ECE Hub Manual
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Key Deadline Dates

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<tr>
<td>Company logo &amp; profile (max 300 words)</td>
<td>Mandatory</td>
<td>Form A</td>
<td>Thursday 23 January</td>
<td>Natalie Dass <a href="mailto:ece2020@endocrinology.org">ece2020@endocrinology.org</a></td>
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<tr>
<td>Submission of proposed ECE Hub speakers and topics for Committee approval</td>
<td>Mandatory</td>
<td>Email</td>
<td>Thursday 23 January 2020</td>
<td>Natalie Dass <a href="mailto:ece2020@endocrinology.org">ece2020@endocrinology.org</a></td>
</tr>
<tr>
<td>Feedback on proposals sent to sponsors</td>
<td>Mandatory</td>
<td>Email</td>
<td>Thursday 30 January 2020</td>
<td>Natalie Dass <a href="mailto:ece2020@endocrinology.org">ece2020@endocrinology.org</a></td>
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<tr>
<td>Submission of FINAL content, topics and speakers</td>
<td>Mandatory</td>
<td>Email</td>
<td>Thursday 27 February 2020</td>
<td>Natalie Dass <a href="mailto:ece2020@endocrinology.org">ece2020@endocrinology.org</a></td>
</tr>
<tr>
<td>Badge scanners</td>
<td>Optional</td>
<td>Order form</td>
<td>Wednesday 1 April 2020</td>
<td>MEvents – Lion Leads <a href="mailto:leads@jmarquardt.com">leads@jmarquardt.com</a></td>
</tr>
<tr>
<td>Book technical rehearsal</td>
<td>Optional</td>
<td>Email</td>
<td>Thursday 9 April</td>
<td>Natalie Dass <a href="mailto:ece2020@endocrinology.org">ece2020@endocrinology.org</a></td>
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<tr>
<td>Exhibitor Registration Form</td>
<td>Mandatory – All</td>
<td>Form 4</td>
<td>Thursday 23 April 2020</td>
<td>Natalie Dass <a href="mailto:ece2020@endocrinology.org">ece2020@endocrinology.org</a></td>
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</table>
### Congress Organisers
Bioscientifica Ltd
Starling House
1600 Bristol Parkway North
Bristol, BS34 8YU, UK
Contact: Louisa Gilbert
Tel: +44 (0)1454 642770
Email: ece2020@endocrinology.org
Web: www.ece2020.org

### Sponsorship and Exhibition Manager
Bioscientifica Ltd
Contact: Natalie Dass
Tel: +44 (0)1454 642244
Email: ece2020@endocrinology.org
Web: www.ece2020.org

### Sales and Marketing Manager
European Society of Endocrinology
Contact: Victoria Withy
Tel: +44 (0)7761 800855
Email: Victoria.Withy@ese-hormones.org

### ESE On Demand/Digital Satellite Services
European Society of Endocrinology
Contact: Claire Arrigoni
Email: Claire.Arrigoni@ese-hormones.org

### Venue
Prague Congress Centre | 5. Května 1640/65 | 140 21 Praha 4, Czech Republic
Contact: Erika Lisá
Tel: +420 739 539 221
Email: erika.lisa@praguecc.cz
Web: www.praguecc.cz

<table>
<thead>
<tr>
<th>Catering</th>
<th>Zatisi Catering</th>
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<tbody>
<tr>
<td>Contact</td>
<td>Linda Reitingerová</td>
</tr>
<tr>
<td>Tel:</td>
<td>+420 731 156 614</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:linda.reitingerova@zatisigroup.cz">linda.reitingerova@zatisigroup.cz</a></td>
</tr>
<tr>
<td>Web:</td>
<td><a href="http://www.zatisicatering.cz">www.zatisicatering.cz</a></td>
</tr>
</tbody>
</table>

### Accommodation
Minos Psarakis, Accommodation Manager
Bioscientifica Ltd
Starling House
1600 Bristol Parkway North
Bristol, BS34 8YU, UK
Contact: Erika Lisá
Tel: +420 739 539 221
Email: erika.lisa@praguecc.cz
Web: www.praguecc.cz

### Badge Scanners
JMarquardt Technologies GmbH
Felix-Wankel-Str. 1
82152 Krailling
Contact: Mathias Balhorn
Tel: +49 (89) 219099630
Email: Mathias.Balhorn@jmarquardt.com
Web: https://landing.m-anage.com/

### Freight Forwarding
DHL Trade Fairs & Events (UK) Ltd
Unit 17 & 21 2nd Exhibition Avenue
Birmingham B40 1PJ
United Kingdom
Contact: Matthew Spokes
Phone: +44(0) 121 782 4626
Email: matthew@dhl-exh.com
Web: www.dhl-exh.com
Introduction

This manual has been prepared to provide you with all the necessary information needed to enable you to organise your ECE Hub presentation. Sponsors are required to use the preferred suppliers identified in this Manual. Full contact details are supplied to enable you to deal with each supplier directly.

If you have any questions that are not addressed in this Manual or if you need additional advice or information then please contact Natalie Dass (Operations) at ece2020@endocrinology.org or Victoria Withy (Sales) at Victoria.Withy@ese-hormones.org. Full contact details are provided on page 4 of this Manual.

About Prague Congress Centre – Location, Access and Parking

Prague Congress Centre
The Prague Congress Centre is the largest congress centre in the Czech Republic. It is situated just 30 minutes’ drive from the airport and 10 minutes from the main train station via Metro. The centre houses 20 meeting halls, 50 meeting rooms and 13,000m\(^2\) of exhibition space across its entirety.

Venue Address
Prague Congress Centre
5. Května 1640/65
140 21 Praha 4
Czech Republic
Tel. : +420 (0)261 172 222

How to get there

BY AIR
The Congress Centre is 30 minutes’ drive from Prague Vaclav Havel Airport.

BY TRAIN
The Prague Congress Centre is adjacent to the Vyšehrad station on Line C of the Prague underground railway network, providing convenient access by public transport from the city’s airport and all major rail and bus stations.

Maps, timetables, fares and route planning are available in English on the Prague Public Transport website www.dpp.cz/en/

BY CAR
The Prague Congress Centre is adjacent to the North-South Prague City Expressway – follow the road signs for Kongresové centrum Praha.

GPS: 50.062112,14.428886
Exhibition Location – Congress Hall & Forum Hall Foyers, Level 2
The exhibition will be located in the Congress Hall and Forum Hall Foyers on Level 2 of the Congress Centre.

Catering in all scheduled breaks will take place in the exhibition space, allowing for maximum interaction with Congress delegates. *Note: The Welcome Reception on Saturday night will be held here and as such all stands will need to be completed by 16:00 on Saturday 23 May.*

The current exhibition floorplan can be found on the [ECE2020 website](#).
Venue Layout and Room Floor Plans

ECE 2020 rooms in use at the venue

Level 0
Congress Hall Foyer B – Registration and Cloakroom
Small Hall (Breakout 6)

Level 1
Organiser’s Office
ESE Committee Meeting Rooms
South Hall 1 (Breakout 2)
Panorama Hall (Breakout 5)

Level 2
Exhibition and Catering
ECE Hub
Congress Hall (Main Auditorium)
Forum Hall (Breakout 1)
South Hall 2 (Breakout 3)
Meeting Room 2.1 (Speaker Preview Room)
Sponsor Hospitality Rooms

Level 3
South Hall 3 (Breakout 4)
Chamber Hall (Breakout 7 - Nurses room)
### ECE Hub Slots

The ECE 2020 Congress will offer Companies the opportunity to hold a:

- a) **MORNING or AFTERNOON refreshment break** ECE Hub session of 20 minutes
- b) **LUNCHTIME** ECE Hub session of 30 minutes

These sessions have been created to allow each Company to give a short presentation in a less formal setting than that of a satellite symposium, within the busy environment of the main exhibition area. ECE Hub slots are available at the following times:

#### Sunday 24 May:
- 09:55-10:15  HRA Pharma
- 13:10-13:40  Siemens
- 16:35-16:55  Amryt

#### Monday 25 May:
- 09:55-10:15  Siemens
- 13:10-13:40  Recordati
- 16:30-16:50  ITM

#### Tuesday 26 May:
- 09:25-09:45  Recordati
- 12:40-13:00  EndoERN

*NOTE: You are entitled to hold a short rehearsal in the ECE Hub should you wish to – please contact Natalie Dass (ece2020@endocrinology.org) for details and availability.*
ECE Hub session sponsor entitlements

The following is the minimum each sponsor will receive:

- Access to the conference room for set-up, at least 10 minutes prior to the ECE Hub session scheduled start time
- Standard audio-visual equipment as follows:
  - Screen
  - Lectern with microphone and laptop
  - Directional speakers
  - One (1) roving microphone for Q&A if required
- 1x English speaking host/hostess who will be able to scan attendee badges if required
- Access to the Speaker Preview Centre (Meeting Room 2.1, Level 2) in order to upload presentation
- Publishing of the ECE Hub programme in the ECE Final Conference Programme in a dedicated ECE Hub section, and on the Congress website
- A delegate list (of registered delegates who have opted in to appear on this) sent approximately one month prior to the start of the conference, and again approximately one week prior to the conference. This list will include first name, surname, institution and country but will not contain any contact details.

Sponsors must arrange all scientific content and speaker arrangements, including invitations, travel, accommodation, registration fees, publicity etc., and should meet all associated costs directly.

The content of each ECE Hub session is subject to approval by the Congress Programme Organising Committee (POC). Please email proposed topic and speakers to the Congress Organiser no later than 23 January 2020.

Please Note: It is the sponsor’s responsibility to comply with local regulations. It is recommended that sponsors work with their local affiliate.
Set up, Access, Rehearsals and Timings

Set Up
The ECE Hub has a standard theatre set up to seat approximately 50 people. It is not possible to adapt this set up.

Access and Exit
Access to the ECE Hub is granted a minimum of 10 minutes prior to the start of the session. The ECE Hub must be vacated no later than 10 minutes after the end of the session and all materials must be taken away with you. Please note that a cleaning fee may be charged for any waste materials left behind after your session. Please contact the Congress Organiser should you require earlier access to the space.

Technical Rehearsal
Each ECE Hub session sponsor is entitled to hold one 10 minute technical rehearsal in the ECE Hub. The purpose of the technical rehearsal is for you to view the space and test the equipment and set up and not for a full run through of your session (although faculty members are welcome to attend should you wish).

Please contact Natalie Dass (ece2020@endocrinology.org) in order to book your technical rehearsal at least six weeks in advance of the conference. Access can only be given during periods when the scientific sessions are in progress and not during the scheduled breaks and rehearsal times will be allocated on a first come, first served basis.

Filming and Photography

Should you wish for your session to be filmed or photographed, please contact Victoria Withy (Victoria.withy@ese-hormones.org) to discuss costs and options.

Advance Marketing Opportunities

There are a number of marketing opportunities available at ECE 2020. Any extra activity you wish to carry out must comply with our guidelines regarding content and logo usage.

ECE 2020 Marketing Opportunities

Invitations in Delegate Bags
Companies are permitted to include inserts within the delegate bags to promote ECE Hub sessions. These would incur an additional charge. Please contact Victoria Withy (Victoria.withy@ese-hormones.org) to discuss costs and options.

Invitation artwork must be approved by the ECE 2020 Organisers before printing and any revisions will need to be re-submitted for approval. Please submit invitations for the attention of Natalie Dass, ece2020@endocrinology.org, no later than Thursday 5 March 2020. Please do not print invitations or advertisements before they have been approved by the ECE Team.

Use of the ECE 2020 logo is not permitted on any marketing materials. Please contact Natalie Dass for confirmation of the number of bag inserts requirement.

Delegate bag inserts should be sent directly to DHL as below, by Thursday 7 May 2020:

DHL Trade Fairs and Events (UK) Ltd
Unit 17 & 21, 2nd Exhibition Avenue
NEC Birmingham
B40 1PJ, UK
Please find all bag insert information here to book your delegate bag insert shipping with DHL.

Note: There will be a charge to you from DHL for this – please request a quote at time of booking.

Final Conference Programme/Online Programme
The ECE Hub agenda and running order will be included online and in the final conference programme, which is distributed to all attendees at the start of the Conference. Please note that sponsored ECE Hub content will be included in a separate section in the programme book from the main scientific sessions.

The online programme will be updated when approved details are received by the Meeting Organiser. If you wish to have full session details included in the final conference programme then you must supply full approved details to Natalie Dass no later than 27 February 2020.

Programme Book Advert
Please note that adverts in the printed programme book are not included in the ECE Hub package but form part of the overall sponsorship packages. Gold sponsors are entitled to a full page, full colour advert while silver sponsors are entitled to a half page, full colour advert. These adverts may be used to promote the satellite symposium or the company.

Any company, whatever sponsorship level, is entitled to purchase additional space for a company or product advert in the printed programme book. This can be arranged by contacting Victoria Withy (Victoria.Withy@ese-hormones.org). Dates and deadlines as specified within this manual apply to all adverts, whether part of a sponsorship package or purchased as an additional item.

Advert Specification:
FULL PAGE ADVERT
All dimensions in mm, depth x width
- Full page trim size: 210 x 148
- Full page bleed size: 216 x 154
- Full page type area: 190 x 128

HALF PAGE ADVERT
- Size: 90 deep x 128 wide

Please keep all type at least 10mm away from the left and right hand margins of a full page advert to avoid loss when trimmed. Please supply electronic artwork as a high resolution PDF file with crop marks and 3mm bleed on all sides. All images must be uncompressed CMYK, and all fonts embedded.

Points to remember
- Please ensure that all advertisements, invitations or mailings relating to your session clearly state the following text (or similar): ‘A [insert company name] sponsored presentation/session’
- If required, it is the responsibility of the sponsor to provide participants with a record of participation
- It is NOT permitted to use the ECE 2020 logo on any marketing materials connected to the ECE Hub session.
Onsite Marketing Opportunities

Physical/Printed Branding
Each sponsor may display one (1) roll up banner (max. 2m wide, 2.5m high) to promote their ECE Hub session next to the ECE Hub on the day of their session.

All physical/printed branded items, must be removed immediately once the ECE Hub session ends, otherwise they will be disposed of by the venue and this may incur a cost to the sponsor.

In addition to the above, each sponsor is also permitted to install the following branded items in the venue. These can only be installed on the day of your session and must be removed at the end of that day’s session:

- Sponsors may display physical or digital signage at their exhibition stand
- Sponsors may distribute literature and invitations from their exhibition booth or on the literature tables specifically assigned for distribution of literature

No other signage is permitted inside or around the Congress Venue and the ECE Meeting Organiser will remove any additional signs placed without notice. It is also forbidden to attach any signage to the walls, doors, pillars etc. within the Venue.

Badge Scanners
Sponsors can hire badge scanners directly from M-Events, one of our partner Companies. They offer a lead reference system, which includes:
- A simple to use QR code scanner for use during the event
- The ability to set up your own Lead Management for the event via a custom built App
- Down-loads during the event with access to data 24 hours after the show closes

For more information and to order please use the order form or contact M Events: leads@jmarquardt.com

Please note that it is the responsibility of the sponsor to ensure that all delegates understand and agree that, by having their badge scanned, they are consenting to sharing their details with the sponsor.
Audio Visual Equipment

Basic AV Package (standard ECE conference set up)

The ECE Hub will come with a basic minimum AV package, as follows:

- Screen – resolution: 16:9 ratio
- Computer equipped with PowerPoint (placed on the lectern for speaker control)
- 1 x lectern
- 1 x fixed lectern microphone
- 1 x wired microphone on stand for Q&As
- 1 x AV Technician for the duration of the session
- Note: The presenter will have direct control of their presentation via the mouse on the lectern.

Speaker presentation slide upload

The ECE Hub is networked in to the Speaker Slide Preview Centre, and it is mandatory to upload all slide materials for ECE Hub presentations using this facility, ideally in the timeframes specified below but certainly a minimum of 2 hours prior to the session. **No hardware, pen drives, memory sticks, or WiFi/Bluetooth connection from a local device may be used to present your session.**

Where there are multiple speakers, it is recommended that each speaker presentation is uploaded individually so it can be searched for, and retrieved by users of the App / digital platform on-site. All materials need to be uploaded to the Speaker Slide Preview Centre by the following times:

- Morning break session: By 08:30 on day of session
- Lunchtime session: By 11:00 on day of session
- Afternoon break session: By 13:00 on day of symposium

**It is NOT permitted to upload presentations directly at the ECE Hub.**

Catering

The ECE Hub is located within the exhibition area, where refreshments will be served during the scheduled breaks. Therefore, sponsors of ECE Hub sessions will not be permitted to provide additional catering prior to or during their session.
Cancellation of Contract
Following receipt of the signed contract, cancellation or any changes to the original booking must be made in writing to Victoria Withy. The following cancellation charges will apply:

- Cancellation before 31 October 2019: 10% of total cost
- Cancellation between 1 November and 30 December 2019: 50% of total cost
- Cancellation after 1 January 2020: 100% of total cost

NB All prices are exclusive of VAT. VAT will be charged as applicable, and is subject to changes in legislation.

Cancellation of Congress
The ECE reserve the right to change the venue and dates for the ECE 2020 Congress and Exhibition, and to hold the ECE 2020 Congress and Exhibition at a different venue on other dates as near to the original dates as possible, utilising the right only when circumstances necessitate such action and without any liability to the ECE.

The ECE accept no responsibility for any damages if the event is not performed due to any obstacle or hindrance outside the control of the ECE which the ECE could not reasonably have foreseen when signing the ECE 2020 Supporters Contract and which the ECE could not have avoided at a reasonable effort or cost. Such obstacles and hindrances include, but are not limited to, the outbreak of war, civil riots, governmental or other obstacles for the freedom of travel, union actions, natural disasters, fire, flooding, and any other circumstances that fall within the meaning of the above.