



**32<sup>ND</sup> ECNP** 7-10 SEPTEMBER 2019  
**CONGRESS** COPENHAGEN

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CNS treatments*



## ECNP Industry Manual



<https://2019.ecnp.eu>

The 32<sup>nd</sup> ECNP Congress foundation is a Dutch public-interest-serving entity

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## Key dates and links

Exhibition			
Deadline	Service	How to order (if applicable)	Completed ☑
1 June 2019	Stand drawings and stand plan (free-build stands) using the template of <a href="#">Stand plan sketch - layout fittings</a>	Please send to <a href="mailto:congress2019@ecnp.eu">congress2019@ecnp.eu</a>	<input type="checkbox"/>
6 August 2019	AV/IT equipment, catering, carpeting, cleaning and waste disposal, booth security, electricity, floral decorations and arrangements, furniture, internet, lighting, shell scheme material	Please use the <a href="#">Exhibitor portal of the Bella Center</a> <i>(individual logins to the portal have been sent by e-mail to the main contact persons of the exhibition spaces)</i>	<input type="checkbox"/>
20 August 2019	Exhibitor on-site contact form	Please complete the <a href="#">Exhibitor on-site contact form</a>	<input type="checkbox"/>
20 August 2019	Order additional exhibitor badges (and contractor bracelets)	Please complete the <a href="#">Order form exhibition staff badges</a>	<input type="checkbox"/>
23 August 2019	Order hostesses	Please complete this <a href="#">order form</a>	<input type="checkbox"/>
26 August 2019	Forwarding & customs clearance	Please complete the <a href="#">CEVA Shipping instructions and order form</a>	<input type="checkbox"/>
As of 5 September 2019	Pick up contractor bracelets	In the exhibition area	<input type="checkbox"/>
As of 5 September 2019	Pick-up exhibitor/industry session staff badges	At the registration area	<input type="checkbox"/>

Industry Sessions			
Deadline	Service	How to order (if applicable)	Completed ☑
1 August 2019	All printed material (including final pdf invitation) of satellite symposia, expert science exchange session & innovation showcase sessions	Please send to <a href="mailto:congress2019@ecnp.eu">congress2019@ecnp.eu</a>	<input type="checkbox"/>
1 August 2019	Names of 2 representatives per company organising a satellite symposium that will accept the invitation to the ECNP Faculty reception	Please send to <a href="mailto:congress2019@ecnp.eu">congress2019@ecnp.eu</a>	<input type="checkbox"/>
6 August 2019	Order expert science exchange furniture, AV/IT, electricity, branding within the session room	Please contact <a href="mailto:ECNPsatellites@bchg.dk">ECNPsatellites@bchg.dk</a>	<input type="checkbox"/>
10 August 2019	Order catering for satellite symposia and for expert science exchange sessions	Please complete this <a href="#">order form</a>	<input type="checkbox"/>
14 August 2019	Order branding packages Satellite symposia	Please complete this <a href="#">order form</a>	<input type="checkbox"/>
14 August 2019	Order pull-up banner outside session room for Expert Science Exchange and Innovation Showcase sessions	Please complete this <a href="#">order form</a>	<input type="checkbox"/>
16 August 2019	Request additional AV equipment for satellite symposia	Please contact Michael de Backer via <a href="mailto:ecnp@debackerconsultants.com">ecnp@debackerconsultants.com</a>	<input type="checkbox"/>
17 August 2019	Notify AV-advisor whether you will use your own laptop or the PPT-PC via speakers' secretariat for satellite symposia	Please contact Michael de Backer via <a href="mailto:ecnp@debackerconsultants.com">ecnp@debackerconsultants.com</a>	<input type="checkbox"/>
20 August 2019	Order additional industry session staff badges	Please complete the <a href="#">Order form industry session staff badges</a>	<input type="checkbox"/>
23 August 2019	Order hostesses	Please complete this <a href="#">order form</a>	<input type="checkbox"/>
26 August 2019	Forwarding & customs clearance	Please complete the <a href="#">CEVA Shipping instructions and order form</a>	<input type="checkbox"/>
As of 5 September 2019	Pick-up industry session staff and hostess badges	At the registration area	<input type="checkbox"/>

<b>General</b>
<a href="#">ECNP Industry Rules and Regulations</a>
<a href="#">ECNP Exhibition guidelines</a>
<a href="#">ECNP Industry session guidelines</a>
<a href="#">Security information booklet of the Bella Center Copenhagen</a>
<a href="#">Agency reply form</a>
<a href="#">32nd ECNP Congress promotional kit</a>
<b>Exhibition</b>
<a href="#">Exhibitor Terms of the Bella Center Copenhagen</a>
<a href="#">Technical information of the Bella Center Copenhagen</a>
<a href="#">Exhibition floor plan</a>
<a href="#">Exhibitor on-site contact form</a>
<a href="#">Stand plan sketch - layout fittings</a>
<a href="#">Order form exhibition staff badges</a>
<a href="#">Order form hostesses</a>
<a href="#">CEVA Shipping instructions and order form</a>
<a href="#">Map of loading bay</a>
<b>Satellite Symposium</b>
<a href="#">AV set-up overview satellite symposia</a>
Detailed floorplan of rooms: <a href="#">Hall A2</a> <a href="#">Auditorium 15</a> <a href="#">Room C1</a> <a href="#">Room C4</a>
<a href="#">Order form satellite symposium branding packages</a>
<a href="#">Order form industry session staff badges</a>
<a href="#">Order form hostesses</a>
<a href="#">Order form satellite symposium catering</a>
<b>Expert Science Exchange</b>
Detailed floorplan of rooms: <a href="#">Room C2 &amp; C3</a>
<a href="#">Order form industry session staff badges</a>
<a href="#">Order form hostesses</a>
<a href="#">Order form catering</a>
<a href="#">Order form pull-up banner outside session room</a>
<b>Innovation Showcase Session</b>
<a href="#">Order form industry session staff badges</a>
<a href="#">Order form hostesses</a>
<a href="#">Order form pull-up banner outside session room</a>
<b>Industry Views</b>
<a href="#">Order form industry views staff badges</a>

## 1. Contact details 32<sup>nd</sup> ECNP Congress

32 <sup>nd</sup> ECNP Congress Foundation		
<b>Stichting 32<sup>nd</sup> ECNP Congress</b> Bolognalaan 28 3584 CJ Utrecht The Netherlands	Chamber of Commerce: 67794378  RSIN: 857176249  VAT NL: NL8571.76.249.B01	IBAN: NL20 INGB 0008 3714 39  BIC: INGBNL2A
Scientific and organising secretariat		
<b>ECNP Office</b> The Netherlands T: +31 88 7569 555  <a href="mailto:congress2019@ecnp.eu">congress2019@ecnp.eu</a> <a href="http://2019.ecnp.eu">http://2019.ecnp.eu</a> <a href="http://www.ecnp.eu">www.ecnp.eu</a>	<b>Iris Allebrandi</b> Director Congresses & Meetings  <b>Melinda Spitzer</b> Project Manager Congresses & Meetings	<b>Exhibition &amp; industry sessions applications</b>  <b>Exhibition logistics</b>  <b>Rules and regulations</b>  <b>Scientific secretariat</b>
AV advisor for satellite symposia		
<b>DeBackerConsultants Pty.Ltd.</b> <a href="mailto:ecnp@debackerconsultants.com">ecnp@debackerconsultants.com</a>	<b>Michael de Backer</b> AV advisor	<b>AV/IT and room set-up for satellite symposia</b>
Bella Center Copenhagen (Congress venue)		
<b>Bella Center Copenhagen</b> Center Boulevard 5 S-2300 Copenhagen Denmark T: +45 32472139 <a href="mailto:LLAU@bchg.dk">LLAU@bchg.dk</a> <a href="http://www.bellacentercopenhagen.dk">www.bellacentercopenhagen.dk</a>	<b>Linda Laugesen</b> Project Manager	<b>Site visits industry sessions</b>
c'accommodation (Official housing agency)		
<b>c'accommodation</b> 6 avenue E. Van Nieuwenhuysse B-1160 Brussels Belgium T: +32 (0)2 566 99 46 <a href="mailto:h.desmazieres@caccommodation.com">h.desmazieres@caccommodation.com</a>	<b>Hélène Desmazières</b>	<b>Hotel bookings</b> Please note that the nearest hotel is the AC Hotel Bella Sky: A special rate of 1800 DKK per single room, per night, breakfast included has been negotiated.
CPO HANSER SERVICES GmbH (Official registration agency)		
<b>CPO HANSER SERVICE GmbH</b> Berlin, Germany T: +49 30 300 66 90 <a href="mailto:registrationsecretariat@ecnp-congress.eu">registrationsecretariat@ecnp-congress.eu</a>		Group registration is available to register a minimum of 5 participants via: <a href="https://2019.ecnp.eu/registrationhotel/Registration">https://2019.ecnp.eu/registrationhotel/Registration</a>

## 2. Contacts details official suppliers

On behalf of the 32<sup>nd</sup> ECNP Congress Foundation Michael de Backer, AV advisor coordinates the satellite symposia services and Melinda Spitzer 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.

### 2.1 General services

Service	Supplier & contact person	Contact details
Lifting, forwarding, customs clearance, freight & shipping	CEVA <b>Jochem van Veen</b>	<a href="mailto:international@cevalogistics.com">international@cevalogistics.com</a> T: +31(0) 88 028 3101 M: +31(0) 6 83 62 85 92  Elektronweg 24 3542 AC Utrecht The Netherlands

### 2.2 Exhibition services

Service	Supplier & contact person	Contact details
Exhibition management	ECNP Office <b>Melinda Spitzer</b>	<a href="mailto:congress2019@ecnp.eu">congress2019@ecnp.eu</a> T: +31 88 7569 555  P.O. Box 85410 3508 AK Utrecht, The Netherlands <a href="https://2019.ecnp.eu">https://2019.ecnp.eu</a>
AV/IT equipment, catering, carpeting, cleaning and waste disposal, booth security, electricity, floral decorations and arrangements, furniture, internet, lighting, shell scheme material, water supply	Bella Center Copenhagen	<a href="mailto:ECNPexpo@bchg.dk">ECNPexpo@bchg.dk</a> T: +45 50604469  Center Boulevard 5 DK-2300 Copenhagen S Denmark <a href="http://www.bellacentercopenhagen.dk">www.bellacentercopenhagen.dk</a>
Catering	Bella Center Copenhagen	<a href="mailto:FBorders@bchg.dk">FBorders@bchg.dk</a>  Center Boulevard 5 DK-2300 Copenhagen S Denmark <a href="http://www.bellacentercopenhagen.dk">www.bellacentercopenhagen.dk</a>
Hostesses	Rex&Lindeborgh <b>Gitte Rex</b>	<a href="mailto:gr@rogl.dk">gr@rogl.dk</a> T: +45 33 11 12 14  Kjeld Langes Gade 14, DK - 1367 Copenhagen <a href="http://www.rogl.dk">www.rogl.dk</a>

## 2.3 Satellite symposium services

Service	Supplier & contact person	Contact details
Satellite symposia management: - AV / IT room set-up - Branding inside session room	DeBackerConsultants Pty.Ltd. <b>Michael de Backer</b>	<a href="mailto:ecnp@debackerconsultants.com">ecnp@debackerconsultants.com</a> <a href="http://www.debackerconsultants.com">www.debackerconsultants.com</a>
Catering	Bella Center Copenhagen	<a href="mailto:ECNPsatellites@bchg.dk">ECNPsatellites@bchg.dk</a>  Center Boulevard 5 DK-2300 Copenhagen S Denmark <a href="http://www.bellacentercopenhagen.dk">www.bellacentercopenhagen.dk</a>
Hostesses	Rex&Lindeborgh <b>Gitte Rex</b>	<a href="mailto:gr@rogl.dk">gr@rogl.dk</a> T: +45 33 11 12 14  Kjeld Langes Gade 14, DK - 1367 Copenhagen <a href="http://www.rogl.dk">www.rogl.dk</a>

## 2.4 Expert science exchange session services

Service	Supplier & contact person	Contact details
AV / IT room set-up, branding within the session room, catering, electricity, furniture, lighting	Bella Center Copenhagen	<a href="mailto:ECNPsatellites@bchg.dk">ECNPsatellites@bchg.dk</a>  Center Boulevard 5 DK-2300 Copenhagen S Denmark <a href="http://www.bellacentercopenhagen.dk">www.bellacentercopenhagen.dk</a>
Hostesses	Rex&Lindeborgh <b>Gitte Rex</b>	<a href="mailto:gr@rogl.dk">gr@rogl.dk</a> T: +45 33 11 12 14  Kjeld Langes Gade 14, DK - 1367 Copenhagen <a href="http://www.rogl.dk">www.rogl.dk</a>

## 2.5 Innovation Showcase session services

Service	Supplier & contact person	Contact details
Hostesses	Rex&Lindeborgh <b>Gitte Rex</b>	<a href="mailto:gr@rogl.dk">gr@rogl.dk</a> T: +45 33 11 12 14  Kjeld Langes Gade 14, DK - 1367 Copenhagen <a href="http://www.rogl.dk">www.rogl.dk</a>

### **3. General information**

#### **3.1 Banking facilities**

The nearest ATM machine is located at the reception area of the Bella Sky Hotel Copenhagen.

The official currency in Denmark is Danish kroner (DKK). Foreign currencies may easily be exchanged in banks and exchange offices.

#### **3.2 Congress information**

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

#### **3.3 Disabled persons facilities**

All the levels of the congress venue are accessible for disabled persons.

Please ensure that your stand and exhibits are also accessible to people with disabilities. Any stand with a platform should provide an appropriate access ramp.

#### **3.4 First aid**

First aid service is available at the west entrance of the Bella Center Copenhagen. Telephone number within the venue: +4532472943. From outside the venue: 112. The nearest hospital is: Amager hospital, Italiensvej 1, DK-2300 Copenhagen S, Denmark. For an appointment to the emergency room at the hospital call 1813.

#### **3.5 Group registration**

For more information about group registration, please visit the [website](#).

#### **3.6 Hotel accommodation**

For more information about hotel accommodation, please visit the [website](#).

#### **3.7 Venue**

The 32<sup>nd</sup> ECNP Congress will be held in the Bella Center Copenhagen, Denmark.

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

## 4. ECNP Industry rules and regulations

### 4.1 Legal rules and regulations

#### 4.1.1 Adherence to rules, regulations and guidelines

All companies involved in the 32<sup>nd</sup> ECNP Congress should adhere to this ECNP Industry Manual, the [ECNP Exhibition Guidelines](#), the [ECNP Industry Session Guidelines](#), the [ECNP Industry Rules and Regulations](#), as well as the [Exhibitor Terms of the Bella Center Copenhagen](#) 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 32<sup>nd</sup> ECNP Congress within your own company, as well as to agencies working on your behalf.

#### 4.1.2 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 industry session organisers at the 32<sup>nd</sup> ECNP Congress.

#### 4.1.3 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 industry sessions of the 32<sup>nd</sup> ECNP Congress implies acceptance of these conditions.

#### 4.1.4 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 32<sup>nd</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 32<sup>nd</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.

#### 4.1.5 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 32<sup>nd</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 32<sup>nd</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 32<sup>nd</sup> ECNP Congress and/or its agents, neither the 32<sup>nd</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.

#### 4.1.6 Insurance

Although every reasonable precaution will be taken to protect the company's property whilst on display at the exhibition or during the industry sessions at the 32<sup>nd</sup> ECNP Congress, it must be clearly understood that the company takes part in the 32<sup>nd</sup> ECNP Congress entirely at its own risk. Furthermore, with the exception of wilful damage or gross negligence on their part, the 32<sup>nd</sup> ECNP Congress and/or its agents, the management of the Bella Center Copenhagen, 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 industry sessions on anything permitted, omitted or done thereon or therefrom during the period of congress or the construction and dismantling periods of the 32<sup>nd</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.

#### 4.1.7 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.

### 4.2 Other rules and regulations

#### 4.2.1 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 7 September 16.50 till Tuesday 10 September 15.55, including the ECNP Faculty Reception on Sunday 8 September 2019.

#### 4.2.2 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 32<sup>nd</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.

#### 4.2.3 Advertisements

Company advertisements are not permitted in the congress supplement to the journal *European Neuropsychopharmacology* (ENP) or any printed or digital matter of the 32<sup>nd</sup> ECNP Congress.

#### 4.2.4 Agencies

The use of agencies for logistical and technical purposes is permitted, provided that the company informs the ECNP Office, 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 industry sessions must be provided by the company itself to the ECNP Office (including printed and press material).

#### 4.2.5 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.

#### 4.2.6 Distribution of material

Apart from the exhibition stands and the rules, as stated in the [ECNP Industry Session Guidelines](#), companies will not be permitted to distribute or mount any material at the venue of the 32<sup>nd</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 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.

#### 4.2.7 Internal meetings / storage rooms

The Bella Center Copenhagen has no further meeting rooms or storage area for rent available. There are several hotels around the congress centre available with meeting rooms for rent.

#### 4.2.8 Language

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

#### 4.2.9 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.

#### 4.2.10 Photography and filming of exhibition

Filming in the exhibition area is only allowed at the stand of the company that has ordered the filming or photography. It is not allowed to film or take photographs in the general or catering areas of the exhibition.

#### 4.2.11 Press

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 32<sup>nd</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 32<sup>nd</sup> ECNP Congress with educational financial support provided by <name company>'. No other sentence is allowed.

If at the company press conference no information or documentation is included about data presented at the 32<sup>nd</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).

Full details regarding media information and the ECNP press policy can be found on our [website](#).

#### 4.2.12 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 32<sup>nd</sup> ECNP Congress.

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

- On the invitation for industry sessions, worded as follows:
  - ‘satellite symposium on the occasion of the 32<sup>nd</sup> ECNP Congress with educational financial support provided by <name company>’
  - ‘expert science exchange session on the occasion of the 32<sup>nd</sup> ECNP Congress with financial support provided by <name company>’
  - ‘Innovation Showcase session on the occasion of the 32<sup>nd</sup> ECNP Congress with financial support provided by <name company>’
- On written information for the press, [see paragraph 4.2.11.](#)
- On the live webcast of an industry session, see the [ECNP Industry Session Guidelines or](#), [see paragraph 6.6.](#)
- 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 industry sessions.

#### 4.2.13 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. Please take note of the [ECNP Privacy and Data Security Policy](#).

#### 4.2.14 Signage

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

#### 4.2.15 Smoking

The ECNP Congress is a non-smoking congress.

#### 4.2.16 Sponsoring

There are no industry sponsored activities allowed during the congress besides: industry sessions, exhibition, industry views, unrestricted educational grants, banners and flyers and brochures.

#### 4.2.17 Stand activities

It would be appreciated if companies endeavour to organise educational, scientific or medically oriented exhibits. Exhibitors are permitted to demonstrate the company’s services and equipment and to make informational presentations regarding the product line or service within the stand. Demonstration areas must be indicated on your stand plans and, where necessary, must include soundproofing within the construction of this area. Plans must also show any proposed queuing and viewing areas within the stands. Any other attention-getting devices must be approved by the organisers prior to the start of the congress.

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 signing, quiz or for an expert to meet 2-3 congress participants at the same time.

Companies wishing to organise a session room style activity can apply to organise a satellite symposium, [see chapter 6](#), an Expert Science Exchange session, [see chapter 7](#) or an Innovation Showcase session, see [see chapter 8](#).

Only activities which, in the opinion of the organisers, are in line with educational, scientific and medically oriented exhibits will be permitted. The organisers reserve the right to end activities or to close a stand.

## 5. Exhibition

### 5.1 Access to Exhibition area

The exhibition will take place in Hall E of the Bella Center in Copenhagen with the following opening hours:

Sunday 8 September 09.00-17.00

Monday 9 September 09.00-17.00

Tuesday 10 September 09.00-17.00

Exhibitors must ensure that their stands are staffed and open throughout the opening hours of the exhibition. For security reasons, all 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.

### 5.2 Allocated exhibition space

The allocation of stand space does not mean that the organisers endorse or support the information provided at the exhibition stand. Exhibitors are not allowed to sublet their assigned stand space.

### 5.3 AV and IT equipment

A full range of AV and IT-equipment will be offered by the Bella Center Copenhagen. For ordering please use the [Exhibitor portal of the Bella Center](#). Individual logins to the portal have been sent by e-mail to the main contact persons of the exhibition spaces.

### 5.4 Badges & Access

#### 5.4.1 Exhibitor staff badges

Exhibitors are entitled to a certain number of free exhibitor badges, depending on the size of their stand (please see [the summary table of free exhibitor and congress participant badges](#)), which will be provided on-site.

The exhibitor badges allow admission to the exhibition area 1.5 hours before and 1 hour after the opening hours of the exhibition ([see paragraph 5.21](#)).

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 badge at the entrance. The exhibitor 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 exhibitor badges; therefore, exhibitors can rotate these badges, as they prefer.

Additional exhibitor badges for stand personnel can be purchased at a price of EUR 150 (excl. VAT) per badge via the [Order form exhibition staff badges](#).

#### 5.4.2 Free congress participant badges

Exhibitors are also entitled to a certain number of free congress' participant badges, provided the stand space hired is at least 25 m<sup>2</sup>. The number of free congress participant badges depends on the size of the stand (see [the summary table of free exhibitor and congress participant badges](#)).

The congress participant badges allow access to the scientific programme, industry sessions and exhibition during opening hours, coffee breaks and lunches served during the official breaks. For more details what is included in the registration fee for congress participants please see [here](#).

Please note that 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. However, you can request free exhibitor badges for your exhibition staff together with free congress participant badges that will entitle them to enter the exhibition area during this time.

To obtain your free congress participant badges, please use the [Order form exhibition staff badges](#).

Any additional congress participants can be registered through the [individual or group registration webpage](#) and must be paid for in full.

#### 5.4.3 Stand constructor bracelet(s)

During the build-up and dismantling hours of the exhibition, all exhibitors and stand contractors are required to wear a stand constructor bracelet due to security reasons. These bracelets are valid during build-up and dismantling only and will be supplied by the organisers, free of charge. For ordering stand constructor bracelets please use the [Order form exhibition staff badges](#).

**Deadline to complete the order form exhibition badges is 20 August 2019.**

#### 5.4.4 Non-Prescriber congress participants

During the registration process of the 32<sup>nd</sup> ECNP Congress, participants are requested to indicate if they are allowed to prescribe medicines or not.

Exhibitors can identify non-prescriber participants (if applicable) by their congress participant's badge. On these badges 'NON-PRESCRIBER' is written on the bottom of the badge, see example:



#### 5.4.5 Hostesses

The appointed hostess agency of the 32<sup>nd</sup> ECNP Congress is [Rex&Lindeborgh](#). If you require hostesses, please use their [order form](#).

Please do not forget to order additional exhibitor badges for your hostesses (in case they are not included in the number of your free exhibitor badges) via the [Order form exhibition staff badges](#).

The deadline to order hostesses is **23 August 2019**.

#### 5.4.6 Badge pick-up

Stand constructor bracelets will be available for pick up at the freight entrance via the south gate of the Bella Center Copenhagen, during build up hours ([see paragraph 5.21](#)).

Free and additional exhibitor badges, hostess badges and free congress participant badges, when indicated, will be available for pick-up (in an envelope under the company's name if requested) at the registration desk from 08.00 until 18.00 on Friday 6 September 2019 and during the registration opening hours from Saturday 7 September to Tuesday 10 September 2019.

## Summary table of free exhibitor and congress participant badges

Stand size	Free exhibitor badges	Free congress participant badges
6 – 19 m <sup>2</sup>	2	0
20 – 24 m <sup>2</sup>	3	0
25 – 29 m <sup>2</sup>	3	1
30 – 39 m <sup>2</sup>	4	1
40 – 49 m <sup>2</sup>	5	1
50 – 59 m <sup>2</sup>	6	2
60 – 69 m <sup>2</sup>	7	2
70 – 74 m <sup>2</sup>	8	2
75 – 79 m <sup>2</sup>	8	3
80 – 89 m <sup>2</sup>	9	3
90 – 99 m <sup>2</sup>	10	3
100 – 109 m <sup>2</sup>	11	4
110 – 119 m <sup>2</sup>	12	4
120 – 124 m <sup>2</sup>	13	4
125 – 129 m <sup>2</sup>	13	5
130 – 139 m <sup>2</sup>	14	5
140 – 149 m <sup>2</sup>	15	6
150 – 159 m <sup>2</sup>	16	6
160 – 169 m <sup>2</sup>	17	6
170 – 179 m <sup>2</sup>	18	6
180 – 189 m <sup>2</sup>	19	6
190 – 199 m <sup>2</sup>	20	6
> 200 m <sup>2</sup>	20	6

## 5.5 Carpeting

### 5.5.1 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.

If you require carpet, please use the [Exhibitor portal of the Bella Center](#). Individual logins to the portal have been sent by e-mail to the main contact persons of the exhibition spaces.

The floor in the exhibition area (Hall E) is not polished concrete. It is recommended that exhibition spaces are carpeted. 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 of Hall E please refer to the [Technical information of the Bella Center Copenhagen](#).

### 5.5.2 Shell scheme stands

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

## 5.6 Catering

Tea, coffee and lunch is provided free of charge at the exhibition during breaks as mentioned in the programme. Congress catering will be served in the direct proximity of the exhibition area, thus ensuring maximum contact between exhibitors and participants. To locate the catering areas within the exhibition hall, please refer to the latest [exhibition floor plan](#). Congress catering areas can also be found in the poster area (Hall C).

No tea, coffee or other beverages are provided during set-up or dismantling hours in the exhibition area.

It is forbidden to bring food and beverages from outside. The exhibitor is responsible for ensuring that the ordered supplies follow the congress guidelines and the exhibitor is responsible for following the [Exhibitor Terms of the Bella Center Copenhagen](#).

Please refrain from serving alcoholic beverages in the exhibition area and the catering is restricted to finger food only. Lunch bags cannot be provided. Take note that the ECNP Congress is a non-smoking congress.

Exhibitors can place orders for catering by using the [Exhibitor portal of the Bella Center](#). Individual logins to the portal have been sent by e-mail to the main contact persons of the exhibition spaces.

## 5.7 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 Bella Center Copenhagen. To order additional cleaning (waste disposal included) please use [Exhibitor portal of the Bella Center](#) (individual logins to the portal have been sent by e-mail to the main contact persons of the exhibition spaces).

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 area of the Bella Center Copenhagen is not cleared by the stated time of 16.00 on Wednesday 11 September 2019.

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.

## 5.8 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 [Exhibitor Terms of the Bella Center Copenhagen](#). The power services will be performed by the Bella Center Copenhagen.

If you require electricity or lighting please use the [Exhibitor portal of the Bella Center](#). Individual logins to the portal have been sent by e-mail to the main contact persons of the exhibition spaces.

## 5.9 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 on-site 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 CCIB and the directions of the organisers and/or security officials are followed.

Please fill in the [Exhibitor on-site contact form](#) and send it back to [congress2019@ecnp.eu](mailto:congress2019@ecnp.eu) before 20 August 2019.

### 5.10 Exhibitor service desk

An exhibitor service desk is located in the exhibition area (level 0) of the Bella Center Copenhagen during set up times 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.

### 5.11 External suppliers

An exhibitor, 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 Bella Center Copenhagen regarding the use of external companies or suppliers.

### 5.12 Floral decorations

If you would like to order plants, floral decorations and arrangements please use the [Exhibitor portal of the Bella Center](#). Individual logins to the portal have been sent by e-mail to the main contact persons of the exhibition spaces.

### 5.13 Furniture

If you would like to order furniture for your stand, please use the [Exhibitor portal of the Bella Center](#). Individual logins to the portal have been sent by e-mail to the main contact persons of the exhibition spaces.

### 5.14 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 booth, 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 [Exhibitor portal of the Bella Center](#). Individual logins to the portal have been sent by e-mail to the main contact persons of the exhibition spaces.

### 5.15 Laser products/gas cylinders and LPG

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

### 5.16 List of exhibitors

For an updated list of exhibitors and the exhibition floor plan please go to:  
[https://2019.ecnp.eu/industry/Exhibition\\_information](https://2019.ecnp.eu/industry/Exhibition_information)

## 5.17 Price overview

Type of exhibition service	Price	Services included
1 Roll up banner	EUR 1,200 (excl. VAT)	Free-standing banner near the entrance within the exhibition area
Brochures & flyers	EUR 500 (excl. VAT)	Flyers and brochures displayed on the congress's information table
Shell scheme stand*:  6 m2 package  9 m2 package  12 m2 package	  EUR 2,600 (excl. VAT)  EUR 3,600 (excl. VAT)  EUR 4,800 (excl. VAT)	6, 9 or 12 m2 stand space  Shell scheme frame  Fascia panel with standard lettering  One socket and its electrical usage  Carpeting (including daily vacuum cleaning)  Cleaning of aisles and public areas within the exhibition area  A number of free exhibitor badges, depending on stand size ( <a href="#">see chapter 5.4.6</a> )  Company details mentioned on the ECNP app, congress website and printed matters
Free build stand	EUR 800 / m2 (excl. VAT)	Stand space only  Cleaning of the aisles and public areas within the exhibition area  A number of free exhibitor badges, depending on stand size ( <a href="#">see chapter 5.4.6</a> )
Publishers/booksellers	EUR 350 / m <sup>2</sup> (excl. VAT)	A number of free congress participant badges, depending on stand size ( <a href="#">see chapter 5.4.6</a> )  Company details mentioned in the ECNP app, congress website and printed matters

*\*Note that there is a minimum of 6 m<sup>2</sup> per order of exhibition space.*

## 5.18 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 wallets in unattended clothing.
- 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. ECNP will provide basic venue security to prevent unauthorised access to the exhibition area, not to secure the content of the exhibition stands. It is the responsibility of the exhibitors to provide security for their own stand and material.

If you want to book booth security please use the [Exhibitor portal of the Bella Center](#). Individual logins to the portal have been sent by e-mail to the main contact persons of the exhibition spaces.

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

## 5.19 Stand information

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

Allocated space for free-build stands is hired on the basis of stand space only. Stand space is defined as square metres (m<sup>2</sup>) up to the maximum height as indicated under height restriction.

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. A maximum of 1/3 of the length of each side of the stand is allowed to be a closed wall or similar.
- Only single story stands are allowed.
- Shell scheme stands are available as packages of 6, 9 or 12 square meters and the type of stand (row or corner stand) will depend on the final location of the stand (see latest [exhibition floor plan](#)).

The final decision rests with the organisers.

### 5.19.1 Free-build stands

Allocated space for free-build stands is on the basis of stand space only. Stand services are at the exhibitors' expense.

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](#).

The maximum stand height in the exhibition area is 4.00 meters. However, 25% of the stand construction may exceed this maximum with an ultimate height of 5 metres. 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 [Exhibitor portal of the Bella Center](#). Individual logins to the portal have been sent by e-mail to the main contact persons of the exhibition spaces.

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, telephone etc.) on your stand.

Please check carefully the [Exhibitor Terms of the Bella Center Copenhagen](#) with all details for exhibitors.

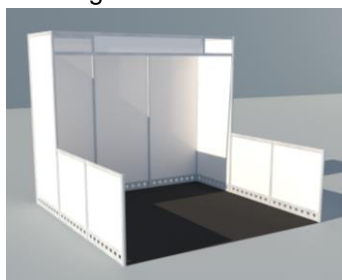
Please submit the stand drawing in PDF format to Melinda Spitzer, [congress2019@ecnp.eu](mailto:congress2019@ecnp.eu) before 1 June 2019. Exhibitors will be advised of official approval by the organiser and/or of modifications that must be made to the drawings via e-mail by latest 1 July 2019.

### 5.19.2 Shell scheme stands

The shell scheme packages are 6, 9 or 12 square meters. All row stands will have side panels of 2 or 3 meters, and back panels of 3 or 4 meters depending on the package size. One side panel is 2.50 meters high, the other side panels are 1 meter high (see drawing below). For corner stands the one meter panels on one side will be left out.

Shell scheme packages include the panels as described above, electrical switchboard 3.3kw with 1 socket 220v, power supply, carpeting (black), fascia panel with standard lettering and pre-inauguration cleaning. Furniture and other services can be ordered via the [Exhibitor portal of the Bella Center](#). If you would like to place graphics on the panel walls, please use the [Exhibitor portal of the Bella Center](#). Individual logins to the portal have been sent by e-mail to the main contact persons of the exhibition spaces.

Drawing of 9m<sup>2</sup> shell scheme:



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.

If you will bring your own stand/panels, you are required to submit a photo of the constructed stand to the organisers for approval. Please send the photos to [congress2019@ecnp.eu](mailto:congress2019@ecnp.eu).

## 5.20 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 Bella Center Copenhagen. Information about this can be found in [Exhibitor Terms of the Bella Center Copenhagen](#). 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 Bella Center Copenhagen.

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 [Exhibitor Terms of the Bella Center Copenhagen](#) exhibitors need to bring their own fire extinguisher or it can be ordered via the [Exhibitor portal of the Bella Center](#). Individual logins to the portal have been sent by e-mail to the main contact persons of the exhibition spaces.

In no case may any inflammable material or object be introduced in the exhibition. The use of open fire demonstrations is 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 Bella Center Copenhagen.

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 Bella Center Copenhagen will not be responsible for any item or material that has not been removed once the 32<sup>nd</sup> ECNP Congress is finished. The Bella Center Copenhagen 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 Bella Center Copenhagen.

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 technical exhibition floor plan that can be found via the [Exhibitor portal of the Bella Center](#) to see the location of these items). Individual logins to the portal have been sent by e-mail to the main contact persons of the exhibition spaces.

Contractors must remain in the areas where they work and avoid going through any other different place in the Bella Center Copenhagen.

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 Bella Center Copenhagen and the organisers exempted from the same.

### 5.21 Timetable

Based on the experience of previous ECNP Congresses and the Bella Center Copenhagen the times indicated below should be sufficient for build-up and dismantling. Please note that the build-up times have changed compared to the last year.

The exhibition will open on Sunday 8 September 2019 at 09.00. 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 17.30 on Tuesday 10 September 2019 is prohibited.

Build up dates and hours	
Thursday 5 September 2019	08.00-22.00 (free build stands only)
Friday 6 September 2019	08.00-20.00 (free build stands and shell scheme stands)
Saturday 7 September 2019	08.00-12.00 (free build stands and shell scheme stands)  Please note: - On Saturday 7 September from 08.00-12.00 you can only brief your staff or deliver and place small goods like folders, pens, etc. It is not allowed to do any construction, painting, mantling of AV, branding or decorations or to do anything that causes disturbances (sound, smell, etc.) - Persons wearing an exhibitor badge, set-up pass or contractor pass are allowed to enter the exhibition area.
Exhibition dates and opening hours	
Sunday 8 September 2019	09.00-17.00
Monday 9 September 2019	09.00-17.00
Tuesday 10 September 2019	09.00-17.00
Dismantling dates and opening hours	
Tuesday 10 September 2019	17.30-22.00 (free build stands and shell scheme stands)
Wednesday 11 September 2019	07.00-16.00 (free build stands only)

### 5.22 Trolleys

Exhibitors are advised to make their own arrangements for handling exhibits, brochures, etc. For any additional requirements please contact CEVA at [international@cevalogistics.com](mailto:international@cevalogistics.com).

### 5.23 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 [Exhibitor portal of the Bella Center](#). Individual logins to the portal have been sent by e-mail to the main contact persons of the exhibition spaces.

## 6. Satellite symposia

### 6.1 Access to satellite symposia

All registered congress participants have access to satellite symposia. Participants are required to wear their badges in order to have access to the congress venue.

#### 6.1.1 Satellite symposium staff badges

Satellite symposium organisers are entitled to 4 (four) satellite symposium staff badges per satellite symposium free of charge, which will be provided on-site. These badges allow admission only to your satellite symposium and these are not name-specific but time slot-specific. On the satellite symposium staff badges, only the company name as indicated on the satellite symposium application form and corresponding time slot will be printed. Therefore, they are only valid for one satellite symposium. Badges for satellite symposium staff do not allow access to the scientific sessions.

For security reasons, all your staff members 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.

Additional staff badges can be purchased at a price of EUR 150 (excl. VAT) per badge via the [Order form industry session staff badges](#).

#### 6.1.2 Free congress participant badges

Satellite symposium organisers are also entitled to 2 (two) free congress' participant badges.

The congress participant badges allow access to the scientific programme, industry sessions and exhibition during opening hours, coffee breaks and lunches served during the official breaks. For more details what is included in the registration fee for congress participants please see [here](#).

To obtain your free congress participant badges, please use the [Order form industry session staff badges](#).

Any additional congress participants can be registered through the [individual or group registration webpage](#) and must be paid for in full.

#### 6.1.3 Hostesses

The appointed hostess agency of the 32<sup>nd</sup> ECNP Congress is [Rex&Lindeborgh](#). If you require hostesses, please use their [order form](#). The deadline to order hostesses is **23 August 2019**.

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

Badges for your additional hostesses are provided free of charge. These badges allow admission only to your satellite symposium and these are not name-specific but time slot-specific. The additional badges will be prepared according to the number of hostesses you have ordered and will be ready for pick up with your satellite symposia badges at the registration desk.

#### 6.1.4 Speakers and chairs of your satellite symposium

Please note that it is mandatory to register the speakers and chairs of your satellite symposium session through the online individual or group registration link at the [ECNP Congress website](#).

Please note that ECNP faculty members cannot be registered through a group. They are registered through the scientific secretariat. 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 organisers and the registration secretariat cannot be held responsible should such an event occur.

### 6.1.5 Badge pick-up

Free and additional satellite symposium staff badges, hostess badges and free congress participant badges, when indicated, will be available for pick-up (in an envelope under the company's name if requested) on-site at the registration desk from 08.00 until 18.00 on Friday 6 September 2019 and during the registration opening hours from Saturday 7 September to Tuesday 10 September 2019.

## 6.2 AV equipment, rehearsal, furniture and room specifications for satellite symposia

### 6.2.1 AV advisor

The ECNP AV advisor for the 32<sup>nd</sup> ECNP Congress is the contact person for companies organising a satellite symposium at the 32<sup>nd</sup> ECNP Congress. For any technical requests or assistance concerning AV equipment, live webcasts etc. and assistance for satellite symposia, please contact:

**Michael De Backer**

[ecnp@debackerconsultants.com](mailto:ecnp@debackerconsultants.com)

### 6.2.2 Room specifications

The following rooms will be used for satellite symposia on the occasion of the 32<sup>nd</sup> ECNP Congress:

Room	Level	Capacity (theatre)
<a href="#">Hall A2</a>	Level 0	850
<a href="#">Auditorium 15</a>	Level 0	560
<a href="#">Room C1</a>	Level 0	400
<a href="#">Room C4</a>	Level 0	620

Room set-up for all satellite symposia 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. An ECNP hostess will be responsible for room access and for keeping the maximum room capacity of participants.

The session-rooms are equipped with following:

- 1 table at main entrance of the room for handing out materials & 1 badge checker\*
- 1 [lectern](#) with lectern-microphone and 1 [head-table](#) (4persons) with 2 fixed panel-microphones
- 1 screen and projector with powerpoint-pc (networked to the Slide-Centre) with fixed slide-advancer
- 1 AV-technician

\* Badge checker will be available 30 minutes prior to the start of the satellite symposium and remain until the end of the session time.

All satellite symposia holders have the ability to rehearse the satellite symposium. Times of the rehearsal are mentioned in the [AV-setup overview satellite symposia](#) together with the detailed information concerning the technical equipment and technical staff provided.

Any additional AV items and technical staff must be ordered through the AV advisor Michael De Backer. Please [contact him](#) for any AV needs.

The deadline for confirming extra AV-orders is Friday 16 August 2019 and will incur additional costs for the company organising the satellite symposium. For orders placed before the deadline of Friday 16 August

2019 availability can be guaranteed. For orders placed between Saturday 17 August 2019 and the congress availability cannot be guaranteed.

### 6.3 Catering

The Bella Center Copenhagen Caterer is the official catering supplier. You are not allowed to bring your own food or beverages into the venue.

Limited catering is allowed but is restricted to finger food and non-alcoholic beverages. Note that lunch bags are not permitted. Additionally, catering may only be served within 30 minutes before the start of the satellite symposium. The area for catering is the nearest area available to the assigned room. Extensions beyond the assigned time-slot are not allowed under any circumstances.

Satellite symposium organisers can place orders for by using this [order form](#).

### 6.4 Disclosure

ECNP requests speakers, chairs and poster presenters in the scientific programme of ECNP and in the satellite symposia 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 interest regarding the topics of the presentations during their session in the first slide of their session. Poster presenters are requested to disclose potential conflicts of interest regarding their current poster presentation at the bottom of their poster.

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 satellite symposia is:

Conflict of interest statement regarding {1 my presentation} {2 the topics of the presentations} in the satellite symposium on the occasion of the 32<sup>nd</sup> ECNP Congress with educational financial support provided by <name company>  
{1< title presentation>} {2 <title satellite symposium>} on  
<date, month> 2019

- *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	_____

### 6.5 ECNP Faculty reception invitation

For each company organising a satellite symposium on the occasion of the 32<sup>nd</sup> ECNP Congress two representatives per company are invited to attend the ECNP Faculty reception. The ECNP Faculty reception will take place on Sunday 8 September 2019 at Nørrebro Bryghus from 19.00. The names of the two representatives should be sent by the company to the ECNP Office at [congress2019@ecnp.eu](mailto:congress2019@ecnp.eu) by 1 August 2019 at the latest.

## 6.6 Enduring material, recording (audio and image) and live webcast of satellite symposium

ECNP gives permission to re-use the content of the programme of a satellite symposium to create enduring material and allows recording (audio and image) of a satellite symposium by the medical company in principle and if possible from a logistical point of view. ECNP allows live webcasting of satellite symposia.

Re-use is permitted, provided that:

- This activity does not, in any way, cause any disturbance to the attendees, or causes any damage to the building
- All legal issues such as, for example, copyright and privacy of the attendees involved in this activity are taken into account
- The recorded material is a full version of the satellite symposium given without omissions or additional information
- There is no link or reference to ECNP or the ECNP Congress other than the sentence 'satellite symposium on the occasion of the 32<sup>nd</sup> ECNP Congress with educational financial support provided by <name company>'
- A reference is made that the content is not necessarily the opinion of ECNP

If the approved satellite symposium is to be webcasted live, the utmost will be done by the organisers to provide a time slot for a short technical rehearsal in the session room.

## 6.7 Installation and dismantling times

Companies are permitted to have material delivered outside the session room and can set up their tables up to one hour before the start of their satellite symposium. However, companies will only have access to their assigned room and can only start to hand out material 30 minutes before the start of the 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 satellite symposium. It is the responsibility of the company organising the satellite symposium to ensure that all materials arising from preparing their satellite symposium are completely removed from the assigned room immediately after the session. If material is left in the room, requiring the Bella Center Copenhagen to arrange waste removal, a fee will be charged for this service to the company who is responsible for the waste.

## 6.8 Preparation time

Please note that you only have 30 minutes to set up your satellite symposium inside the allocated room. A rehearsal time slot with Michael De Backer (AV advisor) is offered for companies. You can find your exact rehearsal time slot in the [AV set-up overview satellite symposia](#).

## 6.9 Printed material (including electronic material, etc.)

Printed material of the satellite symposia must have the name of the medical company involved on the cover of printed matter, on the poster and on the first page of electronic material, in the following wording 'satellite symposium on the occasion of the 32<sup>nd</sup> ECNP Congress with educational financial support provided by <name company>'.

Material announcing satellite symposia will only be distributed by:

1. E-mailing to the pre-registered participants: the registration secretariat will organise an electronic mailing to all pre-registered participants approximately four weeks prior to the congress, inviting participants to visit the [ECNP congress website](#) that includes digital versions of all the invitations for industry sessions produced by the companies.
2. The poster of your satellite symposium will be promoted by ECNP at two designated general congress areas, on a promotion wall with one corresponding rack for leaflets, during the opening

hours of the 32<sup>nd</sup> ECNP Congress. These promotion walls and racks are especially provided for this purpose by the 32<sup>nd</sup> ECNP Congress. The digital version of your poster should be sent to the ECNP Office with the following specifications:

#### **A1 size poster**

- high resolution pdf (profile: PDF/X-1a:2001)
- file size should be 600 x 847 mm (w x h) (final size is 594 x 841 mm)
- text in outlines
- full color (CMYK)
- image resolution should be 300 dpi
- no crop marks or printer's marks in the final file
- 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(s) available at the designated areas. The corresponding leaflets should be brought and placed by the company onsite.

3. Standing roll-up banner outside entrance (at the main entrance of the room allocated for your satellite symposium): this banner can be either brought by the company itself or can be ordered through the AV contact person, Michael de Backer via the [order form satellite symposium branding packages](#) before 14 August 2019. For more details, [see paragraph 6.10](#). The banner can be placed no longer than 30 minutes prior to the start of the satellite symposium and this should be removed 15 minutes after the session. In case the banner is ordered by the AV contact person ECNP will place and remove the banner within the indicated time line.
4. Handing out material from the exhibition stand.
5. Handing out material from the table(s) at the entrance of the room used for the satellite symposium, commencing no more than 30 minutes before the start of the satellite symposium. Companies are allowed to bring in their material to the tables 60 minutes before the start of the satellite symposium. However, the material needs to be covered until 30 minutes before the start of the satellite symposium.

A PDF version of all printed/digital material used in relation to satellite symposia should be sent for approval by 1 August 2019 at the latest to the ECNP Office to the attention of Melinda Spitzer, Project Manager Congresses & Meetings, e-mail [congress2019@ecnp.eu](mailto:congress2019@ecnp.eu). A response will be given within 5 working days.

### **6.10 Directional signage and branding**

Directional signage related to satellite symposia and congress branding will be provided and organised by ECNP. No other directional signage or branding (beyond what is mentioned in [paragraph 6.9](#)) inside or outside the venue is permitted. Please [see paragraph 6.9](#) as well as [paragraph 4.2.12](#) of this document for information about the approval of printed matter.

Companies may brand the session room with their own images as they wish, but it needs to be ordered through our AV contact person, Michael de Backer, see contact details in [paragraph 6.2.1](#). The organisers will take care that the material ordered is ready in the room 30 to 15 minutes before the start of the satellite symposium and that it is removed no later than 15 minutes after the end of the satellite symposium. The branding is being centralised in order to take care that the congress branding provided by the organisers is not removed or damaged in any way.

The following packages can be ordered:

Package	Items	Costs in EUR (excl. VAT)
<b>Package 1</b>	Branding lectern	EUR 300
<b>Package 2</b>	Branding chairman table (4 chairs)	EUR 500
<b>Package 3</b>	Larger chairman table with two extra seats (total of 6 seats, including front-branding, 1 extra microphone, 1 extra comfort-monitor, extra front-lighting)	EUR 900
<b>Package 4</b>	Pull-up banner inside on stage OR outside at main entrance	EUR 100

The deadline for confirming orders via the [satellite symposia packages order form](#) is **14 August 2019**.

### 6.11 Simultaneous translation

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

### 6.12 Speakers' secretariat

Companies organising a satellite symposium are invited to use the speakers' secretariat free of charge to upload, review or make changes to their presentations. Presentations will be directly dispatched to the appropriate room by the official congress IT company, COVR. Only PowerPoint presentations are accepted.

If you do not wish to use the speakers' secretariat, please note that you will have to provide your own laptop in the session room.

Please notify Michael De Backer ([ecnp@debackerconsultants.com](mailto:ecnp@debackerconsultants.com)), the AV advisor, no later than Monday 2 September 2019 if you plan to make use of this service or if you will provide your own laptop for your satellite symposium. Please note that companies who do not make use of the speakers' secretariat may not have access to certain services (e.g. the PowerPoint computer in the room, which is connected to the speakers' secretariat).

## 7. Expert science exchange sessions

The expert science exchange sessions (ESE) offer companies the opportunity to move from commercially oriented exposure to more focused, scientifically driven engagement with participants.

The sessions are set up to provide industry the opportunity to interact with a small group of participants on a specific topic. The programme takes place in parallel with the official ECNP scientific programme and will be published as an industry activity together with the satellite symposia programmes and the exhibition. The basic set-up of the room is defined. The way organisers create this interactive session can be freely defined, but needs approval from ECNP and should fit into the set time for these sessions including set-up and dismantling.

If you are interested in organising an expert science exchange, we still have a limited number of time slots available. For more information please contact the ECNP Office at [congress2019@ecnp.eu](mailto:congress2019@ecnp.eu).

### 7.1 Programme

Each ESE session has a slot of one hour. The way organisers create this interactive session can be freely defined, but the programme needs approval from ECNP and should fit into the set time for these sessions (including set-up and dismantling). It is possible to organise a two hours ESE session.

Expert science exchange time slots (status 15 April 2019)	
Sunday 8 September 2019	09.00-10.00 - booked 10.00-11.00- booked 15.15-16.15- booked 16.15-17.15
Monday 9 September 2019	09.00-10.00- booked 10.00-11.00- booked 15.15-16.15- booked 16.15-17.15- booked
Tuesday 10 September 2019	09.00-10.00 10.00-11.00 15.15-16.15 16.15-17.15

### 7.2 Access

The ESE sessions are open to all registered congress participants on a first-come-first-serve basis. The maximum capacity per presentation is 80 people. Access will also be given to people with an exhibitor badge from the same company as the ESE organiser.

#### 7.2.1 Free staff badges

ESE organisers are entitled to 2 (two) ESE staff badges per time slot free of charge, which will be provided on-site. These badges allow admission only to your ESE and these are not name-specific but time slot-specific. On the staff badges, only the company name as indicated on the programme will be printed. Therefore, they are only valid for one slot. Badges for ESE staff do not allow access to the scientific sessions.

Additional staff badges can be purchased at a price of EUR 150 (excl. VAT) per badge via the [Order form industry session staff badges](#).

#### 7.2.2 Hostesses

The appointed hostess agency of the 32<sup>nd</sup> ECNP Congress is [Rex&Lindeborgh](#). If you require hostesses, please use their [order form](#). The deadline to order hostesses is **23 August 2019**.

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

Badges for your additional hostesses are provided free of charge. These badges allow admission only to your ESE session and these are not name-specific but time slot-specific. The additional badges will be prepared according to the number of hostesses you have ordered and will be ready for pick up with your satellite symposia badges at the registration desk.

### 7.2.3 Registration faculty

It is mandatory to register the speakers of your ESE session through the online individual or group registration link at the [ECNP Congress website](#).

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 registration secretariat and/or ECNP Office cannot be held responsible should such an event occur.

### 7.2.4 Badge pick-up

Free and additional ESE staff badges and hostess badges will be available for pick-up (in an envelope under the company's name if requested) on-site at the registration desk from 08.00 until 18.00 on Friday 6 September 2019 and during the registration opening hours from Saturday 7 September to Tuesday 10 September 2019.

## 7.3 Room specifications

The following rooms will be used for ESE sessions on the occasion of the 32<sup>nd</sup> ECNP Congress:

Room	Level	Capacity (theatre)
<a href="#">Room C2</a>	Level 0	80
<a href="#">Room C3</a>	Level 0	80

An ECNP hostess will be responsible for room access and for keeping the maximum room capacity of 80 participants.

### 7.3.1 Room set-up

All rooms are equipped with the following furniture and congress staff:

- 1x Screen and projector
- Laptop-connection HDMI only (please make sure to bring your own laptop)
- 5x high tables
- 1x catering table
- 1x badge checker at the entrance\*

\* Badge checker will be available 30 minutes prior to the start of the satellite symposium and remain until the end of the session time.

Besides this fixed set up, the room can be used in another format, provided that the room will be used for an interactive session format with small groups of participants on a specific topic.

Extra equipment such as furniture, AV/IT, electricity, branding within the session room can be ordered via [ECNPsatellites@bchg.dk](mailto:ECNPsatellites@bchg.dk) before 6 August 2019.

Please indicate in your request the following:

Name of the company:

Session code:

Date/time of session:

Assigned room:

Contact person: (name, email address and telephone number)

Invoicing details: (full address, tax registration number/ VAT number, PO/ res. number)

### 7.3.2 Directional signage and branding

Directional signage related to Expert Science Exchange sessions will be provided and organised by ECNP. No other directional signage inside or outside the venue is permitted.

The assigned session room of the Expert Science Exchange session can be branded by the company (taking into account set-up and dismantling time). Company branding within the session room can be ordered by contacting the Bella Center Copenhagen via [ECNPsatellites@bchg.dk](mailto:ECNPsatellites@bchg.dk). Orders should be placed before **6 August 2019**.

It is also possible to place a standing roll-up banner outside the main entrance of the room allocated for ESE sessions. For more information, please see [paragraph 7.5](#) and [paragraph 4.2.12](#) of this document for information about the approval of printed matter.

### 7.3.3 Set-up and dismantling

The organiser will have access to the room one hour before the start.

The room needs to be cleared, clean and free of company branding within one hour after the session.

If you would require more time for set-up and/or dismantling, please contact the [ECNP Office](#) to see if the programme schedule allows any flexibility for your session.

## 7.4 Catering

The Bella Center Copenhagen Caterer is the official catering supplier. You are not allowed to bring your own food or beverages into the venue.

Limited catering is allowed inside the assigned session room but restricted to finger food and non-alcoholic beverages. Note that lunch bags are not allowed.

Organisers can place orders for by using this [order form](#).

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

Printed material of the ESE session must have the name of the medical company involved on the cover of printed matter, on the poster and on the first page of electronic material, in the following wording 'expert science exchange session on the occasion of the 32<sup>nd</sup> ECNP Congress with financial support provided by <name company>'.

Material announcing ESE sessions will only be distributed by:

1. E-mailing to the pre-registered participants: the registration secretariat will organise an electronic mailing to all pre-registered participants approximately four weeks prior to the congress, inviting participants to visit the [ECNP congress website](#) that includes digital versions of all the invitations for industry session by the companies.
2. The poster of your expert science exchange session will be promoted by ECNP at two designated general congress areas, on a promotion wall with one corresponding rack for leaflets, during the opening hours of the 32<sup>nd</sup> ECNP Congress. These promotion walls and racks are especially provided for this purpose by the 32<sup>nd</sup> ECNP Congress. The digital version of your poster should be sent to the ECNP Office with the following specifications:

### **A1 size poster**

- high resolution pdf (profile: PDF/X-1a:2001)
- file size should be 600 x 847 mm (w x h) (final size is 594 x 841 mm)
- text in outlines
- full color (CMYK)
- image resolution should be 300 dpi
- no crop marks or printer's marks in the final file
- 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(s) available at the designated areas. The corresponding leaflets should be brought and placed by the company onsite.

3. Standing roll-up banner outside entrance (at the main entrance of the room allocated for your session): this banner can be either brought by the company itself or can be ordered through the AV contact person, Michael de Backer via the [order form pull-up banner outside session room](#) before 14 August 2019. The banner can be placed no longer than 30 minutes prior to the start of the ESE session and this should be removed 15 minutes after the session. In case the banner is ordered by the AV contact person ECNP will place and remove the banner within the indicated time line.
4. Handing out material from the exhibition stand.
5. Handing out material from the table at the entrance of the room used for the ESE session, commencing no more than 30 minutes before the start of the ESE session. Companies are allowed to bring in their material to the table 60 minutes before the start of the session. However, the material needs to be covered until 30 minutes before the start of the session.

A PDF version of all printed/digital material used in relation to the ESE session should be sent for approval by 1 August 2019 at the latest to the ECNP Office to the attention of Melinda Spitzer, Project Manager Congresses & Meetings, e-mail [congress2019@ecnp.eu](mailto:congress2019@ecnp.eu). A response will be given within 5 working days.

### **7.6 Enduring material, recording (audio and image) and live webcast**

ECNP gives permission to re-use the content of the programme of a ESE session to create enduring material and allows recording (audio and image) of a ESE session by the medical company in principle and if possible from a logistical point of view. ECNP allows live webcasting. Recording is permitted, provided that:

- This activity does not, in any way, cause any disturbance to the participants, or causes any damage to the building.
- All legal issues such as, for example, copyright and privacy of the participants involved in this activity are taken into account.
- The recorded material is a full version of the ESE session given without omissions or additional information.
- There is no link or reference to ECNP or the ECNP Congress other than the sentence 'expert science exchange session on the occasion of the 32<sup>nd</sup> ECNP Congress with educational financial support provided by <name company>'.
- A reference is made that the content is not necessarily the opinion of ECNP.

If the approved ESE session is to be webcasted live, the utmost will be done by the organisers to provide a time slot for a short technical rehearsal in the session room. For other recording options see the [congress website](#).

## 8. Innovation Showcase sessions

These hands-on, interactive Innovation Showcase sessions provide a high-value forum for engaging with participants on a broad range of issues, including new treatment approaches, the uses of specific medications, clinical insights, innovative services and product demonstrations. These sessions take place in the Bubble.

If you are interested in organising an Innovation Showcase session, please contact the ECNP Office at [congress2019@ecnp.eu](mailto:congress2019@ecnp.eu).

### 8.1 Programme

Each Innovation Showcase session is 30 minutes.

Innovation Showcase time slots (status 15 April 2019)	
Sunday 8 September 2019	12.00-12.30 – booked
Monday 9 September 2019	12.00-12.30- booked
Tuesday 10 September 2019	12.00-12.30

### 8.2 Access

The Innovation Showcase sessions are open to all registered congress participants on a first-come-first-serve basis. The maximum capacity per presentation is 80 people. Access will also be given to people with an exhibitor badge from the same company as the Innovation Showcase session organiser.

#### 8.2.1 Free staff badges

Organisers are entitled to 2 (two) staff badges per time slot free of charge, which will be provided on-site. These badges allow admission only to your Innovation Showcase session and these are not name-specific but time slot-specific. On the staff badges, only the company name as indicated on the programme will be printed. Therefore, they are only valid for one slot. These staff badges do not allow access to the scientific sessions.

Additional staff badges can be purchased at a price of EUR 150 (excl. VAT) per badge via the [Order form industry session staff badges](#).

#### 8.2.2 Hostesses

The appointed hostess agency of the 32<sup>nd</sup> ECNP Congress is [Rex&Lindeborgh](#). If you require hostesses, please use their [order form](#). The deadline to order hostesses is **23 August 2019**.

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

Badges for your additional hostesses are provided free of charge. These badges allow admission only to your Innovation Showcase session and these are not name-specific but time slot-specific. The additional badges will be prepared according to the number of hostesses you have ordered and will be ready for pick up with your satellite symposia badges at the registration desk.

#### 8.2.3 Registration faculty

It is mandatory to register the speakers of your Innovation Showcase session through the online individual or group registration link at the [ECNP Congress website](#).

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 registration secretariat and/or ECNP Office cannot be held responsible should such an event occur.

#### 8.2.4 Badge pick-up

Free and additional Innovation Showcase staff badges and hostess badges will be available for pick-up (in an envelope under the company's name if requested) on-site at the registration desk from 08.00 until 18.00 on Friday 6 September 2019 and during the registration opening hours from Saturday 7 September to Tuesday 10 September 2019.

### 8.3 Room specifications

Innovation Showcase sessions are held in the Bubble (an inflatable Dome structure) that is located in the exhibition area on level 0.

Room	Level	Capacity (theatre)
Bubble	Level 0	80

The Bubble is equipped with the following AV-set up, furniture and congress staff:

- 1x sound-system with 1x lectern-mike and 1x wireless HH-mike
- 1x stage with 1x lectern
- 1x 75inch LCD-screen with 1x laptop (comes with Office 2013)
- 40x cardboard stools
- 1x badge checker at the entrance

\* Badge checker will be available 30 minutes prior to the start of the satellite symposium and remain until the end of the session time.

Please note that this standard set-up can under no circumstances be changed to fit your own requirements, since this might jeopardise the set-up for the scientific sessions. An ECNP hostess will be responsible for room access and for keeping the maximum room capacity of participants.

#### 8.3.1 Directional signage and branding

Directional signage related to Innovation Showcase sessions and congress branding will be provided and organised by ECNP. No other directional signage or branding (beyond what is mentioned in [paragraph 8.5](#)) inside or outside the venue is permitted. Please [see paragraph 8.5](#) as well as [paragraph 4.2.12](#) of this document for information about the approval of printed matter.

#### 8.3.2 Set-up and dismantling

The organiser will have access to the room half an hour before the start of the session and the room needs to be cleared after the session.

### 8.4 Catering

It is not allowed to provide catering during an Innovation Showcase session.

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

Printed material of the Innovation Showcase session must have the name of the medical company involved on the cover of printed matter, on the poster and on the first page of electronic material, in the following wording 'Innovation Showcase session on the occasion of the 32<sup>nd</sup> ECNP Congress with financial support provided by <name company>'.

Material announcing Innovation Showcase sessions will only be distributed by:

1. E-mailing to the pre-registered participants: the registration secretariat will organise an electronic mailing to all pre-registered participants approximately four weeks prior to the congress, inviting participants to visit the [ECNP congress website](#) that includes digital versions of all the invitations for industry session by the companies.
2. The poster of your Innovation Showcase session will be promoted by ECNP at two designated general congress areas, on a promotion wall with one corresponding rack for leaflets, during the opening hours of the 32<sup>nd</sup> ECNP Congress. These promotion walls and racks are especially provided for this purpose by the 32<sup>nd</sup> ECNP Congress. The digital version of your poster should be sent to the ECNP Office with the following specifications:

### A1 size poster

- high resolution pdf (profile: PDF/X-1a:2001)
- file size should be 600 x 847 mm (w x h) (final size is 594 x 841 mm)
- text in outlines
- full color (CMYK)
- image resolution should be 300 dpi
- no crop marks or printer's marks in the final file
- 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(s) available at the designated areas. The corresponding leaflets should be brought and placed by the company onsite.

3. Standing roll-up banner outside entrance (at the main entrance of the room allocated for your session): this banner can be either brought by the company itself or can be ordered through the AV contact person, Michael de Backer via the [order form pull-up banner outside session room](#) before 14 August 2019. The banner can be placed no longer than 30 minutes prior to the start of the ESE session and this should be removed 15 minutes after the session. In case the banner is ordered by the AV contact person ECNP will place and remove the banner within the indicated time line.
4. Handing out material from the exhibition stand.

A PDF version of all printed/digital material used in relation to the Innovative Showcase should be sent for approval by 1 August 2019 at the latest to the ECNP Office to the attention of Melinda Spitzer, Project Manager Congresses & Meetings, e-mail [congress2019@ecnp.eu](mailto:congress2019@ecnp.eu). A response will be given within 5 working days.

## 9. Industry Views

ECNP offers the possibility for companies to post on the 32<sup>nd</sup> ECNP Congress website interviews, video material, congress highlights or links to webcasts that might be produced at the 32<sup>nd</sup> ECNP Congress.

### 9.1 Industry Views' package

The Industry Views' package includes the following:

- Filming rights at designated filming location(s) at the 32<sup>nd</sup> ECNP Congress
- 1 (one) free congress participant badge + 1 (one) filming staff badge for the 32<sup>nd</sup> ECNP Congress
- Usage of the ECNP YouTube Channel for uploading video content
- A dedicated web page on the 32<sup>nd</sup> ECNP Congress website (<http://2019.ecnp.eu>)
- An e-mail shot\* to the ECNP database announcing your coming activity about four weeks prior to the 32<sup>nd</sup> ECNP congress
- Promotion of the published Industry Views via the ECNP congress website, social media, and e-mail shots\* to the ECNP database

\*Depending on the interest of other companies, this will be one combined e-mailing for all companies joining this initiative. Each company will have its own 'block' in the e-mail to announce the content of their webpage.

The content of the published material must be of a scientific nature and/or connected to the 32<sup>nd</sup> ECNP Congress (ECNP reserves the right to decline material that is promotional in nature).

Please note that companies are not obliged to fill the webpage with videos only but publishing interviews, congress highlights etc. are also welcome. ECNP will retweet/repost social media messages of Industry Views with no extra charge involved after the congress.

The price of the Industry Views' package is EUR 10,000 (VAT excluded). The Industry Views' package deal can only be purchased as whole.

Examples of last year's Industry Views can be found at: [https://2018.ecnp.eu/industry/Industry\\_views](https://2018.ecnp.eu/industry/Industry_views)

To apply for Industry Views, please fill in the [application form](#) before **1 August 2019**.

### 9.2 Rules of recording, filming and photography

Audio and video/DVD recording and taking pictures with flash are prohibited during the congress sessions. The only photography allowed during sessions is photography of slides, which is permitted only for reference purposes (to respect the speaker's copyright, reproduction is strictly forbidden). Photography of posters is allowed under similar terms.

No (professional) filming crews or photographers are allowed under any circumstances in the session rooms of the ECNP scientific programme or poster area, except those hired by the 32<sup>nd</sup> ECNP Congress Foundation.

Filming in the exhibition area is only allowed in the stand of the company that has ordered the filming or photography. It is not allowed to film or take photographs in the general or catering areas of the exhibition.

Persons in possession of a filming badge are only allowed to film and photograph at the two designated filming areas (one near the registration area and another near the ECNP Plaza on level 0).

### 9.3 Access

Companies involved in Industry Views are entitled to 1 (one) free congress participant badge and 1 (one) filming staff badge free of charge, which will be provided on-site.

For security reasons, companies 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.

### 9.3.1 Free congress participant badges

The congress participant badge allows access to the scientific programme, industry sessions and exhibition during opening hours, coffee breaks and lunches served during the official breaks. For more details what is included in the registration fee for congress participants please see [here](#).

Free congress participant badges do not allow professional recordings, filming or photography at the congress areas, please refer to [paragraph 4.2.10](#) and [paragraph 9.2](#).

To obtain your free congress participant badge, please use the [Order form industry views staff badges](#).

Any additional congress participants can be registered through the [individual or group registration webpage](#) and must be paid for in full.

### 9.3.2 Filming staff badges

Persons in possession of a filming staff badge are only allowed to film and photograph at the two designated filming areas (one near the registration area and another near the ECNP Plaza on level 0).

Filming staff badges do not give access to the exhibition area, poster area, scientific or industry sessions, with the exception of the industry session(s) organised by the company hiring the film crew or in the exhibition area the stand of the company that has ordered the filming or photography.

Filming staff badges give access to the coffee breaks and lunches served during the official breaks, however it is not allowed to film or take photographs in these areas. For rules of recording, filming and photography please refer to [paragraph 4.2.10](#) and [paragraph 9.2](#).

The wording 'FILMING PASS' and only the company names, as indicated on the application form, will be printed on filming staff badges; therefore, companies can rotate these badges, as they prefer.

Additional filming staff badges can be purchased at a price of EUR 150 (excl. VAT) per badge via the [Order form industry views staff badges](#). A maximum of 3 additional filming staff badges can be purchased per Industry Views.

### 9.3.3 Badge pick-up

Free congress participant badges and filming staff badges will be available for pick-up (in an envelope under the company's name if requested) on-site at the registration desk from 08.00 until 18.00 on Friday 6 September 2019 and during the registration opening hours from Saturday 7 September to Tuesday 10 September 2019.

## 9.4 Filming areas

There are two designated filming areas, one near the registration area and another near the ECNP Plaza on level 0 at the congress venue. Companies can indicate their preferred locations and time slots for filming on the [application form](#).

Filming time slots	
Saturday 7 September 2019	09.00-11.00
	11.00-13.00
	13.00-15.00
	15.00-17.00
Sunday 8 September 2019	09.00-11.00
	11.00-13.00
	13.00-15.00
	15.00-17.00
Monday 9 September 2019	09.00-11.00
	11.00-13.00
	13.00-15.00
	15.00-17.00

Tuesday 10 September 2019	09.00-11.00
	11.00-13.00
	13.00-15.00
	15.00-17.00

#### 9.4.1 Cleaning

Filming areas will be cleaned by the congress organisers. However, companies using these areas are obliged to keep these and the surrounding areas perfectly clean. For safety reasons it is not allowed to store filming equipment at general areas. Aisles must be left clear and free for passage and must not be obstructed in any way. Filming areas can only be used in pre-booked time slots and it is not allowed to leave/store any equipment in these areas when it is not assigned to the company.

#### 9.4.2 Electricity & Lighting

Power supply, 10 Amp, 230V, 1 phase (2,3 kW), is provided by the Bella Center Copenhagen in both of the filming areas.

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 [Exhibitor Terms of the Bella Center Copenhagen](#).

No special lighting for filming purposes will be provided besides the general lighting at the congress venue.

#### 9.4.3 Internet connection

Free Wi-Fi is provided at the congress centre including the filming areas.

### 9.5 Sending digital materials

Materials of Industry Views should be sent for approval to [congress2019@ecnp.eu](mailto:congress2019@ecnp.eu) for the attention of Melinda Spitzer. Your banner and content need to be complete and final, before submitting these to the ECNP Office.

ECNP will review and publish the content within three working days after submission.

#### 9.5.1 Banner

A banner for designing the header of your webpage is required. This banner should include the following:

- Name and logo of the company (may be accompanied by the sentence 'brought to you by...')



- 32<sup>nd</sup> ECNP congress pin (optional – file can be sent upon request)
- Name of the project/theme/etc.
- Image reflecting the project/theme/etc.
- Banner size: max 500 KB, width 1200 px, height min 450 px and max 550 px.

Banners will be reviewed and approved by the organisers before publishing.

#### 9.5.2 Content of your webpage

Your material will be uploaded in chronological order, divided over two columns (see example). These will be filled from left to right first, then top-down.

If you wish to separate your materials also by day, please include the shooting/creating dates of the final materials when sending these to the ECNP Office.

1  
Teaming up with patients

2  
Professor Mark Opler  
Chief Research Officer, MedAvante-ProPhase Inc.  
Adjunct Assistant Professor of Psychiatry  
New York University, New York, USA

3  
Professor Opler describes a goal attainment approach, and explains the adaptation of this approach for depression with great success, for tracking progress as patients work to attain specific goals identified as part of a treatment plan. It is then important to measure the outcomes that are important to patients using appropriate scales that incorporate all symptom domains and functional performance.

4  
5  
Can increased focus on patient perspectives improve outcomes in the treatment of schizophrenia?  
Article

6  
7  
Functional recovery in depression: are we doing the right thing for the treatment of depression?  
Article

8  
Mechanisms underlying clinical manifestations of treatment

For an optimal layout of the webpage, please take note of the following when preparing your content:

- **Title [1]:** max 10 words or 60 characters (including spaces)
- **Name of speaker/presenter [2]:** max 34 characters (including spaces)
- **Short bio of speaker/presenter [3]** (not required): max 20 words or 130 characters (including spaces)
- **Intro text to video or article [4]:** max 70 words
- **Full article text [5]:** link to a separate pdf or external webpage
- **Images related to the article [6]:** file in .jpg format, landscape, width max 1200 px, size max 500 KB
- **Video (embedded) [7]:** MP4 format

Please note that texts are subject to minor editorial adjustment for conformity to the ECNP house style.

### 9.5.3 Uploading content on the ECNP channel on YouTube

Video's submitted for Industry Views will be uploaded on the ECNP channel on YouTube. After uploading, they will be embedded on your Industry Views webpage.

Please indicate your preferred way of uploading when sending the final materials to the ECNP Office:

- **Public:** publicly visible and searchable on YouTube (being directly accessible via YouTube, this generally gives more views to the video)
- **Unlisted:** video is not publicly visible on YouTube and will not appear in YouTube's search results. Only accessible via the Industry Views' webpage and/or spreading links to the video(s).

## 10. Banners, Flyers and brochures

### 10.1 Banners

To provide visibility for your congress activities, or as stand-alone promotional or brand-awareness vehicles, free-standing banners are available near the entrance within the exhibition area. These can be used for any kind of information or messaging, with the exception of explicitly product-related content.

Ordered banner(s) are printed and placed by ECNP and these will remain at the entrance of the exhibition area during the opening hours of the 32<sup>nd</sup> ECNP Congress.

A PDF version of the banner should be sent for approval by 1 August 2019 at the latest to the ECNP Office to the attention of Melinda Spitzer, Project Manager Congresses & Meetings, e-mail [congress2019@ecnp.eu](mailto:congress2019@ecnp.eu) with the following specifications:

#### Rollup banner 85X200 CM. (wxh)

- High resolution pdf (profile: PDF/X-1a:2001)
- File size should be 856 x 2066 mm. (w x h) (final size is 850 x 2000 mm) and leave 60 mm at the bottom empty; this part stays in the rollup banner cassette!
- Text in outlines
- Full color (CMYK)
- Image resolution should be 300 dpi
- No crop marks or printer's marks in the final file
- 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

For ordering a banner, please fill in the [application form](#) before **1 August 2019**.

### 10.1 Flyers and brochures

Flyers and brochures can be displayed on the congress's highly visited information table for distribution to congress participants. Flyers and/or brochures can be up to A4 size.

A PDF version of the flyers and/or brochures should be sent for approval by 1 August 2019 at the latest to the ECNP Office to the attention of Melinda Spitzer, Project Manager Congresses & Meetings, e-mail [congress2019@ecnp.eu](mailto:congress2019@ecnp.eu).

Approved flyers and brochures need to be sent to the following address:

CEVA Showfreight  
ECNP 2019 – Flyers and brochures provided by <**Company name**>  
Elektronweg 24  
3542 AC Utrecht  
The Netherlands

Delivery location in Copenhagen: information table for distribution  
Number of copies included: <**number of copies**>

CP: Jochem van Veen  
+31(0)88 028 3101

A copy of this shipping instruction must be sent (prior to shipping) to: [Jochem.van.veen@cevalogistics.com](mailto:Jochem.van.veen@cevalogistics.com)

Please note that your flyers and brochures need to arrival to CEVA Showfreight **Wednesday, 28 August 2019** at the latest. ECNP cannot take responsibility for any late arrival.

If you wish to display flyers/brochures, please fill in the [application form](#) before **1 August 2019**.

## 11. Shipping, delivery information and storage

### 11.1 Contact details CEVA

CEVA has been appointed as the official international forwarder and customs broker for the 32<sup>nd</sup> ECNP Congress.

Contact:

Jochem van Veen

T: +31 88 028 3101 or M: + 31 6 83 62 85 92

[international@cevalogistics.com](mailto:international@cevalogistics.com)

CEVA Showfreight

Elektronweg 24

3542 AC Utrecht

The Netherlands

<http://www.cevalogistics.com/>

### 11.2 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 CEVA and NOT directly to the venue.

CEVA will deliver the goods (that were sent to their advanced warehouse) to the stand by Saturday 7 September 2019 by 08.00 or to the given industry session room 1 hour before the session starts. This is at the cost of the exhibitor/satellite symposia organiser. Please contact CEVA before shipping and return the completed [CEVA Shipping instructions and order 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

Exhibitors should clearly mark all shipments with the following information:

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

The official freight forwarder, CEVA, will also provide customs clearance. For a full quotation please complete the [CEVA Shipping instructions and order form](#) and send it to [international@cevalogistics.com](mailto:international@cevalogistics.com).

### 11.3 Material storage

There is no storage space available for rent.

## 11.4 Delivery

Due to the expected congestion at the exhibition site, we strongly recommend that you ship your goods in advance to the CEVA 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 CEVA to apply for an allocated time for delivery and collection. Vehicles will only be allowed at the loading bay with CEVA's approval.

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

Companies may not deliver their materials to the Bella Center Copenhagen before the official build-up time begins on Thursday 5 September 2019 at 08.00. Any goods received before this time will be turned away by the management of the Bella Center Copenhagen. Please contact CEVA to arrange your advance deliveries to the CEVA warehouse, deliveries to the Bella Center Copenhagen 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 CEVA warehouse:

32<sup>nd</sup> ECNP Congress 2019 / *stand number/ exhibitor name*

CEVA Showfreight / DSV Solutions A/S

c/o Bella Center

Center Boulevard 5

DK-2300 Copenhagen

**Contact / notify:**

Jochem van Veen

[jochem.van.veen@cevalogistics.com](mailto:jochem.van.veen@cevalogistics.com)

+31 (0)88 028 3101

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 CEVA Showfreight as mentioned in the [CEVA Shipping instructions and order form](#).

CEVA will also assist you with moving your goods through the building. Please contact CEVA 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 CEVA. Please contact them for your needs using the information provided on this [CEVA Shipping instructions and order form](#).

Exhibitors may build up their stands from 08.00 during the three days of exhibition set-up (5 September and 7 September 2019). Please note that the exhibition hall will close for deliveries at 20.00 on Friday 6 September.

### 11.5 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 one freight entrance via the south gate. 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 centre but need to report to CEVA max. 1 hour prior to the confirmed slot.

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

The CEVA 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, CEVA 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 CEVA to obtain your pre-assigned unloading timeslot.

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

#### Site restrictions

Measurements of the **freight entrance**:

Height: 6,0 meters

Width: 4,7 meters

No material or parcel may be delivered through the main entrance of the Bella Center Copenhagen.

The space in front of the loading bay is limited, so a strict unloading procedure will be applied for the congress. To avoid congestion, CEVA will control unloading at the venue. Furthermore, note that only CEVA 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 Bella Center Copenhagen.

Please download the map of the loading bay: [here](#)

### 11.6 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. This schedule is available as from 8 September. 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 32<sup>nd</sup> ECNP Congress.

When the 32<sup>nd</sup> 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 CEVA warehouse at the exhibitor's or contractor's cost.

### 11.7 Floor loading capacities

The (not polished concrete) floor in the exhibition area can carry the following loads:

Wheel loads (twin wheels): 5,500 kg per sqm

Single-point loads per 15x15 cm: 4,000 kg

Net loads (load minus weight of truck): 4.000 kg per sqm

It is forbidden for trucks to access the exhibition area.

### 11.8 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.

### 11.9 Maintenance and re-stocking of stands

Please note that the vehicle loading bays 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.

## 12. Payment and cancellation policies

### 12.1 Payment terms and conditions

#### 12.1.1 Industry sessions and exhibition space

After ECNP has received the application of the company for exhibition space an invoice will be issued for the full amount which must be paid according to the payment terms specified.

Companies participating in the exhibition or the organisation of industry sessions are required to observe all payment deadlines as stated in the ECNP Industry Guidelines and/or on the invoices. The 32<sup>nd</sup> ECNP Congress Foundation is entitled to cancel the participation of any company that fails to comply with these deadlines.

#### 12.1.2 Satellite symposia packages

After receiving the order form of the satellite symposium packages an invoice will be issued by the 32<sup>nd</sup> ECNP Congress which must be paid according to the payment terms specified. Please note that services cannot be guaranteed without full payment received in due time

Orders for extra services apart from the satellite symposium packages mentioned in this document will be invoiced directly by the supplier and should be made according to the instructions mentioned by the supplier. Please note that services cannot be guaranteed without full payment received in due time.

### 12.2 VAT

#### 12.2.1 Exhibition space

Dutch VAT will be charged in accordance with European legislation

#### 12.2.2 Industry sessions

Dutch VAT will be charged in accordance with European legislation.

#### 12.2.3 Industry Views

Dutch VAT will be charged in accordance with European legislation

#### 12.2.4 Supplement to the journal *European Neuropsychopharmacology (ENP)*

Dutch VAT will be charged in accordance with European legislation.

### 12.3 Cancellations and exhibition space reduction

Cancellations of industry sessions and/or exhibition space must be sent in writing to the ECNP Office and cancellation requests of group registration must be sent in writing to the registration secretariat, CPO HANSER SERVICE. The effective date of the cancellation will be the date that the written notification was received by the ECNP Office / CPO HANSER SERVICE.

A cancellation will result in the release of the allocated industry session time slot or stand space.

#### 12.3.1 Exhibition space

In the event of cancellation or reduction of exhibition space, the following policy will apply:

- 50% of the total amount will be refunded for cancellations or reduction made before 1 March 2019
- 30% of the total amount will be refunded for cancellations or reduction made on or after 1 March 2019 and until 1 May 2019
- No refund for cancellations or reduction made on or after 1 May 2019

### **12.3.2 Industry sessions**

In the event of cancellation, the following policy will apply:

- 50% of the total amount will be refunded for cancellations made before 15 February 2019
- No refund for cancellations made on or after 15 February 2019

### **12.3.3 Industry Views**

In the event of cancellation, the following policy will apply:

- 50% of the total amount will be refunded for cancellations made before 1 July 2019
- No refund for cancellations made on or after 1 July 2019

### **12.3.4 Banners, Flyers and brochures**

In the event of cancellation, the following policy will apply:

- 50% of the total amount will be refunded for cancellations made before 1 July 2019
- No refund for cancellations made on or after 1 July 2019

Refunds will be made after the congress.