

# INDUSTRY GUIDELINES

**ESMO SYMPOSIUM ON SIGNALLING PATHWAYS  
FOCUSING ON THE HER/EGFR FAMILY SIGNALLING  
4 - 5 MARCH 2016  
SITGES-BARCELONA, SPAIN**

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## **INTRODUCTION**

### **ESMO SYMPOSIUM ON SIGNALLING PATHWAYS IN CANCER Focusing on the HER/EGFR family signalling**

The objective of the ESMO Symposium on Signalling Pathways in Cancer is to bring together academics, clinical researchers and industry researchers who are actively working in specific tumour settings in order to facilitate knowledge sharing through a series of interactive sessions and workshops.

The Symposia series is overseen by the ESMO Translational Research and Personalised Medicine Working Group, with the 4th Symposium 'Focusing on HER/EGFR family signalling.'

ESMO recognises the importance of basic science and translational research and in that regard, is pleased that EACR now plays an active role in Signalling Pathways, transforming the Symposium into a true partnership, supported by ESMO and EACR leadership.

The Co-chairs appointed by both ESMO and EACR ensure that all components of the Symposium including the composition of the scientific committee and programme are influenced by scientific discoveries and the most modern and personalised approaches available in cancer medicine today.

#### **Main themes for 2016**

- Dissecting the tumour / cancer phenotype
- Clinical pharmacology concepts of targeted therapy and future approaches
- Mechanisms of resistance to HER targeting drugs
- Molecular characterisation and subtyping of common tumours
- Targeting the EGFR/HER family in colorectal, non-small cell lung, breast and gastric cancers
- Challenges for the future

Participation is limited in order to allow maximum interaction with the audience. The Symposium is a fine example of the importance of relations where complementary oncology societies collaborate in much needed areas and where experts address the complex challenges and provide perspectives on future innovations. A place where science and practice go beyond the disease.

We hope to see you in Sitges!



Josep Tabernero  
Barcelona, Spain



Clare Isacke  
London, United Kingdom

## **SYMPOSIUM OFFICERS**

### **ESMO Scientific Committee Chair:**

Josep Tabernero, Barcelona, Spain

### **EACR Scientific Committee Chair:**

Clare Isacke, London, UK

### **Scientific Committee members**

Fabrice André, Villejuif, France

Fortunato Ciardiello, Naples, Italy

Nancy Hynes, Basel, Switzerland

Yosef Yarden, Rehovot, Israel

## KEY DATES

### **Symposium dates**

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4 – 5 March 2016                      ESMO Symposium on Signalling Pathways

### **Registration deadlines**

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13 January 2016                      Early registration

10 February 2016                      Late registration and pre-registration closure

### **Publication deadlines**

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18 January 2016                      Company and product description

22 January 2016                      Advertisement deadline for Programme Book

## SYMPOSIUM STATISTICS

Over 200 delegates are expected to attend the 4<sup>th</sup> ESMO Symposium on Signalling Pathways. Please find below key statistics from the past edition which we trust will demonstrate the relevance and importance of increasing your visibility and participation at this unique Symposium.

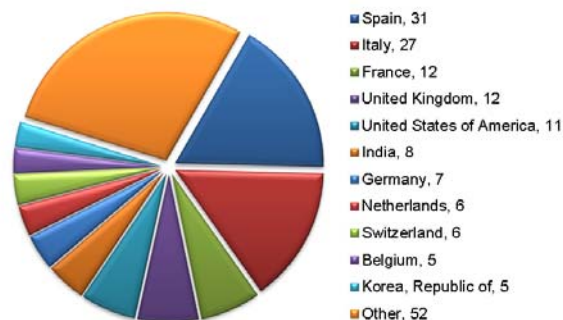
### Registration data

#### Detailed attendance based on registration fees paid

Year	2015
Delegates	95
Invited Speakers	24
Travel Grant	60
Free registration	2
<b>Total Participants</b>	<b>181</b>
Press	1
<b>Total Participants</b>	<b>182</b>

#### Top ten countries

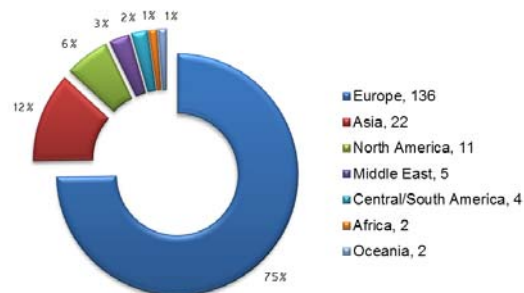
Country	participants	%
Spain	31	17.03%
Italy	27	14.84%
France	12	6.59%
United Kingdom	12	6.59%
United States of America	11	6.04%
India	8	4.40%
Germany	7	3.85%
Netherlands	6	3.30%
Switzerland	6	3.30%
Belgium	5	2.75%



Total represented countries: 38

### Attendance by region

Year	2015	
Participants	182	100%
Represented countries	38	
Europe	136	74.73%
North America	11	6.04%
Central/South America	4	2.20%
Asia	22	12.09%
Middle East	5	2.75%
Africa	2	1.10%
Oceania	2	1.10%



## 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.



## **GENERAL INFORMATION**

### **VENUE**

#### **Venue information**

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The ESMO Symposium on Signalling Pathways in Cancer 2016 will be held at the:

##### **Meliá Sitges**

Joan Salvat Papasseit, 38  
08870 Sitges, Barcelona, Spain  
<http://www.melia.com/hotels/spain/sitges/melia-sitges/index.html>

The Meliá Sitges is located in 20 km away from Barcelona El Prat airport.

#### **Venue overview**

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The venue Convention centre is located on level -1. Below is the overview plan:



**Tramuntana 1+2**  
Plenary hall

**Mestral 1**  
Speaker centre

**Hall Tramuntana**  
Industry Display area & catering area

## CONTACTS

### Signalling Pathways in Cancer Symposium Secretariat

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#### ESMO Head Office

Via Luigi Taddei 4  
6962 Viganello-Lugano, Switzerland  
Tel.: +41 (0)91 973 19 00 / Fax: +41 (0)91 973 19 18 / E-mail: [symposium@esmo.org](mailto:symposium@esmo.org)

#### Sponsorship and Industry relations

Nikolaj Tomma	<a href="mailto:nikolaj.tomma@esmo.org">nikolaj.tomma@esmo.org</a>	+41 (0)91 973 19 90
Tosca Codioli	<a href="mailto:tosca.codioli@esmo.org">tosca.codioli@esmo.org</a>	+41 (0)91 973 19 01

#### Organisation

Chantal Cornu	<a href="mailto:chantal.cornu@esmo.org">chantal.cornu@esmo.org</a>	+41 (0)91 973 19 94
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#### Scientific programme

Debora Asta	<a href="mailto:debora.asta@esmo.org">debora.asta@esmo.org</a>	+41 (0)91 973 19 95
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#### Registration management

Valentina Meier	<a href="mailto:registration@esmo.org">registration@esmo.org</a>	+41 (0)91 973 19 63
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#### Media relations

Thomas Balasso	<a href="mailto:media@esmo.org">media@esmo.org</a>	+41 (0)91 973 19 04
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## Venue

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#### Meliá Sitges

Camila De Vita	<a href="mailto:camila.devita@melia.com">camila.devita@melia.com</a>	+34(0)93 811 67 09
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## Accommodation

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ESMO secured preferential rates at the Meliá Sitges for the attendees of the ESMO Symposium on Signalling Pathways in Cancer 2016:

- Twin room for single use €120 + VAT
- Twin room for double use €140 + VAT

City tax of 1€ per person.

You can book directly your accommodation through [Meliá Sitges](http://www.meliá-sitges.com)

**The Meliá Sitges is also the event venue!**

## **MEET THE INVESTIGATOR STUDIO**

The Meet the Investigator Studio slots, for lectures, Advisory Board Meetings, Q&A and scientific dissemination about investigator activities in non-marketed active agents, will take place in a dedicated room.

A schedule of the daily planning will be published in the Symposium Programme Book and in the Meet the Investigator section. Companies can book single slots of 2 hours.

### **Logistical information & items available in the Meet the Investigator Studio rooms:**

- ✓ Individual Slots are 2 hours each. Access to these slots will be managed by the company sponsoring the slot(s) / the presentation(s) and must respect the designated time limit. Set up, presentation (including question/discussion time) and dismantling must be included in those 2 hours
- ✓ Presentations one after the other, strict enforcing of time slot allocation
- ✓ Daily schedule with company names will be listed on a board / screen
- ✓ Capacity for 95 delegates in theatre style
- ✓ Access completely controlled by the company organiser
- ✓ 2 fix hostesses (to be instructed by the company directly)
- ✓ 1 fix technician
- ✓ 1 screen
- ✓ 1 laptop (PPT to be uploaded by the company through USB stick)
- ✓ 1 projector
- ✓ 1 lectern microphone, 2 panel table microphone and 1 audience microphone
- ✓ 1 lectern
- ✓ 1 panel table up to 4 people
- ✓ Limited catering possibility

## TIME SLOT SCHEDULE

DATE	TIME SLOT*	BOOKED BY
Friday, 4 March 2016	08:30-10:30	
	08:30-10:30	

*\*Time slots subject to change*

## **INDUSTRY DISPLAY AREA POLICY**

### **CONTACTS**

#### **Venue**

##### **Meliá Sitges**

Joan Salvat Papasseit, 38  
08870 Sitges, Barcelona  
Spain

Contact	Camila De Vita
Telephone	+34 (0)93 811 67 09
E-mail	<a href="mailto:camila.devita@melia.com">camila.devita@melia.com</a>

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#### **Shipping instructions**

All consignments must be addressed to:

##### **Meliá Sitges**

Joan Salvat Papasseit, 38  
08870 Sitges, Barcelona  
Spain  
Kind attention of Ms. Camila De Vita

All good must be labelled as follows:

- Booth Material: **ESMO Symposium on Signalling Pathways in Cancer – Company name – Display area no.**
- Bag inserts (200 Copies): **ESMO Symposium on Signalling Pathways in Cancer – Company name – INSERTS**

Deadlines for delivery: **1 March 2016**

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## GENERAL SYMPOSIUM SCHEDULE

### SETUP HOURS

Thursday, 3 March, 14:00-19:00

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### INDUSTRY DISPLAY AREA HOURS

Friday, March 28, 11:00-19:30  
Saturday, March 1, 09:30-14:00

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### DISMANTLING HOURS

Saturday, March 5, 14:00-19:00

Delegates will still be in the venue until 16:20 so please take care with your dismantling.

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### REGISTRATION HOURS

Friday, March 4 09:00-19:10  
Saturday, March 5, 07:30-16:00

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### BREAKS & LUNCHES

Friday, March 4 12:30-13:30, 15:20-15:45  
Saturday, March 5, 11:00-11:20, 12:50-13:40

All the F&B services will be served in the Industry Display area.

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### WELCOME RECEPTION

The Welcome Reception will take place on Friday, 4 March 2016 from 19:00 in the Industry display area.

Delegates, invited speakers and exhibitors are invited to join this event!

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## VENUE TECHNICAL SPECIFICATIONS

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

The display area option includes:

- Display space
- 1 desk
- 2 chairs
- 1 roll-up

ESMO will handle the production of one roll up (if required). Please kindly send the artwork no later than 29 January 2016 to [symposia@esmo.org](mailto:symposia@esmo.org)

Artwork specifications:

- Final format: 85x200 cm
- Bleeds: 4cm

## **SIGNALLING PATHWAYS TRADE INDUSTRY DISPLAY 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 Signalling Pathways events. However, the Symposium 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 Symposium Secretariat bear 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 the congress is legally and ethically acceptable in Spain. The penalty that will be reflected in the company's sponsorship record for infractions to these laws will be assessed by the Conference Secretariat.

### **2. Duration of the Industry display area**

The Industry display area will run from Friday, 4 March to the end of the Symposium on Saturday, 5 March 2016.

### **3. Concomitant activities**

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

Blackout times:

4 March 2016	11:00-19:00
5 March 2016	08:00-16:30

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

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

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

#### **5.1 General note:**

The Symposium Secretariat advises to avoid cultural or historical references on promotional

material and bear no responsibilities in case these cause offence.

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

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

#### **5.3 Advertisements:**

Advertisement of the exhibit is possible in the programme book and depends on the chosen sponsorship package. All advertisements for the programme book 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 Spanish and European laws, where applicable.

#### **5.4 Promotion at Symposium hotels:**

The distribution or display of promotional materials at the hotels where participants are staying during the Symposium is discouraged by the Symposium Secretariat. However, if produced, the content must follow the same rules defined by the Symposium 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 Symposium 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 Industry display area or barring him from further entrance to the exhibit floor, or removing his exhibit from the Industry display area floor without obligation on the part of the Symposium 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 Symposium 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 Symposium 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 Symposium and exhibitors wearing the exhibitors' badge may enter the Industry display area 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 Symposium 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. Press badges

Representatives of communication agencies involved in third-party media activities will be assigned with a temporary badge. The assigned badge does not authorise any promotional or commercial activity or any unsolicited contacts with any delegates.

#### 11. Industry Display Space restrictions

Exhibits must conform to the contracted space and all display rules as set forth in these Industry Guidelines. Any aspect that is not covered by these Industry Guidelines is subject to approval by the Symposium 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 Industry display area. 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.

#### 12. 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.

#### 13. 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/Industry Display space as long as no disturbance is caused. Sound and lighting effects should be contained within each stand/Industry Display area. If the Symposium Secretariat judges that a disturbance is being caused, the Exhibitor is to halt the activity immediately. If this is not done, the Symposium 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.

#### 14. Catering

Exhibitors may not sell or serve food or drink for consumption on the premises. Serving alcoholic beverages on stands/Industry Display Areas 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: Meliá Sitges Hotel.

#### 15. 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 Symposium 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.

#### 16. Giveaways

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

## **General Terms and Conditions**

The following conditions of participation refer to the booking of any sponsorship product(s)/service(s) at the ESMO Symposium on Signalling Pathways 2016 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 ESMO.
- 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 ESMO Symposium on Signalling Pathways 2016 Industry Guidelines and any supplementary provisions.
- Confirmation of the allocation of any sponsorship product(s)/service(s) by ESMO in writing constitutes establishment of contract between the sponsoring company and ESMO.
- 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 ESMO 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 ESMO.
- Sponsoring companies should inform ESMO 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 ESMO 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**

- Send sponsorship application form. The ESMO Events Sponsorship Department will acknowledge receipt of your sponsorship application form and the assignment process will commence soon afterwards.

### **Assignment**

- Will be done on a first come, first served basis.
- To ensure each sponsoring company has a chance to choose a suitable display space 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 ESMO Symposium on Signalling Pathways 2016 will be

subject to a 10% penalty fee on the total sponsorship investment.

### **Refunds**

Any refunds of deposits paid will be made after the ESMO Symposium on Signalling Pathways 2016 but not later than the 31 December 2016. 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**

ESMO reserves 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 ESMO Symposium on Signalling Pathways 2016 or any of its parts, ESMO 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: ESMO reserves the right to cancel without notice or compensation the ESMO Symposium on Signalling Pathways 2016 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, ESMO is 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 ESMO**

ESMO 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 ESMO 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, ESMO 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 ESMO nor its contractors shall be responsible for the safety of any exhibit or other property of the sponsoring company or any person. Furthermore, ESMO 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 ESMO 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 ESMO 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 ESMO for any previously listed risks.

### **Enforcement of Rules**

Applies equally to all. All companies investing in sponsorship at the ESMO Symposium on Signalling Pathways 2016 must comply with all rules and policies established by ESMO.

### **Violation Procedure**

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

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

If the company refuses to comply, ESMO 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 ESMO Symposium on Signalling Pathways 2016. Appeals may be made to the ESMO Management.

### **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 ESMO event.

**Claims Procedures, Place of Performance and Jurisdiction**

All claims by the company booking any sponsorship product(s)/service(s) against ESMO must be in writing. The maximum time lapse is 1 month from the closure of the ESMO Symposium on Signalling Pathways 2016. 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 ESMO Symposium on Signalling Pathways 2016 is a non-smoking event.

**Final Clause**

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

## DISPLAY AREA REGISTRATION

To order your exhibitor badges and register your staff, please write to the Signalling Pathways Symposium Secretariat at [registration@esmo.org](mailto:registration@esmo.org) by 5 February 2016.

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

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

Exhibitor badges are free of charge. They do not include receipt of the Symposium folder.

Exhibitor badges are distributed onsite only at the Pre-registration 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.

For last-minute changes the ordering of a certain number of badges displaying the company name only is strongly recommended.