COMMITTEES

ETA Executive Committee

President: Furio Pacini, Italy
Secretary: Colin Dayan, United Kingdom
Treasurer: George J. Kahaly, Germany

President Elect: Pilar Santisteban, Spain
Treasurer Elect: Tomasz Bednarczuk, Poland

Duncan Bassett, United Kingdom
Anita Boelen, the Netherlands
Thomas Brix, Denmark
Verle Darras, Belgium
Barbara Demeneix, France
Rossella Elisei, Italy
Heike Heuer, Germany
Jens Mittag, Germany

Local Organizing Committee (LOC)

Chair: Birte Nygaard
Other members: Laszlo Hegedüs
Nils Knudsen
Peter Laurberg
Hans Perrild

ETA Standing Office

Sandra Crutchley euro-thyroid-assoc@endoscience.de
Silke Winkelhofer winkelhofer@endoscience.de
Susanne Rothe rothe@endoscience.de
GENERAL INFORMATION

The ETA has entrusted EndoScience Endokrinologie Service GmbH with the general logistics and organisation of the 39th Annual Meeting of the ETA. All correspondence pertaining to the Exhibition and Sponsoring should be addressed to:

ETA Standing Office
EndoScience Endokrinologie Service GmbH
Hopfengartenweg 19, 90518 Altdorf, Germany
Tel.: +49 (0)9187-97424-11; Fax +49 (0)9187-97424-71
euro-thyroid-assoc@endoscience.de or to winkelhofer@endoscience.de

The ETA Annual Meeting offers a unique platform to increase your company presentation, to form relationships and enhance your profile in the thyroid field. The commercial exhibition includes a display of products, devices and services designed to support the field of thyroid diseases.

THE VENUE

The ETA Annual Meeting 2016 will take place in the
Scandic Hotel Copenhagen
Vester Søgade 6
1601 Copenhagen
Denmark

REGISTRATION FEES – DELEGATES

The registration of delegates will be managed by the ETA Standing Office. Group registration is possible, however group pick-ups of delegate documents cannot be arranged!

<table>
<thead>
<tr>
<th>REGISTRATION FEES (in Euro, €)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before June 30</td>
</tr>
<tr>
<td>ETA Ordinary Member</td>
</tr>
<tr>
<td>ETA Senior Member &gt; 70 y</td>
</tr>
<tr>
<td>ETA Junior Member &lt; 35 y</td>
</tr>
<tr>
<td>ETA Corresponding Member</td>
</tr>
<tr>
<td>Non-Member</td>
</tr>
<tr>
<td>Students/Res. Fellows &lt; 35 y</td>
</tr>
</tbody>
</table>
EXHIBITION INFORMATION

EXHIBITION AREA
The commercial exhibition will be placed in the main foyers of the Scandic Hotel, ensuring maximum interaction with the conference delegates. Catering stations will also be integrated in this area. Please find attached a floor plan of the Scandic Hotel, showing the lecture halls as well as the bookable booth spaces of various dimensions. The booth spaces will be sold on a first come, first served basis. Please mark your preferred booth space by indicating the corresponding number on the attached booth reservation form and also indicate an alternative in case the booth space is not available anymore.

Booth rental fee per square meter net: 500.- € / sqm plus VAT
Booth Space per company is unlimited upon availability.

The above mentioned rental fee includes:
- Net stand area (floor space only, without equipment)
- Technical manual (will be send out to all exhibitors in June 2016)
- Entry into exhibitors list in the final program
- An unlimited number of sales representatives per booth, provided they wear the congress identification badge (badges can be pre-ordered through the Congress secretariat). The identification badge will allow access to the exhibition areas only and participation at the Welcome Reception
- Lunches/coffee breaks as indicated in the program
- Cleaning of general surfaces

CONGRESS REGISTRATION FOR EXHIBITORS
Exhibitors will be entitled to one free registration for the scientific program, two free registrations with a stand of up to 12 sqm and 4 free registrations if the stand is larger than 12 sqm and/or if your company is organising a satellite symposium.

EXHIBITION SCHEDULE*
The commercial exhibition will commence on Saturday, September 3rd and finish on Tuesday, September 6th.

Set-up: Friday, Sept. 2nd 13.00-20.00 hrs
Preliminary opening times: Saturday, Sept. 3rd 9.00 – 18.00 hrs Sunday, Sept. 4th 9.00 – 18.00 hrs Monday, Sept. 5th 9.00 – 18.00 hrs Tuesday, Sept. 6th 9.00 – 13.00 hrs
Dismantling: Tuesday, Sept. 6th 13.00 hrs onwards

*All times may be subject to change.
SATELLITE SYMPOSIA

Organisation of the satellite symposia and distribution of time slots are the responsibility of the ETA Treasurer and the ETA Standing Office. Title and programme of the satellite symposia will be determined by the sponsor and submitted to the scientific programme committee for approval.

The booking of a satellite symposium includes the following services:

- Arranging a conference room
- Standard technical requirements (loudspeaker and microphones, beamer, laptop, laser pointer)
- Special signing

Sponsors can produce their own invitations for the satellite symposium, which will be included in the congress bags free of charge. Costs for printing or dispatching of invitations are not included in the symposium package.

CATERING FOR SYMPOSIA

Please note that the sponsors of early riser- and lunch symposia DO NOT need to provide any food/catering for their symposium attendees. Food and drinks will be provided by the ETA.

TIME SLOTS

Sponsors can book a satellite symposium on the days stated below:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Price</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday, Sept. 3rd</td>
<td>17.00 - 18.00</td>
<td>30.000€</td>
<td>Available</td>
</tr>
<tr>
<td>Sunday, Sept. 4th</td>
<td>Early Riser / 7.00 - 8.00</td>
<td>15.000€</td>
<td>Available</td>
</tr>
<tr>
<td>Sunday, Sept. 4th</td>
<td>Lunch / 13.00 - 14.00</td>
<td>30.000€</td>
<td>Available</td>
</tr>
<tr>
<td>Sunday, Sept. 4th</td>
<td>19.00 - 20.30</td>
<td>30.000€</td>
<td>Available</td>
</tr>
<tr>
<td>Monday, Sept. 5th</td>
<td>Early Riser / 7.00 - 8.00</td>
<td>15.000€</td>
<td>Available</td>
</tr>
<tr>
<td>Monday, Sept. 5th</td>
<td>Lunch / 13.00 - 14.00</td>
<td>30.000€</td>
<td>Available</td>
</tr>
<tr>
<td>Tuesday, Sept. 6th</td>
<td>Lunch / 12.15 - 13.15</td>
<td>30.000€</td>
<td>Available</td>
</tr>
</tbody>
</table>

DATES TO REMEMBER

**Industry-sponsored Satellite Symposia (info for ETA Treasurer)**
- April 25th, 2016: Info about scientific content incl. names of speakers and chairmen to ETA Treasurer
- June 30th, 2016: Delivery of complete scientific program of the booked satellite symposium for the scientific program and abstract booklet

**Industrial Exhibition & Catering (info for S. Winkelhofer)**
- May/June 2016: Technical manual for exhibitors / approval of stands and final exhibition plan
- July 1st, 2016: Deadline for placing all orders for your exhibition booth
- July 1st, 2016: Deadline for catering orders
TERMS OF PAYMENT EXHIBITION & SATELLITE SYMPOSIA

The invoice amount is due within 30 days of receipt of invoice. Invoicing will be carried out by the ETA Standing Office/EndoScience Endokrinologie Service GmbH.

CATERING

Any catering services should be placed with:
Mrs. Trine Lund / ETA Conference
email: meeting.copenhagen@scandichotels.com

SPONSORSHIP AND EXHIBITION LIAISON / ORGANISATION CONTACT

Organisers of exhibition & satellite symposia:

ETA Standing Office
EndoScience Endokrinologie Service GmbH
Hopfengartenweg 19, 90518 Altdorf, Germany

Contracts & Invoicing
ETA Treasurer: Prof. G.J. Kahaly (kahaly@ukmainz.de)
Mr. M. Then (then@endoscience.de)
Tel.: +49 (0)9187-97424-11, Fax +49 (0)9187-97424-71

Exhibition and Satellite Symposia - organisational issues
Mrs. Silke Winkelhofer (winkelhofer@endoscience.de)
Tel.: +49 (0)9187-97424-12, Fax +49 (0)9187-97424-72

SPONSORING OPPORTUNITIES

In addition to the participation at the exhibition of the Meeting, the ETA Standing Office is offering companies the opportunity to become sponsor of the Congress. The selection of sponsorship opportunities provides solutions for any size of company. Let us help you to get the sponsorship options that will deliver the rewards you seek from your participation in this meeting.

If you are interested in becoming a sponsor you may also share your ideas with us. The ETA Treasurer and the ETA Standing Office look forward to your suggestions and comments. All sponsorship opportunities include acknowledgement of the sponsorship in the main program.

<table>
<thead>
<tr>
<th>Sponsorship Opportunity</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Satellite Symposium (only for Corporate members of the ETA)</td>
<td>to be negotiated directly with the Treasurer of the ETA</td>
</tr>
<tr>
<td>Exhibition Booth</td>
<td>500 €/m²</td>
</tr>
<tr>
<td>Bag insert (announcements, invitations, etc.)</td>
<td>1,000 €</td>
</tr>
<tr>
<td>Sponsoring of the coffee breaks</td>
<td>2,500 € each</td>
</tr>
<tr>
<td>Sponsoring of lanyards</td>
<td>Production and delivery by the sponsor</td>
</tr>
<tr>
<td>Advertisement page in the program booklet (A4 colour-page)</td>
<td>1,500 €</td>
</tr>
<tr>
<td>Congress bag</td>
<td>Tbd</td>
</tr>
<tr>
<td>Internet point/WIFI</td>
<td>Tbd</td>
</tr>
<tr>
<td>Pads and Pens</td>
<td>Production and delivery by the sponsor</td>
</tr>
<tr>
<td>Insertion of company logo on final program</td>
<td>3,000 €</td>
</tr>
</tbody>
</table>

N.B.: Prices do not include VAT
MEETING ROOMS AT THE CONFERENCE VENUE

There are a limited number of conference rooms within the congress centre. If you require a room for a special meeting please contact Mrs. Silke Winkelhofer: Winkelhofer@endoscience.de.

SOCIAL PROGRAM / GROUP ARRANGEMENTS

If you require any group arrangements, such as hotel reservations, bus transfers or group dinners please contact our local partner in Copenhagen:

Mrs. Mette Benzon
E-mail: mb@meetingplanners.dk

IMPORTANT INFORMATION

Insurance
The Organizer of 39th ETA Meeting has:
- public liability insurance which covers all injuries to persons during the event
- liability to any movable property which uses the organizer of the event, which will be damaged or lost during the event
- responsibility of the organizer to the owner of the venue

Nevertheless you are kindly asked to acquire sufficient insurance as exhibitor. We also recommend that you have additional coverage against loss or damage to exhibition materials during transport and during the exhibition itself. Please make arrangements for insurance coverage through your company’s insurer.

Observance of Statutory / Rules and Regulations
With respect to the use of the agreed exhibit space, the content of a luncheon symposium or breakfast satellite symposium, the advertising activities as well as the general admissibility of the activities which the Sponsoring / Exhibiting Company plans to perform at the Congress, the Sponsoring / Exhibiting Company acknowledges that it shall be solely responsible for the observance of all statutory rules and regulations applicable to the jurisdiction in which the Congress venue is located.

The Sponsoring / Exhibiting Company is obliged not to conduct any social or other activity within the official congress hours and during the hours of industry sponsored symposia, which would take people away from the congress venue.