



SATELLITE SYMPOSIA GUIDELINES



www.mtis2018.org
MTIS2018@mci-group.com

Satellite Symposia Guidelines

The information below covers all breakfast, lunch and evening Satellite Symposia. Details can be found below.

Symposia Content

All symposia titles and speaker names should be submitted to the organisers by Friday 29 June at the latest. Please ensure speaker biographies are sent to the organisers by Tuesday 24 July. The speaker biographies will be included within the event app and interactive programme.

Access to the Symposia Room

All satellite symposia take place in the Kings Suite. Access to the symposia room is permitted directly after the previous session breaks. Within the satellite symposia rooms the following items are provided by the Organisers (MCI UK Ltd):

- 1 x lectern
(including 2 x wired lectern microphones)
- 1 x top table to accommodate six people
(including wired top table microphones)
- 4 x Q&A floor standing wired microphones
- 2 x projectors and screens
(suitable for audience and room size)
- 1 x PC laptop with comfort monitors
- 1 x wireless slide advancer and laser pointer
- 1 x general av technician
- qty x glasses and water

The Organisers (MCI UK Ltd), working in partnership with the Hilton London Metropole, will do our utmost to make sure that all needs are met; however, the above may be subject to change.

Advertising

Satellite symposia advertising boards will be available for use by all sponsors with a satellite symposium slot. The posters for display must be no bigger than A3 (297mm x 420mm) and designed in portrait-style. As well as the A3 posters, you are permitted to bring up to two pop up banners for display. The timings for the display of posters and pop ups are as follows:

- **Breakfast Satellite Symposia** – from one (1) hour before the closing of sessions the night before
- **Lunchtime Satellite Symposia** – from 09:00 on the day of your symposia
- **Evening Satellite Symposia** – from 14:00 on the day of your symposia

The areas for satellite symposia advertising boards to be displayed are as follows:

- Poster Area, which will be located in the Kings Suite
- Registration Area, which will be located in the West Wing Foyer

Co-ordinators of satellite symposia are responsible for the production of their posters. Please pass these to the Organisers (MCI UK Ltd) at the registration desks as early as possible. The onsite staff will place them on the designated satellite symposia advertising boards at the relevant time.

Audio Visual

In addition to the above standard audio visual package, companies are able to order additional equipment via the Organisers (MCI UK) on MTIS2018AV@mci-group.com.

Branding (within satellite symposia room)

The following room branding is allowed no earlier than 30 minutes prior to the symposia start time, dependent on the preceding session:

- pop ups
- curved lectern panel (60cm wide x 117cm high)
- top table panel (accommodating 6 people)
- tent cards

Lectern and top table panel branding for your satellite symposia room can be ordered directly with the Metro Broadcast; for more information please contact MTIS2018industry@mci-group.com.

All ordering, payment and logistics should be coordinated directly with Metro Broadcast. No additional branding is allowed other than the list above without prior written approval from the Organisers (MCI UK Ltd).

Please note, installation of all branding is the responsibility of the sponsor and appropriate adhesive should be used. Any damage incurred may be chargeable.

Catering

If you require any catering for your symposia please contact the Organisers (MCI UK Ltd) on MTIS2018industry@mci-group.com.

Delayed Broadcasting

For sound and image recording of satellite symposia (or parts thereof by any type of media) that are dedicated for presentation to a public or closed audience outside the meeting, the company holding the satellite symposium is required to obtain formal acceptance from all speakers in writing and send it to the Organisers (MCI UK) at the latest six weeks before the meeting. Satellite symposia must not be broadcast in any way until the first Monday following the end of the meeting at which the satellite is scheduled. Technical arrangements should be made first with the Organisers (MCI UK), who will redirect the requests to the preferred audio visual supplier.

Live Broadcasting

Live and/or simultaneous broadcasting of satellite symposia in any way is prohibited.

Photos, Filming and Audio Recording of Satellite Symposia

Any such recording is permitted with the following conditions: in an agreement between the company presenting the symposium and MTIS, the captured material must be used only for educational purposes. The company responsible for the symposium must inform their speakers and obtain consent from their speakers directly. The captured material should not be profit making or for commercial purposes or incur additional costs to the Organisers (MCI UK) of the meeting.

Any such requests require official permission at least 6 weeks before the meeting from the Organisers (MCI UK) clearly outlining the purpose of the recording.

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Satellite symposia held by the pharmaceutical industry will have, as their main objective, the communication of scientific material, which will enhance the knowledge of attendees. There will be no material inducement or publication of a reward to attend the symposium. Delegates may of course be sent special invitations but no reward to participants is allowed for attending the symposium.

Timings

- Breakfast Satellite Symposia (Friday) lasting 90 minutes and commence at 07:30.
- Breakfast Satellite Symposia (Saturday) lasting 90 minutes and commence at 07:00.
- Breakfast Satellite Symposia (Sunday) lasting 90 minutes and commence at 07:30.
- Lunchtime Satellite Symposia (Friday) lasting 90 minutes and commence at 13:00.
- Lunchtime Satellite Symposia (Saturday) lasting 90 minutes and commence at 12:30.
- Evening Satellite Symposia (Friday) lasting 90 minutes and commence at 17:45.
- Evening Satellite Symposia (Saturday) lasting 60 minutes and commences at 17:30.