



# **41st Annual Meeting of the European Thyroid Association**

**September 15th – 18th, September 2018**

Sage Gateshead  
Newcastle / United Kingdom

## **Information for Exhibitors and Sponsors**

[www.eta2018.org](http://www.eta2018.org)

*Status: January 2018*



# COMMITTEES

## ETA Executive Committee

President: Pilar Santisteban, Spain  
Secretary: Colin Dayan, United Kingdom  
Treasurer: Tomasz Bednarczuk, Poland  
President-Elect: Laszlo Hegedüs, Denmark  
Secretary-Elect: Leonidas Duntas

Duncan Bassett, United Kingdom  
Thomas Brix, Denmark  
Veerle Darras, Belgium  
Monica Dentice, Italy  
Eric Fliers, The Netherlands  
Laura Fugazzola, Italy  
Balázs Gereben, Hungary  
Lars Möller, Germany

## Local Organizing Committee (LOC)

Chair: Simon Pearce

## ETA Standing Office

Martin Then [then@endoscience.de](mailto:then@endoscience.de)  
Susanne Rothe [rothe@endoscience.de](mailto:rothe@endoscience.de)

## GENERAL INFORMATION

The ETA has entrusted EndoScience Endokrinologie Service GmbH with the general logistics and organisation of the 41st Annual Meeting of the ETA. All correspondence pertaining to the Exhibition and Sponsoring should be addressed to:

### ETA Standing Office

#### EndoScience Endokrinologie Service GmbH

Hopfengartenweg 19, 90518 Altdorf, Germany

Tel.: +49 (0)9187-97424-11; Fax +49 (0)9187-97424-71

[then@endoscience.de](mailto:then@endoscience.de)

The ETA Annual Meeting offers a unique platform to increase your company presentation, to form relationships and enhance your profile in the thyroid field. **The commercial exhibition** includes a display of products, devices and services designed to support the field of thyroid diseases.

## THE VENUE

The ETA Annual Meeting 2018 will take place in the

### Sage Gateshead

St Mary's Square

Gateshead Quays

Gateshead

NE8 2JR

England

## REGISTRATION FEES – DELEGATES

The registration of delegates will be managed by the ETA Standing Office. Group registration is possible; however, group pick-ups of delegate documents cannot be arranged!

### REGISTRATION FEES (in Euro, €)

	Before June 30	July 1 - Aug. 25
<b>ETA Ordinary</b> Member and <b>ETA Senior</b>	160	185
<b>ETA Junior</b> Member < 35 y	60	80
<b>ETA Corresponding</b> Member	260	300
<b>ATA, LATS, AOTA, JTA Members *</b>	260	300
<b>Non-Member</b>	500	550
<b>Students/Res. Fellows</b> < 35 y	125	160

## EXHIBITION INFORMATION

### EXHIBITION AREA

The commercial exhibition will be placed across the venue, in the Northern Rock Foundation Hall and on the balconies outside Halls 1 and 2, ensuring maximum interaction with the conference delegates. Catering stations will also be integrated in this area.

A floor plan of the Sage Gateshead will be setup later, showing the lecture halls as well as the bookable booth spaces of various dimensions. The booth spaces will be sold on a first come, first served basis.

**Booth rental fee per square meter net: 500.- € / sqm plus VAT**

Booth Space per company is unlimited upon availability.

The above mentioned rental fee includes:

- Net stand area (floor space only, without equipment)
- Technical manual (will be send out to all exhibitors in June 2018)
- Entry into exhibitors list in the final program
- An unlimited number of sales representatives per booth, provided they wear the congress identification badge (badges can be pre-ordered through the Congress secretariat). The identification badge will allow access to the exhibition areas only and participation at the Welcome Reception
- Lunches/coffee breaks as indicated in the program
- Cleaning of general surfaces

### CONGRESS REGISTRATION FOR EXHIBITORS

Exhibitors will be entitled to one free registration for the scientific program with a stand up to 6 sqm, two free registrations with a stand of up to 12 sqm and 4 free registrations if the stand is larger than 12 sqm and/or if your company is organising a satellite symposium.

### EXHIBITION SCHEDULE\*

The commercial exhibition will commence on Saturday, September 15<sup>th</sup> and finish on Tuesday, September 18<sup>th</sup>.

<b>Set-up:</b>	Friday, Sept. 14 <sup>th</sup>	14.00 - 20.00 hrs
<b>Preliminary opening times:</b>	Saturday, Sept. 15 <sup>th</sup>	9.00 – 18.00 hrs
	Sunday, Sept. 16 <sup>th</sup>	9.00 – 18.00 hrs
	Monday, Sept. 17 <sup>th</sup>	9.00 – 18.00 hrs
	Tuesday, Sept. 18 <sup>th</sup>	9.00 – 13.00 hrs
<b>Dismantling:</b>	Tuesday, Sept. 18 <sup>th</sup>	approx. 15.00 hrs, after end of last session

*\*All times may be subject to change.*

### Terms of payment

The invoice amount is due within 30 days of receipt of invoice. Invoicing will be carried out by the ETA Standing Office / EndoScience Endokrinologie Service GmbH, after the event.

### Terms of cancellation

Free cancellation of the exhibition space is possible **until June 9, 2018**. After that date the full exhibition rental fee will be charged.

### CATERING

Any catering services should be placed with:  
**Amy Byers / Ref.: ETA Conference [your organisation name]**  
**e-mail: [amy.byers@sagegateshead.com](mailto:amy.byers@sagegateshead.com)**

## SATELLITE SYMPOSIA

Organisation of the satellite symposia and distribution of time slots are the responsibility of the ETA Treasurer and the ETA Standing Office. Title and programme of the satellite symposia will be determined by the sponsor and submitted to the scientific programme committee for approval.

The booking of a satellite symposium includes the following services:

- Arranging a conference room
- Standard technical requirements (loudspeaker and microphones, beamer, laptop, laser pointer)
- Special signing

Sponsors can produce their own invitations for the satellite symposium, which will be included in the congress bags free of charge. Costs for printing or dispatching of invitations are not included in the symposium package.

### TIME SLOTS

Sponsors can book a satellite symposium on the days stated below:

Date	Time	Price	Status
Saturday, Sept. 15 <sup>th</sup>	17.00 - 18.00	30.000 €	Booked
Sunday, Sept. 16 <sup>th</sup>	Early Riser / 7.00 - 8.00	15.000 €	Booked
Sunday, Sept. 16 <sup>th</sup>	Lunch / 13.00 - 14.00	30.000 €	Booked
Sunday, Sept. 16 <sup>th</sup>	17.00 - 18.00	30.000 €	Booked
Monday, Sept. 17 <sup>th</sup>	Early Riser / 7.00 - 8.00	15.000 €	Booked
Monday, Sept. 17 <sup>th</sup>	Lunch / 13.00 - 14.00	30.000 €	Booked

### DATES TO REMEMBER

#### **Industry-sponsored Satellite Symposia (info for ETA Treasurer)**

**April 10<sup>th</sup>, 2018** Info about scientific content incl. names of speakers and chairmen to ETA Treasurer  
**June 19<sup>th</sup>, 2018** Delivery of complete scientific programme of the booked satellite symposium for the scientific programme and abstract booklet

#### **Industrial Exhibition & Catering (info for M. Then)**

**May/June 2018** Technical manual for exhibitors / approval of stands and final exhibition plan  
**August 8<sup>th</sup>, 2018** Deadline for placing all orders for your exhibition booth  
**August 18<sup>th</sup>, 2018** Deadline for catering orders

#### **Terms of payment**

The invoice amount is due within 30 days of receipt of invoice. Invoicing will be carried out by the ETA Standing Office / EndoScience Endokrinologie Service GmbH, after the event.

#### **Terms of cancellation**

Free cancellation of the satellite symposium is possible **until April 3, 2018.**

### CATERING FOR SYMPOSIA

Please note that the sponsors of early riser- and lunch symposia **DO NOT** need to provide any food/catering for their symposium attendees. Food and drinks will be provided by the ETA.

## SPONSORSHIP AND EXHIBITION LIAISON / ORGANISATION CONTACT

### Organisers of exhibition & satellite symposia:

**ETA Standing Office**  
**EndoScience Endokrinologie Service GmbH**  
Hopfengartenweg 19, 90518 Altdorf, Germany

#### Contracts & Invoicing

**ETA Treasurer:** Tomasz Bednarczuk, Poland (tbednarczuk@wum.edu.pl)

Mr. **M. Then** (then@endoscience.de)  
Tel.: +49 (0)9187-97424-11, Fax +49 (0)9187-97424-71

#### Exhibition and Satellite Symposia - organisational issues

Mr. Martin Then, (then@endoscience.de)  
Tel.: +49 (0)9187-97424-11, Fax +49 (0)9187-97424-71

## OTHER SPONSORING OPPORTUNITIES

In addition to the participation at the exhibition of the Meeting, the ETA Standing Office is offering companies the opportunity to become sponsor of the Congress. The selection of sponsorship opportunities provides solutions for any size of company. Let us help you to get the sponsorship options that will deliver the rewards you seek from your participation in this meeting.

If you are interested in becoming a sponsor you may also share your ideas with us. The ETA Treasurer and the ETA Standing Office look forward to your suggestions and comments. All sponsorship opportunities include acknowledgement of the sponsorship in the main program.

<b>Satellite Symposium</b> (only for Corporate members of the ETA)	to be negotiated directly with the Treasurer of the ETA
<b>Exhibition Booth</b>	<b>500 €/m<sup>2</sup></b>
<b>Bag insert</b> (announcements, invitations, etc.)	<b>1.000 €</b>
<b>Sponsoring of the coffee breaks</b>	<b>2.500 € each</b>
<b>Sponsoring of lanyards</b>	Production and delivery by the sponsor
<b>Congress bag</b>	Tbd
<b>Internet point/WIFI</b>	Tbd
<b>Pads and Pens</b>	Production and delivery by the sponsor

***N.B.: Prices do not include VAT***

## MEETING ROOMS AT THE CONFERENCE VENUE

There are a limited number of conference rooms within the congress centre. If you require a room for a special meeting please contact Mr. Martin Then (then@endoscience.de)

## **SOCIAL PROGRAMME / GROUP ARRANGEMENTS**

If you require any group arrangements, such as hotel reservations, bus transfers or group dinners please contact our local partner in Newcastle:

**NGI - awaiting the contact details**

## **IMPORTANT INFORMATION**

### **Insurance**

The Organizer of 41st ETA Meeting has:

- public liability insurance which covers all injuries to persons during the event
- liability to any movable property which uses the organizer of the event, which will be damaged or lost during the event
- responsibility of the organizer to the owner of the venue

Nevertheless, you are kindly asked to acquire sufficient insurance as exhibitor. We also recommend that you have additional coverage against loss or damage to exhibition materials during transport and during the exhibition itself. Please make arrangements for insurance coverage through your company's insurer.

### **Observance of Statutory / Rules and Regulations**

With respect to the use of the agreed exhibit space, the content of a luncheon symposium or breakfast satellite symposium, the advertising activities as well as the general admissibility of the activities which the Sponsoring / Exhibiting Company plans to perform at the Congress, the Sponsoring / Exhibiting Company acknowledges that it shall be solely responsible for the observance of all statutory rules and regulations applicable to the jurisdiction in which the Congress venue is located.

The Sponsoring / Exhibiting Company is obliged not to conduct any social or other activity within the official congress hours and during the hours of industry sponsored symposia, which would take people away from the congress venue.