General Congress Guidelines and Regulations for Industry
A SAFE, COMFORTABLE AND successful CONGRESS FOR ALL...
GENERAL CONGRESS GUIDELINES AND REGULATIONS FOR INDUSTRY

These guidelines are designed to ensure that all sponsors enjoy safe, comfortable and successful participation in the Congress. The guidelines are constantly updated to take into account changes in laws, codes of practice and regional regulations. With this in mind, we urge you to check that your understanding of the guidelines is current.

ITALIAN REGULATIONS FOR PHARMACEUTICAL COMPANIES

This year, pharmaceutical companies will have to comply with regulations applicable to Congresses in Italy. All activities that pharmaceutical companies plan to undertake that are considered an interaction with healthcare professionals will have to be declared and approved by the Italian Medicines Agency (AIFA). AIFA follow a strict timeline and all requests must be made, at the very latest, 60 days prior to the Congress. With this in mind and to help us through this process we have mandated the AIM Group agency who will coordinate the entire application on behalf of all pharmaceutical companies wishing to participate in the Congress in Milan. There will be a small surcharge of EUR 500 to guide you through the process and make sure you deliver the requested documents and information on time.

AIM Group contact details
Mrs. Valentina Disabato
Tel. 0039-0256601288
e-mail : aifa@aimgroup.eu

ORGANISING MEETINGS AND EVENTS OUTSIDE THE CONGRESS

SCIENTIFIC SYMPOSIA AND PROMOTIONAL EVENTS

The ERS forbids the organisation of scientific symposia outside of the ERS International Congress, at any venue within the host city throughout the entire duration of the Congress as well as 3 days prior to and 3 days after the official opening and closing dates of the Congress, respectively. This rule also applies to ‘Meet the Professor’ type events, all events involving speakers presenting data or case studies, practical workshops and all educational events.

Industry Sponsored Sessions will be held within the Congress on Sunday, Monday and Tuesday. Please see page 21 for further details.

SOCIAL EVENTS

Companies are permitted to hold breakfasts, lunches, dinners and other social events provided they do not take place during the following times.

• The ERS Congress Opening Session on Saturday, 9 September from 17.00–21.00
• The Scientific Programme, where ERS sessions are held from Sunday, 10 September – Tuesday, 12 September 08.00–19.15 and Wednesday, 13 September 08.00–12.00.

Additionally, we would like to make you aware that as per the Congress guidelines, no events can be organised as part of the ERS International Congress at the same time as the ERS’s official networking events. The networking events include the following:

• Executive Committee Dinner Friday, 8 September - 19:30
• Speakers’ Reception Sunday, 10 September - 20:00
• President’s Reception Monday, 11 September - 20:00
INTERNAL STAFF MEETINGS
The ERS accepts closed meetings taking place outside the Congress centre for the purposes of internal staff briefing. For small closed meetings, board meetings, discussion groups, clinical findings meetings, meetings with investigators and speaker briefings for symposia, approval from ERS is not required unless the event is for more than 40 individually invited participants.

Sponsors are entitled to host meetings for more than 40 participants for delegates they have funded to attend the Congress. Meetings must not take place during the Congress programme and must not compete with or dilute the value of the content of the ERS International Congress’ scientific programme.

Programmes for such meetings must be approved by the ERS Office, please forward them to corporate.relations@ersnet.org

LOUNGE
Companies wishing to set up a lounge area outside the Congress centre for their guests to relax, work, meet colleagues, take refreshments, etc., are permitted to do so provided the lounges are not used for activities clearly forbidden by the regulations.

For meeting rooms and lounges within the Congress centre, see page 61 for further details.

When organising events and meetings outside the Congress centre, please ensure that your meeting is approved by ERS. If a sponsor is found to be in breach of the regulations, ERS reserves the right to ask the sponsor to cancel or change the format of the meeting. In the unfortunate event that a company refuses to comply with ERS regulations, the company will be liable for a fine, the sum of which will be at the discretion of ERS. In addition, ERS reserves the right to exclude the company from participation in any future ERS events.

SMOKING AND VAPING POLICY
As tobacco is the major cause of lung diseases, ERS' Congress Committee asks all participants and exhibitors to refrain from smoking or vaping in the Congress centre, including meeting rooms, exhibition areas, poster areas, toilets, restaurants, cafeterias, bars and loading areas and within 250 metres of the main entrances/exits at all times. The restriction applies to all types of electronic cigarettes.

CHILDREN AND MEMBERS OF THE PUBLIC
Children and members of the public are not permitted in the exhibition area or any room hosting an industry activity. In addition, ERS asks delegates and faculty to refrain from bringing children into the Congress centre unless using the ERS childcare services. In the event that a member of public is invited to participate in the ERS Congress scientific programme, they should be accompanied by a qualified healthcare professional or ERS representative observing the ERS restrictions where appropriate.

FILMING AND RECORDING OF SESSIONS
ERS wishes to protect the intellectual materials of those contributing to the Congress, prevent inappropriate material being made available to audiences outside the Congress, as well as protect its sponsors, exhibitors and delegates, and avoid blockages and logistical problems. Due to the increased number of requests from our sponsors regarding the filming of events and individuals, we are circulating the following guidelines for exhibitors and sponsors.

Filming at the Congress venue is permitted in the following circumstances only:

- Filming of sponsor’s symposia
- Filming of sponsor’s workshops
- Filming of sponsor’s own booth
- Filming taking place within your own meeting room
- Filming in the grounds (car park etc) of the Congress centre
- Filming of sponsor’s press conference

All filming must take place within the room where the activity is taking place. Camera crews and equipment must not cause any obstruction to delegates, ERS staff or ERS partners and other parties assisting with the organisation of the event.
To protect ERS, its sponsors and delegates, filming is expressly forbidden in ERS sessions rooms, in public areas of the Congress centre and the exhibition hall. Any individuals filming in these areas will be asked to desist immediately. Care should be taken to avoid inappropriate use of ERS branding and to ensure there is no suggestion of ERS endorsement in recorded material.

A camera crew will only be allowed into the Congress centre with a valid Congress badge.

All press requests should be directed to the ERS Press Office (Lauren.Anderson@europeanlung.org). The photographing of booths is not permitted during the set up/breakdown of the exhibition unless the photographer is hired by the exhibitor to take photographs of his/her own stand and can avoid inclusion of neighbouring booths.

Photography during the opening times of the exhibition of all aspects of the event is allowed in all instances except in cases where the photographer or photography equipment would cause an obstruction or danger to delegates or staff who are visiting or working in the exhibition hall.

CATERING

Please check whether catering for large groups is possible within the Congress centre by contacting the Marketing & Corporate Relations Office. Catering options within the centre will be offered on a first-come, first-served basis and requirements will be handled by the Congress centre’s catering company following allocation. Please check the specific regulations for catering for sponsored events and meetings within the Congress centre on page 75.

MARKET RESEARCH AND PRODUCTION/PRESS COMPANIES

ERS does not allow market research companies to operate in areas of the Congress centre. Sponsors may employ companies to conduct surveys on their exhibition stands only and not in the aisles and walkways of the exhibition. It is not permitted for companies to undertake market research related to ERS, its activities or features of the Congress anywhere in the Congress centre.

ERS conducts its own independent research into these areas and the results of this research can be obtained via the Marketing & Corporate Relations Office.

Information about industry press activities, see page 65.

PUBLICITY AND BRANDING RULES

PUBLICITY AND BRANDING

The content of all promotional literature, advertising and promotional material of any form used or distributed within the Congress centre for the duration of the Congress remains the sole legal responsibility of the sponsor/exhibitor.

It is the sponsor’s/exhibitor’s responsibility to abide by Italian laws and to observe relevant legal regulations with regard to publicity, the handing out of samples and the sale of products. The exhibition consultant (Interplan AG) and ERS cannot be held liable for any noncompliance.

The exact name “ERS International Congress 2017” and session type must be mentioned on all promotional items.

DISPLAY AND DISTRIBUTION OF MATERIALS

Putting up posters and distributing flyers, abstracts or invitations outside a sponsor’s exhibition stand or industry session room is forbidden. All such materials will be systematically removed and destroyed. Any individual responsible for such activities will be asked to leave the Congress centre. This policy extends to hotels and other public places in the city.

All promotional materials to be distributed, shown or displayed during the Congress must be approved by ERS in advance. It is also forbidden to set up promotional events, models, posters or branded structures outside the Congress centre or in any public places or areas of local interest such as train stations, market squares, parks and airports.
INDUSTRY APPS FOR CONGRESS

PLEASE NOTE

• Sponsors are invited to direct their delegates to the official ERS Congress app for their Congress planning, which has many additional features to enhance the Congress experience.
• Sponsors are welcome to develop their own app to support their own activities at the Congress for their sponsored delegates, visitors to their stands and participants in their own symposia.
• Sponsor’s apps should not be publicly promoted during the Congress, other than in support of the activities listed above (sponsored delegates, visitors to the stand and participants in their own symposia).
• Sponsor’s apps must not duplicate, augment or seek to replace any of the functionalities of the official Congress app and are not permitted to use or record any content of the ERS Congress programme that is not the sponsor’s own.
• It is not acceptable for any company or organisation to seek to gain a marketing advantage by producing apps that utilise any of the scientific or educational materials from the ERS Congress.

INSURANCE

PERMISSION AND LIABILITY

The securing of necessary permits and licenses remains the sole responsibility of the party or organisation wishing to undertake activities during the Congress. Sponsors are liable for all taxes, charges and duties relating to such activities. Should a claim in respect of such be addressed to ERS, companies shall fully indemnify the ERS.

Sponsors will remain liable for the activities of their staff and representatives during Congress. The ERS does not, in any way, accept responsibility for the staff and representatives of its sponsors and partners during Congress, within or outside the Congress centre.

INSURANCE

It is the responsibility of the sponsor to assess and assure the level of insurance cover required to indemnify itself against all eventualities concerning their activities, equipment and staff during the Congress within and outside the Congress centre.

ERS offers no assurances to the sponsor outside those expressed within specific contracts.

Sponsors are obliged to check the level of cover required by the Congress centre directly with the venue.

SPECIFIC GUIDELINES FOR INDUSTRY SESSIONS

ROOM ALLOCATION FOR INDUSTRY SESSIONS

Deadline: please submit your 3 preferred choices by 10 December, 2016 by completing the related order forms. In the event that none of the preferred choices can be allocated, companies will be contacted and offered alternatives, with a deadline of 6 working days for confirmation. Before confirming any allocations, ERS will wait until all confirmations for Industry Session rooms and dates have been received on 10 December, 2016. The ERS will do its best to accommodate sponsors with their preferential choices according to the following criteria:

• Number of seats in the Industry Session room
• Programme contents (to avoid clashes)
• General involvement of the company in previous Congresses
• Date of confirmation (if preferential choice was received after the deadline)

Confirmation of allocation will be sent to all sponsors simultaneously, by the end of January 2017. Acceptance of an allocation will constitute entering into a binding agreement with ERS and cancellation fees will apply. For sponsors who are unable to commit to this agreement, the offered options cannot be secured and may be offered to other interested parties.
PAYMENT/CANCELLATION

A contract will be sent to companies in February, 2017, together with an invoice for 100% of the amount payable. Full payment must be processed by 30 April, 2017. Failing to pay by the above deadline will result in not being included in the online Congress Guide.

CANCELLATION OF THE CONTRACT BY THE SPONSOR

A sponsor may withdraw from the contract with ERS by giving unilateral written notice to that effect under the following terms of cancellation. In the event of the contract being cancelled in whole or in part not later than 30 May, 2017, fifty percent (50%) of the total amount shall be payable to ERS; in the case of cancellations made after 30 May 2017, one hundred percent (100%) of the total amount due shall be payable to ERS.

APPOINTED AGENCY

Applications for Industry Sessions must be submitted by the organising company. Correspondence should be made exclusively between this company and ERS. Companies should inform ERS, in writing, of which agencies have been appointed for their Industry Sessions.

It is not the role of an agency to make initial enquiries or reservations with ERS independently of the sponsoring company. The agency cannot fully act as if it were the sponsoring company itself, and the sponsoring company will continue to be held entirely responsible and accountable for activities organised in its name. For this reason, agencies are not permitted to sign contracts on behalf of the sponsoring company. Companies are responsible for communicating these guidelines to their staff and to their appointed agencies.

SYMPOSIUM ROOMS

Set-up: rooms will be made available for 2 hours only (no coffee break) on the day of the Industry Session. Rooms will be accessible 30 minutes before the Session starts.

Dismantling: any set-up, dismantling and removal operation shall be carried out by the organiser or its appointed agency within 15 minutes after the Session has ended.

The rooms will be provided with the following basic technical equipment:

- Front projection screen
- One video projector (for computer presentations) connected to a PC/file server
- Stand microphones for questions from the audience, available according to the capacity of the room
- Chairperson’s desks (for up to 4 speakers) with chairs and microphones
- One lectern with one microphone and light
- Water for chairpersons
- A technician will be on hand for the duration of the session to manage lighting, audio and projection facilities
- A room assistant will be in charge of welcoming and briefing the chairperson(s) and the speakers on technical facilities (including access to the PowerPoint presentations from the PC) and will ensure that the Session runs to schedule. In case of problems, he/she will be able to contact the ERS Scientific Department.

Should additional hosts/hostesses or additional AV equipment be required, the organiser will send ERS the complete addresses and contact details of the companies providing these by July 2017. These companies will invoice sponsors directly.

NB: in accordance with ERS paper reduction measures, kindly note that we will not provide the panels with the name of the chairperson(s) and speakers anymore.

TECHNICAL REHEARSAL

When booking an Industry Session, you will be given a 1 hour technical rehearsal. Rehearsals will take place either in the evenings or in the mornings one day prior to the Session. No additional costs will be charged for this service unless the sponsoring company has specific requests or needs additional time.
CONTROL OF DELEGATE FLOW AND ATTENDANCE

It is the sponsoring company’s responsibility to select a room large enough to accommodate the number of delegates likely to attend its Industry Session. It is the sponsoring company’s responsibility to control entrances with trained staff and monitor the number of participants entering the room. All doors must be covered by the company’s staff to prevent overcrowding and infringement of health and safety regulations. Sponsoring companies must plan appropriate staffing and/or security ahead of time to avoid any problems. In cases in which this is not respected and for obvious security reasons, the venue has complete authority to block entrance into the rooms. Sponsoring companies will be charged for any extra security required.

For safety reasons, ERS will not allow delegates to stand in the back of the room, in the aisles or lean against the walls. People standing will be asked to find a seat in the room and other delegates will be stopped from entering the session during this time. Hostesses should be briefed to kindly but firmly ask delegates to find a seat.

SPEAKERS AND CHAIRPERSONS

ERS assumes that the speakers and chairpersons at the Industry Sessions will be contacted by the sponsoring companies directly to arrange registration, travel and accommodation. It is the responsibility of the sponsoring company to:

• Ensure there is no timing clash (with parallel satellite symposia) for the chairpersons and speakers they choose. A minimum of 15 minutes’ gap is requested between 2 different presentations made by the same speaker in 2 different symposia on the same evening.
• Ensure that their chosen Chair has not made any commitment to act as a chair or as a speaker in a different symposium on the same evening.
• Ensure that the faculty for the symposium is adequate – minimum of one chair and two speakers (not including the Chair)

ERS cannot be held responsible for any schedule clashes involving speakers or chairs. The ERS does not accept faculty who have links with the tobacco industry and reserves the right to take appropriate measures to preserve its interests.

ERS BYLAWS, ARTICLE IX. 9 CONFLICT OF INTEREST

“Steering Committee members, Congress Chair and Co-Chair, the Guidelines Director and the Editor(s) in Chief of the ERJ may not be involved as speaker or chair in the industry-sponsored symposia at the ERS International Congress.”

SPEAKERS’ PRESENTATIONS

To avoid unexpected last-minute technical problems, companies are strongly encouraged to make sure their speakers use the Speaker Preview Room to pre-load all talks and introductory slides. This will have to be done at least 120 minutes prior to the start of the session and/or rehearsal. If speakers choose to use their own laptops, this is the responsibility of the company organising the Industry Industry Session.

ABSTRACTS

ERS does not require speakers to submit abstracts of their lectures. Sponsoring companies can, however, publish their abstracts/papers for distribution among the attendees of their symposium, or in the form of an advertisement in ERS publications.

Copyright of the collection of abstracts submitted to the ERS International Congress 2017 belongs to the ERS. While individual authors are permitted to print and distribute their own abstract, companies wishing to reproduce a collection of abstracts for distribution should contact the ERS Marketing & Corporate Relations Office for information on permission.

FILMING/MISSED SESSIONS

ERS allows the filming of Industry Sessions. This should be organised by the sponsoring company itself as ERS does not offer a videoing service. The footage should not be made available and/or released on any websites or meetings or be broadcasted before the end of the Congress. Prior approval by ERS is requested.

ERS offers a hosting service for videos and webcasts on the ERS website, under the e-learning tab.