



ICS
2014

www.ics.org/2014

Rio de Janeiro



44th Annual Meeting of the
International Continence Society
20-24 October 2014, Rio de Janeiro, Brazil

Invitation to Industry **Support and Exhibition Prospectus**

Contents

Invitation	3
International Continence Society	4
About the Annual Meeting	5
Supporter Opportunities & Information	6
Support Packages	7
Exhibition	15
Booking Form	18
Terms & Conditions	20



Invitation

In the past few years Brazil has been in focus around the world due to many factors: a prospering and stable economy, growing industrial production, numerous advances in science and sports. Recognition of these positive changes can be seen in the fact that Brazil has been selected to host the 2014 World Football Cup and 2016 summer Olympic Games. In addition to these great honors, Rio de Janeiro is going to be the host for ICS 2014! This lovely city is located in a tourist region in Brazil and has great infrastructure. The convention center is only a 40 minute journey from the international airport, and easily accessible from many great hotels.

ICS's influence is growing in South America. This can be seen in the growing number of members of the society and a strong presence in the annual meeting. I think it is opportune to have an ICS meeting in Brazil, especially as this is the first ICS meeting to be held in South America!



Carlos Arturo Levi D'Ancona

Meeting Chair



Nucelio Lemos

Scientific Chair

International Continence Society

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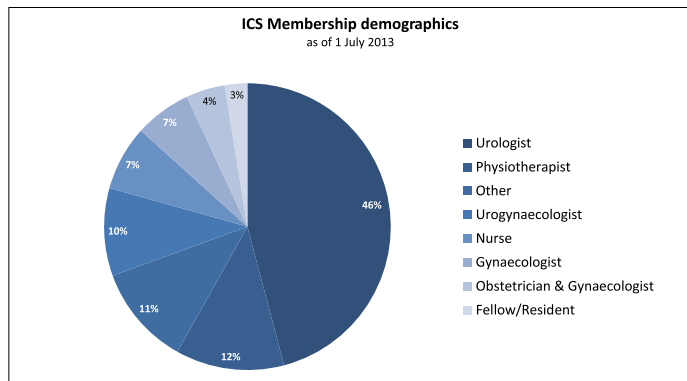
Fax: +44 117 9444882

E-Mail: info@ics.org

web: www.ics.org

Mission Statement

The International Continence Society is a registered charity with a global health focus which strives to improve the quality of life for people affected by urinary, bowel and pelvic floor disorders by advancing basic and clinical science through education, research, and advocacy.

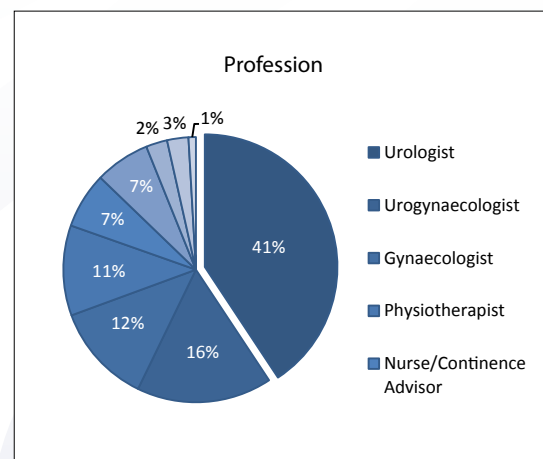
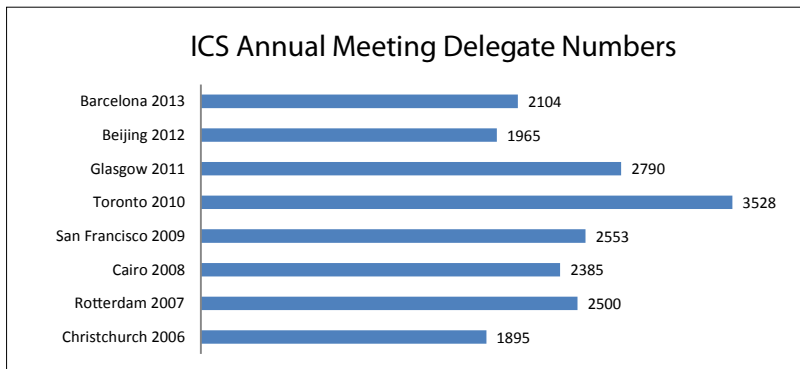


ICS Annual Meetings

In 1971 the founder members decided that the society should meet annually with a different meeting chair and venue each year. The ICS Annual Meeting remains today, one of the most valued dates in the Urological, gynaecological, physiotherapy and nursing calendar attracting in excess of 3,000 delegates from all corners of the globe, and unique with its multi-disciplinary focus on Continence. The Annual Meeting consists of a 2-day Educational Programme followed by a 3-day Scientific Programme. Abstracts presented at the meeting are published in the Journal of Neurourology & Urodynamics (the official Journal of the ICS).

Keynote speakers, State of the Art Lectures, Point-Counterpoint Discussions and Live Surgery events combine to make the ICS Annual Meeting the premier scientific event for Continence professionals, surgeons, research scientists, bio-engineers and allied professions.

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About the Annual Meeting

Who exhibits?

The ICS Annual Meeting is an ideal exhibiting opportunity for companies with an interest in the field of incontinence. We have exhibitors and sponsors returning to the meeting year on year to support the ICS in their mission to advance basic and clinical science through education, research and advocacy.



Why Should You Support ICS?

Sponsoring and exhibiting at the annual meeting gives your organisation the opportunity to:

- Demonstrate your company's leadership in the field of continence
- Reach key thought leaders, academic and industry researchers, and clinicians
- Raise your company's visibility
- Exhibit and distribute your marketing and promotional materials
- Convene a corporate symposium

Annual Meeting Objectives

- To bring together the world's foremost scientific experts to catalyse and advance scientific knowledge on continence, present the most recent research findings, and promote and enhance scientific collaborations around the world.
- To bring together community leaders, scientists, and policy leaders to promote and enhance programme collaborations to more effectively address regional, national and local responses to continence around the world and overcome barriers that limit access to prevention, care and services.
- To engage key, new and non-traditional stakeholders throughout the world in the development of and participation throughout the Meeting Programme.
- To illustrate the enormity of the human suffering and economic cost if society fails to act on the scientific opportunities now available to reverse the epidemic.

Supporter Opportunities and Information

We have a wide variety of sponsorship opportunities available for the meeting including our all-in-one Support Packages, as well as individual sponsorship items, which allows



our supporters the flexibility to select educational and marketing opportunities that will best fit their needs and budget.

As well as increased visibility afforded through these opportunities and the impact you can make utilising the channels available to promote your company and products, we give special recognition to our sponsors throughout the meeting and proceeding, through listings on official literature and online presence.

Tailored packages can be arranged to suit your objectives. Please feel free to contact the Support and Exhibition Sales Department to discuss your needs: myatsiv@kenes.com .

Please note: All branded items will carry companies' logos only. No products advertisements are permitted.

Support Packages

PLATINUM SUPPORT PACKAGE

Includes:

Plenary Satellite Symposium

- Opportunity to organise an Official Satellite Symposium in a **Plenary Hall**, up to 90 minutes (Programme subject to the approval of the Meeting Scientific Committee)
- Includes: hall rental, standard audio/visual equipment, display table
- Permission to use the phrase: "Official Satellite Symposium of the International Continence Society, 44th Annual Meeting"
- Symposia Programme and abstracts will be included in the Programme (subject to receipt by publishing deadline)
- See page 9 for the full conditions for Satellite Symposium

Exhibition Space

- 60 m² Exhibition space (additional space can be purchased at a reduced cost of \$550 + VAT* per square metre, subject to completion of the Exhibition Booking Form)

Advertisement

- Full Page Colour Advertisement in the Registration Brochure
- Full Page Colour Symposium Advertisement in the Programme
- Supporter's logo with hyperlink on Meeting website
- Supporter's company brochure and invitation to the Satellite Symposium inserted into participants' Meeting bags

Registration

- 15 complimentary Meeting registrations
- 20 complimentary Exhibitor registrations

Acknowledgement

- Platinum supporters will be acknowledged as such on the Supporter's Board on-site and in the Registration Brochure and Programme

Delegate mailing List

- Mailing labels of pre-registered participants one month before the Meeting and a final list of participants via email (up to two months after the Meeting)
- List includes participants who agreed to share their information

GOLD SUPPORT PACKAGE

Includes:

Parallel Satellite Symposium

- Opportunity to organise an Official Satellite Symposium in a **Parallel Hall**, up to 60 minutes (Programme subject to the approval of the Meeting Scientific Committee)
- Includes: hall rental, standard audio/visual equipment, display table
- Permission to use the phrase: "Official Satellite Symposium of the International Continence Society, 44th Annual Meeting"
- Symposia Programme and abstracts will be included in the Programme (subject to receipt by publishing deadline)
- See page 10 for the full conditions for Satellite Symposium

Exhibition Space

- 40 m² Exhibition space (additional space can be purchased at a reduced cost of \$550 + VAT* per square metre, subject to completion of the Exhibition Booking Form)

Advertisement

- Full Page Colour Advertisement in the Registration Brochure
- Full Page Colour Symposium Advertisement in the Programme
- Supporter's logo with hyperlink on Meeting website
- Supporter's company brochure and invitation to the Satellite Symposium inserted into participants' Meeting bags

Registration

- 7 complimentary Meeting registrations
- 10 complimentary Exhibitor registrations

Acknowledgement

- Gold supporters will be acknowledged as such on the Supporter's Board on-site and in the Registration Brochure and Programme

Delegate mailing List

- Mailing labels of pre-registered participants one month before the Meeting and a final list of participants via email (up to two months after the Meeting)
- List includes participants who agreed to share their information

SILVER SUPPORT PACKAGE

Includes:

Parallel Satellite Symposium

- Opportunity to organise an Official Satellite Symposium in a **Parallel Hall**, up to 60 minutes (Programme subject to the approval of the Meeting Scientific Committee)
- Includes: hall rental, standard audio/visual equipment, display table
- Permission to use the phrase: "Official Satellite Symposium of the International Continence Society, 44th Annual Meeting"
- Symposia Programme and abstracts will be included in the Programme (subject to receipt by publishing deadline)
- See page 10 for the full conditions for Satellite Symposium

Exhibition Space

- 24 m² Exhibition space (additional space can be purchased at a reduced cost of \$550 + VAT* per square metre, subject to completion of the Exhibition Booking Form)

Advertisement

- Supporter's logo with hyperlink on Meeting website
- Supporter's company brochure and invitation to the Satellite Symposium inserted into participants' Meeting bags

Registration

- 3 complimentary Meeting registrations
- 4 complimentary Exhibitor registrations

Acknowledgement

- Silver supporters will be acknowledged as such on the Supporter's Board on-site and in the Registration Brochure and Programme

Delegate mailing List

- Mailing labels of pre-registered participants one month before the Meeting and a final list of participants via email (up to two months after the Meeting)
- List includes participants who agreed to share their information

PARALLEL SATELLITE SYMPOSIA



This is the opportunity to organise an Official Satellite Symposium in a Parallel Hall, up to 90 minutes long (Programme subject to the approval by the Meeting Scientific Committee). The package includes hall rental, standard audio/visual equipment, and a display table. Other benefits include:

- ✓ Permission to use the phrase: “Official Satellite Symposium of the International Continnence Society 44th Annual Meeting”
- ✓ Symposia Programmes and abstracts will be included in the Programme (subject to receipt by publishing deadline)
- ✓ Supporter’s company logo with hyperlink on Meeting website
- ✓ 100 word profile in final Programme
- ✓ Supporter’s company logo in final Programme
- ✓ Acknowledgement on Supporters’ Board on-site at the meeting

For Satellite Symposia organisers, the following conditions apply:

- Special time slots will be designated and will be allocated on a “first-come, first-served” basis.
- The supporting company for the Satellite Symposia may select speakers and topics.
- The company, in addition to the supporter fee, must cover all speakers’ expenses, including registration fees, accommodation and travel expenses. This also applies in the case where the speakers have already been invited by the Meeting.
- Satellite Symposia Programmes are subject to approval by the scientific committee of the Meeting. In case where the scientific committee will disapprove the Satellite Symposia Programme, each party will be entitled to cancel the Satellite Symposia booking without paying any penalty for the cancellation or for any damages caused by the cancellation to the other party. Accordingly upon such cancellation, neither of the parties will have any claims, demands or suits towards the other.
- Satellite Symposia are offered as non-accredited, promotional educational opportunities and will be clearly indicated in the Programme as: “Satellite symposium supported by...”

Educational Symposium

Exclusive sponsorship of an Official Educational Symposium, up to 2 hours long, on one of the Meeting days. An excellent opportunity to run an educational workshop/session with the delegates in a small working environment. Create a hands on, interactive session for the delegates which will be of great interest to them; the pre-meeting workshops are attended by more than 2/3 of the total delegates who attend the ICS Annual Meetings, proving their thirst for knowledge. Educational sessions in the format of interactive workshops are incredibly popular and often book out. Scientific content/speakers and time slots are subject to the approval by the ICS. Time slots will be allocated on a "first come, first served" basis – note timeslots will not be available during the ICS Workshop or Scientific Session hours. Catering (optional) is to be provided by the sponsoring company. Delegate attendance is based on first come first served and limited to hall size. Depending on the style of educational symposium delegate numbers may be limited further to encourage a more interactive session as discussed with the sponsor. Note other symposiums may run in parallel.

- ✓ Includes: Hall rental, standard audio/visual equipment, and display table
- ✓ Inclusion of Sponsors' invitation in the participants' bags (inserts to be provided by Sponsor)
- ✓ Opportunity to display 3 Symposium posters on the day of the Symposium (coordinated with the Meeting organiser)
- ✓ Supporter's company logo with hyperlink on Meeting website
- ✓ 100 word profile in final Programme
- ✓ Supporter's company logo in final Programme
- ✓ Acknowledgement on Supporters' Board on-site at the meeting

Meeting Bags

Every delegate will receive a branded bag on registering, containing all vital conference information. This bag is designed to be used during the full five days of the meeting, and long after the event is over. The bags will bear the Supporter's logo and the Meeting logo. Benefits also include:

- ✓ Supporter's company logo with hyperlink on Meeting website
- ✓ 100 word profile & company logo in final Programme
- ✓ Acknowledgement on Supporters' Board on-site at the meeting

Notepads and Pens

An opportunity to provide the participants with branded notepads and pens. Corporate branding of a given sponsor will appear on each pen and delegate pad which are placed in all 3000+/- delegate bags for use during the meeting and afterwards. Benefits also include:

- ✓ Supporter's company logo with hyperlink on Meeting website
- ✓ 100 word profile & company logo in final Programme
- ✓ Acknowledgement on Supporters' Board on-site at the meeting

Delegate Lanyards

Every delegate has a name-badge and lanyard that must be worn throughout the five days of the meeting to gain access to workshops and all sessions in the scientific programme. The supporter will provide lanyards and an additional Sponsorship fee. Supporters company logo will appear on the badge cords and will be distributed to all Meeting participants. The lanyard must be approved by ICS prior to production. Benefits also include:

- ✓ Supporter's company logo with hyperlink on Meeting website
- ✓ 100 word profile & company logo in final Programme
- ✓ Acknowledgement on Supporters' Board on-site at the meeting

Cyber Centre

There will be a Cyber Centre equipped with workstations for quick internet and email access for attendees at any time during the meeting and exhibition. Benefits include:

- ✓ Company logo on screen saver
- ✓ Company logo on screen background Company home page as the default home page
- ✓ Opportunity to distribute mouse pads from the Cyber Centre
- ✓ Corporate logo to appear in delegate handbook where the centre is listed
- ✓ Supporter's company logo with hyperlink on Meeting website
- ✓ 100 word profile & company logo in final Programme
- ✓ Acknowledgement on Supporters' Board on-site at the meeting



Mobile Applications

The meeting mobile application will be available to download by all delegates giving them quick access to information and schedules for the meeting. This application will be a valuable resource for all delegates throughout the five days of the conference. Benefits include:

- ✓ Company logo on header of each screen of Mobile App, alongside Meeting logo, indicating "Platform is sponsored by..."
- ✓ Supporter icon linking to a symposium invitation / company brochure as part of the Mobile Application.
- ✓ A branded application installation station will be provided on site to enable participants to download the application directly to their smart phone via bar code.
- ✓ Supporter's company logo with hyperlink on Meeting website
- ✓ 100 word profile & company logo in final Programme
- ✓ Acknowledgement on Supporters' Board on-site at the meeting

Supporter will have no input regarding the content which will be accessible via the Mobile Application.

Catering



All delegates regularly use the numerous refreshment areas throughout the 5 days of the meeting - particularly during the break-out sessions and lunches. The benefits of this opportunity include:

- ✓ Supporter branding to appear on all catering areas/points (coffee breaks and lunches)
- ✓ Supporter branding to appear in the general information page of the delegate programme where a number of refreshment facilities are referenced
- ✓ Supporter will be given the opportunity to provide branded napkins
- ✓ Supporter's company logo with hyperlink on Meeting website
- ✓ 100 word profile & company logo in final Programme
- ✓ Acknowledgement on Supporters' Board on-site at the meeting

Delegate Bag Insert

Inclusion of promotional material such as leaflets and brochures in the Meeting bags which will be given to all participants at registration. Material should be provided by Supporter and approved by the Secretariat. Benefits also include:

- ✓ Supporter's company logo with hyperlink on Meeting website
- ✓ 100 word profile & company logo in final Programme
- ✓ Acknowledgement on Supporters' Board on-site at the meeting

Hospitality Suites / Meeting Rooms

Depends on size of room

An opportunity to hire a room at the Meeting venue that will be used as a Hospitality Suite. The space will be available for the supporter to host and entertain its guests throughout the Meeting. Supporters will have the option to order catering at an additional cost. Hospitality provided will be in compliance with all relevant industry codes and compliance guidelines. Cost depends on room size. Benefits include:

- ✓ Opportunity to brand the hospitality suite
- ✓ Acknowledgement on directional signage outside suite
- ✓ Supporter's company logo with hyperlink on Meeting website
- ✓ 100 word profile & company logo in final Programme
- ✓ Acknowledgement on Supporters' Board on-site at the meeting

Welcome Reception



The Welcome Reception will take place on the evening of Wednesday 22nd October starting at 7pm. Supporter will have the opportunity to promote itself through a Welcome Reception on the first evening to which all Meeting attendees are invited. The evening will consist of speeches from the General Secretary and Meeting Chairman, followed by buffet style dinner. Hospitality and any activities provided will be in compliance with all relevant industry codes and compliance guidelines. Benefits include:

- ✓ Supporter's branding in key positions on entry and within the reception hall (multiple pull-up banners can be erected)
- ✓ Supporter's branding on all reception tickets
- ✓ Opportunity to provide branded favours at each table placing
- ✓ Corporate logo to appear in delegate handbook where reception listed
- ✓ Supporter's company logo with hyperlink on Meeting website
- ✓ 100 word profile & company logo in final Programme
- ✓ Acknowledgement on Supporters' Board on-site at the meeting

Exhibition prize draw sponsorship (Prize to the value of \$ 2,000 is included)

Overall sponsorship of the above described draw gives you entry into the prize draw, and will make your organisation a mandatory stamp for the draw – this means ALL delegates wishing to enter the draw must visit your stand, as well as having your corporate logo to appear on the draw card which is given to every delegate.

- ✓ Corporate logo to appear in delegate handbook where draw listed
- ✓ Supporter's company logo with hyperlink on Meeting website
- ✓ 100 word profile & company logo in final Programme
- ✓ Acknowledgement on Supporters' Board on-site at the meeting

Exhibition prize draw

Delegates are given a prize draw card in their delegate bag, and must visit participating booths and collect a stamp from each to be entered for a free prize draw. Participation as an exhibitor guarantees significant footfall to your stand. All participating exhibitors will be allocated a unique stamp to mark the entry cards of delegates attending their stand. Delegates return their card to the ICS stand and the prize draw will be made at the end of conference. The numbers of exhibitors participating in this scheme will be limited, and allocated on a first-come-first-served basis.

Educational Support

Physicians, researchers, scientists and other healthcare professionals are increasingly challenged to maintain their knowledge, skills and abilities within their respective professions. Medical education therefore plays an important role in the quality of healthcare delivered across the globe. By providing an educational grant in support of the Meeting, you are making a vital contribution to these efforts. All grants are managed in compliance with relevant accreditation and industry compliance criteria.

Abstracts on USB

The USB will contain all of the Meeting Abstracts, which are an invaluable resource to all delegates and will continue to be used after the meeting. Each participant will receive an exchange voucher in their registration kit.

- ✓ Exclusive advertisement on the top of the USB stick
- ✓ Exclusive advertisement on the USB exchange voucher
- ✓ Supporter's company logo with hyperlink on Meeting website
- ✓ 100 word profile & company logo in final Programme
- ✓ Acknowledgement on Supporters' Board on-site at the meeting

E-Posters Area

An electronic version of the traditional boards will be displayed on monitor screens in a prime location. The highly trafficked e-Poster computer terminals will allow attendees to access the electronic poster presentations easily and conveniently.

- ✓ Prominent signage at the entrance to and around the E-Posters area
- ✓ Company logo on header of the online submissions system, alongside Meeting logo
- ✓ Supporter's company logo with hyperlink on Meeting website
- ✓ 100 word profile & company logo in final Programme
- ✓ Acknowledgement on Supporters' Board on-site at the meeting

Webcasts of Educational Sessions

Attending all meetings, not to mention all sessions, is impossible for the busy medical professional. Therefore there is a growing need to share knowledge and learning opportunities *beyond* the dates of the actual meeting. High quality webcasting helps meet this substantial educational need. Meeting webcasts are available 24/7, anytime, anywhere. Your support will be recognised:

- ✓ On the webcast library with "Supported by", your company logo and hyperlink to your website
- ✓ Recognition within the Programme where webcasts are mentioned
- ✓ Supporter's company logo with hyperlink on Meeting website
- ✓ 100 word profile & company logo in final Programme
- ✓ Acknowledgement on Supporters' Board on-site at the meeting

"Friends" of the Meeting

Grants of any amount are appreciated and important to the success of the ICS Annual Meeting. All support will be recognised in the Programme, on the Meeting website, and with signage during the event.

Exhibition



The commercial/technical Exhibition will be held in the “Centro de Convenções SulAmérica”, Rio de Janeiro. The floor plan will be designed to maximise Exhibitors’ exposure to the delegates.

Space Only Rental (Minimum of 12 sqm)

This includes:

- Exhibitors’ badges
- 100 word company / product profile in the commercial/exhibitor section of the Programme guide
- Invitation to the Welcome Reception for registered exhibitors

Shell Scheme Rental

This includes:

- Exhibitors’ badges
- Shell scheme frame, basic lighting
- Fascia panel with standard lettering
- 100 word company / product profile in the Programme
- Invitation to the Welcome Reception for registered exhibitors



Additional Benefits:

When you exhibit your company will receive the following additional benefits:

- ✓ Listing as an Exhibitor on the Website prior to the Meeting with link to the Company website
- ✓ Listing and profile in the Programme/ Exhibitor Guide
- ✓ Company name on Exhibition signage during Meeting

Please note: Space only / shell scheme rental does not include any furniture, electrical usage or stand cleaning. All these services and others will be available to order in the Exhibitors’ Technical Manual.

Allocation of Exhibition Space

Space Allocation will be made on a “first come, first served” basis. A completed Exhibition Booking Form and Contract should be faxed / emailed to ensure reservation of a desired location. Upon receipt of the Exhibition Booking Form and Contract, space will be confirmed and an invoice will be mailed. Please note that three alternative choices should be clearly indicated on the application form.

Exhibitor Registration

All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name. Two exhibitor badges will be given for the first 9 sqm booked and one additional for each 9 sqm after. Any additional exhibitors will be charged an exhibitor registration fee – TBA. Companies can purchase a maximum number of exhibitor registrations as follows:

- Booths of up to 60 sqm – 15 exhibitor registrations
- Booths larger than 60 sqm – 25 exhibitor registrations

Exhibitor registrations allow access to the exhibition area only and shall be used by company staff only.

An exhibitor registration form will be included in the Exhibitor’s Manual.

Exhibitors’ Technical Manual

An Exhibitors’ Technical Manual outlining all technical aspects of exhibiting will be circulated 3 months prior to the Meeting. It will include the following:

- Technical details about the Venue
- Final exhibition details and information
- Contractor details
- Services available to exhibitors and order forms

Insert and Display Materials

- Please note that all materials entering the venue incur a handling charge. This includes materials for inserts and display.
- In order to receive a price quote for handling and to assure arrival of your materials, please be sure to complete the “Pre-Advise” form included in the shipping instructions when you receive either the Exhibition or Symposia Technical Manuals.

Site Inspections

Please contact the venue directly to arrange this.

Exhibitor Profile

Upon receipt of the booking form, you will be asked to please upload a 100-word Exhibitor Company/Product profile to a provided link. This will be published in the list of exhibitors in the Final Programme.

Exhibition Terms & Conditions

The Terms and Conditions of exhibiting are included in this Prospectus. Please note that signing of the EXHIBITION BOOKING FORM AND CONTRACT indicates acceptance of these Terms and Conditions. The Exhibition Booking Form will be held as a valid liable contract, by which both parties will be bound.

Hermes-Merkur has been elected as the exclusive handler for all Kenes Meetings. The exclusivity of Hermes-Merkur for the handling needs of Meetings refers specifically to work inside the venue. Exhibitors may use their own couriers up to the venue door and from outside of the venue door at the end of the Meeting. This organisational decision has been made for the safety and efficiency benefits to exhibitors and for the successful flow of the Meeting.

Further details will be included in the Exhibition Technical Manual.

Additional Information for Supporters & Exhibitors

Applications for Support and/or Exhibition must be made in writing with the enclosed booking enquiry form.

Contracts & Confirmation

Supporters

Once a Support Booking Form is received a contract will be sent to you for signature with an accompanying invoice. This contract should be signed and returned with a 60% deposit payment to the Supporter. Upon receipt of the Supporter Booking Form the organiser will reserve the items listed in it. Completion of the Booking Form by the Supporter shall be considered as a commitment to purchase the items.

Exhibitors

Once an Exhibition Booking Form is received a confirmation of exhibition will be mailed to you with an accompanying invoice.

Support Terms & Conditions

Terms and Conditions of Support are included in this Prospectus and will be included in the Support agreement.

BOOKING FORM

Please complete all details and send to:

Maya Yatsiv myatsiv@kenes.com

ICS 2013 Kenes International, 1-3 Rue de Chantepoulet, CH 1211 Geneva 1, Switzerland,

Tel: +41 22 908 0488 ext: 947; Fax: +41 22 906 9140; Email: myatsiv@kenes.com

CONTACT NAME:

COMPANY NAME:

ADDRESS:

CITY:

POST / ZIP CODE:

COUNTRY:

TELEPHONE:

FAX:

EMAIL:

WEBSITE:

VAT NUMBER

I would like to enquire about the following Supporter Items:

Commercial Opportunities		
Item	Price	√
Platinum Support Package		
Gold Support Package		
Silver Support Package		
Parallel Satellite Symposia (90 min)		
Educational Symposium		
Workshop Session		
Meeting Bags		
Notepads and Pens		
Badge Lanyards		
Welcome Reception		
Cyber centre		
Catering		
Delegate bag insert		
Exhibition prize draw		
Hospitality Suite / Meeting Room		
Mobile Application		
Exhibition prize draw sponsorship		
Total Amount (please complete)		

Educational Opportunities		
Item	Price	√
Abstracts on USB		
E-Posters Area		
Webcasts of Educational Sessions		
"Friends of the Meeting"		
Total Amount (please complete)		

Exhibition Space				
Choice	Stand Number	Space only (price) Shell Scheme (price)	No. of Square Metres	Total Price
Choice # 1				
Choice # 2				
Choice # 3				
Total Amount (please complete)				

Special notes Please indicate if your stand must be located adjacent to or opposite the following companies, or if special configuration is needed

- Provisional Booking – The item will be released if not confirmed within 14 days
- Please call me to discuss our support package
- Please send me a contract and first deposit invoice

Terms of Payment

60% upon receipt of agreement and first invoice

40% by 25th February, 2014

All payments must be received before the start date of the Meeting. Should the Supporter fail to complete payments prior to the commencement of the Meeting, the Organiser will be entitled to cancel the reservation while cancellation will be subject to cancellation fees as determined below.

- Reservations made less than 6 months before the Meeting will be subject to 100% payment upon reservations.

Payment Methods

Option 1: Payment by check. Please make checks payable to: ICS 2014

Option 2: Payment by Bank Transfer. Please make drafts payable to ICS 2014.

Bank Account: Account No: Iban:

Swift Address: Currency:

Bank charges are the responsibility of the payer

Cancellation / Modification Policy

Cancellation / modification of items must be made in writing to Maya Yatsiv at: myatsiv@kenes.com

The Organisers shall retain:

- 10% of the agreed package amount if the cancellation/ modification is made before 25th January, 2014, inclusive
- 50% of the agreed package amount if the cancellation/ modification is made between 26th January – 25th April, 2014, inclusive
- 100% of the agreed package amount if the cancellation/ modification is made after 26th April, 2014. Please ensure that your VAT number appear on the booking form, in order to allow VAT reclaim.

VAT Information

VAT (Subject to Change)

All Supporter prices are exclusive of VAT, and are subject to VAT at the local rate which will be added to the invoice. Where applicable VAT fees can be claimed through:

Mr. Richard Asquith

TH/IF VAT Services Managing Director

Work:+44 (0) 870 067 8881; mobile: +44 (0) 79 777 23645; richard.asquith@tmf-group.com

Dolphin House, 2-5 Manchester Street, Brighton BN2 1TF, United Kingdom

We accept the contract terms and conditions (listed in this Support and Exhibition Prospectus) and agree to abide by the Guidelines for Industry Participation for the Meeting.

I am authorised to sign this form on behalf of the applicant/Company.

Signature

Date

Terms and Conditions

These terms are the contractual agreement between the Organiser and the (Exhibitor/s / Supporter/s).

Application to Participate

Application to participate will be considered only if submitted on the appropriate forms, duly completed. Registration will be confirmed insofar as space is available. Applicants will be informed in writing of the acceptance or refusal of their application. In case of refusal, all payments shall be fully refunded. In case of acceptance Supporters/Exhibitor will be bound by the Terms and Conditions listed in the prospectus and/or contractual agreement.

Obligations and Rights of the Exhibitor/Supporter

Registration implies full acceptance by the Exhibitors/Supporters of the exhibition / supporter regulations. Any infringement of these regulations may lead to immediate withdrawal of the right to participate in the Meeting without compensation or refund of sums already paid, and without prejudice to the Exhibitor/Supporter.

By submitting an application to participate, the Exhibitor /Supporter make a final and irrevocable commitment to occupy the space /items allocated and to maintain his/her installation until the date and time fixed for closure of the event.

The Exhibitor/Supporter may only present on his/her stand or space the materials, products or services described in the application to participate.

No advertising on behalf of firms not exhibiting is permitted in any form whatsoever. Transfer or sub-letting of all or part of the allocated spaces is prohibited.

Obligation and Rights of Organiser

The Organiser undertakes to allocate exhibition space/supporter items space as far as possible on the basis of the preference expressed by applicants. Application will be considered in order of receipt of application forms accompanied by payment.

The Organiser reserves the right, in case of absolute necessity, to modify the positioning of stands, with no obligation to provide compensation to Exhibitors/Supporters. The Organiser reserves the right to offer to a different firm any stand, space or supporter item that has not been occupied by the event of the opening of the Meeting, with no obligation to provide compensation to the defaulting Exhibitor / Supporter.

Liability Insurance

Equipment and all related display materials installed by Exhibitors / Supporters are not insured by the Organiser, and the Organiser under no circumstances will be liable for any loss, damage or destruction caused to equipment, goods or property belonging to Exhibitors / Supporters. The Exhibitor / Supporter agrees to be responsible for his property and person and for the property and persons of his employees and agents and for any third party who may visit his space. The Exhibitor/Supporter shall hold harmless the Organiser from any and all damages/claims including those usually covered by a fire and extended – coverage policy. The Supporter/Exhibitor will purchase insurance policies for the above listed damages.

Exhibition Regulations

The Exhibition Manager, acting under direction of the Organising Committee, has the final decision as to the acceptability of displays. Exhibitors are not to share with others any space allotted to them without prior written consent by the Exhibition Manager.

The Organiser reserves the right to alter the general layout or limit the space allotted to each Exhibitor / Supporter, postpone the exhibition or transfer it to another site if unforeseen circumstances warrant such action. Should any contingency prevent the holding of the exhibition, the Organiser will not be held liable for expenses incurred other than the cost of exhibit space rental fees.

All exhibits are to be displayed so as to avoid blocking aisles, obstructing adjoining booths, damaging the premises or the leased equipment. Exhibitors are kindly requested to allow sufficient see-through areas, which ensure clear views of surrounding exhibits.

In standard booths, height is restricted to 246cm. Exhibitors are responsible for the cost and execution of the design, installation and delivery of their display to (and its removal from) the exhibition site.

Flammable materials are not to be used. Equipment displayed or demonstrated must be installed with strict adherence to safety measures.

Exhibitors undertake to observe the timetable designated for completion of their display before the exhibition opening and its dismantling at the close of the exhibition. No dismantling or packing of the display before the designated hour. It is the Exhibitor's responsibility to pack and remove or consign for shipment all items of value prior to leaving their exhibit unattended, otherwise the Organiser will arrange for their removal at the Exhibitor's risk and expenses.

Exhibitors are obliged to ensure that their stands are permanently staffed during the exhibition opening hours.

Payment is to be made in accordance with the conditions of payment listed in the prospectus.

Should the Exhibitor /Supporter fail to make a payment on time, the Organiser is entitled to terminate the contract, withdraw confirmation of acceptance, make other arrangements for the stand/supporter items or seek compensation for non-fulfilment of contract.

Participation by Exhibitors/Supporters is dependent upon compliance with all rules, regulations and conditions stated herein.

Access to the exhibition is authorized on presentation of a badge issued by the Organiser. Exhibitors' badges will not be mailed in advance and may be collected from the Exhibition Manager's desk.

The Organiser ensures daily cleaning of the aisles. Exhibitors / Supporters are responsible for the cleaning of their stands.

The provision of refreshments for the participants by Exhibitors is only permitted if the catering regulations of the exhibition building concerned are observed.

Exhibition areas and fittings made available to Exhibitors must be handed back in their original condition. In case of damage or loss of equipment provided, or damage to areas occupied, repair and replacement will be charged to the Exhibitor.

Any special decoration or fittings must be submitted to the Organiser for prior authorisation.

Advertising panels and display are not permitted outside the exhibition areas allotted to Exhibitors.

The Organiser will not approve stands, which do not comply with the accepted standards, until the necessary changes have been made.

Code of Practice

It is the Exhibitor's / Supporter's responsibility to comply with the local authority's regulations, EFPIA (European Federation of Pharmaceuticals Industries & Associations) www.efpia.org and IFMPA (International Federation of Pharmaceutical Manufacturers & Associations) www.ifpma.org Code of Practice on the Promotion of Medicines. Failure to comply with these regulations may not be used as a ground to declare the contract void. Failure to comply with the Rules and Regulations will not expose the Organiser to any suits, demands by the Supporters/Exhibitor/any third party.