



35th ECNP Congress

15-18 October 2022

Vienna, Austria

*Welcome to the future
of CNS treatments*



ECNP Industry Guidelines



www.ecnp.eu/congress2022

The Stichting 35th ECNP Congress is a Dutch public-interest-serving (“ANBI”) entity



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The legal entity organising the congress is Stichting 35th ECNP Congress, hereafter called ECNP, a foundation incorporated under Dutch law, registered office Daltonlaan 400, 3584 BK Utrecht, the Netherlands, Chamber of Commerce registration 76948129, RSIN 860850353.

All companies involved in the 35th ECNP Congress should adhere to these ECNP Industry Guidelines, the [ECNP Industry Rules and Regulations](#) as well as the [Austria Center Vienna Exhibition Manual](#) and the [ECNP privacy and data security policy](#).

The 35th ECNP Congress will be held in the [Austria Center Vienna \(ACV\)](#) and it will be a hybrid meeting for participants with in-person participants in Vienna and online participants joining through an online congress platform. For more information please visit the [scientific programme of the 35th ECNP Congress](#).

In order to be compliant, participants are requested during the registration process of the 35th ECNP Congress to indicate whether they are a Health Care Professional (HCP), non-Health Care Professional (non-HCP) or employee of a pharmaceutical company. The information of non-HCP status will be visible on the badge of the in-person participant or can be used for the online congress platform to exclude access to certain industry sessions and online exhibition stands, as required by Austrian legislation.

Deadlines Exhibition

Industry activities	
18/01/2022	Exhibition space application initial deadline
01/03/2022	Space assignment for initial deadline applications
31/05/2022	ECNP Industry Manual published
01/07/2022	Final stand drawings
01/08/2022	Exhibition application final deadline
30/09/2022	Final upload stand documents & video(s) (for online exhibition only)

Deadlines Industry Sessions

Industry activities	
18/01/2022	Application deadline industry sessions
01/03/2022	Assessment of industry sessions
01/04/2022	Final time slot of industry sessions
15/04/2022	Company profile and company logo provided
05/05/2022	Final version programme of industry sessions (including any missing biographies & pictures of faculty)
31/05/2022	ECNP Industry Manual published
01/07/2022	Upload Final invitation pdf of industry sessions
01/09/2022	Registration of faculty of industry sessions
15/09/2022	Upload branding images of industry sessions



1. Exhibition

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

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 16 October to Tuesday 18 October 2022. For online exhibitors the online congress platform opens earlier, from Friday 14 October to Tuesday 18 October 2022.

Exhibitors can apply for space at the **physical exhibition**, which will be held in Hall X2 of the Austria Center Vienna (ACV) for in-person participants **and/or** can apply for an **online exhibition stand**, which will be accessible via the online congress platform for the online and in-person participants.

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 35th 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 [Austria Center Vienna Exhibition Manual](#). Further details will be given in the ECNP Industry Manual, to be published before 31 May 2022.

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 35th 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 35th ECNP Congress are provided by ECNP, Austria Center Vienna (ACV) 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 2022.

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.



1.1 Price overview

Type of Exhibition	Price (excluding VAT)	Included
Physical exhibition space in Vienna		
Free build stand per m ² <i>(minimum of 6 m² per order of exhibition space)</i>		Stand space only Cleaning of the aisles and public areas within the exhibition area
Commercial	€ 850,00	A number of free in-person exhibitor badges, depending on stand size (see chapter 1.4.5)
Publishers/booksellers per m ²	€ 370,00	A number of free in-person congress participant badges, depending on stand size (see chapter 1.4.5) Company name mentioned on the ECNP Congress app and ECNP Congress website
Shell scheme packages:		6, 9 or 12 m ² stand space
6 m ² shell scheme	€ 2.800,00	Shell scheme frame Fascia panel with standard lettering
9 m ² shell scheme	€ 4.000,00	One socket and its electricity usage Carpeting (including daily vacuum cleaning)
12 m ² shell scheme	€ 5.100,00	Cleaning of aisles and public areas within the exhibition area A number of free in-person exhibitor badges, depending on stand size (see chapter 1.4.5) Company name mentioned on the ECNP Congress app and ECNP Congress website
Online exhibition stand via the online platform		
Commercial	€ 17.500,00	Fixed stand design with five panels and one screen with video. Through a Photoshop document companies can add their own colours, logos, design of panels and text. Company description: max. 100 words + company logo Company contact details: address, telephone number, name contact person, e-mail address, website Statistics on number of participants by country visiting your stand One free online registration
Publishers/booksellers/associations	€ 1.500,00	Fixed stand design with three panels Company description: max. 100 words + company logo Company contact details: address, telephone number, name contact person, e-mail address, website Statistics on number of participants by country visiting your stand One free online registration



1.2 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* – Physical exhibition	
Friday 14 October	08.00-22.00 (free build stands only)
Saturday 15 October	08.00-22.00** (free build stands and shell scheme stands)
Exhibition dates and opening hours* – Physical exhibition	
Sunday 16 October	09.30-17.00
Monday 17 October	09.30-17.00
Tuesday 18 October	09.30-16.00
Exhibition dates and opening hours* – Online exhibition	
Friday 14 October - Tuesday 18 October	24/7
Dismantling dates and hours* – Physical exhibition	
Tuesday 18 October 2022	16.00-22.00 (free build stands and shell scheme stands)
Wednesday 19 October 2022	08.00-16.00 (free build stands only)

* Final times will be confirmed in the ECNP Industry Manual to be released before 31 May 2022

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

1.3 How to apply

To be considered in the initial assignment of a physical stand space, potential exhibitors must submit their application via the [exhibition application form](#), by 18 January 2022 at the latest.

If a bigger/smaller stand is required or stands need to be merged, the safety regulations need to be respected when filling in your space preferences.

The provisional [exhibition floor plan of the ACV](#) is designed in accordance with the [Austria Center Vienna Exhibition Manual](#) and with the intention of maximising each individual stand's visibility to the participants of the 35th ECNP Congress. Please note that this is a provisional floorplan and that this might be revised based on the actual stand sizes and/or to take into account escape routes and emergency exits.

ECNP will make initial stand space assignments for the exhibition in the Vienna venue for applications received before 18 January 2022, taking into account the restrictions of the congress venue and, as much as possible, the applicant's preferences. The stand assignment to applicants that have met the initial deadline will be sent before 1 March 2022. 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.

Via the [exhibition application form](#), companies can also apply for an online exhibition stand in addition to their physical exhibition space or independently.

No applications will be accepted after 1 August 2022.



After ECNP has received the application form, the company applying for a physical exhibition space will be issued an invoice for 50% and the company applying for online exhibition stand 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](#), app and online congress platform.

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

1.4 Details of physical exhibition space in Vienna

1.4.1 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 [2. 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.

1.4.2 Stand information

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

Allocated space for free-build stands is hired based on stand space only. Stand space is defined as square metres (m²) up to the maximum height as indicated under height restriction.

Stand constructions at the Vienna 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. The type of stand required will be mentioned in the final allocation letter.

The final approval of the stand design rests with ECNP.



1.4.3 Free-build stands

For exhibitors who choose to build their own stand (free-build stands) at the Vienna 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 2022.

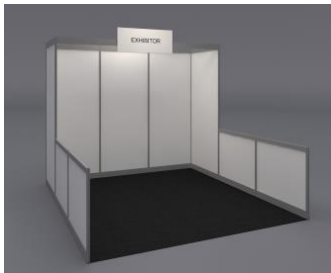
1.4.4 Shell scheme stands

Companies that order a shell scheme package at the Vienna venue can choose 6, 9 or 12 square meters. All row stands 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. For corner stands the 1-meter high panels on one side will be left out.

The package of 9 square meters will have an additional meter of 1-meter-high side panelling added to their stand. The package of 12 square metres will have an additional meter at the back wall. The side panels are the same as a 9-square-metre stands.

Shell scheme packages include the panels as described above, electricity usage, carpeting and fascia panelling with standard lettering. Furniture and other services can be ordered using the order information provided in the ECNP Industry Manual, to be published before 31 May 2022.

Drawing of mid-row shell scheme stand of 9m²:





1.4.5 Free badges included

Exhibitors are entitled to a certain number of in-person exhibitor staff and in-person congress participant badges, depending on the size of their stand. Congress participants badges give also access to the online platform, but Exhibitor staff badges do not. Companies wishing to buy online access can use the registration form to buy extra online registrations.

Summary table outlining free exhibitor and congress participant badges:

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



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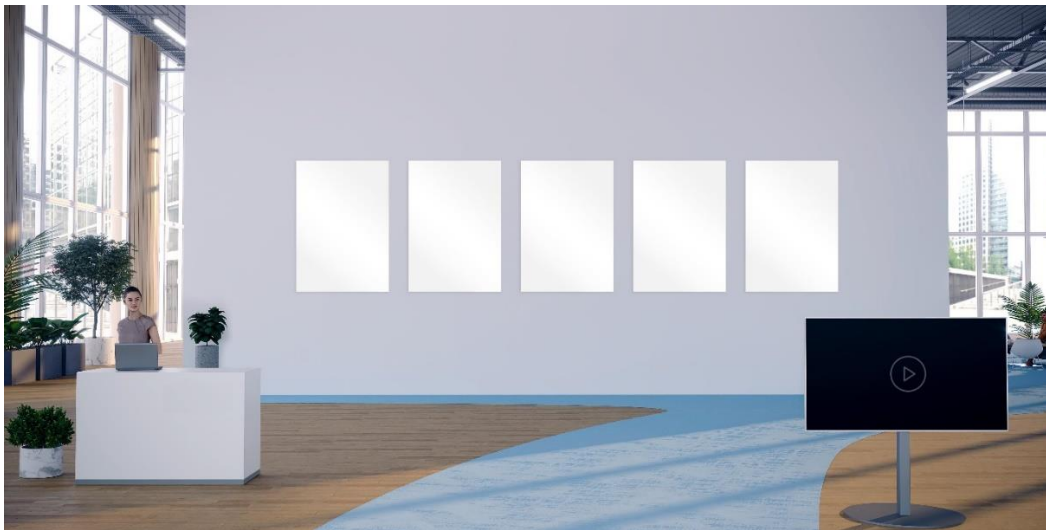
1.5 Details of Online exhibition stand

Companies can apply for an online exhibition stand, which will be accessible via the online congress platform for the online and in-person participants. The online platform is open from Friday 14 October to Tuesday 18 October 2022 and will remain on-demand for three months for registered participants. Details about the required documents to upload and their approval will be available in the ECNP Industry Manual, to be published before 31 May 2022.

Below the example of the online lobby used in 2021 that will be similar in 2022:



1.5.1 Online exhibition stand - commercial



Including:

- Fixed stand design as above. Through a Photoshop document companies can add their own colours, logos, design of panels and text.
- Company description: max. 100 words + company logo
- Company contact details: address, telephone number, name contact person, e-mail address, website
- Five panels: the panels can have an image or text. Each panel is hyperlinked, and can redirect either to a document or URL to be uploaded by the company
- One screen with video that starts when clicked on
- Statistics on number of participants by country visiting your stand



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1.5.2 Online exhibition stand – Publishers/booksellers/associations

Example:

ecnp
Neuroscience applied

COMPANY DESCRIPTION | PRODUCT DETAILS | EXHIBITOR'S CONTACT

Pdf document 1 | Pdf document 2 | Pdf document 3

Contact
ECNP Secretariat
ECNP Office
Daltonlaan 400
3584 BK Utrecht
Tel: +31 85 7826 670
Email: secretariat@ecnp.eu
Website: <https://www.ecnp.eu/>

ecnp
Neuroscience applied

Facebook | Twitter | LinkedIn

Including:

- Fixed design as above. Companies can upload a banner or company logo on the top part.
- Company description: max. 100 words + company logo
- Company contact details: address, telephone number, name contact person, e-mail address, website
- Three pdf documents: each document can have a hyperlink to redirect either to a document or URL to be uploaded by the company
- Statistics on number of participants by country visiting your stand



2. 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 35th ECNP Congress can apply for the first three of the industry sessions below. The fourth industry session is a more commercial session and aimed offering opportunities to promote your product.

Industry Satellite Symposium (ISS)

Scientifically oriented Industry Satellite Symposia (90 minutes with a maximum of 1 chair and 4 speakers) with a well-balanced programme (e.g. not concentrating on one or specific medication only) may be organised in connection with the 35th ECNP Congress.

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 capacity is 500 pax. with a standard room set-up in theatre style.

These industry sessions are presented at the congress venue for in-person participants and are livestreamed to the online platform for the online participants. The livestreamed sessions will be recorded and made available after the congress for on-demand viewing by registered participants for a three months of viewing 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 60,000 (excl. VAT).

Industry Mini Session (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 capacity is 500 pax. with a standard room set-up in theatre style.

These industry sessions are presented at the congress venue for in-person participants and are livestreamed to the online platform for the online participants. The livestreamed sessions will be recorded and made available after the congress for on-demand viewing by registered participants for a three months of viewing 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 40,000 (excl. VAT).

Industry Interactive Discussion (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 provides industry the opportunity to interact with participants on a specific topic. The experts only touch on the topic for 6-7 minutes, the remainder of the time is for discussion with the audience to make this a genuine interactive session. Each Industry Interactive Discussion will be reviewed by the Scientific Programme Committee (SPC) and the programmes take place in parallel with the official ECNP scientific programme.

To facilitate discussion with the audience the capacity of the room is about 60 pax. These sessions are only for in-person participants, taking place at the congress venue and these will not be livestreamed onto the online platform or recorded.

The Industry Interactive Discussion has a fixed fee of EUR 20,000 (excl. VAT).



Industry Product Theatre (IPT)

These high-value sessions (30 minutes with a maximum of 1 speaker) provide a podium for industry to engage with 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).

These industry sessions are not interactive sessions (no Q&A included), are presented at the congress venue for in-person participants (for about 80 pax.) and are livestreamed to the online platform for the online participants. The livestreamed sessions will be recorded and made available after the congress for on-demand viewing by registered participants for a three-month viewing 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 25,000 (excl. VAT).

Other industry sessions

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

Catering

For the 35th 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 30 minutes before the start of these industry sessions. 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.

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 2022.

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



2.1 Prices, time slots & room capacity

2.1.1 Industry Satellite Symposia (ISS)

Organisers of an Industry Satellite Symposium will be charged a fixed fee of **EUR 60,000** (excl. VAT).

The fee includes:

- Access to industry session for in-person registered participants and livestream to online participants
- On-demand availability of recorded session for registered participants for three months (available on the online platform from 18 October 2022)
- 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 and in the online congress platform
- 4 (four) in-person industry session staff badges per time slot free of charge
- 4 (four) in-person and 4 (four) online congress registrations per time slot free of charge
- 2 (two) representatives per organising company invited to attend the ECNP Faculty event
- Statistics on number of in-person participants and number of online participants by country attending your 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, logo and financial disclaimer sentence -including company name- on the projection screen and in the session streaming window online, 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 standalone easy-seats, low table and 2 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 manually operated camera + operator
 - ✓ 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)

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

Industry Satellite Symposia time slots available		
Saturday 15 October 2022	11.15-12.45 13.30-15.00	maximum 5 in parallel maximum 5 in parallel
Sunday 16 October 2022	08.30-10.00	maximum 5 in parallel
Monday 17 October 2022	08.30-10.00	maximum 5 in parallel
Tuesday 18 October 2022	08.30-10.00	maximum 5 in parallel

The room capacity available for Industry Satellite Symposia is 500 pax.

The standard room set-up is in theatre style and it 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 2022.



2.1.2 Industry Mini Session (IMS)

Organisers of an Industry Mini Session will be charged a fixed fee of **EUR 40,000** (excl. VAT). The fee includes:

- Access to industry session for in-person registered participants and livestream to online participants
- On-demand availability of recorded session for registered participants for three months (available on the online platform from 18 October 2022)
- Recording of livestreamed session available for enduring material
- Industry Session listed in the programme of the congress and on the [ECNP Congress website](#) app and in the online congress platform
- 3 (three) in-person industry session staff badges per time slot free of charge
- 2 (two) in-person and 2 (two) online congress registrations per time slot free of charge
- Statistics on number of in-person participants and number of online participants by country attending your session and average number of participants per industry session type
- 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, logo and financial disclaimer sentence -including company name- on the projection screen and in the session streaming window online, 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 standalone easy-seats, low table and 2 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 tablet for the session chair with Slido access for Q&A
 - ✓ 1 AV session manager
 - ✓ 1 hybrid operator
 - ✓ 1 manually operated camera + operator
 - ✓ 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)

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

Industry Mini Session time slots available		
Saturday 15 October 2022	09.45-10.30	maximum 5 in parallel
Sunday 16 October 2022	18.00-18.45	maximum 5 in parallel
Monday 17 October 2022	18.00-18.45	maximum 5 in parallel

The room capacity available for Industry Mini Sessions is 500 pax.

The standard room set-up is in theatre style and it 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 2022.



2.1.3 Industry Interactive Discussion (IID)

Organisers of an Industry Interactive Discussion will be charged a fixed fee of **EUR 20,000** (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](#) app and in the online congress platform.
- 2 (two) in-person industry session staff badges per time slot free of charge
- 2 (two) in-person congress registrations per time slot free of charge
- Statistics on number of in-person participants attending your session and average number of participants per industry session type
- 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: lectern in the session room
- Equipment provided in the session-room:
 - ✓ 1 High table, 1 screen and projector with PowerPoint-PC (networked to the Slide Centre) with fixed slide-advancer
 - ✓ Sound system and 2 head-set 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 Interactive Discussions can be organised during time slots mentioned below.

Industry Interactive Discussions time slots available		
Sunday 16 October 2022	10.15-10.45 11.15-11.45 13.20-13.50 14.25-14.55 15.30-16.00	Max 1 session Max 1 session Max 1 session Max 1 session Max 1 session
Monday 17 October 2022	10.15-10.45 11.15-11.45 13.20-13.50 14.25-14.55 15.30-16.00	Max 1 session Max 1 session Max 1 session Max 1 session Max 1 session
Tuesday 18 October 2022	10.15-10.45 11.15-11.45 13.20-13.50	Max 1 session Max 1 session Max 1 session

The capacity of the room is about 60 pax. to create an interactive session format with small groups of participants on a specific topics. 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 2022.



2.1.4 Industry Product Theatre Sessions (IPT)

Organisers of an Industry Product Theatre will be charged a fixed fee of **EUR 25,000** (excl. VAT). The fee includes:

- Access to industry session for in-person registered participants and livestream to online participants
- On-demand availability of recorded session for registered participants for three months (available on the online platform from 18 October 2022)
- Recording of livestreamed session available for enduring material
- Industry Session listed in the programme of the congress and on the [ECNP Congress website](#), app and in the online congress platform
- 2 (two) in-person industry session staff badges per time slot free of charge
- 1 (one) in-person and 1 (one) online congress registrations per time slot free of charge
- Statistics on number of in-person participants and number of online participants by country attending your session and average number of participants per industry session type
- 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, logo and financial disclaimer sentence -including company name- on the projection screen and in the session streaming window online, recording of live stream session
- Equipment provided in the session-room:
 - ✓ 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 manually operated camera + operator
 - ✓ 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 30 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 available		
Sunday 16 October 2022	10.45-11.15 13.50-14.20 15.00-15.30 16.20-16.50	Max 1 session Max 1 session Max 1 session Max 1 session
Monday 17 October 2022	10.45-11.15 13.50-14.20 15.00-15.30 16.20-16.50	Max 1 session Max 1 session Max 1 session Max 1 session
Tuesday 18 October 2022	10.45-11.15 13.50-14.20 15.00-15.30	Max 1 session Max 1 session Max 1 session

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 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 2022.



2.2 How to apply

2.2.1 Application

Companies interested in organising industry sessions must submit their application via the [industry session application form](#), by 18 January 2022 at the latest. After ECNP has received the application form, the company will be issued an invoice for 50% 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
- Preferences of times slots

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.

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

2.2.2 Procedure after completing the application form

Information about the assessment of the pre-programme by the Scientific Programme Committee (SPC) will be sent out 1 March 2022 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 in the applications. In addition, preferred time slots as indicated by the industry will be taken into account as much as possible.

Before 1 April 2022 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 and presentation outlines (if any) for publication on the [ECNP congress website](#) and online congress platform once online after approval of the session proposal and the timeslot allocation
- Approving or providing biography and picture of each faculty member



Faculty biographies and photos from the ECNP database will be used. If not available, we ask you to provide us with the missing biographies and photos.

- 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 15 April 2022.

2.3 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 5 May 2022 at the latest.

2.4 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) 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 35th 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 nor chair in 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.

2.5 Registration of faculty

It is mandatory to register all faculty members of your industry sessions. 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. 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, ECNP cannot be held responsible should such an event occur.

The deadline to register the faculty members of your industry session is 1 September 2022.



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It is the responsibility of the companies to inform the provisional 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 ECNP. ECNP will not be in direct contact with the faculty members.

2.6. Accreditation

For Industry Satellite Symposia and Industry Mini Sessions it is possible to obtain 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 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 in the app and if applicable, on the online platform.

To obtain 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
www.eacic.eu



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

2.7 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.

2.8 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 video of your industry session at the 35th ECNP Congress in order to create enduring material provided that:



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- The ECNP copyright remains visible;
- The ECNP logo as fixed in the recording remains;
- The financial disclaimer sentence 'Industry Satellite symposium / Industry Mini Session / Industry Interactive Discussion / Industry Product Theatre on the occasion of the 35th ECNP Congress with financial support provided by <name company>' 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 of ECNP's virtual platform cannot be used.

2.9 Online 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 online material, using the following wording:

'Industry Satellite Symposium / Industry Mini Session / Industry Interactive Discussion / Industry Product Theatre on the occasion of the 35th ECNP Congress with financial support provided by <name industry>.

Online 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 online 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 2022.



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3. Contact details

35 th ECNP Congress		
Stichting 35th ECNP Congress Daltonlaan 400 3584 BK Utrecht The Netherlands	Chamber of Commerce: 76948129 RSIN: 860850353 VAT NL: NL860850353B01	IBAN: NL60 FVLB 0632 5810 42 BIC: FVLBNL22
ECNP		
ECNP Office The Netherlands T: +31 85 7826 670 (general) T: +31 85 7826 680 (registration) congress2022@ecnp.eu https://www.ecnp.eu/Congress2022 www.ecnp.eu registration@ecnp.eu	Iris Allebrandi Director Congresses & Meetings Melinda Spitzer Project Manager Congresses & Meetings Rilana Rahaël Registration	Rules and regulations Industry applications and logistics Group registration
AV advisor for Industry Satellite Symposia		
DeBackerConsultants Pty.Ltd. ecnp@debackerconsultants.com	Michael de Backer AV advisor	AV/IT and room set-up for industry sessions
Austria Center Vienna - ACV (Congress venue)		
Austria Center Vienna (ACV) Bruno Kreisky Platz 1 1220 Vienna Austria hannes.kriser@acv.at www.acv.at	Hannes Kriser Project Manager Event Management	Site visits
c'accommodation (Official housing agency)		
c'accommodation 6 avenue E. Van Nieuwenhuysse B-1160 Brussels Belgium T: +32 (0)2 566 99 46 h.desmazieres@caccommodation.com booking.accommodationbooking.eu/en/20ECNP/1	Hélène Desmazières	Hotel bookings