



European
Crohn's and Colitis
Organisation

Industry Guidelines

**ECCO Congress – February 21-24, 2024,
Stockholm**

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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.

The congress business unit of the European Crohn's and Colitis Organisation has been fully transferred to OCEAiN Ltd., registered and located in Vienna, as assuming congress organizer fully owned by the European Crohn's and Colitis Organisation, under the terms of §§ 12 ff. UmgrStG. This structural change is based on the aim of the European Crohn's and Colitis Organisation to optimise its internal structure.

OCEAiN – Organisation, Congress, Emotion, Association, iNnovation GmbH
Ungargasse 6/13
A-1030 Vienna, Austria
VAT ID Nr: ATU 668 71 334
Austrian Registry of Corporations: FN 372881f
Registered at: Handelsgericht Wien / Vienna Commercial Court

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), ethical rules for the pharmaceutical industry in Sweden (LIF [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.

Submission of the relevant application forms to exhibit at or sponsor the 19th 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.

General guidelines

Data processing:

For the performance of these Ecco Industry Guidelines and all services booked or provided on the basis thereof, it is necessary to collect, process and store data in the ECCO IT Hub, which is a joint controllership between ECCO and OCEAiN.

For information on the data processing for the performance of these Ecco Industry Guidelines and all services booked or provided on the basis thereof under Art 13 GDPR please see the privacy policy of the ECCO IT Hub on the ECCO Website (<https://www.ecco-ibd.eu/data-privacy-statement.html>).

For the organizer, it might be necessary to pass on data to third parties. In particular, the organiser may submit contact details of sponsors and exhibitors as well as their agencies/build up companies to event suppliers. Any such use of data is based on Art 6 (1) b)GDPR (performance of a contract or pre-contractual steps prior to entering into contract).

- We share the following exhibitors´ data with the congress center (Stockholmsmässan), which will be stored for 4 years according to their privacy policy: Company name, company registration, number/VAT registration number, address, telephone number, contact person, e-mail address.
- We share the following data with our freight forwarding partner (IML): company name, contact name, e-mail address. The exhibitors list is deleted after the exhibition. The orders and invoices for a specific exhibition will be kept for 7 years in line with the Austrian law.

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 for meeting rooms (consumers = organizations not having a VAT or Tax ID number):

If the booking is concluded in particular by webshop, 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 organize the congress in the event of war, mobilization, disasters, severe weather conditions, strikes, lock-outs, governmental lock-down or major event restrictions in Sweden, 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 19th Congress by the organiser or by third parties directly attributable to the organiser 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 organization that wishes to engage in exhibition or sponsorship activities at the 19th 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 & product theatre

Our industry satellite symposia & product theatre 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 organization of a satellite symposium or a product theatre, 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 the organiser 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 organized on their behalf.
- It is the responsibility of the company to ensure that all agents employed to facilitate the satellite symposium & product theatre are aware of these rules.

Attendance

- Scientific programme satellite symposia & product theatre must be open to all registered congress participants.
- Educational programme satellite symposia onsite are primarily addressing the registered course participants for the educational activity following or preceding the satellite symposium. Upon the discretion of sponsor company and if room capacity allows, further registered delegates can participate.
- Staff of the sponsoring company is allowed to access the symposium & product theatre with an exhibitor badge only. Please note that the exhibitor badge is available at the added cost of EUR 175,- (including VAT).

Establishment of contract

- Once a request for a satellite symposium & product theatre or sponsorship package has been submitted and accepted through written confirmation by the organiser, this is considered a binding

commitment and constitutes establishment of contract between the company and the organiser.

- Submission of the satellite symposium & product theatre application form declares the sponsor's consent with the ECCO Industry Guidelines.

Invoicing & Payment

- Confirmation of a requested satellite symposium or product theatre 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 or product theatre 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.
- ECCO reserves the right to charge a handling fee for payments past due dates.
- VAT at the statutory rate applicable has to be added to all prices quoted.
- ECCO reserves the right to charge handling fee for onsite payments (E.G. late orders)
- All bank charges for the transfer service must be paid by the company that has booked a satellite symposium or a product theatre.

Programme

- The primary objective of industry organized satellite symposia & product theatre is the dissemination of novel scientific data adding significant value to the overall congress experience of delegates.
- The organisers of satellite symposia & product theatre accept full responsibility for the content presented and guarantee that presentations and messages conveyed are based on substantial scientific data.
- The moderation by industry representatives is not allowed.
- Satellite symposia & product theatre 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 or product theatre.
Any other speakers may not engage in more than two symposia including product theatre 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 including product theatre slots in scientific programme.

Promotion

- All promotional matters (symposia programmes, posters etc.) referring to a company's satellite symposium or product theatre shall include the following remark: "**This programme is not affiliated with ECCO**".
- All promotional matters referring to a company's satellite symposium or product theatre shall be submitted to the ECCO Office for review. The deadline will be communicated in good time prior to the event.
- Satellite symposium and product theatre organisers will have the opportunity to make use of installed LED screens in a frequented area and in front of the halls. Movable roll-ups are not allowed outside of the symposium rooms. The congress organiser will provide fixed LED screens. The content displayed on the LED screens for the satellite symposium & product theatre is subject to approval by ECCO, deadline for submission of electronic files will be communicated in good time prior to the event.
- The distribution of promotional flyers in the congress venue is prohibited.
- 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 price.
- If authorization 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 commercializes 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 & product theatre rates.
- Organisers of lunchtime satellite symposia & product theatre are highly encouraged to provide lunch (e.g. lunch boxes) for their delegates after satellite symposia in front of the entrance of the symposium hall. Satellite symposium & product theatre organisers are encouraged to offer sustainable lunch options and to liaise respectively with the official caterer of the 19th 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 & product theatre 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 contractual relationship for a satellite-symposium, product theatre or a sponsoring package is established by the booking submission and only concluded with the acceptance by the organiser. With confirmation by the organiser, a binding contractual relationship arises between the organiser and the company/agency, which is based on the provisions of these terms and conditions.
- In case of cancellation 100% of the symposium price have to be paid.

Guidelines for Industry Exhibition

Advertising

- Brochures and other advertising materials may only be distributed within the stand itself.
- Sound reproduction systems 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 authorized.

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 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.
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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 the organiser.

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 the organiser.
- ECCO reserves the right to charge a handling fee for payments past due dates.
- 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.

- 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.
- All bank charges for the transfer service must be paid by the exhibitor.

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 60%. The same apply to Towers and other solid structures erected on the stand.
- 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.
- 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.
- The maximum building height is 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 the organiser or by third parties directly attributable to the organiser 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 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 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 the organiser 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 four months (120 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.
- Exhibitors are not authorized to reduce the size of their booth after the booking in the webshop.

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 the organiser, this is considered a binding commitment and constitutes establishment of contract between the company and the organiser.
- Submission of sponsorship application forms declare the sponsor's consent with the ECCO Industry Guidelines.

Invoicing & Payment

- Confirmation of a requested sponsorship item by the organiser 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.
- ECCO reserves the right to charge a handling fee for payments past due dates.
-
- VAT at the statutory rate applicable has to be added to all prices quoted.
- The organiser reserves the right to charge handling fee for onsite payments (e.g. late orders)
- All bank charges for the transfer service must be paid by the company.

Withdrawal of application

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

Guidelines for meetings & events

Organizations who wish to hold activities in conjunction with the 19th Congress of ECCO must submit an application to the ECCO Office.

Closed meetings

- Closed meetings of a small size may take place during the Congress, but only invited participants may attend (max. 20 Congress delegates). 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 (more than 20 congress delegates) away from the Congress Centre during the Scientific Programme.
- The organiser 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.
- The organiser 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 organizing F&B, AV and other supplies. The organiser will share contact details of the respective suppliers in due course.

Access to meeting rooms

- Please note that all staff members (including hostesses) need to have an exhibitor badge that costs EUR 175,-(including VAT). 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.
- ECCO reserves the right to charge handling fee for onsite payments (e.g. late orders).

- All bank charges for the transfer service must be paid by the company that has booked a meeting room.

Withdrawal of application

- The contractual relationship for a meeting room/space is established by the booking submission and only concluded with the acceptance by the organiser. With confirmation by the organiser, a binding contractual relationship arises between the organiser and the company/agency, which is based on the provisions of these terms and conditions.
- Nevertheless, should the organiser 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 parallel to the official congress hours of the 19th Congress of ECCO:
 - Wednesday, February 21, 2024, 07:30-18:00
 - Thursday, February 22, 2024, 07:30-19:45
 - Friday, February 23, 2024, 07:15-19:40
 - Saturday, February 24, 2024, 07:15-13:30
- Events can be organized outside the official core programme hours of the 19th Congress of ECCO at the following times:
 - Wednesday, February 21, 2024, after 18:00
 - Thursday, February 22, 2024 after 19:45
 - Saturday, February 23, 2024, after 13:30
 - 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 19th 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 19th Congress of ECCO to avoid any potential overlaps and conflict with the congress organization.

Hospitality desk

- Hospitality desks are authorized inside the hotel, if permitted by hotel management, on a first-come, first-served basis.

Promotional activities

General information on advertising

- It is recommendable for sponsors to be particularly prudent with regard to promotion in which the general public or non-healthcare professionals may have access to materials (e.g. online promotion).
- All advertisements in ECCO 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 authorization).
- Filming by industry partners is restricted to their own meeting room, at their own exhibition booth (avoiding inclusion of neighboring 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.
- The organiser 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.
- The organiser 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.
- The ECCO Congress should always be referred to as the "19th Congress of ECCO, February 21-24, 2024" or "ECCO'24" in

promotional material, publications or press releases published by industry partners.

- In the promotion of the ECCO Congress by corporate partners, the overall Congress CI may not be reproduced. ECCO will provide a Congress banner for promotional use.

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'24 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 video link of satellite symposium recordings (produced by the company). Live Q&A is not included in this offer.

- 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.