



**32<sup>ND</sup> ECNP** 7-10 SEPTEMBER 2019  
**CONGRESS** COPENHAGEN

*The future of  
CNS treatments*



# ECNP Industry Sessions Guidelines



**ECNP**

european college of  
neuropsychopharmacology

<http://2019.ecnp.eu>



Companies and organisations, involved in clinical and pre-clinical research, diagnosis and treatment of disorders of the brain, looking for a scientifically driven engagement to the participants of the 32<sup>nd</sup> ECNP Congress can choose between three types of industry sessions:

### Satellite symposia

ECNP invites companies to organise scientifically oriented satellite symposia with a well-balanced programme.

### Expert science exchange

The sessions are set up to provide industry the opportunity to interact with a small group of participants on a specific topic. The programme takes place in parallel with the official ECNP scientific programme. Each expert science exchange session has a slot of one hour. It is possible to have two time slots after each other.

### Product theatre

These hands-on, interactive sessions provide a high-value forum for industry to engage with participants on a broad range of issues, including treatment approaches, the uses of specific medications, clinical insights, and product demonstrations. Each product theatre session is 30 minutes.

### Deadlines industry sessions

Industry activities	
15/12/2018	Satellite symposium, expert science exchange and product theatre session application
01/02/2019	Assessment of satellite symposia, ESE sessions & product theatre sessions
01/03/2019	Final time slot of satellite symposia, ESE sessions & product theatre sessions
01/04/2019	Abstract submission of speakers satellite symposia
01/04/2019	ECNP Industry Manual
15/04/2019	Final version programme of industry sessions
15/04/2019	Uploading biographies of speakers satellite symposia & ESE sessions
01/08/2019	Final invitation pdf of satellite symposia, ESE & product theatre sessions



# 32<sup>ND</sup> ECNP CONGRESS

7-10 SEPTEMBER 2019  
COPENHAGEN

The future of  
CNS treatments



## Contact details 32<sup>nd</sup> ECNP Congress

Details 32nd ECNP Congress Foundation		
<b>Stichting 32<sup>nd</sup> ECNP Congress</b> Bolognalaan 28 3584 CJ Utrecht The Netherlands	Chamber of Commerce: 67794378  RSIN: 857176249  VAT NL: NL8571.76.249.B01	IBAN: NL20 INGB 0008 3714 39  BIC: INGBNL2A
Details Scientific and organising secretariat		
<b>ECNP Office</b> The Netherlands T: +31 88 7569 555  <a href="mailto:congress2019@ecnp.eu">congress2019@ecnp.eu</a> <a href="http://2019.ecnp.eu">http://2019.ecnp.eu</a> <a href="http://www.ecnp.eu">www.ecnp.eu</a>	<b>Iris Allebrandi</b> Director Congresses & Meetings  <b>Melinda Spitzer</b> Project Manager Congresses & Meetings	<b>Exhibition &amp; industry sessions applications</b>  <b>Exhibition logistics</b>  <b>Rules and regulations</b>  <b>Scientific secretariat</b>
Details AV advisor for satellite symposia		
<b>DeBackerConsultants Pty.Ltd.</b> T: +44 20 32 87 23 77 <a href="mailto:ecnp@debackerconsultants.com">ecnp@debackerconsultants.com</a> <a href="http://www.debackerconsultants.com">www.debackerconsultants.com</a>	<b>Michael de Backer</b> AV advisor	<b>AV/IT and room set-up for satellite symposia</b>
Details Bella Center (Congress venue)		
<b>Bella Center</b> Center Boulevard 5 S-2300 Copenhagen Denmark T: +45 3247 3515 <a href="mailto:sho@bellacenter.dk">sho@bellacenter.dk</a> <a href="http://www.bellacentercopenhagen.dk">www.bellacentercopenhagen.dk</a>	<b>Stine Holmgren</b> Congress coordinator	<b>Site visits industry sessions</b>
Details c'accommodation (Official housing agency)		
<b>c'accommodation</b> 6 avenue E. Van Nieuwenhuysse B-1160 Brussels Belgium T: +32 (0)2 566 99 46 <a href="mailto:h.desmazieres@caccommodation.com">h.desmazieres@caccommodation.com</a>	<b>Hélène Desmazières</b>	<b>Hotel bookings</b> Please note that the nearest hotel is the AC Hotel Bella Sky: A special rate of 1800 DKK per single room, per night, breakfast included has been negotiated.
Details CPO HANSER SERVICES GmbH (Official registration agency)		
<b>CPO HANSER SERVICE GmbH</b> Berlin, Germany T: +49 30 300 66 90 <a href="mailto:registrationsecretariat@ecnp-congress.eu">registrationsecretariat@ecnp-congress.eu</a>		Group registration is available to register a minimum of 5 participants. The online form will be available from November 2018.



## 1. Satellite symposia

Scientifically oriented satellite symposia with a well-balanced programme (e.g. not concentrating on one or specific pharmaceuticals only) may be organised in connection with the 32<sup>nd</sup> ECNP Congress during the time slots as mentioned at [1.1 Time slots](#).

Organisers of a satellite symposium will be charged a fixed fee of EUR 45,000 (excl. VAT) and will cover all costs for the satellite symposium themselves. In return the satellite symposium will be listed in the printed matter of the congress and on the [ECNP Congress website](#) and ECNP app. The technical equipment present in the room for the ECNP sessions and the room rental are included in the fee mentioned above. All other costs will be covered by the organiser of the satellite symposium.

### 1.1 Time slots

Parallel satellite symposia can be organised during time slots mentioned below..

Satellite symposia time slots		
Saturday 7 September 2019	10.00-11.30	maximum 5 in parallel
	12.15-13.45	maximum 5 in parallel
	14.45-16.15	maximum 5 in parallel
Sunday 8 September 2019	17.30-19.00	maximum 5 in parallel
Monday 9 September 2019	17.30-19.00	maximum 5 in parallel
Tuesday 10 September 2019	17.30-19.00	maximum 5 in parallel

### 1.2 Room capacity

The room capacity available for satellite symposia at the 32<sup>nd</sup> ECNP Congress is as follows:

Satellite symposia room capacity	
Saturday 7 September 2019	1500
	850
	620
	560
	310
Sunday 8 September 2019	1500
Monday 9 September 2019	850
Tuesday 10 September 2019	620
	560
	310

### 1.3 How to apply

Companies interested in organising satellite symposia can submit their application by 15 December 2018 at the latest via the [online application form](#).

The Scientific Programme Committee of the ECNP Congress takes great care to achieve gender and country balance for the speakers and chairs presenting at the congress. It is mandatory for companies to take care of country and gender balance when proposing and inviting their speakers and chairs.

During submission the following information needs to be provided:

- Topic of the session
- Titles of the presentations
- Speakers



- Chairs
- Outline of the session
- Preferences of times slots

The information provided will be treated confidentially, as it is understood that it might be difficult for companies to approach speakers and chairs in a phase in which no time slot has been fixed.

Please note that no unusual abbreviations and trade names are permitted in the title of the satellite symposium or in the titles of the presentations; however, generic names may be used. The title of the satellite symposium and the titles of the presentations as well as the content must give a balanced view of therapeutic options. The use of generic names in the presentations will contribute to this.

If you have more than one request, please click the 'Add application' button on the online form. The online form(s) should be submitted by the company, not by its agency.

#### **1.4 Procedure after completing the online application form**

Information about the assessment of the pre-programme by the Scientific Programme Committee (SPC) will be sent out 1 February 2019 at the latest. Satellite symposia organised by the same company will not be scheduled in parallel as much as possible and it is endeavoured to avoid running two parallel satellite symposia on the same topic. In addition, preferred time slots as indicated by the company will be taken into account as much as possible.

Before 1 March 2019 the final allocation of time slots and session rooms will be circulated.

#### **1.5 Procedure for changes in the pre-programme**

In the event that there are changes to an approved pre-programme, the changes must be sent to the ECNP Office for approval by the Scientific Programme Committee (SPC). It is mandatory to submit a final version for publication and send a biography with photo of the speakers to ECNP before 15 April 2019 at the latest.

#### **1.6 Rules for faculty**

As is the case with the scientific programme of ECNP, faculty members can give a presentation during one satellite symposium only. In addition, they can only chair one (other) satellite symposium if the schedule allows it. It is mandatory for organisers to adhere to gender and country balance in their programme.

This rule does not apply to members of the ECNP Executive Committee or members of the Scientific Programme Committee of the 32<sup>nd</sup> ECNP Congress. Members of these two committees are only allowed to either speak or chair, not both. Please find [here](#) a list of these committee members.

It is the responsibility of the companies to inform the tentative faculty of this rule. In the event that a faculty member is proposed by several companies when submitting the pre-programmes, the companies will be informed of this by the ECNP Office. The ECNP Office will not be in direct contact with the speakers.



### 1.7 Accreditation (optional)

After written approval of the programme has been received from the Scientific Programme Committee (SPC), it is optional for organisers of satellite symposia to obtain European accreditation (CME). The decision as to whether a satellite symposium can be organised during the ECNP Congress remains with ECNP.

If a company obtains CME accreditation this can be mentioned in the online programme of the satellite symposium on the ECNP website and in the app.

To obtain CME accreditation you can contact:  
European Accreditation Committee in CNS (EACIC)  
Scientific secretariat: Dr Daniel Souery  
47, avenue Jacques Pastur  
1180 Brussels, Belgium  
Mobile phone number: +32 479987440  
[eacic@ulb.ac.be](mailto:eacic@ulb.ac.be)  
[www.eacic.eu](http://www.eacic.eu)



### 1.8 Disclosure

ECNP requests speakers, chairs and poster presenters in the scientific programme of ECNP and in the industry sessions to disclose potential conflicts of interest. This will allow the audience to take potential conflicts of interest into account when assessing the objectivity of the presentation. Speakers are requested to disclose potential conflicts of interest regarding their current presentation in the first slide of their presentation. Chairs are also requested to disclose potential interest regarding the topics of the presentations during their session in the first slide of their session.

### 1.9 Enduring material, recording (audio and image) and live webcast

ECNP gives permission to re-use the content of the programme of a satellite symposium to create enduring material and allows recording (audio and image) of a satellite symposium by the medical company in principle and if possible from a logistical point of view. ECNP allows live webcasting of satellite symposia. Recording is permitted, provided that:

- This activity does not, in any way, cause any disturbance to the participants, or causes any damage to the building.
- All legal issues such as, for example, copyright and privacy of the participants involved in this activity are taken into account.
- There is no link or reference to ECNP or the ECNP Congress other than the sentence 'recorded during the satellite symposium on the occasion of the 32<sup>nd</sup> ECNP Congress with educational financial support provided by <name company>'.  
</li></ul>
- A reference is made that the content is not necessarily the opinion of ECNP.

If the approved satellite symposium is to be webcasted live, the utmost will be done by the organisers to provide a time slot for a short technical rehearsal in the session room.

For other recording options see the [congress website](#).



### 1.10 Abstract ENP Supplement

It is possible for speakers in satellite symposia (the programme of which has been approved by the Scientific Programme Committee) to submit an abstract regarding their presentation for publication in the supplement to the journal *European Neuropsychopharmacology*, in which the abstracts of the 32<sup>nd</sup> ECNP Congress are published.

As is the case for all abstracts within the scientific programme of ECNP, these abstracts will be reviewed for possible publication according to the scientific standards of the journal *European Neuropsychopharmacology*.

Abstracts should be submitted online through a special satellite symposia webpage. After the company has received official SPC approval, the company will receive access to this special abstract submission page.

The abstracts will be reviewed for possible publication in the supplement to the journal *European Neuropsychopharmacology*. The supplement will be published after the congress. Abstracts will only be accepted for publication provided they adhere to the instructions given on submission. The publisher of *European Neuropsychopharmacology* holds all publication rights including copyright.

The deadline for abstract submission is 1 April 2019.

### 1.11 Printed material (including digital material, etc.)

Printed material of the satellite symposia must have the name of the medical company involved on the cover of printed matter, on the poster and on the first page of digital material, in the following wording 'satellite symposium on the occasion of the 32<sup>nd</sup> ECNP Congress with educational financial support provided by <name company>'.

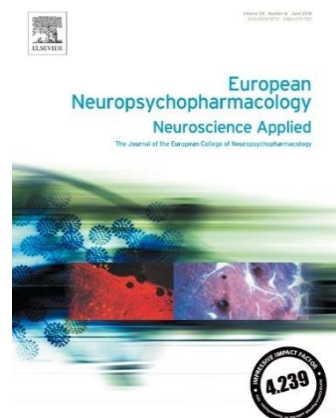
Printed material announcing satellite symposia will only be distributed by:

1. E-mail to the pre-registered participants approximately four weeks prior to the congress, inviting participants to visit the [ECNP congress website](#) that includes digital versions of all the invitations for satellite symposia produced by the companies.
2. Two designated location of the congress venue for promotion posters of satellite symposia, with space for leaflets.
3. Standing banner outside entrance (at the main entrance of the room allocated for satellite symposia)
4. Handing out material from the exhibition stand.
5. Handing out material from the table(s) at the entrance of the room of satellite symposia

A pdf version of all printed material used in relation to satellite symposia should be sent for approval by 1 August 2019 at the latest to [congress2019@ecnp.eu](mailto:congress2019@ecnp.eu) for the attention of Melinda Spitzer. As a rule, a response will be given within 5 working days. Further details will be given in the Industry Manual, to be published in April 2019.

### 1.12 Registration of faculty

It is mandatory to register the speakers and chairs of your satellite symposium through the online individual or group registration link at the [ECNP Congress website](#).





Please note that ECNP faculty members cannot be registered through a group. They are registered through the ECNP Office. They can, however, be part of a group for hotel accommodation and travel arrangements.

Although every effort will be made to inform you in the event of a double registration, when either an individual or another group registers the same participant, the registration secretariat and/or ECNP Office cannot be held responsible should such an event occur.

### 1.13 Catering

For the 32<sup>nd</sup> ECNP Congress the catering supplier is Bella Center Copenhagen. More detailed information will be published in the Industry Manual. The venue does not allow you to bring your own food or beverages into the building.

### 1.14 Payment and cancellation policy

#### Payment terms and conditions

For satellite symposia a deposit of 50% of the total fee is requested on application. After ECNP has received the application the company will be issued an invoice which must be paid according to the payment terms specified.

The invoice for the balance due will be e-mailed to companies in February 2019. The amount of the invoice is due within 15 days of invoice date. If full payment is not received in due time, the allocated satellite symposium time slot may be re-assigned and the deposit forfeited. Companies will not be allowed to build up and occupy the assigned session room unless the fee has been settled in full.

Companies participating in the organisation of satellite symposia are required to observe all payment deadlines as stated in these ECNP Industry Sessions Guidelines and/or on the invoices. The 32<sup>nd</sup> ECNP Congress Foundation is entitled to cancel the participation of any company that fails to comply with these deadlines.

#### VAT

Dutch VAT will be charged in accordance with European legislation.

#### Cancellations

Cancellations of satellite symposia must be sent in writing to the ECNP Office. The effective date of the cancellation will be the date that the written notification was received by the ECNP Office.

A cancellation will result in the release of the allocated satellite symposium time slot.

In the event of cancellation, the following policy will apply:

- 50% of the total amount will be refunded for cancellations made before 15 February 2019
- No refund for cancellations made on or after 15 February 2019

Refunds will be made after the congress.





## 2. Expert science exchange

The expert science exchange sessions (ESE) offer companies the opportunity to move from commercially oriented exposure to more focused, scientifically driven engagement with participants.

The sessions are set up to provide industry the opportunity to interact with a small group of participants on a specific topic. The programme takes place in parallel with the official ECNP scientific programme and will be published as an industry activity together with the satellite symposia programmes and the exhibition. The basic set-up of the room is defined. The way organisers create this interactive session can be freely defined, but needs approval from ECNP and should fit into the set time for these sessions including set-up and dismantling.

The ESE sessions are open to all registered congress participants on a first-come-first-serve basis. The maximum capacity per presentation is 80 people

Organisers of an expert science exchange session will be charged a fixed fee of EUR 10,000 (excl. VAT) for a one-hour slot.

### 2.1 Time slots

Expert science exchange time slots	
Sunday 8 September 2019	09.00-10.00 10.00-11.00 15.15-16.15 16.15-17.15
Monday 9 September 2019	09.00-10.00 10.00-11.00 15.15-16.15 16.15-17.15
Tuesday 10 September 2019	09.00-10.00 10.00-11.00 15.15-16.15 16.15-17.15

### 2.2 Programme

Each ESE session has a slot of one hour. The way organisers create this interactive session can be freely defined, but the programme needs approval from ECNP and should fit into the set time for these sessions (including set-up and dismantling). It is possible to organise a two hours ESE session.

### 2.3 How to apply

Companies interested in organising an ESE session can submit their application through the [online submission form](#) by 15 December 2018 at the latest.

Organisers must adhere to gender and country balance in their programme.

During submission the following information needs to be provided:

- Topic of the session
- Outline of the session including means by which interaction with participants is created
- Preferences of times slots

The information provided will be treated confidentially.



Please note that no unusual abbreviations and trade names are permitted in the title of the ESE session; however, generic names may be used. The use of generic names in the presentations will contribute to this.

#### **2.4. Procedure after completing the online application form**

Information about the assessment of the programme by the Scientific Programme Committee (SPC) will be sent out 1 February 2019 at the latest. Preferred time slots as indicated by the company will be taken into account as much as possible.

Before 1 March 2019 the final allocation of time slots will be circulated.

#### **2.5 Procedure for changes in the pre-programme**

In the event that there are changes to an approved programme, the changes must be sent to the ECNP Office for approval by the Scientific Programme Committee (SPC). It is mandatory to submit a final version for publication and send a biography with photo of the speakers to ECNP before 15 April 2019 at the latest.

#### **2.6 Rules for faculty**

As is the case with the scientific programme of ECNP, faculty members can give a presentation during one expert science exchange only. It is mandatory for organisers to adhere to gender and country balance in the programme.

It is the responsibility of the companies to inform the tentative faculty of this rule. In the event that a faculty member is proposed by several companies when submitting the programmes, the companies will be informed of this by the ECNP Office. The ECNP Office will not be in direct contact with the speakers.

#### **2.7 Accreditation**

The ESE sessions will not be granted for CME accreditation.

#### **2.8 Disclosure**

ECNP requests speakers, chairs and poster presenters in the scientific programme of ECNP and in the industry sessions to disclose potential conflicts of interest. This will allow the audience to take potential conflicts of interest into account when assessing the objectivity of the presentation. Speakers are requested to disclose potential conflicts of interest regarding their current presentation in the first slide of their presentation.



## 2.9 Enduring material, recording (audio and image) and live webcast

ECNP gives permission to re-use the content of the programme of a ESE session to create enduring material and allows recording (audio and image) of a ESE session by the medical company in principle and if possible from a logistical point of view. ECNP allows live webcasting. Recording is permitted, provided that:

- This activity does not, in any way, cause any disturbance to the participants, or causes any damage to the building.
- All legal issues such as, for example, copyright and privacy of the participants involved in this activity are taken into account.
- There is no link or reference to ECNP or the ECNP Congress other than the sentence 'recorded during the expert science exchange session on the occasion of the 32<sup>nd</sup> ECNP Congress with educational financial support provided by <name company>'.  
'.
- A reference is made that the content is not necessarily the opinion of ECNP.

If the approved ESE session is to be webcasted live, the utmost will be done by the organisers to provide a time slot for a short technical rehearsal in the session room.

For other recording options see the [congress website](#).

## 2.10 Printed material (including digital material, etc.)

Printed material of the ESE session must have the name of the medical company involved on the cover of printed matter and on the first page of digital material, in the following wording 'expert science exchange session on the occasion of the 32<sup>nd</sup> ECNP Congress with educational financial support provided by <name company>'.  
'.

Printed material announcing ESE sessions will only be distributed by:

1. E-mail to the pre-registered participants approximately four weeks prior to the congress, inviting participants to visit the [ECNP congress website](#) that includes digital versions of all the invitations for industry sessions produced by the companies.
2. Two designated location of the congress venue for promotion posters of satellite symposia, with space for leaflets.
3. Standing banner outside entrance (at the main entrance of the room allocated for ESE sessions)
4. Handing out material from the exhibition stand.
5. Handing out material from the table(s) at the entrance of the room of ESE sessions

A pdf version of all printed material used in relation to ESE sessions should be sent for approval by 1 August 2019 at the latest to [congress2019@ecnp.eu](mailto:congress2019@ecnp.eu) for the attention of Melinda Spitzer. As a rule, a response will be given within 5 working days. Further details will be given in the Industry Manual, to be published 1 May 2019.

## 2.11 Registration faculty

It is mandatory to register the speakers of your ESE session through the online individual or group registration link at the [ECNP Congress website](#).

Please note that ECNP faculty members cannot be registered through a group. They are registered through the ECNP Office. They can, however, be part of a group for hotel accommodation and travel arrangements.



Although every effort will be made to inform you in the event of a double registration, when either an individual or another group registers the same participant, the registration secretariat and/or ECNP Office cannot be held responsible should such an event occur.

## 2.12 Room set-up

The room will be set up to facilitate interactive dialogue between speakers and participants.

A fixed standard set up in the room is offered including the following items:

- 1x Screen and projector
- 5x high tables
- 1x catering table
- 1x Hostess at the entrance

Besides this fixed set up, we will give companies the possibility to use this room in a format they prefer, provided that the room will be used for an interactive session format with small groups of participants on a specific topic. The maximum capacity will be 80 persons.

To be able to create a format for this session which suits your requirements you will be able to order extra equipment through the forms in the Industry Manual for the room like:

- Sound system
- Camera
- Laptop-connection HDMI only (please make sure to bring your own laptop)
- E-posters
- Extra high tables
- Bar stools for max. 20 pax

The room can be branded by the company (taking into account set-up and dismantling time).

The organiser will have access to the room one hour before the start. The room needs to be cleared, clean and free of company branding within 30 minutes after the session.

## 2.13 Catering

For the 32<sup>nd</sup> ECNP Congress the catering supplier is Bella Center Copenhagen. More detailed information will be published in the Industry Manual. The venue does not allow you to bring your own food or beverages into the building.

## 2.14 Payment and cancellation policy

### Payment terms and conditions

For expert science exchange sessions a deposit of 50% of the total fee is requested on application. After ECNP has received the application the company will be issued an invoice which must be paid according to the payment terms specified.

The invoice for the balance due will be e-mailed to companies in February 2019. The amount of the invoice is due within 15 days of invoice date. If full payment is not received in due time, the allocated expert science exchange time slot may be re-assigned and the deposit forfeited. Companies will not be allowed to build up and occupy the assigned session room unless the fee has been settled in full.



# 32<sup>ND</sup> ECNP CONGRESS

7-10 SEPTEMBER 2019

COPENHAGEN

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Companies participating in the organisation of expert science exchange sessions are required to observe all payment deadlines as stated in these Guidelines and/or on the invoices. The 32<sup>nd</sup> ECNP Congress Foundation is entitled to cancel the participation of any company that fails to comply with these deadlines.

## **VAT**

Dutch VAT will be charged in accordance with European legislation.

## **Cancellations**

Cancellations of expert science exchange sessions must be sent in writing to the ECNP Office. The effective date of the cancellation will be the date that the written notification was received by the ECNP Office.

A cancellation will result in the release of the allocated satellite symposium time slot.

In the event of cancellation, the following policy will apply:

- 50% of the total amount will be refunded for cancellations made before 15 February 2019
- No refund for cancellations made on or after 15 February 2019



### 3. Product theatre

These hands-on, interactive sessions provide a high-value forum for industry to engage with participants on a broad range of issues, including treatment approaches, the uses of specific medications, clinical insights, and product demonstrations.

Organisers of product theatre session will be charged a fixed fee of EUR 15,000 (excl. VAT). The sessions will take place in The Bubble located in the exhibition area.

#### 3.1 Time slots

Product theatre time slots	
Sunday 8 September 2019	12.00-12.30
Monday 9 September 2019	12.00-12.30
Tuesday 10 September 2019	12.00-12.30

#### 3.2 Programme

Each product theatre session has a slot of 30 minutes.

#### 3.3 How to apply

Companies interested in organising a product theatre session can submit their application by sending the completed [application form](#) to [congress2019@ecnp.eu](mailto:congress2019@ecnp.eu) at the attention of Melinda Spitzer, by 15 December 2018 at the latest.

The application should contain the following information:

- Outline
- Presenters

The information provided will be treated confidentially.

#### 3.4. Procedure after completing the application

Preferred time slots as indicated by the company will be taken into account as much as possible. In case we receive more applications than the three time slots available, exhibitors will be given priority. Before 1 March 2019 the final allocation of time slots will be circulated.

Changes must be sent to the ECNP Office. It is mandatory to register the presenters of your session.

#### 3.5 Printed material (including digital material, etc.)

Printed material of the product theatre session must have the name of the medical company involved on the cover of printed matter and on the first page of digital material, in the following wording 'product



theatre session on the occasion of the 32<sup>nd</sup> ECNP Congress with financial support provided by <name company>’.

Printed material announcing product theatre sessions will only be distributed by e-mailing to the pre-registered participants: the registration secretariat will send out an e-mail to all pre-registered participants approximately four weeks prior to the congress, inviting participants to visit a webpage on the [ECNP Congress website](#) that includes digital versions of all the invitations for industry sessions produced by the companies. This pdf of the invitation should be approved by the ECNP Office and the final version should be sent to the ECNP Office no later than 1 August 2019.

### 3.6 Theatre set-up

The set-up of the theatre is pre-defined. No changes or additional equipment is possible.

### 3.7 Payment and cancellation policy

#### Payment terms and conditions

For product theatre sessions a deposit of 50% of the total fee is requested on application. After ECNP has received the application the company will be issued an invoice which must be paid according to the payment terms specified.

The invoice for the balance due will be e-mailed to companies in February 2019. The amount of the invoice is due within 15 days of invoice date. If full payment is not received in due time, the allocated expert science exchange time slot may be re-assigned and the deposit forfeited. Companies will not be allowed to build up and occupy the assigned session room unless the fee has been settled in full.

Companies participating in the organisation of product theatre sessions are required to observe all payment deadlines as stated in these Guidelines and/or on the invoices. The 32<sup>nd</sup> ECNP Congress Foundation is entitled to cancel the participation of any company that fails to comply with these deadlines.

#### VAT

Dutch VAT will be charged in accordance with European legislation.

#### Cancellations

Cancellations of product theatre sessions must be sent in writing to the ECNP Office. The effective date of the cancellation will be the date that the written notification was received by the ECNP Office.

In the event of cancellation, the following policy will apply:

- 50% of the total amount will be refunded for cancellations made before 15 February 2019
- No refund for cancellations made on or after 15 February 2019

## 4. Rules and regulations

All companies involved in the 32<sup>nd</sup> ECNP Congress should adhere to the rules in this document, the Industry Sessions Guidelines, the [ECNP Industry Rules and Regulations](#), the [ECNP Exhibition Guidelines](#), as well as the [Rules and Regulations of the Bella Center](#) and the [ECNP privacy and data security policy](#).