38TH ANNUAL MEETING OF THE
EUROPEAN SOCIETY FOR
PÆDIATRIC INFECTIOUS
DISEASES
Organised jointly by ESPID and the ESPID Foundation

ROTTERDAM
THE NETHERLANDS
25-30 MAY
2020

Sponsorship
& Exhibition
Sponsorship & Exhibition Prospectus

Please contact me for details, pricing and booking form:

Marta Enes – Industry Liaison & Sales
Tel: +31 20 763 05 12
Email: mernes@kenes.com
Support Categories & Benefits

You will be given a support category status dependent upon the total amount of your support contribution. The total contribution will consist of items such as advertisements, sponsored sessions and exhibition space (excluding storage space).

**SUPPORT LEVELS**

- PLATINUM SPONSOR
- GOLD SPONSOR
- SILVER SPONSOR
- BRONZE SPONSOR

Supporter/Exhibitor booking items/space with a contribution of less than Bronze category will be acknowledged as "Supporter"/"Exhibitor" only.

You will benefit from outstanding advantages linked to your support category.

**SUPPORT BENEFITS**

Benefits will be allocated to supporters based on the following table:

<table>
<thead>
<tr>
<th>BENEFITS</th>
<th>PLATINUM</th>
<th>GOLD</th>
<th>SILVER</th>
<th>BRONZE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting registrations</td>
<td>10</td>
<td>6</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Acknowledgement according to your support level in the Meeting App</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Supporter’s logo with hyperlink on Meeting website</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

Branded items will carry company logos only. No products logos or advertisements are permitted.

**Special Requests**

Tailored packages can be arranged to suit your objectives.
Participation Statistics and Society Info

INDUSTRY BENEFITS OF SUPPORTING ESPID 2020

- Promotes cutting-edge scientific research
- Contributes to the advancement of PID on an international level
- Offers a unique opportunity to exchange ideas with renowned professionals from across the world
- Provides an ideal networking forum
- Offers unique exposure to worldwide markets

ESPID ATTENDANCE OVER THE YEARS

<table>
<thead>
<tr>
<th>Year</th>
<th>City</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>Leipzig</td>
<td>2,270</td>
</tr>
<tr>
<td>2016</td>
<td>Brighton</td>
<td>2,314</td>
</tr>
<tr>
<td>2017</td>
<td>Madrid</td>
<td>3,039</td>
</tr>
<tr>
<td>2018</td>
<td>Malmo</td>
<td>2,241</td>
</tr>
<tr>
<td>2019</td>
<td>Ljubljana</td>
<td>2,331</td>
</tr>
</tbody>
</table>

STATISTICS FROM ESPID 2019 – LJUBLJANA

PARTICIPANTS BY WORLD REGIONS

- 56% Western Europe
- 15% Eastern Europe
- 8% North America
- 5% Central & South America
- 1% Africa & Atlantic
- 3% Middle East
- 12% East Asia & Pacific
ABOUT THE SOCIETY AND ITS MEETING

The European Society for Paediatric Infectious Diseases (ESPID) is a non-profit medical association that focuses on paediatric infectious diseases (PID). Since its foundation in 1983, it has grown to include approximately 1180 members mostly from Europe and increasingly from other continents.

ESPID forms a platform for clinicians and scientists interested in clinical aspects, education, training and research concerning infectious diseases in children, including diagnosis, treatment and prevention with a particular focus on vaccination.

The society is engaged in a large number of activities including collaboration in multicentre trials and projects for surveillance of antimicrobial consumption and resistance in children, international exchange of paediatric infectious disease fellows, educational activities and it organises the leading global annual scientific Meeting in PID. ESPID is also engaged in various partnerships with international organisations such as ECDC, WHO, patient organisations such as CoMO and sister organisations such as ESID, EAP, PIDS, ESWI and WSPID. ESPID provides the opportunity to its members and participants in the Meeting to get involved in research networks.
ESPID OBJECTIVES

The purpose of the Society is the promotion of science and research, education and public health in the field of paediatric infectious diseases.

ESPID aims to promote the exchange of information among persons who have special interest in the field of PID by organising an annual scientific meeting and other regular scientific events, establishing international study groups and networks, participating in advisory boards of other relevant societies, organising symposia at other international conventions and by supporting joint publications by members in relevant or affiliated expert journals.

Furthermore, ESPID seeks to promote the development of PID in Europe and throughout the world by:

- Organising events, courses and similar activities, supporting training programmes in the field of PID including training and travel grants, making awards and giving prizes for achievements in the field;
- Providing training and vocational training in the field of PID and defining quality criteria of promoting and providing training facilities;
- Sponsoring collaborative research projects and initiatives involving society members.

Another aim of the Association is the acquisition of funds for the promotion of science and research, education and public health by other bodies or legal entities of public law; the provision of funds for a fully taxable corporation under private law presupposes that it is itself tax privileged.

COMMITMENT TO THE HIGHEST STANDARDS IN CME/CPD

Kenes is committed to be a valuable and knowledgeable partner in the design and delivery of educationally strong, independent, transparent, and effective CME/CPD programmes. Kenes is a proud member of the Good CME Practice Group (gCMEp), a member organisation contributing to improving health outcomes by:

- Championing best practice in CME
- Maintaining and improving standards
- Mentoring and educating
- Working in collaboration with critical stakeholders

For more information, visit: www.gcmepeu.

CME Accreditation

An application will be submitted to the European Accreditation Council for Continuing Medical Education (EACCME) to provide accreditation by the following CME activity for medical specialists. The EACCME is an institution of the European Union of Medical Specialists (UEMS): www.uems.net.
Industry Supported Sessions

Industry Supported Sessions slots are offered to industry as non-CME commercial/promotional sessions that are not accredited. As such supporters are free to choose their topics, invite speakers and control content, the session will be indicated in the programme as organised by the Supporter. Topic and programme are subject to approval by the Meeting Scientific Committee.

Disclaimer

Information contained in the scientific programme must comply with the applicable CME/CPD regulations. Scientific/Educational Programme shall not include any commercial elements such as company names, products names, etc. Commercial information shall be kept separate and clearly differentiated from the scientific accredited content. Non-educational activities may include promotional elements and shall not be accredited.

The Meeting will comply with the Foundation for the Code for Pharmaceutical Advertising.
Educational Support Opportunities

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

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

MEDICAL EDUCATION GRANT

Educational Grant in support of an Existing Official Session accepted or invited by the Scientific Committee and supported by a grant from the industry. Certain scientific symposia within the main Meeting programme may coincide with the broaden educational objectives of certain supporters. Such sessions are designed by the programme committee of the meeting including choice of topic and speakers. Supporters are invited to contribute towards the costs of holding one or more of these sessions.

- Hands off support, no influence over any scientific/education content
- Support will be acknowledged in a designated section of the mobile app and Meeting website.
- Support will be acknowledged in the Industry Support and Exhibition section of the Programme* and on the event website as: Session Title “Supported with an Unrestricted Educational Grant from <Company Name>”.

*If applicable

TRAVEL AND PARTICIPATION GRANT

Under this scheme, sponsors can contribute to a fund supporting the cost of attendance at the Meeting (including registration and allowances for travel and accommodation). Applicants are awarded scores based on ESPIED membership status, age, relevant qualifications, previous contributions to ESPIED meetings and quality of submission(s) to the present meeting. If fully sponsored, it is estimated that the scheme will bring approximately 120 high quality delegates to the meeting.

- Assessment of applicants is entirely objective and done independently of the supporter by the meeting organisers.
- Support will be acknowledged in the Industry Support and Exhibition section on the event website.

INDUSTRY SUPPORTED ESPID MEETING ATTENDANCE SCHEME - Please click here for Application process and Selection Criteria.
E-POSTERS

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

- Signage at the entrance to the e-Poster area with “Supported by...” and a company logo only.
- “Supported by...” and a company logo only on each individual e-poster station, on the “sail” as shown in the image.
- Support will be recognized in the Industry Support and Exhibition section of the programme, on the event website, mobile application and with signage during the event.

PROMOTION OF WEBCASTED INDUSTRY SUPPORTED SYMPOSIA

Companies can rent a space on the ESPID Society website for a period of 12 months (or until the next meeting) and use ESPID Society as a hosting partner to broaden the audience of your Supported Symposium.

- The webcast will be displayed in the private area of the website.
- Webcast will be clearly indicated as: “Webcast of an industry symposium session” on the ESPID Society Website.
- The company will need to provide a written agreement with the speakers, which allows the webcast to be placed there.
- Webcast needs to be provided by the supporting company.

LIVE STREAMING

The ability to live stream the session and/or symposium. This new tool will broaden the audience of the session/symposium.

**For more information, please contact Marta Enes at menes@kenes.com.**
Please note that it is the Exhibitors’/Supporters’ responsibility to comply with the local authority’s regulations, EFPIA (European Federation of Pharmaceuticals Industries & Associations) [www.efpia.org](http://www.efpia.org), Medtech Europe (represents Medical Technology industry) and IFPMA (International Federation of Pharmaceutical Manufacturers & Associations) [www.ifpma.org](http://www.ifpma.org) Code of Practice on the promotion of medicines. Failure to comply with these regulations may not be used as a ground to declare the contract void. Failure to comply with the rules and regulations will not expose the Organizer to any suits, demands by the Exhibitor/Supporter or any other third party.

**Special Requests**

Tailored packages can be arranged to suit your objectives. Please do not hesitate to contact the Industry Liaison & Sales – Marta Enes at [menes@kenes.com](mailto:menes@kenes.com) to discuss your needs.

**Acknowledgements**

Please note that all Supporters will be acknowledged in the Industry Support and Exhibition section of the programme, on the event website, mobile application and with signage during the event.

*All pictures are illustrations only.*
Promotional & Advertising Opportunities

PLENARY SATELLITE SYMPOSIUM (NON-CME)

- Opportunity to organise an Official Industry Symposium in a Plenary Hall, up to 90 minutes.
- (Programme subject to the approval by the Meeting Scientific Committee).
- Includes: hall rental, standard audio/visual equipment, display table.
- Time Slots: allocated on a first come, first served basis.
- Permission to use the phrase: “Official Industry Symposium of ESPID 2020”.
- Symposium Programme will be included in the Industry Support and Exhibition section of the Programme (subject to receipt by publishing deadline).
- Industry Symposium will be indicated in the programme as: Industry Supported Symposium - (not included in the main event CME/CPD credit offering, please refer to the Industry Support and Exhibition Section for more information).
- Support will be acknowledged in the Industry Support and Exhibition section of the programme, on the event website, mobile application and on signage during the event.

The supporting company in addition to the support fee must cover all speakers’ expenses including registration, accommodation and travel expenses. This also applies in case the Sponsored Symposium speakers have already been invited by the event organisers.

Rules for booking symposia:
- Symposia Bookings will be analyzed by ESPID Board to avoid clashes in topics and to have a balanced programme.
- No new symposia slots/timing will be added until all the ones available have been already taken.
- Costs will vary between different days - please check the price list for more information.
- Priority on Tuesday symposium slot will be given to companies who also support ESPID Travel Grant as part of its package. More information can be found here.
- Companies can only book one symposium on Tuesday.
- Slots will be allocated according to the Sponsorship Level / Total Contribution to the Meeting.
- All bookings will be confirmed after review of the ESPID Board.

ESPID 2019 Industry Symposia Attendance can be found here.

ESPID CODE OF PRACTICE can be found here.
WEBCASTING OF INDUSTRY SUPPORTED SYMPOSIA

The ability to attend all Meetings, or alternatively, all Meeting sessions, is virtually impossible for the busy medical professional. Therefore, there is a growing need to share knowledge and learning opportunities beyond the dates of the actual event and high-quality webcasting helps meet this substantial educational need. Materials are saved locally, but at the same time, can be distributed over the web to viewers around the world via a robust cloud server. Viewers can access the broadcasts using PCs, tablets or smartphones live (as streamed video) or later, on-demand as a webcast. Kenes offers two types of webcasting options:
- Video includes a video screen of the speaker/presenter during the session, PowerPoint slides (in sync with the speaker), and audio.
- Digital Imaging includes PowerPoint slides with audio.
- Support will be recognised on the home screen with “Supported by...” and a company logo only.
- Support will be acknowledged in the Industry Support and Exhibition section of the programme guide, on the event website and application, and with signage during the event.

MOVIE SCREENING SESSION - *NEW*

Opportunity to organise a Movie Screening Session onsite (Video/content subject to the approval by ESPID).
- Includes space rental and standard audio/visual equipment.
- Movie Screening Session will be included in a designated industry session of the Final Programme (subject to receipt by publishing deadline).
- Time Slots to be allocated during pre-Meeting days.
- Video can be available on the Meeting App to be viewed on demand.
- Support will be acknowledged in the Industry Support and Exhibition section of the programme guide, on the event website and mobile application, and with signage during the event.

LANYARDS

Opportunity to place company logo on the lanyards. The Organising Committee will select the type and design of the lanyards. The support entitlements are as follows:
- Supporter’s logo to be printed on the lanyards.
- Support will be recognised in the Industry Support and Exhibition section of the programme, on the event website, mobile application and with signage during the event.
BRANDED BICYCLE AND SPEEDOMETER - *NEW*

Let’s cycle together to ESPI2021! Participants will be invited to cycle the distance in Kms between Rotterdam and Geneva, where ESPI2021 will take place. An excellent branding exposure. It attracts and brings participants together to have fun and share their experience on their social media accounts.

• Opportunity to place the company logo on the bicycle and speedometer that will be in the exhibition hall.
• Support will be acknowledged in the Industry Support and Exhibition section of the Final Programme, on the event website, in the mobile application, and with signage during the event.

BRANDED BICYCLES OUTSIDE VENUE - *NEW*

Go Green together with ESPI2021 and take part in keeping the environment clean and safe. An excellent branding exposure and your company’s logo will be seen all over Rotterdam. The support entitlements are as follows:

• Supporter’s logo to be printed on bicycles available outside of the venue for all participants who wish to rent a bicycle.
• Support will be recognised in the Industry Support and Exhibition section of the programme, on the event website, mobile application and with signage during the event.

CHARGING KIOSK

Branded Charging Kiosk for multiple devices, including smartphones and tablets. It’s a great way to leave a lasting impression on the meeting delegates.

• Opportunity to brand the Charging Kiosk with your company name and logo.
• Support will be recognised in the Industry Support and Exhibition section of the programme, on the event website, mobile application and with signage during the event.

NETWORKING AREA

There will be a Networking Area equipped with chairs and couches where attendees can relax and network. Your company’s logo will be prominently displayed.

• Signage near the area with “Sponsored by...” and a company logo.
• Opportunity to brand area.
• Opportunity to distribute branded items.
• Support will be acknowledged in the Industry Support and Exhibition section of the programme guide, on the event website and app, and with signage during the event.
HOSPITALITY SUITES / MEETING ROOMS

Rent a room at the Meeting venue and use it to host and entertain your guests throughout the Meeting. Supporters will have the option to order catering at an additional cost.
- Opportunity to brand the hospitality suite.
- Support will be recognised in the Industry Support and Exhibition section of the programme, on the event website, mobile application and with signage during the event, following all compliance regulations.

WELCOME NETWORKING RECEPTION

Supporter will have the opportunity to promote itself through a networking reception on the first evening to which all registered attendees are invited. Hospitality and any activities provided will be in compliance with all relevant industry codes.
- Supporter’s logo on sign at the entrance to the Welcome Reception.
- Opportunity to provide items bearing company logo for use at the event.
- Support will be recognised in the Industry Support and Exhibition section of the programme, on the event website, mobile application and with signage during the event, following all compliance regulations.

COFFEE BREAKS

Coffee will be served during breaks in the exhibition area and will be provided in compliance with all relevant industry codes.
- Opportunity to have a display of company’s logo at the catering points located within the exhibit area.
- Opportunity to provide items bearing company logo for use during the supported break.
- Support will be recognised in the Industry Support and Exhibition section of the programme, on the event website, mobile application and with signage during the event.
Advertising Opportunities

**ADVERT - TWITTER WALL - “NEW”**

A large screen will appear in a main area of the convention center showing all social media interactions that include the Meeting hashtag #ESPID2020.

- Your company advert will be shown on the social media plasma screen in a loop with the social media interactions and other companies’ adverts.
- Content of the advert subject to the approval by the Meeting Scientific Committee.
- Support will be recognised in the Industry Support and Exhibition section of the programme, on the event website, mobile application and with signage during the event.

**ADVERT - MEETING APP**

Gain additional exposure for your Symposium by advertising it in a designated section of the Meeting App.

- The Meeting App will be available for all participants who download the app.
- Support will be recognised in the Industry Support and Exhibition section of the programme, on the event website, mobile application and with signage during the event.

**PROMOTIONAL E-MAILSHOT (EXCLUSIVE OR COMBINED E-MAILSHOT)**

Gain additional exposure for your Symposium, company or exhibition booth by sending out a Mail Blast to the pre-registered delegates who have agreed to receive promotional material, at a date and time coordinated with the Meeting Organizer.

- **Exclusive:** Mail blast will be exclusive for the supporting company. The designed mail blast (html format with Kenes design requirements) and the preferred “Subject” to be provided by the Supporter and subject to receipt by 6 weeks prior to the Congress. “From” field will be Congress Acronym + Year.
- **Joint:** Mail blast will be shared with other supporting companies. Supporting company should provide the content for the mail blast following Kenes design requirements. Design of mail blast will be done by Kenes/Organizer.

*In the case where the supporter cannot provide a compliant HTML file, they may provide an image and it will be coded to HTML for an additional charge of € 250. Content received after the deadline may be processed for an additional fee of € 500.*
Please note that it is the Exhibitors’/Supporters’ responsibility to comply with the local authority’s regulations, EFPIA (European Federation of Pharmaceuticals Industries & Associations) [www.efpia.org](http://www.efpia.org), Medtech Europe (represents Medical Technology Industry) and IFPMA (International Federation of Pharmaceutical Manufacturers & Associations) [www.ifpma.org](http://www.ifpma.org) Code of Practice on the promotion of medicines. Failure to comply with these regulations may not be used as a ground to declare the contract void. Failure to comply with the rules and regulations will not expose the Organiser to any suits, demands by the Exhibitor/Supporter or any other third party.

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**Acknowledgements**

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*All pictures are illustrations only.*
All About Exhibition

Floorplan

Please contact me for details, pricing and booking form:

Marta Enes - Industry Liaison & Sales
Tel: +31 20 763 05 12
Email: menes@kenes.com

espidmeeting.org
Space Only Rental (min. 12 sqm)

That includes:
- Exhibitors’ badges
- 100-word company / product profile on the Website
- Cleaning of public areas and gangways
- Invitation to the Welcome Reception for registered exhibitors

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

Additional Benefits
When you exhibit your company will receive the following additional benefits:
- Company logo on Meeting Website as an Exhibitor prior to the Meeting
- Listing in designated industry section of the mobile app and on signage onsite.

Shell Scheme Rental

That includes:
- Exhibitors’ badges
- Shell scheme frame, basic lighting
- Fascia panel with standard lettering
- 100-word company / product profile on the Website
- Cleaning of public areas and gangways
- Invitation to the Welcome Reception for registered exhibitors

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

Additional Benefits
When you exhibit your company will receive the following additional benefits:
- Company logo on Meeting Website as an Exhibitor prior to the Meeting
- Listing in designated industry section of the mobile app and on signage onsite.
Venue Info & Maps

De Doelen Rotterdam
Schouwburgplein 50
3012 CL Rotterdam
The Netherlands
www.dedoeleniccrotterdam.nl

Exhibitors Badges Rules & regulations

ALLOCATION OF EXHIBITION SPACE

Space Allocation will be made on a “first come, first served” basis. A completed Exhibition Booking Form and Contract must be sent/ emailed to ensure reservation of a desired location. Upon receipt of the Exhibition Booking Form and Contract, space will be confirmed, and an invoice will be sent. Please note that three alternative booth choices should be clearly indicated on the application form. Space allocations will be made in the order in which application forms with payment are received.

EXHIBITOR REGISTRATION

All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name. Two exhibitor badges will be given for the first 9 sqm booked and one additional for each 9 sqm after. Any additional exhibitors will be charged an exhibitor registration fee. Companies can purchase a maximum number of exhibitor registrations as follows:

- Booths of up to 60 sqm – 15 exhibitor registrations
- Booths larger than 60 sqm – 25 exhibitor registrations

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

EXHIBITORS’ TECHNICAL MANUAL

An Exhibitors’ Technical Manual outlining all technical aspects of exhibiting will be available approximately 3 months prior to the Meeting. It will include the following:

- Technical details about the Venue
- Final exhibition details and information
- Contractor details
- Services available to exhibitors and order forms

SITE INSPECTIONS

Exhibitors and Supporters are welcome to visit the Meeting venue at their convenience. Please contact the venue directly to arrange this.
EXHIBITOR LOGO & PROFILE

You can submit your logo and company's profile, read important exhibitor information and complete orders for your stand on the Kenes Exhibitors' Portal. The Exhibition Manager will contact you with the link to the Exhibitors' Portal, including your personal login details.

EXHIBITION TERMS & CONDITIONS

The Terms and Conditions can be found here. Please note that signing of the BOOKING FORM AND CONTRACT indicates acceptance of these Terms and Conditions. The Exhibition Booking Form will be held as a valid liable contract, by which both parties will be bound. An exclusive handling agent will be designated to the ESPID 2020. The exclusivity of an agent for the handling needs of congresses refers specifically to work inside the venue. Exhibitors may use their own couriers up to the venue door and from outside of the venue door at the end of the Meeting. This organisational decision has been made for the safety and efficiency benefits to exhibitors and for the successful flow of the Meeting.

PROMOTIONAL ACTIVITIES

All demonstrations or instructional activities must be confined to the limits of the exhibition stand. Advertising material and signs may not be distributed or displayed outside the exhibitor's stands. Sound equipment must be regulated and directed into the stand so that it does not disturb neighbouring exhibits. Exhibition Management reserves the right to require the exhibitor to discontinue any activity, noise or music that is deemed objectionable.

Further details will be included in the Exhibition Technical Manual.
Payments, Cancellation Terms & Conditions

Applications for Support and/or Exhibition must be made in writing with the booking form.

**CONTRACTS & CONFIRMATION**

**SUPPORTERS**

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

**EXHIBITORS**

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

**SUPPORT TERMS & CONDITIONS**

Terms and Conditions of Sponsor will be included in the contract as well.

**INSERT AND DISPLAY MATERIALS**

Please note that all materials entering the venue incur a handling charge. This includes materials for inserts and display.

In order to receive a price quote for handling and to assure arrival of your materials, please be sure to complete the “Pre-Advise” form included in the shipping instructions when you receive either the Exhibition or Symposia Technical Manuals.

**PAYMENT METHODS**

**TERMS OF PAYMENT**

- 60% upon receipt of the Sponsorship agreement and first invoice
- 40% by December 31st, 2019

All payments must be received before the start date of the Meeting. Should the Exhibitor fail to complete payments prior to the commencement of the Meeting, the Organizer will be entitled to cancel the reservation while cancellation will be subject to cancellation fees as determined below.

**Option 1:** Payment by check (€).

Please make checks payable to:

Kenes International Organizers of Congresses Ltd – ESPID 2020

espidmeeting.org
Option 2: Payment by Bank Transfer (€).

Please make drafts payable to:
Kenes International Organizers of Congresses Ltd – ESPID 2020
Bank Account - Credit Suisse Bank Geneva, 1211 Geneva 70, Switzerland.
Account number - 1500934-92-179
Clearing number – 4835
Swift – CRESCHZZ80A
IBAN – CH32 0483 5150 0934 9217 9
All bank charges are the responsibility of the payer.

CANCELLATION / MODIFICATION POLICY

Cancellation or reduction of support items must be made in writing to the Industry and Liaison Sales Associate: Marta Enes - menes@kenes.com

The organizers shall retain:

• 10% of the agreed package amount if the cancellation/ modification is made before September 30th, 2019, inclusive.
• 50% of the agreed package amount if the cancellation/ modification is made between October 1st, 2019 - January 30th, 2020 inclusive.
• 100% of the agreed package amount if the cancellation/ modification is made after January 31st, 2020.

VAT INFORMATION

VAT (Subject to Change).

All Supporter prices are exclusive of VAT and are subject to VAT at the local rate which will be added to the invoice.

CONTACT

Please contact me for details, pricing and booking form:
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Email: menes@kenes.com