



European Thyroid Association
38th Annual Meeting
Santiago de Compostela, SPAIN | 6-10 September 2014

Information for Exhibitors and Sponsors

www.eta2014.com

Status: December 2013



COMMITTEES

Local Organizing Committee (LOC)

President: Clara V. Alvarez
Co-Presidents: Ignacio Bernabeu Moron und Jose Moreno

ETA Executive Committee

President: Furio Pacini, Italy	Maria Alevizaki, Greece
Secretary: Colin Dayan, United Kingdom	Anita Boelen, the Netherlands
Treasurer: George J. Kahaly, Germany	Barbara Demeneix, France
	Rossella Elisei, Italy
	Heike Heuer, Germany
	Laurence Leenhardt, France
	Jens Mittag, Sweden
	Simon Pearce, United Kingdom

ETA Standing Office

Sandra Crutchley	euro-thyroid-assoc@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 38th 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

euro-thyroid-assoc@endoscience.de or to 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 2014 will take place in the

Galicia Conference and Exhibition Center

Miguel Ferro Caaveiro s/n - San Lázaro

15707 Santiago de Compostela (ES)

Website: www.palaciosantiago.com

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, €)

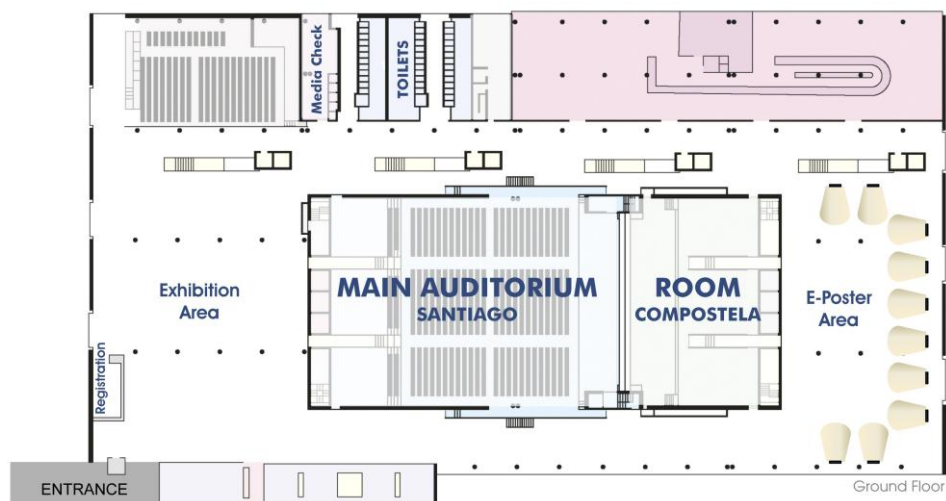
	Before June 30	July 1 -Aug. 31	Sept. 1/On site
ETA Ordinary Member	150	175	200
ETA Senior Member > 70 y	150	175	200
ETA Junior Member < 35 y	60	80	100
ETA Corresponding Member	250	300	350
Non-Member	500	550	600
Students/Res. Fellows < 35 y	125	160	200
Accompanying persons*	30	40	50

*includes name badge and welcome reception only

EXHIBITION INFORMATION

EXHIBITION AREA

The commercial exhibition will take place in the entrance foyer of the Galicia Exhibition and Conference Center, ensuring maximum interaction with the conference delegates. Catering stations will also be integrated in this area. The booth spaces will be sold on a first come, first served basis. An exhibition plan will be created based on your requirements. It will be sent out in June 2014.



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

Booth Space per company is unlimited upon availability. The minimum size per booth is 4 sqm.

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 2014)
- 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 and two free registrations with a stand larger than 15 sqm. If the stand size is over 30 sqm and/or your company is organising a satellite symposium you are entitled to four free registrations.

EXHIBITION SCHEDULE*

The commercial exhibition will commence on Saturday, 6th September and finish on Tuesday, 9th September.

Set-up:	Friday, 5 th Sept.	13.00-20.00 hrs
Preliminary opening times:	Saturday, 6 th Sept.	8.30 – 18.00 hrs
	Sunday, 7 th Sept.	8.30 – 19.00 hrs
	Monday, 8 th Sept.	8.30 – 16.00 hrs
	Tuesday, 9 th Sept.	8.30 – 18.00 hrs
Dismantling:	Tuesday, 9 th Sept.	18.00 hrs onwards

**All times may be subject to change.*

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.

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.

TIME SLOTS

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

Date	Time	Price	Status
Saturday, 6 th Sept.	16.00 - 18.00	30.000 €	Booked
Sunday, 7 th Sept.	Early Riser / 7.00 - 8.00	15.000 €	Booked
Sunday, 7 th Sept.	Lunch / 13.00 - 14.00	30.000 €	Booked
Sunday, 7 th Sept.	19.00 - 20.30	30.000 €	Booked
Monday, 8 th Sept.	Early Riser / 7.00 - 8.00	15.000 €	Available
Monday, 8 th Sept.	Lunch / 13.00 - 14.00	30.000 €	Booked
Tuesday, 9 th Sept.	Early Riser / 7.00 - 8.00	10.000 €	Available
Tuesday, 9 th Sept.	Lunch / 13.00 - 14.00	30.000 €	Booked
Wednesday, 10 th Sept.	Early Riser / 7.00 - 8.00	5.000 €	Available

DATES TO REMEMBER

Industry-sponsored Satellite Symposia (info for ETA Treasurer)

May 1st, 2014 Info about scientific content incl. names of speakers and chairmen to ETA Treasurer
June 30th, 2014 Delivery of complete scientific program of the booked satellite symposium for the scientific program and abstract booklet

Industria Exhibition & Catering (info for S. Winkelhofer)

June 2014 Technical manual for exhibitors / approval of stands and final exhibition plan
July 11, 2014 Deadline for placing all orders for your exhibition booth
July 11, 2014 Deadline for catering orders

TERMS OF PAYMENT EXHIBITION & SATELLITE SYMPOSIA

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.

CATERING

Catering services for symposia and booths have to be ordered with our local partner Compostela Congressos. Any orders should be placed with:

Mr. Raúl García

Compostela Congressos SL

email: info@compostelacongresos.com

Tel.: +34 902 90 80 58

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: Prof. G.J. Kahaly (kahaly@ukmainz.de)

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

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	Booked
Internet point/WIFI	Booked
Pads and Pens	Production and delivery by the sponsor
Insertion of company logo on final program	3.000 €
Advertisement page on E-Poster Terminals	1.000 € per day (max. 3 days, Sunday-Tuesday)

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:

Mr. Raúl García

Compostela Congresos SL

email: info@compostelacongresos.com

Tel.: +34 902 90 80 58

IMPORTANT INFORMATION

Insurance

The Organizer of 38th 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.