



IMPE 2023 – Buenos Aires

Sponsored Satellite Symposia

Technical Manual

Deadline Dates & Additional Orders

Deadline	Item	Sent by	Sent to (if applicable)	Format	Important information
16 January 2023 (if not already confirmed)	Confirmation of agency contacts sent to Congress Organiser	Sponsor	Attn: SPEX Impe2023@bioscientifica.com	Attn: SPEX Impe2023@bioscientifica.com	We would like to keep the number of individuals to be liaised with to a minimum to avoid confusion therefore please provide key contact details only
16 January 2023 (if not already confirmed)	Company logo and profile sent to organiser	Sponsor/Agency	Attn: SPEX Impe2023@bioscientifica.com	Attn: SPEX Impe2023@bioscientifica.com	All companies should submit their logo and company profile (max. 200 words) for inclusion in event materials.
16 January 2023 (if not already confirmed)	Draft satellite agenda proposal sent to Congress Organiser	Sponsor/Agency	Attn: SPEX Impe2023@bioscientifica.com	Attn: SPEX Impe2023@bioscientifica.com	All companies should submit an initial proposal for their satellite symposium agenda, for review and approval by the International Programme Organising Committee (IPOC). NOTE: Speakers should not be confirmed until the POC has provided feedback on the initial proposals
16 January 2023 (if not already confirmed)	POC feedback on proposal (if not already confirmed)	Impe2023@bioscientifica.com	Sponsor/Agency	Email	Bioscientifica will manage the feedback process and will pass all comments from the IPOC back to the sponsor/agency. Should the sponsor/agency wish to contact the IPOC directly, this will be managed on a case by case basis however Bioscientifica should be copied on all correspondence.
16 January 2023 (if not already confirmed)	Final agenda confirmed	Sponsor/Agency	Attn: SPEX Impe2023@bioscientifica.com	Email	
16 January 2023 (if not already confirmed)	POC final approval of programme	Sponsor/Agency	Impe2023@bioscientifica.com	Email	Speakers should not be contracted until the IPOC has given approval
9 January 2023	Delegate bag insert draft submitted for approval	Sponsor/Agency	Attn: SPEX Impe2023@bioscientifica.com	Email	All satellite symposium packages include the provision to include one (1) piece of content in the Delegate Bag (this is in addition to any bag inserts included as part of overall sponsorship packages)
1 February 2023	HTML Email content submission	Sponsor/Agency	Attn: SPEX Impe2023@bioscientifica.com	Email	Please ensure email content is submitted as outlined in this link

Deadline	Item	Sent by	Sent to (if applicable)	Format	Important information
13 February 2023	Q&A – onsite polling options	Sponsor/Agency	4AVLATAM	Brochure aparisotto@4avlatam.com	Pricing upon enquiry
13 February 2023	Onsite evaluation form	Sponsor/Agency	4AVLATAM	Brochure aparisotto@4avlatam.com	Pricing upon enquiry
13 February 2023	Lead retrieval devices	Sponsor/Agency	Conti Contact name: Constanza constanza@conti.com.ar	Form	Pricing upon enquiry
13 February 2023	Lectern branding	Sponsor/Agency	Attn: SPEX Impe2023@bioscientifica.com	Attn: SPEX Impe2023@bioscientifica.com	Example formatting as follows: 1080 x 1920pixels – JPG or PNG 9:16.
13 February 2023	Session recordings	Sponsor/Agency	Attn: SPEX Impe2023@bioscientifica.com	File Transfer programme (e.g. Wettransfer)	If applicable for virtual speakers. Files should be provided in MP4 format, maximum file size 5GB
6 February 2023	Sponsor and exhibitor registrations submitted	Sponsor/Agency	Attn: SPEX Impe2023@bioscientifica.com	Exhibitor Passes Form	Please complete the form in full. Failure to provide complete information may result in a delay to your registration being processed. See ' Registration & Passes ' if you are unsure how many complimentary passes you are eligible for.
31 January 2023	Additional AV orders	Agency/website	4AVLATAM	Brochure aparisotto@4avlatam.com	Pricing on enquiry
31 January 2023	Additional Furniture orders	Agency/website	Palissó ventas@pallisso.com.ar	Services catalogue	
6 February 2023	Branding/Signage orders	Agency/website	Palissó ventas@pallisso.com.ar	Services catalogue	
6 February 2023	Book technical rehearsal(s)	Sponsor/Agency	Attn: SPEX Impe2023@bioscientifica.com	Attn: SPEX Impe2023@bioscientifica.com	Technical rehearsal availability will depend on the availability of session rooms during the Congress. Please note additional charges for AV technician time will be quoted upon enquiry.
7 February 2023	Session catering booked (if desired)	Agency/website	Attn: SPEX Impe2023@bioscientifica.com	Attn: SPEX Impe2023@bioscientifica.com	Please email your catering requirements - stand catering options will then be quoted

Deadline	Item	Sent by	Sent to (if applicable)	Format	Important information
6 February 2023	Hostess booking (if required)	Sponsor/Agency	Impe2023@bioscientifica.com	Impe2023@bioscientifica.com	There are no hostesses included as part of the Satellite packages.
2 February 2023	Delivery of bag inserts to Hobbit We strongly recommend utilising Argentinian printing suppliers as detailed in this manual due to import regulations.	Sponsor/Agency	Hobbit Edmundo M. Tombeur etombeur@hobbit.com.ar	Delivery Direct to Hobbit, Argentina	It is very important that you clearly mark the shipment with your Company Name including "Bag Inserts IMPE 2023"
4-7 March 2023	Attend technical rehearsal	Sponsor/Agency		In person	Details of rehearsals will be issued when the rehearsal is booked
4-7 March 2023	Presentations/pre-recorded videos to be uploaded via Speaker Preview Room	Sponsor/Agency	Speaker Preview Room (on site)	Upload (please bring content on a USB stick)	All content must be uploaded no later than 4 hours prior to the session start time, to ensure correct upload and rendering

Additional partner suppliers;

Printing: Due to strict import regulations, we recommend using our preferred supplier in Argentina for all printing (bag inserts, stand collateral etc.) for the IMPE 2023 Congress.

Contact: Mac D-SIGN: macarena@gutierrezeguia.com.ar with your requests. **Deadline for printing requests is**

February 3rd 2023.

Merchandising: Due to strict import regulations, we recommend using our preferred supplier in Argentina for all merchandising items/ orders (pens, pads, bags etc.) for the IMPE 2023 Congress.

A full merchandising brochure can be viewed [HERE](#).

Contact: @md_ideascreativas: agusmendesdiz@gmail.com with your requests. **Deadline for Merchandising**

requests is February 3rd 2023.

Satellite Symposia Additional Requirements

Please note that we are working closely with 4AVLATAM, the Venue and Venue Suppliers to deliver these Industry Satellite Symposia.

If there is any other requirements not listed above then please get in contact via email

IMPE2023@bioscientifica.com

Contact Information

Event Manager

Alexander Renahan/Charlotte Cutbill
Bioscientifica Ltd
Starling House
1600 Bristol Parkway North
Bristol, BS34 8YU

Tel: +44 (0)1454 642766
Fax: +44 (0)1454 642222
Email: IMPE2023@bioscientifica.com

Sales Manager

Amy Manton
Tel: +44 (0) 1174 270168
Email: corporaterelations@bioscientifica.com

Venue

Sheraton, Buenos Aires
San Martín 1225 1275,
C1104 CABA,
Argentina
www.sheratonbuenosaires.com

Satellite Management

Bioscientifica Ltd
Starling House
1600 Bristol Parkway North
Bristol, BS34 8YU
Contact:
Tel: +44 (0)1454 642244
Fax: +44 (0)1454 642222
Email: IMPE2023@bioscientifica.com
Web: <https://www.impe2023.org/>

Catering

Attn: SPEX
Impe2023@bioscientifica.com

IT & Technical

4AVLATAM
aparisotto@4avlatam.com

AV

4AVLATAM
aparisotto@4avlatam.com

Hostesses

IMPE Meeting Team
Impe2023@bioscientifica.com

Graphics, Signage & Branding

Palissó
ventas@pallisso.com.ar

4AVLATAM

aparisotto@4avlatam.com

Introduction

Welcome to the IMPE 2023 Satellite Symposium Technical Manual.

We kindly ask that you to read this Manual in detail as it should provide most of the answers to any questions you may have.

The International Program Organizing Committee, formed by representatives of the thirteen ICPE societies, has convened outstanding international speakers from different areas of expertise who shall contribute together with the participants to discuss and elucidate topics of major scientific, epidemiological, clinical and therapeutic impact that certainly shall be quickly translated into new knowledge for better patient's care.

There will be interactive learning sessions and networking opportunities with peers from across the globe. The Programme is aimed at health professionals interested in pediatric endocrinology in primary, secondary and tertiary care.

Buenos Aires is the birthplace of the tango, and like the dance itself, is captivating and bustling with excited energy, tying well with the rich and diverse IMPE programme.

The city of Buenos Aires is famous not only for its architectural beauty but also for its rich and permanent multicultural offer.

This manual has been prepared to provide you with all the necessary information needed to organise your satellite symposium. Satellite providers are required to use the preferred suppliers identified in this Manual. Full contact details are supplied to enable you to deal with each supplier directly.

If you have any questions that are not addressed in this Manual or if you need additional advice or information then please contact one of our team at IMPE2023@bioscientifica.com . Full contact details for everyone are provided on Page 5 of this Manual.

About the Venue

Venue Information

The Sheraton,
San Martín 1225 1275,
C1104 CABA,
Argentina

Website: <https://www.marriott.com/en-us/hotels/buesc-sheraton-buenos-aires-hotel-and-convention-center/overview/?scid=f2ae0541-1279-4f24-b197-a979c79310b0>



Venue

IMPE 2023 will take place in Buenos Aires at [The Sheraton Hotel & Convention Center](https://www.marriott.com/en-us/hotels/buesc-sheraton-buenos-aires-hotel-and-convention-center/overview/?scid=f2ae0541-1279-4f24-b197-a979c79310b0).

Venue Address

Sheraton Buenos Aires Hotel & Convention Center
San Martín 1225/1275,
Buenos Aires,
Argentina, 1104

How to get there

From the Airport:

If you are coming to Argentina from abroad, you will probably be arriving to Ministro Pistarini International Airport EZEIZA (EZE).

Taking a taxi from Ezeiza International Airport:

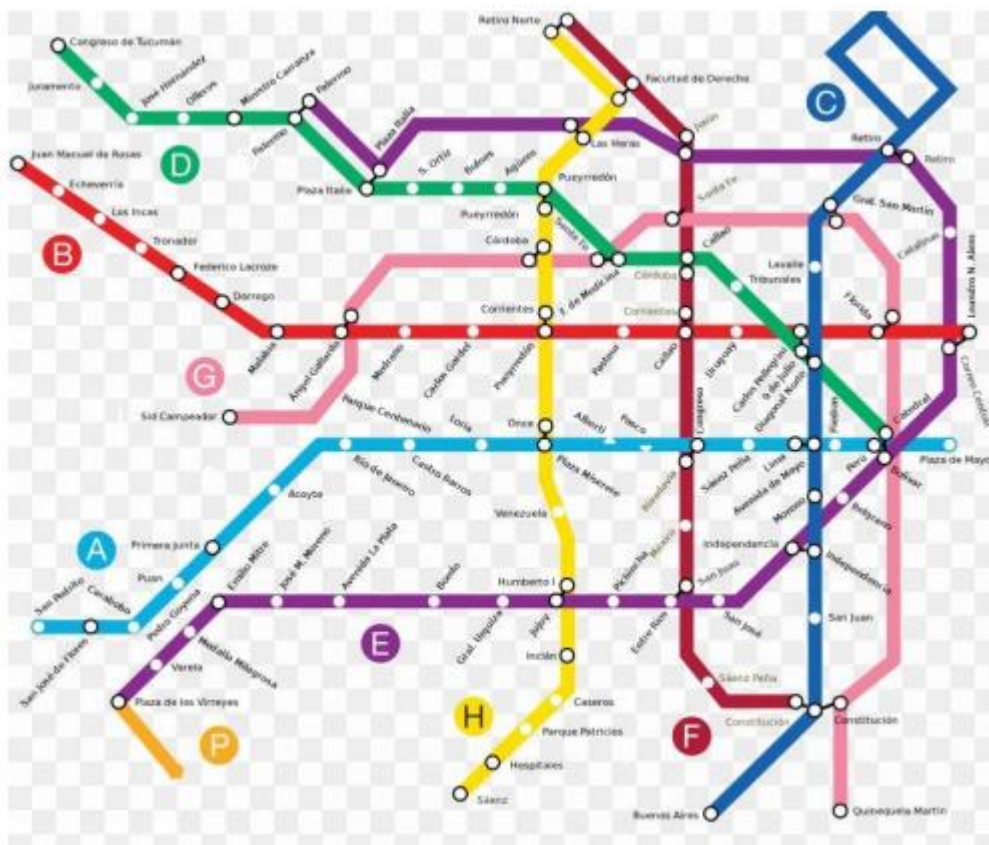
- When you arrive at the Ezeiza International Airport, make sure to avoid any problems that may arise by taking a taxi outside the airport.
- Please take a car from the official transportation booths inside the airport, once you go through customs. The booth will offer a fixed rate and you can pay for the service before leaving the terminal.

Regional and domestic flights may arrive to Aeroparque Jorge Newbery (AEP). The official transportation booths inside the airport are strongly recommended.

Within the City:

You can easily arrive by train (San Martín Train, Retiro Station), metro (Line C & E, Retiro Station), bus (any bus arriving to Retiro Station which is one of the main stations in the city), taxi (recommended taxi company: Taxi Premium +54 3546 63-8153), transportation Apps like Uber and Cabify are of common use too.

Metro Map



Additional information:

Weather: The weather in March can be varied, between 18-26°.~

Time Zone: Buenos Aires operates under GMT-3.

Language: The local language is Spanish.

Visa and Passport Requirements: Visa and passport requirements could vary depending on which Country you are departing from. It is advised to check the travel guidelines of your own Consulate.

Currency: The currency in Buenos Aires is pesos.

Venue layout

The IMPE 2023 Congress will encompass the entirety of the Sheraton Hotel. Delegate entry is via the main hotel entrance in to the First floor which is the location of the Registration Desks. From the First Floor, delegates can ascend the escalators to the Lower Level where the Exhibition, Catering and Posters will be situated. Alternatively, delegates can take the doors at the end of the Foyer to enter the main corridors from which all breakout rooms can

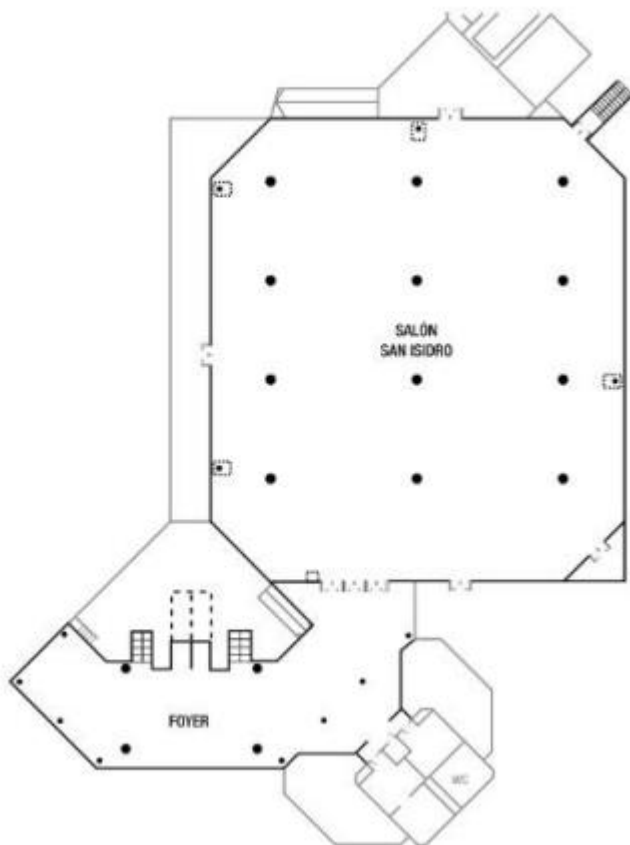
be accessed. Hospitality Rooms are located on the Second Floor. Additional meeting rooms are located on the First Floor which can also be accessed by doors to the end of the First Floor Foyer.

The main auditorium is situated within the Libertador and can be accessed via the First Floor Foyer.

All levels and spaces are accessible via escalators or elevators.

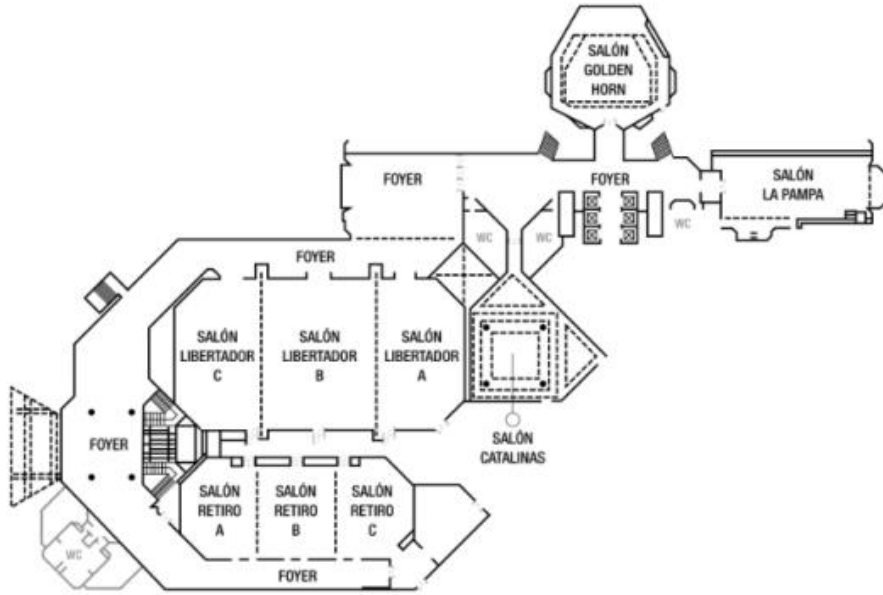
Ground Floor (San Isidro Lower Level)

SAN ISIDRO LOWER LEVEL



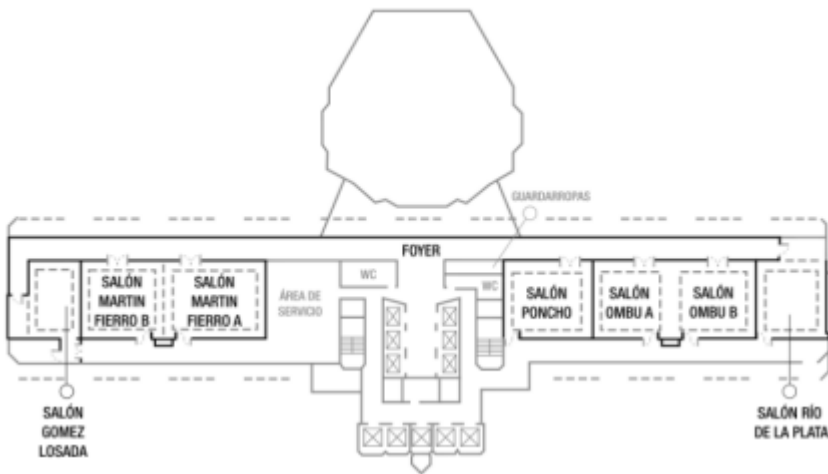
First Floor

FIRST FLOOR



Second Floor (Hospitality Rooms)

SECOND FLOOR



Satellite Symposium Slots

The IMPE 2023 Congress will once again offer Companies the opportunity to hold a satellite symposium session of 60 minutes during lunch and 90 minutes during the evenings.

Satellite symposia slots will run as below:

Company	Time	Day	Room
Novo Nordisk	12:15-13:15	Sunday 5 th March LUNCH	TBC with IMPE Meeting Team
Merck	12:15-13:15	Sunday 5 th March LUNCH	TBC with IMPE Meeting Team
Novo Nordisk A/S	16:30-18:00	Sunday 5 th March	Catalinas
Pfizer	12:15-13:15	Monday 6 th March LUNCH	TBC with IMPE Meeting Team
Biomarin	12:15-13:15	Monday 6 th March LUNCH	TBC with IMPE Meeting Team
International Medical Press	16:30-18:00	Monday 6 th March	TBC with IMPE Meeting Team
Amryt	16:30-18:00	Monday 6 th March	TBC with IMPE Meeting Team

Satellite Symposium Provider Entitlements

The following is the minimum each sponsor will receive:

- Access to the conference room for set-up 15 minutes prior to the satellite symposium scheduled start time
- Standard audio-visual equipment as included in the main conference sessions
- Access to the Speaker Preview Centre
- Publishing of the satellite symposium programme in the IMPE Final Congress Programme in a dedicated Satellite Symposia section and on the Congress website
- Inclusion of the satellite symposia invitation in the delegate bags
- Provision for IMPE Congress team to send one email invitation, on behalf of the supporting company, for the satellite symposium to all registered delegates approximately two weeks prior to the meeting
- One directional or promotional roll-up banner in the registration area on the day of the satellite – to be agreed with the Congress organiser on site
- One roll-up banner outside the designated meeting room from 15 minutes prior to the meeting

Sponsors must arrange **all scientific content** and speaker arrangements, including invitations, travel, accommodation, registration fees, publicity etc., and should meet all associated costs directly.

If you would like to order hostesses for your session please email IMPE2023@bioscientifica.com including number required, dates and times.

The content of each satellite symposium is subject to approval by the Congress Programme Organising Committee. Please complete the Symposium Programme form and return the Congress Organiser no later than 16 January 2023.

Please Note: It is the sponsor's responsibility to comply with local and regulations. It is recommended that sponsors work with their local affiliate. For any queries or further information please contact IMPE2023@bioscientifica.com

Access, Rehearsals and Timings

Set-up, Layout, Breakdown

Set-up and breakdown will take place on the day of the Symposium. **Access will be from 15 minutes** before the start of the Symposium (unless you have agreed alternative times separately with the Congress organisers and have confirmation in writing). **Breakdown should be completed no later than 15 minutes after the end of the session.**

The sponsoring companies can arrange promotional posters on the stage. However, due to the lack of access time prior to the start of the session, installation of own stage sets is limited. If you require alternative stage arrangements, please contact the Congress organisers for discussion and approval, no later than **31 January 2023**.

Aisles must be kept clear at all times. Any participating company who causes obstruction or nuisance after notice has been given will be liable to have their session discontinued by the organisers at the participating company's expense.

A table will be available outside your room for you to display your material on. You will be able to set up your display 15 minutes before the start of your symposium (unless you have agreed alternative times separately with the Congress organisers and have confirmation in writing). Material for the symposium can also be distributed from your exhibition space however **not** in any general areas throughout The Sheraton Hotel.

Rehearsal Access

If you wish to have a rehearsal for your satellite, please contact the Congress organiser in order to schedule this, gain a quotation for additional AV Technician time if required, and obtain approval. Note: The rehearsals need to work around the main programme. You can also request a slot via the Satellite Specification Booking Form, *please note that an additional charge may be applied by the AV company.*

Speakers

The sponsoring company must cover speakers' registration fees, accommodation and flights for the IMPE 2023 Congress. Registration is made through the meeting website at:

<https://www.impe2023.org/registration/>

Audio Visual Specification

All Satellite Symposia rooms are equipped with standard technical equipment including a beamer, a screen, and microphone for speaker and chairpersons. A technician will be on duty throughout the Symposium to operate the standard audiovisual equipment. Sponsors requiring any additional AV equipment and/or technicians other than above mentioned please contact 4AVLATAM with your additional requirements for a quote and the relevant arrangements will be made.

Companies must bear any extra costs incurred.

Speaker Preview Centre

Speakers are requested to use the facility before their Satellite Symposium to ensure that their presentation projects clearly and is in the correct order. Presentations should be handed over to the technical staff a minimum of **2 hours before the Satellite Symposium**. Presentations received after this deadline cannot be guaranteed optimal audio visual support.

Security/Badges

Participants with “Delegate” and “Exhibitor” badges will have access to the session rooms during the satellite symposium. If you have staff working only during the Symposium you can pick up the pre-registered “Satellite Symposia badges” at the Exhibition registration desk.

These badges are without personal names and only valid the day of your Symposium/technical rehearsal.

Roll up banner in the Registration area

Sponsors are offered the opportunity to advertise their satellite symposium in the registration area on the day of the satellite symposium free of charge, but only up to the end of the satellite symposium. Once your company’s satellite symposium is over the roll-up should be removed. If it is not removed by the company, it will be removed by the registration staff and we cannot guarantee its safety.

WiFi

WiFi is available free of charge throughout the Venue. However, this is a public connection and is unsuitable for downloading large files.

WiFi can be upgraded for satellite sessions if required, at an additional charge. Please contact IMPE2023@bioscientifica.com if you require a WiFi upgrade.

Marketing Opportunities

The IMPE Secretariat offer a number of marketing opportunities. Any extra activity you wish to carry out must comply with our guidelines regarding content and logo usage.

IMPE Marketing Opportunities

Delegate Bag Insert

As satellite organiser you are entitled to insert your symposium invitation in the meeting bag. These should be no more than one page and no bigger than A4 in size and can be printed on both sides.

Please submit a sample of the insert to the Congress organisers for approval no later than **9 January 2023** to IMPE2023@bioscientifica.com. **Please do not print invitations or advertisements before they have been approved.** Use of the IMPE 2023 logo is not permitted on any marketing materials.

We will require **2,000 inserts**. Contact the Congress organisers when you are preparing your insert for an update on this figure. Any leftover copies of your invitation can be picked up at the Registration area.

Please make sure to:

- Clearly mark all six sides of each box in the shipment “IMPE 2023 Congress **BAG INSERTS**”
- Please include company details and contact information on the box
- Attach a copy of the item on each box
- Send a PDF of your printed bag insert to the Congress organisers at IMPE2023@bioscientifica.com
- Inform the Congress organisers of the number of boxes to be delivered
- Kindly send your bag inserts separately from your exhibition material

Delegate bag inserts should be sent directly to:

Hobbit Worldwide Logistics S.A.
(Bag Inserts IMPE 2023)
Moreno 1140,
C1091 CABA,
Argentina

It is also very important that you clearly mark the shipment with your Company Name including “Bag Inserts IMPE 2023” and send full pre advice by email to: etombeur@hobbit.com.ar

Please note that the Venue will not accept ANY deliveries.

Email Blast (one) – Satellite Launch

The IMPE 2023 Congress Organisers will distribute an email blast on behalf of sponsors to all registered delegates who have opted in for these communications. These will be sent out week commencing 20 February 2023.

The content of the email will be the same and will need to be approved in advance by the IMPE 2023 Congress Organisers and then uploaded into a format approved by you, so please allow at least seven (7) working days for this.

Email design

Sponsors have the option to supply a subject line. If no subject line is supplied, “IMPE 2023: [Sponsor name] Satellite Symposium Invitation” will be used. Or for the second email, “IMPE 2023 REMINDER: [Sponsor name] Satellite Symposium Invitation”

We recommend that you consider the recipients’ mailbox settings during the design of your email. Most email inboxes do not automatically download images. So ensure that key information such as your satellite title, time and location are included as text. We also encourage sponsors not to supply image as the entire email’s content for this reason.

Please note that we will not send attachments with the email.

Please include the following text at the foot of your email:

“IMPE Office, Starling House, 1600 Bristol Parkway North, Bristol, BS34 8YU

+44 (0)1454 642240 | IMPE2023@bioscientifica.com

You are receiving this email because you signed up to the IMPE events mailing list, opted into industry news or at some point have worked with us. If you no longer wish to receive these emails, you can update your mailing preferences or Unsubscribe. Having trouble seeing this email? View it online.”

We will add the unsubscribe link to your email.

Please note that the IMPE 2023 Secretariat will not design or proof read your email nor will we test or check any links that you might include. The email will be forwarded to all registered delegates exactly as it is received.

Amendment of source code will not be possible and the responsibility for fixing any coding issues will rest solely with the sponsor.

Procedure for emails

Each sponsor should provide the email as an html document with a folder containing any images to be embedded to IMPE2023@bioscientifica.com for the attention of **Marketing**. Please ensure all image names match the labels in the HTML.

A JPEG or PDF should be provided of the email in its correct state as a reference for the source code loading process.

The deadlines for email blast content have been set out to enable enough time for emails to be effectively tested and to ensure that the content of the emails does not break European advertising laws.

Please ensure that these dates are added to your calendars, as delays to these deadlines may limit our ability to launch your email to the necessary timelines.

If you are working with an external agency to produce these emails and are not in a position to make edits directly to the HTML of the emails (in the event of issues with the HTML or its content), please can the relevant agency employee’s contact details be passed to us before sending of the HTML.

Please clearly identify the person responsible for sign off of the final email.

Supplying the email HTML code

All emails need to be provided to us in the following file formats: **.html or .txt**

If the supplied email is not in this file type, we will be unable to launch the email. Any delays in providing this file type may limit our ability to launch your email to the necessary timelines.

The IMPE 2023 delegate list is property of IMPE and as a result any unsubscribes are considered unsubscribes to this mailing list and will not be supplied to sponsors.

Procedure for emails

Each sponsor should provide the email as an html document with a folder containing any images to be embedded to IMPE2023@bioscientifica.com for the attention of **Marketing**. Please ensure all image names match the labels in the HTML.

A JPEG or PDF should be provided of the email in its correct state as a reference for the source code loading process.

Failure to do this will impede our ability to efficiently test your email and launch your email to the necessary timelines.

Should you have any questions, please email IMPE2023@bioscientifica.com

Our system is not able to support responsive emails and is unable to layer text over images.

Data and reporting

The IMPE Congress organisers will handle all unsubscribes. Any recipient who unsubscribes from an e-blast will be added to a suppression list, which will be applied to any future Satellite e-blast. Recipients have the option to re-subscribe to the e-blast list.

The IMPE 2023 congress organisers will not supply the personal data of any recipient who receives or interacts with a sponsor's email. Email open and click rates are available upon request.

Each sponsor should provide the email as an html document with a folder containing any images to be embedded to IMPE2023@bioscientifica.com or the attention of **Marketing**. A JPEG or PDF should be provided of the email in its correct state as a reference for the source code loading process.

Final Conference Programme/Online Programme

The full agenda including talk titles and speakers names will be included in the online programme and the final congress programme book, which is distributed to all attendees at the start of the Congress. Sponsored satellite symposia content will be displayed separately to the main scientific programme book in the printed programme, on the congress website and the congress app. Deadline for copy for printed programme book is **31 January 2023**.

Onsite Marketing Opportunities

Badge Scanners

Satellite providers can hire badge scanners directly from **Conti**, one of our partner Companies. They offer an exhibitor lead reference system.

If you would like to hire the badge scanners please contact:

Constanza

constanza@conti.com.ar

Points to remember.....

- For the purpose of clarity, the IMPE respectfully suggests that you include a reminder on all your advertisements, invitations or mailings that the symposium is only open to healthcare professionals who are registered for the IMPE Congress
- If required, it is the responsibility of the sponsor to provide participants with a record of participation
- It is NOT permitted to use the IMPE 2023 logo on any marketing materials connected to the satellite symposium

Branding

Should you wish to brand your lectern or the main stage for your satellite symposium, please discuss this with the IMPE Team at IMPE2023@bioscientifica.com to discuss any other onsite branding opportunities.

Promotional banners

Each satellite sponsor is entitled to display one directional or promotional banner in the registration area **on the day of their satellite**. One additional promotional banner can be displayed outside the door of the satellite room **up to 15 minutes before the start** of the satellite symposium.

Both of these banners must be removed immediately following the end of the satellite symposium. Failure to remove these banners may result in additional charges.

Audio Visual Equipment

AV Specification

Each congress room assigned for the satellite symposia sessions will come with a basic AV package, as follows:

- Projector
- Screen – resolution 16:9
- Computers equipped with PowerPoint
- Comfort monitors on lectern and tribunal table
- 1 x lectern
- 1 x tribunal table to seat a minimum of 3 people
- 2 x table top microphones for the tribunal table
- 1 x fixed lectern microphone
- 2 x handheld radio microphones for Q&As
- 1 x laser pointer
- 1 x Technician for the hours as stated in the final Conference programme

Slides

All presentation slides should be uploaded at the Speaker Preview Centre on site, at least 2 hours prior to the session (and ideally prior to the technical rehearsal). Speakers should **not** use their own laptops for their presentation as we cannot guarantee that the formatting will remain the same on the screens.

Filming

On demand filming is in addition to your standard contract. If you have on demand filming included or would like to add this to your contract please contact IMPE2023@bioscientifica.com.

Furniture

All the main meeting rooms are laid with top tables set up for a minimum of 3 people and a lectern.

For additional furniture or to change the stage set please contact IMPE2023@bioscientifica.com to discuss an order and a quote can be provided.

Please note that the table panels cannot be changed during the congress, as these will have mics and wires stabilised on the set-up day.

If you wish to brand the Top Table or Lectern please contact IMPE2023@bioscientifica.com and we will work together with the venue to achieve your desired results.

Hospitality Suites/Additional Meeting Rooms

There are a number of opportunities for Companies wishing to hire an additional room for rehearsals, meetings or as a hospitality suite during the Congress.

If you would like to book an additional room please get in touch as soon as possible to avoid disappointment as there are limited spaces available and these are sold on a first come first served basis after Sponsors, who will always be given first choice. Please contact corporaterelations@bioscientifica.com for details of available rooms and costs.

Please note that **all hospitality rooms are sold as blank rooms** and to ensure you receive the set up exactly as you wish you will need to contact the IMPE Event Team once your room is booked to arrange your set-up at IMPE2023@bioscientifica.com. Please note the sooner this is done the easier it is to ensure all your needs are met.

You will need to specify the following:

- Number of days booked
- Room hours required (access)
- Lockable / non-lockable
- Power
- Capacity
- Set up (boardroom, theatre style)
- Furniture
- AV Equipment (projector, screen, PowerPoint etc.)
- Internet Connection
- Catering

There will be additional costs associated based on your requests but please note that we will only pass on costs that are additional to us.

Please note if you do not contact us to arrange this, your hospitality room will not have power or be furnished. Onsite requests cannot be guaranteed and will be fulfilled based on availability.

If you have any queries we can assist you with these, IMPE2023@bioscientifica.com.

If you would like to book a hospitality room please contact corporaterelations@bioscientifica.com,
Tel: +44 (0) 1174 270168.

Once you have booked a Hospitality Room, please contact IMPE2023@bioscientifica.com with your requirements.

Registration for Satellite Attendees

Satellite Only Badges

Each Company holding a satellite will receive five (5) complimentary passes for admission to their **satellite only**. These passes can be given to any personnel working on your symposium who require access to the session. They are not intended for use as registration for your Faculty or other guests/personnel who may be attending your symposium as part of the Congress. In the case of the latter you should register these in the usual way by completing the on-line registration form. The 5 complimentary passes will be available to collect from the Registration Information Desk on Saturday 4 March 14:00 – 16:00.

If you would like to order additional Satellite Only passes please do so using the Exhibitor Registration Form located [here](#).

Satellite Symposium – Terms and Conditions

Cancellation of Contract

Following receipt of the signed contract, cancellation or any changes to the original booking must be made in writing to the IMPE Congress Team. The cancellation terms are in your contract.

NB All prices are exclusive of VAT. VAT will be charged as applicable, and is subject to changes in legislation.

Cancellation of Exhibition

The IMPE reserves the right to change the venue and dates for the IMPE 2023 Congress and Exhibition, and to hold the IMPE 2023 Congress and Exhibition at a different venue on other dates as near to the original dates as possible, utilising the right only when circumstances necessitate such action and without any liability to the IMPE.

The IMPE accepts no responsibility for any damages if the event is not performed due to any obstacle or hindrance outside the control of the IMPE which the IMPE could not reasonably have foreseen when signing the IMPE 2023 Supporters Contract and which the IMPE could not have avoided at a reasonable effort or cost. Such obstacles and hindrances include, but are not limited to, the outbreak of war, civil riots, governmental or other obstacles for the freedom of travel, union actions, natural disasters, fire, flooding, and any other circumstances that fall within the meaning of the above.