

European Lung Cancer Congress

Industry Guidelines



GENEVA SWITZERLAND
10-13 APRIL 2019

The **ELCC** is a collaborative effort of the most important multidisciplinary societies representing thoracic oncology specialists, working together to advance science, disseminate education and improve the practice of lung cancer specialists worldwide.

Organisers



Partners



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INTRODUCTION

Dear Colleagues,

Thank you for supporting the European Lung Cancer Congress (ELCC 2019), an interactive multidisciplinary global meeting held in Europe, involving top experts 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.

The most important multidisciplinary societies representing thoracic oncology specialists collaborate to create the 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 2019.

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.

ELCC is an annual event devoted to advancing the quality of lung cancer treatment and finding answers to unsolved problems which can contribute substantially to the improvement of patient survival.

International experts in the field will discuss a full range of topics including:

- I-O combinations and biomarkers
- Molecular diagnostics and therapies
- Early detection of lung cancer
- Multidisciplinary treatment of locally advanced disease
- Sequencing treatment in advanced disease
- SCLC and mesothelioma

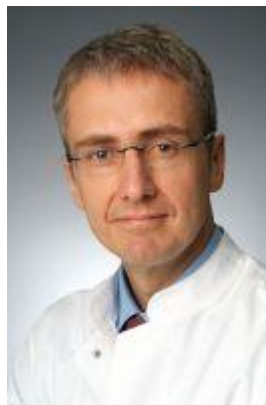
ELCC 2019 promises to give a comprehensive and up-to-the minute overview of all aspects of lung cancer research, diagnosis and treatment.

Save the date for this world-class event!

Scientific Co-Chairs



Pilar Garrido
Madrid, Spain



Jürgen Wolf
Cologne, Germany

CONGRESS OFFICERS

Scientific Steering Committee

Solange Peters, Lausanne, Switzerland
Jean-Yves Douillard, Lugano, Switzerland
Fred R. Hirsch, Denver, CO, USA
Giorgio Scagliotti, Turin, Italy

Scientific Co-Chairs

Pilar Garrido, Madrid, Spain (ESMO)
Jürgen Wolf, Cologne, Germany (IASLC)

Scientific Committee

Fabrice Barlesi, Marseille, France
Benjamin Besse, Villejuif, France
Alessandro Brunelli, Leeds, UK
Reinhard Büttner, Cologne, Germany
Hak Choy, Dallas, TX, USA
Anne-Marie Dingemans, Maastricht, Netherlands
Corinne Faivre-Finn, Manchester, UK
Enriqueta Felip, Barcelona, Spain
Matthias Guckenberger, Zurich, Switzerland
Dolores Isla, Zaragoza, Spain
Tetsuya Mitsudomi, Osaka, Japan
Silvia Novello, Orbassano, Italy
David Planchard, Villejuif, France
Sanjay Popat, London, UK
Ramon Rami-Porta, Terrassa, Spain
Martin Reck, Grosshansdorf, Germany
Rolf A. Stahel, Zurich, Switzerland
Charles Swanton, London, UK
Ming Tsao, Toronto, ON, Canada
Kwok-Kin Wong, New York, NY, USA
Stefan Zimmerman, Lausanne, Switzerland

KEY DATES

Programme deadlines

9 January 2019	Abstract submission deadline
5 March 2019	Late-breaking abstract (LBA) submission deadline
10-13 April 2019	European Lung Cancer Congress

Satellite symposia deadlines

3 December 2018	The proposed programme - including symposium and all presentation titles, names and full contact details of proposed speakers and chairperson(s) – must be submitted to the ELCC Secretariat (programme@esmo.org) using the official template.
Mid-December 2018	Notification of acceptance / rejection / request for modifications to the programme as decided by the ELCC 2019 Scientific Committee.
11 February 2019	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 printed programme book.

Registration deadlines

30 January 2019	Early registration
20 February 2019	Group participants' details to be supplied
20 March 2019	Late registration

Publication deadlines

7 January 2019	Company and product description
25 January 2019	Advertisement deadline for programme book
25 February 2019	Bag insert and Satellite Weblink

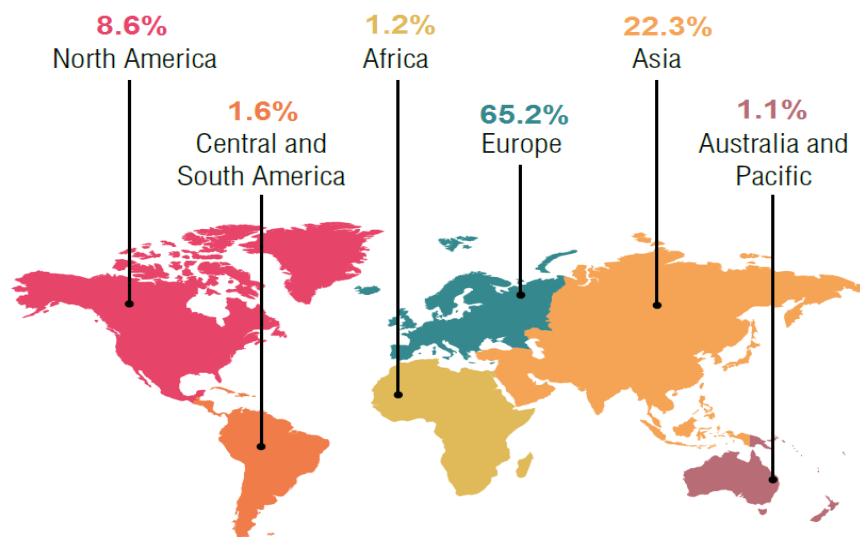
CONGRESS STATISTICS

Over 2,000 delegates are expected to attend the 9th 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.

Detailed attendance based on registration fees paid

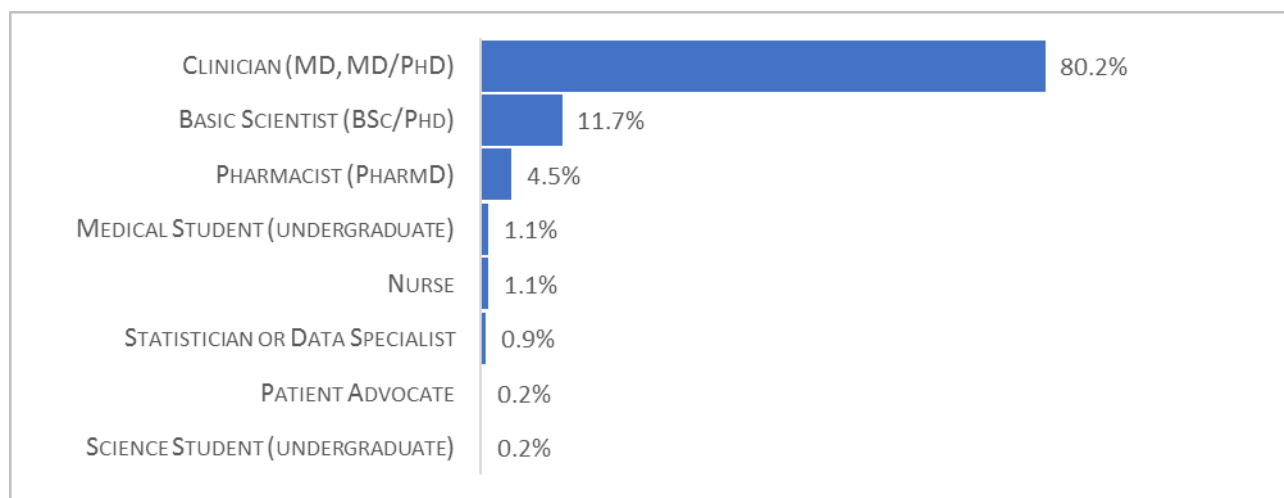
	ELCC 2014	ELCC 2015	ELCC 2016	ELCC 2017	ELCC 2018
Invited Speakers	100	109	103	104	103
Delegates	1.152	1.352	1.823	1.612	1.755
Total Participants	1.252	1.461	1.926	1.716	1.858
Exhibitors and Industry Satellites	123	173	281	226	239
Press	21	42	40	22	38
Total Participants	1.396	1.676	2.247	1.964	2.135

Regions



**Excludes Exhibitors, Industry and Press*

Profession

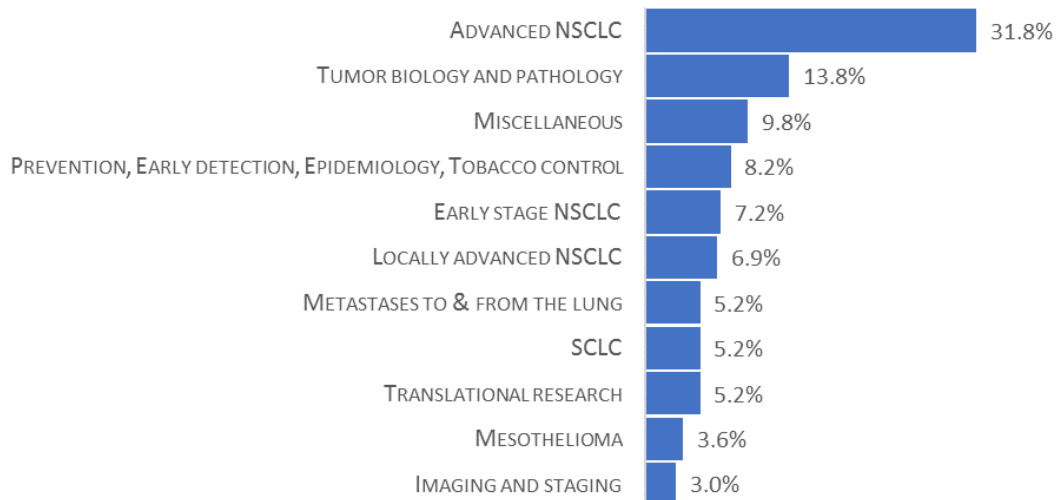


Abstract data

Comparative data on abstract acceptance

	ELCC 2014	ELCC 2015	ELCC 2016	ELCC 2017	ELCC 2018
Total submitted	163 (100%)	190 (100%)	260 (100%)	226 (100%)	305 (100%)
Accepted	131 (80%)	183 (96.5%)	215 (82.7%)	169 (74.8%)	224 (73.4%)
Rejected / withdrawn	32 (20%)	7 (3.5%)	45 (17.3%)	57 (25.2%)	81 (26.6%)
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 2018



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

Congress venue information

PALEXPO

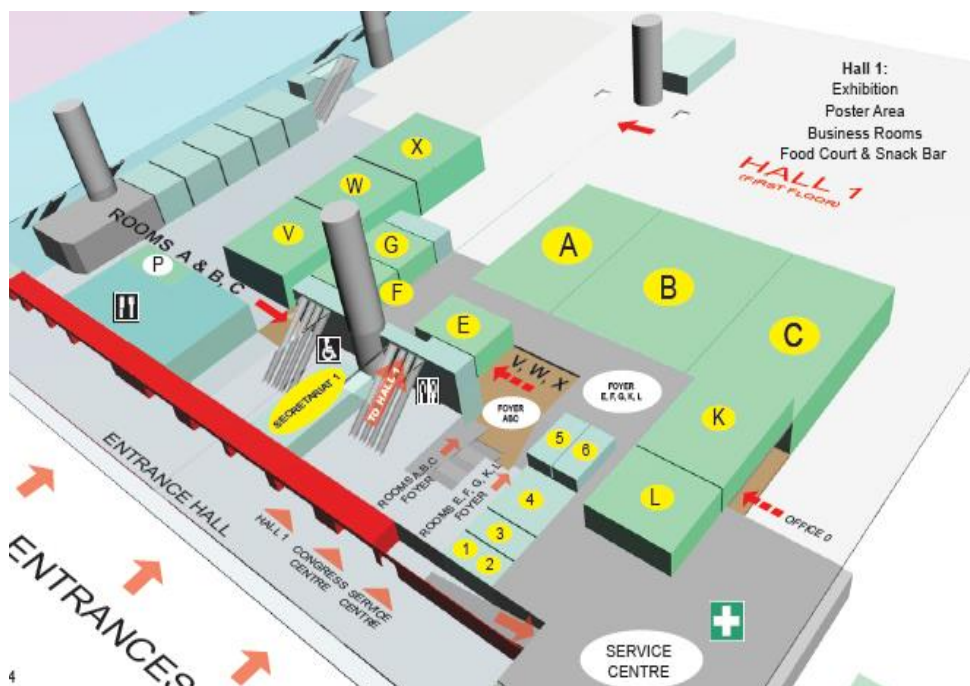
Route François-Peyrot 30
1218 Grand-Saconnex, Geneva
Switzerland

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 Congress Secretariat

c/o ESMO Head Office	
Via Ginevra 4 6900 Lugano Switzerland	elcc@esmo.org

Sponsorship and Industry relations		
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Operations Management		
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Scientific programme and abstracts		
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Registration Management		
Valentina Meier	registration@esmo.org	+41 (0)91 973 19 63

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

Exhibition

MAW		
Barbara Winder	maw@media.co.at	+43 1 536 63 62 or 42

Forwarding agent / Storage

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

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 2019. 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 1213 Petit Lancy Switzerland	esmo@ch.kuoni.com	Tel: +41 (0)58 458 65 65

ELCC 2019 - INDUSTRY SATELLITE SYMPOSIA AND OTHER ACTIVITIES POLICY

1.0 Structure

Satellite symposia will take place from Wednesday, 10 April to Friday, 12 April 2019. 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 2019 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 2019 policy encourages the avoidance of topic and/or statement repetition, and/or lectures which may be in conflict with what the ELCC 2019 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 2019 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 2019 Scientific Committee (programme@esmo.org).

Submitting an abstract to the ELCC 2019 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

Travel:

It is the sponsor's responsibility to cover the travel expenses (flight/train/car) for all speakers and chairs participating in their satellite symposium, regardless of whether or not they are also invited to participate in the official ELCC 2019 programme.

Speakers will be instructed to claim flight/train/car reimbursement directly from the sponsor and will be notified that by participating in an industry satellite symposium, they are not eligible for any travel reimbursement from the ELCC 2019 organisers.

Accommodation:

Speakers in the official ELCC 2019 programme will be accommodated in the Faculty headquarters hotel. Depending on their speaker role(s) in the official ELCC 2019 programme, the remainder of their stay will be covered on a private basis. Speakers who are not participating in the official ELCC 2019 programme must be accommodated by the sponsor.

Each company is also responsible for the registration of any satellite symposium speakers who are not participating in the official ELCC 2019 programme. Registrations are not arranged by the ELCC organisers. Queries may be sent to the ESMO Registration Services Unit (registration@esmo.org).

1.3 Applications

The ESMO Events Sponsorship Department will approach companies with a proposal to participate at ELCC 2019. 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.
3 December 2018	The proposed programme - including symposium and all presentation titles, names and full contact details of proposed speakers and chairperson(s) – must be submitted to the ELCC Secretariat (programme@esmo.org) using the official template.
Mid-December 2018	Notification of acceptance / rejection / request for modifications to the programme as decided by the ELCC 2019 Scientific Committee.
11 February 2019	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 printed programme book.

2.0 Satellite symposia logistical details

Schedule, room set-up and features

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

Wednesday, 10 April 2019

Symposium N°	Time	Auditorium	Capacity	Height to ceiling (m)	Stage/Podium
1	12:00-13:00	Room A	650 theatre	5,50	Yes
2	18:15-19:15	Room A	650 theatre	5,50	Yes

Thursday, 11 April 2019

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

Friday, 12 April 2019

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	16:30-17:30	Room A	650 theatre	5,50	Yes
9	16:30-17:30	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	0	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

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 11th of March 2019.

2.2 Food & Beverage areas

Requests for F&B functions should be addressed to the ELCC Congress 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 Congresses.

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 Congress Secretariat (elcc@esmo.org).

Rehearsal time may be available but is not guaranteed. Please contact the ELCC Congress 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

t.dworschak@ctimeetingtech.com
leadsystem@ctimeetingtech.com

Fax +43 1 319 69 99 33

2.6 Industry satellite symposium Webcast and hosting rights

All the educational sessions that took place at ELCC 2019 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 Congress Secretariat accordingly. The ELCC 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 ELCC Congress Secretariat and provide the agency name and contact person details. Only official agency representatives will receive information material from the ELCC Congress Secretariat.

2.8 ELCC 2019 website and programme book

Approved industry satellite symposia programmes will be published online in the satellite symposia section of the ELCC 2019 programme and in the Congress programme book if they are finalised no later than 11 February 2019. Satellite symposia programmes published in the ELCC 2019 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 2019 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 Congress Secretariat.

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

Furthermore, the ELCC Congress Secretariat bears no responsibility towards the delegates for the display, promotion or sale of therapies or services, neither are the ELCC Congress Secretariat supporting those products or services for their sole promotion at ELCC 2019. However, the ELCC 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 ELCC 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 ELCC 2019 is legally and ethically acceptable in Switzerland.

Each company will ensure that all company publications referring to Satellite symposia mention: "ELCC 2019 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 25 February 2019.

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 2019 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 the 1 March 2019 your satellite weblink will go live (This will be subject to prior submission before the 25 February deadline and subsequent approval by the ESMO Events Sponsorship Department). The ELCC 2019 Congress E-Newsletter will be sent out in March 2019.

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 Weblink 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 Weblink 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 weblink to sponsorevents@esmo.org is the 25 February 2019. Your Weblink 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 Weblink may consist of more than 1 virtual page, due to its' online nature, however no more than 2 pages can be included per Weblink.
- Under no circumstances may "Flash files" be allowed.
- Any requests for content or structure change/amendments after the Weblink has been linked to the appropriate listing will not be actioned.
- To ensure that the ELCC 2019 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 Weblink 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 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 ELCC Congress 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, 10 April 2019 from 13:00 to 13:30 hours.

3.9 Unofficial Satellite symposia or similar events

During the period beginning on Wednesday, 10 April through to Saturday, 13 April 2019, 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 2019 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 Congress Secretariat (elcc@esmo.org) at least 4 weeks prior to the event.

Blackout times:

10 April 2019	13:30-18:00
11 April 2019	08:00-17:45
12 April 2019	08:30-18:45
13 April 2019	08:00-12:15

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 2019 publication. Only after the approval of the ELCC Congress 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 10 April to Friday 12 April 2019. 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

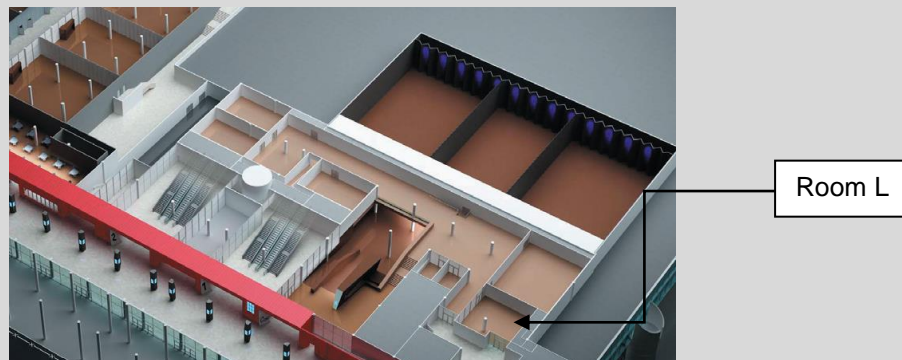
According to the ELCC Media Policy, representatives of communications agencies and pharmaceutical companies are not entitled to a press badge, which is assigned only to journalists working for recognised media. In case representatives of communications agencies and pharmaceutical companies need a badge 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 fixed hostess (to be instructed by the company directly)
- ✓ 1 fixed technician
- ✓ 1 screen (2,4m x 1,8m)
- ✓ 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 (10 April) from 08:00 to 12:00. To book your slot, please contact: sponsorevents@esmo.org

EXHIBITION

For general queries related to the ELCC 2019 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	maw@media.co.at	Tel +43 (0)1 536 63 + direct exts. Fax +43 (0)1 535 60 16

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

Forwarding agent / Storage

Inter ExpoLogistics Ltd.		
30 Route François-Peyrot Palexpo 1218 Grand-Saconnex - Geneva Switzerland	info@iel.ch	Tel +41 (0)22 798 13 28 Fax +41 (0)22 798 13 87

Badge scan system (cLead system)

The ELCC 2019 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	t.dworschak@ctimeetingtech.com leadsystem@ctimeetingtech.com	Fax +43 1 319 69 99 33

GENERAL CONGRESS SCHEDULE

EXHIBITION AREA SETUP HOURS

Monday, 8 April 08:00-20:00

Tuesday, 9 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, 10 April 08:00-12:00

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

EXHIBITION AREA HOURS

Wednesday, 10 April 13:00-16:45

Thursday, 11 April 08:30-17:00

Friday, 12 April 09:00-17:30

Times subject to changes.

DISMANTLING HOURS

From Friday, 12 April, 19:00 to Saturday, April 13, 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, 9 April Open upon appointment for groups only

Wednesday, 10 April 09:30-18:15

Thursday, 11 April 07:30-18:00

Friday, 12 April 08:00-18:00

Saturday, 13 April 07:45-12:30

COFFEE BREAKS AND POSTER LUNCHES (in the exhibition hall)

Wednesday, 10 April 16:00-16:30

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

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

Saturday, 13 April 11:10-11:30 (this service will be available in the Foyer ABC, not in the exhibition hall)

Coffee breaks are offered by the organisers in the exhibition hall. Lunches can be purchased in the restaurant located in the back of the exhibition area.

Times subject to changes.

WELCOME RECEPTION

The Welcome Reception will take place in the Exhibition area, on Wednesday, 10 April 2019 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 Congress Secretariat at MAW maw@media.co.at by 15 March 2019.

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.



LEAD RETRIEVAL SYSTEMS

ORDER FORM

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

SCANNERS

	Orders before March 15 th	Orders after March 15 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

WEBSERVICE

	Orders before March 15 th	Orders after March 15 th	Units total	€ Total
Webservice (with your own device)	€ 750,00/ € 1,25 net*	€ 950,00/ € 1,55 net*	<input type="text"/>	<input type="text"/>

* per scanned lead

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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

LEAD RETRIEVAL SYSTEM

The CTI Meeting Technology Lead System is a state-of-the-art, fast and easy system for companies/societies 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).

Lead Retrieval System

Rent pre-installed iPod touch devices equipped with the barcode scanner. The companies/societies 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 companies/societies 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 companies/societies

- User-friendly, light and easy.
- The scanners connected to an iOS device allow companies/societies 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.
- Scanned data is synced 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

- 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.

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- 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 companies/societies attending the ELCC congress 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 15th, 2018
- € 950,00 net for Webservice Set Up + € 1,55 per set of data after March 15th, 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 15, 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

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conversations, since not all delegates will provide their complete contact information during the registration process.

Terms and Conditions

- **GDPR:** Using this service will imply processing of personal data, e.g. when scanning the visitor badges. Note, that any processing of personal data must be in line with GDPR and other applicable data protection laws. By using our service you acknowledge your role as data controller. You are therefore responsible for, and must be able to demonstrate compliance with, the principles relating to processing of personal data (which includes having a legal ground for processing). Please note, that visitors can object being scanned without negative consequence. They must still be granted access to the conference. ESMO Event Terms and Condition will be available on the ESMO Website shortly for your quick reference.
- **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 2019 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 2019 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 2019 will be subject to a 10% penalty fee on the total sponsorship investment.

Refunds

Any refunds of deposits paid will be made after ELCC 2019 but not later than the **27 December 2019**. 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 2019 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

2019 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 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 2019 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 2019. 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 2019.

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 2019 is a non-smoking event.

Final Clause

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