17th ASEAN Otorhinolaryngology Head & Neck Surgery Congress
16 - 18 November 2017 • Yangon, Myanmar

INDUSTRY SUPPORT AND EXHIBITION PROSPECTUS

Organised by:

www.aseanorl2017.org
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The ASEAN Otorhinolaryngology-Head and Neck Surgery Congress (ASEAN ORL HNS Congress) is held regularly every two years inside the member countries of ASEAN by rotation as arranged by the ASEAN ORL HNS Federation.

The 16th ASEAN ORL HNS Congress had recently concluded at Chiang Mai, Thailand during 11th, 12th and 13th November 2015 in a grand scale.

The 17th ASEAN ORL HNS Congress will be held in Yangon, Myanmar on 16th, 17th and 18th of November 2017.

The Congress will be hosted by the Myanmar Society of Otorhinolaryngology-Head and Neck Surgery, Yangon, Myanmar. It is my pleasure to welcome all Otorhinolaryngologists and Head and Neck surgeons from all member countries of ASEAN and also from all over the world.

It will promise to be the most exciting and wonderful congress in ASEAN countries, as it will give the ENT Head and Surgeons of the ASEAN community, the golden opportunities to learn, to exchange and acquire the latest technologies and to have interactive discussions with the world well-known International Faculties.

The Theme of the Congress is ASEAN ORL HNS: United and Concerted to Move Forward. The Theme essentially denotes Asian Value of Solidarity and working together to move forward for the progress of the specialty to attain the highest technology.

The Congress will be highlighted with the Grand Opening Ceremony featuring with Myanmar traditional excitement and surprises that you may rarely experience in the past. In the Gala night all member countries can participate with cultural performance showing Asian Unity.

The Scientific programmes will consist of pre-Congress hand-on workshops on the emerging high technology surgical techniques, Special high power opening lectures, plenary sections from the International Faculties and many academic presentations on all branches of Otorhinolaryngology-Head and Neck Surgery. The Debate section on the disputed subjects in ORL HNS will be exciting and lively. We encourage country-wise symposiums and Forum from the member countries to agitate more participations of the ASEAN community. You can learn recent advances in all branches of ORL HNS from international and ASEAN experts.

Companies can select from a line of support items to raise its profile through this congress or opportunity to participate in the exhibition being held alongside the Congress, providing an opportunity for personal interaction with our participants. Our partnership with the industry is what keeps the science of our field moving – so we sincerely hope that you will support us again in Yangon, Myanmar. Should you have questions or need more information, please contact Ms. Wannapa Pureemahawong at wpureemahawong@kenes.com

In short, the delegates will be well updated and overwhelmed with high technologies and recent advances in all branches of ORL HNS by just attending this congress. So please don’t miss the opportunity.

Kyay Zu Tin Ba Dae (Thank you)

DR. SOE TIN
President of 17th ASEAN ORL-HNS Congress
President: Prof. Soe Tin
Office staff: Dr. Aung Khine Thant, Dr. Yan Naing Soe
Vice-President: (Academic): Prof. Myo Min
Members: Prof. Phone Myint Tun, Dr. Win Htike Kyi, Dr. Aung Htet Htun, Dr. Chaw Su Hlaing, Prof. Khin Khin Phyu

Vice-President: Reception and Placement Committee: Prof. Thein Tun
Members: Prof. Daw May Khin Thein, AP. Daw Than Than Htay, Dr. Win Naing Soe

Vice-President (Financial): Prof. Maung Maung Khaing
Members:
1) Secretary: Prof. Khin Hla Hla, Dr Kyi Zar Hlaing, Dr. K K Tin Win, Dr. Judy tin Lay, Dr. Tin Maung Win

2) Financial Subcommittee (Budget & Sponsor)
Chairman: Dr. Than Than Maw
Dr. Yin Yin Htwe, Dr. Thidar Soe, Dr. Thandar Win, Dr. Thida Shwe

3) Audit and Evaluation Subcommittee
Chairman: Dr. Maung Maung
Dr. Thidar Shew, Dr. Thet Mon Zin, Dr. Naing Lin Htet, Dr. Htoo Htoo Hmone Hmone, Dr. Khaing Su Su New

4) Exhibition and Booth Subcommittee
Chairman: Dr. Khin Win Kyaw
Dr. Hnin Phyu, Dr. Yan Naing Soe, Dr. Tun Tun Win, Dr. Naing Naing Aung, Dr. Zaw Shein Htut, Dr. Aung Ye Kyaw

5) Registration Subcommittee
Chairman: Dr. Khin San Lwin
Lt. Col. Khin Su Aye, Dr. Aye Aye Lunn, Dr. Htet Htet May Oo, Dr. Shwe Zin Aung, Dr. Wint Lei Phyoe, Dr. Khin May Thet

ASEAN Advisory Board:
Prof. Prepageran Narayanan – Malaysia  Dr. Harvndar Singh – Malaysia
Prof. Christopher Goh – Singapore  Dr. Wilfredo F. Batol – Philippines
Dr. Phakdee Sannikorn – Thailand  Dr. Suchitra – Thailand
Colonel. Dr. Sroy Adollar – Cambodia  Dr. Budi Sutikno – Indonesia
Prof. Retno Wardani- Indonesia

International Faculty and Advisory Board (Consisting of World Famous experts):
Prof. Jatin Shah – USA  Prof. Aldo Stamm, MD – Brazil
Prof. C Vincent – France  Dr. Robin Young – Myanmar (UK Education Team)
Prof. Nick Stafford - Hull University, UK  Prof. John Rufka – Canada
A/ Prof. Carsten Palme – Australia  Prof. Min Sik Kim – Korea
Hsin-Ching Lin – Taiwan  Prof. Eleftherios S. Papathanasiou – Cyprus
Prof. Dr. CePmal Cingi – Turkey  Prof. Yoon Woo Koh – Korea
Prof. Anil D; Cruz – India
International affiliated Societies.

1) **European Academy of Otology-Neuro-otology**  
(Reference: Prof. Dr. O. Nuri Özgirgin - President)

2) **American Head and Neck Society**  
(Reference: Jonathan Irish - President)

3) **Association of Otorlaryngologists - India**  
(Reference: Dr. Rakesh Gupta - Secretary)

4) **New Zealand Society of Otolaryngology, Head and Neck Surgery Incorporated**  
(Reference: Chris Thomson - Secretary)

5) **Korean Society of Thyroid-Head and Neck Surgery**  
(Reference: Kang-Dae Lee, M.D., Ph.D. - President)

6) **Dept. of Otolaryngology, Head and Neck Surgery University of Osmangazi 26020 Eskisehir Turkey**  
(Reference: Cemal Cingi, MD – Professor)
ABOUT ASEAN ORL HNS 2017

Welcome to the 17th ASEAN Otorhinolaryngology Head & Neck Surgery Congress (ASEAN ORL HNS 2017) and the extraordinary city of Yangon, Myanmar, which will be hosting the congress on 16-18 November 2017.

Our theme this year signifies the Asian value of solidarity and working together in a concerted effort to elevate the standards of technology and treatment throughout our region to the highest levels.

Toward this goal, the congress will promote cooperation and scientific exchange through a comprehensive programme that covers all the significant advances in the field of otorhinolaryngology through plenary discussions, debates and pre-congress workshops that allow hands-on interaction with our exceptional international faculty.

Of course, we will also make time to catch up with colleagues and friends, and make new ones, at the traditional congress social events. There has never been a more important time to be at ASEAN ORL HNS 2017, or a more exciting time to be in Myanmar, a country transformed that is fast becoming Asia’s next rising star.

WHY SHOULD YOU PARTICIPATE IN ASEAN ORL HNS 2017?

- Demonstrate your company’s leadership in the field
- Reach key thought leaders academic and industry researchers and clinicians
- Raise your company’s visibility in the field
- Exhibit and distribute your marketing and promotional materials
## DATES
16-18 November 2017

## CITY / COUNTRY
Yangon / Myanmar

## VENUE
Melia Yangon Hotel  
192, Kaba Aye Pagoda Road, Bahan Township, Yangon 11201, Myanmar  

## PARTICIPANTS
1,000-1,200 participants are expected

## CONGRESS ORGANISER
Kenes Asia (Thailand) Co., Ltd.  
PICO Building, 10 Soi Lasalle 56, Sukhumvit, Bangna, Bangkok 10260 Thailand  
Tel: +662 748 7881  
Fax: +662 748 7880  
E-mail: aseanorl2017@kenes.com  
Website: www.aseanorl2017.org

## EXHIBITION / SUPPORT
Wannapa Pureemahawong  
Industry Liaison & Sales Associate  
ASEAN ORL HNS 2017  
Tel: +662 748 7881  
Fax: +662 748 7880  
Email: wpureemahawong@kenes.com

## LANGUAGE
The official language of the Congress is English. All abstract submissions and presentations must be submitted in English.

## LIABILITY AND PERSONAL INSURANCE
The Congress Secretariat and Organisers cannot accept liability for personal accidents or loss of or damage to private property of participants, either during or indirectly arising from the Congress. We recommend that all participants take out personal travel and health insurance for the trip.
<table>
<thead>
<tr>
<th>Time</th>
<th>Grand Hall</th>
<th>2nd Hall</th>
<th>3rd Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30-8:30 AM</td>
<td>Registration</td>
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<tr>
<td>8:30-9:15 AM</td>
<td>Opening Ceremony and Group Photo</td>
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<tr>
<td>9:15-9:45 AM</td>
<td>Opening of Exhibition and Refreshment</td>
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<tr>
<td>9:45 -10:15 AM</td>
<td>Opening Speech &amp; Keynote by Prof. Soe Tin, The President of the Congress</td>
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<td></td>
<td>Topic: The Theme: ASEAN ORL HNS: United and Concerted to move forward</td>
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<tr>
<td>10:15-10:45 AM</td>
<td>Keynote by Prof. Jatin Shah</td>
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<td></td>
<td>Topic: Head and Neck Cancers</td>
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<tr>
<td>10:45-11:15 AM</td>
<td>Keynote by Aldo Stamm</td>
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<td></td>
<td>Topic: Rhinology - Skull Base Surgery</td>
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<tr>
<td>11:15-12:15 PM</td>
<td>Plenary [I]</td>
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<tr>
<td></td>
<td>Topic: Multidisciplinary Approach in the Management of Head and Neck Cancers American Society of Head and Neck Surgery</td>
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<tr>
<td></td>
<td>Plenary [II] Otology</td>
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<td>Plenary [III] Rhinology -</td>
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<td></td>
<td>Plenary [III] Otology</td>
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<tr>
<td>12:15-1:30 PM</td>
<td>Industry lunch symposium / Lunch Break &amp; Exhibition Visits</td>
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<tr>
<td>1:30-2:30 PM</td>
<td>Rhinology</td>
<td></td>
<td>Otology + Neuro - otology</td>
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<tr>
<td>2:30-3:45 PM</td>
<td>Industry afternoon symposium</td>
<td>Industry afternoon symposium</td>
<td>Industry afternoon symposium</td>
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<tr>
<td>3:45-4:15 PM</td>
<td>Tea Break &amp; Exhibition Visits</td>
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<tr>
<td>4:15-5:15 PM</td>
<td>Rhinology</td>
<td></td>
<td>Otology + Neuro - otology</td>
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<tr>
<td>7:00-9:00 PM</td>
<td>Welcome Dinner (Melia Hotel)</td>
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</tbody>
</table>

*Timing and programme are subject to change by Organisers.*
## DAY 2 - 17 Nov 2017

<table>
<thead>
<tr>
<th>Time</th>
<th>Grand Hall</th>
<th>2nd Hall</th>
<th>3rd Hall</th>
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</thead>
<tbody>
<tr>
<td>8:00-8:30 AM</td>
<td>Keynote by Prof. Phakdee Sannikorn - Thailand</td>
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<tr>
<td></td>
<td>Topic: Reconstructive Surgery in the Management of Advanced Head and Neck Cancers</td>
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<tr>
<td>8:30-9:00 AM</td>
<td>Keynote by Prof. John Rutka - Canada</td>
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<td></td>
<td>Topic: Middle Ear Surgery</td>
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<tr>
<td>9:00-9:30 AM</td>
<td>Keynote Topic: Head and Neck Surgery</td>
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<tr>
<td>9:30-10:00 AM</td>
<td>Keynote Topic: Skull Base and Rhinology</td>
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<tr>
<td>10:00-10:30 AM</td>
<td>Tea Break</td>
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<tr>
<td>10:30-11:30 AM</td>
<td>Plenary [IV] Management of Oro - pharyngeal Cancers</td>
<td>Instructional Course Otology</td>
<td>Symposium Rhinology/Skull Base</td>
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<tr>
<td></td>
<td>Speaker 1 - Prof. Anil D'Cruz - India</td>
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<tr>
<td></td>
<td>- Oral Cancers</td>
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<tr>
<td>11:30-12:30 PM</td>
<td>Plenary [V] Management of Salivary Gland Tumours</td>
<td>Panel Discussion</td>
<td>Symposium Hearing International</td>
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<tr>
<td></td>
<td>Speaker 1 - Parotid Tumours</td>
<td>Sleep/Pediatric</td>
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<td></td>
<td>Speaker 2 - Submandibular, Submental Tumours</td>
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<td></td>
<td>Speaker 3 - Minor Salivary Tumours</td>
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<tr>
<td>12:30-1:45 PM</td>
<td>Industry lunch symposium / Lunch Break &amp; Exhibition Visits</td>
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<tr>
<td>1:45-2:45 PM</td>
<td>Head and Neck (China Head and Neck team)</td>
<td>Rhinology</td>
<td>Laryngology HN sleep / Pediatrics</td>
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<tr>
<td>2:45-4:00 PM</td>
<td>Industry afternoon symposium</td>
<td>Industry afternoon symposium</td>
<td>Industry afternoon symposium</td>
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<tr>
<td>4:00-4:30 PM</td>
<td>Tea Break &amp; Exhibition Visits</td>
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<tr>
<td>4:30-5:30 PM</td>
<td>Head and Neck</td>
<td>Rhinology</td>
<td>Laryngology HN sleep / Pediatrics</td>
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<tr>
<td>7:00-9:00 PM</td>
<td>Fellowship Night Dinner [MEP]</td>
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</tbody>
</table>

*Timing and programme are subject to change by Organisers.*
### DAY 3 - 18 Nov 2017

<table>
<thead>
<tr>
<th>Time</th>
<th>Grand Hall</th>
<th>2nd Hall</th>
<th>3rd Hall</th>
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<tbody>
<tr>
<td>8:00-8:30 AM</td>
<td>Keynote by Prof. Prepageran Narayanan&lt;br&gt;Topic: Endoscopic Management of Head and Neck Tumours</td>
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<tr>
<td>8:30-9:00 AM</td>
<td>Keynote by Prof. Nick Stafford [UK]&lt;br&gt;Topic: Management of Laryngo-pharyngeal and related Neck Cancers (Thyroid, Parathyroid and Lymph Reticular Cancers)</td>
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<tr>
<td>9:00-9:30 AM</td>
<td>Keynote&lt;br&gt;Otology and deafness</td>
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<tr>
<td>9:30-10:00 AM</td>
<td>Keynote - Prof. C. Vincent - Fance&lt;br&gt;Topic: Cochlear Implant Surgery</td>
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<tr>
<td>10:00-10:30 AM</td>
<td>Tea Break &amp; Exhibition Visit</td>
<td></td>
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<tr>
<td>10:30-11:30 AM</td>
<td>Plenary [VI]&lt;br&gt;HNS&lt;br&gt;Topic: Management of Terminal Head and Neck Cancer Patients</td>
<td>Plenary</td>
<td>Symposium How I do it?</td>
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<tr>
<td>11:30-12:30 PM</td>
<td>Symposium</td>
<td>Symposium</td>
<td>Symposium</td>
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<tr>
<td>12:30-1:45 PM</td>
<td>Industry lunch symposium / Lunch Break &amp; Exhibition Visits</td>
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<tr>
<td>1:45-2:45 PM</td>
<td>Otology + Neuro - otology</td>
<td>Rhinology</td>
<td>Laryngology HN sleep / Pediatrics</td>
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<tr>
<td>2:45-4:00 PM</td>
<td>Industry afternoon symposium</td>
<td>Industry afternoon symposium</td>
<td>Industry afternoon symposium</td>
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<tr>
<td>4:00-4:30 PM</td>
<td>Tea Break &amp; Exhibition Visit</td>
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<tr>
<td>4:30-5:30 PM</td>
<td>Debate: High Tech Management can displace Traditional way of Management in ORL-HNS [Yes - 2 speakers VS. No - 2 speakers]</td>
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<tr>
<td>5:30-5:40 PM</td>
<td>Closing Speech by Vice-President Academic of the Congress</td>
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</table>

*Timing and programme are subject to change by Organisers.*
We appreciate the support of the industry to make this Congress a success. You will receive outstanding advantages and recognition linked to your Support level.

Support levels will be allocated as follows:

<table>
<thead>
<tr>
<th>SUPPORT PACKAGES/LEVELS*</th>
<th>MINIMUM CONTRIBUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Platinum Package / Platinum Supporter Level</td>
<td></td>
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<tr>
<td>Gold Package/ Gold Supporter Level</td>
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<tr>
<td>Silver Package / Silver Supporter Level</td>
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</table>

**BENEFITS**

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<tr>
<th></th>
<th>PLATINUM</th>
<th>GOLD</th>
<th>SILVER</th>
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<tbody>
<tr>
<td>Symposium</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt;</td>
</tr>
<tr>
<td>Exhibition Space</td>
<td>8 sqm</td>
<td>8 sqm</td>
<td>4 sqm</td>
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<tr>
<td>Priority of Choice**</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt;</td>
</tr>
<tr>
<td>Congress Registrations</td>
<td>10</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>Advertisement in the Programme Book (Inside full colour page)</td>
<td>2 pages</td>
<td>1 page</td>
<td>1 page</td>
</tr>
<tr>
<td>Congress Bag Insert</td>
<td>1 piece</td>
<td>1 piece</td>
<td>1 piece</td>
</tr>
<tr>
<td>Supporter’s logo (company logo only, no product logos) with hyperlink on Congress website</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Supporter’s logo (company logo only, no product logos) in the Programme Book</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Acknowledgement on the Supporters’ Board onsite</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>10% discount on all other support items purchased on top of the package</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

*Supporters will also be given a support level status dependent upon the total amount of your support. The total contribution will consist of items such as industry sessions, advertisements and exhibition space.

**Priority of choice is valid until 28 February 2017, after that will be allocated on a “first come, first served” basis.

Branded items will carry company logos only. No product logos or advertisements are permitted.
PLATINUM SUPPORT PACKAGE

Industry Supported Symposium: parallel
- Opportunity to organise an Industry Supported Lunch or Afternoon Symposium up to 75 minutes (Programme subject to the approval of the Congress Scientific Committee)
- Includes: hall rental, standard audio/visual equipment, display table, access to speakers' preparation room
- Permission to use the phrase: “Official Supported Symposium of the 17th ASEAN Otorhinolaryngology Head & Neck Surgery Congress (ASEAN ORL HNS 2017)” in the marketing of the symposium
- The symposium title, schedule and programme will be displayed at the entrance of the hall
- Industry Supported Symposium Programmes will be included in a designated industry section of the Programme book (subject to receipt by publishing deadline).
- Industry Supported Symposium sessions will be clearly indicated in the meeting timetable/Programme as: “Industry Session” not included in the main event CME/CPD credit offering"
- Table for display of materials at the entrance of the hall during the session
- Timeslots available on page 15 will be allocated on a “first come, first served” basis.
- The supporting company will bear all F&B costs for participants attending the symposium.
- The supporting company in addition to the support fee must cover all speakers’ expenses including registration, accommodation and travel expenses. This also applies in case the speakers have already been invited by the ASEAN ORL HNS 2017.

Exhibition Space
- 8 sqm Exhibition space (additional space can be purchased at additional cost)

Congress Registrations
- 10 Registrations

Advertisement
- 2 Inside Full Page Colour Advertisements
- 1 A/4 size leaflet provided by Supporter will be inserted into the Congress bags.
GOLD SUPPORT PACKAGE

Industry Supported Symposium: parallel
- Opportunity to organise an Industry Supported Afternoon Symposium up to 75 minutes (Programme subject to the approval of the Congress Scientific Committee)
- Includes: hall rental, standard audio/visual equipment, display table, access to speakers' preparation room
- Permission to use the phrase: “Official Supported Symposium of the 17th ASEAN Otorhinolaryngology Head & Neck Surgery Congress (ASEAN ORL HNS 2017)” in the marketing of the symposium
- The symposium title, schedule and programme will be displayed at the entrance of the hall
- Industry Supported Symposium Programmes will be included in a designated industry section of the Programme book (subject to receipt by publishing deadline).
- Industry Supported Symposium sessions will be clearly indicated in the meeting timetable/Programme as: “Industry Session” not included in the main event CME/CPD credit offering
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- The supporting company in addition to the support fee must cover all speakers’ expenses including registration, accommodation and travel expenses. This also applies in case the speakers have already been invited by the ASEAN ORL HNS 2017.

Exhibition Space
- 8 sqm Exhibition space (additional space can be purchased at additional cost)

Congress Registrations
- 6 Registrations

Advertisement
- 1 Inside Full Page Colour Advertisement
- 1 A/4 size leaflet provided by Supporter will be inserted into the Congress bags.
SILVER SUPPORT PACKAGE

Industry Supported Symposium: parallel
- Opportunity to organise an Industry Supported Afternoon Symposium (Breakout room) up to 75 minutes (Programme subject to the approval of the Congress Scientific Committee)
- Includes: hall rental, standard audio/visual equipment, display table, access to speakers’ preparation room
- Permission to use the phrase: “Official Supported Symposium of the 17th ASEAN Otorhinolaryngology Head & Neck Surgery Congress (ASEAN ORL HNS 2017)” in the marketing of the symposium
- The symposium title, schedule and programme will be displayed at the entrance of the hall
- Industry Supported Symposium Programmes will be included in a designated industry section of the Programme book (subject to receipt by publishing deadline).
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- The supporting company in addition to the support fee must cover all speakers’ expenses including registration, accommodation and travel expenses. This also applies in case the speakers have already been invited by the ASEAN ORL HNS 2017.

Exhibition Space
- 4 sqm Exhibition shell scheme (additional space can be purchased at additional cost)

Congress Registrations
- 4 Registrations

Advertisement
- 1 Inside Full Page Colour Advertisement
- 1 A4 size leaflet provided by Supporter will be inserted into the Congress bags.

SPECIAL REQUESTS

Tailored packages can be arranged to suit your objectives. Please feel free to contact the Industry Support and Exhibition Sales Department to discuss your needs. (Contact information can be found in the “General Information” section.)

For Industry Symposium, Please note: In addition to the support fee, the supporting company must cover all speakers’ expenses including:
- Registration fee
- Accommodation
- Travel expenses
This also applies in the event that the speakers have already been invited by the Congress.
EDUCATIONAL SUPPORT OPPORTUNITIES

Medical education plays an important role in the quality of healthcare delivered across the globe. By providing an educational grant in support of the educational opportunities below, you are making a vital contribution to these efforts.

All educational grants are managed in compliance with relevant accreditation and industry compliance criteria. In order to ensure independence of all CME-accredited elements, companies providing grants may not influence the topic, speaker selection, or any other aspect of the content or presentation. No promotional, commercial, or advertising materials may be included in the following opportunities. All support will be disclosed to participants.

EDUCATIONAL GRANTS

Grants of any amount are appreciated and important to the success of the Congress.
- Supporter will be recognised in the Programme book, on the Congress website, and with signage during the congress following all compliance regulations.

EDUCATIONAL GRANTS IN SUPPORT OF EXISTING SCIENTIFIC SESSION

Unrestricted Educational Grant in support of an Existing Official Session accepted or invited by the Scientific Committee and supported by a grant from the industry
- Supporter will be recognised in the Programme book, on the Congress website, and with signage during the congress following all compliance regulations.

EDUCATIONAL PARTICIPATION GRANTS

Companies may support ASEAN ORL HNS 2017 with an educational participation grant. Participants will have to follow the criteria decided by ASEAN ORL HNS 2017 in order to be eligible to apply for an educational participation grant. Winners from the grant will be contacted by the ASEAN ORL HNS 2017 Secretariat.
- All support will be recognised in the Programme book, on the Congress website, and with signage during the congress following all compliance regulations.

Grants of other amounts may be discussed and are appreciated and important to the success of the congress.

SPEAKERS’ SUPPORT

Companies may support registration fees, travel, lodging, etc. for individual faculty members. In compliance with all CME accreditation criteria, the support will be disclosed to participants and the industry Supporter must not attempt to influence the content or presentation by the faculty member.
- All support will be recognised in the Programme book and on the Congress website.

For invited ASEAN speakers one should support USD 2,000. For invited ASIA-Pacific Regional speakers USD 3,000. For invited International distinguished speakers have to discuss with the organiser to support according to the place of origin.
ABSTRACTS ON USB (EXCLUSIVE SUPPORT)

The USB will contain all of the scientific abstracts. Each participant will receive an exchange voucher. The USB will be distributed to all participants from the Supporter’s exhibition booth in exchange for a voucher.

- Exclusive advertisement on the back of the Exchange Voucher
- All support will be recognised in the Industry Support and Exhibition section of the Programme book, on the congress website, and with signage during the congress following all compliance regulations.

POSTER AREA (EXCLUSIVE SUPPORT)

Poster panels will be put up on display for the poster sessions for the duration of the congress.

- Supporter will be recognised with signage at the Poster area with “Supported by...” and a company logo only.
- Supporter will be acknowledged in the Industry Support and Exhibition section of the Programme book, Supporters’ Board on-site and on the Congress website with hyperlink to Supporter’s homepage

E-POSTER AREA (EXCLUSIVE SUPPORT)

Kenes e-posters are a unique combination of scientific posters and interactive content. E-posters are an electronic version of the traditional paper posters and are shown at dedicated digital stations at the event. E-posters create unique networking and engagement opportunities and generate participants’ interest and good exposure for authors. The e-poster terminals located in prime, high traffic locations will allow attendees to access the electronic presentations easily and conveniently.

E-posters benefits include

- Supporter will be recognised with signage at the entrance to the e-poster area with “Supported by...” and a company logo.
- Supporter will be acknowledged in the Industry Support and Exhibition section of the Programme book, Supporters’ Board on-site and on the Congress website with hyperlink to Supporter’s homepage
INDUSTRY-SUPPORTED SYMPOSIUM

Grand Hall (Capacity: 500)
Lunch symposium:
Afternoon symposium:

Breakout room (Capacity: 100)
Lunch symposium:
Afternoon symposium:

Opportunity to organise an official parallel industry supported symposium, up to 75 minutes. (Programme subject to the approval of the Congress Scientific Committee)

- Include of hall rental, standard audio/visual equipment, display table, access to speakers’ preparation room
- Permission to use the phrase: “Official Supported Symposium of the 17th ASEAN Otorhinolaryngology Head & Neck Surgery Congress (ASEAN ORL HNS 2017)” in the marketing of the symposium
- The symposium title, schedule and programme will be displayed at the entrance of the hall
- Industry Supported Symposium Programmes will be included in a designated industry section of the Programme book (subject to receipt by publishing deadline).
- Industry Supported Symposium sessions will be clearly indicated in the meeting timetable/Programme as: “Industry Session” not included in the main event CME/CPD credit offering
- Table for display of materials at the entrance of the hall during the session
- Acknowledgement in the Industry Support and Exhibition section of the Programme book, Supporters’ Board on-site and on the Congress website with hyperlink to Supporter’s homepage
- The supporting company will bear all F&B costs for participants attending the symposium.
- The supporting company in addition to the support fee must cover all speakers’ expenses including registration, accommodation and travel expenses. This also applies in case the speakers have already been invited by the ASEAN ORL HNS 2017.

<table>
<thead>
<tr>
<th>INDUSTRY-SUPPORTED SYMPOSIA SLOTS</th>
<th>12:15-1:30 PM</th>
<th>Lunch Symposium</th>
<th>2 parallel slots available</th>
</tr>
</thead>
<tbody>
<tr>
<td>16-Nov-2017 (DAY 1)</td>
<td>2:30-3:45 PM</td>
<td>Afternoon Symposium</td>
<td>2 parallel slots available</td>
</tr>
<tr>
<td>17-Nov-2017 (DAY 2)</td>
<td>12:30-1:45 PM</td>
<td>Lunch Symposium</td>
<td>2 parallel slots available</td>
</tr>
<tr>
<td></td>
<td>2:45-4:00 PM</td>
<td>Afternoon Symposium</td>
<td>2 parallel slots available</td>
</tr>
<tr>
<td>18-Nov-2017 (DAY 3)</td>
<td>12:30-1:45 PM</td>
<td>Lunch Symposium</td>
<td>2 parallel slots available</td>
</tr>
<tr>
<td></td>
<td>2:45-4:00 PM</td>
<td>Afternoon Symposium</td>
<td>2 parallel slots available</td>
</tr>
</tbody>
</table>

*Timing and programme are subject to change by Organisers*
CONGRESS BAGS (EXCLUSIVE SUPPORT)

Supporter will produce and provide the bags, which will be branded with the congress branding and logo.

• Supporter will be recognised on the bag with “Supported by...” and a company logo.
• Supporter will be acknowledged in the Industry Support and Exhibition section of the Programme book, Supporters’ Board on-site and on the Congress website with hyperlink to Supporter’s homepage.

The bags will have to be approved by the Congress Organiser. Supporter can also provide funding instead of producing the bags, in addition to support fee. It is the company’s responsibility to pay the relevant import tax and duties, shipping and any other extraneous charges.

CONGRESS LANYARDS (EXCLUSIVE SUPPORT)

Supporter will produce and provide the participants’ congress lanyards, which will be branded with the congress branding and logo.

• Supporter will be recognised on the lanyards with a company logo.
• Supporter will be acknowledged in the Industry Support and Exhibition section of the Programme book, Supporters’ Board on-site and on the Congress website with hyperlink to Supporter’s homepage.

The lanyards will have to be approved by the Congress Organiser. Supporter can also provide funding instead of producing the lanyards, in addition to support fee. It is the company’s responsibility to pay the relevant import tax and duties, shipping and any other extraneous charges.

BRANDED SEATING CUBES

The Branded seating cubes or Festival chairs are sturdy, trendy, cool, classic, cheerful, creative, stylish and informal. This multipurpose cardboard stool can be customised to match whatever theme you have chosen for your event – Design subject to approval of secretariat and following all compliance regulations.

• Opportunity to use the Branded seating cubes in Exhibition hall
• Opportunity to customise the Branded seating cubes
• 30-50 Branded seating cubes will be produced
• Location of Branded seating cubes onsite to be coordinated with the Congress Secretariat

WELCOME RECEPTION (EXCLUSIVE SUPPORT)

Supporter will have the opportunity to promote itself through a networking reception on the first evening to which all registered attendees are invited. Hospitality and any activities provided will be in compliance with all relevant industry codes.

• Opportunity to provide items bearing company logo for use at the event
• Supporter will be acknowledged on the Welcome Reception signage, in the Industry Support and Exhibition section of the Programme book, Supporters’ Board on-site and on the Congress website with hyperlink to Supporter’s homepage.
GALA DINNER (EXCLUSIVE SUPPORT)
Supporter will have the opportunity to promote itself through a networking reception on the second evening to which all registered attendees are invited. Hospitality and any activities provided will be in compliance with all relevant industry codes.

- Opportunity to provide items bearing company logo for use at the event
- Supporter will be acknowledged on the Gala Dinner signage, in the Industry Support and Exhibition section of the Programme book, Supporters’ Board on-site and on the Congress website with hyperlink to Supporter’s homepage.

SPEAKERS’ READY ROOM (EXCLUSIVE SUPPORT)
This room will be specially reserved for and used by the speakers and will be equipped with computers.

- Supporter’s logo on the room signage
- Supporter’s logo to be displayed as the desktop background for computers in the room.
- Supporter will be acknowledged in the Industry Support and Exhibition section of the Programme book, Supporters’ Board on-site and on the Congress website with hyperlink to Supporter’s homepage.

INTERNET AREA (EXCLUSIVE SUPPORT)
There will be an Internet Area equipped with workstations where attendees may check e-mails.

- Opportunity to display company logo on screen saver and screen background
- Opportunity to set company home page as the default home page on workstations
- Opportunity to provide company letterhead for the printer
- Opportunity to provide carpet for branding
- Supporter will be acknowledged in the Industry Support and Exhibition section of the Programme book, Supporters’ Board on-site and on the Congress website with hyperlink to Supporter’s homepage.

REGISTRATION AREA (EXCLUSIVE SUPPORT)
The registration area will be used for the whole duration of the Congress.

- The Supporter’s logo will be displayed prominently on the registration area signage.
- Supporter will be acknowledged in the Industry Support and Exhibition section of the Programme book, Supporters’ Board on-site and on the Congress website with hyperlink to Supporter’s homepage.

PRINTING OF PROGRAMME BOOK (EXCLUSIVE SUPPORT)
The Programme book will be distributed in the participants’ Congress bags.

- Supporter will get 2 Full-page colour advertisements inside Programme book.
- Supporter will be acknowledged in the Industry Support and Exhibition section of the Programme book, Supporters’ Board on-site and on the Congress website with hyperlink to Supporter’s homepage.
**COFFEE BREAK SUPPORT**

Date selection will be done on a “first come, first served” basis

- Opportunity to have a display of company’s logo at the catering point located within the exhibit area
- Opportunity to provide items bearing company logo for use during the supported break
- Support will be acknowledged on the Coffee break area signage, in the Industry Support and Exhibition section of the Programme book, Supporters’ Board on-site, on the Congress website with hyperlink to Supporter’s homepage.

**TRANSPORTATION SUPPORT (EXCLUSIVE SUPPORT)**

The transportation will be used for the whole duration of the Congress.

- The Supporter’s logo will be displayed on the transportation which will be provided to participants during the Congress.
- Supporter will be acknowledged in the Industry Support and Exhibition section of the Programme book, Supporters’ Board on-site and on the Congress website with hyperlink to Supporter’s homepage.

**HOSPITALITY SUITES/MEETING ROOMS**

An opportunity to hire a room at the venue that will be used as a Hospitality Suite. The supporting company will be able to host and entertain its guests throughout the congress. Companies will have the option to order catering at an additional cost. Hospitality provided will be in compliance with all relevant industry codes.

Please contact Ms. Wannapa Pureemahawong (E-mail: wpureemahawong@kenes.com)

- Opportunity to brand the hospitality suite
ADVERTISING OPPORTUNITIES

<table>
<thead>
<tr>
<th>TYPE</th>
<th>BACK PAGE</th>
<th>INSIDE BACK</th>
<th>INSIDE FRONT</th>
<th>INSIDE PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programme Book</td>
<td></td>
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<tr>
<td>Mini Programme</td>
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</tbody>
</table>

**BAG INSERT (1 PC. A4 SIZE)**

To allow advertisers an opportunity to publicise their products to delegates, companies may insert their A4-size leaflet into the Congress bags. Insert to be provided by the supporting company. The Organising Committee reserves the right to approve the contents and format of the A4-size leaflet. It should be in English and the quantity will be advised by the organiser.

**PROMOTIONAL MAILSHOT**

Gain additional exposure for your Symposium, company or exhibition booth by sending out a Mail Blast to the preregistered delegates who have agreed to disclose their details at a date and time coordinated with the Congress Organiser.

- **Exclusive**: Mail blast will be exclusive for the supporting company. The designed mail blast (html) to be provided by the Supporter and subject to receipt by deadline.
- **Joint**: Mail blast will list all supporting companies according to the support level. Each company will have a section of approximately 150 words. Design will be provided by Organiser.

Supporter will be acknowledged in the Industry Support and Exhibition section of the Programme book, Supporters’ Board on-site and on the Congress website with hyperlink to Supporter’s homepage.

Please note that it is the Exhibitors’/Supporters’ responsibility to comply with the local authority’s regulations, EFPIA (European Federation of Pharmaceuticals Industries & Associations) www.efpia.org, Eucomed (representing the medical devices industry) http://archive.eucomed.org/ and IFPMA (International Federation of Pharmaceutical Manufacturers & Associations) www.ifpma.org Code of Practice on the promotion of medicines. Failure to comply with these regulations may not be used as a ground to declare the contract void. Failure to comply with the rules and regulations will not expose the Organiser to any suits, demands by the Exhibitor/Supporter or any other third party.
The ASEAN ORL HNS 2017 exhibition will be held at Melia Yangon Hotel, alongside the Congress. The floor plan has been designed to maximise Exhibitors’ exposure to the participants. All coffee break stations will be located within the exhibition area.

**SPACE ONLY RENTAL (Minimum of 8 sqm)**
This includes:
- Exhibitors’ badges (2 badges for the first 4 sqm, 1 badge for every 4 sqm thereafter)
- 100-word company/product profile in the Programme Book
- Cleaning of public areas and gangways
- Invitation to the Welcome Reception for registered Exhibitors

**SHELL SCHEME RENTAL (Minimum of 4 sqm)**
This includes:
- Exhibitors’ badges
  (2 badges for the first 4 sqm, 1 badge for every 4 sqm thereafter)
- Shell scheme frame, basic lighting
- Fascia panel with standard lettering
- 2 chairs, 1 information counter, 1 rubbish bin
- Single power point
- 100-word company/product profile in the Programme Book
- Cleaning of public areas and gangways
- Invitation to the Welcome Reception for registered Exhibitors

**ADDITIONAL BENEFITS:**
When you exhibit, your company will receive the following additional benefits:
- Listing as an Exhibitor on the Congress Website with link to the Company website
- Listing and profile in the Industry Support and Exhibition section of the Programme book
- Company name or company logo on Exhibition signage on-site

**Please note:** Space only/shell scheme rental does not include any electrical usage or stand cleaning. All these services and others will be available to order in the Exhibitors’ Technical Manual.

**ALLOCATION OF EXHIBITION SPACE**
Space allocation will be made on a “first come, first served” basis. A completed Exhibition Booking Form and Contract should be faxed/ emailed to ensure reservation of a desired location. Upon receipt of the Exhibition Booking Form and Contract, space will be confirmed and an invoice will be mailed. Please note that three alternative choices should be clearly indicated on the application form. Space allocations will be made in the order in which application forms with payment are received.
EXHIBITOR REGISTRATION
All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name. Two exhibitor badges will be given for the first 4 sqm booked and one additional for each 4 sqm after.

Any additional exhibitors will be charged an exhibitor registration fee (price available on request). Companies can purchase a maximum number of exhibitor registrations as follows:
- Booths of up to 60 sqm – 15 exhibitor registrations
- Booths larger than 60 sqm – 25 exhibitor registrations

Exhibitor registrations allow access to the exhibition area only and shall be used by company staff only. An exhibitor registration form will be included in the Exhibitors’ Technical Manual.

EXHIBITORS’ TECHNICAL MANUAL
An Exhibitors’ Technical Manual outlining all technical aspects of exhibiting will be circulated three months prior to the ASEAN ORL HNS 2017. It will include the following:
- Technical details about the venue
- Final exhibition details and information
- Contractor details
- Services available to exhibitors and order forms

SITE INSPECTIONS
Exhibitors and Supporters are free to visit the Congress venue at their convenience. Please contact the venue directly to arrange this. Contact information can be found in the “General Information” Section.

EXhibitor PROFILE
Upon receipt of the booking form, you will be asked to submit a 100-word Exhibitor Company/Product profile. This will be published in the list of exhibitors in the Industry Support and Exhibition section of the Programme book.

EXHIBITION TERMS & CONDITIONS
The Terms and Conditions of exhibiting are included in this Prospectus. Please note that signing of the EXHIBITION BOOKING FORM AND CONTRACT indicates acceptance of these Terms and Conditions. The Exhibition Booking Form will be held as a valid liable contract, by which both parties will be bound.

Further details will be included in the Exhibitors’ Technical Manual.
CONTRACTS AND CONFIRMATION

SUPPORTERS
Once a Support Booking Form is received, a contract will be sent to you for signature with an accompanying invoice. This contract should be signed and returned with a 60% deposit payment from the Supporter. Upon receipt of the Supporter Booking Form, the organiser will reserve the items listed in it. Completion of the Booking Form by the Supporter shall be considered as a commitment to purchase the items.

EXHIBITORS
Once an Exhibition Booking Form is received, a confirmation of exhibition will be mailed to you with an accompanying invoice.

SUPPORT TERMS AND CONDITIONS
Terms and Conditions of Supporter are included in this Prospectus and will be included in the Supporter agreement.

INSERTS AND DISPLAY MATERIALS
Please note that all materials entering the venue will incur a handling charge. This includes materials for inserts and display. In order to receive a price quote for handling and to assure arrival of your materials, please be sure to complete the “Pre-Advise” form included in the shipping instructions when you receive either the Exhibitors or Symposia Technical Manuals.

BOOKING PROCEDURES AND PAYMENT INFORMATION

TERMS OF PAYMENT
40% upon receipt of the Support Agreement and first invoice
60% by 16 May 2017
All payments must be received before the start date of the ASEAN ORL HNS 2017. Should the Supporter fail to complete payments prior to the commencement of the ASEAN ORL HNS 2017, the Organiser will be entitled to cancel the reservation while cancellation will be subject to cancellation fees as determined below.
- Reservations made less than 6 months before the Congress will be subject to 100% payment upon reservations.

PAYMENT METHODS
Option 1: Payment by check. Account details to be advised later.
Option 2: Payment by Bank Transfer. Bank account details to be advised later.

Please note that bank charges are the responsibility of the payee. Applications for Support and/or Exhibition must be made in writing with the enclosed booking enquiry form.

CANCELLATION OR MODIFICATION POLICY
Cancellation or modification of items must be made in writing to the Industry Liaison & Sales Associate, Ms. Wannapa Pureemahawong at wpureemahawong@kenes.com

The Organisers shall retain:
- 10% of the agreed package amount if the cancellation/ reduction is made on or before 16 March 2017, inclusive
- 50% of the agreed package amount if the cancellation/ reduction is made between 17 March 2017 and 16 July 2017, inclusive
- 100% of the agreed package amount if the cancellation/ reduction is made after 17 July 2017
# ASEAN ORL HNS 2017 BOOKING FORM

Please complete all details and send to: Ms.Wannapa Pureemahawong at wpureemahawong@kenes.com

<table>
<thead>
<tr>
<th>Company Name (as should appear in all publications):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Postal Code:</td>
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<tr>
<td>Telephone:</td>
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<tr>
<td>Email:</td>
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</tbody>
</table>

**Step 1: Please select the level of Support that suits your budgetary requirements:**

<table>
<thead>
<tr>
<th>SUPPORT LEVELS</th>
<th>PRICE IN USD</th>
<th>✓</th>
</tr>
</thead>
<tbody>
<tr>
<td>Platinum Support Package</td>
<td></td>
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</tr>
<tr>
<td>Gold Support Package</td>
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<td></td>
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<tr>
<td>Silver Support Package</td>
<td></td>
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<tr>
<td><strong>TOTAL AMOUNT (please complete)</strong></td>
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<td></td>
</tr>
</tbody>
</table>

**Step 2: Please choose the items you wish to support, the total amount of which should be equivalent to the level of Support you have selected:**

<table>
<thead>
<tr>
<th>EDUCATIONAL SUPPORT OPPORTUNITIES</th>
<th>PRICE IN USD</th>
<th>✓</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational Grants</td>
<td></td>
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<tr>
<td>Educational Grants in Support of Existing Scientific Session</td>
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<tr>
<td>Educational Participation Grants</td>
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<tr>
<td>Speakers’ Support</td>
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<tr>
<td>Abstracts on USB (Exclusive Support)</td>
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<tr>
<td>Poster Area (Exclusive Support)</td>
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<td>Poster Area (Exclusive Support)</td>
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<td><strong>TOTAL AMOUNT (please complete)</strong></td>
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</table>

<table>
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<tr>
<th>PROMOTIONAL SUPPORT OPPORTUNITIES</th>
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</thead>
<tbody>
<tr>
<td>Industry-Supported Symposium – Grand Hall</td>
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<td></td>
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<tr>
<td>Industry-Supported Symposium – Breakout room</td>
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<tr>
<td>Congress Bags (Exclusive Support)</td>
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<tr>
<td>Congress Lanyards (Exclusive Support)</td>
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<tr>
<td>Branded Seating Cubes</td>
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<tr>
<td>Welcome Reception (Exclusive Support)</td>
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<td>Gala Dinner (Exclusive Support)</td>
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<td>Speakers’ Ready Room (Exclusive Support)</td>
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<td>Internet Area (Exclusive Support)</td>
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<td>Registration Area (Exclusive Support)</td>
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<tr>
<td>Printing of Programme Book (Exclusive Support)</td>
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<tr>
<td>Lunch Support (1 Day)</td>
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<td>Coffee Break Support (2 Breaks)</td>
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<tr>
<td>Coffee Break Support (1 Break)</td>
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<tr>
<td>Transportation Support (Exclusive Support)</td>
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<tr>
<td>Hospitality Suites/Meeting Rooms</td>
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<tr>
<td><strong>TOTAL AMOUNT (please complete)</strong></td>
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<td></td>
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</tbody>
</table>
### ADVERTISING OPPORTUNITIES

| Programme Book – Back Page |  |
| Programme Book – Inside Back |  |
| Programme Book – Inside Front |  |
| Programme Book – Inside Page |  |
| Mini Programme |  |
| Bag Insert (1 piece, A4) |  |
| Promotional Mailshot - Exclusive |  |
| Promotional Mailshot - Combined |  |

**TOTAL AMOUNT (please complete)**

### EXHIBITION SPACE

<table>
<thead>
<tr>
<th>Choice</th>
<th>Stand Number</th>
<th>Space only / Shell Scheme</th>
<th>No. of Square Meters</th>
<th>Total Price (USD)</th>
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<tr>
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<tr>
<td>Choice #3</td>
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</tbody>
</table>

**TOTAL AMOUNT (please complete)**

Special notes: Please indicate if your stand must be located adjacent to or opposite specific companies, or if special configuration is needed:

_______________________________________________________________________________

- □ Provisional Booking – The item will be released if not confirmed within 14 days.
- □ Confirmation of the availability of your choice location will be advised in your confirmation letter

**CANCELLATION OR MODIFICATION POLICY**

Cancellation or modification of items must be made in writing to the Industry Liaison & Sales Associate, Ms. Wannapa Pureemahawong at wpureemahawong@kenes.com

The Organisers shall retain:

- 10% of the agreed package amount if the cancellation/ reduction is made on or before 16 March 2017, inclusive
- 50% of the agreed package amount if the cancellation/ reduction is made between 17 March 2017 and 16 July 2017, inclusive
- 100% of the agreed package amount if the cancellation/ reduction is made after 17 July 2017

Signature ___________________________________________________     Date _______________________________

We accept the contract terms and conditions (in this Industry Support and Exhibition Prospectus) and agree to abide by the Guidelines for Industry Participation for the Congress. I confirm that I am authorised to sign this form on behalf of the Applicant/Company.
EXHIBITION TERMS AND CONDITIONS

These terms and conditions are the contractual agreement between Kenes Asia (the “Organiser”) and the “Exhibitor”.

Application to participate as Exhibitor in the Congress will be considered only if submitted to Kenes on the appropriate forms, duly completed. Registration will be confirmed insofar as space is available. Applicants will be informed in writing of the acceptance or refusal of their application. In case of refusal, all payments shall be fully refunded. In case of acceptance Exhibitor will be bound by the terms and conditions listed herein and/or in the prospectus and/or any other contractual agreement between the parties.

Obligations and Rights of the Exhibitor

Registration implies full acceptance by the Exhibitors of the exhibition regulations. Any infringement of these regulations may lead to immediate withdrawal of the right to participate in the Congress without compensation or refund of sums already paid, and without prejudice to the Exhibitor.

By submitting an application to participate, the Exhibitor makes a final and irrevocable commitment to occupy the space allocated and to maintain his/her/its stand or space in the original condition. In case of damage or loss of equipment provided, the Exhibitor shall hold harmless and indemnify the Organiser, its shareholders, directors, employees, agents and representatives, from and against any and all losses, claims, actions, proceedings, injuries, demands, fees, penalties, judgments, fines, damages, costs and/or expenses (including reasonable attorneys’ fees and costs) sustained or incurred by the Exhibitor and/or their affiliates and/or its agents and representatives.

The Exhibitor will purchase insurance policies for the above listed damages. All demonstrations or instructional activities must be confined to the limits of the exhibition stand, with prior consent from the Organiser. Advertising material and signs may not be displayed or distributed outside the exhibition stands. Advertising panels and display are not permitted outside the exhibition areas allotted to the Exhibitors. Sound equipment must be regulated and directed into the stand so that it does not disturb the exhibits. The exhibition management reserves the right to require the Exhibitor to discontinue any activity, noise or music that is deemed objectionable.

Exhibition Regulators

The exhibition manager (the “Exhibition Manager”), acting under direction of the organising committee, has the final decision as to the acceptability of displays. Exhibitors are not allowed to share with others any space allotted to them without prior written consent by the Exhibition Manager.

All exhibits are to be displayed so as to avoid blocking aisles, obstructing adjoining booths, damaging the premises or the leased equipment. The Exhibitor is kindly requested to allow sufficient see-through areas, which ensure clear views of surrounding exhibits.

In standard booths, height is restricted to 246cm. Exhibitors are responsible for the cost and execution of the design, installation and delivery of their display to (and its removal from) the exhibition site.

Flammable materials are not allowed to be utilized. Equipment displayed or demonstrated must be installed with strict adherence to safety measures.

The Exhibitors undertake to observe the timetable designated for completion of their display before the exhibition opening and its dismantling at the close of the exhibition. No dismantling or packing of the display before the designated hour is allowed. It is the Exhibitor’s responsibility to pack and remove or consign for shipment all items of value prior to leaving the exhibit stand unattended, otherwise the Organiser will arrange for their removal at the Exhibitor’s risk and sole expenses. Exhibitors are obliged to ensure that their stands are permanently staffed during the exhibition opening hours.

Payment is to be made in accordance with the conditions of payment listed in the prospectus or as shall be agreed in writing with the Organiser. Should the Exhibitor fail to make such payment on time, the Organiser shall be entitled to terminate the contract, withdraw confirmation of acceptance, make other arrangements for the space or seek compensation for non-fulfilment of contract.

Participation by Exhibitor is dependent upon compliance with all rules, regulations and conditions stated herein.

Access to the exhibition is authorised on presentation of a badge issued by the Organiser. Exhibitor’s badges will not be mailed in advance and may be collected from the Exhibition Manager’s desk on the exhibition commencement date.

The Organiser ensures daily cleaning of the aisles. Exhibitors are responsible for the cleaning of their stands.

The provision of refreshments for the participants by Exhibitor is only permitted if the catering regulations of the exhibition building concerned are observed. Organiser is not liable or responsible for the quality and/or quantity of the Exhibitor’s refreshments. The Exhibitor shall fully indemnify, defend and hold harmless the Organiser, its shareholders, directors, employees, agents and representatives, from and against any and all liability, losses, claims, actions, proceedings, injuries, demands, fees, penalties, judgments, fines, damages, costs and/or expenses (including reasonable attorneys’ fees and costs) sustained or incurred by any third party in connection with the use or consumption of the Exhibitor’s refreshments.

Obligations and Rights of the Exhibitor

Registration implies full acceptance by the Exhibitors of the exhibition regulations. Any infringement of these regulations may lead to immediate withdrawal of the right to participate in the Congress without compensation or refund of sums already paid, and without prejudice to the Exhibitor.

The Exhibitor may only present on his/her/its stand or space the materials, products or services described in the application to participate. No advertising on behalf of firms not exhibiting is permitted in any form whatsoever. Transfer or sub-letting of all or part of the allocated spaces is prohibited.

Obligation of Organiser

The Organiser undertakes to allocate to the Exhibitor a space on the basis of the preference expressed by applicants. Application will be considered in order of receipt of application forms accompanied by payment. The Organiser reserves the right, in case of absolute necessity, to modify the positioning of stands with no obligation to provide compensation to Exhibitors. The Organiser reserves the right to offer to a different firm any stand space that has not been occupied by the time of the opening of the Congress, with no obligation to provide compensation to the defaulting Exhibitor.

Liability/Insurance

Equipment and all related display materials installed by Exhibitor are not insured by the Organiser, and the Organiser under no circumstances will be liable for any loss, damage or destruction caused to equipment, goods or property belonging to Exhibitor. The Exhibitor agrees to be responsible for his/her/its property and person and for the property and persons of his employees and agents and for any other third party who may visit his/her/ its space. The Exhibitor shall hold harmless and indemnify the Organiser, its shareholders, directors, employees, agents and representatives, from any and all damages, loss, injuries, costs, penalties and claims, including those claims and damages usually covered by a fire and extended under a coverage policy, sustained or incurred by the Exhibitor and/or their affiliates and/or its agents and representatives.

The Exhibitor will purchase insurance policies for the above listed damages. The Organiser reserves the right to charge the venue, time and date of any Congress activities without being liable to Exhibitor for any damages or loss resulting therefrom. Exhibitor will be notified in writing as soon as a change is made.

The Exhibitor is required to operate in accordance with the rules, regulations and conditions stated herein. Participation by Exhibitor is dependent upon compliance with all rules, regulations and conditions stated herein.

The Organiser ensures daily cleaning of the aisles. Exhibitors are responsible for the cleaning of their stands.

The provision of refreshments for the participants by Exhibitor is only permitted if the catering regulations of the exhibition building concerned are observed. Organiser is not liable or responsible for the quality and/or quantity of the Exhibitor’s refreshments. The Exhibitor shall fully indemnify, defend and hold harmless the Organiser, its shareholders, directors, employees, agents and representatives, from and against any and all liability, losses, claims, actions, proceedings, injuries, demands, fees, penalties, judgments, fines, damages, costs and/or expenses (including reasonable attorneys’ fees and costs) sustained or incurred by any third party in connection with the use or consumption of the Exhibitor’s refreshments.

All demonstrations or instructional activities must be confined to the limits of the exhibition stand, with prior consent from the Organiser. Advertising material and signs may not be displayed or distributed outside the exhibition stands.

Advertising panels and display are not permitted outside the exhibition areas allotted to the Exhibitors. Sound equipment must be regulated and directed into the stand so that it does not disturb the neighbouring exhibits. The exhibition management reserves the right to require the Exhibitor to discontinue any activity, noise or music that is deemed objectionable.

Exhibition areas and fittings made available to Exhibitor must be handed back in their original condition. In case of damage or loss of equipment provided, or damage to areas occupied, repair and replacement will be charged to the Exhibitor. Any special decoration or fittings must be submitted to the Organiser for prior authorization.

The Organiser will not approve stands, which do not comply with the accepted standards, until the necessary changes have been made.

Industry Code of Practice

It is the Exhibitor’s responsibility to comply with the local authority’s regulations, EFPIA (European Federation of Pharmaceutical Industries & Associations) www.efpia.org . Eucomed (represents Medical Technology industry) http://archive.eucomed.org/ and IFPMA (International Federation of Pharmaceutical Manufacturers & Associations) www.ifpma.org code of practice on the promotion of medicines. Failure to comply with these regulations may not be used as a ground to declare the contract void. Failure to comply with the rules and regulations will not expose the Organiser to any suits, demands by the Exhibitor or any other third party.

CME

Absolutely no promotional activities will be permitted in the same room immediately prior to, during, or after a CME activity. Exhibit materials must be in a room or area separate from the education and the exhibits must not interfere, or in any way, compete with the learning experience. All promotional activities including interviews, demonstrations, and the distribution of literature or samples must be made within the Exhibitor’s space only; canvassing or distributing promotional materials outside the Exhibitor’s rented exhibit space is not permitted.