EACR Conference

THE TUMOUR ECOSYSTEM

Cellular Interactions and Therapeutic Opportunities

Bergamo, Italy

19 - 21 March 2024

Exhibitor Manual

Contacts

Conference Officer



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Conference Website

www.eacr.org/conference/tumourecosystem2024

/EACR.org

@EACRnews
#eacrTumourEcosystem

@helloeacr

European Association for Cancer Research

Key Deadlines

19 February 2024

- Participant Registration and Payment deadline
- Deadline to register your stand representatives
- Cut-off to book your representatives' Conference Dinner Tickets
  (please note that tickets may run out before this date.)
- Deadline to send Industry Symposia/Spotlight titles and speaker names
- Deadline to send pocket programme advertisements and video advertisements

Monday 18 March 2024

- Please aim to have any item delivered on this day only. If this will not be possible, contact Chiara Vitali (Chiara.Vitali@centrocongressibergamo.com) to discuss alternative arrangements.

Venue Information

Location

Centro Congressi Giovanni XXIII
Viale Papa Giovanni XXIII, 106
24121 Bergamo Italy



Venue Travel information

The conference centre is ideally located just 100 metres from Bergamo railway station, and 4km from Orio al Serio Airport. Find out more about how to get there on the venue's website here: www.centrocongressibergamo.com/en/dove-siamo

Trade Exhibition

Exhibition times

- Trade exhibition opens: 11:30 on Tuesday 19 March 2024
- Trade exhibition closes: 10:45 on Thursday 21 March 2024

For key times and sessions, please visit the conference website (page 1).

Exhibition stand setup

- Set up date and time: From 09:00 on Tuesday 19 March 2024. The venue will store all materials once they arrive. Each exhibitor is responsible for moving their materials to their stand. EACR staff will be on hand to support.
- Dismantling date and time: 10:45 on Thursday 21 March 2024
- Stand equipment collection deadline: No later than 14:00 on Thursday 21 March

If an early dismantling time is required for logistical reasons then please contact the Conference Organiser (see page 1) at least two weeks before the meeting.

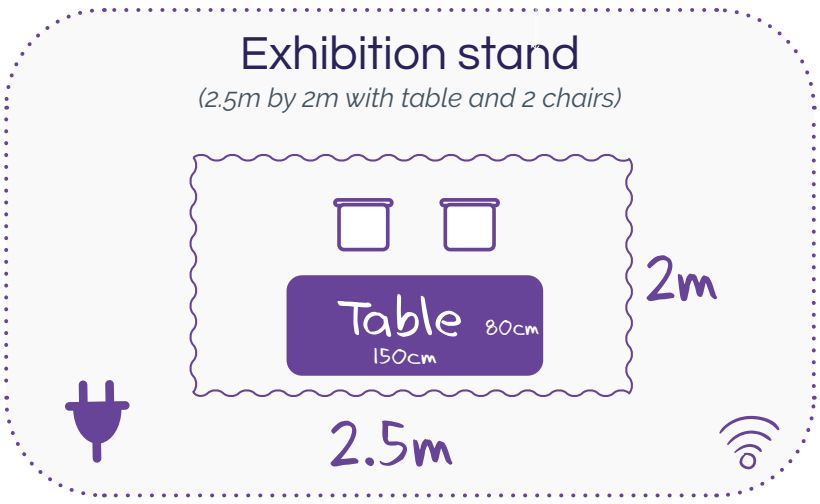
Exhibition stand

Final stand numbers are as published on the sponsors page of the conference website. Stand positions may be moved at the discretion of the organisers.

Each exhibitor will be allocated a 2.5x2m area that features:

- 1 undraped table (150cmx80cm)
- two chairs
- access to a low voltage power supply

Any items exceeding an exhibitor's assigned area will be removed from the exhibition. Please contact us if you need more information about stand space.



Stand representative registration

All stand representatives should be registered via this link: https://forms.office.com/e/d2vMTAFed8. The short online form will need to be completed for each exhibitor you are sending to the conference.

- Elite packages include 2 registrations, plus 1 additional registration for the speaker
- Premium packages include 1 registration, plus 1 additional registration for the speaker
- Classic packages include 1 registration
- A maximum of 1 additional exhibitor registration per exhibitor package may also be purchased for €300. Any further registrations should be made at the industry rate directly through the conference website.

You can contact Steph Milsom (page 1) to purchase an additional exhibitor registration or conference dinner tickets. The deadline to send all information regarding your representatives is 19 February 2024.

Exhibitor Introduction – Tuesday 19 March at 14:40

One representative from each company will be invited on stage for a 60-second ice-breaker presentation. This is simply an informal introduction of your company designed to boost interaction between delegates and exhibitors, and does not require any slides or abstract. The EACR team will brief the representatives shortly before the session.

Pocket Programme

One printed Pocket Programme will be provided to each exhibiting company (please ask if more copies are required). Full page adverts in the pocket programme can be purchased; contact Steph Milsom (page 1) for more information.

Participants' contact details

A checkbox is available at registration where participants can agree to share their details with exhibitors. The EACR will send you the full list of participants who 'opted-in' shortly before the conference. We will send you the following information: first name, last name, and email address, where available. Your company is responsible for ensuring that any use of this data, and any further data collected on site, complies with all applicable data protection legislation. Badge scanners are not available.

Wi-Fi

Free Wi-Fi is available throughout the venue.



Refreshments

As agreed under the terms of sponsorship and exhibitor published tariffs, all stand representatives will receive tea/coffee refreshments and lunches. Exhibitors are invited to help themselves to coffee and lunch before the participants.

Conference Dinner



The Conference Dinner will take place at 19:30 on Wednesday 20 March at the atmospheric Ristorante Taverna Valtellinese, a short walk from the conference venue. Tickets are not included in exhibitor packages and can be purchased for €70 each. The cut-off date to buy Conference Dinner Tickets is 19 February 2024.

Shipping

Please contact Centro Congressi Giovanni XXIII to organise a delivery.

Clearly labelled parcels may arrive (by prior arrangement only) 18 March 2024 at the latest.

Parcels containing sponsored pens, notepads, or flyers for the literature table should be clearly identified and sent separately from stand equipment. See page 8 for more information on these items.

Contact: Chiara Vitali
Telephone: +39 334 6171167
Email: Chiara.Vitali@centrocongressibergamo.com

Shipping address

Centro Congressi Giovanni XXIII
EACR conference: The Tumour Ecosystem
19 - 21 March 2024
<Name of your company>
Viale Papa Giovanni XXIII, 106
24121 Bergamo
Italy

Delivery of stand equipment

The venue reserves the right to refuse deliveries other than on agreed dates or by prior agreement. Deliveries will only be accepted during office hours. All items delivered must be clearly marked with the name of the consignee, the event name, date of the event. Goods/deliveries received will remain at consignor's own risk the venue accepts no liability for items delivered.

Every effort will be made by the venue to place shipped materials/equipment as close to the designated stand where possible. However in circumstances where this is not possible it will be the responsibility of the exhibitor to organise this with the EACR Conference Organiser onsite.

Accommodation

The exhibitor packages do not include accommodation. Bergamo is a historic city in the Lombardi region of Italy. For suggestions of where to stay, as well as further travel information, we recommend that you go to www.visitbergamo.net/en.

WARNING: Targeting of participants & exhibitors by 'housing services' or 'travel agents'

The EACR has learned that third-party companies are targeting EACR conference speakers, participants and exhibitors. These companies may call or email you falsely claiming to be the official accommodation partner, and make false claims about themselves in order to obtain your credit card information. Please note that the EACR has no agreement or affiliation with these providers and we recommend that you do not give any information to them.

Elite & Premium Sponsors

The EACR offers promotional support to assist in obtaining good attendance at each Industry Symposium & Industry Spotlight.

Pocket Programme announcement

Please send the title of your Industry Symposium/Spotlight and the name of the speaker no later than 19 February 2024 in order for these details to be included in the printed Pocket Programme for the announcement of your session. Session titles are subject to approval by the Scientific Programme Committee.

Note: These sessions are fully embedded in the conference programme, and should therefore be a scientific presentation rather than a marketing presentation. You can send us the content of the talk if you are unsure of its suitability.

Advertising

Pocket Programme Advert

Advertisements in the Pocket Programme are not included in exhibitor packages and are available to purchase as an optional extra for €500.

Advertisements should be A5 colour portrait in high-resolution PDF format with the following specifications:

- Advert area trim: 148mm x 210mm
- With bleed: 154mm x 216mm (3mm bleed)
- Safe print area for text: 128mm x 190mm

Artwork should be sent to Steph Milsom no later than 19 February 2024.

Advert specifications



Video Advertising

Video advertisements are not included in exhibitor packages and are available to purchase as an optional extra for €500 per 30 seconds of video, with a maximum length of 5 minutes. This will be played three times during the conference.

Each advertising break will take place directly before or after a scientific session and will be a maximum of 5 minutes long, grouping videos together as required.

Videos should be sent as an MP4 with H. 264 video codec and AAC audio codec and sent to the EACR via a file sharing service i.e. Dropbox or WeTransfer

Video advertisements should be sent directly to Steph Milsom (page 1) no later than 19 February 2024.

Additional advertising opportunities

Additional sponsorship and advertising opportunities are available to purchase, contact Steph Milsom (page 1) for more information.

- **Notepads:** Must be A4 or A5 in size, at least 10 pages each, with at least 80-90% of each page free from design/branding
- **Flyers for literature table:** Maximum size accepted is a single sheet of A3 to be folded in to A4

After the registration deadline we will inform sponsors of the approximate number of participants so they can send an appropriate amount of material.

COVID-19

The EACR will do everything we can to make the event safe. We will comply with any local and international restrictions in place at the time. If the Conference is cancelled or postponed due to the pandemic, you will be eligible for a full refund on any sponsorship items bought.

Further general information, including terms regarding cancellation not forced by the pandemic, can be found in the Registration Terms & Conditions: www.eacr.org/service-terms