



# ECNP Industry Rules and Regulations



<http://2017.ecnp.eu>



## 1. Legal rules and regulations

### 1.1 Adherence to rules, regulations and guidelines

All companies involved in the 30<sup>th</sup> ECNP Congress should adhere to this document, the ECNP Rules and Regulations, the [ECNP Industry Session Guidelines](#), the [ECNP Exhibition Guidelines](#), as well as the [Rules and Regulations of the Palais des Congrès de Paris](#).

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 30<sup>th</sup> ECNP Congress within your own company, as well as to agencies working on your behalf.

### 1.2 Adherence to laws

It is the companies' responsibility to adhere to any laws applicable in the country where the ECNP Congress is being held. The organisers accept no responsibility whatsoever for any transgression of such laws by exhibitors and/or satellite symposia organisers at the 30<sup>th</sup> ECNP Congress.

### 1.3 Governing law, competent court

The law of The Netherlands shall be applicable to the whole contractual relationship between the organisers and the companies, which includes – but is not limited to – the guidelines and all other agreements.

Any disputes which might arise as a result of the agreements are subject to the adjudication of the competent court of jurisdiction in The Netherlands.

Participation in the exhibition and/or satellite symposia of the 30<sup>th</sup> ECNP Congress implies acceptance of these conditions.

### 1.4 Liability and indemnification

The company will be fully responsible for any claims, liabilities, losses, damages, or expenses relating to or arising out of any injury to any of the companies' personnel or to any other person or any loss or damage to any property of company or any other property where such injury, loss or damage is incident to, arises out of, or is in any way connected with companies participation of the 30<sup>th</sup> ECNP Congress.

Moreover, the company shall protect, indemnify, hold harmless and defend the organisers and their employees from and against any and all such claims, liabilities, losses, damages and expenses. The company further waives any claim against the organisers, their officers, directors, agents, and suppliers, arising out of oral and written publication or republication of any statement made in connection with the 30<sup>th</sup> ECNP Congress concerning the company's or his/her exhibits, products or services. The foregoing does not apply to claims arising from gross negligence or wilful misconduct on the part of the organisers or any person or object for which the organisers can be held liable under Dutch law.

### 1.5 Disclaimer

For reasons beyond their control (such as war, strikes, lockouts, riots or any such civil disturbances, any acts of God, including but not limited to earthquakes, floods and droughts and any other cause or circumstance of whatsoever nature beyond its control that have an impact on the arrangements, timetables or planning of a scientific meeting), the 30<sup>th</sup> ECNP Congress and/or its agents have the right to immediately alter or cancel the congress or any of the arrangements, timetables, plans or other items relating directly or indirectly to the



30<sup>th</sup> ECNP Congress. The company and/or participants shall not be entitled to any compensation for damages that result from such alteration or cancellation.

Furthermore, with the exception of any wilful damage or gross negligence committed by the 30<sup>th</sup> ECNP Congress and/or its agents, neither the 30<sup>th</sup> ECNP Congress nor its agents shall at any time be liable for any direct or indirect damage suffered by the company and/or participants, including consequential and immaterial damage, caused by failure to comply with any provision of this document.

## 1.6 Insurance

Although every reasonable precaution will be taken to protect the company's property whilst on display at the exhibition or during the satellite symposium at the 30<sup>th</sup> ECNP Congress, it must be clearly understood that the company takes part in the 30<sup>th</sup> ECNP Congress entirely at its own risk. Furthermore, with the exception of wilful damage or gross negligence on their part, the 30<sup>th</sup> ECNP Congress and/or its agents, the management of the Palais des Congrès de Paris, the local authorities, and the designated official service suppliers accept no liability for any loss or damage sustained or occasioned from any other cause. It is highly recommended that all the staff of the company carry the proper individual medical travel and health insurance.

Furthermore, all companies should carry proper liability insurance, as the company is responsible for all personal injury or damage to property arising in connection with the construction and dismantling of the exhibition stand and/or with the satellite symposium on anything permitted, omitted or done thereon or therefrom during the period of congress or the construction and dismantling periods of the 30<sup>th</sup> ECNP Congress, with the exception of personal injury or damage to property to third parties which is caused by ECNP or any person or object for which ECNP can be held liable under Dutch law.

## 1.7 Damage to the premises

Nails, screws or other fixtures may not be driven into any part of the premises including floors, nor may any part of the premises be damaged or disfigured in any way. If any damage occurs, the company responsible for such damage will be invoiced for any charges incurred.

## 2. Other rules and regulations

### 2.1 Abstracts for poster presentations

Abstracts can be submitted for poster presentations up to and including 1 April 2017 via the [ECNP Congress website](#). These abstracts should report on the purpose, methods, results and conclusions of high-quality original research (e.g. double-blind studies) that has not been published elsewhere, in part or as a whole. The results section should contain real data, including the outcome of appropriate statistical analysis. The statements, in particular in the conclusion section, should be balanced. The abstract should not contain commercial-type statements. In principle, only one abstract for poster presentation dealing with a particular study will be accepted. If a study is financially supported by a company, this information should be included as an acknowledgement. Obviously, the abstract should be prepared according to the guidelines as mentioned on the [ECNP Congress website](#). All accepted abstracts will also be presented as an e-poster. When an abstract is submitted for poster presentation it is mandatory to register for the congress before 15 April 2017. More information can be found on the [ECNP Congress website](#).



## 2.2 Activities (company related) during the official ECNP programme hours

Company related activities (other than exhibition and industry sessions) are not allowed during the official ECNP programme from Saturday 2 September 16.50 till Tuesday 5 September 16.40, including the ECNP Reception on Sunday 3 September 2017.

## 2.3 Activities (company related) outside the official ECNP programme hours

If a company or an organisation intends to organise a private meeting or other event during the 30<sup>th</sup> ECNP Congress, it would be appreciated if the ECNP Office could be notified of this for information purposes only. It would also be appreciated if no activities were organised in parallel with the satellite symposia.

## 2.4 Advertisements

Company advertisements are not permitted in the congress supplement to the journal *European Neuropsychopharmacology* (ENP) or any printed or digital matter of the 30<sup>th</sup> ECNP Congress.

## 2.5 Agencies

The use of agencies for logistical and technical purposes is permitted, provided that the company informs the registration secretariat, CPO HANSER SERVICE, in writing of the name of the agency and which activities it will perform. Unfortunately, it is not possible to handle any requests by agencies before such a written statement has been received. Please note that the company remains responsible for the activities organised. Should you desire to work with an agency, please fill in the [Agency reply form](#).

NB: Material regarding the contents of the satellite symposia must be provided by the company itself to the ECNP Office (including printed and press material).

## 2.6 Audio-visual equipment

The use of microphones/audio-visual equipment on the exhibition stand is permitted, but the volume must not be such as to cause annoyance to other exhibitors. The organisers reserve the right to prohibit the use of such equipment, if in the organisers' opinion, any annoyance is being caused.

## 2.7 Distribution of material

Apart from the exhibition stands and the rules, as stated in the industry sessions guidelines, companies will not be permitted to distribute or mount any material at the venue of the 30<sup>th</sup> 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 satellite symposium is not permitted, e.g. staff 'helping' participants to read the signs or to find satellite symposia, exhibition or other company related matters.

## 2.8 Internal meetings

The 30<sup>th</sup> ECNP Congress has meeting rooms for rent available (only for private staff meeting purposes) at the Palais des Congrès de Paris during the 30<sup>th</sup> ECNP Congress at a first come first serve basis. Meeting rooms can be rented from Saturday 2 September until Tuesday 5 September 2017 between 07.00-17.00 daily.



For further information and reservation please send an e-mail to [paris2017@ecnp.eu](mailto:paris2017@ecnp.eu).

## 2.9 Language

The official language of the congress is English. There is no simultaneous translation allowed, neither during the scientific programme, nor the satellite symposia.

## 2.10 Obstruction of aisles and open spaces

Exhibitors will not be allowed to display exhibits outside their own exhibition stands. Additionally, the organisers reserve the right to order changes to exhibition stands, which are in any way obtrusive. Any form of light projection, etc. outside the exhibition stands is not permitted. Aisles must be kept clear and free for passage at all times. Any exhibitor who does not abide by the rules is liable to have his or her stand closed by the organisers at the exhibitor's own risk and expense.

## 2.11 Press

Please note that only ECNP organises official press conferences during the congress at the congress venue. Companies can only organise press conferences outside the congress venue and outside congress hours.

If at the company press conference information or documentation is included about data presented at the 30<sup>th</sup> ECNP Congress:

- The current disclaimer for press material 'does not necessarily reflect opinions of ECNP' is to be used
- Reference to company supported content or session must use the formula 'on the occasion of the 30<sup>th</sup> ECNP Congress with educational financial support provided by <name company>'. No other construction is allowed.

If at the company press conference no information or documentation is included about data presented at the 30<sup>th</sup> ECNP Congress:

- No reference to ECNP can be made.

If you are in doubt about any of these policies, please contact the press officer at [press@ecnp.eu](mailto:press@ecnp.eu).

Further information regarding the ECNP press policy will be included in the Industry Manual, to be published on 1 May 2017.

## 2.12 Printed material (including digital material, etc.)

No use may be made of the ECNP logo. However, the ECNP Congress promotional kit is available for use for materials related to the 30<sup>th</sup> ECNP Congress (available in August 2016).

Text reference can be made to the ECNP Congress or ECNP as follows:

- On the invitation for satellite symposia, worded as follows: 'satellite symposium on the occasion of the 30<sup>th</sup> ECNP Congress with educational financial support provided by <name company>'
- On written information for the press, see Industry manual (to be published on 1 May 2017)
- On the live webcast of a satellite symposium, see the [ECNP Industry Sessions Guidelines](#)
- Reference to exhibition is limited to 'please visit the exhibition booth/stand of <name company>'

No trade logos and/or names may be printed on invitations for satellite symposia.



### 2.13 Privacy of participants

All parties involved in the organisation of ECNP Congresses are urgently requested to respect the privacy of the participants. This implies that it would be greatly appreciated if no promotional material is displayed in hotels or left for the attention of the participants in their hotel rooms. Please ensure that hospitality areas in hotels are kept low profile.

### 2.14 Signage

Signage related to industry sessions and the exhibition will be provided and organised by ECNP. No other signage is permitted.

### 2.15 Smoking

The ECNP Congresses are non-smoking congresses.

### 2.16 Sponsoring

There are no industry sponsored activities allowed during the congress besides the industry sessions and exhibition.

## 3. Miscellaneous

In addition to these ECNP Industry Rules and Regulations, the Industry Sessions Guidelines, the Exhibition Guidelines, the terms and conditions, important notes and technical guidelines mentioned in the ECNP Industry Manual (available on 1 May 2017), as well as [Rules and Regulations of the Palais des Congrès de Paris](#) also apply. In the event of a dispute, the decision of the organisers is final.