



# 37<sup>th</sup> ECNP Congress

21-24 September 2024

Milan, Italy

Welcome to the future  
of CNS treatments



## ECNP Industry Guidelines



[www.ecnp.eu/Congress2024/ECNPcongress](http://www.ecnp.eu/Congress2024/ECNPcongress)

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*The Stichting 37<sup>th</sup> ECNP Congress is a Dutch public-interest-serving ("ANBI") entity*



Deadlines Exhibition .....	4
Deadlines Industry Sessions.....	4
Deadlines AIFA Regulations.....	4
1. Industry Sessions .....	5
1.1 Prices, time slots & room capacity .....	8
1.1.1 Industry Satellite Symposia (ISS).....	8
1.1.2 Industry Mini Session (IMS).....	9
1.1.3 Industry Interactive Discussion (IID) .....	10
1.1.4 Industry Product Theatre Sessions (IPT) .....	11
1.1.5 Industry Case Study (ICS) .....	12
1.2 How to apply .....	13
1.2.1 Application .....	13
1.2.2 Procedure after completing the application form .....	13
1.3 Procedure for changes in the pre-programme .....	14
1.4 Rules for faculty.....	14
1.5 Registration of faculty .....	15
1.6. Accreditation .....	15
1.7 Disclosure .....	16
1.8 Enduring material .....	16
1.9 Digital and printed materials .....	16
2. Exhibition .....	17
2.1 Price overview .....	18
2.2 Timetable.....	19
2.3 How to apply .....	19
2.4 Details of exhibition space.....	20
2.4.1 Stand activities .....	20
2.4.2 Stand information .....	20
2.4.3 Free-build stands .....	20
2.4.4 Shell scheme stands .....	21
2.4.5 Free badges included .....	22
3. AIFA regulations.....	23
3.1 Procedure for authorisation .....	23
3.2 Promotional Material .....	24
3.3 Deadlines for AIFA procedure .....	25
4. Contact details .....	26



The legal entity organising the congress is Stichting 37<sup>th</sup> ECNP Congress, hereafter called ECNP, a foundation incorporated under Dutch law, registered office Daltonlaan 400, 3584 BK Utrecht, the Netherlands, Chamber of Commerce registration 85231355, RSIN 863554507.

All companies involved in the 37<sup>th</sup> ECNP Congress should adhere to these ECNP Industry Guidelines, the [ECNP Industry Rules and Regulations](#) as well as the [Technical Regulations Allianz MiCo](#) and the [ECNP privacy and data security policy](#).

The 37<sup>th</sup> ECNP Congress will be held in the [Allianz MiCo](#) and it will have a hybrid format. This means the ECNP Congress is held at the congress venue and presentations are given in-person in Milan and almost all presentations are livestreamed. Participants can choose to attend the congress in-person in Milan or follow the congress virtually from anywhere in the world.

For more information please visit the [scientific programme of the 37<sup>th</sup> ECNP Congress](#).

### Health Care Professionals

To be compliant during the 37<sup>th</sup> ECNP Congress with Italian Law, ART 119 – point 1, regarding rulings for Health Care Professionals (HCP's), participants are requested during registration to indicate whether they are a Health Care Professional (HCP), non-Health Care Professional (non-HCP) or an employee of a pharmaceutical company. The information of non-HCP status will be printed on the badge of the in-person participant and will be part of the participant profile to access the industry sessions through the App. **The non-HCP status will exclude access to all industry sessions and exhibition stands financially supported by pharmaceutical companies, as required by Italian legislation.**

In Italy, the definition of a Healthcare Professional (HCP) is any person who carries out their activity in the medical sector, dentistry, public, private or hospital pharmacies, administrators, or staff of Local Health Authorities, any technical or administrative personnel of public or private healthcare structures and any other person within the scope of their professional activity who can prescribe, dispense, purchase, or administer a medicinal specialty.

Students, nurses, patient association representatives and patients (non-prescribing) are NOT considered being Healthcare Professionals.

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



## Deadlines Exhibition

Industry activities	
17/01/2024	Exhibition space application initial deadline
17/01/2024	Company logo provided
15/03/2024	Space assignment for initial deadline applications
15/03/2024	Exhibition application final deadline for companies not registered in Italy for AIFA and without an Italian affiliate
31/05/2024	ECNP Industry Manual published
01/07/2024	Exhibition final deadline for companies registered in AIFA and with an Italian affiliate in Italy or for companies not subjected to AIFA
05/07/2024	Final stand drawings

## Deadlines Industry Sessions

Industry activities	
17/01/2024	Application deadline industry sessions
05/03/2024	Assessment of industry sessions
10/04/2024	Final time slot of industry sessions
01/05/2024	Final version programme of industry sessions
01/05/2024	Biographies, pictures and, due to AIFA regulations, also degree and the speciality of each faculty members
31/05/2024	ECNP Industry Manual published
05/06/2024	Upload Final invitation pdf of industry sessions
25/06/2024	No more changes on programme outline, session & presentation titles due to AIFA regulations
15/07/2024	Upload branding images of industry sessions
01/07/2024	Registration of faculty of industry sessions
10/09/2024	No more changes on speakers/chairs

## Deadlines AIFA Regulations

Industry activities	
25/03/2024	Deadline for Pharma Companies without AIFA SIS code to start the procedure with AIM Group International
08/07/2024	Deadline for AIM Group International to upload the application (pre-request) on AIFA website
13/07/2024	Deadline for AIM Group International to send information and documents for validation to Pharma Companies
23/07/2024	Last deadline for Pharma Companies with AIFA SIS code to apply for AIFA application on AIFA website



## 1. Industry Sessions

Companies and organisations involved in clinical and pre-clinical research, diagnosis, and treatment of disorders of the brain looking for scientifically driven engagement with the participants of the 37<sup>th</sup> ECNP Congress can apply for Industry Satellite Symposia, Industry Mini Session and Industry Interactive Discussions. The Industry Product Theatre and Industry Case Study are more commercially oriented and aim at offering opportunities to showcase products.

### Industry Satellite Symposia (ISS)

Scientifically oriented Industry Satellite Symposium (90 minutes with a maximum of 1 chair and 4 speakers) with a well-balanced programme (e.g. not concentrating on one specific medication) may be organised.

Industry Satellite Symposia are not organised in parallel with the official ECNP scientific programme and the programmes will be reviewed for balance and rigour by the Scientific Programme Committee (SPC). The room has a standard room set-up in theatre style.

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

The Industry Satellite Symposium has a fixed fee of EUR 70,500 (excl. VAT).

### Industry Mini Sessions (IMS)

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

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

The Industry Mini Session has a fixed fee of EUR 47,000 (excl. VAT).

### Industry Interactive Discussions (IID)

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

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

The Industry Interactive Discussion has a fixed fee of EUR 23,500 (excl. VAT).



## Industry Product Theatres (IPT)

These high-value sessions (30 minutes with a maximum of 1 speaker) provide a podium for industry to present to participants on a broad range of issues, including new treatment approaches, medical devices, digital health apps, the uses of specific medications, clinical insights, innovative services, and product demonstrations. The programme will be reviewed by the Scientific Programme Committee (SPC).

Industry Product Theatre sessions are not interactive sessions (no Q&A is included). They are presented at the congress venue for in-person participants (for about 80 pax.) and are livestreamed for the virtual participants. The livestreamed sessions will be recorded and made available after the congress to registered participants for on-demand viewing for a three-month period. After the congress, the recordings are also provided to the organiser of the industry session as enduring material.

The Industry Product Theatre has a fixed fee of EUR 29,500 (excl. VAT).

## Industry Case Study (ICS)

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

The Industry Case Study has a fixed fee of EUR 29,500 (excl. VAT).



## Summary table outlining free registrations:

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

## Other industry sessions

If you have ideas for other types of industry sessions please contact us for feasibility and price offer.

## Catering

For the 37<sup>th</sup> ECNP Congress there is an official caterer appointed and it is forbidden by the congress venue to bring food and beverages from outside.

Tea, coffee and lunch is provided free of charge at the exhibition and poster area during breaks as mentioned in the programme.

For Industry Satellite Symposia and for Industry Mini Sessions, limited catering is allowed but is restricted to grab and go and non-alcoholic beverages. It is not allowed to bring food or drinks into the session rooms. It may only be served up to 20 minutes before the start of these industry sessions. The area for catering is the nearest catering area available to the assigned room. Extensions beyond the assigned time slot are not allowed under any circumstances.

The industry session organisers are responsible for ensuring that the ordered supplies follow the congress guidelines. Further details will be given in the Industry Manual, to be published before 31 May 2024.

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



## 1.1 Prices, time slots & room capacity

### 1.1.1 Industry Satellite Symposia (ISS)

Organisers of an Industry Satellite Symposium will be charged a fixed fee of **EUR 70,500** (excl. VAT).

The fee includes:

- Access to industry session for in-person registered participants and livestream to virtual participants
- On-demand availability of recorded session for registered participants for three months
- Recording of livestreamed session available for enduring material
- Industry session listed in the programme of the congress and on the [ECNP Congress website](#), the App
- Free congress registrations, see summary at chapter [1. Industry Sessions](#)
- Statistics on number of in-person participants and number of virtual participants by country attending the session
- Promotion of the industry sessions via the ECNP congress website, social media, and an e-mailing to all registered participants about 1 to 2 weeks prior to the congress
- Digital branding options: branded lectern in the session room, company logo and financial disclaimer sentence -including company name- in the session streaming window, recording of live stream session
- Equipment provided in the session-room:
  - ✓ stage with 1 digital lectern (incl. comfort monitor) (digital branding of lectern possible), 4 seats, 3 side-tables in between the chairs and comfort monitors in front of the seats
  - ✓ 1 screen and projector with PowerPoint-PC (networked to the Slide Centre) with fixed slide-advancer
  - ✓ sound system and 5 head-set microphones
  - ✓ 1 iPad for the session chair with Slido access for Q&A
  - ✓ 1 AV session manager
  - ✓ 1 hybrid operator
  - ✓ 1 remote-controlled PTZ-camera or similar
  - ✓ 1 table at the main entrance(s) of the room for handing out materials
  - ✓ 1x badge-checker at the entrance ensuring the room does not exceed its maximum capacity of participants (available 20 minutes prior to the start of the industry session and remain until the end of the session)

Parallel Industry Satellite Symposia can be organised during time slots mentioned below.

Industry Satellite Symposia time slots*		
Saturday 21 September 2024	11.15-12.45 13.30-15.00	maximum 4 in parallel maximum 4 in parallel
Sunday 22 September 2024	08.30-10.00	maximum 4 in parallel
Monday 23 September 2024	08.30-10.00	maximum 4 in parallel
Tuesday 24 September 2024	08.30-10.00	maximum 4 in parallel

\*The above time slots are indicative and may change slightly. Companies applying for these industry sessions will receive the final time slot allocation by e-mail before 10 April 2024.

There are different size of room capacities available for Industry Satellite Symposia and organisers can indicate their expected number of participants on the [application form](#).

The standard room set-up is in theatre style and the set-up and the standard congress technical equipment can under no circumstances be changed to fit your own requirements, since this might jeopardise the set-up for the ECNP scientific sessions.

Organisers have the ability to rehearse the Industry Satellite Symposium. Times of the rehearsal and information about the AV advisor will be available in the Industry Manual that will be released and circulated to industry before 31 May 2024.





## 1.1.2 Industry Mini Session (IMS)

Organisers of an Industry Mini Session will be charged a fixed fee of **EUR 47,000** (excl. VAT).

The fee includes:

- Access to industry session for in-person registered participants and livestream to virtual participants
- On-demand availability of recorded session for registered participants for three months
- Recording of livestreamed session available for enduring material
- Industry session listed in the programme of the congress and on the [ECNP Congress website](#) and App
- Free congress registrations, see summary at chapter [1. Industry Sessions](#)
- Statistics on number of in-person participants and number of virtual participants by country attending the session
- Promotion of the industry sessions via the ECNP congress website, social media, and an e-mailing to all registered participants about 1 or 2 weeks prior to the congress
- Digital branding options: branded lectern in the session room, company logo and financial disclaimer sentence -including company name- in the session streaming window, recording of live stream session
- Equipment provided in the session-room:
  - ✓ stage with 1 digital lectern (incl. comfort monitor) (digital branding of lectern possible), 4 seats, 3 side-tables in between the chairs and comfort monitors in front of the seats
  - ✓ 1 screen and projector with PowerPoint-PC (networked to the Slide Centre) with fixed slide-advancer
  - ✓ sound system and 3 head-set microphones
  - ✓ 1 iPad for the session chair with Slido access for Q&A
  - ✓ 1 AV session manager
  - ✓ 1 hybrid operator
  - ✓ 1 remote-controlled PTZ-camera or similar
  - ✓ 1 table at the main entrance(s) of the room for handing out materials
  - ✓ 1x badge-checker at the entrance ensuring the room does not exceed its maximum capacity of participants (available 20 minutes prior to the start of the industry session and remain until the end of the session)

Parallel Industry Mini Session can be organised during time slots mentioned below.

Industry Mini Session time slots*		
Saturday 21 September 2024	09.45-10.30	maximum 4 in parallel
Sunday 22 September 2024	17.45-18.30	maximum 4 in parallel
Monday 23 September 2024	17.45-18.30	maximum 4 in parallel

\*The above time slots are indicative and may change slightly. Companies applying for these industry sessions will receive the final time slot allocation by e-mail before 10 April 2024.

There are different size of room capacities available for Industry Mini Session and organisers can indicate their expected number of participants on the [application form](#).

The standard room set-up is in theatre style and the set-up and the standard congress technical equipment can under no circumstances be changed to fit your own requirements, since this might jeopardise the set-up for the scientific sessions.

Organisers have the ability to rehearse the Industry Mini Session. Times of the rehearsal and information about the AV advisor will be available in the Industry Manual that will be released and circulated to industry before 31 May 2024.



### 1.1.3 Industry Interactive Discussion (IID)

Organisers of an Industry Interactive Discussion will be charged a fixed fee of **EUR 23,500** (excl. VAT). The fee includes:

- Access to industry session for in-person registered participants (first come first serve)
- Industry session listed in the programme of the congress and on the [ECNP Congress website](#) and App
- Free congress registrations, see summary at chapter [1. Industry Sessions](#)
- Statistics on number of in-person participants attending the session
- Promotion of the industry sessions via the ECNP congress website, social media, and an e-mailing to all registered participants about 1 or 2 weeks prior to the congress
- Digital branding options: branded lectern in the session room
- Equipment provided in the session-room:
  - ✓ 1 digital lectern (incl. comfort monitor), digital branding of lectern possible
  - ✓ 1 screen and projector with PowerPoint-PC (networked to the Slide Centre) with fixed slide-advancer
  - ✓ sound system and 2 head-set microphones
  - ✓ 2 seats
  - ✓ 2 wireless HH Q&A-microphones
  - ✓ 1 AV session manager
  - ✓ 1 table at the main entrance(s) of the room for handing out materials
  - ✓ 1x badge-checker at the entrance ensuring the room does not exceed its maximum capacity of participants (available 20 minutes prior to the start of the industry session and remain until the end of the session)

Industry Interactive Discussions can be organised during time slots mentioned below.

Industry Interactive Discussions time slots*		
Sunday 21 September 2024	11.15-11.45	Max 1 session
	13.00-13.30	Max 1 session
	15.20-15.50	Max 1 session
Monday 22 September 2024	11.15-11.45	Max 1 session
	13.00-13.30	Max 1 session
	15.20-15.50	Max 1 session
Tuesday 23 September 2024	11.15-11.45	Max 1 session
	13.00-13.30	Max 1 session
	14.00-14.30	Max 1 session

\*The above time slots are indicative and may change slightly. Companies applying for these industry sessions will receive the final time slot allocation by e-mail before 10 April 2024.

The capacity of the room is about 80 pax. to create an interactive session format with small groups of participants on a specific topics. The standard set-up of room and technical equipment can under no circumstances be changed to fit your own requirements.

Further technical information will be available in the Industry Manual that will be released and circulated to industry before 31 May 2024.



## 1.1.4 Industry Product Theatre Sessions (IPT)

Organisers of an Industry Product Theatre will be charged a fixed fee of **EUR 29,500** (excl. VAT).

The fee includes:

- Access to industry session for in-person registered participants and livestream to virtual participants
- On-demand availability of recorded session for registered participants for three months
- Recording of livestreamed session available for enduring material
- Industry session listed in the programme of the congress and on the [ECNP Congress website](#), and App
- Free congress registrations, see summary at chapter [1. Industry Sessions](#)
- Statistics on number of in-person participants and number of virtual participants by country attending the session
- Promotion of the industry sessions via the ECNP congress website, social media, and an e-mailing to all registered participants about 1 or 2 weeks prior to the congress
- Digital branding options: branded lectern in the session room, company logo and financial disclaimer sentence -including company name- in the session streaming window, recording of live stream session
- Equipment provided in the session-room:
  - ✓ stage with 1 digital lectern (incl. comfort monitor), digital branding of lectern possible
  - ✓ 1 screen and projector with PowerPoint-PC (networked to the Slide Centre) with fixed slide-advancer
  - ✓ sound system and 1 head-set microphone
  - ✓ 1 AV session manager
  - ✓ 1 hybrid operator
  - ✓ 1 remote-controlled PTZ-camera or similar
  - ✓ 1 table at the main entrance of the area for handing out materials
  - ✓ 1x badge-checker at the entrance ensuring the room does not exceed its maximum capacity of participants (available 20 minutes prior to the start of the industry session and remain until the end of the session)

Industry Product Theatre can be organised during time slots mentioned below.

Industry Product Theatre time slots*		
Sunday 21 September 2024	11.15-11.45	Max 1 session
	13.00-13.30	Max 1 session
	15.20-15.50	Max 1 session
Monday 22 September 2024	11.15-11.45	Max 1 session
	13.00-13.30	Max 1 session
	15.20-15.50	Max 1 session
Tuesday 23 September 2024	11.15-11.45	Max 1 session
	13.00-13.30	Max 1 session
	14.00-14.30	Max 1 session

\*The above time slots are indicative and may change slightly. Companies applying for these industry sessions will receive the final time slot allocation by e-mail before 10 April 2024.

The area provided for Industry Product Theatre sessions will be within the exhibition area and its capacity is around 80 pax. The standard set-up of room and technical equipment can under no circumstances be changed to fit your own requirements.

Further technical information will be available in the Industry Manual that will be released and circulated to industry before 31 May 2024.



### 1.1.5 Industry Case Study (ICS)

Organisers of an Industry Case Study will be charged a fixed fee of **EUR 29,500** (excl. VAT).

The fee includes:

- Access to industry session for in-person registered participants (first come first serve)
- Industry session listed in the programme of the congress and on the [ECNP Congress website](#) and App
- Free congress registrations, see summary at chapter [1. Industry Sessions](#)
- Statistics on number of in-person participants attending the session
- Promotion of the industry sessions via the ECNP congress website, social media, and an e-mailing to all registered participants about 1 or 2 weeks prior to the congress
- Digital branding options: branded lectern in the session room
- Equipment provided in the session-room:
  - ✓ 1 digital lectern (incl. comfort monitor), digital branding of lectern possible
  - ✓ 1 screen and projector with PowerPoint-PC (networked to the Slide Centre) with fixed slide-advancer
  - ✓ sound system and 2 head-set microphones
  - ✓ 2 seats
  - ✓ 2 wireless HH Q&A-microphones
  - ✓ 1 AV session manager
  - ✓ 1 table at the main entrance(s) of the room for handing out materials
  - ✓ 1x badge-checker at the entrance ensuring the room does not exceed its maximum capacity of participants (available 30 minutes prior to the start of the industry session and remain until the end of the session)

Industry Case Study can be organised during time slots mentioned below.

Industry Case Study time slots*		
Sunday 21 September 2024	11.15-11.45	Max 1 session
	13.00-13.30	Max 1 session
	15.20-15.50	Max 1 session
Monday 22 September 2024	11.15-11.45	Max 1 session
	13.00-13.30	Max 1 session
	15.20-15.50	Max 1 session
Tuesday 23 September 2024	11.15-11.45	Max 1 session
	13.00-13.30	Max 1 session
	14.00-14.30	Max 1 session

\*The above time slots are indicative and may change slightly. Companies applying for these industry sessions will receive the final time slot allocation by e-mail before 10 April 2024.

The area provided for Industry Case Studies will be within the exhibition area and its capacity is around 80 pax. The standard set-up can under no circumstances be changed to fit your own requirements. Further technical information will be available in the Industry Manual that will be released and circulated to industry before 31 May 2024.



## 1.2 How to apply

### 1.2.1 Application

Companies interested in organising industry sessions must submit their application via the [industry session application form](#), by 17 January 2024 at the latest. After ECNP has received the application form, the company will be issued an invoice for 100% which must be paid according to the payment terms specified. Upon applying the company accepts the industry terms and conditions and cancellations policy as stated in the [ECNP Industry Rules and Regulations](#).

The Scientific Programme Committee of the ECNP Congress takes great care to achieve equal gender balance and country balance for the speakers and chairs presenting at the congress. It is mandatory for companies to take country and gender balance into account when proposing and inviting their speakers and chairs.

During submission the following information needs to be provided:

- Title of the session
- Titles of the presentation(s), if applicable
- Speakers/experts
- Chair, if applicable
- Outline of the session
- Searchable session topic(s)
- Preferences of times slots
- Contact and invoicing details
- Company logo (maximum size of 500KB)
- Introduction text about the company (maximum of 100 words)

The information provided will be treated confidentially, as it is understood that it might be difficult for companies to approach speakers and chairs before the time slot has been fixed.

Please note that no unusual abbreviations and trade names are permitted in the title of the industry session and the presentation titles. However, generic names may be used. The title of the industry session and the titles of the presentations as well as the content must give a balanced view of therapeutic options. The use of generic names in the presentations will contribute to this.

All communication about the industry session goes via one official company representative as indicated upon application. This person will be included in all communication about the session and will also have access to the industry session upload pages for providing documents for branding.

If you have more than one request, please click the 'Add application' button on the application form. The form(s) should be submitted by the industry, not by its agency.

### 1.2.2 Procedure after completing the application form

Information about the assessment of the pre-programme by the Scientific Programme Committee (SPC) will be sent out 5 March 2024 at the latest. To the extent it is possible, Industry sessions organised by the same industry will not be scheduled in parallel and efforts will be made to avoid running two parallel sessions on the same topic. This however really depends on the diversity of topics provided in the applications. In addition, preferred time slots as indicated by the industry will be taken into account as much as possible. Before 10 April 2024 the final allocation of time slots will be circulated.



## Requested details and materials

The organising company will need to send in the following to ECNP:

- Final version of programme including faculty members and timing of presentations for publication on the [ECNP congress website](#)
- Approving or providing biography and picture of each faculty members  
Faculty biographies and photos from the ECNP database will be used. If not available, ECNP will ask the company to provide the missing biographies and photos. Due to AIFA regulations the degree and speciality of each faculty member is also requested from the company.
- Company logo (maximum size of 500KB) & introduction text about the company\* (maximum of 100 words).

These will be used on the partner page only. The financial disclaimer sentence will show in the session outline of the congress programme.

\*Texts are subject to minor editorial adjustment for conformity to the ECNP house style.

The deadline to send in the above is 1 May 2024.

## 1.3 Procedure for changes in the pre-programme

In the event that there are changes to an approved pre-programme, the changes must be sent to ECNP for approval by the Scientific Programme Committee (SPC). It is mandatory to submit a final version for publication and approve biography with photographs of the speakers to ECNP before 1 May 2024 at the latest. **Note that no more changes to the programme (such as programme outline, session and presentation titles) are allowed after 25 June 2024 due to AIFA application. Replacing or cancelling a speaker is possible until 10 September 2024.**

## 1.4 Rules for faculty

As is the case with the ECNP scientific programme, faculty members can give a presentation during **one** industry session (Industry Satellite Symposium/Industry Mini Session/Industry Interactive Discussion/Industry Product Theatre/Industry Case Study) only. In addition, they can only chair one (other) industry session if the schedule allows it. It is mandatory for organisers to adhere to equal gender balance and country balance in their programme.

This rule does not apply to members of the ECNP Executive Committee or members of the Scientific Programme Committee of the 37th ECNP Congress. Members of the Scientific Programme Committee are only allowed to either speak or chair, not both. Members of the ECNP Executive Committee will no longer participate in any industry session from this congress onwards. The EC members will not speak in nor chair an industry session. Please find [here](#) a list of these committee members.

It is the responsibility of the companies to inform the tentative faculty of this rule. In the event that a faculty member is proposed by several companies when submitting the pre-programmes, the companies will be informed of this by the ECNP. ECNP will not be in direct contact with the speakers.



## 1.5 Registration of faculty

It is mandatory to register all faculty members of your industry sessions for the congress. For these registrations the free registrations can be used as mentioned above under the relevant industry session. Additional registrations can be purchased via the [Registration Portal](#).

Please note that ECNP faculty members cannot be registered through a group. They are registered through ECNP. However, their travel and accommodation expenses and possible other charges are at the costs of the company organising the industry session.

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, ECNP cannot be held responsible should such an event occur.

The deadline to register the faculty members of your industry session is 1 July 2024.

It is the responsibility of the companies to inform the provisional faculty of these rules.

## 1.6. Accreditation

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

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

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

To obtain European CME accreditation you might contact:

European Accreditation Committee in CNS (EACIC)

Scientific secretariat: Dr Daniel Souery

47, avenue Jacques Pastur

1180 Brussels, Belgium

Mobile phone number: +32 479987440

[eacic@eacic.eu](mailto:eacic@eacic.eu)

[www.eacic.eu](http://www.eacic.eu)



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



## 1.7 Disclosure

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

## 1.8 Enduring material

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

ECNP permits the re-use of the recorded content of your industry session at the 37<sup>th</sup> ECNP Congress in order to create enduring material provided that:

- The ECNP copyright remains visible;
- The ECNP logo as fixed in the recording remains;
- The financial disclaimer sentence 'Industry session financially supported by <name company> during the 37<sup>th</sup> ECNP Congress' remains;
- A reference is made that the content does not necessarily represent the opinion of ECNP;
- For promotion only the images as given in the [promotional kit](#) are used. Any other image/logo or images from ECNP's App cannot be used.

## 1.9 Digital and printed materials

Material of the Industry Sessions must have the name of the company involved on the poster at the venue and on the first page of digital material, using the following wording: 'Industry session financially supported by <name company> during the 37<sup>th</sup> ECNP Congress'.

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

Promotional materials used in relation to industry sessions should be uploaded via the 'Industry sessions upload portal' via [my ECNP](#) for approval. Further details will be given in the ECNP Industry Manual, to be published before 31 May 2024.





## 2. Exhibition

The ECNP Congress is accompanied by an exhibition, to allow participants to gain access to clinically relevant information and advice. ECNP sees as an important contributor to the congress's educational function.

ECNP would like to invite companies and organisations involved in the clinical and pre-clinical research, diagnosis and treatment of disorders of the brain or companies producing products for research or e-health tools to present their services, products and/or literature at the exhibition, which will be held simultaneously with the congress from Sunday 22 September to Tuesday 24 September 2024.

Exhibitors can apply for space at the exhibition, which will be held in the South Wing on Level 0 of the Allianz MiCo, Italy.

For in-person participants tea, coffee and lunch are provided free of charge in the exhibition area during breaks as mentioned in the programme, ensuring maximum contact between exhibitors and participants. Congress catering areas will also be found in the poster area.

For the 37<sup>th</sup> ECNP Congress there is an official caterer appointed and it is forbidden by the congress venue to bring food and beverages from outside. Limited catering is allowed but is restricted to grab and go and non-alcoholic beverages. It is not allowed to bring food or drinks into the session rooms. Exhibitors are responsible for ensuring that the ordered supplies follow the congress guidelines and the [Technical Regulations Allianz MiCo](#). Further details will be given in the ECNP Industry Manual, to be published before 31 May 2024.

ECNP reserves the right to determine the eligibility of all exhibition-stand space applications, expecting that all exhibitions will conform to the educational, informational and scientific goals of the 37<sup>th</sup> ECNP Congress. The allocation of stand space does not mean that the information provided at the exhibition stand is endorsed by ECNP.

Exhibition services at the 37<sup>th</sup> ECNP Congress are provided by ECNP, Allianz MiCo and other designated official service suppliers. The complete list of official suppliers together with their contact details will be available in the ECNP Industry Manual, to be published before 31 May 2024.

All suppliers act on their own behalf in all arrangements with exhibitors and are not agents or employees of ECNP. All services or materials supplied by these companies will be subject to a contract between the suppliers and exhibitors and will be invoiced directly by the suppliers to the exhibitors. Please note that the suppliers may apply their own regulations and instructions to the contracts they use. Therefore, ECNP does not accept any liability or responsibility for any act performed or committed by such suppliers.



## 2.1 Price overview

Free build stand (minimum of 6 m <sup>2</sup> )		
<b>Commercial</b>	<b>Prices excl. VAT</b> € 1.000,00 / m <sup>2</sup>	Stand space only Cleaning of the aisles and public areas within the exhibition area
<b>Publishers/booksellers/associations</b>	€ 430,00 / m <sup>2</sup>	A number of free badges, depending on stand size (see <a href="#">chapter 2.4.5</a> ) Company name mentioned on the ECNP Congress website and App
Shell scheme stand packages		
<b>Commercial:</b>	<b>Prices excl. VAT</b>	6, 9 or 12 m <sup>2</sup> stand space
6 m <sup>2</sup> shell scheme	€ 7.200,00	Shell scheme frame
9 m <sup>2</sup> shell scheme	€ 10.250,00	Fascia panel with standard lettering
12 m <sup>2</sup> shell scheme	€ 13.300,00	One socket and its electricity usage Carpeting (including daily vacuum cleaning)
<b>Publishers/booksellers/Associations:</b>	<b>Prices excl. VAT</b>	Cleaning of aisles and public areas within the exhibition area
6 m <sup>2</sup> shell scheme	€ 3.350,00	
9 m <sup>2</sup> shell scheme	€ 4.700,00	A number of free badges, depending on stand size (see <a href="#">chapter 2.4.5</a> )
12 m <sup>2</sup> shell scheme	€ 6.000,00	Company name mentioned on the ECNP Congress website and App



## 2.2 Timetable

The times indicated below should be sufficient for build-up and dismantling. However, exhibitors who expect to need more time to build up/dismantle can officially request this after receipt of the ECNP Industry Manual. The extra time is subject to availability and at the costs of the exhibitor.

Build up dates and hours*	
Friday 20 September 2024	08.00-22.00 (free build stands only)
Saturday 21 September 2024	08.00-22.00** (free build stands and shell scheme stands)
Exhibition dates and opening hours*	
Sunday 22 September 2024	09.30-17.00
Monday 23 September 2024	09.30-17.00
Tuesday 24 September 2024	08.30-15.00
Dismantling dates and hours*	
Tuesday 14 September 2024	15.00-22.00 (free build stands and shell scheme stands)
Wednesday 25 September 2024	08.00-16.00 (free build stands only)

\* Final times will be confirmed in the ECNP Industry Manual to be released before 31 May 2024

\*\* Stands must be built up and aisles clear of boxes before 19.00 – when cleaning of stands and aisles will start.

## 2.3 How to apply

To be considered in the initial assignment of a stand space, potential exhibitors must submit their application via the [exhibition application form](#), by 17 January 2024 at the latest.

ECNP will make initial stand space assignments for the exhibition in the congress venue for applications received before 17 January 2024. The exhibition floor plan will be designed in accordance with the actual stand sizes requested, the [Technical Regulations of the Allianz MiCo](#) (taking into account escape routes and emergency exits) and with the intention of maximising each individual stand's visibility to the participants of the 37<sup>th</sup> ECNP Congress.

The stand assignment to applicants that have met the initial deadline will be sent before 15 March 2024. Please note that ECNP's decision in this regard is final. Companies are not allowed to sublet their assigned stand space. After the initial stand space assignment has been finalised, the remaining space (if available) can be allocated to later applications.

**No applications can be accepted after 15 March 2024 for exhibitors not registered in Italy for AIFA and without an Italian affiliate.**

**No applications can be accepted after 1 July 2024 for exhibitors registered in AIFA and with an Italian affiliate in Italy or for exhibitors not subjected to AIFA.**

After ECNP has received the application form, the company applying for any exhibition space will be issued an invoice for 100% which must be paid according to the payment terms specified.

Upon application, the company name for publication, the company logo (maximum size of 500KB) and the introduction text about the company\* (maximum of 100 words) are requested for publication on the [ECNP Congress website](#) and App.

\*Texts are subject to minor editorial adjustment for conformity to the ECNP house style.



## 2.4 Details of exhibition space

### 2.4.1 Stand activities

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

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

Companies wishing to organise a session-room-style activity can apply to organise an Industry Session (see chapter [1. Industry Sessions](#)).

Only activities which, in the opinion of ECNP, are in line with the exhibition's educational, informational, scientific and medical goals will be permitted. ECNP reserves the right to end activities or to close a stand.

### 2.4.2 Stand information

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

Allocated space for free-build stands is hired based on 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 at the congress venue should adhere to the following criteria:

- Stands must not be obstructive in any way (openness of individual stands and the exhibition in general is aimed for at all times).
- Stands should be transparent and openly constructed.
  - a maximum of 2 meters of the length of the stand is allowed to be a closed wall or similar, when the length of the side is equal or less than 6 meters.
  - a maximum of 1/3 of the length of the stand is allowed to be a closed wall or similar when the length of the side is above 6 meters.
- Only single-story stands are allowed.
- 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 which will be indicated in the final allocation letter.

The final approval of the stand design rests with ECNP.

### 2.4.3 Free-build stands

For exhibitors who choose to build their own stand (free-build stands) at the congress venue, stand construction and stand services are at the exhibitor's expense.

Stands may not be constructed without ECNP's written approval. Details about the required documents and drawings needed for approval will be available in the ECNP Industry Manual, to be published before 31 May 2024.



#### 2.4.4 Shell scheme stands

Companies that order a shell scheme package at the congress venue can choose 6, 9 or 12 square meters.

##### **Commercial shell scheme packages**

These stands, to meet local compliance rules of Health Care Professionals, will be placed within the exhibition area.

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

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

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

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

##### **Publishers/booksellers/associations**

These stands do not need to meet local compliance rules of Health Care Professionals. Therefore these will not necessarily be placed within the exhibition area.

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

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

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

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

Shell scheme packages include the panels as described above, electricity usage, carpeting and fascia panelling with standard lettering. Furniture and other services should be ordered directly by the exhibitor using the order information provided in the ECNP Industry Manual, to be published before 31 May 2024.



## 2.4.5 Free badges included

Exhibitors are entitled to a certain number of in-person congress registrations, depending on the size of their stand. Congress participants badges give access to all congress activities listed on the [scientific programme schedule of the 37<sup>th</sup> ECNP Congress](#) and it also gives access to the App. Companies wishing to buy additional registrations can use the [registration form](#) (registration opens in January 2024).

Summary table outlining free registrations:

Stand size	Free in-person exhibitor badges	Free in-person congress badges
6 – 19 m <sup>2</sup>	2	0
20 – 29 m <sup>2</sup>	3	0
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 – 79 m <sup>2</sup>	8	2
80 – 89 m <sup>2</sup>	9	3
90 – 99 m <sup>2</sup>	10	3
100 – 109 m <sup>2</sup>	11	3
110 – 119 m <sup>2</sup>	12	4
120 – 129 m <sup>2</sup>	13	4
130 – 139 m <sup>2</sup>	14	4
140 – 149 m <sup>2</sup>	15	5
160 – 169 m <sup>2</sup>	16	5
170 – 179 m <sup>2</sup>	17	5
180 – 189 m <sup>2</sup>	18	6
190 – 199 m <sup>2</sup>	19	6
> - 200 m <sup>2</sup>	20	6



### 3. AIFA regulations

AIFA (Italian Drug Agency) is the national authority responsible for drugs regulation in Italy. Any pharmaceutical company supporting or participating in a congress in Italy, is subjected to an authorisation by AIFA (Italian Drug Agency), according to an Italian Government Decree ([Decreto Legislativo 219/06 – art. 124](#)).

#### The official appointed Italian agency for AIFA authorisation is:

AIM Group International - AIM Education S.r.l.

Cristina Ghidoli

Via G. Ripamonti, 129

20141 Milan, Italy

Tel. +39 02 56601.1

FAX +39 02-70048585

e-mail: [aifa@aimgroup.eu](mailto:aifa@aimgroup.eu); [c.ghidoli@aimgroup.eu](mailto:c.ghidoli@aimgroup.eu)

The request of authorisation must be submitted within 60 days before the starting date of the event. Non-Italian pharmaceutical companies are advised to contact the Official Italian Agency appointed (AIM Group International - AIM Education S.r.l.) **before 25 March 2024**. ECNP and AIM Group International - AIM Education S.r.l. cannot be held responsible if the pharmaceutical company does not apply or applies late for the AIFA authorisation.

#### 3.1 Procedure for authorisation

According to Italian laws, the authorisation for all the Companies must be made by an Italian Agency, appointed by the Congress Organiser. The request has to be validated within 60 days prior to the event.

#### The AIFA authorisation is not necessary:

- When a Company promotes only medical devices or food supplements during a congress (products without Marketing Authorisation);
- When a Company sponsors a meeting about arguments not related to the use of any of its pharmaceutical products; in this case the Company is not allowed to expose or distribute any kind of advertising material during the meeting ([Section 9 art. 124 D.L. n.219/06](#))

#### AIFA Authorisation is mandatory:

- If the company produces, sells or commercialises and promotes drugs/medicines authorised for marketing and related to the topics covered during the event.
- If the company participates with a drug that is not authorised in Italy but is authorised in Europe or in another country, the company is subject to AIFA authorisation.

In order to simplify AIFA procedures, Companies without a SIS Code, which have a branch or a representation in Italy could contact directly the Italian affiliate to submit the application through the Italian subsidiary. This is possible for Pharmaceutical Companies with an affiliated branch in Italy registered in the AIFA website and only if the Italian Company does not participate in the congress.



## Procedure explained step by step, for pharmaceutical companies not registered in Italy and without SIS code and without Italian affiliate:

1. Request to AIFA for a SIS code (for Companies without a SIS code). The SIS code is an identification code assigned by AIFA to identify each Company. The SIS code is mandatory for authorisation requests.
2. Appoint a "Company Users Administrator", referred as "CUA". The CUA is an appointed person/ an internal employee of the Company, that will have access to all applications in the AIFA website.
3. Buy a smart card certified for electronic signature in Italy is mandatory for carrying out the AIFA request. There are 2 Italian providers for SMART Cards (Aruba or Banca Intesa). The procedure takes around 1 month.
4. Register in AIFA website accessing with the SIS Code
5. The appointed Italian Official Agency, uploads the application (pre-request) on the AIFA website (70 days prior the starting date of the event)
6. Create POL CODE (NUMBER ASSIGNED from AIFA system) useful for AIFA application and AIFA payment. It is mandatory to make 2 different payments, one addressed to AIFA and one addressed to Italian Ministry of Health.

### Tax to correspond to AIFA and Italian Ministry of Health:

<u>Total amount of the sponsorship</u>	<u>Total fee to pay</u>	<u>Fee to pay to AIFA</u>	<u>Fee to pay to Ministero della Salute</u>
<i>lower to Euro 5.000</i>	<i>Euro 278,96</i>	<i>Euro 194,68</i>	<i>Euro 84,28</i>
<i>between Euro 5.000,01 and Euro 10.000,00</i>	<i>Euro 557,92</i>	<i>Euro 389,36</i>	<i>Euro 168,56</i>
<i>between Euro € 10.000,01 and Euro 25.822,85</i>	<i>Euro 115,88</i>	<i>Euro 778,76</i>	<i>Euro 337,12</i>
<i>over Euro 25.822,86</i>	<i>Euro 2881,50</i>	<i>Euro 2010,96</i>	<i>Euro 870,54</i>

The above taxes refer to the current year and may change. Payment of € 16.00 for stamp duty payment, only by bank transfer.

7. The Company completes and validates the application on AIFA website (60 days before): the validation is possible ONLY by electronic signature with the smart card.
8. The application will be analysed by the competent authority (AIFA). After a careful evaluation, AIFA will release the authorisation to the company

## 3.2 Promotional Material

All the informative material mentioned above must be previously submitted to AIFA and may be utilised only after a 10-day negative clearance system and available in the venue where the meeting is held. In particular:

- a) Every time this material is update it must be submitted again to AIFA
- b) The date of last submission must be reported on this material

### Rules for promotional Material

- All information related to the medicine must come from the Summary of Product Characteristics
- The Summary of Product Characteristics must be available and accessible at the stand
- Any form of illustrative materials related to the medicinal product like images of the packaging is not allowed, even the distribution of samples
- Pharmaceutical companies are allowed to give gadgets to the participants. They must be of negligible value relating to the professional activity of participants.





## With respect to international congresses:

Pharmaceutical Companies can disseminate information material in accordance with the Marketing Authorisation of the medicinal product as authorised in other countries and regularly submitted to AIFA. The information material of medicinal products without or awaiting a Marketing Authorisation in Italy has to clearly and visibly contain a wording that the product (or the new therapeutic indication) is not authorised in Italy.

Regarding molecules under investigation, information referring exclusively to their mechanism of action, without mentioning any therapeutic indications not yet authorised, can be provided.

### 3.3 Deadlines for AIFA procedure

- **25 March 2024** - deadline for pharmaceutical companies without AIFA SIS code to start the procedure with AIM Group International
- **8 July 2024** - deadline for AIM Group International to upload the application (pre-request) on the AIFA website
- **13 July 2024** - deadline for AIM Group International to send information and documents for validation to pharmaceutical companies
- **23 July 2024** – last deadline for pharmaceutical companies with AIFA SIS code to apply for AIFA application on the AIFA website



## 4. Contact details

37th ECNP Congress		
<b>Stichting 37<sup>th</sup> ECNP Congress</b> Daltonlaan 400 3584 BK Utrecht The Netherlands	Chamber of Commerce: 85231355  RSIN: 863554507  VAT NL: NL863554507B01	IBAN: NL48 ABNA 0109 2627 27  BIC: ABNANL2A
ECNP		
<b>ECNP Office</b> The Netherlands T: +31 85 7826 670 (general) T: +31 85 7826 680 (registration)  <a href="mailto:congress2024@ecnp.eu">congress2024@ecnp.eu</a> <a href="https://www.ecnp.eu/Congress2024">https://www.ecnp.eu/Congress2024</a> <a href="http://www.ecnp.eu">www.ecnp.eu</a>  <a href="mailto:registration@ecnp.eu">registration@ecnp.eu</a>	<b>Melinda Spitzer</b> Manager Congresses & Industry Relations   <b>Marjorie Ann Sumaya</b> Registration Secretariat	<b>Industry Rules and regulations, applications and logistics</b>    <b>Group registration</b>
AV advisor for Industry 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 requests for industry sessions</b>
Allianz MiCo (Congress venue)		
<b>Allianz MiCo</b> Piazzale Carlo Magno, 1 20149 Milano, Italy <a href="mailto:iulian.cwalinski@fieramilanocongressi.it">iulian.cwalinski@fieramilanocongressi.it</a> <a href="https://www.micomilano.it/en">https://www.micomilano.it/en</a>	<b>Iulian Cwalinski</b> Operations Department	<b>Site visits</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:ecnphousing@caccommodation.com">ecnphousing@caccommodation.com</a>	<b>Hélène Desmazières</b>	<b>Hotel bookings</b>
AIM Group International - AIM Education S.r.l. (Official Italian agency for AIFA authorisation)		
<b>AIM Group International - AIM Education S.r.l.</b> Via G. Ripamonti, 129 20141 Milan, Italy Tel. +39 02 56601.1 <a href="mailto:aifa@aimgroup.eu">aifa@aimgroup.eu</a> <a href="mailto:c.ghidoli@aimgroup.eu">c.ghidoli@aimgroup.eu</a>	<b>Cristina Ghidoli</b>	<b>AIFA authorisation</b>