



## ERS CONGRESS GUIDELINES & REGULATIONS

These guidelines are designed to ensure that all companies enjoy safe, comfortable, and successful participation in the Congress. The guidelines are constantly updated to consider changes in laws, codes of practice and regional regulations.

### ORGANISING MEETINGS AND EVENTS OUTSIDE THE CONGRESS

#### ➤ SCIENTIFIC SYMPOSIA AND PROMOTIONAL EVENTS

The ERS forbids the organisation of scientific symposia outside of the ERS International Congress, at any venue within the host city throughout the entire duration of the Congress as well as 3 days prior to and 3 days after the official opening and closing dates of the Congress, respectively. This rule also applies to 'Meet the Professor' type events, all events involving speakers presenting data or case studies, practical workshops and all educational events.

Industry Sessions will be held within the Congress on Sunday, Monday and Tuesday.

#### ➤ SOCIAL EVENTS (TBC)

Companies are permitted to hold breakfasts, lunches, dinners and other social events provided they do not take place during the following times.

- Saturday 9<sup>th</sup> September – 9.00-17.30 CEST; Sunday 10<sup>th</sup> to Tuesday 12<sup>th</sup> – 07:15-12.45 and 13:45-19.00 CEST

Additionally, we would like to make you aware that as per the Congress guidelines, no events can be organised as part of the ERS International Congress at the same time as the ERS's official networking events.

- Opening Ceremony – Saturday 9<sup>th</sup> from 18.00 to 20.15 CEST
- Congress reception (invitations only) – Monday 11<sup>th</sup> from 20.00 CEST.

#### ➤ INTERNAL STAFF MEETINGS

The ERS accepts closed meetings taking place outside the Congress centre for the purposes of internal staff briefing. For small, closed meetings, board meetings, discussion groups, clinical findings meetings, meetings with investigators and speaker briefings for symposia, approval from ERS is not required unless the event is for more than 40 individually invited participants. These small meetings can take place during Congress programme.

Companies are entitled to host meetings for more than 40 participants for delegates they have funded to attend the Congress. However, these meetings cannot take place during the Congress programme and must not compete with or dilute the value of the content of the ERS International Congress' scientific programme.

Programmes for such meetings must be approved by the ERS Office, please forward them to [corporate.relations@ersnet.org](mailto:corporate.relations@ersnet.org)



# ERS

EUROPEAN RESPIRATORY SOCIETY  
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## ➤ MEETING ROOMS & LOUNGES

Companies wishing to set up a lounge area outside the Congress centre for their guests to relax, work, meet colleagues, take refreshments, etc., are permitted to do so provided the lounges are not used for activities clearly forbidden by the regulations.

When organising events and meetings outside the Congress centre, please ensure that your meeting is approved by ERS. If a company is found to be in breach of the regulations, ERS reserves the right to ask the company to cancel or change the format of the meeting. In the unfortunate event that a company refuses to comply with ERS regulations, the company will be liable for a fine, the sum of which will be at the discretion of ERS. In addition, ERS reserves the right to exclude the company from participation in any future ERS events.

## CONGRESS CENTER RULES

### **SMOKING AND VAPING POLICY**

As tobacco is the major cause of lung diseases, ERS' Congress Committee asks all participants and exhibitors to refrain from smoking or vaping in the Congress centre, including meeting rooms, exhibition areas, poster areas, toilets, restaurants, cafeterias, bars and loading areas and within 250 metres of the main entrances/exits at all times. The restriction applies to all types of electronic cigarettes.

### **CHILDREN AND MEMBERS OF THE PUBLIC**

Children and members of the public are not permitted in the exhibition area or any room hosting an industry activity. In addition, ERS asks delegates and faculty to refrain from bringing children into the Congress centre unless using the ERS childcare services. In the event that a member of public is invited to participate in the ERS Congress scientific programme, they should be accompanied by a qualified healthcare professional or ERS representative observing the ERS restrictions where appropriate.

### **FILMING AND RECORDING OF SESSIONS**

ERS wishes to protect the intellectual materials of those contributing to the Congress, prevent inappropriate material being made available to audiences outside the Congress, as well as protect its exhibitors and delegates, and avoid blockages and logistical problems. Due to the increased number of requests from companies regarding the filming of events and individuals, we are circulating the following guidelines for exhibitors and companies.

Filming at the Congress venue may be permitted in the following circumstances only

- Filming of Industry symposia (*pending feasibility*)
- Filming taking place within your own meeting room
- Filming of Industry Skills Lab (*pending feasibility*)
  
- Filming in the grounds (car park etc) of the Congress centre
- Filming of company's own booth
- Filming of company's press conference



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All filming must take place within the room where the activity is taking place. Camera crews and equipment must not cause any obstruction to delegates, ERS staff or ERS partners and other parties assisting with the organisation of the event.

To protect ERS and its delegates, filming is expressly forbidden in ERS sessions rooms, in public areas of the Congress centre and the exhibition hall. Any individuals filming in these areas will be asked to desist immediately. Care should be taken to avoid inappropriate use of ERS branding and to ensure there is no suggestion of ERS endorsement in recorded material.

A camera crew will only be allowed into the Congress centre with a valid Congress badge.

All press requests should be directed to the ERS Press Office - Dawn Ould: [dawn.ould@europeanlung.org](mailto:dawn.ould@europeanlung.org)

The photographing of booths is not permitted during the set up/breakdown of the exhibition unless the photographer is hired by the exhibitor to take photographs of his/her own stand and can avoid inclusion of neighbouring booths.

Photography during the opening times of the exhibition of all aspects of the event is allowed in all instances except in cases where the photographer or photography equipment would cause an obstruction or danger to delegates or staff who are visiting or working in the exhibition hall.

#### **MARKET RESEARCH AND PRODUCTION/PRESS COMPANIES**

ERS does not allow market research companies to operate in areas of the Congress centre. Companies may employ companies to conduct surveys on their exhibition stands only and not in the aisles and walkways of the exhibition. It is not permitted for companies to undertake market research related to ERS, its activities or features of the Congress anywhere in the Congress centre.

ERS conducts its own independent research into these areas and the results of this research can be obtained via the Marketing & Corporate Relations Office.

## **PUBLICITY AND BRANDING RULES**

#### **PUBLICITY AND BRANDING**

The content of all promotional literature, advertising and promotional material of any form used or distributed within the Congress centre for the duration of the Congress remains the sole legal responsibility of the company.

It is the company's responsibility to abide by Italian laws and to observe relevant legal regulations with regards to publicity, the handing out of samples and the sale of products. The exhibition consultant (Interplan AG) and ERS cannot be held liable for any noncompliance.

The exact name "ERS International Congress 2023" and session type must be mentioned on all promotional items.

#### **DISPLAY AND DISTRIBUTION OF MATERIALS**

Putting up posters and distributing flyers, abstracts or invitations outside a company's exhibition stand or industry session room is forbidden. All such materials will be systematically removed and destroyed.



Any individual responsible for such activities will be asked to leave the Congress centre. This policy extends to hotels and other public places in the city.

All promotional materials to be distributed, shown or displayed during the Congress must be approved by ERS in advance.

It is also forbidden to set up promotional events, models, posters or branded structures outside the congress centre or in any public places or areas of local interest such as train stations, market squares, parks and airports.

### **PERMISSION AND LIABILITY**

The securing of necessary permits and licenses remains the sole responsibility of the party or organisation wishing to undertake activities during the Congress. Companies are liable for all taxes, charges and duties relating to such activities. Should a claim in respect of such be addressed to ERS, companies shall fully indemnify the ERS.

Companies will remain liable for the activities of their staff and representatives during Congress. The ERS does not, in any way, accept responsibility for the staff and representatives of companies and partners during Congress, within or outside the Congress centre.

### **INSURANCE**

It is the responsibility of the companies to assess and assure the level of insurance cover required to indemnify itself against all eventualities concerning their activities, equipment and staff during the Congress within and outside the Congress centre.

ERS offers no assurances to the companies outside those expressed within specific contracts. Companies are obliged to check the level of cover required by the Congress centre directly with the venue.