



12TH WORLD CONGRESS ON

Gastrointestinal CANCER



30 JUNE – 3 JULY 2010
BARCELONA, SPAIN

CHAIRS:

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Ancillary Meeting Manual

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CCIB REGULATIONS

Please return to the Congress website at www.worldgicancer.com and click on “**Corporate Support.**” The “CCIB Operations Manual” with regulations particular to this convention center can be found on this page under “CCIB Regulations.”

ORDER FORMS

Please return to the Congress website at www.worldgicancer.com and click on “**Corporate Support.**” To retrieve the following order forms for materials at the CCIB please download the pdf “Exhibition Order Forms.”

- Catering for Symposia
- Internet, Telephone and Fax
- Audiovisuals and Computers
- Hostesses, Waiters and Security Guards
- Cleaning and Plants

EXHIBITION MANUAL

Please return to the Congress website at www.worldgicancer.com and click on “**Corporate Support**” and download the pdf “**EXHIBITION MANUAL**” for information about the exhibition regulations.

SATELLITE SYMPOSIA REGULATIONS

Please return to the Congress website at www.worldgicancer.com and click on “**Corporate Support**” and download the pdf “**Satellite Symposia Manual**” for information about satellite symposia.

SHIPPING MANUAL

Please return to the Congress website at www.worldgicancer.com and click on “**Corporate Support**” and download the pdf “**Official Shipping Manual**” for information about shipping materials and goods to the Congress.

**ESMO Conference:
12th World Congress on Gastrointestinal Cancer
Important Dates and Deadlines for Ancillary Meetings**

Item	Due Date	Submit To
Abstract Submission Deadline	18 February 2010	Imedex
Certificate of Insurance Due to Viajes Iberia	12 March 2010	Viajes Iberia
Application Deadline for Ancillary or Concurrent Meetings	3 May 2010	Imedex
Last Day to Reserve Space in the Congress Delegate Bag for an Insert	10 May 2010	Imedex
Food & Beverage and Additional Equipment Orders Due	10 May 2010	Viajes Iberia
Sample Inserts for Congress Bags Due for Approval	17 May 2010	Imedex
Registration Forms Due	17 May 2010	Imedex
Notification to Viajes Iberia of Shipping and Materials Arrival	24 May 2010	Viajes Iberia
Delegate Bag Inserts Received by RESA in Barcelona – must ship separately from exhibition items and label as Delegate Bag Inserts	21 June 2010	
All Other Items Received by RESA in Barcelona – Last Day	21 June 2010	
Last Day to Guarantee Food and Beverage Numbers	18 June 2010	Viajes Iberia

ESMO Conference: 12th World Congress on Gastrointestinal Cancer Key Contact Information

Congress Location - CCIB

(Centre de Convencions Internacional de Barcelona)
Rambla de Prim 1-17
08019 Barcelona, Spain
Website: www.ccib.es

Exhibition Management

Viajes Iberia Congresos
Edif. Orizonia - Pallars 193, 2^a planta
08005 Barcelona, Spain
Tel.: +34 93 510 1005
Fax: +34 93 510 1009
E-mail: congresos.barcelona@viajesiberia.com
Website: www.viajesiberiacongresos.com
Contact: Irene Senin

Congress Secretariat

Imedex[®], LLC
4325 Alexander Drive
Alpharetta, Georgia 30022 USA
Tel.: +1 (770) 751 7332
Fax: +1 (770) 751 7334
Email: meetings@imedex.com
Website: www.worldgicancer.com
Exhibitions Contact: Cori Gunter
Satellite Symposia Contact: Kelly Jackson

Shipping Supplier

RESA Internacional Events, SL
C/Ciencias s/n – Entrada de Mercancías
Recinto Ferial Gran Via M2
08908 – Hospitalet
Barcelona, Spain
Tel.: + 34 93 233 4745/ 4744/ 4743
Fax: + 34 93 263 1894
E-mail: tanja@resainternacional.com
jreina@resainternacional.com
Contact: Tanja Wilhelm or Jorge Reina

Housing Management

Viajes Iberia Congresos
Edif. Orizonia - Pallars 193, 2^a planta
08005 Barcelona, Spain
Tel.: +34 93 510 1005
Fax: +34 93 510 1009
E-mail: congresos.barcelona@viajesiberia.com
Website: www.viajesiberiacongresos.com
Contact: Begoña Ruiz

ANCILLARY MEETING INFORMATION

ESMO Conference: 12th World Congress on Gastrointestinal Cancer Guidelines for Ancillary Meetings

Organizations wishing to hold an ancillary meeting in conjunction with the ESMO Conference: 12th World Congress on Gastrointestinal Cancer must first obtain approval from the Congress Secretariat. All scheduled events must adhere to ESMO Conference: 12th World Congress on Gastrointestinal Cancer regulations. Ancillary meetings of more than 30 participants may not take place during black out times.

Satellite Symposia are not considered ancillary meetings. Please see the Satellite Symposia Manual on the Congress website, www.worldgicancer.com for additional information.

1. Black out times for ancillary meetings

Ancillary or concurrent activities (internal meetings involving delegates, press conferences, and educational or promotional activities) in the convention center or outside the convention center, but concurrent to or during the breaks of the scientific program of the ESMO Conference: 12th World Congress on Gastrointestinal Cancer must be approved by Imedex. Ancillary meetings of 30 participants or less will be allowed during blackout times but must be approved by Imedex. Ancillary meetings over 30 participants will not be allowed during blackout times. Clear identification of the organizer, the purpose, the targeted participants, and the full program must be submitted to Imedex by 3 May 2010 for approval. Please see the Ancillary Meeting Manual on the Congress website for additional information.

Black Out Times for Ancillary or Concurrent Activities			
Wednesday, 30 June	Thursday, 1 July	Friday, 2 July	Saturday, 3 July
15:00 to 19:30	8:00 to 20:20	8:00 to 21:15	8:00 to 16:35

2. Seeking approval for an ancillary meeting

All ancillary meetings must be approved by Imedex, the Congress Secretariat. In order to gain approval for your ancillary meeting please complete the form found on page 9. If you are having multiple ancillary meetings, please complete one form for each meeting.

Companies that are not supporters of the ESMO Conference: 12th World Congress on Gastrointestinal Cancer will need to pay a €150 processing fee. Please see the form on page 9 for additional information.

3. Unapproved therapies

Imedex bears no responsibility towards the delegates for the display, promotion or sale of therapies or services nor is Imedex supporting those products or services for their sole promotion at the ESMO Conference: 12th World Congress on Gastrointestinal Cancer. However, Imedex reserves the right to deny at any time the display, promotion or sale of products, therapies or services should these be against the generally accepted clinical approach. Promotion of unapproved therapies (by regulatory authorities) is regulated by the local and European laws, and Imedex bears no responsibility in case of a complaint based on such laws.

4. Space availability

A limited amount of space is available at the CCIB, the Congress venue for ancillary meetings. Space at the CCIB will be allotted on a first-come, first serve basis. Space is also available at several hotels near the CCIB. Once your ancillary meeting is approved Imedex can provide assistance in placing your meeting.

5. Delegate bag inserts

Imedex will accept a restricted number of promotional materials to be included in the official Congress delegate bag. The material may not be larger than A4-format and not heavier than 30 grams per piece.

Space in the delegate bag is available for €5,000 per item.

Event organizer must reserve a place in the delegate bag by 01 May 2010 and must submit a sample of the material for authorization of format and content to Imedex by 17 May 2010.

The deadline, quantity and shipping instructions must be strictly followed, **including the use of the delegate bag insert shipping label on page 14**. Material not related to activities taking place during the ESMO Conference: 12th World Congress on Gastrointestinal Cancer will not be authorized.

In order to assist the RESA and Imedex staff in making sure your delegate bags inserts arrive at the CCIB in time for insertion into the Congress bags, you must include the labeling on page 14 on the outside of each item sent. Delegate bag inserts must be shipped separately from any exhibition materials.

6. Signage limitations

A limit of two directional signs for Ancillary Meetings may be placed in the CCIB. Directional signs may be placed 1 hour before your ancillary meeting and must be removed when the meeting is over.

7. Responsibility of organizer

Event organizer is responsible for all charges associated with the ancillary meeting including but not limited to meeting space, catering, audio visual, and security.

8. Use of the logos

The use of all logos and/or names, including the ESMO Conference: 12th World Congress on Gastrointestinal Cancer, Imedex on distributed material or other items is subject to expressed written approval from Imedex.

9. Badges

All attendees at the ESMO Conference: 12th World Congress on Gastrointestinal Cancer need to be registered for the Congress in order to have access to the CCIB. If you chose to hold your ancillary meeting in the CCIB all attendees of your meeting will be required to be registered for the Congress. Please see the official Congress website www.worldgicancer.com for more information on Congress registration.

10. Shipping

RESA Expo Logistics is the official Shipping supplier of the ESMO Conference: 12th World Congress on Gastrointestinal Cancer. Please go to the official Congress website www.worldgicancer.com to download the official shipping manual. The manual can be found on the "Corporate Support" page of the website. Items shipped directly to the CCIB will be refused.

11. Rules and regulations

Ancillary meetings held in the CCIB are required to abide by all pertinent rules and regulations as outlined in the ESMO Conference: 12th World Congress on Gastrointestinal Cancer Exhibition Manual and Satellite Symposia Manual. Both manuals can be found on the “Corporate Support” page of the Congress website www.worldgicancer.com.

**ESMO Conference:
12th World Congress on Gastrointestinal Cancer**

ANCILLARY MEETING REQUEST FORM

Contact Information

ASSOCIATION/COMPANY NAME _____

ON BEHALF OF/SUPPORTING COMPANY _____

CONTACT PERSON _____

PHONE NUMBER _____

EMAIL _____

Meeting Specifications

MEETING NAME _____

MEETING DESCRIPTION/PURPOSE _____

DESIRED DATE _____

DESIRED TIME _____

ANTICIPATED NUMBER OF ATTENDEES _____

Location desired:

CCIB (Congress Venue)

Other: _____

Please complete this form and fax to Kelly Jackson at +1 770 751 7334.

ESMO Conference: 12th World Congress on Gastrointestinal Cancer

PROCESSING FEE AUTHORIZATION FORM

Companies that are not supporters of the ESMO: Conference: 12th World Congress on Gastrointestinal Cancer are required to pay a €150 processing fee. Please complete the form below and return it via fax to Kelly Jackson at +1 770 751 7334. Other forms of payment are accepted. Please contact Kelly Jackson at k.jackson@imedex.com if you would like to make other arrangements.

I, _____, hereby authorize Imedex, Inc. to charge the

following credit card:

Cardholder's name (as it appears on the card): _____

Credit Card number: _____

Expiration date: __/__/__

Security code digits: _____ (Amex) or _____ (Visa, MasterCard and Discover)

I authorize Imedex, LLC to charge the following amount:

_____ in the currency of (please circle) USD/EUR/CAD.

Signed: _____

Date: _____

OFFICIAL SHIPPING MANUAL

RESA Expo Logistics is the official Shipping supplier of the ESMO Conference: 12th World Congress on Gastrointestinal Cancer. Please go to the official Congress website www.worldgicancer.com to download the official shipping manual. The manual can be found on the "Corporate Support" page of the website. Items shipped directly to the CCIB will be refused.

RESA CONTACT DETAILS:

Jorge Reina
jreina@resainternacional.com
Direct Tel.: + 34 93 2334743

Tanja Wilhelm
tanja@resainternacional.com
Direct Tel.: + 34 93 2334024

General Fax: + 34 93 2631894



OFFICIAL BAG INSERT SHIPPING MANUAL

ESMO Conference: 12th World Congress on Gastrointestinal Cancer

BARCELONA

30 June – 3 July 2010

Dear Supporter:

Please read carefully this relevant information concerning logistics and customs regulations for the delegate bags at the ESMO Conference: 12th World Congress on Gastrointestinal Cancer, in order to ensure your leaflet / brochure reaches all the event visitors.

Your shipments should arrive at our Barcelona receiving warehouse no later than **21st of June 2010**

- Consignee address: RESA / Trebig Handling
C/Antártic, 101 - 103
Zona de Actividades Logísticas
E – 08040 Barcelona
SPAIN
Notify: WCGI 2010 / Supporter's name

All delegate bags insert shipments must be marked as follows:

EVENT NAME: WCGI 2010
BAG INSERT
NAME OF PUBLICATION: XXXXXXXXXXXX
SUPPORTING COMPANY: XXXXXXXXXXXX
PIECES: 1 OF XXX

Please send your shipments prepaid, on own Master air way bill, consigned to above mentioned address. For shipments outside the EU, 3 original Invoices should be attached to the Airway bill. Send always your shipment on conditions "prepaid" or "DDP" (all charges paid by the sender **including the payment of duties and taxes**). Courier shipments arriving with unpaid transport costs will be refused (unless the exhibitor gives instructions to RESA for payment of charges on their behalf. An additional 10% deferment fee will be charged for advanced payment).

Shipments without proper delivery information will not be delivered and will remain at our warehouse until the sponsor requests them (claims for delayed deliveries of unmarked shipments will be refused).

Pre-advices Please send us at least two days before arrival in Barcelona by fax:

- Copy of airwaybill / flight details
- Copy of invoice / packing list

RESA CONTACT DETIALS:

Jorge Reina
ireina@resainternacional.com
Direct Tel.: + 34 93 2334743

Tanja Wilhelm
tanja@resainternacional.com
Direct Tel.: + 34 93 2334024

General Fax: + 34 93 2631894

Delegate Bag Insert Sample Shipping Label

In order to assist the RESA and Imedex staff in making sure your delegate bag inserts arrive at the CCIB in time for insertion into the delegate bags, you must include the following labeling on the outside of each item sent which includes any delegate bag inserts and delegate bag inserts must be shipped separately from any exhibition materials.

The last day to make a reservation for space in the delegate bag is 10 May 2010. Sample inserts are due to Imedex for approval by 17 May 2010.

**Boxes containing Delegate Bag Inserts must be received by
RESA in Barcelona by 21 June 2010**

ESMO Conference:
12th World Congress
on Gastrointestinal Cancer

**DELEGATE BAG
INSERTS**

(Your Company Name)