



ILCA

International Liver Cancer Association

PARTNER MANUAL

ILCA 2019

*ILCA's 13th
Annual Conference*

*Marriott Downtown
Chicago Magnificent
Mile*

*Chicago, IL, USA
20-22 September*



Dear Partner,

On behalf of the International Liver Cancer Association, we would like to thank you for supporting ILCA 2019, our 13th Annual Conference taking place at the wonderful, newly renovated Marriott Downtown Magnificent Mile 20-22 September 2019 in Chicago, IL (USA).

ILCA aims to promote novel pathogenic, diagnostic and therapeutic interventions for liver cancer by taking a transversal approach to research and bringing together scientists, physicians and allied professionals from all interrelated fields.

As one of our partners or sponsors, we are pleased to provide you with this manual, which will provide you with all information required to allow you to prepare for a successful conference. We kindly ask you to take some time in reading through this manual and respect deadline as listed. Please also make sure to note the general terms and conditions for your sponsorship that were provided with your application.

If you find information missing in this manual, or have a specific request, please do not hesitate to contact our team at any time. Our professional partners are also available to assist for services required.

We look forward to working with you towards a successful conference.

Sincerely,
The ILCA Office Team
ILCA Office – Boulevard du Souverain 280
B-1160 Brussels, Belgium
Telephone: +32 (0)2 789-2345
Email: michael@ilca-online.org

TABLE OF CONTENTS

Key dates and deadlines

1. General Information

- 1.1. Contact details
- 1.2. Conference programme
- 1.3. Onsite registration/information desk
- 1.4. Security and insurance
- 1.5. Conference venue

2. Industry Symposia:

- 2.1. General Information
- 2.2. Symposium Guidelines
- 2.3. Pre-conference broadcast email

3. Exhibition Schedule, Important Dates and Exhibition Floor Plan

- 3.1. Exhibition Schedule
- 3.2. Exhibition Floor plan
- 3.3. Exhibition area technical specifications
- 3.4. Stand package
- 3.5. Exhibition contractor and contractor services (link to service manual)
- 3.6. Loading Dock Procedures

4. Shipping and Deliveries

5. Advertising

- 5.1. Final Programme advertising
- 5.2. Conference Bag inserts
- 5.3. Venue advertising
- 5.4. Meeting space rental

6. Registration and Accommodation

- 6.1. Accommodation
- 6.2. Build-up passes
- 6.3. Registration

7. Communication Tools

KEY DATES AND DEADLINES

Abstract Submission closes	1 April 2019 (deadline likely extended) COMPLETED
Exhibitor and Sponsor Manual available	29 April 2019 COMPLETED
Abstract Notifications	Mid-May 2019 COMPLETED
Late Breaking abstracts	10 June 2019
Deadline for exhibiting companies to submit company profile and logo for online recognition and insertion in the final program details.	As soon as possible
Draft Satellite Symposia programme due	25 June 2019
Early Bird registration deadline	1 July 2019
Deadline to have all FINAL Satellite Symposia programmes for publication on web pages and in the conference final programme.	15 July 2019
Deadline to submit final program advertisement artwork	15 July 2018
Deadline to submit stand drawings (subject to approval)	15 July 2018
Deadline to submit softcopy of bag inserts	1 September 2019
Late Registration deadline	9 September 2019
Deadline for registration complimentary registration and exhibitor staff	9 September 2019
Request meeting space rental	10 September 2020
Bag inserts to be delivered to freight handler	15 September 2019
Exhibition build-up	19 September 2019
Exhibition open	21 September – 22 September
Exhibition dismantling	22 September

SECTION 1 – GENERAL INFORMATION

1.1. CONTACT DETAILS

Sponsorship packages and exposure and general logistics:

International Liver Cancer Association

Michael Podt

Conference Manager

Tel: +33-(0)6 48 86 25 03

Email: michael.podt@mci-group.com

Stand services including furniture, printing, constructions, floral, stand fittings, electrical orders:

SourceOne Events, Inc.

Cara Pajian

160 Eisenhower Lane. N Lombard, IL 60148

Tel: +1 708 344 4111

Email: cara@sourceoneevents.com

Please access separate service manual and order forms [here](#)

Audio visual:

Create

Mr. Olivier De Baere

Tel: +32-(0)93302290

Email: olivier@create.eu

Electricity orders

PSAV®

Brian Jawor

Tel: +1-312.836.6107 ■ fax: 866.447.7342

Email: bjawor@psav.com

Please access separate service manual and order forms [here](#)

Accommodation

Chicago Marriott Downtown Magnificent Mile

Alex Marr, Housing and Billing Supervisor

Tel: +1 - (312) 245-4721

Email: alex.marr@marriott.com

Group reservation form is provided in this manual

Catering and hotel services

Chicago Marriott Downtown Magnificent Mile

Shantel Bridges

Tel: +1 - (312)245-4717

Email: shantel.bridges@marriott.com

Registration

MCI Amsterdam

Ms. Nicoleta Lungu

Email: ILCA_registration@mci-group.com

1.2. SCIENTIFIC PROGRAMME

Up to date programme information, including a listing of speakers, is available on the conference webpages [here](#).

1.3. ON SITE REGISTRATION/INFORMATION DESK

The ILCA registration desk located on the conference floor wing will be open during the following hours (subject to change):

Thursday, 19 September 2019	11:00 - 17:30
Friday, 20 September 2019	07:00 - 19:00
Saturday, 21 September 2019	07:00 - 18:00

1.4. SECURITY AND INSURANCE

The conference will provide permanent security in the exhibition area. During the night, doors will be locked. For security reasons, all registrants will be issued a badge onsite which is required to be worn at all times during the conference and any organized functions. Badge swapping is strictly forbidden. Attendees without name badge will be asked to obtain a new one from the registration desk.

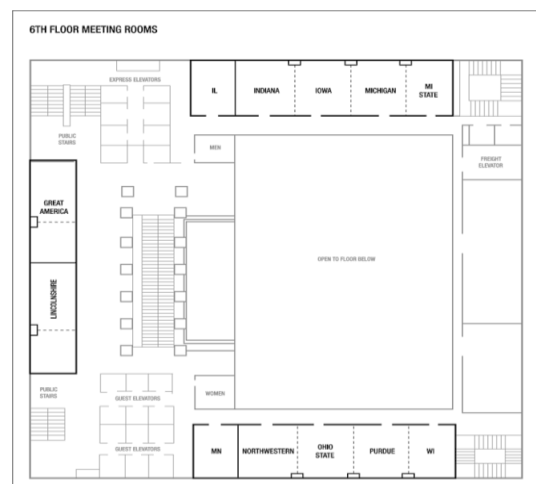
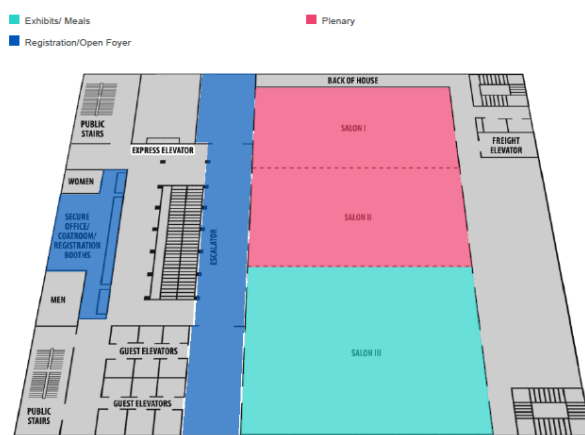
The organizers are not liable for exhibitors' materials on their stand. Exhibitors and sponsors are therefore encouraged to take out their own insurance for stand equipment and materials.

1.5. CONFERENCE VENUE:



540 North Michigan Avenue |
Chicago, IL 60611
USA

ILCA 2019 conference activities will take place on the 7th Floor of the hotel, including plenary sessions, exhibition area, main foyer and registration area. Select workshop, sponsor meeting rooms and offices will take place on the 6th floor.



SECTION 2 – INDUSTRY SYMPOSIA

2.1. 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 Partner Lunch Symposium

Saturday, 21 September 2019

07:30 – 08:30 Industry Partner Breakfast Symposium

12:15 – 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.



2.2. 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 a 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 (lectern signage, stage signage) may be displayed for the duration of the symposium only
- Rehearsals or speaker briefings in the main session room may be organised upon request to the ILCA Office. Timing is subject to availability.
- 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.
- 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 symposium. 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.

2.3. 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.

SECTION 3 – EXHIBITION SCHEDULE, IMPORTANT DATES & EXHIBITION FLOOR PLAN

3.1. EXHIBITION SCHEDULE

Stand construction and set up:

Wednesday, 18 September

Floor marketing and move-in 18:00 – 21:00

Thursday, 19 September

Stand construction 09:00 – 18:00*

Exhibitor move-in 12:00 – 16:30*

Exhibition opening hours

Friday, 20 September

Hall open for exhibitor staff 09:30

Exhibition open 10:00 – 14:30 and 16:00-20:00

Hall closed 20:00

Saturday, 21 September

Hall open for exhibitor staff 09:00

Exhibition open 09:30 – 16:00

Hall closed 16:30

Sunday, 22 September

Hall open for exhibitor staff 09:00

Exhibition open 09:30 – 11:30

Move-out

Sunday, 12 September 11:30 – 16:00

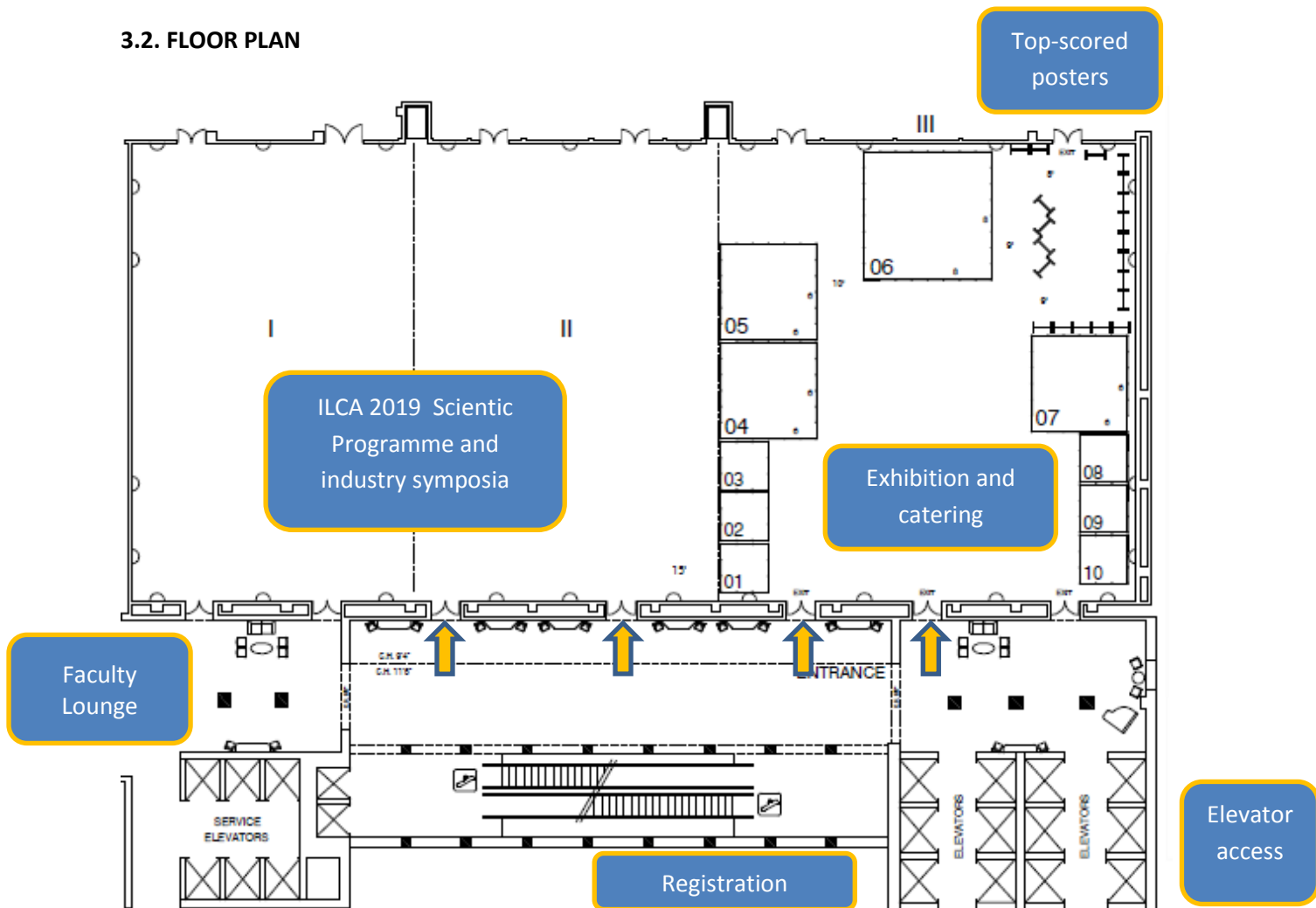
Please note:

Timing of exhibition opening hours and social functions are subject to change with finalisation of the Scientific Programme. Time available for stand construction and exhibitor set up is limited. Should you have any questions or concerns regarding the build-up of your stand, please contact the conference manager.

** In the afternoon, only light set up activities are allowed. Any noise is strictly forbidden during this time.*

A variety of functions and breaks will take place in the exhibit hall to maximise traffic. Please refer to the official programme schedule for an overview. The exhibition hall will also include the e-poster kiosks and gallery of top-scored poster. An ILCA (Lounge) is also foreseen. All catering is scheduled in the exhibition hall.

3.2. FLOOR PLAN



Stand space is allocated based on the time of confirmation of the overall ILCA partnership and preferences indicated. The floor plan is subject to change by the organisers. A final floor plan will be provided prior to the conference, incorporating exact positioning of posters and catering outlets.

Due to the nature of the conference and the venue, industry partners are encouraged to use large their stands space as “information and hospitality areas” with seating and information facilities for participants. Industry partners are invited to submit their stand drawings by **15 July, 2019**. Stand drawings are subject to health and safety checks and approval.

An updated floor plan with allocated stand and stand availability is available for [viewing here](#).

3.3. EXHIBITION AREA TECHNICAL SPECIFICATIONS

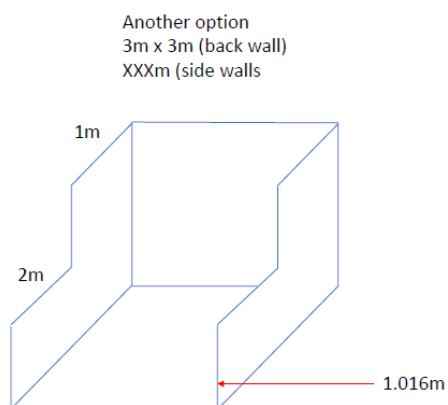
Room:	Grand Ballroom 3
Room height:	20ft
Maximum stand built:	16ft
Floor:	Carpet
Maximum floor load	See annexes
Lift access and parking	See annexes

Other guidelines

- No rigging from the ceiling is authorised
- Exhibitors must protect the existing floor covering of the room. Any cost for damage or cleaning cost of the existing carpet are to be covered by the exhibiting companies
- Stands and exhibitor sub-contractors must be fully compliant with the hotel's health and safety procedures as outlined in their policy provided with this manual.
- Stand services (furniture, graphics, electronics, catering, audio visual) may be ordered from the official conference vendors as listed in the contact page.
- WIFI is available in the exhibition area

3.4. For exhibitors who have booked a standard stand package, the following will be provided

- 3m x 3m hardwall stand construction as shown below



- Fascia sign
- Rectangular banquet table and two chairs
- Waste paper basket
- Basic electricity and socket

3.5. EXHIBITOR SERVICES

SourceOne events is appointed as official contractor for the exhibition. SourceOne will be responsible for freight handling and forwarding, floor marking and provides you with a range of services, including furniture rental, stand construction and design.

For information and orders for SourceOne, please consult their service manual here.

Electricity orders must be placed with PSAV. Information and the order form are included in the service manual provided by SourceOne.

3.6. LOADING DOCK PROCEDURES AND LIFT MEASUREMENTS

LOADING DOCK PROCEDURES

All Load-in and Load-out must be reserved and approved in advance by the Hotel. Dates, time and approximate time needed from start to finish for loading and unloading will be needed. The Hotel Loading Dock is located at 110 E. Grand Avenue. Following are the loading dock and freight elevator specifications:

Dock Specifications:

Maximum Height: 12'8"
Maximum Length: 40'

In order to utilize the freight elevator bay, trucks must be equipped with a lift gate. If trucks are otherwise equipped, please contact the program Event Manager to set up special arrangements.

The Hotel does not provide supply carts, dollies, hand trucks, fork lifts etc. It is recommended that the vendors bring in their own loading/unloading equipment.

Please remember that vehicles are lighter when unloaded.

No parking is permitted in the loading dock area except during load-in and load-out.

Recommended parking: McCormick Place Truck Marshalling 312-808-3138

The Freight Elevator only services floors 5, 6 and 7. All other floors can be reached via service elevators.

Ballroom Entrance Specifications:

Chicago Ballroom, 5 th Floor	Height 96"	Width 80"
Grand Ballroom, 7 th Floor	Height 96"	Width 80"

Ballroom Load:

Load Limit 90 lbs per square foot

Freight Elevator (5th, 6th & 7th Floor Only)

10,000 Lbs. capacity
8' door opening width
7.5' width of elevator car interior
19' length inside
7' gate opening height interior

Service Elevators:

3500 lbs. capacity
3.5' Wide frame
7' High frame opening
5' Deep
6' Width
9' Height of interior

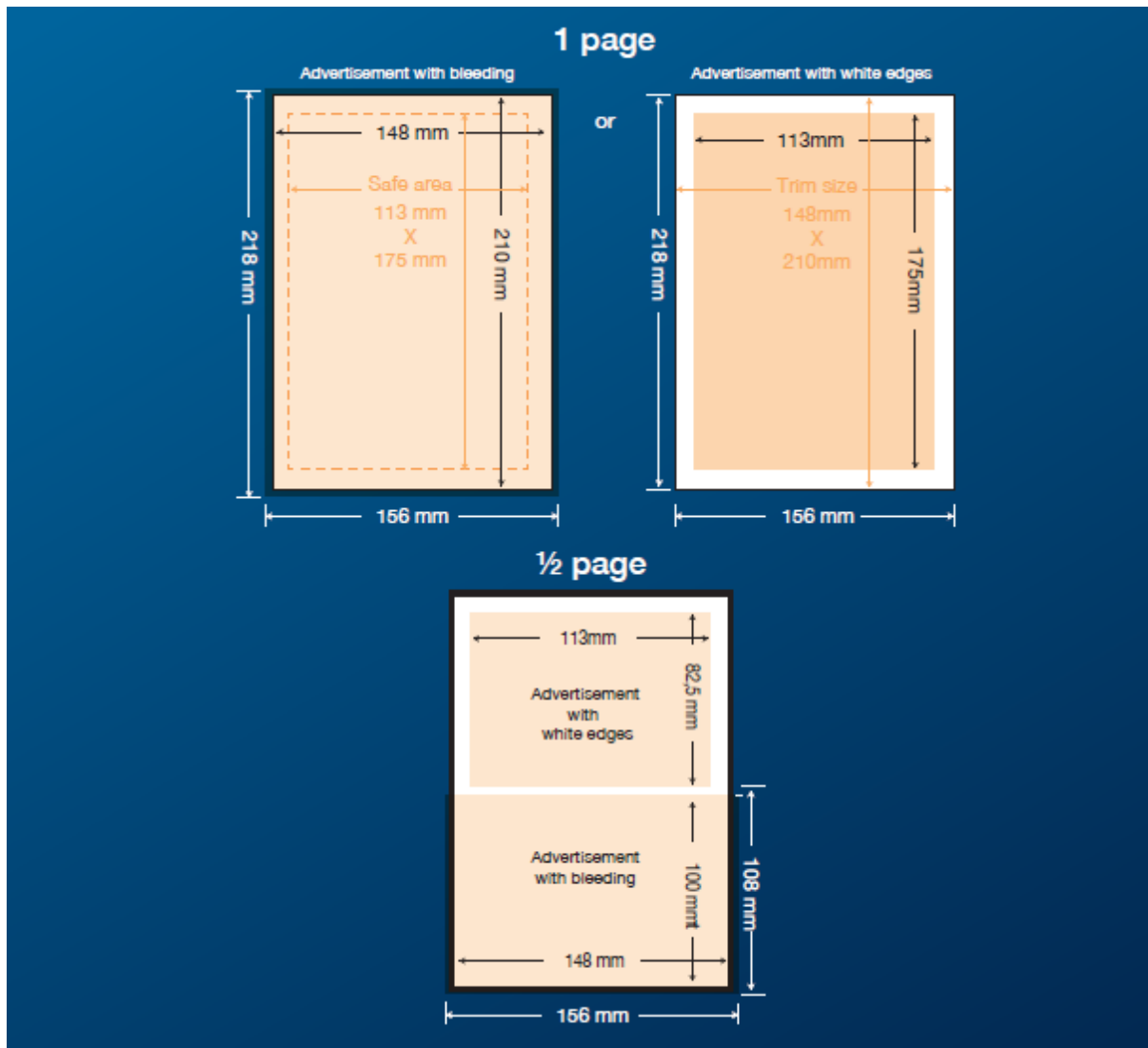
Car 20 and Car 21 (Elevators Near Pastry Shop)

4000 lbs. capacity
4' Wide Frame
5' Deep
7' Wide
11' High
8' High opening to door

SECTION 5 – ADVERTISING AND MEETINGS

5.1. FINAL PROGRAMME ADVERTISING

If included in your package, artwork for the ILCA Final Programme and Abstract book has to be submitted to ILCA by **11 July 2018**.



Acceptable File Formats for Graphics:

Artwork should be supplied in high resolution PDF for press format, of at least 300dpi with all fonts and images embedded. PDFs should not use any passwords or security options

We can also accept artwork supplied in these formats:
Adobe Photoshop, TIFF, EPS and Jpg.

Ensure that crop marks are added and a 4mm bleed is included.
System colour: CMYK
Actual size (100%)

5.2. BAG INSERTS

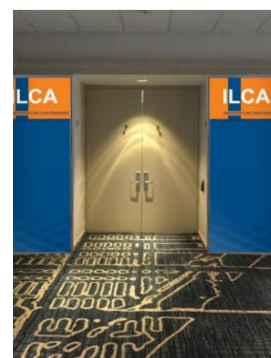
If included in your package, bag inserts must be made available to ILCA by Wednesday, 18 September 12:00 latest and delivered to the ILCA Office (Illinois) for the attention of Michael Podt, Conference Manager.

If you are shipping directly to the venue and are unable to deliver the package to the office, please inform ILCA staff accordingly and provide tracking details. Any boxes shipped to the hotel must be clearly marked with “ILCA BAG INSERT” and sent to the attention of the ILCA Conference Manager.

Bag inserts must be A4 size or smaller, maximum 5 pages. A softcopy of the insert must be provided to the ILCA conference manager by **1 September 2019**.

5.3. VENUE ADVERTISING

Any publication or advertising by exhibitors and sponsors in the conference venue and areas are subject to approval by ILCA. Several advertising opportunities in the venue are available. If you are interested in purchasing advertising space in the venue, please contact the ILCA conference manager.



5.4. MEETING ROOM RENTAL

If you need to organise any specific meetings, ILCA has meeting space available for your use on Thursday, 19 September, Friday, 20 September, Saturday, 21 September (09:00am – 01:00pm only) and Sunday (09:00am – 01:00pm) only. Cost for meeting space rental is 250€ per 2-hour timeslot. Space is available on a first come, first served basis. Meeting space must be requested from the ILCA conference manager before 10 September. Any cost for space booked must be paid prior to the conference otherwise space will be released. Meeting space will have a standard set up in boardroom style and projector and screen will be provided. Catering may be ordered from hotel directly.

SECTION 6 - ACCOMMODATION AND REGISTRATION

6.1. ACCOMMODATION

For full information on available bedrooms at the Chicago Marriott Downtown Magnificent Mile for your company and crew, please visit the accommodation section on the conference web site [here](#).

For a reservation of 10 rooms or more please request the special booking form from the ILCA Office. The booking form is also provided as an attachment to this manual.

6.2. BUILD-UP PASSES

Please inform the ILCA office of the number of build-up passes required for stand constructions or crew during build up.

6.3. REGISTRATION

Sponsors and exhibitors benefit complimentary conference registrations and complimentary exhibition only registrations. The number of registrations included in exhibition or sponsorship package depend on the level of sponsorship or stand size.

All companies must process their complimentary registrations online [here](#). This online platform also allows companies to purchase passes for additional exhibitor personnel.

IMPORTANT: Your stand or sponsorship packages includes an agreed number of complimentary passes. Complimentary registrations have to be completed online with the linked provided. To register for complimentary passes you will be provided with individual discount codes. The ILCA Office will send your company codes to you on 30 June 2019 latest. Codes will provided one time only and to the main company contact only.

Additional full conference registrations can be purchased via the regular registration form on the conference website.

SECTION 7 – COMMUNICATIONS TOOLKIT

ILCA has several communication tools available, including web banners, posters, brochures, etc. We encourage our partners to communicate about ILCA and the conference as much as possible and appreciate if the conference can be announced on your calendar of events or similar platforms available.

[You will find our full toolkit available here.](#)