

MEETING ROOM APPLICATION AND CONTRACT FORM

Inflammatory Bowel Diseases 2020 – 15th Congress of ECCO
February 12-15, 2020, Vienna, Austria

COMPANY NAME & ADDRESS – the company name as it should appear in official listings (final programme, website)

Name of Company VAT Registration Nr.
Postal Address ZIP/City/Country
Contact Person Email
Telephone Fax
Please use this address as the invoking address: Yes No

COMMUNICATION AGENCY – in case you have appointed a third party to act on your company's behalf

Name of Company VAT Registration Nr.
Postal Address ZIP/City/Country
Contact Person Email
Telephone Fax
Please use this address as the invoking address: Yes No

Room categories:

- 1) Venue meeting rooms: proper and quiet rooms, located on 1st floor in Congress venue. Basic furniture (boardroom style), NO AV included.
- 2) Hotel meeting rooms: proper and quiet rooms, not located in the Congress venue (10 minutes walking distance), Basic furniture (boardroom style), screen and projector included.
- 3) Built-in meeting rooms: shell scheme rooms, located at Congress venue next to the industry exhibition (sectioned off with partition wall), sold in groups of 2 rooms or more, ideal area for meetings close to booths. NO furniture nor AV included.

| Room size/capacity | 16-25m ² (10-12pax) | 27-48m ² (14-22pax) | >50m ² |
|--------------------|-----------------------------------|-----------------------------------|-------------------|
| Daily rental | Max EUR 2,600.- (net) | Max. EUR 3,800.- (net) | Upon request |

ROOM PREFERENCES – Please indicate your preferences for the meeting room according to the options below. You can apply for maximum 5 rooms at the same time. For requests for more than 5 rooms please contact the ECCO Office at ecco-congress@ecco-ibd.eu

| | Room 1 | Room 2 | Room 3 | Room 4 | Room 5 |
|--------------------------------------|---|---|---|---|---|
| Room category | Venue Hotel Built-in | Venue Hotel Built-in | Venue Hotel Built-in | Venue Hotel Built-in | Venue Hotel Built-in |
| Days of rental* | From to February, 2020 | From to February, 2020 | From to February, 2020 | From to February, 2020 | From to February, 2020 |
| Size of room | 16-25m ² 27-48m ² >50m ² | 16-25m ² 27-48m ² >50m ² | 16-25m ² 27-48m ² >50m ² | 16-25m ² 27-48m ² >50m ² | 16-25m ² 27-48m ² >50m ² |
| Number of persons (seating capacity) | pax | pax | pax | pax | pax |
| Purpose of activity** | | | | | |

*rooms subject to availability between February 11-15, 2020

** Please state for which purpose you would like to book the meeting room (e.g. staff room, internal corporate business meeting, educational activity, presentations, etc.)

Meeting room regulations:

- All Meeting rooms are rented out on a full-day basis (08:00-18:00) only. In case the room is in use for longer hours, any charges for over hours will be invoiced to the meeting organiser. Half-day rental upon request only (cannot be guaranteed).
- 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](#). Meetings for more than 20pax are not allowed during the Scientific programme.
- ECCO will allocate the rooms according to preferences and on a first come, first served basis. Since the number of meeting rooms is limited, ECCO cannot guarantee that all room preferences can be met.
- ECCO will provide the room with the standard set-up in boardroom style (exception: built-in rooms). Any set-up different from that needs to be coordinated and approved by ECCO and the venue. Any costs for set-up changes will be invoiced to the meeting organiser. No technical equipment will be provided by ECCO unless stated otherwise.
- ECCO will ensure that the location of industry meeting rooms will be outlined in the general congress signage and that the rooms themselves will have a sufficient level of signage. Please note that **no** 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.
- ECCO will only accept responsibility for booking the meeting room at Reed Messe Wien and the Hilton Vienna Danube Waterfront Hotel. 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.

Place / Date

Signature and Company Stamp

NB: Prices are quoted net of VAT.

Deadline: as advised per e-mail by the ECCO Office

Please return this form by e-mail: ecco-congress@ecco-ibd.eu. Thank you!

ECCO Office, Ungargasse 6/13, 1030 Vienna, Austria

Please note: All sponsor items are sold on a first come, first served basis.

Once a request for a meeting room has been submitted and accepted, this is considered a binding commitment. Signature of this form declares the sponsor's consent with the ECCO Industry Guidelines outlined in the ECCO'20 Exhibitor & Sponsor Prospectus.