Annual Meeting 2018

Interlaken
Congress Centre Kursaal
27.09.2018 – 28.09.2018

www.sgg-sgvc-congress.ch
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Factsheet

The Annual Meeting of the Swiss Society of Gastroenterology SGG, the Swiss Society of Visceral Surgery SGVC and the Swiss Association for the Study of the Liver SASL is the largest national event in the field of gastroenterology, hepatology and abdominal surgery. It is the most important CPD event for members of these societies.

The annual meeting with our partner organisation SVEP (Swiss Society of Endoscopy Nurses and Associates) will be held at the same time in the same conference facilities. This symbiosis reflects the day-to-day professional practice of physicians as well as nursing staff.

Organization

SGG – SGVC – SASL

Date

Thursday, 27 September 2018
Friday, 28 September 2018

Venue

Congress center Kursaal Interlaken
(www.congress-interlaken.ch)

Participants

→ Hospital doctors
→ Doctors in private practice
→ Specialist registrars in training
→ Hospital and non-hospital endoscopy nursing staff

Number of participants

A total of around 750 participants are expected

Why it is worthwhile for you

→ Major specialist event in the fields of gastroenterology, hepatology and abdominal surgery in Switzerland
→ Well attended industry exhibition
→ Contact with professionals from the fields of gastroenterology, hepatology and abdominal surgery

How to participate

→ Sponsorship packages with exclusive advantages
→ Industry exhibition
→ Other benefits

Contact details

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Contact: Gabriela Kaufmann
Email: gabriela.kaufmann@gkaufmann.ch
Summary of benefits - sponsorship

The Annual Meeting of SGG / SGVC / SASL is the largest professional event in the field of gastroenterology, hepatology and abdominal surgery in Switzerland.

For members of the organising associations – as well as an opportunity for continuing professional education – it is an important platform for exchanging ideas with colleagues.

The industry exhibition is a major part of the congress for participants.
As ever, we will draw up the exhibition plan together with the Congress Centre Kursaal Interlaken based on the registrations received – always within the scope of what is possible while complying with building and fire safety regulations.

In 2018 we do not offer the sponsoring packages of the last years. We are again offering you three different sponsors’ packages with exclusive advantages: gold, silver or bronze partners are “identified” according to their benefits and they are rewarded with a discount according to the packages of the last years.
Gold- and silver-partners appear besides this with their logo and link to ghe website on our App.

All gold, silver or bronze sponsors will be listed – as usual - on the congress website www.sgg-sgvc-congress.ch with company logo, which is linked to the appropriate website.
All exhibitors and sponsors are listed on the congress-website.

As usual, the principle of first come, first served applies to sponsorship; the date your registration is received will be decisive, taking into account your financial contribution. As a gold, silver or bronze sponsor your wishes in terms of choice of symposia, adverts and stand location will be given priority appropriate to your financial support. This principle will be applied up 15 February 2018. After that date, all benefits, such as the symposia and the stands, will be allocated by the Congress Organizer based on availability at the time.

Receipt of all registrations will be acknowledged by email (usually not more than 3 working days after receipt).

If you do not receive an acknowledgment of receipt, please call the congress organisation (T: +41 31 332 41 10).
Gold Partner

Bookings of at least CHF 66'000.00

bonus around 10%

Programm-App: Logo on start page (2 possibilities)

Silver Partner

Bookings of at least CHF 48'000.00

Bonus around 5%

Programm-App: Logo on the start page (2 possibilities)

Bronze Partner

Bookings of at least CHF 19'250.00

Bonus around 2.5%
**Exhibition m2**

<table>
<thead>
<tr>
<th>Service Description</th>
<th>CHF</th>
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<tbody>
<tr>
<td>Advert flyer (max 4 x possible)</td>
<td>2,500.00</td>
</tr>
<tr>
<td>Advert flyer, ½ back page (one possibility)</td>
<td>1,500.00</td>
</tr>
<tr>
<td>Advert main programme outside back cover (one possibility)</td>
<td>4,000.00</td>
</tr>
<tr>
<td>Advert main programme page 2 (one possibility)</td>
<td>4,000.00</td>
</tr>
<tr>
<td>Advert main programme bookmark (one possibility)</td>
<td>4,000.00</td>
</tr>
<tr>
<td>Advert main programme next to programme schedule</td>
<td>4,000.00</td>
</tr>
<tr>
<td>Advert main programme next to table of contents</td>
<td>3,000.00</td>
</tr>
<tr>
<td>Advert main programmep inside back cover (one possibility)</td>
<td>3,000.00</td>
</tr>
<tr>
<td>Advert main programme inside page</td>
<td>2,000.00</td>
</tr>
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**Sessions / Symposia**

<table>
<thead>
<tr>
<th>Service Description</th>
<th>CHF</th>
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</thead>
<tbody>
<tr>
<td>Sponsored session</td>
<td>10,000.00</td>
</tr>
<tr>
<td>Breakfast meeting (Friday, 28.09.2018, 07:30 – 08:15)</td>
<td>5,000.00</td>
</tr>
<tr>
<td>Lunchtime meeting main rooms (12:30 – 13:15, both days)</td>
<td>12,000.00</td>
</tr>
<tr>
<td>Lunchtime meeting secondary rooms (12:30 – 13:15, both days)</td>
<td>7,500.00</td>
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**Research encouragement prize**

- Pool sponsoring research encouragement prizes, at least          | CHF 1,000.00 |

**Other possibilities**

<table>
<thead>
<tr>
<th>Service Description</th>
<th>CHF</th>
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<tbody>
<tr>
<td>Congress bag with company advertising (one page)</td>
<td>5,000.00</td>
</tr>
<tr>
<td>Lanyard for TN with own logo</td>
<td>1,500.00</td>
</tr>
<tr>
<td>Company flyer in congress documents</td>
<td>1,000.00</td>
</tr>
<tr>
<td>Vitamins</td>
<td></td>
</tr>
<tr>
<td>Fresh fruit under company logo during the lunch break</td>
<td>4,000.00</td>
</tr>
<tr>
<td>Contribution to lunch</td>
<td>2,000.00</td>
</tr>
</tbody>
</table>

*Breakfast meeting (45 minutes): Friday, 27.09.2018, 07:30 – 08:15 (2 x)*

The following benefits are provided:
- Room at the congress site for a maximum of 75 people
- Technical equipment (projector, projection screen, sound system)
- Mention of the symposium in the main programme and on the website
- Banner advertising the symposium displayed in the entrance area

*Lunchtime meeting (45 minutes): main rooms both days, 12:30 – 13:15 (each 2 x)*

The following benefits are provided:
- Room at the congress site for a maximum of 150 people
- Technical equipment (projector, projection screen, sound system)
- Mention of the symposium in the main programme and on the website
- Banner advertising the symposium displayed in the entrance area

*Lunchtime meeting (45 minutes): secondary rooms both days, 12:30 – 13:15 (each 2 x)*

The following benefits are provided:
- Room at the congress site for a maximum of 75 people
- Technical equipment (projector, projection screen, sound system)
- Mention of the symposium in the main programme and on the website
- Banner advertising the symposium displayed in the entrance area

**Not included in both symposia**

- Invitation to speakers
- Costs for the speakers, hotel accommodation
- Speakers’ congress costs
- Costs of catering

Further details can be found in the “Industry Exhibition Guidelines” below and the documents provided by the Congress Centre Kursaal Interlaken.
Site visit

As we increased the space of the exhibition, we offer a site visit:

**2\textsuperscript{nd} February 2018, 14.00 – 16.00**

Please announce your participation to the Congress Organizer at least until \textbf{01.02.2018}.

The site visit will be held only if there are at least 10 announcements.

\textbf{No booth spaces will be allocated on this site visit.}
Guidelines for the industry exhibition at the Annual Meeting of the Swiss Society of Gastroenterology, Visceral Surgery and SASL

The Annual Meeting, as the most important annual forum, offers industry and the medical profession an open platform to exchange experiences, to present new products and maintain customer relations. In order to ensure orderly running and mutually satisfactory cooperation between professional bodies and exhibitors, the following obligatory key points have been brought together in the form of guidelines.

1. **Registration**

An industry exhibition reflecting the importance of the event is being held. The potential exhibitors from trade and industry shall be approached by the congress organisation well in advance.

gkaufmann Verbandsmanagement & Kongressorganisation, which is responsible for organizing the meeting (Congress Organizer), will publicize the dates of the annual meeting as early as possible, usually at least one year in advance (www.sggssg.ch – Events SGG) so that interested companies are able to make appropriate plans. The Congress Organizer will provide the individual companies with floor layouts of the exhibition area in advance of the congress.

2. **Layout/Size of stands**

- The principle of **first-come, first served** generally applies to the selection of stand location; as well as the **date the registration is received**, a company’s **financial contribution**, then the **size of stand space** will be decisive factors. The requests of gold, silver or bronze partners are given priority according to their financial contribution. Stands for exhibitors who submit their registration after 15 February 2018 will be placed by the Congress Organizer depending on the available spaces at the time.
- Exhibitors are essentially free to choose their size of stand, although the upper limit of **70 m²** must not be exceeded.
- The stand layout must not be obstructive for the individual exhibitors. The construction of the stand must be known at the time of the on-site visit (islands, i.e. no walls; back wall specifying height; 3 walls specifying height).
- Smaller exhibitors should appear to just as much advantage and must not be “overwhelmed” by bigger exhibitors, e.g. by obscuring walls, etc. If problems arise, the Congress Organizer will intervene to remedy matters.
- If there is any dispute regarding location/design of an exhibitor’s stand, the Congress Chairman shall decide together with the Congress Organizer.

Before definitive allocation of a stand, a site visit will take place, if necessary. The purpose of the visit is for people to familiarize themselves with the locality (e.g. room heights, light fittings, pillars, amongst others).
3. Setting up

- If possible, congress participants shall find an exhibition that is set up and open at the start of the congress.
- Therefore it is imperative to set up the stands **the day before**. To agree an earlier set-up date, exhibitors must contact the congress venue directly.
- Later set-up is only possible in justified, approved exceptional circumstances and under no circumstances should it disrupt any of the congress sessions (noise emission, etc.).

4. Stand activities

- The stands shall be staffed in the morning at the start of the congress, i.e. **not later than 09:00, and must not be closed before 18:00** in the evening.
- **Expert presentations** or talks are not permitted on the stands. After specific consultation in advance of the congress, but not later than the on-site visit on 19.02.2015, presentations may be arranged during the congress breaks but not during the lunchtime break. These will be held in separate breakout rooms allocated by the congress organisation. The presentations are charged additionally at CHF 3,000.00 / 30 minutes.

5. Social evening

- The social evening is especially important.
- It helps to foster friendship, and partners of congress attendees are warmly welcome.
- During the social evening prizes will be awarded, the winners having been judged by the Congress Scientific Committee.
- The sponsors will be positioned so as to be noticeable when their particular prize is being awarded.
- The companies are required not to hold any competing events on the same evening. Company representatives may attend the social evening on payment of a charge; usually not more than 2 people from each company are permitted.

6. Satellite symposia

- Satellite symposia may be held in the lunchtime break on both days of the congress and before the congress starts (early-bird) on the second day. **These must not interfere with the official congress programme.**
- The parallel symposia should not compete with each other thematically.
- Interested parties shall notify the Congress Organizer, stating the topic and the chairman of the parallel symposium, not later than 15 February 2018. The number of symposia is limited (3 lunchtime symposia each on both days and 2 early-bird symposia on day 2). Due to the strong demand we can give in a first round only one symposia per company. If after this first round there should be symposia left, those would be given to the companies that would perform more than one symposium.
- Slots will be allocated on the basis of first-come, first-served. The particular sponsor status with relevant privileges will be taken into consideration.
- **Reservations for future years cannot be made.**
- The satellite symposia will be mentioned in the main programme and on the website, stating topic, speaker(s) and duration.
- **Organizers of symposia has to announce topic, chairman and speaker to the congress organizer to the 15th of March 2018. Elapses this date without a relevant announcement, the claim for the symposia expires (latest announcement at the end of March 2018).**
7. **Stand staffing and closure**

   - The individual stands shall be staffed throughout the congress, i.e. from not later than 09:00 on day 1 until 16:00 on day 2 of the congress.

8. **Decision-makers**

   - In case of dispute, the Congress Chairman shall decide together with the Congress Organizer.

These guidelines enter into force as of 07.12.2017.

Prof. Darius Moradpour  
Congress Chairman

Gabriela Kaufmann  
Congress Organizer