



SATELLITE SYMPOSIA & SPONSORED SESSIONS GUIDELINES

1. FREE REGISTRATION ALLOCATION

Companies holding an official satellite symposium during the ICPIC 2023 Congress are entitled to receive up to 10 complimentary “symposium only access badges”.

Registered exhibiting staff of a company organising a satellite symposium can attend their company’s symposium (access ONLY to their session).

***Symposium passes** are non-nominative badges that only allow access to a specific symposium.

There will be a specific desk in the Registration area for **Group Pick-Ups and Exhibitor badges**.

The MCI Registration team will contact you soon with the registration procedure and how to allocate these. You can also reach out to them directly at any time for questions at icpic.regshot@mci-group.com

For information on purchasing and prices for additional full access registration badges, please see the ICPIC 2023 [website](#).

2. ICPIC LEVELLED SPONSORS (in addition to above entitlements)

Official ICPIC Levelled Sponsors are entitled to **additional** complimentary registrations to the Congress. These can be used for staff, speakers or others and will be distributed with the aforementioned badges at the Exhibitor/Sponsor desk onsite.

LEVEL	INVESTMENT	# EXHIBITION BADGES	# FULL REGISTRATION BADGES
Platinum	>60,000 CHF	6	4
Gold	>40,000 CHF	4	2
Silver	>30,000 CHF	2	1
Bronze	>15,000 CHF	1	0

3. SPONSORED SESSION ADVERTISING OPTIONS

Symposium Invitations

- **Satellite Symposium sponsors are entitled to a complimentary invitation/insert that will be placed in the Delegate bags. Each company must design, produce and deliver these inserts.**
- The maximum size of each paper insert is limited to **A5 or A4 format**; the thickness can be no more than 3mm. Each insert should be ready for insertion and require only one manipulation for inclusion in the Congress bag (ICPIC / MCI will not fold, staple, etc. any insert).
- A sample copy of the insert (pdf format) must be forwarded before printing/production to: john.lawlor@wearemci.com for approval. **1200 copies** of the inserts are needed.
- **SHIPPING INFORMATION and delivery deadlines** can be found in the Shipping Guidelines available for download on the [Technical Information Page](#) of the ICPIC 2023 website.
 - **All shipping, handling, printing costs are to borne by the sponsor.**
 - The official freight forwarder and onsite logistics for exhibition material is **IEL Logistics**
 - In order to ensure insertion into the bags, please label all boxes with inserts as **ICPIC 2023 BAG INSERTS**

Hand-outs/documents for distribution

- Companies holding an official satellite symposium during the ICPIC 2023 Congress are allowed to distribute flyers and other documents advertising their satellite symposium
- These documents can be distributed **only** within the physical limits of the exhibition stand (if applicable) and/or at the entrance of the meeting room booked.



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Posters

- Companies holding an official satellite symposium during the ICPIC 2023 Congress are allowed to advertise their satellite symposium by displaying **2 self-standing posters (provided by sponsor)**:
 - Outside the conference room used – these can be put up ONLY 30min prior to start of the session.
 - Within the main meeting building on floor of your choice.
 - These can be displayed from 08.00 on the day of your symposium (for morning sessions, these can be in place from 16.00 previous day).
 - Maximum size: 2.20m H x 1.50m W
- **Posters advertising sponsored sessions are not included in the rental price of the satellite symposia. It is the company's responsibility to order, produce, ship to venue, install and remove advertising posters. Any posters remaining at the end of their symposium day will be discarded.**

4. SATELLITE SYMPOSIA PROGRAMME AND SPEAKERS

Symposia Programmes received to date will be published in the final programme and online. A form for these programmes available on the Online [Technical Information Page](#)

In order to have their satellite symposium programme approved by the ICPIC Scientific Committee and to have their programmes featured on the ICPIC website in advance of the Congress, companies holding an official satellite symposium programme during ICPIC 2023 are requested to provide the organisers with the following information regarding their symposia:

- **Title of the satellite symposium**
- **Speakers names and complete details**
- **Title of each presentation given during the symposium**

5. FINAL PROGRAMME PUBLICATION

ICPIC 2023 Exhibitors and Sponsors will be listed in the final programme. **All information will be published as it is submitted.** While every effort will be made to ensure accuracy, MCI cannot be held responsible for any incorrect information that is received. Each company must provide the following information as they wish it to appear in the Programme:

- **Company Name**
- **Company Email**
- **Short description of company (600 characters max)**
- **High-Resolution logo**

The requested information must be received before **5 July 2023** – any companies that do not send in the information will only have their company name listed as it appears on contract/booking form.

6. AUDIO-VISUAL EQUIPMENT INCLUDED CONFERENCE ROOMS

All meeting rooms used for symposia will be equipped as for all ICPIC scientific sessions. Only single Power Point will be provided (format 16:9). No translation will be provided in any room and during any session.

Speaker preview room – All symposia speakers will have access to the Speaker Preview room to allow speakers/staff upload the slides prior to their presentation. The Speaker Preview room is located on Level 1. Please ensure the slides are uploaded at least 2 hours prior to your symposium.



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7. CATERING / F&B

Companies organising satellite symposia can serve food and beverage 15 minute prior to the start of the symposium.

Coffee breaks will be served in the Exhibition hall from Sept 13 to Sep 14. Sponsors are encouraged to order food & beverage service that may increase attendance to their sessions. Compass Catering is official catering partner of ICPIC 2023. Please consult their brochure [here](#).

8. FURNITURE RENTAL – ROOM SET-UP

Basic theatre style set-up with chairs, lectern, head tables and technical desks are installed in each session room. Should you require additional furniture or alternative set-up please contact john.lawlor@wearemci.com

Any major alternative set-up must be approved by MCI / ICPIC to ensure there is enough time in between sessions to allow for this.

9. LEAD RETRIVAL / BADGE SCANNERS / SURVEYS

Badges scanners and/or tablets are available for rent. These can be rented for just your session or for the duration of the Congress if you have an exhibition booth. Using these will provide you with full delegate information from those delegates that accept to be scanned on your booth. Daily lists or one list at the end of the event lists are available.

Please contact badgereader@mci-group.com for ordering information.

10. MAIN CONTACT DETAILS

For all other general inquiries about your satellite symposium, please contact:

John Lawlor
MCI Suisse SA
john.lawlor@wearemci.com

11. PHARMA COMPLIANCE

Recommendations about pharmaceutical guidelines must come from your internal legal departments as ICPIC 2023 and MCI Suisse may offer no advice that can be construed as legal. ICPIC reminds sponsors, exhibitors and their agents or designees of their responsibility to be aware of and to abide by all ICPIC guidelines and other applicable codes regarding the relationship between the pharmaceutical and medical device/equipment industry and healthcare professionals that pertain to your company and/or the country in which the meeting is held.

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