



45th Annual Meeting of the European Thyroid Association Milan, 9 • 12 September 2023

SPONSOR MANUAL

WHY SUPPORT?

- Company presentation
- Making contacts
- Multiply your data and innovations
- Reach the key decision makers

WHO PARTICIPATES?

We expect about 1.000 healthcare professionals from 15+ countries interested in the field of thyrodology.

Sponsor-Manual

TABLE OF CONTENT

03 ORGANISATION

04 GENERAL INFORMATION

05 BOOKING FORM

06 EXHIBITION AREA

07 EXHIBITION SCHEDULE

07 REGISTRATIONS

08 SATELLITE-SYMPOSIA

09 SPONSORING

09 CATERING

09 CATERING

10 ACCOMMODATION

11 DATES TO REMEMBER

12 AIFA - PROCEDURE

13 MedTech Europe

ORGANIZATION AND COMMITTEES

ETA EXECUTIVE COMMITTEE

President: Graham Williams, United Kingdom
Secretary: Leonidas Duntas, Greece
Treasurer: Tomasz Bednarczuk, Poland

President-Elect: Laura Fugazzola, Italy
Secretary-Elect: Kris Poppe, Belgium

Thera Links, Netherlands
Steffen Mayerl, Germany
Francesco Frasca, Italy
Birte Nygaard, Denmark
Domenico Salvatore, Italy
Nadia Schoenemakers, United Kingdom
Paula Soares, Portugal
Edward Visser, The Netherlands
Annunziata Cicatiello, Italy

LOCAL ORGANIZING COMMITTEE (LOC)

Chair: Luca Persani, Milan
Laura Fugazzola, Milan

Irene Campi, Milan
Carlo Cappelli, Brescia
Carla Colombo, Milan
Gianlorenzo Dionigi, Messina
Giacomo Gazzano, Milan
Mario Rotondi, Pavia
Mario Salvi, Milan
Maria Laura Tanda, Varese
Guia Vannucchi, Milan
Leonardo Vicentini, Milan
Giovanna Weber, Milan

ETA STANDING OFFICE

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Martin Then
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E-Mail: then@endoscience.de

GENERAL INFORMATION

Congress and Exhibition Management

The ETA has entrusted EndoScience Endokrinologie Service GmbH with the general logistics and organisation of the 45th Annual Meeting of the ETA. All correspondence pertaining to the Exhibition and Sponsoring should be addressed to:

ETA Standing Office



EndoScience Endokrinologie Service GmbH
Hopfengartenweg 19, 90518 Altdorf, Germany

SPONSORING

Yvonne Brunotte
Tel.: +49 (0)9187-97424-12; Fax +49 (0)9187-97424-72
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SCIENTIFIC PROGRAM

Susanne Rothe
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rothe@endoscience.de

VENUE ADDRESS

University of Milan
Via Festa del Perdono 7
20122 Milano
Italy



**45th Annual Meeting
of the European
Thyroid Association**
Milan, 9 • 12 September 2023

Booking Form

Invoice Details

Company

Contact Person

Address

Telephone

ZIP / City

E-Mail

Country

Project Number

Sponsoring

Booth Space	6 sqm	€ 3.000,00	<input type="checkbox"/>	Satellite Symposium	60 Minutes	€ 30.000,00	<input type="checkbox"/>
Booth Space	12 sqm	€ 6.000,00	<input type="checkbox"/>	Satellite Symposium Early Bird	60 Minuten	€ 15.000,00	<input type="checkbox"/>
Booth Space	24 sqm	€ 12.000,00	<input type="checkbox"/>	Preferred Date and Time:	_____		

Weitere Sponsor- und Serviceangebote

Lanyards	Provided	<input type="checkbox"/>	Sponsoring of a coffee break	€ 2.500,00	<input type="checkbox"/>
Congress Bag	Provided	<input type="checkbox"/>	Rollup placement	€ 1.500,00	<input type="checkbox"/>
Pads and Pen	Provided	<input type="checkbox"/>	Congress Bag Insert	€ 1.000,00	<input type="checkbox"/>

Please provide a contract

YES

NO

Contact Sponsoring:

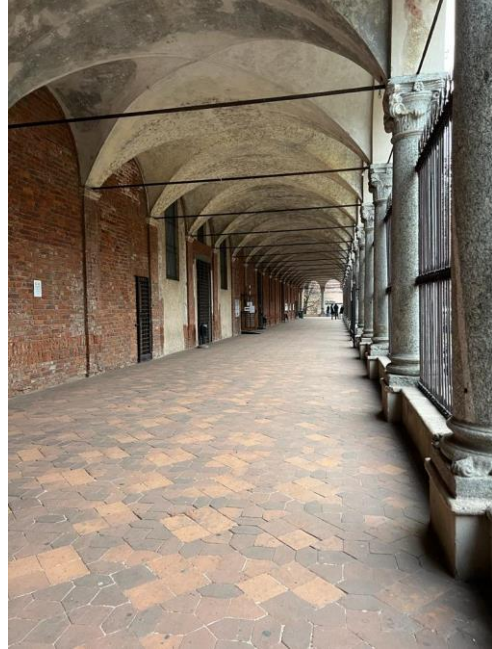
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EXHIBITION INFORMATION

EXHIBITION AREA

The commercial exhibition will be placed under the beautiful arcades of the Porticato L. Go Richini.

The exhibition area is situated directly next to the poster- and catering area.



The booth spaces will be sold on a first come, first served basis

Booth rental fee per square meter net: 500.- € / sqm plus VAT

Booth Space per company is unlimited upon availability.

The above-mentioned rental fee includes:

- Net stand area (floor space only, without equipment)
- Technical manual (will be sent out to all exhibitors in June 2023)
- Entry into exhibitors list in the final program
- Registrations as indicated in the sponsor manual
- Lunches/coffee breaks as indicated in the program
- Cleaning of general surfaces
- Participation at the Welcome Reception

EXHIBITION SCHEDULE

The commercial exhibition will commence on Saturday, September 9th and finish on Tuesday, September 12th.

Set-up hours:		Exhibition hours:	
Friday, September 08, 2023	09:00 – 18:00	Saturday, September 09, 2023	10:00 – 18:00
		Sunday, September 10, 2023	07:00 – 18:00
Dismantling hours:		Monday, September 11, 2023	07:00 – 17:00
Tuesday, September 12, 2023	13:00 – 20:00	Tuesday, September 12, 2023	08:30 – 13:00

Dismantling is NOT possible before the end of the Congress on Tuesday afternoon.

For the complete and updated congress program, please visit the ETA 2023 website:
www.eta2023.com/programme.html

**All times may be subject to change.*

REGISTRATIONS

	Complimentary Registrations
per 3 sqm exhibition space	1
Satellite-Symposium € 15.000	2
Satellite-Symposium € 30.000	4

Additional passes for staff can be ordered for a fee.

The exhibitor passes entitle the holder to visit the exhibition and the scientific program.

SATELLITE-SYMPOSIA

The distribution of time slots are the responsibility of the ETA Treasurer and the ETA Standing Office. Title and program of the satellite symposia will be determined by the sponsor and submitted to the scientific program committee for approval.

The booking of a satellite symposium includes the following services:

- Arranging a conference room
- Standard technical requirements (loudspeaker and microphones, beamer, laptop, laser pointer)
- Free registration for speakers

Sponsors can create their own invitations to the satellite symposia, which will be enclosed with the conference folders free of charge. Costs for printing or mailing these invitations are not included in the price for the industry symposia.

TIME-SLOTS

Sponsors can book a stand-alone satellite symposium (ETA Corporate Members will be prioritized):

If you are interested in parallel running satellite symposia or early-bird symposia for a reduced fee, please contact brunotte@endoscience.de.

Date	Time	Price
Saturday, Sept. 9th	15.30 - 16.30	30.000 €
Sunday, Sept. 10th	07.00 - 08.00	15.000 €
Sunday, Sept. 10th	11.10 - 12.10	30.000 €
Sunday, Sept. 10th	17.10 - 18.10	30.000 €
Monday, Sept. 11th	07.00 - 08.00	15.000 €
Monday, Sept. 11th	11.10 - 12.10	30.000 €
Monday, Sept. 11th	15.50 – 16.50	30.000 €

FURTHER SPONSORSHIP AND SERVICE OFFERS

Congress bag	Provided	1000 bags are produced and provided by the sponsor
Lanyards	Provided	1000 lanyards are produced and provided by the sponsor
Writing material	Provided	1000 pens & pads are produced and provided by the sponsor
Congress bag insert	€ 1.000,00	Up to 4 pages A5, 1000 pieces
Roll-up display	€ 1.500,00	Rollups produced and provided by the sponsor
Sponsoring of a coffee break	€ 2.500,00	

CATERING

Please note that the sponsors of Early Riser Symposia DO NOT need to provide any food/catering for their symposium attendees. Food and drinks will be provided by the ETA.

Catering for all attendees will be provided during the breaks in an assigned area.

MEETING ROOMS

There are a no conference rooms within the congress location.

SOCIAL PROGRAM / GROUP ARRANGEMENTS

If you require any group arrangements, such as bus transfers or group dinners please contact our local partner in Milan:

Graciela Stiavetti
cell. +39 392 933 2450
stiavetti@sio-obesita.org

ACCOMMODATION

For your hotel reservation in Milan, MiCodmc has been appointed as Official Housing Bureau of the 45th Annual Meeting of the ETA 2023.

HOTEL ACCOMMODATION FOR INDIVIDUAL PARTICIPANTS - up to 9 rooms

booking link: <https://book.micodmc.it/eta2023/en>

Group reservations for 10 rooms or more will be handled by separate contracts and regulations.

In order to submit an enquiry for a group booking, please contact MiCo dmc by e-mail at eta@micodmc.it providing the number of rooms needed, hotel category and preferred location if possible. Please note that telephone reservations will not be accepted.

IMPORTANT INFORMATION

INSURANCE

The Organizer of 44th ETA Meeting has:

- public liability insurance which covers all injuries to persons during the event
- liability to any movable property which uses the organizer of the event, which will be damaged or lost during the event
- responsibility of the organizer to the owner of the venue

Nevertheless, you are kindly asked to acquire sufficient insurance as exhibitor. We also recommend that you have additional coverage against loss or damage to exhibition materials during transport and during the exhibition itself. Please make arrangements for insurance coverage through your company's insurer.

DATES TO REMEMBER

31.01.2023	Binding registration of satellite symposia and exhibition space
31.03.2023	Notification of the preliminary program of the booked symposia (incl. names of speakers and chairmen to ETA)
31.05.2023	free cancellation of the symposium possible
31.05.2023	free cancellation of the exhibition space
31.05.2023	Notification of the complete program of the booked symposia (incl. names of speakers and chairmen to ETA)
02.06.2023	Expected distribution of the exhibitor documents
28.07.2023	Send scaled booth plan for approval
08.08.2023	Deadline for placing all orders for your exhibition booth
25.08.2023	Deadline for registration of all personell
26.08.2023	Deadline for catering orders
08.09.2023	Set up exhibition
12.09.2023	Dismantling exhibition
From 13.09.2023	Invoicing by Endoscience GmbH

IMPORTANT INFORMATION FOR SPONSORS/EXHIBITORS

Dear sponsors, dear exhibitors!

Please read the following information carefully and pay attention to these rules especially valid for companies participating at Congresses in Italy:

By June 8th at the latest, all sponsoring pharmaceutical companies, that are subjected to AIFA procedures, should send a request to our local partner Graciela Stiavetti (stiavetti@sio-obesita.org), to be inserted in the AIFA pre-request that will be made for the ETA congress about 70 days before the event, specifying their SIS code.

The international pharmaceutical companies which are not registered in Italy and therefore do not dispose of a SIS code could entrust their Italian branch to accomplish, on their behalf, the AIFA meetings and congresses authorization procedures, using their own SIS code.

If this is not possible they should send to the local partner by June 8th, in paper copy by mail (not by e-mail) the following information:

- Name, postal address and corporate data of the pharmaceutical company
- Identification of the event (venue and starting day of the event)
- Categories of participants addressed by the event
- Topic of the event
- List of medicinal products promoted during the congress (relating to the event subjects)
- Provisional budget of expenses
- Copy of the Identity Document of the person responsible for Meeting and Congresses.

Please see AIFA, Italian Medicines Agency, website to get complete information:

<https://www.aifa.gov.it/en/faq-autorizzazione-convegni-e-congressi>

For further clarifications and information related to the authorization procedure, please contact the "Conference and Congress Authorization" Division at the following address: integraconvcong@aifa.gov.it, specifying the following in the specifying the following in email subject: "QUERY: TOPIC XXXX (topic description)"

MEDTECH EUROPE – CODE OF ETHICAL BUSINESS PRACTICE

The MedTech Europe Code of Ethical Business Practice which came into force on 1 January 2017 regulates all aspects of the MedTech industry's relationships with Healthcare Professionals (HCPs) and Healthcare Organisations (HCOs).

One important change introduced by the Code which became applicable on 1 January 2018 is the discontinuation of direct sponsorship of HCPs. As of that date, independent medical education can be supported exclusively by means of Educational Grants. Such Educational Grants can be provided to Healthcare Organisations (HCOs) or to Professional Congress Organisers (PCOs).

The Congress will be submitted to CVS which is an independently managed system which reviews the compliance of third-party educational events with MedTech Europe Code of Ethical Business Practice and Mecomed Code of Business Practice (the "Codes") to determine the appropriateness for companies which are members of MedTech Europe and Mecomed to provide financial support to the Congress in the form of educational grants or commercial activities (booths, advertising, satellite symposium).

TERMS

TERMS OF PAYMENT

The amount is due within 30 days of receipt of invoice. Invoicing will be carried out by the ETA Standing Office / EndoScience Endokrinologie Service GmbH after the event.

TERMS OF CANCELLATION

Free cancellation of the satellite symposium and exhibition space is possible until March 15, 2023.