

IHC2017

18th Congress of the International Headache Society



New Horizons in Headache

An aerial photograph of Vancouver, British Columbia, Canada, showing the city's dense urban core, the waterfront, and the surrounding mountains. The city is built on a peninsula, with a large marina and a cruise ship docked. The water is a deep blue, and the mountains in the background are hazy. The lighting suggests a late afternoon or early morning scene.

**SATELLITE
SYMPOSIA
GUIDELINES**

Satellite Symposia Guidelines

The information below covers all Breakfast and Afternoon Satellite Symposia. Details can be found below.

Access to the Symposia Room

All satellite symposia take place in East Ballroom A & B. Access to the symposia room is permitted 30 minutes prior to the official start time. Within the satellite symposia rooms the following items are provided by the Organisers (MCI UK Ltd):

- 1 x lectern
(including 2 x wired lectern microphones)
- 1 x top table to accommodate four people
(including 2 x wired microphones on stands)
- 2 x Q&A floor standing wired microphones
- 1 x projector and screen
(suitable for audience and room size)
- 1 x PC laptop with comfort monitors
- 1 x wireless slide advancer and laser pointer
- 1 x general av technician
- qty x glasses and water

The Organisers (MCI UK Ltd), working in partner with the Vancouver Convention Centre, will do our utmost to make sure that all needs are met; however, the above may be subject to change.

Advertising

Satellite symposia advertising boards will be available for use by all sponsors with a satellite symposium slot. The posters for display must be no bigger than A3 (297mm x 420mm) and designed in portrait-style. The timings for the display of posters and pop ups are as follows:

- **Breakfast Satellite Symposia** – from one (1) hour before the closing of sessions the night before
- **Evening Satellite Symposia** – from 12:00 on the day of your symposia

The areas for satellite symposia advertising boards to be displayed are as follows:

- Poster Area, which will be located in East Ballroom A & Show Offices, Vancouver Convention Centre
- Registration Area, which will be located in the East Convention Level Lobby

Co-ordinators of satellite symposia are responsible for the production of their posters. Please pass these to the Organisers (MCI UK Ltd) at the registration desks as early as possible. The onsite staff will place them on the designated satellite symposia advertising boards at the relevant time.

Audio Visual

In addition to the above standard audio visual package, companies are able to order additional equipment via the Organisers (MCI UK) on IHC2017AV@mci-group.com.

Branding (within satellite symposia room)

The following room branding is allowed no earlier than 30 minutes prior to the symposia start time:

- pop ups
- lectern panel (bottom panel, 17" wide x 37" high)
- top table panel (accommodating 4 people)
- tent cards

Lectern and top table panel branding for your satellite symposia room can be ordered directly with Levy; for more information please contact bluong@levyshow.com

All ordering, payment and logistics should be coordinated directly with Levy. No additional branding is allowed other than the list above without prior written approval from the Organisers (MCI UK Ltd).

Please note, installation of all branding is the responsibility of the sponsor and appropriate adhesive should be used. Any damage incurred may be chargeable.

Catering

If you require any catering for your symposia please contact the Organisers (MCI UK Ltd) on IHC2017Industry@mci-group.com.

Delayed Broadcasting

For sound and image recording of satellite symposia (or parts thereof by any type of media) that are dedicated for presentation to a public or closed audience outside the meeting, the company holding the satellite symposium is required to obtain formal acceptance from all speakers in writing and send it to the Organisers (MCI UK) at the latest six weeks before the meeting. Satellite symposia must not be broadcast in any way until the first Monday following the end of the meeting at which the satellite is scheduled. Technical arrangements should be made first with the Organisers (MCI UK), who will redirect the requests to the preferred audio visual supplier.

Live Broadcasting

Live and/or simultaneous broadcasting of satellite symposia in any way is prohibited.

Photos, Filming and Audio Recording of Satellite Symposia

Any such recording is permitted with the following conditions: in an agreement between the company presenting the symposium and IHS, the captured material must be used only for educational purposes. The company responsible for the symposium must inform their speakers and obtain consent from their speakers directly. The captured material should not be profit making or for commercial purposes or incur additional costs to the Organisers (MCI UK) of the meeting.

Any such requests require official permission at least 6 weeks before the meeting from the Organisers (MCI UK) clearly outlining the purpose of the recording.

Satellite Symposia Guidelines

Satellite symposia held by the pharmaceutical industry will have, as their main objective, the communication of scientific material, which will enhance the knowledge of attendees. There will be no material inducement or publication of a reward to attend the symposium. Delegates may of course be sent special invitations but no reward to participants is allowed for attending the symposium.

Timings

- Breakfast Satellite Symposia (Friday) lasting 90 minutes and commence at 07:15.
- Breakfast Satellite Symposia (Saturday) lasting 90 minutes and commence at 07:15.
- Breakfast Satellite Symposia (Sunday) lasting 60 minutes and commence at 07:00.
- Evening Satellite Symposia (Thursday) lasting 90 minutes and commence at 17:30.
- Evening Satellite Symposia (Friday) lasting 90 minutes and commence at 17:15.
- Evening Satellite Symposia (Saturday) lasting 60 minutes and commences at 18:00.