



36th ECNP Congress

7-10 October 2023

Barcelona, Spain

*Welcome to the future
of CNS treatments*



ECNP Industry Manual



www.ecnp.eu/congress2023

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The Stichting 36th ECNP Congress is a Dutch public-interest-serving (“ANBI”) entity



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The legal entity organising the congress is Stichting 36th ECNP Congress, hereafter called ECNP, a foundation incorporated under Dutch law, registered office Daltonlaan 400, 3584 BK Utrecht, the Netherlands, Chamber of Commerce registration 81633394, RSIN 862164023.

All companies involved in the 36th ECNP Congress should adhere to this ECNP Industry Manual, the [ECNP Industry Guidelines](#), the [ECNP Industry Rules and Regulations](#) as well as the [CCIB General Regulations for Exhibition](#), the [CCIB Safety Rules](#) and the [ECNP privacy and data security policy](#).

In order to achieve an efficient flow of information it would be appreciated if you could provide this information to all persons involved in the 36th ECNP Congress within your own company, as well as to agencies working on your behalf.

Apart from the above rules, companies will not be permitted to distribute or mount any material at the venue of the 36th ECNP Congress. Clothing etc. on which advertisements appear are considered to be printed material and staff wearing such items should remain at the exhibition stand. In addition, the use of 'living promotional material' outside the exhibition stand or the session room of the industry session is not permitted, e.g. staff 'helping' participants to read the signs or to find industry sessions, exhibition or other company related matters.

Company advertisements are not permitted in any printed or digital matter of the 36th ECNP Congress.

Deadlines 2023

| Deadline | Type of activity | Service | How to arrange (if applicable) | Completed <input checked="" type="checkbox"/> |
|------------------|---------------------------------|---|---|---|
| 5 July | Exhibition | Sending stand drawings and stand plan (free-build stands) using the template of Stand plan sketch - layout fittings | Please send to congress2023@ecnp.eu | <input type="checkbox"/> |
| 5 July | Industry sessions | Uploading final invitation pdf and A0 poster | Upload pages available for main industry contact person via My ECNP | <input type="checkbox"/> |
| 7 July | Exhibition | Sending stand contractor information | Complete Stand contractor information form | <input type="checkbox"/> |
| 1 August | Exhibition | Application final deadline | Complete exhibition application form | <input type="checkbox"/> |
| 1 August | Industry sessions | Registering faculty members | Faculty members should register via the Registration Portal | <input type="checkbox"/> |
| Before 15 August | Exhibition Industry sessions | Activating voucher codes of free in-person/virtual congress participants | Free voucher codes available for main industry contact person via the Registration Portal | <input type="checkbox"/> |



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| | | | | |
|-----------------|--|---|--|--------------------------|
| 25 August | Exhibition Industry sessions | Ordering Forwarding & customs clearance | Complete Material handling and freight information form | <input type="checkbox"/> |
| 7 September | Industry Satellite Symposia / Industry Mini Session | Ordering catering | Please contact Jessica Kostelac Pulido jkostelac@ccib.es | <input type="checkbox"/> |
| 8 September | Industry sessions | Uploading digital branding images within the session room and for the congress platform (if applicable) | Upload pages available for main industry contact person via My ECNP | <input type="checkbox"/> |
| 13 September | Exhibition | Ordering AV & IT, internet, carpeting, catering, stand cleaning and waste disposal, power supply, electricity, graphics on the panel walls, stand security or floral decorations, hostesses, furniture, lighting, rigging, shell scheme material, water | Complete the CCIB Exhibitor services web shop | <input type="checkbox"/> |
| 18 September | Exhibition | Sending exhibitor onsite contact form | Complete Exhibitor onsite contact form | <input type="checkbox"/> |
| 18 September | Exhibition | Request free constructor bracelets | Please contact Melinda Spitzer via congress2023@ecnp.eu | <input type="checkbox"/> |
| 18 September | Exhibition | Request exhibitor access for congress registrations | Please contact Melinda Spitzer via congress2023@ecnp.eu | <input type="checkbox"/> |
| 18 September | Industry sessions | Send name of the company representative(s) for the Faculty Event (when applicable) | Please contact Melinda Spitzer via congress2023@ecnp.eu | <input type="checkbox"/> |
| 20 September | Exhibition (virtual stand only) | Uploading final stand information and documents | Upload pages available for main industry contact person via My ECNP | <input type="checkbox"/> |
| 21 September | Industry sessions | Requesting additional AV equipment | Please contact Michael de Backer via ecnp@debackerconsultants.com | <input type="checkbox"/> |
| 25 September | Exhibition | Send Stand constructors' access form | Send to congress2023@ecnp.eu | <input type="checkbox"/> |
| 26 September | Exhibition Industry sessions | Road freight: shipping arrival to Kristal warehouse | For details refer to Shipping Guidelines | <input type="checkbox"/> |
| 27 September | Exhibition Industry sessions | Air freight: goods from outside EU to reach Barcelona | For details refer to Shipping Guidelines | <input type="checkbox"/> |
| 28 September | Exhibition | Unloading-reloading schedule | Complete Unloading-reloading form | <input type="checkbox"/> |
| 29 September | Exhibition Industry sessions | Air freight: goods from EU to reach Barcelona | For details refer to Shipping Guidelines | <input type="checkbox"/> |
| As of 6 October | Exhibition | Pick-up contractor bracelets | Loading bay entrance to exhibition area | <input type="checkbox"/> |



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Order forms and documents

| General |
|---|
| ECNP Industry Rules and Regulations |
| ECNP Industry Guidelines |
| Agency reply form |
| 36th ECNP Congress promotional kit |
| Shipping Guidelines |
| Material handling and freight information form |
| Exhibition |
| CCIB General Regulations for Exhibition |
| CCIB safety rules |
| Exhibition floor plan |
| Stand plan sketch - layout fittings |
| CCIB Exhibitor services web shop |
| Map of loading bay |
| Stand constructors' access form |
| Stand contractor information form |
| Unloading-reloading form |
| Exhibitor onsite contact form |
| Shipment label for Exhibitors |
| Upload pages for stand documents & video(s) for virtual packages (when applicable) via My ECNP of the main industry contact person |
| View all included free congress registrations via the Registration Portal (All free congress registrations are linked to the account of the main industry contact person) |
| Industry Sessions |
| AV set-up overview Industry Sessions |
| Shipment label for Industry session organisers |
| Floorplan of Industry Session rooms |
| Upload pages for all promotional materials, digital branding images within the session room and for the congress platform (when applicable) via My ECNP of the main industry contact person |
| View all included free congress registrations via the Registration Portal (All free congress registrations are linked to the account of the main industry contact person) |



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1. General Congress information

The 36th ECNP Congress will be held in the [Centre Convencions Internacional de Barcelona \(CCIB\)](#) and it will have a hybrid format. This means the ECNP Congress is held at the congress venue and presentations are given in-person in Barcelona and almost all presentations are livestreamed to the congress platform. Participants can choose to attend the congress in-person in Barcelona or follow the congress virtually from anywhere in the world.

For more information please visit the [scientific programme of the 36th ECNP Congress](#) and the [General information page](#).

1.1 Sustainability

ECNP is committed to supporting the European Commission's 'Fit for 55' plan to reduce greenhouse gas emissions in the region by 55 percent by 2030. We continue to introduce measures to limit ECNP's carbon footprint and move the organisation towards our target of carbon neutrality, including at the ECNP Congress.

We also ask our industry partners in preparation for the 36th ECNP Congress to employ a production process that prevents waste and reduces the manufacturing requirements for materials, energy and personnel.

1.2 Health Care Professionals

To be compliant during the 36th ECNP Congress with Spanish Law 44/2003 regarding rulings for Health Care Professionals (HCP's), participants are requested during registration to indicate whether they are a Health Care Professional (HCP), non-Health Care Professional (non-HCP) or an employee of a pharmaceutical company.

The information of non-HCP status will be printed on the badge of the in-person participant and will be part of the participant profile to access parts of the congress platform. The non-HCP status might exclude access to certain industry sessions financially supported by pharma companies and (virtual) exhibition stands, as required by Spanish legislation.

In Spain, the definition of an HCP comprises professionals that

- (pre-)graduated in medicine, pharmacy, dentistry, and veterinary medicine
- graduate in nursery, physiotherapy, occupation therapy, paedology, optics and optometry, speech therapy and human nutrition
- trained as superior technician in pathologic anatomy and cytology, dietetics, dental hygiene, radiotherapy and auxiliary units of nursery care and pharmacy all of them duly registered in Professional Associations acknowledged by the public administration.

The responsibility of indicating the correct Health Care Professional status is with the participant.

1.3 Congress scientific programme and general information

All information about the congress, for example the programme, can be found on our [congress website](#).

The congress programme can be viewed [here](#). For an overview of all session types please click [here](#).

From Friday 6 October a direct link to the congress platform will be available on the [ECNP congress website](#). All in-person and virtual participants can join the congress platform by logging in with their [My ECNP](#) account.



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1.4 Group registration

Group registration(s) are possible to submit but before submitting a group registration please read the [Group Registration Process](#) and [voucher registration instructions](#) carefully.

For more information on the registration fees, terms and conditions and how to submit your group registration please visit our [registration page](#).

1.5 Hotel accommodation

For group requests (5 rooms or more, per night) and suggestions on the most appropriate hotel solution in Barcelona, you can contact H el ene Desmazi eres of c'accommodation by [e-mail](#) or phone +32 (0)2 566 99 46. Please read the Hotel terms and conditions [here](#).

1.6 Meeting room rental for internal staff meetings

Company related activities during the [official ECNP Congress programme](#) from 7 October through to 10 October 2023 including the faculty event in the evening of 8 October 2023, are limited to: industry sessions and exhibition. A company is only allowed to organise internal staff meetings during the official ECNP Congress programme.

The Centre Convencions Internacional de Barcelona (CCIB) has meeting rooms available for rent for industry that is participating in the 36th ECNP Congress. These meeting rooms are only available for internal staff meetings during the official ECNP Congress programme and only accessible for participants with valid congress badges.

Industry partners are kindly requested not to organise external meetings or other events in parallel with the Industry Satellite Symposia and Industry Mini Sessions. It would be appreciated for information purposes only if ECNP is notified of any activity the company is organising around the ECNP Congress.

Please contact directly Joseba CANDUELA (Project Manager at the CCIB) at jcanduela@ccib.es for available meeting rooms.

ECNP cannot withhold industry partners from making 1:1 appointments with their KOLs, but it is not allowed to organise smaller meetings with several participants of the ECNP Congress during the period mentioned above, taking away these participants from the congress sessions. Please also consider that your KOLs might be committee members of ECNP who need to attend certain sessions or committee meetings. Your 1:1 appointments should not interfere in any way with the congress meeting schedules.

1.7 Congress Venue

Centre Convencions Internacional de Barcelona (CCIB)

Pla a de Willy Brandt 11-14

08019 Barcelona, Spain

For more information about the congress venue, how to get there and parking, please visit this [page](#).



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2. Physical Exhibition

For the hybrid congress, Exhibitors can apply for space at the **physical exhibition**, which will be held in Area 1 and 2 of the Centre Convencions Internacional de Barcelona (CCIB), Spain for in-person participants **and/or** can apply for an **virtual exhibition stand**, which will be accessible via the congress platform for the virtual and in-person participants. See more information and application form of these services [here](#).

2.1 Timetable

The exhibition will open at the CCIB on Sunday 8 October 2023 at 09.30 (CEST). Therefore, the stands must be built up and cleaned before this date and time.

As a courtesy to the participants and your fellow exhibitors, ECNP requests strict adherence to the exhibition opening and closing hours. Deliveries or removal of equipment must be made before or after exhibition hours. Dismantling before the official dismantling time at 15.00 on Tuesday 10 October 2023 is prohibited.

Based on the experience of previous ECNP Congresses the times indicated below should be sufficient for build-up and dismantling. However, exhibitors who expect to need more time to build up/dismantle can officially request extra time, which is subject to availability and at the costs of the exhibitor.

| Build up dates and hours – Physical exhibition | |
|--|---|
| Friday 6 October | 08.00-22.00 (free build stands only) |
| Saturday 7 October | 08.00-22.00 (free build stands and shell scheme stands) Please note: Stands must be built up and aisles clear of boxes before 19.00 – when cleaning of stands and aisles will start. |
| Exhibition dates and opening hours – Physical exhibition | |
| Sunday 8 October | 09.30-17.00 |
| Monday 9 October | 09.30-17.00 |
| Tuesday 10 October | 08.30-15.00 |
| Exhibition dates and opening hours – Virtual exhibition | |
| Friday 6 October - Tuesday 10 October | 24/7 |
| Dismantling dates and hours – Physical exhibition | |
| Tuesday 10 October | 15.00-22.00 (free build stands and shell scheme stands) |
| Wednesday 11 October | 08.00-16.00 (free build stands only) |

2.2 Access and badges

Exhibitors must ensure that their stands are staffed and open throughout the opening hours of the exhibition.

For security reasons, all in-person participants and exhibitors must wear the provided badges at all times during the congress. Security staff will not allow you or your staff to enter the congress without a valid



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badge. Re-print due to loss of badges can be done at the registration desk at a cost of EUR 25 per badge (exclusive VAT).

Exhibitors could either register individually via the [Registration Portal](#), could be part of group registrations or part of the free in-person congress registrations that is included with the purchased exhibition space (see paragraph [2.2.1 Access included free of charge](#)).

2.2.1 Access included free of charge

Exhibitors are entitled to a certain number of free in-person congress registrations and free in-person exhibitor staff (when included), depending on the size of their stand. Congress participant badges give access to all congress activities listed on the [scientific programme schedule of the 36th ECNP Congress](#) and it also gives access to the congress platform. Companies wishing to buy additional registrations can use the [registration form](#).

Exhibitor staff badges give only access to the exhibition area and it is not possible to purchase additional exhibitor staff badges.

Summary table outlining free congress registrations:

| Stand size | Free in-person congress registrations | Free in-person exhibitor badges |
|--------------------------|---------------------------------------|---------------------------------|
| 6 – 19 m ² | 2 | 0 |
| 20 – 29 m ² | 3 | 0 |
| 30 – 39 m ² | 4 | 0 |
| 40 – 49 m ² | 5 | 0 |
| 50 – 59 m ² | 7 | 2 |
| 60 – 69 m ² | 8 | 2 |
| 70 – 79 m ² | 9 | 2 |
| 80 – 89 m ² | 10 | 2 |
| 90 – 99 m ² | 11 | 2 |
| 100 – 109 m ² | 12 | 2 |
| 110 – 119 m ² | 13 | 2 |
| 120 – 129 m ² | 14 | 2 |
| 130 – 139 m ² | 15 | 2 |
| 140 – 149 m ² | 16 | 2 |
| 150 – 159 m ² | 18 | 2 |
| 160 – 169 m ² | 19 | 2 |
| 170 – 179 m ² | 20 | 2 |
| 180 – 189 m ² | 21 | 2 |
| 190 – 199 m ² | 22 | 2 |
| > 200 m ² | 23 | 2 |



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2.2.2 Free in-person congress registrations

These in-person congress participant registrations are provided on the same basis as group registrations, therefore please carefully read the [Group Registration Process](#). The main company person ('group coordinator') receives unique voucher codes for each of the in-person congress participants. These free voucher codes are assigned to the main company contact person of the exhibition and this person can view these voucher codes by logging into the [Registration Portal](#) with her/his existing My ECNP account!

Your congress participants should then activate their voucher code by logging into the [Registration Portal](#) with their own My ECNP account and click on 'voucher registration'. The free voucher codes can be activated regardless of the participants' profile (ECNP member/non-member etc.).

Your registered participants will receive further details on how to collect the badges (individual or group badge pick-up, see [Group Registration Process](#)) and access the congress platform.

The deadline to activate in-person voucher codes is before **15 August 2023**.

Any additional in-person or virtual congress participants can be registered through the [registration form](#) and must be paid for in full.

Please note that in-person congress participant badges do not give access to the exhibition area 1.5 hour before and 1 hour after the opening hours of the exhibition (see paragraph 2.2.3). However, would you need such access to the exhibition area for some of your name specific congress registrations, the main contact person of the exhibition should send a name list to congress2023@ecnp.eu (attention to Melinda Spitzer) before **18 September 2023**. Please note that all participants on the name list should have already been registered for the congress before a name list is sent. On these name badges there will be an indication for the security personnel to allow access to the exhibition area 1.5 hours before and 1 hour after the opening hours.

2.2.3 Free in-person exhibitor staff badges

The in-person exhibitor staff badges allow admission to the exhibition area 1.5 hours before and 1 hour after the opening hours of the exhibition (see paragraph [2.1 Timetable](#)).

Exhibitors do not have access to scientific or industry sessions. However, exhibitors may attend their own industry sessions. To access these industry sessions, please present your exhibitor staff badge at the entrance. The in-person exhibitor staff badges also give access to the coffee breaks and lunches served during the official breaks.

Only the company names, as indicated on the application form, will be printed on the in-person exhibitor staff badges; therefore, exhibitors can rotate these badges, as they prefer.

Free in-person exhibitor staff badges (when included) are assigned to the main contact person of the exhibition and this person can view these badges by logging into the [Registration Portal](#) with her/his existing [My ECNP](#) account. These badges can be printed at the onsite registration kiosks during the group registration hours on Friday 6 October 2023. Further details will be sent to the contact persons closer to the congress. It is not possible to purchase additional in-person staff badges.



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2.2.4 Free stand constructor access

During the build-up and dismantling hours of the exhibition, all exhibitors and stand constructors are required to wear a stand constructor bracelet for security reasons. These bracelets are valid during build-up and dismantling only and will be supplied by ECNP, free of charge. These bracelet(s) can be collected at the [loading bay](#) during build-up and dismantling days. Please send the completed [stand constructors' access form](#) before **25 September** to congress2023@ecnp.eu. By filling in this form in advance would speed up the access control at the CCIB.

The deadline to indicate the required number of free constructor bracelets via email congress2023@ecnp.eu (attention to Melinda Spitzer) is **18 September 2023**.

2.2.5 Hostesses

If you require hostesses, please use the [CCIB Exhibitor services web shop](#). The deadline to order hostesses is **13 September 2023**.

Hostesses are required to wear a congress badge and they could be part of the free registrations that is included with the purchased exhibition space.

2.3 Stand activities & information

Companies should endeavour to organise exhibits that are educationally, scientifically and/or medically oriented. Exhibitors are permitted to demonstrate the company's services and equipment and to make informational presentations regarding product lines or services within the stand.

Companies are not permitted to organise meet-the-expert sessions at their stands for a larger audience or use the phrase 'meet-the-expert'. A small desk is, however allowed for book-signings, or for an expert to meet 2-3 congress participants at the same time.

Only activities which, in the opinion of ECNP, are in line with the exhibition's educational, scientific and medical goals will be permitted. ECNP reserves the right to end activities or to close a stand. ECNP reserves the right to determine the eligibility of all exhibition-stand space applications, expecting that all exhibitions will conform to the educational and scientific goals of the 36th ECNP Congress. The allocation of stand space does not imply that the information provided at the exhibition stand is endorsed by ECNP.

Photography and filming in the exhibition area is only allowed within the stand of the company. It is not allowed to film or take photographs outside the stand of the company within the exhibition area, in the general congress areas, in the poser area or in the catering areas.

A choice of shell scheme or free-build (space only) stands is offered to exhibitors.

The exhibition space dimensions have been communicated to exhibitors together with the allocation of space. For dimensions of aisles, pillars and location of emergency exits please refer to the latest [exhibition floor plan](#).



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2.3.1 Free-build stands

Allocated space for free-build stands is on the basis of stand space only. Stand space is defined as square meters (m²) up to the maximum height as indicated under height restriction. Stand services are at the exhibitors' expense.

Stand constructions should adhere to the following criteria:

- Stands must not be obstructive in any way (openness of individual stands and the exhibition in general is aimed for at all times).
- Stands should be transparent and openly constructed.
 - a maximum of 2 meters of the length of the stand is allowed to be a closed wall or similar, when the length of the side is equal or less than 6 meters
 - a maximum of 1/3 of the length of the stand is allowed to be a closed wall or similar, when the length of the side is above 6 meters.
- Only single-story stands are allowed.
- Ensure that your stand is accessible to people with disabilities. Any stand with a platform should provide an appropriate access ramp.
- **The maximum stand height in the exhibition area is 4.50 meters.** This maximum height should include the technical floor of the stand, any lighting and/or lighting fixtures, and any other kind of hangings.

Suspension points are upon request, please use the [CCIB Exhibitor services web shop](#). The deadline to place orders is **13 September 2023**.

Stands may not be constructed without the organisers' written approval. All free-build stand exhibitors must supply the ECNP Office with a drawing showing the proposed layout of their stand and all dimensions and elevation for official approval. The drawings must show the name of the company as well as the stand number.

All working layout plans should be to reasonable scale, but not less than 1:100 and should include:

- Identification of walling, raised platforms, machinery, store rooms and special structures
- Description of materials used in the construction of the stand
- Specifications of machines and/or special equipment
- Lighting and lighting fixtures

Please use the template of [stand plan sketch - layout fittings](#) to show the connection points (electrical connections and installations, etc.) on your stand.

Please check carefully the [CCIB General Regulations for Exhibition](#) and the [CCIB safety rules](#) with all details for exhibitors.

Please submit the stand drawing in PDF format to Melinda Spitzer, congress2023@ecnp.eu before 5 July 2023. Exhibitors will be advised of official approval by the organiser and/or of modifications that must be made to the drawings via e-mail.

2.3.2 Shell scheme stands

The shell scheme packages are 6, 9 or 12 square meters and the type of stand (row or corner stand) depends on the final location of the stand.

Commercial shell scheme packages



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These stands, to meet local compliance rules of Health Care Professionals, will be placed in the exhibition area. So if giving your preferred stand please only select the stands that face towards the exhibition area or are located within the exhibition area (depending on the final exhibition floor plan).

All row stands of 6 square meters (3m back wall x 2m side panels) will have a first side panel of 2.50 meters high, the next side panel is 1 meter high. The back panels are 2.50 meters high.

The package of 9 square meters (3m back wall x 3m side panels) have the first two side panels of 2.50 meters high, the third side panel is 1 meter high.

The package of 12 square metres (4m back wall x 3m side panels) will have four back walls of 2.50 meters. The side panels are the same as a 9-square-metre stands.

For corner stands the last 1-meter high panels on one side will be left out.

Publishers/booksellers/associations

These stands do not need to meet local compliance rules of Health Care Professionals. Therefore these will be placed in part of the exhibition that is separated from the commercial stands.

All row stands of 6 square meters (3m back wall x 2m side panels) will have a first side panel of 2.50 meters high, the next side panel is 1 meter high. The back panels are 2.50 meters high.

The package of 9 square meters (3m back wall x 3m side panels) have the first side panels of 2.50 meters high, the second and third side panel is 1 meter high.

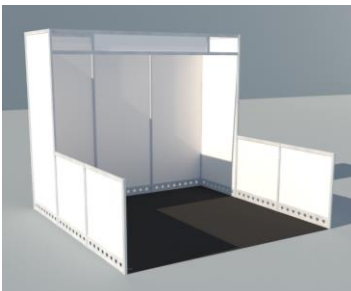
The package of 12 square metres (4m back wall x 3m side panels) will have four back walls of 2.50 meters. The side panels are the same as a 9-square-metre stands.

For corner stands the last 1-meter high panels on one side will be left out.

Shell scheme packages include the panels as described above, electrical switchboard 3.3kw with 1 socket 230v, power supply, carpeting (black), fascia panel with standard black lettering and pre-inauguration cleaning.

Furniture and graphics on the panel walls can be ordered by using the [CCIB Exhibitor services web shop](#). The deadline to place orders is **13 September 2023**.

Drawing of mid-row shell scheme stand of 9m²:



If you wish to attach materials to your shell scheme such as posters, graphics and/or material we suggest the use of adhesive materials or chains that do not damage any stand part. Any damage incurred to panels or to other part of the stand will be charged to the exhibitor.



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2.4 Exhibitor service desk venue

An exhibitor service desk is located in the exhibition area of the congress venue and will be open during build-up to assist exhibitors with contractor bracelets pick-up, last minute orders as well as verification and adjustments of their orders for equipment, furniture and other auxiliary services.

2.5 Trolleys

Exhibitors are advised to make their own arrangements for handling exhibits, brochures, etc. For any additional requirements please contact Wim Poels (Kristal) at wim.poels@kristal-logistics.com.

2.6 AV & IT equipment

A full range of AV and IT-equipment is offered by the CCIB. For ordering please use the [CCIB Exhibitor services web shop](#). The deadline to place orders is **13 September 2023**.

2.7 Internet connection

Free Wi-Fi is provided at the congress centre including the exhibition area.

However, to be sure that you have all the band width you need for your stand, we suggest ordering your own cable internet connection. This connection will be provided with a password.

If you require your own internet connections, please use the [CCIB Exhibitor services web shop](#) before **13 September 2023**.

2.8 Electricity & Lighting

All electricity equipment must comply with the standard power supply and must conform to the safety standards and regulations set out by the congress venue in the [CCIB General Regulations for Exhibition](#) and in the [CCIB safety rules](#). The power services will be performed by the CCIB. **Please note that at the end of the day all stand lights must be disconnected for security and ecological reasons by every exhibitor.**

If you require electricity or lighting please use the [CCIB Exhibitor services web shop](#). The deadline to place orders is **13 September 2023**.

2.9 Water connection

Water connection is available in the exhibition area for limited use such as for preparing coffee or tea.

If you require to use plumbing this can be ordered via the [CCIB Exhibitor services web shop](#). The deadline to place orders is **13 September 2023**.

2.10 Carpeting

2.10.1 Free build stands

Exhibitors must provide suitable floor covering, such as carpets, in their stand space. If the exhibitor fails to order carpeting for the stand, the exhibition manager will order carpeting for the stand and the exhibitor will be invoiced by the supplier for all charges and late order fees.



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If you require carpet, please use the [CCIB Exhibitor services web shop](#). The deadline to place orders is **13 September 2023**.

The floor in exhibition area (Area 1 & 2) is concrete. Tape used to fix carpet must be fully removable. If tape is used that is not fully removable or leaves traces, additional cleaning costs will be incurred.

For more details please refer to the [CCIB General Regulations for Exhibition](#) and to the [CCIB safety rules](#).

2.10.2 Shell scheme stands

Carpeting (black) is provided as part of the shell scheme packages.

2.11 Cleaning and waste disposal

Exhibitors are responsible for cleaning their own exhibition stands. Stand cleaning is compulsory and every exhibitor is obliged to keep the stand and surrounding areas perfectly clean. Through the night the floor of the stands will be vacuumed, and any paper bins will be emptied by the congress venue.

To order additional cleaning and/or waste disposal please use the [CCIB Exhibitor services web shop](#). The deadline to place orders is **13 September 2023**.

Aisles and other areas within the exhibition will be cleaned by the organisers.

Exhibitors are requested to arrange with the official forwarder that the packing materials, empty cartons and wooden crates will be removed for disposal or storage before the exhibition opens.

Exhibitors will be responsible for any charges incurred if the exhibition areas of the congress venue are not cleared by the stated time of 16.00 on Wednesday 11 October 2023.

For safety reasons, aisles must be left clear and free for passage and must not be obstructed in any way. Each day, at the closing of the exhibition and during build-up and dismantling times, exhibitors who ordered this service are requested to ensure that rubbish is left in the aisle for collection.

2.12 Security

Security provided by the organisers has been implemented to prevent unauthorised access to the exhibition areas and not to secure the contents of exhibition stands. Each exhibitor is responsible for his or her property and necessary precautions should be taken. Whilst every reasonable precaution will be taken, the organisers accept no responsibility for any loss or damage, which may occur to persons or property at the exhibition from any cause whatsoever.

Exhibitors are requested to use common sense precautions at all times, and to ensure that all stand personnel wear the official access badges. It is essential that you report any loss or theft from your stand to the nearest police station and notify the organisers.

To help ensure security at the exhibition, please follow these points:

- Make one member of your team responsible for your company's safety and security at the exhibition.
- Do not leave cash, handbags, mobile phones, valuables etc. in unlocked drawers, cupboards or on display at your stand.
- Do not leave valuables in unattended clothing.



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- Check that all lockable desks and cupboards are locked before leaving your stand.
- Please note that build-up and dismantling days are high-risk periods. You are recommended to work in pairs so that the stand is manned at all times.
- Make sure you arrive prior to the official opening time and do not leave your stand before the official closing time.

Please note that different ECNP activities may take place before or after the official closing hour of the exhibition.

If you want to book stand security please use the [CCIB Exhibitor services web shop](#). The deadline to place orders is **13 September 2023**.

It is recommended that exhibitors take out insurance to cover risks of damage and theft.

2.13 Rigging

Suspension points are upon request, please use the [CCIB Exhibitor services web shop](#). The deadline to place orders is **13 September 2023**.

2.14 Furniture

If you would like to order furniture for your stand, please use the [CCIB Exhibitor services web shop](#). The deadline to place orders is **13 September 2023**.

2.15 Floral decorations

If you would like to order plants, floral decorations please use the [CCIB Exhibitor services web shop](#). The deadline to place orders is **13 September 2023**.

2.16 Catering

For in-person participants tea, coffee and vegetarian lunch (supporting the European Commission's 'Fit for 55' plan) are provided free of charge in the exhibition area during breaks as mentioned in the programme, ensuring maximum contact between exhibitors and participants. Congress catering areas will also be found in the poster area. To locate the catering areas within the exhibition hall, please refer to the latest [exhibition floor plan](#).

Coffee and tea are also provided during set-up and dismantling hours in the exhibition area.

It is forbidden by the congress venue to bring food and beverages from outside. Limited vegetarian catering is allowed but is restricted to grab and go and non-alcoholic beverages. It is not allowed to bring food or drinks into the session rooms. Lunch bags cannot be provided. Exhibitors are responsible for ensuring that the ordered supplies follow the congress guidelines, the [CCIB General Regulations for Exhibition](#) and the [CCIB safety rules](#).

The Centre Convencions Internacional de Barcelona (CCIB) is the exclusive caterer. Therefore, all food and beverages must be ordered from the CCIB and it is not permitted to bring any food or beverages in yourself or to hire a third-party caterer.



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Exhibitors can place orders for catering by using the [CCIB Exhibitor services web shop](#).

The deadline to place orders is **7 September 2023**. Between 7-26 September there will be a limited assortment still bookable. After 26 September no orders can be accepted.

2.17 Structural integrity and other regulations

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighbouring exhibitors, hall labourers or installation/dismantling equipment such as forklifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open.

Exhibitors should ensure that any display fixtures such as tables, racks or shelves are designed and installed properly to support the product or marketing materials to be displayed upon them.

All entrances, exits, aisles, stairways, lobbies and passageways shall be unobstructed at all times. Exhibitors may not place their materials in the floor space of other exhibitors or common areas of the exhibition. Common areas must remain unobstructed at all times in order to allow the free flow of traffic. It is forbidden to keep empty packaging, excess printed material and advertising material more than necessary for a daily consumption. Items must not be stored behind stands/between inner and outer walls or areas under raised platforms. All exit doors shall remain unobstructed at all times. Exit signs, manual pull stations, fire department handsets, fire hose cabinets and portable fire extinguishers shall not be obstructed in any manner.

All materials used in the construction of stands and stand interiors must comply with Fire Regulations of the congress venue. Information about this can be found in [CCIB General Regulations for Exhibition](#) and in the [CCIB safety rules](#). Please read them carefully. All materials used in display construction or decorating should be made of fire-retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame proofing certificate should be available for inspection. All public safety laws and fire prevention regulations must be observed. Moreover, the exhibitor agrees to permit the adoption of all control and safety measures established by the organisers or by the management of the congress venue.

The storage and use of compressed gas and/or liquid gas in the exhibition halls or elsewhere on the premises is not allowed. Balloons filled with flammable gas are not permitted within halls (the only authorised gas is helium). In case helium balloons are used, these must be tied securely to the stand. Should they break loose from the stand they will travel to the ceiling and to the ventilation. There will be a cost charged to the exhibitors for the manpower and lift rental to get any balloons removed. Welding and spraying work within the confines of the exhibition premises is prohibited. Only fireproof adhesives may be used for glue work within the exhibition premises.

All fire hose cabinets, fire extinguishers, pull stations and emergency exits, including those inside an exhibition space, must be visible and accessible at all times.

Stoves, cooking facilities, electrical heaters or other similar electrical appliances inside the hall are forbidden. Any machinery that creates dust, shavings, and dangerous or irritating omissions must be fitted with fire extinguisher. For purposes of safety and in compliance with the [CCIB General Regulations for](#)



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[Exhibition](#), and the [CCIB safety rules](#), fire extinguishers will be provided by the organisers in the display areas and placed as regulations require.

In no case may any inflammable material or object be introduced in the exhibition. The use of open fire demonstrations is not allowed.

Laser products, gas cylinders and LPG gas are not allowed.

Before initiating the stand and in order to avoid damaging to the floor, it is obligatory to cover the entire surface area of the stand with non-self-adhesive carpeting.

The construction of stands with construction materials or adornments that contain products such as cement, sand, plaster, tile, brick or any other similar material are prohibited.

It is also prohibited to drill, use glue or any other adhesive that can be difficult to remove from the structure of the congress venue.

No items may be placed on the walls and seats, they must be correctly put into a pile wherever the security of the congress venue authorises. No item may be dragged unless a carpet is placed under it.

Electrical and other mechanical apparatus must be muffled so that the noise does not disturb other exhibitors or other areas of the congress centre.

During set-up if using paint and wallpaper the area must be covered by PVC sheeting.

The congress venue will not be responsible for any item or material that has not been removed once the ECNP Congress has finished. The congress venue will proceed to remove the items and the exhibitor will be charged for the expense of this removal service.

The exhibitor agrees to permit the adoption of all control and safety measures established by the organisers and by the management of the congress venue.

The exhibitor agrees to observe the norms in force on safety, and particularly the maximum capacity of the halls and rooms, emergency exits and fire prevention measures. In no case may any flammable material or object be introduced in the exhibition. In no case may any access to a fire exit or fire hydrant be blocked (please refer to the [exhibition floor plan](#)).

Contractors must remain in the areas where they work and avoid going through any other different place in the congress centre.

The exhibitor must ensure that the companies working on their behalf during the build-up, exhibition opening hours and dismantling (contractors, decorators, audio-visual, catering, hostesses and other companies) are aware of the strict legislation regarding safety and hygiene. They will respond to the damages, which might be caused by accident where there is fault or negligence, leaving the congress venue and the organisers exempted from the same.



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2.18 Safety measures and access

The [CCIB safety rules](#) have to be adhered to at all times.

The [CCIB safety rules](#), the [CCIB General Regulations for Exhibition](#) and the [Business activities coordination Fira CCIB](#) should be distributed to your employees and your subcontractors and includes instructions and safety rules that must be followed by all workers, whether they are your employees or subcontracted by your company.

Please be aware that in accordance to the Risk Assessment, the appropriate personal protective equipment has to be used by every employee, third party employee or autonomous worker, with special attention to the **safety shoes/boots** inside the exhibition area during set up and dismantling as specified in paragraph [2.1 Timetable](#).

The location of any fire-fighting material such as fire hoses and fire alarms, as well as access to emergency exits, must be strictly respected at all times, even when these fall within a contracted space or stand area. Access to service areas, cables, socket outlets and fuse boxes must also be respected at all times.

2.19 Emergency procedure

All exhibitors are requested to inform the organisers of the responsible contact person of his or her substitute for emergency situations via the [Exhibitor onsite contact form](#). The appointed contact person for each stand is responsible for evacuating the stand in the case of an emergency and for ensuring that the fire and safety regulations of the congress venue and the directions of the organisers and/or security officials are followed.

Please fill in the [Exhibitor onsite contact form](#) and send it back to congress2023@ecnp.eu before **18 September 2023**.



3 Virtual exhibition

For the hybrid congress, exhibitors can apply for an **virtual exhibition stand**, which will be accessible via the congress platform for the virtual and in-person participants from Friday 6 October to Tuesday 10 October 2023 and will remain on-demand for three months. See more information and application form of these services [here](#).

3.1 Timetable

The virtual exhibition is only open to registered congress participants (in-person and virtual) as follows:

| Exhibition dates and opening hours (CEST) – Virtual exhibition | |
|---|------|
| Friday 6 October - Tuesday 10 October (remains on-demand for three months) | 24/7 |

3.2 Access to virtual stands

After logging into the congress platform, participants will arrive in the virtual lobby. They can either click on 'Exhibition' in the lobby image or in the menu on the left side of the screen.

See example of 2022:



After clicking on 'Exhibition' participants will arrive at the exhibition floorplan, where they can select which stand they would like to access by clicking on an exhibitor's 'tile'.

Each 'tile' will display the corresponding stand name and the company logo, as uploaded by the exhibitor. The exhibition floorplan is accessible to all congress participants therefore, exhibitors will need to take this into consideration when deciding on the stand name and logo of their 'tile'.

3.3 Compliant

To be compliant during the 36th ECNP Congress with Spanish Law 44/2003 regarding rulings for Health Care Professionals (HCP's), participants are requested during registration to indicate whether they are a



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Health Care Professional (HCP), non-Health Care Professional (non-HCP) or an employee of a pharmaceutical company (see paragraph [1.1 Health Care Professionals](#)).

Exhibitors can block access to their virtual exhibition stand for non-HCP participants. It is also possible to allow access to the stand, but block one or more of the information panels within the exhibition stand for non-HCP participants. Each information panel can also be blocked for participants from certain countries. When access to a stand is blocked, the participant will be able to see the exhibitor's 'tile' on the exhibition floorplan, but will not be able to access the stand. The participant will see a pop-up explaining he/she does not have access. This means the stand will not be visible at all to this participant. Information panels in a stand are visible to **all** that visit the stand, but participants whose access to a screen has been blocked will not be able to access the content linked to the panel.

After clicking on a 'tile', participants will either go directly to that stand, or, if the exhibitor requires this, first see a compliance message of the exhibiting company in a pop-up window. This pop-up will only be shown at the first visit.

Exhibitors can regulate access to their virtual stand, information panels and upload a compliance text on the upload page for their virtual stand (see paragraph [3.7 Virtual exhibition upload page](#)).

3.4 Virtual congress registration included free of charge

Each virtual exhibitor is entitled to one free virtual congress registration that gives full access to the congress platform inclusive the virtual exhibition stands. Companies wishing to buy additional in-person or virtual access, can use the [registration form](#).

The main company person will receive a unique voucher code that needs to be activated by the participant. This free voucher code is assigned to the main company contact person of the exhibition and this person also can view this voucher code by logging into the [Registration Portal](#) with her/his existing My ECNP account!

The virtual participant should activate the voucher code by logging into the [Registration Portal](#) with his/her own My ECNP account and click on 'voucher registration'. The free voucher code can be activated regardless of the participants' profile (ECNP member/non-member etc.).

Your registered participant will receive further details on how to access the congress platform.

The deadline to activate this voucher code is before **15 August 2023**.

3.5 Type of virtual stands

There are two types of virtual exhibition stands depending on the profile of the exhibitor:

- Virtual exhibition stand – Commercial
- Virtual exhibition stand – Publishers/booksellers/associations



3.5.1 Virtual exhibition stand – Commercial

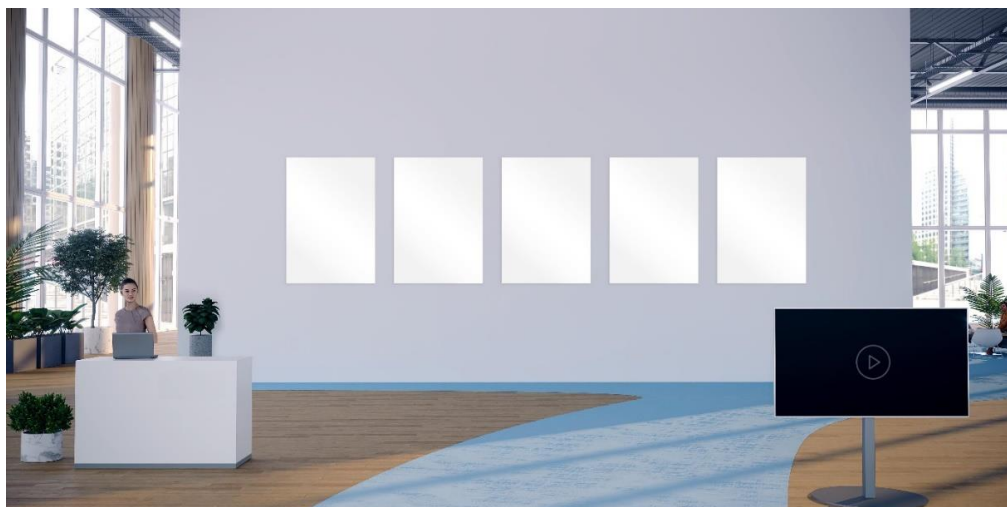
The virtual exhibition stand consist of an image of the stand and, placed below it, an information box.

Most of the stand design is fixed and exhibitors can, using Photoshop, add their own colours, logos, texts, furniture, plants etc. in order to brand the stand and make it their own. The five information panels need to be given a design representing the content it will lead to when clicked upon.

The information panels in the stand are clickable and hyperlinked to a webpage, document or video. They open in a new tab. The video screen in the stand is clickable, and opens the video in a pop-up.

The information box below the stand image contains company information, the images of the information panels hyperlinked to the content behind these panels, and the stand's video. Upon request, stands can be linked to other exhibition stands. In the information box, a hyperlinked button will be visible for each linked stand. It is important that the images used for the information panels in the Photoshop file, are the same as the information panel images uploaded for in the information box, so as not to confuse participants. Exhibitors themselves provide the information and materials displayed in the information box (see paragraph [3.7 Virtual exhibition upload page](#)).

At the top of the page, there is a 'Leave a question or comment' button. This will allow participants to contact the exhibitor. The button is linked to the company email address listed under company information.



The virtual exhibition stand -Commercial includes:

- Fixed stand design as above. Through a Photoshop document companies can add their own colours, logos, design of panels and text.
- Company description: max. 100 words + company logo
- Company contact details: address, telephone number, name contact person, e-mail address, website
- Five panels: the panels can have an image or text. Each panel is hyperlinked, and can redirect either to a document or URL to be uploaded by the company
- One screen with video that starts when clicked on
- Statistics on number of participants by country visiting your stand



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3.5.2 Virtual exhibition stand – Publishers/booksellers/associations

The virtual exhibition stand consists of three information panels and, placed below it, an information box.

The stand design is fixed. The information panels need to be given a design representing the content. These information panels are clickable and can be hyperlinked to a webpage, document or video. They open in a new tab.

The information box below the stand image contains company information, the images of the information panels hyperlinked to the content behind these panels. Exhibitors themselves provide the information and materials displayed in the information box (see paragraph [3.7 Virtual exhibition upload page](#)).

At the top of the page, there is a 'Leave a question or comment' button. This will allow participants to contact the exhibitor. The button is linked to the company email address listed under company information.

The virtual exhibition stand - Publishers/booksellers/associations includes:

- Fixed design as above. Companies can upload a banner or company logo on the top part.
- Company description: max. 100 words + company logo
- Company contact details: address, telephone number, name contact person, e-mail address, website
- Three pdf documents: each document can have a hyperlink to redirect either to a document or URL to be uploaded by the company
- Statistics on number of participants by country visiting your stand



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3.6 Visitor numbers

ECNP provides companies with statistics on the number of participants by country visiting the virtual stand, both for the congress days, as well as the three month period that follows (until 11 January 2024). Statistics on the number of clicks on the information panels and, if applicable, the video screen are also provided. The statistics are provided as soon as possible after the congress and after the three month period.

3.7 Virtual exhibition upload page

All materials and company information for the virtual stand should be uploaded **before 20 September 2023** via the upload page, accessible via the 'Exhibition portal' via ['My ECNP'](#) (My ECNP > ECNP Congress 2023 > Exhibition).

The company's main contact person for the exhibition is the only person that has access to the upload page and can login using his/her My ECNP login details. Technically it is unfortunately not possible to give more than one account access to the upload page. Once the digital exhibition stand has been confirmed, access to the 'Exhibition portal', and thus the upload page, will be granted to the contact person.

The upload process does not need to be completed in one go. It is possible to save the uploads during the process, close the page and return at a later stage.

The upload page allows for a preview of the stand at the end of the upload process. It will show what the stand and information box below will look like for participants. After checking the stand's preview, it is possible to return to the upload page and make changes.

The deadline for uploading all materials is 20 September 2023. After this deadline, ECNP will check all stands and make sure everything is working properly. Exhibitors will still be able to make changes to their stand after this deadline, even during and after the congress days, but will have to themselves closely check the correct functioning of all new uploaded materials and other adjustments made.

Exhibitors can regulate access to their virtual stand, information panels and upload a compliance text on the upload page for their virtual stand (see paragraph [3.3 Compliant](#)).

3.7.1 Photoshop file (only for commercial stands)

The basic stand design is provided to the exhibitor as a .PSD file (Adobe Photoshop file, 4000x2000px). The virtual exhibition stand's contact person can download the file via the 'Exhibition portal' via ['My ECNP'](#) (My ECNP > ECNP Congress 2023 > Exhibition).

Exhibitors are free to make changes to their stand as they please, but company branding (company and product logos) is only allowed on the welcome/information desk, the individual information panels, the wall behind it, and the video screen. Exhibitors are not allowed to add any branded or promotional material anywhere else in the stand. Exhibitors are free to use company colours throughout the stand, for example by changing the carpeting colour or adding furniture or decorations in the company's colours.

After making changes to the file, exhibitors need to upload the file via the Exhibition upload page (see paragraph [3.7 Virtual exhibition upload page](#)).



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3.7.2 Summary table: information and materials to be uploaded

Below, please find an overview of the information and materials to be uploaded. The deadline to upload the materials is **20 September 2022**.

| Information / Material | Size (WxH) | Format | Shown where? | Notes | Completed <input checked="" type="checkbox"/> |
|--|--|---|---|---|--|
| Stand name | Max. 150 characters | | Floorplan 'tile' & above image stand | | <input type="checkbox"/> |
| Company information | Max. 100 words | | Information box | | <input type="checkbox"/> |
| Company contact details: - company name - address - phone number - contact person - e-mail address - website - social media | | | Information box | E-mail address is linked to 'leave question or comment' button above stand image | <input type="checkbox"/> |
| Company banner | 1500x200 px, max. 5MB | JPEG or PNG | Above information box | | <input type="checkbox"/> |
| Company logo | 300x300 px, max. 5MB | JPEG or PNG | Floorplan 'tile' & information box | | <input type="checkbox"/> |
| Text disclaimer/ compliance message | Max. 1000 characters per disclaimer (max. 3 disclaimers) | | Pop-up when entering stand for the first time | Using a disclaimer/compliance message is not required. Multiple disclaimers possible. | <input type="checkbox"/> |
| Stand image (only for commercial stands!) | 4000x2000 px | PSD (Photoshop file), to be uploaded as JPEG or PNG | | PSD file can be downloaded from the 'Exhibition portal' on My ECNP | <input type="checkbox"/> |
| Images information panels (3 or 5x, depending on type of exhibition stand) | 1044 x 1476 px (A4), max. 5MB | JPEG or PNG | Information box | These images in the information panel are hyperlinked to materials. Note for commercial stands!: images should match the images used for the information panels in the Photoshop file. | <input type="checkbox"/> |
| Material information panels (3 or 5x, depending on type of exhibition stand) | Website: n.a. | URL, hosted on company's own website | Not visible, but accessible via/hyperlinked to information panels | Website and document open in new browser tab. | <input type="checkbox"/> |
| | Document: max. 5MB | PDF, JPEG or PNG | | | |
| Video upload (only for commercial stands) | Max. 5GB | MP4 | Pop-up & information box | Videos open in a pop-up window. | <input type="checkbox"/> |



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4. Industry Sessions

Companies and organisations involved in clinical and pre-clinical research, diagnosis and treatment of disorders of the brain looking for scientifically driven engagement with the participants of the 36th ECNP Congress can apply for Industry Satellite Symposia, Industry Mini Session and Industry Interactive Discussions. The Industry Product Theatre and Industry Case Study are commercial industry sessions and aim at offering opportunities to promote your product.

Industry Satellite Symposia (ISS)

Scientifically oriented Industry Satellite Symposia (90 minutes with a maximum of 1 chair and 4 speakers) with a well-balanced programme (e.g. not concentrating on one specific medication) may be organised. Industry Satellite Symposia are not organised in parallel with the official ECNP scientific programme and the programmes will be reviewed for balance and rigour by the Scientific Programme Committee (SPC). The room has a standard room set-up in theatre style.

These industry sessions are presented at the congress venue for in-person participants and are livestreamed on the congress platform for the virtual participants. The livestreamed sessions will be recorded and made available after the congress to registered participants for on-demand viewing for a three-months period. After the congress, the recordings are also provided to the organiser of the industry session for enduring material.

Industry Mini Sessions (IMS)

These well-balanced scientifically oriented mini sessions (45 minutes with a maximum of 1 chair and 2 speakers) take place outside the official ECNP scientific programme and programmes will be reviewed for balance and rigour by the Scientific Programme Committee (SPC). The room has a standard room set-up in theatre style.

These industry sessions are presented at the congress venue for in-person participants and are livestreamed on the congress platform for the virtual participants. The livestreamed sessions will be recorded and made available after the congress to registered participants for on-demand viewing for a three-months period. After the congress, the recordings are also provided to the organiser of the industry session for enduring material.

Industry Interactive Discussions (IID)

These interactive sessions (30 minutes with 1 or 2 experts) offer companies the opportunity to move from commercially oriented exposure to more focused, scientifically driven engagement with participants. This format allows for close interaction with participants on a specific topic. The topic is framed by experts for 6-7 minutes, then the remainder of the time is devoted to discussion with the audience. Each Industry Interactive Discussion will be reviewed by the Scientific Programme Committee (SPC). They take place in parallel with the official ECNP scientific programme.

To facilitate discussion with the audience the capacity of the room is about 80 pax. These sessions are only for in-person participants, taking place at the congress venue and will not be livestreamed via the congress platform or recorded.



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Industry Product Theatres (IPT)

These high-value sessions (30 minutes with a maximum of 1 speaker) provide a podium for industry to present to participants on a broad range of issues, including new treatment approaches, medical devices, digital health apps, the uses of specific medications, clinical insights, innovative services and product demonstrations. The programme will be reviewed by the Scientific Programme Committee (SPC). Industry Product Theatre sessions are not interactive sessions (no Q&A is included). They are presented at the congress venue for in-person participants (for about 80 pax.) and are livestreamed on the congress platform for the virtual participants. The livestreamed sessions will be recorded and made available after the congress to registered participants for on-demand viewing for a three-month period. After the congress, the recordings are also provided to the organiser of the industry session as enduring material.

Industry Case Study (ICS)

These interactive sessions (30 minutes with 1 or 2 experts) provide participants with the opportunity to discuss the application of medicines, devices, and/or treatment strategies in real-world clinical settings. After a 6-7 minute introduction, the session focuses on interactive discussion and problem-solving with the industry expert(s). Each Industry Case Study will be reviewed by the Scientific Programme Committee (SPC). They take place in parallel with the official ECNP scientific programme. To facilitate discussion with the audience the capacity of the room is limited to around 80 people. These sessions are only for in-person participants, taking place at the congress venue and will not be livestreamed via the congress platform or recorded.

For more information about the scientific programme of the 36th ECNP Congress please visit:

<https://www.ecnp.eu/congress2023/ECNPcongress/programme/programme#!sessionschedule>



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4.1 Access and badges

For security reasons, all in-person participants and exhibitors must wear the provided badges at all times during the congress. Security staff will not allow you or your staff to enter the congress without a valid badge. Re-print due to loss of badges can be done at the registration desk at a cost of EUR 25 per badge (exclusive VAT).

The livestreamed sessions (if applicable) will be recorded for on-demand viewing by registered participants until 11 January 2024 12.00 CET (Central European Time). The recordings of these sessions are available as enduring material.

4.1.1 Access included for free of charge

Industry session organisers are entitled to a certain number of in-person congress participant badges and, if applicable, virtual congress registrations per industry session free of charge. All registered in-person congress participants have access to the industry sessions at the congress venue and to the congress platform.

For each company organising one or more Industry Satellite Symposia and/or Industry Mini Sessions one or a maximum of two representative(s) per company in total are invited to attend the ECNP Faculty Dinner which will take place on Sunday 8 October 2023 from 19.30 to 22.00 CEST in the city centre of Barcelona. Tickets to the Faculty Dinner will be allocated to the registered participant indicated by the main company contact person. The deadline to indicate the name of the registered company representative(s) via email congress2023@ecnp.eu (attention to Melinda Spitzer) is **18 September 2023**.

Summary table outlining free congress registrations:

| Free congress registrations | | | |
|---|----------------------------------|--------------------------------|---|
| Type of industry session (per time slot) | In-person congress registrations | Virtual congress registrations | Faculty event vouchers (max. two pax. /company in total) |
| Industry Satellite Symposium | 7 | 4 | 2 |
| Industry Mini Session | 4 | 2 | 1 |
| Industry Interactive Discussion | 3 | - | - |
| Industry Product Theatre | 2 | 1 | - |
| Industry Case Study | 3 | - | - |

4.1.2 Free in-person and virtual congress registrations

Industry session organisers are also entitled to a certain number of free in-person congress participant badges and if applicable, of free virtual congress registrations ([see summary at item 4.1.1](#)).

For more details on what is included in the registration fee for in-person and for virtual congress participants please see [here](#).

These congress participant registrations are provided on the same basis as group registrations, therefore please read carefully the [Group Registration Process](#). The main company person ('group coordinator') receives unique voucher codes for each of the in-person/virtual congress participants. These free voucher codes are assigned to the main company contact person of the exhibition and this person can view these voucher codes by logging into the [Registration Portal](#) with her/his existing My ECNP account!



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Your congress participants should activate their voucher code by logging into the [Registration Portal](#) with their own ECNP account and click on 'voucher registration'. The free voucher codes can be activated regardless of the participants' profile (ECNP member/non-member etc.) however it is important to share the right in-person or virtual voucher codes to your participants depending on how you would like them to participate for the hybrid congress.

Your registered participants will receive further details on how to collect the badges (individual or group badge pick-up, see [Group Registration Process](#)) and access the congress platform.

The deadline to activate in-person voucher codes is before **15 August 2023**.

Any additional in-person or virtual congress participants can be registered through the [registration form](#) and must be paid for in full.

4.1.3 Hostesses

If you require hostesses, please contact the CCIB via satellites@ccib.es.

The deadline to order hostesses is **13 September 2023**.

One hostess for checking badges at the entrance of the session room is included in the industry session fee.

Hostesses are required to wear a congress badge and they could be part of the free registrations that is included with the purchased industry session.

4.1.4 Speakers and chairs of your Industry sessions

Please note that it is mandatory for the speakers and chairs of your industry session to register through the [registration form](#) or using your free in-person congress participants badges.

Please note that ECNP faculty members cannot be registered through a group. They are registered through the ECNP Office. They can, however, be part of a group for hotel accommodation and travel arrangements.

Although every effort will be made to inform you in the event of a double registration, when either an individual or another group registers the same participant, the ECNP Office cannot be held responsible should such an event occur.

The deadline to register your faculty members is **1 August 2023**.

4.2 Accreditation (optional)

For Industry Satellite Symposia and Industry Mini Sessions it is possible to obtain European CME accreditation (optional).

After written approval of the programme has been received from the Scientific Programme Committee (SPC), organisers of Industry Satellite Symposia or Industry Mini Sessions may obtain European accreditation (CME); however, it is not mandatory. The decision as to whether an Industry Satellite Symposium or an Industry Mini Session can be organised during the ECNP Congress remains with ECNP.



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If an industry obtains European CME accreditation, this can be mentioned in the programme of the Industry Satellite Symposium or Industry Mini Session on the [ECNP Congress website](#) and in the app and if applicable, on the congress platform.

To obtain European CME accreditation you might contact:

European Accreditation Committee in CNS (EACIC)

Scientific secretariat: Dr Daniel Souery

47, avenue Jacques Pastur

1180 Brussels, Belgium

Mobile phone number: +32 479987440

eacic@eacic.eu

www.eacic.eu



Industry Interactive Discussions, Industry Product Theatre sessions and Industry Case Studies will not be granted for CME accreditation.

4.3 Disclosure

ECNP requires speakers, chairs and poster presenters in the scientific programme of ECNP and in the industry sessions to disclose potential conflicts of interest. This will allow the audience to take potential conflicts of interest into account when assessing the objectivity of the presentation. Speakers are requested to disclose potential conflicts of interest regarding their current presentation in the first slide of their presentation. Chairs are also requested to disclose potential conflict of interest regarding the topics of the presentations during their session in the first slide of their session.

Potential conflicts of interest can involve: grants, honoraria, shares, paid positions on advisory boards etc. The text to be used for speakers {1} and for chairs {2} in the industry session is:

Conflict of interest statement regarding {1 my presentation} {2 the topics of the presentations} in the 'Industry session financially supported by <name company> during the 36th ECNP Congress.'

{1< title presentation>} {2 <title industry session >} on <date, month> 2023

- *I have no potential conflict of interest to disclose*
- *I have an interest in relation to one or more organisations that could be perceived as a possible conflict of interest in the context of the {1 subject of this presentation} {2 topics of the presentations}. The relationship(s) is (are) summarised below:*

| <u>Interest</u> | <u>Name of organisation</u> |
|-------------------|-----------------------------|
| Grants | _____ |
| Honoraria | _____ |
| Shares | _____ |
| Paid positions | _____ |
| Advisory boards | _____ |
| Other involvement | _____ |



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4.4 Enduring material

Companies applying for an industry session – where the session is livestreamed and is recorded by ECNP – are allowed to use the recorded content as enduring material for posting on their own website. ECNP will own the copyright of the recording. Content of the programme belongs to the company. The recorded content is provided to the organising company within about a week after the ECNP congress took place.

ECNP permits the re-use of the recorded content of your industry session at the 36th ECNP Congress in order to create enduring material provided that:

- The ECNP copyright remains visible;
- The ECNP logo as fixed in the recording remains;
- The financial disclaimer sentence 'Industry session financially supported by <name company> during the 36th ECNP Congress' remains;
- A reference is made that the content does not necessarily represent the opinion of ECNP;
- For promotion only the images as given in the [promotional kit](#) are used. Any other image/logo or images from ECNP's congress platform cannot be used.

4.5 Virtual and printed materials

Material of the Industry Sessions must have the name of the company involved on the poster at the venue and on the first page of virtual material, using the following wording: 'Industry session financially supported by <name company> during the 36th ECNP Congress'.

Virtual material announcing industry sessions will only be distributed by e-mailing to the pre-registered participants approximately 1 or 2 weeks prior to the congress, inviting participants to visit the [ECNP Congress website](#) with virtual versions of all the invitations for industry sessions produced by the companies.

All promotional materials used in relation to industry sessions should be uploaded via the 'Industry sessions upload page' on the ECNP website (see paragraph [4.9 Industry session upload page](#)) for approval.

The deadline to upload the final invitation pdf and the A0 poster is **5 July 2023** and the rest of the materials need to be uploaded by **8 September 2023**.

4.5.1 Printed materials

Printed material announcing industry sessions will only be distributed by:

1. The poster of your industry session which will be promoted by ECNP at one designated general congress area during the opening hours of the 36th ECNP Congress. This promotion wall is especially provided for this purpose by the 36th ECNP Congress. The digital version of your poster should be uploaded to ECNP with the following specifications:

A0 size poster

- High resolution pdf (profile: PDF/X-1a:2001).
- File size should be 847 x 1195 mm (w x h) (final size is 841 x 1189 mm).
- Text in outlines.
- Full colour (CMYK).
- Image resolution should be 300 dpi.
- No crop marks or printer's marks in the final file.



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- Line width of maximum 0,25 pt., white lines maximum 0,5 pt.
- Layout with white stroke fill may never be on 'overprint'. White overprint won't be visible in final printed matter.
- Files preferable made in Adobe InDesign, Adobe Illustrator or Adobe Photoshop.

ECNP will print and make your poster available at the designated area.

2. For all industry sessions, one standing roll-up banner can be brought by the company itself to place outside the main entrance of the allocated session room. This roll-up banner can be placed no longer than 30 minutes prior to the start of the industry session and this should be removed 15 minutes after the session.
3. Handing out material from the exhibition stand.
4. Handing out approved material(s) from the table at the entrance of the assigned session room, commencing no more than 30 minutes before the start of the industry session. Companies are allowed to bring in their material to the tables 60 minutes before the start of the industry session. However, the material needs to be covered until 30 minutes before the start of the industry session.

4.5.2 Branding within the session room and for the congress platform (when applicable)

Presentations are shown in full PowerPoint projection (screen layout 16:9) in the session rooms and therefore no branding is possible on the screen(s). However, the digital lectern can be branded, and when applicable, in the streaming window of the congress platform.

Digital lectern

The digital lectern screen size is 46"/48". The screen is full HD (16:9 aspect ratio, 1920x1080 px). Please note the screen has a portrait orientation. The lectern image should have JPEG or PNG as file format, should be WxH 1080 x 1920 px, and should have a max. size of 2MB.



Screen layout projection screen streaming window of the congress platform (if applicable)

Please find below an image of the screen layout (16:9) used for the projection screen of the virtual streaming window. The grey boxes indicate where the different elements will be placed. Please note the background colour is white. The presentation zone will have a thin grey line around it, to make sure that presentations with a white background are also clearly demarcated in the screen layout. The virtual streaming window will have a ECNP trademark logo in the top right corner (© ECNP 2023).

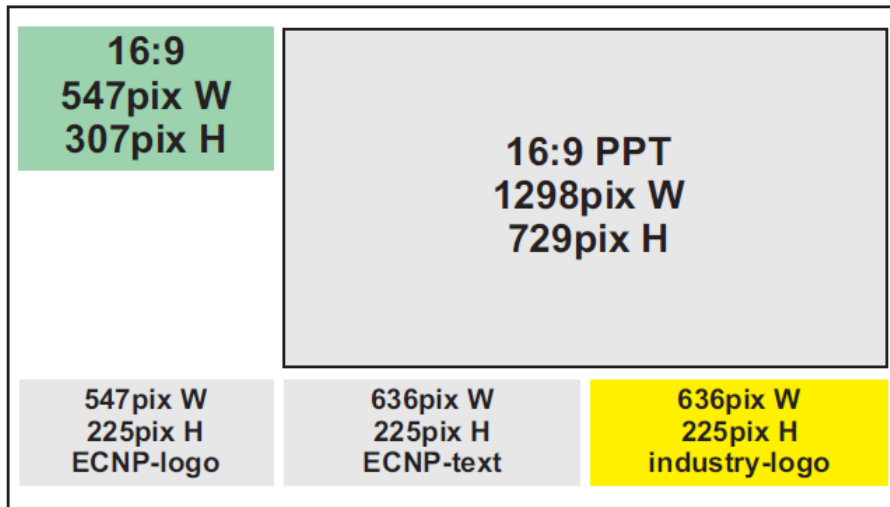


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During the Q&A, faculty will be displayed in the presentation zone, rather than camera zone, for optimal viewing. This means the ECNP logo, financial disclaimer sentence and company logo/branding will remain visible.

The company logo/branding should have JPEG or PNG as file format, should be WxH 636 x 225 px, and should have a max. size of 2MB.

No printed banners, signs etc. are allowed except for a banner outside the room near the door to the session room (see paragraph [4.5.1 Printed materials](#)).

The images for the digital lectern and for the projection screen of the virtual streaming window (if applicable) should be uploaded via the 'Industry sessions upload page' on the ECNP website (see paragraph [4.9 Industry session upload page](#)) for approval by 8 September 2023 at the latest.

4.6 Catering

For in-person participants coffee, tea (Saturday – Tuesday) and vegetarian lunch (Sunday - Tuesday) are included in the registration fee as indicated on the [programme schedule](#). ECNP offers 100% vegetarian catering supporting the European Commission's 'Fit for 55' plan (see paragraph [1.1. Sustainability](#)).

For Industry Satellite Symposia and for Industry Mini Sessions, limited vegetarian catering is allowed but is restricted to grab and go and non-alcoholic beverages. It is not allowed to bring food or drinks into the session rooms. It may only be served up to 30 minutes before the start of these industry sessions. The area for catering is the nearest area available to the assigned room. Extensions beyond the assigned time slot are not allowed under any circumstance industry session organisers are responsible for ensuring that the ordered supplies follow the congress guidelines. No lunch boxes are allowed.

The Centre Convencions Internacional de Barcelona (CCIB) is the exclusive caterer. Therefore, all food and beverages must be ordered from the CCIB and it is not permitted to bring any food or beverages in yourself or to hire a third-party caterer.

Industry Satellite Symposia and Industry Minis Session organisers can place orders for catering by contacting Jessica Kostelac Pulido via jkostelac@ccib.es.



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The deadline to place orders is **7 September 2023**. Between 7-26 September there will be a limited assortment still bookable. After 26 September no orders can be accepted.

It is not allowed to provide catering during an Industry Interactive Discussion, Industry Case Study or during an Industry Product Theatre.

4.7 Technical details of session rooms

The ECNP AV advisor for the 36th ECNP Congress is **Michael De Backer**. He is the AV contact person for companies organising an industry session at the 36th ECNP Congress. For any technical requests or assistance concerning AV equipment, livestreams etc. of industry sessions, please contact **Michael De Backer** via ecnp@debackerconsultants.com. Any additional AV items and technical staff must be ordered through him.

As of this year ECNP offers the possibility for live streamed industry sessions (Industry Satellite Symposium / Industry Mini Session / Industry Product Theatre) to order a portable SSD hard-drive containing the ISO-recordings (raw files) of the 2x PTZ-cameras and the 1x Video-mixer-OUT-signal. The SSD will be provided shortly after the industry session has ended. To order these ISO-recordings of your industry session, please complete the order form in the [AV set-up overview Industry Sessions](#) document and return it to ecnp@debackerconsultants.com no later than Thursday 21 September 2023.

The deadline for confirming extra AV-orders is Thursday 21 September 2023 and will incur additional costs for the company organising the Industry Session. For orders placed between Friday 22 September 2023 and the congress, the availability of equipment or staff may not be guaranteed and may incur a surcharge.

4.7.1 Slide centre

The final version of the presentations need to be uploaded at the latest 1 hour before the start of the industry session. For the rehearsals of the industry sessions, it is strongly recommended to have already uploaded the presentation, so it can be used during the rehearsal.

The presentations need to be uploaded either via the Slide centre onsite or virtual (via: <https://www.ecnp.eu/congress2023/ECNPcongress/industry/upload-presentation>) by the main company contact, who only has access to this upload page.

It is possible to make small changes to the already uploaded presentations after the rehearsal in discussion with the technician.

Presentations will be directly dispatched to the appropriate room by the official congress IT company, COVR. Only PowerPoint presentations with a screen dimension of 16:9 are accepted.

4.7.2 Slido

Participant interaction during industry sessions (Industry Satellite Symposia & Industry Mini Sessions only) will go via Slido (www.sli.do). Industry Interactive Discussions and Industry Case Study (only in-person industry sessions) have microphones provided in the session room for Q&A and Industry Product Theatres are 30 minutes presentations without Q&A.



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Slido will be accessible via the congress application on in-person participants' smartphones and tablets, but can also be accessed via the Slido website (each session will have a unique code). In case of live-streaming, virtual participants can also submit their questions via Slido, as the tool is built into the congress platform (see paragraph [4.8.3 The virtual session streaming page](#)).

During the whole session, participants can submit their questions and see and like those of others, to show their interest in receiving an answer to a particular question. The chair of the session, like all other participants, will also be able to see the questions in Slido and can select the most relevant questions for discussion during the Q&A.

It is possible to also use polls in the Slido application. In that case, the Slido Q&A tab will switch to the poll tab to display a poll. Polling questions have to be decided on some time before the session, as polls need to be set-up in Slido. This has to be done by the company moderators of the session. Please note that there is approximately 20 second delay in the streaming of the session, which is especially important to take into consideration in the case of polls (the Slido application does not have a delay). This means that while both in-person and virtual participants will see the poll at the same time, any instructions etc. will only be gotten by virtual participants about 20 seconds later. This delay also needs to be taken into consideration when getting responses and sharing poll outcomes. Because of this streaming delay, while polls are possible, they are not recommended.

Incoming questions in the Slido application need to be moderated by the company organising the industry session. Via Slido you are able to view and moderate (approve) incoming questions from participants during the live industry session before they are displayed for all participants to see. Polling questions have to be set-up by the company moderator before the rehearsal of the session.

Each industry session has its own Slido admin link and this same link will be used during the rehearsal time slot. Each session has its unique Slido code which is formed by your session number without '.' with ECNP23- in front of it (for example ECNP23-ISS66).

The main company contact person will receive the Slido admin link and access code to Slido about a week prior to the congress and (s)he can share this access with the chair of the session and the company moderators, who each need to create a Slido profile first, before logging into the session's Slido panel. The chair and the company moderators will be able to see incoming questions on the Slido website using a separate device or browser window, or the Slido app. For the chair there is a tablet provided with Slido access in the session room.

Important! If you have more than one session to moderate, you must use each Session Link separately. If you log on to your second session you will have to sign out of the previous session in Slido. Should you want to log back into your first session, just use the first link to log back in.

After logging in, by default you will see the Polls page where you can configure and activate polls, if needed. On the 'Attendance Q&A' page you can choose to turn moderation on or off. Once questions are submitted you will see them in this screen. You can approve questions (when moderation is on), remove inappropriate questions, and write (public or private) replies. When your session ends you should close Q&A so questions can no longer be submitted.

On how to use Slido, please watch this video: <https://vimeo.com/611755234/42660f0659>



4.7.3 Technical and room details of Industry Satellite Symposium

Room specifications

The following rooms will be used for Industry Satellite Symposia on the occasion of the 36th ECNP Congress:

| Room | Level | Capacity (theatre) |
|--------------------------|---------|--------------------|
| Room 111 | Level 1 | 345 |
| Room 112 | Level 1 | 705 |
| Room 113 | Level 1 | 345 |
| Room 211 | Level 2 | 705 |
| Room 212 | Level 2 | 345 |

Room set-up in all of the above listed rooms is in theatre style. Please note that the [standard room set-up](#) can under no circumstances be changed to fit your own requirements, since this might jeopardise the set-up for the scientific sessions.

Summary of equipment provided in the session-room:

- ✓ stage with 1 digital lectern (incl. comfort monitor) (digital branding of lectern possible), 4 seats, 3 side-tables in between the chairs and comfort monitors in front of the seats
- ✓ 1 screen and projector with PowerPoint-PC (networked to the Slide Centre) with fixed slide-advancer
- ✓ sound system and 5 head-set microphones
- ✓ 1 iPad for the session chair with Slido access for Q&A
- ✓ 1 AV session manager
- ✓ 1 hybrid operator
- ✓ 1 remote-controlled PTZ-camera or similar
- ✓ 1 table at the main entrance(s) of the room for handing out materials
- ✓ 1x badge-checker at the entrance ensuring the room does not exceed its maximum capacity of participants (available 30 minutes prior to the start of the industry session and remain until the end of the session)

For the detailed information concerning the technical equipment and technical staff provided please refer to the [AV set-up overview Industry Sessions](#). Please see [paragraph 4.5.2](#) for information on the screen layout in the session room.

Rehearsal, set-up and dismantling

A rehearsal time slot with the AV session manager is offered to all Industry Satellite Symposia organisers. You can find your exact rehearsal time slot in the [AV set-up overview Industry Sessions](#) together with the detailed information concerning the technical equipment and technical staff provided.

Please note that you only have 30 minutes to set up your Industry Satellite Symposium inside the allocated room. Companies are permitted to have material delivered outside the session room and can set up their tables 60 minutes before the start of their Industry Satellite Symposium. However, companies can only start to hand out material 30 minutes before the start of the Industry Satellite Symposium. Extensions beyond the assigned time slot are not allowed under any circumstances.

The room should be vacated immediately at the end of the Industry Satellite Symposium. It is the responsibility of the company organising the Industry Satellite Symposium to ensure that all materials from their Industry Satellite Symposium are completely removed from the assigned room immediately after the session. If material is left in the room, requiring the congress venue to arrange waste removal, a fee will be charged for this service to the company who is responsible for the waste.



4.7.4 Technical and room details of Industry Mini Sessions

Room specifications

The following rooms will be used for Industry Mini Sessions on the occasion of the 36th ECNP Congress:

| Room | Level | Capacity (theatre) |
|--------------------------|---------|--------------------|
| Room 111 | Level 1 | 345 |
| Room 112 | Level 1 | 705 |
| Room 113 | Level 1 | 345 |
| Room 211 | Level 2 | 705 |
| Room 212 | Level 2 | 345 |

Room set-up in all of the above listed rooms is in theatre style. Please note that the [standard room set-up](#) can under no circumstances be changed to fit your own requirements, since this might jeopardise the set-up for the scientific sessions.

Summary of equipment provided in the session-room:

- ✓ stage with 1 digital lectern (incl. comfort monitor) (digital branding of lectern possible), 4 seats, 3 side-tables in between the chairs and comfort monitors in front of the seats
- ✓ 1 screen and projector with PowerPoint-PC (networked to the Slide Centre) with fixed slide-advancer
- ✓ sound system and 3 head-set microphones
- ✓ 1 iPad for the session chair with Slido access for Q&A
- ✓ 1 AV session manager
- ✓ 1 hybrid operator
- ✓ 1 remote-controlled PTZ-camera or similar
- ✓ 1 table at the main entrance(s) of the room for handing out materials
- ✓ 1x badge-checker at the entrance ensuring the room does not exceed its maximum capacity of participants (available 30 minutes prior to the start of the industry session and remain until the end of the session)

For the detailed information concerning the technical equipment and technical staff provided please refer to the [AV set-up overview Industry Sessions](#). Please see [paragraph 4.5.2](#) for information on the screen layout in the session room.

Rehearsal, set-up and dismantling

A rehearsal time slot with the AV session manager is offered to all Industry Mini Session organisers. You can find your exact rehearsal time slot in the [AV set-up overview Industry Sessions](#) together with the detailed information concerning the technical equipment and technical staff provided.

Please note that you only have 30 minutes to set up your Industry Mini Session inside the allocated room. Companies are permitted to have material delivered outside the session room and can set up their tables 60 minutes before the start of their Industry Mini Session. However, companies can only start to hand out material 30 minutes before the start of the Industry Mini Session. Extensions beyond the assigned time slot are not allowed under any circumstances.

The room should be vacated immediately at the end of the Industry Mini Session. It is the responsibility of the company organising the Industry Mini Session to ensure that all materials from their Industry Mini Session are completely removed from the assigned room immediately after the session. If material is left in the room, requiring the congress venue to arrange waste removal, a fee will be charged for this service to the company who is responsible for the waste.



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4.7.5 Technical and room details of Industry Interactive Discussions

Room specifications

The following room will be used for Industry Interactive Discussions:

| Room | Level | Capacity (theatre) |
|--------------------------|---------|--------------------|
| Room 118 | Level 1 | 80 |

Please note that the [standard room set-up](#) can under no circumstances be changed to fit individual requirements, since this might jeopardise the set-up for the scientific sessions.

Summary of equipment provided in the session-room:

- ✓ 1 digital lectern (incl. comfort monitor), digital branding of lectern possible
- ✓ 1 screen and projector with PowerPoint-PC (networked to the Slide Centre) with fixed slide-advancer
- ✓ sound system and 2 head-set microphones
- ✓ 2 seats
- ✓ 2 wireless HH Q&A-microphones
- ✓ 1 AV session manager
- ✓ 1 table at the main entrance(s) of the room for handing out materials
- ✓ 1x badge-checker at the entrance ensuring the room does not exceed its maximum capacity of participants (available 30 minutes prior to the start of the industry session and remain until the end of the session)

For the detailed information concerning the technical equipment and technical staff provided please refer to the [AV set-up overview Industry Sessions](#). Please see [paragraph 4.5.2](#) for information on the screen layout in the session room.

Set-up and dismantling

The organiser will have access to the room 30 minutes before the start of the session and it needs to be cleared immediately after the session. There are no rehearsal time slots provided for these industry sessions.



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4.7.6 Technical and room details of Industry Product Theatre sessions

The Industry Product Theatre sessions are organised in an inflatable construction within the exhibition area.

Technical specifications

The following room will be used for Industry Product Theatre sessions:

| Room | Level | Capacity (theatre) |
|--------------------------|---------|--------------------|
| Room 118 | Level 1 | 80 |

Please note that the [standard room set-up](#) can under no circumstances be changed to fit individual requirements, since this might jeopardise the set-up for the scientific sessions.

Summary of equipment provided in the session-room:

- ✓ stage with 1 digital lectern (incl. comfort monitor), digital branding of lectern possible
- ✓ 1 screen and projector with PowerPoint-PC (networked to the Slide Centre) with fixed slide-advancer
- ✓ sound system and 1 head-set microphone
- ✓ 1 AV session manager
- ✓ 1 hybrid operator
- ✓ 1 remote-controlled PTZ-camera or similar
- ✓ 1 table at the main entrance of the area for handing out materials
- ✓ 1x badge-checker at the entrance ensuring the room does not exceed its maximum capacity of participants (available 30 minutes prior to the start of the industry session and remain until the end of the session)

For the detailed information concerning the technical equipment and technical staff provided please refer to the [AV set-up overview Industry Sessions](#). Please see [paragraph 4.5.2](#) for information on the screen layout in the session room.

Set-up and dismantling

The organiser will have access to the theatre 30 minutes before the start of the session and it needs to be cleared immediately after the session. There are no rehearsal time slots provided for these industry sessions.



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4.7.7 Technical and room details of Industry Case Study

Room specifications

The following room will be used for Industry Case Study:

| Room | Level | Capacity (theatre) |
|--------------------------|---------|--------------------|
| Room 118 | Level 1 | 80 |

Please note that the [standard room set-up](#) can under no circumstances be changed to fit individual requirements, since this might jeopardise the set-up for the scientific sessions.

Summary of equipment provided in the session-room:

- ✓ 1 digital lectern (incl. comfort monitor), digital branding of lectern possible
- ✓ 1 screen and projector with PowerPoint-PC (networked to the Slide Centre) with fixed slide-advancer
- ✓ sound system and 2 head-set microphones
- ✓ 2 seats
- ✓ 2 wireless HH Q&A-microphones
- ✓ 1 AV session manager
- ✓ 1 table at the main entrance(s) of the room for handing out materials
- ✓ 1x badge-checker at the entrance ensuring the room does not exceed its maximum capacity of participants (available 30 minutes prior to the start of the industry session and remain until the end of the session)

For the detailed information concerning the technical equipment and technical staff provided please refer to the [AV set-up overview Industry Sessions](#). Please see [paragraph 4.5.2](#) for information on the screen layout in the session room.

Set-up and dismantling

The organiser will have access to the room 30 minutes before the start of the session and it needs to be cleared immediately after the session. There are no rehearsal time slots provided for these industry sessions.

4.8 Virtual Industry Sessions

Industry Satellite Symposia, Industry Mini Sessions and Industry Product Theatres are recorded at the congress venue and are live-streamed to the congress platform.

4.8.1 Access to virtual industry sessions on the congress platform

Virtual industry sessions are only accessible to registered congress participants (in-person and virtual).

In order to be compliant, participants are requested during the registration process of the 36th ECNP Congress to indicate whether they are a Health Care Professional (HCP), non-Health Care Professional (non-HCP) or employee of a pharmaceutical company, (see paragraph [1.1 Health Care Professionals](#))

On the upload page for the industry sessions materials (see paragraph [4.9 Industry session upload page](#)), companies can regulate access to their session.



4.8.2 Getting to an industry session on the congress platform

After login, participants will arrive in the virtual lobby. For sessions taking place at that moment, participants can click on 'Live Sessions' on the left side of the screen. This will open a slider displaying all sessions taking place at that time. Participants can click 'Join' to be taken to the session directly.

Example of virtual lobby from 2022:



For on-demand sessions and sessions that are about to start, participants can either click on 'Sessions' in the lobby image or on 'Programme' in the menu on the left side of the screen. This will take them to the programme of the congress, where they can select the session they would like to view.

After selecting the session, participants are taken to the virtual waiting room for session that have yet to start. The screen in the waiting room, in addition to the session title, will show a countdown clock to when the session can be accessed, and several minutes before the start of the session, a 'Join now' button will appear, which will take participants to the session. The 'Join now' button will be visible upon entry for participants viewing an on demand session.

Example of waiting room from 2022:



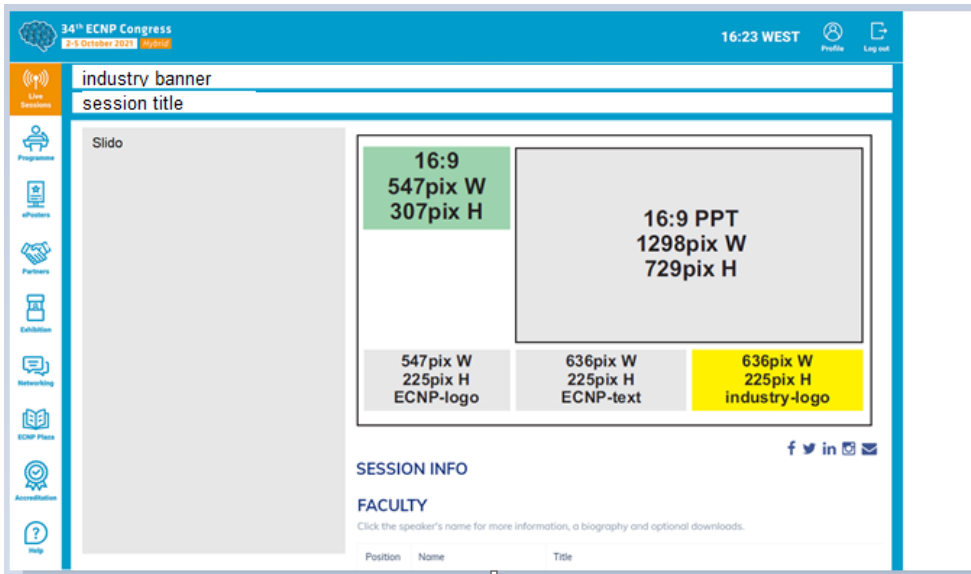


The waiting room can have company branding: the right banner will display the company banner provided by the company via the upload page (see [4.9.1 Information and materials to be uploaded](#)).

4.8.3 The virtual session streaming page

Participants view all virtual sessions on the streaming page.

Example of streaming page from 2021:



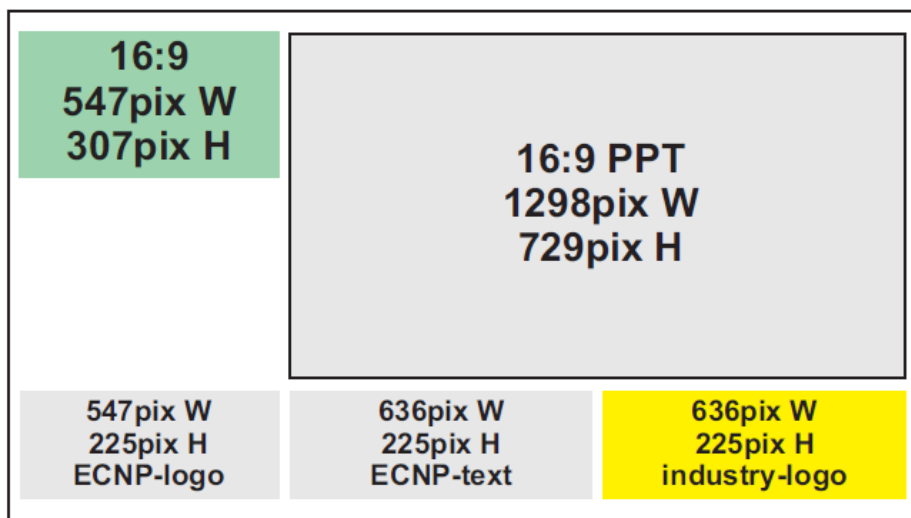
On the top of the page, above the session title, companies can place a (promotional) banner. Below the title of the session, the 'session streaming window', which displays the session, and the Slido panel are visible. Under this, companies have the option to display up to three buttons with additional documents for the session, such as a programme booklet, survey or compliance information.

Furthermore, the page lists the session outline and faculty. If available, the bio and abstract of the faculty members are accessible by clicking on their name.

Session streaming window

The 'session streaming window' displays the presenter in the 'camera zone' and the slides in the 'presentation zone'. Below that, the ECNP logo, the financial disclaimer text and the company logo are displayed. During the Q&A (when applicable), the faculty of a session are visible in the 'presentation zone'.

Please find below a visual of the screen layout of the session streaming window. The screen size 16:9. The grey boxes indicate where the different elements will be placed. The background colour of the session streaming window is white.



When participants select the 'presentation stream window' the play bar is displayed. Participants can see the 'presentation stream window' in full screen if they want to, using a button in the play bar.

Slido (Industry Satellite Symposia & Industry Mini Sessions only)

During the whole session, participants will be able to submit questions via the question field on the left of the 'session streaming window' (see visual streaming page). In-person and virtual participants both have access to this panel (in-person participants via the congress app), so will display questions of both categories of participants. For more information please see paragraph [4.7.2 Slido](#).

Additional session documents (optional)

Up to three buttons can be displayed below the session streaming window, linked to a programme or abstract booklet, some background materials, a survey or compliance information. It is up to companies to decide whether they want to use this option, and if so, how many buttons they want to have displayed.

These buttons can be hyperlinked to either a document or URL. Materials need to be uploaded via the industry session upload page (see paragraph [4.9 Industry session upload page](#)). The deadline to upload materials is **8 September 2023**.

4.8.4 Viewing numbers virtual session

ECNP provides companies with statistics on the number of participants that have viewed the session, both for the congress days, as well as the three month period that follows (until 11 January 2024). The statistics are provided as soon as possible after the congress and after the three month period.

4.9 Industry session upload page

The deadline to upload the final invitation pdf and the A0 poster is **5 July 2023** and all other materials for industry sessions should be uploaded by **8 September 2023** via the upload page.

The upload page is accessible for the main company contact person via [My ECNP](#) > ECNP Congress 2023 > Industry Session. The company's main contact person for the session is the only person that has access to the upload page and can login using his/her My ECNP account login details. It is not possible to give more than one account access to the upload page. Once the session has been confirmed, access to the 'Industry Session portal', and thus the upload page, will be granted to the contact person.



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4.9.1 Information and materials to be uploaded

Below, please find an overview of the information and materials to be uploaded. The deadline to upload the final invitation pdf and the A0 poster is 5 **July 2023** and the rest of the materials need to be uploaded by 8 **September 2023**.

| Information / Material | Size (WxH) | Format | Shown where? | Notes | Completed <input checked="" type="checkbox"/> |
|--|---|--------------------------------------|---|---|--|
| Company logo | 636 x 225 px, max. 2MB | JPEG or PNG | In projection screen in session room, and in streaming window congress platform (if applicable) | | <input type="checkbox"/> |
| Company banner | 1800 x 80 px, max. 2MB | JPEG or PNG | On the top of the streaming page, if applicable (see paragraph 4.8.3) | | <input type="checkbox"/> |
| Lectern image | 1080 x 1920 px (portrait), max. 2MB | JPEG or PNG | Digital lectern in session room | | <input type="checkbox"/> |
| A0 Poster | 847 x 1195 mm (final size: 841 x 1189 mm), max. 5MB | High resolution PDF | Designated area in congress venue | ECNP will print and make the poster available at the designated area. | <input type="checkbox"/> |
| Invitation flyer | Max. A4, max. 2MB | PDF | Partner page on congress platform | Flyer brought and placed onsite by company 30 minutes prior at the entrance of the session room (if any). Digital version placed on partner page. | <input type="checkbox"/> |
| 1x Roll-up banner (optional) | Max. 2MB | PDF | Outside session room | Upload for approval of design. Banner brought and placed onsite by company. | <input type="checkbox"/> |
| Other promotional materials (optional) | Max. 2MB | PDF | | Upload for approval of design. | <input type="checkbox"/> |
| Materials buttons (max. 3) | Document, max. 2MB | PDF, JPEG or PNG | Buttons are shown under the streaming window on the congress platform | | <input type="checkbox"/> |
| | Website | URL, hosted on company's own website | | | |



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5. Shipping, delivery information and storage

5.1 Contact details KRISTAL

Kristal has been appointed as the official freight forwarder, customs clearance agent and official drayage contractor for the 36th ECNP Congress.

Contact:

Wim Poels (wim.poels@kristal-logistics.com)

Tel : +32 2 7514680

Kristal

Brucargo 734

B-1931 Zaventem

Belgium

www.kristal-logistics.com

5.2 Courier delivery/shipments

All industry sessions organisers and all exhibitors using a courier delivery or road freight service should send deliveries directly to the lifting contractor Kristal and NOT directly to the venue.

Kristal will deliver the goods (that were sent to their advanced warehouse) to the stand by Saturday 7 October 2023 by 08.00 or to the given industry session room 1 hour before the industry session starts. This is at the cost of the exhibitor/industry session organiser. Please read the [Shipping Guidelines](#) carefully and contact Kristal before shipping. For placing orders return the completed [Stand contractor information form](#), the [Material handling and freight information form](#) and the [Unloading-reloading form](#).

Industry session organisers should clearly mark all shipments with the following information:

- Company name
- Industry session room
- Contact person
- Mobile phone number of contact person
- Date and time of the session

Please download here [Shipment label for Industry session organisers](#)

Exhibitors should clearly mark all shipments with the following information:

- Company name
- Stand number & exhibition area
- Contact person
- Mobile phone number of contact person

Please download here [Shipment label for Exhibitors](#)

The official freight forwarder, Kristal, will also provide customs clearance. For a full quotation please read the [Shipping Guidelines](#) and complete the [Material handling and freight information form](#) before **25 August 2023**.



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5.3 Material storage

The official freight forwarder, Kristal, will also provide storage of empty boxes and crates and storage for brochures and give-away items during the event. For a full quotation please read the [Shipping Guidelines](#) and complete the [Material handling and freight information form](#) before **25 August 2023**.

5.4 Delivery

Due to the expected congestion at the exhibition site, we strongly recommend that you ship your goods in advance to the Kristal advanced warehouse. This will avoid loss of valuable time during the build-up and dismantling period and ensures timely delivery of your goods to your stand.

If you intend to make arrangements for a direct delivery, you must contact Kristal to apply for an allocated time for delivery and collection. Vehicles will only be allowed at the [loading bay](#) with Kristal's approval.

Unannounced vehicles will not be allowed at the (un)loading bay. This includes courier shipments, which **MUST** be shipped to the Kristal advanced warehouse. Please see the [Shipping Guidelines](#).

Companies may not deliver their materials to the Centre Convencions Internacional de Barcelona (CCIB) before the official build-up time begins on Friday 6 October 2023 at 08.00. Any goods received before this time will be turned away by the management of the congress centre. Please contact Kristal to arrange your advance deliveries to the Kristal warehouse, deliveries to the congress centre and storage of empties as well as the reloading after the exhibition.

Delivery address for shipments arriving before the official build-up need to be consigned to the Kristal warehouse, see details in the [Shipping Guidelines](#).

Please note: Courier companies such as TNT, UPS, FEDEX and DHL deliver door to door, and do not deliver the goods to the stand. To make sure your shipment will be delivered to your stand in time and cleared customs we advise you to address your shipment to Kristal warehouse as mentioned in the [Shipping Guidelines](#).

Kristal will also assist you with moving your goods through the building. Please contact Kristal before shipping and to make pre-arrangements for the delivery and transfer of your goods inside the venue. A storage and freight forwarding service as well as shipping and customs clearance services are available through Kristal. Please contact them for your needs using the [Material handling and freight information form](#) before **25 August 2023**.

Exhibitors may build up their stands from 08.00 during the two days of exhibition set-up (6 and 7 October 2023). Please note that the exhibition hall will close for deliveries at 19.00 on Saturday 7 October.

5.5 Delivery entrance/access to the venue/forwarding

Direct shipments to the exhibition site will only be accepted during the official build-up dates and hours. The exhibition area is only accessible through the freight entrance. Vehicles need to be removed immediately once these operations have been completed.

To avoid traffic congestion and to allow fast and smooth unloading, a pre-assigned unloading timeslot will be required for all trucks. All trucks arriving without a pre-assigned unloading timeslot will be unloaded once the full schedule has been completed. All vehicles bigger than a van cannot drive directly to the congress



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centre but need to report to Kristal max. 1 hour prior to the confirmed slot.

Please contact Kristal for the allocated delivery address for vehicles arriving during the official build up and break down period.

The Kristal staff will direct the trucks to the unloading bay at the venue according to the schedule. If a truck does not arrive at the pre-assigned time, the timeslot will automatically be given to the next in line. Please note that, under no circumstances, Kristal can be held responsible for delays or waiting times of trucks.

Trucks coming directly to the congress venue, not respecting these regulations, will not be allowed to unload and will be redirected. Please contact Kristal to obtain your pre-assigned unloading timeslot.

To avoid long waiting hours, exhibitors are urged to send shipments less than 25 cbm to the Kristal advanced warehouse.

Site restrictions

Measurements of the **freight entrance**:

Height: 3.39 meters

Width: 1.42 meters

No material or parcel may be delivered through the main entrance of the congress centre.

There is no need for elevator use as the Exhibitor Hall is on the same level as the loading bay. Therefore there are no size or weight restrictions concerning freight elevators.

The space in front of the loading bay is limited, so a strict unloading procedure will be applied for the congress. To avoid congestion, Kristal will control unloading at the venue. Furthermore, note that only Kristal will be permitted to use forklifts at the unloading bay. Vehicles and forklifts are not allowed in the exhibition areas, only pallet jacks and trolleys are permitted in the exhibition areas.

If the loading bay is occupied, it is mandatory to wait at the indicated parking for ECNP. It is forbidden to park on the sideways around the congress centre.

For more details please refer to the [CCIB General Regulations for Exhibition](#), the [CCIB safety rules](#), and to the [map of loading bay](#).

5.6 Dismantling and removal of exhibits and stand fittings

There will be a pre-set schedule for the return of empties as well as for uploading of the freight during the dismantling period to allow for a smooth process. The same rules, regulations and procedure for truck loading during the build-up will also apply during the dismantling. It is the exhibitor's responsibility to remove all goods, materials and belongings at the conclusion of the 36th ECNP Congress.

To make your arrangements please return the [Unloading-reloading form](#) to Kristal before **28 September 2023**.

When the 36th ECNP Congress is finished, all goods and materials should be removed at the end of the dismantling time. Any shipments remaining in the exhibition halls will be transferred to the off-site Kristal warehouse at the exhibitor's or contractor's cost.

5.7 Floor loading capacities

The maximum weight allowed in the exhibition hall is 2500 kg per square meter. It is a concrete floor.

For more details please refer to the [CCIB General Regulations for Exhibition](#), and to the [CCIB safety rules](#).



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5.8 Lorry park

Shipments need to be unloaded and delivered immediately upon arrival. Trucks need to be removed immediately after unloading the goods. Parking at the [loading bay](#) is strictly prohibited.

5.9 Maintenance and re-stocking of stands

Please note that the vehicle [loading bay](#) will not be open during the congress. Deliveries or removal of equipment during congress and exhibition opening hours is not allowed. All necessary maintenance as well as re-stocking of stands should be carried out 1.5 hours before or 1 hour after the exhibition hours. Small trolleys will be allowed in the exhibition hall during the exhibition opening hours, but companies should keep the transport of material to a minimum.

For more details please refer to the [CCIB General Regulations for Exhibition](#), and to the [CCIB safety rules](#).

6. Contact details

On behalf of the 36th ECNP Congress Foundation, Michael de Backer, AV advisor, coordinates the industry session services and Melinda Spitzer, Manager Congresses & Industry Relations, coordinates the exhibition services. Both work together with designated official service suppliers.

All designated official suppliers act on their own behalf in all arrangements with companies and are not agents or employees of the organisers. All services or materials supplied by these companies will be subject to an agreement between the suppliers and companies and will be invoiced directly by the suppliers unless otherwise agreed upon with the coordinators. Please note that the suppliers may apply their own regulations and instructions to the agreements they use. Therefore, the organisers do not accept any liability or responsibility for any act performed or committed by such suppliers.

Companies may not order services or supplies that do not comply with these guidelines. It is the company's responsibility to be aware of the guidelines and to ensure that the services they order are in accordance with the congress guidelines.

Companies, who would like to propose an external company or supplier, must contact the ECNP Office with their request. The exhibitor is responsible for ensuring that the supplies are ordered in accordance with the congress guidelines. The exhibitor is responsible for following the rules and procedures established by the congress centre regarding the use of external companies or suppliers.



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| 36 th ECNP Congress | | |
|---|---|---|
| Stichting 36th ECNP Congress Daltonlaan 400 3584 BK Utrecht The Netherlands | Chamber of Commerce: 81633394 RSIN: 862164023 VAT NL: NL862164023B01 | IBAN: NL30 ABNA0109 2612 08 BIC: ABNANL2A |
| ECNP | | |
| ECNP Office The Netherlands T: +31 85 7826 670 (general) T: +31 85 7826 680 (registration) congress2023@ecnp.eu https://www.ecnp.eu/Congress2023 www.ecnp.eu registration@ecnp.eu | Iris Allebrandi Deputy Executive Director Melinda Spitzer Manager Congresses & Industry Relations Rilana Rahaël Project Manager Registration | Rules and regulations Industry applications and logistics Group registration |
| Centre Convencions Internacional de Barcelona (CCIB) (Congress venue) | | |
| Centre Convencions Internacional de Barcelona (CCIB) Plaça de Willy Brandt 11-14 08019 Barcelona, Spain jcanduela@ccib.es https://ccib.es/ | Joseba Canduela Project Manager | Site visits |
| c'accommodation (Official housing agency) | | |
| c'accommodation 6 avenue E. Van Nieuwenhuysse B-1160 Brussels Belgium T: +32 (0)2 566 99 46 ecnp@accommodation.com Accommodation booking | Hélène Desmazières | Hotel bookings |



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Official suppliers

Freight forwarder

| | | |
|---|-------------------------|---|
| <p>Kristal Brucargo 734 B-1931 Zaventem Belgium T: +32 2 7514680 E: wim.poels@kristal-logistics.com W: www.kristal-logistics.com</p> | <p>Wim Poels</p> | <p>Lifting, forwarding, customs clearance, & shipping, storage</p> |
|---|-------------------------|---|

Industry Session services

| | | |
|--|--|---|
| <p>DeBackerConsultants Pty.Ltd. ecnp@debackerconsultants.com</p> | <p>Michael de Backer AV advisor</p> | <p>AV/IT requests for industry sessions</p> |
| <p>Centre Convencions Internacional de Barcelona (CCIB) Plaça de Willy Brandt 11-14 08019 Barcelona, Spain T: +34 93 230 10 00 E: jkostelac@ccib.es W: https://ccib.es/</p> | <p>Jessica Kostelac Pulido</p> | <p>Catering for Industry Satellite Symposia and Industry Mini Sessions</p> |
| <p>Centre Convencions Internacional de Barcelona (CCIB) Plaça de Willy Brandt 11-14 08019 Barcelona, Spain T: +34 93 230 10 00 E: satellites@ccib.es W: https://ccib.es/</p> | <p>CCIB</p> | <p>Hostesses for industry sessions</p> |

Exhibition services

| | | |
|--|--------------------|--|
| <p>Centre Convencions Internacional de Barcelona (CCIB) Plaça de Willy Brandt 11-14 08019 Barcelona, Spain T: +34 93 230 10 00 E: stands@ccib.es W: https://ccib.es/</p> | <p>CCIB</p> | <p>AV & IT equipment rental, Internet, Catering, Carpeting, stand cleaning and waste disposal, stand security, hostesses, power supply, electricity, floral decorations, furniture, lighting, rigging, shell scheme material, water, graphics on shell scheme walls</p> |
|--|--------------------|--|