34th Annual ESRA Congress 2015

Ljubljana, Slovenia
2-5 September, 2015
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE ESRA SOCIETY</td>
<td>3</td>
</tr>
<tr>
<td>ESRA 2015 ADMINISTRATION</td>
<td>4</td>
</tr>
<tr>
<td>COMMITTEES</td>
<td>5</td>
</tr>
<tr>
<td>GENERAL INFORMATION</td>
<td>7</td>
</tr>
<tr>
<td>PRELIMINARY TOPICS &amp; PROGRAM</td>
<td>8</td>
</tr>
<tr>
<td>CME ACCREDITATION</td>
<td>9</td>
</tr>
<tr>
<td>PREVIOUS SUPPORTERS AND EXHIBITORS</td>
<td>10</td>
</tr>
<tr>
<td>THE VENUE</td>
<td>11</td>
</tr>
<tr>
<td>SUPPORT LEVELS &amp; BENEFITS</td>
<td>12</td>
</tr>
<tr>
<td>EDUCATIONAL SUPPORT OPPORTUNITIES</td>
<td>13</td>
</tr>
<tr>
<td>PROMOTIONAL SUPPORT OPPORTUNITIES</td>
<td>15</td>
</tr>
<tr>
<td>EXHIBITION</td>
<td>20</td>
</tr>
<tr>
<td>BOOKING FORM</td>
<td>23</td>
</tr>
<tr>
<td>TERMS AND CONDITIONS</td>
<td>26</td>
</tr>
</tbody>
</table>
THE ESRA SOCIETY

The ESRA Annual Meeting is organised by the ESRA Society:
The European Society of Regional Anaesthesia and Pain Therapy was founded in 1980 to further regional Anaesthesia in Europe. The first Congress was held in Edinburgh in 1982 and since that year the society has gone from strength to strength, with a current membership of over 2000 throughout Europe. The society is still growing, and has now established a strong track record with 32 Annual Congresses. The scientific standard at the annual ESRA Congress is now recognized as one of the best in Europe.

Apart from the annual ESRA Congress, the society holds eight to ten zonal meetings each year focusing on hands-on workshops and the scientific needs of the particular zone. The European Society of regional Anaesthesia invites you to join this exciting and scientifically progressive organization, and assist the aims of ESRA in furthering knowledge and standards in Regional Anaesthesia and Pain Therapy.

ESRA counts over 3000 members in 2014 September.

<table>
<thead>
<tr>
<th>YEAR</th>
<th>CITY</th>
<th>NUMBER OF PARTICIPANTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>Dresden</td>
<td>1431</td>
</tr>
<tr>
<td>2012</td>
<td>Bordeaux</td>
<td>1663</td>
</tr>
<tr>
<td>2013</td>
<td>Glasgow</td>
<td>1581</td>
</tr>
<tr>
<td>2014</td>
<td>Seville</td>
<td>1705</td>
</tr>
</tbody>
</table>

ESRA CONGRESSES’ ATTENDANCE

Congress secretariat:
c/o Kenes International, 1-3, rue de Chantepoulet,
P.O.Box 1726, CH-1211 Geneva 1, Switzerland
Tel: +41 22 906 9162, Fax: +41 22 732 2607
esra.kenes.com
ESRA Society: www.esraeurope.org
ESRA 2015 ADMINISTRATION

President
José DE ANDRES
Department of Anesthesiology
General Universitary Hospital

Treasurer
Geert VAN GEFFEN
Radboud University Medical Centre

Past President
Marc VAN DE VELDE
Department of Anesthesiology

General Secretary
Barry NICHOLLS
Taunton & Somerset NHS Foundation Trust

Why to support?

- Demonstrate your company’s leadership in the fields of regional anesthesia and pain therapy
- Reach key thought leaders academic and industry researchers and clinicians
- Raise your company’s visibility in the field
- Exhibit and distribute your marketing and promotional materials
- Convene a corporate symposium

ESRA Objectives

- Address individual needs in compliance with their Continuous Professional Development (CPD) plans
- Discuss developments in the field, as well as new insights into basic science, clinical research and therapeutic interventions
- Develop individual expertise in the field through live practice and collaboration among leading Regional Anaesthesia professionals
- Assess all the fields of interest in the application of regional anaesthesia/analgesia alone or in multimodal approach
- Evaluate chronic pain management topics of special interest for anaesthesiologists
COMMITTEES

MAJOR OFFICERS
President                José De Andrés, Spain
General Secretary        Barry Nicholls, United Kingdom
Treasurer                Geert-Jan Van Geffen, The Netherlands
Past President           Marc Van de Velde, Belgium

OFFICERS
Alain Borgeat, Switzerland
Andrzej Daszkiewicz, Poland
Alain Delbos, France
Sukran Sahin, Turkey
Zbigniew Koscielniak-Nielsen, Nordic Countries
Duarte Correia, Portugal
Thomas Volk, Germany

COUNCIL OF REPRESENTATIVES
Lukas Kirchmair, Austria
Philippe Gautier, Belgium
Eleni Moka, Greece
Paul Kessler, Germany
Harry Frizelle, Ireland
Laura Bertini, Italy
Jessica T. Wegener, The Netherlands
Pekka Tarkkila, Nordic Countries
Clara Lobo, Portugal
Alejandro Ortega, Spain
Jose Aguirre, Switzerland
Yavuz Gurkan, Turkey
Sean Tighe, United Kingdom
Sébastien Bloc, France

ESRA SCIENTIFIC COMMITTEE
Marc Van de Velde, Belgium   Chairman
José De Andrés, Spain        Vice-Chairman

Members from the Council of Representatives
Thomas Volk, Germany
Claude Ecoffey, France
Barry Nicholls, UK
Duarte Correia, Portugal

Co-Opted Members from the Local Country
Tatjana Stopar Pintaric, Slovenia
Vesna Novajk Jankovic, Slovenia
Iztok Potocnik, Slovenia

HAND-ON CADAVER WORKSHOPS COMMITTEE
Slobodan Gligorijevic, Switzerland
Lukas Kirchmair, Austria
Paul Kessler, Germany

HANDS-ON CLINICAL WORKSHOPS COMMITTEE
José Aguirre, Switzerland
Kris Vermeylen, Belgium
Thomas Volk, Germany

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c/o Kenes International, 1-3, rue de Chantepoulet,
P.O.Box 1726, CH-1211 Geneva 1, Switzerland
Tel: +41 22 906 9162, Fax: +41 22 732 2607

esra.kenes.com
ESRA Society: www.esraeurope.org
ESRA ABSTRACT COMMITTEE

Marc Van de Velde, Belgium        Chairman
José De Andrés, Spain
Belen De Jose Maria, Spain
Sukran Sahin, Turkey
Andrzej Daszkiewicz, Poland
Zbigniew Koscielniak-Nielsen, Denmark
Alain Borgeat, Switzerland
Thomas Volk, Germany
Claude Ecoffey, France
Duarte Correia, Portugal
Eleni Moka, Greece
Philippe Gautier, Belgium
Eriphyli Argyra, Greece
Nick Scott, United Kingdom
Harald Rettig, The Netherlands
Duarte Correia, Portugal

ESRA GRANTS COMMITTEE CHAIRMAN

Zbigniew Koscielniak-Nielsen, Denmark        Chairman
Alain Borgeat, Switzerland
Duarte Correia, Portugal
Geert-Jan Van Geffen, The Netherlands
Thomas Volk, Germany

EDRA BOARD

Executive Board:
Chairman Alain Borgeat, Switzerland
Vice-Chairman Slobodan Gligorijevic, Switzerland

Board Members:
Narinder Rawat, Sweden
Jose Aguirre, Switzerland
Eriphyli Argyra, Greece
Eleni Moka, Greece
Svetlana Galitzine, United Kingdom
Morne Wolmarans, UK

Ex-Officio Board Member:
José De Andrés, Spain
GENERAL INFORMATION

DATE

September 2-5, 2015

CITY/COUNTRY

Ljubljana, Slovenia

VENUE

GR- Ljubljana Exhibition and Convention Centre
Dunajska cesta 18, 1000 Ljubljana, Slovenia
Phone: +386 (01) 300 26 00
http://www.ljubljanafair.com/home/

PARTICIPANTS

Over 1,400 participants expected

EXHIBITION/SUPPORT

Ms. Judit Gondor
Sponsorship & Exhibition Specialist
Tel: +41 22 908 0488  ext: 531
Fax: +41 22 906 9140
Email: jgondor@kenes.com

TECHNICAL AND EXHIBITION DEPARTMENT

Mrs. Mor Keidar
Exhibition Manager
Tel: +41 22 908 0488  ext: 919
Fax: +41 22 906 9140
Email: mkeidar@kenes.com

LIABILITY AND INSURANCE

The Congress Secretariat and organizers cannot accept liability for personal loss of or damage to private property of participants, either during or indirectly arising from the ESRA 2015.

LANGUAGE

The official language of the Congress is English.

DRESS CODE

Clothing is informal for all occasions.

VISA REQUIREMENT

Some participants may require Visas in order to enter the Slovenia. Please check with your local Slovenian Consulate or Embassy.
ESRA SCIENTIFIC PROGRAMME

The ESRA programme focuses on practical education and clinical applications in anaesthesia and pain management. The program is divided into 6 tracks by which participants can navigate around the sessions to benefit from a most comprehensive overview.

<table>
<thead>
<tr>
<th>Central Nerve Blocks</th>
<th>Chronic Pain Management</th>
<th>Peripheral Nerve Blocks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pediatric</td>
<td>Obstetric</td>
<td>Postoperative Pain Management</td>
</tr>
</tbody>
</table>

REFRESHER COURSES
Refresher courses are 40 minute lectures given by 1-2 experts on specific topics. A refresher course will discuss in depth a topic and refresh the knowledge of participants. No pre-registration required. Included in registration fee.

LUNCHEON SESSIONS
Luncheon sessions are informal lunch meetings with experts. A group of 10 people sit and enjoy lunch and a fruitful discussion. Pre-registration is required. Cost at Early Fee €30. Maximum of 10 participants.

PROBLEM BASED LEARNING DISCUSSION
Problem Based Learning Discussions are 60 minute case based, problem-solving discussions with experts.

LIVE DEMONSTRATION WORKSHOPS
Live Demonstration Workshops refers to workshops with models and ultrasound machine presentation, however, to an audience rather than hands-on. Cost of workshops is included in congress registration. No pre-registration required. Included in registration fee.

CADAVER WORKSHOPS
Cadaver Workshops are strictly limited in number and early registration is highly recommended. These workshops will take place at a nearby medical institute with all the practical requirements for working with cadavers. Pre-registration is required. Cost at Early Fee €70. Maximum of 35 participants.

ASK THE EXPERT SESSIONS
Ask the Expert Sessions are interactive sessions between participants and experts. Participants will have the opportunity to ask questions. No pre-registration required. Included in registration fee.

CLINICAL HANDS-ON WORKSHOPS
Ultrasound Adults and Paediatrics workshops implement the use of human models and ultrasound machines as mediums of demonstration. Pre-registration is required. Cost at Early Fee €30. Maximum of 12–24 participants per Workshop.
CME ACCREDITATION

Commitment to the Highest Standards in CME/CPD

Kenes is committed to being a valuable and knowledgeable partner in the design and delivery of educationally strong, independent, transparent, and effective CME/CPD programs. Kenes is a proud member of the Good CME Practice Group (gCMEp), a member organization contributing to improving health outcomes by:

- Championing best practice in CME
- Maintaining and improving standards
- Mentoring and educating
- Working in collaboration with critical stakeholders

For more information, visit: www.gcmepeu/

International CME Accreditation

An application for CME Credit will be made once the scientific programme is finalized. Further details will be available on the Congress website: www.kenes.com/esra

Satellite Symposia

Satellite Symposia are offered to industry as non-CME commercial/promotional sessions. As such, companies are free to choose their topics, invite speakers, and control content. However, topic and programme are subject to approval by the scientific committee and all such sessions will be indicated in the programme as: Satellite Symposium organised by: Company Name (not included in the main event CME/CPD credit offering)
PREVIOUS SUPPORTERS AND EXHIBITORS

**Platinum Supporters**

- Analogic Ultrasound
- B. Braun

**Gold Supporters**

- ESAOTE
- Kimberly-Clark

**Exhibitors**

- Algotec
- B. Braun
- BD
- Cosman Healthcare
- Dr. J
- ECM
- Egemen
- Epimed
- Equip
- ESAOTE
- ezono
- Fujifilm
- GE Healthcare
- Kimberly-Clark
- LifeKine
- Osachi
- Pajunk
- Philips
- Siemens
- Sintetica
- Smiths Medical
- Sonoscape
- Temena
- Vygon
- WisePress
THE VENUE

GOSPODARSKO RAZSTAVIŠČE – LJUBLJANA EXHIBITION AND CONVENTION CENTRE
SUPPORT LEVELS & BENEFITS

You will be given a support category status dependent upon the total amount of your support. The total contribution will consist of items such as advertisements, satellite symposia and exhibition space (excluding storage space). You will benefit from outstanding advantages linked to your support category.

Status will be allocated as follows:

<table>
<thead>
<tr>
<th>Level of Support</th>
<th>Registrations</th>
<th>Advertisements</th>
<th>Acknowledgements</th>
</tr>
</thead>
</table>
| **PLATINUM SUPPORTER** | 7             | ✓ Full colour Inside Page Advertisement in the Final Program
✓ Option of sending a promotional webmail to workshop/symposium to all registered participants, via Congress organizer
✓ List of registered participants (after congress) | ✓ Supporter’s logo will appear on the Congress Website with a hyperlink from this logo to a website of their choice
✓ Acknowledgement on Supporters’ Board on-site according to Support level
✓ A printed acknowledgement in categories in the Final Program* |
| **GOLD SUPPORTER** | 5             | ✓ Full colour Inside Page Advertisement in the Final Program
✓ List of registered participants (after congress) |                                                                                  |
| **SILVER SUPPORTER** | 2             | ✓ List of registered participants (after congress) |                                                                                  |

*subject to receipt by publishing date

** Advertisements in printed material are subject to EACCME regulations and subject to change.

***Advertisements in the Final Programme will be included in the Industry Support and Exhibition Section.

Branded items will carry companies’ logos only. No products advertisements are permitted.

SPECIAL REQUESTS

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

(Contact information provided in the “General Information” section)
Medical education plays an important role in the quality of healthcare delivered across the globe. By providing an educational grant in support of the educational opportunities below, you are making a vital contribution to these efforts.

All educational grants are managed in compliance with relevant accreditation and industry compliance criteria. In order to ensure independence of all CME accredited elements, companies providing grants may not influence the topic, speaker selection, or any other aspect of the content or presentation. No promotional, commercial, or advertising materials may be included in the following opportunities. All support will be disclosed to participants.

**Educational Grant in support of an existing scientific session**

An unrestricted Educational Grant in Support of an existing Scientific Session accepted or invited by the Scientific Committee.

- Supporter’s support will be acknowledged in the Programme (Industry Section) alongside the session information as “Supported by an unrestricted Educational Grant from”
- Supporter’s logo with hyperlink on Congress website
- Support will be acknowledged in the Industry Support and Exhibition section of the Final Programme Book
- Acknowledgement on Supporters’ Board on-site

**Educational Grant in support of existing ultrasound workshops**

The Ultrasound Workshops are an integrated part of the scientific program. Supporter is required to provide equipment (3-5) for usage at ultrasound workshops. All ultrasound equipment must be accompanied by a technician. Technician costs (flights accommodation, etc.), shipping and insurance fees are to be covered by the supporting company. Supporter will be able to choose a preferred hall in which the equipment will be used.

The equipment will be used in workshops during the entire congress (3 days).

Supporter receives:

- Opportunity to include a 1 page insert in the participants’ bags (insert to be provided by the Supporter)
- Supporter’s logo on Congress website
- Support will be acknowledged in the Industry Support and Exhibition section of the Final Programme Book
- Acknowledgement on Supporter’s Board on-site

The following workshops are available for support:

- **Clinical Hands-On Workshops in the venue**
  Workshop sessions will be 90 minutes and will require pre-registration as they will be limited to 18 participants.

- **Hands-On Cadaver Workshops**
  The Cadaver workshops are taking place outside of the venue. The congress provides shuttle buses. There will be three groups per day, each with 42 participants.

- **Clinical Hands-On Live Demonstration in the venue**
Abstract CD-ROM/USB

The cd-rom/ USB will contain all of the ESRA 2015 Congress Abstracts. The CD-ROM/ USB will be distributed to all participants from the Supporter’s exhibition booth. Each participant will receive an exchange voucher in their registration kit.

- Exclusive advertisement on the back cover of the CD-ROM case or on USB
- Exclusive advertisement on the back cover of the exchange voucher
- Supporter’s logo on Congress website
- Support will be acknowledged in the Industry Support and Exhibition section of the Final Programme Book
- Acknowledgement on Supporters’ Board on-site

E-Poster

An E-Poster is an electronic version of the traditional boards. The posters will be displayed on monitor screens. A special Poster Area will be designated in which researchers are given the opportunity to share their findings (in the form of text, figures, images and videos) with participants of the Congress.

- Supporter’s acknowledgement at the entrance of the poster area
- Supporter’s logo on Congress website
- Acknowledgement on Supporters’ Board on-site
- Support will be acknowledged in the Industry Support and Exhibition section of the Final Programme Book

Mobile Application / Mobile Web Access

The Mobile Application/ Web Access enables participants to access all Congress related information and functions, such as scientific program, abstracts, e-posters, faculty information, participant’s “personal scheduler”, membership information, industry support and exhibition information (separate section), city information, etc.

- Support will be recognized on the home screen with “Supported by... ” with logo
- Supporter’s logo on Congress website
- Acknowledgement on Supporters’ Board on-site
- Support will be acknowledged in the Industry Support and Exhibition section of the Final Programme Book
PROMOTIONAL SUPPORT OPPORTUNITIES

Satellite Symposium

Exclusive Support of an Official Parallel Satellite Symposium **60/90/120 minutes**, on one of the Congress days during the official Congress hours (scientific content and time slots are subject to the approval of the Congress Scientific Committee).

- Includes: Hall rental, standard audio/visual equipment, and display table
- Inclusion of Supporters’ Symposium invitation in the participants’ bags (inserts to be provided by Supporter)
- Supporters’ company logo with hyperlink on Congress website
- Acknowledgement on Supporters’ Board on-site
- The right to use the Congress logo on relevant Congress material, approved by the Secretariat
- Support will be acknowledged in the Industry Support and Exhibition section of the Final Programme Book
- Catering (optional) is to be provided by the supporting company
- Opportunity to display 3 Satellite Symposium posters on the day of the Satellite Symposium (coordinated with the Congress organizer)
- Time slots will be allocated on a “first come, first served” basis (timeslots to be advised)

For the Proceeding Satellite Symposia, the following applies:

- Special time slots will be designated and allocated on a “first come, first served” basis.
- The supporting company for the Satellite Symposium may select speakers and topics.
- The supporting company, in addition to the Support fee, must cover all speakers’ expenses, including registration fees, accommodation and travel expenses. This also applies in the case where the Symposium speakers have already been invited by the Congress.
- The programme of the Satellite Symposium is subject to approval by the scientific committee of the Congress. In case where the scientific committee will disapprove the Satellite Symposium program, each party will be entitled to cancel the Satellite Symposium 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, suits, towards the other.

Disclaimer: Information contained in the scientific programme must comply with the applicable CME/CPD regulations. Scientific/Educational Programme shall not include any commercial elements such as company’s names, products names, etc. Commercial information shall be kept separate and clearly differentiated from the scientific accredited content. Non educational activities may include promotional elements and shall not be accredited.
Pre-Congress Ultrasound Workshop (available to maximum two companies)

Exclusive opportunity to organize a 4 hour Official Pre-Congress Ultrasound Workshop. Scientific content and time slots are subject to the approval of the Congress Scientific Committee. Supporter is required to provide the equipment for the workshop. In addition to the supported workshop, the ultrasound equipment will be used during the entire period of the congress as well. All ultrasound equipment must be accompanied by a technician.

- Includes: Hall rental, standard audio/visual equipment, and display table
- Inclusion of Supporters’ Workshop invitation in the participants’ bags (inserts to be provided by Supporter)
- The right to use the Congress logo on relevant Congress material, approved by the Secretariat
- Promotional ultrasound workshop indicated in the scientific programme
- Acknowledgement on Supporters’ Board on-site
- Supporters’ company logo with hyperlink on Congress website
- Support will be acknowledged in the Industry Support and Exhibition section of the Final Programme Book
- Catering (optional) is to be provided by the supporting company
- Opportunity to display workshop posters on the day of the Ultrasound Workshop (coordinated with the Congress organizer)

For the Proceeding Workshop, the following applies:

- Special time slots will be designated and allocated on a “first come, first served” basis.
- The supporting company for the Workshop may select speakers and topics.
- The supporting company, in addition to the Support fee, must cover all speakers’ expenses, including registration fees, accommodation and travel expenses. This also applies in the case where the Ultrasound Workshop speakers have already been invited by the Congress.
- Technician costs (flights accommodation, etc.), shipping and insurance fees are to be covered by the supporting company.
- The programme of the Workshop is subject to approval by the scientific committee of the Congress. In case where the scientific committee will disapprove the Workshop program, each party will be entitled to cancel the Workshop 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, suits, towards the other.

Disclaimer: Information contained in the scientific programme must comply with the applicable CME/CPD regulations. Scientific/Educational Programme shall not include any commercial elements such as company’s names, products names, etc. Commercial information shall be kept separate and clearly differentiated from the scientific accredited content. Non educational activities may include promotional elements and shall not be accredited.
WiFi Landing page

Wireless Network Provision: Delegates wishing to access the internet via their own laptop/smartphone may do so by using the congress Wi-Fi. An initial branded splash screen will bear the supporter’s logo and company name. Supporters of this piece of technology will receive strong visibility during the meeting.

Acknowledgements:
- Supporter’s logo on Congress website
- Support will be acknowledged in the Industry Support and Exhibition section of the Final Programme Book
- Acknowledgement on Supporters’ Board on-site

Wine Pour During Welcome Reception

Five or ten bottles of wine are selected from a predetermined wine list to be served during the Welcome Reception on September 2, 2015 from the supporting company’s booth.
- Includes company listing on a Wine Pour menu distributed to all participants during the Welcome Reception
- Supporter’s logo on Congress website
- Support will be acknowledged in the Industry Support and Exhibition section of the Final Programme Book
- Acknowledgement on Supporters’ Board on-site

Promotional mailshot

Promotional pre-symposium Email-shot to be sent by the Organiser on behalf of the Supporter before the symposium to the registered Congress delegates. Will be sent only to those delegates who agree to provide their contact details and to receive information from the Congress organizers. Available only to companies with confirmed supported satellite symposium or workshop support. Mail-shot will be prepared by the Supporter in HTML format. Content is subject to prior approval of the Organizing Secretariat. List of pre-registered delegates is not available for distribution.
- Acknowledgement on Supporters’ Board on-site
- Acknowledgement in the Supporters’ List in designated section of the Final Programme
- Supporter’s logo with hyperlink on Congress website

Product Theatre / Live Demonstration

Supporter has the opportunity to present their equipment/device in the exhibition area to the Congress delegates during one coffee break for up to 30 minutes (times to be advised)
- Basic AV equipment, stage and seats are provided by the organizer
- The speaker is chosen by the Supporter (subject to approval by the Committee)
- Supporter’s logo on Congress website
- Support will be acknowledged in the Industry Support and Exhibition section of the Final Programme Book
- Acknowledgement on Supporters’ Board on-site
Congress Bags
Supporter will provide the participants' Congress bags. As per compliance regulations, the bags will be distributed outside of the scientific area.
- The bags will bear the Supporter's logo and the Congress logo
- Supporter's logo on Congress website
- Support will be acknowledged in the Industry Support and Exhibition section of the Final Programme Book
- Acknowledgement on Supporters’ Board on-site

Cyber Center
There will be a Cyber Center equipped with workstations where attendees may check e-mails. Your company's logo will be prominently displayed.
- Opportunity to display company logo on screen saver
- Opportunity to display company logo on screen background
- Opportunity to provide your company's letterhead for the Cyber Center's printers
- Supporter's logo on Congress website
- Support will be acknowledged in the Industry Support and Exhibition section of the Final Programme Book
- Acknowledgement on Supporters’ Board on-site

Notepads & Pens
The supporting company will provide Notepads and Pens in addition to the Support fee. As per compliance regulations, the notepads and pens will be distributed outside of the scientific area.
- The Notepads and Pens will bear the Supporters' name/company logo
- Supporter’s logo on Congress website
- Support will be acknowledged in the Industry Support and Exhibition section of the Final Programme Book
- Acknowledgement on Supporters’ Board on-site

Hospitality Suites
Opportunity to hire a room at the congress venue that will be used as a Hospitality Suite. Supporter will be able to host and entertain its guests throughout the Congress. Supporters will have the option to order catering at an additional cost.
- Opportunity to brand the hospitality suite
- Acknowledgement on directional signage outside suite
Advertisement in Final Programme Book/Exhibitors Catalogue

There will not be a separate catalogue; it will be a separate section inside the Programme book. Companies purchasing only advertisement, will not be listed as supporters.

<table>
<thead>
<tr>
<th>Inside Back</th>
<th>Inside Page</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Mini-Programme (Sole Support)

Logo display of supporting company on the back cover of this pocket size, useful Convention overview.

Promotional Material

Inclusion of promotional material, such as leaflets and brochures, in the participants’ Convention bags. Please note that the material should be provided by Supporter and must be approved by the Secretariat. Supporter’s product information will be available for all Convention participants.

Please note that 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.
EXHIBITION

The commercial/technical Exhibition will be held in GR- Ljubljana Exhibition and Convention Centre. The floor plan has been designed to maximize Exhibitors’ exposure to the delegates. All spaces will then be allocated based on the reservations received, on a “first come, first served basis”.

**SPACE ONLY RENTAL (Minimum of 12 sqm)**

This includes:
- Exhibitors’ badges
- 100 word company/product profile in the Programme
- Cleaning of public areas and gangways
- 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
- Cleaning of public areas and gangways

**ADDITIONAL BENEFITS**

When you exhibit your company will receive the following additional benefits:
- Listing as an Exhibitor on the Website prior to the Congress with link to the Company website
- Listing and profile in the On-Site Programme / Exhibitor Guide
- Logo on Congress Website
- Company name on Exhibition signage during Congress

**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.

**FLOOR PLAN**
**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. Space allocations will be made in the order in which application forms with payment are received.

**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.

Exhibitors are entitled for free badges based on their booth size, as follows:

<table>
<thead>
<tr>
<th>m² purchased</th>
<th>Free badges</th>
</tr>
</thead>
<tbody>
<tr>
<td>9-17m²</td>
<td>2</td>
</tr>
<tr>
<td>18-26m²</td>
<td>4</td>
</tr>
<tr>
<td>27-35m²</td>
<td>5</td>
</tr>
<tr>
<td>36-44m²</td>
<td>6</td>
</tr>
<tr>
<td>45-53m²</td>
<td>8</td>
</tr>
</tbody>
</table>

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 Congress. 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
Exhibitors and Supporters are free to visit the Congress venue at their convenience. Please contact the venue directly to arrange this. Contact information can be found in the “General Information” Section.

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 Program.

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 Congresses in 2012. The exclusivity of Hermes-Merkur for the handling needs of Congresses 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 Congress. This organizational decision has been made for the safety and efficiency benefits to exhibitors and for the successful flow of the Congress.

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 AND 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 Supporter are included in this Prospectus and will be included in the Support agreement.
BOOKING FORM

Please complete and send to: ESRA 2015  
Ms. Judit Gondor - Kenes International, Rue Francois-Versonnex 7, 1207 Geneva Switzerland  
Tel: +41 22 908 04 88, Ext. 531, Fax: +41 22 732 2850, Email: jgondor@kenes.com

CONTACT NAME:  
NAME OF COMPANY:  
ADDRESS:  CITY:  POST / ZIP CODE: COUNTRY:  
TELEPHONE:  FAX:  EMAIL:  WEBSITE:  
VAT NUMBER:  
CONTACT FOR ACCOMODATION:  
TELEPHONE:  EMAIL:  
CONTACT FOR FINANCE  
TELEPHONE:  EMAIL:  

I would like to book the following Support Items:

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>✔</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertisement in Exhibitor’s Catalogue (Inside Back, Inside Page)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Congress Bags</td>
<td></td>
<td></td>
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<tr>
<td>Cyber Center</td>
<td></td>
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<tr>
<td>Hospitality Suite</td>
<td></td>
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<tr>
<td>Mini Programme</td>
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<tr>
<td>Notepads and Pens</td>
<td></td>
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<tr>
<td>Product Theatre</td>
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<tr>
<td>Promotional Material</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Satellite Symposium - 60 / 90 / 120 minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre-Congress Ultrasound Workshops</td>
<td></td>
<td></td>
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<tr>
<td>Promotional Mailshot</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wi-Fi Landing Page</td>
<td></td>
<td></td>
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<tr>
<td>Wine Pouring During Welcome Reception</td>
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<tr>
<td>Total Amount (please complete)</td>
<td></td>
<td></td>
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<tr>
<td>Educational Opportunities</td>
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<tr>
<td>Item</td>
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<tr>
<td>Engineering Grant in Support of Existing Scientific Session</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Educational Grant in Support of Existing Ultrasound Workshop</td>
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<tr>
<td>Abstracts on CD-ROM/USB</td>
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<tr>
<td>E-Posters Area</td>
<td></td>
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<tr>
<td>Mobile Application / Mobile Web Access</td>
<td></td>
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<tr>
<td><strong>Total Amount (please complete)</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Exhibition Space</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choice</td>
</tr>
<tr>
<td>Stand Number</td>
</tr>
<tr>
<td>Space Only (minimum 12 sqm required)/Shell Scheme</td>
</tr>
<tr>
<td>No. of Square Meters</td>
</tr>
<tr>
<td>Total Price</td>
</tr>
<tr>
<td>Choice # 1</td>
</tr>
<tr>
<td>Choice # 2</td>
</tr>
<tr>
<td>Choice # 3</td>
</tr>
<tr>
<td><strong>Total Amount (please complete)</strong></td>
</tr>
</tbody>
</table>

*All presentations held at the exhibition booths must be done with headphones only – speakers prohibited*

**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 booth will be released if not confirmed within 14 days
- Payment has been made by cheque/transfer, please forward me final confirmation and invoice
- Please send me a first deposit invoice for 60% of the total amount due

**Note:** should the reservation be made less than 30 days prior to the commencement of the Convention, the client will be requested to send credit card details as a guarantee.

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 Convention. I am authorized to sign this form on behalf of the applicant/Company.
TERMS OF PAYMENT

60% upon receipt of the Support agreement and first invoice
40% by May 2, 2015

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

PAYMENT METHODS

Option 1: Payment by check. Please make checks payable to: ESRA 2015
Option 2: Payment by Bank Transfer. Please make drafts payable to ESRA 2015
- **Account number:** 693980-52-620
- **IBAN number:** CH16 0483 5069 3980 5262 0
- **Clearing number:** 4835
- **Swift code:** CRESCHZZ80A

CANCELLATION / REDUCTION POLICY:

Cancellation or reduction of Support items must be made in writing to the Industry and Liaison Sales Associate (Contact information can be found in the “General Information” Section, above.)

The organizers shall retain:
- 10% of the agreed package amount if the cancellation / reduction is made before January 2, 2015, inclusive
- 50% of the agreed package amount if the cancellation / reduction is made between January 3, 2015 and May 2, 2015, inclusive
- 100% of the agreed package amount if the cancellation / reduction is made after May 2, 2015

SIGNATURE: .................................................................................................. DATE........................................................................................................................

VAT INFORMATION - VAT (Subject to Change)

All Support 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
+44 (0) 870 067 8881 Work
+44 (0) 79 777 23645 mobile
richard.asquith@tmf-group.com
Dolphin House’ 2-5 Manchester Street
Brighton BN2 1TF, United Kingdom

**The above informative details are indicated for your convenience and do not imply any responsibility on part of the organizer**

**Please ensure that your VAT number appears on the booking form & contract**
These terms are the contractual agreement between the Organizer and the Exhibiting / Supporting Firm (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 / Support regulations. Any infringement of these regulations may lead to immediate withdrawal of the right to participate in the Congress 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 ORGANIZER
The Organizer undertakes to allocate exhibition space/Support 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 Organizer reserves the right, in case of absolute necessity, to modify the positioning of stands, with no obligation to provide compensation to Exhibitors/Supporters. The Organizer reserves the right to offer to a different firm any stand, space or Support item that has not been occupied by the event of the opening of the Congress, 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 Organizer, and the Organizer under no circumstances will be liable for any loss, damage or destruction caused to equipment, goods or property belonging to Exhibitors / Supporters. The Organizer will not approve stands which do not comply with the accepted standards, until the necessary changes have been made.

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. 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.

EXHIBITION REGULATIONS
The Exhibition Manager, acting under direction of the Organizing 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 Organizer 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 Organizer will not be held liable for expenses incurred other than the cost of exhibit space rental fees.

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 IFMMA (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 Organizer to any suits, demands by the Supporters/Exhibitor/any third party.