

E•M•C•T•O

European Multidisciplinary Conference
in Thoracic Oncology 2013

INDUSTRY GUIDELINES & EXHIBITION CATALOGUE

**EUROPEAN MULTIDISCIPLINARY CONFERENCE
IN THORACIC ONCOLOGY - EMCTO
9-11 MAY 2013
LUGANO, SWITZERLAND**



E • M • C • T • O

European Multidisciplinary Conference
in Thoracic Oncology 2013

INDEX

Introduction	page 3-10
- Conference background	page 3
- Conference Objectives	page 3
- EMCTO fast facts	page 4
- Conference Officers	page 5
- Key dates	page 6
- Conference statistics	page 7-9
- Priority list	page 10
General information	page 11-14
- Venue information	page 11-12
- Contacts	page 13-14
Industry Satellite symposia and other activities	page 15-22
- 1.0 Structure	page 15
- 2.0 Finance-related policies	page 16
- 3.0 Satellite symposia logistical details	page 17-18
- 4.0 Promotion of the Satellite symposium and other activities	page 19-21
- 5.0 Filming, recording and photography	page 22
- 6.0 Non-smoking policy	page 22
Meet the Investigator Studio	page 23-24
- Technical information	page 23
- Time schedule	page 24
Exhibition Area policy	page 25-43
- Contacts	page 25-26
- General Conference schedule	page 27
- Technical specifications	page 28-29
- ESMO/ESTRO/ESTS/ERS/ETOP trade Exhibition rules	page 30-31
- Exhibitors registration	page 32
- Conference overview floor plan	page 33
- Shipment instructions	page 34-35
- cLead system information and form	page 36-39
- Furniture form	page 40-43
- Hostess form	page 44

INTRODUCTION

Conference Background

Combining knowledge towards personalized treatment by a multidisciplinary team

The European Society for Medical Oncology (ESMO) the European Society for Radiotherapy and Oncology (ESTRO), the European Society of Thoracic Surgeons (ESTS), the European Respiratory Society (ERS) and the European Thoracic Oncology Platform (ETOP) are pleased to invite professionals interested in thoracic oncology to the 4th European Multidisciplinary Conference in Thoracic Oncology.

These five societies have identified the need to cooperate in the education of healthcare professionals treating malignant chest tumors, and a regular multidisciplinary, educational meeting on this topic is considered important for strengthening general knowledge and providing an updated overview of prevention, screening, diagnosis, treatment modalities and result of translational research.

This conference will facilitate interaction between the specialties in order to promote an integrated approach to diagnosis and treatment of chest tumors and scientific exchange in multidisciplinary management of lung cancer.

Specialists from all disciplines dealing with lung cancer and other thoracic malignancies, particularly medical oncologists, radiotherapists, pulmonologists, thoracic surgeons, radio diagnosticians, pathologists, basic scientists and epidemiologist will benefit from attending.

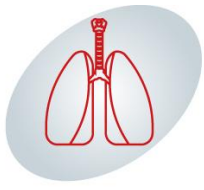
Young oncologists at the start of their careers are particularly encouraged to participate. Whilst the educational sessions will address multidisciplinary treatment options with clinical relevance, abstract submission will provide an excellent scientific opportunity for integration and discussion with world-renowned experts in the field of lung cancer.

EMCTO is:

- A highly multidisciplinary conference for lung cancer specialists featuring expert contributions from Key Opinion Leaders and the 5 leading medical societies representing physicians involved in the treatment of thoracic malignancies
- An excellent networking opportunity for healthcare professionals ranging from clinical practitioners to translational researchers
- An optimal platform for educational and scientific dissemination on latest cancer research and management of lung cancer
- An educational and scientific Conference with presentations on state-of-the-art management of lung malignancies

Conference Objectives

- To present regular, interdisciplinary discussions on current standards of care and strengthen knowledge on important milestones in thoracic oncology
- To discuss the role of multimodality therapy in thoracic oncology
- To translate into clinical practice tools, substantial developments in the management of thoracic tumours
- To understand biology and pathohistology of thoracic cancer entities and novel therapies

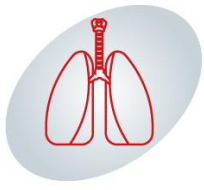


E•M•C•T•O

European Multidisciplinary Conference
in Thoracic Oncology 2013

EMCTO FAST FACTS

- **15 Educational Sessions and 2 Key Note lectures** selected by the program committee
- An **internationally renowned faculty**
- Program topics at EMCTO 2013 will cover:
 - **Molecular pathology of NSCLC**
 - **Diagnostic work up, role of imaging (PET-CT and VATS), and case presentations**
 - **Early drug development in lung cancer**
 - **Management of all stages of NSCLC and personalized treatment of advanced disease**
 - **Cancer pathways in lung cancer**
 - **Management of mesothelioma, SCLC and thymoma**
 - **Management of oligometastatic disease**
 - **Advances and future perspectives-biomarkers, personalized medicine and implications for healthcare providers**
 - **Multidisciplinary discussions sessions**
 - **Key note lectures will cover combining knowledge and expertise into the multidisciplinary team approach and the implications of next generation sequencing for the management of lung cancer**
 - **Proffered papers and abstracts will also be presented**
 - **Special ETOP satellite symposium**



E • M • C • T • O

European Multidisciplinary Conference
in Thoracic Oncology 2013

CONFERENCE OFFICERS

EMCTO 2013 Scientific Committee:

ESMO

Enriqueta Felip, ES

Rolf A. Stahel, CH



ESTRO

Cecile Le Pechoux, FR

Suresh Senan, NL



ESTS

Gaetano Rocco, IT

Walter Weder, CH



ERS

Jean-Paul Sculier, BE

Elisabeth Quoix, FR



ETOP

Keith Kerr, UK

Solange Peters, CH





E•M•C•T•O

European Multidisciplinary Conference
in Thoracic Oncology 2013

KEY DATES

Programme deadlines

23 January 2013	Abstract submission deadline
9 – 11 May 2013	European Multidisciplinary Conference in Thoracic Oncology 2013, EMCTO

Satellite symposia deadlines

08 February 2013	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.
28 February 2013	Notification of acceptance or rejection
27 March 2013	Receipt of the final programme for inclusion in the Conference Programme Book

Registration deadlines

20 February 2013	Early registration, Group registration, list of participants
17 April 2013	Late registration and pre-registration closure

Publication deadlines

11 February 2013	Company and product description
18 February 2013	Advert deadline for programme book
25 February 2013	Bag insert and Satellite web link

CONFERENCE STATISTICS

Over 500 delegates are expected to attend the European Multidisciplinary Conference in Thoracic Oncology 2013, EMCTO. Please find below key statistics from the past four editions which we trust will demonstrate the relevance and importance of increasing your visibility and participation at this unique Conference.

Registration data

Detailed attendance based on registration fees paid

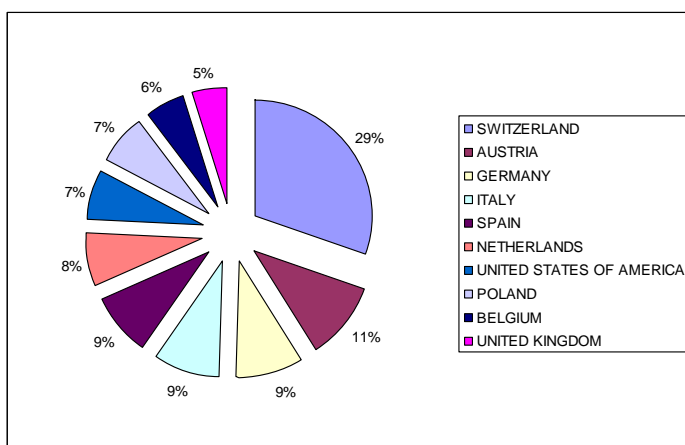
	2011		2009	
Invited Speakers	49		57	
Delegates	285		654	
Delegates		334		707
Exhibitors	8		24	
Press	8		2	
Total Participants		350*		733

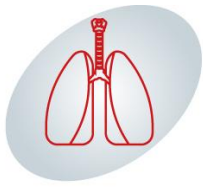
*Note: the drop in attendance is due to the IASLC Congress agreement for 2011. We expect the attendance figure for 2013 to be in the region of 535 participants closer to the 2009 attendance figure, as the IASLC Congress will be taking place outside Europe.

Attendance by region

	2011	2009
Participants	350	733
Represented countries	38	56
Europe	305	639
North America	18	21
Central/South America	1	6
Asia	11	35
Middle East	7	17
Africa	6	12
Oceania	2	3

EMCTO 2011 attendees' regional distribution

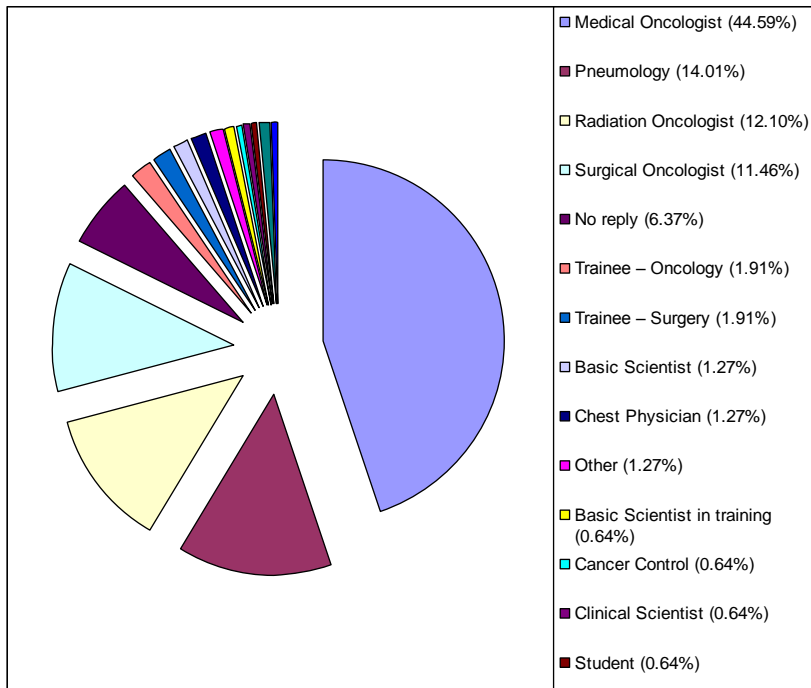




Top 10 countries in 2011

1	Switzerland	79
2	Austria	28
3	Germany	25
4	Italy	24
5	Spain	23
6	Netherlands	19
7	United States of America	18
8	Poland	17
9	Belgium	15
10	United Kingdom	12

Profession in 2011

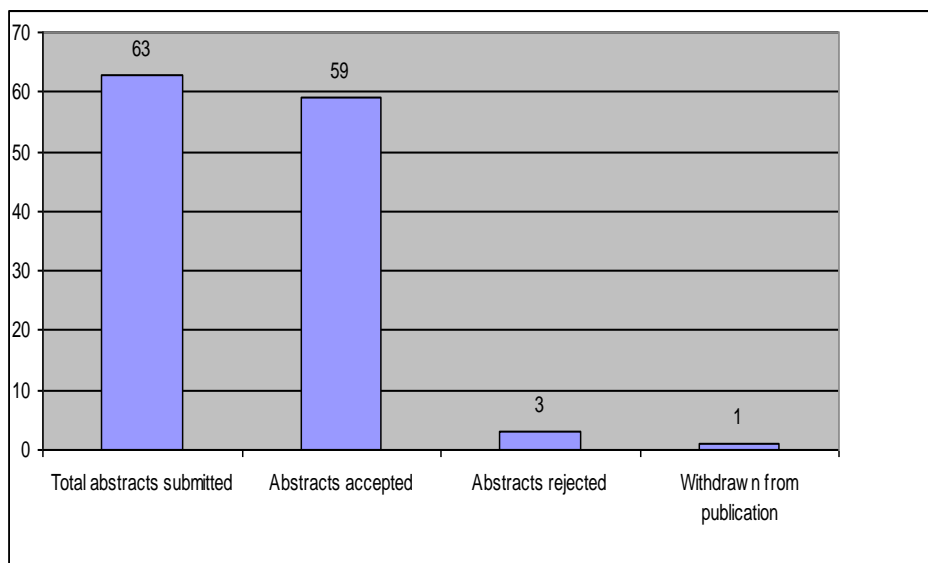


Abstract data

Abstracts acceptance

	2011		2009	
	Count	Percentage	Count	Percentage
Total submitted	63	100%	143	100%
Accepted	59	94%	116	81%
Rejected	3	5%	27	19%
Withdrawn from publication	1	1%	0	0%
Proffered paper	0	0%	0	0%
Poster discussion	21	36%	19	16%
Poster	37	63%	96	83%
Publication	1	1%	1	1%

Abstracts submission in 2011



Submitted abstracts by category

Category	2011	2009
	No. of abstracts	No. of abstracts
Tumor biology and pathology	6	19
Prevention, epidemiology and tobacco control	5	17
Translational research	5	n/a
Imaging and staging	5	19
SCLC	3	5
NSCLC Stage I and II	7	10
NSCLC Stage III	10	7
NSCLC Stage IV	9	12
Mesothelioma	2	8
Supportive care	n/a	9
Miscellaneous	11	37
Total	63	143

ESMO PRIORITY LIST

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

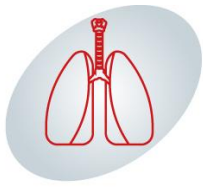
a. Accrued sponsorship points define the position of each company in the ESMO sponsors priority list. The priority list identifies companies that will be offered visibility at, and privileged within, events such as the ESMO Congress and related activities, for example satellite symposia, Industry display area space, hotel accommodation, etc.

b. Companies with the same number of sponsorship points are selected by a ballot system.

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 recognizes 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.



E·M·C·T·O

European Multidisciplinary Conference
in Thoracic Oncology 2013

GENERAL INFORMATION

VENUE

Venue information

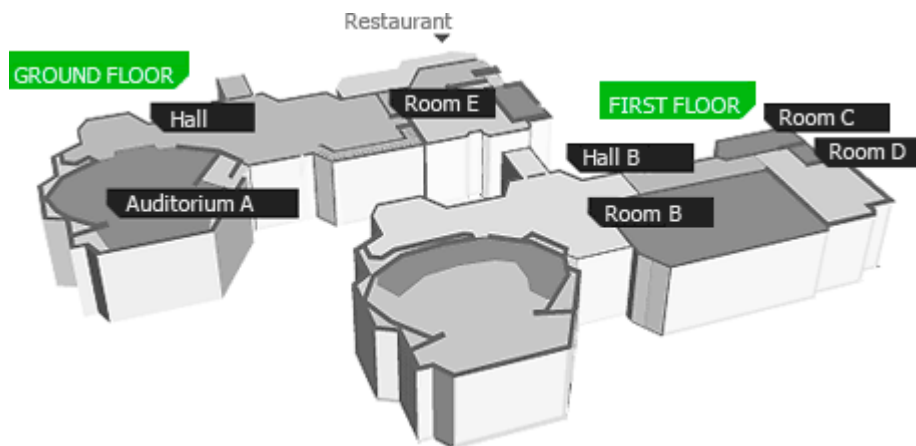
The European Multidisciplinary Conference in Thoracic Oncology 2013, EMCTO will be held at the:

Palazzo dei Congressi

Piazza Indipendenza 4
CH-6900 Lugano
Switzerland
www.luganoconventions.com

The Palazzo dei Congressi is located in the centre of Lugano and 15 minutes away from Lugano-Agno airport.

Venue overview

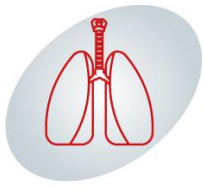


Ground floor:

- Auditorium A – Lecture Room
- Hall – Main Entrance / Exhibition
- Poster area
- Catering area

First floor:

- Room B1+B2 – Parallel sessions
- Room C – Meet the Investigator Studio / Parallel sessions

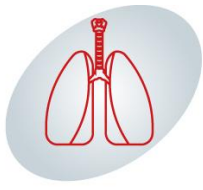


Palazzo dei Congressi access plan



The only allowed parking for goods vehicles in the city is indicated on the above map. The use of this parking requires the authorisation of the police. This authorisation has to be asked in writing directly to the police (polizia@lugano.ch) at least 10 days prior to arrival.

A new traffic circulation plan was implemented in Lugano on 22 July 2012. Please ensure utmost attention to road signs and traffic flow until all GPS systems have been updated accordingly.



E·M·C·T·O

European Multidisciplinary Conference
in Thoracic Oncology 2013

CONTACTS

EMCTO Conference Secretariat

EMCTO Conference Secretariat c/o 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: emcto@esmo.org

Sponsorship and Industry relations

Nikolaj Tomma tomma.nikolaj@esmo.org +41 (0) 91 973 19 90
Moira Brianza brianza.moira@esmo.org +41 (0) 91 973 19 40

Organisation and Travel grants

Valentina Allevato allevato.valentina@esmo.org +41 (0) 91 973 19 26

Scientific programme and abstracts

Kate Kronig kronig.kate@esmo.org +41 (0) 91 973 19 19

Registration management

Nicole Bullo emcto.registration@esmo.org +41 (0) 91 973 19 39

Media relations

Vanessa Pavinato media@esmo.org +41 (0) 91 973 19 07

Venue

Palazzo dei Congressi

Gabriela Zuber gabriela.zuber@luganoconventions.com +41 (0) 58 866 66 32

Audio-Visual

Electronic Studio SA

Antonio Silvestro
Rossella De Dominicis info@electronicstudio.ch +41 (0) 91 850 10 60

Forwarding agent / Storage

Schenker Intl. LTD

Gianmarco Taralli Gianmarco.Taralli@dbschenker.com +41 (0) 58 589 52 54

Accommodation

Amiconi Consulting has been appointed by ESMO to manage the hotel accommodation in relation to the EMCTO meeting to be held in Lugano, Switzerland, 9-11 May 2013.

Amiconi Consulting SA

Mrs. Cristina Cellina
Via Forte 10
6900 Lugano, Switzerland

Tel. +41 (0) 91 921 38 12
Fax +41 (0) 91 921 38 13
E-mail info@amiconiconsulting.ch
www.amiconiconsulting.ch

EMCTO Exhibitors can book their accommodation by:
1- using the housing form downloadable from the ESMO Web site or by
2- contacting Amiconi Consulting via e-mail

All bookings will be processed on a first come, first served basis.

HOTELS AND RATES

The following table indicates the hotel price range quoted for 2013 in Swiss Francs (CHF). Exchange rate on July 2012
EUR 1:20 CHF

The rates are per room and per night, inclusive of VAT and breakfast.

Hotel Category Rates per night(in CHF)	Single room	Double for single use room	Double /twin room
5 star	n.a.	280 - 425	380 - 556
4 star	275 - 295	165 - 442	270 - 450
3 star	116 - 170	113 - 265	182 - 270
2 star	130	130 - 170	215

TRANSPORTATION

Airport transfers

Amiconi Consulting offers the possibility to organize transfers from and to the airport of both Lugano and the international airports of Milan, Italy (Malpensa, Linate and Orio al Serio-Bergamo). For further information about any local transfer requests, please feel free to contact Amiconi Consulting (www.amiconiconsulting.ch)

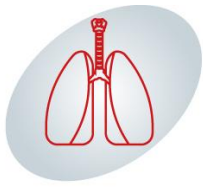
Catering

Gabbani

Sara Birogozzi
Marco Conte

sara.birogozzi@gabbani.com
marco.conte@gabbani.com

+41 (0) 91 911 30 90



ECMTO 2013 POLICY

INDUSTRY SATELLITE SYMPOSIA AND OTHER ACTIVITIES

Structure

1.0 Structure

Satellite symposia will take place from Thursday, 9 May to Friday 10 May 2013. Details of available time-slots may be obtained by email from the ESMO Marketing Team (marketing@esmo.org).

1.1 Satellite symposia programmes

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

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

ESMO, ESTRO, ESTS, ERS and ETOP reserve the right to veto speakers. In order to ensure a greater diversity of opinion and scientific contribution, ESMO, ESTRO, ESTS, ERS and ETOP recommend that a speaker presents at no more than one (1) Satellite symposium. However, please be informed that a speaker may be involved in a maximum of two (2) symposia during the Conference. Any changes in the provisional or in the final programme must be forwarded immediately to the EMCTO Scientific Committee (emcto@esmo.org).

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

Submitting an abstract to the EMCTO Scientific Committee and the official Conference programme implies that the study reported therein will not be presented as such during the Conference 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.

1.1.1 Penalty

Infringement of EMCTO policy 1.1 will incur a penalty. Should a company modify the content of its Satellite symposium without notifying and receiving approval from the EMCTO Conference Secretariat, 100% of the points assigned for the organisation of the Satellite symposium will be cancelled.

1.2 Applications

The EMCTO Marketing Department will approach companies with a proposal to participate in the European Multidisciplinary Conference in Thoracic Oncology 2013, EMCTO. At the Conference, Satellite symposia are an integral part of the sponsorship packages which are processed on a first-come/first-served basis.

One time-slot will be assigned to each applying company on the basis of the sponsorship package selected.

1.3 Programme timeline and deadlines

On application	Each company should inform the EMCTO Conference Secretariat about the type of product(s) and the treatment area on which the Satellite symposium programme will be based.
08 February 2013	The proposed programme, including the title of the Satellite symposium and all presentations, the names of both proposed speakers and chairperson(s), must be submitted using the official EMCTO programme template to the EMCTO Conference Secretariat (emcto@esmo.org).
28 February 2013	Notification by the EMCTO Secretariat of the acceptance / rejection / request for modifications to the programme as decided by EMCTO Scientific Committee.
27 March 2013	Receipt of the final programme for insertion in the programme book.



E•M•C•T•O

European Multidisciplinary Conference
in Thoracic Oncology 2013

2.0 Finance related policies

2.1 Payment and cancellation terms

Payment	100%	within payment deadline mentioned on invoice
Cancellation fee	100%	at any time the cancellation is notified

2.2 Deposits

The cost of the sponsorship package must be paid in full upon receipt of the symposium invoice. Invoices will be issued by the EMCTO Conference Secretariat and contain complete payment instructions. All payments must be received before the start of the Conference.

2.3 Insurance

ESMO, ESTRO, ESTS, ERS and ETOP disclaim any and all responsibilities for damages to persons or properties in relation to activities organised by third parties who are themselves directly liable for such damages. It is therefore the responsibility of the third party to take out sufficient insurance coverage.

2.4 Force majeure

Should the event be postponed or moved to a different venue owing to force majeure, the invested Satellite symposium costs will be refunded or reallocated to the postponed and/or different project, whilst the arising costs will be borne by the participating companies.

Should the event be cancelled completely the invested Satellite symposium costs will be refunded.

Force majeure is defined as any event which ESMO, ESTRO, ESTS, ERS and ETOP 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 Conference 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 Conference.

2.5 Jurisdiction

Any controversy or claim arising out of or relating to the financial aspects and agreement described in this document shall be governed by Swiss law, and the Swiss courts will be the judiciaries.



3.0 Satellite symposia logistical details

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

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

Thursday, 9 May 2013

Symposium N°	Time	Auditorium	Capacity	Organised by
1	17.30 – 18.30	Hall A	740 theatre (parterre)	ETOP

Friday, 10 May 2013

Symposium N°	Time	Auditorium	Capacity	Organised by
2	13.00 – 14.00	Room B	550 theatre	ROCHE
3	18.30 – 19.30	Room B1+B2	300 theatre	TBC

Technical equipment

Hall	LCD proj.	Laptop	Screen	Laser pointer	Video monitor	Microphones		
						Lectern	Panel	Floor
Hall A	1 LCD Projector 3000 ANSI 4:3	1	1=8.8x6.5m	1	1 (panel table)	1	2	9
Room B1+B2	1 LCD Projector 3000 ANSI 4:3	1	1=9x4m	1	1 (panel table)	1	2	3

3.1 Technical and monitoring staff

One technical staff member and one hostess are assigned to each room. Additional hostesses can be booked through Amiconi Consulting (info@amiconiconsulting.ch).

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

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

However, should a company wish to use its own technical supplier, the company must check in advance with the Palazzo dei Congressi that the proposed "Technical Requirements" of the Symposium are feasible and compatible with existing equipment. These requests must be communicated to gabriela.zuber@luganoconventions.com no later than 15 April 2013.

3.2 Food & Beverage areas

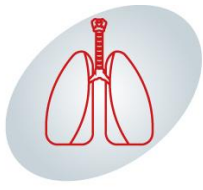
Requests for F&B functions should be addressed to the EMCTO Conference Secretariat (emcto@esmo.org) indicating the type of function (coffee break, cocktail, standing lunch, other) and number of guests.

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 1 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 part of the Hall A or Room B1+B2.

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



E·M·C·T·O

European Multidisciplinary Conference
in Thoracic Oncology 2013

3.3 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 EMCTO Conferences.

3.3.1 Penalty

Infringement of EMCTO policy 3.3 will incur a penalty. Should an overrun of more than 5 minutes occur, 50% of the points assigned for the organisation of the Satellite symposium will be cancelled.

3.4 Installation, rehearsal and dismantling times

One plenary room is used during the EMCTO Conference therefore 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 EMCTO Conference Secretariat (emcto@esmo.org).

Rehearsal time may be available but is not guaranteed. Please contact the EMCTO Conference Secretariat (emcto@esmo.org).

3.5 Invited speakers preview centre

Upon request, companies organising a Satellite symposium may use the invited speakers preview centre and follow the instructions that the EMCTO Conference Secretariat prepares for its own speakers.

Alternatively, private meeting rooms in the congress premises may be rented through the EMCTO Secretariat (emcto@esmo.org).

3.6 Industry satellite symposium webcast

Only sponsors of OncologyPro will have the opportunity to include their Satellite webcast in OncologyPro (for a small technical fee). Other Industry Satellite organisers will not have the opportunity to include their Satellite webcast in OncologyPro.

Please note that for technical reasons, companies that wish to have their Satellite webcast included in OncologyPro or for internal purposes are obliged to use the official speaker preview centre and are not allowed to change the audiovisual equipment included in the rental package.

Additional information can be requested from the EMCTO Conference Secretariat (emcto@esmo.org).

3.7 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 EMCTO Conference Secretariat (emcto@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 EMCTO Conference Secretariat accordingly. The EMCTO Conference 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 EMCTO Conference Secretariat and provide the agency name and contact person details. Only official agency representatives will receive information material from the EMCTO Conference Secretariat.

3.8 EMCTO 2013 website and programme book

Approved Satellite symposia programmes will be published online in the Satellite symposia section of the EMCTO programme and in the Conference programme book if they are received no later than 27 March 2013. Satellite symposia programmes published in the EMCTO programme book will follow the layout determined by the EMCTO Conference Secretariat. The submission of the programme must follow the format of the EMCTO template, which may be requested from emcto@esmo.org.

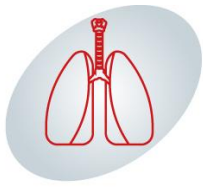
The following details are necessary for inclusion in both programmes (online and book): session title, lecture titles plus allocated time for each presentation, full speaker names and contact details.

3.9 Abstract presentation during the Conference

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

3.10 EMCTO Abstract book

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



E•M•C•T•O

European Multidisciplinary Conference
in Thoracic Oncology 2013

4.0 Promotion of Satellite symposia and other activities

Infringement of these policies will affect the sponsors priority list for future meetings. Please see the penalties relating to each of the following regulations.

4.1 Publications and printed material

Each company will ensure that all company publications referring to Satellite symposia mention: "EMCTO 2013 Industry Satellite symposium" in order to avoid any confusion with the official scientific programme. For this reason, all companies must submit a copy of the final publication file before production gets underway. This final overview must be submitted for approval to the EMCTO Marketing Department (marketing@esmo.org) and allow time for approval and notification (approximately 1 week) ahead of production and shipment to Lugano. Shipment instructions for "bag inserts" will be given upon approval. The EMCTO Conference Secretariat accepts no responsibility for programmes which are submitted late.

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

4.1.1 Penalty

Infringement of EMCTO policy 4.1 will mean that the printed material can not be distributed. Should it be used for promotion anyway, 50% of the ESMO points assigned for the organisation of the Satellite symposium will be cancelled.

4.2 Reproduction of logos

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

Companies are not allowed to use the ESMO, ESTRO, ESTS, ERS and ETOP corporate logos under any circumstances.

4.2.1 Penalty

Infringement of EMCTO policy 4.2 will mean that printed material showing the ESMO, ESTRO, ESTS, ERS and ETOP corporate logos can not be distributed. Should it be used for promotion anyway, 50% of the ESMO points assigned for the organisation of the Satellite symposium will be cancelled.

4.3 Inviting participants

Inviting participants to your satellites has never been this easy and effective!

Within each of our packages we allow our Industry partners to showcase their satellites via a digital satellite invitation/web link whereby we invite our delegates to find out more about your session(s).

In the EMCTO 2013 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.

Depending on your level of sponsorship you will be allowed a combination of a pre-conference and post-conference web link s or just a pre-conference web link.

From the 8 March 2013 your satellite web link will go live (This will be subject to prior submission before the 25 February deadline and subsequent approval by the ESMO Marketing Department).

The Pre-EMCTO 2013 E-Newsletter will be sent out in early April 2013.

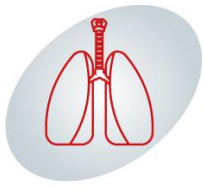
The Post-EMCTO 2013 Conference E-Newsletter will be sent out in mid-May 2013 and the Industry partners will just need to provide us with their updated content prior to the EMCTO 2013 Conference in late April 2013.

Rules and Regulations:

ESMO reserves the right to refuse requested Web Links should any web page be deemed to conflict with ESMO's ethics or interests.

- A Web Link is a page or pdf, created by the sponsoring Industry, highlighting their Satellite.
- The content of the Web Link message must not make any statements about the quality or virtues of a sponsoring Industry and/or any of the Industry's product(s) either via text or visuals. With a Satellite Symposia: the content of the Web Link must solely state the:
 - Title of the session
 - The names of the chairpersons and speakers
 - Venue and timing of the ESMO approved scientific programme

Remember that no product names or brand names are allowed in the title or in the scientific programme of the session.



E • M • C • T • O

European Multidisciplinary Conference
in Thoracic Oncology 2013

- The deadline to submit your Web Link to marketing@esmo.org is the 25 February 2013. Your Web Link will undergo an internal approval procedure and Industry 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 Web Link may consist of more than 1 virtual page, due to its' online nature, however no more than 2 pages can be included per Web Link.
- Under no circumstances may "Flash files" be allowed.
- Any requests for content or structure change/amendments after the Web Link has been linked to the appropriate listing will not be actioned.
- To ensure that the EMCTO 2013 Congress logo is properly protected, ESMO has defined guidelines for its use, which permit the use of the EMCTO logo under specific conditions.
- Cancellation of the Web Link should be sent in writing to the ESMO Marketing Department.

The web page will only be linked once ESMO approval is confirmed and the payment for the sponsorship package is received.

4.4 Inserts in the delegate bags

Invitations to the Satellite symposium, not larger than A4 format and not heavier than 30 grams, can be included free of charge in the Conference delegate bags, provided that they are delivered in accordance to the shipment deadline and other instructions provided by the EMCTO Conference Secretariat. Bag inserts must be submitted for approval to ESMO (marketing@esmo.org) by 25 February 2012. ESMO bears no responsibility for the non-inclusion of leaflets in the delegate bags if the shipping instructions and deadline are not respected.

Handling fee regarding the shipment to the venue might be charged by the forwarding agent.

4.5 Advertisements

Advertisements are possible in Conference-related publications. Please contact marketing@esmo.org for further details.

4.6 Signage, display and distribution on site

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

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

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

4.6.1 Penalty

Infringement of EMCTO policy 4.6 will incur a penalty and 50% of the ESMO points assigned for the organisation of the Satellite symposium will be cancelled. 100% of the ESMO points will be cancelled if such distribution/display continues having already once been stopped by the EMCTO Conference Secretariat assigned personnel.

4.7 Promotion at conference hotels

The production, distribution or display of promotional materials at the hotels where participants are staying during the Conference is discouraged by the EMCTO Conference Secretariat. However, if such items are produced and distributed, their texts must follow the same rules as those that apply to other printed material (see 3.1). No assistance will be provided by the EMCTO Conference Secretariat for the distribution of material or for the list of official Conference hotels.

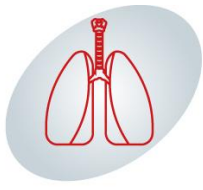
4.8 Other promotional activities

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

4.9 Networking events

Companies may organise evening events, provided that these start after the conclusion of the official programme of the day. The Welcome reception will take place in the congress venue on Thursday, 9 May 2013, 18:30-19:00.

ESMO, ESTRO, ESTS, ERS and ETOP do not authorize that the participants are offered any corporate-organised event before the end of the Welcome Reception (19:00 hours). However, companies hosting corporate functions on Thursday evening, 2 May, must ensure that participants are transferred directly from the congress venue to the event location. Companies must also advise the number of guests they expect to join corporate function.



E•M•C•T•O

European Multidisciplinary Conference
in Thoracic Oncology 2013

4.9.1 Penalty

Infringement of EMCTO policy 4.9 will incur a penalty and 5 sponsorship ESMO points will be cancelled from the company's record.

4.10 Unofficial Satellite symposia or similar events

During the period beginning on Thursday, 9 May 2013 through to Saturday, 11 May 2013, ESMO, ESTRO, ESTS, ERS and ETOP 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.

4.10.1 Penalty

Infringement of EMCTO policy 4.10 will incur a penalty and the company responsible could be excluded from any future EMCTO Conferences. Such breach of confidence will have serious consequences.

4.11 Concomitant activities

Concomitant activities (internal meetings involving delegates, press conferences, educational or promotional activities) in or outside the conference centre but concomitant with or during breaks of the scientific programme of EMCTO 2013 are subject to the EMCTO Conference Secretariat approval. Clear identification of the organisers, purpose, targeted participants and the full programme must be submitted for approval to the EMCTO Conference Secretariat (emcto@esmo.org) at least 4 weeks prior to the event.

Blackout times:

9 May 2013	13:00 – 19:00
10 May 2013	08:00 – 18:30
11 May 2013	08:00 – 13:45

Press conferences are subject to a specific Press Policy. For additional information about Press issues, please contact media@esmo.org.

4.11.1 Penalty

Infringement of EMCTO policy 4.11 will incur a penalty and 5 to 10 sponsorship ESMO points will be cancelled from the company's record, depending on the nature and extent of the infraction. ESMO, ESTRO, ESTS, ERS and ETOP will establish the number of points to be cancelled.

4.12 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 ESMO, ESTRO, ESTS, ERS and ETOP, and the corporation is solely responsible for bringing its advertising into line with local and European laws, as applicable.

4.13 Food and beverages

No food or beverages are allowed inside any of the auditoria. Any food items served in the congress centre must be purchased through the official catering service.

4.14 Participation in Industry Satellite symposia

Participants fully registered to the Conference, 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.

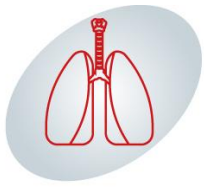
4.15 Press badges

According to the EMCTO Media Policy, representatives of communications agencies are not entitled to a press badge, which is assigned only to journalists working for recognized 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 EMCTO Press Office (media@esmo.org) to obtain a temporary badge. Full details are available in the EMCTO Third-party Media Activities Policy.

4.15.1 Penalty

Infringement of EMCTO policy 4.15 will incur a penalty. If the promotional or commercial activity is carried out on behalf of a company, 5 to 10 sponsorship ESMO points will be cancelled from the company's record, based on the nature and extent of the infraction. ESMO, ESTRO, ESTS, ERS and ETOP will establish the number of points to be cancelled.

If no relationship with a company can be established, the communications agency will be banned from participating in the EMCTO Conferences for the following two years.



E•M•C•T•O

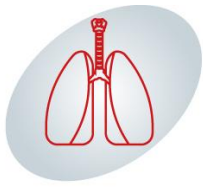
European Multidisciplinary Conference
in Thoracic Oncology 2013

5.0 Filming, recording and photography

Conference content is the copyright of ESMO, ESTRO, ESTS, ERS and ETOP. It is strictly forbidden to record or capture in any way the official program, Satellite's sessions, Industry display area and/or posters presented during the meeting.

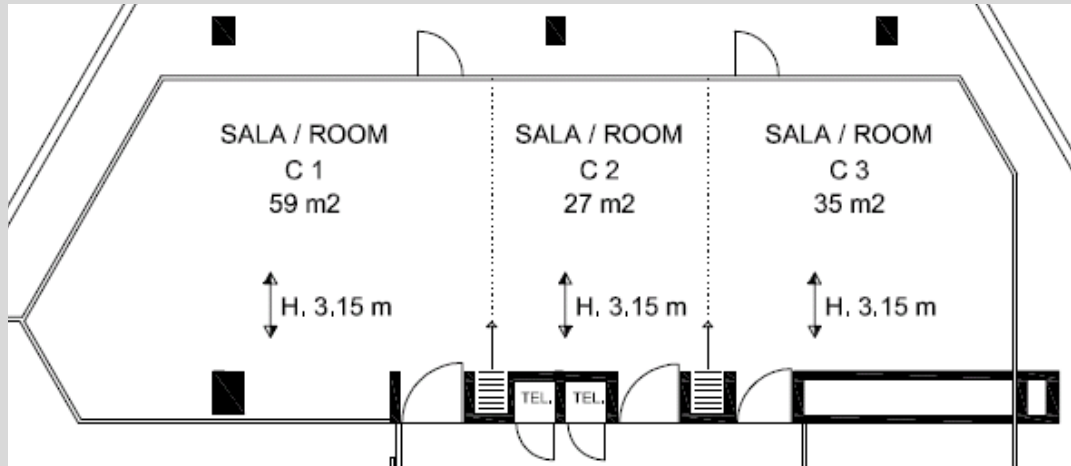
6.0 Non-smoking policy

EMCTO 2013 is a non-smoking event.



MEET THE INVESTIGATOR STUDIO

The Meet the Investigator Studio slots, for lectures, Q&A and scientific dissemination about investigator activities in non-marketed active agents, will take place in **room C**, located on first floor.



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

Logistical information & items available in room C:

- ✓ 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 100 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 (2 x 2)
- ✓ 1 laptop (PPT to be uploaded by the company through USB stick)
- ✓ 1 projector (LCD 3500 ANSI)
- ✓ 1 lectern microphone, 2 panel table microphone and 1 audience microphone
- ✓ 1 lectern
- ✓ 1 panel table up to 3 people
- ✓ Limited catering possibility. Please contact sara.birogozzi@gabbani.com or marco.conte@gabbani.com

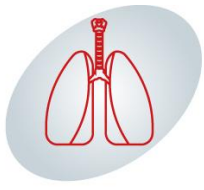


E•M•C•T•O

European Multidisciplinary Conference
in Thoracic Oncology 2013

TIME SLOT SCHEDULE

DATE	TIME SLOT	BOOKED BY
Thursday, 9 May 2013	10:30-12:30	
	18:30-20:30	



E • M • C • T • O

European Multidisciplinary Conference
in Thoracic Oncology 2013

EXHIBITION POLICY

CONTACTS

Venue

Palazzo dei Congressi – Technical exhibition service
Piazza Indipendenza 4
6900 Lugano, Switzerland

Contact Gabriela Zuber
Telephone +41 (0) 58 866 66 32
Fax +41 (0) 58 866 66 39
E-mail gabriela.zuber@luganoconventions.com

LAN/Internet

ICT Admins

c/o Palazzo dei Congressi

Contact Gianni Memmo

Telephone +41 (0) 58 866 66 55
Fax +41 (0) 58 866 66 39
E-mail ict.admins@luganoconventions.com

Audio-Visual

Electronic Studio SA

Via ai Campisc 5b
6528 Camorino, Switzerland

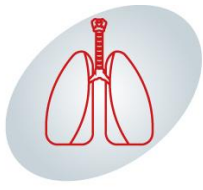
Contact Antonio Silvestro
 Rossella De Dominicis
Telephone +41 (0) 91 850 10 60
Fax +41 (0) 91 850 10 61
E-mail: info@electronicstudio.ch
 www.electronicstudio.ch

Forwarding agent / Storage

Schenker Intl. LTD – Forwarding agent

Via Vite 6
6855 Stabio, Switzerland

Contact Gianmarco Taralli
Telephone +41 58 589 5254
Fax +41 58 589 5950
E-mail Gianmarco.Taralli@dbschenker.com



E•M•C•T•O

European Multidisciplinary Conference
in Thoracic Oncology 2013

Exhibition stand building, set up and furniture

Accentrix SA

Head Office (Switzerland)
Via Ungé 22
6808 Torricella-Taverne , Switzerland

Contact Alessandro Casartelli
Telephone +41 (0) 91 950 8383
Fax +41 (0) 91 950 8384
E-mail info@accentrix.ch

Catering

Gabbani

Via Pessina, 12
6900 Lugano

Contact Sara Birogozzi
Marco Conte
Telephone +41 (0) 91 911 30 90
E-mail sara.birogozzi@gabbani.com
marco.conte@gabbani.com

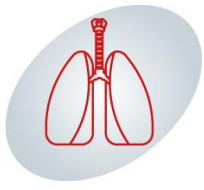
Badge scan system (cLead system)

The EMCTO 2013 cLead 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 in the attached document (attachment 1).

Webges Meeting Applications GmbH

Nussdorferstrasse 20/22
1090 Vienna, Austria

Fax +43 1 319 69 99 33
E-mail tamara.dworschak@webges.com / leadsystem@webges.com



E • M • C • T • O

European Multidisciplinary Conference
in Thoracic Oncology 2013

GENERAL CONFERENCE SCHEDULE

SETUP HOURS

Thursday, May 9, 07:30–11:30

EXHIBITION HOURS

Thursday, May 9, 12:00–18:30
Friday, May 10, 09:00–16:30
Saturday, May 11, 09:00–14:15

DISMANTLING HOURS

Saturday, May 11, 15:15–20:00

REGISTRATION HOURS

Thursday, May 9, 10:00–18:00
Friday, May 10, 07:30–17:00
Saturday, May 11, 07:30–14:15

COFFEE BREAKS AND LUNCH TIME

Thursday, May 9, 15:15-15:45
Friday, May 10, 10:30-11:00, 12:30-13:00, 16:00-16:30
Saturday, May 11, 10:40-11:00, 16:45-14:30

Coffee breaks and lunch will be served in the exhibition area.

WELCOME RECEPTION

The Welcome Reception will take place in the garden of the Palazzo dei Congressi, on Thursday, 9 May 2013 from 18:30 to 19:00.

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



E•M•C•T•O

European Multidisciplinary Conference
in Thoracic Oncology 2013

TECHNICAL SPECIFICATIONS

VENUE TECHNICAL SPECIFICATIONS

Max. stand building height	Hall heights	Floor	Stage loading per sqm
2.50 m	2.60 m/5.1 m	stone floor	500 kg

GENERAL REQUIREMENTS

All exhibits must be confined to the spatial limits of their booth, as indicated in the final floor plan.

All the exhibition spaces must have a standard shell-scheme stand that can be ordered with order form 2 or a pre-constructed stand.

Exhibits must be staffed at all times during the Exhibition hours. The Exhibition areas are to be used only during the specified opening hours.

ESMO has set a **maximum height of 2.50 m**. Any height extension from 2.50 m is subject to **authorization by both the Palazzo dei Congressi and ESMO**. This also applies to all stand constructions, supports, signs or decorations.

No part of any exhibit may be suspended from the ceiling or attached to any part of the building.

PALAZZO DEI CONGRESSI EXHIBITION GUIDELINES

Unloading and loading

Automobiles up to 2.20 m high must be unloaded and loaded in the “Piazza Castello” underground car park near the Congress Center. There are two elevators (210 cm long x 98.5 cm wide x 200 cm high) from the car park to the Congress Center forecourt. Trucks must take their turn on the unloading/loading ramp.

Parking facilities

Automobiles up to 2.20 m high can be parked for CHF 17.00 per day in the “Piazza Castello” underground carpark near the Congress Center. For additional information please refer to “Palazzo dei Congressi access plan” page 11.

Stand setup and furnishing

It is strictly prohibited to:

- affix posters or advertisements, etc. to the glass walls, doors, columns and elevators;
- insert nails, screws, staples, etc. in the doors, walls, ceiling, floor or furniture, or glue carpeting or anything else to the floor.

Any damage caused by infringing this regulation will be charged to the exhibitor responsible.

The exhibition hall elevator must always be clearly visible from all sides, and easily accessible or avoidable above all for wheelchairs and material transport trolleys.

LAN and Internet connections

The Congress Centre is equipped with several LAN/Internet network points, which are available to exhibitors for a fee starting from CHF 100.00, and/or Wi-Fi with support for a fee starting from CHF 100.00 up to 100 devices connected at the same time.

Insurance / security guard(s)

Exhibitors carry full liability for their stand and exhibition materials, also **during evening events**, likewise for any damage or injury caused by their employees or exhibited articles.

During the absence of your stand attendants, we recommend keeping valuable items, customer gifts, etc. under lock and key.

The Palazzo dei Congressi is a non-smoking building



ESMO/ESTRO/ESTS/ERS/ETOP TRADE EXHIBITION 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 EMCTO events. However, the EMCTO Conference 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 EMCTO Conference 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 EMCTO Conference Secretariat.

2. Duration of the Exhibition

The Exhibition will run from Thursday, 9 May to the end of the EMCTO 2013 on Saturday, 11 May 2013.

3. Concomitant activities

Concomitant activities (internal meetings involving delegates, press conferences, educational or promotional activities) in the conference venue or outside but concomitantly to or during breaks of the scientific programme of the Conference are subject to the EMCTO Conference Secretariat approval. Clear identification of the organisers, the purpose, the targeted participants, and the full programme has to be submitted to the EMCTO Conference Secretariat at least 6 weeks prior to the event for approval. Press conferences are subject to the specific Policy. Infraction to this regulation will cause the cancellation of 5 to 10 ESMO sponsorship points from the company's record, based on the nature and damage of the infraction as established by the ESMO Executive Committee.

4. Use of the EMCTO logo

The EMCTO names and/or logos may not be part of any exhibitor-distributed materials. The use of the Conference title and logo on distributed material is subject to the EMCTO Conference Secretariat approval. In case of infractions, the printed material can not be distributed and 50 % of the ESMO points assigned for the purchase of the Exhibition area space is cancelled.

5. Promotion of the exhibit

5.1 General note:

The EMCTO Conference 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 conference venue. The non-observation of this policy will cause the cancellation of 50 % of the ESMO sponsorship points assigned in relation with the Exhibition space. 100 % of the points is cancelled in case the distribution continues after having been stopped by the ESMO assigned personnel.

5.3 Advertisements:

Advertisement of the exhibit is possible in the programme book. Please contact the EMCTO Conference Secretariat for the advertisement price-list. Product-related advertisement is subject to the EMCTO Conference Secretariat approval. Advertisement of a specific product does not mean acceptance or sponsorship of EMCTO and it is under the responsibility of the company, which has to comply with Swiss and European laws, where applicable.

5.4 Promotion at Conference hotels:

The distribution or display of promotional materials at the hotels where participants are staying during the Conference is discouraged by the EMCTO Conference Secretariat. However, if produced, the content must follow the same rules defined by the EMCTO Conference 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 EMCTO Conference Secretariat approval.

6. Identification of the exhibitors

False certification of individuals as exhibitor's representatives, misuse of exhibitor badges, or any other method assisting unauthorized 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 EMCTO Conference Secretariat for refund of any fees.

7. Subletting of space

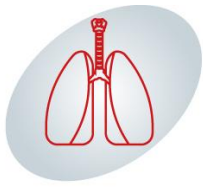
Exhibitors may not assign, sublet or apportion the whole or any part of the space allotted to them and may not advertise or display goods or services other than those manufactured or sold by them in the normal course of business. The demonstration of products, advertising of products or distribution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

8. Admission to the Exhibition

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; any costume, if not standard business attire, must conform to proper decorum of the meeting and may be subject to approval of the EMCTO Conference Secretariat.

9. Surveys

Surveys are authorized 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" (please request the specific policy).



10. Press badges

Representatives of communication agencies with media credentials will be assigned a press badge at no charge. The press badge does not authorize any promotional or commercial activity, or any unsolicited contacts with any delegates for purposes other than bona fide journalistic coverage of the event. Unsolicited contacts will result in the cancellation of 5 to 10 ESMO sponsorship points from the company's record, 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 EMCTO events for the next 4 years.

11. Attendants to the Exhibition area

Participants fully registered to the conference and exhibitors wearing the exhibitors' badge may enter the Exhibition area.

12. Equality of Industry display area attendants

Exhibitors must apply equality in their approach to the attendants. Discrimination of attendants according to nationality, academic position, or any other factor is against the EMCTO policy and affects the future relationship between the EMCTO Conference Secretariat and the exhibitor.

13. Booth restrictions

Exhibits must conform to the contracted space and all display rules as set forth in the Exhibitors' manual. Any aspect that is not covered by in the Exhibitors' manual is subject to approval by the EMCTO Conference Secretariat and by the Technical Industry display area Service.

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.

14. 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.

15. Audio-visual devices

Excessive audible/visual attention-getting devices or effects and offensive odours are prohibited. Sound effects are discouraged due to the intimate nature of the exhibit area. The EMCTO Conference Secretariat bears no responsibility for no licensed music played in and during the Industry display area. This applies whether the music is live or recorded.

16. Serving of food items

Any food items served in the Industry display area hall must be purchased through the official catering service.

Serving of food items, beverages included is not allowed in the auditoria at any time.

17. 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 EMCTO Conference 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.

18. Giveaways

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

19. 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 EMCTO Conference 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 conference 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 Conference.

20. Insurance

The EMCTO Conference 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. It is therefore the responsibility of the third party to take out sufficient insurance coverage.

21. EMCTO 2013 is a non-smoking event.

EXHIBITORS REGISTRATION

To order your exhibitor badges and register your staff, please write to ESMO at registration@esmo.org by 18 April 2013.

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

An “Exhibitor” badge authorizes access to the exhibition and scientific lectures.

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

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.

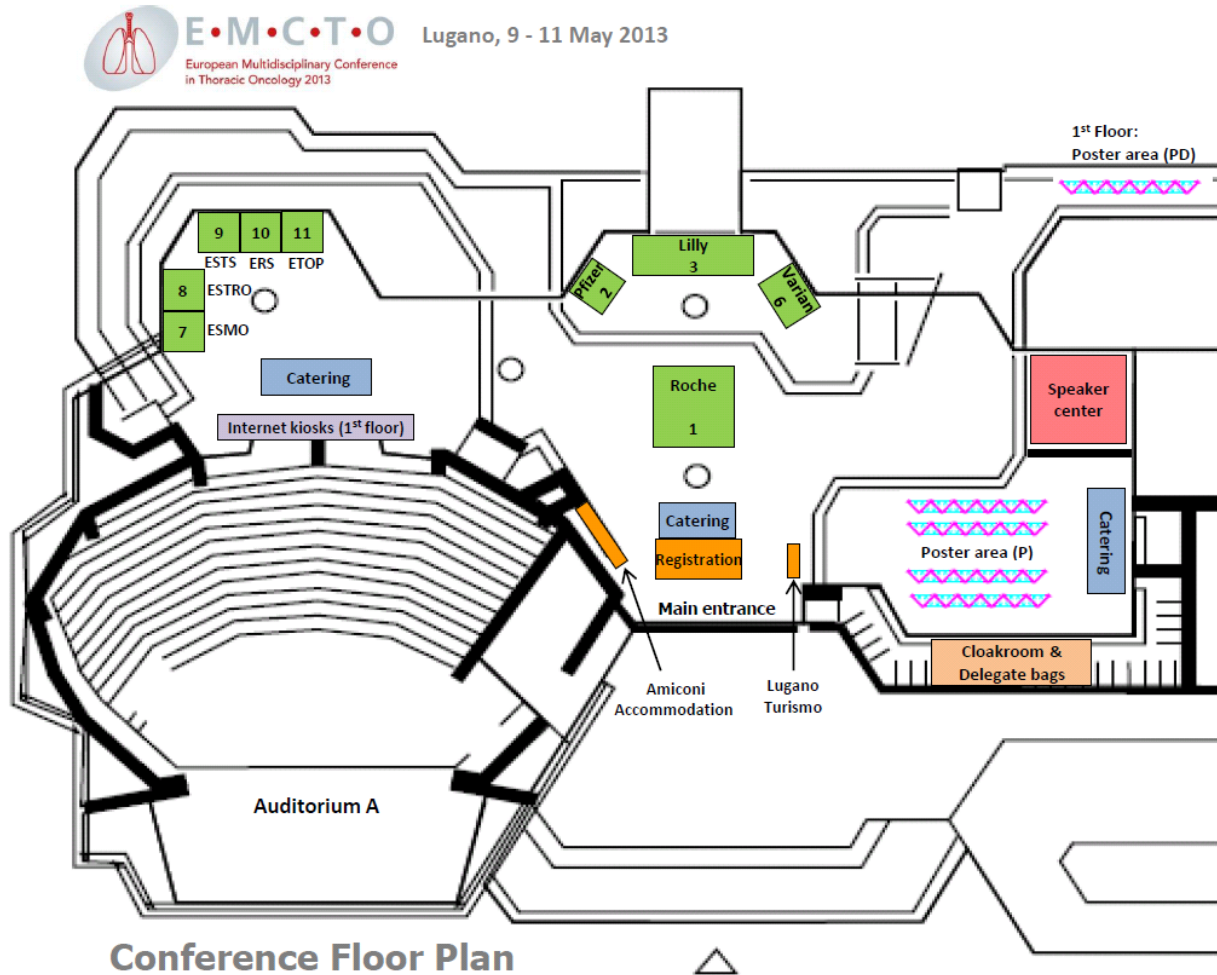


E•M•C•T•O

European Multidisciplinary Conference
in Thoracic Oncology 2013

CONFERENCE OVERVIEW FLOOR PLAN

(as of 07.03.2013)





E • M • C • T • O

European Multidisciplinary Conference
in Thoracic Oncology 2013



OFFICIAL FORWARDING AGENT

Schenker Balerna has been appointed to coordinate the international freight forwarding, import - export customs clearance and delivery shipments destined to the **EMCTO Conference in Lugano, 9-11 May 2013**.

Address

For truck shipments, all consignments must be addressed to:

SCHENKER INTL. LTD

Via Vite 6
6855 STABIO
Attn.: Mr. Gianmarco Taralli

Mentioning the details: **EMCTO 2013/ EXHIBITORS NAME / BOOTH NR.**

For all other shipments arriving via AIR, the airport of destination must be LUGANO AIRPORT and the above address must be clearly stated on air documents and invoices.

Deadlines

Build up: Thursday, 9 May 2013
Dismantling: Saturday, 11 May 2013 afternoon

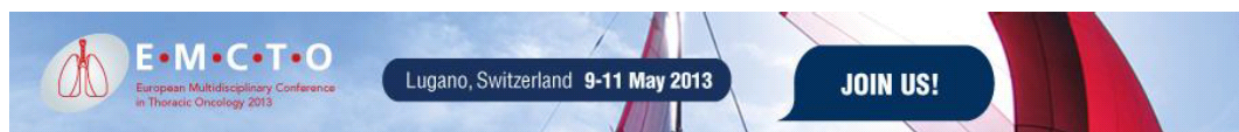
Deadline Airfreight to Lugano: 30 April 2013
Deadline Roadfreight to Stabio: 30 April 2013

Charges at destination (import)

Custom clearance at Schenker – Stabio	Chf. 75.00	
Temporary custom clearance	Chf. 150.00	
Airport taxes	Chf. 55.00	
Handling charges	Chf. 0.25/kg.	MIN. Chf. 85.00
Pick-up at the airport	Chf. 0.50/kg.	MIN. Chf. 140.00 (per shipment)
Delivery charges from Stabio to Lugano	Chf. 0.50/kg.	MIN. Chf. 140.00 (per shipment)
Delivery at stand (manpower)	Chf. 65.00 per person/hrs.	

This charges are also valid for re-export of the merchandise to the various destinations.
Packing material or any other assistance you may need, will be billed at cost.

For immediate assistance, please contact: Mr. Gianmarco Taralli / Gianmarco.taralli@dbschenker.com
Phone: +41 (0)58 589 52 54



The EMCTO 2013 cLead system

The EMCTO 2013 cLead 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.

- 1. Order**

To guarantee the availability as well as the lower rate prior to the deadline, please order the required number of scanners as soon as convenient possible.

- 2. Order confirmation**

After receipt of your order we will confirm the receipt and invoice & charge amount due.

- 3. Configuration**

Prior to the event you will receive a link and a password for accessing our online database. There you can check the edited names of products to be displayed on the handhelds and download the data after the event.

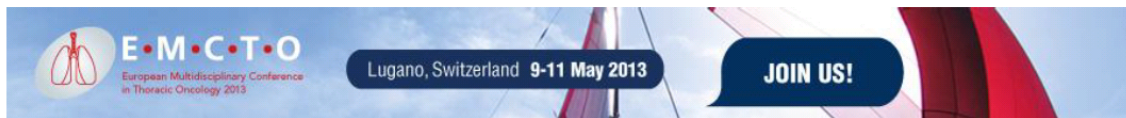
- 4. Lead capture**

Onsite, you can pick up your scanner at the lead system service desk. Our trained staff will be available to answer your questions during the opening hours of the event. Every evening or at the end of the event when returning the scanner at the service desk, the collected data is synchronized from your scanner to the cLead server.

- 5. Data provision**

As soon as the data stored on the scanner is synchronized with the database you can access, check, print or download your collected address data in the online database.

Since not all delegates will provide the registration department with the complete contact information, we cannot guarantee the accuracy of the data.



Scan Options

- **Quick scan (Booth system)**
The visitor is effortlessly saved into your individual database. Also comments can be added.
- **Scan and add details (Booth system)**
The visitor is effortlessly saved into your individual database. Additionally, comments and products can be added which that visitor is interested in.
- **NEW FEATURE: Survey Scan (Booth system)** → Please find more detailed information [here!](#)
The new questionnaire feature provides a way to conduct, manage and analyse individual researches. It allows you to record customer's feedback by scanning their badges with the help of a PDA Scanner (using predefined questions / replies). The data can be retrieved, exported and printed via the online platform.
- **Symposia scan (Symposium system)**
Like Quick Scan but limited rental period (3h). Used for special occasions like satellite symposia or raffles. Please specify your symposium/symposia on the order form.

Scanning

The PDA handheld lead system guarantees maximum flexibility and freedom of movement in the booth. The ready to use PDA package will include the scanner, an extra strong battery pack and a charging unit.

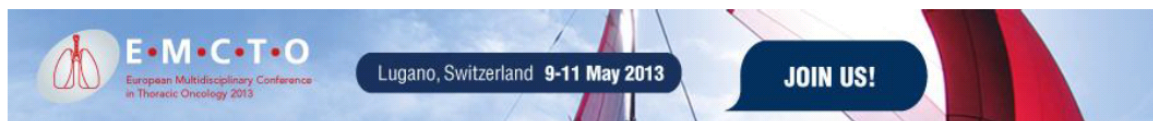
- After log in (log in data are provided with the handheld) the interface for scan is displayed
- To scan a visitor the scan button has to be hit and the handheld confirms the scan
- After scanning a person you can choose from
 - scanning a new visitor (just press the scan button again) or
 - add products of interest to this visitor or
 - add a comment to the visitor or
 - see history of your scans and edit previous visitors





E•M•C•T•O

European Multidisciplinary Conference
in Thoracic Oncology 2013



Cost

The following standard prices are available:

- € 350 net per PDA booth system including scanner **before** April 12th, 2013
- € 450 net per PDA booth system including scanner **after** April 12th, 2013
- € 250 net per PDA symposium system (maximum rental period of 3 hours)

These costs are per rented device, including scanner, the required software systems and unlimited number of scans / amount of prepared individual data. All billing is carried out in advance by Webges. Payment can be made with Visa, MasterCard & Amex cards, or by bank wire transfer.

SAVE up to € 351!

Special Offer EMCTO 2013 – Only available before April 12th
▶ **Package Price: 1 PDA booth system + 2 symposia systems for € 699,00 net**

Terms and Conditions

Data provided

Download of the data via the online database (print out of the list or download of an MS-Excl file).

Since not all delegates will provide the registration department with the complete contact information, we cannot guarantee the accuracy of the data.

• Services included

Quotes are per PDA handheld device incl. scanner, software and an unlimited number of scans.

• Scanning

Scanning is only allowed on the booth unless agreed by the organizer.

• Invoicing

Invoices for the total purchase amount are sent out after receipt of order. Payment can be made via Visa, MasterCard and Amex credit cards or via bank transfer.

• VAT

Quotations excl. 20% Austrian VAT.

• Payment term

Invoices must be settled within two weeks after receipt, net without any obligations to Webges.

Devices cannot be handed out onsite unless Webges received full payment.

• Order deadline

After the ordering deadline, Webges does not accept orders automatically but will confirm acceptance separately. For orders after the deadline, a surcharge is applicable.

Cancellation

All orders cancelled prior to 30 days of the conference will incur a € 100,00 cancellation fee.

Orders cancelled within 30 days of the conference will not be refunded.

• General Terms and Conditions

This business is covered by the General Terms and Conditions of the Webges Meeting Applications GmbH.



E • M • C • T • O

European Multidisciplinary Conference
in Thoracic Oncology 2013



Order form

Company / Booth: _____

Contact person: _____

Email: _____

Address: _____

VAT (UID) Number _____

	Orders before April 12 th	Orders after April 12 th	Units	€ Total
PDA booth system	€ 350,00 net	€ 450,00 net		
PDA survey system	€ 350,00 net	€ 450,00 net		
PDA symposium system	€ 250,00 net	€ 300,00 net		
Special offer	€ 699,00 net	----		
			Total €	_____

Scan Option

- Symposia system:** Please inform us about the session number(s) of your symposium and units per SY.
- Survey Scan:** Please find the set up form [here](#) and return it together with your order form.
- Booth system:** If required, please specify the list of products to be displayed on the handhelds below (max. 15 characters each!):

1. _____	6. _____
2. _____	7. _____
3. _____	8. _____
4. _____	9. _____
5. _____	10. _____

Terms of payment

- Credit card:** VISA MASTERCARD AMEX

Number: _____ Exp. Date: _____

Name _____ Code*: _____

*For Visa, MasterCard the card code is the last 3 digit number located on the back of your card on or above your signature line. For an American Express card, it is the 4 digits on the FRONT above the end of your card number.

- Bank transfer:**

IBAN: AT 4432 000 000 08111304 / Swift: RLNWATWW

Herewith, I confirm the order of the mentioned number of scanners and accept the General Terms and Conditions incl. cancellation regulations:

Signature

Date of signature

Please fax the signed form to: +43 1 319 69 99 33



E • M • C • T • O

European Multidisciplinary Conference
in Thoracic Oncology 2013



ORDER FORM

STANDARD BOOTH

Deadline: 26 April 2013

RETURN TO:

Accentrix SA – Exhibition Service
Via Ungé 22 – 6808 Torricella-Taverne, Switzerland
Tel.: +41 91 950 83 83 – Fax: +41 91 950 83 84 – E-mail: info@accentrix.ch

COMPANY

Stand number: Name:

Address:

(Street, P.O.B., Zip Code, City, State)

E-mail: Contact:

Phone: Fax:

(Country Code/City Code/Number) (Country Code/City Code/Number)

Standard Booth Rental (9 sqm)

CHF 2'790 + 8% VAT

Including the following items:

- Preparation, transport, set up and dismantling
- White panel construction (6 panels, H: 250cm x W: 100cm)
- Carpeting colour anthracite
- 1 white plastic round table (diameter 60 cm)
- 4 white plastic chair
- 1 bar stool chrome frame, black pillow
- 1 coat rack, 1 waste basket
- 1 welcome-information desk with one shelf inside
- 3 spotlight 100 W / 1 electric installation- socket
- 2 Frontals for written application (1 graphical production: 1 color/font)



Please print company name:

Please order any furniture needed separately (see order form rental furniture)

General selling conditions

Missed participation at the event does not give the right to partial or total refund of the prepaid amount. Possible damages or thefts of basic and accessorial structures will be debited 100% of the value of the rented material. This contract is valid and binding for both parties at the agreed conditions, upon receipt of the signed selling conditions. The order will be considered valid after 100% advanced payment of the total amount in CHF is received (**by 3 May 2013**). Payment to be made to: BSI, BSILCH22, Clearing no. 8465, IBAN CH080 8465 000G 4000 78AA, 6901 Lugano, Switzerland. Place of performance and jurisdiction is Lugano (Switzerland).

ACCENTRIX SA

FOR AGREEMENT AND CONFIRMATION OF THIS ORDER:

Place and date:



E • M • C • T • O

European Multidisciplinary Conference
in Thoracic Oncology 2013

Official signature and stamp:

ORDER FORM



RENTAL FURNITURE STANDARD BOOTH

Deadline: 19 April 2013

Official confirmation according to availability and order: 26 April 2013

Payment deadline: 3 May 2013 (Orders on site must be paid in cash)

RETURN TO:

Accentrix SA – Exhibition Service

Via Ungé 22 – 6808 Torricella-Taverne, Switzerland

Tel.: +41 91 950 83 83 – Fax: +41 91 950 83 84 – E-mail: info@accentrix.ch

COMPANY

name:

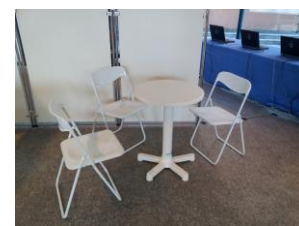
Address:

(Street, P.O.B., Zip Code, City, State)

E-mail: Contact:

Phone: Fax:

For further information or extra examples of our modular stands or furniture please feel free to contact us or visit www.accentrix.ch.



SEATING GROUP

Description	Quantity	Total
Seating group: 1 white plastic round table (77cm height, diameter 60 cm) with 3 white chairs Price/Group: CHF 160.00 + 8% VAT
White plastic round table (77cm height, diameter 60 cm) Price/Unit: CHF 60.00 + 8% VAT
White plastic chair Price/Unit: CHF 45.00 + 8% VAT



BAR SEATING GROUP

Description	Quantity	Total
Bar seating group: 1 bar round table, "alu" (110cm height, diameter 60cm), 3 bar stools, chrome frame, black pillow Price/Group CHF 180.00 + 8% VAT
Bar round table "alu" (77cm height, diameter 60 cm) Price/Unit: CHF 80.00 + 8% VAT
Bar stool chrome frame, black pillow Price/Unit: CHF 50.00 + 8% VAT



WELCOME DESK

Description	Quantity	Total
Welcome desk/stool combination: 1 white rectangular desk, chrome frame, (110cm height, 150 width, 50cm depth, 1 shelf) 3 bar stools, chrome frame, black pillow Price/Group: CHF 450.00 + 8% VAT
Welcome desk: 1 white rectangular desk, chrome frame, (110cm height, 150 width, 50cm depth, 1 shelf) Price/Unit: CHF 350.00 + 8% VAT



USM TABLE / CHAIR

Description	Quantity	Total
USM table/chair combination: 1 white rectangular table (Swiss design brand), chrome frame, (75cm height, 175 width, 75cm depth) 3 black leather chairs, chrome frame Price/Group: CHF 450.00 + 8% VAT
USM table: 1 white rectangular table (Swiss design brand), chrome frame, (75cm height, 175 width, 75cm depth) Price/Group: CHF 250.00 + 8% VAT



1



2



LITERATURE RACK / DISPLAY

Description	Quantity	Total
1. Display/literature dispenser, 5 plexiglas (A4) shelves (200cm height, 50cm width) Price/Unit: CHF 120.00 + 8% VAT
2. Display with inclinable shelves (200cm height, 100cm width, 35cm depth shelves, 4 shelves with cover) Price/Unit: CHF 350.00 + 8% VAT

CARPET

Description	Quantity	Total
Carpeting, available colour anthracite Price/sqm: CHF 70.00 + 8% VAT

Rental prices include set up, dismantling and transportation.

General selling conditions

Missed participation at the event does not give the right to partial or total refund of the prepaid amount. Possible damages or thefts of basic and accessorial structures will be debited 100% of the value of the rented material. Place of performance and jurisdiction is Lugano (Switzerland).

ACCENTRIX SA

FOR AGREEMENT AND CONFIRMATION OF THIS ORDER:

Place and date:

Official signature and stamp:



E • M • C • T • O

European Multidisciplinary Conference
in Thoracic Oncology 2013

**AM
IC
ON
I S/A**
Your partner for Events

European Multidisciplinary Conference in Thoracic Oncology (EMCTO)
9 - 11 May 2013 LUGANO, SWITZERLAND

HOSTESSES ORDER FORM

RETURN TO:

By 30.04.2013 latest

Amiconi Consulting SA
Via al Forte 10
6900 Lugano
Switzerland

Tel. +41 (0)91 921 38 12
Fax +41 (0)91 921 38 13
E-mail info@amiconiconsulting.ch
www.amiconiconsulting.ch

Stand number:
Company:
Address:
(Street, P.O.B., Zip Code, City, State)
e-mail:
Contact:
Phone:
Fax:

1

EXHIBITION HOSTESSES

Languages:

English Italian German French

Rates:

Rate per hour: CHF 30.- per hostess per hour (VAT included)

Requested presence:

Thursday 09.05.2013, morning Thursday 09.05.2013, afternoon
 Friday 10.05.2013, morning Friday 10.05.2013, afternoon
 Saturday 11.05.2013, morning Saturday 11.05.2013, afternoon

Place and date:

Official signature and stamp:

Amiconi Consulting SA
Via al Forte 10
6900 Lugano
Switzerland

Skype amiconi consulting
Phone +41 91 921 38 12
Fax +41 91 921 38 13

info@amiconiconsulting.ch
www.amiconiconsulting.ch

Member of:
Switzerland Tourism
Lugano Tourism
Meeting Professionals
International (MPI)
Skal

Official Partner of:
Ticino Tourism