

TECHNICAL MANUAL

VISIT US ONLINE

www.eahadcongress.com

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Congress organisation

MCI Suisse SA

Gaëlle Notzli & Candice Gabay

eahad@mci-agency.com

Registration & hotel reservation

MCI Suisse SA

+41 22 33 99 579

eahadregshot@mci-group.com

Equipment/shipment delivery

Interflow Logistics

Anderson Marisa

anderson.marisa@interflow.ie

Lead retrieval devices

MCI Suisse SA

Karen Bhavnani

badgereader@wearemci.com

Sponsored e-drivers

Kabloom

Joshua Kinsey

josh@kabloom-agency.com

Main contractor: Branding & furniture hire

Total Expo Limited

info@wearetotalexpo.com

Catering orders

The Convention Centre Dublin (CCD)

Ciara Macken

+353 86 815 76 94

ciara.macken@theccd.ie

AV orders

The Convention Centre Dublin (CCD)

Kate Bermingham

+353 87 467 4039

kate.bermingham@theccd.ie

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Timeline & deadlines

Friday 14 November 2025

- Satellite symposium programme submission deadline

Friday 9 January 2026

- Push notification text and sending information submission deadline
- E-drivers text and sending information submission deadline
- Final programme adverts submission deadline
- Ensure that your staff and speakers are registered
- Company logo submission deadline

Monday 19 January 2026

- Additional equipment and services ordering deadline
at the Convention Centre Dublin (CCD) and Total Expo Limited

Friday 23 January 2026

- Deadline to ship materials

Tuesday 3 February 2026

- EAHAD 2026 Congress starts in Dublin, Ireland

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TUESDAY

AHP Day Registration & Lunch

AHP Day

Joint Session

Nurses Sessions

Physiotherapists Sessions

Psychosocial Professionals
Sessions

AHP Day Networking Evening

04

WEDNESDAY

Welcome &
Multidisciplinary Session

Coffee Break / Poster Viewing

Oral Communications Session

Lunch Break / Poster Viewing

13:00 - 14:00
Satellite Symposium 1
Satellite Symposium 2
Satellite Symposium 3

Coffee Break / Poster Viewing

14:30 - 15:30
Satellite Symposium 4
Satellite Symposium 5
Satellite Symposium 6

Coffee Break / Poster Viewing

16:00 - 17:00
Satellite Symposium 7
Satellite Symposium 8
Satellite Symposium 9

Coffee Break / Poster Viewing

17:30 - 18:30
Satellite Symposium 10
Satellite Symposium 11
Satellite Symposium 12

Welcome Reception /
Poster Viewing

05

THURSDAY

Session 1

Coffee Break / Poster Viewing

Session 2

Lunch Break / Poster Viewing

Session 3

Coffee Break / Poster Viewing

Session 4

Coffee Break / Poster Viewing

Session 5 & 6

Networking Evening
Subject to an additional fee

06

FRIDAY

Session 7

Coffee Break / Poster Viewing

Session 8

Arosenius Lecture 2026

Lunch Break / Poster Viewing

Session 9

Coffee Break / Poster Viewing

Session 10

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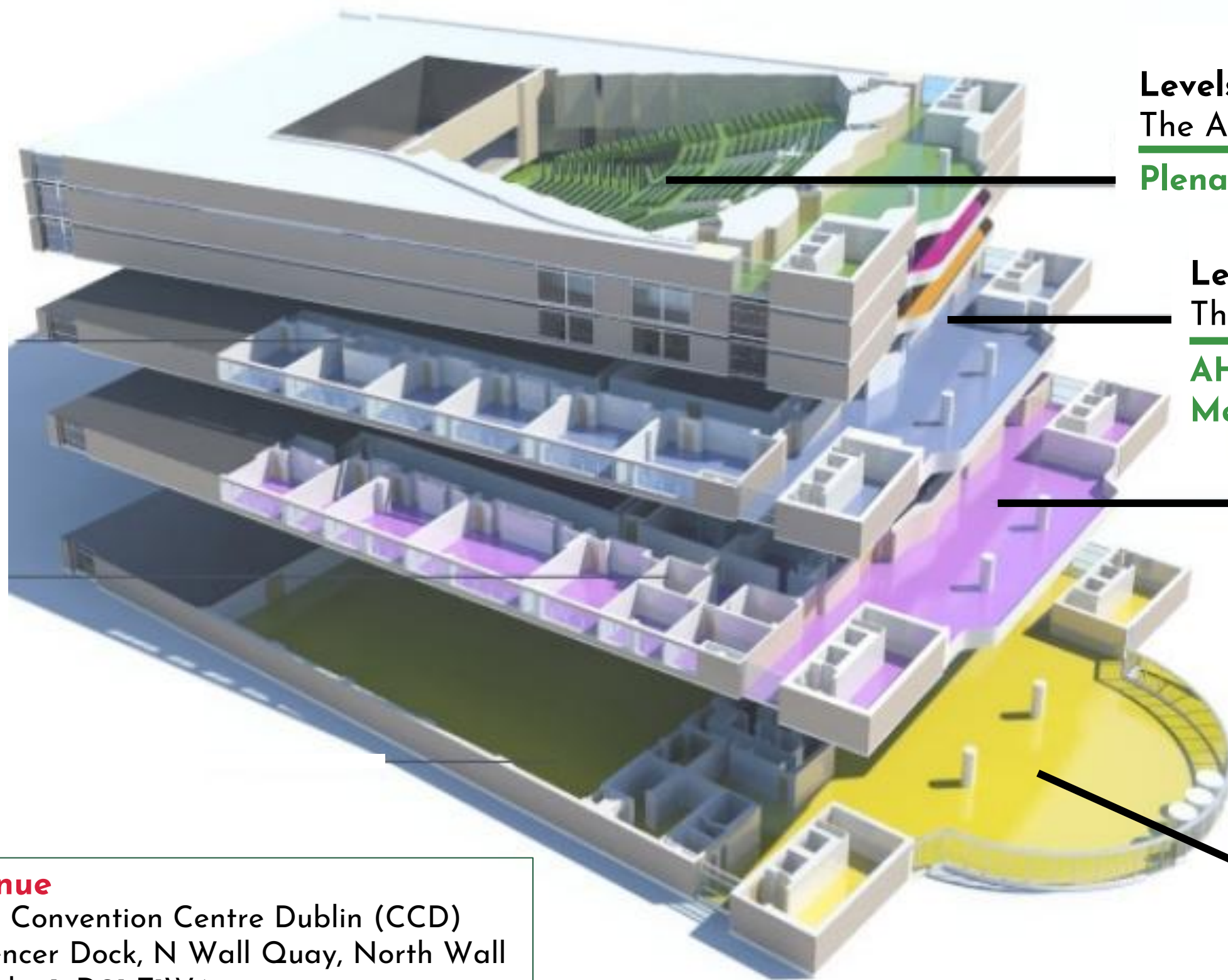
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Venue floorplans



Levels 03/04/05

The Auditorium

Plenary Room

Level 02

The Wicklow

AHP Day Session Rooms

Meeting Rooms

Levels 01

The Liffey

Speaker Preview Room

Satellite Symposia Rooms

Meeting Rooms

Level 0

The Forum

Poster & Catering Area

Registration Area

Cloakroom

Venue

The Convention Centre Dublin (CCD)
Spencer Dock, N Wall Quay, North Wall
Dublin 1, D01 T1W6
Ireland

<https://www.theccd.ie/>

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Satellite symposia

Satellite symposia package

- Room rental
- Audio-visual equipment and on-site management
- Signage board advertising the satellite symposium
- Live streaming of your symposium on the virtual platform
- Recording accessible for 3 months after the congress
- Opportunity to brand advertising the satellite symposium
- Acknowledgement in the programme and on the website
- Use of the EAHAD congress logo on the satellite symposia invitation
- Symposium programme on the EAHAD congress website

General guidelines

Satellite symposia should have as their objective the communication of scientific material to enhance the knowledge of attending medical doctors, scientists, and other healthcare professionals. A company may host a maximum of 1 symposium at EAHAD 2026. This includes a symposium organised by an external agency on behalf of a sponsor.

Speakers' guidelines

Individuals can appear (as lecturers/chairs) 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 EAHAD President and the Congress President will not accept invitations to appear on satellite symposia. Individuals participating on the satellite symposia as speakers/chairs/discussants must register for the meeting as participants in the usual manner.

Satellite symposia organisers must inform EAHAD in advance of any requests or unexpected changes regarding their symposium (e.g. exclusion of delegates, streaming).

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Satellite symposia

Offsite satellite symposia and meetings

All satellite symposia must be organised at the congress centre at official time slots offered by EAHAD 2026.

Companies organising a satellite symposium outside the congress centre could encounter serious disagreements with the EAHAD 2026 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 3 February
- Wednesday 4 February before 09.30 and as of 19.30*
- Thursday 5 February as of 18.00
- Friday 7 February as of 15.30

*The Executive Committee Meeting (20 people) of EAHAD will run on this entire evening.

Satellite symposia programmes

To have their satellite symposium programme approved by EAHAD, companies are requested to provide the organisers with the following information regarding their symposium **no later than Friday 14 November 2025:**

- Title of the satellite symposium
- Speakers & chairpersons' names and complete details
- Title of each presentation given during the symposium

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

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 9 January 2026.**

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Satellite symposia

Satellite symposia advertising options

Companies holding an official satellite symposium during the EAHAD 2026 congress are allowed to advertise their symposium by **displaying two self-standing signage elements**:

The first display will be placed in the registration area on the morning of 4 February 2026 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 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.

To place your order or for additional information, see page 17 of this manual.

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Satellite symposia

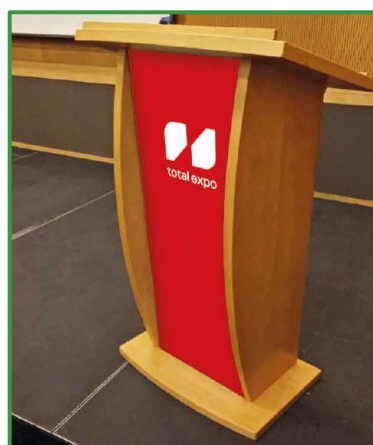
Corporate branding of session rooms

The rooms The Auditorium, The Liffey A and The Liffey B, 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 our supplier Total Expo Limited. Signage specs are the following:



Speakers' lectern

Ref: STA.TX.0001

Dimensions: 395 (w) x 990 (h) mm

Bleed: 5 mm

Cost: € 110.00 (VAT excl.)



Presidential table

Ref: STA.TX.0002b

Dimensions: 1800 (w) x 800 (h) mm

with 800 (w) x 800 (h) mm returns

Bleed: 5 mm

Cost: € 579.98 (VAT excl.)

To place your order or for additional information, see page 17 of this manual.

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Satellite symposia

Audio-visual equipment in session rooms

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

- The Auditorium (Theatre set-up: 1995 seats)
- The Liffey A (Theatre set-up: 710 seats)
- The Liffey B (Theatre set-up: 954 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
- Up to 4 standing microphones for Q&A

Additional AV equipment can be ordered at extra cost through the venue's AV team. More information is available on pages 16 of this manual.

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Satellite symposia

Online streaming

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.

Live polling and Q&A

Live polling or Q&A can be organised by sponsors at their own costs and responsibilities.

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. All rehearsals will be held **on Tuesday 3 February 2026 at the CCD**. We will aim to book your rehearsal in the same session room where your symposium will be hosted the next day. Please click on the link below to book your rehearsal slot:

REHEARSAL SLOT BOOKING FORM

For any requests, please contact: eahad@mci-agency.com

Delegate data collection

Due to data privacy regulations, companies holding an official satellite symposium during the EAHAD 2026 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.

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 2026 is by contacting and placing an order directly through: badgereader@wearemci.com

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Satellite symposia

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.

More information is available on page 13 of this manual.

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 or scan the badges at the entrance of the room.

If satellite organisers need additional specific staff, please place an order at an extra cost through the venue's team. More information is available on page 16 of this manual.

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.

For further information, price quotations and order procedures on catering at the venue, please find the information on page 16 of this manual.

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Industry registration

Satellite symposia complimentary registrations:

- Satellite organisers are entitled to 6 free full congress registrations.
- 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 contact the registration team regarding all the details for your complimentary staff and how to register additional participants.

MCI Suisse SA

Registration Team

Email: eahadregshot@mci-group.com

Please also communicate the details of the person in charge of registrations for your company (i.e. Communication Agency).

Additional registrations:

For additional registrations, please consult the delegate registration fees on the congress website: [HERE](#)

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Meeting rooms

A selection of rooms are available at the EAHAD 2026 venue. The order form must be completed to confirm the booking.

[LINK TO MEETING ROOM ORDER FORM HERE](#)

Definition

In this document, a meeting is a get-together of experts in a pre-arranged setting with a pre-arranged agenda to exchange information and/or discuss a predefined topic. It is usually not open to the public and accessible by invitation only. Meetings may be organised inside or outside the congress centre at specified times according to these guidelines. These guidelines are binding for all organisations or groups, regardless of whether they actively participate in the congress activities or not. Spontaneous “get-togethers” of a few persons during coffee breaks or at any other times are not considered meetings in this document. It is one of the purposes of EAHAD 2026 to encourage networking among colleagues and experts.

Location

All proposed meeting rooms are located at the Convention Centre Dublin (CCD). Official congress signage will be placed to properly indicate the location of the rooms to the delegates.

Accessibility

All meeting rooms are only accessible during the official congress opening hours and will be ready for set-up on **Tuesday 3 February 2026 from 08:00**. Any extra time is subject to prior approval and will be charged at extra cost.

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Companies organising a satellite symposium outside the congress centre could encounter serious disagreements with the EAHAD 2026 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 3 February
- Wednesday 4 February before 09.30 and as of 19.30*
- Thursday 5 February as of 18.00
- Friday 7 February as of 15.30

*The Executive Committee Meeting (20 people) of EAHAD will run on this entire evening.

Equipment & catering

All orders for the meeting rooms (AV,...) as well as questions related to the setup inside the room are to be done through the Convention Centre Dublin (CCD). On request, catering options are available. All catering orders must be done via the Convention Centre Dublin (CCD).

More information is available on page 16 of this manual.

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AV and/or catering orders to CCD

IMPORTANT!

BEFORE placing an order for any specific equipment or onsite services for their meeting rooms and/or satellite symposium, companies are required to complete an Account Creation Form and return it to accounts@theccd.ie

LINK TO ACCOUNT CREATION FORM HERE

Catering orders

The Convention Centre Dublin (CCD)

Ciara Macken

+353 86 815 76 94

ciara.macken@theccd.ie

AV orders

The Convention Centre Dublin (CCD)

Kate Bermingham

+353 87 467 4039

kate.bermingham@theccd.ie

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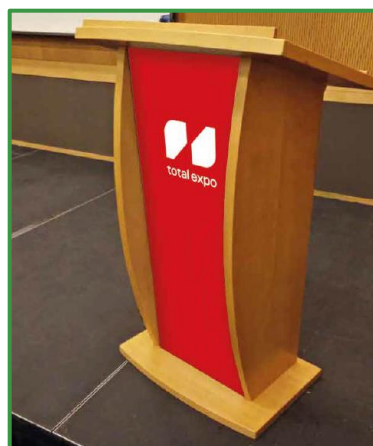
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Branding and/or furniture orders to Total Expo

We recommend that the signage is designed and printed directly by our supplier Total Expo Limited.
Signage specs are the following:



Speakers' lectern

Ref: STA.TX.0001

Dimensions: 395 (w) x 990 (h) mm

Bleed: 5 mm

Cost: € 110.00 (VAT excl.)



Presidential table

Ref: STA.TX.0002b

Dimensions: 1800 (w) x 800 (h) mm

with 800 (w) x 800 (h) mm returns

Bleed: 5 mm

Cost: € 579.98 (VAT excl.)

[LINK TO WEBSHOP HERE](#)

Main contractor: Branding & furniture hire

Total Expo Limited

info@wearetotalexpo.com

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Interflow Logistics is pleased to offer freight forwarding and on-site cargo handling. Our services include advance cargo receiving, on-site forklifting and cargo handling, storage of empty crates, door-to-door transport options, customs clearance.

All services, as well as order forms, labels, tariff and transport information, can be easily found in the link below. Please note that the deadline to ship any materials is **Friday 23 January 2026, at the latest**.

[LINK TO SHIPPING GUIDELINES & HANDLING TARIFFS HERE](#)

[LINK TO SHIPPING LABEL HERE](#)

All enquiries to:

Interflow Logistics - Domestic team

domestic@interflow.ie

+353 (0)1 685 3845

[LINK TO ORDER FORMS HERE](#)

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Push notifications

Make sure that you reach the EAHAD delegates while they are connected to the congress platform to send them real time notifications regarding your activities.

The push notifications within the platforms will be appear for all delegates connected at the time of the notification or connecting within 10 minutes beyond that time.

Notification on Virtual Platform and Mobile App

The notifications will be sent during breaks only. They will not be sent during any running session. These notifications are text only and should be **400 characters maximum**.

Deadline & Logistics

Please send **your notification text as well as your preferred dates and times for sending** out your message, at your earliest convenience and **no later than Friday 9 January 2026** to: eahad@mci-agency.com

Please note that requests are accepted on a 1st come, 1st served basis with regards to sending dates and times.

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Important specifications and deadlines

All information listed below is to be submitted to: eahad@mci-agency.com

Your e-driver must be submitted by a “View in browser” link/URL. The e-driver should be designed in a reputable e-mail platform that provides a “View in your browser” link/URL to maximize its success.

We recommend sending e-drivers on the final days leading up to the congress, between 26 - 30 January 2026. Please confirm your preferred date of sending by Friday 9 January 2026.

Recommended length: less than 50 characters.

The deadline to submit your e-driver file, including the subject line, is 10 days prior to the date of sending.

Required format to maximize success

Sponsors to create the e-driver in a reputable e-mail platform (Mailchimp, SendGrid, Constant Contact, or similar) and will provide us with the “View in browser” link. This is to ensure correct formatting by enabling us to use the HTML code as-is and to avoid alterations.

If a third party (agency) is creating the e-driver, most agencies will create an ‘e-mail ready’ version of the design work. Please ensure the agency sends the “View in browser” link.

Please note: Folders or files other than the HTML code cannot be accepted due to sending platform requirements and ensuring correct branding and design formatting.

Should the incorrect format be received, this will result in delays as you will have to provide the HTML code for us to proceed. In the unlikely event that your agency is unable to send the correct format, we will outsource this to a third party at a cost of €1,000 due to the 5-6 hours design time required to ensure the e-driver displays correctly.

If there are any further questions on formatting, please don’t hesitate to reach out to:

Joshua Kinsey josh@kabloom-agency.com

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HTML design recommended guidelines



Safe to use

- static, table-based layouts
- HTML tables and nested tables
- template width of 600px-800px
- simple, inline CSS
- web safe fonts



Use with caution

- background images
- custom web fonts
- wide layouts
- image maps
- embedded CSS



Do not use

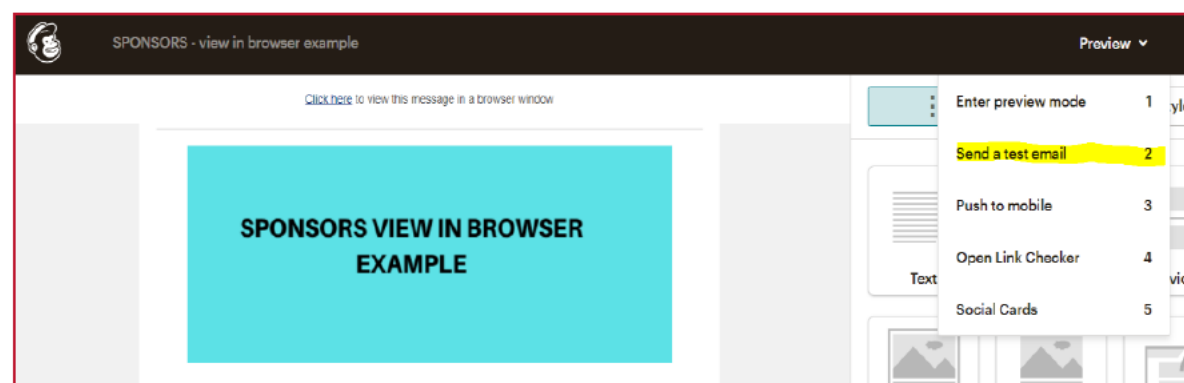
- JavaScript
- <iframe>
- Flash
- embedded audio or video
- forms
- <div> layering

How to get the “view in browser” link

1. Once the e-driver is complete, click on the “Preview” button on the top right-hand side of the page and then proceed to click on the “Send a test email”.
2. Please send a test to Joshua Kinsey josh@kabloom-agency.com
3. Kabloom will receive the test mailer and use the “click here” link. This link will be used to launch/send the mailer.

The sponsor will still receive a live test to approve before the final send. The “View in browser” links help to automatically apply formatting code, so the e-driver performs on all email servers.

Please note that most HTML mailers are not coded to support Outlook. Kabloom, therefore, deploys extra programming resources and time to add the code.



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Cross-Platform Email Design

All mail clients render HTML/CSS differently, in their own ways and for their own reasons. When rendering HTML and CSS in e-drivers many things impact what the end-user is going to see. The mail exchange server, the pre-processor, the browsers, the rendering engines, and more; all affect the way your message is going to be displayed. These vary from client to client; browser to browser; server to server.

However, below are some best practices you can utilize so that your e-driver coding will stay intact across different clients and platforms.

Layout

Avoid using padding or margins: Certain email clients do not support these formatting settings. These can be especially problematic when added inside of a table in either mail client.

Always use inline CSS: Most webmail clients (Outlook, Yahoo, Gmail, etc.) will strip CSS out when stripping the head and body tags. Make sure you render coding very carefully, so it conforms to the e-driver client's pre-set HTML.

Avoid BR, HR, and height tags in your emails: Every browser/client has their own default line height and will default to it most of the time. Workaround in next bullet point below.

Use Tables to create general layout of email: Set the width of each cell in the table. Avoid cell spacing and padding.

Always set a "doctype" in your code: The DOCTYPE declaration is an instruction to the web browser about what version of HTML the page is written in. This ensures that the web page is parsed the same way by different web browsers.

Set wrapper reset styles in "wrapper div": This can override a browser or client's default styling of certain elements.

Be aware of text and font changes per device: Mobile devices and browsers may change the font styling to increase readability.

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Backgrounds

Use the older more basic background HTML tags: "background-image"; "bgcolor"; "background"

Many browsers and clients experience issues when trying to support compound CSS values, so be sure to use individual values such as "background-image" and "background-repeat"

Always offer reset background colours or fall-back background colours to defer to if your specific background isn't supported.

Images

Image Library: jpg, .gif, and .png files needs to be added to your document, and available online or in a folder.

Always provide image dimensions: Some mail clients will automatically apply their own if none are given which can lead to major issues when rendering these images in relation to spacing and alignment. It is important to note however that some mail clients will do this regardless as a default setting.

Make sure to give ALL of your image's 'alt' attributes: This simple step will keep the overall sizing of your images the same across platforms.

Outlook.com: Outlook.com adds some pixels at the end of each image which can rearrange spacing, alignment, or padding. Use the "Outlook.com hack" - `img {display:block;}`. This removes the padding in outlook.com and gives predictable results across many other email clients in terms of added spacing or padding to images.

Avoid 'float' tags: Outlook cannot support these tags, so SendGrid recommends using align tags. For example, ``. Yahoo! has similar issues, so SendGrid recommends using `align="top"` for the image in question

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Logo specifications

Make sure to send your company logo in both web and print formats:

Web format: **jpg** or **png**

Print format: **eps** or **ai**

For all related purposes of branding and acknowledgement for the various sponsorship items, we will need the company logo in high resolution in the above-mentioned formats.

Deadline & logistics

Please send your company logo at your earliest convenience and no later than **Friday 9 January 2026** to:

eahad@mci-agency.com