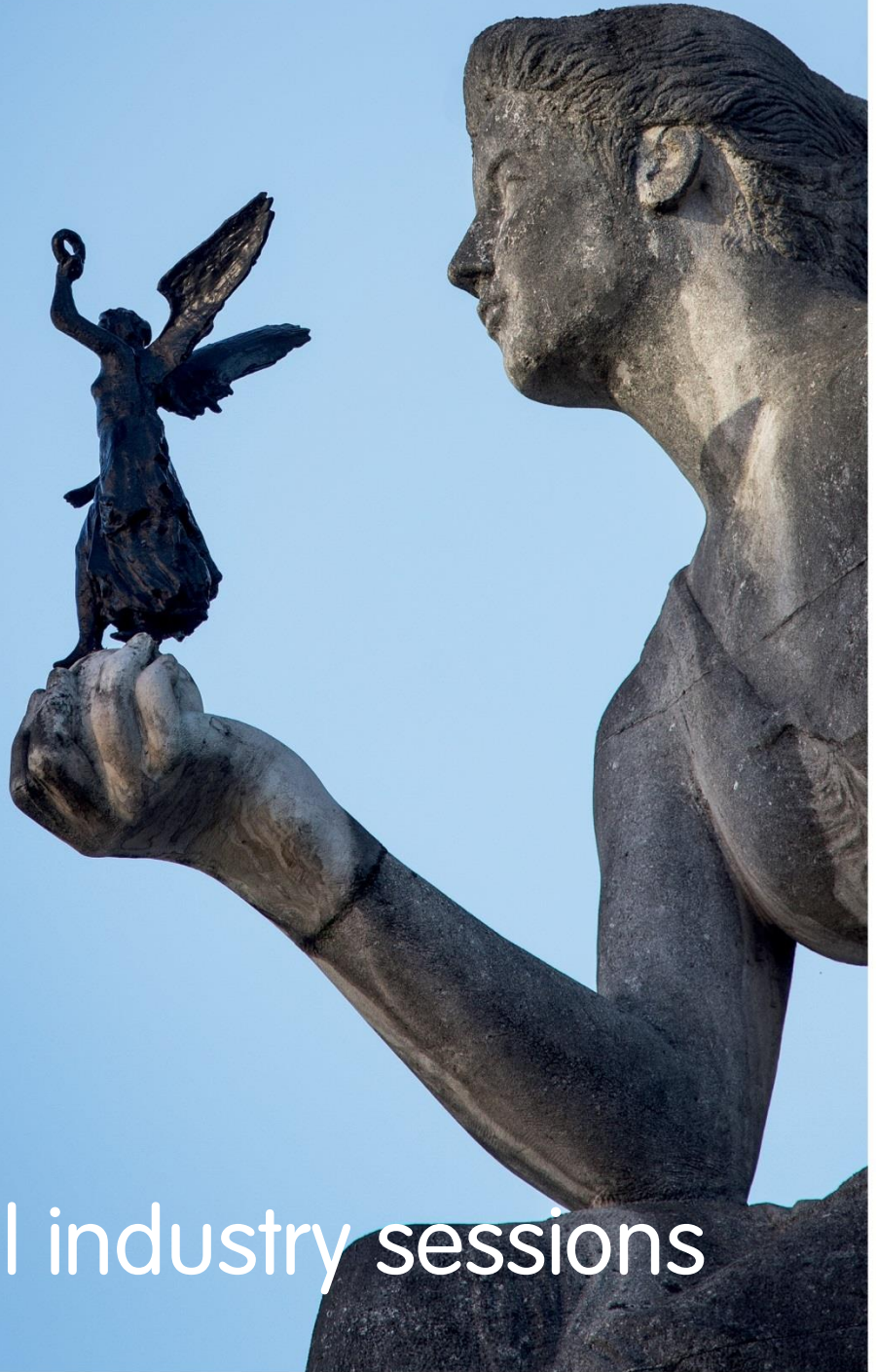


# 17th International EAUN Meeting

12-14 March 2016, Munich, Germany



## Manual industry sessions

in conjunction with  
**EAU16**

[www.eaun16.org](http://www.eaun16.org)

**eaun** European  
Association  
of Urology  
Nurses

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# 1. SPEAKERS

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Please find below information on aspects related to the speakers (including presenters, chairman, moderators etc.) in your industry session.

## 1.1 Registration

The EAUN Congress Office will register the chair and speakers of your industry session for the **early registration fee** and will send you the registration confirmations and invoice in due course. Please inform Ms. Claudia van Ijzendoorn, [c.vanijzendoorn@congressconsultants.com](mailto:c.vanijzendoorn@congressconsultants.com) of the invoice address and contact details of the contact person to whom the registration confirmations should be sent.

## 1.2 Travel

**It is your responsibility to make all travel arrangements directly with your speakers.**

Star Alliance is appointed as the official airline network of EAUN16. Please check our website for more information: <http://eaumunich2016.uroweb.org/travel-accommodation/travel/>

## 1.3 Private ground transportation

TBR/ Global Chauffeuring

T: 24/7: +44 8700 589 300

Booking can be done via <https://www.tbrglobal.com/eau16>

## 1.4 Housing

Accommodation for your speakers can be arranged through the official housing agency K.I.T.

K.I.T. Group GmbH

Ms. Merryn Scholz

Kurfürstendamm 71

10709 Berlin

Germany

T: +49 30 24 60 34 00

F: +49 30 24 60 33 99

[eau2016hotels@kit-group.org](mailto:eau2016hotels@kit-group.org)

## 2. SESSION ROOM

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### 2.1 Room names and capacities

Please find the room names and capacity of the industry session rooms below:

Room name	Capacity (theatre seating)	Location
Room 5	389	ICM, level 0
Room 4	206	ICM, level 0

➤ Carefully check your room name. The names mentioned above will be used on the signage.

### 2.2 Floor plan

PDF files of the session room floor plans will be available shortly on the EAU16 website under Exhibition & Industry.

### 2.3 Site inspection

If you wish to organise a site inspection to the congress venue please contact Mr. Fabian Schäfer for the congress centre ICM ([Fabian.Schaefer@messe-muenchen.de](mailto:Fabian.Schaefer@messe-muenchen.de), T: +49 89 949 232 60), or Ms. Manuela Kögel for the Halls ([Manuela.Koegel@messe-muenchen.de](mailto:Manuela.Koegel@messe-muenchen.de), T: +49 89 949 200 81) to make an appointment.

The following dates are recommended when there is no event going on at the congress venue: 5 November 2015, 15 December 2015 or 14 January 2016.

### 2.4 Audio-visual equipment/furniture

#### 2.4.1 Standard set-up industry sessions

The following standard set-up will be provided:

- theatre set-up (check § 2.1 for capacity)
- 1 lectern including digital name display in Room 4 and 5
- 2 speaker tables + 4 chairs
- 1 viewing monitor per speaker table
- speaker name plates for the speaker tables
- 1 projection screen
- 1 data/video projector
- 1 laptop for PowerPoint presentation (latest PowerPoint version) on lectern
- 1 mouse pointer
- technical support
- sound equipment:
  - 1 goose neck microphone on lectern
  - 1 wired clip microphone on lectern
  - 4 microphones on speaker tables
  - 4 wired interruption microphones on floor stand

#### 2.4.2 Additional audiovisual equipment/furniture

- **Additional audio-visual equipment and speaker tables** Please contact ACS audiovisual solutions, Mr. Chris van Vendelo, [c.vanvendelo@acsaudiovisual.com](mailto:c.vanvendelo@acsaudiovisual.com) by 15 February.
- *Please note: The standard set up of 2 speaker tables can have a maximum of 5 chairs. If you will have more than 5 chairs on the podium you will require an extra speaker table. (1 table per extra 2 persons)*
- **Additional chairs:** Contact the EAUN, Ms. Claudia van Ijzendoorn, [c.vanijzendoorn@congressconsultants.com](mailto:c.vanijzendoorn@congressconsultants.com)
- **Additional orders** such as hospitality tables, flowers etc. can be ordered via ACS audiovisual solutions, Mr. Chris van Vendelo, [c.vanvendelo@acsaudiovisual.com](mailto:c.vanvendelo@acsaudiovisual.com).

Please note: The EAUN holds no responsibility for any additional audiovisual equipment/furniture used in the meeting rooms which has not been ordered through the EAUN Congress Office and preferred audiovisual companies.

### 2.4.3 Audience response/voting system

If you wish to order voting keypads (for voting or interactive discussions), please contact ACS audiovisual solutions, Mr. Chris van Vendelo, [c.vanvendelo@acsaudiovisual.com](mailto:c.vanvendelo@acsaudiovisual.com).

Please inform the EAUN Congress Office, Ms Claudia van Ijzendoorn, [c.vanijzendoorn@congressconsultants.com](mailto:c.vanijzendoorn@congressconsultants.com) if you will use voting pads provided by another company.

### 2.4.4 Electricity

Please note that electricity is not readily available in all areas thus, if you are bringing equipment that requires charging (such as iPads, etc.) you should contact ACS audiovisual solutions, Mr. Chris van Vendelo, [c.vanvendelo@acsaudiovisual.com](mailto:c.vanvendelo@acsaudiovisual.com) to make the necessary arrangements with the congress centre.

## 2.5 Speaker name display

Lectern (see also §3.4)

Speaker names will automatically be projected on the plasma in front of the lectern when the presentation is started.

Speaker table (see also §3.5)

The EAUN will provide a speaker nameplate for each speaker at the speaker table.

You may of course provide your own speaker nameplates.

## 2.6 Hostess assistance and scanners

During your industry session 3 EAUN hostesses are available:

- 1 hostess to assist speakers
- 2 hostesses to scan the badges of the delegates who enter the room at the start of your session

The hostesses follow the instructions of the EAUN supervisors and their task is to ensure that the session runs smoothly and to perform the tasks they are assigned to by the EAUN.

**Please note that it is not allowed to request the hostesses to do other tasks like handing out materials etc.**

Additional hostess assistance to hand out materials etc. can be booked via:

The fair agency gmbh – Mrs. Lilli Brandt

Schatzbogen 43

D-81829 München

Tel: +49 89 2444 193 78

E: [info@the-fair-agency.com](mailto:info@the-fair-agency.com)

## 2.7 Scanners

EAU will provide scanning facilities for the 2 hostesses to scan the badges of the delegates participating in industry session. To order additional scanners (€ 250 apiece) please contact Mrs. Lisette Schreuder, [l.schreuder@uroweb.org](mailto:l.schreuder@uroweb.org). Additional hostess assistance can be booked via the congress venue, see §2.6.

## 2.8 Catering

You are permitted to organise catering before or after your industry session. The catering can only start 15 minutes before the start of the session. Catering is not allowed inside the session rooms. If you are using catering services, please be sure to organise cleaning as well. The EAU allows a basic set up of catering services.

For catering orders, special requirements or other information please contact the caterer directly. Please note that the deadline for ordering catering is 15 of February 2016. EAU cannot be held accountable for the services of Kaefer.

### Kaefer

Contact person: Mrs. Michaela Höglauer

Tel: +49 89 949 242 93

E: [m.hoeglauer@feinkost-kaefer.de](mailto:m.hoeglauer@feinkost-kaefer.de)

[www.feinkost-kaefer.de](http://www.feinkost-kaefer.de)

Should you require further information about the set-up of your catering arrangements please contact Ms. Claudia van Ijzendoorn, [c.vanijzendoorn@congressconsultants.com](mailto:c.vanijzendoorn@congressconsultants.com).

### 3. PROMOTION OPPORTUNITIES

Placing materials such as banners and poster boards in the meeting room is permitted as long as the attendees' view is not blocked. Promotional material may only be visible during the industry session and must be removed immediately after the session.

#### 3.1 Promotion board next the entrance of the session room

On the day of your industry session you may put up one promotional poster, maximum size A0. The EAUN will provide a special poster board for this purpose at the entrance to the session room.

#### 3.2 M look screen

There is a plasma screen at the entrance to the session room which can be branded with your company add prior and during your symposium. If you wish to use this screen to brand your symposium with your own design, please contact M Events, Ms. Julia Pas, [julia.pas@m-events.com](mailto:julia.pas@m-events.com) for the procedure and prices before 1 February 2016, the order deadline is 19 February 2016.

#### 3.3 Hospitality desk at entrance to session room

There will be one hospitality desk and 2 chairs just outside the session room for you to use half an hour before and during your session. This desk can be used to display promotional material and brochures.

#### 3.4 Promotion on lectern screen

The lecterns provided in Rooms 4 and 5 are equipped with a digital plasma screen with a standard EAUN design.

If you wish to brand the digital plasma screen on the lectern, free of charge, please contact M Events, Ms. Julia Pas, [julia.pas@m-events.com](mailto:julia.pas@m-events.com) to receive an order form with the design details. For an additional cost, M Events can work with you to create your own design, please contact them for a quote. The deadline for ordering your plasma screen design is 19 February 2016.



Lectern with plasma



Lectern without plasma

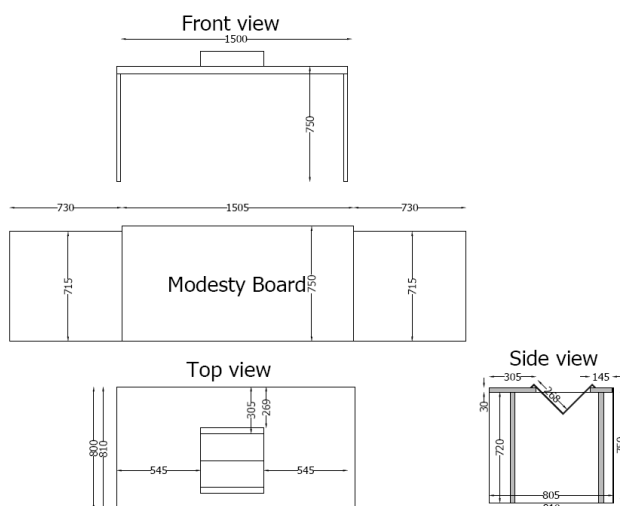
#### 3.5 Promotion on speaker table

The standard set-up is 2 speaker tables with 1 integrated TFT monitor per table + 4 chairs.

The size of the speaker table is: 75cm x 150cm x 81cm (H x W x D)

The size of the front modesty board is: 75cm x 150.5cm (H x W)

The size of the side modesty boards are: 71.5cm x 73cm (H x W)



Speaker tables

### 3.6 Automated webcast

It is possible to order a webcast of your industry session through the EAU. However please ensure that all presentations must be uploaded through the Speaker Service Centre. For more information and prices, please contact the EAU Central Office, Mrs. Lisette Schreuder, [l.schreuder@uroweb.org](mailto:l.schreuder@uroweb.org)

### 3.7 Webcast CD

Webcast CDs can be produced and will be available after the congress. The webcast should be organised through the EAU. For more information and prices, please contact the EAU Central Office, Mrs. Lisette Schreuder, [l.schreuder@uroweb.org](mailto:l.schreuder@uroweb.org).

### 3.8 Video recording

If you wish to video record your session, permission must be granted from the EAU. In all cases, a copyright fee of € 15,000 will have to be paid. For further information please contact the EAU, Mr. Peter Hazenberg, [p.hazenberg@uroweb.org](mailto:p.hazenberg@uroweb.org). Publication of above mentioned content other than for the EAU should be in consultation with the EAU.

**Please stick a sample of your promotional material on every box!**

### 3.9 Audio recording

If you wish to audio record your session, permission must be granted from the EAU. In all cases, a copyright fee of € 500 will have to be paid. For further information please contact the EAU, Mrs. Lisette Schreuder, [l.schreuder@uroweb.org](mailto:l.schreuder@uroweb.org). Publication of above mentioned content other than for the EAU should be in consultation with the EAU.

### 3.10 Hospitality suites

The EAUN offers you the opportunity to rent a hospitality suite at the congress venue. A hospitality suite gives your company the possibility to welcome your clients in a private atmosphere.

Catering, furniture, signage, phone lines or AV equipment are not included and should be ordered separately; on confirmation of your hospitality suite you will receive a list with contacts and order forms.

If you wish to rent a hospitality suite please contact the EAU, Ms. Wendy Dennissen, [w.dennissen@uroweb.org](mailto:w.dennissen@uroweb.org).

### 3.11 Delegate mailing list

The EAUN will provide a pre-registered mailing list (Excel list) to all organisers of industry sessions. The list will be sent on 19 February 2016. This list includes only postal addresses (no email) and is for single use only.

The EAUN will provide sponsoring companies with two Excel mailing lists after the congress:

1. List of delegates who attended the industry sessions on 4 April 2016
2. Final registration list of all delegates who attended the congress on 4 April 2016

These lists will include postal addresses, but no email addresses and are for single use only.

### 3.12 Bag inserts

To promote your industry session, you may wish to insert a session invitation in all congress delegate bags. You can order this promotional option for € 8,225 (excl. VAT). Please contact Ms. Wendy Dennissen of the EAU at [w.dennissen@uroweb.org](mailto:w.dennissen@uroweb.org) for further details, or make your direct booking using the order form in the Sponsoring Options document. The deadline for ordering bag inserts is 11 February 2016.

- A sample of your bag insert must be sent to the EAU for approval before 11 February 2016. Please email a PDF sample to Ms. Sabrina van Scherpenseel, [s.vanscherpenseel@congressconsultants.com](mailto:s.vanscherpenseel@congressconsultants.com). Inserts must not exceed an A4 format (210x297 mm) and a max. weight of 50 grams
- If you wish to use the EAU logo in your artwork, please see instructions in paragraph 3.14.
- A total quantity of 12,500 inserts must be shipped.
- Deadline delivery bag insert: Between 20 February and 26 February 2016.

Shipping address:

Shipment label must include:

1. Company name
2. Bag inserts EAU 2016
3. Bag insert number EAU BI XXX
4. Number of boxes (1 of \_)

Fairexx Logistics for Exhibitions BV  
EAU: Bag inserts

De Trompet 2650  
1967 DD Heemskerk  
The Netherlands

Mr. Paul van Zijl  
T: +31 251 25 00 60  
F: +31 251 25 00 65  
[paul.van-zijl@fairexx.nl](mailto:paul.van-zijl@fairexx.nl)

Please note the following conditions:

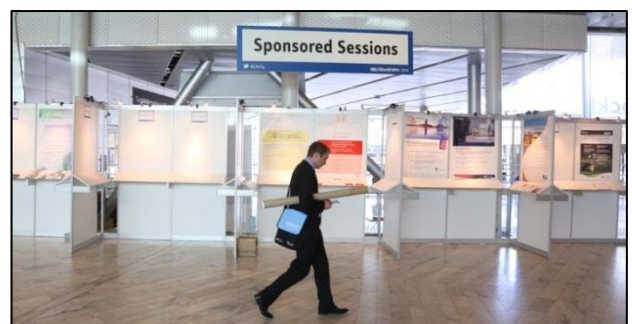
- Company will be responsible for the shipping costs of the bag inserts to the Netherlands; delivery deadline: Between 20 February and 26 February 2016.
- EAUN will cover the warehouse storage costs between 20 February and 26 February 2016; costs for earlier warehousing will be not be covered
- EAUN will take care of shipping the bag inserts to the congress venue
- In the unfortunate event the above deadline cannot be met. The late shipments should be sent directly to the congress venue in Munich. The EAU will not cover any shipping or warehousing costs. In case of a late shipment please contact Ms. Sabrina van Scherpenseel for further information on the shipping details.

### 3.13 Industry session promotion area

You are allowed to display one promotional poster per industry session at a specially assigned area in the congress centre. The poster boards include shelves on which your brochures can be displayed and your company name. The poster boards are arranged alphabetically. The maximum size for the poster is A0.

Posters can be displayed from Friday, 11 March 2016 from 09.00 hrs. onwards.

Location: ICM Foyer, level 0



### 3.14 Use of EAUN and/or Munich congress logo

All printed materials containing the EAU and/or the Munich Congress logo must be officially approved by the EAU Congress Office, Ms. Ivanka Moerkerken, [i.moerkerken@uroweb.org](mailto:i.moerkerken@uroweb.org). Information on the use of the EAU and Munich Congress logo is explained in the separate house style document.

### 3.15 Promotion banners in the session room

Sponsoring companies can set up a banner on both sides of the projection screen in the session room. If you wish to set up banners, please note that this has to be done during the appointed rehearsal time, provided they remain rolled up and invisible to the audience until the start of the industry session.

If you would like to hang banner(s), please contact ACS audiovisual solutions, Mr. Chris van Vendelo, [c.vanvendelo@acsaudiovisual.com](mailto:c.vanvendelo@acsaudiovisual.com). ACS audiovisual solutions will assist you with hanging the banners in the room. ACS can also advise you on the best banner size for the room in which you are hosting your industry session.

### 3.16 Public areas

It is not permitted to display any promotional material at the entrances and in the public areas of the congress centre for the duration of the congress. Promotion of your industry session is only permitted 30 min prior to the official starting time of the session until the end of the session within a range of 5 meters from the main entrance of the dedicated session room.

### 3.17 Exhibition

Promotion of your industry session is allowed at your company's exhibition booth but not in the exhibition aisles.

### 3.18 Hotels

It is permitted (with the approval of the hotel management) to put up a poster in the lobby of your speakers hotel. It is not permitted to have a booth or distribute promotional flyers in the hotels.

### 3.19 Getting your materials where you want them: In the session room

If you wish to send materials for the industry session to the congress venue please note the following:

If your industry session is organised by an agency; please make sure that they indicate your company name and name of the room on all shipments.



Shipment label must include:

1. Company name (name of the company sponsoring the session)
2. Contact name & mobile number
3. Industry session material
4. Session room, session date & time
5. Number of boxes (1 of \_)

Please stick a sample of  
your promotional material  
on every box!

Fairexx Logistics for Exhibitions BV  
EAU: Industry session – Company name  
De Trompet 2650  
1967 DD Heemskerk  
The Netherlands

Mr. Paul van Zijl  
T: +31 251 25 00 60  
F: +31 251 25 00 65  
[paul.van-zijl@fairexx.nl](mailto:paul.van-zijl@fairexx.nl)

### 3.20 European Urology Today and EUT Congress News

European Urology Today (EUT), the bi-monthly newsletter of the EAU, and EUT Congress News, the special daily congress edition of EUT, can function as a platform for you to give additional exposure to your industry session. This could be by means of an advertisement, triggering delegates to visit your upcoming session, or by means of a post-congress advertorial, looking back at the session and summarising your most important presentations and findings.

All industry session organisers are entitled to a 25% discount on advertorial space in the post-congress issue of EUT for the publication of their post-congress report.

For availability and prices of the different options, please contact Mrs. Lisette Schreuder at [l.schreuder@uroweb.org](mailto:l.schreuder@uroweb.org).

### 3.21 Advertisement EAUN Programme Book

All sponsored symposium organisers are entitled to a free advertisement in the EAUN Programme book (please note that this complimentary advertisement does not apply to workshop organisers).

The advertisement specifications are:

Ad size: Format 170 mm (W) X 240 mm (H)/ 4mm Bleed all around

File format: Digital files in PDF (preferred).

Also acceptable: Adobe indesign, Quark Xpress, Adobe illustrator. Please assure all fonts and links are embedded. Images must be High Resolution ( $\geq 300$  dpi at 100% scale) and CMYK

Deadline: 25 January 2016

## 4. ON-SITE ORGANISATION OF YOUR SESSION

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### 4.1 Session rehearsal

The session room will be available for a session rehearsal. The EAUN Congress Office will send you a time slot by email. Please contact Ms. Claudia van IJzendoorn, [c.vanijzendoorn@congressconsultants.com](mailto:c.vanijzendoorn@congressconsultants.com) before 1 February 2016, if you do not require a time slot for a rehearsal.

Speakers must hand in their digital presentations at least three hours prior to the start of the rehearsal in the Speaker Service Centre.

### 4.2 Room dressing

Please note that there is a maximum of 15 minutes available for room dressing before the start of the session.

#### 4.2.1 Flower decorations

Flowers and plants can be ordered via ACS audiovisual solutions, Mr. Chris van Vendelo, [c.vanvendelo@acsaudiovisual.com](mailto:c.vanvendelo@acsaudiovisual.com).

### 4.3 Uploading presentations

Speakers can upload their presentations prior to the congress through the faculty website at: <http://faculty.uroweb.org>

Representatives of sponsoring companies who wish to upload the slides for one or more speakers are kindly asked to report to the Speaker Service Centre. Slides must be handed in at least three hours prior to the start of the session.

*The use of personal laptops in the session rooms is strictly forbidden, as M Events uses a network based presentation system! All presentations should be handed in at the Speaker Service Centre - PowerPoint 2003, 2007 and 2010 are accepted. If the presentations include videos, please ensure that you have all the original video files with you (all video formats are accepted).*

The presentation management process is handled by M Events Cross Media GmbH



### 4.4 Speaker Service Centre

All presentations should be handed in at the Speaker Service Centre, at least three hours prior to the start of the session.

Opening hours:

Thursday, 10 March	14.00 - 19.00 hrs.
Friday, 11 March	08.00 - 19.00 hrs.
Saturday, 12 March	07.00 - 19.30 hrs.
Sunday, 13 March	07.00 - 19.30 hrs.
Monday, 14 March	07.00 - 19.30 hrs.
Tuesday, 15 March	07.00 - 14.00 hrs.

## 5. IMPORTANT REGULATIONS, GUIDELINES & INFORMATION

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### 5.1 Important deadlines

**October 2015** **Full programme will be put on the EAUN Madrid website.**

**October 2015** **Registration system for EAU16 opens**

The Registration for the Congress will open, which means a lot of traffic on the Congress Website, where your session will be highlighted.

The EAUN Congress Office provides the sponsoring companies with an updated version of the industry session manual incl. logistic information.

**November/December 2015** **Application industry session requests (incl. topic and chair) and Confirmation of time slots by EAUN**

The allocation of timeslots will be made by the EAUN Executive Committee, taking into account:

- Level of sponsorship
- Date of receipt request
- Not too much overlap of topics per day.

**1 January 2016**

**Deadline programme, chair, speakers and aims & objectives**

Companies should send their full programme (including chair, speaker and names, lecture titles and aims & objectives) to the EAUN Congress Office. Programmes need to be approved by the EAUN Executive Committee.

Speakers will be officially invited by the EAUN Congress Office.

The chair will be notified by the EAUN Congress Office as soon as all speakers have accepted the invitation. Subsequently the chair should contact the speakers in the session to discuss the organisation of the session.

*It is NOT allowed for a chair or speaker to participate in more than one industry session.*

**January 2016**

**Contracts will be sent out to the sponsoring companies**

**25 January 2016**

**The EAU Congress Office will print the Programme Book**

**1 February 2016**

**Deadline participating in session rehearsal (§ 4.1)**

**11 February 2016**

**Deadline for ordering bag inserts (§ 3.12)**

**15 February 2016**

**Deadline for ordering catering (§ 2.8)**

**19 February 2016**

**Deadline for ordering promotion on M look screen and lectern screen (§ 3.2/3.4/)**

**20 – 26 February 2016**

**Deadline to deliver bag inserts (§ 3.12)**

### 5.2 Rules and regulations

- The company is responsible for the scientific content of the session.
- The full programme should be conducted in English.
- Chairs/speakers can only be invited through the EAUN. Programme and speaker proposals must be first sent to the EAUN Congress Office for approval by the EAUN Executive Committee.
- It is not allowed for a chair or speaker to participate in more than one industry session.
- As the EAUN Annual Congress is a European congress the aim is to have European chairs and speakers. Please take this into consideration when composing your programme.

- If a speaker has a link with the industry (including advisory board) this should be mentioned prior to the session and in the programme announcements.
- The EAUN trusts that all companies, next to the EAUN regulations, commit to the regulations of the EFPIA and the existing local and national Spanish regulations and The Code of Good Practice of Farmaindustria (Spanish Federation of Pharmaceutical Companies). This is of importance to the EAUN in order not to harm the EAUN event and activities.

### 5.3 EAUN rules regarding non-official meetings

During the period 9 - 16 March 2016 inclusive, it is strictly forbidden to hold any other (scientific) meetings, industry sessions, workshops or hands-on training sessions involving more than 5 congress delegates, either within the congress venue or at other location(s) in the city of Munich or surrounding areas (500 km). It is also forbidden to organise repeat meetings involving less than 5 congress delegates. The EAU Congress Office should be informed of any meeting(s) involving more than 5 congress delegates during the days mentioned above. Any formal presentations occurring at hospitality events will be regarded as scientific meetings. Hospitality events may only be organised outside the official congress hours and not during the official social events. Violation of the above mentioned rules will have consequences for participation in the official exhibition or industry session programme. The EAU trusts that all companies, next to the EAU regulations, commit to the existing European and national regulations of the healthcare authorities. The information contained in this manual can be subject to change.

Exceptions to the above rules are at the discretion of the EAU, please contact Mr. Peter Hazenberg, [p.hazenberg@uroweb.org](mailto:p.hazenberg@uroweb.org) if you require further information.

#### 5.3.1 Social events

Companies should follow the schedule below when organising their social events:

Friday, 11 March 2016	Before 08.00 hrs. After the Congress Opening Ceremony and Networking Reception at 21.00 hrs.
Saturday, 12 March 2016	After the industry sessions at 19.30 hrs.
Sunday, 13 March 2016	After the industry sessions at 19.15 hrs.
Monday, 14 March 2016	After the industry sessions at 19.15 hrs.
Tuesday, 15 March 2016	After closure of the EAU Scientific Programme at 13.00 hrs.

### 5.4 Meeting rooms

If you wish to order a meeting room in the congress venue, please proceed to the following website <http://eaumunich2016.uroweb.org/exhibition-industry/meetingroom/> and book your own meeting room including a laptop, beamer and a screen. The rates are €250 ex. VAT per hour with a minimum of 3 hours.

### 5.5 Cancellation policy for industry sessions

All cancellation of industry session must be made in writing (registered letter) to Congress Consultants B.V. and will be subject to the following cancellation penalties:

- After having received the written confirmation and after 1 August 2015, without the scientific programme being submitted to the EAU Executive Committee: 15% of the total amount due (incl. VAT) will be invoiced;
- After having received the approval of the scientific programme by the EAU Executive Committee and before 1 December 2015: 50% of the total amount due (incl. VAT) will be invoiced;
- After 1 December 2015: the total amount (incl. VAT) will be invoiced.

### 5.6 Registration/badges

Organisers of EAUN industry sessions are entitled to 1 Complimentary full EAUN registration as well as 10 free exhibitor badges. The exhibitor badge allows free access to all industry sessions. The exhibitor badges can also be used to register your suppliers.

If you have any questions concerning (exhibitor) registrations please send an email to [exhibitorregistration@congressconsultants.com](mailto:exhibitorregistration@congressconsultants.com)

## 6. CONTACT DETAILS

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### EAUN Congress Office/Congress Consultants B.V.

Ms. Claudia van IJzendoorn  
T: +31 26 389 1751  
[c.vanijzendoorn@congressconsultants.com](mailto:c.vanijzendoorn@congressconsultants.com)

### Audio Visual Equipment

ACS audiovisual solutions: Mr. Chris van Vendelo  
[c.vanvendelo@acsaudiovisual.com](mailto:c.vanvendelo@acsaudiovisual.com)

### Bag Inserts

EAU Congress Office/Congress Consultants B.V.  
Bookings: Ms. Wendy Dennissen  
T: +31 26 389 0680  
[w.dennissen@uroweb.org](mailto:w.dennissen@uroweb.org)  
Logistics: Ms. Sabrina van Scherpenseel  
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### Catering

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### Hospitality Suites

European Association of Urology  
Ms. Wendy Dennissen  
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### Hostess Assistance

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D-81829 München  
Tel: +49 89 2444 193 78  
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### Housing agency

K.I.T. Group GmbH  
Ms. Merryn Scholz  
Kurfürstendamm 71  
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T: +49 30 24 60 34 00  
F: +49 30 24 60 33 99  
[eau2016hotels@kit-group.org](mailto:eau2016hotels@kit-group.org)

### Logos and house style

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### Meeting Rooms

EAU Congress Office/ Congress Consultants B.V.  
Ms. Emma van Os  
<http://eaumunich2016.uroweb.org/exhibition-industry/meetingroom/>

### Presentation mgmt. & Design lectern screen

M Events Cross Media GmbH  
Ms. Julia Pas  
[julia.pas@m-events.com](mailto:julia.pas@m-events.com)

### Private ground transportation company

TBR/ Global Chauffeurung  
T: 24/7: +44 8700 589 300  
Booking can be done via <https://www.tbrglobal.com/eau16>

### Sponsoring Options

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### Storage

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### Transport

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### Venue

ICM - Internationales Congress Center München  
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### Webcasting, video and audio recording

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