WELCOME
(Including programme overview)
Welcome

Thank you for your support by sponsoring the 17th Migraine Trust International Symposium (MTIS). MTIS brings together the world’s leading experts on migraine and headache to share the latest research findings and to discuss current trends in treatment and prevention. MTIS takes place every two years to enhance international researchers’ scientific knowledge and promote a better understanding of migraine through debate and exchange of ideas. We are delighted that you have chosen to join us at the Hilton London Metropole in London for MTIS. Included within the Technical Manual you will find details on deadlines, satellite symposia guidelines and information on the exhibition.

If you have any queries having read through all elements of the manual please contact the MTIS 2018 Organisers (MCI UK) on: MTIS2018industry@mci-group.com.

Contacts

Should you require any additional information, please do not hesitate to contact the MTIS 2018 Congress Secretariat (MCI UK) on the details below:

Organisers (MCI UK Ltd)  MTIS 2018  c/o MCI UK Ltd  Durford Mill, Petersfield, Hampshire, GU31 5AZ, UK  Telephone: + 44 (0)1730 715 243

For support with general enquiries  Email  MTIS2018@mci-group.com  Web  http://mtis2018.org/

For support with registration  Email  mtis.reg@hot@mci-group.com  Web  http://mtis2018.org/registration/registration-fees/
Programme Overview

Below is the MTIS 2018 Programme Overview. Please note the times highlighted in bold, these are the coffee and lunch breaks when all exhibition stands must be manned.

<table>
<thead>
<tr>
<th>Thursday, 6 September 2018</th>
<th>Saturday, 8 September 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>09:00-15:00</td>
<td>07:00-08:30</td>
</tr>
<tr>
<td>Teaching Courses</td>
<td>Industry Supported Session</td>
</tr>
<tr>
<td>16:15-16:30</td>
<td>08:30-10:00</td>
</tr>
<tr>
<td>Opening Session</td>
<td>Plenary Session</td>
</tr>
<tr>
<td>16:30 -17:30</td>
<td>10:00-10:30</td>
</tr>
<tr>
<td>Plenary Session</td>
<td>Coffee Break &amp; Exhibition Viewing</td>
</tr>
<tr>
<td>17:30-19:00</td>
<td>10:30-12:00</td>
</tr>
<tr>
<td>Welcome Reception</td>
<td>Parallel Sessions</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Friday, 7 September 2018</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>07:30-09:00</td>
<td>12:30-14:00</td>
</tr>
<tr>
<td>Industry Supported Session</td>
<td>Industry Supported Session</td>
</tr>
<tr>
<td>09:00-10:30</td>
<td>14:00-15:30</td>
</tr>
<tr>
<td>Plenary Session</td>
<td>Plenary Session</td>
</tr>
<tr>
<td>10:30-11:00</td>
<td>15:30-16:00</td>
</tr>
<tr>
<td>Coffee Break &amp; Exhibition Viewing</td>
<td>Coffee Break &amp; Exhibition Viewing</td>
</tr>
<tr>
<td>11:00-12:30</td>
<td>16:00-17:30</td>
</tr>
<tr>
<td>Poster Session</td>
<td>Plenary Session</td>
</tr>
<tr>
<td>12:30-14:30</td>
<td>17:30-19:00</td>
</tr>
<tr>
<td>Lunch</td>
<td>Industry Supported Session</td>
</tr>
<tr>
<td>12:30-14:00</td>
<td></td>
</tr>
<tr>
<td>Industry Supported Session</td>
<td></td>
</tr>
<tr>
<td>14:30-16:00</td>
<td></td>
</tr>
<tr>
<td>Poster Session</td>
<td></td>
</tr>
<tr>
<td>16:00-16:30</td>
<td></td>
</tr>
<tr>
<td>Coffee Break &amp; Exhibition Viewing</td>
<td></td>
</tr>
<tr>
<td>16:30-17:45</td>
<td>07:30-09:00</td>
</tr>
<tr>
<td>Plenary Session</td>
<td>Industry Supported Session</td>
</tr>
<tr>
<td>17:45-19:15</td>
<td>09:00-10:00</td>
</tr>
<tr>
<td>Industry Supported Session</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sunday, 9 September 2018</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>07:30-09:00</td>
<td>12:00-13:00</td>
</tr>
<tr>
<td>Industry Supported Session</td>
<td>Closing Session</td>
</tr>
<tr>
<td>09:00-10:00</td>
<td></td>
</tr>
<tr>
<td>Plenary Session</td>
<td></td>
</tr>
<tr>
<td>10:00-10:30</td>
<td></td>
</tr>
<tr>
<td>Coffee Break &amp; Exhibition Viewing</td>
<td></td>
</tr>
<tr>
<td>10:30-12:00</td>
<td></td>
</tr>
</tbody>
</table>
KEY DEADLINES
Key Deadlines

The following is a summary of key deadlines, please adhere to the below dates and contact the Organisers (MCI UK Ltd) with any further queries. Please note the deadlines relate to forms and materials required by the Organisers (MCI UK Ltd) prior to the Migraine Trust International Symposium. Relevant forms are all included on the sponsorship page of the MTIS 2018 website http://mtis2018.org/.

<table>
<thead>
<tr>
<th>Deadline date</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 June 2018</td>
<td>Early Bird Registration Deadline</td>
</tr>
<tr>
<td>6 June 2018</td>
<td>Abstract Deadline</td>
</tr>
<tr>
<td>10 June 2018</td>
<td>Abstract Review Process</td>
</tr>
<tr>
<td>18 June 2018</td>
<td>Abstract Review Ends</td>
</tr>
<tr>
<td>28 June 2018</td>
<td>Abstract Notification Sent</td>
</tr>
<tr>
<td>02 July 2018</td>
<td>Scientific Programme Published on the Website</td>
</tr>
<tr>
<td>02 July 2018</td>
<td>Late Breaking Abstract to open</td>
</tr>
<tr>
<td>03 August 2018</td>
<td>Late Breaking Abstract submission closes</td>
</tr>
<tr>
<td>10 August 2018</td>
<td>Submit MTIS 2018 – GES Nameboard Return Form.pdf</td>
</tr>
<tr>
<td>10 August 2018</td>
<td>Submit MTIS 2018 – GES Exhibitor Graphic Order Form.pdf</td>
</tr>
<tr>
<td>10 August 2018</td>
<td>Submit MTIS 2018 – GES Furniture Order Form.pdf</td>
</tr>
<tr>
<td>10 August 2018</td>
<td>Submit MTIS 2018 – GES Electrical Order Form (Shell Scheme).pdf</td>
</tr>
<tr>
<td>10 August 2018</td>
<td>Submit MTIS 2018 – GES Shell Scheme Extras Order Form.pdf</td>
</tr>
<tr>
<td>10 August 2018</td>
<td>Submit MTIS 2018 – Metro Exhibition AV.pdf</td>
</tr>
<tr>
<td>10 August 2018</td>
<td>Submit MTIS 2018 – MetroPower Requirements</td>
</tr>
<tr>
<td>10 August 2018</td>
<td>Submit MTIS 2018 – Metro Rigging Form.pdf</td>
</tr>
<tr>
<td>17 August 2018</td>
<td>Refer to Exhibition section, H&amp;S for further details and deadline dates</td>
</tr>
</tbody>
</table>
GENERAL INFORMATION
General Information

Host City
London is the capital and most populous city of England and the United Kingdom. Standing on the River Thames in the south east of the island of Great Britain, London has been a major settlement for two millennia. London is a leading global city in the arts, commerce, education, entertainment, fashion, finance, healthcare, media, professional services, research and development, tourism and transportation. London is a world cultural capital with more than 300 languages being spoken in the region.

London is the city where heritage and technology collide; where venues steeped in history and grandeur stand tall among towering skyscrapers which captivate the skyline; and where world-famous museums and galleries rub shoulders with Michelin-starred restaurants.

Venue
Hilton London Metropole Hotel
225 Edgware Rd, Paddington, London W2 1JU
Web www.londonmet.hilton.com
Email cbs.londonmet@hilton.com

Getting here
By Rail
Paddington Station is only a 10 minute journey on foot and offers easy access to Notting Hill and High Street Kensington. The Heathrow Express at Paddington Station provides access in just 15 minutes to Heathrow Airport. Plus, it is a short 10 minute train journey from the Eurostar terminal at St Pancras international providing services to continental Europe.
By Car

The hotel is located to the North on the corner of Edgware Road and Harrow Road. The hotel is approximately half a mile north of Marble Arch, Oxford Street and Hyde Park and next to the A40(M), with easy access to M40, M1 and M25. Located just outside the Congestion Charge zone, the hotel has a 172 space car park on Harbet Road, just at the back of the hotel. Postcode: W2 1JU

By Air

London Heathrow Airport

Just 15 minutes from the Hilton London Metropole via the Heathrow Express rail link at Paddington Station, which is the Central London terminal of the ultra-modern Heathrow Express rail link. The hotel is a 10-minute walk from Paddington Station or a short taxi ride.

Journey to Terminal 1, 2, 3 - 15 minutes by Heathrow Express train
Journey to Terminal 4 - 20 minutes by Heathrow Express train
Frequency of Heathrow Express trains - every 15 minutes
Check-in facilities - Paddington: 27 check-in desks covering all major airlines
Journey by taxi - 40 minutes from Heathrow to hotel

London Gatwick Airport

Victoria Station, the Central London terminal for the Gatwick Express, is linked to the hotel via the London Underground Circle Line, and the Edgware Road tube station is 30 metres from the hotel entrance.

Journey time - 30 minutes from Gatwick to Victoria, then 15 to 20 minutes by Underground or taxi
Frequency of trains - Gatwick Express every 15 to 30 minutes, plus slower stopping service.

By Underground

Hilton London Metropole is conveniently located just a two minute walk from both Edgware Road underground stations serving the Bakerloo, Circle, District and Hammersmith & City lines. Many famous attractions are within easy reach including Oxford Street shopping, Marble Arch and Hyde Park which are only a 10 minute walk away. Alternatively, Regent's Park and ZSL London Zoo are just a short 5-minute underground journey from the hotel.
Cash Machines
Two cash machines are situated in the venue foyers (Tower Wing and West Wing) and do not charge for withdrawals.

Credit Cards
The registration desk, which is located in the Central Foyer, will accept ONLY Visa or MasterCard.

Delegate Materials
Delegate name badges should be collected from the registration desks on arrival at the venue. Badges must be worn and be clearly visible at all times when attending the meeting and exhibition.

Emergency Procedures
Please be aware that the fire alarm tests take place every Monday at 1pm.
The fire alarm is a continuous "warble" and has a verbal announcement stating that "This is an Emergency, please leave immediately through the nearest fire escape"

In the event of an evacuation, guests will be guided by the on-site team to the refuge point situated in front of the Paddington Basin. Once you have reached ground level, please assemble as a group on Harbet road which is the service road behind the hotel and await further instructions.

DO NOT RETURN TO THE HOTEL UNLESS IT IS ANNOUNCED THAT IT IS SAFE TO DO SO.

In the event of medical assistance being required, please inform a venue steward or a member of the organisers (MCI UK Ltd).

Internet
Delegates will have access to free Wi-Fi throughout the hotel.
Lunch and Coffee Breaks

<table>
<thead>
<tr>
<th>Day</th>
<th>Coffee Break (AM)</th>
<th>Lunch</th>
<th>Coffee Break (PM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, 7 September 2018</td>
<td>10:30 – 11:00</td>
<td>12:30 – 14:30</td>
<td>16:00 – 16:30</td>
</tr>
<tr>
<td>Saturday, 8 September 2018</td>
<td>10:00 – 10:30</td>
<td>12:00 – 14:00</td>
<td>15:30 – 16:00</td>
</tr>
<tr>
<td>Sunday, 9 September 2018</td>
<td>10:00 – 10:30</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Meeting Programme

Please [click here](#) to view the most up to date meeting programme.

Smoking

Smoking in public areas in the UK is prohibited. If exhibitors or contractors wish to smoke they may do so outside of the venue in the designated smoking areas.
SPEAKER PREVIEW ROOM
Speaker Preview Room

We kindly ask that all speakers come to the Speaker Preview Room based in Room 7 on level 2 of the Hilton London Metropole, in order to upload their presentation prior to presenting. Once your presentation has been uploaded in the system this will serve as an indication to the session chairs and/or Moderator whether or not you are present at the congress.

Speakers are requested to upload their presentation at least four hours before the start of their session. Any speakers presenting in the first morning session of the day are advised to upload their presentation the day before.

A presentation can be uploaded in the Speaker Preview Room by USB device. A member of the technical team will assist in the uploading of the presentation, along with assisting in any minor changes, if required. Once uploaded, the technician will perform a quick review of the presentation to check it runs smoothly and all elements have been uploaded.

PC’s will be available in the Speaker Preview Room to check a presentation and allow for last minute changes.

The Speaker Preview Room will open on the following days during these hours:

<table>
<thead>
<tr>
<th>Date</th>
<th>Opens</th>
<th>Closes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, 7 September 2018</td>
<td>13:00</td>
<td>19:00</td>
</tr>
<tr>
<td>Friday, 8 September 2018</td>
<td>06:30</td>
<td>19:00</td>
</tr>
<tr>
<td>Saturday, 9 September 2018</td>
<td>06:30</td>
<td>19:00</td>
</tr>
<tr>
<td>Sunday, 10 September 2018</td>
<td>06:30</td>
<td>13:00</td>
</tr>
</tbody>
</table>
General Instructions

Presentations will be stored on a central server which is accessible from all main session rooms via a secure network. Presentations are automatically synced between the central server and session rooms. The presentation management system provides a robust mechanism for delivery of the presentations across the congress.

The use of personal laptops or tablet devices, such as iPads, for presenting in the session rooms will not be permitted. If you do need to use a specific device, please contact the technical team in advance of the congress at: MTIS2018AV@mci-group.com.

Speakers are kindly requested to respect their allotted presentation time in order to guarantee the smooth running of the sessions.

Back Up

- Please bring a copy of your presentation along with you. Copy your presentation and all of the assets onto a USB. All videos must be placed in the same folder as your MS PowerPoint 2016 file. We recommend you keep a second copy in your luggage or in online storage (such as; OneDrive, Google Drive, DropBox, or iCloud).

Design (recommendations)

- Use high contrast colours; light text on dark background or vice versa.
- Minimum font size = 24.
- Maximum 8 lines per slide, and 8 words per line.
- Remove all timings from transitions within the presentation, select ‘On Mouse Click’ to advance the slide.

Fonts

- All fonts installed with Microsoft (MS) Office 2016 are supported.

HTML

- Hyperlinks to external content such as websites cannot be supported; therefore, download the website content to a USB device.
Presentations

- All presentations will be presented using MS PowerPoint 2016 (.pptx) for PC. If your presentation has been created using software other than MS PowerPoint 2016 for PC (example: OpenOffice, PowerPoint for MAC or Keynote) please make sure your presentation is converted to MS PowerPoint 2016 for PC. We suggest you review your presentation on a PC running MS PowerPoint 2016 prior to attending the congress.
- Keynote will not be supported because it cannot be played back on a PC. Please export your presentation as MS PowerPoint 2016, using filename extension ‘.pptx’.
- Presentations being presented in Adobe Acrobat PDF format are accepted, but please contact the technical team in advance of the congress at MTIS2018AV@mci-group.com.
- Clearly identify your presentation and all assets. We recommend incorporating your name into the filename (example: john_smith_v1.pptx)
- A presentation that has been created using either Excel, Word or Prezi will not be accepted.

Session Chair and/or Moderator

- Speakers should arrive in the session room 10 minutes before the session is due to start. Speakers should introduce themselves to the session Chairs and/or Moderator and familiarise themselves with the general session arrangements. The session Chairs and/or Moderator has been encouraged to contact you prior to the meeting to request a copy of your presentation and a short bio with which to introduce you.
- You are not required to stay in the room for the entire session; however, you will need to be present 10 minutes before your presentation.
- All presentations are to be in English followed by questions in English.

Session Rooms

- A technician will be present in each session room to assist speakers in accessing their respective presentation.
- All presentations will be projected in 16:9 format (1920 x 1080 pixels) landscape, not 4:3.
Video

- If videos have been embedded in the presentation, please remember to bring these files with you on a USB device. Please see below a list of supported video formats.
  - All videos must be compressed using a supported codec*.
  - Supported formats and codecs for video:
    - Windows Media file .asf
    - Windows Video file .avi (some .avi files may require additional codecs)
    - MP4 Video file .mp4, .m4v
    - Movie file .mpg or .mpeg
    - Windows Media Video file .wmv
  - We recommend you use .mp4 files encoded with H.264 video (a.k.a. MPEG-4 AVC) and AAC audio, for the best video playback experience in MS PowerPoint 2016 for PC.
  - For audio, we recommend using .m4a files encoded with AAC audio.
  - Videos in the .mov, .qt and DV formats are NOT supported, along with Adobe Flash Media (.swf).

- Videos should start automatically when the slide (containing the video) appears.

*Uncompressed videos will not be accepted due to their large file size, videos should not exceed 50MB each.

The Organisers (MCI UK Ltd) recommend you review your presentation on a PC running MS PowerPoint 2016 prior to coming to the congress.
Registration

Exhibitors are entitled to exhibition only passes. Please consult the offer letter which will detail the number of exhibition passes and delegate registrations included within the package. Exhibitor registration includes access to the conference centre, exhibition hall, scientific sessions and lunch and coffee breaks. If sponsors would like to arrange onsite booth staff, please contact the Organisers (MCI UK Ltd) at MTIS2018industry@mci-group.com. The Organisers (MCI UK Ltd) will share information on the related costs.

Registration Procedure

Please note, exhibitor badges will state the exhibiting company name and ‘EXHIBITOR’ only and will not contain personal first names or surnames. Please nominate a colleague to collect all exhibition and delegate badges from the registration desk. It is then the duty of that individual to distribute the badges accordingly. Exhibition staff will need to receive their badges before being allowed access onto the exhibition floor. You are not required to register online for your set entitlement of exhibitor registrations; these are automatically allocated to you.

Please see the registration page of the MTIS website for full details on the registration rates and key deadlines.

Onsite registration

Registrations can be made onsite. The registration desks will be located in the West Wing Foyer of the Hilton London Metropole and will be open at the following times:

<table>
<thead>
<tr>
<th>Date</th>
<th>Opens</th>
<th>Closes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, 6 September 2018</td>
<td>08:00</td>
<td>19:30</td>
</tr>
<tr>
<td>Friday, 7 September 2018</td>
<td>06:30</td>
<td>19:15</td>
</tr>
<tr>
<td>Saturday, 8 September 2018</td>
<td>06:30</td>
<td>19:00</td>
</tr>
<tr>
<td>Sunday, 9 September 2018</td>
<td>07:00</td>
<td>13:00</td>
</tr>
</tbody>
</table>

The hours detailed above are provisional and are subject to change; please check the meeting website prior to travelling to the event.
# Exhibition

## Dates and Times

The exhibition will take place in the Monarch Suite at the Hilton London Metropole. The exhibition hours are shown below:

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, 5 September 2018</td>
<td>10:00–20:00</td>
<td>SPACE ONLY: Access / Installation* (load-in times for exhibitors, within the above times, will be allocated &amp; communicated w/c 20 August 2018)</td>
</tr>
<tr>
<td>Thursday, 6 September 2018</td>
<td>08:00–12:00</td>
<td>SPACE ONLY: Access / Installation continued*</td>
</tr>
<tr>
<td></td>
<td>12:00–16:00</td>
<td>SPACE ONLY: Stand Dressing / Cleaning SHELL SCHEME: Access / Installation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(load-in times for exhibitors will be communicated w/c 20 August 2018)</td>
</tr>
<tr>
<td></td>
<td>16:30–19:30</td>
<td>Exhibition Open**</td>
</tr>
<tr>
<td></td>
<td>17:30–19:30</td>
<td>Welcome Reception</td>
</tr>
<tr>
<td>Friday, 7 September 2018</td>
<td>08:00–18:00</td>
<td>Exhibition Open**</td>
</tr>
<tr>
<td>Saturday, 8 September 2018</td>
<td>08:00–18:00</td>
<td>Exhibition Open**</td>
</tr>
<tr>
<td>Sunday, 9 September 2018</td>
<td>08:00–11:00</td>
<td>Exhibition Open**</td>
</tr>
<tr>
<td></td>
<td>11:00–12:00</td>
<td>SHELL SCHEME: Dismantle (material and pop ups only)</td>
</tr>
<tr>
<td></td>
<td>12:00–18:00</td>
<td>SPACE ONLY: Exhibition dismantle* (load-out times for exhibitors will be communicated w/c 20 August 2018)</td>
</tr>
<tr>
<td></td>
<td>18:00–19:00</td>
<td>Loading Bay Access only</td>
</tr>
</tbody>
</table>

The above dates and times are correct as of Friday, 22 June 2018 but maybe subject to change.

* During these time periods the exhibition floor will operate as a CDM site; therefore, appropriate Personal Protective Equipment (PPE) must be worn as instructed by the H&S Officer.  
** All Exhibitors will have access to the exhibit floor 30 minutes prior to opening.

**IMPORTANT NOTE: PENALTY COSTS FOR LATE EXHIBITOR INSTALLATION**  
If any exhibitor/contractor over runs past the exhibition close time (20:00) during build-up on Wednesday 5 September 2018 or (16:00) on Thursday 6 September 2018 and have not vacated the Loading Bay, an immediate penalty of £1,000 + VAT per hour, per exhibitor, will be imposed until 22:59. After 22:59 access will be denied. This is non-negotiable. Payment must be paid for in full via credit card onsite.  
Permission to work past the standard exhibition close time must be agreed with both the Exhibition Manager & Health & Safety Officer by 14:00hrs on Wednesday 5 September 2018. Permission for late exhibitor installation is at the discretion of the Exhibition Manager, Health & Safety Officer & Venue Manager.  

**IMPORTANT NOTE: PENALTY COSTS FOR LATE EXHIBITOR DISMANTLE**  
If any exhibitor/contractor over runs past the exhibition close time during breakdown on Sunday 9 September 2018 and have not vacated either the exhibition floor by 18:00 or the loading bay by 19:00 an immediate penalty of £5,000 + VAT per half an hour, per exhibitor, will be imposed from 18:00(exhibition floor) and 19:00 (loading bay) until 21:00. After 21:00 access will be denied. This is non-negotiable. Payment must be paid for in full via credit card onsite.  
Permission to work past the standard exhibition close time must be agreed with both the Exhibition Manager and Health & Safety Officer by 16:00hrs on Sunday, 9 September 2018. Permission for late exhibitor dismantle is at the discretion of the Exhibition Manager, Health & Safety Officer and Venue Manager.
# Shell Scheme

Included in the shell scheme package is:

<table>
<thead>
<tr>
<th>Components</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Structure</td>
<td>GES Sodem System (aluminium metal structure with white infill panels)</td>
</tr>
<tr>
<td>Panel Dimensions</td>
<td>Each white infill panel is 960mm wide x 2354mm high, the viewable area of the panel, once inserted into the shell scheme structure, is 946mm wide x 2340mm high.</td>
</tr>
</tbody>
</table>

NB: bespoke branded printed panels are possible, but are subject to an extra cost; they do not form part of the shell scheme package.

<table>
<thead>
<tr>
<th>Carpet</th>
<th>Pre-installed venue carpet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Branding</td>
<td>1 x name board (showing company name) fascia</td>
</tr>
<tr>
<td></td>
<td>NB: Your company name will be displayed on a white background using upper and lower case black characters (max 34) in font Arial. Unfortunately, we cannot accept any bespoke branded artwork.</td>
</tr>
<tr>
<td>Furniture</td>
<td>2 x chairs, 1 x 4’x30” skirted table, 1 x waste bin</td>
</tr>
<tr>
<td>Lighting</td>
<td>4 x spotlights (dependent on stand size)</td>
</tr>
<tr>
<td>Power</td>
<td>1 x 500w UK socket with 4 way block</td>
</tr>
</tbody>
</table>
Extras (including printed panels)

Shell scheme extras; furniture, graphics and power can be ordered one of two ways; either via Expresso, GES online exhibitor ordering portal; https://ordering.ges.com/000024083 or alternatively by using the appropriate form. In order to take advantage of the early bird discount, please make sure all orders are placed by Friday, 10 August 2018. All ordering, payment and logistics should be coordinated directly with GES, our preferred partner for exhibition services.

Key Deadlines (shell scheme)

<table>
<thead>
<tr>
<th>Deadline date</th>
<th>Area</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>17 August 2018</td>
<td>Contacts</td>
<td>Submit Exhibitor Contact Form.pdf</td>
</tr>
<tr>
<td>17 August 2018</td>
<td>H&amp;S</td>
<td>Refer to Exhibition section, H&amp;S for further details and deadline dates</td>
</tr>
<tr>
<td>10 August 2018</td>
<td>Electrics</td>
<td>Submit MTIS 2018 ~ Metro Power Requirements</td>
</tr>
<tr>
<td>10 August 2018</td>
<td>Rigging</td>
<td>Submit MTIS 2018 ~ Metro Rigging Form.pdf</td>
</tr>
<tr>
<td>10 August 2018</td>
<td>Audio Visual</td>
<td>Submit MTIS 2018 ~ Metro Exhibition AV</td>
</tr>
<tr>
<td>10 August 2018</td>
<td>Name board</td>
<td>Submit MTIS 2018 ~ GES Nameboard Return Form.pdf</td>
</tr>
<tr>
<td>10 August 2018</td>
<td>Furniture</td>
<td>Submit MTIS 2018 ~ GES Furniture Order Form.pdf</td>
</tr>
<tr>
<td>10 August 2018</td>
<td>Extras</td>
<td>Submit MTIS 2018 ~ GES Shell Scheme Extras Order Form.pdf</td>
</tr>
<tr>
<td>10 August 2018</td>
<td>Graphics</td>
<td>Submit MTIS 2018 ~ GES Exhibitor Graphic Order Form.pdf</td>
</tr>
</tbody>
</table>

Space Only

All space only stands are allocated on a space only basis; no stand services are included.

Build Height

Maximum constructible build height is set at 4.00 metres. Stands over 2.5m high must submit full construction plans for approval to the appointed health and safety officer (carol@onsitex.co.uk), together with full health and safety documentation, by Friday, 17 August 2018. Stand components can be supported by overhead rigging (see Rigging Structures, below).

Double-decker stands (two level stands) of any kind are not permitted at MTIS 2018.
Use of Rented Space & Height Limitation

The use and branding of rented space may not exceed the rented surface and space in three dimensions. The height limitation as communicated here above, must be respected both for physical and visual devices (e.g. lasers, gobos etc.).

Rigging Structures

All rigging requirements need to be ordered prior to the conference by emailing Grant Mitchell at Metro Broadcast grant.mitchell@metrobroadcast.com. Banners can be suspended within your rented space, however must top out at 4.00 metres. The venue and the event Health & Safety Officer will need to approve all plans prior to commencement of anyone building in the exhibit hall.

All supporting documentation must be submitted by Friday, 17 August 2018 to grant.mitchell@metrobroadcast.com, carol@onsitex.co.uk and MTIS2018AV@mci-group.com

Please provide up-to-date certificates of conformity for any lifting equipment brought to site.

Pre-planning

- Please supply a dimensioned plan of your stand, with rigging points clearly marked and including dimensions from the edge of your stand. Details of your stand orientation should also be included, as should details of what you need suspending (e.g. banner, flown structure etc.), desired trim height to the top of the flown item, and the item weight.
- You must provide rated lifting points on any set or signage. Items to be lifted must have relevant engineering and planning paperwork regarding the construction, physical integrity and suitability for suspension, as well as being fit for purpose.
- Information should be sent no later than Friday 10 August 2018 – any late submissions or orders may incur a surcharge, and in some cases orders may not be able to be facilitated.
- We do not permit the use of complex structures, which we define as a stand item connected to both the stand and our roof. An example of this would be a drop-wire to support a cantilevered stand canopy – canopies should either be fully floor mounted, or fully flown.
- All items other than 2D PVC-type banners will be flown on motor or manual hoists as appropriate to the item. These will be pre-rigged (where ever possible) before your arrival onsite. This is to reduce the use of access machines/working at height during exhibition build-up.
○ If your item is a 2D banner, you must send it to Metro Broadcast at least 5 working days in advance, we will hang it during our pre-rig (wherever possible) and have it ready for your arrival onsite.
○ If you request a drop-wire for any other item, you will then be responsible for attaching your items to the drop wire, and removing them at the end of the event. In addition, you will be required to submit a risk assessment /method statement detailing how you will do this, and provide us with a sign-off that you have made the attachment as per your documentation.

Onsite build-up
• Whenever possible, the Metro Broadcast will mark out your rigging points, and pre-rig your hoists and any other rigging equipment before your arrival onsite.
○ If you require any changes to point positions onsite that deviate from the information you have supplied us in advance, we reserve the right to charge an additional fee for rigging labour.
○ If your flown item differs dramatically to how you have described it to us (in terms of weight and/or style), we reserve the right to refuse its suspension, or apply additional charges for extra equipment where required.
• Please include your scheduled unloading time if you have received your unloading time from the secretariat at the time of ordering, the conference secretariat will also supply this information to the Hilton London Metropole. Please note what time you plan to be onsite at your stand, and ready to fly your items. Where possible, please build your flown items before your flooring.
• Flown structures of any sort should be fitted with fully closed eye lifting rings of a suitable capacity, and should be bolted preferably through the full depth of the structure. Screw-in eyes are not acceptable; we reserve the right to refuse the suspension of any item where we deem the suspension fitting, or the items structural integrity is inadequate.
• Please be aware that if we need to use an access machine to make any adjustments to your rigging onsite, no work activity will be permitted on your stand or the surrounding area unless the correct PPE (hard hat, high visibility vest) is worn.
Onsite breakdown

- We will have riggers onsite from the start of break-down, to lower hoists and associated rigging.
  - If you have supplied a banner to us in advance for rigging above your stand, please be aware that it will not be available to collect until the end of breakdown. You may wish to arrange a courier to collect the banner the following day – please advise us if this is the case, and provide any address labels/protective covering.
- No suspended items can be left at the venue for later collection unless previously agreed, and are left at your own risk. Any items to be collected via courier should be left in the designated area within our loading bay, and should be fully marked with the courier name, sender identity and end address.

MTIS OR THE ORGANISERS (MCI UK) CANNOT BE HELD RESPONSIBLE FOR ANY BREACH OF CONTRACT BETWEEN THE PREFERRED PARTNERS AND/OR VENUE (Hilton London Metropole) AND EXHIBITORS.

Stand Transparency
For Island and Peninsular raw space stands, the line of sight through the stand must be possible from aisle to aisle for at least 30% of the stand width when viewed from each open side.

Adjacent Stands
The wall height between adjacent stands should not exceed 4.00m. It is the exhibiting companies’ responsibility to build its own adjacent wall. Anything above 2.25m on the back of the wall has to be cleanly dressed and finished in flat white. All raw space stands must be neatly finished and closed on top.
General Requirements

Children
For Health and Safety reasons, children aged 16 and under are not permitted in the hall during build-up or break-down periods. Children are permitted in the exhibition hall within exhibition opening hours as long as they are accompanied by an adult. No children are permitted to enter the scientific sessions.

Demonstrations
Exhibitors intending to use televisions or any other potentially loud appliances for stand demonstrations or who wish to hold live demonstrations must contact the congress organisers for approval at least one month prior to the show to gain written permission.

Dismantling
Exhibition stands can start to dismantle from 11:00 on Sunday, 9 September 2018; however, from 11:00-12:00 literature and materials that can be hand carried, such as pop-up stands, can be removed. From 12:00 onwards the exhibition floor will become a CDM site and full dismantle of all stands can commence. Under no circumstances should you commence breakdown prior to this time – unless the Congress Secretariat is aware of your contract. Please do not leave any goods or equipment in shell scheme cupboards or leave display material on the walls or stand. The organisers cannot be held responsible for the loss of exhibits. All goods must be cleared by 19:00 on Sunday, 9 September 2018. Any items left after this time or not clearly labelled will be destroyed and may be subject to a waste disposal fee.

Exhibitor Responsibilities
As an exhibitor, you must ensure the health, safety and welfare of your employees, contractors and visitors as far as is reasonably practicable throughout the exhibition. You should ensure that your actions (or inactions) do not give rise to accidents, injuries or unsafe working environments; you should provide proper information, instruction and training and supervise all parties throughout the event.
Check that any contractors, suppliers, agents, etc. which you may have contracted have a Health and Safety Policy, applicable to the exhibition environment.

The MTIS 2018 Congress Secretariat wish to stress the importance of a CONSTANT CHECK being made on the contents of your exhibit stand to see that no unidentified package, case or bag has been left unattended. In any case of doubt, the article should not be handled – inform the MTIS 2018 Congress Secretariat or a member of the Hilton London Metropole.

**Fabrics**

Please ensure that all fabrics used on stands have the relevant fire proofing solutions. It is a requirement that all drapes brought into the venue conform to BS 5867 Specifications for Fabrics for Curtains and Drapes.

**Fixings**

Exhibitors may attach posters to the shell scheme infill panels providing the following is adhered to:

The gangways used in this venue are the minimum permissible by law and have been subject to approval by the Local Authority. Under no circumstances will exhibits, stand dressing, tables and chairs, etc. be allowed to encroach into the gangways. All exhibits must be kept inside your space at all times.
Health & Safety
All stands must complete and submit the relevant Health and Safety documentation. Space only stands will incur an additional charge for Health and Safety approval. The charge will be determined by the level of complexity of your plans and onsite construction, and is for approval and sign off by a Health and Safety Officer or structural engineer. For further information please refer to the Health & Safety section.

Music
Exhibitors wishing to play any recorded material (including CD/record/Cassette/Video) must obtain a license from the Phonographic Performance Limited (PPL) and Performing Rights Society (PRS). Exhibitors are solely responsible for obtaining any license required to play music on their stand.

Noise
Exhibitors may not produce noise and/or use amplification of music and/or voice which may be heard outside the space assigned to the exhibitors, or which may interfere with or be felt objectionable to attendees or other exhibitors. The volume level must not exceed 70dB (A) at the boundaries of the stand. The Organisers (MCI UK Ltd) reserve the right to require exhibitors to discontinue any such activity. Live presentations at the stand are not permitted without prior approval from the Organisers (MCI UK Ltd).

The use of microphones, videos or music is permitted, but the volume must not cause annoyance to other exhibitors. The organisers reserve the right to prohibit their use if, in the organisers’ opinion, any annoyance is being caused and remove the offending equipment and/or exhibitor from the Hall.

Sporting Events
Broadcasting of National, European or World Sporting events is NOT permitted in the exhibition.

Stand Activities
“Meet the Expert” sessions or press briefings at the stand are not allowed during the official scientific programme. A request to hold such sessions must be submitted to the Organisers (MCI UK Ltd) for approval.
Health & Safety

Construction, Design and Management (CDM) Arrangements

CDM Regulations and related requirements became enforceable within the exhibition sector on the 6 April 2015 and requires exhibitors and contractors to provide a range of information to ensure compliance.

Onsite Exhibition Services Limited has been appointed to manage all Health & Safety requirements at the 17th Migraine Trust International Symposium (MTIS) and will be supporting and enabling you in ensuring your responsibilities are met.

Amongst other things, Onsitex will produce a Construction Phase Plan for the event, establish and collate an event safety file on our behalf which will incorporate all specific requirements of CDM including feature and space only stand sign offs, risk assessments for all aspects of the event, completed induction and project management forms and additional required information from our contractor partners and suppliers, details of which are highlighted below.

Together we will strive to ensure that all event timescales are met in order to avoid unnecessary delays during the build and dismantle processes.

This manual includes all rules and regulations for the event together with required forms introducing clients to CDM and related requirements. All forms must be returned by the deadline date seen below to avoid unnecessary delays.

This manual includes all rules and regulations for the event together with required forms introducing clients to Health & Safety and related requirements. All forms must be returned by the deadline date seen below to avoid unnecessary delays. Please submit all Health & Safety documentation to MTIS2018AV@mci-group.com
<table>
<thead>
<tr>
<th>Requirements</th>
<th>Shell Scheme</th>
<th>Space Only</th>
<th>Deadline date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALL EXHIBITORS (shell scheme and space only)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exhibitor Contact Form</td>
<td>YES</td>
<td>YES</td>
<td>17 August 2018</td>
</tr>
</tbody>
</table>
| Public Liability Insurance (PLI)  
The insurance must be provided by the employed stand contractor and be valid for the duration of tenancy. | YES | YES | 17 August 2018 |
| Public Liability Insurance (PLI)  
The insurance must be provided by the employed stand contractor and be valid for the duration of tenancy. | YES | YES | 17 August 2018 |
| SPACE ONLY - appointed contractors must provide: | | | |
| Stand Design  
The visual of the stand must include total stand dimensions i.e. height (floor to top of stand), width and length (including any rigged elements) | N/A | YES | 17 August 2018 |
| Construction Phase Plan (CPP)  
Under CDM Regulations 2015, space only sites are CDM sub-sites and as such you are required to produce and submit a CPP. A pro-forma has been produced for your completion and return. | N/A | YES | 17 August 2018 |

IMPORTANT INFORMATION

All Contractors are informed that CDM 2015 is now in force in the UK and as such site safety principles including but not restricted to site rules, site induction and the mandatory wearing of high-visibility jackets, safety footwear and hard hat (where appropriate) during the build and dismantle processes will be rigidly enforced by Venue and organiser staff. Arriving on site without the aforementioned PPE may be costly as contractors will not be allowed into the Hall. This policy is extended to exhibitors required to enter the Hall during construction/dismantle phases. Please note that the event organiser will not carry any stock of this equipment so please ensure that your staff/contractors are aware of this mandatory policy.

All SPACE ONLY exhibitors/stand contractors are required to submit the following information by Friday, 17 August 2018 to carol@onsitex.co.uk and MTIS2018AV@mci-group.com:

- Completed Exhibitor Health & Safety Form
- Proof of PLI (Public Liability Insurance); must be in date for the entire period of tenancy
- A visual of the proposed stand design (including dimensions)
- Completed Construction Phase Plan
Onsitex will receive and inspect all required documentation prior to issuing a provisional approval to build certificate on receipt of payment. A final inspection and sign off will occur on site and be managed by Onsitex in liaison with your principal stand contractor.

All contractors are informed that there is a mandatory requirement for hi-vis and appropriate footwear to be worn during build and break down and that this will extend to any exhibitors coming into the exhibition if construction is still taking place at the point of entry. **Please note** the event organiser will not carry any stock of hi-vis vests so please ensure that your staff/contractors are aware of this mandatory Venue policy.
EXHIBITION SERVICES

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

Audio Visual Equipment Hire
All audio visual enquiries for exhibition stands can be requested directly from Metro Broadcast, our preferred partner for exhibition audio visual by using the appropriate form (please refer to Metro Broadcast – Exhibitor audio visual Order Form.pdf). All ordering, payment and logistics should be coordinated directly with Metro Broadcast.

Stand Cleaning
Stand cleaning services is not available at the Hilton London Metropole. All rubbish must be cleared by exhibitors at the end of each day. Any rubbish left at the end of each day will be destroyed and may be subject to a waste disposal fee.

Contractors
If you are using a contractor, they will be permitted access in line with the install and dismantle times shown on page 19. Please advise how many contractor passes you require in order to have access to Exhibition Hall on Wednesday 5 September or Thursday 6 September. Security will not permit contractors’ access to the Exhibition Hall without a pass.
Deliveries

All exhibitors are responsible for delivery and collection of their own collateral and exhibition stand. If you require support with logistics, we ask that you contact our shipping agent GES who will arrange to receive, store, ship and deliver to your booth area at a cost payable by yourselves. You can also arrange with GES for flight case storage, collection and onward delivery once you have dismantled at the end of the congress. Deliveries can be arranged directly via GES. Please email event.logistics@ges.com or telephone +44 (0) 121 782 4433.

Please ensure you are present at the Hilton London Metropole to receive your shipments, the Organisers (MCI UK Ltd) cannot take responsibility for any delivery or for shipments being turned away for any reason. Deliveries made outside of the tenancy will not be able to access the loading bay and will be turned away. All deliveries made to the venue should be clearly marked as follows:

Recipient Name and Contact Number
MTIS 2018 (06-09 September 2018)
Stand Name/Number (if applicable)
Loading Bay
Hilton London Metropole Hotel
225 Edgware Road
London
W2 1JU

All deliveries must include a delivery form (please refer to Hilton London Metropole – Delivery Instructions.pdf)

Deliveries sent directly to the venue must only arrive during the official move-in times, which are:

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, 5 September 2018</td>
<td>10:00 – 18:00</td>
<td>All deliveries must be signed for by a member of your team</td>
</tr>
<tr>
<td>Thursday, 6 September 2018</td>
<td>09:00 – 16:00</td>
<td>All deliveries must be signed for by a member of your team.</td>
</tr>
</tbody>
</table>
Exhibitor Badges

Exhibitors can collect their badges from the Registration Desk at the Hilton London Metropole which will be open as detailed below. If you are an exhibitor or partner and you are entitled to complimentary full delegate registration(s), these will be produced and waiting for you to collect in an envelope for your lead contact, at the exhibitor and partner desk. Should you prefer any of your group to collect their own badge(s) from the registration desk, please inform us and we will ensure they are placed at that kiosk.

<table>
<thead>
<tr>
<th>Date</th>
<th>Opens</th>
<th>Closes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, 6 September 2018</td>
<td>08:00</td>
<td>19:30</td>
</tr>
<tr>
<td>Friday, 7 September 2018</td>
<td>06:30</td>
<td>19:15</td>
</tr>
<tr>
<td>Saturday, 8 September 2018</td>
<td>06:30</td>
<td>19:00</td>
</tr>
<tr>
<td>Sunday, 9 September 2018</td>
<td>07:00</td>
<td>13:00</td>
</tr>
</tbody>
</table>

The hours detailed above are provisional and are subject to change; please check the meeting website prior to travelling to the event.

Onsite Logistics

Please note that trolleys are not available at the venue, and recipients of deliveries must ensure that they can transport items from the loading bay to the appropriate location. Should you anticipate that a large delivery will require transportation, please arrange support with GES event logistics in advance either by email - event.logistics@ges.com or telephone +44 (0) 121 782 4433.

Please note no fork lifts will be permitted at the Hilton London Metropole.

Prior to the end of the event we will issue courier collection forms to exhibitors which must be affixed to any items being collected by couriers and will detail clear instructions as to where to leave items for collection. All items must be picked up by 19:00 on Sunday 9 September 2018. Any items left after this time or not clearly labelled will be destroyed and may be subject to a waste disposal fee.
Furniture

All furniture enquiries for exhibition stands can be ordered one of two ways; either via Expresso, GES online exhibitor ordering portal at https://ordering.ges.com/000024083 or alternatively by using the appropriate form (MTIS 2018 – GES Furniture Order Form.pdf). In order to take advantage of the early bird discount, please make sure all orders are placed by Friday, 10 August 2018. All ordering, payment and logistics should be coordinated directly with GES, our preferred partner for exhibition services.

Internet

Any exhibitors requiring a permanent internet connection with specifically allocated bandwidth should email MTIS2018AV@mci-group.com with full details.

Insurance

All exhibitors should be aware of the need for adequate insurance cover. Whilst we take every precaution to protect your property during the event, we cannot be held responsible for any loss or damage and we strongly advise you to check your own insurance policy to ensure you are adequately covered. You are also responsible for insuring against any legal liability incurred in respect of injury or damage to property belonging to third parties. In addition to this, you should protect your expenditure against abandonment and cancellation or curtailment of the event due to reasons beyond our control.

For further information or advice, please contact;

Hiscox
PO Box 501, Sittingbourne, ME10 9AF
Contact: David Clark
Email: eventinsurance@hiscox.com
Telephone: 0141 339 7260
Fax: 0845 213 8438
Web: http://www.hiscox.co.uk/events
Power

The supply of electricity for this meeting is provided by the audio visual contractor, Metro Broadcast.

To meet the revised minimum testing requirements in line with BS 7671 2008, an Electrical Testing charge has been in force from 1st July 2012. At the time of ordering direct mains, the person ordering will need to provide relevant information about their electricians’ qualifications. They will also be required to pay the electrical testing charge. It is mandatory that all exhibitors have a complete test certificate.

Any requirements for 24-hour power should be made clear.

Electricity is included in every Shell Scheme (1 x 500w UK socket with 4 way block) therefore the Congress Secretariat will arrange for all Shell Scheme exhibition spaces to undergo the appropriate testing requirements. The electrical testing charge will be included in the Shell Scheme package.

**Shell Scheme**

All power enquiries for space only exhibition stands can be ordered one of two ways; either via Expresso, GES online exhibitor ordering portal; [https://ordering.ges.com/000024083](https://ordering.ges.com/000024083) or alternatively by using the appropriate form (Please refer to MTIS 2018 - GES Electrical Order Form.pdf).

**Space Only**

All power enquiries for space only exhibition stands can be ordered through Metro Broadcast by contacting Grant Mitchell on grant.mitchell@metrobroadcast.com

Storage

There is no onsite, pre event, during or post event storage available at the Hilton London Metropole. Offsite storage can be arranged via GES, our preferred partner for exhibition services, please email [event.logistics@GES.com](mailto:event.logistics@GES.com)
Security

For security reasons, exhibitors are advised to remove all portable items (including pop up stands) and valuable items immediately on closure of the exhibition each day and not leave their stand unattended until all such items are clear. MTIS or the Organisers (MCI UK Ltd) cannot be held responsible for any items that go missing during the meeting, including load-in and load-out. Venue security will operate throughout the site but there is no event or exhibition hall security outside of opening hours.

Trolleys

There are no trolleys available at the Hilton London Metropole for use. Exhibitors are reminded to bring trolleys for use during the build-up and breakdown of the exhibition if required. If you require assistance moving items onsite please contact GES, our preferred partner for exhibition services, by emailing event.logistics@GES.com

Vehicle Access

Each exhibition stand will be allocated a load-in and load-out time, these times must be adhered to. The times will be communicated w/c 20 August 2018. It is the responsibility of the exhibitor to make sure that these times are passed to their stand contractor. MTIS or the Organisers (MCI UK Ltd) cannot be held responsible for the failure of this information not being passed on.

Assistance with loading/unloading
Please note that the Hilton London Metropole does not provide trolleys or pump trucks. Please refer to sections Deliveries and Trolleys for further information.
Parking

Once you have unloaded, you will be asked to remove your vehicle from the loading bay to be parked off site, in one of the local car parks.

1. Hilton London Metropole hotel car park
   170 car park spaces, maximum height of 190cm
   Based on 1st come, 1st served basis. Additional cost of 1st hour £5.00 and any additional hour £3.00

2. Secure Parking 170 Marylebone Road Car Park
   Parking Garage
   170 Marylebone Road
   T: 0845 00 6456
   Open 24 hours

3. Q-Park Marylebone
   Parking Garage
   Moxon Street
   T: 0870 442 0104
   Open 24 hours

Loading or unloading smaller items

Exhibitors with smaller items, which can be carried into the venue are encouraged to hand carry their items through the main reception of Hilton London Metropole.

MTIS OR THE ORGANISERS (MCI UK) CANNOT BE HELD RESPONSIBLE FOR ANY BREACH OF CONTRACT BETWEEN THE PREFERRED PARTNERS AND/OR VENUE (HILTON LONDON METROPOLE) AND EXHIBITORS.
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 upmost to make sure that all needs are met; however, the above may be submit 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.

Satellite Symposia Guidelines

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.
TERMS & CONDITIONS
Terms and Conditions

General Terms for Sponsorship and Exhibition at MTIS 2018

Acceptance of General Terms

Those wishing to participate as a sponsor or exhibitor unreservedly accept, and undertake to comply with these general terms. The event organiser reserves the right to give notice should any new provisions, circumstances or changes in the interest of the event occur.

Letter of Commitment

If you would like to be a sponsor or exhibit, please complete and return the relevant booking/application form(s) ensuring that you indicate you have read and agree to the General Terms for Sponsorship and Exhibition at MTIS 2018.

Upon receipt of the completed booking form, MCI UK Ltd will then proceed to issue your company the necessary invoice with full payment instructions.

Cancellation of MTIS 2018

It is mutually agreed that in the event of total or partial cancellation of the meeting due to fire, strike, natural disaster (either threatened or actual), government regulations or causes which would prevent its scheduled opening or continuance, this agreement will be terminated immediately, and the Migraine Trust shall determine an equitable basis for the refund of a portion of the sponsorship item(s) purchased, after due consideration of expenditures and commitments already made.

Under no circumstances is the Migraine Trust responsible for any exhibitor’s expenses (such as travel, lodging, or exhibit shipping), or any other incidental or consequential damages.

Payment Terms

All prices are quoted exclusive of VAT, unless otherwise stated. MCI UK Ltd will invoice sponsors on behalf of the Migraine Trust.

• All payments must be made in GBP and must be received by MCI UK Ltd prior to the Conference.

• If not cleared before the 30 August 2018 entry will be denied.

• If a sponsor pays registration fees for invited participants, these fees cannot be offset against the sponsorship amount; this applies to all categories of sponsoring partners.

• Registration fees must be paid separately in all cases.
Cancellation Policy

Cancellations and changes to your original booking must be made in writing to MCI UK Ltd. For cancellations made:

- Before 17 March 2017 15% of the total cost of each item will be retained
- By 17 September 2017, 50% of the total cost will be retained
- By 17 December 2017, 75% of the total cost will be retained
- By 17 March 2018, 100% of the total cost will be retained

Unscheduled Meetings and Events

During the International Symposium, no participant, sponsor or exhibitor may organise, attend or favour meetings, gatherings or any other events, relating to the topics covered by the conference, which shall not have been reported to, and approved by, the organising committee beforehand.

Staffing of Stands

Exhibitors will be required to ensure that their stands are staffed during the opening hours of the exhibition and must not dismantle their stands before the published closing time.

Exhibition Stand and Technical Information

To ensure that you are able to install and display your stand to the satisfaction of all parties involved, please forward the following information to MCI UK Ltd for official approval:

- Name and contact details of the person in charge of your exhibition stand
- A member of the company to be at the venue to receive any deliveries or collections. MCI UK Ltd cannot accept deliveries on Exhibitor/Sponsors behalf
- For space only stands name and contact details of the person in charge of the design and install of your stand are required. A copy of their mandate as well as any authorisations issued will need to be supplied along with frontal view scale plans of your stand with all exterior and interior dimensions plus an overall 3D design view
- Confirmed Time for when Exhibitor/Sponsor will be setting up
- The deadline to receive the information above Monday 2 July 2018

Product Disclaimer

The Migraine Trust does not, in any manner, endorse any of the products or services related to the exhibitions which have been accepted for display during the meeting.
Migraine Trust Logo

Exhibitors and sponsors are not permitted to use the Migraine Trust logo without prior agreement. If you plan to use the Migraine Trust logo for promotional purposes please obtain permission from the organisers.

Security and Insurance

The Organisers will not be held responsible for any loss or damage to exhibitor’s goods and exhibitors are reminded that they should undertake the arrangement of a public liability insurance policy providing cover for any/all loss/damage caused to third parties for which it is liable (including all regular and temporary staff).

The policy shall include a ‘rental risks’ clause to cover loss, theft, damage to all/any equipment that it is the custodian. Upon request, the organiser will be provided with copies of such policies.

Health and Safety at Work Regulations

It is the responsibility of the exhibitor to ensure that the contractor, employees, displays and exhibits comply with the latest legislation regarding Health and Safety at Work regulations.

Damage

Sponsors and exhibitors shall leave the area where they are to exhibit in the same good condition that it was found in and will be liable for any damage caused as a result of their facilities and decoration. This also applies to any hired equipment from MCI or the Venue.

Distribution of Materials

Any distribution of advertising materials, corporate leaflets, invitations or flyers may only be carried out from the exhibitors stand. Please seek approval prior to handing out any consumable products including hot beverages.

Intellectual Property

Unless otherwise provided for in writing, the copyright and other intellectual property rights held over all the organiser’s offers, publications and other products or services shall remain its property

Any rights which may be granted by the organiser are destined for the participant’s sole use and may not be assigned, transferred or granted under sub-licences without the organiser’s prior agreement.

Granted rights shall be non-exclusive. The participant shall not acquire any intellectual property right over the services and products offered by the organiser.

Trademarks and Logos

The sponsors and exhibitors shall be personally responsible for any authorisations relating to copyright or related rights, originating from the elements of any nature whatsoever which it provides or uses during the event. It shall hold the organiser harmless as regards any action in this respect.
Moreover, the participant hereby expressly authorises the organiser to use the candidate’s trademarks and logos within the strict framework of the event for its organisation and promotion.