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Congress Contact Information:
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**When is the Exhibition Hall Open?**
The Exhibition Hall will be open on Thursday, 4 July 2019 through Saturday, 6 July 2019. The Exhibit Hall hours are posted on the Congress Website.

**Who has access to the Exhibit Hall?**
For 2019, attendee badges will identify if the attendee is a prescribing healthcare professional or not. It will be up to the individual attendee to decide which areas of the Congress are appropriate for them to visit. It will also be the responsibility of exhibitors to decide how they engage or interact with attendees, according to European legislation and any applicable code of practice.

During set-up, tear-down and when the hall is closed, only those with Booth Builder Bracelets, Industry- Exhibitor Badges, Exhibitor Badges and Hostess Bracelets will be allowed entry.

**When is setup and breakdown scheduled for the Exhibit Hall?**
Exhibition Setup for booths 20m² or more is scheduled for Monday, 1 July – Wednesday, 3 July 2019; hours are posted to the Congress Website.

Exhibition Setup for booths less than 20m² scheduled for Tuesday, 2 July – Wednesday, 3 July 2019; hours are posted to the Congress Website.

Exhibition Breakdown for all booths is Saturday, 6 July 2019 at the close of the Congress. No early soft goods breakdown will be allowed prior to the close of the Congress.

**What are the Exhibitor registration hours/badge pick-up?**
Exhibitor registration information will be posted to the Congress Website.

**What are the requirements for the 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 50 grams per piece. We suggest printing 3750 pieces to be placed in delegate Congress bags. Supporters at the Silver level or higher will receive one complimentary bag insert. Those companies wishing to take advantage of this opportunity will need to decide internally whether the complimentary bag insert will be used to promote the symposium or to promote the booth located in the exhibition hall or provide a marketing message. Please contact Stacy Brandaus brandau@imedex.com for availability and pricing should you wish to purchase or reserve additional bag inserts.

Supporters must reserve a place in the delegate bag by 26 April 2019 and must submit a sample of the material for authorization of format and content to Imedex by 3 May 2019.

Bag inserts for a symposium must include the following disclaimer: “Satellite Symposium held in conjunction with the ESMO 21st World Congress on Gastrointestinal Cancer. This symposium content is not an official part of the World Congress scientific program, nor is it organized or endorsed by Imedex.”

Your shipments should arrive as early as 3 June 2019 at our Barcelona receiving warehouse AND must be there no later than 20 June 2019.

Detailed Bag Insert Shipping Instructions have been posted to the Congress website under the Helpful Documents & Information.

**What are the shipping details for Bag Inserts?**
The Bag Insert Shipping Instructions are housed on the Congress website – Helpful Documents & Information. The deadline, quantity and shipping instructions must be strictly followed, including the use of the delegate bag insert shipping label. Material not related to activities taking place during the ESMO 21st World Congress on Gastrointestinal Cancer will not be authorized.
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 labeling on the outside of each item sent. Delegate bag inserts must be shipped separately from any exhibition materials and arrive no later than 20 June 2019. Shipping and handling charges associated with the delegate bag insert will be the responsibility of the supporter.

**How early can the bag insert be received at RESA?**
RESA will begin to accept bag inserts for the ESMO 21st World Congress on Gastrointestinal Cancers as early as 3 June 2019.

**What is the deadline for RESA to receive the bag insert?**
All bag inserts must arrive at RESA no later than 20 June 2019 with no exceptions.

**What are the Congress Blackout Times?**
Please see the Congress Website for the current blackout times.

Ancillary meetings of 30 participants or less will be allowed during black out times but must be approved by Imedex. Ancillary meetings over 30 participants will not be allowed during black out times.

**What are the details for the Company Description?**
Each supporter of the Congress can submit a company description which will display in the Program Guide and Congress Mobile App.

**Congress Guide:**
Each supporter and exhibitor are entitled to providing a company. Descriptions must not exceed 250-words. Any descriptions over this amount will be edited at the Secretariat’s discretion.

**Mobile App:**
Each supporter and exhibitor is entitled to providing a company listing that will be included in the Congress Mobile App. Each company listing will include:
- Company Name
- Company Phone (general public inquiry)
- Company Website
- Contact Us Email (general public inquiry)
- Company Description - 100 - 150 words (if the version you submitted for the Program Guide fits these parameters, please let me know)
- Twitter Username
- Facebook
- Linkedin

The Company Descriptions should be submitted to Michele Wicker; m.wicker@imedex.com by 26 April 2019 for inclusion in the Program Guide and Mobile App.

**How many Complimentary Registration badges does my organization receive?**
Each supporter of the Congress gets a certain number of complimentary registrations to the Congress providing full access to the Congress, access to the Exhibit floor or access to a symposium. The number of complimentary registrations and what can be accessed is determined by their Support Level and size of the Exhibit Booth. Please refer to your Letter of Agreement for the exact number of Complimentary Registrations or reach out to Michele Wicker for assistance; m.wicker@imedex.com.

- A Complimentary Registration Manual is posted to the Congress Website – Helpful Documents.

**How should I submit the names for the Complimentary Registrations?**
*New for 2019* - All supporters/exhibitors/symposium organizers will have access to register their complimentary attendees for the Congress via portal under a unique login. Any edits or adjustments will be the direct responsibility of the supporter/exhibitor/symposium organizer. Instructions can be found in the Complimentary Registration Manual.
housed on the Congress website. Your unique login will be distributed via email by Michele Wicker; m.wicker@imedex.com

**Are lead retrieval devices/software offered for the Congress?**
Leads retrieval is offered for the Congress. Please see the Helpful Documents for additional information.

If you prefer not to use your personal devices, the CCIB can arrange for equipment rental. You will then download the software from the lead retrieval vendor to the rented CCIB devices.

**What are the scheduled symposium times?**
The symposium schedule is posted to the Congress Website.

**Who is the contact for room set-up, AV, food & beverage, etc.?**
Please reach out to satellites@ccib.es; for AV, room set up, food, etc.

**How much food & beverage should be ordered for the symposia?**
Food must be ordered for 80% of the room set up using the Symposium Order Form on the congress website which is submitted directly to the CCIB. All menu choices and prices are provided via CCIB. A full Symposium Manual is available on the Congress Website.

**Can I use an ESMO Executive Board Member as faculty for the symposium?**
Symposia Faculty - Prohibition of ESMO Board members having Multiple Roles

“In order to fall more in line with our partnership with ESMO, there will now be a limitation on the number of times that an ESMO Executive Board member may present at satellite symposia associated with the ESMO 21st World Congress on Gastrointestinal Cancer. So that a diversity of opinions, as well as varying perspectives and scientific contribution may be available, Imedex will limit Board members participation to a maximum of two satellite symposia. This includes any planning or other involvement, and regardless of any payment of honoraria.”

The Board Members on ESMO's site are http://www.esmo.org/About-Us/Who-We-Are/Executive-Board

**How do I submit the Draft and Final agenda?**
**New for 2019** - Please use the Satellite Symposium Agenda Submission Template for your draft agenda and final agenda.

Once completed, the draft and final agenda should be submitted to Stacy Brandau; s.brandau@imedex.com and Michele Wicker; m.wicker@imedex.com,

Due dates:
Draft Agenda and Title Due Date: 15 March 2019
Final Agenda and Title Due Date: 3 May 2019

**What information should I send to list our symposium on the Congress material and website?**
Please forward the following documents to Stacy Brandau; s.brandau@imedex.com and Michele Wicker; m.wicker@imedex.com

Final Agenda and Title Due Date: 3 May 2019
PDF Document for Web-site Announcement Due Date: 10 May 2019; (can be the same as the bag insert)

**What AV is included in with the Symposium room?**
The following audiovisual equipment is included in the rooms at the CCIB for each satellite symposia:
   (1) Projector Barco R10 (10.00 Lumens)
   (1) Screen
   In house sound system (Tannoy Speakers) with ability to handle 2 microphones

**What is the format for symposia slides?**
Slide deck format is 16:9
Will the symposium rooms have Wi-Fi?
Complimentary public Wi-Fi is available in all spaces of the CCIB. The strength and availability of the public Wi-Fi cannot be guaranteed. It is recommended if you require internet access for the success of your symposium that you order Wi-Fi or a hard line directly from the CCIB. Additional internet is at the expense of the Symposium organizer. The CCIB will provide technical support ordered from them. No technical support will be provided for the public Wi-Fi.

Can we schedule a technical rehearsal for the symposium?
Symposium rooms will be available prior to the symposium start for technical set-up and rehearsal. Please refer to the Symposium information posted to the Helpful Documents on the Congress website. Be sure to utilize this timeframe for your rehearsal. The CCIB should be contacted directly to schedule a technical rehearsal. Should ancillary space be needed for a slide review or meeting prior to your symposium day, additional ancillary space rental is available. Detailed information can be found in the Ancillary Meeting Manual.

What are the best practices for marketing the symposium?
There are many ways to market your symposium. We suggest taking advantage of all aspects that you can to ensure maximum attendance. Please see the Symposium Best Practices document housed on the Helpful Documents of the Congress Website.