



40th Annual Meeting of the European Thyroid Association

September 9th – 12th, 2017

Crowne Plaza Belgrade
Street Vladimira Popovica 10, Belgrade

Information for Exhibitors and Sponsors

www.eta2017.com

Status: November 2016



COMMITTEES

ETA Executive Committee

President: Pilar Santisteban, Spain
Secretary: Colin Dayan, United Kingdom
Treasurer: Tomasz Bednarczuk, Poland

Duncan Bassett, United Kingdom
Thomas Brix, Denmark
Verle Darras, Belgium
Barbara Demeneix, France
Monica Dentice, Italy
Eric Fliers, The Netherlands
Laura Fugazzola, Italy
Jens Mittag, Germany

Local Organizing Committee (LOC)

Chair: Miloš Žarković
Other Members: Jasmina Ćirić (secretary)
Biljana Nedeljković Beleslin (secretary)
Mirjana Stojković
Slavica Savić
Miloš Stojanović

ETA Standing Office

Martin Then then@endoscience.de
Susanne Rothe rothe@endoscience.de
Silke Winkelhofer winkelhofer@endoscience.de

GENERAL INFORMATION

The ETA has entrusted EndoScience Endokrinologie Service GmbH with the general logistics and organisation of the 40th Annual Meeting of the ETA. All correspondence pertaining to the Exhibition and Sponsoring should be addressed to:

ETA Standing Office

EndoScience Endokrinologie Service GmbH

Hopfengartenweg 19, 90518 Altdorf, Germany

Tel.: +49 (0)9187-97424-11; Fax +49 (0)9187-97424-71

winkelhofer@endoscience.de

The ETA Annual Meeting offers a unique platform to increase your company presentation, to form relationships and enhance your profile in the thyroid field. **The commercial exhibition** includes a display of products, devices and services designed to support the field of thyroid diseases.

THE VENUE

The ETA Annual Meeting 2017 will take place in the

Crowne Plaza Belgrade

Street Vladimira Popovica 10,

Belgrade

Serbia

REGISTRATION FEES – DELEGATES

The registration of delegates will be managed by the ETA Standing Office. Group registration is possible, however group pick-ups of delegate documents cannot be arranged!

REGISTRATION FEES (in Euro, €)

	Before June 30	July 1 - Aug. 25	On site
ETA Ordinary Member and ETA Senior	150	175	200
ETA Junior Member < 35 y	60	80	100
ETA Corresponding Member	250	300	350
ATA, LATS, AOTA, JTA Members *	250	300	350
Non-Member	500	550	600
Students/Res. Fellows < 35 y	125	160	200

EXHIBITION INFORMATION

EXHIBITION AREA

The commercial exhibition will be placed in the main conference foyer of the Crowne Plaza Hotel, ensuring maximum interaction with the conference delegates. Catering stations will also be integrated in this area. Please find attached a floor plan of the Crowne Plaza Hotel, showing the lecture halls as well as the bookable booth spaces of various dimensions. The booth spaces will be sold on a first come, first served basis. Please mark your preferred booth space by indicating the corresponding number on the attached booth reservation form and also indicate an alternative in case the booth space is not available anymore.

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

Booth Space per company is unlimited upon availability.

The above mentioned rental fee includes:

- Net stand area (floor space only, without equipment)
- Technical manual (will be send out to all exhibitors in June 2017)
- Entry into exhibitors list in the final program
- An unlimited number of sales representatives per booth, provided they wear the congress identification badge (badges can be pre-ordered through the Congress secretariat). The identification badge will allow access to the exhibition areas only and participation at the Welcome Reception
- Lunches/coffee breaks as indicated in the program
- Cleaning of general surfaces

CONGRESS REGISTRATION FOR EXHIBITORS

Exhibitors will be entitled to one free registration for the scientific program with a stand up to 6 sqm, two free registrations with a stand of up to 12 sqm and 4 free registrations if the stand is larger than 12 sqm and/or if your company is organising a satellite symposium.

EXHIBITION SCHEDULE*

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

Set-up:	Friday, Sept. 8 th	7.00 - 20.00 hrs
Preliminary opening times:	Saturday, Sept. 9 th	9.00 – 18.00 hrs
	Sunday, Sept. 10 th	9.00 – 18.00 hrs
	Monday, Sept. 11 th	9.00 – 18.00 hrs
	Tuesday, Sept. 12 th	9.00 – 13.00 hrs
Dismantling:	Tuesday, Sept. 12 th	approx. 15.00 hrs, after end of last session

**All times may be subject to change.*

Terms of payment

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

Terms of cancellation

Free cancellation of the exhibition space is possible **until June 9, 2017**. After that date the full exhibition rental fee will be charged.

CATERING

Any catering services should be placed with:
Mr Vuk MIHAJLOVIC / Ref.: ETA Conference
e-mail: vuk.mihajlovic@ihg.com

SATELLITE SYMPOSIA

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

The booking of a satellite symposium includes the following services:

- Arranging a conference room
- Standard technical requirements (loudspeaker and microphones, beamer, laptop, laser pointer)
- Special signing

Sponsors can produce their own invitations for the satellite symposium, which will be included in the congress bags free of charge. Costs for printing or dispatching of invitations are not included in the symposium package.

TIME SLOTS

Sponsors can book a satellite symposium on the days stated below:

Date	Time	Price	Status
Saturday, Sept. 9 th	17.00 - 18.00	30.000 €	Available
Sunday, Sept. 10 th	Early Riser / 7.00 - 8.00	15.000 €	Available
Sunday, Sept. 10 th	Lunch / 13.00 - 14.00	30.000 €	Already booked
Sunday, Sept. 10 th	19.00 - 20.30	30.000 €	Available
Monday, Sept. 11 th	Early Riser / 7.00 - 8.00	15.000 €	Available
Monday, Sept. 11 th	Lunch / 13.00 - 14.00	30.000 €	Available
Tuesday, Sept. 6 th	Lunch / 12.15 - 13.15	15.000 €	Available

DATES TO REMEMBER

Industry-sponsored Satellite Symposia (info for ETA Treasurer)

April 10th, 2017 Info about scientific content incl. names of speakers and chairmen to ETA Treasurer
June 19th, 2017 Delivery of complete scientific program of the booked satellite symposium for the scientific program and abstract booklet

Industrial Exhibition & Catering (info for S. Winkelhofer)

May/June 2017 Technical manual for exhibitors / approval of stands and final exhibition plan
August 8th, 2017 Deadline for placing all orders for your exhibition booth
August 18th, 2017 Deadline for catering orders

Terms of payment

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

Terms of cancellation

Free cancellation of the satellite symposium is possible **until April 3, 2017.**

CATERING FOR SYMPOSIA

Please note that the sponsors of early riser- and lunch symposia DO NOT need to provide any food/catering for their symposium attendees. Food and drinks will be provided by the ETA.

SPONSORSHIP AND EXHIBITION LIAISON / ORGANISATION CONTACT

Organisers of exhibition & satellite symposia:

ETA Standing Office

EndoScience Endokrinologie Service GmbH

Hopfengartenweg 19, 90518 Altdorf, Germany

Contracts & Invoicing

ETA Treasurer: Tomasz Bednarczuk, Poland (tbednarczuk@wum.edu.pl)

Mr. **M. Then** (then@endoscience.de)

Tel.: +49 (0)9187-97424-11, Fax +49 (0)9187-97424-71

Exhibition and Satellite Symposia - organisational issues

Mrs. **Silke Winkelhofer** (winkelhofer@endoscience.de)

Tel.: +49 (0)9187-97424-12, Fax +49 (0)9187-97424-72

OTHER SPONSORING OPPORTUNITIES

In addition to the participation at the exhibition of the Meeting, the ETA Standing Office is offering companies the opportunity to become sponsor of the Congress. The selection of sponsorship opportunities provides solutions for any size of company. Let us help you to get the sponsorship options that will deliver the rewards you seek from your participation in this meeting.

If you are interested in becoming a sponsor you may also share your ideas with us. The ETA Treasurer and the ETA Standing Office look forward to your suggestions and comments. All sponsorship opportunities include acknowledgement of the sponsorship in the main program.

Satellite Symposium (only for Corporate members of the ETA)	to be negotiated directly with the Treasurer of the ETA
Exhibition Booth	500 €/m²
Bag insert (announcements, invitations, etc.)	1.000 €
Sponsoring of the coffee breaks	2.500 € each
Sponsoring of lanyards	Production and delivery by the sponsor
Advertisement page in the program booklet (A4 colour-page)	1.500 €
Congress bag	Tbd
Internet point/WIFI	Tbd
Pads and Pens	Production and delivery by the sponsor
Insertion of company logo on final program	3.000 €

N.B.: Prices do not include VAT

MEETING ROOMS AT THE CONFERENCE VENUE

There are a limited number of conference rooms within the congress centre. If you require a room for a special meeting please contact Mrs. Silke Winkelhofer: Winkelhofer@endoscience.de.

SOCIAL PROGRAM / GROUP ARRANGEMENTS

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

Mrs. Martina LASKAČ

E-mail: martina.laskac@smart-travel.rs

IMPORTANT INFORMATION

Insurance

The Organizer of 40th ETA Meeting has:

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

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

Observance of Statutory / Rules and Regulations

With respect to the use of the agreed exhibit space, the content of a luncheon symposium or breakfast satellite symposium, the advertising activities as well as the general admissibility of the activities which the Sponsoring / Exhibiting Company plans to perform at the Congress, the Sponsoring / Exhibiting Company acknowledges that it shall be solely responsible for the observance of all statutory rules and regulations applicable to the jurisdiction in which the Congress venue is located.

The Sponsoring / Exhibiting Company is obliged not to conduct any social or other activity within the official congress hours and during the hours of industry sponsored symposia, which would take people away from the congress venue.