



ESPGHAN 48th ANNUAL MEETING

of the European Society for Paediatric Gastroenterology, Hepatology and Nutrition



The Amsterdam RAI Exhibition and Convention Centre, Amsterdam, The Netherlands

6 – 9 May 2015, Invitation to Industry

SPONSORSHIP PROSPECTUS

Partner with ESPGHAN, the professional and scientific society which seeks to influence the standards of care for its patients and their families wherever they work.

www.espghan2015.org



ESPGHAN provides a professional and scientific network of advancing research which seeks to enhance the standards of care for patients and families wherever we work. Some of the world's most distinguished leaders in their fields are members of our society. ESPGHAN also has members who are trainees, nurses and dieticians to ensure that this growing multi-disciplinary approach improves the outcomes for children in Europe.

Become a Member

By becoming a member of ESPGHAN, you will experience and have access to a range of benefits including to a European network of specialists who promote and encourage collaboration and exchange of information within GI, Hepatology, Nutrition Committees, working groups and their outcomes. Subscription to JPGN, and receipt of ESPGHAN newsletters, access to the members area of the ESPGHAN website and discounted registration fees for ESPGHAN Annual Meeting.

Key Activities

ESPGHAN has three standing committees focussing on gastroenterology, hepatology and nutrition. All aim to promote child health and increase understanding and treatment of disease states, ESPGHAN members are also involved in various working groups that concentrate on particular aspects of child care and/or disease states. The Allied Health Professional Committee aims to enhance the multidisciplinary approach in G, H & N in Europe, and the Trainee Committee promotes and supports specialist training and guides trainees towards full membership of ESPGHAN.

ESPGHAN also promotes scientific exchange amongst research groups in Europe and among trainees, young doctors and scientists through G, H & N Schools, Young Investigator Forums, Monothematic Meetings, International Schools, and Eastern European Schools.



www.esphgan.org

Awards and Grants

ESPGHAN provides a number of awards and grants to members and non-members alike.

- | | |
|---|-----------|
| • Paediatric Nutrition Research Award | €30,000 |
| • Charlotte Anderson Award | €3,000 |
| • Young Investigator Awards | €1,000 |
| • AGM Awards | €1,000 |
| • UEG Week Awards | €1,000 |
| • ESPGHAN/NASPGHAN Travel Award | €/\$5,000 |
| • ESPGHAN International Exchange Awards | €2,000 |
| • Research and Networking Grants | €25,000 |

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KEY DATES:

Online registration website opened for participants
8 September 2014

Early bird exhibitor rate expires
6 November 2014

Technical Manual for exhibitors and sponsors available online
27 October 2014

Symposia Programme proposals due for review and approval (all symposia booked after this time will be handled on a case by case basis)
31 October 2014

Abstract submission closes
10 November 2014

Sponsor logos and company profile information due
1 December 2014

Print deliverable deadlines for sponsors (conference bags, clothing, USB)
1 December 2014

Conference Programme and Abstract Book adverts submitted by
23 February 2015

Abstract notifications sent w/c 2 February 2015

Delegate early bird registration deadline
12 February 2015

Delegate standard registration deadline
22 April 2015

Onsite group, exhibitor and delegate registration opens from
14:00 Tuesday 5 May 2015

WELCOME LETTER

Dear Colleagues and friends,

On behalf of ESPGHAN and the Dutch Society for Paediatric Gastroenterology, Hepatology and Nutrition, we are delighted to invite you to the 48th Annual Meeting of ESPGHAN from Wednesday 6 to Saturday 9 May 2015, in Amsterdam, The Netherlands.

Amsterdam is one of the most fascinating cities in the world, presenting a unique combination of ancient history, spiritual sanctity and colourful cultures providing an extraordinary location for what promises to be an exciting and memorable 48th Annual Meeting of ESPGHAN. This multi-cultural city will offer you a unique cultural and historic atmosphere that will certainly encourage networking and friendship among all who attend. We trust that the scientific level of the programme and the extraordinary location will stimulate many to actively participate in the meeting.

We are looking forward to welcoming you to Amsterdam in May 2015. Let's meet where cultures come together for an outstanding ESPGHAN Annual Meeting.



Prof. Berthold Koletzko
ESPGHAN President



Prof. Marc Benninga
Chair Local Organising Committee

KEY INFORMATION

Who attends and why

The Annual Meetings of ESPGHAN continue to evolve and in recent years have become global meetings, now attracting thousands of physicians, researchers and scientists from up to 100 countries around the world. The meetings are a platform for scientific exchange and offer a high standard educational programme: making them the best place to learn about the latest advances in the fields of gastroenterology, hepatology and nutrition. The majority of attendees are university based physicians, clinicians in private practise and basic or clinical scientists. Scientists who are hospital or university based have purchasing responsibility for their laboratories and sit on the formulary committees of their hospitals.

Participant Statistics

As below, the Annual Meetings of ESPGHAN have continued to grow in popularity each year.

YEAR/ANNUAL MEETING	CITY/PARTICIPANTS	YEAR/ANNUAL MEETING	CITY/PARTICIPANTS
2014 / 47th Meeting	Jerusalem, Israel / 2480	2013 / 46th Meeting	London, UK / 4,050
2011 / 44th Meeting	Sorrento, Italy / 3,496	2010 / 43rd Meeting	Istanbul, Turkey / 2,401
2009 / 42nd Meeting	Budapest, Hungary / 1,360	2007 / 40th Meeting	Barcelona, Spain / 1,755
2006 / 39th Meeting	Dresden, Germany / 1,129		

Please note: Annual Meetings do not take place in the years of the World Congress (reference years 2008 and 2012, therefore no 41st or 45th)

YEAR/MEETING LOCATION	TOP TEN PARTICIPATING COUNTRIES	NO OF PARTICIPATING COUNTRIES
2014 / Jerusalem	Italy, Israel, UK, India, Spain, Brazil, France, Netherlands, Russian Federation, Poland	73
2013 / London	UK, UAE, Mexico, Netherlands, France, Brazil, Russian Federation, Denmark, Turkey, Spain	96
2011 / Sorrento	Italy, Mexico, UK, Netherlands, France, Spain, USA, Sweden, Brazil, UAE	91
2010 / Istanbul	UK, Netherlands, Mexico, Italy, Belgium, Germany, Switzerland, France, Spain, USA	68

EACCME – Continuing Medical Education

Each year ESPGHAN seeks approval from the European Accreditation Council for Continuing Medical Education in Brussels (EACCME), an institution of the European Union of Medical Specialists (UEMS), to provide EACCME credits for attendance at the scientific sessions of the core programme and the post-graduate programme.

OVERVIEW PROGRAMME & EXHIBITION TIMETABLE

Overview Programme

	WEDNESDAY 6 MAY 2015	GASTRO	THURSDAY 7 MAY 2015
07:00-18:00	Registration open	07:00-18:00	Registration open
07:00-16:00	Exhibition dressing	07:30-08:30	Sponsor Satellite Symposia (x3)
08:00-16:30	Post Graduate Course	08:45-09:30	Opening Ceremony
08:00-16:30	Allied Health Professional Course (AHP)	09:30-10:00	State of the Art Lecture
08:00-18:00	Selection of working groups	10:00-17:30	Scientific sessions
17:00-18:30	Allied Health Professional Course (AHP) AGM	08:30-17:00	Exhibition open
17:00-20:00	Exhibition open	13:00-14:00	Sponsor Satellite Symposia (x3)
18:30-20:00	Welcome Reception	18:00-19:30	Sponsor Satellite Symposia (x3)
		20:00-23:00	ESPGHAN Presidents' Dinner (by invitation only)

NUTRITION	FRIDAY 8 MAY 2015	HEPATOTOLOGY	SATURDAY 9 MAY 2015
07:00-18:00	Registration open	07:00-17:00	Registration open
07:30-08:30	Sponsor Satellite Symposia (x3)	07:30-08:30	Sponsor Satellite Symposia (x3)
08:45-17:30	Scientific sessions	08:30-14:00	Scientific sessions
08:30-17:30	Exhibition open	08:30-14:00	Exhibition open
13:15-15:15	Scheduled poster walks	12:00-13:00	Scheduled poster walks
17:00-19:45	ESPGHAN AGM (by ESPGHAN Members' only)	15:00-22:00	Exhibition break down
20:00-23:00	ESPGHAN Members' Dinner (tickets available for members)		

Exhibition Timetable

DATE	HOURS	EXHIBITION
Monday 4 May 2015	08:00 –18:00	RAW BUILD : Access / Installation (load-in times for each exhibitor tbc)
Tuesday 5 May 2015	07:00 – 22:00	RAW BUILD : Access / Installation (load-in times for each exhibitor tbc)
Wednesday 6 May 2015	07:00 – 12:00	RAW BUILD : Access / Installation
	07:00 – 16:00	SHELL SCHEME : Access / Installation (load-in times for each exhibitor tbc)
	12:00 – 16:00	RAW BUILD : Cleaning / Decoration ONLY
	17:00 – 20:00	Exhibition Open (including Welcome Reception)
Thursday 7 May 2015	08:30 – 17:00	Exhibition Open
Friday 8 May 2015	08:30 – 17:00	Exhibition Open
Saturday 9 May 2015	08:30 – 14:00	Exhibition Open
	15:00 – 22:00	Exhibition Dismantle (load-out times for each exhibitor tbc)
	22:00 – 23:30	Exhibition Dismantle (loading bay access ONLY)

Current @ 18 September 2014 and subject to change

VENUE & DESTINATION INFORMATION

Meeting Venue

The Amsterdam RAI Exhibition and Convention Centre, Amsterdam, The Netherlands
<http://www.rai.nl/en/Pages/default.aspx>

Floor plans of the venue (not the exhibition floor plan) can be viewed via:
<http://www.rai.nl/en/organising/Your-Location/Pages/Map.aspx>



SPONSORSHIP

If you are looking to expand your current business relationships, prospect for new ones or launch a new service/product, the following marketing platforms will enable you to achieve these goals. Our exhibition and sponsorship opportunities are designed to suit all budgets and will help you gain a significant competitive advantage. We are flexible to supporting you with your exposure ideas so please feel free to contact us for a non-obligatory discussion:

Decide on your sponsorship budget

The total amount of your sponsorship support will determine your level of sponsorship. In turn, we will reward your organisation with a number of entitlements shown below. We appreciate your on-going support, these meetings would simply not be possible without your contribution.

DIAMOND LEVEL (SPEND £100K+)	PLATINUM LEVEL (SPEND £80K+)	GOLD LEVEL (SPEND £60K+)
Preferred choice of Symposia Slot	Preferred choice of Symposia Slot (after Diamond sponsor)	Preferred choice of Symposia Slot (after Diamond & Platinum sponsors)
2 x Scanners	2 x Scanners	1 x Scanner
3 x Delegate list in advance of event	2 x Delegate list in advance of event	1 x Delegate list in advance of event
3 x Eshots to participants	2 x Eshots to participants	1 x Eshot to participants
2 x Full page adverts in programme	2 x Full page adverts in programme	2 x Full page adverts in programme
15 x Exhibitor passes	15 x Exhibitor passes	8 x Exhibitor passes
7 x Full Conference Registrations	5 x Full Conference Registrations	4 x Full Conference Registrations
Hyperlink on website and in electronic programme book	Hyperlink on website and in electronic programme book	Hyperlink on website and in electronic programme book

SILVER LEVEL (SPEND £30K+)	BRONZE LEVEL (SPEND £10K+)	CHROME LEVEL (SPEND £4K+)
1 x Scanner	1 x Scanner	1 x half page advert in abstract book (run of paper, first come first serve)
1 x Delegate list in advance of event	1 x Full page advert in abstract book	2 x Exhibitor passes
1 x Eshot to participants	3 x Exhibitor passes	Hyperlink on website and in electronic abstract book
1 x Full page advert in programme	1 x Full Conference Registration	
6 x Exhibitor passes	1 x delegate bag insert	
3 x Full Conference Registrations	Hyperlink on website and in electronic abstract book	
Hyperlink on website and in electronic programme book		

PRICES ARE SHOWN EXCLUSIVE OF VAT.	DESCRIPTION
£450	Hyper-link from logo acknowledgment as a sponsor from event website
£500	1m x 1m pod with one exhibitor pass (similar to a table top display)
£750	Delegate bag insert (sponsor to provide 3000 leaflets in English no more than one, double or single sided sheet of A4)
£750	Full page advert in Abstract Book
£1000	Full page advert in Final Programme
£1500	E-shot to delegate list two weeks prior to conference
£2,000	4000 notepads
£3,000	4000 pens
£5,000	Coffee break sponsor
£10,000	Internet café sponsor - under offer
£5,000	Lunch break sponsor
£10,000	Sponsor of poster board area
£5,000	Exclusive co-branding opportunity alongside ESPGHAN of the pocket programmes
£10,000	WIFI Sponsorship
£15,000	Welcome Reception sponsor
£1,000	Provide logo & strapline for us to print on our crew t-shirts
£3,000	Exclusive sponsorship of delegates bags
£15,000	Mobile app; (Lead sponsor) - Under Offer
£5,000 each	Mobile app; 3 partners (Supporting sponsors) - First come first serve basis
£15,000	Audio Visual
P.O.A	Charging Station
£30,000	USB Sticks – Under Offer

All sponsors regardless of their level will be acknowledged within the final conference programme. Please submit your logo electronically when you submit your booking form. For those that wish to upgrade, please see costs above to take advantage of a hyper-link. Visitors to the site will then be directed automatically to a site of your choice (please provide web address for hyper-link if appropriate).

You are welcome to select a combination of both exhibition space and sponsorship items to make up your budget and enjoy the entitlements of the spend category you fall within.

Please call +44 (0) 845 1800 356 or Email: Industry2015@espghan.org your preferences to check availability of any specific sponsorship items or packages and upon acknowledgement from the sponsorship team you will be asked to complete and submit the booking form to confirm your commitment. This will be on a 'first come, first served' basis.

Dimensions, deadlines and additional, logistical information to support all of the above items along with shipping instructions will be provided within the Technical Manual due for publication by 27 October 2014. Any questions meantime, please email: Industry2015@mci-group.com

For the following levels, choose from the above list up to the value of your sponsorship:

- Gold level - £60,000-£79,999
- Platinum level - £80,000-£99,999
- Diamond level - £100,000+

If we haven't already proposed a tailored package, Gold, Platinum and Diamond sponsors are very welcome to submit a package of desired entitlements and requirements for our consideration.

SATELLITE SYMPOSIUM

Holding a satellite symposium session at the ESPGHAN Annual Meeting is one of the most popular, highly visible and memorable sponsorship opportunities available to your organisation. With a limited and therefore exclusive, opportunity of breakfast, lunchtime and/or end of business day slots and for a variety of 60-90 minutes, this year's symposia schedule has been designed having listened to feedback from both Industry Partners and delegates alike and offers maximum flexibility to the sponsors.

There are several well located rooms that you may wish to consider holding your symposium meeting within and the capacities range from 200 to 1,746. Rooms will be offered on a first come, first served basis and each room enjoys sufficient space for Due to limited availability we strongly advise you to contact us early if you are interested in securing a specific time slot.

Satellite Symposia Sessions - the Benefits to You

- A high level of visibility and positioning for your organisation as a leader in the paediatric gastroenterology, hepatology and nutrition field
- A captive audience of the leading HCP's and scientists actively practicing in research and treatment for paediatric gastroenterology, hepatology and nutrition
- Increased recognition among thought leaders in the paediatric gastroenterology, hepatology and nutrition field.

Symposia Timetable and Rates

BREAKFAST SYMPOSIA	LUNCHTIME SYMPOSIA	EVENING SYMPOSIA
Thursday 7 May 07:30-08:30	Thursday 7 May 13:00-14:00	
Friday 8 May 07:30-08:30		Thursday 7 May 18:00-19:30
Saturday 9 May 07:30-08:30		
£35,000	£40,000	£60,000

At each of the above times we can accommodate three parallel Satellite Symposia across a variety of room sizes. Please call to check availability as sessions are limited. Please note: all rates are shown exclusive of VAT.

Satellite Symposia Options Include:

- Room rental
- Standard congress AV equipment suitable for audience and room size
- Display table at meeting room entrance
- Opportunity to erect pop-up banner and dress inside of meeting room 15-30 minutes in advance of symposium (subject to neighbouring sessions within scientific conference programme)
- Please see the technical manual for specifics regarding the set-up of the satellite symposia
- Opportunity to display A3 posters at key locations throughout the conference centre (3 posters should be printed by the sponsor and handed to the event organisers on arrival at the conference. Posters will be managed/displayed by the event organisers in advance of the symposium)
- Symposium programme featured on the 48th Annual Meeting website and in the final Programme Book
- Logo, company description and contact details in the Final Programme
- Acknowledgement on the 48th Annual Meeting website

Important Satellite Symposia Guidelines

Satellite Symposia and special events must be approved by ESPGHAN. Please refer to the General Terms and ESPGHAN Code of Conduct for full details.

Applications and proposed programmes for Satellite Symposia are to be drawn up by the sponsoring company and must be submitted to the Scientific Committee (via the organisers) for consideration no later than 27 October 2014 (all satellite symposia booked after 27 October will be handled on a case by case basis). All satellite symposia sponsors are requested to submit their top three preferred symposia slots at the time of application, which will be reviewed and considered by the Scientific Committee - the intention of this review process is to prevent competing symposia being scheduled on the same day/time.

For any queries regarding this application process please contact Matt Davenport at: Industry2015@espghan.org. Proposals will be considered/approved by ESPGHAN prior to confirmation to the sponsoring company.

All Satellite Symposia programmes will be published in the Final Programme and on the dedicated Satellite Symposia page of the 48th Annual Meeting website in advance of the meeting. If you do not wish to have your Satellite Symposium Programme published on the website in advance of the meeting, please inform us in writing as soon as possible.

Other symposia or symposia-like events are strictly prohibited between 07:00 Wednesday 6 May 2014 – 15:00 Saturday 9 May 2015. Please refer to the General Terms and ESPGHAN Code of Conduct for full details.

- A maximum of three symposia sessions will be permitted at any one time
- Sponsors may select topics and speakers
- Programmes must be submitted to the organisers for approval by the organising and Scientific Committees
- In addition to the sponsorship fee, sponsors are responsible for the travel, accommodation and onsite costs for speakers and chairs
- Sponsors are responsible for contacting the speakers and chair of their symposia to make all necessary arrangements and provide room and timing information
- Times and dates of the Satellite Symposia sessions will be announced on the 48th Annual Meeting website. The full session programme will be published in the Final Programme and on the 48th Annual Meeting website
- Any promotional material to be placed in the Annual Meeting venue will require approval from ESPGHAN

Applications for Satellite Symposia

Please email Industry2015@espghan.org with your symposia request. We ask that you read and understand the Terms and Conditions and Code of Conduct prior to making your application. The Terms and Conditions and Code of Conduct can be downloaded from <http://www.espghan2015.org/for-sponsors/for-sponsors/>

EXHIBITION

As part of the 48th Annual Meeting of ESPGHAN, an exhibition space will provide a unique opportunity for your organisation to showcase your products, services and educational programmes to around 4,500 delegates, all with interests in areas of paediatric gastroenterology, hepatology and nutrition. The layout of the exhibition has been expertly designed to ensure comfort to the delegates, optimised visitor flow and therefore maximum exposure for you, the exhibitor. The exhibition will be the focus for networking and information exchange. Large catering points and the internet café will be located amongst the exhibition areas which this year will be within the exhibition halls.

For the first time at an Annual Meeting of ESPGHAN, the exhibition will be completely integral to both the catering points but also sufficient, comfortable seating for the participants so they are encouraged to remain within the exhibition at all refreshment breaks. We are striving for an interactive and friendly show.

Following feedback from previous years, private meeting rooms will be available for hire by sponsoring and exhibiting companies, to facilitate the ideal setting for private internal/customer meetings (pre booking will be required and all are subject to availability).

Exhibiting - the benefits to you

- Face to face interaction to exchange ideas, share information,
- Educate
- Communicate latest developments
- Collect attendee data
- Raise brand awareness
- Demonstrate latest products

Exhibition Space - Costs

SPACE ONLY OR SHELL SCHEME	BEFORE OR ON 5 NOVEMBER 2014 EXCLUSIVE OF VAT	6 NOVEMBER 2014 OR AFTER EXCLUSIVE OF VAT
Space Only	£450 per sqm	£480 per sqm
Shell Scheme	£470 per sqm	£500 per sqm
Publishing House Shell Scheme	£275 per sqm	£275 per sqm
Entry Level Exposure	P.O.A	P.O.A

Exhibiting Options

Space Only

- Exhibition floor space only (maximum build height 4m)
- Logo, company description and contact details in the final programme
- Acknowledgement on the 48th Annual Meeting website
- Welcome reception
- Coffee breaks
- Lunches

Shell Scheme

- Three options to choose from: 3m x 2m = 6sqm; 3m x 3m = 9sqm or 4m x 3m = 12sqm
- Exhibition floor space as defined by one of the three options 6sqm, 9sqm or 12sqm
- Maximum shell scheme height is 2.5m
- Shell scheme frame (silver frame and white walls)
- Fascia board for displaying company name (standardised font and format used throughout exhibition)
- Lighting (appropriate number of spotlights, dependant on size of stand)
- Electrical supply
- Carpet
- Furniture as follows:
 - 2 x plastic chairs
 - 1 x table
 - 1 x disposal bin
- Logo, company description and contact details in the final programme
- Acknowledgement on the 48th Annual Meeting website
- Welcome reception
- Coffee breaks
- Lunches

Please select from the following or, email your preferred size to Industry2015@espghan.org to check availability.

SHELL PRICES SHOWN EXCLUSIVE OF VAT	PRICE (<5 NOV)	PRICE (>6 NOV)	RAW SPACE	PRICE (<5 NOV)	PRICE (>6 NOV)
6sqm	£2,820	£3,000			
9sqm	£4,230	£4,500	9sqm	£4,050	£4,320
12sqm	£5,640	£6,000	12sqm	£5,400	£5,760
-			18sqm	£8,100	£8,640
-			24sqm	£10,800	£11,520

EXHIBITION

Exhibitor Entitlements

Exhibitor passes are provided as one per 4 sqm therefore please see the table below for the number of exhibitor passes:

6SQM SPACE OR SHELL SCHEME	9SQM SPACE OR SHELL SCHEME	12SQM SPACE OR SHELL SCHEME	18SQM SPACE OR SHELL SCHEME
1 exhibitor pass	2 exhibitor pass	3 exhibitor passes	5 exhibitor passes

NB. Exhibition stand bookings will be accepted on a first come, first served basis.

Reservation of Exhibition Space

All reservations for exhibition space are subject to approval by MCI UK Ltd, on behalf of ESPGHAN. Please use the booking form to reserve your preferred exhibition space. Follow the link from <http://www.espghan2015.org/for-sponsors/for-sponsors/> to select the relevant form.

ESPGHAN reserve the right to refuse applications from companies not meeting standards required or expected, as well as the right to curtail or to close exhibits that reflect unfavourably on the character of the meeting. This applies to displays, literature, advertising, novelties, souvenirs, conduct of persons, etc.

Assignment of Exhibition Space

Space will be assigned as requested wherever possible. MCI UK Ltd, on behalf of ESPGHAN, will make every possible effort to assign exhibitors to their preferred location. Exhibitors wishing to avoid assignment of space adjacent to that of a particular competitor should indicate so on their booking form.

Careful consideration will be given to all requests. However, MCI UK Ltd cannot guarantee acceptance of these requests. MCI UK Ltd, on behalf of ESPGHAN, reserves the right to relocate or reassign booths at any time for the overall benefit of the meeting. If a preferred space is not available, it is the practice of MCI UK Ltd to contact each company to discuss alternative space availabilities.

Exhibition Hours

DATE	HOURS	EXHIBITION
Monday 4 May 2015	08:00 –18:00	RAW BUILD : Access / Installation (load-in times for each exhibitor tbc)
Tuesday 5 May 2015	07:00 – 22:00	RAW BUILD : Access / Installation (load-in times for each exhibitor tbc)
Wednesday 6 May 2015	07:00 – 12:00	RAW BUILD : Access / Installation
	07:00 – 16:00	SHELL SCHEME : Access / Installation (load-in times for each exhibitor tbc)
	12:00 – 16:00	RAW BUILD : Cleaning / Decoration ONLY
	17:00 – 20:00	Exhibition Open (including Welcome Reception)
Thursday 7 May 2015	08:30 – 17:00	Exhibition Open
Friday 8 May 2015	08:30 – 17:00	Exhibition Open
Saturday 9 May 2015	08:30 – 14:00	Exhibition Open
	15:00 – 22:00	Exhibition Dismantle (load-out times for each exhibitor tbc)
	22:00 – 23:30	Exhibition Dismantle (loading bay access ONLY)

Current @ 18 September and subject to change

How to book Exhibition Space

Please visit www.espghan2015.org/for-sponsors/for-sponsors/ and complete the Exhibition booking form ensuring you have read and understood the Terms and Conditions and Code of Conduct.

ATTENDEE INFORMATION

Travel information

For further information on how to access the Amsterdam RAI Exhibition and Convention Centre please visit:
www.espghan2015.org/general-information/travel-information/

Registration

Group Registrations

For group registrations, a minimum of 10 participants is required. All group leaders need to complete an online group registration form which can be downloaded from the registration page of the event website www.espghan2015.org/for-delegates/registration/ once complete please send to MCI UK via e-mail to Registration2015@espghan.org

NB. All group registrations must be paid for in full by Wednesday 8 April 2014 and names confirmed by Wednesday 8 April 2014. Registrations will not be confirmed until full payment has been received.

Exhibitor Registrations

All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name upon arrival at the event. To register visit www.espghan2015.org/for-delegates/registration/

Complimentary exhibitor badges will be given according to the size of stand/space booked. See table of exhibitor entitlements (total number depends on overall spend). Additional exhibitor badges are available and are charged an exhibitor registration fee (check registration website for rates).

Exhibitor registrations whether complimentary or paid can be generated by completing the online registration form via the link on the event website www.espghan2015.org/for-delegates/registration/ If you are entitled to a number of complimentary exhibitor registrations please email the registration team to receive your unique code as you will require this to book your complimentary badges. Email: Registration2015@espghan.org

Payment

Full payment should be received before the relevant deadline. To facilitate processing, participants must clearly indicate in all remittances their name, address and registration number. Either of the following means can be used for payment:

1. Credit Card

Eurocard/Mastercard credit or debit cards and Visa cards will be accepted. Please note we do not accept American Express. Please complete your full credit card details on the registration form within the registration system.

2. Bank Transfer

Please use the following information for your bank transfer, in EUROS (€) made payable to MCI UK Ltd. Please note: All costs have to be covered by the ordering customer and "free of charge for the receiver account" on all payments.

Natwest Bank, Petersfield Branch, 4 High Street, Petersfield	
Account Name:	MCI UK Limited
Account Number:	550/00/83010858
Sort Code:	60-16-26
Swift Code:	NWBKGB2L
IBAN:	GB89NWBK60721383010858

NB: Please do not send payments directly to this address. Bank transfers will not be accepted after Wednesday 8 April 2015.

Accommodation

A variety of hotels ranging in price and star rating are available via the website for the 48th Annual Meeting of ESPGHAN and can be booked via the accommodation page of the event website <http://www.espghan2015.org/for-delegates/accommodation/>

NB – For group accommodation requests of 10 people or more please send your requirements to Accommodation2015@espghan.org

Ground Services

The 48th Annual Meeting Organisers, MCI UK Ltd., have this year partnered with Ovation Holland in order that they can provide destination management services to support industry partners.

Additional ground services and support that Ovation Holland can provide locally include:

- Group transfer requests
- Pre and post tour options
- Hostess services
- Group dining
- Airport assistance
- Meeting room bookings (outside of core Meeting hours)
- Visa guidance

Please visit the official DMC website <http://ovationdmc.com/country/holland/> for further information on the services available and information on how to book.

Supporting Programme

Welcome Reception – Wednesday 6 May 2015

Amsterdam RAI - 18:30 – 20:00

Presidents Dinner – Thursday 7 May 2014

20:00 – 23:00 - This is an invitation only event, venue TBC

Members' Evening – Friday 8 May 2014

20:00 – 23:00 (Open to ESPGHAN Members only)

This exclusive evening for ESPGHAN members will take place at a select venue offering a drinks reception and relaxed style dining. The evening is an opportunity for members to network and catch up with old friends in the beautiful city of Amsterdam.

Closing Ceremony and Awards – Saturday 9 May 2014

13:00 – 14:00

For the first time this year, we will be holding a Closing Ceremony which will include presentations for five prestigious ESPGHAN Awards. This Closing Ceremony is open to all and is totally inclusive. It provides everyone with an opportunity to reflect on the learning and networking of the Annual Meeting and brings the event to a close in a unique way, drawing in the destination of the meeting and looking ahead to future years.

The Farewell Dinner will not take place this year.

ATTENDEE INFORMATION

Other activities and meetings during the 48th Annual Meeting of ESPGHAN

Industry are free to offer additional events which do not take place in parallel with the official events or core scientific programme of the meeting. In order to ensure the smooth functioning of the official meeting activities and optimal attendance by delegates, the Code of Conduct has been put in place. The full document is available via <http://www.espghan2015.org/for-sponsors/for-sponsors/> and we ask that you refer to it prior to completing the booking forms. Meantime, the following forms part of the code of conduct:

- Industry are asked to review and agree to the General Terms and Code of Conduct
- 'Non industry' associate organisations that may wish to hold activities in conjunction with the 48th Annual Meeting of ESPGHAN are required to submit an application to the organisers
- With the exception of programmes that have been organised for accompanying persons, social events can be organised only outside the official 48th Annual Meeting of ESPGHAN official programme, including all social functions.

CONTACTS

Exhibition and Sponsorship Sales

Tel: +44 845 1800 356
Email: Industry2015@espghan.org
Website: www.espghan2015.org/for-sponsors/for-sponsors/

Group Registrations & Exhibitor Passes

Tel: +44 845 1800 360
Email: Registration2015@espghan.org
Website: www.espghan2015.org/for-delegates/registration/

Group Accommodation Contact

Tel: +44 845 1800 360
Email: Accommodation2015@espghan.org
Website: www.espghan2015.org/for-delegates/accommodation/

AV, Production and Technical Enhancements for Exhibitors

Including graphics, fascia boards and printed panels for Exhibitors
Tel: +44 845 1800 360
Email: AV2015@espghan.org

Tours, Transfers and Location Group Support (Via Ovation Holland)
Further details will be provided in the technical manual and on the website

General Event Information

Including: programme, social events, timings, print production and Shipping
Tel: +44 845 1800 360
Email: AnnualMeeting2015@espghan.org
Website: www.espghan2015.org

ESPGHAN Association Management Office

Durford Mill, Petersfield, Hampshire, GU31 5AZ,
United Kingdom
Tel: +44 (0) 1730 715230 or (0) 845 1800 367
Fax: +44 (0) 1730 715291
Email: espghan@associationhq.com
Website: www.espghan.org

Booking Forms

Accessible via: www.espghan2015.org/for-sponsors/for-sponsors/



 **ESPGHAN** 48th **ANNUAL
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