

EBMT Annual Meeting



Rules & regulations for organising a
standardised annual meeting

2008





Rules & regulations

The following rules & regulations are a summary of the decisions reached by the EBMT Board with regard to the organisation of the EBMT annual meeting. They are intended to provide a standard structure for future meetings and are aimed at sustaining high scientific quality, and ensuring that the needs of EBMT members, delegates, Working Parties and corporate sponsors are met.

The Board reserves the right to update the rules & regulations on a periodic basis, in order to reflect ongoing decisions of the Board. A committee appointed by the Board will review the rules and regulations on an annual basis shortly following the meeting, based on an evaluation of the event.

General overview of the annual meeting

Introduction

The EBMT organises an annual meeting for scientific exchange between physicians, nurses and data managers. The EBMT 2008 meeting will be the 34th Meeting of the Physicians, 24th Meeting of the EBMT Nurses Group and 7th Meeting of the EBMT Data Management Group. The 2nd EBMT Patient & Family Day will be organised on Saturday, prior to the commencement of the meeting.

Aims & objectives

The EBMT Annual Meeting is the society's most important activity, both in terms of scientific exchange & networking and as a source of revenue to fund the group's research, educational and accreditation activities. Maximisation of profit is therefore an important strategic goal, but this must be balanced by other key objectives:

- ❖ Delivering meetings of the highest scientific level, positively evaluated to meet delegate expectations
- ❖ Ensuring the meeting is as economical as possible for EBMT members & delegates
- ❖ Fostering a long-term collaborative relationship with Industry sponsors
- ❖ Promoting transparency and accountability to members and delegates

Description

- ❖ **Frequency:** Annual
- ❖ **Time of year:** End of March/1st week of April (taking into consideration Easter holidays)
- ❖ **Venue:** European City with capacity to host meeting
- ❖ **Official language** English
- ❖ **Selection of venue:** By EBMT Board (based on evaluation of bids satisfying pre-defined criteria)
- ❖ **Duration:** Sunday to Wednesday (4 full days)
- ❖ **Patient & Family Day** Saturday
- ❖ **Board & WP meetings:** Saturday & Sunday
- ❖ **Corporate symposia:** Sunday
- ❖ **Nurses Pre-Meeting:** Sunday
- ❖ **Exhibition build-up:** Wednesday afternoon to Saturday (3.5 days)
- ❖ **Exhibition dismantling:** Wednesday afternoon and Thursday whole day (1 ½ days)
- ❖ **Group registration:** Saturday afternoon
- ❖ **Official PCO (2007-10):** AKM/AKM Travel, Basel, Switzerland

Selection of venues

EBMT annual meetings are hosted in European cities with the requisite infrastructure to fulfil the meeting requirements. Tourist-type resorts are not eligible as venues due to the increasingly strict Pharmaceutical Industry codes of conduct on participation in meetings at the national and international level.

Calls for bids will be announced each year and members of the EBMT wishing to host the EBMT Annual Meeting are requested to submit an 'Expression of Interest to Bid' and produce a 'Bid Document' describing location & accessibility, overview of congress venue, scope for symposia, exhibition & poster sessions, hotel accommodation, etc. For more information consult the following document: **EBMT Venue Bid Manual**

** This document is available for download from the Operations Manual section of the EBMT website*



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Only complete bids that are submitted by the call deadlines will be eligible for consideration. AKM evaluates the suitability of the various venues (conducting a site-visit as necessary) and produces an evaluation report for review by the Board. Only venues evaluated by AKM to be suitable for an EBMT annual meeting will be voted upon by the Board. The meeting is awarded to an individual (Congress President) linked to a particular venue. Venues are currently selected 2 -3 years in advance.

Organisation

A **Local Organising Committee (LOC)**, including a **National Scientific Committee (NSC)** headed by the **Congress President (CP)**, is responsible for organising the meeting on behalf of the EBMT Board. As a guideline, the recommended structure of the LOC is the CP, Scientific Chair and/or Scientific Secretary, plus local physician(s), nurse(s), data manager(s) and secretary. The number and role of participants of the LOC is at the discretion of the CP. One local nurse is invited to join the NG Board/Scientific Comm. for the year prior to the meeting. It is desirable that the nurse has a working level of English and this should be taken into consideration as far as possible by the CP in selecting the nursing rep(s). The max. n^o of participants on the NSC is 20, unless otherwise agreed by the Board.

The scientific and social programmes, as well as the budget, are overseen by the **EBMT Board**. As members of the Board, **WP Chairs** act as advisors to the LOC and play an important role in the development and execution of the scientific programme. The nurses and data management programmes are developed in parallel by the **Nurses Group (NG)** and **Data Management Group (DMG)** respectively, in close consultation with the CP and EBMT Board. The CP has overall responsibility for successfully integrating the three programmes and shall attend EBMT Board meetings in the year prior to the annual meeting to give progress reports and discuss the programme.

The **EBMT Executive Officer (EO)** will provide organisational support to the CP, LOC, NG, DMG and EBMT Board, and manage the relationship with the core PCO and sponsoring companies.

AKM Congress Service / AKM Travel (AKM) is the appointed core PCO for the annual EBMT meetings 2007 - 2010. AKM will assist in the overall congress management and all administrative aspects before, during and after the event. This includes the following key functions: evaluation of congress venues; budget & timing; hotel management; contract with congress venues; abstract handling & coordination of scientific programme; registration of delegates; coordination of corporate sponsorship, social programme; hosting congress websites, meeting statistics, etc.

In order to profit from local know-how and to guarantee the best possible input and service, a **Local Agency** can be nominated to support the CP, AKM and AKM Travel in the following tasks: organisation of social events, excursions, hotels, transportation, local support for Industry, local information and tour desk during the congress, assistance to the CP if required. A written agreement, overseen by the CP, should be put in place between AKM, AKM Travel and the local agency setting out respective roles & responsibilities.

Contracts between the EBMT/AKM and EBMT/CP will be signed for each meeting.

Calendar: key meetings & deadlines

A **TIMING** document is produced by AKM detailing the dates of the main steps to be taken by the various parties. The **key dates of meetings & deadlines** are as follows:

January:

- Manuscript of First Announcement to AKM
- 1st budget estimate and structure/ membership of LOC presented to Board
- First draft of physicians' programme presented to the Board for discussion and input

March:

At Board meeting:

- More or less definitive programme (topics & speakers) for physicians (plenary, workshop and educational) presented to the Board for general approval
- Any proposals by the LOC/NSC to vary the traditional programme structure should be circulated to the Board in



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advance of the meeting and be presented to the Board for approval

- Agreement to be reached on which Joint Sessions are to be held and the responsibility/timeframes for developing programmes

At annual meeting:

- Distribution of First Announcement

- At the **Industry Meeting** the CP for the forthcoming meeting will present the scientific and social programmes
- At the **General Assembly Meeting**, the CP for the forthcoming meeting will make a short presentation

April - May:

- CP sends initial invites to speakers/chairs of plenary, educational and workshop sessions

June:

- **Sponsor meeting and site-visit** organised at congress venue, involving members of LOC, AKM, EO and Industry

Board meeting:

- The draft programme (topics & speakers) for the NG and DMG programmes to be presented to the Board
- Finalised physicians programme with changes to speakers/talks presented to Board
- Discussion and agreement of any special sessions (JACIE, Nuclear Accident, etc) to be included in the programme

July:

- NG Secretary sends initial invites to key speakers of NG sessions
- Registry Office sends initial invites to key speakers / trainers of DMG sessions

September:

- AKM send official invitations to all speakers for the physicians, nurses and data manager programmes
- Mail **Second Announcement/Call for abstracts**
- Board members to nominate active members of the EBMT and NSC to chair Oral sessions

October Board meeting:

- Finalisation of Joint Sessions and presentation of any programme adjustments
- Finalisation of list of active members of EBMT and NSC to be assigned by LOC to chair Oral sessions
- WP Chairs & Office Managers to advise which staff they will invite to the meeting so that AKM can arrange invitations. The NG and DMG should also advise of any collaborators they propose should receive an invitation (free registration/ gala dinner) and seek Board approval

November:

- **Abstract deadline Nurses Group**
- WP Chairs organise WP sessions and inform AKM and LOC

December:

- **Abstract deadline Physicians and Data Managers**
- AKM inform abstract authors for the nurses programme

January:

- Abstract selection meetings involving LOC, NSC and AKM
- Selection of abstracts for Van Bekkum award and Presidential Symposium by the Board
- AKM invite remaining speakers and chairs
- 1st Deadline reduced registration fee
- Notification to abstract authors (physicians and data managers) by AKM

February:

- 2nd deadline reduced registration fee

End March: Congress in progress



Scientific programme

Programme structure:

The structure of the meeting follows a largely fixed format established by the EBMT Board, but there is a degree of flexibility to allow the LOC to put its mark on the meeting. An overview of the topic list and session format of the main physician, nurses and DMG programmes are attached as **Appendices 1 – 4**, together with an excel overview of the main sessions each day (**Appendix 5**).

The topic list should be reviewed annually by the incoming LOC, based on the abstract statistics of the previous year. If any revisions are proposed to the topics and/or format of the meeting these should be presented by the CP for approval at the March Board meeting.

The meetings of physicians, nurses and data managers are held in parallel and integrated as far as possible. There should be close physical proximity between the lecture rooms for all three meeting and delegates are encouraged to participate in all sessions of interest to them. The main NG session will generally be translated into the local language, subject to advice of the local nursing representatives / CP on whether this would be beneficial and attract more nursing delegates. The translation costs will be covered by the congress budget.

Overview of the abstracts received in the last 8 years:

	2000	2001	2002	2003	2004	2005	2006	2007	2008
Nurses	133	114	111	134	145	169	133	151	172
Physicians	917	895	888	899	1009	996	847	823	1036
Total	1050	1009	999	1033	1154	1164	980	974	1208

Abstract selection process:

The call for abstracts is announced in early September. The Scientific Chairman proposes a team of international abstract reviewers for approval by the Board. The NG Board appoints a team of reviewers for the NG programme. Abstracts submission and review is handled on-line by AKM. Abstract reviewing is blind. The abstract submission deadline is set for end of November (nurses) and mid December (physicians and data managers). The review is complete by end of December (nurses) early January (physicians and data managers).

Abstracts are scored according to a standard scale of 1 -10 points and initially grouped in the following way:

- 20% Oral presentation
- 50% Poster presentation
- 20% read only
- 10% rejected

The criteria for abstract selection should be qualitative, as opposed to purely quantitative (i.e. not based on % allocation alone) and the final number of Oral sessions and Posters should depend on the quality of the abstracts submitted. The tendency over the next few years will be to reduce the number of presentations accepted for Oral in order to improve the overall scientific level. The LOC work with the NSC and AKM to finalise the Oral and Poster sessions by middle of January. Abstract authors are to be notified by the end of January.

Selection of Van Bakkum award and abstracts for presentation at Presidential symposia:

The best graded abstracts from each topic will be reviewed by the LOC. A selection of at least 15 abstracts selected from the top scoring abstracts will be presented by the Scientific Chair to the Board at the meeting in January. The Board will select the top abstract for the Van Bakkum award and 6 abstracts (1 reserve) for Presidential Symposium

Selection of Basic Science Award (BSA)

A new prize for the best basic science abstract will be introduced at EBMT 2008. The aim of this award is to raise the basic science level of the meeting and it will be promoted amongst scientists who are encouraged to attend the meeting. A specially appointed committee made up of representatives of the Board, NSC and Developmental Committee will select the prize winning abstract. The BSA will be presented as 1 of the 6 abstracts presented during the Presidential Symposium



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Speakers:

Between February - March speakers for the physicians programme can be approached informally regarding availability. During April – May the CP sends an initial invitation to main session speakers. In early July the NG and DMG send initial invites to speakers in the Nurses and Data Manager programmes. These are followed by the official invites sent by AKM to all speakers in September. In order to maintain a European focus and limit costs the maximum n° of non-European speakers is set at 8. The n° of presentations of any individual is limited to 2. Exceptions to these rules should be agreed by Board.

Session chairs:

The following guidelines apply to the appointment of sessions chairs:

- Each person should as a general rule only chair one session (satellite symposia excluded)
- The LOC should make a proposal on chairs for the main sessions (plenary, educational and workshop)
- The WP Chair and Secretary should chair the WP session
- People actively involved in WPs or other EBMT activities will be invited to chair relevant Oral sessions (a list of possible chairs for the physicians programme should be prepared at the October Board meeting and sent to the LOC, who will do their best to accommodate them in the final programme).
- The NG and DMG will allocate chairs for the NG and DMG programmes

CME accreditation:

The physicians meeting is accredited for Continuing Medical Education (CME) points by the European Hematology CME system of the European Hematology Association

Awards: The following awards will be made during the meeting:

- ❖ Van Bekkum award for the best abstract (3000€)
- ❖ Basic Science Award (2000€)
- ❖ Fellowship Awards
- ❖ BMT Nature Publishing prizes (2 prizes of 1000€)
- ❖ Tom O'Donnel Prize (Nurses Group)

Allocation of profit & risk

EBMT/AKM:

EBMT bears the ultimate risk of the meeting. Compensation for AKM is set-out in the contract agreement and is based on a fixed fee, plus a set fee per abstract, participant, exhibition and revenue from adverts.

It is the responsibility of the CP and AKM to ensure that the meeting makes a profit. However, as the risk of the meeting is borne by the EBMT, the CP/AKM must make **quarterly budget reports** to the Board.

AKM Travel:

Bear the full risk for hotel accommodation. A maximum fee of 8% will be agreed with hotels.

Profit share between EBMT and the LOC:

The profit share will be 50:50 up to a maximum profit of 100,000€ for the LOC (effective as of 2011).

Financial accountability

The initial budget is prepared by AKM based on past experience and is revised as necessary throughout the year in consultation with the CP. The CP is free to approve budget spending in line with average costs of a budgetary item over the last 3 years. Where a significant increase in a budget line (e.g. social programme, catering, etc.) is requested this must be justified to the EBMT Board and prior approval sought.

AKM should seek a minimum of **2-3 competitive bids** for relevant services (technical support, catering, signage, printing, translation, etc.). These are to be discussed with the CP prior to contracting a service provider. In the selection of providers account is to be taken of both the quality of service offered and competitive pricing. In the event that AKM and CP fail to reach agreement over which provider to be engaged the EBMT Board shall be informed and take the final decision.



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The **Final Account** prepared by AKM should be submitted to the Board within the same year and will be reviewed by the Treasurer and two Board members prior to final sign off.

The proceeds due to the LOC must be paid into a non-personal/ non-profit account (institutional, foundation, etc.) to be used for the advancement of stem cell transplantation, taking into consideration the needs of local physicians, nurses and data managers.

Invitations

Levels of invitation:

The EBMT Board defines the levels of invitation for participants at EBMT annual meetings. The current levels are summarised in the table on the following page. Should the CP wish to propose a variation in the level of invitation or invite additional participants this should be presented to the Board for prior approval.

Notes to table:

- In order to reduce the costs of the Patient & Family Day, the organising committee is encouraged to select speakers who will also speak in the main scientific programme. Where a person will speak at both the Patient & Family Day and in the main scientific programme they will be entitled to 5 nights accommodation
- Staff includes the Barcelona Office and all EBMT Clinical Trials and Registry staff, including one representative from each affiliated National Registry. The invitation of a staff member is subject to the relevant WP Chair/Office Manager/ National Registry agreeing to cover travel & accommodation costs. This should be budgeted for in individual WP/ Office budgets. In October WP Chairs & Office Managers should advise which staff they will invite to the meeting so that AKM can arrange to send the staff member a specific registration form. The NG and DMG should also advise of any collaborators they propose should receive an invitation (free registration/ gala dinner) and seek Board approval.

Current levels of invitation agreed by Board:

Category	Registration	Hotel	Gala Dinner	Travel
Speakers: Plenary, Educational, Workshop & Joint Sessions; Special sessions; NG & DMG main sessions	free	4 nights single room	1 Tkt free	free
Speakers: Patient & Family Day	free	2 nights single room	1 Tkt free	free
Local Organising Committee (CP can name up to 5 active members of LOC to receive full invitation; other members are entitled to free registration and gala dinner)	free	4 nights single room	1 Tkt free	free
EBMT Board	free	4 nights single room	1 Tkt free	free
Honorary members	free	No	1 Tkt free	No
Nurses Group Board & Scientific Committee	free	4 nights single room	1 Tkt free	free
Data Management Committee	free	4 nights single room	1 Tkt free	free
National Scientific Committee	free	No	1 Tkt free	No
Chairs: Plenary, Educational, Workshops & Joint Sessions; Patient & Family Day; NG and DMG main sessions	free	No	1 Tkt free	No
Chairs: Oral sessions	free	No	1 Tkt free	No
EBMT Staff & other collaborators (notified at Oct Board meeting*)	free	No	1 Tkt free	No
Speakers WP sessions	Paid by WP	Paid by WP	Paid by WP	Paid by WP



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Delegates

3,500 - 4'000 participants

The meeting has been growing on average by 200 – 300 delegates every year. At EBMT 2006 there were **3618 delegates** from **79 countries** (2949 physicians, 563 nurses and 106 data managers).

All registrations are handled by AKM. Delegates can register online or visit the congress website to download a registration form. The form can also be found in the Second Announcement.

Corporate sponsorship

Corporate patrons

The EBMT currently has a number of Corporate Patrons who have made a long-term commitment to the EBMT. Patrons participate actively in EBMT annual meetings and enjoy a number of benefits in relation to EBMT meetings. See Appendix 6: "Corporate Patron benefits in relation to EBMT annual meetings".

Sponsor meeting

In **June** a Sponsor meeting and site-visit is organised at the Congress venue. This meeting is attended by Corporate Patrons and other companies interested in organising a symposia, exhibition or sponsoring the meeting in other ways. It is an opportunity for Industry representatives to visit the congress venue and meet with the Scientific Committee and AKM to discuss symposia programmes and other sponsorship options. The LOC can choose to organise a separate national sponsor meeting to attract local sponsorship.

Sponsorship opportunities

The following sort of activities have received sponsorship in recent years: congress bags, pad & pens, congress bag inserts, Internet corner, public transportation tickets, travel grants, lanyards, corporate hospitality suites, coffee breaks, lunch bags, poster snacks, social activities, printing of final programme, adverts in congress materials, publication of abstract book and CD-Rom of abstracts.

Corporate Events

Companies are not allowed to stage their own events - be it inside or outside the congress venue - in parallel to the EBMT scientific and social programme, without prior approval by the congress organisers. This applies especially to the EBMT Opening Session on Sunday, March 30, and the party evening on Tuesday, April 1, 2008.

Official Italian Agency

Each year AKM appoints an Official Italian Agency to assist sponsoring companies in submitting the necessary documentation for approval to the Italian Ministry of Health.

Corporate symposia

The corporate satellite symposia programme is hosted on **Sunday from 09.00h - 18.00h**

There are currently **4 time slots** and a **max. of 4 symposia per slot** *. Corporate patrons receive priority in the allocation of symposia slots and rooms, according to their level of EBMT sponsorship. Other benefits include free registrations and support with local costs of speakers (as detailed in Appendix 6).

** The EBMT Board reserves the right to increase the number of symposia sessions to be held on an annual basis. Companies will be informed of the number of permitted symposia at the Sponsor Meeting held in June, prior to contracting a symposium*

The corporate symposia programmes are developed in liaison with the LOC, to avoid overlaps with the main programme. Programmes & faculty must be submitted to the Committee for approval by end October.

Costs **::

- | | |
|-----------------------|---------|
| ❖ 120 minute symposia | 48,000€ |
| ❖ 90 minute symposia | 36,000€ |
| ❖ 60 minute symposia | 24,000€ |

***The EBMT Board reserves the right to increase these fees on annual basis*



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A faculty member is limited to appearing once as a speaker and once as a chair in the whole Corporate Symposia Programme*. This in practice means that a faculty member can agree to be a speaker and/or chairperson in one symposium, or accept to be a speaker in one symposium and to act as chairperson in another.

* For the avoidance of doubt: participation as a speaker or chair in the main scientific programme does not exclude a person from appearing as a chair and/or speaker in the satellite symposia programme

The Senior Patron symposia and Nursing symposia may be held within the main programme, subject to agreement with the Board and NG Board respectively. The NG favour symposia focused on presentation of the results of collaborative projects over purely commercial symposia and fees for collaborative symposia are negotiable. A contract agreement is signed between AKM and the symposia organiser.

Venue requirements

Pre-meeting (Patient & Family Day) Saturday
1 lecture room = 400 – 500 seats;
6 smaller rooms = 50 – 150 seats (to be used simultaneously)

Room requirements (Sun – Wed): (approx. 12-13 lecture rooms)
1 Auditorium = 1'800 - 2'000 seats *
1 Lecture hall = 800 - 1'000 seats *
2 Lecture halls = 500 – 700 seats *
5 Lecture halls = 200 – 500 seats *
2 Lecture halls = 100 - 200 seats *
2 Lecture halls = 50 - 100 seats *
10 smaller rooms = 10 – 40 seats
(meeting rooms, offices, Press Office, VIP room, etc.)

* All rooms and additional rooms/space, poster exhibition and Industrial exhibition space must be available simultaneously and be closely located next to each other in connected buildings within the same complex. The Industry exhibition must be fully integrated within the meeting. Temporary structures are only acceptable where these are commonly built by the congress venue (Marquees are not permitted).

Additional rooms/space: Speaker Service Centre, Registration area, Coffee break area, Lunch areas

Poster exhibition: Monday and Tuesday from 18.00 – 19.30h
Approx. 2000 – 2500 m², for 210 poster boards (*used double sided*)
Physicians: approx. 600 posters (*with poster change on Monday evening*)
Nurses: approx. 110 posters (*no poster change*)

General set-up & technical requirement of Lecture Rooms
Seating: theatre style
1 chairperson's table for 2 persons incl. 1 table microphone
1 lectern including necktie microphone
Microphone for audience (where needed)
Computer & beamer for single data projection
Screen for single projection
1 Overhead Projector
Lighting & Audio
Technician(s) for projection, sound, lights
Networking System

Industrial exhibition

Exhibition opening: Sunday-Wednesday morning (3.5 days)
Exhibition surface: 4'000 – 5'000 m² gross (incl. space for catering) *
Build-up exhibition: 3 days before opening of exhibition (Thu – Sat)
Dismantling of exhibition: Wed. afternoon/ Thursday all day, duration: 1.5 day
Rental fee per m² of exhibition space:** 410€ excl. (VAT regime depends on venue of meeting)

* The exhibition should be housed in one sole area, which is located next to the main lecture halls for easy access

** These fees may be subject to revision by the Board on an annual basis



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A separate brochure on exhibition and advertising are produced by AKM in the autumn prior to the meeting and made available for download from the congress website.

Following the Sponsor meeting in June, AKM produce an exhibition plan based on initial requests and this is submitted for local regulatory approval. Exhibition space is offered to companies according to level of sponsorship from September onwards. Open sale to non-members starts in November. Contract agreements for exhibition space, advertising and other sponsoring items are signed between AKM and sponsoring companies.

Hotel requirements

The congress offers corporate patrons, EBMT members and delegates a wide-selection of hotel accommodation to meet the various needs. Delegates are also free to organise their own accommodation and it is estimated that the congress will handle approx 50% of delegate hotel bookings.

Around 3500 delegates will need hotel accommodation. In order to meet this need, the host venue must have a total capacity of at least 7'000 rooms in the various categories located within the city itself. A sample distribution of rooms provided by the congress is provided below. A list of cheaper hotels/hostels for economy budgets are also requested

Hotel Level	Rooms booked through Congress Agency (group & individual bookings)	Estimated Direct bookings through various channels	Total Rooms Needed	Total room night (average stay approx. 3-4 nights)
5*	250	500	750	2'650
4*	1'110	800	1'900	6'650
3*	400	450	850	3'500
Total Rooms	1'750	1'750	3'500	12'300

Types of bookings: Approx. 30%-40% individuals, 60% group bookings

Required payment and cancellation conditions for individuals provided by the congress must entail one night deposit and one night cancellation fee. Rest payment on departure.

AKM Travel in close corporation with AKM evaluates the hotel situation. The information will be included in the evaluation report for selection of the venue.

Registration fees

	Early bird Until mid Jan	Mid Jan - Feb	March
Physicians			
EBMT-Member	€ 300.-	€ 375.-	€ 425.-
Non-Member	€ 375.-	€ 450.-	€ 500.-
Nurses			
EBMT-Member	€ 220.-	€ 280.-	€ 330.-
Non-Member	€ 280.-	€ 350.-	€ 400.-
Data Management Group			
EBMT-Member	€ 220.-	€ 280.-	€ 330.-
Non-Member	€ 280.-	€ 350.-	€ 400.-
Accompanying Person	€ 25.-	€ 25.-	€ 25.-

Registration fees are set by the EBMT Board. The Board reserves the right to vary the fees for future meetings

- The fee for active participants includes unlimited access to all sessions, the welcome reception, access to exhibition, one copy of the final programme and one copy of the abstract book
- The fee for accompanying persons includes the welcome reception and access to exhibition only

One-day passes and adapted registration fees will be made available for scientists, physicians, data managers and nurses who are only interested in a very specific part of the programme



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Social programme

Sunday evening: WELCOME RECEPTION (Free admission)

After the Opening Session on Sunday, where a series of special lectures and possibly a local actuation (e.g. music, theatre, dance, art, etc.) are presented. The Welcome Reception, incl. a buffet dinner and entertainment, will start at approx. 20.00 h. The Welcome Reception is usually hosted at the congress venue.

Monday evening: SPEAKERS DINNER

Official speakers are invited for dinner at a special venue (approx. 130 attendees). For some congresses a concert has also been organised on Monday evening.

Tuesday evening: GALA DINNER (Price approx 90€* physicians, 65€* nurses & data managers * *The costs of this event are higher than ticket price and subsidised by the congress*) for approx. 700-800 delegates. Meal, band and dancing.

TOURS: The local agency offers a selection of congress tours for delegates.

Communications

Congress website with following tools: Online abstract submission and review; online meeting and hotel registration; overviews of scientific and social programmes; e-communications will be used to promote the meeting

First Announcement: Distributed in congress bag at the EBMT annual meeting, and at other related meetings

Second Announcement: Mailed to EBMT members, delegates of previous meeting and in response to request-forms completed following the First Announcement

The EBMT will have a **presence at related meetings** e.g. EHA, ASH, ECCO in order to promote the EBMT and forthcoming annual meetings & other events

Sponsorship Guidelines: Prepared by AKM for distribution to Industry representatives at the Sponsor meeting

Exhibition Prospectus: Prepared by AKM for distribution to Exhibitors

Final Programme: Posted on Congress Website by mid-February and distributed to all delegates free of charge on registration at the meeting

Abstract book: Sponsored by NPG, the official journal of the EBMT, and distributed to all delegates free of charge on registration at the meeting. All abstracts, except those rejected by the abstract reviewers will be published in the abstract book. A CD Rom of the abstracts will also be produced by NPG, subject to obtaining corporate sponsorship.

Abstracts will be made **available online** 2 weeks in advance to enable delegates to prepare for the meeting

Press: The CP and EBMT Board will define a press policy and strategy for each meeting

Slide presentations: Speakers will be encouraged to allow their slides to be made available on the EBMT website for educational purposes

Meeting Evaluation

Following the meeting, evaluation questionnaires should be completed by AKM and the LOC. Corporate Patrons will also be asked to evaluate the meeting from their perspective and in particular the organisation of the exhibition and corporate symposia.

Delegates who collect CME points are currently required to complete an online evaluation following the meeting.



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Appendix 1: Overview of annual meeting scientific content and details of main sessions

Topic list*:

General topics	1. Cellular and Gene therapies 2. Cytokines	3. Stem cell Research
Transplant specific topics	4. Graft engineering 5. Graft versus host disease 6. Graft versus malignancy 7. Infectious complications 8. Early side effects / Late effects & quality of life 9. Minimal residual disease 10. Reduced intensity transplant	11. Paediatric diseases 12. Regulatory issues 13. Stem cell source 14. Stem cell donor 15. Tolerance and alloreactivity 16. Non-haematopoietic tissue repair 17. Experimental stem cell transplantation 18. Immunotherapy
Disease specific topics	19. Acute leukaemia 20. Aplastic anaemia 21. Autoimmune diseases 22. Chronic leukaemias 23. Hameoglobinopathy	24. Inborn errors of metabolism 25. Lymphoma 26. Multiple myeloma 27. Myelodysplasia 28. Solid tumours
Care specific topics	29. Care of the care-giver 30. Complementary therapies 31. Donor issues 32. Ethical issues 33. Impact of new therapies on patient care 34. Outpatients developments 35. Palliative care	36. Patient information & education 37. Protective care 38. Psycho-social issues 39. Sexuality 40. Standards of care 41. Symptom management 42. Education and support of nurses 43. Management
Data management & Statistics	44. Data management 45. Statistics	

* The topic list should be reviewed on an annual basis by incoming LOC, based on abstract submissions in the previous 2 years. Proposed revisions should be presented to the Board in March.

Programme structure & content:

A fairly fixed programme structure is to be maintained so that delegates can benefit from a format they recognise:

- ❖ Corporate Symposia
- ❖ Opening Session
- ❖ Presidential symposium
- ❖ Plenary sessions
- ❖ Educational sessions
- ❖ Workshops sessions
- ❖ Working Party sessions
- ❖ Working Party Business meetings
- ❖ Oral sessions
- ❖ Poster sessions
- ❖ General Assembly Meeting
- ❖ Joint sessions with related organisations
- ❖ Joint session Nurses/Physicians
- ❖ Meet-the-Expert Sessions
- ❖ Nursing programme
- ❖ Data management programme



EBMT Annual Meetings: Rules & regulations for organising a standardised annual meeting

Session outlines:

Corporate Symposia

Corporate symposia are organised on "Corporate Sunday". The only exceptions are the Senior Patron symposia and Nursing Symposia, which can be negotiated with the Board and NG Board respectively. See earlier section on Corporate Symposia.

Opening Session

Welcome addresses are given by the CP, Local Dignitary (optional), EBMT President, NG President, Head of Registry, followed by the EBMT Lecture and Van Bekkum presentation. In the past the EBMT lecture was given by an invited speaker in recognition of their achievements in the field of stem cell transplantation. The traditional lecture may be replaced by a talk of more general interest e.g. art, music, culture, etc. and this is at the discretion of the LOC. The CP will present a proposal to the Board for sign-off. The Van Bekkum prize is awarded by the Board for the best abstract submitted to the meeting.

Presidential Symposium

The six top abstracts (after Van Bekkum) will be presented during the Presidential Symposium, which will be organised as a stand alone session. The Basic Science Award will be included as one of the 6 presentations.

Plenary Sessions (currently 2 - 3)

2 – 3 plenary sessions are held, depending on the number of joint sessions. These sessions should be aimed at transmitting the state of the art and major messages of the meeting.

Educational & Workshop Sessions (currently 8 – 9 of each)

A maximum of 5 – 6 educational and workshop sessions should be run in parallel each day. There is space for local initiatives such as the Controversy sessions held at EBMT 2006.

Working Party sessions (currently 11)

WP sessions are held as stand alone sessions (with 3 WP sessions in parallel on Mon/Tue mornings and afternoons). The Board will agree at the Board meeting in June which WP sessions are to be held in parallel and on which days.

WP chairs are responsible for the programmes of the WP session. The Board will discuss the structure and content of these sessions and agree a guideline for WP Chairs. In the meantime these sessions are regarded as a forum for:

- presenting the results of phase I/II studies run by the WPs
- discussion of proposals for new prospective and retrospective studies
- an opportunity for interaction with members and delegates to receive input/feedback on projects

The programme of the WP sessions should be sent to the Congress President in Nov/Dec. A special category of Working Party abstracts has been created for the presentation of the results of WP studies during the WP sessions. These abstracts will not be submitted for general review, but will be peer-reviewed within the WP and approved by the WP Chair. These abstracts will be included in the abstract book under Working Party abstracts

Working Party Business meetings (currently 10 – 11)

These meetings are organised by WP Chairs outside of the main scientific programme, generally on Sunday. The costs of the room, basic technical set-up and catering will be paid for from the Congress budget. These meetings are generally attended by a core group of active WP members, but should be open to all members.

Joint Sessions with related organisations (currently 2 – 3)

Currently there are joint sessions with WBMT, ISCT/ISEH and WMDA. Joint sessions are the responsibility of the Board, but must be co-ordinated with the LOC. The number of joint sessions, timeframes for development and the nominated Board members responsible for these sessions should be agreed at the March Board meeting.

Joint Sessions Nurses/Physicians (currently 1)

There is currently one joint session developed in collaboration between the CP and NG President. In the future additional joint sessions may be developed between the physicians, NG and DMG.



EBMT Annual Meetings: Rules & regulations for organising a standardised annual meeting

Oral sessions (currently 16 – 20)

These sessions are based on the topic list (see page 11), but the final number of sessions and content shall be determined based on the quality of abstracts submitted. The number of available rooms may also impact on the number of parallel sessions.

Poster presentations

The Poster sessions are regarded as a key part of the meeting and are to be assigned sufficient prominence within the programme. The poster sessions should take place on Monday and Tuesday evenings from 17.30 – 19.00, with drinks & snacks provided. The posters should be located in appropriate rooms with ample space for presentations and discussion. No other meetings should be organised in parallel. Posters will be on display throughout the day, but presenting authors will be available during these sessions to discuss their work and answer any questions.

Special sessions

A number of special sessions organised by the EBMT Committees e.g. JACIE, Nuclear Accidents, Clinical Trials are built into the main scientific programme each year. Committee chairs should send their proposals to the LOC in advance of the June Board meeting. It will be at the discretion of the LOC and Board to include a special session within the programme, depending on the number of proposed sessions and level of interest.

General Assembly Meeting

To be held from 08.00 – 09.00 on Wednesday.

Meet-the-Expert Sessions

Meet-the-Expert sessions are optional and should be held early in the morning. The number of participants should not exceed 15-20. These should be free of charge, with allocation on a first come first served basis.

Nursing sessions: Pre-meeting Study Day; educational & workshop sessions; oral & poster sessions, national group meeting; Nurses General Meeting; awards & closing). The new NG Scientific Committee will review the programme structure and content before June 2008 and present any proposals to change the programme content or structure to the Board.

Data Management sessions: Promise training (Data Entry for new users; Data Retrieval; ProMISe Open Learning Centre); a series of Educational Sessions, including disease / graft type focused sessions, Discussion Forum, Poster session, Data Managers reception;

The **Statistical Symposium** is organised within the DMG programme. It will be highlighted in the physicians and NG programme, but due to the limited space in the programme it will not occupy a stand-alone spot within these programmes.

Patient & Family Day

The 2nd Patient & Family Day will be organised in Florence on the Saturday before the start of the congress.

The EBMT Board decided to repeat this initiative based on the success of the first event in Lyon and inline with the Society's goal of improving communication between EBMT professionals and patients. This is increasingly relevant due to the rapid evolution of technology associated to transplantation and its relationship with the growing field of cellular therapy. The introduction of new drugs and graft manipulation techniques, combined with changes in the clinical pattern of transplantation, particularly in the outpatient setting, has led to remarkable developments in the field over the last few years. The programme is aimed at exploring both scientific trends and the special relationship which is often created between the clinical BMT personnel and patients and their families.

This information day will consist of two presentations, four plenary sessions and six disease specific workshops led by physicians, nurses, patients, donors and family members.



EBMT Annual Meetings: Rules & regulations for organising a standardised annual meeting

Appendix 2: Model scientific programme for EBMT physicians

Saturday

09.00 – 17.30 Patient & Family Day

Board meeting (afternoon); Board dinner

Sunday

Satellite Symposium + Opening Session (including Van Bekkum presentation and EBMT Lecture) followed by a Welcome Reception (usually at the congress venue)

Monday

08.00 – 09.00 Educational sessions + workshops (5 or 6 parallel sessions)

09.00 – 10.30 Presidential symposium

11.00 – 12.30 WP Session 1
e.g. *Acute Leukaemia, Solid Tumours and Autoimmune Diseases*

12.30 – 13.30 Lunch

13.30 – 15.30 Oral Presentations (8 or 9 parallel sessions)

16.00 – 17.30 WP Session 2
e.g. *Chronic Leukaemia, Paediatric Diseases and Aplastic Anaemia*

17.30 – 19.00 Poster session (*from 6 pm onwards with no concurrent activity*)

Tuesday

08.00 – 09.00 Educational sessions + workshops (5 or 6 parallel sessions)

09.00 – 10.30 Plenary Session(s) / Joint session(s) (2 or 3 parallel sessions)

11.00 – 12.30 WP Session 3
e.g. *Infectious Diseases, Lymphoma and Late Effects*

12.30 – 13.30 Lunch

13.30 – 15.30 Oral Presentations (8 or 9 parallel sessions)

16.00 – 17.30 WP Session 4
e.g. *Immunobiology, Inborn Errors and Joint session*

17.30 – 19.00 Poster session (*from 6 pm onwards with no concurrent activities*)

20.00 Gala Dinner

Wednesday

08.00 – 09.00 General Assembly

09.00 – 10.30 Educational and Workshop sessions (5 or 6 parallel sessions)

10.30 – 12.00 Plenary Session and Joint Session(s)

12.30 – 14.30 Oral Presentations (8 or 9 parallel sessions)

14.30 – 15.00 Award and closing



EBMT Annual Meetings: Rules & regulations for organising a standardised annual meeting

Appendix 3: Model scientific programme for EBMT nurses

Saturday

09.00 – 17.30 Patient & Family Day

Sunday:

08.45 – 17.00 Nurses Pre-meeting Study Day

Opening ceremony with physicians and data managers

Monday:

08.00 – 08.50 Educational sessions (2 parallel sessions)

09.00 – 10.30 Oral session

11.00 – 12.30 Oral session

13.00 – 14.00 National Group meetings (6 or 7 small rooms) and lunch

14.00 – 15.30 Workshop sessions (5 parallel sessions)

16.00 – 17.40 Oral sessions (3 parallel)

18.00 – 19.00 Poster session (*from 6 pm onwards with no concurrent activity*)

Tuesday

08.00 – 08.50 Educational sessions (2 parallel sessions)

09.00 – 10.30 Joint Session Nurses and Physicians

11.00 – 12.30 Oral session

13.00 – 14.00 Nurses General Meeting and lunch

14.00 – 15.30 Workshop sessions (2 parallel sessions)

16.00 – 17.40 Oral sessions (2 parallel)

17.30 – 19.00 Poster session (*from 6 pm onwards with no concurrent activity*)

20.00 Gala dinner

Wednesday

08.00 – 08.50 Educational sessions (2 parallel sessions)

09.00 – 10.30 Oral session

11.00 – 12.30 Oral session

12.30 – 13.00 Awards and closing



EBMT Annual Meetings: Rules & regulations for organising a standardised annual meeting

Appendix 4: Model scientific programme for Data Managers

Sunday:

Opening ceremony with physicians and nurses

Monday:

- 09.00 – 12.30 2 consecutive education sessions in parallel with ProMISe training sessions
- 13.30 – 16.00 2 consecutive educational sessions in parallel with ProMISe training sessions
- 16.00 – 17.00 Discussion Forum
- 17.00 – 18.00 Data Managers Reception

Tuesday

- 09.00 – 12.30 4 consecutive education sessions in parallel with ProMISe training sessions
- 13.30 – 17.00 ProMISe training sessions in parallel with the following:
 - 2 educational sessions
 - 1 Statistical symposium
- 18.00 – 19.30 Data Managers Poster Session
- 20.00 Gala dinner

Note: ProMISe training sessions are for a maximum of 30 participants per session. 15 computers with high speed internet connection will be available. Participants should pre-register via the congress registration form.

ProMISe Open Learning Centre:

During the congress, a small computer room will be open from 09.00 – 18.00 on Monday and Tuesday for users to drop by and ask specific questions regarding data entry, exports and reports. EBMT/Registry staff will be available at specific times (a rota of staff and languages spoken will be displayed at the room entrance on the EBMT Booth). The learning centres should not be considered as a substitute for the group training sessions on offer.

Appendix 5: EBMT Meeting - Room Overview

Sunday

Rooms	Auditorium	Room 1	Room 2	Room 3	Room 7	Room 4	Room 5	Room 6	Room 8	Room 12	Room 9	Room 10	Room 11	Room 13 (Computerroom)
Capacity	2'000 persons	800 - 1000 pax persons	500 - 700 persons	500 - 700 persons	500 persons	200 - 500 persons	200 - 500 persons	200 - 500 persons	200 - 500 persons	100 - 200 persons	50-100 persons	50-100 persons	50-100 persons	100 - 200 pax 180 m2
08:00														
08:30														
09:00		09.00 - 10.30 Satellite Symposia	09.00 - 10.30 Satellite Symposia	09.00 - 10.30 Satellite Symposia	09.00 - 10.30 Satellite Symposia	09.00 - 10.30 Satellite Symposia			09.00-16.30					Data Mgmt Set-up of Computer- room
09:30														
10:00														
10:30									11.00-12.00	11.00-12.00	11.00-12.00	11.00-12.00	11.00-12.00	
11:00		11.00 - 13.00 Satellite Symposia	11.00 - 13.00 Satellite Symposia	11.00 - 13.00 Satellite Symposia	11.00 - 13.00 Satellite Symposia	11.00 - 13.00 Satellite Symposia			Workshop 1	Workshop 2	Workshop 3	Workshop 4	Workshop 5	
11:30														
12:00														
12:30									Nurses Study Day Pre-Meeting Study Day					
13:00														
13:30		13.30 - 15.30 Satellite Symposia	13.30 - 15.30 Satellite Symposia	13.30 - 15.30 Satellite Symposia	13.30 - 15.30 Satellite Symposia	13.30 - 15.30 Satellite Symposia								
14:00														
14:30														
15:00									15.00-16.00	15.00-16.00	15.00-16.00	15.00-16.00	15.00-16.00	
15:30									Workshop 6	Workshop 7	Workshop 8	Workshop 9	Workshop 10	
16:00		16.00 - 18.00 Satellite Symposia	16.00 - 18.00 Satellite Symposia	16.00 - 18.00 Satellite Symposia	16.00 - 18.00 Satellite Symposia	16.00 - 18.00 Satellite Symposia								
16:30														
17:00														
17:30														
18:00														
18:30	18.30-20.00													
19:00	Opening Session		On Sunday (08.00 - 18.00) there are approx. 20 - 25 additional Meetings(Working Party Business Meetings, Subcommittee Meetings, Industrial Meeting etc.)											
19:30			==> 8 - 10 rooms with a capacity of 20 - 200 persons are needed											
20:00														

EBMT Meeting - Room Overview

Monday

Rooms	Auditorium	Room 1	Room 2	Room 3	Room 4	Room 5	Room 6	Room 7	Room 8	Room 9	Room 10	Room 11	Room 12	Room 13 (Computerroom)		
Capacity	2'000 persons	800 - 1000 pax persons	500 - 700 persons	500 - 700 persons	200 - 500 persons	200 - 500 persons	200 - 500 persons	500 persons	200 - 500 persons	50-100 persons	50-100 persons	50-100 persons	100 - 200 persons	100 - 200 pax 180 m2		
										07.00 - 08.00						
										EBMT Industry Meeting						
		08.00-09.00	08.00-09.00	08.00-09.00	08.00-09.00	08.00-09.00	08.00-09.00	08.00-09.00	08.00-09.00						ProMISE 2	
08:00		Educational 1	Educational 2	Educational 3	Workshop 1	Workshop 2	Workshop 3	Educational 1 Nurses session	Educational 2 Nurses session						Training Session	08:00
08:30															09.00-10.00	08:30
09:00	09.00-10.30							09.00-10.30					09.00-10.30	Data Mgmt Educational ProMise 2	Open Learning Centre	09:00
09:30	Presidential Symposium															
10:00																10:00
10:30																10:30
11:00	11.00-12.30		11.00-12.30	11.00-12.30				11.00-12.30					10.45-12.00	Data Mgmt Educational		11:00
11:30	Working Party 1		Working Party 2	Working Party 3												11:30
12:00																12:00
12:30		Satellite Senior Patron														12:30
13:00																13:00
13:30	13.30-15.30	13.30-15.30	13.30-15.30	13.30-15.30	13.30-15.30	13.30-15.30	13.30-15.30						13.00-14.30	Data Mgmt ProMise 2	Open Learning Centre	13:30
14:00								14.00-15.30	14.00-15.30	14.00-15.30	14.00-15.30	14.00-15.30				
14:30	Oral Session 1	Oral Session 2	Oral Session 3	Oral Session 4	Oral Session 5	Oral Session 6	Oral Session 7	Workshop 1+2 Nurses session	Workshop 3 Nurses session	Workshop 4 Nurses session	Workshop 5 Nurses session	Workshop 6 Nurses session	15.00-16.00	Data Mgmt ProMise 2		14:30
15:00																
15:30																15:30
16:00	16.00-17.30	16.00-17.30	16.00-17.30		16.00-17.40	16.00-17.40		16.00-17.40								16:00
16:30	Working Party 4	Working Party 5	Working Party 6		Nurses Session	Nurses Session		Nurses Session							Discussion Forum	16:30
17:00															DM Reception	17:00
17:30	17.30 - 19.00 Poster Sessions														17:30	
18:00															18:00	
18:30															18:30	
19:00																

EBMT Meeting - Room Overview

Tuesday

Rooms	Auditorium	Room 1	Room 2	Room 3	Room 4	Room 5	Room 6	Room 7	Room 8	Room 9	Room 10	Room 11	Room 12	Room 13 (Computerroom)		
Capacity	2'000 persons	800 - 1000 pax persons	500 - 700 persons	500 - 700 persons	200 - 500 persons	200 - 500 persons	200 - 500 persons	500 persons	200 - 500 persons	50-100 persons	50-100 persons	50-100 persons	100 - 200 persons	100 - 200 pax 180 m2		
		08.00-09.00	08.00-09.00	08.00-09.00	08.00-09.00	08.00-09.00	08.00-09.00	08.00-09.00	08.00-09.00						ProMise 2	
08:00		Educational 4	Educational 5	Educational 6	Workshop 4	Workshop 5	Workshop 6	Educational 3	Educational 4						Training Session	08:00
08:30								Nurses session	Nurses session							08:30
09:00	09.00-10.30	09.00-10.30						09.00-10.30					09.00-10.30	09.00-12.30	09.30 - 12.30	09:00
09:30	Plenary Session	Joint Session						Nurses session					Data Mgmt ProMise 2	Data Mgmt MED-B Session	Open Learning Centre	09:30
10:00																10:00
10:30																10:30
11:00		11.00-12.30	11.00-12.30					11.00-12.30					10.45-12.00			11:00
11:30		Working Party 7	Working Party 8					Nurses session					Data Mgmt ProMise 2			11:30
12:00																12:00
12:30																12:30
13:00								13.00-14.00					13.00-14.30			13:00
13:30	13.30-15.30	13.30-15.30	13.30-15.30	13.30-15.30	13.30-15.30	13.30-15.30	13.30-15.30	Nurses GM					Data Mgmt ProMise 2	13.30-14.30	13.30 - 16.00	13:30
14:00								14.00-15.30	14.00-15.30							14:00
14:30	Oral Session 8	Oral Session 9	Oral Session 10	Oral Session 11	Oral Session 12	Oral Session 13	Oral Session 14	Nurses session	Nurses session							14:30
15:00													14.45-16.00	14.40 - 15.30		15:00
15:30													Data Mgmt ProMise 2	Data Mgmt MED-B Session		15:30
16:00	16.00-17.30	16.00-17.30	16.00-17.30	16.00-17.30				16.00-17.40	16.00-17.40							16:00
16:30	Working Party 9	Working Party 10	Working Party 11	Statistical Symposium				Nurses Session	Nurses Session							16:30
17:00																17:00
17:30	17.30 - 19.00 Poster Sessions														17:30	
18:00																18:00
18:30																18:30
19:00																19:00

EBMT Meeting - Room Overview

Wednesday

Rooms	Auditorium	Room 1	Room 2	Room 3	Room 4	Room 5	Room 6	Room 7	Room 8	Room 9	Room 10	Room 11	Room 12	Room 13	
Capacity	2'000	800 - 1000 pax	500 - 700	500 - 700	200 - 500	200 - 500	200 - 500	500	200 - 500	50-100	50-100	50-100	100 - 200	100 - 200 pax	
	persons	persons	persons	persons	persons	persons	persons	persons	persons	persons	persons	persons	persons	persons	180 m2
				08.00-09.00				08.00-09.00	08.00-09.00						
08:00				General Assembly				Educational 5	Educational 6						08:00
08:30		09.00-10.00	09.00-10.00			09.00-10.00	09.00-10.00	09.00-10.00	Nurses session	Nurses session					
09:00	09.00 - 10.30	Educational 7	Educational 8	Educational 9	Workshop 7	Workshop 8	Workshop 9	09.00-10.30							09:00
09:30	Joint Session							Nurses session							09:30
10:00															10:00
10:30	10.30-12.00		10.30 12.00												10:30
11:00															11:00
11:30	Plenary 2		Joint Session					11.00-13.00							11:30
12:00								Nurses session							12:00
12:30	12.30-14.00	12.30 - 14.30	12.30 - 14.30	12.30 - 14.30	12.30 - 14.30	12.30 - 14.30	12.30 - 14.30	Awards&Closing							12:30
13:00	Joint Session														13:00
13:30		Oral Session 16	Oral Session 17	Oral Session 18	Oral Session 19	Oral Session 20	Oral Session 21								13:30
14:00															14:00
14:30					Awards & Closing										14:30
15:00															



EBMT Annual Meetings: Rules & regulations for organising a standardised annual meeting

Appendix 6: Corporate Patron benefits in relation to EBMT annual meetings

(1) Supportive interaction between the EBMT and its corporate members:

- Preview of Scientific Programme for the next year's meeting as part of the Industry meeting
- Annual Sponsor meeting for agreeing satellite programme (programme content and slots)
- Assignment of members of the Local Organizing Committee as contact points for companies for consultation on themes and speakers for symposia

(2) Priority in allotment of satellite slots and exhibition space

(3) Support for speakers and guests

(4) Publicity of Congress Website restricted to corporate members (free of charge)

(5) Logos of corporate members on annual meeting materials (Second Announcement, Final Programme, etc).

Senior Patrons:

- Right of first choice in the allocation of exhibition space and satellite slots at the EBMT Meeting
- The EBMT will cover the local costs (hotel, registration fee & gala dinner) for **five of the satellite speakers*****
- **10 free registrations** for guests or company staff.

Level III sponsors:

- Priority choice over level I & II members and non-members in the allocation of exhibition space and satellite slots at the EBMT Annual Meeting
- The EBMT will cover the local costs (hotel, registration fee & gala dinner) for **three of the satellite speakers*****
- **Eight free registrations** for guests or company staff

Level II sponsors:

- Priority choice over level I members and non-members in the allocation of exhibition space and satellite slots at the EBMT Annual Meeting
- The EBMT will cover the local costs (hotel, registration fee & gala dinner) for **two of the satellite speakers*****
- **Five free registrations** for guests or company staff

Level I sponsors:

- Priority choice over non-members in the allocation of exhibition space and satellite slots at the EBMT Annual Meeting
- The EBMT will cover the local costs (limited to hotel, registration fee & gala dinner) for **one of the satellite speaker *****
- **Three free registrations** for guests or company staff

Notes:

***** The EBMT and organising company will agree, on approval of the programme, which of the satellite speakers they will support. All speakers will be invited to stay for the whole meeting* and are to be encouraged to participate in other parts of the programme**

** Subject to any limitations as provided by the rules & regulations on extending hospitality to healthcare professionals as applicable in their country of residence or the country where the meeting will be held*

There are currently **4 time slots** on Corporate Sunday and a **max. of 4 symposia per slot***.

**The EBMT Board reserves the right to increase the number of symposia sessions to be held on an annual basis. Companies will be informed of the number of permitted symposia at the Sponsor Meeting held in June, prior to contracting a symposium*