

INDUSTRY GUIDELINES

**8TH EUROPEAN LUNG CANCER CONGRESS
11-14 APRIL 2018
GENEVA, SWITZERLAND**

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INTRODUCTION

Dear Colleagues,

We invite you to save the date for the European Lung Cancer Congress (ELCC 2018), the point of reference in the field of thoracic malignancies. Since the inaugural meeting in 2008 attendance has grown by 34%, establishing its premier status and highlighting the increasing interest from professionals in the field.

ELCC aims to advance science, disseminate education and improve the practice of lung cancer specialists worldwide.

The most important multidisciplinary societies representing thoracic oncology specialists collaborate to create ELCC. The European Society for Medical Oncology (ESMO), the International Association for the Study of Lung Cancer (IASLC), the European Society for Radiotherapy & Oncology (ESTRO), the European Society of Thoracic Surgeons (ESTS), and the European Thoracic Oncology Platform (ETOP) have partnered up to bring you the best congress yet in 2018.

The packed programme brings together specialists from across the globe who work together to improve care for lung cancer patients. Medical oncologists, radiation oncologists, thoracic surgeons, respiratory physicians / pneumologists, interventional radiologists, and pathologists will benefit from the stimulating agenda.

The congress has multiple objectives which make it attractive to professionals working in the lung cancer discipline. These are to **advance the quality of lung cancer treatment** by updating lung cancer and other thoracic oncology specialists on different **multidisciplinary topics** important for clinical practice; to discuss the increasing understanding of **molecular biology and immunology of lung tumours** and how it changes the diagnostic and treatment landscape; and to present the **latest advances in translational and clinical research** in different settings across lung and other thoracic malignancies.

ELCC 2018 promises to give a comprehensive and up-to-the minute overview of all aspects of lung cancer research, diagnosis and treatment.

Save the date for this world-class event!

Scientific Co-Chairs



Maurice Pérol
Lyon, France



Luis Paz-Ares
Madrid, Spain

CONGRESS OFFICERS

Scientific Steering Committee

Fortunato Ciardiello, Naples, Italy

Fred R. Hirsch, Denver, CO, USA

Scientific Committee Co-Chairs

Maurice Pérol, Lyon, France (ESMO)

Luis Paz-Ares, Madrid, Spain (IASLC)

Scientific Committee

Joachim Aerts, Rotterdam, Netherlands

Scott J. Antonia, Tampa, FL, USA

Benjamin Besse, Villejuif, France

Alessandro Brunelli, Leeds, UK

Raffaele Califano, Manchester, UK

Hak Choy, Dallas, TX, USA

Enriqueta Felip, Barcelona, Spain

Marina Garassino, Milan, Italy

Pilar Garrido, Madrid, Spain

Matthias Guckenberger, Zurich, Switzerland

Cécile Le Pechoux, Villejuif, France

Fernando Lopez Rios, Madrid, Spain

Tetsuya Mitsudomi, Osaka, Japan

Tony S.K. Mok, Hong Kong, China

Silvia Novello, Turin, Italy

Ramon Rami-Porta, Terrassa, Spain

Martin Reck, Grosshansdorf, Germany

Christian Rolfo, Edegem, Belgium

Suresh Senan, Amsterdam, Netherlands

Rolf A. Stahel, Zurich, Switzerland

Ming Tsao, Toronto, ON, Canada

KEY DATES

Programme deadlines

8 January 2018	Abstract submission deadline
5 March 2018	Late-breaking abstract (LBA) submission deadline
11-14 April 2018	European Lung Cancer Congress

Satellite symposia deadlines

19 January 2018	Proposed programme, including the symposia and presentations titles, names of proposed speakers and chairperson(s). Please note that the organisers will not request CME accreditation for Satellite symposia.
30 January 2018	Notification of acceptance or rejection
28 February 2018	Receipt of the final programme for inclusion in the Congress Programme Book. Minor changes notified after this deadline may be made to the online Programme but cannot be guaranteed inclusion in the published Programme Book.

Registration deadlines

31 January 2018	Early registration
21 February 2018	Group participants' details to be supplied
21 March 2018	Late registration

Publication deadlines

8 January 2018	Company and product description
26 January 2018	Advertisement deadline for programme book
26 February 2018	Bag insert and Satellite Weblink

CONGRESS STATISTICS

Over 2,000 delegates are expected to attend the 8th European Lung Cancer Congress. Please find below key statistics from the past editions which we trust will demonstrate the relevance and importance of increasing your visibility and participation at this Congress.

Registration data

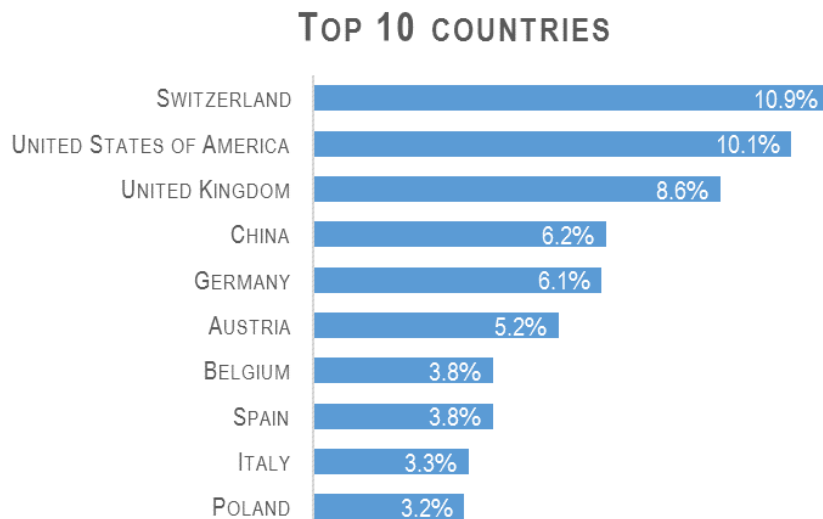
Detailed attendance based on registration fees paid

	ELCC 2012		ELCC 2014		ELCC 2015		ELCC 2016		ELCC 2017	
Invited Speakers	92		100		109		103		104	
Delegates	1.266		1.152		1.352		1.823		1'612	
Total Participants		1.358		1.252		1.461		1.926		1.716
Exhibitors and Industry Satellites	79		123		173		281		226	
Press	21		21		42		40		22	
Total Participants		1.458		1.396		1.676		2.247		1.964

Attendance by region

	ELCC 2012		ELCC 2014		ELCC 2015		ELCC 2016		ELCC 2017	
	Count	Perc.	Count	Perc.	Count	Perc.	Count	Perc.	Count	Perc.
Europe	950	65.2%	936	67.05%	1'174	70.05%	1'547	68.9%	1'349	68.7%
North America	112	7.7%	140	10.03%	193	11.52%	222	9.9%	212	10.8%
South America	66	4.5%	65	4.66%	43	2.57%	54	2.4%	37	1.9%
Asia	146	10.0%	148	10.60%	170	10.14%	387	17.2%	308	15.7%
Middle East	115	7.9%	69	4.94%	75	4.47%	N/A	N/A	N/A	N/A
Africa	29	2.0%	14	1.00%	7	0.42%	19	0.9%	46	2.3%
Oceania	40	2.7%	24	1.72%	14	0.84%	18	0.8%	12	0.6%
Total	1'458	100.0%	1'396	100.0%	1'676	100.0%	2'247	100.0%	1'964	100%

Top 10 countries in 2017



Abstract data

Comparative data on abstract acceptance

	ELCC 2012	ELCC 2014	ELCC 2015	ELCC 2016	ELCC 2017
Total submitted	220 (100%)	163 (100%)	190 (100%)	260 (100%)	226 (100%)
Accepted	189 (86%)	131 (80%)	183 (96.5%)	215 (82.7%)	169 (74.7%)
Rejected / withdrawn	31 (14%)	32 (20%)	7 (3.5%)	45 (17.3%)	57 (25.3%)

Of the accepted abstracts (100%), accepted for:					
oral presentation	63 (30,40%)	33 (17%)	16 (12%)	16 (7.44%)	18 (10.7%)
poster discussion	30 (14,50%)	25 (13%)	15 (11%)	22 (10.23%)	18 (10.7%)
poster presentation	114 (55,10%)	131 (70%)	100 (77%)	177 (82.33%)	133 (78.6%)

Submitted abstracts by category in 2017

Category	No. of abstracts 2017
Tumour biology and pathology	26
Prevention, Early detection, Epidemiology, Tobacco control	18
Translational research	15
Imaging and staging	9
SCLC	10
Early stage NSCLC	15
Locally advanced NSCLC	10
Advanced NSCLC	79
Metastases to the lung	18
Mesothelioma	6
Miscellaneous	20
Total	260

ESMO PRIORITY LIST

The sponsorship point system has been designed to recognise sponsor investment in ESMO projects and sponsorship points are allocated in acknowledgement of each EUR 10,000 of sponsorship investment.

- a. Accrued sponsorship points define the position of each company in the ESMO sponsors priority list. The priority list identifies companies that will be offered visibility at, and privileged within, events such as the ESMO Congress and related activities, for example satellite symposia, Industry display area space, hotel accommodation, etc.
- b. When an equal number of points are held by 2 or more sponsoring companies, promotional opportunities will be assigned according to the monetary value of the requested opportunities.
- c. ESMO nevertheless retains the right to privilege smaller emerging companies when their products are innovative and the Society feels that their participation in the event would be of benefit to delegates. When satellite symposia are assigned in relation to this clause, the company guarantees that the programme will not be presented elsewhere before the ESMO Congress. Furthermore, all sponsorship items assigned in relation to this clause are subject to specific terms and conditions.
- d. Sponsorship points are cumulative, but expire at the end of the 24th month after which they have been allocated.
- e. ESMO recognises the importance of long-term relationships. To this end, 2 points will be assigned to companies for their presence and loyalty on a yearly basis for a minimum of EUR 10,000 of support. The 2 points will not expire. However, for each calendar year during which a company has not been present (with any kind of support), the 2 points are deducted from the company's record.
- f. Furthermore, ESMO will also recognise your contribution to advancements in medicine and science at the ESMO annual congress. ESMO will allocate one point for each abstract accepted for oral presentation with the mention "Study sponsored by...".

GENERAL INFORMATION

VENUE

Venue information

ELCC 2018 will be held at:

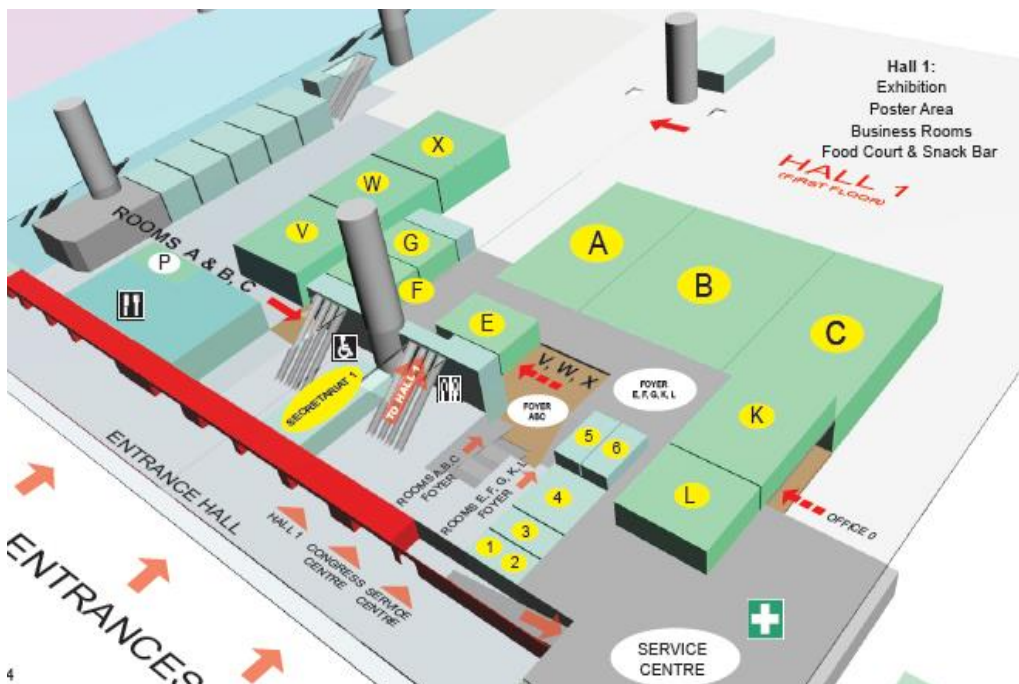
PALEXPO

Route François-Peyrot 30
1218 Grand-Saconnex, Geneva
Switzerland
www.palexpo.ch

Palexpo is located 10 minutes from the city centre, within walking distance of Geneva International Airport and easily reachable by car and train.

A free city transportation pass, the Geneva Transport Card, will be given to all Congress delegates accommodated in any Geneva hotel. The transportation pass should be requested at the front desk of the hotel and will enable unlimited free journeys on the city's public transportation network.

Venue overview



ELCC areas:

Registration:

- Main entrance hall foyer

Session halls:

- A → 650 seats
- B → 1000 seats
- C → 650 seats
- W → 400 seats
- X → 400 seats

Meet the investigator Studio:

- L → 80 seats

Exhibition and poster area:

- Hall 1

Meeting rooms:

- Available upon request

Business rooms:

- Available upon request

CONTACTS

ELCC Secretariat

ELCC Secretariat c/o ESMO Head Office

Via Luigi Taddei 4
6962 Viganello-Lugano, Switzerland
elcc@esmo.org

Sponsorship and Industry relations

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Yvonne Giovanelli	yvonne.giovanelli@esmo.org	+41 (0)91 973 19 69

Operations Management

Alessia Mora	alessia.mora@esmo.org	+41 (0)91 973 19 17
Chiara Sommaruga	chiara.sommaruga@esmo.org	+41 (0)91 973 19 62

Scientific programme and abstracts

Kate Kronig	kate.kronig@esmo.org	+41 (0)91 973 19 19
Federica Frigerio	federica.frigerio@esmo.org	+41 (0)91 973 19 38

Registration Management

Nicole Bullo	elcc.registration@esmo.org	+41 (0)91 973 19 39
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Media relations

Thomas Balasso	media@esmo.org	+41 (0)91 973 19 04
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Exhibition

MAW

Barbara Winder	maw@media.co.at	+43 1 536 63 62 or 42
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Forwarding agent / Storage

Inter ExpoLogistics Ltd.	info@iel.ch	+41 (0)22 798 13 28
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Accommodation

Kuoni Global Travel Services AG has been appointed by the organisers as exclusive housing agency to manage the hotel accommodation in relation to the ELCC 2018. Kuoni Global Travel Services AG can also provide assistance with transfers, dinners and social events.

Kuoni Global Travel Services AG

Geneva Business Center
Av. des Morgines 12
CH – 1213 Petit Lancy
Tel: +41 (0)58 458 65 65
Email: esmo@ch.kuoni.com

ELCC 2018 - INDUSTRY SATELLITE SYMPOSIA AND OTHER ACTIVITIES POLICY

Structure

1.0 Structure

Satellite symposia will take place from Wednesday, 11 April to Friday, 13 April 2018. Details of available time-slots may be obtained by email from the ESMO Events Sponsorship Team (sponsorevents@esmo.org).

1.1 Satellite symposia programmes

All Satellite symposia programmes must be approved by the ELCC 2018 Scientific Committee with a view to ensuring the scientific quality and scope of such symposia within the framework of the Congress.

Companies are strongly encouraged to establish a programme in line with the general concept of the Congress scientific programme. Current ELCC 2018 policy encourages the avoidance of topic and/or statement repetition, and/or lectures which may be in conflict with what the ELCC 2018 Scientific Committee considers to be a proper, scientifically well-founded point of view.

ESMO and IASLC reserve the right to veto speakers. In order to ensure a greater diversity of opinion and scientific contribution, the ELCC 2018 Scientific Committee strongly recommends that a speaker presents at no more than one (1) Satellite symposium; however, if unavoidable, a speaker may be involved in a second satellite for a maximum of two (2) symposia during the Congress. Kindly note that this restriction applies regardless of whether the speaker receives an honorarium or not. Any changes in the provisional or in the final programme must be forwarded immediately to the ELCC 2018 Scientific Committee (programme@esmo.org).

Submitting an abstract to the ELCC 2018 Scientific Committee and the official Congress programme implies that the study reported therein will not be presented as such during the Congress at any Industry Satellite symposium and that it has not been presented elsewhere. Therefore, presenting an abstract certifies that it is not connected to any Industry Satellite symposia.

1.2 Faculty expenses

It is the sponsor's responsibility to cover the travel and limited accommodation (T&A) expenses for all speakers and chairs participating in their symposium, regardless of whether or not they are also invited to participate in the official ELCC 2018 programme.

Travel: Industry satellite symposia speakers should claim flight reimbursement from the sponsor.

Accommodation: To avoid double hotel bookings, speakers in the official ELCC 2018 programme will be accommodated in the Faculty headquarters hotel and sponsors inviting the same speakers will be invoiced for two nights of their stay. Depending on their speaker role(s) in the official ELCC 2018 programme, the remainder of their stay will be covered by ESMO according to the Invited Speaker Reimbursement Policy, or on a private basis.

Each company is also responsible for the registration of any Satellite symposium speakers who are not participating in the official ELCC 2018 programme. Registrations are not arranged by the ELCC 2018 organisers.

Speakers invited for the official ELCC 2018 programme will be notified that by participating in an industry Satellite symposium, they are not eligible for any travel reimbursement from ESMO.

1.3 Applications

The ESMO Events Sponsorship Department will approach companies with a proposal to participate at ELCC 2018. At the Congress, Satellite symposia time-slots are assigned by sponsorship level and on a first come, first served basis.

1.4 Programme timeline and deadlines

On application	Each company should inform the ELCC Secretariat about the type of product(s) and the treatment area on which the Satellite symposium programme will be based.
19 January 2018	The proposed programme, including the title of the Satellite symposium and all presentations, the names and full contact details (including email addresses) of both proposed speakers and chairperson(s), must be submitted using the official ELCC programme template to the ELCC Secretariat (programme@esmo.org).
30 January 2018	Notification by the ELCC Secretariat of the acceptance / rejection / request for modifications to the programme as decided by ELCC Scientific Committee.
28 February 2018	Receipt of the final programme for insertion in the programme book. Minor changes notified after this deadline may be made to the online Programme but cannot be guaranteed inclusion in the published Programme Book

2.0 Satellite symposia logistical details

Schedule, room set-up, food and beverage areas (F&B) and features

Set-up in theatre style with a panel table for 4 people and 1 lectern.

Wednesday, 11 April 2018

Symposium N°	Time	Auditorium	Capacity	Height to ceiling (m)	Stage/Podium
1	12:00-13:00	Room A	650 theatre	5,50	Yes
2	18:30-20:00	Room A	650 theatre	5,50	Yes

Thursday, 12 April 2018

Symposium N°	Time	Auditorium	Capacity	Height to ceiling (m)	Stage/Podium
3	13:00-14:00	Room A	650 theatre	5,50	Yes
4	18:40-19:40	Room A	650 theatre	5,50	Yes
5	18:40-19:40	Room C	650 theatre	5,50	Yes

Friday, 13 April 2018

Symposium N°	Time	Auditorium	Capacity	Height to ceiling (m)	Stage/Podium
6	13:00-14:00	Room A	650 theatre	5,50	Yes
7	13:00-14:00	Room C	650 theatre	5,50	Yes
8	18:40-19:40	Room A	650 theatre	5,50	Yes
9	18:40-19:40	Room C	650 theatre	5,50	Yes

Technical equipment

Room	LCD proj.	Laptop	Screen	Camera	Laser pointer	Microphones		
						Lectern	Panel	Floor
Room A	1x 10'500 al	1	16/9 5 x 2.80 meter	1	1	2	2	4
Room C	1x 10'500 al	1	16/9 5 x 2.80 meter	1	1	2	2	4

al=ansilumen

Note: Voting system

Companies interested in using a voting system can contact the ELCC Secretariat (elcc@esmo.org) in order to share costs, if feasible.

2.1 Technical and monitoring staff

One technical staff member and one hostess are assigned to each room. Additional hostesses can be booked through KTNM (info@ktnm.com).

2.1.1 Alternative stage set-up, additional equipment and/or personnel

Owing to the limited set-up and dismantling time necessary between Satellite symposia, additional audio visual equipment can only be ordered through the official supplier.

However, should a company wish to use its own technical supplier, the company must check in advance with Dorier that the proposed “Technical Requirements” of the Symposium are feasible and compatible with existing equipment. These requests must be communicated to christophe.noel@dorier-group.com no later than the 10th of March 2018.

2.2 Food & Beverage areas

Requests for F&B functions should be addressed to the ELCC Secretariat (elcc@esmo.org), indicating the type of function (coffee break, cocktail, standing lunch, other) and number of guests.

The assignment of F&B time-slots and areas will be processed on a first come, first served basis. **Only when the time-slot and location are assigned will the company be given the contact details** of the catering person responsible for their requirements and through whom they can place their orders.

F&B functions should not last more than half an hour. Whether they can take place before or after the Satellite symposium will depend on the availability of the F&B area.

No food or beverages are allowed inside any of the auditoria. However, an exception is made for water. Each company may offer water in plastic bottles to their Satellite participants. Of course, it is the responsibility of the company to clean the room after the session. If the organiser needs to intervene for cleaning purposes the extra costs will be charged to the company.

Please also note that any food items served in the congress centre must be purchased through the official catering service.

2.3 Duration of the Satellite symposium

All companies are obliged to respect the start and closure times of the Satellite symposia. Extensions beyond assigned time-slots are not allowed under any circumstances. Infringement of this regulation will affect the Sponsors priority list for future ESMO Conferences.

2.4 Installation, rehearsal and dismantling times

Five plenary rooms are used during the ELCC Congress therefore the set-up and dismantling times are extremely limited and must be respected in full. Please refer to the online programme to check the timing. For additional queries please contact the ELCC Secretariat (elcc@esmo.org).

Rehearsal time may be available but is not guaranteed. Please contact the ELCC Secretariat (elcc@esmo.org).

2.5 Invited speakers preview centre

For logistical reasons, companies organising a Satellite Symposium are strongly recommended to use the invited speakers preview centre and follow the instructions that ESMO prepares for its own speakers.

Benefit in using the invited speakers preview centre:

- Stage assistant included

CTI Meeting Technology GmbH

Nussdorferstrasse 20/22
1090 Vienna, Austria

Fax

+43 1 319 69 99 33

E-mail

t.dworschak@ctimeetingtech.com / leadssystem@ctimeetingtech.com

2.6 Industry satellite symposium Webcast and hosting rights

All the educational sessions that took place at ELCC 2018 will be added to the respective Webcast Library. Once the Congress is over, all the attendees will be able to catch-up on all the sessions of the event. This platform will provide a unique opportunity for all satellite organisers to host their satellite webcast(s) directly in our library and make the content easily accessible to all our attendees and members. If you are already an OncologyPRO (our official educational portal dedicated to oncologists) sponsor, the hosting rights are free both inside OncologyPRO as well as in the Congress Webcast Library provided the filming/recording of your webcast was done by our official supplier: CTI Meeting Technology GmbH. To find out more on how to become an OncologyPRO sponsor or get advice on where to host it on this unique platform (if you already a sponsor) contact: jon.roberts@esmo.org. However, for those of you that are not OncologyPRO sponsors a yearly hosting fee applies. This will of course not include recording/filming and any other editing – this will be at your own expense depending on the supplier used. To receive more details on this hosting opportunity, contact: sponsorevents@esmo.org

2.7 Satellite symposia contacts/representatives

Each company will provide the name of one person who will be responsible for the organisation of its Satellite symposium and notify the ELCC Secretariat (elcc@esmo.org) as soon as possible about any changes.

If several people are responsible for various aspects (financial, organisational, etc.) of the symposium, the company must inform the ELCC Secretariat accordingly. The ELCC Secretariat strongly recommends, however, that only one (1) contact person is appointed.

If an agency is appointed to manage and organise the Satellite symposium, the company must inform the ELCC Secretariat and provide the agency name and contact person details. Only official agency representatives will receive information material from the ELCC Secretariat.

2.8 ELCC 2018 website and programme book

Approved Satellite symposia programmes will be published online in the Satellite symposia section of the ELCC programme and in the congress programme book if they are received no later than the 28 February 2018. Satellite symposia programmes published in the ELCC programme book will follow the layout determined by the ELCC Secretariat. The submission of the programme must follow the format of the ELCC template, which may be requested from programme@esmo.org

The following details are necessary for inclusion in both programmes (online and book): session title, lecture titles plus allocated time for each presentation, full speaker names, affiliation and contact details.

2.9 Abstract presentation during the Congress

Each company must guarantee that studies reported in accepted abstracts will not be presented as such during the Congress at any industry-related Satellite symposia prior to its presentation during the official Congress programme.

2.10 ELCC Abstract Book

Abstracts related to satellite symposia are not published in the ELCC Abstract book.

3.0 Promotion of Satellite symposia and other activities

3.1 Publications and printed material

Invitations to the Satellite symposium, not larger than A4 format and not heavier than 30 grams, can be included free of charge in the Congress delegate bags (according to the sponsorship package ordered), provided that they are delivered in accordance to the shipment deadline and other instructions provided by the ELCC Secretariat.

The ELCC Secretariat suggests avoiding cultural or historical references in printed material and bears no responsibility should any such references cause offence.

Furthermore, the ELCC Secretariat bears no responsibility towards the delegates for the display, promotion or sale of therapies or services, neither are the ELCC Secretariat supporting those products or services for their sole promotion at ELCC 2018. However, the ELCC Secretariat reserves the right to deny at any time the display, promotion or sale of products, therapies or services should these be against the generally accepted clinical approach. Promotion of unapproved therapies (by regulatory authorities) is regulated by the local and European laws and the ELCC Secretariat bears no responsibility in case of a complaint based on such laws. Sponsoring companies are therefore advised to consult the Codes of Practice of their governing bodies for information and guidance on regulations around attendance at medical congresses. In all cases, sponsoring companies are responsible for ensuring that their promotion during ELCC 2018 is legally and ethically acceptable in Switzerland.

Each company will ensure that all company publications referring to Satellite symposia mention: "ELCC 2018 Industry Satellite Symposium" in order to avoid any confusion with the official scientific programme. For this reason, all companies must submit a copy of their final artwork before production gets underway. This must in turn be submitted for approval to the ESMO Events Sponsorship Department (sponsorevents@esmo.org) by the 26 February 2018.

Shipment instructions for "bag inserts" will be given upon approval.

ESMO bears no responsibility for the non-inclusion of leaflets in the delegate bags if the shipping instructions and deadline are not respected.

Handling fee regarding the shipment to the venue will be charged to the Industry by the forwarding agent directly.

3.2 Reproduction of logos

Each company is entitled to use the official ELCC European Lung Cancer Congress logo on invitations and promotional documents related to the approved Satellite symposium.

Companies are not allowed to use the ESMO and IASLC corporate logos under any circumstances.

3.3 Inviting participants – Satellite invitation Weblink

Inviting participants to your satellites has never been this easy and effective! Within each of our packages we allow our Industry partners to showcase their satellites via a digital satellite invitation/Weblink whereby we invite our delegates to find out more about your session(s).

In the ELCC 2018 Congress E-Newsletter there will be a dedicated Industry E-News section whereby all these digital invitations will be grouped. These invitations will also be included in our online programme to further increase awareness.

From 1st March 2018 your satellite Weblink will go live (This will be subject to prior submission before the 26 February deadline and subsequent approval by the ESMO Events Sponsorship Department). The ELCC 2018 Congress E-Newsletter will be sent out in March 2018.

Rules and Regulations:

ESMO reserves the right to refuse requested Weblinks should any web page be deemed to conflict with ESMO's ethics or interests.

- A Web Link is a page or pdf, created by the sponsoring company, highlighting their satellite symposium.
- The content of the Weblink message must not make any statements about the quality or virtues of a sponsoring company and/or any of the company's product(s) either via text or visuals.

With a Satellite Symposium: the content of the Web Link must solely state the:

- Title of the session
- The names of the chairpersons and speakers
- Venue and timing of the ESMO approved scientific programme

Remember that no product names or brand names are allowed in the title or in the scientific programme of the session.

- The deadline to submit your Web Link to sponsorevents@esmo.org is the 26 February 2018. Your Web Link will undergo an internal approval procedure and the sponsoring company will be informed within 5 working days as to the status of approval.
- This page must not include links, hyperlinks, hot-spots or any means through which the advert can be linked to another site. There will be no exceptions made to this rule.
- The Web Link may consist of more than 1 virtual page, due to its' online nature, however no more than 2 pages can be included per Web Link.
- Under no circumstances may "Flash files" be allowed.
- Any requests for content or structure change/amendments after the Web Link has been linked to the appropriate listing will not be actioned.
- To ensure that the ELCC 2018 Congress logo is properly protected, ESMO has defined guidelines for its use, which permit the use of the ELCC logo under specific conditions.
- Cancellation of the Web Link should be sent in writing to the ESMO Events Sponsorship Department.

The web page will only be linked once ESMO approval is confirmed and the payment for the sponsorship package is received

3.4 Advertisements

Advertisements are possible in Congress-related publications. Please contact sponsorevents@esmo.org for further details.

3.5 Signage, display and distribution on site

For the display of programme posters, one designated poster board will be made available in a public area. The poster board will be portrait (vertical) and the size should be 950mm wide and 1800mm height.

The display of posters is forbidden in other areas of the congress centre other than on the designated poster boards, throughout the Congress period. Invitations and flyers may not be distributed to participants in any access to, or in public areas of, the congress centre, including between the bus station and the main entrance of the congress venue.

Flyers may, however, be distributed in front of the door(s) of the assigned auditorium no earlier than one (1) hour before the start of the Satellite symposium or at the company's exhibition stand.

3.6 Promotion at conference hotels

The production, distribution or display of promotional materials at the hotels where participants are staying during the Congress is discouraged by the ELCC Secretariat. However, if such items are produced and distributed, their texts must follow the same rules as those that apply to other printed material. No assistance will be provided by the ELCC Secretariat for the distribution of material or for the list of official Conference hotels.

3.7 Other promotional activities

Any other activity organised with the purpose of promoting the company's presence during the event or its products or services is subject to ESMO and IASLC approval. Should activities which are not approved but undertaken nevertheless at the Congress, penalties will be calculated based on the most comparable promotional activity and relating infraction/penalty covered by this policy.

3.8 Networking events

Companies may organise evening events, provided that these start after the conclusion of the official programme of the day.

The Welcome reception will take place in the exhibition hall on Wednesday, 11 April 2018 from 13:00 to 13:30 hours.

3.9 Unofficial Satellite symposia or similar events

During the period beginning on Wednesday, 11 April through to Saturday, 14 April 2018, ESMO and IASLC will not allow any corporate-organised Satellite symposia or similar events during other days and in other places except the one planned in the official venue.

3.10 Concomitant activities

Concomitant activities (internal meetings involving delegates, press conferences, educational or promotional activities) in or outside the conference centre but concomitant with or during breaks of the scientific programme of the ELCC 2018 European Lung Cancer Congress are subject to the ELCC Secretariat approval. Clear identification of the organisers, purpose, targeted participants and the full programme must be submitted for approval to the ELCC Secretariat (elcc@esmo.org) at least 4 weeks prior to the event.

Blackout times:

11 April 2018	13:00-18:00
12 April 2018	09:00-18:15
13 April 2018	09:00-18:15
14 April 2018	08:45-13:00

All media activities initiated by third parties are subject to a specific Media Policy. For additional information about Media issues, please contact the ELCC Press Office at media@esmo.org

Meeting rooms

A limited number of meeting rooms are available at Palexpo to organise smaller closed industry meetings such as staff or client meetings (upon invitation only). Small meetings may take place in parallel with official Congress Sessions provided they do not involve groups larger than 25 people and are limited in the duration. It is strictly forbidden to promote this sort of meeting in the convention centre or in any ELCC 2018 publication. Only after the approval of the ELCC Secretariat will the meeting room(s) be assigned.

Business rooms

Sponsors can also apply for a business room of 60 sqm, located in the ELCC exhibition area, from Wednesday 11 April to Friday 13 April 2018. Please note that all activities planned for the business lounges are subject to the ESMO trade exhibition policy. Please contact elcc@esmo.org for further details.

3.11 Promotion related to products and services

Companies holding Satellite symposia are responsible for obtaining relevant information and for complying with all Swiss and international rules and regulations related to advertising and promotion of all products and services mentioned as part of the satellite symposium. Advertising of a specific product does not mean acceptance by ESMO and IASLC, and the sponsoring company is solely responsible for bringing its advertising into line with local and European laws, as applicable.

3.12 Participation in Industry Satellite symposia

Participants fully registered to the Congress, visitors wearing the visitors' badge, exhibitors wearing the exhibitors badge and agencies wearing the Industry Satellite badge have the right to attend the Industry Satellite symposia.

3.13 Press badges

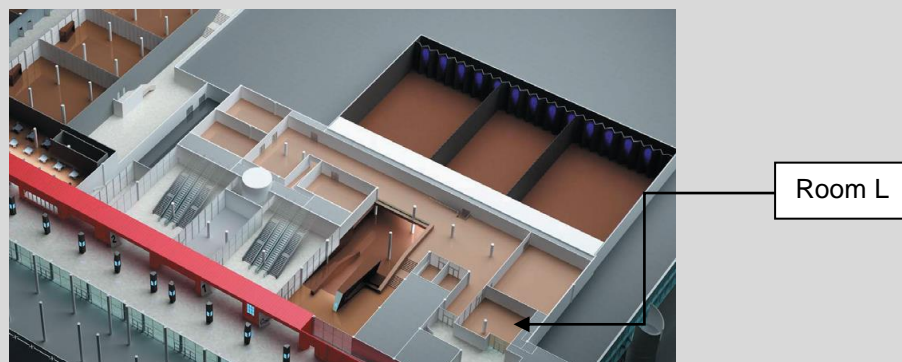
According to the ELCC Media Policy, representatives of communications agencies and pharmaceutical companies are not entitled to a press badge, which is assigned only to journalists working for recognised media. In case representatives of communications agencies and pharmaceutical companies need a badge to assist in the preparation and development of third-party's media events, please contact the ELCC Press Office (media@esmo.org) to obtain a temporary badge. Full details are available in the ELCC Third-party Media Activities Policy.

4.0 Filming, recording and photography

Conference content is the copyright of ESMO and IASLC. It is strictly forbidden to record or capture in any way the official programme, Satellite's sessions, Exhibition area and/or posters presented during the meeting.

MEET THE INVESTIGATOR STUDIO

The Meet the Investigator Studio slots, for lectures, Advisory Board Meetings, Q&A and scientific dissemination about investigator activities in non-marketed active agents, will take place in **room L** located on the mezzanine level.



A schedule of the daily planning will be published in the Congress Programme Book and in the Meet the Investigator section. Companies can book single slots of 2 hours.

Logistical information & items available in room L:

- ✓ Individual Slots are 2 hours minutes each. Access to these slots will be managed by the company sponsoring the slot(s) / the presentation(s) and must respect the designated time limit. Set up, presentation (including question/discussion time) and dismantling must be included in those 2 hours
- ✓ Presentations one after the other, strict enforcing of time slot allocation
- ✓ Daily schedule with company names will be listed on a board / screen
- ✓ Capacity for 80 delegates in theatre style
- ✓ Access completely controlled by the company organiser. These are private meetings upon invitation only
- ✓ 1 fix hostess (to be instructed by the company directly)
- ✓ 1 fix technician
- ✓ 1 screen (2,4mx1,8m)
- ✓ 1 laptop (PPT to be uploaded by the company through USB stick)
- ✓ 1 projector
- ✓ 1 lectern microphone, 1 panel table microphone and 1 audience microphone
- ✓ 1 lectern
- ✓ 1 panel table up to 2 people
- ✓ Limited possibilities for catering (beverages only). Please contact: gontrand.toulet@palexpo.ch

Depending on your needs a smaller meeting room can also be offered. The setup of the room will differ from the above but the same regulations will apply.

The Meet the Investigator Studio meeting slots can be booked on Wednesday (11 April) from 08:00 to 12:00. To book your slot, please contact: sponsorevents@esmo.org

EXHIBITION

For general queries related to the ELCC 2018 exhibition please refer to the Exhibitor Manual.

Venue

Palexpo

Route François-Peyrot 30
CH-1218 Grand-Saconnex, Geneva
Switzerland

Exhibition Management & Exhibitor registration

MAW (Medizinische Ausstellungs- und Werbegesellschaft)

International Exhibitions & Advertising
Freyung 6, 1010 Vienna / Austria

Contacts:

Ms. Barbara Winder – ext. 62 (general planning, logistics, additional orders, exhibitor registration, company description)

Ms. Andrea Etz – ext. 42 (general planning, logistics, stand approval)

Telephone +43 (0)1 536 63 + direct exts.
Fax +43 (0)1 535 60 16
E-mail maw@media.co.at

Forwarding agent / Storage

Inter ExpoLogistics Ltd.

30 Route François-Peyrot
Palexpo
CH-1218 Grand-Saconnex, Geneva

Telephone +41 (0)22 798 13 28
Fax +41 (0)22 798 13 87
E-mail info@iel.ch

Badge scan system (cLead system)

The ELCC 2018 Lead Retrieval System is a fast and easy way to record visitors' contact information. By simply scanning a visitor's name badge with the supplied scanner, that contact is entered into your own visitor database, including all relevant product information or comments which have been added to these visitors' profiles beforehand. Following the event, approved visitors' address data can be provided in printed form or as a MS Excel file, or made available with proper access rights through an online platform. Further details are available in the attached document.

CTI Meeting Technology GmbH

Nussdorferstrasse 20/22
1090 Vienna, Austria

Fax +43 1 319 69 99 33
E-mail t.dworschak@ctimeetingtech.com / leadsystem@ctimeetingtech.com

GENERAL CONGRESS SCHEDULE

EXHIBITION AREA SETUP HOURS

Monday, 9 April 08:00-20:00

Tuesday, 10 April 08:00-17:00

ATTENTION! Please note that all constructions must be completed by 17.00, goods must be removed from the aisle as the carpet will be installed from 17.00 hrs on.

Wednesday, 11 April 08:00-12:00

ATTENTION! Only light stand decoration possible. No crates are allowed to be brought in.

EXHIBITION AREA HOURS

Wednesday, 11 April 13:00-17:00

Thursday, 12 April 08:30-16:45

Friday, 13 April 08:30-16:45

DISMANTLING HOURS

From Friday, 13 April, 19:00 to Saturday, April 14, 08:00 am

Please note on Friday from 17:30 very limited dismantling possible – delivery of only small quantity of empties (small cases). **No big crates before 18:00.**

Dismantling on Saturday upon request – please contact MAW

REGISTRATION HOURS

Tuesday, 10 April Open upon appointment for groups only

Wednesday, 11 April 09:30-18:30

Thursday, 12 April 07:30-18:30

Friday, 13 April 07:30-18:00

Saturday, 14 April 08:30-12:30

COFFEE BREAKS AND POSTER LUNCHEAS (in the exhibition hall)

Wednesday, 11 April 16:00-16:30

Thursday, 12 April 10:30-11:00, 12:30-13:00 and 16:15-16:45

Friday, 13 April 10:30-11:00, 12:30-13:00 and 16:15-16:45

Saturday, 14 April 10:50-11:20 (this service will be available in the Foyer ABC, not in the exhibition hall)

Coffee and lunches can be purchased in the exhibition area.

Times subject to changes.

WELCOME RECEPTION

The Welcome Reception will take place in the Exhibition area, on Wednesday, 11 April 2018 from 13:00 to 13:30. Delegates, invited speakers and exhibitors are invited to join this event.

EXHIBITORS REGISTRATION

To order your exhibitor badges and register your staff, please write to the ELCC Secretariat at MAW maw@media.co.at by 16 March 2018.

Exhibitor badges are available only for staff members, owners or representatives of exhibiting companies.

An “Exhibitor” badge authorises access to the Exhibition area and Satellite symposia only.

Exhibitor badges are free of charge. They do not include receipt of the congress bag.

Exhibitor badges are distributed onsite only at the Pre-registration desk. They will be given all together to ONE company representative who will be then responsible for their distribution to company staff members.

The printed Exhibitor badges will show the company name and country (obligatory requirement) and, if indicated, the staff members’ first and last names.

For last-minute changes, the ordering of a certain number of badges displaying the company name only is strongly recommended.



EXHIBITOR LEAD RETRIEVAL SYSTEMS

ORDER FORM

Company / Booth

Contact person

Email

Address

Mobile (Onsite
Contact)

VAT (UID) Number

SCANNERS

	Orders before March 23 rd	Orders after March 23 rd	Units total	€ Total
iOS booth system	€ 475,00 net	€ 620,00 net		
iOS symposium system incl. staff *	€ 399,00 net	€ 499,00 net		
Special Offer **	€ 1.099,00 net	€ 1.350,00 net		

* iOS symposium system incl. staff (max. 3 hours rental period)

** Special offer: 1 iOS booth system + 2 symposia systems incl. scan staff

WEBSERVICE

	Orders before March 23 rd	Orders after March 23 rd	Units total	€ Total
Webservice (with your own device)	€ 750,00/ € 1,25 net*	€ 950,00/ € 1,55 net*		

* per scanned lead

CTI MEETING TECHNOLOGY GmbH

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www.ctimeetingtech.com



EXHIBITOR LEAD RETRIEVAL SYSTEM

The CTI Meeting Technology Lead System is a state-of-the-art, fast and easy system for exhibitors to record contact information. The Lead technology runs with an app and uses a high quality bar code scanner attached to an iOS mobile device (iPod touch).

Exhibition Lead Retrieval System

Rent pre-installed iPod touch devices equipped with the barcode scanner. The exhibitors configuration and product information is preloaded upon collection onsite

By simply scanning a visitor's badge with the iOS device, the contact is entered into the exhibitor's visitor database, including relevant product information and added comments. The data is synchronized with the server and can be exported as an excel file through an online platform.

New Lead Retrieval Features

- Configure products and services before the congress through an online portal.
- Connect the barcode scanners via the dock connector to an iOS device and take advantage of the fast and advanced scanning experience.
- Immediate access to visitors contact information (name, address and profile information) by scanning their badge with an iPod touch.
- See visitors contact information on the device right after scanning the badge.
- Complete missing contact information on the spot, take notes and automate follow-up activities.
- Quick scan mode for scanning delegates at industry and satellite symposia.
- No Wifi needed for the actual scanning process onsite.
- If Wifi is available, data is synchronized continuously.
- Download all data into an Excel file.



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Benefits for the exhibitor or industry symposia

- User-friendly, light and easy.
- The scanners connected to an iOS device allow exhibitors to be mobile within their reception areas.
- Web-based interface to set up products and services with control panel to access visitors data.
- On- or off-line scanning is possible, fast scan for symposia.
- Scanned data is synched to the server on scheduled intervals.
- Data is available as soon as the synchronization is finished.

Scan Options

1. **Scan and add details (Booth system)**
the visitor is effortlessly saved into your individual database. Additionally, data, comments, products and interests can be added.
2. **Symposia scan (Symposium system)**
the visitor is effortlessly saved into your individual database, but the rental period is limited. Used for special occasions like company satellite or raffle.



Costs to the exhibitor

- The following standard prices are available for exhibitors:
 - € 475,00 net per iPod touch including scanner
 - € 399,00 net per iPod touch including scanner for symposia scans (maximum rental period of 3 hours, including staff)
- These costs are per rented device including the required software systems, staff (symposium scanning only) and an unlimited number of scans / amount of prepared individual data.

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- Post-deadline (usually 4 weeks before event) orders are charged an extra € 100 net.
- All billing is carried out in advance by CTI Meeting Technology. Payment can be made with Visa, MasterCard & Amex credit cards, or by bank wire transfer.
- Lead systems are rented according to CTI Meeting Technology General Terms & Conditions.
- The cost of lost, damaged or not completely returned hardware will be charged with € 550,00 per scanner, € 550,00 per iPod, € 50,00 per charging cable and € 50,00 per plug.

Additional Information

ELCC badges will be equipped with a bar code (contains the ID only) to collect data. This will allow ELCC exhibitors to bring and use their own devices.

- **Cost/ Webservice (external devices)**

The following standard prices are available:

- € 750,00 net for Webservice Set Up + € 1,25 per set of data before March 23, 2018
- € 950,00 net for Webservice Set Up + € 1,55 per set of data after March 23, 2018

Administrative Procedure

1. **Order**
Please order the required number of iPods as soon as possible, in order to guarantee the availability as well as the early-bird rate prior to the deadline (March 23, 2018).
2. **Order confirmation**
After receipt of your order, we will confirm the receipt, invoice and charge the amount due.
3. **Configuration of products and services**
Set up of products and services before the exhibition through an online portal. Log In details will be sent two weeks prior to the conference.
4. **Lead capture**
Pick up your iPod including scanner onsite at the lead service desk. Our staff will be available to answer your questions during the opening hours of the event. Scanned data is synchronized to the server automatically on scheduled intervals.
5. **Data provision**
After synchronization with the database you can access, check, print or download your



collected data from the online database. You may add relevant information during sales conversations, since not all delegates will provide their complete contact information during the registration process.

Terms and Conditions

- **Data:** Download of the data via the online database (print out of the list or download of an MS-Excel file). Since not all delegates will provide the registration department with the complete contact information, we cannot guarantee the accuracy of the data.
- **Services included:** Quotes are per scanning device, software and an unlimited number of scans.
- **Scanning:** Scanning is only allowed on the booth unless agreed by the organizer.
- **Invoicing:** Invoices for the total purchase amount are sent out after receipt of order. Payment can be made via Visa, MasterCard and Amex credit cards or via bank transfer.
- **VAT:** Quotations excl. 20% Austrian VAT
- **Payment term:** Invoices must be settled within two weeks after receipt, net without any obligations to CTI Meeting Technology. Devices cannot be handed out onsite unless CTI Meeting Technology received full payment.
- **Order deadline:** After the ordering deadline, CTI Meeting Technology does not accept orders automatically but will confirm acceptance separately. For orders after the deadline, a surcharge is applicable.
- **Cancellation:** All orders cancelled prior to 30 days of the conference will incur a € 100,00 cancellation fee. Orders cancelled within 30 days of the conference will not be refunded.
- **General Terms and Conditions:** This business is covered by the General Terms and Conditions of the CTI Meeting Technology GmbH.

GENERAL TERMS AND CONDITIONS

The following conditions of participation refer to the booking of any sponsorship product(s)/service(s) at the ELCC 2018 insofar as the contractual partners do not reach contrary agreements in writing.

Establishment of Contract

- Application for a sponsorship product(s)/service(s) is made by filling in and returning the sponsorship application form to ESMO.
- Only completed and signed application forms will be taken into consideration. By signing the sponsorship application form, the company accepts the conditions contained in the ELCC 2018 Industry Guidelines and any supplementary provisions.
- Confirmation of the allocation of any sponsorship product(s)/service(s) by ESMO in writing constitutes establishment of contract between the sponsoring company and ESMO.
- An invoice will then be sent by registered mail. The date of the assignment is considered to be the date of allocation. If the contents of the assignment deviate from the contents of the sponsoring company's application, the contract is based on the assignment issued by ESMO unless the company objects in writing within two weeks after the date the assignment was sent.

Appointed Agencies

- Application for any sponsorship product(s)/service(s) must be submitted by the sponsoring company under whose name each sponsorship item is to be listed. Correspondence in this regard must be made exclusively between the sponsoring company and ESMO.
- Sponsoring companies should inform ESMO in writing which agency is appointed. Otherwise no request from agencies will be taken into consideration.
- It is not the role of any given agency to make initial enquiries or reservations with ESMO independently of the sponsoring company.
- The sponsoring company is responsible for communicating these regulations to its staff and its appointed agencies.
- This named agency cannot fully act as if it were the sponsoring company itself and the sponsoring company will continue to be held entirely responsible and accountable for activities organised in its name.

Procedure

- Send sponsorship application form. The ESMO Events Sponsorship Department will acknowledge receipt of your sponsorship application form and the assignment process will commence soon afterwards.

Assignment

- Will be done on a first come, first served basis (excluding the satellite symposia assignments).
- To ensure each sponsoring company has a chance to choose a suitable stand and satellite symposium slot, offers are valid for 48 hours (2 working days) unless the offer makes it clear that the opportunity is freely available.
- For this reason, please supply a reliable contact telephone number for an appropriate decision maker within the company.

Payment deadlines

Assignments will be cancelled automatically if the related cost has not been paid within the given time period. In such cases the cancellation fee will be applicable following the cancellation policy.

Terms of Payment

Payment is due within 30 days following the date of the invoice.

Cancellation Policy

The company cancelling its support after the official application has been accepted and the corresponding sponsorship package has been assigned will be liable to a 100% cancellation fee.

Administration fees/invoicing changes

Invoices will be addressed according to the invoicing data provided by the sponsoring company. Please note, if a billing change is requested (i.e. company name change or address change), an administration fee of 70 EUR (Excluding VAT) will be charged to the company.

Indebtedness

Payments not received by the first day of the start of the ELCC 2018 will be subject to a 10% penalty fee on the total sponsorship investment.

Refunds

Any refunds of deposits paid will be made after ELCC 2018 but not later than the **28 December 2018**. The sponsoring company will not be entitled to any interest that the organizer may have derived from deposits made. All bank charges, including sender's and receiver's charges, resulting from a refund related to cancellation or reduction of sponsorship will be at the charge of the sponsoring company.

Postponement or Abandonment

ESMO reserves the right to postpone the event including the exhibition, or to transfer it to another site, if unforeseen circumstances warrant such action. Should any contingency prevent the holding of the ELCC 2018 or any of its parts, ESMO cannot be held liable for any costs, expenses and damages (including, but not limited to direct or consequential damages, loss of opportunity, loss of use, or loss of revenue or profit) incurred in connection with the postponement or abandonment. Unexpected cancellation of the event: ESMO reserves the right to cancel without notice or compensation ELCC 2018 in the event of force majeure cases (e.g. strikes, riots, fires, flood, terrorist attacks, government actions and regulations, damages or other fatal occurrences). In such cases, ESMO is not liable for failure to perform any obligation hereunder but will reimburse any payments received from the sponsoring company less any costs incurred while preparing the event.

Limitation of Liability of ESMO

ESMO shall not be liable for any damages, dispute or injury arising out of or in connection with the performance of this Agreement unless caused by willful act, gross negligence or default of an employee, director, representative or contractor. Nor shall ESMO be liable to the sponsoring company for any indirect or consequential loss, damages, claims or demands arising out of this Agreement, including without limitation any economic loss or other loss of income, profits, business, opportunity, reputation or goodwill.

Bankruptcy or Liquidation

In case the sponsoring company becomes bankrupt or enters into liquidation other than for the purpose of restructuring or merger, or has a receiver appointed, ESMO shall be at liberty to terminate immediately the contract with the sponsoring company, to cancel the allocation of sponsorship product(s)/service(s) to the company and to forfeit all sums paid by the company.

Security and Insurance

Neither ESMO nor its contractors shall be responsible for the safety of any exhibit or other property of the sponsoring company or any person. Furthermore, ESMO nor its contractors shall be responsible for the loss, theft, damage or destruction by any cause of the exhibits or other property, or for loss, damage or injury sustained by any exhibits or any other persons. The sponsoring company/exhibitor shall indemnify ESMO and its contractors to third persons, as a result of any act or omission of the company, its staff, agent or personnel hired on a temporary basis.

As ESMO and its contractors will accept no responsibility for any of the foregoing matters, the sponsoring company should acquire his/her own insurance against any risk of loss due to theft or negligence, damage, injury or liability. The sponsoring company agrees not to pursue ESMO for any previously listed risks.

Enforcement of Rules

Applies equally to all. All companies investing in sponsorship at ELCC 2018 must comply with all rules and policies established by ESMO.

Violation Procedure

The procedure for policing and enforcing the violation is as follows:

When noticing a violation, ESMO staff will ask the company to correct the situation according to the applicable regulations.

If the company refuses to comply, ESMO staff will report alleged violations to the Congress Committee. After considering the available evidence, a representative of the relevant sponsoring company will be invited to present the company's view, after which the Committee will give its opinion.

This will be confirmed in writing after ELCC 2018. Appeals may be made to the ESMO Management.

Penalties

- First violation: No accrual of points for the year.
- Second violation: No accrual of points plus the loss of all accrued points to date.
- Third violation: No right to participate at the next ESMO event.

Claims Procedures, Place of Performance and Jurisdiction

All claims by the company booking any sponsorship product(s)/service(s) against ESMO must be in writing.

The maximum time lapse is 1 month from the closure of ELCC 2018.

Agreements which deviate from these conditions or from the supplementary regulations must be in writing; facsimile signature suffices. The contract is governed exclusively by Swiss law; the English text is authoritative.

Non-smoking policy

ELCC 2018 is a non-smoking event.

Final Clause

In cases not covered by the regulations in these Industry Guidelines, ESMO interpretation shall be final.