ECNP Industry Manual

https://2018.ecnp.eu

The 31st ECNP Congress foundation is a Dutch public-interest-serving entity
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<th>Deadline</th>
<th>Service</th>
<th>How to order (if applicable)</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>21 June 2018</td>
<td>Stand drawings and stand plan (free-build stands) using the template of Stand plan sketch - layout fittings</td>
<td>Please send to <a href="mailto:barcelona2018@ecnp.eu">barcelona2018@ecnp.eu</a></td>
<td></td>
</tr>
<tr>
<td>1 September 2018</td>
<td>Names of 2 representatives per company that will accept the invitation to the ECNP Faculty reception</td>
<td>Please send to <a href="mailto:barcelona2018@ecnp.eu">barcelona2018@ecnp.eu</a></td>
<td></td>
</tr>
<tr>
<td>1 September 2018</td>
<td>All printed material used in relation to satellite symposia</td>
<td>Please send to <a href="mailto:barcelona2018@ecnp.eu">barcelona2018@ecnp.eu</a></td>
<td></td>
</tr>
<tr>
<td>1 September 2018</td>
<td>All printed material used in relation to expert science exchange session</td>
<td>Please send to <a href="mailto:barcelona2018@ecnp.eu">barcelona2018@ecnp.eu</a></td>
<td></td>
</tr>
<tr>
<td>1 September 2018</td>
<td>Final pdf of invitation satellite symposia to ECNP Office for approval and for publication on <a href="https://2018.ecnp.eu">https://2018.ecnp.eu</a></td>
<td>Please send to <a href="mailto:barcelona2018@ecnp.eu">barcelona2018@ecnp.eu</a></td>
<td></td>
</tr>
<tr>
<td>1 September 2018</td>
<td>Final pdf of invitation expert science exchange session to ECNP Office for approval and for publication on <a href="https://2018.ecnp.eu">https://2018.ecnp.eu</a></td>
<td>Please send to <a href="mailto:barcelona2018@ecnp.eu">barcelona2018@ecnp.eu</a></td>
<td></td>
</tr>
<tr>
<td>14 September 2018</td>
<td>Order additional exhibitor badges (and contractor passes)</td>
<td>Please complete the Order form exhibition badges</td>
<td></td>
</tr>
<tr>
<td>14 September 2018</td>
<td>Order additional satellite symposia staff badges</td>
<td>Please complete the Order form symposia staff badges</td>
<td></td>
</tr>
<tr>
<td>14 September 2018</td>
<td>Order additional expert science exchange staff badges</td>
<td>Please complete the Order form expert science exchange staff badges</td>
<td></td>
</tr>
<tr>
<td>15 September 2018</td>
<td>Order exhibition catering</td>
<td>Please use the CCIB F&amp;B Webshop</td>
<td></td>
</tr>
<tr>
<td>15 September 2018</td>
<td>Order cleaning and waste disposal</td>
<td>Please use the CCIB Webshop</td>
<td></td>
</tr>
<tr>
<td>15 September 2018</td>
<td>Order booth security</td>
<td>Please use the CCIB Webshop</td>
<td></td>
</tr>
<tr>
<td>15 September 2018</td>
<td>Order carpeting</td>
<td>Please use the CCIB Webshop</td>
<td></td>
</tr>
<tr>
<td>15 September 2018</td>
<td>Order electricity</td>
<td>Please use the CCIB Webshop</td>
<td></td>
</tr>
<tr>
<td>15 September 2018</td>
<td>Order lighting</td>
<td>Please use the CCIB Webshop</td>
<td></td>
</tr>
<tr>
<td>15 September 2018</td>
<td>Order furniture</td>
<td>Please use the CCIB Webshop</td>
<td></td>
</tr>
<tr>
<td>15 September 2018</td>
<td>Order plants, floral decorations and arrangements</td>
<td>Please use the CCIB Webshop</td>
<td></td>
</tr>
<tr>
<td>15 September 2018</td>
<td>Order AV/IT equipment for the exhibition</td>
<td>Please use the CCIB Webshop</td>
<td></td>
</tr>
<tr>
<td>15 September 2018</td>
<td>Order internet</td>
<td>Please use the CCIB Webshop</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Task</td>
<td>Instructions</td>
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</tr>
<tr>
<td>-------------------</td>
<td>----------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>17 September 2018</td>
<td>Order satellite symposia hostesses and catering</td>
<td>Please complete this order form</td>
<td></td>
</tr>
<tr>
<td>17 September 2018</td>
<td>Order satellite symposia packages</td>
<td>Please complete this order form</td>
<td></td>
</tr>
<tr>
<td>17 September 2018</td>
<td>Request additional AV equipment for satellite symposia</td>
<td>Please contact Michael de Backer, DeBackerConsultants, at <a href="mailto:ecnp@debackerconsultants.com">ecnp@debackerconsultants.com</a></td>
<td></td>
</tr>
<tr>
<td>17 September 2018</td>
<td>Order expert science exchange furniture, AV/IT, electricity, hostesses and catering</td>
<td>Please complete this order form</td>
<td></td>
</tr>
<tr>
<td>22 September 2018</td>
<td>Send exhibitor on-site contact for emergency procedure</td>
<td>Please complete the Exhibitor on-site contact form</td>
<td></td>
</tr>
<tr>
<td>28 September 2018</td>
<td>Notify AV-advisor whether you will use your own laptop or the PPT-PC via speakers’ secretariat</td>
<td>Please contact Michael de Backer, DeBackerConsultants, at <a href="mailto:ecnp@debackerconsultants.com">ecnp@debackerconsultants.com</a></td>
<td></td>
</tr>
<tr>
<td>28 September 2018</td>
<td>Forwarding &amp; customs clearance</td>
<td>Please complete the Shipping instructions form and Order Form Logistic Services</td>
<td></td>
</tr>
<tr>
<td>As of 5 October 2018</td>
<td>Pick up stand contractor badges</td>
<td>In the exhibition area</td>
<td></td>
</tr>
<tr>
<td>As of 5 October 2018</td>
<td>Pick-up exhibitor/symposia staff badges</td>
<td>At the registration area</td>
<td></td>
</tr>
</tbody>
</table>

**General**

- ECNP Industry Rules and Regulations
- Agency reply form
- Rules and Regulations of the Centre Convencions Internacional de Barcelona
- 31st ECNP Congress promotional kit
- Floor plan level P0
- Floor plan level P1

**Exhibition**

- Technical exhibition floor plan
- Stand plan sketch - layout fittings
- Exhibitor on-site contact form
- Order form exhibition badges
- Safety rules CCIB
- Risk Assessment CCIB
- Emergency response manual CCIB
- Emergency procedure CCIB
- CEVA Shipping instructions form
- Order Form Logistic Services
<table>
<thead>
<tr>
<th><strong>Expert Science Exchange</strong></th>
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<tr>
<td>Order form expert science exchange staff badges</td>
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<tr>
<td>Order form expert science exchange furniture, AV/IT, electricity, hostesses and catering</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Satellite symposium</strong></th>
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</thead>
<tbody>
<tr>
<td>AV set-up overview satellite symposia</td>
</tr>
</tbody>
</table>

Detailed floor plan of satellite symposia session rooms:
- Room 112
- Room 113
- Room 114
- Room 115
- Room 117

<table>
<thead>
<tr>
<th>Order form satellite symposium packages</th>
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<td>Order form symposia staff badges</td>
</tr>
<tr>
<td>Order form satellite symposium hostesses and catering</td>
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</tbody>
</table>
### 1. Contact details 31st ECNP Congress

#### Details 31st ECNP Congress Foundation (ECNP Office)

<table>
<thead>
<tr>
<th>Scientific and organising secretariat</th>
<th>Iris Allebrandi</th>
<th>Exhibition &amp; industry sessions applications</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECNP Office</td>
<td>Director</td>
<td></td>
</tr>
<tr>
<td>P.O. Box 85410</td>
<td>Congresses &amp; Meetings</td>
<td></td>
</tr>
<tr>
<td>3508 AK Utrecht</td>
<td>Godelieve Escartin</td>
<td>Rules and regulations</td>
</tr>
<tr>
<td>The Netherlands</td>
<td>Senior Project Manager</td>
<td>Scientific secretariat</td>
</tr>
<tr>
<td>T: +31 88 7569 555</td>
<td>Congresses &amp; Meetings</td>
<td>Exhibition logistics</td>
</tr>
<tr>
<td>F: +31 30 2538 568</td>
<td><a href="mailto:Barcelona2018@ecnp.eu">Barcelona2018@ecnp.eu</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="https://2018.ecnp.eu">https://2018.ecnp.eu</a></td>
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<table>
<thead>
<tr>
<th>Iris Allebrandi</th>
<th>Iris Allebrandi</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
<td>Director</td>
</tr>
<tr>
<td>Congresses &amp; Meetings</td>
<td>Congresses &amp; Meetings</td>
</tr>
<tr>
<td>Godelieve Escartin</td>
<td>Godelieve Escartin</td>
</tr>
<tr>
<td>Senior Project Manager</td>
<td>Senior Project Manager</td>
</tr>
<tr>
<td>Congresses &amp; Meetings</td>
<td>Congresses &amp; Meetings</td>
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#### Details registration secretariat (CPO HANSER SERVICE)

<table>
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<tr>
<th>Registration &amp; Hotel</th>
<th>Andrea Oeler</th>
<th>Group registration</th>
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</thead>
<tbody>
<tr>
<td>Registration secretariat</td>
<td>Project Manager</td>
<td></td>
</tr>
<tr>
<td>CPO HANSER SERVICE</td>
<td>Claudia Günzl</td>
<td>Hotel accommodation</td>
</tr>
<tr>
<td>Paulsborner Str. 44</td>
<td>Registration and Housing Manager</td>
<td></td>
</tr>
<tr>
<td>14193 Berlin</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Germany</td>
<td></td>
<td></td>
</tr>
<tr>
<td>T: +49 30 300 66 90</td>
<td>Andrea Oeler</td>
<td></td>
</tr>
<tr>
<td>F: +49 30 305 73 91</td>
<td>Claudia Günzl</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:registrationsecretariat@ecnp-congress.eu">registrationsecretariat@ecnp-congress.eu</a></td>
<td>Claudia Günzl</td>
<td></td>
</tr>
<tr>
<td><a href="https://2018.ecnp.eu">https://2018.ecnp.eu</a></td>
<td></td>
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<table>
<thead>
<tr>
<th>Andrea Oeler</th>
<th>Andrea Oeler</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager</td>
<td>Project Manager</td>
</tr>
<tr>
<td>Claudia Günzl</td>
<td>Claudia Günzl</td>
</tr>
<tr>
<td>Registration and Housing Manager</td>
<td>Registration and Housing Manager</td>
</tr>
</tbody>
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#### Details AV advisor for satellite symposia

<table>
<thead>
<tr>
<th>DeBackerConsultants Pty.Ltd.</th>
<th>Michael de Backer</th>
<th>AV/IT and room set-up for satellite symposia</th>
</tr>
</thead>
<tbody>
<tr>
<td>T: +44 20 32 87 23 77 (office)</td>
<td>AV advisor</td>
<td></td>
</tr>
<tr>
<td>T : +32 495 38 28 18 (onsite)</td>
<td>Michael de Backer</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:ecnp@debackerconsultants.com">ecnp@debackerconsultants.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.debackerconsultants.com">www.debackerconsultants.com</a></td>
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<table>
<thead>
<tr>
<th>Michael de Backer</th>
<th>Michael de Backer</th>
</tr>
</thead>
<tbody>
<tr>
<td>AV advisor</td>
<td>AV advisor</td>
</tr>
</tbody>
</table>

#### Details Centre Convencions Internacional de Barcelona (Congress venue)

<table>
<thead>
<tr>
<th>Centre Convencions Internacional de Barcelona</th>
<th>Site visits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plaça de Willy Brandt 11-14</td>
<td></td>
</tr>
<tr>
<td>08019 Barcelona, Spain</td>
<td></td>
</tr>
<tr>
<td>T. +34 93 230 10 00</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:stands@ccib.es">stands@ccib.es</a></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:satellites@ccib.es">satellites@ccib.es</a></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.ccib.es">www.ccib.es</a></td>
<td></td>
</tr>
</tbody>
</table>

| Centre Convencions Internacional de Barcelona | centre convencions international de barcelona | |
|-----------------------------------------------|------------------------------------------------|
| Plaça de Willy Brandt 11-14                   | 08019 Barcelona, Spain | |
| 08019 Barcelona, Spain                        | T. +34 93 230 10 00 | |
| stands@ccib.es                                | satellites@ccib.es | |
| satellites@ccib.es                            | www.ccib.es | |

<table>
<thead>
<tr>
<th>Centre Convencions Internacional de Barcelona</th>
<th>Site visits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plaça de Willy Brandt 11-14</td>
<td></td>
</tr>
<tr>
<td>08019 Barcelona, Spain</td>
<td></td>
</tr>
<tr>
<td>T. +34 93 230 10 00</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:stands@ccib.es">stands@ccib.es</a></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:satellites@ccib.es">satellites@ccib.es</a></td>
<td></td>
</tr>
<tr>
<td><a href="http://www.ccib.es">www.ccib.es</a></td>
<td></td>
</tr>
</tbody>
</table>

| Centre Convencions Internacional de Barcelona | centre convencions international de barcelona | |
|-----------------------------------------------|------------------------------------------------|
| Plaça de Willy Brandt 11-14                   | 08019 Barcelona, Spain | |
| 08019 Barcelona, Spain                        | T. +34 93 230 10 00 | |
| stands@ccib.es                                | satellites@ccib.es | |
| satellites@ccib.es                            | www.ccib.es | |
2. Contacts details official suppliers

On behalf of the 31st ECNP Congress Foundation Michael de Backer, AV advisor coordinates the satellite symposia services and Godelieve Escartin coordinates the exhibition services. Both work together with designated official service suppliers.

All designated official suppliers act on their own behalf in all arrangements with companies and are not agents or employees of the organisers. All services or materials supplied by these companies will be subject to an agreement between the suppliers and companies and will be invoiced directly by the suppliers unless otherwise agreed upon with the coordinators. Please note that the suppliers may apply their own regulations and instructions to the agreements they use. Therefore, the organisers do not accept any liability or responsibility for any act performed or committed by such suppliers.

Companies may not order services or supplies that do not comply with these guidelines. It is the company’s responsibility to be aware of the guidelines and to ensure that the services they order are in accordance with the congress guidelines.

2.1 Exhibition services

<table>
<thead>
<tr>
<th>Service</th>
<th>Supplier &amp; contact person</th>
<th>Contact details</th>
</tr>
</thead>
</table>
| Exhibition management | ECNP Office Godelieve Escartin | Barcelona2018@ecnp.eu  
T: +31 88 7569 555  
P.O. Box 85410  
3508 AK Utrecht, The Netherlands  
https://2018.ecnp.eu |
| Exhibitor staff registration | CPO HANSER SERVICE GmbH Daniel Gehde | registrationsecretariat@ecnp-congress.eu  
T: +49 30 300 66 90  
Paulsborner Str. 44  
14193 Berlin, Germany  
https://2018.ecnp.eu |
| Waste disposal, carpeting, electricity, lighting, plants/flowers and decorations, AV/IT equipment, internet, furniture, shell scheme material | CCIB | stands@ccib.es  
T. +34 93 230 10 00  
Plaça de Willy Brandt 11-14  
08019 Barcelona, Spain  
www.ccib.es |
| Catering | CCIB | stands@ccib.es  
T. +34 93 230 10 00  
www.ccib.es |
| Security | CCIB | stands@ccib.es  
T. +34 93 230 10 00  
www.ccib.es |
| Hostesses | CCIB | stands@ccib.es  
T. +34 93 230 10 00  
www.ccib.es |
### 2.2 Expert science exchange session services

<table>
<thead>
<tr>
<th>Service</th>
<th>Supplier &amp; contact person</th>
<th>Contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td>AV / IT room set-up, furniture,</td>
<td>CCIB</td>
<td><a href="mailto:satellites@ccib.es">satellites@ccib.es</a></td>
</tr>
<tr>
<td>electricity, lighting</td>
<td></td>
<td>T. +34 93 230 10 00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Plaça de Willy Brandt 11-14 08019 Barcelona, Spain <a href="http://www.ccib.es">www.ccib.es</a></td>
</tr>
<tr>
<td>Catering</td>
<td>CCIB</td>
<td><a href="mailto:satellites@ccib.es">satellites@ccib.es</a></td>
</tr>
<tr>
<td></td>
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<td>T. +34 93 230 10 00</td>
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<td><a href="http://www.ccib.es">www.ccib.es</a></td>
</tr>
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<td><a href="mailto:satellites@ccib.es">satellites@ccib.es</a></td>
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<td><a href="http://www.ccib.es">www.ccib.es</a></td>
</tr>
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### 2.3 Satellite symposium services

<table>
<thead>
<tr>
<th>Service</th>
<th>Supplier &amp; contact person</th>
<th>Contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Satellite symposia management:</td>
<td>DeBackerConsultants Pty.Ltd. Michael de Backer</td>
<td><a href="mailto:ecnp@debackerconsultants.com">ecnp@debackerconsultants.com</a></td>
</tr>
<tr>
<td>- AV / IT room set-up</td>
<td></td>
<td><a href="http://www.debackerconsultants.com">www.debackerconsultants.com</a></td>
</tr>
<tr>
<td>- Branding inside session room</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Catering</td>
<td>CCIB</td>
<td><a href="mailto:satellites@ccib.es">satellites@ccib.es</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>T. +34 93 230 10 00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Plaça de Willy Brandt 11-14 08019 Barcelona, Spain</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="http://www.ccib.es">www.ccib.es</a></td>
</tr>
<tr>
<td>Hostesses</td>
<td>CCIB</td>
<td><a href="mailto:satellites@ccib.es">satellites@ccib.es</a></td>
</tr>
<tr>
<td></td>
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<td>T. +34 93 230 10 00</td>
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<td></td>
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<td><a href="http://www.ccib.es">www.ccib.es</a></td>
</tr>
</tbody>
</table>

### 2.4 General services

<table>
<thead>
<tr>
<th>Service</th>
<th>Supplier &amp; contact person</th>
<th>Contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lifting, forwarding, customs</td>
<td>CEVA</td>
<td><a href="mailto:international@cevalogistics.com">international@cevalogistics.com</a></td>
</tr>
<tr>
<td>clearance, freight &amp; shipping</td>
<td>Bastiaan Wigman</td>
<td>T: +31 88 028 3101</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M: + 31 6 20 01 41 92</td>
</tr>
<tr>
<td></td>
<td></td>
<td>F: +31 26 31 95 222</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Elektronweg 24</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3542 AC Utrecht</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The Netherlands</td>
</tr>
</tbody>
</table>
3. General information

3.1 Banking facilities
ATM machines are located nearby the CCIB, especially in Josep Pla street as well as in Diagonal Mar Shopping Centre, just in front of the congress venue.

The official currency in Spain is the euro (EUR). Foreign currencies may easily be exchanged in banks and exchange offices.

3.2 Congress information
All information about the congress, for example the programme, can be found on the [website](#).

3.3 Disabled persons facilities
All the levels of the congress venue are accessible for disabled persons.

Please ensure that your stand and exhibits are also accessible to people with disabilities. Any stand with a platform should provide an appropriate access ramp.

3.4 First aid
First aid service is available at level -1. Telephone number within the venue: + 34 638774735. From outside the venue: 112. The nearest hospital is: Hospital del Mar: T+34 93 248 3000 or T+34 93 248 3335/34

3.5 Group registration
For more information about group registration, please visit the [website](#).

3.6 Hotel accommodation
For more information about hotel accommodation, please visit the [website](#).

3.7 Public announcement (PA) system
The PA system is for official use by the organisers only.

3.8 Telephone, photocopying and fax facilities
Please note that the CCIB is not offering a business centre. The nearest copy shop is close to the Plaza de Catalunya: WorkCenter Carrer de Roger de Llúria, 2 08009 Barcelona
3.9 Venue
The 31st ECNP Congress will be held in the Centre Convencions Internacional de Barcelona. For more information about the congress venue, how to get there and parking, please visit the [website](#).

<table>
<thead>
<tr>
<th>General space assignment at the 31st ECNP Congress</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level P0</strong></td>
</tr>
<tr>
<td>Registration area (Entrance hall)</td>
</tr>
<tr>
<td>Accreditation stand (Area 1-2)</td>
</tr>
<tr>
<td>ECNP Plaza (Entrance hall)</td>
</tr>
<tr>
<td>Exhibition (Area 1-2)</td>
</tr>
<tr>
<td>Members’ and Faculty lounge (Entrance hall)</td>
</tr>
<tr>
<td>Poster area (Area 3)</td>
</tr>
<tr>
<td><strong>Level P1</strong></td>
</tr>
<tr>
<td>Session rooms</td>
</tr>
<tr>
<td>- Room 112</td>
</tr>
<tr>
<td>- Room 113</td>
</tr>
<tr>
<td>- Room 114</td>
</tr>
<tr>
<td>- Room 115</td>
</tr>
<tr>
<td>- Room 117</td>
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<tr>
<td>- Brainstorming sessions (Room 122, 123, 124)</td>
</tr>
<tr>
<td>- Expert science exchange sessions (Room 118 and 120)</td>
</tr>
<tr>
<td>Press room (Room 130, 131)</td>
</tr>
<tr>
<td>Speakers’ secretariat (Room 134)</td>
</tr>
</tbody>
</table>
4. ECNP Industry rules and regulations

4.1 Legal rules and regulations

4.1.1 Adherence to rules, regulations and guidelines
All companies involved in the 31st ECNP Congress should adhere to this ECNP Industry Manual, the ECNP Industry Rules and Regulations, the ECNP Industry Session Guidelines, the ECNP Exhibition Guidelines, as well as the Rules and Regulations of the Centre Convencions Internacional de Barcelona.

In order to achieve an efficient flow of information it would be appreciated if you could provide this information to all persons involved in the 31st ECNP Congress within your own company, as well as to agencies working on your behalf.

4.1.2 Adherence to laws
It is the companies’ responsibility to adhere to any laws applicable in the country where the ECNP Congress is being held. The organisers accept no responsibility whatsoever for any transgression of such laws by exhibitors and/or industry session organisers at the 31st ECNP Congress.

4.1.3 Governing law, competent court
The law of The Netherlands shall be applicable to the whole contractual relationship between the organisers and the companies, which includes – but is not limited to – the guidelines and all other agreements.

Any disputes which might arise as a result of the agreements are subject to the adjudication of the competent court of jurisdiction in The Netherlands.

Participation in the exhibition and/or industry sessions of the 31st ECNP Congress implies acceptance of these conditions.

4.1.4 Liability and indemnification
The company will be fully responsible for any claims, liabilities, losses, damages, or expenses relating to or arising out of any injury to any of the companies’ personnel or to any other person or any loss or damage to any property of company or any other property where such injury, loss or damage is incident to, arises out of, or is in any way connected with companies participation of the 31st ECNP Congress.

Moreover, the company shall protect, indemnify, hold harmless and defend the organisers and their employees from and against any and all such claims, liabilities, losses, damages and expenses. The company further waives any claim against the organisers, their officers, directors, agents, and suppliers, arising out of oral and written publication or republication of any statement made in connection with the 31st ECNP Congress concerning the company’s or his/her exhibits, products or services. The foregoing does not apply to claims arising from gross negligence or wilful misconduct on the part of the organisers or any person or object for which the organisers can be held liable under Dutch law.

4.1.5 Disclaimer
For reasons beyond their control (such as war, strikes, lockouts, riots or any such civil disturbances, any acts of God, including but not limited to earthquakes, floods and droughts and any other cause or circumstance of whatsoever nature beyond its control that have an impact on the arrangements, timetables or planning of a scientific meeting), the 31st ECNP Congress and/or its agents have the right to immediately alter or cancel the congress or any of the arrangements, timetables, plans or other items relating directly or indirectly to the 31st ECNP Congress. The company and/or participants shall not be entitled to any compensation for damages that result from such alteration or cancellation.

Furthermore, with the exception of any wilful damage or gross negligence committed by the 31st ECNP
Congress and/or its agents, neither the 31st ECNP Congress nor its agents shall at any time be liable for any direct or indirect damage suffered by the company and/or participants, including consequential and immaterial damage, caused by failure to comply with any provision of this document.

4.1.6 Insurance
Although every reasonable precaution will be taken to protect the company’s property whilst on display at the exhibition or during the industry sessions at the 31st ECNP Congress, it must be clearly understood that the company takes part in the 31st ECNP Congress entirely at its own risk. Furthermore, with the exception of willful damage or gross negligence on their part, the 31st ECNP Congress and/or its agents, the management of the CCIB, the local authorities, and the designated official service suppliers accept no liability for any loss or damage sustained or occasioned from any other cause. It is highly recommended that all the staff of the company carry the proper individual medical travel and health insurance.

Furthermore, all companies should carry proper liability insurance, as the company is responsible for all personal injury or damage to property arising in connection with the construction and dismantling of the exhibition stand and/or with the industry sessions on anything permitted, omitted or done thereon or there from during the period of congress or the construction and dismantling periods of the 31st ECNP Congress, with the exception of personal injury or damage to property to third parties which is caused by ECNP or any person or object for which ECNP can be held liable under Dutch law.

4.1.7 Damage to the premises
Nails, screws or other fixtures may not be driven into any part of the premises including floors, nor may any part of the premises be damaged or disfigured in any way. If any damage occurs, the company responsible for such damage will be invoiced for any charges incurred.

4.2 Other rules and regulations

4.2.1 Activities (company related) during the official ECNP programme hours
Company related activities (other than exhibition and industry sessions) are not allowed during the official ECNP programme from Saturday 6 October 16.50 until Tuesday 9 October 15.55, including the Faculty reception on Sunday evening 7 October 2018.

4.2.2 Activities (company related) outside the official ECNP programme hours
If a company or an organisation intends to organise a private meeting or other event during the 31st ECNP Congress, it would be appreciated if the ECNP Office could be notified of this for information purposes only. It would also be appreciated if no activities were organised in parallel with the industry sessions.

4.2.3 Advertisements
Company advertisements are not permitted in the congress supplement to the journal European Neuropsychopharmacology (ENP) or any printed or digital matter of the 31st ECNP Congress.

4.2.4 Agencies
The use of agencies for logistical and technical purposes is permitted, provided that the company informs the ECNP Office, in writing of the name of the agency and which activities it will perform. Unfortunately, it is not possible to handle any requests by agencies before such a written statement has been received. Please note that the company remains responsible for the activities organised. Should you desire to work with an agency, please fill in the Agency reply form.

NB: Material regarding the contents of the industry sessions must be provided by the company itself to the ECNP Office (including printed and press material).
4.2.5 Audio-visual equipment
The use of microphones/audio-visual equipment on the exhibition stand is permitted, but the volume must not be such as to cause annoyance to other exhibitors. The organisers reserve the right to prohibit the use of such equipment, if in the organisers’ opinion, any annoyance is being caused.

4.2.6 Distribution of material
Apart from the exhibition stands and the rules, as stated in the industry sessions guidelines, companies will not be permitted to distribute or mount any material at the venue of the 31st ECNP Congress. Clothing etc. on which advertisements appear are considered to be printed material and staff wearing such items should remain at the exhibition stand. In addition, the use of ‘living promotional material’ outside the exhibition stand or the session room of the industry sessions is not permitted, e.g. staff ‘helping’ participants to read the signs or to find industry sessions, exhibition or other company related matters.

4.2.7 Internal meetings / storage rooms
The 31st ECNP Congress has 4 rooms for rent available at the CCIB during the 31st ECNP Congress. These rooms can be used for internal meetings or as storage space. The meeting rooms (M211, M212, M213 and M214 are 58sqm each).

Each company can rent maximum 1 room on a first come first serve basis.

The rooms can be rented directly at the CCIB by contacting Cristina Vizcaino (cvizcaino@ccib.es) or Adriana Tramullas De Nys (atramullas@ccib.es). They will inform about the prices and all other details.

4.2.8 Language
The official language of the congress is English. There is no simultaneous translation allowed, neither during the scientific programme, nor the industry sessions.

4.2.9 Obstruction of aisles and open spaces
Exhibitors will not be allowed to display exhibits outside their own exhibition stands. Additionally, the organisers reserve the right to order changes to exhibition stands, which are in any way obtrusive. Any form of light projection, etc. outside the exhibition stands is not permitted. Aisles must be kept clear and free for passage at all times. Any exhibitor who does not abide by the rules is liable to have his or her stand closed by the organisers at the exhibitor’s own risk and expense.

4.2.10 Photography and filming of exhibition
Filming in the exhibition area is only allowed at the stand of the company that has ordered the filming or photography. It is not allowed to film or take photographs in the general or catering areas of the exhibition.

4.2.11 Press
Companies can only organise press conferences outside the congress venue and outside congress hours.

If at the company press conference information or documentation is included about data presented at the 31st ECNP Congress:
- The current disclaimer for press material ‘does not necessarily reflect opinions of ECNP’ is to be used
- Reference to company supported content or session must use the formula ‘on the occasion of the 31st ECNP Congress with educational financial support provided by <name company>’. No other sentence is allowed.

If at the company press conference no information or documentation is included about data presented at the 31st ECNP Congress:
- No reference to ECNP can be made.

If you are in doubt about any of these policies, please contact the press officer at press@ecnp.eu.
At the congress two rooms are available for the press:

- An interview room where the press can hold interviews. Equipment is not included.
- A press working room where companies organising industry sessions can leave written information (folders) for the press. This information must comply with the following rules:
  1. Only scientific information related to the contents of the company’s own industry session is allowed.
  2. The company name and the title of the industry session must be mentioned in the press briefing.
  3. A maximum of 2 kinds of folders per company, A4 format (reasonable number of copies per folder).
    One press pack containing several folders is also permitted.
  4. The information should be presented by the company to ECNP, through the ECNP Office, at the latest 10 working days before the congress. As a rule, a response will be given within 5 working days. In the event that the information conforms to the rules the company may provide similar copies as handouts for the press. This will imply no responsibility on ECNP’s part for the accuracy or appropriateness of the information.
  5. The top of each page should contain the phrase: ‘does not necessarily reflect opinions of ECNP’
  6. It should be clear where the information stems from, for example from a specified industry session or official publication in a journal. A general statement that the information stems from the 31st ECNP Congress is not allowed.
  7. At all times the company should make it clear that the information made available is information provided by the company.

Full details regarding media information and the ECNP press policy can be found on our [website](#).

### 4.2.12 Printed material (including digital material, etc.)

No use may be made of the ECNP logo. However, the [ECNP Congress promotional kit](#) is available for use for materials related to the 31st ECNP Congress.

Text reference can be made to the ECNP Congress or ECNP as follows:

- On the invitation for industry sessions, worded as follows:
  - Satellite symposium: ‘satellite symposium on the occasion of the 31st ECNP Congress with educational financial support provided by <name company>’
  - Expert science exchange session: ‘Organised by <name company>’
- On written information for the press, [see paragraph 4.2.10](#).
- On the live webcast of a satellite symposium, [see paragraph 7.6](#).
- Reference to exhibition is limited to ‘please visit the exhibition booth/stand of <name company>’.

No trade logos and/or names may be printed on invitations for industry sessions.

### 4.2.13 Privacy of participants

All parties involved in the organisation of the ECNP Congresses are urgently requested to respect the privacy of the participants. This implies that it would be greatly appreciated if no promotional material is displayed in hotels or left for the attention of the participants in their hotel rooms. Please ensure that hospitality areas in hotels are kept low profile.

### 4.2.14 Signage

Signage related to industry sessions and the exhibition will be provided and organised by ECNP. No other signage is permitted.

### 4.2.15 Smoking

The ECNP Congress is a non-smoking congress.
4.2.16 Sponsoring
There are no industry sponsored activities allowed during the congress besides the industry sessions and exhibition.

4.2.17 Stand activities
It would be appreciated if companies endeavour to organise medically oriented exhibits. Exhibitors are permitted to demonstrate the company's equipment and to make informational presentations regarding the product line or service within the stand. Demonstration areas must be indicated on your stand plans and, where necessary, must include soundproofing within the construction of this area. Plans must also show any proposed queuing and viewing areas within the stands. Any other attention-getting devices must be approved by the organisers prior to the start of the congress.

Companies are not permitted to organise meet-the-expert sessions at their stands for a larger audience nor to use of the phrase 'meet-the-expert'. A small desk is however allowed for book signing, quiz or for an expert to meet 2-3 congress participants at the same time.

Companies wishing to organise a session room style activity can apply to organise a satellite symposium, see chapter 7, or an Expert Science Exchange session, see chapter 6.

Only activities which, in the opinion of the organisers, are in line with medically oriented exhibits will be permitted. The organisers reserve the right to end activities or to close a stand.
5. Exhibition

5.1 Access to Exhibition
The exhibition will take place in Area 1-2 of the CCIB with the following opening hours:
- Sunday 7 October 09.00-17.00
- Monday 8 October 09.00-17.00
- Tuesday 9 October 09.00-16.00

Exhibitors may enter the exhibition hall 1.5 hours before and 1 hour after the opening hours of the exhibition. Exhibition staff will be able to enter with an exhibitor badge (see paragraph 5.4).

Exhibitors do not have access to satellite symposia or expert science exchange sessions. However, exhibitors may attend their own satellite symposium or expert science exchange session. To access these sessions, please present your exhibitor badge at the entrance.

Exhibitors must ensure that their stands are staffed and open throughout the opening hours of the exhibition. For security reasons, all exhibitors must wear the provided badges at all times during the congress. Security staff will not allow you or your staff to enter the congress without a valid badge.

5.2 Allocated exhibition space
The allocation of stand space does not mean that the organisers endorse or support the information provided at the exhibition stand.
Exhibitors are not allowed to sublet their assigned stand space.

5.3 AV and IT equipment
A full range of AV and IT-equipment will be offered by the CCIB. For ordering please use the CCIB Webshop.

5.4 Badges

5.4.1 Free exhibitor badges
Exhibitors are entitled to a certain number of free exhibitor badges, depending on the size of their stand (please see the summary table of free exhibitor and congress participant badges), which will be provided on-site.

The exhibitor badges allow admission to the exhibition area 1.5 hours before and 1 hour after the opening hours of the exhibition (see paragraph 5.23).
The exhibitor badges also give access to the satellite symposia and expert science exchange session organised by the badge holder’s own company as well as access to the coffee breaks and lunches served during the official breaks.
Exhibitor badges do not allow access to the scientific sessions.

Only the company names, as indicated on the application form, will be printed on the exhibitor badges; therefore, exhibitors can rotate these badges, as they prefer.

Additional exhibitor badges for stand personnel can be purchased at a price of EUR 150 (excl. VAT) per badge via the Order form exhibition badges.
5.4.2 Free congress participant badges
Exhibitors are also entitled to a certain number of free congress’ participant badges, provided the stand space hired is at least 25 m². The number of free congress participant badges depends on the size of the stand (see the summary table of free exhibitor and congress participant badges).

The congress participant badges allow access to the scientific programme, industry sessions and exhibition during opening hours, coffee breaks and lunches served during the official breaks. For more details what is included in the registration fee for congress participants please see here.
Please note that congress participant badges do not give access to the exhibition area 1.5 hour before and 1 hour after the opening hours of the exhibition. However, you can request free exhibitor badges for your exhibition staff with free congress participant badges that entitle them to enter the exhibition area during this time.

To obtain your free congress participant badges, please use the Order form exhibition badges.

Any additional congress participants can be registered through the individual or group registration webpage and must be paid for in full.

5.4.3 Stand constructor badge(s)
During the build-up and dismantling hours of the exhibition, all exhibitors and stand contractors are required to wear stand constructor badges due to security reasons. These badges are valid during build-up and dismantling only and will be supplied by the organisers, free of charge. For ordering stand constructor badges please use the Order form exhibition badges.

Deadline to complete the Order form exhibition badges is 14 September 2018.

5.4.4 Badge pick-up
Stand constructor badges will be available for pick up at the exhibition counter located in the exhibition area of the CCIB on Friday 5 October from 08.00 until 22.00 and Saturday 6 October 2018 from 08.00 until 19.00.

Free and additional exhibitor badges and free congress participant badges, when indicated, will be available for pick-up (in an envelope under the company’s name if requested) at the registration desk from 08.00 until 18.00 on Friday 5 October 2018 and during the registration opening hours from Saturday 6 October to Tuesday 9 October 2018.
Summary table of free exhibitor and congress participant badges

<table>
<thead>
<tr>
<th>Stand size</th>
<th>Free exhibitor badges</th>
<th>Free congress participant badges</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 – 19 m²</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>20 – 24 m²</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>25 – 29 m²</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>30 – 39 m²</td>
<td>4</td>
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</tr>
<tr>
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<tr>
<td>190 – 199 m²</td>
<td>20</td>
<td>6</td>
</tr>
<tr>
<td>&gt; 200 m²</td>
<td>20</td>
<td>6</td>
</tr>
</tbody>
</table>

5.5 Carpeting

5.5.1 Free build stands
Exhibitors must provide suitable floor covering, such as carpets, in their stand space. If the exhibitor fails to order carpeting for the stand, the exhibition manager will order carpeting for the stand and the exhibitor will be invoiced by the supplier for all charges and late order fees.

If you require carpet please use the CCIB Webshop.

The floor in the exhibition is polished concrete. It is recommended that exhibition spaces are carpeted. Tape used to fix carpet must be fully removable. If tape is used that is not fully removable or leaves traces, additional cleaning costs will be incurred.

5.5.2 Shell scheme stands
Carpeting (black) is provided as part of the shell scheme packages.

5.6 Catering
Tea, coffee and lunch is provided free of charge for any of your staff members registered at the congress during the exhibition period. Congress catering will be served in the direct proximity of the exhibition area, thus ensuring maximum contact between exhibitors and participants. To locate the catering areas within the exhibition hall, please refer to the latest exhibition floor plan. Congress catering areas can also be found in the poster area (Area 3, level 0).

Exhibitors can place orders for catering by using the CCIB F&B Webshop.
It is forbidden to bring food and beverages from outside. The exhibitor is responsible for ensuring that the ordered supplies follow the congress guidelines and the exhibitor is responsible for following the rules and procedures established by the CCIB.

Please refrain from serving alcoholic beverages in the exhibition area and the catering is restricted to finger food only. Lunch bags cannot be provided. Take note that the ECNP Congress is a non-smoking congress.

5.7 Cleaning and waste disposal
Exhibitors are responsible for cleaning their own exhibition stands. Stand cleaning is compulsory and every exhibitor is obliged to keep the stand and surrounding areas perfectly clean. To order cleaning (waste disposal included) please use the CCIB Webshop.

Aisles and other areas within the exhibition will be cleaned by the organisers.

Exhibitors are requested to arrange with the official forwarder that the packing materials, empty cartons and wooden crates will be removed for disposal or storage before the exhibition opens.

Exhibitors will be responsible for any charges incurred if the exhibition area of the CCIB is not cleared by the stated time of 16.00 on Wednesday 10 October 2018.

For safety reasons, aisles must be left clear and free for passage and must not be obstructed in any way. Each day, at the closing of the exhibition and during build-up and dismantling times, exhibitors who ordered this service are requested to ensure that rubbish is left in the aisle for collection.

5.8 Electricity & Lighting
All electricity equipment must comply with the standard power supply and must conform to the safety standards and regulations set out by the CCIB in the Rules and Regulations of the Centre Convencions Internacional de Barcelona.

The power services will be performed by the CCIB.

If you require electricity please use the CCIB Webshop. If you require lighting (shell scheme stands only) please use the CCIB Webshop.

5.9 Emergency procedure
All exhibitors are requested to inform the organisers of the responsible contact person of his or her substitute for emergency situations via the Exhibitor on-site contact form. The appointed contact person for each stand is responsible for evacuating the stand in the case of an emergency and for ensuring that the fire and safety regulations of the CCIB and the directions of the organisers and/or security officials are followed.

Please fill in the Exhibitor on-site contact form and send it back to barcelona2018@ecnp.eu before 22 September 2018.

5.10 Exhibitor service desk
An exhibitor service desk is located in the exhibition area (Area 1-2, level0) of the CCIB during set up times and will be open during build-up to assist exhibitors with contractor badge pick-up, last minute orders as well verification and adjustments of their orders for equipment, furniture and other auxiliary services.
5.11 External suppliers
An exhibitor, who would like to propose an external company or supplier, must contact the ECNP Office with their request. The exhibitor is responsible for ensuring that the supplies are ordered in accordance with the congress guidelines. The exhibitor is responsible for following the rules and procedures established by the CCIB regarding the use of external companies or suppliers.

5.12 Floral decorations
If you would like to order plants, floral decorations and arrangements please use the CCIB Webshop.

5.13 Furniture
If you would like to order furniture for your stand please use the CCIB Webshop.

5.14 Hostesses / stand personnel
If you require hostesses and stand personnel, please use the CCIB Webshop (see paragraph 2.1). Please do not forget to order additional exhibitor badges for your hostesses (in case they are not included in the number of your free exhibitor badges) via the Order form exhibition badges.

5.15 Internet connection
Free Wi-Fi is provided at the congress centre including the exhibition area. However, to be sure that you have all the band width you need for your booth, we suggest to order your own internet connection (wi-fi). This connection will be provided with a password.

If you require your own internet connections (wi-fi) please use the CCIB Webshop.

5.16 Laser products/gas cylinders and LPG
Laser products, gas cylinders and LPG gas are not allowed.

5.17 List of exhibitors
For an updated list of exhibitors and the floor plan please go to: https://2018.ecnp.eu/industry/List-of-exhibitors.aspx

5.18 Price overview

<table>
<thead>
<tr>
<th>Type of exhibition stand</th>
<th>Price</th>
<th>Services included</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Roll up banner</td>
<td>EUR 1,200 (excl. VAT)</td>
<td>Free-standing banner near the entrance within the exhibition area</td>
</tr>
<tr>
<td>Brochures &amp; flyers</td>
<td>EUR 500 (excl. VAT)</td>
<td>Flyers and brochures displayed on the congress’s information table</td>
</tr>
<tr>
<td></td>
<td>EUR 2,600 (excl. VAT)</td>
<td>6, 9 or 12 m² stand space</td>
</tr>
<tr>
<td>----------------</td>
<td>-----------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>6 m² package</td>
<td></td>
<td>• Shell scheme frame</td>
</tr>
<tr>
<td>9 m² package</td>
<td></td>
<td>• Fascia panel with standard lettering</td>
</tr>
<tr>
<td>12 m² package</td>
<td>EUR 3,600 (excl. VAT)</td>
<td>• Electrical usage</td>
</tr>
<tr>
<td></td>
<td>EUR 4,800 (excl. VAT)</td>
<td>• Carpentry</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Cleaning of the aisles and public areas within the exhibition area</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• A number of free exhibitor badges, depending on stand size (see summary table of free exhibitor and congress participant badges)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Company details mentioned on the ECNP app, congress website and printed matters</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>EUR 800 / m² (excl. VAT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Free build stand</td>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>EUR 350 / m² (excl. VAT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publishers/booksellers</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

\*Note that there is a minimum of 6 m² per order of exhibition space.

5.19 Safety measures and access
The CCIB safety rules have to be adhered to at all times.

Please be aware that in accordance to the Risk Assessment, the appropriate personal protective equipment has to be used by every employee, third party employee or autonomous worker, with special attention to the safety shoes/boots inside the exhibition area during set up (Friday 5 October 08.00-22.00 and Saturday 6 October 08.00-19.00) and dismantling as specified in the timetable (Tuesday 9 October 16.00-22.00 and Wednesday 10 October 07.00-16.00).

The location of any fire-fighting material such as fire hoses and fire alarms, as well as access to emergency exits, must be strictly respected at all times, even when these fall within a contracted space or stand area. Access to service areas, cables, socket outlets and fuse boxes must also be respected at all times.

For purposes of safety and in compliance with the rules of the CCIB, fire extinguishers will be provided by the organisers in the display areas and placed as regulations require, see the location on technical floor plan.
All the documentation below should be distributed to your employees and your subcontractors and includes instructions and safety rules that must be followed by all workers, whether they are your employees or subcontracted by your company

- Risk Assessment CCIB
- Safety rules CCIB
- Emergency procedure CCIB
- Emergency response manual CCIB

5.20 Security

Security provided by the organisers has been implemented to prevent unauthorised access to the exhibition areas and not to secure the contents of exhibition stands. Each exhibitor is responsible for his or her property and necessary precautions should be taken. Whilst every reasonable precaution will be taken, the organisers accept no responsibility for any loss or damage, which may occur to persons or property at the exhibition from any cause whatsoever.

Exhibitors are requested to use common sense precautions at all times, and to ensure that all stand personnel wear the official access badges. It is essential that you report any loss or theft from your stand to the nearest police station and notify the organisers.

To help ensure security at the exhibition, please follow these points:
- Make one member of your team responsible for your company's safety and security at the exhibition.
- Do not leave cash, handbags, mobile phones, valuables etc. in unlocked drawers, cupboards or on display at your stand.
- Do not leave wallets in unattended clothing.
- Check that all lockable desks and cupboards are locked before leaving your stand.
- Please note that build-up and dismantling days are high-risk periods. You are recommended to work in pairs so that the stand is manned at all times.
- Make sure you arrive prior to the official opening time and do not leave your stand before the official closing time.

Please note that different ECNP activities may take place before or after the official closing hour of the exhibition. ECNP will provide basic venue security to prevent unauthorised access to the exhibition area, not to secure the content of the exhibition stands. It is the responsibility of the exhibitors to provide security for their own stand and material.

If you want to book booth security please use the CCIB Webshop (see paragraph 2.1).

It is recommended that exhibitors take out insurance to cover risks of damage and theft.

5.21 Stand information

A choice of shell scheme or free-build (space only) stands is offered to exhibitors. Allocated space for free-build stands is hired on the basis of stand space only. Stand space is defined as square metres (m²) up to the maximum height as indicated under height restriction.

Stand constructions should adhere to the following criteria:
- Stands must not be obstructive in any way (openness of individual stands and the exhibition in general is aimed for at all times).
- Stands should be transparent. A maximum of 1/3 of the length of each side of the stand is allowed to be a closed wall or similar.
- Only single story stands are allowed.
• Shell scheme stands are available as packages of 6, 9 or 12 square meters and the type of stand (row or corner stand) will depend on the final location of the stand (see latest exhibition floor plan). The final decision rests with the organisers.

5.21.1 Free-build stands
Allocated space for free-build stands is on the basis of stand space only. Stand services are at the exhibitors’ expense.

The exhibition space dimensions have been communicated to exhibitors together with the allocation of space. For dimensions of aisles, pillars and location of emergency exits please refer to the latest exhibition floor plan.

The maximum stand height in the exhibition area is 4.00 meters. However, 25% of the stand construction may exceed this maximum with an ultimate height of 5 metres. This maximum height should include the technical floor of the stand, any lighting and/or lighting fixtures, and any other kind of hangings.

Suspension points are upon request, please use the CCIB Webshop

Stands may not be constructed without the organisers’ written approval. All free-build stand exhibitors must supply the registration secretariat at a drawing showing the proposed layout of their stand and all dimensions and elevation for official approval. The drawings must show the name of the company as well as the stand number. All working layout plans should be to reasonable scale, but not less than 1:100 and should include:

• Identification of walling, raised platforms, machinery, store rooms and special structures
• Description of materials used in the construction of the stand
• Specifications of machines and/or special equipment
• Lighting and lighting fixtures

Please use the template of stand plan sketch - layout fittings to show the connection points (electrical connections and installations, telephone etc.) on your stand.

Please check paragraph 2 Service regulation of the Rules and Regulations of the Centre Convencions Internacional de Barcelona with all details for exhibitors.

Please submit the stand drawing in PDF format to Godelieve Escartín, barcelona2018@ecnpeu before 21 June 2018. Exhibitors will be advised of official approval by the organiser and/or of modifications that must be made to the drawings via e-mail by latest 13 July 2018.

5.21.2 Shell scheme stands
The shell scheme packages are 6, 9 or 12 square meters. All row stands will have side panels of 2 or 3 meters, and back panels of 3 or 4 meters depending on the package size. One side panel is 2.30 meters high, the other side panels are 1 meter high (see drawing below). For corner stands the one meter panels on one side will be left out.

Shell scheme packages include the panels as described above, electrical switchboard 3.3kw with 1 socket 220v, power supply, carpeting (black), fascia panel with standard lettering and pre-inauguration cleaning. Furniture and other services can be ordered via the CCIB Webshop. If you would like to place graphics on the panel walls, please use the CCIB Webshop.
If you wish to attach materials to your shell scheme such as posters, graphics and/or material we suggest the use of adhesive materials or chains that do not damage any stand part. Any damage incurred to panels or to other part of the stand will be charged to the exhibitor.

If you will bring your own stand/panels, you are required to submit a photo of the constructed stand to the organisers for approval. Please send the photos to barcelona2018@ecnp.eu.

5.22 Structural integrity and other regulations
All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighbouring exhibitors, hall labourers or installation/dismantling equipment such as forklifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open.

Exhibitors should ensure that any display fixtures such as tables, racks or shelves are designed and installed properly to support the product or marketing materials to be displayed upon them.

All entrances, exits, aisles, stairways, lobbies and passageways shall be unobstructed at all times. Exhibitors may not place their materials in the floor space of other exhibitors or common areas of the exhibition. Common areas must remain unobstructed at all times in order to allow the free flow of traffic. It is forbidden to keep empty packaging, excess printed material and advertising material more than necessary for a daily consumption. Items must not be stored behind stands/between inner and outer walls or areas under raised platforms. All exit doors shall remain unobstructed at all times. Exit signs, manual pull stations, fire department handsets, fire hose cabinets and portable fire extinguishers shall not be obstructed in any manner.

All materials used in the construction of stands and stand interiors must comply with the Spanish Fire Regulations. Information about this can be found in the Rules and Regulations of the Centro Convencions Internacional de Barcelona. Please read them carefully. All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame proofing certificate should be available for inspection. All public safety laws and fire prevention regulations must be observed. Moreover, the exhibitor agrees to permit the adoption of all control and safety measures established by the organisers or by the management of the CCIB.

Notification of the handling and installation of flammable products should be given on or before 3 August 2018. This must be submitted in writing, quoting the name of the event and the stand number, to barcelona2018@ecnp.eu. The storage and use of compressed gas and/or liquid gas in the exhibition halls or elsewhere on the premises is not allowed. Balloons filled with flammable gas are not permitted within halls.
(the only authorised gas is helium). Welding and spraying work within the confines of the exhibition premises is prohibited. Only fireproof adhesives may be used for glue work within the exhibition premises.

All fire hose cabinets, fire extinguishers, pull stations and emergency exits, including those inside an exhibition space, must be visible and accessible at all times.

Stoves, cooking facilities, electrical heaters or other similar electrical appliances inside the hall are forbidden. Any machinery that creates dust, shavings, and dangerous or irritating omissions must be fitted with an extraction system. For purposes of safety and in compliance with the Rules and Regulations of the Centre Convencions Internacional de Barcelona, fire extinguishers will be provided by the organisers in the display areas and placed as regulations require.

In no case may any inflammable material or object be introduced in the exhibition. The use of open fire demonstrations is not allowed.

Before initiating the stand and in order to avoid damaging to the floor, it is obligatory to cover the entire surface area of the stand with non-self-adhesive carpeting.

The construction of stands with construction materials or adornments that contain products such as cement, sand, plaster, tile, brick or any other similar material are prohibited.

It is also prohibited to drill, use glue or any other adhesive that can be difficult to remove from the structure of the CCIB.

No items may be placed on the walls and seats, they must be correctly put into a pile wherever the security of the CCIB authorises. No item may be dragged unless a carpet is placed under it.

Electrical and other mechanical apparatus must be muffled so that the noise does not disturb other exhibitors or other areas of the congress centre.

During set-up if using paint and wallpaper the area must be covered by PVC sheeting.

The CCIB will not be responsible for any item or material that has not been removed once the 31st ECNP Congress is finished. The CCIB will proceed to remove the items and the exhibitor will be charged for the expense of this removal service.

The exhibitor agrees to permit the adoption of all control and safety measures established by the organisers and by the management of the CCIB.

The exhibitor agrees to observe the norms in force on safety, and particularly the maximum capacity of the halls and rooms, emergency exits and fire prevention measures. In no case may any flammable material or object be introduced in the exhibition. In no case may any access to a fire exit or fire hydrant be blocked (please refer to the floor plan to see the location of these items).

Contractors must remain in the areas where they work, and avoid going through any other different place in the CCIB.

The exhibitor must ensure that the companies working on their behalf during the build-up, exhibition opening hours and dismantling (contractors, decorators, audio-visual, catering, hostesses and other companies) are aware of the strict legislation regarding safety and hygiene. They will respond to the damages, which might be caused by accident where there is fault or negligence, leaving the CCIB and the organisers exempted from the same.
5.23 Timetable
Based on the experience of previous ECNP Congresses and the CCIB the times indicated below should be sufficient for build-up and dismantling. Please note that the build-up times have changed compared to the last year.

The exhibition will open on Sunday 7 October 2018 at 09.00. Please note that the organisers will conduct the final inspection of the exhibition area on Saturday 6 October 2018 at 19.00. Therefore the stands must be built up and cleaned before this date and time.

As a courtesy to the participants and your fellow exhibitors, ECNP requests strict adherence to the exhibition opening and closing hours. Deliveries or removal of equipment must be made before or after exhibition hours. Dismantling before the official dismantling time at 16.00 on Tuesday 9 October 2018 is prohibited.

<table>
<thead>
<tr>
<th>Build up dates and hours</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday 5 October 2018</td>
<td>08.00-22.00</td>
</tr>
<tr>
<td></td>
<td>(free build stands only)</td>
</tr>
<tr>
<td>Saturday 6 October 2018</td>
<td>08.00-19.00</td>
</tr>
<tr>
<td></td>
<td>(free build stands and shell scheme stands)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exhibition dates and opening hours</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday 7 October 2018</td>
<td>09.00-17.00</td>
</tr>
<tr>
<td>Monday 8 October 2018</td>
<td>09.00-17.00</td>
</tr>
<tr>
<td>Tuesday 9 October 2018</td>
<td>09.00-16.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dismantling dates and opening hours</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday 9 October 2018</td>
<td>16.00-22.00</td>
</tr>
<tr>
<td>(free build stands and shell scheme stands)</td>
<td></td>
</tr>
<tr>
<td>Wednesday 10 October 2018</td>
<td>07.00-16.00</td>
</tr>
<tr>
<td>(free build stands only)</td>
<td></td>
</tr>
</tbody>
</table>

5.24 Trolleys
Exhibitors are advised to make their own arrangements for handling exhibits, brochures, etc. For any additional requirements please contact CEVA at international@cevalogistics.com.

5.25 Water connection
Water connection is not available in the exhibition area.
6. Expert science exchange sessions

The expert science exchange sessions (ESE) offer companies the opportunity to move from commercially oriented exposure to more focused, scientifically driven engagement with participants.

The sessions are set up to provide industry the opportunity to interact with a small group of participants on a specific topic. The programme takes place in parallel with the official ECNP scientific programme and will be published as an industry activity together with the satellite symposia programmes and the exhibition.

If you are interested in organising an expert science exchange, we still have a limited number of time slots available. For more information please contact the ECNP Office at barcelona2018@ecnp.eu.

6.1 Programme

Each ESE has a slot of one hour. In this hour, between 2 and 3 presentations by experts on a specific topic can be scheduled. It is possible to organise a two hours ESE session.

<table>
<thead>
<tr>
<th>Expert science exchange time slots</th>
<th>Sunday 7 October 2018</th>
<th>Monday 8 October 2018</th>
<th>Tuesday 9 October 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>09.00-10.00</td>
<td>09.00-10.00</td>
<td>09.00-10.00</td>
<td></td>
</tr>
<tr>
<td>10.00-11.00</td>
<td>10.00-11.00</td>
<td>10.00-11.00</td>
<td></td>
</tr>
<tr>
<td>15.00-16.00</td>
<td>14.45-15.45</td>
<td>14.15-15.15</td>
<td></td>
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<tr>
<td>16.00-17.00</td>
<td>15.45-16.45</td>
<td>15.15-16.15</td>
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</tbody>
</table>

6.2 Access

The ESE sessions are open to all registered congress participants on a first-come-first-serve basis. The maximum capacity per presentation is 80 people. Access will also be given to people with an exhibitor badge from the same company as the ESE organiser.

Free staff badges

ESE organisers are entitled to two ESE staff badges per time slot free of charge, which will be provided on-site. These badges allow admission only to your ESE and these are not name-specific but time slot-specific. On the staff badges, only the company name as indicated on the programme will be printed. Therefore, they are only valid for one slot. Badges for ESE staff do not allow access to the scientific sessions. If you require more badges, please use the order form ESE session staff badges.

An ECNP hostess will be responsible for room access and for keeping the maximum room capacity of 80 participants.
6.3 Room set-up
The ESE sessions will be held in room 118 and room 120 on level P1.

6.3.1 Set-up
ECNP will offer a fixed standard set up in the room including the following items:
• 1x Screen and projector
• 5x high tables
• 1x catering table
• 1x Hostess at the entrance

Besides this fixed set up, the room can be used in another format, provided that the room will be used for an interactive session format with small groups of participants on a specific topic. Extra equipment can be ordered by using the order form expert science exchange furniture, AV/IT, electricity, hostesses and catering

The size of the room is 193 sqm (12.8mx15.1m, height 3.7m).

6.3.2 Branding
The room can be branded by the company (taking into account set-up and dismantling time). This service should be ordered by contacting the CCIB directly at satellites@ccib.es

6.3.3 Set-up and dismantling
The organiser will have access to the room one hour before the start. The room needs to be cleared, clean and free of company branding within one hour after the session.

6.4 Catering
The CCIB Caterer is the official catering supplier. You are not allowed to bring your own food or beverages into the venue. Limited catering is allowed in the room, but restricted to finger food and non-alcoholic beverages. Note that lunch bags are not allowed. Organisers can place orders for by using the order form expert science exchange furniture, AV/IT, electricity, hostesses and catering

6.5 Enduring material, recording (audio and image) and live webcast
ECNP gives permission to re-use the content of the programme of a ESE session to create enduring material and allows recording (audio and image) of a ESE session by the medical company in principle and if possible from a logistical point of view. ECNP allows live webcasting. Recording is permitted, provided that:
• This activity does not, in any way, cause any disturbance to the participants, or causes any damage to the building.
• All legal issues such as, for example, copyright and privacy of the participants involved in this activity are taken into account.
• The recorded material is a full version of the ESE session given without omissions or additional information.
• There is no link or reference to ECNP or the ECNP Congress other than the sentence ‘expert science exchange session on the occasion of the 31st ECNP Congress with educational financial support provided by <name company>’.
• A reference is made that the content is not necessarily the opinion of ECNP.

If the approved ESE session is to be webcasted live, the utmost will be done by the organisers to provide a time slot for a short technical rehearsal in the session room. For other recording options see the congress website
6.6 Printed material (including digital material, etc.)

Printed material of the ESE session must have the name of the medical company involved on the cover of printed matter and on the first page of digital material, in the following wording 'expert science exchange session on the occasion of the 31st ECNP Congress with educational financial support provided by <name company>.'

Printed material announcing ESE sessions will only be distributed by:

1. E-mail to the pre-registered participants approximately four weeks prior to the congress, inviting participants to visit the ECNP congress website that includes digital versions of all the invitations for industry sessions produced by the companies. This pdf of the invitation should be approved by the ECNP Office and the final version should be sent no later than 1 September 2018 to barcelona2018@ecnp.eu

2. Two poster boards in the general area of the congress venue to place promotion posters of ESE sessions, with corresponding racks for leaflets.

3. Standing banner outside entrance (at the main entrance of the room allocated for ESE sessions)
   This banner can be put up no more than 30 minutes prior to the start of the expert science exchange session.

4. Handing out material from the exhibition stand.

5. Handing out material from the table(s) at the entrance of the room of ESE sessions, no more than 30 minutes prior to the start of the ESE session

A pdf version of all printed material used in relation to ESE sessions should be sent for approval by 1 September 2018 at the latest to barcelona2018@ecnp.eu for the attention of Godelieve Escartín. As a rule, a response will be given within 5 working days.

6.7 Registration faculty

It is mandatory to register the speakers of your ESE session through the online individual or group registration link at the ECNP Congress website.

Please note that ECNP faculty members cannot be registered through a group. They are registered through the ECNP Office. They can, however, be part of a group for hotel accommodation and travel arrangements.

Although every effort will be made to inform you in the event of a double registration, when either an individual or another group registers the same participant, the registration secretariat and/or ECNP Office cannot be held responsible should such an event occur.
7. Satellite symposia

7.1 Access to satellite symposia
All registered congress participants have access to satellite symposia. Participants are required to wear their badges in order to have access to the congress venue.

7.1.1 Free satellite symposium staff badges
Satellite symposium organisers are entitled to 4 (four) satellite symposium staff badges per satellite symposium free of charge, which will be provided on-site. These badges allow admission only to your satellite symposium and these are not name-specific but time slot-specific. On the satellite symposium staff badges, only the company name as indicated on the satellite symposium application form and corresponding time slot will be printed. Therefore, they are only valid for one satellite symposium. Badges for satellite symposium staff do not allow access to the scientific sessions.

Exhibitors do not have access to satellite symposia. However exhibitors may attend the satellite symposium of their company. To access these, please present your exhibitor badge at the entrance of the room.

For security reasons, all your staff members must wear the provided badges at all times during the congress. Security staff will not allow you or your staff to enter the congress without a valid badge.

7.1.2 Additional satellite symposium staff badges
Additional staff badges can be purchased at a price of EUR 150 (excl. VAT) per badge via the Order form symposia staff badges.

7.1.3 Temporary staff/hostess’s badges
Badges for your additional temporary staff/hostesses are provided free of charge. These badges allow admission only to your satellite symposium and these are not name-specific but time slot-specific. The additional badges will be prepared according to the number of hostesses you have ordered and will be ready for pick up with your satellite symposia badges at the registration desk.

Information on how to order additional temporary staff/hostesses can be found at paragraph 7.13.

7.1.4 Speakers and chairs of your satellite symposium
Please note that it is mandatory to register the speakers and chairs of your satellite symposium through the individual or group registration webpage if you have not already done so.

Please note that ECNP faculty members cannot be registered through a group. They are registered through the scientific secretariat. They can, however, be part of a group for hotel accommodation and travel arrangements.

Although every effort will be made to inform you in the event of a double registration, when either an individual or another group registers the same participant, the organisers and the registration secretariat cannot be held responsible should such an event occur.

7.1.5 Badge pick-up
Free and additional satellite symposium staff badges will be available for pick-up (in an envelope under the company’s name and satellite time slot if requested) on-site at the registration desk from 08.00 until 18.00 on Friday 5 October 2018 and during the registration opening hours from Saturday 6 October to Tuesday 9 October 2018.
7.2 AV equipment, rehearsal, furniture and room specifications for satellite symposia

7.2.1 AV advisor
The ECNP AV advisor for the 31st ECNP Congress is the contact person for companies organising a satellite symposium at the 31st ECNP Congress. For any technical requests or assistance concerning AV equipment, live webcasts etc. and assistance for satellite symposia, please contact:

Michael De Backer
ecnp@debackerconsultants.com

7.2.2 Room specifications
The following rooms will be used for satellite symposia on the occasion of the 31st ECNP Congress:

<table>
<thead>
<tr>
<th>Room</th>
<th>Level</th>
<th>Capacity (theatre)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room 112</td>
<td>P1</td>
<td>1325</td>
</tr>
<tr>
<td>Room 113</td>
<td>P1</td>
<td>350</td>
</tr>
<tr>
<td>Room 114</td>
<td>P1</td>
<td>350</td>
</tr>
<tr>
<td>Room 115</td>
<td>P1</td>
<td>700</td>
</tr>
<tr>
<td>Room 117</td>
<td>P1</td>
<td>780</td>
</tr>
</tbody>
</table>

Room set-up for all satellite symposia is theatre style. Please note that the standard room set-up can under no circumstances be changed to fit your own requirements, since this might jeopardise the set-up for the scientific sessions.

All rooms are equipped with the following furniture and congress staff:
- 1 table at main entrance of the room for handing out materials
- 1 panel table with space for 4 seats (with 2 fixed microphones)
- 1 speaker lectern (with fixed microphone)
- 1 AV-technician
- 1 badge checker at main entrance*

* Staff will be available 30 minutes prior to the start of the satellite symposium and remain until the end of the session time.

All satellite symposia holders have the ability to rehearse the satellite symposium. Times of the rehearsal are mentioned in the AV-setup overview satellite symposia together with the detailed information concerning the technical equipment and technical staff provided.

Any additional AV items and technical staff must be ordered through the AV advisor Michael De Backer. Please contact him for any AV needs.

The deadline for confirming extra AV-orders is Monday 17 September 2018 and will incur additional costs for the company organising the satellite symposium. For orders placed before the deadline of Monday 17 September 2018 availability can be guaranteed. For orders placed between Tuesday 18 September and the congress availability cannot be guaranteed.
7.3 Catering
The CCIB Caterer is the official catering supplier. You are not allowed to bring your own food or beverages into the venue.

Limited catering is allowed, but is restricted to finger food and non-alcoholic beverages. Note that lunch bags are not permitted. Additionally, catering may only be served within 30 minutes before the start of the satellite symposium. The area for catering is the nearest area available to the assigned room. Extensions beyond the assigned time-slot are not allowed under any circumstances.

Satellite symposium organisers can place orders for by using the order form satellite symposium hostesses and catering.

7.4 Disclosure
ECNP requests speakers, chairs and poster presenters in the scientific programme of ECNP and in the satellite symposia to disclose potential conflicts of interest. This will allow the audience to take potential conflicts of interest into account when assessing the objectivity of the presentation. Speakers are requested to disclose potential conflicts of interest regarding their current presentation in the first slide of their presentation. Chairs are also requested to disclose potential interest regarding the topics of the presentations during their session in the first slide of their session. Poster presenters are requested to disclose potential conflicts of interest regarding their current poster presentation at the bottom of their poster.

Potential conflicts of interest can involve: grants, honoraria, shares, paid positions on advisory boards etc.

The text to be used for speakers {1} and for chairs {2} in the satellite symposia is:

Conflict of interest statement regarding {1 my presentation} {2 the topics of the presentations} in the satellite symposium on the occasion of the 31st ECNP Congress with educational financial support provided by <name company> {1 <title presentation>} {2 <title satellite symposium>} on <date, month> 2018

○ I have no potential conflict of interest to disclose

○ I have an interest in relation to one or more organisations that could be perceived as a possible conflict of interest in the context of the {1 subject of this presentation} {2 topics of the presentations}. The relationship(s) is (are) summarised below:

<table>
<thead>
<tr>
<th>Interest</th>
<th>Name of organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grants</td>
<td></td>
</tr>
<tr>
<td>Honoraria</td>
<td></td>
</tr>
<tr>
<td>Shares</td>
<td></td>
</tr>
<tr>
<td>Paid positions</td>
<td></td>
</tr>
<tr>
<td>Advisory boards</td>
<td></td>
</tr>
<tr>
<td>Other involvement</td>
<td></td>
</tr>
</tbody>
</table>

7.5 ECNP Faculty reception invitation
For each company organising a satellite symposium on the occasion of the 31st ECNP Congress two representatives per company are invited to attend the ECNP Faculty reception. The ECNP Faculty reception will take place on Sunday 7 October 2018 at Restaurant Ultramarinos from 19.00. The names of the two
representatives should be sent by the company to the ECNP Office at barcelona2018@ecnp.eu by 1 September 2018 at the latest.

7.6 Enduring material, recording (audio and image) and live webcast of satellite symposium
ECNP gives permission to re-use the content of the programme of a satellite symposium to create enduring material and allows recording (audio and image) of a satellite symposium by the medical company in principle and if possible from a logistical point of view. ECNP allows live webcasting of satellite symposia. Re-use is permitted, provided that:
- This activity does not, in any way, cause any disturbance to the attendees, or causes any damage to the building
- All legal issues such as, for example, copyright and privacy of the attendees involved in this activity are taken into account
- The recorded material is a full version of the satellite symposium given without omissions or additional information
- There is no link or reference to ECNP or the ECNP Congress other than the sentence ‘satellite symposium on the occasion of the 31st ECNP Congress with educational financial support provided by <name company>’
- A reference is made that the content is not necessarily the opinion of ECNP

If the approved satellite symposium is to be webcasted live, the utmost will be done by the organisers to provide a time slot for a short technical rehearsal in the session room.

7.7 Installation and dismantling times
Companies are permitted to have material delivered to the outside of the session room and can set up their tables up to one hour before the start of their satellite symposium. However, companies will only have access to their assigned room and can only start to hand out material 30 minutes before the start of the satellite symposium. Extensions beyond the assigned time slot are not allowed under any circumstances.

The room should be vacated immediately after the end of the satellite symposium. It is the responsibility of the company organising the satellite symposium to ensure that all materials arising from preparing their satellite symposium are completely removed from the assigned room immediately after the session. If material is left in the room, requiring the CCIB to arrange waste removal, a fee will be charged for this service to the company who is responsible for the waste.

7.8 Preparation time
Please note that you only have 30 minutes to set up your satellite symposium inside the allocated room. A rehearsal time slot with Michael De Backer (AV advisor) is offered for companies. You can find your exact rehearsal time slot in the AV set-up overview satellite symposia.

7.9 Printed material (including electronic material, etc.)
Printed material of the satellite symposia must have the name of the medical company involved on the cover of printed matter, on the poster and on the first page of electronic material, in the following wording ‘satellite symposium on the occasion of the 31st ECNP Congress with educational financial support provided by <name company>’.

Printed material announcing satellite symposia will only be distributed by:
1. E-mailing to the pre-registered participants: the registration secretariat will organise an electronic mailing to all pre-registered participants approximately four weeks prior to the congress, inviting participants to visit the ECNP congress website that includes digital versions of all the invitations for satellite symposia produced by the companies. This pdf of the invitation should be approved by the
ECNP Office and the final version should be sent to the ECNP Office no later than 1 September 2018.

2. Two identical poster boards for the promotion of your satellite symposium, with corresponding racks for leaflets at a height of 1.00 meter, will be placed in the general area of the congress venue on which the posters should be placed on Saturday 6 October from 08.00 hours and can remain until Tuesday 9 October 17.00 hours. These poster boards and racks are especially provided for this purpose by the 31st ECNP Congress at the congress venue.

The format of these posters should be minimum **A0 size**, portrait style (1189 mm high x 841 mm wide) with a maximum of **140 cm high and 95 cm wide (portrait style)** and these posters need to be approved by the ECNP Office.

3. Standing banner outside entrance (at the main entrance of the room allocated for your satellite symposium): this banner outside can be either a roll-up banner which you bring yourself or a self standing board with one side printed which can be ordered, see paragraph 7.10 for more details. This roll-up banner or self standing one side printed banner can be put up no more than 30 minutes prior to the start of the satellite symposium.

4. Handing out material from the exhibition stand.

5. Handing out material from the table(s) at the entrance of the room used for the satellite symposium, commencing no more than 30 minutes before the start of the satellite symposium. Companies are allowed to bring in their material to the tables 60 minutes before the start of the satellite symposium. However, the material needs to be covered until 30 minutes before the start of the satellite symposium.

A PDF version of all printed material used in relation to satellite symposia should be sent for approval by 1 September 2018 at the latest to the ECNP Office to the attention of Godelieve Escartin, Senior Project Manager Congresses & Meetings, e-mail barcelona2018@ecnp.eu. As a rule, a response will be given within 5 working days.

### 7.10 Directional signage and branding

Directional signage related to satellite symposia will be provided and organised by ECNP. No other directional signage or branding (beyond what is mentioned in paragraph 7.9) inside or outside the venue is permitted. Please see paragraph 7.9 as well as paragraph 4.2.11 of this document for information about the approval of printed matter.

The organisers will provide directional signage and ECNP branding.

Companies may brand the session room with their own images as they wish, but it needs to be ordered through our AV contact person, Michael de Backer, see contact details in paragraph 7.2.1. The organisers will take care that the material ordered is ready in the room 30 to 15 minutes before the start of the satellite symposium and that it is removed no later than 15 minutes after the end of the satellite symposium. The branding is being centralised in order to take care that the congress branding provided by the organisers is not removed or damaged in any way.

The following packages can be ordered:
<table>
<thead>
<tr>
<th>Package*</th>
<th>Items</th>
<th>Costs in EUR (excl. VAT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Package 1</td>
<td>Branding lectern</td>
<td>EUR 425</td>
</tr>
<tr>
<td>Package 2</td>
<td>Branding chairman table (4 chairs)</td>
<td>EUR 575</td>
</tr>
<tr>
<td>Package 3</td>
<td>Larger chairman table with two extra seats (total of 6 seats, including front-branding, 1 extra microphone, 1 extra comfort-monitor, extra front-lighting)</td>
<td>EUR 650</td>
</tr>
<tr>
<td>Package 4</td>
<td>Banner (1x) inside session room at the stage</td>
<td>EUR 600</td>
</tr>
<tr>
<td>Package 5</td>
<td>Standing banner outside entrance (at the main entrance of the room allocated for your satellite symposium).</td>
<td>EUR 600</td>
</tr>
</tbody>
</table>

* To order the packages please use the satellite symposia packages order form.

The deadline for confirming orders (satellite symposia packages order form) is 17 September 2018.

7.11 Simultaneous translation
The official language of the congress is English. There is no simultaneous translation allowed, neither during the scientific programme, nor during the satellite symposia.

7.12 Speakers’ secretariat
Companies organising a satellite symposium are invited to use the speakers’ secretariat free of charge to upload, review or make changes to their presentations. Presentations will be directly dispatched to the appropriate room by the official congress IT company, COVR. Only PowerPoint presentations are accepted.

If you do not wish to use the speakers’ secretariat, please note that you will have to provide your own laptop in the session room.

Please notify Michael De Backer (ecnp@debackerconsultants.com), the AV advisor, no later than Friday 28 September 2018 if you plan to make use of this service or if you will provide your own laptop for your satellite symposium. Please note that companies who do not make use of the speakers’ secretariat may not have access to certain services (e.g. the PowerPoint computer in the room, which is connected to the speakers’ secretariat).

7.13 Temporary staff / hostesses
Some technical assistance and personnel is included in the session room as specified in paragraph 7.2.2 above and in the AV set-up overview satellite symposia.

If you require additional temporary staff to assist with your satellite symposium, please use the order form satellite symposium hostesses and catering.
8. Shipping, delivery information and storage

8.1 Contact details CEVA
CEVA has been appointed as the official international forwarder and customs broker for the 31st ECNP Congress.

Contact:
Bastiaan Wigman (BW)
T: +31 88 028 3101 or M: + 31 6 20 01 41 92
international@cevalogistics.com

CEVA Showfreight
Elektronweg 24
3542 AC Utrecht
The Netherlands
http://www.cevalogistics.com/

8.2 Courier delivery/shipments
All industry sessions organisers and all exhibitors using a courier delivery or road freight service should send deliveries directly to the lifting contractor CEVA and NOT directly to the venue.
CEVA will deliver the goods (that were sent to their advanced warehouse) to the stand by Saturday 6 October 2018 by 08.00 or to the given industry session room 1 hour before the session starts. This is at the cost of the exhibitor/satellite symposia organiser. Please contact CEVA before shipping and return the completed CEVA Shipping instructions form

Industry session organisers should clearly mark all shipments with the following information:
- Company name
- Industry session room
- Contact person
- Mobile phone number of contact person
- Date and time of the session

Exhibitors should clearly mark all shipments with the following information:
- Company name
- Stand number & exhibition area
- Contact person
- Mobile phone number of contact person

The official freight forwarder, CEVA, will also provide customs clearance. For a full quotation please complete the CEVA Shipping instructions form and send it to international@cevalogistics.com.

8.3 Material storage
There is no storage space available for rent.
8.4 Delivery

Due to the expected congestion at the exhibition site, we strongly recommend that you ship your goods in advance to the CEVA advanced warehouse. This will avoid loss of valuable time during the build-up and dismantling period and ensures timely delivery of your goods to your stand.

If you intend to make arrangements for a direct delivery, you must contact CEVA to apply for an allocated time for delivery and collection. Vehicles will only be allowed at the loading bay with CEVA’s approval.

Unannounced vehicles will not be allowed at the (un)loading bay. This includes courier shipments, which MUST be shipped to the CEVA advanced warehouse. Please see the CEVA shipping instructions.

Companies may not deliver their materials to the CCIB before the official build-up time begins on Friday 5 October 2018 at 08.00. Any goods received before this time will be turned away by the management of the CCIB. Please contact CEVA to arrange your advance deliveries to the CEVA warehouse, deliveries to the CCIB and storage of empties as well as the reloading after the exhibition.

Delivery address for shipments arriving before the official build-up need to be consigned to the CEVA warehouse:

CEVA Showfreight / RESA EXPO LOGISTICS / ECNP 2018
Company name, Hall…… Stand no……
C/Botánica – Entrada Nr. 4 – Fira Gran Via
08908 – L’Hospital

Please note: Courier companies such as TNT, UPS, FEDEX and DHL deliver door to door, and do not deliver the goods to the stand. To make sure your shipment will be delivered to your stand in time and cleared customs we advise you to address your shipment to CEVA Showfreight as mentioned in the CEVA shipping instructions.

CEVA will also assist you with moving your goods through the building. Please contact CEVA before shipping and to make pre-arrangements for the delivery and transfer of your goods inside the venue.

A storage and freight forwarding service as well as shipping and customs clearance services are available through CEVA. Please contact them for your needs using the information provided on this CEVA Shipping instructions form.

Exhibitors may build up their stands from 08.00 during the two days of exhibition set-up (5 October and 6 October 2018). Please note that the exhibition hall will close for deliveries at 22.00 on Friday 5 October.

8.5 Delivery entrance/access to the venue/forwarding

Direct shipments to the exhibition site will only be accepted during the official build-up dates and hours. The exhibition area is only accessible through two freight entrances. Vehicles need to be removed immediately once these operations have been completed.

To avoid traffic congestion and to allow fast and smooth unloading, a pre-assigned unloading timeslot will be required for all trucks. All trucks arriving without a pre-assigned unloading timeslot will be unloaded once the full schedule has been completed. All vehicles bigger than a van cannot drive directly to the congress centre but need to report to CEVA max. 1 hour prior to the confirmed slot.

Please contact CEVA for the allocated delivery address for vehicles arriving during the official build up and break down period.
The CEVA staff will direct the trucks to the unloading bay at the venue according to the schedule. If a truck does not arrive at the pre-assigned time, the timeslot will automatically be given to the next in line. Please note that, under no circumstances, CEVA can be held responsible for delays or waiting times of trucks.

Trucks coming directly to the congress venue, not respecting these regulations will not be allowed to unload and will be redirected. Please contact CEVA to obtain your pre-assigned unloading timeslot.

To avoid long waiting hours, exhibitors are urged to send shipments less than 25 cbm to the CEVA advanced warehouse.

**Site restrictions**

Measurements of the freight entrance:
- Height: 3.39 meters
- Width: 1.42 meters

No material or parcel may be delivered through the main entrance of the CCIB.

The space in front of the loading bay is limited, so a strict unloading procedure will be applied for the congress. To avoid congestion, CEVA will control parking / unloading at the venue. Furthermore, note that only CEVA will be permitted to use forklifts at the unloading bay. Vehicles and forklifts are not allowed in the exhibition areas, only pallet jacks and trolleys for marble floors are permitted in the exhibition areas.

If the loading bay is occupied, it is mandatory to wait at the indicated parking for ECNP. It is forbidden to park on the sideways around the CCIB.

![Loading Bay Access Map](attachment:image)

**8.6 Dismantling and removal of exhibits and stand fittings**

There will be a pre-set schedule for the return of empties as well as for uploading of the freight during the dismantling period to allow for a smooth process. This schedule is available as from 7 October. The same rules, regulations and procedure for truck loading during the build-up will also apply during the dismantling. It is the exhibitor’s responsibility to remove all goods, materials and belongings at the conclusion of the 31st ECNP Congress.

When the 31st ECNP Congress is finished, all goods and materials should be removed at the end of the dismantling time. Any shipments remaining in the exhibition halls will be transferred to the off-site CEVA warehouse at the exhibitor’s or contractor’s cost.
8.7 Floor loading capacities
The maximum weight allowed in the exhibition hall is 2500 kg per square meter. It is a concrete floor.

8.8 Lorry park
CEVA Showfreight will permit short term parking at the unloading area. However, to avoid congestions, shipments need to be unloaded and delivered immediately upon arrival. Overnight parking is strictly prohibited.

8.9 Maintenance and re-stocking of stands
Please note that the vehicle loading bays will not be open during the congress. Deliveries or removal of equipment during congress and exhibition opening hours is not allowed. All necessary maintenance as well as re-stocking of stands should be carried out 1.5 hours before or 1 hour after the exhibition hours. Small trolleys will be allowed in the exhibition hall during the exhibition opening hours, but companies should keep the transport of material to a minimum.

9. Payment and cancellation policies

9.1 Payment terms and conditions

9.1.1 Industry sessions and exhibition space
After ECNP has received the application of the company for exhibition space an invoice will be issued for the full amount which must be paid according to the payment terms specified.

Companies participating in the exhibition or the organisation of industry sessions are required to observe all payment deadlines as stated in the ECNP Industry Guidelines and/or on the invoices. The 31st ECNP Congress Foundation is entitled to cancel the participation of any company that fails to comply with these deadlines.

9.1.2 Satellite symposia packages
After receiving the order form of the satellite symposium packages an invoice will be issued by the 31st ECNP Congress which must be paid according to the payment terms specified. Please note that services cannot be guaranteed without full payment received in due time.

Orders for extra services apart from the satellite symposium packages mentioned in this document will be invoiced directly by the supplier and should be made according to the instructions mentioned by the supplier. Please note that services cannot be guaranteed without full payment received in due time.

9.2 VAT

9.2.1 Satellite symposia slot and expert science exchange
Dutch VAT will be charged in accordance with European legislation.

9.2.2 Exhibition space
Spanish VAT will be charged in accordance with European legislation.

9.2.3 Satellite symposia packages
Spanish VAT will be charged in accordance with European legislation.

9.2.4 Supplement to the journal European Neuropsychopharmacology (ENP)
Dutch VAT will be charged in accordance with European legislation.
9.3 Cancellations and exhibition space reduction
Cancellations of industry sessions and/or exhibition space must be sent in writing to the ECNP Office and cancellation requests of group registration must be sent in writing to the registration secretariat, CPO HANSER SERVICE. The effective date of the cancellation will be the date that the written notification was received by the ECNP Office / CPO HANSER SERVICE.
A cancellation will result in the release of the allocated industry session time slot or stand space.

9.3.1 Industry sessions
In the event of cancellation, the following policy will apply:
- 50% of the total amount will be refunded for cancellations made before 15 February 2018
- No refund for cancellations made on or after 15 February 2018

9.3.2 Exhibition space
In the event of cancellation or reduction of exhibition space, the following policy will apply:
- 50% of the total amount will be refunded for cancellations or reduction made before 1 March 2018
- 30% of the total amount will be refunded for cancellations or reduction made on or after 1 March 2018 and until 1 May 2018
- No refund for cancellations or reduction made on or after 1 May 2018

Refunds will be made after the congress.