



## SYMPOSIA GUIDELINES

### 1. OFF SITE SATELLITE SYMPOSIA

All Satellite Symposia must be organised at the Congress Centre at official time slots offered by EPA. Companies organising a Satellite Symposium outside the Congress Centre (e.g in a hotel, another meeting centre, offices...) are strictly prohibited.

### 2. SYMPOSIUM PASSES OFF SITE SATELLITE SYMPOSIA

Each Sponsor holding a symposium has the possibility to get 5 Symposium Passes. These passes are **EXCLUSIVELY** reserved for external supplier involved in the Symposium set up. These passes are valid **ONLY for the day** of the Satellite symposium.

Companies should come at the registration desk during the congress to claim their badges (non-nominative).

### 3. SATELLITE SYMPOSIA ADVERTISING OPTIONS

#### **HANDOUTS**

Companies holding an official satellite symposium during the EPA 2025 congress are allowed to distribute flyers and other documents advertising their satellite symposium. These documents can be distributed only within the limits of the exhibition stand or the hospitality suite rented if applicable.

#### **SELF STANDING ROLL-UP DISPLAY**

Companies holding an official satellite symposium during the EPA 2025 congress are allowed to advertise their satellite symposium by displaying **on the day of their symposium session**:

- **1 roll-up** at the entrance of the conference room used to hold their own satellite symposium during the session preceding their symposium.
- **1 roll-up** at the registration area (location to be advised by onsite exhibition coordinator).

Roll-ups advertising the satellite symposia are not included in the rental price of the satellite symposia. It is the company's responsibility to order, produce and set up the stand-alone advertising.

It is the responsibility of the company holding a satellite symposium to set up AND dismantle the self-standing signage

#### **CORPORATE BRANDING OF CONFERENCE ROOMS FOR SATELLITE SYMPOSIA**

Due to the tight schedule of sessions in the meeting rooms, the satellite corporate branding inside the meeting rooms is strictly limited to the following:

- ✓ Self-standing corporate branding in the meeting rooms.
- ✓ It is the responsibility of the company holding a satellite symposium to remove all branding at the end of the satellite session.
- ✓ Corporate branding should not change in any way the congress signage already installed in the conference room.



## 4. SATELLITE SYMPOSIA PROGRAMME AND SPEAKERS

In order to have their satellite symposium programme approved by the EPA Scientific Committee companies holding an official satellite symposium programme during EPA 2025 are requested to provide the organizers with the following information:

- **Title of the satellite symposium**
- **Speakers full names and complete details (affiliation and email)**
- **Title of each presentation given during the symposium**

This information must be provided to [amel.benmabrouk@wearemci.com](mailto:amel.benmabrouk@wearemci.com) by **06 January 2025** via the **Satellite Symposium Programme form available with the Technical Manual.**

Session and presentation titles, together with company logo will be published in a dedicated Industry section in the final pocket programme, in the conference app and online in a dedicated Industry section of the conference website.

Please note that it is **the sponsor's responsibility** to register the speakers to the congress. For any enquiries, please contact [epa-registration@wearemci.com](mailto:epa-registration@wearemci.com)

## 5. EMBARGO

No data should be presented in any satellite symposium which will subsequently be presented either orally or as a poster at the meeting.

## 6. AUDIOVISUAL EQUIPMENT OF CONFERENCE ROOMS

All conference rooms used for **satellite symposia** during the EPA 2025 congress will be equipped as follows:

Single Power Point Presentation:

- ✓ 1 Data projector (beamer)
- ✓ 1 PC for Power Point
- ✓ **Speaker Preview Room to upload the speakers presentations**
- ✓ Screen
- ✓ Return screen (confident monitor) for speakers
- ✓ Sound: Inside room conference standard sound system for the audience
- ✓ 1 laser pointer
- ✓ 2 fixed microphone on presidential table
- ✓ 1 fixed microphone for speaker lectern
- ✓ Standing microphone in alleys for Q&A



## 7. CATERING FACILITIES

Companies organising satellite symposia would have the possibility to serve food & beverage prior to or after their symposium.

Formal approval must be requested to EPA by contacting [amel.benmabrouk@wearemci.com](mailto:amel.benmabrouk@wearemci.com) before placing any order.

## 8. HOSTESSES REQUESTS

Please contact Ms. Cristina Ramirez - [cristina.ramirez@ovationdmc.com](mailto:cristina.ramirez@ovationdmc.com)