

20th EORTC-NCI-AACR Symposium on

Molecular Targets and Cancer Therapeutics

Geneva | Switzerland | 21 - 24 October 2008

Invitation to Industry



Chairman welcome

Dear
Dear Colleagues,

We cordially invite you to Geneva, Switzerland, to participate in the 20th EORTC-NCI-AACR Symposium on “Molecular Targets and Cancer Therapeutics” from 21 to 24 October 2008.

This symposium, hosted by EORTC, NCI and AACR, will bring together academics and scientists and representatives from the pharmaceutical industry to discuss innovation in drug development, target selection and the impact of new discoveries in molecular and cell biology.

Understanding the pathways and mechanisms which cause cancer and regulate the biological behaviour of tumor cells has led to the development of numerous new agents and innovative targets for clinical trials. This conference has been organised to reflect the many recent advances in the early development of promising new compounds, which are on different levels of preclinical and clinical development. It will bring together delegates from all over the world igniting a huge exchange of information and promoting and developing global partnerships in translational research.

The conference has been developed to ensure the maximum amount of interaction and discussion. We hope that the plenary sessions and the workshops will be informative and lively with extensive discussions.

We are all looking forward to seeing you in Geneva!

Patrick Schöffski
Scientific Chairman

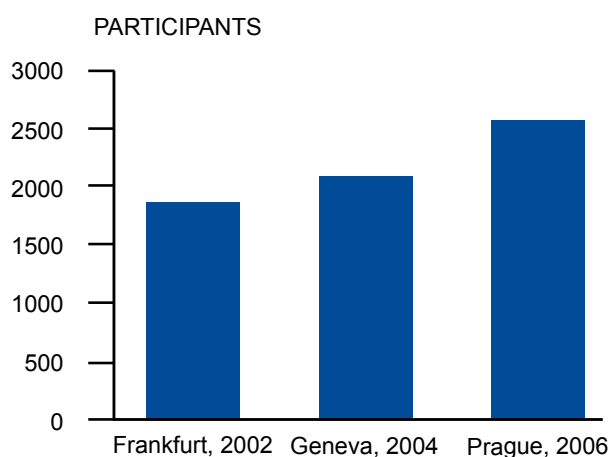
Martine Piccart
Conference Chairman

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Attendance Statistics

Number of delegates per EORTC-NCI-AACR Symposium



Year	Venue	Total number of participants
2002	Frankfurt, DE	1849
2004	Geneva, CH	2045
2006	Prague, CR	2615

Top 10 Participating countries

Countries with more	Participants	% of total attendance
USA	906	34,65
United Kingdom	316	12,08
France	169	6,46
Germany	138	5,28
Japan	127	4,86
Italy	117	4,47
Canada	86	3,29
Switzerland	66	2,52
Belgium	56	2,15
Other	634	24,24

Important Deadlines

16 May 2008	Exhibition <i>Deadline receipt of payment of the second deposit (25 %)</i>
16 May 2008	Registration <i>Deadline receipt of payment and number of participants for early (rate) group registrations</i>
25 July 2008	Exhibition <i>All stands: receipt of stand design (PDF file) = a copy of the liability insurance + safety questionnaire. Exhibitors using own stand builder: deadline receipt of electrical conformity form.</i>
15 August 2008	Exhibition <i>Deadline receipt of payment of the balance.</i>
25 September 2008	Registration <i>Deadline receipt of full names and addresses of group participants. Deadline receipt of payment and number of participants for late rate (group) registrations.</i>

Venue

GENEVA PALEXPO

The 20th EORTC-NCI-AACR Symposium on “Molecular Targets and Cancer Therapeutics” will take place at:

GENEVA PALEXPO

Exhibition and Conference Centre
Fondation Orgexpo
Case postale 112
CH-1218 Grand-Saconnex
Switzerland
Tel.: +41 22 76 11 11
Fax: +41 22 798 01 00
E-mail: info@geneva-palexpo.ch
www.palexpo.ch

GENEVA PALEXPO is located 10 minutes from Geneva's city centre (3,5 km) and is served directly by the international airport (100 nonstop flights), international railway station and motorway network. For detailed information on location and access, please refer to the official website of Palexpo Geneva at: www.palexpo.ch or visit www.ecco-org.eu



Conference secretariat

The organising secretariat of the 20th EORTC-NCI-AACR Symposium on Molecular Targets and Cancer Therapeutics is:

EORTC-NCI-AACR 2008 Secretariat

c/o ECCO - European CanCer Organisation (ECCO)

Avenue E. Mounier 83

B-1200 Brussels

Telephone: +32 (0)2 775 02 01

Fax: +32 (0)2 775 02 00

E-mail: ENA2008@ecco-org.eu

For more information on EORTC-NCI-AACR 2008, please consult the website: www.ecco-org.eu/conferences/ena2008 or contact:

Exhibition

Barbara Van Belle | Telephone +32 (0)2 775 02 47 | barbara.vanbelle@ecco-org.eu

Logistics

Wessel Nieuwenweg | Telephone +32 (0)2 775 02 46 | wessel.nieuwenweg@ecco-org.eu

Registrations (group)

Riitta Kettunen | Telephone +32 (0)2 775 02 05 | riitta.kettunen@ecco-org.eu

Scientific programme

Davi Kaur | Telephone +32 (0)2 775 29 36 | davi.kaur@ecco-org.eu

Educational grants

Stéphanie Vandergooten, EORTC | Telephone +32 (0)2 774 10 74 | stephanie.vandergooten@eortc.be



Programme overview

This is a tentative frame. The Advance Programme will be available on the conference website by February 2008 (www.ecco-org.eu/conferences/ena2008).

Tuesday, 21 October 2008

12 : 00	Lunch
13 : 10	Opening Ceremony
13 : 15	Michel Clavel Lecture
14 : 00	Keynote Lecture
14 : 45	Coffee Break
15 : 15	Plenary Session I
17 : 00	Welcome Reception

Thursday, 23 October 2008

08 : 00	Plenary Session 4
09 : 45	Coffee Break
10 : 15	Plenary Session 5
12 : 00	Lunch / Poster Session
15 : 00	Plenary Session 6 — Proffered papers
16 : 00	Coffee Break
16 : 30	Plenary Session 7
18 : 15	Get together party

Wednesday, 22 October 2008

08 : 00	Workshop (3 in parallel)
09 : 45	Coffee Break
10 : 15	Workshops (3 in parallel)
12 : 00	Lunch / Poster session
15 : 00	Plenary Session 2 — Proffered papers
16 : 00	Coffee Break
16 : 30	Plenary Session 3
18 : 30	Presidential dinner

Friday, 24 October 2008

08 : 00	Plenary Session 8
09 : 45	Coffee Break
10 : 15	Plenary Session 9
12 : 00	Lunch / Poster session
14 : 00	Plenary Session 10
15 : 45	Closing Ceremony

Educational grant opportunities and packages

All requests will be allocated on a first-come, first-served basis.
Four distinct levels of sponsorship are offered:

- Major sponsor
- Sponsor
- Contributor
- Supporter

Major sponsor

70 000 EUR

The ENA 2008 Major sponsor receives

- Acknowledgement as Major sponsor in publications related to the conference:
 - ▶ Advance programme / Call for abstracts, if the application is received before 15 December 2007.
 - ▶ Proceedings book
 - ▶ Pocket programme
 - ▶ Conference Website
- Additional benefits:
 - ▶ Floor space: 50 % reduction on the standard rental rate of 490 EUR per sqm for the first 30 sqm reserved (the standard rental rate applies for every sqm reserved above 30 sqm.)
 - ▶ 15 complimentary registrations to the conference
 - ▶ 15 complimentary tickets to the get-together party
 - ▶ Participants' list (name, institute, country)

Sponsor

40 000 EUR

The ENA 2008 Sponsor receives

- Acknowledgement as Sponsor in publications related to the conference:
 - ▶ Advance programme / Call for abstracts, if the application is received before 15 December 2007.
 - ▶ Proceedings book
 - ▶ Pocket programme
 - ▶ Conference website
- Additional benefits:
 - ▶ Floor space: 25 % reduction on the standard rental rate of 490 EUR per sqm for the first 30 sqm reserved (the standard rental rate applies for every sqm reserved above 30 sqm.)
 - ▶ 10 complimentary registrations to the conference
 - ▶ 10 complimentary tickets to the get-together party
 - ▶ Participants' list (name, institute, country)

Contributor

20 000 EUR

The ENA 2008 Contributor receives

- Acknowledgement as Contributor in publications related to the conference:
 - ▶ Advance programme / Call for abstracts, if the application is received before 15 December 2007.
 - ▶ Proceedings book
 - ▶ Pocket programme
 - ▶ Conference website
- Additional benefits:
 - ▶ Floor space: 10 % reduction on the standard rental rate of 490 EUR per sqm for the first 30 sqm reserved (the standard rental rate applies for every sqm reserved above 30 sqm.)
 - ▶ 2 complimentary registrations to the conference
 - ▶ 2 complimentary tickets to the get-together party

Supporter

10 000 EUR

The ENA 2008 Supporter receives

- Acknowledgement in publications related to the conference:
 - ▶ Advance programme / Call for abstracts, if the application is received before 15 December 2007.
 - ▶ Proceedings book
 - ▶ Pocket programme
 - ▶ Conference website
- Additional benefits:
 - ▶ 1 complimentary registration to the conference
 - ▶ 1 complimentary ticket to the get-together party

Educational grant commitment form

Please complete and return to Ms. Stéphanie Vandergooten **EORTC AISBL/IVZW**

Avenue E. Mounier 83/11 | B-1200 Brussels | Tel. : +32 (0)2 774 10 74 | Fax: +32 (0)2 772 62 33 | stephanie.vandergooten@eortc.be

We would like to apply for one of the following educational grant packages at the 20th EORTC-NCI-AACR Symposium on “Molecular Targets and Cancer Therapeutics”:

Company/organisation:

Contact person:

Full address:

Telephone:

Fax:

E-mail:

We choose the following educational grant package

Major Sponsor **70.000 EUR**
 Sponsor **40.000 EUR**

Contributor **20.000 EUR**
 Supporter **10.000 EUR**

Above mentioned rates are subject to local Swiss VAT (7,6%).

We agree to pay the total amount of the grant upon confirmation of the grant application. (*)

Signature Place and date

(*) Direct transfer payments are preferred and should be made into the EORTC-NCI-AACR account number IBAN BE60 2100 5145 0670 held with Fortis Bank, SWIFT Code GEBABEBB, Av. de l'Astronomie 14, B-1210 Brussels, indicating the invoice number. Sender's bank charges will be at the expense of the exhibitor. Crossed cheques or bank drafts should be made payable to EORTC-NCI-AACR 2008, c/o ECCO, Avenue E. Mounier 83, B-1200 Brussels and should be sent by registered post to the attention of Stéphanie Vandergooten, Secretary, EORTC Director General Office. Personal cheques are not accepted.

For office use only

Date Grant Package



Exhibition

Venue

- The exhibition will be held in Hall I on level I of Palexpo Geneva, the conference venue.
- There is road access to Hall I for (un)loading.
- The maximum building height is 4,5 m.
- Hall I is a pillar-free exhibit space.
- The floor in all foyers is covered with concrete floor covering and needs to be carpeted.
- Suspension of banners/signage from the ceiling is not allowed.
- Power supplies and network will be supplied into your stand via the floor.

Rental, rates exhibition space

Standard rental rate	490 EUR per square metre
Medical publishers rate	200 EUR per square metre
Medical societies rate	120 EUR per square metre

All rates cover floor space only, not the construction of a modular stand and do not include local Swiss VAT(7,6%). The minimum exhibition space is 6 square metres and should be min. 2 metres deep.

Companies renting separate spaces are allowed to visually link up these spaces by carpeting the aisles in between, provided an additional rental rate of 30% of the standard rate is paid for the total surface of the aisle. No constructions of any kind are allowed in the aisles. Companies renting aisle space are allowed to brand the aisle carpet with the company logo.

Application

Exhibition space can be booked by completing and returning the enclosed Exhibition Application Form to the attention of Barbara Van Belle at the ENA 2008 Secretariat in Brussels. Applications will be considered on a first-come, first-served basis.

In signing the application form, exhibitors declare their acceptance of the regulations and conditions.

Payment conditions

A first deposit of 25 % of the total rental rate confirms reservation. Payment is due within 30 days following the date of the invoice. A second deposit of 25 % is due before 16 May 2008, the balance not later than 15 August 2008. Corresponding invoices will be sent out by the EORTC-NCI-AACR 2008 Secretariat in due time before the deadline for receipt of payment.

Exhibitors' manual

Each exhibitor will receive a technical Exhibitors' Manual in May 2008, including detailed information on build-up and dismantling times, order forms for standard modular stands and various additional facilities and services.



Exhibitor passes

The exhibiting company is entitled to a reasonable number of exhibitor passes for staff. The ratio will be published in the Exhibitor's manual. Each person using an exhibitor's badge must be employed by the exhibiting company or have a direct business affiliation. Exhibitor passes are valid for the duration of the conference. Passes will be provided free of charge by the organiser. They will not be sent beforehand but they can be collected at the exhibitors' desk. Badges must be worn at all times. A corresponding order form will be included in the Exhibitors' manual.

False certification of individuals as exhibitor's representatives and/or misuse of exhibitor badges, will result in a penalty fee equal to a desk rate registration per falsified used badge.

Staff who would like to attend the scientific sessions should apply for a regular conference registration. Registration forms and the Advance Programme will become available as of January 2008, both online on the EORTC-AACR-NCI 2008 website: www.ecco-org.eu/conferences/ena_2008 and in printed format.

Build-up and dismantling

The setting up of stands is tentatively scheduled on:

Saturday 18 October	08.00 - 18.00
Sunday 19 October	08.00 - 18.00 (* IMPORTANT)
Monday 20 October	08.00 - 18.00
Tuesday 21 October	08.00 - 11.00

**Truck drivers must comply with the regulation prohibiting driving of heavy vehicles at night (between 10 pm and 5 am) and all day on Sundays and public holidays.*

The dismantling of stands is tentatively scheduled on:

Friday 24 October	14.00 - 22.00
Saturday 25 October	07.00 - 19.00

The conference centre is open from 07.00 to 19.00.

Opening times

The exhibition will be open for attendance on:

Tuesday 21 October	14.45 - 19.00
Wednesday 22 October	09.00 - 17.00
Thursday 23 October	09.00 - 17.00
Friday 24 October	09.00 - 14.00

All delegates are invited to the Welcome reception on Tuesday 21 October at 17.00.

Regulations and conditions

For detailed regulations and conditions, please see the "Conference regulations", page 17-22.

Floor plan exhibition



Meeting rooms

A number of meeting rooms are available at the conference centre for rent per hour.

For reservations and further details please contact Barbara Van Belle at the EORTC-NCI-AACR 2008 Secretariat (barbara.vanbelle@ecco-org.eu).

Companies should inform the EORTC-NCI-AACR 2008 Secretariat, in writing, what agency is appointed for which meeting, otherwise no requests from agencies will be taken into consideration. Clear identification of the organisers, the purpose and the targeted participants have to be submitted to the EORTC-NCI-AACR 2008 Secretariat. Options or bookings can only be handled if done by a company participating in the conference or by their officially appointed agent. (a written statement is required).

The total amount is payable by the company upon reservation and shall be paid within 30 days of the date of the invoice. Meetings will not be announced in any of the conference documents.

Cancellation of a reserved room for a company meeting is subject to a cancellation fee of 10% of the total rental rate. Any refunds will be made after the conference but not later than 5 January 2009. The company will not be entitled to any interest that the organiser may have derived from payments made by the company. All bank charges, including sender's and receiver's charges, resulting from a refund related to cancellation of reservation will be at the charge of the company.

Accommodation

Symporg S.A. is appointed as the official accommodation agent for **EORTC-NCI-AACR 2008**.

We kindly ask you to contact:

Symposium & Conference Organizers

SYMPORG

Symporg S.A.

Mrs. Nicole Primola

Avenue Krieg 7

CH-1208 Geneva

Switzerland

Telephone: + 41 (0)22 839 8484

Fax: + 41 (0)22 839 8485

E-mail: staff2@symporg.ch

www.symporg.ch

In order to book your room, please download the Accommodation booking form from the conference website.

The deadline for hotel reservation is 1 September 2008.



Official social events

The following social events are organised on the occasion of the conference:

Welcome reception

Tuesday 21 October 2008 at 17.00

Location: GENEVA PALEXPO, Exhibition and conference centre

“Get-Together” Party

Thursday 23 October 2008 at 18.30

Registration fee: 80 EUR

Location: to be confirmed, please check www.ecco-org.eu/conferences/ena2008

Exhibition application form

Please complete and return to the EORTC-NCI-AACR 2008 Secretariat, c/o ECCO - European CanCer Organisation (formerly FECS), to the attention of Barbara Van Belle | Avenue E. Mounier 83 | B-1200 Brussels | Fax: +32-2 775 02 00

We would like to reserve floor space at the 20th EORTC-NCI-AACR Symposium on 'Molecular Targets and Cancer Therapeutics':

Exhibition company/organisation	Stand builder
VAT number:	VAT number:
Contact person:	Contact person:
Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms	Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms
Name:	Name:
Surname:	Surname:
Function:	Function:
Street:	Street:
City: Postal code:	City: Postal code:
Telephone:	Telephone:
Fax:	Fax:
E-mail:	E-mail:

Number of square metres:

Booth number: (first choice)
..... (second choice)
..... (third choice)

The application pertains to floor space only and does not include the rental of a booth construction or other services.

We agree to pay a first deposit of 25% of the total cost of the exhibition space 30 days after date of invoice, a deposit before 16 May 2008, the balance no later than 15 August 2008. (*)

We accept the regulations and conditions as stipulated in annex and agree to observe and be bound by them. (**)

Signature Place and date

(*) Direct transfer payments are preferred and should be made into the EORTC-NCI-AACR account number IBAN BE60 2100 5145 0670 held with Fortis Bank, SWIFT Code GEBABEBB, Av. de l'Astronomie 14, B-1210 Brussels, indicating the invoice number. Sender's bank charges will be at the expense of the exhibitor. Crossed cheques or bank drafts should be made payable to EORTC-NCI-AACR 2008, c/o ECCO, Avenue E. Mounier 83, B-1200 Brussels and should be sent by registered post to the attention of Stéphanie Vander-gooten, Secretary, EORTC EORTC Director General Office. Personal cheques are not accepted.

(**) This application is legally binding on the exhibitor pending its acceptance in writing by the organiser.

For office use only

Date Booth size Booth number



Conference regulations

General

DEFINITIONS | In the following regulations and conditions the term 'exhibitor' describes any company or organisation that has made a successful application for space allocation in the technical exhibition to be organised in the framework of EORTC-NCI-AACR 2008, or any agent or representative acting on behalf of the exhibitor. The term 'organiser' relates to the conference secretariat based at ECCO – European CanCer Organisation (formerly FECS).

LEGAL CONDITION | The application for exhibition space/sponsorship package is legally binding on the exhibitor pending its acceptance in writing by the organiser.

ORGANISERS RIGHT TO AMEND | In its sole discretion the organiser may amend or modify these regulations by posting notice of the amendment(s) or modification(s) on the conference website before the latter shall become effective.

ANY ASPECT THAT IS NOT COVERED BY THESE REGULATIONS IS SUBJECT TO APPROVAL BY THE ORGANISER. EACH COMPANY IS RESPONSIBLE FOR COMMUNICATING THESE REGULATIONS TO ITS STAFF AND ITS APPOINTED AGENCIES.

Exhibition

LOCATION | The technical exhibition will be held in Hall I on level I of Palexpo Geneva, the conference venue.

APPLICATION FOR EXHIBITION SPACE | The minimum exhibition space size is 6 square metres. The space should be 2 metres deep. Options on exhibition space can be held free of charge until another request for the same space is received by another company. Options can be released free of charge.

Confirmation of request for reservation of exhibition space is only valid when made in writing. By the exhibitor to the organiser, by returning a completed and signed Exhibition Application Form. Once the signed exhibition application has been accepted by the organiser, it becomes legally binding for the exhibitor. Applications for exhibition space should be made before 1 September 2008. Applications received after this date will be subject to a late charge of an additional 10 % on the rental rate.

CONFIRMATION OF SPACE ALLOCATION | Space assignments will be made in the order in which application forms are received (first-come, first-served). The organiser reserves the right to refuse any application that does not comply with the conditions appearing in these regulations. Upon receipt of the application form and acceptance of the company or organisation as exhibitor, exhibition space will be confirmed by the organiser in writing.

AMENDMENT OF THE SITE PLAN | While every effort is made to preserve the published plan of the exhibition, the organiser shall be entitled to vary the general layout if it is believed by the organiser to be in the best interest of the exhibition. The organiser shall consult the exhibitor(s) prior to implementing a change and make every effort to come to a satisfactory solution for both parties without the exhibitor(s) having any claim against the organiser in respect of any change in the general layout.



RENTAL RATES | Rental rates apply to exhibition floor space only and do not include the rental of a shell scheme or any other facilities or services. Double deck stands will not be allowed.

TERMS OF PAYMENT | A first deposit of 25 % of the total amount is payable by the exhibitor upon application and shall be paid within 30 days of the date of the organiser's invoice. A second deposit of 25 % of the total amount is due not later than 16 May 2008, the balance not later than 15 August 2008. Corresponding invoices are sent out by the organiser in due time before the deadline for receipt of payment.

If rental charges are not paid within the prescribed time, exhibition space will be released and any loss incurred by the organiser by such non-payment shall be made good by the defaulting exhibitor. Direct transfer payments are preferred and should be made into the EORTC-NCI-AACR account number IBAN BE60 2100 5145 0670 held with Fortis Bank, SWIFT Code GEBABEBB, Av. de l'Astronomie 14, B-1210 Brussels, indicating the invoice number. Sender's bank charges will be at the expense of the exhibitor. Crossed cheques or bank drafts should be made payable to EORTC-NCI-AACR 2008, c/o ECCO, Avenue E. Mounier 83, B-1200 Brussels and should be sent by registered post to the attention of Stéphanie Vandergooten, Secretary, EORTC Director General Office. Personal cheques are not accepted.

SUBLETTING AND SHARING OF EXHIBITION SPACE | The exhibitor shall neither share nor sublet the whole or part of the exhibition space allocated to him to any third party without the written consent of the organiser.

CANCELLATION OR REDUCTION OF EXHIBITION SPACE | after the official application has been accepted by the EORTC-NCI-AACR 2008 Secretariat.

If the space can be reallocated to another company, the exhibitor will receive a full refund of deposits paid, less administrative fees of 10% of the total rental rate, with a minimum of 100 EUR.

If not reallocated, the company will be liable to pay the following fees:

- 25% of the total rental rate, if the cancellation or reduction request is received in writing before 30 June 2008;
- 50% of the total rental rate, if the cancellation or reduction request is received in writing before 1 August 2008;
- 75% of the total rental rate, if the cancellation or reduction request is received in writing before 1 September 2008;
- 100% of the total rental rate, if the cancellation or reduction request is received in writing after 1 September 2008.

Any refunds of deposits paid will be made after the conference but not later than 5 January 2009. The exhibitor will not be entitled to any interest that the organiser may have derived from deposits made by the exhibitor. All bank charges, including sender's and receiver's charges, resulting from a refund related to cancellation or reduction of exhibition space will be at the charge of the exhibitor.

POSTPONEMENT OR ABANDONMENT | The organiser reserves the right to postpone the conference including the technical exhibition, or to transfer it to another site, if unforeseen circumstances warrant such action. Should any contingency prevent the holding of the exhibition, the organiser will not be held liable for expenses incurred other than the cost of rental of exhibition space.

BANKRUPTCY OR LIQUIDATION | In case the exhibitor becomes bankrupt or enters into liquidation other than for the purpose of reconstruction or merger, or has a receiver appointed, the organiser shall be at liberty to terminate immediately the contract with the exhibitor, to cancel the allocation of exhibition space to the exhibitor and to forfeit all sums paid by the exhibitor.

SECURITY AND INSURANCE | Neither the organiser nor its contractors shall be responsible for the safety of any exhibit or other property of the exhibitor or of any person. Neither the organiser nor its contractors shall be responsible for the loss, damage or destruction by any cause of the exhibits or other property, or for loss, damage or injury sustained by any exhibits or any other persons. The exhibitor shall indemnify the organisers or its contractors to third persons, as a result of any act or omission of the exhibitor, his staff, agent or personnel hired on a temporary basis to staff the exhibition stand. As the organiser and its contractors will accept no responsibility for any of the foregoing matters, the exhibitor should effect his own insurance against any risk of loss, damage, injury or liability. The exhibitor agrees not to pursue the organiser for any previously listed risks.

DAMAGES, BREAKAGES, THEFT | The customer is responsible for any damage, breakage or theft caused by himself or by one of this participants or guests. The customer undertakes to refund any damage to the venue and/or to the conference hotel.

STAND DESIGN | The exhibitor is free to choose his own stand constructor. In case the exhibitor wants to erect his own stand construction or does not require a standard modular stand that may be provided by the organiser's contractor, the exhibitor is to arrange for detailed plans in duplicate of the stand to be sent to the organiser for submission to the EORTC-NCI-AACR 2008 Secretariat not later than 25 July 2008. The organiser holds the right to refuse, amend or otherwise deal with any plans as deemed necessary.

It is strictly forbidden for the exhibitor to exceed the maximum construction height as announced in the "Invitation to Industry" and in the "Exhibitor's manual". Surfaces facing a neighbouring stand must appear completely neutral (white) and may not contain company names, product names, text or logo designs and must not exceed 2,50 m in height. Cabling and tressing should be properly covered (e.g. by renting curtains, walls, plants...) at your own cost.

If required space should be foreseen within the assigned stand space to accommodate visitors watching demonstrations. Aisles must be kept clear in view of traffic flow.

It is strictly forbidden to store anything behind your stand.

STAND DECORATION | Under no circumstances may the exhibitor increase the exhibition space beyond the space that has been allocated to him. The organiser does not permit the total enclosure of the stand.

The exhibitor or his contractor may not interfere with the exhibition building in any way whatsoever. Any damage caused by their acts of negligence will be the responsibility of the exhibitor, who will be required to indemnify the organiser and its contractors against any claim arising from such damage. No flammable materials may be used. Equipment displayed or demonstrated must be installed according to the safety regulations issued by Geneva Palexpo.

The fireproofing of the installations must be made by a qualified company issuing the certificate of an approved organisation. Excessive audible and visual attention-getting devices or effects are prohibited. Full exhibition regulations issued by Palexpo Geneva are available with the organiser on request. Violation of the regulations may result in expulsion without any indemnity.

ADVERTISING | All printed matter or advertisements of any kind, including information on display or intended for distribution in the exhibition area or on the premises of the conference centre is strictly limited to the exhibitor's stand or the space hired by the exhibitor. Failure to observe this procedure, in particular regarding distribution of promotional documents in the vicinity of entrances or exists or without the written permission of the organiser, shall render the exhibitor liable to an advertising fee of up to 25 % of the total exhibition space cost. Advertising other than listed in the « Invitation to Industry » is subject to the approval of the Organising Committee. Proposals should be sent to the EORTC-NCI-AACR 2008 conference secretariat. Advertising on hotel key cards/door drops is not allowed.

CONFERENCE BAG INSERTS | Commercial inserts are not accepted in the conference bags.

DISPOSAL OF WASTE | It is the responsibility of the exhibitor to ensure that all debris and waste material including boxes for packaging arising from his stand construction are completely removed from the exhibition area prior to the opening of the exhibition. Failure to comply with this procedure shall render the exhibitor liable for the cost of clearance by the organiser or its contractor.

SPECIAL HAZARDS | Any exhibit which may be regarded as constituting a special risk or hazard must be notified to the organiser as soon as possible and not later than 15 August 2008. The exhibitor must at his own expense comply with any conditions or safety precautions the organiser, venue licensor or local authorities may impose. Full regulations issued by Palexpo Geneva are available from the EORTC-NCI-AACR 2008 Secretariat on request.

HEALTH AND SAFETY AT WORK | It is the responsibility of the exhibitor to ensure that his employees, exhibition staff and temporary staff comply with the latest legislation regarding health and safety at work. The organiser bears no responsibility for non-compliance to this rule by the exhibitor.

STAFFING AND STAND DISPLAYS | The exhibitor must ensure that his stand is ready at least one hour before the official opening of the exhibition on each day of the conference. Stands must be staffed during the opening hours of the exhibition. Exhibits are not to be removed until the exhibition has closed, including on the last day of the conference. Any exhibitor closing his stand or removing exhibits before that time without permission of the organiser will be liable for an early closing fee of up to 25 % of the total exhibition space cost.

DISMANTLING | The exhibitor must vacate his exhibition space within the time specified by the organiser for exhibition dismantling. The exhibitor failing to do so will be liable for additional rental costs of up to 25 % of the total exhibition space cost.

EXHIBITORS' MANUAL | Further technical information about the exhibition and order forms for additional facilities and services will be sent to the exhibitor in May 2008.

NATIONAL AND INTERNATIONAL REGULATIONS | The exhibitor is to comply to all national and international rules and regulations related to advertising and promotion of all products and services as part of the booth. The organiser bears no responsibility for non-compliance of this rule by the exhibitor.

EXHIBITOR PASSES | The exhibitor is entitled to a reasonable number of exhibitor passes for staff working on the exhibition. The ratio will be published in the exhibitor's manual. Exhibitor passes are valid for the duration of the conference and are not linked to exhibition space size. Passes will be provided free of charge

by the organiser and entitle to access in the exhibition only. The use of exhibitor passes by individuals not belonging to the temporary or permanent staff of the exhibitor is strictly prohibited.

SURVEYS | Surveys conducted by exhibitors during the conference should be limited to the assigned stand space.

CATERING | Food or beverage served on the stand should be ordered through the official caterer. No food items can be taken into the rooms, used for the scientific sessions. The exhibitor is not allowed to serve alcoholic beverages in the exhibition stand. Failure to comply to this regulation may render the exhibitor liable to a penalty of up to 25% of the total exhibition space cost.

GIVEAWAYS | Gadgets that are distributed from the stand to participants should not exceed a maximum value of 5 EUR per item. The exhibitor is allowed to organise prize draws at the stand, provided the value of the item(s) that can be won does not exceed a maximum value of 25 EUR per item.

PHOTOGRAPHS | Photographing, sketching or otherwise reproducing articles exhibited, without the authorisation of the exhibitor, is prohibited. However, organisers cannot accept any liability in this matter. It is up to individual exhibitors to enforce the ban on their own stands. Nevertheless, exhibitors cannot object to general views of the exhibition being taken with the permission of the organisers, nor to the sale or publication of such views.

FILMING, RECORDING AND PHOTOGRAPHY PRODUCTION POLICY | Oral, poster presentations and exhibition follow the same rules as film production described below.

The filming/recording/photography, reproduction and/or (re-)broadcasting at conference, live events, poster presentations, exhibition (booth), press conferences and/or releases is not permitted apart from media related organisations and/or persons with appropriate authorisations.

Authorisations can be requested from:
EORTC-NCI-AACR 2008 secretariat
c/o ECCO – European CanCer Organisation
Avenue E. Mounier 83
1200 Brussels
Belgium
Fax: +32 (0)2 775 02 00
E-mail: ENA2008@ecco-org.eu

Exceptions

The organiser reserves the right to prohibit any filming, recording, photographing at its own discretion.

PENALTIES | It is understood to indemnify, defend, and hold harmless the organiser and its directors, officers, managers, employees, affiliates, members, partners, agents against and from all losses, expenses, damages and costs resulting from any violation of these terms and conditions.

In its sole discretion, the organiser may amend or modify these terms and conditions.

MEETINGS | Companies can hold meetings at the conference venue, where a number of meeting rooms are available for rental for this purpose. Reservation of these meeting rooms is done through the organiser.



Companies should inform the EORTC-NCI-AACR 2008 secretariat in writing, what agency is appointed for which meeting. Otherwise, no requests from agencies will be taken into consideration. Clear identification of the organisers, the purpose and the targeted participants have to be submitted to the organiser for approval. The total amount is payable by the company upon reservation and shall be paid within 30 days of the date of the invoice. Meetings will not be announced in any conference document.

Options on meeting rooms or bookings can only be handled if done by a company participating in the conference or by their officially appointed agent. A written statement is required.

Cancellation of a reserved room for a company meeting is subject to a cancellation fee of 10% of the total rental rate. No refund will be made after the conference but not later than 30 November 2006. The company will not be entitled to any interest that the organiser may have derived from payments made by the company. All bank charges, including sender's and receiver's charges, resulting from a refund related to cancellation of reservation will be at the charge of the company.

SOCIAL FUNCTIONS | Exhibiting or sponsoring companies can organise social functions, provided these are not held in conjunction with the official scientific programme or the official social events. The timings of the official scientific programme and official social events can be obtained from the EORTC-NCI-AACR 2008 Secretariat.

PRESS ACTIVITIES | The media programme of the conference will be strictly controlled by the organiser. Representatives of marketing, advertising, public relations or pharmaceutical companies, or anyone intending to produce publications, videos or other electronic media intended for marketing, advertising, or public relations purposes, do not qualify for free media registration and are not permitted at any time in the official press room nor are they permitted to attend official EORTC-NCI-AACR press conferences.

Third party press releases related to scientific presentations at the conference must be embargoed until the date and the time of presentation. The embargo lifts at the beginning of the session containing the scientific presentation.

Third party press materials are not permitted in the official press office and in the official press conference room. Corporate and public relations representatives are not permitted in either the press office or press conference room. However, a representative wishing to leave a message for a journalist may do so via the press office staff; News releases etc; may not be distributed via the press office message board.

Media briefings and press conferences other than those sponsored by the conference are not permitted on the premises, except with the special permission of the organiser. Companies wanting to organise a press conference during the conference should send a request in writing to the organiser. The press conference room or another meeting room can be rented for this purpose. Company press conferences cannot be held during times that clash with the official press conferences. Organisations planning off-site media activities must co-ordinate with the organiser communications staff to ensure they do not conflict with the conference media activities.

Current or past media registrations are not released to third parties.

It is not permitted to use either the conference logo on third party material.

General information - Exhibition

EORTC-NCI-AACR 2008 Secretariat
c/o ECCO – European CanCer Organisation (formerly FECS)
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Avenue E. Mounier 83
B-1200 Brussels
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Fax: +32 (0)2 775 02 00
ENA2008@ecco-org.eu
www.ecco-org.eu

Educational grants

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