

# Industry Symposium

Thank you for booking a symposium slot at Euroanaesthesia. Please would you complete this form and return it to [susan.debievre@esahq.org](mailto:susan.debievre@esahq.org) as soon as possible.

The programme must be received by

**10 April 2018**

The full programme: title, subtitles, chairman and speakers (including town and country) must be approved by the Chairperson of the Scientific Committee to avoid any conflicts in the programme. ESA will forward the document.

Following approval by the ESA, your symposium will be announced on the Euroanaesthesia 2018 website, exhibition and industry, industry symposia.

Please complete all the fields. Please type the information. Only fully completed programmes will be submitted to the Chair of the Scientific Committee for approval.

## Chairperson and speakers

Speakers are required to upload their presentation in the Faculty Lounge at least 3 hours before the start of the symposium.

Chairpersons and speakers who are not registered for the congress will be given a visitor's badge to have access to the symposium room only.

Please note that ESA faculty who are also speaking at industry organised sessions will not be entitled to receive reimbursement for travel or accommodation.

## Symposia Room

The following equipment is included in the rental of the room:

- Projector and screen
- PA system
- 1 speaker's lectern\*, 1 microphone, electronic speaker's name display
- Stage with 1 table, 4 chairs, 2 table microphones, preview monitor
- Presentations displayed through central system.
- 2 hostesses

\*For exact sizes of table and lectern please refer to [Industrial Symposium file](#) of the Exhibitor Manual.

### Audio-Visual

Organisers may use their own supplier.  
If you prefer to use the Euroanaesthesia supplier please contact:

Martin Bang  
[mbang@bellacenter.dk](mailto:mbang@bellacenter.dk)

All extra orders will be invoiced directly to the organiser.

### Lunch boxes

Most organisers provide lunch boxes for participants. Please order your catering requirements through [f&b.orders@bellacenter.dk](mailto:f&b.orders@bellacenter.dk).  
Orders will be invoiced to you directly.

### Advertising

A complimentary one page colour advert is placed in the industry section of the congress Final Programme. Artwork must be approved by ESA. Please send the artwork to [exhibition@esahq.org](mailto:exhibition@esahq.org) by **20 April 2018**. Adverts received after this date will not be included in the Final Programme.

General Specifications for advert:

- Pdf with cropmarks, print quality.
- Colours: CMYK, no PMS-colours or spot colours.
- Images in CMYK, 300dpi, 1/1size
- Texts: convert texts to outlines before exporting the PDF
- 155mm width x 215mm height. No bleed required.

Onsite, ESA will reproduce your advert on panels to be displayed in the congress centre.

Organisers may produce pullup banners at their own cost to place in front of the symposium room on the morning of their session. The banner must be removed directly at the end of the session.

## Programme for Symposium organised by

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Saturday 2 June

Sunday 3 June

Monday 4 June

Time: ..... to .....

Sessions must end by 13:45 at the latest to allow attendees to leave and for the room to be set up for the afternoon session which begins promptly at 14:00.

Title					
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