

# EAHAD 2023



**16<sup>th</sup>** ANNUAL CONGRESS  
OF THE EUROPEAN ASSOCIATION  
FOR HAEMOPHILIA AND ALLIED DISORDERS



## TECHNICAL MANUAL AND SATELLITE GUIDELINES

## **1. CONTACT LIST**

### **CONGRESS ORGANISATION**

#### **MCI SUISSE SA**

Mr René Haller & Mrs Gaëlle Notzli  
9, Rue du Pré-Bouvier  
1242 Satigny, Geneva, Switzerland  
[eahad@mci-group.com](mailto:eahad@mci-group.com)

### **REGISTRATION & HOTEL RESERVATION**

#### **MCI SUISSE SA**

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Phone: +41 (0)22 33 99 579  
Fax: +41 (0)22 33 99 631  
Email: [eahadregshot@mci-group.com](mailto:eahadregshot@mci-group.com)

### **CONGRESS VENUE**

Alex Robinson  
[alex.robinson@manchestercentral.co.uk](mailto:alex.robinson@manchestercentral.co.uk)  
Senior event manager

### **CONGRESS AV**

Nikki Urquhart  
[nikki@sterlingevenuegroup.co.uk](mailto:nikki@sterlingevenuegroup.co.uk)  
Senior Account Manager

### **EQUIPMENT/ SHIPMENT DELIVERY (Advance warehouse 15.01.-01.02.2020)**

For delivery and customs clearance, please  
make sure to contact the official freight  
handler **before Monday 19 December 2022**  
Chris Torr  
+44 114 2690641  
[chris@gbhforwarding.com](mailto:chris@gbhforwarding.com)

### **TEMP STAFF AGENCY**

#### **LiveBuzz**

[staffing@livebuzz.co.uk](mailto:staffing@livebuzz.co.uk)

### **LEAD RETRIEVAL DEVICES / BADGE SCANNERS**

#### **MCI SUISSE SA**

Mrs Karen Bhavnani  
9, Rue du Pré-Bouvier  
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[badgereader@mci-group.com](mailto:badgereader@mci-group.com)

### **CATERING & BRANDING**

Becky Taylor  
[b.taylor@manchestercentral.co.uk](mailto:b.taylor@manchestercentral.co.uk)

## **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 2023. Companies organizing a Satellite Symposium outside the Congress Centre could encounter serious disagreements with the EAHAD 2023 Authorities. **Please note that is strictly forbidden to organize any meetings for more than 20 participants during the official scientific session timings.** Meetings bigger than 20 persons need to be done during the following times:

- **Tuesday, 7 February**
- **Wednesday, 8 February before 09.30 and as of 19.30 (for your information, note that the Executive Committee Meeting (20 persons) of the EAHAD will run on this entire evening)**
- **Thursday, 9 February as of 18.00**
- **Friday, 10 February as of 15.00**

### **2.2 SATELLITE PROGRAMMES**

The same topic cannot be given in a sponsored symposium and during the main scientific programme of the congress.

The congress organizers would like to be able to put the final programmes of the Symposia **on the congress website by Early December 2022**. Now that all programmes have been approved, please make sure you send us your finalized programme invitation (pdf) which will be uploaded on a relevant page on the website. The earlier the programmes can be available to the registering delegates, the better. **Please send your finalized programmes / invitations as soon as possible** to [eahad@mci-group.com](mailto:eahad@mci-group.com). This will allow the organisers to start including them in the congress marketing.

KINDLY BE INFORMED, THAT THE STREAMING OF THE SATELLITES THROUGH THE PLATFORM, AS WELL AS THE AVAILABILITY OF THE RECORDING ON-DEMAND FOR 3 MONTHS AFTER THE CONGRESS IS INCLUDED.

### **2.3 SATELLITE SYMPOSIA ADVERTISING OPTIONS**

#### **POSTERS / DISPLAY SIGNAGE**

Companies holding an official Satellite Symposium during the EAHAD 2023 congress are allowed to advertise their Satellite Symposium by **displaying two self-standing signage elements**, 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 Symposia day (8 February 2023) 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's 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 option will be removed by the organizers.**

## **2.4 CORPORATE BRANDING OF MEETING ROOMS FOR SATELLITES**

Exchange hall (Plenary Room), Charter 1-2-3 and Exchange auditorium (both breakout rooms) will be used for the Satellite Symposia. 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 8
  - Lectern: see picture with measurements
  - Presidential table: 6ft trestle is 1930mm wide x 914mm high
- 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 REHEARSALS**

Rehearsals are possible pending availabilities of the requested spaces. Kindly note, that there may be charges for the technical staff of the venue for the rehearsals. For any requests, please contact: [eahad@mci-group.com](mailto:eahad@mci-group.com)

## **2.6 LIST OF REGISTERED PARTICIPANTS**

- Due to data privacy regulations, companies holding an official Satellite Symposium during the EAHAD 2023 congress are no longer entitled to receive the list of registered participants.
- Companies are entitled to a reference to the symposium page on the website in the congress e-mailers

## **2.7 SYMPOSIUM GUIDELINES:**

### GENERAL

- Symposia should have as their objective the communication of scientific material to enhance the knowledge of attending medical doctors, scientists, and other healthcare professionals.

### SPEAKERS

- A speaker may present at a maximum of 2 symposia during the congress
- The above rule does not apply to symposia chairs or discussants
- If a speaker is speaking during the main scientific programme of the congress, they may speak at up to 1 symposium.
- The company organizing the symposium is responsible for communicating this rule to invited speakers.

**The current EAHAD 2023 programme is available online at:**

<https://eahadcongress.com/programme/>

## 2.8 AUDIO-VISUAL EQUIPMENT OF CONFERENCE ROOMS

The three rooms used for Satellite Symposia (Exchange Hall (Plenary Room), Charter 1-2-3 and Exchange auditorium (both breakout rooms) during the EAHAD 2023 congress will be equipped as follows:

### Exchange Hall (Plenary Room):

- Theatre style seating with: 1'600 seats

#### AUDIO SYSTEM

Rental Items:

- 8 x d&b Q1 Loudspeaker - EP5
- 2 x d&b Q Flying Frame - Z5159
- 8 x d&b Q Rigging Set - Z5154
- 4 x d&b Q7 Loudspeaker - EP5
- 2 x d&b Q-Sub - EP5
- 1 x d&b D12 Amplifier Quad Rack Inc. Patch

#### FRONTFILL & STAGE FOLDBACK

Rental Items:

- 6 x d&b E6 Loudspeaker - NL4
- 1 x d&b D6 Amplifier Sleeve

#### CONTROL & COMMS

Rental Items:

- 1 x Yamaha QL1 Digital Mixing Console
- 1 x Yamaha Rio 1608-D I/O Sleeve
- 1 x 6 Line 85m Multicore Kit
- 1 x Apple MacBook Pro 13" AUDIO
- 2 x Interspace Industries PC Balance Box
- 1 x PSU - (Tecpro PS711 3 Channel Comms)
- 3 x Tecpro BP511 Beltpack
- 3 x Tecpro SMH210 Headset - Single Muff

#### MICROPHONES

Rental Items:

- 1 x Sennheiser 500 Series 4WAY Receiver Rack (GB) Sleeve
- 2 x Sennheiser SK300 G4 Beltpack (GBw)
- 2 x Sennheiser MKE 40 Lapel Microphone
- 2 x Sennheiser SKM300-835 G3 Handheld Microphone (GB)
- 8 x Shure MX418 Microflex Gooseneck Microphone

#### VISION

Rental Items:

- 2 x Panasonic PT-RZ21K 3 Chip DLP Projector
- 2 x Optimus IX 15.6" Laptop
- 1 x Analog Way PLS350-3G Pulse2-3G Switcher Sleeve
- 1 x Lightware HDMI-TPS-TX95
- 1 x MasterCue V6 Kit
- 1 x 32" Comfort Monitor Hide
- 1 x Philips 18.5" Monitor v4
- 2 x AV Stumpfl (Monoblox 64) 16' x 9' Screen Kit
- 1 x Samsung 32" LED Display

#### LIGHTING

Rental Items:

- 1 x Light Processor Zip 12 Control Desk
- 4 x Source Four Zoom 750w 15-30° Inc. 10Kg Safety & Trigger Clamp
- 8 x Source Four 750w Fresnel Inc. Safety & Trigger Clamp
- 1 x SEG 63A 12 Channel Dimmer Distro Event Rack
- 6 x Litec QX30s 4m
- 1 x OB LV6 6 Channel Chain Hoist Controller Rack
- 8 x EXE-Rise BGV-D8 500Kg 19m Chain
- 2 x 80SV II Reutlinger To Eye
- 2 x 80SV II Reutlinger To Half Coupler

Sale Items:

- 10 x Gripple Wire 6mm (Black) (Sales-Now Inactive)

#### STAGING

Rental Items:

- 2 x 3 Tread Stage Steps 465mm (835mm Deep)
- 1 x Column Lectern, Covered in Black lycra
- 1 x Flat 12' 4" x 03' (Table Surround)
- 2 x Table Surround Return 3' x 780mm

Sale Items:

- 12 x Carpet 4m Wide (Black) Per Metre

#### CREW

Service Items:

- 1 x 4 Days - Technician (Audio) Op
- 1 x 4 Days - Technician (Lighting) Op
- 1 x 4 Days - Technician (Vision) Op



Charter 1-2-3 (Breakout room)

- Theatre style seating with: 950 seats

## AUDIO

Rental Items:

- 1 x Allen&Heath QU16 Digital Mixing Console
- 1 x Sennheiser 300 Series 4WAY Receiver Rack (GB) Sleeve
- 2 x Sennheiser SK300 G3 Beltpack (GB)
- 2 x Sennheiser SKM300-835 G3 Handheld Microphone (GB)
- 6 x Shure MX412 Microflex Gooseneck Microphone
- 8 x OHM TRS-112 Loudspeaker - NL4
- 2 x OHM BRT-26 Loudspeaker - NL4
- 1 x Crown XTI4002 Amplifier Sleeve
- 1 x Crown XTI4002 Amplifier Twin Rack
- 1 x Interspace Industries PC Balance Box

## VISION

Rental Items:

- 2 x Panasonic PT-RZ670 DLP Projector
- 1 x Analog Way PLS350-3G Pulse2-3G Switcher Sleeve
- 2 x Defiance 15.6" Laptop
- 1 x MicroCue 2-L Kit
- 3 x Lightware HDMI-TPS-TX95
- 2 x AOC 22" Monitor
- 1 x Kramer VM-4UHD 1 in 4 out HDMI DA
- 2 x AV Stumpfl (Monoblox 64) 14' x 7'10" Screen Kit

## LIGHTING

Rental Items:

- 6 x Source Four Junior Zoom 575w 25-50° Inc. 10Kg Safety
- 1 x SDC-6 DMX Controller
- 1 x Anytronics Quad Dim DMX Dimmer

## SET AND STAGE

Rental Items:

- 4 x Flat 3.5m x 1m
- 6 x Flat 3m x 1m
- 2 x Flat 3m x 313mm
- 2 x Flat 3m x 0.5m
- 8 x Doughty Metal Ext Stage Brace 2-4m
- 1 x Column Lectern, Covered in Black lycra
- 1 x Revo Step Carpeted 165mm
- 1 x Flat 06'4" x 03' (Table Surround)
- 2 x Table Surround Return 3' x 780mm

Sale Items:

- 8 x Carpet 2m Wide (Black) Per Metre

Exchange Auditorium (Breakout room)

- Theatre style seating with: 800 seats

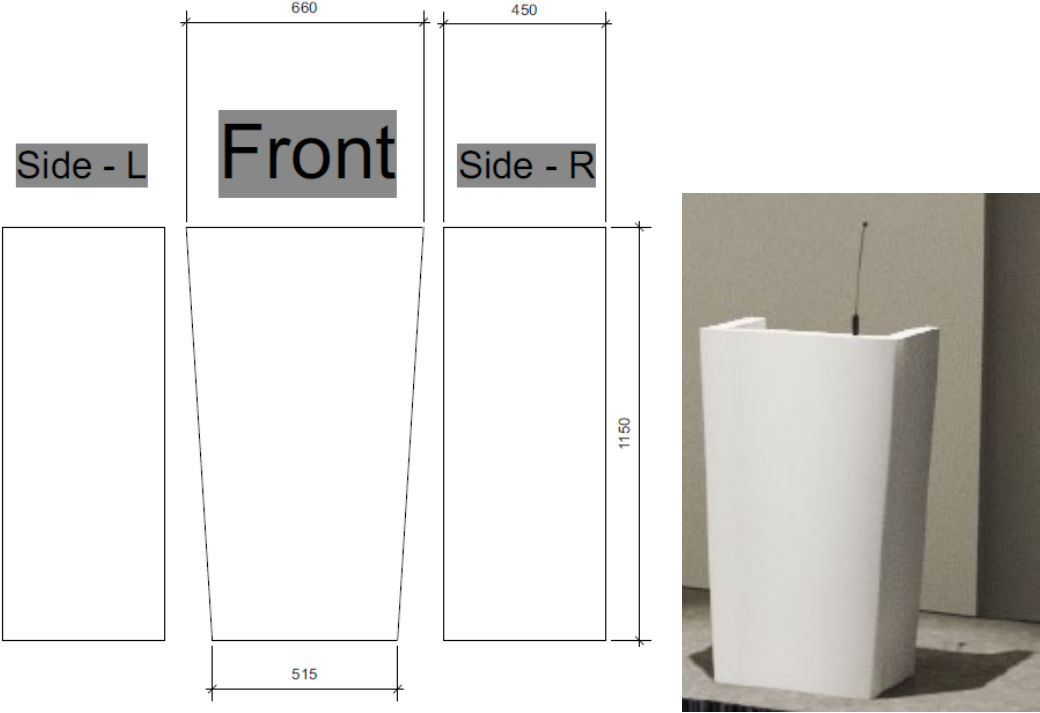
Audio	Lighting	Video
<p>Desk:</p> <ul style="list-style-type: none"> <li>Yamaha QL5</li> </ul> <p>Speaker System:</p> <ul style="list-style-type: none"> <li>9x EAW JF26OZ</li> <li>4x EAW SB248 (subs)</li> <li>6 x EAW JF80 (delay)</li> <li>6x EAW JF 60 (front/side fills)</li> <li>2x Galaxy Hotspot (monitor)</li> </ul> <p>Radio Microphones: (2x included in package)</p> <ul style="list-style-type: none"> <li>6 x Trantec lavs</li> <li>4 x Trantec Handhelds</li> </ul> <p>Lectern / Top Table Microphones (2 included in package)</p> <ul style="list-style-type: none"> <li>6 x Sennheiser MZH 3042</li> </ul>	<p>Desk:</p> <ul style="list-style-type: none"> <li>Jands Vista S3</li> </ul> <p>Audience (top rigged):</p> <ul style="list-style-type: none"> <li>6x Selecon Rama Fresnel</li> <li>2x Source 4, 10°</li> <li>10x Source 4, 15°-30°</li> <li>2x Parcan</li> </ul> <p>Audience (Sides/back):</p> <ul style="list-style-type: none"> <li>6x Source 4, 26°</li> <li>4x Source 4 Junior</li> <li>2x Source 4, 10°</li> <li>2x Source 4, 15°-30°</li> </ul> <p>Stage:</p> <ul style="list-style-type: none"> <li>8 x Selecon Rama Fresnel</li> </ul>	<p>Desk:</p> <ul style="list-style-type: none"> <li>Roland V-800</li> </ul> <p>Projectors:</p> <ul style="list-style-type: none"> <li>2x Barco HDF 26K</li> </ul> <p>Screens:</p> <ul style="list-style-type: none"> <li>ETC 21ft 3in x 12ft fastfold front 16:9 screen</li> <li>1x DELL 30in 16:10 LCD monitor (comfort)</li> </ul>

Additional AV equipment can be ordered at extra cost. For further information and quotations for additional audio-visual equipment, please contact:

**AUDIO VISUAL EQUIPMENT**

Nikki Urquhart [nikki@sterlingeventgroup.co.uk](mailto:nikki@sterlingeventgroup.co.uk) Senior Account Manager

# Lectern



# Presidential Table



Table 6ft trestle is 1930mm wide x 914mm high  
With Black tablecloth



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.

## **2.9 CATERING FACILITIES**

Companies organizing a symposia/session can organize catering before or after their Satellite Symposium just outside the room. Given the planning of the different symposia on Wednesday 8 February, 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:

### **CATERING**

Becky Taylor

[b.taylor@manchestercentral.co.uk](mailto:b.taylor@manchestercentral.co.uk)

## **2.10 PARTICIPANT REGISTRATION**

Satellite Organizers are entitled to 6 free full congress registrations.

In addition to this, 6 staff members, necessary for holding the symposium (communications agency, hostesses, etc) are also granted. 10 Satellite only access passes are granted for invited persons to the Satellite Symposium only. Would you please communicate these names to our registration department: [eahadregshot@mci-group.com](mailto:eahadregshot@mci-group.com)

## **2.11 ONSITE TEMPORARY STAFF**

Kindly note that 2 hostesses will be available in each of the Session rooms. They will be in place to help with general room supervision. They cannot be used to distribute materials to the delegates. If Satellite Organizers need staff specifically, they can contact the supplier directly:

### **TEMP STAFF**

LiveBuzz

[staffing@livebuzz.co.uk](mailto:staffing@livebuzz.co.uk)

## **2.12 DELEGATE DATA COLLECTION**

Your Smart and Simple Lead Collection Solution:

This time, EAHAD has decided not to use the tracking badges. The best option to have the highest positive response rate is through the traditional scanning process. The only quick and easy way to collect full delegate contact details at EAHAD 2023 is by contacting and placing an order directly through: [badgereader@mci-group.com](mailto:badgereader@mci-group.com). You will receive all the relevant information about the different options.

### 3. VARIOUS INFORMATION

#### 3.1 SHIPPING & FORWARDING

For any shipment and customs clearance, please make sure to contact the official freight forwarder before 19 December 2022

Chris Torr  
+44 114 2690641  
chris@gbhforwarding.com

#### 3.2 VENUE OVERVIEW

##### Manchester Central site plan

