



18th ANNUAL CONGRESS  
OF THE EUROPEAN ASSOCIATION  
FOR HAEMOPHILIA AND ALLIED DISORDERS

MILAN, ITALY  
4-7 FEBRUARY 2025

## SATELLITE SYMPOSIA GUIDELINES

### CONTACT LIST

#### Congress organisation

MCI Suisse SA  
Ms Gaëlle Notzli & Ms Candice Gabay  
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#### Registration & hotel reservation

MCI Suisse SA  
+41 22 33 99 579  
[eahadreghot@mci-group.com](mailto:eahadreghot@mci-group.com)

#### Equipment/shipment delivery

Expotrans SpA c/o MiCo Milano Congress  
+39 02 36 66 96 00  
[ops.fmc@expotrans.net](mailto:ops.fmc@expotrans.net)

#### Lead retrieval devices

MCI Suisse SA  
Karen Bhavnani  
[badgereader@wearemci.com](mailto:badgereader@wearemci.com)

#### Venue Webshop

Link: <https://es.fieramilanocongressi.it>  
Username: EAHAD25  
Password: EAHAD25

### OFFSITE SATELLITE SYMPOSIA AND MEETINGS

All satellite symposia must be organised at the congress centre at official time slots offered by EAHAD 2025.

Companies organising a satellite symposium outside the congress centre could encounter serious disagreements with the EAHAD 2025 authorities. **Please note that it is strictly forbidden to organise any meetings for more than 20 participants during the official scientific session timings.** Meetings bigger than 20 people need to be done during the following times:

- Tuesday 4 February
- Wednesday 5 February before 09.30 and as of 19.30  
(the Executive Committee Meeting (20 people) of the EAHAD will run on this entire evening)
- Thursday 6 February as of 18.00
- Friday 7 February as of 15.30

### SATELLITE SYMPOSIA PROGRAMMES

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

The congress organisers must put the final programmes of the symposia **on the congress website mid-December 2024**. Once your programme has been approved, please send us your finalised programme invitation (in PDF format) which we will upload on a relevant page on the website. The earlier the programmes can be available to the registering delegates, the better. Please send us your PDF advert **no later than Friday 13 December 2024**.

**Kindly be informed, that the streaming of the satellites through the platform, as well as the availability of the recording on-demand for 1 month after the congress is included.**

## SATELLITE SYMPOSIA ADVERTISING OPTIONS

Companies holding an official satellite symposium during the EAHAD 2025 congress are allowed to advertise their symposium by **displaying two self-standing signage elements**:

1. The first display will be placed **in the registration area on the morning of 5 February 2025** and can remain there until the end of the concerned symposium.
2. 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 symposium. It is the company's task to order, produce and set up/dismantle the advertising displays. Posters not removed in time will be disposed of.

**Any other promotion using human signage or any miss-placed signage outside the above- mentioned option will be removed by the organisers.**



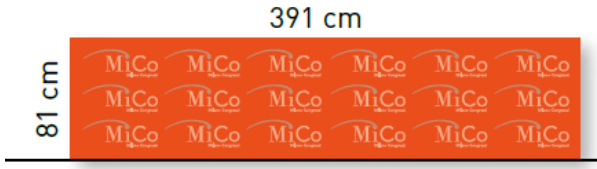
## CORPORATE BRANDING OF SESSION ROOMS

The rooms **Ocean 1+2**, **Ocean 3+4** and **Sky 1+2** will be used for the satellite symposia. Due to the tight schedule of sessions in the rooms, the satellite corporate branding is strictly limited to the following:

### Speaker's lectern & presidential table seating 6 persons (specifications below)

- 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 the room 30 minutes before the start of the symposium.
- The company must remove all branding at least 15 minutes after the end of the satellite.
- Corporate branding should not affect the congress signage already installed in the conference room.

We recommend that the signage is designed and printed directly by the venue. Signage specs are the following:

		
<p><b>Speakers' lectern</b> Dimensions: 54 x 127cm Cost: €71 (not incl. VAT) 15 minutes are needed to change the signage</p>		<p><b>Presidential table</b> Dimensions: 391 x 81cm Cost: €478 (not incl. VAT) 30 minutes are needed to change the signage</p>

To place your order or for additional information, please contact [eahad2025@fieramilanocongressi.it](mailto:eahad2025@fieramilanocongressi.it)

## REHEARSALS

Rehearsals are possible pending availability 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-agency.com](mailto:eahad@mci-agency.com)

## LIST OF REGISTERED PARTICIPANTS

Due to data privacy regulations, companies holding an official satellite symposium during the EAHAD 2025 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.

## GENERAL GUIDELINES

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

## SPEAKER GUIDELINES

- Individuals can appear (as lecturers/chairs/moderators/discussants) maximum twice. This includes the satellite symposia and the main programme sessions. Companies should ask their invitees to confirm that they are not appearing more than twice.
- The company organising the symposium is responsible for communicating this rule to invited speakers.

The current EAHAD 2025 programme is available online at: <https://eahadcongress.com/programme/>

## AUDIO-VISUAL EQUIPMENT IN SESSION ROOMS

The three rooms used for satellite symposia will be equipped as follows:

- **Ocean Room 1+2 (Theatre set-up: 648 seats)**
- **Ocean Room 3+4 (Theatre set-up: 648 seats)**
- **Sky Room 1+2 (Theatre set-up: 600 seats)**

### Presentation Management System

All PPT presentations to be uploaded onto the system at the speaker preview room maximum 2 hours before the time of the session start.

### In-room Presentation Technology

- 1 Screen and data projector
- 1 Presentation computer on the lectern
- 1 Presentation remote / clicker
- 1 Foldback monitor facing the presidential table
- 1 Lectern microphone
- 2 Presidential table microphones
- 1 Cordless headset microphone
- 6 Standing microphones for Q&A

Additional AV equipment can be ordered at extra cost through the venue's webshop:

Link: <https://es.fieramilanocongressi.it>

Username: EAHAD25

Password: EAHAD25

For further information and questions, please contact: [eahad2025@fieramilanocongressi.it](mailto:eahad2025@fieramilanocongressi.it)

## CATERING FACILITIES

Companies with a satellite symposium can organise catering before or after their session just outside the room.

It is 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 set-up and realisation between the different parties involved.

[LINK TO CATERING PORTFOLIO HERE](#)

For further information, price quotations and order procedures on catering at the venue, please contact the official caterer: Compass Group Italia S.p.A. - [exhibitor.mico@compass-group.it](mailto:exhibitor.mico@compass-group.it)

## PARTICIPANT REGISTRATION

Satellite organisers 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.

Please communicate these names to our registration department: [eahadreghot@mci-group.com](mailto:eahadreghot@mci-group.com)

## ONSITE TEMPORARY STAFF

Kindly note that 2 hostesses will be available in each of the session rooms. They will be there to help with general room supervision. They cannot be used to distribute materials to the delegates.

If satellite organisers need additional specific staff, please place an order at an extra cost through the venue's webshop:

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Username: EAHAD25

Password: EAHAD25

For further information and questions, please contact: [eahad2025@fieramilanocongressi.it](mailto:eahad2025@fieramilanocongressi.it)

## DELEGATE DATA COLLECTION

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 2025 is by contacting and placing an order directly through: [badgereader@wearemci.com](mailto:badgereader@wearemci.com)

## SHIPPING & FORWARDING

All services, as well as order forms, labels, tariff and transport information, can be easily found [HERE](#). Please note that the **deadline to ship any materials is Friday 31 January 2025, at the latest**.

For further information, please contact:

**Expotrans SpA c/o MiCo Milano Congress**

+39 02 36 66 96 00

[ops.fmc@expotrans.net](mailto:ops.fmc@expotrans.net)

## VENUE OVERVIEW

