



42nd Annual Meeting of the European Thyroid Association

September 7th – 10th, September 2019

Budapest / Hungary

Information for Exhibitors and Sponsors

www.eta2019.org

Status: February 2019



COMMITTEES

ETA Executive Committee

President: Laszlo Hegedüs, Denmark
Secretary: Leonidas Duntas, Greece
Treasurer: Tomasz Bednarczuk, Poland

Clara Alvarez, Spain
Simone de Leo, Italy
Monica Dentice, Italy
Eric Fliers, The Netherlands
Laura Fugazzola, Italy
Balázs Gereben, Hungary
Lars Möller, Germany
Rodrigo Moreno-Reyes, Belgium
Bijay Vaidya, United Kingdom

Local Organizing Committee (LOC)

Chair: Prof. Dr. Nagy Endre

ETA Standing Office

Martin Then	then@endoscience.de
Susanne Rothe	rothe@endoscience.de
Yvonne Brunotte	brunotte@endoscience.de

GENERAL INFORMATION

The ETA has entrusted EndoScience Endokrinologie Service GmbH with the general logistics and organisation of the 42st 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
then@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 2019 will take place in the
BCC
Budapest Congress Center
Jagelló út 1-3
1123 Budapest
Hungary

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
ETA Ordinary Member and ETA Senior	160	185
ETA Junior Member < 35 y	60	80
ETA Corresponding Member	260	300
ATA, LATS, AOTA, JTA Members *	260	300
Non-Member	500	550
Students/Res. Fellows < 35 y	125	160

EXHIBITION INFORMATION

EXHIBITION AREA

The commercial exhibition will be placed in the Aula and the Mirror Corridor 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.

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 sent out to all exhibitors in June 2019)
- 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 7th and finish on Tuesday, September 10th.

Set-up:	Friday, Sept. 6 th	8.00 - 20.00hrs
Preliminary opening times:	Saturday, Sept. 7 th	9.00 – 18.00hrs
	Sunday, Sept. 8 th	9.00 – 18.00 hrs
	Monday, Sept. 9 th	9.00 – 18.00 hrs
	Tuesday, Sept. 10 th	9.00 – 13.00 hrs
Dismantling:	Tuesday, Sept. 10 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, 2019. After that date the full exhibition rental fee will be charged.

CATERING

Any catering services should be placed with:
Zsuzsanna Sallai/ Ref.: ETA Conference [your organisation name] e-mail: H0511-RD1@accor.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 can be displayed at the registration. 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. 7 th	17.00 - 18.00	30.000 €	Booked
Sunday, Sept. 8 th	Early Riser / 7.00 - 8.00	15.000 €	
Sunday, Sept. 8 th	Lunch / 12.30 - 13.30	30.000 €	Booked
Sunday, Sept. 8 th	16.00 - 17.00	30.000 €	Booked
Monday, Sept. 9 th	Early Riser / 7.00 - 8.00	15.000 €	
Monday, Sept. 9 th	Lunch / 12.30 - 13.30	30.000 €	Booked

DATES TO REMEMBER

Industry-sponsored Satellite Symposia (info for T. Bednarczuk)

March 27 th , 2019	Info about scientific content incl. names of speakers and chairmen to ETA Treasurer
July 5 th , 2019	Delivery of complete scientific programme of the booked satellite symposium for the final scientific programme

Industrial Exhibition & Catering (info for Y. Brunotte)

May/June 2019	Technical manual for exhibitors / approval of stands and final exhibition plan
August 8 th , 2019	Deadline for placing all orders for your exhibition booth
August 26 th , 2019	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 January 31, 2019.

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

Mr. M. Then (then@endoscience.de)
Tel.: +49 (0)9187-97424-11, Fax +49 (0)9187-97424-71

Exhibition and Satellite Symposia - organisational issues

Ms. Yvonne Brunotte, (brunotte@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 €/m ²
Bag insert (announcements, invitations, etc.)	1.000 €
Sponsoring of the coffee breaks	2.500 € each
Sponsoring of lanyards	Production and delivery by the sponsor
Congress bag	Tbd
Internet point/WIFI	Tbd
Pads and Pens	Production and delivery by the sponsor

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. Susanne Rothe (rothe@endoscience.de)

SOCIAL PROGRAMME / GROUP ARRANGEMENTS

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

Mrs. Katalin Vamos

E-mail: kvamos@convention.hu

Mobil: + 36 (30) 5766031

IMPORTANT INFORMATION

Insurance

The Organizer of 42nd 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.