

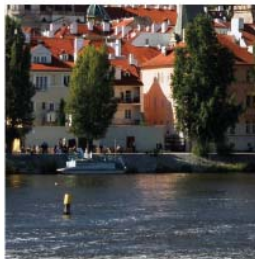
EAHAD 2019



 **EAHAD**
European Association for Haemophilia
and Allied Disorders
2019

12th ANNUAL CONGRESS
OF THE EUROPEAN ASSOCIATION
FOR HAEMOPHILIA AND ALLIED DISORDERS

PRAGUE CZECH REPUBLIC
6–8 February 2019



Technical Manual & Satellite Guidelines

1. CONTACT LIST

CONGRESS ORGANISATION

MCI SUISSE SA

Mr René Haller
9, Rue du Pré-Bouvier
1242 Satigny, Geneva, Switzerland
Email: eahad@mci-group.com

REGISTRATION & HOTEL RESERVATION

MCI SUISSE SA

9, Rue du Pré-Bouvier
1242 Satigny, Geneva, Switzerland
Phone: +41 (0)22 33 99 579
Fax: +41 (0)22 33 99 631
Email: eahadregshot@mci-group.com

CONGRESS VENUE & AV

Tereza Kahánková, Event Manager
5. května 1640/65, Praha 4, 140 00
T : +420 739 539 123
tereza.kahankova@praguecc.cz

Milan Svoboda, Head of AV department

T : +420 261 172 610
milan.svoboda@praguecc.cz

EQUIPMENT/ SHIPPMENT DELIVERY

Beck Spedition

Monika Veselá

T: +420 724 328 380
monik.vesela@seznam.cz

Pavel Beck

T: +420 602 311 950
beck.pavel@volny.cz

<http://www.beckspedition.com/>

ONSITE PARTNER / AGENCY FOR LOCAL GROUND SERVICES, EVENTS OR TRANSPORTATION

MCI | Prague

Mrs Jana Štícková
Karla Engliš 6, 150 00 Prague 5, Czech
Republic
E-Mail: jana.stickova@mci-group.com

LEAD RETRIEVAL DEVICES / BADGE SCANNERS

MCI SUISSE SA

Mrs Karen Bhavnani
9, Rue du Pré-Bouvier
1242 Satigny, Geneva, Switzerland
Switzerland
Email: badgereader@mci-group.com

CATERING

ZATISI GROUP

Mrs Linda Reitingerova
Email: linda.reitingerova@zatisigroup.cz

BRANDING

Lookup company

Mr Josef Švec
Email: josef@lookup.cz

2. SATELLITE GUIDELINES

2.1 OFF SITE SATELLITE SYMPOSIA AND MEETINGS

All Satellite Symposia must be organized at the Congress Centre at official time slots offered by EAHAD 2019. Companies organizing a Satellite Symposium outside the Congress Centre could encounter serious disagreements with the EAHAD 2019 Authorities. **Please note that is strictly forbidden to organize any meetings for more than 20 participants during the official scientific session timings.** Meetings bigger than 20 persons need to be done during the following times:

- **Tuesday, 5 February**
- **Wednesday, 6 February before 09.30 and as of 20.30 (for your information, note that the Executive Committee Meeting (20 persons) of the EAHAD will run on this entire evening)**
- **Thursday, 7 February as of 20.00**
- **Friday, 8 February as of 15.00**

2.2 SATELLITE PROGRAMMES

The congress organizers would like to be able to put the final programmes of the Symposia **on the congress website by Mid – November 2018**. The reason is that the early registration deadline for participants is planned on 29 November 2018. The earlier the programmes can be available to the registering delegates, the better. **Please submit your draft programme by 15 November 2019** to eahad@mci-group.com. It can then be validated by the EAHAD scientific committee.

2.3 SATELLITE SYMPOSIA ADVERTISING OPTIONS

HANDOUTS

Companies holding an official Satellite Symposium during the EAHAD 2019 congress are entitled to **one bag insert** advertising their Satellite Symposium. Inserts should be A5, A4 max. They can be printed double-sided and should not exceed 50 grams each. 2'500 copies should be produced. For the delivery date, please refer to shipping and forwarding section (point 3.1). The inserts are to be produced by the companies. Please send a pdf of your insert by 15 January at the latest to: eahad@mci-group.com.

POSTERS / DISPLAY SIGNAGE

Companies holding an official Satellite Symposium during the EAHAD 2019 congress are allowed to advertise their Satellite Symposium by **displaying two self-standing signage elements**, in the registration area and one in front of the conference room used to hold their own Satellite Symposium during the session preceding their symposium. The displays are to be produced and brought by the companies. 1 display will be placed in the registration area on the morning of the Satellite Symposia day (6 February 2019) and can remain there until the end of the concerned symposium. The second display can be set in front of the entrance room of the symposium starting 30 minutes prior to the actual symposium. It has to be removed close to the end of the symposium so that the next company can start their setup.

Advertising displays for the Satellite Symposia are not included in the rental price of the Satellite Symposia. It is the company task to order, produce and set up the stand-alone advertising displays. It is the responsibility of the company holding a Satellite Symposium to set up the displays and to dismantle them at the end of the symposium. Posters which will not be removed after the symposium will be removed at company's risk.

Any other promotion using human signage or any miss-placed signage outside the above-mentioned 2 options will be removed by the organizers.

2.4 CORPORATE BRANDING OF MEETING ROOMS FOR SATELLITES

The Congress Hall (Plenary Room), Forum Hall and South Hall 2 (both breakout rooms) will be used for the Satellite Symposia. Due to the tight schedule of sessions in the meeting rooms, the Satellite corporate branding inside the meeting rooms is strictly limited to the following:

- **Speaker's lectern, Presidential table seating 6 persons**
 - For branding of both these options, kindly note the dimensions on page 9:
 - Lectern: see picture with measurements
- Presidential table: 150 x 60 cm
- All other corporate branding in the session rooms must be self-standing.
- Corporate branding should not affect the previous sessions as well as the following sessions.
- You may enter and set-up in the room 30 minutes before the start of the symposium.
- It is the responsibility of the company holding a Satellite Symposium to remove all branding at the latest 15 minutes after the end of the Satellite.
- Corporate branding should not change in any way the congress signage already installed in the conference room.

2.5 LIST OF REGISTERED PARTICIPANTS

- Due to data privacy regulations, companies holding an official Satellite Symposium during the EAHAD 2019 congress are no longer entitled to receive the list of registered participants.
- The organizers have decided to proceed as follows:
 - Companies will be entitled to a direct reference to their symposium in 2 e-mailings
 - One prior to the Holiday season of December 2018
 - One in the 2nd week of January 2019

These will be sent included in an official e-mail blast by the organizers to all registered participants (including those who have opted out)

2.6 AUDIO-VISUAL EQUIPMENT OF CONFERENCE ROOMS

The three rooms used for Satellite Symposia (Congress Hall, Forum Hall and South Hall 2) during the EAHAD 2019 congress will be equipped as follow.

Congress Hall (Plenary Room):

- Theatre style seating with: 1'370 seats
- Stage with the following sizes: 27m x 8m
- Slide projection with: see below:

Hardware	Description	PCS
Projection screen Stumpfl 14 x 7 m	14 x 7	1
DLP projector Panasonic RQ 32	26 000ANSI - 4K	1
MAC PRO - realplayer	background	1
Production Switcher & Controller Barco Encore S3	Multi-Layer Mixer Seamless Switcher	1
LCD monitor 24"	24" -for technicians	4
HDMI splitter 1/4 Kramer		2
HD cam	detail of the speaker	1
LCD screen 50"	with floor stand	2
Fixed professional sound equipment in Congress Hall		1
Di Box active	sound connection for notebook	1
Microphone for lectern " goose neck"	AKG/SHURE	2
Wireless mic headset (tie) Sennheiser	for speaker - DPA mic	3
Wired microphone including stand	shure SM58	3
Wired mic Sennheiser	with stand	6

Forum Hall (Breakout room)

- Theatre style seating with: 648 seats
- Stage with the following sizes: 14m x 10m
- Slide projection with: see below:

Hardware	Description	PCS
Projection screen Stumpfl 8 x 4,5 m	8 x 4,5m - 16:9	1
DLP projector BARCO 11 000 ANIS	11 000ANSI - WUXGA	1
Extron 1604 HD - switch and scaler	next to the lectern - 2x HDMI 1x VGA input	1
HDMI splitter 1/4 Kramer		1
LCD screen 50"	with floor stand	2
Fixed profesional sound equipment in Forum Hall		1
Di Box active	sound connection for notebook	1
Microphone for lectern " goose neck"	AKG/SHURE	2
Wireless mic headset (tie) Sennheiser	for speaker	2
Wired microphone including stand	shure SM58	2
Wireless mic handheld Sennheiser	wireless with stand	4

South Hall 2 (Breakout room)

- Theatre style seating with: 400 seats
- Stage with the following sizes: 6m x 2m
- Slide projection with: see below:

Hardware	Description	PCS
Projection screen Da-LITE 3,45 2,05	front projection 16:9	2
LCD projector 5000 ANSI	panasonic WXGA - 5000 ANSI	2
HDMI splitter 1/4 Kramer		1
Extron 1604 HD - switch and scaler	next to the lectern - 2x HDMI 1x VGA input	1
LCD screen 40"	with floor stand	1
Sound system-mobile set 4 x 250W	4 x 250 W + sound mixer	1
Di Box active	sound connection for notebook	1
Microphone for lectern " goose neck"	AKG/SHURE	1
Wireless mic headset (tie) Sennheiser	for speaker	2
Wireless mic handheld Sennheiser	wireless	2
Wired microphone	chair table	2

Additional AV equipment can be ordered at extra cost. For further information and quotations for additional audio-visual equipment, please contact:

AUDIO VISUAL EQUIPMENT

Milan Svoboda, Head of AV department

T : +420 261 172 610

milan.svoboda@praguecc.cz

Please note that the congress will provide a **speakers preview room** for the congress speakers. **It is highly recommended** that your teams use it for the projection in your Satellite Symposium.

2.7 CATERING FACILITIES

Companies organising a symposia/session can organise catering before or after their Satellite Symposium just outside the room. Given the planning of the different symposia on Wednesday 6 February (<https://eahadcongress.com/programme/programme/#1535561118859-c936032f-561e>), it will be important to discuss catering also with MCI to make sure that we can best plan any additional food function you are planning and allow a smooth flow of setup and realization between the different parties involved, including your fellow satellite organizers. For further information, price quotations and order procedures on catering at the venue, please contact the official caterer:

CATERING

ZATISI GROUP

Mrs Linda Reitingerova

Email: linda.reitingerova@zatisigroup.cz

2.8 PARTICIPANT REGISTRATION

Satellite Organizers are entitled to 6 free full congress registrations.

In addition to this, 6 staff members, necessary for holding the symposium (communications agency, hostesses, etc) are also granted. 10 Satellite only access passes are granted for invited persons to the Satellite Symposium only. Would you please communicate these names to our registration department: eahadregshot@mci-group.com

2.9 ONSITE TEMPORARY STAFF

Kindly note that 2 hostesses will be available in each of the Auditoria. They will be in place to help with general room supervision. They cannot be used to distribute materials to the delegates. If Satellite Organizers need staff specifically, they can contact the supplier directly:

MCI | Prague

Mrs Jana Štičková

Karla Engliše 6, 150 00 Prague 5, Czech Republic

E-Mail: jana.stickova@mci-group.com

2.10 DELEGATE DATA COLLECTION

Your Smart and Simple Lead Collection Solution:

Although we will be using the same e-badges like in Madrid, the best option to have the highest positive response rate is through the traditional scanning process. The only quick and easy way to collect full delegate contact details at EAHAD 2019 is by contacting and placing an order directly through: badgereader@mci-group.com. You will receive all the relevant information about the different options.

3. VARIOUS INFORMATION

3.1 SHIPPING & FORWARDING

Please find below the shipping instructions and label.



GENERAL SHIPPING INSTRUCTIONS FOR INTERNATIONAL EXHIBIT MATERIALS TO CZECH REPUBLIC

EAHAD 2019, 4. - 8.2.2019

Beckspedition has been appointed as the logistics contractor for Prague Congress Centre as such the only company providing lifting, storage, delivery to exhibition stands and customs clearance for the event. Below you will find information on the services we offer and guidance as how to dispatch shipments.

PRE-ADVICE / ORDER FORM

DEADLINE ORDER FORM: 14.1.2019

All pre-advises incl. a full set of documents must be sent to:

BECKSPEDITION – Ing. Pavel Beck
Contact: Monika Vesela or Pavel Beck
e-mail: monik.vesela@seznam.cz
e-mail: beck.pavel@volny.cz

TRANSPORT INSTRUCTIONS

EXPRESS/ COURIER SHIPMENTS – DEADLINE
delivery to our warehouse at the latest : 28.1.2019 for no EU shipments
delivery to the warehouse at the latest : 1.2.2019 for EU shipments

DEADLINE FOR BAGS INSERT: 28.1.2019

ALL SHIPMENTS MUST BE SENT "FREIGHT PREPAID".

In case of sending a courier shipment, please be sure to send us a pre-advise with the full details of the shipment: courier company, number of pieces and tracking number.

Consignments from non-European countries must be sent on a pro forma invoice with value for customs purposes only!!! (maximum USD 10,-) DO NOT USE THE COMMERCIAL INVOICE

Do not send your shipments by mail!

Delivery address: BECKSPEDITION
Kongresové centrum Praha
5.května 65
140 00 Praha 4
Czech Republic
Contact: Monika Vesela Tel: +420 724 328 380
Pavel Beck +420 602 311950

Notify:
Name of exhibition: EAHAD 2019
Company name:.....
Symposium date and place :.....
c/o BECKSPEDITION PRAGUE

AIRFREIGHT

Consignee airwaybill (AWB)

Airway bill (AWB) must be sent prepaid and consigned to:

Consignee on AWB:
BECKSPEDITION - Ing. Pavel Beck
Chrastavská 113/4
190 00 Praha 9
Czech Republic
Attn.: Monika Vesela , Pavel Beck
T: +420 724 328 380 , +420 602 311 950

Notify:
Name of exhibition:.....
Symposium date and place.....
Company name.....
c/o BECKSPEDITION PRAGUE

DEADLINE 28.1.2018 airport Prague

IMPORTANT!!!!

Please do not send any airfreight shipment unless you receive very specific instructions for invoices, packing list, etc.

CASE MARKING AND PACKING

All shipments must be clearly marked with name of event and your stand number.

Labels are included.

1.1 INSURANCE

All goods must be fully insured with all risk coverage. We regret that we can take no responsibility for goods after delivery to the exhibitors stand regardless if the exhibitor is present or not.

1.2 PAYMENT TERMS

In order to ensure move in/out of your shipment/s please complete and sign the attached material handling form/payment confirmation and return it to our attention. Please note that your signature will be used as payment guarantee based on the general tariff.

All invoices must be settled by exhibitors/contractors and agents in advance of the congress. In case of non-payment of invoices, shipments will be held in storage until the invoices are paid in full.

Please note that all payments are in €.

ON-SITE HANDLING TARIFF

1.2.1 SEE ATTACHMENT

Any services not outlined in the attached tariff will be quoted on an individual basis.

YOUR LOGISTICS PARTNER FOR EAHAD 2019 Prague

1.2.1.1 BECKSPEDITION – Ing. Pavel Beck

Chrastavská 113/4

190 00 Praha 9

Contact: Pavel Beck Phone: +420 302 311 950

e-mail: beck.pavel@volny.cz

Contact: Monika Vesela Phone: +420 724 328 380

e-mail: monik.vesela@seznam.cz

2

FORWARDING TARIFF

PRAGUE CONGRESS CENTRE

EUR

1. HANDLING CHARGES – direct deliveries / collections at exhibition site
 - 1.1. Unloading / delivery to the stand
 - 1.2. Truck 12,5 LDM 980,-
 - 1.3. Truck 6,5 LDM 520,-
 - 1.4. VAN 290,-
Collection from the stand / loading on the truck
 - 1.5. Truck 12,5 LDM 980,-
 - 1.6. Truck 6,5 LDM 520,-
 - 1.7. VAN 290,-

2. AIR CARGO , COURIER CONSIGNMENTS
 (incl. unloading to warehouse, short storage and delivery to exhibition stand)
 - 2.1. Consignments up to 25 kilograms 50/consignment
 - 2.2. Consignments up to 50 kilograms 75/consignment
 - 2.3. Consignments up to 100 kilograms 95/consignment
 - 2.4. Consignments up to 400 kilograms 112/consignment
 - 2.5. Consignments up to 700 kilograms 125/consignment
 - 2.6. Consignments over 700 kilograms 18/100,-Kgs
 - 2.7. Transport from the airport PRG-Ruzyne to exhibition site 105/consignment

3. SURCHARGES (will be added to the basic charge – if applicable)
 - 3.1. Upper Floor surcharge 25% of the rate
 - 3.2. Unpacked goods 25% of the rate
 - 3.3. Saturdays, Sundays , Holidays surcharges 25% of the rate

4. CUSTOMS CHARGES
 - 4.1. Opening of the temporary customs admission,
 prolongation or cancellation of temporary admission 10/100Kgs
 - 4.2. Definitive importation 10/100Kgs
 - minimum rate 75/consignment
 - maximum rate 125/consignment
 - 4.3. Customs declaration 5/declaration
 - 4.4 . each customs item (BTN number) 3/item
 - 4.5. Customs security charges for temporary admission 0,5% from the value
 - minimum rate 36/consignment

4.6. ATA-Carnet import or export customs clearance	50/Carnet
4.7. Issuing and TIR Carnet customs clearance for reexport	65/Carnet
4.8. Issuing and T1 transit customs clearance for reexport	45/T1 document
4.9. Customs security charges for transit / reexport	0,5% from the value
minimum rate	36/consgmt.
5. EMPTIES AND FULL GOODS STORAGE	
5.1. removal , storage and return of empties	25/m ³
5.2. removal, storage and return of full goods	65/m3/week
6. OTHER SERVICES	
6.1. Providing packages with straps	1 per 1 m
6.2. Service charges / on site attention	16/consignment

excluded on all rates are 21 % VAT and insurance charges

Shipping Label for bag inserts

BAGS INSERT

EAHAD 2019,

4.-8.2.2019 Prague Congress Centre

Domestic Cargo / Courier Shipments

Company name:

Agency name:

Delivery address:

BECKSPEDITION

Kongresové centrum Praha

5.května 65

140 00 Praha 4

CZ

Contact Mr. Pavel Beck t: +420 602 311 950

Monika Veselá t: +420 724 328 380

Box _____ out of _____

Shipping Label for future events' table

FUTURE EVENTS' TABLE

EAHAD 2019,

4.-8.2.2019 Prague Congress Centre

Domestic Cargo / Courier Shipments

Company name:

Agency name:

Delivery address:

BECKSPEDITION

Kongresové centrum Praha

5.května 65

140 00 Praha 4

CZ

Contact Mr. Pavel Beck t: +420 602 311 950

Monika Veselá t: +420 724 328 380

Box _____ out of _____

Shipping Label for satellite symposium material

SATELLITE SYMPOSIUM MATERIAL

EAHAD 2019
4.-8.2.2019 Prague Congress Centre
Domestic Cargo / Courier Shipments

Company name:

Agency name:.....

Symposium date and place.:

Delivery address:

BECKSPEDITION

Kongresové centrum Praha

5.května 65

140 00 Praha 4

CZ

Contact Mr. Pavel Beck t: +420 602 311 950

Monika Veselá t: +420 724 328 380

Box _____ out of _____

Lectern

LECTERN | Řečnický pult

SIZE | ROZMĚR (width/height/depth | šířka/výška/hloubka)
70 cm x 110 cm x 63 cm

AVAILABILITY | POČET
10 pcs | 10 ks

PRICE | CENA
500 CZK/day/pc | 500 Kč/den/kus



Presidential Table

TABLE 150 | Stůl 150

SIZE | ROZMĚR (length/width/height | délka/šířka/výška)
150 cm x 60 cm x 75 cm

AVAILABILITY | POČET
350 pcs | 350 ks

PRICE | CENA
40 CZK/day/pc | 40 Kč/den/kus

