



European
Crohn's and Colitis
Organisation

Industry Guidelines

ECCO Congress – February 2022, Vienna



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17th Congress of ECCO
Vienna, Messe Wien, February 16-19, 2022

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ECCO Industry Guidelines

In order to ensure the smooth functioning of the official congress activities and optimal attendance by delegates, the following guidelines have been developed. The application by a company for exhibition space and/or sponsorship options will imply acceptance of the ECCO Industry Guidelines.

Codes & compliance

It is the exhibitor's/sponsor's responsibility to consult and comply with European Legislation relating to medicinal products for human use (Directive 2001/83/CE), guidelines and codes of practice applicable to Austria, [Pharmig](#) Code of Conduct, [EFPIA](#) (European Federation of Pharmaceuticals Industries & Associations), IFPMA (International Federation of Pharmaceuticals Manufacturers & Associations) and [EUCOMED](#) Code of Practice with regard to the promotion of medicines, as well as the regulations of [EACCME](#) (The European Accreditation Council for CME).

Submission of the relevant application forms to exhibit at or sponsor the 17th Congress of ECCO imply that the exhibitor/sponsor has reviewed the applicable guidelines and codes, and will adhere to these and accepts sole liability in case of non-compliance with the prevalent codes.

COVID-19 Cancellation policy by the organiser (applies to all items listed in the terms and conditions)

Due to the COVID-19 pandemic, extraordinary actions need to be taken to ensure that the Scientific and Educational programmes of ECCO'22 will be made available to the congress delegates in any case.

In case the congress organiser is forced to cancel the physical congress due to COVID-19, the following will apply:

- Satellite Symposia bookings:

No monetary refund, but instead the opportunity is given to provide ECCO with a recorded file of a satellite symposium (produced by the company) or a link to a virtual live satellite symposium to be broad-casted /made available.

- Industry exhibition bookings:

50% of all amount paid per booked item will be refunded. The remaining amount is used to cover the preparatory infrastructure expenses, the costs of the organiser's suppliers and the venue.

- **Sponsorship and Branding bookings:**

50% of all amount paid per booked item will be refunded. The remaining amount is used to cover the preparatory infrastructure expenses, the costs of the organiser's suppliers and the venue.

- **Meeting Room bookings:**

50% of all amount paid per meeting room booking will be refunded. The remaining amount is used to cover the preparatory infrastructure expenses, the costs of the organiser's suppliers and the venue.

General guidelines

Assertion of claims

- Upon submitting the official application form via the Industry Webshop, exhibitors and sponsors are bound to have accepted the ECCO Industry Guidelines. Any claim against ECCO must be made in writing within three months of the close of the congress, after which period any action shall be statute-barred.
- In the event of litigation arising out of mutual obligations based on this agreement, the courts of Vienna shall have sole jurisdiction.

Cancellation for B2C bookings (consumers = organisations not having a VAT or Tax ID number):

If the booking is concluded in particular by telephone, fax, email or letter and the organisation is a consumer within the meaning of the KSchG (Austrian consumer protection law), the organisation has a right of withdrawal within 14 calendar days from the conclusion of the contract (confirmation of booking). If so, the organisation has the possibility of withdrawing within 14 days of the conclusion of the contract without giving reasons, which has to be done in written form (address, fax number, email). The withdrawal is made in time if the declaration is sent within the deadline.

Any cancellation must be notified in writing to the ECCO Office (spo-exh@ecco-ibd.eu).

Copyright works and trademarks

- The sponsors, exhibitors and meeting organisers are solely responsible for ensuring that all sums and royalties payable in connection with the performance, broadcasting, playing and/or reproduction of any copyright works related to their satellite symposium, exhibition space or meeting room are paid to the relevant local authority within the legally required period of time.

Force majeure

If the Congress Centre is prevented from making the venue available to the Organiser by any circumstances beyond its reasonable control, irrespective of when it occurs or if the organiser cannot organise the congress in the event of war, mobilization, disasters, severe weather conditions, strikes, lock-outs, governmental lock-down in Austria, fire, official prescriptions, explosions, acts of terrorism or other circumstances of force majeure outside the organiser's control or influence, irrespective of when it occurs, the organiser cannot be held liable by the exhibitors and sponsors.

Liability

- Insofar as this does not violate mandatory law and insofar as these terms and conditions do not regulate otherwise, ECCO is only liable for compensation for damage caused to the delegates' and presenters' participation in the 17th Congress by him or by third parties directly attributable to him with intent or gross negligence. This limitation of liability does not apply to consumers (as in KSchG) for compensation for personal injury. If the organiser provides its services with the help of third parties and in this context warranty or damage claims against these third parties arise, the organiser assigns these claims to the delegates and presenters. In this case, the delegates and presenters have priority to assert their claims against these third parties.

Insurance

- Neither the congress organiser nor the Congress Centre will assume any responsibility whatsoever for damage or injury to persons or property during the congress or side events. Participants are recommended to arrange their personal travel and health insurance.
- It is the responsibility of industry partners to evaluate and contract the level of insurance required to indemnify them against all eventualities during the Congress.

Permits & licences

- Any organisation that wishes to engage in exhibition or sponsorship activities at the 17th Congress of ECCO is solely responsible for obtaining the necessary permits and licenses and for all taxes, charges and duties related to such activities.

Guidelines for satellite symposia

Our industry satellite symposia slots at the ECCO Congress are exclusively reserved for pharmaceutical/device companies in the field of IBD and not to any other type of companies that work in the field of IBD, such as independent medical education providers.

Appointed agencies

- If agencies are appointed for the organisation of a satellite symposium, the companies shall inform the ECCO Office in writing of the agency's name and contact person. Companies are further asked to make initial enquiries or reservations with ECCO directly, not via their agencies.
- Companies are responsible for communicating ECCO's regulations to their staff and appointed agencies. Appointed agencies cannot entirely act for the companies themselves and therefore companies will continue to be held entirely responsible and accountable for activities organised on their behalf.
- It is the responsibility of the company to ensure that all agents employed to facilitate the satellite symposium are aware of these rules.

Attendance

- Scientific programme satellite symposia must be open to all registered congress participants.
- Educational programme satellite symposia may be open only to participants registered for the educational activity following or preceding the satellite symposium.
- Staff of the sponsoring company is allowed to access the symposium with an exhibitor badge only. Please note that the exhibitor badge is available at the added cost of EUR 150,-.

Establishment of contract

- Once a request for a satellite symposium or sponsorship package has been submitted and accepted through written confirmation by ECCO, this is considered a binding commitment and constitutes establishment of contract between the company and ECCO.
- Submission of the satellite symposium application form declares the sponsor's consent with the ECCO Industry Guidelines.

Invoicing & Payment

- Confirmation of a requested satellite symposium slot by ECCO will be followed by an invoice to be paid within 30 days of invoice date. **If payment is not received within 30 days, ECCO reserves the right to declare the reservation of the satellite symposium slot to be forfeited.**
- Please note that invoicing will be done by OCEAiN – Organisation, Congress, Emotion, Association, iNnovation GmbH, the Congress business unit of ECCO.
- VAT at the statutory rate applicable has to be added to all prices quoted.

Programme

- The primary objective of industry organised satellite symposia is the dissemination of novel scientific data adding significant value to the overall congress experience of delegates.
- The organisers of satellite symposia accept full responsibility for the content presented and guarantee that presentations and messages conveyed are based on substantial scientific data.
- Satellite symposia must NOT be of any promotional nature. No commercial names may appear in symposium titles or individual talk titles.
- Members of the Governing Board and ECCO Committee chairs may not be invited as faculty for an industry sponsored symposium. Any other speakers may not engage in more than two symposia taking place at the ECCO Congress. Approval of the programmes (incl. the speakers) will be done on a first come, first served basis.
- ECCO does not contribute to any expenses of industry faculty even though they might contribute to ECCO's scientific or educational congress programme.
- Please note that each company can book a maximum of 3 satellite symposium slots.

Promotion

- All promotional matters (symposia programmes, posters etc.) referring to a company's satellite symposium shall include the following remark: "This programme is not affiliated with ECCO".
- All promotional matters referring to a company's satellite symposium shall be submitted to the ECCO Office for review by January 15, 2022.
- Satellite symposium organisers will have the opportunity to make use of installed plasma screens in the registration area and in front of the

symposium hall. Movable roll-ups are not allowed in the registration area or in the corridors. The congress organiser will provide fixed plasma screens. The content displayed on the plasma screens for the satellite symposium is subject to approval by ECCO, deadline for submission of electronic files is January 15, 2022.

- The distribution of promotional flyers in the congress venue is prohibited because conflicts between symposia have arisen on previous occasions.
- Promotional material should not conflict with industry standards (healthcare guidelines).
- Any further promotional activities at the Congress Venue other than those described above are prohibited unless explicit approval has been granted by the congress organiser. Failure to observe this guideline shall render the company liable of a fee of up to 25% of the satellite symposium slot cost.
- If authorisation is granted by the management of a hotel, roll-ups/posters can be installed in the hotel lobby and/or flyers can be left at the check-in. Advertising on hotel key cards/door drops and any further promotional activities in hotels are prohibited, because this inappropriately commercialises the congress.

Giveaways

- Gadgets distributed to congress delegates should be professional in nature, should not conflict with industry standards (healthcare guidelines) and can only be distributed inside the session hall.

Catering

- Catering is NOT included in the satellite symposia rates.
- Organisers of lunchtime satellite symposia are highly encouraged to provide lunch (lunch boxes) for their delegates after satellite symposia in front of the entrance of the symposium hall. Satellite symposium organisers are requested to liaise with the official caterer of the 17th Congress of ECCO (contact details will be provided).
- Catering space may not be used for entertainment or promotional purposes of any kind.

Setup and dismantling

- Onsite setup and dismantling is to be completed within 15 minutes (10 minutes for lunchtime satellite symposium) prior and after the symposium. Satellite symposium organisers are kindly asked to communicate this information to their appointed agencies, film crews, technicians and faculty.
- All symposia-related signage and material must be fully removed after the session.

Site inspection

- Requests for site inspections of the congress venue need to be directed to the ECCO Office (spo-exh@ecco-ibd.eu).

Withdrawal of application

- The contract for a satellite-symposium or a sponsoring package is only concluded with the acceptance by ECCO. There is no obligation to conclude the contract. With confirmation by ECCO, a binding contractual relationship arises between ECCO and the company/agency, which is based on the provisions of these terms and conditions.

Guidelines for Industry Exhibition

Advertising

- Brochures and other advertising materials may only be distributed within the stand itself.
- Sound reproduction systems, such as tape recorders or films with sound tracks etc., may only be played at normal speaking volume. In the case of films, the screen must be positioned in such a way that the film can be viewed from within the stand without locking the walkway.
- Demonstrations involving the use of noisy machinery are only permitted on a limited scale. ECCO reserves the right to restrict such demonstrations to certain specific times.
- The sale of food and beverages at the stand is not authorised.

Appointed agencies

- If an exhibiting company has appointed an agent acting on their behalf, the agent's details should be stated on the booth application form during the Industry Webshop application process. Once appointed, the agency can act on behalf of the exhibiting company. Contractual responsibility, however, remains with the exhibiting party.

Cleaning

- ECCO shall be responsible for cleaning the halls and corridors with the exception of the stands, for which the respective exhibitors bear responsibility. However, the services of Congress Centre staff can be hired for a fee upon written request.

- The exhibitors shall be responsible for the removal of all packing and wrapping materials. Any articles or goods or packing materials placed in the entrance areas, corridors etc. or in the grounds and surroundings without written permission to do so will be removed at the expense and risk of the exhibitor concerned.

Establishment of contract

- Applications for booth bookings must be made within the stipulated booking period using the official Industry Webshop. The acceptance of the virtual exhibition space can only be considered if the correctly completed official registration form is received in good time.
- Submission of the booth application form declares the sponsor's consent with the ECCO Industry Guidelines.
- Written confirmation of the allocation of exhibition space by ECCO constitutes establishment of contract between the exhibitor and ECCO.
- Applications received within the stipulated registration period will be considered for the exhibition. However, ECCO reserves the right to refuse applications for any reason, which may or may not be communicated.

Floors

- When positioning heavy equipment etc., care must be taken to avoid lumped loads. In particular, care must be taken to avoid loads on cable ducts laid in the floors as well as outlets (identified by marble slabs), as these have considerably lower loadbearing capacities. Where necessary, appropriate precautions must be taken as agreed with ECCO.

Giveaways

- Giveaways and printed material may only be distributed within the exhibition space rented. Gadgets should be professional in nature and should not conflict with industry standards (healthcare guidelines).

Health and safety

- The exhibitor, in particular, will fully comply with obligations under current legislation.

Invoicing & Payment

- Confirmation of a requested exhibition space by ECCO will be followed by an invoice to be paid within 30 days of invoice date. **If payment is**

not received within 30 days, ECCO reserves the right to declare the reservation of the exhibition booths to be forfeited.

- Please note that invoicing will be done by OCEAiN – Organisation, Congress, Emotion, Association, iNnovation GmbH, the Congress business unit of ECCO.
- VAT at the statutory rate applicable has to be added to all prices quoted.
- Punctual payment of rental charges for the reserved exhibition space is a sine qua non for the occupation of the stand. Before occupying the allocated stand, the exhibitor shall present receipts as proof of full payment of the rental plus surcharges to ECCO.
- All payments must be made in full and without deductions at least one month (30 days) prior to the beginning of the exhibition. Bills made out less than one month prior to the beginning of the exhibition are payable on receipt, in full and without deductions.
- After the exhibition, exhibitors will be invoiced for any additional or special services requested ad-hoc. In the case of default of payment, interest will be charged on the arrears at the standard rate of the Austrian banks.
- Exhibitors renounce their right to set off any counter demands against rental charges or surcharges due, nor withhold rents as a set-off to an alleged counterclaim.

Layout of stands

- The congress organiser maintains the right to deviate from the stand confirmation, to allocate a stand to a different area, to amend the size of the booth and to alter entrances and to carry out similar structural changes, should unforeseen circumstances make this necessary. Alterations to an agreement will be made after mutual consultation.
- At all events, no build-up shall commence without the written consent of ECCO.
- For the sake of booth transparency, ECCO imposes that a line of sight through the stand is possible from aisle to aisle when viewed from each open side for island (4 open sides) and peninsula (3 open sides) stand types.
- Walls must not be erected across an entire open side of a booth. The maximum percentage of an open-sided stand a solid wall can cover is 50%.
- Towers and other solid structures erected on the stand must not cover more than 50% of the view from one side to another.
- Please note that multi-deck stands are not allowed.
- Each design will be examined by the ECCO Office and will be subject to approval. All stand designs are subject to ECCO's approval in the interest of developing a well-designed and open exhibition and maintaining the principle of fairness to all exhibitors.
- ECCO will aim to meet the exhibitor's wishes regarding stand allocation. Should it be considered necessary in terms of the subject of the event, ECCO or the organisers shall be entitled to divide off the

individual exhibitions areas by means of stable partitions (2.5 m high, 1.5 m wide).

- The stand should be identified by an accurate company name.
- The design and furnishings of the stand must not offend good taste, nor must they have a political character or disturb any persons or other furnishings and equipment.
- Exhibitors shall not affix any object, including names of companies, products etc, at a height above the top of the stand partitions, which is 2.5m, nor employ the external face of the partitions for purposes of advertising, nor extend their stand beyond the agreed size without written permission from ECCO.
- The maximum building height is 4.5 m. This means that construction cannot exceed this height while elements that are hanging on rigging have to be below.
- Where permission has been given, the additional dimensions of the stand shall be taken to calculate the final, revised rental charges. Permission granted to exceed the normal height of the partitions shall in all cases be subject to approval of the lessees of all adjacent stands.
- Exhibitors are not permitted to exchange allocated stands nor to transfer their right to occupy their allocated stand to a third party without the approval of ECCO.

Liability and security

- Insofar as this does not violate mandatory law and insofar as these terms and conditions do not regulate otherwise, the organiser is only liable for compensation for damage caused to the participant by him or by third parties directly attributable to him in connection with the participation contract with intent or gross negligence. This limitation of liability does not apply to consumers (as in KSchG) for compensation for personal injury. If the organizer provides its services with the help of third parties and in this context warranty or damage claims against these third parties arise, the organiser assigns these claims to the participant. In this case, the participant has priority to assert his claims against these third parties.
- The exhibitor shall display great diligence in the protection of his goods and exhibits, and all easily transportable items of value must be kept under lock and key during the night. The exhibitor himself is responsible for taking out appropriate insurance cover.

Repudiation or cancellation of the contract

- No exhibitor may repudiate the exhibitor's contract once application has been submitted and accepted in writing.
- Nevertheless, should ECCO agree to a cancellation of the rental agreement, the exhibitor shall be liable to pay the agreed charge for the reserved exhibition space in full, unless the agreement is cancelled at least one month (30 days) prior to the beginning of the exhibition and the exhibition space can be rented to another exhibitor,

in which case the original lessee shall only pay an administration charge of 30% of the agreed rental charge plus registration fee.

Setup and dismantling

- In all respects exhibitors must observe the local fire and building regulations and follow the instructions of the local fire and building authorities.
- Any exhibitor who exceeds the allotted time of the setup and dismantling of his/her stand shall be liable for all ensuing damage, injury and costs.
- In cases where an exhibitor fails to occupy his/her allocated stand on schedule, the provisions of "Repudiation or cancellation of the contract" apply.
- Any exhibitor who fails to appear on schedule shall not be entitled to receive compensation in any way, and ECCO shall dispose of the stand as it sees fit. Any damage or loss suffered by ECCO as a result of the default of the lessee shall be made good by the latter.
- When decorating and furnishing their stands, exhibitors shall strictly observe the local fire regulations. Any easily flammable materials used (such as crepe paper, molinos, rush mats etc.) must be impregnated. Free and unrestricted access must be maintained to all fire alarm points, hydrants and emergency exits.
- Any damage to floors and walls caused by the use of such materials as synthetic adhesives or nails shall be repaired by the exhibitor within the dismantling period.
- After accomplishing the dismantling, exhibitors must ensure that the premises are returned to their original state. Any damage to floors and walls must be reported to the hall manager. Failure to return the premises to their original state comes at the expense of the lessee.
- Any exhibits left on the premises at the end of the dismantling period shall be removed at the exhibitor's expense and risk. In the interest of the success of the exhibition, no exhibitor shall commence dismantling before the close of the exhibition.

Site inspection

- Requests for site inspections of the congress venue need to be directed to the ECCO Office (spo-exh@ecco-ibd.eu).

Exhibition Manual

The Exhibition Manual is a "must read" document for all exhibitors, sponsors and the agencies they work with. The Manual includes details on booth layout and design, height restrictions, contacts to suppliers to order different products and services needed on-site and it also lists the rules of the Congress Centre.

The Exhibition Manual will be sent to the exhibitors and sponsors and will also be available for download here in good time prior to the Congress.

Guidelines for further sponsorship options

Establishment of contract

- Once a request for a sponsorship option, including educational sponsorship packages, has been submitted and accepted through written confirmation by ECCO, this is considered a binding commitment and constitutes establishment of contract between the company and ECCO.
- Submission of sponsorship application forms declare the sponsor's consent with the ECCO Industry Guidelines.

Invoicing & Payment

- Confirmation of a requested sponsorship item by ECCO will be followed by an invoice to be paid within 30 days of invoice date. **If payment is not received within 30 days, ECCO reserves the right to declare the reservation of the item to be forfeited.**
- Please note that invoicing will be done by OCEAiN – Organisation, Congress, Emotion, Association, iNnovation GmbH, the Congress business unit of ECCO.
- VAT at the statutory rate applicable has to be added to all prices quoted.

Withdrawal of application

- Once sponsor items have been confirmed, the sponsor may no longer withdraw his/her application. The entire costs of the booked sponsor item plus any additional expenses actually incurred are payable in total.

Guidelines for meetings & events

Organisations who wish to hold activities in conjunction with the 17th Congress of ECCO must submit an application to the ECCO Office.

Closed meetings

- Closed meetings of a small size (max. 20 pax) may take place during the Congress, but only invited participants may attend. These meetings shall NOT be open to the general congress participants. Please make particular effort to avoid conflicts with the scientific programme.
- No activities are to be scheduled that would take delegates away from the Congress Centre during the Scientific Programme.
- ECCO will ensure that the location of industry meeting rooms will be outlined in the general congress signage and that the rooms itself will have sufficient signage. Please note that no desks, movable-roll ups or other type of signage may be set up by industry meeting room sponsors in corridors outside the meeting room or in general areas.
- Meeting rooms outside the Congress Centre will not be outlined in the general congress signage.
- ECCO will only accept responsibility for booking meeting rooms at the Congress Centre and some selected hotels close by. Thereafter, the industry meeting room sponsor is responsible for organising F&B, AV and other supplies. ECCO will share contact details of the respective suppliers in due course.
- Please contact the ECCO Office with your booking requests at spo-exh@ecco-ibd.eu. Upon availability ECCO will offer a room which fits the most to your needs.

Access to meeting rooms

- Please note that all staff members (including hostesses) need to have an exhibitor badge that costs EUR 150,-. Meeting participants who do not have a scientific or educational badge are also required to have an exhibitor badge.

Invoicing & Payment

- Confirmation of a meeting room by ECCO will be followed by an invoice to be paid within 30 days of invoice date. **If payment is not received within these 30 days, the reservation of the industry meeting room shall be deemed forfeit.**
- Please note that invoicing will be done by OCEAiN – Organisation, Congress, Emotion, Association, iNnovation GmbH, the Congress business unit of ECCO.
- VAT at the statutory rate applicable has to be added to all prices quoted.

Withdrawal of application

- The contract for a meeting room/space is only concluded with the acceptance by ECCO. There is no obligation to conclude the contract. With confirmation by ECCO, a binding contractual relationship arises between ECCO and the company/agency, which is based on the provisions of these terms and conditions.
- Nevertheless, should ECCO agree to a cancellation of the rental agreement, the company shall be liable to pay the agreed charge for the reserved meeting room(s) in full, unless the agreement is cancelled at least one month (30 days) prior to the beginning of the congress and the meeting room(s) can be rented to another company, in which case the original lessee shall only pay an administration charge of 30% of the agreed rental charge plus registration fee.

Timing of events

- The industry is allowed to offer additional events which should, however, not take place parallel to the official events or core programme of the congress. No events may be held in parallel to the official congress hours of the 17th Congress of ECCO:
 - Wednesday, February 16, 2022, 07:30-18:00
 - Thursday, February 17, 2022, 07:30-19:45
 - Friday, February 18, 2022, 07:15-19:40
 - Saturday, February 19, 2022, 07:15-13:15
- Events can be organised outside the official core programme hours of the 17th Congress of ECCO at the following times:
 - Wednesday, February 16, 2022, timing tbc
 - Thursday, February 17, 2022, after 19:45
 - Saturday, February 19, 2022, after 13:15
 - Note: No activities are to be scheduled on Friday evening (ECCO Interaction)
- Transportation to social events must not coincide with the official congress hours of the 17th Congress of ECCO (as outlined above).
- It is recommendable to contact the ECCO Office at spo-exh@ecco-ibd.eu prior to scheduling any event taking place during the 17th Congress of ECCO to avoid any potential overlaps and conflict with the congress organisation.

Promotional activities

General information on advertising

- Industry organised satellite symposia may be advertised if their advertisements are classified as scientific or educational in nature.

- It is recommendable for sponsors to be particularly prudent with regard to promotion and sign posting in outside areas in which the general public or non-healthcare professionals may have access to materials.
- All advertisements for printed matters will display the following remark "Paid advertisement by (company name)".
- Advertising and promotional activities outside of the booked space/banner/air time etc. is not allowed.

Photos, filming & recording

- It is forbidden to film, take photos or record any presentation during the scientific or educational programme and any poster presentation without the consent of the organiser (including smart phones, mobile devices, etc.). Please note that all produced recordings of the entire scientific programme as well as occasional educational activities will be published on the e-CCO Learning Platform after the Congress and will be available for viewing for all ECCO Members free of charge (subject to speaker authorisation)
- Filming by industry partners is restricted to their own meeting room, at their own exhibition booth (avoiding inclusion of neighbouring booths), in areas outside the congress centre or, with consent of the organiser, their own satellite symposia.
- Any camera crew recording at the congress centre without approval from the organiser will be asked to leave the premises.
- ECCO is entitled to make use of drawings, screenshots etc. of the exhibition structures and stands, and advertising items for its own purposes or for general press releases.
- ECCO has exclusive rights to all commercial photography.

Use of the ECCO Logo and ECCO Congress name

- The ECCO Logo may not be used for promotional purposes by any industry partner without obtaining approval from ECCO.
- The ECCO Congress should always be referred to as the "17th Congress of ECCO, February 16-19, 2022" in promotional material, publications or press releases published by industry partners.