

Satellite Symposium General Information regarding Payments & Promotion

1. Conditions of Purchase

- 1.1 Satellite Symposia may only be booked by companies or associations in the imaging industry. Exceptions may only be granted by the ESR Office.
- 1.2 Satellite Symposia can be booked all year round. However, companies should consider:
 - (a) that slots are allocated on a first-come, first-served basis. Should the payment not be received within the agreed payment terms, the ExCR reserves the right to cancel the order;
 - (b) that the extension of deadlines will not be granted.
- 1.3 The duration of Satellite Symposia will be up to 60 minutes. Any violation of the scheduled time will incur additional charges.
- 1.4 Product demonstrations are prohibited during Satellite Symposia.

2. Payments

- 2.1 Please note that the invoicing will be handled through the Exhibition & Corporate Retailing GmbH (ExCR). Please find company details below:

*Exhibition & Corporate Retailing GmbH
Karlgasse 17, 3440 Tulln, Austria
VAT number: ATU73952118
Company number: 502914f*

- 2.2 Cancellations will be accepted in writing only. Terms of cancellation:
 - (a) 50% of the estimated costs will be due in case of cancellation between September 1, 2023 and January 18, 2024;
 - (b) 100% of the estimated costs will be due in case of cancellation from January 19, 2024 onwards.
- 2.3 Payments of Satellite Symposia bookings are non-transferable.
- 2.4 All prices are excl. of the Austrian VAT (20%).
- 2.5 All changes and/or additional on-site orders will incur extra costs.
- 2.6 Offers by the ExCR GmbH are not binding and are subject to amendment and alterations until an acceptance of order is issued.
- 2.7 Faults in the services provided by ExCR GmbH are to be communicated within 14 days in writing (by e-mail), describing the fault. Otherwise, the customer shall not be entitled to make any claims under warranty, liability or some misapprehension with regard to the services being free from fault.

3. COVID-19 regulations

- 3.1 COVID-19 regulations in effect at the time of ECR 2024 must be strictly adhered to at all times.
- 3.2 It is the company's responsibility to select a room that can adequately accommodate all attendees.
- 3.3 All doors must be monitored to prevent overcrowding or infringement of health and safety regulations. Monitoring is the responsibility of the company's staff unless required otherwise by COVID-19 regulations in effect at the time of the event.
- 3.4 In case this is not respected, and for obvious security reasons, the venue's staff have the authority to refuse admission to the rooms.

4. Promotion

- 4.1 All marketing activities and promotional material relating to this activity must be approved by the ESR Office before distribution in print or online.
- 4.2 During the ECR, onsite distribution of promotional material is only permitted at the company's exhibition area. The placing of a sign (e.g. roll-up banner) outside the room where the Satellite Symposium is taking place is only permitted at a maximum of 20 minutes before the start of the symposium. Advertising of any other kind is strictly forbidden.
- 4.3 The following statement may be used on promotional materials 'An official Satellite Symposium of the European Congress of Radiology'.
- 4.4 Only the ESR and ECR's official logos may be used on promotional materials. These rules apply to materials developed for use before, during, or after the conference, including signage.

5. Lunch Bags

- 5.1 All ESR approved lunch bags are the only permitted food containers. Expenses relating to the content of lunch bags are not included in the symposium fee. The content of the lunch bags must be ordered from the official caterer, [Motto Catering](#).
- 5.2 The ESR is not party to any agreements made between an ordering company and the official caterer. As such, the ESR is not responsible for the contents of lunch bags.
- 5.3 The delivery and distribution times for lunch bags must be arranged by the ordering company and the caterer. It is recommended that the distribution of lunch bags takes place at the conclusion of a symposium.