



**ILCA**

International Liver Cancer Association

# PARTNER SYMPOSIA GUIDELINES

## ILCA 2019

*ILCA's 13th  
Annual Conference*

*Marriott Downtown  
Chicago Magnificent  
Mile*

*Chicago, IL, USA  
20-22 September*

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## KEY DATES AND DEADLINES

Abstract Submission closes	1 April 2019 (deadline likely extended) <b>COMPLETED</b>
Exhibitor and Sponsor Manual available	29 April 2019 <b>COMPLETED</b>
Abstract Notifications	Mid-May 2019
Late Breaking abstracts	10 June 2019
Draft Satellite Symposia programme due	27 May 2019
Deadline to have all FINAL Satellite Symposia programmes for publication on web pages and in the conference final programme.	25 June 2019
Early Bird registration deadline	1 July 2019

### General Information

Sponsored symposia have been scheduled in the scientific program as follows:

#### Friday, 20 September 2019

12:45 – 14:15 Diamond Partner Lunch Symposium

18:15 – 19:15 Industry Partner Symposium

#### Saturday, 21 September 2019

07:30 – 08:30 Industry Partner Breakfast Symposium

12:45 – 13:45 Platinum Partner Lunch Symposium

18:30 – 19:30 Industry Partner workshops

19:30 – 20:30 Industry Partner Symposium

#### Sunday, 22 September 2019

08:00 – 09:00 Industry Partner Breakfast Symposium

Draft programmes **or symposium titles** are to be submitted to the conference manager by **27 May 2019**. Draft programmes will be submitted to the ILCA Executive Committee and are subject to approval. Final symposium details, to be included in the final program must be submitted no later than **25 June 2019**. We advise you to submit your draft proposals prior to this deadline to allow enough time for review. Descriptions or information submitted after the deadline cannot be included.

Industry symposia will be scheduled in the conference plenary room. Set up of the room will be in a classroom (maximum capacity 850) or theatre (maximum capacity 1500) or a combination, depending on final registration numbers. Information on the set up can be obtained from the conference manager as of 1 September. A podium, lectern and speaker table for 4 persons will be foreseen.

The following audio-visual equipment will be made available:

#### **Staging**

- Skirted stage with (black) backdrop and lighting
- Lectern
- Speaker table

#### **Projection equipment**

- Widescreen with Picture in Picture technology
- Back-projection
- PC with Microsoft office
- Comfort monitor

#### **Sound equipment**

- Wireless headset microphone or lapel microphone
- Wired Lectern microphone
- Wired microphones on speaker table
- Wireless microphones for audience Q&A

#### **Video equipment**

- Camera and operator for stage capture and recording. Additional equipment not foreseen by ILCA may be ordered at the partner's own expense. Expenses for travel, accommodation and registration for invited speaker have to be covered by the partnering company.



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#### **Symposium Guidelines**

Please consider the following guidelines in preparing for your sponsored symposium

- ILCA does not provide CME credit for industry activities. Should you wish your symposium to have CME accreditation, the program must be sponsored/organized by an ACCME organization
- The ILCA Executive Committee has the power to accept, modify or reject symposia according to their contents and quality at any time
- Industry symposia will be included in the industry symposia section of the final program
- Branded materials (banners) may be displayed 30 minutes prior to the start of the symposium outside of the meeting room.

- Branded materials inside the room (lectern signage, stage signage) may be displayed for the duration of the symposium only. All branded materials must be removed within 5 minutes after the end of the symposium.
- Rehearsals or speaker briefings in the main session room may be organised upon request to the ILCA Office. Timing is subject to availability. Meeting space for slide review or rehearsals can be booked via the ILCA office. Cost are 250€ per 2-hour timeslot.
- Materials (abstract book, handouts, CD-ROM, DVD) may be distributed 15 minutes before the start of the symposium. Note that these are subject to approval by the conference chairmen.(what happen when the symposium is starting right after the previous session?)
- During lunch symposia, ILCA will serve boxed lunches just prior to the start of the symposium. Selection of lunches will be shared with sponsoring companies. No catering is provided for other symposia. You are encouraged to order catering for breakfast and evening symposia. Catering orders can be placed with the hotel director of events.
- One poster announcing your symposium may be mounted in the designated area in the foyer outside the Chicago Ballroom for the entire duration of the conference. This poster can be maximum 2A0 size (1189 x 1682mm or 46.8 x 66.2inches) in portrait orientation. Adhesive is not provided by the organisers and posters must be dismantled by the organisers.
- Two standing banners may be placed outside the ballroom entrance 30 minutes before the start of the symposium. These banners must be removed immediately after the symposium
- No further corporate or symposium branding, unless specifically authorised by ILCA, is allowed
- Badges will include a barcode and ILCA will provide (2) barcode scanners

#### **Pre-conference broadcast email**

ILCA will distribute an email approximately 10 days before the conference, listing all final symposium programmes in the scheduled order. This email will contain sponsor logo and symposium title only.