



ESMO IMMUNO
ONCOLOGY CONGRESS



INDUSTRY GUIDELINES

**IMMUNO ONCOLOGY CONGRESS
7-10 DECEMBER 2017
GENEVA, SWITZERLAND**

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INTRODUCTION

This year sees the launch of the ESMO Immuno Oncology Congress, the new highly – focused meeting devoted entirely to the development and use of immunotherapies against cancer.

The congress will take place in Geneva, Switzerland, 7 – 10 December 2017 and the creation of the ESMO Immuno Oncology Congress reflects ESMO's commitment to providing oncologists who need to learn how to apply the latest standards of care in the immunotherapy of cancer with a comprehensive update in an environment rich with highly specialised professionals.

The boom of information in the field of immuno oncology has led ESMO to increase the duration of the congress to three full days. The congress is designed to facilitate collaboration from different oncology professionals working together to accelerate the speed in which innovative approaches directly reach patients. The congress is an excellent platform for presenting novel data, for educational updates and networking with peers.

Main themes for 2017:

- ❖ Combining immune checkpoint inhibitors with chemotherapy or radiotherapy and beyond
- ❖ Patient selection and predictive biomarkers
- ❖ Management of side effects
- ❖ Resistance to therapy
- ❖ Imaging and nuclear medicine and design of immuno-oncology trials
- ❖ What's new in specific cancer types
- ❖ Technological developments
- ❖ Future approaches: Adoptive T cell therapy, personalised vaccines, cancer neoantigens, use of bacteria for immunotherapy

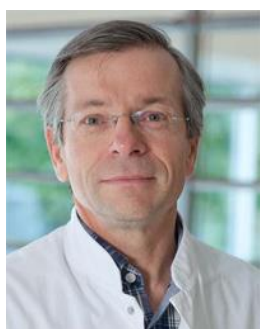
The deeper understanding of cancer immunology and novel immunotherapy approaches is transforming oncology education, cancer treatment and care.

We look forward to seeing you in Geneva.

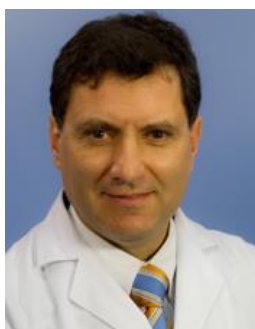
Scientific Steering Committee:



George Coukos
Switzerland



John Haanen
Netherlands



Ignacio Melero
Spain



Thomas Powles
United Kingdom



Rolf A. Stahel
Switzerland

CONGRESS OFFICERS

Scientific Steering Committee:

- ❖ George Coukos, Lausanne, Switzerland
- ❖ John Haanen, Amsterdam, Netherlands
- ❖ Ignacio Melero, Pamplona, Spain
- ❖ Thomas Powles, London, United Kingdom
- ❖ Rolf A. Stahel, Zurich, Switzerland

Scientific Committee

- ❖ Robert Andtbacka, Salt Lake City, USA
- ❖ Anthony T., Chan, Hong Kong, China
- ❖ Giuseppe Curigliano, Milan, Italy
- ❖ Dirk De Ruyscher, Maastricht, Netherlands
- ❖ Elisabeth de Vries, Groningen, Netherlands
- ❖ Nora Disis, Washington, USA
- ❖ Periklis Foukas, Lausanne, Switzerland
- ❖ Keith Kerr, Aberdeen, United Kingdom
- ❖ Markus Manz, Zurich, Switzerland
- ❖ Sergio Quezada, London, UK
- ❖ Sine Reker Hadrup, Frederiksberg, Denmark
- ❖ Naiyer Rizvi, New York, USA
- ❖ Ton Schumacher, Amsterdam, Netherlands
- ❖ Josep Tabernero, Barcelona, Spain
- ❖ Michael Weller, Zurich, Switzerland
- ❖ Heinz Zwiernitz, Innsbruck, Austria

KEY DATES

Programme deadlines

27 September 2017	Abstract submission deadline
3 November 2017	Late breaking abstract submission deadline
7-10 December 2017	ESMO Immuno Oncology Congress

Satellite symposia deadlines

29 September 2017	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.
18 October 2017	Notification of acceptance or rejection
23 October 2017	Receipt of the final programme for inclusion in the final programme book

Registration deadlines

27 September 2017	Early registration
15 November 2017	Late registration and closure of the online system

Publication deadlines

25 September 2017	Company and product description
9 October 2017	Advert deadline for programme book
23 October 2017	Bag insert and Satellite web link

CONGRESS STATISTICS

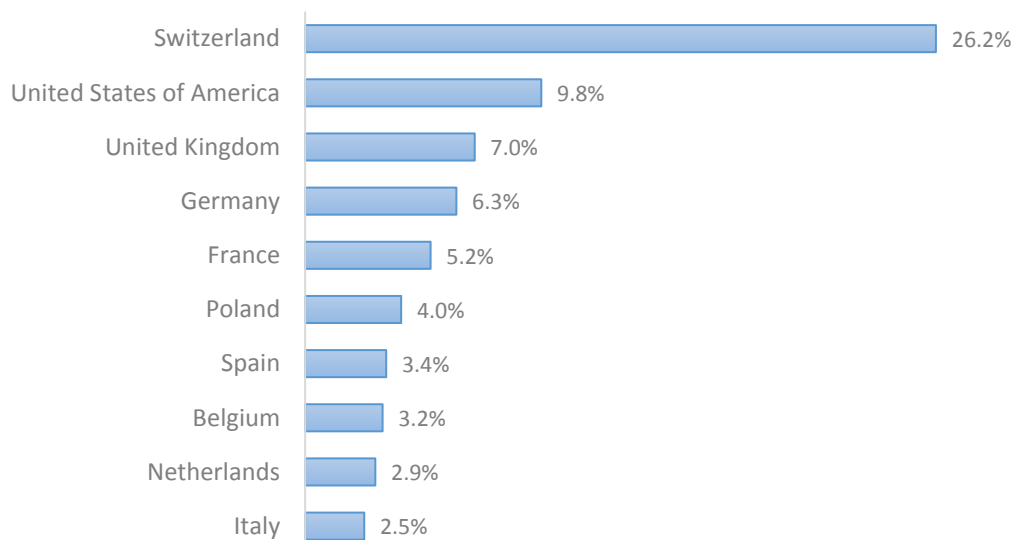
Over 800 delegates are expected to attend ESMO Immuno Oncology Congress. Please find below key statistics from the past editions which we trust will demonstrate the relevance and importance of increasing your visibility and participation at this Congress.

Registration data

Attendance figures

<i>Year</i>	2016	2015	2014	2013
Delegates	484	456	265	136
Invited Speakers	44	34	30	23
Travel Grants	12	57	58	78
Free registrations	96	83	69	59
Total delegates	636	630	422	296
Press	4	3	4	4
Exhibitors	14	4	0	0
Total Participants	654	637	426	300

Top 10 countries



Primary profession

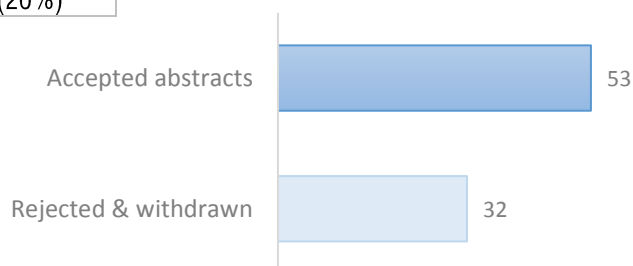
Medical oncologist	21.5%
Basic Researcher / Scientist (not medically qualified)	13.7%
Biologist	10.5%
Industry (medical staff)	8.6%
Industry (commercial)	6.6%
Immunologist	6.3%
Clinical Researcher	3.5%
Student	3.1%
Haemato-Oncologist	3.1%
Clinical Oncologist (Radiation and Medical Oncologist)	2.3%
Clinical pharmacologist	2.3%
Pathologist	1.6%
General Practitioner	1.2%
Gastroenterologist	0.8%
Biostatistician / Statistician	0.8%
Oncology Nurse	0.4%
Urologist	0.4%
Gynaecologist	0.4%
Chest physician	0.4%
Internal Medicine Specialist	0.4%
Haematologist	0.4%
Other	11.7%

Abstract data

Abstract submission

	Immuno 2016	Immuno 2015
Total submitted	85 (100%)	60 (100%)
Accepted	53 (63%)	48 (80%)
Rejected / withdrawn	32 (37%)	12 (20%)

Of the accepted abstracts (100%), accepted for:	
Oral/Poster discussion presentation	12 (22%)
Poster presentation	41 (78%)



Submitted abstracts by country

Country	2016	2015
India	7	8
Italy	6	6
Russian Federation	6	1
Switzerland	6	4
Germany	5	4
United states of America	5	4
Finland	4	3
Korea, Republic of	4	0
Norway	4	1
Spain	4	1
Brazil	3	0
Taiwan	3	2
United Kingdom	3	5
Armenia	2	0
Singapore	2	1
Turkey	2	0
Ukraine	2	1
Uzbekistan	2	0
Algeria	1	2
Australia	1	0
Austria	1	0
Belgium	1	3
Czech Republic	1	0
Egypt	1	2
France	1	1
Greece	1	2
Indonesia	1	0
Ireland	1	0
Japan	1	1
Netherlands	1	0
Nigeria	1	0
Pakistan	1	0
Poland	1	0
Croatia	0	0
Denmark	0	1
Iran	0	0
Israel	0	1
Morocco	0	2
Philippines	0	1
South Africa	0	1
Sweden	0	1
Thailand	0	1
TOTAL	85	60

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. ESMO will also recognise the 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

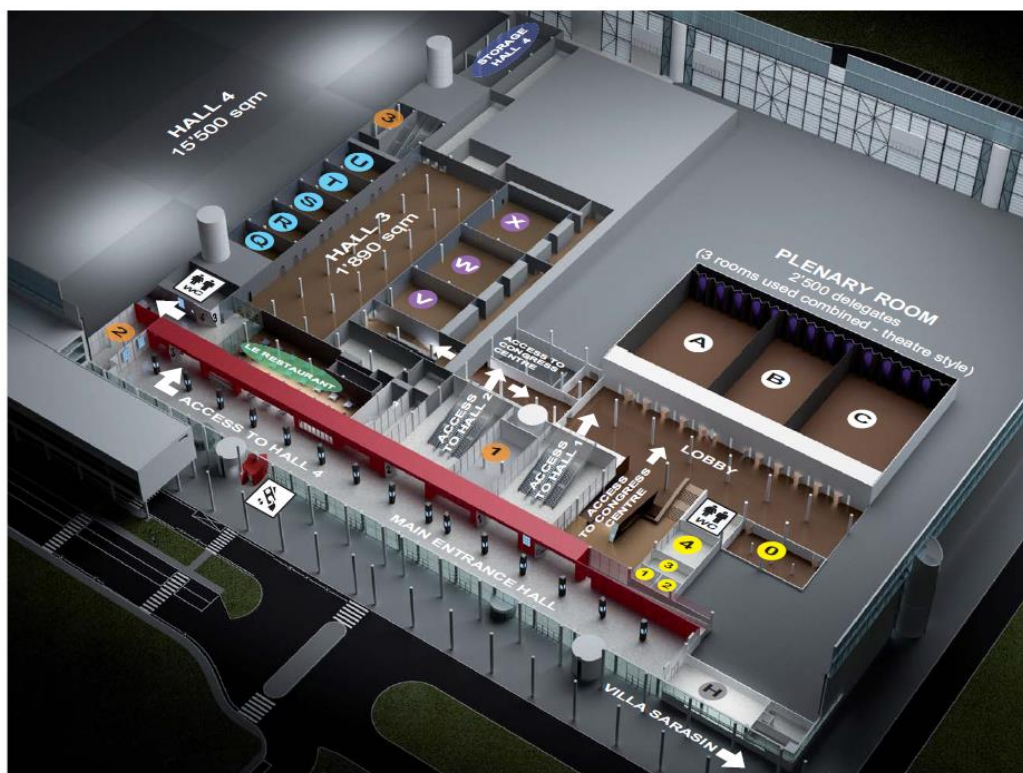
PALEXPO

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

The 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 Conference 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



Immuno Oncology areas:

Registration:

- To access to congress centre

Session halls:

- A → 800 seats
- C → 650 seats

Meet the investigator Studio:

- E → 80 seats (1st floor)

Exhibition area:

- Lobby A/B/C

Poster area:

- Hall B

Meeting rooms:

- Available upon request (on 1st floor)

CONTACTS

ESMO Immuno Oncology Congress Secretariat

ESMO Head Office

Via Luigi Taddei 4
6962 Viganello-Lugano, Switzerland
Tel.: +41 (0)91 973 19 00 / Fax: +41 (0)91 973 19 18 /
E-mail: immuno@esmo.org

Sponsorship and Industry relations

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

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Concetta Di Parenti	concetta.diparenti@esmo.org	+41 (0)91 973 19 47

Congress programme

Sara Fontanella Chiarani	programme@esmo.org	+41 (0)91 973 19 16
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Registration management

Nicole Bullo	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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Venue

Palexpo

Regula Lauener	regula.lauener@palexpo.ch	+41 (0)22 761 10 73
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Delivery information

It is possible to delivery your material directly to Palexpo, please take into consideration that Palexpo cannot store for more one day your material. Palexpo works with Manutexpo, a consortium composed by DHL Logistics (Suisse) SA, Inter Expologistics SA, and Pelichet Expositions SA. Please contact Palexpo to have more information regarding delivery.

Accommodation

Kuoni Destination Management has been appointed by the organisers as exclusive housing agency to manage the hotel accommodation in relation to the ESMO Immuno Oncology Congress 2017. Kuoni Destination Management 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)58 702 65 64
Email: immuno@ch.kuoni.com

ESMO IMMUNO ONCOLOGY CONGRESS 2017- INDUSTRY SATELLITE SYMPOSIA AND OTHER ACTIVITIES POLICY

Structure

1.0 Structure

Satellite symposia will take place from Thursday, 7 December to Saturday, 9 December 2017. 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 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 ESMO IO 2017 policy encourages the avoidance of topic and/or statement repetition, and/or lectures which may be in conflict with what the ESMO IO 2017 Scientific Committee considers to be a proper, scientifically well-founded point of view.

ESMO reserves the right to veto speakers. In order to ensure a greater diversity of opinion and scientific contribution, the 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 Scientific Committee (programme@esmo.org).

Submitting an abstract to the ESMO IO 2017 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 ESMO IO 2017 programme.

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

Accommodation: To avoid double hotel bookings, speakers in the official ESMO IO 2017 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 ESMO IO 2017 programme, the remainder of their stay will be covered by ESMO according to the Invited Speaker Reimbursement Policy, or on a private basis.

Registration: Each company is also responsible for the registration of any Satellite symposium speakers who are not participating in the official ESMO IO 2017 programme. Registrations are not arranged by ESMO.

Speakers invited for the official ESMO IO 2017 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 ESMO IO 2017. 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 Congress Secretariat about the type of product(s) and the treatment area on which the Satellite symposium programme will be based.
29 September 2017	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 Congress programme template to the Programme Department (programme@esmo.org).
18 October 2017	Notification by the Programme Department of the acceptance / rejection / request for modifications to the programme as decided by Scientific Committee
23 October 2017	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.

Thursday, 7 December 2017

Symposium N°	Time	Auditorium	Capacity	Height to ceiling (m)	Stage/Podium
1	12:00 - 13:00	Room C	650 theatre	5,50	Yes
2	18:30 - 20:00	Room A or C	800/ 650 theatre	5,50	Yes

Friday, 8 December 2017

Symposium N°	Time	Auditorium	Capacity	Height to ceiling (m)	Stage/Podium
3	13:00 - 14:00	Room A or C	800/ 650 theatre	5,50	Yes
4	18:15 - 19:45	Room C	650 theatre	5,50	Yes

Saturday, 9 December 2017

Symposium N°	Time	Auditorium	Capacity	Height to ceiling (m)	Stage/Podium
5	13:00 - 14:00	Room A or C	800/ 650 theatre	5,50	Yes
6	18:15 - 19:45	Room A or C	800/ 650 theatre	5,50	Yes

Technical equipment

Room	LCD proj.	Laptop	Screen	Camera	Feed/back monitor	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	0	1	2	2	4

al=ansilumen

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 Mrs. Regula Lauener that the proposed “Technical Requirements” of the Congress are feasible and compatible with existing equipment. These requests must be communicated to christophe.noel@dorier-group.com no later than the 7 November 2017.

2.2 Food & Beverage areas

Requests for F&B functions should be addressed to the Congress Secretariat (immuno@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.

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 Symposia.

2.4 Installation, rehearsal and dismantling times

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 Congress Secretariat (immuno@esmo.org).

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

2.5 Invited speakers preview centre

Upon request, companies organising a Satellite symposium may use the invited speakers preview centre and follow the instructions that the Congress Secretariat prepares for its own speakers. If a company does not wish to use the invited speakers preview centre they must advise the Congress Secretariat (immuno@esmo.org).

2.6 Industry satellite symposium Webcast and hosting rights

All the educational sessions that took place at the ESMO Immuno Oncology Congress 2017 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.

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 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 Congress Secretariat (immuno@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 Congress Secretariat accordingly. The Congress 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 Congress Secretariat and provide the agency name and contact person details. Only official agency representatives will receive information material from the Congress Secretariat.

2.8 ESMO Immuno Oncology Congress website and programme book

Approved Satellite symposia programmes will be published online in the Satellite symposia section of the Congress programme and in the Congress programme book if they are received no later than the 23 October 2017. Satellite symposia programmes published in the Congress programme book will follow the layout determined by the Congress Secretariat. The submission of the programme must follow the format of the Congress 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 ESMO Immuno Oncology Congress Abstract Book

Abstracts related to satellite symposia are not published in the Congress 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 in the Congress delegate bags (according to the sponsorship package ordered or when ordered separately), provided that they are delivered in accordance to the shipment deadline and other instructions provided by the Congress Secretariat.

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

Furthermore, the Congress Secretariat bears no responsibility towards the delegates for the display, promotion or sale of therapies or services, neither are the Congress Secretariat supporting those products or services for their sole promotion at the ESMO Immuno Oncology Congress 2017. However, the Congress 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 Congress 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 Immuno Oncology Congress is legally and ethically acceptable in Switzerland.

Each company will ensure that all company publications referring to Satellite symposia mention: "ESMO Immuno Oncology Congress 2017 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 23 October 2017.

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 ESMO Immuno Oncology Congress 2017 logo on invitations and promotional documents related to the approved Satellite symposium.

Companies are not allowed to use the ESMO corporate logo under any circumstances.

3.3 Inviting participants – Satellite invitation Weblink

Inviting participants to your satellites has never been this easy and effective! Within each satellite package 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 ESMO Immuno Oncology Congress 2017 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 the 25 October 2017 your satellite Weblink will go live (This will be subject to prior submission before the 23 October deadline and subsequent approval by the ESMO Events Sponsorship Department).

The ESMO Immuno Oncology Congress 2017 E-Newsletter will be sent out in November 2017.

Rules and Regulations:

ESMO reserves the right to refuse requested Weblink(s) 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 Symposia: 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 23 October 2017. 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 ESMO Immuno Oncology Congress 2017 logo is properly protected, ESMO has defined guidelines for its use, which permit the use of the Congress 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), for the exact size please contact immuno@esmo.org.

The display of posters is forbidden in other areas of the congress centre other than on the designated poster boards, throughout the conference 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 Congress 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 Congress Secretariat for the distribution of material or for the list of official Congress 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 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 starts after the conclusion of the official programme of the day.

The Welcome reception will take place in the foyer on Thursday, 7 December from 13:00 to 13:30 hours.

The general Poster viewing will take place in the Poster Area on Saturday, 9 December from 12:30-14:15 hours.

3.9 Unofficial Satellite symposia or similar events

During the period beginning on Thursday, 7 December through to Sunday, 10 December 2017, ESMO 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 ESMO Immuno Oncology Congress 2017 are subject to the Congress Secretariat approval. Clear identification of the organisers, purpose, targeted participants and the full programme must be submitted for approval to the Congress Secretariat (immuno@esmo.org) at least 4 weeks prior to the event.

Blackout times:

7 December 2017	13:30 - 19:15
8 December 2017	08:30 - 18:05
9 December 2017	08:00 - 19:00
10 December 2017	09:00 - 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 Press Office at media@esmo.org

A limited number of meeting rooms are available at the 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 ESMO Immuno Oncology Congress publication. Only after the approval of the Congress Secretariat will the meeting room(s) be assigned.

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 the sponsoring company is solely responsible for bringing its advertising into line with local and European laws, as applicable.

3.12 Food and beverages

No food or beverages are allowed inside any of the auditoria. Any food items served in the congress centre must be purchased through the official catering service.

3.13 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.

3.14 Media events – Temporary badges

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

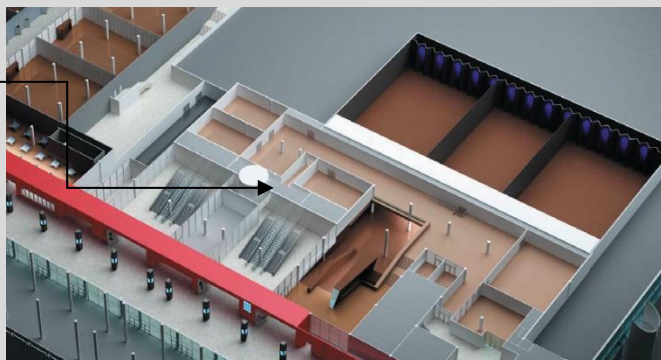
4.0 Filming, recording and photography

Conference content is the copyright of ESMO. 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 SLOTS

Dissemination about investigator activities in non-marketed active agents, will take place in **room E** located on the mezzanine level.

Room E



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

Logistical information & items available in the dedicated meeting room:

- ✓ Individual Slots are 2 hours 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
- ✓ Only company names and session times 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 (3000 al)
- ✓ 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: Mr. Toulet 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.

For more information on the Meet the Investigator Studio meeting slots, please contact: sponsorevents@esmo.org

General Terms and Conditions

The following conditions of participation refer to the booking of any sponsorship product(s)/service(s) at the ESMO Immuno Oncology Congress 2017 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 ESMO Immuno Oncology Congress 2017 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 ESMO Immuno Oncology Congress 2017 will be subject to a 10% penalty fee on the total sponsorship investment.

Refunds

Any refunds of deposits paid will be made after the ESMO Immuno Oncology Congress 2017 but not later than the **29 December 2017**. The sponsoring company will not be entitled to any interest that the organiser 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 ESMO Immuno Oncology Congress 2017 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 the ESMO Immuno Oncology Congress 2017 in the event of force majeure cases (e.g. strikes, riots, fires, flood, terrorist attacks, governmental 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 wilful 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 the ESMO Immuno Oncology Congress 2017 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 the ESMO Immuno Oncology Congress 2017. 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 the ESMO Immuno Oncology Congress 2017.

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

The ESMO Immuno Oncology Congress 2017 is a non-smoking event.

Final Clause

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

EXHIBITION

For general queries related to the Immuno Oncology Congress 2017 exhibition please refer to the Exhibitor Manual, available from mid-September.

CONTACTS

Venue

Palexpo

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

Exhibition Management

ESMO

Via Luigi Taddei 4
6962 Viganello
Switzerland

Contact	Concetta Di Parenti
Telephone	+41 (0)22 798 19 47
Fax	+41 (0)22 798 19 00
E-mail	concetta.diparenti@esmo.org

Forwarding agent / Storage

Inter ExpoLogistics Ltd.

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

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 Immuno Oncology Congress 2017 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

GENERAL CONGRESS SCHEDULE

SETUP HOURS

Wednesday, December 6, 07:00 – 12:00 – Reserved to the official stand builder

Wednesday, December 6, 12:00 – 19:00 – Stand decoration and internal set-up

EXHIBITION AREA HOURS

Thursday, December 7, 11:00 - 17:00

Friday, December 8, 08:30 - 16:30

Saturday, November 9, 08:30 - 16:30

Sunday, November 10, 08:30 - 13:00

Note: The Exhibition Area is in a public area of the venue. Therefore, do not leave any valuables unattended.

DISMANTLING HOURS

Sunday, December 10, 14:00 - 19:00

REGISTRATION HOURS

Thursday, December 7, 10:00 - 18:00

Friday, December 8, 08:00 - 17:30

Saturday, December 9, 07:30 - 17:30

Sunday, December 10, 08:45 - 13:00

COFFEE BREAKS AND LUNCHES

Thursday, December 7, 13:00 - 13:30 and 16:00 - 16:30

Friday, December 8, 10:30 - 11:00, 12:30 - 13:00 and 15:45 - 16:15

Saturday, December 9, 10:30 - 11:00, 12:30 - 13:00 and 15:45 - 16:15

Sunday, December 10, 10:30 - 11:00 and 13:00 - 13:30

Times subject to changes.

WELCOME RECEPTION

The Welcome Reception will take place on Thursday, 7 December from 13:00 to 13:30 in the main foyer.

Delegates, invited speakers and exhibitors are invited to join this event!

Times subject to changes.

EXHIBITORS REGISTRATION

To order your exhibitor badges and register your staff, please write to the Congress Secretariat at registration@esmo.org by the 18 October 2017.

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

An “Exhibitor” badge authorises access to the Exhibition area 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.

cLEAD SYSTEM INFORMATION AND FORM



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.



CTI MEETING TECHNOLOGY GmbH

Nussdorferstr. 20/22, 1090 Vienna, Austria FN 249 975k HG Wien UID ATU58040266 t +43 1 319 69 99-0 email vienna@ctimeetingtech.com
www.ctimeetingtech.com



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.



- 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.

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 (October 7, 2016).
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.

CTI MEETING TECHNOLOGY GmbH

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EXHIBITOR LEAD RETRIEVAL SYSTEMS

ORDER FORM

Company / Booth	<input type="text"/>
Contact person	<input type="text"/>
Email	<input type="text"/>
Address	<input type="text"/>
Mobile (Onsite Contact)	<input type="text"/>
VAT (UID) Number	<input type="text"/>

SCANNERS

	Orders before November 10 th	Orders after November 10 th	Units total	€ Total
iOS booth system	€ 475,00 net	€ 620,00 net	<input type="text"/>	<input type="text"/>
iOS symposium system incl. staff *	€ 399,00 net	€ 499,00 net	<input type="text"/>	<input type="text"/>
Special Offer **	€ 1.099,00 net	€ 1.350,00 net	<input type="text"/>	<input type="text"/>

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

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

SCAN OPTION

Symposia system: Please inform us about the session number(s) of your symposium and units per symposium.

Date	Time	Session n°	Room	Units/ symposium
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

CTI MEETING TECHNOLOGY GmbH

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www.ctimeetingtech.com



PAYMENT

Credit Card: VISA MASTER CARD AMEX

Number	<input type="text"/>	Exp. Date	<input type="text"/>
Name	<input type="text"/>	Code*	<input type="text"/>

*For Visa, MasterCard the card code is the last 3 digit number located on the back of your card on or above your signature line. For an American Express card, it is the 4 digits on the FRONT above the end of your card number.

Bank Transfer:

IBAN: AT 4432 000 000 08111304 / Swift: RLNWATWW

Herewith, I confirm the order of the mentioned number of scanners and accept the General Terms and Conditions incl. cancellation regulations:

Signature

Date of Signature

Please return the signed form to: +43 1 319 69 99 33 or leadssystem@ctimeetingtech.com