Technical Manual &
Satellite Guidelines
1. CONTACT LIST

CONGRESS ORGANISATION
MCI SUISSE SA
Mr René Haller
9, Rue du Pré-Bouvier
1242 Satigny, Geneva, Switzerland
Email: eahad@mci-group.com

REGISTRATION & HOTEL RESERVATION
MCI SUISSE SA
Rue de Lyon 75
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CATERING – ARAMARK
David Gómez, Director cuenta Madrid Destino
Avd. Capital de España, Nº7. Palacio de Congresos
28040 Madrid
T: +34 660 07 64 06
gomez-david@aramark.es

AV EQUIPMENT – SCP AV
Ana Fernández
Tel: +34 629 286 521
ana.fernandez@scp-av.com

ONSITE PARTNER / AGENCY FOR LOCAL GROUND SERVICES, EVENTS OR TRANSPORTATION
Ovation Madrid
Calle del Alcalde Sáinz de Baranda, 45 – 28009 Madrid
Email: spain@ovationdmc.com
Phone: +34 911420590

EQUIPMENT/ SHIPPMENT DELIVERY
Santiago Salso
FAIREXX Logistics c/O Agility
calle Rumania 7
28821 Madrid Coslada
Spain
Notify : EAHAD 2018 Madrid
Tel: 0034 91 3432100

Deadline for delivery: Delivery should be on Friday, 2 February, 2018.
Parcels must be picked up immediately after the Congress.
2. SATELLITE GUIDELINES

2.1 OFF SITE SATELLITE SYMPOSIA AND MEETINGS

All Satellite Symposia must be organized at the Congress Centre at official time slots offered by EAHAD 2018. Companies organizing a Satellite Symposium outside the Congress Centre could encounter serious disagreements with the EAHAD 2018 Authorities. Please note that it is strictly forbidden to organize any meetings during the official scientific session timings.

Meetings bigger than 10 persons need to be done during the following times:

- Tuesday, 6 February
- Wednesday, 7 February before 09.30 and as of 20.00 (for your information, note that the Executive Committee Meeting (10 persons) of the EAHAD will run on this entire evening)
- Thursday, 8 February as of 20.00
- Friday, 9 February as of 15.00

For meetings up to 10 persons, please contact the congress organisation: eahad@mci-group.com

2.2 SATELLITE PROGRAMMES

The congress organizers would like to be able to put the final programmes of the Symposia on the congress website by Mid – November 2017. The reason is that the early registration deadline for participants is planned on 23 November 2017. The earlier the programmes can be available to the registering delegates, the better.

2.3 SATELLITE SYMPOSIA ADVERTISING OPTIONS

HANDOUTS
Companies holding an official Satellite Symposium during the EAHAD 2018 congress are entitled to one bag insert advertising their Satellite Symposium. Inserts should be A5, A4 max. They can be printed double-sided and should not exceed 50 grams each. 2'000 copies should be produced. For the delivery date, please refer to shipping and forwarding section (point 3.1). The inserts are to be produced by the companies. Please send a pdf of your insert by 15 January at the latest to: eahad@mci-group.com.

POSTERS / DISPLAY SIGNAGE
Companies holding an official Satellite Symposium during the EAHAD 2018 congress are allowed to advertise their Satellite Symposium by displaying two self-standing signage, in the registration area and one in front of the conference room used to hold their own Satellite Symposium during the session preceding their symposium. The displays are to be produced and brought by the companies. 1 display will be placed in the registration area on the morning of the Satellite Symposium day (7 February 2018) and can remain there until the end of the concerned symposium. The second display can be set in front of the entrance room of the symposium starting 30 minutes prior to the actual symposium. It has to be removed close to the end of the symposium so that the next company can start their setup.

Advertising displays for the Satellite Symposia are not included in the rental price of the Satellite Symposia. It is the company task to order, produce and set up the stand alone advertising displays. It is the responsibility of the company holding a Satellite Symposium to set up the displays and to dismantle them at the end of the symposium. Posters which will not be removed after the symposium will be removed at company’s risk.

Any other promotion using human signage or any miss-placed signage outside the above-mentioned 2 options will be removed by the organizers.
2.4 CORPORATE BRANDING OF MEETING ROOMS FOR SATELLITES

The following rooms will be used for the Satellite Symposia:
- Auditorio A: Plenary Room
- Madrid (+Paris overflow room): breakout room
- Roma (+Londres overflow room): breakout room

Due to the tight schedule of sessions in the meeting rooms, the Satellite corporate branding inside the meeting rooms is strictly limited to the following:

- Speaker’s lectern, Presidential table seating 6 persons
  - For branding of both these options, kindly note the dimensions on page 9:
  - lectern: see picture with measurements
  - 2 presidential tables: 2m x 0.45 x 0.73 height, see picture
- All other corporate branding in the session rooms must be self-standing.
- Corporate branding should not affect the previous sessions as well as the following sessions.
- You may enter and set-up in the room 30 minutes before the start of the symposium.
- It is the responsibility of the company holding a Satellite Symposium to remove all branding at the latest 15 minutes after the end of the Satellite.
- Corporate branding should not change in any way the congress signage already installed in the conference room.

2.5 LIST OF REGISTERED PARTICIPANTS

- Due to data privacy regulations, companies holding an official Satellite Symposium during the EAHAD 2018 congress are no longer entitled to receive the list of registered participants.
- The organizers have decided to proceed as follows:
  - Companies will be entitled to a direct reference to their symposium in 2 e-mailings
    - One prior to the Holiday season of December 2017
    - One in the 2nd week of January 2018

These will be sent included in an official e-mail blast by the organizers to all registered participants (including those who have opted out)

2.6 AUDIO-VISUAL EQUIPMENT OF CONFERENCE ROOMS

All the rooms used for Satellite Symposia during the EAHAD 2018 congress will be equipped as follow.

- Theatre style seating with: 1’800 seats for the Plenary room / 360 seats for Madrid and Roma (+ possible overflow room with 250 seats for both rooms)
- Stage with the following sizes
  - Plenary room: 18m width x 6.80m depth x 1m height
  - Madrid and Roma rooms: 1m width x 1.65m depth x 0.2m height
  - Slide projection with: see below:
Plenary Hall (Auditorio A):

1.1. VIDEO EQUIPMENT

- 1 DLP BARCO R12 projector of 12,000 lumens for video and computing signal.
- 1 Lens for projector.
- 1 Projector’s support.
- 2 Personal computers.
- 1 VGA Selector, Extron SWA X1 (4 in – 1 out)
- 1 VGA Extron Switcher (1 in – 4 out).
- 1 LCD 32” Monitor.
- 1 Projection screen made by canvas on truss structure of 8.00 x 4.50 meters.

1.2. SOUND EQUIPMENT

- 1 P.A. System, compound by: 20 Meyer Melodie, 2 Sub-Bass of 600 MB and 1 Galileo processor.
- 8 Soundbars NEXO PS-10 with tripod (frontfill).
- 1 Yamaha M7CL Digital Console up to 12 channels.
- 2 Graphic Equalizers.
- 2 SHURE 412 Microphones for lectern.
- 1 Wireless microphone UHF.

1.3. LIGHTING EQUIPMENT

- 3 CUARZO Projectors of 1.000W
- 3 CUARZO Projectors of 2.000W
- 8 FRESNEL Projectors of 1.000W, ADB.
- 6 Profile projectors 575W, ETC.
- 1 Digital mixer board 48/96 ETC Express.
- 1 Rack dimmer up to 24 channels, 3KW, digital.
- 1 Genie Lift.

Break-out (Madrid and Roma):

2.1 VIDEO EQUIPMENT

1 Projection screen 16:9 of 3,45 x 2,03 m.
1 DLP BARCO R6 Projector 6,000 lumens for computing and video signal.
1 Lens for the projector.
1 Projector’s support.
1 Computer (only the 6th February).
1 Selector HDMI Switcher.
1 Monitor for reference of 42".
2.2 SOUND EQUIPMENT

2 Power amplifiers of 1.200 W / Nexo PS-10
6 Soundbars NEXO PS-10 (360W) with tripod.
1 Mixer Digital Console up to 12 channels.
1 Graphic Equalizer 1/3.
5 Microphones SHURE 412 for lectern and presidential table.
4 Wireless hand microphones with stand.

2.3 LIGHTING EQUIPMENT

2 Profile projector 575W, ETC.
4 Fresnel projectors of 1.000W.
1 Mixerboard 16 channels, digital, WORK STAGE.
Rack Dimmer 6 channels, 3 KW.

Overflow rooms (Londres and Paris):

4.1 VIDEO EQUIPMENT

1 Projection screen made by canvas on truss structure of 4 x 2,50 m., per room.
1 Projector and support, per room.
1 HDMI Extron Switcher, per room.
Optical fiber, per room.

4.2 SOUND EQUIPMENT

4 Soundbars Nexo PS-10 with tripod, per room.
1 Power amplifier of 1.200 W / Nexo PS-10, per room.
1 Mixer board up to 12 channels, per room.
1 Graphic equalizer, per room.
1 wireless microphones for Q&A (only for February 6th).
2 gooseneck for the lectern (only for February 6th).
3 microphones on the presidential table (only for February 6th).
1 Audiovisual Technitian. (Only for February 6th).
Additional AV equipment can be ordered at extra cost. For further information and quotations for additional audio-visual equipment, please contact:

**AUDIO VISUAL EQUIPMENT**

<table>
<thead>
<tr>
<th>AV EQUIPMENT – SCP AV</th>
</tr>
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<tbody>
<tr>
<td>Ana Fernández</td>
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<tr>
<td>Tel: +34 629 286 521</td>
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<tr>
<td><a href="mailto:ana.fernandez@scp-av.com">ana.fernandez@scp-av.com</a></td>
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Please note that the congress will provide a **speakers preview room** for the congress speakers. **It is highly recommended** that your teams use it for the projection in your Satellite Symposium.

### 2.7 CATERING FACILITIES

Companies organising a symposia/session can organise catering before or after their Satellite Symposium just outside the room. Given the planning of the different symposia on Wednesday 7 February ([http://eahadcongress.com/programme/prelim-programme](http://eahadcongress.com/programme/prelim-programme)), it will be important to discuss catering also with MCI to make sure that we can best plan any additional food function you are planning and allow a smooth flow of setup and realization between the different parties involved, including your fellow satellite organizers. For further information, price quotations and order procedures on catering at the venue, please contact the official caterer:
2.8 PARTICIPANT REGISTRATION

Satellite Organizers are entitled to 4 free full congress registrations. In addition to this, 4 staff members, necessary for holding the symposium (communications agency, hostesses, etc) are also granted. 5 Satellite only access passes are granted for invited persons to the Satellite Symposium only. Would you please communicate these names to our registration department: eahadreghot@mci-group.com

2.9 ONSITE TEMPORARY STAFF

Kindly note that 2 hostesses will be available in each of the Auditoria. They will be in place to help with general room supervision. If Satellite Organizers need staff specifically, they can contact the supplier directly:

Meridiana Azafatas
Ángela Olmo
angela@meridiana-azafatas.com
+0034 914 511 404

2.10 DELEGATE DATA COLLECTION

As a replacement to the traditional badge scanning at the entrance to your satellite, EAHAD 2018 has been chosen for a trial to test a new generation of delegate badges. In future, these will enable congress delegates to exchange information amongst each other, vote during sessions, join specific groups of like-minded delegates or interact during a congress through colored lighting on the badge, and much more.

For the EAHAD 2018 congress, this trial will only consist in localization of the participant flow within specific zones of the conference venue - such as the poster, catering and session areas. This however also means, that we will be able to know who has been in your Satellite session. This new feature will allow you to skip the renting of the scanners, the hiring of extra personnel to do the scanning, but will also allow for a better tracking of the crowd movements within your session.

Note: As delegates have the ability to “tick off” the release of their personal info to companies during the registration process, and since this feature would be resolved by them accepting to be scanned at the entrance of your symposium, the following notice is given to EAHAD delegates this year in the registration process:

The sponsors at this Congress may wish to send you information which may be of interest to you.

Do you wish to receive such information? * Yes / No

When you attend a Satellite Symposium, you automatically accept to release your personal data to the organizing company of the Satellite Symposium.
If you do not want your personal data to be released to the Sponsors, please tick here: Yes / No

We will also add adequate signage at the entrances of the Satellite symposia, so delegates are aware of this at all times.
For this trial service, we are happy to propose €1'500 for the collection of the delegate data at your symposium

3. VARIOUS INFORMATION

3.1 SHIPPING & FORWARDING

Please send all your bag inserts and other material for your symposium to the official transport company for the EAHAD 2018 congress:

FAIREXX Logistics c/o Agility
Contact: Santiago Salso
Calle Rumania 7
28821 Madrid Coslada
Spain
Notify: EAHAD 2018 Madrid

Tel: 0034 91 3432100

All charges, including any Duties & Taxes are to be paid by the shipper. Your parcels should arrive on 2 February at the latest, 2018.

Bag filling will commence on Tuesday 6 February, 2018. Any undelivered inserts will not be included in the congress bags. Parcels must be picked up immediately after the Congress. Make sure you put the below label on your parcels in a visible manner. The organizers will not be responsible for any undelivered, unidentified parcels!

Important information: please do not send any bag inserts or other material for your satellite symposium to the congress venue directly as they will not accept any delivery!
Please see below the Shipping Label

### SHIPPING LABEL

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<th>DATE OF EVENT</th>
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<tr>
<td>UNITS PER BOX:</td>
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<tr>
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<tr>
<td>BAG INSERT</td>
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<tr>
<td>OTHER</td>
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[Image of the shipping label form with filled-in details]
Lectern

Presidential Table

Sizes of 1 table: 2m x 0m45 x 0m73 height
For EAHAD, there will be space for 6 persons at the presidntial table.
There will thus be 2 tables:
- 4m x 0m45 x 0m73 height

Skirted