



## **56th Annual Meeting of the Scientific and Standardization Committee of the ISTH**

**May 22 – 25, 2010, Cairo, Egypt**

### **Special Symposium, Satellite Symposium and Technical Session Guidelines**

Corporate symposia should have as their objective the communication of scientific material that enhances the knowledge of attending medical doctors and scientists. Material inducements or rewards to attend the symposium are not permitted. Delegates may, of course, be sent invitations that detail the program's outline, time and place.

The chairperson of a corporate session is responsible to oversee that the messages and conclusions presented during the symposium are based on available scientific data. The company sponsor should inform its chairperson(s) of this responsibility. In addition, the corporate sponsor and the chairperson are jointly responsible for adhering to the symposium's assigned time slot and to any regulations and guidelines by ISTH or the Organizers.

ISTH does not require that either the Special or the Satellite Symposium be CME certified. This arrangement is at the sponsor's discretion. However, ISTH does require that a Special Symposium be of a quality that could satisfy CME requirements. Satellite Symposia and Technical Session programs permit more flexibility in content. They may be either educational or product oriented.

Programs for Special and Satellite Symposia, as well as for Technical Sessions, must be approved by the Local Organizing Committee. Details and deadlines for the approval process will be outlined by the Organizers in a separate letter sent to each sponsor who submitted an Order Form for and received confirmation of a symposium slot at ISTH SSC 2010.

Responsibility to adhere to any international, national or regional regulatory guidelines regarding content is the responsibility of the sponsor or designated CME provider as part of its program oversight.

## **1. COMPLIMENTARY DAY PASSES**

Each symposium or technical session sponsor will receive a number of free Day Passes that may be distributed to invitees, affiliates, etc. These Day Passes permit access only to the sponsor's symposium or session. The number of passes depends on the type of symposium or session sponsored, allocated as follows:

Sponsorship Level	Number of free Day Passes
Special Symposium May 22, 2010	10
Satellite Symposium May 23, 2010	8
Satellite Symposium May 24, 2010	8
Technical Sessions, May 24 & 25, 2010	4

All other persons attending a symposium/session must be registered as full participants. Persons without a day pass or delegate badge will not allowed to enter the symposium/session room.

## **2. SYMPOSIUM/SESSION ADVERTISING OPTIONS**

### **2a) Handouts**

- Companies holding an official symposium/session during SSC 2010 may distribute flyers and other documents advertising their symposium/session.
- These documents may be distributed only within the limits of the exhibition stand of the company holding the advertised symposium/session or at the entrance of the meeting room hired as the delegates enter.
- These documents may not be otherwise distributed at the venue hotel, the Grand Hyatt. However, these documents may be distributed in non-venue hotels under the condition that distribution is made from a rented, staffed hospitality desk.
- Door drops are not permitted.

### **2b) Complimentary Meeting Bag Inserts**

- Companies holding an official symposium/session during the SSC 2010 meeting are entitled to 1 delegate bag insert that advertises the session per booked slot.
- Specifications:
  - Each insert should require one manipulation only for inclusion in the delegate bags.
  - The maximum size of each insert is limited to A4 format.
  - The maximum weight per insert is limited to 50 grams.
  - The thickness of each insert is limited to 1 mm.
- A total of 1,500 delegate bags will be prepared on site. Therefore, we recommend that you prepare a total of 1,500 inserts. Remaining inserts will be delivered to your stand (if applicable) once the bags have been completed. Nevertheless, more accurate figures on the exact numbers of bag inserts to be produced and delivered will be made available in April 2010.

### **Approval of Bag Insert & Deadline for Artwork**

The Organizers must approve the insert artwork prior to production. Please send a sample of your artwork no later than **Friday April 2, 2010** to Margo Price, [margo\\_price@isth.org](mailto:margo_price@isth.org).

Send the artwork in one of the following electronic formats: JPEG, GIFF, TIF or PIC. Please not send EPS files. The Organizers will approve the insert artwork within 10 days of receipt.

### **Deadline & Instructions for Delivery of Inserts to Cairo**

In order for us to guarantee the inclusion of your invitation insert in the delegate bags, please ensure that your insert is delivered on site **no later than Friday May 14, 2010**.

Boxes must be labeled BAG INSERT – DATE OF SYMPOSIUM/SESSION – COMPANY NAME organizing the SYMPOSIUM NAME. Indicate Box 1 of 1, 2 of 2, etc.

Send material to:

Mrs Lamia Abdel Moniem  
Pioneer Events  
30 Anwar El Mofti Street Apt. 61  
Nasr City, Cairo, Egypt  
Tel: + 202 2 4053575  
Fax: + 202 2 4020609  
Email: [Info@pioneer-events.com](mailto:Info@pioneer-events.com)

To organize shipment of your inserts, please contact the official SSC 2010 shipping and customs clearance agency:

Mrs. Tafeeda A. M. Nasr  
Air Freight Manager  
Egyptian International Shipping Agencies & Services CO.  
18 Hussein Wasif Street  
Mesaha Square, Dokki, Giza, Egypt  
Or mailing address at:  
P.O. Box 110 Orman, Giza  
Tel: +202 33363794  
Fax: +202 37481116  
Email [info@eisas.com.eg](mailto:info@eisas.com.eg)

If the above policy is not followed, we cannot guarantee your insert will be included in the delegate bag.

## 2c) Posters

- Companies holding an official symposium/session during SSC 2010 are allowed to advertise each symposium by displaying up to 2 posters as follows:
  - One at the entrance of the symposium/session room, **maximum size 90 cm by 130 cm portrait format.**
  - One on the Information Board located on the Hyatt's Fifth Floor, **maximum size 90 cm by 130 cm portrait format.**
- Posters advertising the symposium/session are not included in the rental price of the special, satellite or technical session. It is the company's task to order, produce and set up the advertising posters.

It is the responsibility of the company holding a symposium/session to set up the posters on the meeting room door panels and on the symposium/session Information Boards. The sponsor will take care to dismantle the posters. The time schedule for poster set up and dismantling, as well as for room set up and dismantling, will take place as follows:

		INFORMATION BOARD		MEETING ROOM	
DATE	SATELLITE SYMPOSIA TIME SLOT	SET UP Information Board	DISMANTLING Information Board	START SET UP Meeting Room	DISMANTLING COMPLETED Meeting Room
Saturday 22 May Special Symposium	18:30 – 20:30	08:00 22 May	14:00 25 May	18:15 22 May	20:45 22 May
Sunday 23 May Satellite Symposium	12:45 – 14:15	08:00 22 May	14:00 25 May	12:30 23 May	14:30 23 May
Monday 24 May Satellite Symposium	13:15 – 14:45	08:00 22 May	14:00 25 May	13:00 24 May	15:00 24 May
Monday 24 May Technical Session	07:30 – 08:30	08:00 22 May	14:00 24 May	07:15 24 May	08:45 24 May
Tuesday 25 May Technical Session	07:30 – 08:30	08:00 22 May	14:00 25 May	07:45 25 May	08:45 25 May

## 3. CORPORATE BRANDING OF MEETING ROOMS

- Due to the tight schedule of sessions in the Meeting rooms that allow only a 15-minute turn-around of activity, **the symposium/session corporate branding inside the Meeting rooms is strictly limited to the following:**
  - Speakers lectern: Companies may prepare a company or product logo to be fixed to the speaker's lectern using tape which leaves no residue. Maximum size is equivalent to A4 (210 x 297 mm), which is standard for the Hyatt's podium.
  - All other corporate branding in the meeting room must be self standing.

- It is the responsibility of the company holding the symposium/session to **remove all branding after the end of the symposium/session and clear the room within 15 minutes in accordance with the above schedule.**

### **Approval for Posters**

The Organizers must approve your signage artwork prior to production and receive a sample in electronic file by **Friday April 2, 2010**. The Organizers will approve the sample within 10 days. Please send your sample via email to Margo Price, [margo\\_price@isth.org](mailto:margo_price@isth.org).

You must send your artwork in one of the following electronic formats: JPEG, GIFF, TIF or PIC. Please do not send EPS files.

If the above policy is not followed, we can not guarantee your posters will be displayed in the meeting facility.

### **4. SOUND & IMAGE CAPTURE**

- Photos, Filming and Audio Recording of Corporate Symposia: A company holding a symposium or session has the exclusive right to organize photos, filming and audio-recording of its symposium/session. Any such recording requires prior approval by the Organizers (ISTH through LOC). Also written approval from all speakers must be obtained and sent to the Organizers.
- Live Broadcasting: Live and/or simultaneous broadcasting of corporate symposia and technical sessions is prohibited.
- Delayed Broadcasting: For sound and image recording of corporate symposia and technical sessions (or parts thereof by any type of media) that are dedicated for presentation to a public or closed audience outside the SSC 2010 meeting, the sponsoring company is required to obtain formal acceptance from all speakers in writing and send it to the Organizers (ISTH through LOC) at the latest 2 weeks before the meeting. *Corporate symposia must not be broadcast in any way until the second Monday following the end of the SSC 2010 meeting at which the symposium session is scheduled.*

### **5. LIST OF PRE-REGISTERED PARTICIPANTS**

- Companies holding an official symposium/session during SSC 2010 are entitled to receive, at no extra cost, a list of pre-registered delegates who give permission.
- This list will be issued and sent by the Organizers by postal service prior to the meeting on **April 23, 2010**, one month prior to the meeting.
- The list will be sent as prepared mailing labels.
- *This list can be used for one mailing of a symposium/session invitation ONLY and may not be used for any other purpose. The list may not be copied for internal use or for distribution to a third party for any reason.*

## 6. AUDIO-VISUAL EQUIPMENT IN MEETING ROOMS

All meeting rooms used for symposia and sessions are equipped for standard scientific sessions. The AV equipment provided includes:

- Only single Power Point Projection will be provided.
- Speakers' lectern (right hand side when facing the screen)
- Chairperson table with 6 seats (left hand side when facing the screen)
- Screen
- Beamer
- Laptop on the speakers' lectern
- Complete sound system
- Lightning
- Wireless tie clip microphones (2)
- Wireless microphones on the chair/moderator table (2)
- Wireless microphone in the audience for questions and answers (2)

Additional AV equipment can be ordered at an extra cost. There are only 15 minutes between session changes, so *additional equipment that takes longer to mantle and dismantle is subject to approval by Pioneer Events through ISTH Headquarters and must be set up 1 hour prior to the start of the meeting day and remain in the session room for the duration of the day.*

Additional equipment can be ordered until **April 23, 2010**. For further information and quotations for additional audio-visual equipment, please contact:

### **AUDIO-VISUAL EQUIPMENT**

Mrs Lamia Abdel Moniem  
Pioneer Events  
30 Anwar El Mofti Street Apt. 61  
Nasr City, Cairo, Egypt  
Tel: +202 2 4053575  
Fax: +202 2 4020609  
Email: [info@pioneer-events.com](mailto:info@pioneer-events.com)

## 7. CATERING

- Companies organizing a symposium/session can organize catering only 15 minutes before the start of the session and must ensure clean up within 15 minutes after session.
- Due to the tight meeting schedule, companies who cater are encouraged to provide food boxes to participants that may be enjoyed during the session
- For information about and quotations on catering at the Hyatt, please contact the official caterer. Catering orders should be placed no later than **May 2, 2010**.

### **OFFICIAL CATERER**

Jelena Kocijasevic  
Director of Events  
Grand Hyatt Cairo  
P.O Box 2288  
Corniche El Nile - Garden City  
Roda Island - Cairo, Egypt  
Tel: +202 23651234 EXT 2020  
Fax: +202 23686668  
Email: [Jelena.Kocijasevic@hyatt.com](mailto:Jelena.Kocijasevic@hyatt.com)

### **8. DECORATIONS**

- Decorations such as flowers or other amenities are permissible and at the additional cost of the sponsor.
- Decorations must be such that they may be set up and dismantled 15 minutes prior to the start and completion of the session.
- Orders may be placed through the official decorator and must be placed no later than **May 2, 2010.**

### **OFFICIAL DECORATOR**

Ms Manal Amr  
Solution Co.  
6 , Dr Hegazy St. El sahafien  
Giza 12411,Egypt  
Tel: + 202 33440868, or + 202 33469578  
Fax : + 202 33039489  
Email : [mkarim@solution-design.net](mailto:mkarim@solution-design.net) & [info@solution-design.net](mailto:info@solution-design.net).

### **9. ADDITIONAL INFORMATION**

For further information regarding planning for your special symposium, satellite symposium, and technical session, please contact the ISTH 2010 Cairo based meeting manager:

Mr. Nader Samy  
Pioneer Events  
30 Dr Anwar El Mofti Street  
Nasr City, Cairo, Egypt  
Tel: +202 4053575 or +202 4046672  
Fax: +202 2 4020609  
Email: [info@pioneer-events.com](mailto:info@pioneer-events.com)

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