	07:30-18:00
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Saturday, 9 November	08:00-16:30
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*\* These times are subject to change so please check the online programme and the ESMO website*

## EXHIBITION GENERAL INFORMATION

### Exhibition area 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).

*Platinum, Gold, Silver Sponsors and Start-up contributor* have included in their packages the following items:

- Exhibition space
- Standard shell scheme booth
- Company name on fascia
- Plug connection and power
- Internet wi-fi

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

For additional furniture please place your order through the dedicated [website](#) by entering the password **s8patr** by **October 18<sup>th</sup>**. In case of question please contact Mr. Jamie Doolan ([info@exhibitionpower.co.uk](mailto:info@exhibitionpower.co.uk)).

### Catering for exhibition stands

All catering must be organised through QEII centre. However, bringing your own small Nespresso machine is not considered part of the catering exclusivity. Please contact QEII Centre well in advance to discuss your requirements.

**Contacts:** Mrs. Rebecca Bentham

**Email:** [rebecca.bentham@qeiicentre.london](mailto:rebecca.bentham@qeiicentre.london)

### Shipping instructions

Brexit deadline has been postponed to 31<sup>st</sup> October. For this reason, and in order to avoid last minute delay at the UK boarder, the MAP Secretariat has decided that all the material shipped to the United Kingdom must be delivered by **Tuesday 15<sup>th</sup> October 2019**. All the details will be provided upon request as the material will be stored in a place different from QEII centre.

Only for those shipping within UK the material must be delivered directly to the venue by Thursday **31<sup>st</sup> October 2019**.

When delivering, please first contact Mrs. Martina Kopecka at +44 (0) 207 798 4028 or by email [martina.kopecka@qeiicentre.london](mailto:martina.kopecka@qeiicentre.london). It is important to state the event name and describe the delivery.

All consignments must be addressed with the label provided:

#### **Queen Elizabeth II Centre (QEII Centre)**

Broad Sanctuary, Westminster

SW1P 3EE London

UK

**Kind attention of Ms. Martina Kopecka**

It is important to fill the label attached to this guidelines with all the information, in order to make easier the delivery process.

## Exhibitors registration

To order your exhibitor badges and register your staff, please write to the Registration Service Unit at [registration@esmo.org](mailto:registration@esmo.org) by the 17 September 2019.

Exhibitor badges are available only for staff members, owners or representatives of exhibiting companies. The number of exhibitor badges depends on the sponsor packages:

Sponsor Level	N° of Exhibitor badges
Platinum Package	5
Gold Package	3
Silver Package	3
Exhibitor stand	2 exhibitor badges

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

Exhibitor badges are free of charge. They do not include receipt of 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 be then responsible for their distribution 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.

## Company acknowledgement

MAP congress Secretariat 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 to [map@esmo.org](mailto:map@esmo.org) the company details by **9 August 2019**, as follow:

- 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 ESMO website and in the Events App.

## **MAP CONGRESS EXHIBITION AREA RULES**

### **1. Unapproved therapies**

The organisers bear no responsibility towards the delegates for the display, promotion or sale of therapies or services. Nor are the organisers supporting those products or services for their sole promotion at the MAP Congress. However, the 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 congress Secretariat bear no responsibility in case of a complaint based on such laws. The penalty that will be reflected in the company's sponsorship record for infractions to these laws will be assessed by the congress Secretariat.

### **2. Duration of the Exhibition**

The Exhibition will run from Friday, 8 November 2019 to Saturday, 9 November 2019.

### **3. Concomitant activities**

Concomitant activities (internal meetings involving delegates, press conferences, educational or promotional activities) in the congress venue or outside but concomitantly to or during breaks of the scientific programme of the congress are subject to the congress Secretariat approval. Clear identification of the organisers, the purpose, the targeted participants, and the full programme has to be submitted to the congress Secretariat at least 6 weeks prior to the event for approval. Press conferences are subject to the specific Policy.

Blackout times:

7 November 2019	14:00 - 17:00
8 November 2019	08:40 - 18:00
9 November 2019	08:30 - 17:30

### **4. Use of the congress logo**

The MAP Congress names and/or logos may not be part of any exhibitor-distributed materials. The use of the MAP Congress title and logo on distributed material is subject to approval by the ESMO Events Sponsorship Department.

### **5. Promotion of the exhibit**

#### **5.1 Congress bag inserts:**

The Congress Bag Insert is an invitation promoting your satellite symposium or your exhibition stand on site. Distributed in the official MAP Congress Bags this unique opportunity allows you to reach the hands of a wide audience. As usual, the Congress Bag inserts should not be larger than A4 format and not heavier than 30 grams. Once approved, ESMO regulations regarding the deadline, quantity and shipping instructions must be strictly followed. ESMO bears no responsibility for the non-inclusion of leaflets in the Congress Bags if the shipping instructions and deadline were not respected. Consult the MAP 2019 Industry Prospectus for more information on this sponsorship opportunity.

#### **5.2 General note:**

The congress Secretariat advises to avoid cultural or historical references on promotional material and bear no responsibilities in case this cause offence.

### **5.3 Display, projection or distribution of promotional materials on site:**

All these activities must be confined in the company's assigned Exhibition space and are not allowed in any other area in, or leading to, the MAP Congress venue.

#### **5.4 Advertisements:**

Advertisement of the exhibit is possible in the programme book and depends on the chosen sponsorship package. All advertisements for the bag insert are subject to approval by the ESMO Events Sponsorship Department. Promotion of a specific product does not mean acceptance or endorsement by the ESMO Events Sponsorship Department and it is under the responsibility of the sponsoring company, to comply with Swiss and European laws, where applicable.

#### **5.4 Promotion at congress hotels:**

The 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 produced, the content must follow the same rules defined by the congress Secretariat in this policy.

#### **5.5 Other promotional activities**

Any other activity that is organised with the purpose of promoting the company's presence during the event or its products or services is subject to the congress Secretariat approval.

### **6. Identification of the exhibitors**

False certification of individuals as exhibitor's representatives, misuse of exhibitor badges, or any other method assisting unauthorised persons' access to the exhibit floor will be just cause for expelling the violator from the Exhibition or barring him from further entrance to the exhibit floor or removing his exhibit from the Exhibition floor without obligation on the part of MAP Congress Secretariat for refund of any fees.

### **7. Subletting of space**

Exhibitors may not assign, sublet or apportion the whole or any part of the space allotted to them and may not advertise or display goods or services other than those manufactured or sold by them in the normal course of business. The demonstration of products, advertising of products or distribution of advertising, and/or solicitation of business of any kind on behalf of non-exhibiting firms in any part of the congress facility is strictly prohibited.

### **8. Admission rights**

Admission to the exhibit area is limited to the owners, representatives and employees of exhibiting firms. Models or similar personnel not commercially connected with the industry may be employed to assist in the exhibitor's booth; The MAP Congress Secretariat may refuse or expel any person whose behaviour or clothing is considered incompatible with the image of the event, or who refuses to comply with the local safety rules. Participants fully registered to the congress and exhibitors wearing the exhibitors' badge may enter the Exhibition hall. Exhibitors must treat all participants/visitors in a courteous and fair manner. Discrimination against participants/visitors according to their nationality, academic position, or any other factor

is against these Industry Guidelines and will affect the future congress attendance of the company in question.

**9. Surveys**

Surveys are authorised only in the limits of the company's assigned booth. The appointed personnel must be identifiable at all times as member of a "marketing research team".

**10. Media events - Temporary badges**

Representatives of communication agencies that need a badge to assist in the preparation and development of third-party's media events, will be assigned a temporary badge at no charge. The temporary badge does not authorise any promotional or commercial activity, or any unsolicited contacts with any delegates. Unsolicited contacts will result in the cancellation of 5 to 10 ESMO sponsorship points from the company's records, based on the nature and damage of the infraction, as established by the ESMO Executive Committee. If no relationship can be made to any company, the communication agency will be banned from participating in the MAP Congress 2019 for the next 4 years.

**11. Booth restrictions**

Exhibits must conform to the contracted space and all exhibition rules as set forth in these Industry Guidelines. Any aspect that is not covered by these Industry Guidelines is subject to approval by the congress Secretariat and by the Venue's Technical Service Department. Exhibits or displays must not obstruct the view or interfere in any way with the displays of neighbouring exhibits. Aisles and gangways must at all times be kept clear and free for passage and all emergency exits and access to service areas are to be kept clear at all times and not restricted or rendered unrecognizable. Any exposed part of the display must be covered not to be objectionable to the other exhibitors, or in the best overall interest of the Exhibition. All business and selling demonstrations shall be confined to the exhibitor's own booth. Promotion or display of promotional material and any other related activity is not allowed outside the assigned space. ESMO reserves the right to stop such activities on the booth immediately, if they are blocking passageways around the booth area.

**12. Stand design**

Every exhibitor will be provided with a stand package structure. Exhibitors are welcome to bring an umbrella/pop up structure, roll up poster(s) and to rent additional furniture on condition it fits in the designed space. The rental furniture may be requested to [info@exhibitionpower.co.uk](mailto:info@exhibitionpower.co.uk).

The drawings of the stand must be sent to the congress Secretariat by email to [map@esmo.org](mailto:map@esmo.org) before **the 13 September 2019**.

**13. Management of the booth**

Exhibits must remain fully intact and staffed at all times. Dismantling of exhibits and removal of products or display material is limited only to published dismantling hours.

**14. Audio and visual activities**

The projection of films and slides; any amplification with the aid of loudspeakers; the production of music and/or sound; as well as the use of lighting, computer monitors and television screens is acceptable within the stand/Exhibition space as long as no disturbance is

caused. Sound and lighting effects should be contained within each stand. If the congress Secretariat judges that a disturbance is being caused, the Exhibitor is to halt the activity immediately. If this is not done, the Congress Secretariat reserves the right to make the necessary arrangements at the expense of the Exhibitor. A refusal to lower the sound level or halt an activity will be considered a violation of these Industry Guidelines. Licensing for copyrighted work is the sole responsibility of the exhibitor.

**15. Catering**

Exhibitors may not serve alcoholic beverages on stands is strictly forbidden. All companies offering hospitality are reminded of their responsibilities for hygiene and food safety. Exhibitors are also encouraged to guarantee a healthy and balanced catering service to their delegates. All catering should be ordered through the official caterer namely:

[rebecca.bentham@qeicentre.london](mailto:rebecca.bentham@qeicentre.london).

**16. Social functions/activities**

Social functions and other activities sponsored by exhibitors cannot be held during exhibit hours or in conflict with any scheduled meetings or activities conducted by the congress Secretariat. No programmatic activities or scientific/educational activities may take place during exhibitor/sponsored functions. Self-assessment tests, computer assisted learning which the delegate can choose to start and end at his/her own wish are allowed.

**17. Giveaways**

Giveaways should have a professional nature and be limited in value. Sharp, pointy or other potentially dangerous objects are not allowed.

**18. Liability**

Neither ESMO nor QEII Centre, 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 ESMO nor QEII Centre, or either of their officers', agents', employees' or other representatives' negligence. The Exhibitor shall indemnify, defend, and hold harmless ESMO nor QEII Centre 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 ESMO nor QEII Centre 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 ESMO nor QEII Centre 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.

MAP 2019 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 ESMO and it is the full responsibility of the corporation that it is in accordance with the English and European law, where applicable.

#### 19. Insurance

The congress Secretariat disclaims any and all responsibilities for damages to persons or properties in relation with the activities organised by third parties who are directly liable for such damages. The exhibitor and or his stand building company have to take out a civil liability policy to cover damages for personal and property damages for the duration of the entire time of

the exhibition including the time allotted for setting up and dismantling.

#### 20. Force majeure

Should the event be cancelled, postponed or moved to a different venue due to force majeure, the invested costs will be refunded or reallocated to a postponed and/or different project, while the arising costs will be borne by the participating companies. Force majeure is defined as any event that the congress Secretariat could not, even with due care and attention, foresee or avoid. These events include, but are not limited to acts of God, war, terrorist attacks that may hinder the organisation of the congress and affect the security of participants, government regulation, disaster, strikes, civil disorder, or any other similar emergency making it illegal or impossible to hold the congress.

## **GENERAL TERMS AND CONDITIONS**

The following conditions of participation refer to the booking of any sponsorship product(s)/service(s) at the MAP congress 2019 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 2019 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 2019 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 2019 but not later than the **29 December 2019**. 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 2019 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 2019 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 2019 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 2019. 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 2019.

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 2019 is a non-smoking event.

### **Final Clause**

In cases not covered by the regulations in these Industry & Exhibitors' guidelines, the Congress Secretariat's interpretation shall be final.

## **CONTACTS**

### **MAP Congress Secretariat**

#### **c/o ESMO Head office**

Via Ginevra 4  
6900 Lugano, Switzerland

[map@esmo.org](mailto:map@esmo.org)

#### **Sponsorship Opportunities for industry**

Jon Roberts

[jon.roberts@esmo.org](mailto:jon.roberts@esmo.org)

+44 0 7932 677 911

#### **Operation management**

Alessia Mora

[alessia.mora@esmo.org](mailto:alessia.mora@esmo.org)

+41 (0)91 973 19 17

Concetta Di Parenti

[concetta.diparenti@esmo.org](mailto:concetta.diparenti@esmo.org)

+41 (0)91 973 19 47

#### **Scientific programme and abstracts**

Kate Kronig

[programme@esmo.org](mailto:programme@esmo.org)

+41 (0)91 973 19 16

Andrea Borghesi

#### **Registration management**

Anthony Foti

[registration@esmo.org](mailto:registration@esmo.org)

+41 (0)91 973 55 81

#### **Merit awards**

Valentina Meier

[travelgrants@esmo.org](mailto:travelgrants@esmo.org)

+41 (0)91 973 19 63

#### **Press office**

Press office

[media@esmo.org](mailto:media@esmo.org)

+41 (0)91 973 19 04

### **Venue**

#### **Queen Elizabeth II Centre (QEII)**

Mrs. Martina Kopecka

[martina.kopecka@qeiicentre.london](mailto:martina.kopecka@qeiicentre.london)

+44 (0)20 7798 4028

Mr. Stuart Drummond

[stuart.drummond@qeiicentre.london](mailto:stuart.drummond@qeiicentre.london)

+44 (0)20 7798 4016

## AV

### AV - Queen Elizabeth II Centre (QEII)

Mr. Frank Goodhind

[frank.goodhind@qeiicentre.london](mailto:frank.goodhind@qeiicentre.london)

+44 (0)20 7798 4119

## Catering

### Catering - Queen Elizabeth II Centre (QEII)

Mrs. Rebecca Bentham

[rebecca.bentham@qeiicentre.london](mailto:rebecca.bentham@qeiicentre.london)

## Exhibition official stand builder

### Exhibition Power

Mr. Jamie Doolan

[info@exhibitionpower.co.uk](mailto:info@exhibitionpower.co.uk)

+44 0333 355 4171

## Hostess

### Moore People

Mr. Gary Barnes

[gary@moorepeople.co.uk](mailto:gary@moorepeople.co.uk)

+44 20 8508 0555

## Webcast and badge scanner

### CTI Meetings Technology GmbH

Ms. Tamara Dworschak

[t.dworschak@ctimeetingtech.com](mailto:t.dworschak@ctimeetingtech.com)  
[leadssystem@ctimeetingtech.com](mailto:leadssystem@ctimeetingtech.com)

+43 1 319 69 99