



Terms and conditions

1. Industry Symposium - IS

1.1 An IS should fit in the standard time slot of 90 minutes: 60 minutes for the scientific programme and 30 minutes for catering if any has been programmed by the organising company.

1.2 The IS must be open to all congress participants. All persons attending must be registered as full participants or as exhibitors. Persons without a badge will not be allowed to enter the room. All other scientific sessions are not open to exhibitors.

1.3 It is strictly forbidden to hold an IS outside the congress premises three days prior to the congress, during the official days or two days post congress, unless it's an Official Congress Satellite Symposium. Any formal presentations occurring at hospitality suite will be regarded as IS, to which the above mentioned rules apply.

1.4 Application to hold an IS – "Form C", enclosed - containing a draft title, the field of interest and proposed speakers/chairpersons (if any at all) should be sent to WCN 2009 Congress Office by September 30, 2008.

1.5 A second application – "Form D", enclosed - is due by November 30, 2009 together with a programme draft and an abstract of the content. The Scientific Program Committee will evaluate it thoroughly, will choose the day and room according to the content, the risk of overlapping or interference with the congress scientific programme or with another parallel symposium. The WCN 2009 Congress Office will send an official confirmation.

1.6 The final programme must be sent to the WCN 2009 Congress Office by March 30, 2009. Please note that a limit of maximum three/3 commitments - 2 talks and 1 chair for one single person – has been set. If the WCN 2009 Congress Office finds out that a speaker/chairperson has an overlapping in two parallel symposia, it will promptly inform both companies in order to solve the matter.

1.7 The WCN 2009 Congress Office will include all IS scientific programmes in a special section of the Final Programme. According to the appropriate layout; the acknowledgement will be "organised by....." at the bottom of the page.

The Industry Symposia Booklet will be printed by the WCN 2009 Congress Office and it will include all the company layouts (double-page-advert) according to the graphic frame that will have been previously provided. Companies failing to submit the artworks within the deadline will not be included in the ISB.

1.8 Reproduction of logo. The WCN 2009 Congress Office will send the organising company the official WCN 2009 logo for the use on any printings related to the IS. However, all printings containing the WCN 2009 logo need to be officially approved by the WCN 2009 Congress Office prior to printing.

1.9 Room dressing. The WCN 2009 Congress Office will allow the organising companies to put up room dressing in the session room assigned to the IS. Room dressing will only be allowed for the duration of the IS. Any room dressing should be mentioned to the WCN 2009 Congress Office prior to the congress so that the necessary technical assistance can be arranged. All costs involved must be paid by the company.

1.10 Final Site Briefings. A couple of days before the IS a final site briefing will be organised at the congress venue in order to double-check that all the necessary arrangements have been taken care of.

1.11 Promotion on-site. Organising companies will have the chance of promoting the IS by producing two posters and flyers for each IS. No. 2 poster boards and a literature rack will be made available within the congress centre only on the day of the IS.

A self standing banner or roll-up might be put at the entrance of the session room an hour before the IS and removed at the end of it.

It is not allowed to display or distribute any promotional material within the congress centre, at the entrance or in an area of 500 metres around the congress center.

1.12 Payment. Payment is requested within 30 days from the invoice date.



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1.13 Cancellation. Cancellation of an IS after having received the official confirmation will be subject to the following charges:

- from January 1, 2009 to March 30, 2009
50% of the amount due
- from March 30, 2009
full amount due

In case a cancellation is received before the official confirmation is sent, no cancellation charge will be made.

2. Exhibition space

2.1 Regulation compliance. The exhibitors agree to observe all regulations and requirements stipulated in this document and shall not see them as merely administrative. The WCN 2009 Industry Coordinator and the authorities of the congress venue will exercise full power in the duties vested to their rank to find the means necessary in order to enforce the present regulations to their full extent.

The exhibitors accept to comply with all regulations thereof and any new provision and/or amendment that may be brought due to the circumstances at that time; the organisers reserve the right to convey new information even verbally.

2.2 Mandatory forms. The WCN 2009 Congress Office will confirm the booth assignment with an e-letter including the following files that will have to be carefully read, filled-in and returned as requested or kept within the booth during the exhibition:

- a) Technical Regulations and Extract from the Emergency Plan and information on the risks present in the Exhibition. Integral part of the General Regulations. The Technical Regulation should be carefully read.
- b) Evacuation Plan which should be kept within the booth during the WCN 2009.
- c) Form ALL - plan of the stand layout or booth presentation - which should be filled in and sent to FieraMilanoCongressi at the latest by April 18, 2009.
- d) Form SICU - declaration of correct fitting of reaction to fire classified materials - which should be filled in and sent to FieraMilanoCongressi at the latest by April 18, 2009.
- e) RTU Limitation of use - condition of use of the exhibition hall - which should be carefully read.

2.3 Insurance. Exhibitors are required to subscribe a public liability and property damage insurance for their equipment and/or merchandise, whether this

equipment and/or merchandise is their own or that of a third party.

2.4. Payment. Payment is requested within 30 days from the invoice date.

2.5 Cancellation. All partial or total cancellation by the exhibitors must be made in writing to the WCN 2009 Congress Office. All partial or total cancellation by the exhibitors will be subject to cancellation penalties as follows:

- from October 20, 2008 to December 31, 2008
15% of the amount due
- from January 1, 2009 to March 30, 2009
50% of the amount due
- from March 30, 2009
full amount due

2.6 Changes. The WCN 2009 Congress Office reserves the right to alter time schedules. Deferring the congress date, alteration of the time schedule or change of venue eventually made by the WCN 2009 Congress Office shall not justify partial or total cancellation by the exhibitors.

3. Sponsoring opportunities

3.1 Priorities. The WCN 2009 Congress Office reserve the right to assign a sponsoring opportunity to a company according to the position in the WCN Ranking List, the previous congress sponsorships, the date of receipt of the application form, the fact that the company is an exhibitor or not and the fact that an item might be part of a Participation Comprehensive Package.

3.2 Denial. The WCN 2009 Congress Office reserve the right to deny a sponsoring opportunity to any company or organisation whose activity does not directly concern the general topic of the congress or whose products fail to meet the level of performance required by the Organising Committee.

3.3 Payment. Payment is requested within 30 days from the invoice date.

3.4 Cancellation. All partial or total cancellation by the companies must be made in writing to the WCN 2009 Congress Office. All partial or total cancellation by the companies will be subject to cancellation penalties as follows:

- from December 1, 2008 to January 31, 2009
15% of the amount due
- from February 1, 2009 to March 30, 2009
50% of the amount due
- from March 30, 2009
full amount due