

# INDUSTRY GUIDELINES

**IMMUNO-ONCOLOGY  
4-6 NOVEMBER 2016  
LAUSANNE, SWITZERLAND**

## **INDEX**

<b>Introduction</b>	<b>page 3-9</b>
<ul style="list-style-type: none"> <li>- Symposium introduction, main themes and learning objectives</li> <li>- Symposium Officers</li> <li>- Key dates</li> <li>- Symposium statistics</li> <li>- Priority list</li> </ul>	<p>page 3</p> <p>page 4</p> <p>page 5</p> <p>page 6-8</p> <p>page 9</p>
<b>General information</b>	<b>page 10-11</b>
<ul style="list-style-type: none"> <li>- Venue information</li> <li>- Contacts</li> </ul>	<p>page 10</p> <p>page 11</p>
<b>Industry Satellite symposia and other activities</b>	<b>page 12-18</b>
<ul style="list-style-type: none"> <li>- 1.0 Structure</li> <li>- 2.0 Satellite symposia logistical details</li> <li>- 3.0 Promotion of the Satellite symposium and other activities</li> <li>- 4.0 Filming, recording and photography</li> </ul>	<p>page 12</p> <p>page 13-15</p> <p>page 16-18</p> <p>page 18</p>
<b>Meet the Investigator Studio</b>	<b>page 19</b>
<ul style="list-style-type: none"> <li>- Technical information</li> </ul>	<p>page 19</p>
<b>Exhibition Area policy</b>	<b>page 20-36</b>
<ul style="list-style-type: none"> <li>- Contacts</li> <li>- General Symposium schedule</li> <li>- Exhibition area rules</li> <li>- Venue technical specifications</li> <li>- General Terms and Conditions</li> <li>- Exhibitors registration</li> <li>- cLead system information and form</li> </ul>	<p>page 20</p> <p>page 21</p> <p>page 22-24</p> <p>page 25-27</p> <p>page 28-29</p> <p>page 30</p> <p>page 31-36</p>

## **INTRODUCTION**

The 4<sup>th</sup> annual ESMO Symposium on Immuno-Oncology will take place in Lausanne, Switzerland, 4-6 November 2016 and will offer an update on the latest developments in immuno-oncology, underlining ESMO's commitment to educate cancer physicians and researchers in the rapidly evolving area of treating cancer through immunotherapy.

The boom of information in the field of immuno-oncology has led ESMO to increase the duration of the symposium to three full days. The symposium is designed to facilitate collaboration from different oncology professionals working together to accelerate the speed in which innovative approaches directly reach patients. The symposium is an excellent platform for presenting novel data, for educational updates and networking with peers.

Main themes for 2016:

- Cancer antigens
- Personalised immunotherapy
- Immuno-oncology meets molecular oncology
- Beyond PD-1/PD-L1 axis blockade: Combinations or new molecules
- Biological therapy: Infectious agents at the service of immunotherapy
- Molecular controls of the immune system
- Adoptive T cell therapy
- Antibody based immunotherapy: Checkpoint blockade and biospecifics
- Biomarkers response
- Technological developments
- Immuno-oncology clinical studies across tumour types

The deeper understanding of cancer immunology and novel immunotherapy approaches is transforming oncology education, cancer treatment and care.

We look forward to seeing you in Lausanne.

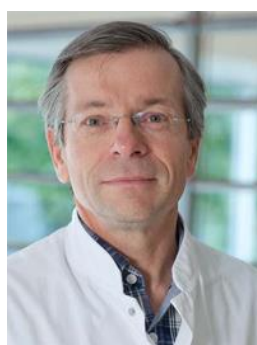
Scientific Committee Co-Chairs



**Rolf A. Stahel**  
Switzerland



**George Coukos**  
Switzerland



**John Haanen**  
Netherlands

## SYMPOSIUM OFFICERS

### Scientific Committee Co-Chairs:

- ❖ George Coukos, Lausanne, Switzerland
- ❖ John Haanen, Amsterdam, Netherlands
- ❖ Rolf A. Stahel, Zurich, Switzerland

### Scientific Committee

- ❖ Jérôme Galon, Paris, France
- ❖ Sebastian Kreiter, Mainz, Germany
- ❖ Paul Lorigan, Manchester, UK
- ❖ Michele Maio, Siena, Italy
- ❖ Richard Marais, Manchester, UK
- ❖ Ignacio Melero, Pamplona, Spain
- ❖ Caroline Robert, Villejuif, France

## KEY DATES

### Programme deadlines

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30 August 2016	Abstract submission deadline
4-6 November 2016	ESMO Symposium on Immuno-Oncology

### Satellite symposia deadlines

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2 September 2016	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.
19 September 2016	Notification of acceptance or rejection
30 September 2016	Receipt of the final programme for inclusion in the Symposium Programme Book

### Registration deadlines

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07 September 2016	Early registration
19 October 2016	Late registration and closure of the online system

### Publication deadlines

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8 August 2016	Company and product description
5 September 2016	Advert deadline for programme book
12 September 2016	Bag insert and Satellite web link

## SYMPOSIUM STATISTICS

Over 700 delegates are expected to attend the 4<sup>th</sup> ESMO Symposium on Immuno-Oncology. Please find below key statistics from the past editions which we trust will demonstrate the relevance and importance of increasing your visibility and participation at this Symposium.

### Registration data

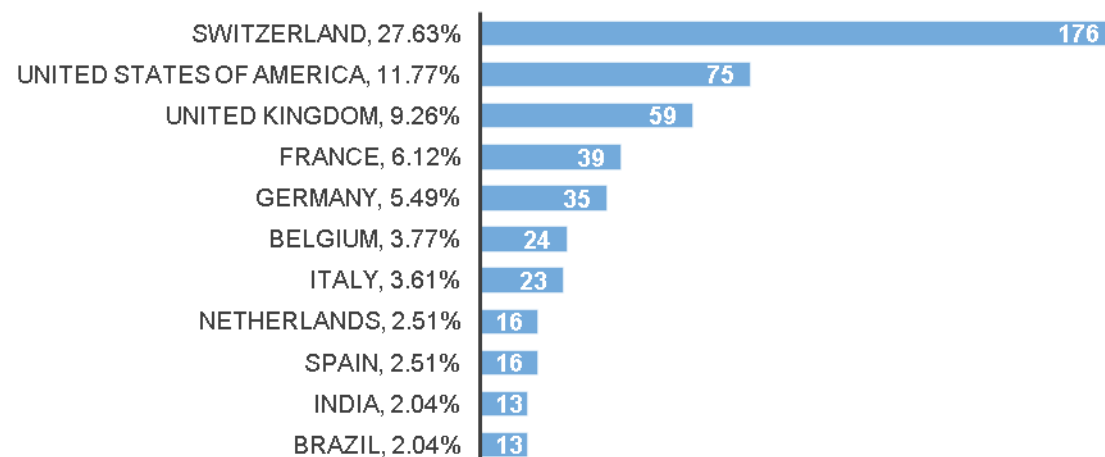
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#### Attendance figures

Year	2015	2014	2013
Delegates	456	265	136
Invited Speakers	34	30	23
Travel Grant	57	58	78
Free registration	83	69	59
<b>Total delegates</b>	<b>630</b>	<b>422</b>	<b>296</b>
Press	3	4	4
Exhibitor	4	0	0
<b>Total Participants</b>	<b>637</b>	<b>426</b>	<b>300</b>

#### Top 10 countries

### Top 10 countries



## **Primary profession**

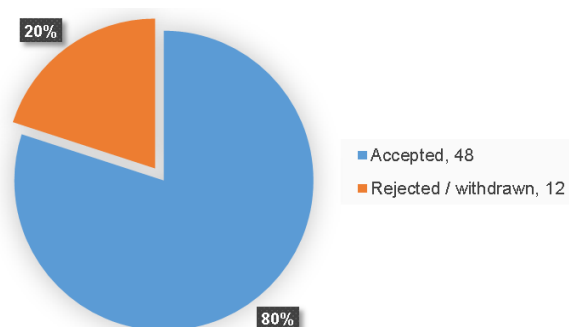
Medical oncologist	16.5%
Industry (medical staff)	11.9%
Industry (commercial)	10.1%
Basic Researcher / Scientist (not medically qualified)	9.6%
Biologist	8.3%
Immunologist	7.8%
Clinical Researcher	6.0%
Trainee/Resident (Medical Oncology)	5.5%
Project Manager	4.1%
Clinical Oncologist (Radiation Oncologist & Medical Oncologist)	2.8%
Scientist	2.3%
Clinical pharmacologist	1.8%
Internal medicine	1.8%
Student	1.8%
Consultant	0.9%
Internal Medicine / Hemato-Oncologist	0.9%
Oncology pharmacist	0.9%
Pharmacist	0.9%
Surgical oncologist	0.9%
General Physican	0.5%
Global Regulatory Affairs Oncology Development	0.5%
Gynecologist	0.5%
Hematologist	0.5%
Journalists/Press (not medical qualified)	0.5%
Medical Advisor	0.5%
Medical Affairs	0.5%
Palliative care	0.5%
Pathologist	0.5%
Pediatric oncologist	0.5%
Strategist	0.5%

## **Abstract data**

### **Abstract submission**

	Immuno 2015	Immuno 2014
<b>Total submitted</b>	60 (100%)	32 (100%)
Accepted	48 (80%)	19 (59.4%)
Rejected / withdrawn	12 (20%)	13 (40.6%)

Of the accepted abstracts (100%), accepted for:		
oral presentation	10 (21%)	4 (21%)
poster presentation	38 (79%)	15 (79%)



### **Submitted abstracts by country**

Country	2015	2014
India	8	1
Italy	6	1
United Kingdom	5	4
Switzerland	4	3
United states of America	4	3
Germany	4	1
Belgium	3	0
Finland	3	0
Egypt	2	2
Taiwan	2	2
Algeria	2	0
Greece	2	0
Morocco	2	0
Spain	1	0
Russian Federation	1	8
Ukraine	1	1
Denmark	1	0
France	1	0
Israel	1	0
Japan	1	0
Norway	1	0
Philippines	1	0
Singapore	1	0
South Africa	1	0
Sweden	1	0
Thailand	1	0
Austria	0	2
Turkey	0	2
Croatia	0	1
Iran	0	1
<b>TOTAL</b>	<b>60</b>	<b>32</b>



## 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

The ESMO Symposium on Immuno-Oncology 2016: Advances in cancer immunotherapy; from vaccines to antibodies and cell therapies will be held at the:

#### SwissTech Convention Center

Quartier Nord de l'EPFL

Route Louis-Favre 2

CH - 1024 Ecublens

[tstcc@epfl.ch](mailto:tstcc@epfl.ch)

The SwissTech Convention Center is located at the north of the EPFL (École polytechnique fédérale de Lausanne) campus. The access is facilitated by a good public transport service (metro stops in front of the building):

Transport from **Geneva** international airport:

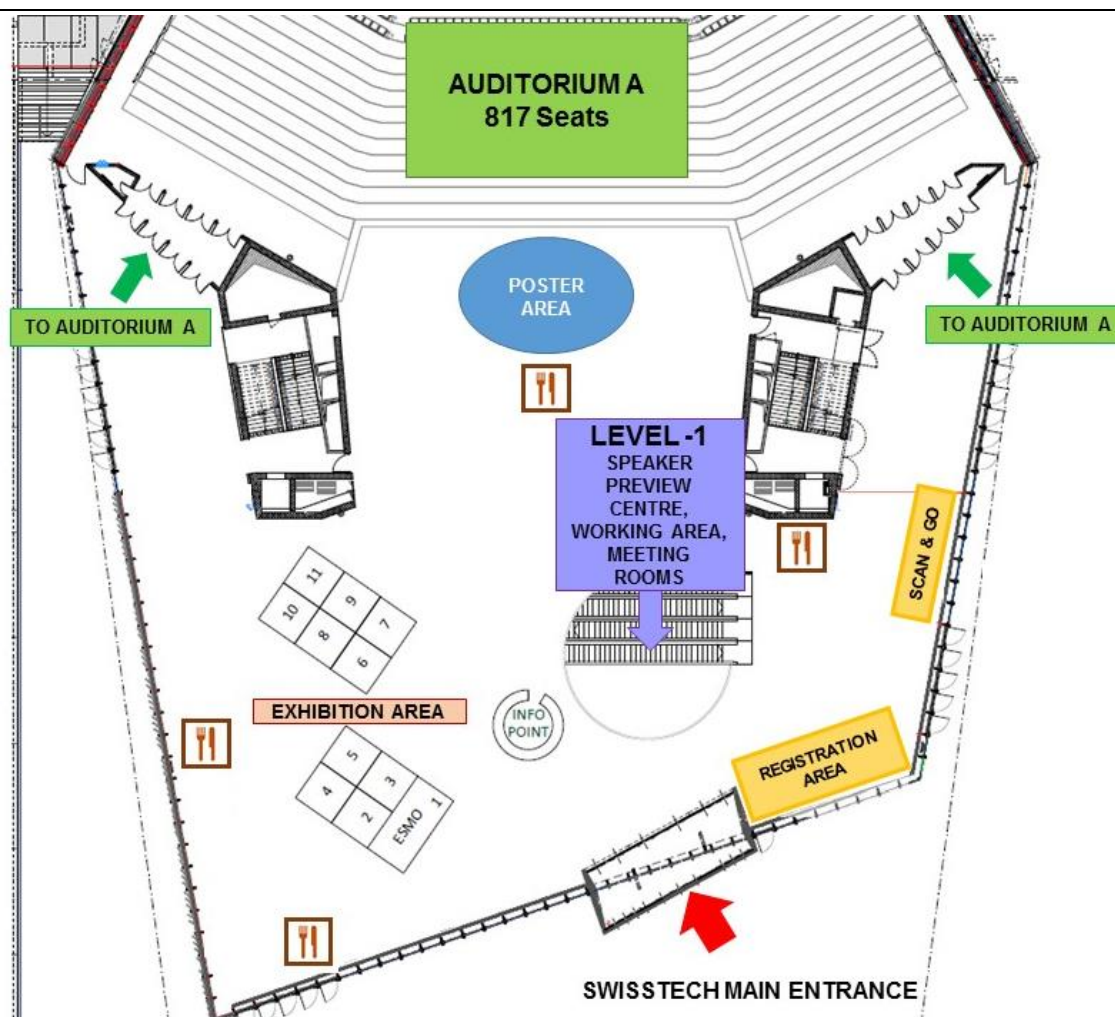
- Train runs every 20 minutes to Lausanne main railway station  
For further information about connections and train tickets, please visit <http://www.sbb.ch/en/home.html>

Public transport from **Lausanne** main railway station:

- Underground M2 - towards "Epalinges, Croisettes", stop "Lausanne-Flon" (approx. 2 min) and then underground M1 – towards "Renens, VD", stop "Ecublens VD, EPFL" (approx. 15 min).

A free city transportation pass will be given to all Symposium delegates accommodated in any Lausanne hotel. The transportation pass should be requested at the front desk of the hotel and will enable unlimited free journeys on the city's public transportation network.

#### Venue overview



## CONTACTS

### ESMO Symposium on Immuno-Oncology 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: [symposia@esmo.org](mailto:symposia@esmo.org)

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#### Registration management

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+41 (0)91 973 19 39

#### Media relations

Thomas Balasso

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

+41 (0)91 973 19 04

## Venue

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#### SwissTech Convention Center

Marie-Hélène Blain

[marie.blain@epfl.ch](mailto:marie.blain@epfl.ch)

+41 (0) 21 693 28 30

## Delivery information

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#### SwissTech Convention Center

[accueil.stcc@epfl.ch](mailto:accueil.stcc@epfl.ch)

+41 (0) 21 693 42 42

## Accommodation

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Kuoni Destination Management has been appointed by the organisers as exclusive housing agency to manage the hotel accommodation in relation to the ESMO Symposium on Immuno-Oncology 2016. Kuoni Destination Management can also provide assistance with transfers, dinners and social events.

#### Kuoni Destination Management

Geneva Business Center

Av. des Morgines 12

CH – 1213 Petit Lancy

Tel: +41 (0)58 702 65 98

Fax: +41(0)58 702 64 52

Email: [congress.qva@ch.kuoni.com](mailto:congress.qva@ch.kuoni.com)

## **ESMO SYMPOSIUM ON IMMUNO-ONCOLOGY 2016 - INDUSTRY SATELLITE SYMPOSIA AND OTHER ACTIVITIES POLICY**

### **Structure**

#### **1.0 Structure**

Satellite symposia will take place from Friday, 4 November to Saturday, 5 November 2016. Details of available time-slots may be obtained by email from the ESMO Events Sponsorship Team ([sponsorevents@esmo.org](mailto:sponsorevents@esmo.org)).

#### **1.1 Satellite symposia programmes**

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

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

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

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

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

#### **1.2 Applications**

The ESMO Events Sponsorship Department will approach companies with a proposal to participate at the ESMO Symposium on Immuno-Oncology 2016. At the Symposium, Satellite symposia time-slots are assigned by sponsorship level and on a first come, first served basis.

#### **1.3 Programme timeline and deadlines**

On application	Each company should inform the Symposium Secretariat about the type of product(s) and the treatment area on which the Satellite symposium programme will be based.
2 September 2016	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 Symposium programme template to the Symposium Secretariat ( <a href="mailto:programme@esmo.org">programme@esmo.org</a> ).
19 September 2016	Notification by the Symposium Secretariat of the acceptance / rejection / request for modifications to the programme as decided by Scientific Committee.
30 September 2016	Receipt of the final programme for insertion in the programme book.

## 2.0 Satellite symposia logistical details

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

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

#### Friday, 4 November 2016

Symposium N°	Time	Auditorium	Capacity*	Height to ceiling (m)	Stage/Podium
1	13:30-14:30	Auditorium A	800 theatre	10,77-12,03	Yes

#### Saturday, 5 November 2016

Symposium N°	Time	Auditorium	Capacity	Height to ceiling (m)	Stage/Podium
2	13:00-14:00	Auditorium A	800 theatre	10,77-12,03	Yes
3	18:15-19:15	Auditorium A	800 theatre	10,77-12,03	Yes

\*Subject to changes

### Technical equipment

Room	LCD proj.	Laptop	Screen	Camera	Laser pointer	Microphones		
						Lectern	Panel	Floor
Auditorium A	2x 20'000	1	18mx6.5m	1	1	1	4	6

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### 2.1 Technical and monitoring staff

One technical staff member and one hostess are assigned to each room. Additional hostesses can be booked through KTNM ([info@ktnm.com](mailto:info@ktnm.com)).

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

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

However, should a company wish to use its own technical supplier, the company must check in advance with Marie-Hélène Blain that the proposed "Technical Requirements" of the Symposium are feasible and compatible with existing equipment. These requests must be communicated to [marie.blain@epfl.ch](mailto:marie.blain@epfl.ch) no later than the 1 October 2016.

### 2.2 Food & Beverage areas

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

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

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

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

### 2.3 Duration of the Satellite symposium

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

#### 2.4 Installation, rehearsal and dismantling times

The set-up and dismantling times are extremely limited and must be respected in full. Please refer to the online programme to check the timing. For additional queries please contact the Symposium Secretariat ([symposia@esmo.org](mailto:symposia@esmo.org)).

Rehearsal time may be available but is not guaranteed. Please contact the Symposium Secretariat ([symposia@esmo.org](mailto:symposia@esmo.org)).

#### 2.5 Invited speakers preview centre

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

#### 2.6 Industry satellite symposium Webcast and hosting rights

All the educational sessions that took place at the ESMO Symposium on Immuno-Oncology 2016 will be added to the respective Webcast Library.

Once the Symposium is over, all the attendees will be able to catch-up on all the sessions of the event.

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

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

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

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

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

To receive more details on this hosting opportunity, contact [sponsorevents@esmo.org](mailto:sponsorevents@esmo.org)

## 2.7 Satellite symposia contacts/representatives

Each company will provide the name of one person who will be responsible for the organisation of its Satellite symposium and notify the Symposium Secretariat ([symposia@esmo.org](mailto:symposia@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 Symposium Secretariat accordingly. The Symposium 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 Symposium Secretariat and provide the agency name and contact person details. Only official agency representatives will receive information material from the Symposium Secretariat.

## 2.8 ESMO Symposium on Immuno-Oncology website and programme book

Approved Satellite symposia programmes will be published online in the Satellite symposia section of the Symposium programme and in the Symposium programme book if they are received no later than the 30 September 2016. Satellite symposia programmes published in the Symposium programme book will follow the layout determined by the Symposium Secretariat. The submission of the programme must follow the format of the Symposium template, which may be requested from [programme@esmo.org](mailto:programme@esmo.org).

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

## 2.9 Abstract presentation during the Symposium

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

## 2.10 ESMO Symposium on Immuno-Oncology Abstract Book

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



### 3.0 Promotion of Satellite symposia and other activities

#### 3.1 Publications and printed material

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

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

Furthermore, the Symposium Secretariat bears no responsibility towards the delegates for the display, promotion or sale of therapies or services, neither are the Symposium Secretariat supporting those products or services for their sole promotion at the ESMO Symposium on Immuno-Oncology 2016. 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 bears no responsibility in case of a complaint based on such laws. Sponsoring companies are therefore advised to consult the Codes of Practice of their governing bodies for information and guidance on regulations around attendance at medical congresses. In all cases, sponsoring companies are responsible for ensuring that their promotion during Immuno-Oncology Symposium is legally and ethically acceptable in Switzerland.

Each company will ensure that all company publications referring to Satellite symposia mention: "Immuno-Oncology 2016 Industry Satellite Symposium" in order to avoid any confusion with the official scientific programme. For this reason, all companies must submit a copy of their final artwork before production gets underway. This must in turn be submitted for approval to the ESMO Events Sponsorship Department ([sponsorevents@esmo.org](mailto:sponsorevents@esmo.org)) by the 12 September 2016.

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

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 will be charged to the Industry by the forwarding agent directly.

#### 3.2 Reproduction of logos

Each company is entitled to use the official ESMO Symposium on Immuno-Oncology 2016 logo on invitations and promotional documents related to the approved Satellite symposium.

Companies are not allowed to use the ESMO corporate logo under any circumstances.

#### 3.3 Inviting participants – Satellite invitation Weblink

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

In the ESMO Symposium on Immuno-Oncology 2016 E-Newsletter there will be a dedicated Industry E-News section whereby all these digital invitations will be grouped. These invitations will also be included in our online programme to further increase awareness.

From the 14 September 2016 your satellite Weblink will go live (This will be subject to prior submission before the 12 September deadline and subsequent approval by the ESMO Events Sponsorship Department).

The ESMO Symposium on Immuno-Oncology 2016 E-Newsletter will be sent out in mid-September 2016.

##### Rules and Regulations:

ESMO reserves the right to refuse requested Weblink(s) 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 company, highlighting their satellite symposium.
- The content of the Weblink message must not make any statements about the quality or virtues of a sponsoring company and/or any of the company's product(s) either via text or visuals.



With a Satellite Symposia: the content of the 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.

- The deadline to submit your Web Link to [sponsorevents@esmo.org](mailto:sponsorevents@esmo.org) is the 12 September 2016. Your Web Link will undergo an internal approval procedure and the sponsoring company will be informed within 5 working days as to the status of approval.
- This page must not include links, hyperlinks, hot-spots or any means through which the advert can be linked to another site. There will be no exceptions made to this rule.
- The 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 ESMO Symposium on Immuno-Oncology 2016 logo is properly protected, ESMO has defined guidelines for its use, which permit the use of the Symposium logo under specific conditions.
- Cancellation of the Web Link should be sent in writing to the ESMO Events Sponsorship Department.

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

### 3.4 Advertisements

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

### 3.5 Signage, display and distribution on site

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

### 3.6 Promotion at conference hotels

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

### 3.7 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 approval. Should activities which are not approved but undertaken nevertheless at the Symposium, penalties will be calculated based on the most comparable promotional activity and relating infraction/penalty covered by this policy.

### 3.8 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 foyer on Friday, 4 November from 18:00 to 18:30 hours. ESMO does not authorise that the participants are offered any corporate-organised event before the end of the Opening session (11:20 hours).

The general Poster viewing will take place in the Poster Area on Saturday, 5 November from 12:00-13:00 hours.

### 3.9 Unofficial Satellite symposia or similar events

During the period beginning on Friday, 4 November through to Sunday, 6 November 2016, ESMO will not allow any corporate-organised Satellite symposia or similar events during other days and in other places except the one planned in the official venue.

### 3.10 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 the ESMO Symposium on Immuno-Oncology 2016 are subject to the Symposium Secretariat approval. Clear identification of the organisers, purpose, targeted participants and the full programme must be submitted for approval to the Symposium Secretariat ([symposia@esmo.org](mailto:symposia@esmo.org)) at least 4 weeks prior to the event.

Blackout times:

4 November 2016	11:00-18:00
5 November 2016	08:00-18:00
6 November 2016	08:00-16:30

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

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

### 3.11 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, and the sponsoring company is solely responsible for bringing its advertising into line with local and European laws, as applicable.

### 3.12 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.

### 3.13 Participation in Industry Satellite symposia

Participants fully registered to the Symposium, 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.

### 3.14 Media events – Temporary badges

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

### 4.0 Filming, recording and photography

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

## **MEET THE INVESTIGATOR STUDIO SLOTS**

Specially dedicated lecture room available for lectures, Q&A and scientific dissemination about investigator activities in non-marketed active agents.

A schedule with the session times and company name 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 dedicated meeting room:**

- ✓ 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
- ✓ Only company names and session times will be listed on a board / screen
- ✓ Capacity for 80 delegates in theatre style
- ✓ Access completely controlled by the company organiser. These are private meetings upon invitation only
- ✓ 1 fix hostess (to be instructed by the company directly)
- ✓ 1 fix technician
- ✓ 1 screen (2,4mx1,8m)
- ✓ 1 laptop (PPT to be uploaded by the company through USB stick)
- ✓ 1 projector (3000 al)
- ✓ 1 lectern microphone, 1 panel table microphone and 1 audience microphone
- ✓ 1 lectern
- ✓ 1 panel table up to 2 people
- ✓ Limited possibilities for catering (beverages only). Please contact [e.sailer@expogourmet.ch](mailto:e.sailer@expogourmet.ch)

Depending on your needs a smaller meeting room can also be offered. The setup of the room will differ from the above but the same regulations will apply.

For more information on the Meet the Investigator Studio meeting slots, please contact: [sponsorevents@esmo.org](mailto:sponsorevents@esmo.org)

## **EXHIBITION AREA POLICY**

### **CONTACTS**

#### **Venue**

##### **SwissTech Convention Center**

Quartier Nord de l'EPFL

Route Louis-Favre 2

CH - 1024 Ecublens

[tstcc@epfl.ch](mailto:tstcc@epfl.ch)

Contact	Marie-Hélène Blain
Telephone	+41 (0)21 693 28 30
Fax	+41 (0)21 693 42 10
E-mail	<a href="mailto:marie.blain@epfl.ch">marie.blain@epfl.ch</a>

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#### **Shipping instructions**

Please contact the Symposium Secretariat ([symposia@esmo.org](mailto:symposia@esmo.org)).

Delivery deadline : **26 October 2016**

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#### **Badge scan system (cLead system)**

The Immuno Oncology 2016 Lead Retrieval System is a fast and easy way to record visitors' contact information. By simply scanning a visitor's name badge with the supplied scanner, that contact is entered into your own visitor database, including all relevant product information or comments which have been added to these visitors' profiles beforehand. Following the event, approved visitors' address data can be provided in printed form or as a MS Excel file, or made available with proper access rights through an online platform. Further details are available in the attached document.

##### **CTI Meeting Technology GmbH**

Nussdorferstrasse 20/22

1090 Vienna, Austria

Fax	+43 1 319 69 99 33
E-mail	<a href="mailto:t.dworschak@ctimeetingtech.com">t.dworschak@ctimeetingtech.com</a> / <a href="mailto:leadsystem@ctimeetingtech.com">leadsystem@ctimeetingtech.com</a>

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## GENERAL SYMPOSIUM SCHEDULE

### SETUP HOURS

Thursday, November 3, 07:00 – 12:00 – Reserved to the official stand builder

Thursday, November 3, 12:00 – 19:00 – Stand decoration and internal set-up

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### EXHIBITION AREA HOURS

Friday, November 4, 09:30-18:30

Saturday, November 5, 09:30–16:30

Sunday, November 6, 09:30,16:30

*Note: The Exhibition Area is in a public area of the venue. Therefore, do not leave any valuables unattended.*

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### DISMANTLING HOURS

Sunday, November 6, 17:00-20:00

### REGISTRATION HOURS

Friday, November 4, 09:30–17:30

Saturday, November 5, 07:30–17:30

Sunday, November 6, 07:45–16:00

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### COFFEE BREAKS AND LUNCHES

Friday, November 4, 12:30-13:30 and 15:15-15:45

Saturday, November 5, 10:00-10:30, 12:00-13:00 and 14:45-15:15

Sunday, November 6, 10:45-11:15 and 12:55-14:00

*Times subject to changes. For final times please refer to the on-site programme book.*

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### WELCOME RECEPTION

The Welcome Reception will take place on Friday, 4 November from 18:00 to 18:30 in the main foyer.

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

*Times subject to changes. For final times please refer to the on-site programme book.*

## ESMO SYMPOSIUM ON IMMUNO-ONCOLOGY 2016 TRADE EXHIBITION

### AREA RULES

#### 1. Unapproved therapies

The organisers bear no responsibility towards the delegates for the display, promotion or sale of therapies or services. Nor are the organisers supporting those products or services for their sole promotion at the ESMO Symposium on Immuno-Oncology 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. The penalty that will be reflected in the company's sponsorship record for infractions to these laws will be assessed by the Symposium Secretariat.

#### 2. Duration of the Exhibition

The Exhibition will run from Friday 4 November to the end of the ESMO Symposium on Immuno-Oncology on Sunday, 6 November 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 November 2016, 11:00-18:00, 5 November 2016, 08:00-18:00, 6 November 2016, 08:00-16:30

#### 4. Use of the Conference logo

The ESMO Symposium on Immuno-Oncology names and/or logos may not be part of any exhibitor-distributed materials. The use of the ESMO Symposium on Immuno-Oncology 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 Exhibition space and are not allowed in any other area in, or leading to, the ESMO Symposium on Immuno-Oncology 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 Swiss 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 Exhibition or barring him from further entrance to the exhibit floor, or removing his exhibit from the Exhibition floor without obligation on the part of 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 Exhibition hall. Exhibitors must treat all participants/visitors in a courteous and fair manner. Discrimination against participants/visitors according to their nationality, academic position, or any other factor is against these Industry Guidelines and will affect the future conference attendance of the company in question.

#### 9. Surveys

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

#### 10. Media events - Temporary badges

Representatives of communication agencies that need a badge to assist in the preparation and development of third-party's media events, will be assigned a temporary badge at no charge. The temporary badge does not authorise any



promotional or commercial activity, or any unsolicited contacts with any delegates.

Unsolicited contacts will result in the cancellation of 5 to 10 ESMO sponsorship points from the company's records, based on the nature and damage of the infraction, as established by the ESMO Executive Committee. If no relationship can be made to any company, the communication agency will be banned from participating in the Immuno-Oncology Symposium for the next 4 years.

#### 11. Booth 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 Exhibition. All business and selling demonstrations shall be confined to the exhibitor's own booth. Promotion or display of promotional material and any other related activity is not allowed outside the assigned space.

#### 12. Stand design

Every exhibitor will be provided with a stand package structure as mentioned on p. 21 of these Industry Guidelines. Exhibitors are welcome to bring an umbrella/pop up structure, roll up poster(s) and additional furniture on condition it fits in the designed space.

This information must be sent to the Symposium Secretariat by email to [symposia@esmo.org](mailto:symposia@esmo.org) before the 14 October 2016.

The drawings must clearly indicate the planned layout, equipment and furnishing of the stand, including the signage and visuals. The location of power outlets, electricity cables, moving parts, details of raised floors, water as well as telephone and ventilation installations must also be indicated.

Please supply:

- a SCALED top view drawing
- a SCALED side view drawing
- a three-dimensional drawing (or photograph)

Indicating the various heights and the open/transparent spaces will, in principle, be sufficient. If special construction is planned (information towers, moving parts, etc.), additional information will have to be submitted.

No approval by the Symposium Secretariat means no permission to construct the stand – resulting costs are entirely at the exhibitor's expense.

All stands will be equipped with the necessary carpet as well as a set of boundary wall(s) depending on the stand design type - corner, peninsula or in-line.

#### 13. Stand Transparency

For Island and Peninsula stand types, the Symposium requires that a line of sight through the stand be possible from aisle to aisle for at least 35% of the stand width when viewed from each open side.

As an example of assessment criteria, high walled areas forming large storage rooms may block neighbours unreasonably and in this case, will not receive approval.

A high tower to attract attention (not blocking neighbours) is likely to be approved.

For aesthetic reasons, the Symposium Secretariat does not advise constructions rising floor to ceiling.

#### 14. Stand elements

Stand elements placed on the open sides of a stand must be 30cm inset from the edge of the stand. The maximum build height is 2.5m and any additional element(s) within the designated stand space needs to respect this height limitation.

Generally speaking, should the Symposium Secretariat consider that an item of the stand will obstruct visibility of neighbouring stands, the Symposium Secretariat reserves the right to ask for any modification.

#### 15. 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.

#### 16. Audio and visual activities

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

#### 17. Catering

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

[e.sailer@expogourmet.ch](mailto:e.sailer@expogourmet.ch)

#### 18. 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.

#### 19. Giveaways

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

#### 20. Force majeure

Should the event be cancelled, postponed or moved to a different venue due to force majeure, the invested costs will be refunded or reallocated to a postponed and/or different project, while the arising costs will be borne by the participating companies. Force majeure is defined as any

event that the Symposium 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 Symposium

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 Symposium.

**21. Insurance**

The Symposium 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.

**22. The ESMO Symposium on Immuno-Oncology 2016 is a non-smoking event.**

**23. Final Clause**

In cases not covered by the regulations in these Industry Guidelines, the Symposium Secretariat's interpretation shall be final.



## **VENUE TECHNICAL SPECIFICATIONS**

All exhibits must be confined to the spatial limits of their exhibition 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 exhibition area option includes:

- 9 sqm stand space including walls
- carpet
- 1 table
- 2 chairs

For additional furniture please contact SYMA ([Christophe.Straessle@syma.ch](mailto:Christophe.Straessle@syma.ch))

Exhibitors are welcome to decorate their stand walls and this together with any additional service e.g. electrical connection, internet connection, etc. will be at the exhibitor's expense. For additional orders please send the dedicated form (available online) to SwissTech Convention Center ([marie.blain@epfl.ch](mailto:marie.blain@epfl.ch)).

Form 1: Electricity

Form 2: Internet

Form 3: Cleaning

Form 4: Flower arrangements

Form 5: Credit card information

### **Specialist materials & activities**

1. Working machinery can only be exhibited provided it is run by fully trained operatives who supervise it at all times, that controls are cited out of public reach and it can be safely operated at all times whilst taking into account the safety of the surrounding area. Machines, which produce exhaust gas, are not permitted.
2. The use of the following materials are NOT permitted:
  - Pressurised tubes
  - Neon lights
  - Flammable liquids
  - Explosives
  - Any kind of fireworks
  - Radioactive materials
  - X-ray materials
  - Laser systems
  - Explosive materials
  - High frequency materials and radio systems
  - Balloon and zeppelin with flammable / non-persistent gas
  - Vehicles are not permitted as part of a stand display
  - Drones

### **Floor loading**

The maximum floor loading is 500 kilograms per square meter. Single point loading is not permitted – loads must be evenly spread.

### **Dilapidations & waste**

During build-up and dismantling, it is not allowed to throw demolished structures and materials (timber, chipboard, fibreboard, plywood etc.) into the bins for household waste around the venue.

All stand fitting materials must be removed at the end of the exhibition or arrangements must be made with the contractor at the expense of the exhibitor.

### **Emergency procedures**

All exhibitors are obliged to learn the locations of emergency exits in the halls and areas where their stand is located. Exit doors should not be blocked and the exit doors cannot be prevented from opening.

### **Fire safety regulations**

Fire insurance is mandatory in the Canton de Vaud, Switzerland, only materials that meet the fire-safety requirements of the Association of Cantonal Fire Insurances (VKF) are authorized in the SwissTech Convention Center. The Exhibitor is obliged to insure against this risk.

### **Safe display of exhibits**

The organizer or the SwissTech Convention Center reserves the right to control conformity of exhibits, coverings and decorations. They must be fireproofed or hardly flammable (RF2 or previously 5.2), in accordance with the standards of the Association of Cantonal Fire Insurances (VKF). When appropriate, the Organizer of the SwissTech Convention Center reserves the right to remove dangerous articles, at the expense of the exhibitor and the latter shall have no right to pursue a remedy against the Organizer or the SwissTech Convention Center or claim any compensation.

### **Health and Safety**

All exhibitors and contractors should provide a safe place and system of work. Successful safety management requires the commitment, involvement and co-operation of all those onsite at an event.

### **Key Requirements**

Federal and Cantonal regulations relating to safety and health at work apply

Every worker employed by an external company must comply with current standards in the Canton of Vaud (accident insurance is mandatory)

Exhibitors are responsible for all activities that take place on their stand throughout the event, with the exception of the actual build of shell scheme stands. As an exhibitor, it is your legal and moral responsibility as far as is reasonably practicable to ensure the health, safety and welfare of everyone sharing your work site at the exhibition. Do therefore consider the following points:

- Do make sure that you and anyone manning your stand understand the First Aid, Fire and Evacuation procedures and locations of the hall exits.
- Do make sure your contractor holds suitable qualifications and experience, as well as complying with the stand build processes laid out by the venue.
- Do ensure that any contractor working for you has good safety practices.
- Do ensure that measures are taken to minimise the impact of your operations on the environment.
- Do make sure that contractors are working safely. Working at height on ladders and scaffolding must be done in a controlled and safe manner.
- Do ensure that operators of equipment are fully trained and the equipment being used is properly certified.
- Do make sure all electrical work is carried out safely by a competent electrician as laid out by the venue regulations.
- Do ensure that before the show opens, all rubbish and packing from your stand is removed from the exhibition area. It must not be stored on or behind your stand during the show as it is a fire hazard.
- Do ensure that you have a valid insurance policy.
- Do not use flammable materials as part of your displays and ensure only materials permitted by the venue are permitted.
- Do not use overloaded or insecure displays. Stands and displays can be knocked over and therefore must be safe and secure.
- Do not bring children into the hall during build-up and breakdown.
- Do not overload trolleys – not only does this damage your exhibits but will make it much harder to manoeuvre your way to your stand and may cause injury to you or other people.
- Do not block the aisles with your stand fitting, plants, rubbish or exhibits.

### **Access to the venue**

- **Security & access control**

The security will provide access control and general security on the SwissTech Convention Center area. Exhibitors will be fully responsible for the security of their own stands during build-up, opening days and dismantling of the Convention. Subject to Article 100, alinéa 1 of the Swiss Code of Obligations, neither the Organizer nor the SwissTech Convention

Center administration will bear any liability for any loss or damage to the stands, exhibits, goods, property or personal belongings, regardless of the way in which such loss/damage occurred.

To provide additional security of your stand, the Exhibitor should order individual stand security. It is not allowed to keep a permanent presence of your representatives during the closing period of the SwissTech Convention Center.

- **Vehicle passes**

During build-up/dismantling and exhibition period's, access to the external loading areas of the SwissTech Convention Center will be permitted in accordance with allowed dates.

Information will be sent to every exhibitor by October 21, 2016.

### **Labour legislation**

Provisions of existing legislation apply to all staff employed by the SwissTech Convention Center. It is the same for the Swiss Federal Law on Accident Insurance concerning posted workers.

#### **Work safety**

Every company operating in the SwissTech Convention Center (exhibitors, stands constructors, congress and events organizer, and suppliers) is responsible for ensuring work safety of their collaborators and support staff.

#### **Medical assistance**

Help emergencies 115 from a fixed line or SwissTech staff mobile phone, or +41 **21 693 30 00** for all emergencies.

### **Noise**

No amplified sound except with a special written authorisation from the SwissTech Convention Center administration.

It is not permitted to bring and use radio electronic equipment and high frequency systems without the prior written consent of the venue.

### **Security**

Security will ensure that only people with appropriate passes have access to the exhibition area. However, the Organizers and /or the venue Centre cannot be held responsible for any loss or damage to exhibitors' stands or goods and exhibitors are responsible for the safety of all items on their stands. Exhibitions are vulnerable places especially during build up and breakdown times. Please ensure that you have sufficient staff to man your stand at all times and remove any items of value overnight. Stand security guards can be hired from the SwissTech Convention Center if required – contact Marie-Hélène Blain, [marie.blain@epfl.ch](mailto:marie.blain@epfl.ch) with any specific concerns or requirements you may have.

### **Storage**

It is prohibited to store construction materials and packing crates, including construction waste, in the gangways or areas behind stands. Arrangements should be made with the official logistics and shipping contractor, who will store such items for you and return them to your stand at the end of the exhibition.

## 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 Immuno-Oncology 2016 insofar as the contractual partners do not reach contrary agreements in writing.

### 1. 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 Immuno-Oncology 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.

### 2. 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.

### 3. 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.

### 4. Assignment

- Will be done on a first come, first served basis (excluding the satellite symposia assignments). To ensure each sponsoring company has a chance to choose a suitable stand and satellite symposium slot, offers are valid for 48 hours (2 working days) unless the offer makes it clear that the opportunity is freely available.
- For this reason, please supply a reliable contact telephone number for an appropriate decision maker within the company.

### 5. 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.

### 6. Terms of Payment

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

### 7. 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.

### 8. 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.

### 9. Indebtedness

Payments not received by the first day of the start of the ESMO Symposium on Immuno-Oncology 2016 will be subject to a 10% penalty fee on the total sponsorship investment.

### 10. Refunds

Any refunds of deposits paid will be made after the ESMO Symposium on Immuno-Oncology 2016 but not later than the **30 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.

### 11. 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 Immuno-Oncology 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 Immuno-Oncology 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.

### 12. 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.

### 13. 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.

#### **14. 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.

#### **15. Enforcement of Rules**

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

#### **16. 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 Immuno-Oncology 2016. Appeals may be made to the ESMO Management.

#### **17. 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.

#### **18. 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 Immuno-Oncology 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.

#### **19. Non-smoking policy**

The ESMO Symposium on Immuno-Oncology 2016 is a non-smoking event.

#### **20. Final Clause**

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

## EXHIBITION AREA REGISTRATION

To order your exhibitor badges and register your staff, please write to the ESMO Symposium on Immuno-Oncology Secretariat at [registration@esmo.org](mailto:registration@esmo.org) by the 30 September 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.



## cLEAD SYSTEM INFORMATION AND FORM



### EXHIBITOR LEAD RETRIEVAL SYSTEM

The CTI Meeting Technology Lead System is a state-of-the-art, fast and easy system for exhibitors to record contact information. The Lead technology runs with an app and uses a high quality bar code scanner attached to an iOS mobile device (iPod touch).

#### Exhibition Lead Retrieval System

Rent pre-installed iPod touch devices equipped with the barcode scanner. The exhibitors configuration and product information is preloaded upon collection onsite

By simply scanning a visitor's badge with the iOS device, the contact is entered into the exhibitor's visitor database, including relevant product information and added comments. The data is synchronized with the server and can be exported as an excel file through an online platform.

#### New Lead Retrieval Features

- Configure products and services before the congress through an online portal.
- Connect the barcode scanners via the dock connector to an iOS device and take advantage of the fast and advanced scanning experience.
- Immediate access to visitors contact information (name, address and profile information) by scanning their badge with an iPod touch.
- See visitors contact information on the device right after scanning the badge.
- Complete missing contact information on the spot, take notes and automate follow-up activities.
- Quick scan mode for scanning delegates at industry and satellite symposia.
- No Wifi needed for the actual scanning process onsite.
- If Wifi is available, data is synchronized continuously.
- Download all data into an Excel file.



CTI MEETING TECHNOLOGY GmbH

Nussdorferstr. 20/22, 1090 Vienna, Austria FN 249 975k HG Wien UID: ATU58040266 t +43 1 319 69 99-0 email vienna@ctimeetingtech.com  
www.ctimeetingtech.com



## Benefits for the exhibitor or industry symposia

- User-friendly, light and easy.
- The scanners connected to an iOS device allow exhibitors to be mobile within their reception areas.
- Web-based interface to set up products and services with control panel to access visitors data.
- On- or off-line scanning is possible, fast scan for symposia.
- Scanned data is synched to the server on scheduled intervals.
- Data is available as soon as the synchronization is finished.

## Scan Options

1. **Scan and add details (Booth system)**  
the visitor is effortlessly saved into your individual database. Additionally, data, comments, products and interests can be added.
2. **Symposia scan (Symposium system)**  
the visitor is effortlessly saved into your individual database, but the rental period is limited. Used for special occasions like company satellite or raffle.



## Costs to the exhibitor

- The following standard prices are available for exhibitors:
  - € 475,00 net per iPod touch including scanner
  - € 399,00 net per iPod touch including scanner for symposia scans (maximum rental period of 3 hours, including staff)
- These costs are per rented device including the required software systems, staff (symposium scanning only) and an unlimited number of scans / amount of prepared individual data.

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- Post-deadline (usually 4 weeks before event) orders are charged an extra € 100 net.
- All billing is carried out in advance by CTI Meeting Technology. Payment can be made with Visa, MasterCard & Amex credit cards, or by bank wire transfer.
- Lead systems are rented according to CTI Meeting Technology General Terms & Conditions.
- The cost of lost, damaged or not completely returned hardware will be charged with € 550,00 per scanner, € 550,00 per iPod, € 50,00 per charging cable and € 50,00 per plug.

## Administrative Procedure

1. **Order**  
Please order the required number of iPods as soon as possible, in order to guarantee the availability as well as the early-bird rate prior to the deadline (October 7, 2016).
2. **Order confirmation**  
After receipt of your order, we will confirm the receipt, invoice and charge the amount due.
3. **Configuration of products and services**  
Set up of products and services before the exhibition through an online portal. Log In details will be sent two weeks prior to the conference.
4. **Lead capture**  
Pick up your iPod including scanner onsite at the lead service desk. Our staff will be available to answer your questions during the opening hours of the event. Scanned data is synchronized to the server automatically on scheduled intervals.
5. **Data provision**  
After synchronization with the database you can access, check, print or download your collected data from the online database. You may add relevant information during sales conversations, since not all delegates will provide their complete contact information during the registration process.

## Terms and Conditions

- **Data:** Download of the data via the online database (print out of the list or download of an MS-Excel 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 scanning device, 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 CTI Meeting Technology. Devices cannot be handed out onsite unless CTI Meeting Technology received full payment.
- **Order deadline:** After the ordering deadline, CTI Meeting Technology 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 CTI Meeting Technology GmbH.

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## EXHIBITOR LEAD RETRIEVAL SYSTEMS

### ORDER FORM

Company / Booth

Contact person

Email

Address

Mobile (Onsite  
Contact)

VAT (UID) Number

### SCANNERS

	Orders before October 7 <sup>th</sup>	Orders after October 7 <sup>th</sup>	Units total	€ Total
iOS booth system	€ 475,00 net	€ 620,00 net		
iOS symposium system incl. staff *	€ 399,00 net	€ 499,00 net		
Special Offer **	€ 1.099,00 net	€ 1.350,00 net		

\* iOS symposium system incl. staff (max. 3 hours rental period)

\*\* Special offer: 1 iOS booth system + 2 symposia systems incl. scan staff

### SCAN OPTION

**Symposia system:** Please inform us about the session number(s) of your symposium and units per symposium.

Date	Time	Session n°	Room	Units/ symposium

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## PAYMENT

☐ **Credit Card:**    ☐ VISA    ☐ MASTER CARD    ☐ AMEX

Number	<input type="text"/>	Exp. Date	<input type="text"/>
Name	<input type="text"/>	Code*	<input type="text"/>

\*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 return the signed form to: +43 1 319 69 99 33 or [leadssystem@ctimeetingtech.com](mailto:leadssystem@ctimeetingtech.com)

**CTI MEETING TECHNOLOGY GmbH**

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[www.ctimeetingtech.com](http://www.ctimeetingtech.com)