



ESPE 2011 Meeting
25 – 28 September 2011
SECC, Glasgow, Scotland

Sponsor Manual

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(1) GENERAL INFORMATION

1.1 Dates

The 50th Annual Meeting of the European Society for Paediatric Endocrinology will take place at the Scottish Exhibition and Conference Centre (SECC) from Sunday 25 September to Wednesday 28 September 2011. The meeting website is: www.espe2011.org

1.2 President of ESPE 2011

Professor: Chris Kelnar
Email: ESPEpresident@congrex.com

1.3 Meeting Secretariat

Congrex Sweden AB
Attn: ESPE 2011
Franzégatan 5
P.O. Box 5619
SE-114 86 Stockholm
Sweden
Phone: +46 (0) 8 459 66 00
Fax: +46 (0) 8 661 91 25
Email: espe2011@congrex.com

1.4 Venue

Scottish Exhibition and Conference Centre (SECC)
Exhibition Way
Glasgow
G3 8YW
United Kingdom
Website: www.secc.co.uk

1.5 Site Visit

If any company wishes to arrange a site visit prior to the meeting, this can be arranged independently by contacting Aileen MacLachlan, Event Planner, located at SECC.

Aileen MacLachlan
Phone: +44 (0) 141 576 3799
Email: aileen.maclachlan@secc.co.uk

1.6 Exhibition

The Industry Exhibition is being held in conjunction with the ESPE 2011 meeting and will take place in Hall 4 of SECC. If you are exhibiting at ESPE 2011, you can access exhibitor information on the meeting website at: www.espe2011.org or by contacting espe2011.industry@congrex.com

1.7 Complimentary Delegate Registrations

Please refer to your contract for the amount of complimentary registrations you receive. A registration form will be sent to you by email including instructions.

1.8 Registrations for the ESPE 2011 Meeting

We offer group registrations for groups consisting of 12 people or more. A special form for group registration can be obtained from the meeting secretariat and pre-pick up will be offered.

Please contact Congrex Sweden AB for further details at: espe2011.registration@congrex.com

For individual registrations, please use the online registration at: www.espe2011.org

The opening hours for the registration and meeting secretariat will be published on the website closer to the event.

1.9 Hotel Accommodation

Please note that special conditions apply for hotel group reservations. For further information, please visit the website at: www.espe2011.org or contact Congrex Sweden AB at:

espe2011.hotels@congrex.com

1.10 Travel Information and Flight Bookings

The Congrex Flights Department offers discounted flight tickets at attractive congress air fares when booking on line at the website: www.espe2011.org or contact at: businesstravel@congrex.com

1.11 Accreditation

A Certificate of Attendance noting the number of CME credits obtained will be given to each delegate upon receipt of the Evaluation Form. The CME accreditation is available for the main meeting programme only and does not cover the satellite symposia. However the speakers at the satellite symposia will be requested to declare any potential conflict of interest. This is in line with ESPE's policy of working towards a meeting where ESPE can declare that all speakers participating have disclosed any potential conflicts of interest or support that might cause a bias in their presentation. For further details please visit the website at: www.espe2011.org under the heading CME Credits / Accreditation.

1.12 Official Forwarding Agency / Deliveries

Meritex International Ltd has been appointed as the official forwarding agency for ESPE 2011.

Detailed information (shipping Instructions and tariffs) can be found on the meeting website at: www.espe2011.org under the heading Exhibition and Sponsorship and Official Forwarding Agency

Meritex International Ltd

The Coach House
20 Northernhay Street
Exeter EX17 4BT
United Kingdom
T: +44 1392 454999
F: +44 1392 454998
E: tim@meritex.co.uk
Contact : Tim Wills

1.13 Free Evening

There are no official ESPE activities taking place on Monday 26 September which gives the companies the opportunity to arrange dinners. On behalf of ESPE we kindly ask companies not to arrange any evening activities when official ESPE activities are taking place on Sunday and Tuesday evening.

1.14 Coach Transfer

If you plan on arranging coach transfers, please inform the Meeting Secretariat at

espe2011@congrex.com to make sure that there is enough space on the parking lot and to arrange the logistics for arrival and departure of the coaches.

(2) SPONSORSHIP FULFILMENT

2.1 Sponsorship Opportunities

If you would like further information on any new sponsorship opportunities please contact:

Congrex Sweden AB
Attn: ESPE 2011
Franzégatan 5
P.O. Box 5619
SE-114 86 Stockholm
Sweden

Phone: +46 (0) 8 459 66 00
Fax: +46 (0) 8 661 91 25
Email: espe2011@congrex.com

2.2 Sponsorship Items

You have been offered and selected sponsorship item(s) from the list detailed in the Sponsorship & Exhibition Prospectus. Each sponsor will be contacted individually to discuss the fulfilment of your sponsorship items.

As a platinum sponsor we would like to give you first refusal on some additional sponsorship items still available. Should you be interested in sponsoring any of the following items below or if you wish to discuss a tailor made package, please do not hesitate to contact us at espe2011@congrex.com

Catering Points

€2,000 per day

Catering points will be located within the exhibition area for the duration of the meeting. Sponsors will have a banner prominently displayed at the catering points during coffee and lunch breaks. There will also be the option to provide additional branded items, sponsor napkins, cups etc.

Delegate Bag Insert

€2,500

Companies may have a single insert, maximum size A4, which will be inserted into the delegate bag by the organisers. You must be an exhibitor to have a delegate bag insert.

2.3 Sponsors Editorial

Platinum Sponsors will receive a 150 word editorials and ½ page colour advertisement in the Final Programme. Please read the instructions below carefully.

Advertisement in the Final Programme

Instructions for advertisement:

- Deadline Material: 4 May, 2011 - please mail to espe2011@congrex.com
- Requested type file: High resolution PDF file
- Ad size: 115 mm width x 85 mm height (landscape)
- CMYK four-color process ready (no RGB)
- Images 300 dpi
- Fonts embedded in the PDF file

Text in the Final Programme

Platinum Sponsors are entitled to include a text about their company in the Final Programme. The text should not exceed 150 words including the contact address. Send the text, in a word file, no later than **4 May 2011** to: espe2011@congrex.com

Please use the following format when writing your contact address to be printed in the final programme (it is of course optional if you want to include phone/fax):

Company name

Address

Country

Phone: +00 00 000000

Fax: +00 00 000000

Email:

Website:

2.4 ESPE 2011 logo

Sponsoring companies are permitted to use the ESPE 2011 logo on items associated with their Satellite Symposium. Satellite Symposia invitations have to be approved by the ESPE 2011 President. Therefore we kindly ask you to send a proof of the item(s) for approval prior to production, no later than **2 August 2011** (comments from the president will be returned within 5 working days). espe2011@congrex.com

2.5 List of Pre-registered Delegates

As Platinum sponsor you are entitled to list of registered delegates prior to the meeting free of charge. Upon your request, the list will be sent in an excel format as an email attachment from the Meeting Secretariat, espe2011@congrex.com. It will include the details submitted by the delegates, such as family name, first name, address, country and email if the delegates has approved that their contact details can be forwarded to the sponsors. The list can only be used once and only with regards to activities in connection with the ESPE 2011 Meeting.

2.6 Delegate Bag Insert

As Satellite organiser you are entitled to insert your Symposium invitation in the meeting bag. Please submit a sample to the meeting secretariat for approval no later than **2 August 2011** at: espe2011@congrex.com

At this stage we estimate we will require 3 000 inserts. Contact the meeting secretariat when you are preparing your insert for an update on this figure.

Any left over copies of your invitation will be delivered to your booth on 28 September.

Please make sure to:

- Clearly mark all four sides of each box in the shipment "ESPE 2011 BAG INSERTS".
- Attach a copy of the item on each box.
- Send a PDF of your printed bag insert to the meeting secretariat at espe2011@congrex.com
- Inform the meeting secretariat of number of boxes to be delivered.
- Kindly send your bag inserts separately from you exhibition material.

Please see page 4 (or the meeting website) for detailed information about Meritex, the official forwarding agency for ESPE 2011.

(3) SATELLITE SYMPOSIUM

3.1 Satellite Symposium Programme

For those holding a Satellite Symposium we kindly ask you to follow the ESPE Satellite Symposia Guidelines available on the meeting website at: www.espe2011.org

3.2 Room

Satellite Symposia will be held in one of the following rooms at the Scottish Exhibition and Conference Centre.

Date	Time	Clyde Auditorium	Hall 2	Lomond Auditorium
Sunday, September 25	17:15 - 18:45	Pfizer		Ipsen
Monday, September 26	17:45 - 19:15		Novo Nordisk	Eli Lilly
Tuesday, September 27	17:00 - 18:30		Merck Serono	Sandoz

3.3 Set-up, Layout, Breakdown

Set-up and breakdown will take place on the day of the Symposium. Access will be from 15 minutes before the start of the Symposium. Breakdown should be completed no later than 30 minutes after the end of the session.

The sponsoring companies can arrange promotional posters on the stage. However, due to the lack of access time prior to the start of the session, installation of own stage sets is limited. If you require alternative stage arrangements, please contact the meeting secretariat for discussion and approval, no later than **2 August 2011**.

The sponsoring companies are also permitted to arrange one direction or promotion roll-up. This roll-up will be placed in the morning the day of the Satellite Symposium. The allocation of the roll-up should be agreed with the Meeting Secretariat on site.

Aisles must be kept clear at all times. Any participating company who causes obstruction or nuisance after notice has been given will be liable to have their session discontinued by the organisers at the participating company's expense.

A table will be available outside your room for you to display your material on. You will be able to set up your display 15 minutes before the start of your symposium. Material for the symposium can also be distributed from your exhibition space however not in any general areas in the Scottish Exhibition and Conference Centre.

Speaker name cards will not be provided.

3.4 Rehearsal

All symposia rooms are available 15 minutes before the Symposium starts. If you wish to have a rehearsal during a lunch break, please contact the meeting secretariat in order to schedule this and get approval.

3.5 Speakers

The sponsoring company must cover speakers' registration fees, accommodation and flights. Registration is made through the meeting website at: www.espe2011.org

3.6 Official ESPE Hotels

Please note that it is not allowed to have a Hospitality desk, room drops or posters at the official ESPE hotels.

3.7 Audio Visual Specification

All Satellite Symposia rooms are equipped with standard technical equipment including a beamer, a screen, and microphone for speaker and chairpersons. A technician will be on duty throughout the Symposium to operate the standard audiovisual equipment. Additional technical equipment or room assistance other than that mentioned above must be ordered from the meeting secretariat at: espe2011@congrex.com and companies must bear any extra costs incurred. Deadline for ordering extra equipment is **2 August 2011**.

3.8 Speakers' Support Centre (SSC)

Speakers are requested to use the facility before their Satellite Symposium to ensure that their presentation projects clearly and is in the correct order. Presentations should be handed over to the technical staff a minimum of 2 hours before the Satellite Symposium. Presentations received after this deadline cannot be guaranteed optimal audiovisual support.

The Speakers' Support Centre will be open the following hours:

Saturday	24 September	15:00-18:00
Sunday	25 September	07:30-19:00
Monday	26 September	07:00-18:00
Tuesday	27 September	07:00-18:00
Wednesday	28 September	08:15-12:30

Please note that the hours are preliminary and may be subject to change.

3.9 Security/Badges

Participants with "Delegate" and "Exhibitor" badges will have access to the symposia rooms. If you have staff only working during the Symposium you can pick up the pre-registered "Satellite Symposia badges" at the Exhibition registration desk. These badges are without personal names and only valid the day of your Symposium.

(4) ADDITIONAL SERVICE

4.1 Hospitality Suites

The Hospitality Suites are available from Sunday 25 September at 08:00 to Wednesday 28 September at 18:00. Standard tables and chairs are included in the rental fee. Changes in layout, additional furniture, technical equipment or room assistance must be ordered by contacting Aileen MacLachlan, Event Planner, located at SECC. Companies must bear all extra costs incurred.

Aileen MacLachlan

Phone: +44 (0) 141 576 3799

Email: aileen.maclachlan@secc.co.uk

4.2 Meeting Rooms

A limited number of meeting rooms are available at the SECC and can be booked through the meeting secretariat at: espe2011@congrex.com. Please note that the requests will be processed on a first come first served basis.

4.3 Poster Boards

Sponsors are given the opportunity to advertise their satellite symposium on a poster board in the registration area during the meeting free of charge. The size of the poster can be up to 95 cm width x 194 cm high. Please contact the meeting secretariat if you want to order a poster board in the registration area during the meeting no later than **August 2 2011**.

4.4 Symposium Catering

Leith's Catering has exclusive rights to catering within the SECC. Request for catering in connection with the symposium should be sent to Vicki Gold, Hospitality Sales Manager vicki.gold@secc.co.uk no later than **1 September 2011**. Kindly note that eating and drinking in the session rooms is not permitted.

4.5 Hostesses/Hostess

If you need additional staff for your stand, satellite symposium or evening event, please contact our Local Personnel provider at:

Congrex Glasgow

50 Speirs Wharf

Glasgow

Glasgow City G4 9TB

United Kingdom

Phone: +44 (0) 141 331 0123

Email: glasgow@congrex.com

Please indicate "ESPE 2011 "Hostesses/Hostess" as reference on your request.

4.6 Social Tickets and Social Programme

Industry staff are welcome to register for social events. The ESPE Meeting provides you with the perfect opportunity to network with your colleagues from around the world and includes a varied programme of social events.

Sunday, 25 September	Welcome Reception at the Glasgow Science Centre Tour: Glasgow City Tour
Monday, 26 September	Tour: Charles Rennie Mackintosh Trail Tour: Glengoyne Distillery & Loch Lomond Tour: Stirling Castle & The Trossachs
Tuesday, 27 September	Tour: Glasgow City Tour Tour: Glengoyne Distillery & Loch Lomond Concert and ESPE Evening at the Scottish Exhibition and Conference Centre

For further information about the social programme please enter the ESPE 2011 website at:
www.espe2011.org

(5) IMPORTANT DATES

Deadline date	Item	Return to or contact
4 May 2011	Sponsor Editorial: ½ page colour advertisement for the Final Programme to be submitted	espe2011@congrex.com
4 May 2011	Sponsor Editorial: 150 words text in the Final Programme to be submitted	espe2011@congrex.com
1 September 2011	Symposium Catering	vicki.gold@secc.co.uk
2 August 2011	Additional furniture, technical equipment etc for Hospitality Suites to be ordered.	Aileen.MacLachlan@secc.co.uk
2 August 2011	Additional technical requests and changes in room set-up for the Satellite Symposium to be ordered.	espe2011@congrex.com
2 August 2011	Satellite Symposia invitations to be submitted for approval by the president	espe2011@congrex.com
2 August 2011	Bag inserts to be submitted for approval	espe2011@congrex.com

(6) USEFUL CONTACTS

Audio Visual

Congrex Sweden AB
Phone: +46 (0) 8 459 66 00
Fax: +46 (0) 8 661 91 25
Email: espe2011@congrex.com

Accommodation

Congrex Travel
Email: espe2011.hotels@congrex.com

Catering

Leith's
Vicki Gold, Hospitality Sales Manager
Phone: +44 (0) 141 576 3140
Email: vicki.gold@secc.co.uk

Delegate Bag Insert

Congrex Sweden AB
Phone: +46 (0) 8 459 66 00
Fax: +46 (0) 8 661 91 25
Email: espe2011@congrex.com

Delegate Registration and Social Programme

Congrex Sweden AB
Phone: +46 (0)8 459 66 00
Fax: +46 (0) 8 661 91 25
Email: espe2011.registration@congrex.com

Meeting Secretariat

Congrex Sweden AB
Phone: +46 (0) 8 459 66 00
Fax: +46 (0) 8 661 91 25
Email: espe2011@congrex.com

Official Forwarding Agency / Deliveries

Meritex International Freight Services Ltd
Phone: +44 (0) 1392 454 999
Fax: +44 (0) 1392 454 998
Email: paul@meritex.co.uk

Site Visit SECC

Aileen MacLachlan, Event Planner
Phone: +44 (0) 141 576 3799
Email: Aileen.MacLachlan@secc.co.uk

Sponsorship and Exhibition

Congrex Sweden AB
Phone: +46 (0) 8 459 66 00
Fax: +46 (0) 8 661 91 25
Email: espe2011.industry@congrex.com

Hostesses/ Hostess

Congrex Glasgow
Phone: +44 (0) 141 331 0123
Contact Person:
Email: glasgow@congrex.com

Disclaimer

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