



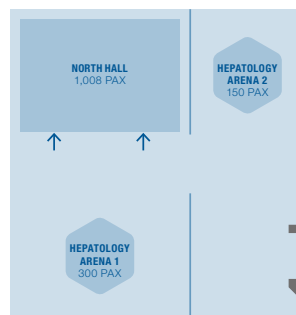
# THE INTERNATIONAL **LIVER** CONGRESS™

**15-19 April 2020**  
**London, UK**

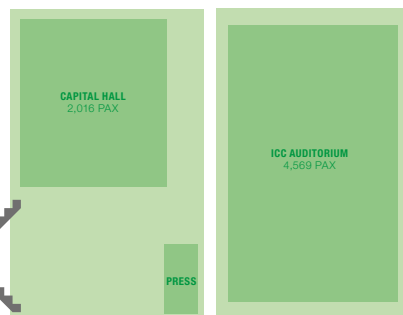
**TECHNICAL GUIDE**

# FLOOR PLAN OVERVIEW

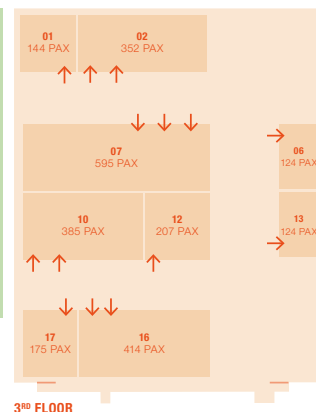
## PLENARY & HEPATOLOGY ARENAS



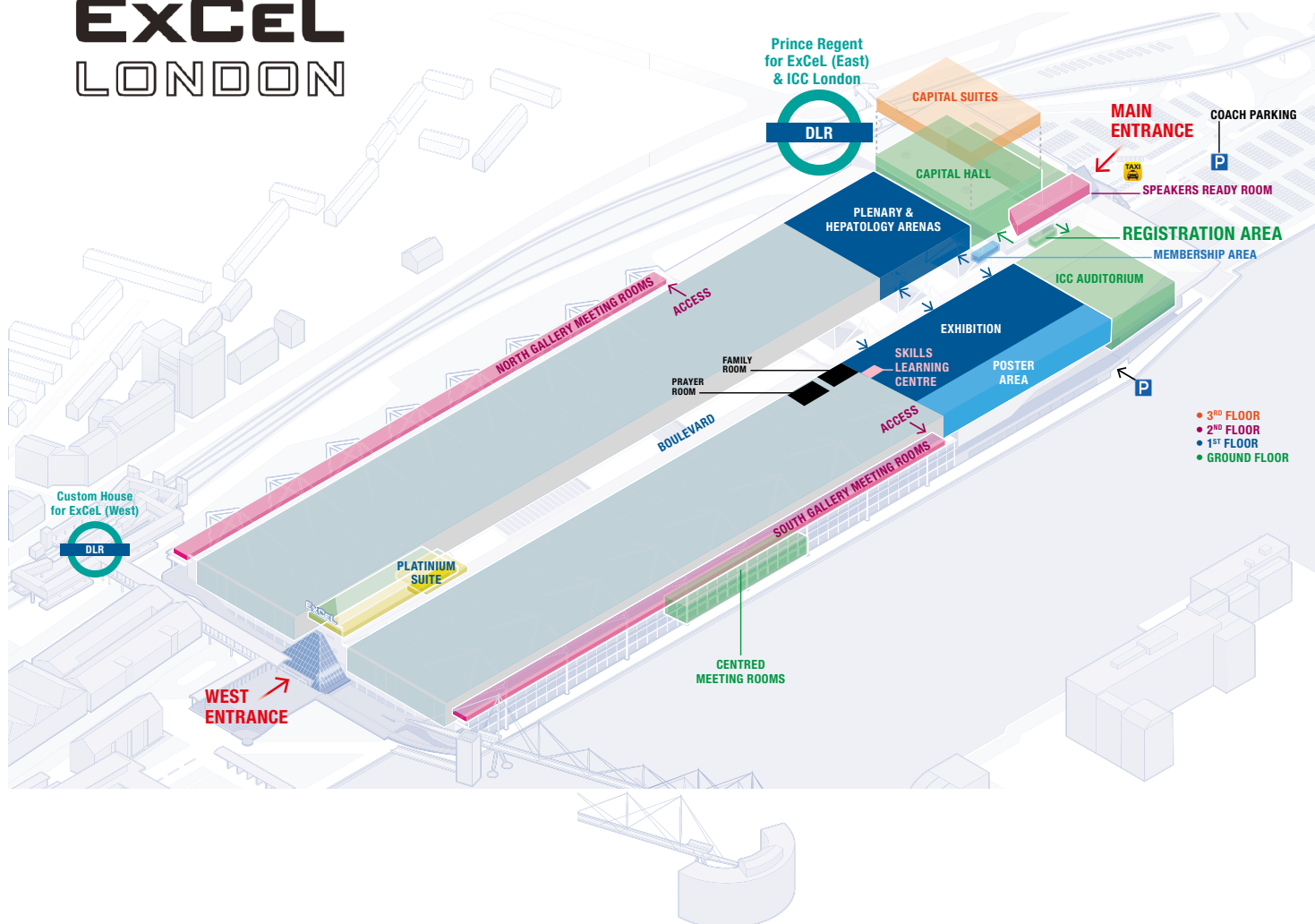
## PLENARIES



## PLENARIES CAPITAL SUITES

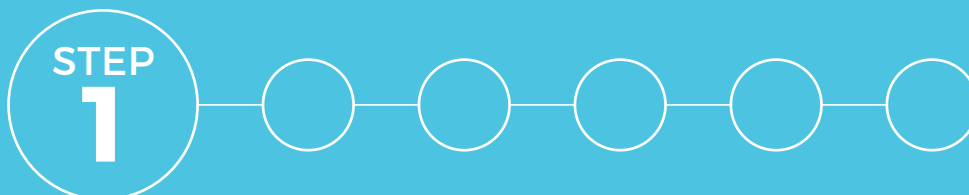


**ExCeL**  
LONDON



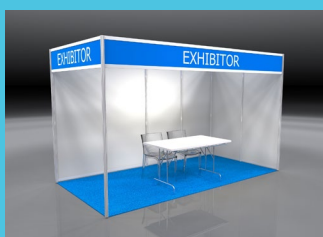
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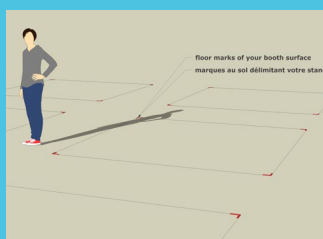


## INFORMATION ON YOUR SCHEME

When you placed your order with EASL, you chose between these two booths solutions:



**EASL** **SHELL**  
**SCHEME BOOTH**  
p. 4



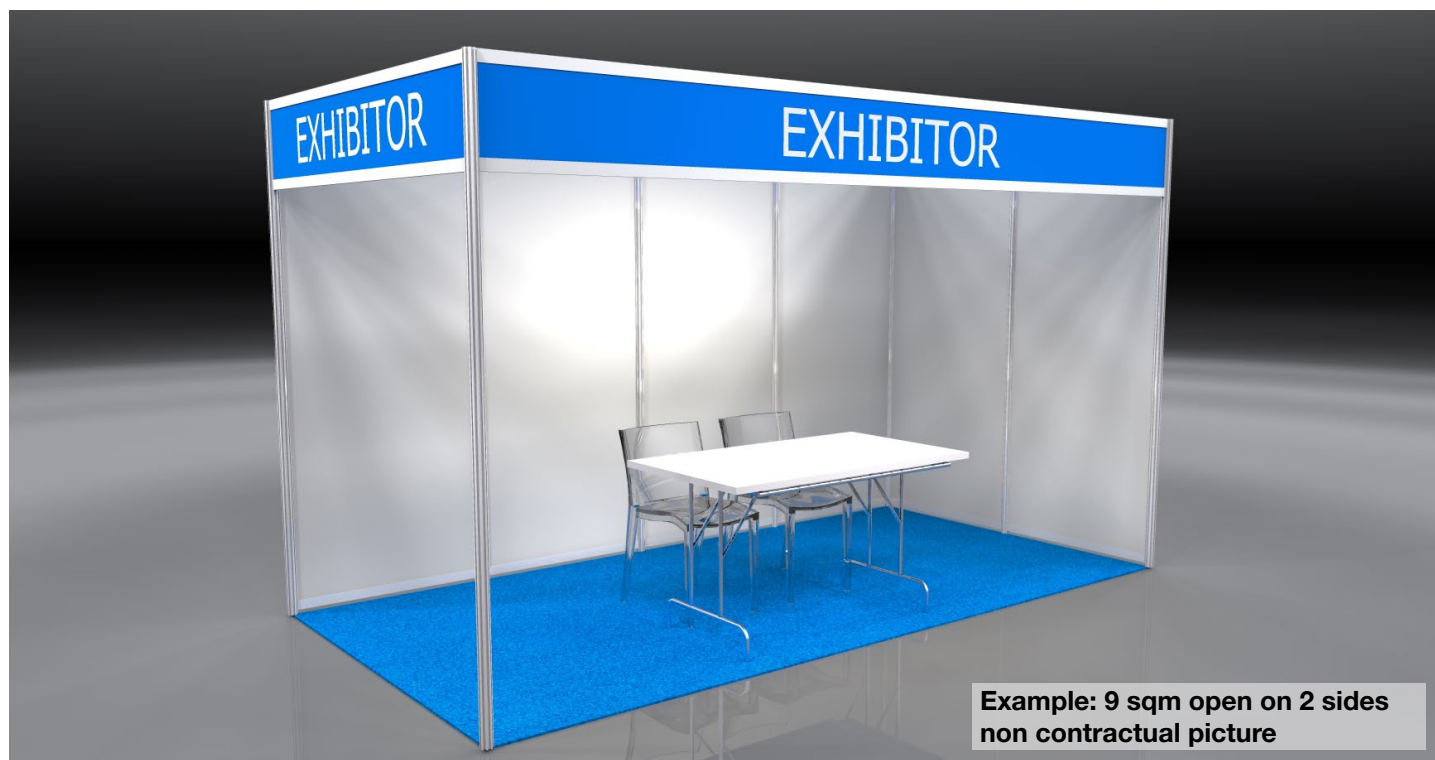
**SPACE** **ONLY**  
**(SELF-BUILD STANDS)**  
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# EASL SHELL SCHEME BOOTH



Shell scheme booths will be available for decoration on

**ONLY WEDNESDAY 15<sup>TH</sup> APRIL FROM 8:00 TO 16:00**



## STANDARD EASL SHELL SCHEME BOOTHS INCLUDE:

- Needle-punch carpet, protected by plastic foil
- 2.40 m high shell scheme structures with white panels
- Range of LED spotlights in the basis of one spotlight per 3 sqm of built booth
- Printed fasciaboard, 30 cm high on all open side of the stand
- 1 triple electrical socket
- 1 table
- 2 chairs

In order to use spotlights and socket, you have to order an electrical supply in D&P web shop



Options available at D&P web shop:  
<http://www.service-exposant.fr/ILC-2020>



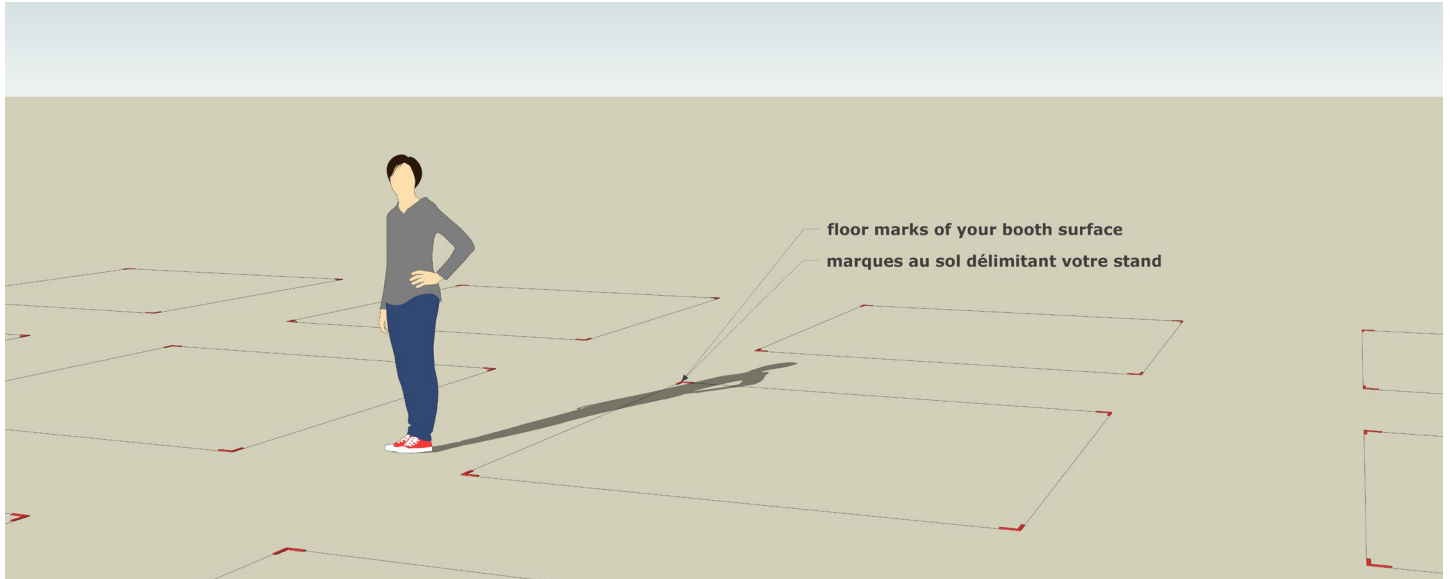
Furniture, plants, additional equipment, telephone, internet, exhibitor's insurance, cleaning of the booth, plastic removal, hostesses and any other extra costs **are not included.**

# SPACE ONLY (SELF-BUILD STANDS)

Set-up on:

**TUESDAY 14<sup>TH</sup> FROM 8:00 TO 23:00 &  
WEDNESDAY 15<sup>TH</sup> FROM 8:00 TO 16:00**

PLEASE NOTE THAT ONLY BOOTHS OVER 50 SQM CAN BEGIN THE SET-UP FROM MONDAY 13<sup>TH</sup> APRIL FROM 08.00-23.00



## ADJOINING STANDS

All “space only” exhibition stands are required to have a dividing wall built between their own stand space and any adjoining stand.

Exhibitors are responsible for ensuring that any construction over 2.40 m high is decorated on both sides. In the case where there are two adjoining stands of different categories / height, the higher stand must ensure that the dividing wall additional height is decorated on both sides.

## PROJECT VALIDATION

In order to be valid, your booth plan should reach **EASL**.  
Please email detailed plans to **ILC.industry@easloffice.eu**, before:

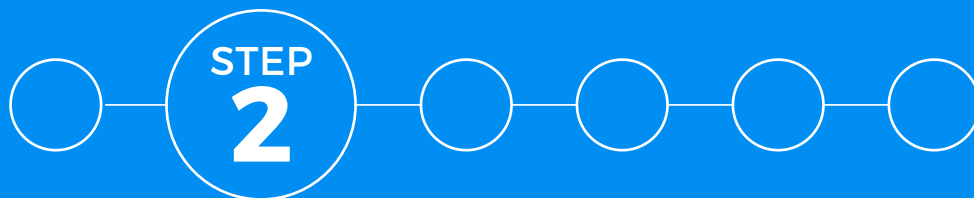
**FRIDAY 28<sup>TH</sup> FEBRUARY**



For any queries, please call  
**+41 22 807 0368.**

EASL will confirm that your booth design follows the rules and regulation applied in the scope of The International Liver Congress™ 2020.

Kindly note that EASL disclaims all liability regarding third party rules and regulations, it is the sponsor's responsibility to abide with these rules.



## BUILD YOUR BOOTH

EXHIBITOR  
DEADLINES  
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EXHIBITION  
PLAN  
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BOOTH REGULATION  
& SET-UP RULES  
p. 9

# EXHIBITOR DEADLINES

REQUESTS / DOCUMENTS / ORDERS	TO	WHERE	DEADLINE
Booth project validation for space only booths (self-build stands).	EASL	ILC.industry@easloffice.eu	Friday February 28 <sup>th</sup>
D&P Exhibitor web shop <ul style="list-style-type: none"> <li>■ Furniture</li> <li>■ Plants</li> <li>■ Shell scheme accessories</li> <li>■ Flooring and carpet</li> <li>■ Lighting and Electricity</li> <li>■ Graphics booth signs</li> </ul>	D&P	D&P web shop*	Prices raise 20% after Friday March 15 <sup>th</sup>
<ul style="list-style-type: none"> <li>■ Rigging / Ceiling attachment</li> </ul>	D&P	D&P web shop*	Prices raise 25% after Friday February 28 <sup>th</sup> <b>Orders closed after March 13<sup>th</sup></b>

\* <http://www.service-exposant.fr/ILC-2020>

## D&P CONTACT

D&P Architecture de Communication is EASL general installer for 2020 congress.

### D&P ARCHITECTURE DE COMMUNICATION

26-28 rue du Chemin Vert  
78610 LE PERRY-EN-YVELINES  
FRANCE

Marie-Hélène LEVEQUE & Aïda FARHAT

**TEL** +33 1 34 84 84 84

**MAIL** [ilc2020@dparchi.com](mailto:ilc2020@dparchi.com)

**WEB** <http://www.service-exposant.fr/ILC-2020>





# BOOTH REGULATION & SET-UP RULES

## SET-UP RULES

### Scooters are prohibited during the set up.

Any material delivered out of the indicated time-slots will be turned away. It is compulsory for booth disassembly to be carried out at the set date and time.

Shell schemes and packaged booth only will be available to exhibitors at this time. Exhibitors with stand builder have to check with their contractor the availability of their booth. Exhibitors must have finished their installations and their products must be installed before the exhibition opening on Thursday 16<sup>th</sup> April at 9:00.

## BOOTH OCCUPATION

Unless otherwise agreed in writing by EASL, exhibitors are not authorized to sublet, share or transfer their booth. Individual booth decoration is carried out by exhibitors under their own responsibility (even if the exhibiting company uses the services of a stand builder) and according to the conditions indicated in this technical guide.

Brochures, catalogues, give-aways must be distributed only on your own booth.

ONLY official EASL documents issued by EASL can be distributed in the aisles and in the public areas.

Exhibitors are recommended:

- Not to leave their booths unattended while visitors are still in the hall.
- To be present at their booth during set-up and dismantling and to receive their deliveries.
- In spite of the presence of night security, EASL declines responsibility in the matter of theft, losses and damages that may occur.
- Exhibitors must leave the venue in the same conditions it was found initially. It is prohibited to nail, screw or stick items on the structure. Any deterioration may be invoiced to the exhibitor.
- It is absolutely prohibited to carry out: Works affecting smoke, water or compressed air ducts, electric or telephone circuits, water or waste pipes, elevators, lifts and pipelines drilling of holes for posting or sealing, removal of doors, arials etc.

Repair of damages subsequent to the nonobservance of the above clauses will be entirely at the exhibitor's expense.

## STAND CONSTRUCTION RULES

### CONSTRUCTION

Emergency exits or equipment may not be covered or blocked from view at any point in time. It is strictly forbidden to store anything behind or out of your allocated stand space.

The maximum booth height is 4.5m and the maximum rig height is 6m.

Gold and Silver sponsors booths height is 5m and the maximum rig height is 7m.



**Maximum height includes panels and signage!**

### SIGNAGE

Projection, fixed or movable is authorized only on the surface of the stand.

### TRANSPARENCY

It is strictly forbidden to hide more than 50% of the neighboring stands, even in glass or water fall.

### FLOOR CAPACITY

Floor capacity resistance: **500 kg per sqm**

Exhibitors must take into consideration the exhibited material as well as maintenance.

### ANIMATION

Exhibitors are highly recommended not to bother their neighbors with bulky furnishing, decoration or sound. In case of dispute, the Organizer will take the necessary decisions.

### SAFETY & INSURANCE

All exhibitors are required to submit all security certificates (use of fireproof material etc) for the booth build up when submitting the booth design. All exhibitors need to carry general liability insurance coverage of no less than EUR 10 million, extending to any damages which EASL and the event site owner and manager might suffer as a result of Recipient's actions or omissions, and will provide EASL with written proof of such upon written request.

### BOOTH SECURITY

It is the sponsors responsibility to man their booth during the exhibition opening hours and to store all valuables when closed.

# BOOTH REGULATION & SET-UP RULES



## EXHIBITOR WEB SHOP

On the exhibitor web shop, you can order:

- electrics,
- furniture,
- plants,
- shell scheme equipment,
- digital printings,
- fridges
- rigging

All exhibitors will receive an email from D&P with a link to the exhibitor booking portal, with account information.

<http://www.service-exposant.fr/ILC-2020>



Each exhibitor **MUST** complete a form, even just to indicate that no bookings are required.

The contract holder will be charged with any purchase made by their employee, stand builder or agent, unless a third party informs D&P in writing that invoicing name should be changed for them. Before you can shop in the portal, you must read this important exhibitor technical guide with information about stand content and deadline for ordering items for the stand.

## BOOTH SECURITY DURING THE SHOW

The exhibitors are responsible for manning their booth during the show and making sure all valuable a safely stowed when the exhibition closes. EASL will not be responsible for any theft robbery made on the exhibitors booth.

## SINISTER DECLARATION



**Forest Gate Police Station**  
**350-360 Romford Rd, Forest Gate**  
**London E7 8BS**  
**United Kingdom**  
**+44 207 476 4431 or +44 208 7212 039**



## EXCEL CORE SERVICES WI-FI POLICY RULES FOR THE OPERATION OF RADIO EQUIPMENT (WI-FI)

### 1. TECHNOLOGY

Wireless services cannot be fully supported in the presence of interference

Our wireless system is compatible with 802.11a/n, please make sure you use a device that operates on the 5GHz frequency (802.11a/n), as this is less

affected by the type of interference found in an exhibition space.

### 2. LIMITATION OF LIABILITY

ExCeL London deliver wireless network services (Wi-Fi) using our leading-edge infrastructure. We deliver the very best possible wireless connectivity, given the prevailing environmental conditions throughout the venue.

All wireless services, regardless of location or service provider, are susceptible to interference. This can lead to loss of connectivity, slow network traffic and poor performance.

Currently, wireless technology is not capable of providing a guaranteed level of service (without a strictly enforced policy that maintains a clean airspace) in a challenging event environment which is affected by sources of interference that vary from event to event.

Wireless services cannot be fully supported in the presence of interference.

We will ensure that all of the ExCeL London wireless infrastructure is fully functioning, but cannot support beyond this point.

Alternative fully-supported, cabled services are available from our standard order form.

For more information, see ITC Oder from.



## BRING YOUR BOOTH TO THE VENUE

# 3

**DELIVERY  
AND RULES**  
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**DETAILS**

**SECURITY AND INTERNAL  
SERVICES**  
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**LABELLING**  
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# DELIVERY DETAILS



Official Shipment, Custom Clearance  
and Onsite Handling Agent

## FREIGHT FORWARDING

Merkur Expo Logistics GmbH  
Rheinstrasse 2  
D-65760 Eschborn, Germany  
Mr. Bernd Blum

**TEL** +49 6173 955 9511

**WEB** bernd.blum@merkur-expo.com

## RULES

Merkur Expo Logistics have been appointed as the official freight forwarder, customs clearance agent and drayage contractor for ILC 2020. For safety and time reasons no other contractor will be permitted to operate lifting/delivery into the venue.

The range of services provided by Merkur Expo Logistics includes:

- Transport - national and international delivery
- Temporary or permanent customs clearances
- Coordination of deliveries, delivery time slot management
- Unloading, delivery to exhibition-stands, forklifting
- Storage of empty boxes and crates during the event
- Accessible storage for brochures and give-away items during the event
- On-site assistance and supervision

This shipping manual will assist your preparation for the correct and timely dispatch of exhibits to London. Please follow the instructions closely.

## CONSIGNING OF SHIPMENTS AND DEADLINE DATES

### ROAD FREIGHT

Full Load Trucks / Part Load Trucks

Scheduled Un-Loading / Re-Loading

Due to the limited space and the tight time-schedule all unloading operations are strictly operated by Merkur Expo only. Trucks have to leave the unloading area immediately after unloading is finished.

All vehicles must arrive at a pre-appointed time for unloading. Please request your preferred unloading time slots by sending the "Freight & Loading Form" to Merkur Expo until Monday, the 30th of March 2020. You may also use this form to request freight services from Merkur Expo.

Unloading time slots will be given until Friday, the 3rd of April. Please dispatch your trucks arriving according to the pre-arranged time of arrival.

### DELIVERY ADDRESS

#### EXCEL LONDON

One Western Gateway  
Royal Victoria Dock  
London E16 1FR  
United Kingdom

East entrance

c/o ILC 2020 Name of Exhibitor /  
Standnumber



Trucks arriving after the loading time must face waiting time until the next free time-slot is available. In general waiting time may occur for which Merkur cannot be held responsible.

# DELIVERY DETAILS

## GROUPE / COURIER SHIPMENTS

All exhibit material / shipments excluding full loads of stand-material must make use of the advance receiving warehouse. Last date of arrival is 3rd of April 2020. Please consign your shipment to

**Merkur Expo Logistics GmbH**

**C/O Schmitt Peterslahr**

**Auf dem Hühchen 2**

**56587 Oberhonnefeld**

**Dirk Dewald: 02634 / 95 44 50**

**ILC 2020 in London**

**c/o Name of Exhibitor / Standnumber**

## AIRFREIGHT

Airport of arrival: Frankfurt (FRA)

Arrival Deadline: 28.03.2020

Consignee address for AWB, this is not shipping / delivery address !

**Merkur Expo Logistics GmbH**

**Rheinstrasse 2**

**65760 Eschborn**

**Notify: Merkur Expo Logistics GmbH / ILC 2020 in London**

## CUSTOMS CLEARANCE FOR SHIPMENTS TO UK

Please be aware that we have to expect an "Hard Brexit". This means that all shipments to UK needs to be customs cleared. Please read the following points carefully. We will keep you updated during November when we have new information's about the procedure for shipments to UK.

## TEMPORARY ENTRIES (GOODS RETURNING TO ORIGIN AFTER THE SHOW):

Carnet ATA for temporary imports

Packing list

Please use Carnet ATA only. All exhibits / material entered under temporary importation are subject to control and examination by French customs for Inward and Outward movements. Goods under temporary bond cannot be sold during the show, any sale operation must be reported to French Customs Authorities, otherwise heavy penalties might incur. Please contact us in the case you intend to sell any temporary goods.

## PERMANENT ENTRIES (GOODS TO BE CONSUMED DURING THE SHOW):

We can clear on definitive basis consumable materials such as brochures, giveaways and other promotional

materials.

3 Originals of Proforma Invoice / packing List in English, showing: No. of units / weights / sizes / total no. of boxes / values / full description of items in English, including serial number, model and customs code nr. (Brussels Nomenclature)

Please issue separate Invoices for Temporary Importation (Exhibits) and Permanent Importation (Consumables & advertising material).

Certificate of Origin (Form A / EUR.1) if applicable

You may use the attached template. Temporary & permanent material must be packed separately, in different boxes.

## RESTRICTED PRODUCTS

The following products are restricted and need special requirements and health certificates:

- pharmaceutical products
- any kind of food or beverages

If you are planning to ship food from a non-EU-country please get in touch with us at least four weeks prior to the opening of the congress.

## LABELLING

All shipments to our advance receiving warehouse must be labelled with an appropriate label, which you find attached to this manual. Please do not use any other labels than the attached.

## SHIPPING ADVICE

All shipments to The ILC needs to be pre-advised. Please send us all relevant shipping-details (carrier, AWB-No) as soon as available.

## STORAGE

### EMPTIES

Empty boxes and packing material will be collected and safely stored during the show. All boxes should be strong enough to unpacking and re-use them after closure of the congress. The empties will be stored outside the congress centre and are not accessible after collection.

Empties are the exhibitor's sole responsibility. EASL cannot be held responsible for exhibitor's belongings. Exhibitors can order through Merkur Expo Logistics the storage of the empties. Merkur Expo Logistics cannot be held responsible for any material damaged or lost inside the empties.



# DELIVERY DETAILS

## ACCESSIBLE STORAGE

If you require assessable storage of promotion material please let us know seven days prior to the opening of the congress. Small quantities of storage material can be handed over to our on-site staff.

## INSURANCE

We strongly recommend that all exhibitors arrange insurance coverage to include transit to and from the exhibition, whilst on display and in storage. Please note that Merkur Expo Logistics do not insure automatically unless asked to do so in writing. Please note that it is the exhibitors' responsibility to ensure that if goods are left on the stand, adequate security measures are taken to ensure the security of such items. Merkur Expo are not liable for any losses, theft or pilferage.

## BASIC CONDITIONS OF CONTRACTS

All services will be billed according to the official The ILC - Forwarding & Handling Tariff.

All work undertaken is subject to the German Forwarders terms and conditions (ADSp) and the Merkur Expo liability policy, in conjunction with the conditions and rates for trade fair transportation.

The liability of Merkur Expo ceases with delivery and commences with collection of freight at the exhibition stand. It is the exhibitor's responsibility to ensure the security of material until collected from the stand by Merkur Expo.

No unauthorized credit will be accepted. Our invoices will be due immediately after issuance without any further notice. Customers not known to us or with whom we have not agreed any terms of payment, will be asked to pay our expenses before the event starts or on-site during the event and before return shipping of their exhibits.

## ILC 2020 IN LONDON – FREIGHT HANDLING TARIFF

1. INBOUND	EURO - €
<b>1.1 Air Freight</b> From arrival at <b>Frankfurt airport</b> , delivered to your booth including: <ul style="list-style-type: none"> <li>• Transfer from airport to the warehouse</li> <li>• Transport to your stand in Vienna</li> <li>• 1 cbm = 167 kgs</li> </ul>	<b>Monday – Friday normal working hours 08:00 – 17:00</b>
Minimum per shipment	325.00
Up to 250 kg	1.65/kg
Up to 500 kg	1.25/kg
Up to 1000 kg	1.20/kg
Above 1000 kg each additional kg	1.10/kg
Airport taxes, storage, fees etc. will be calculated as per outlay, Fees for an advanced payment	10%
<b>1.2 Truck Freight Groupage</b> From free arrival D-56587 Gierend / Vienna warehouse advanced warehouse up to free delivered booth including: <ul style="list-style-type: none"> <li>• Unloading and transfer to show site</li> <li>• Delivery to the booth</li> </ul> Shipment up to 50 kg Minimum charge shipments more than 50 kg Per 100 kg	EUR 175,00 EUR 275,00 EUR 36,50
<b>2.2 Handling from arrival point at venue to your stand</b> , first time spotted incl. short time storage (max 2 days) Courier Shipments, max. 25,00 kg / 50,00 kg Per CBM or part of Per 7 ldm truck Per 13,6 ldm truck	65,00 / 85,00 p.shipment 85.00/cbm / <b>Min. 3 CBM</b> 790,00 total / <b>truck</b> 1.250,00 total / <b>truck</b>
<b>3. CUSTOMS FORMALITIES</b>	
<b>3.1 Carnet ATA</b> Temporary importation under ATA Carnet	190.00
<b>3.2 Temporary Importation</b> Temporary importation and/or re-exportation with commercial invoice	240.00
<b>3.3 Customs bond fee</b>	2.5% CIF VALUE <b>Min 95.00</b>
<b>3.4 Permanent Importation</b>	
Per shipment/ per document/ per exhibitor	240.00
Duties & Taxes as per outlay. Fees for an advanced payment of duty & tax	10%, m/m 65.00
<b>3.5 Customs Inspection</b>	95.00
<b>3.6 Special Clearances (food, beverages, pharmaceuticals etc.)</b>	Upon request
<b>4. OTHERS</b>	
<b>4.1 Handling of empties (including storage) Accessible Storage</b>	75.00/cbm / <b>Min. 2 CBM</b> 105,00/cbm/ <b>Min. 1 CBM</b>
<b>4.2 Forwarding commission / Onsite Supervision - per invoice</b>	130.00
<b>4.3 OUTBOUND - Same rates apply for outbound services</b>	

**Saturday Surcharge** **50 %**

**Sunday Surcharge** **100 %**

**1 CBM = 333 KG**

**1 LDM = 4 CBM**



# FREIGHT AND LOADING FORM



## FREIGHT AND LOADING FORM

**THIS IS A COMPULSORY FORM FOR ALL DIRECT DELIVERIES**  
**DEADLINE DATE FOR RECEIPT: Monday 30<sup>th</sup> of March 2020**

You may also request freight handling services using this form - EASL strongly recommends this service.

Return to: Bernd Blum at email to [bernd.blum@merkur-expo.com](mailto:bernd.blum@merkur-expo.com)

Slots will be given on a first come, first served basis.

Final time slots will be confirmed by Wednesday 3 April 2020. Trucks must be removed from the loading bay immediately after unloading/re-loading.

<b>Company name:</b>			
<b>Contact name:</b>			
<b>Contact email:</b>			
<b>Address (invoicing)</b>	<b>City:</b>	<b>Zip Code</b>	
<b>Tel:</b>		<b>VAT No.:</b>	
<b>Stand number</b>		<b>Stand name</b>	

### UNLOADING/BUILD UP *(cost as per rate for build up and again for break down)*

Preferred delivery day

☐ Monday 13.04. AM

☐ Monday 13.04 PM

☐ Tuesday 14.04. AM

☐ Tuesday 14.04. PM

☐ Wednesday 15.04. AM

<b>Vehicle description (size/length)</b>		<b>Estimated volume m<sup>3</sup> On arrival at The ILC</b>	
<b>RE-LOADING/BREAK DOWN (Saturday / Sunday)</b>		<b>Estimated volume m<sup>3</sup> On departure from The ILC</b>	

### MERKUR FREIGHT SERVICES

Please indicate here if you require Merkur to contact you regarding any of the following services

☐ International shipping (from your address to stand in London, must be ready before 25<sup>th</sup> of March 2020)

☐ Storage on site in London

**Merkur will contact you regarding these services on receipt of this form.**

# LABELLING



# EXHIBITION GOODS

Exhibitor: \_\_\_\_\_ Stand \_\_\_\_\_

Consignee: Merkur Expo Logistics GmbH  
c/o Schmitt Peterslahr  
Auf dem Hühchen 2  
D – 56587 Oberhonnefeld

\_\_\_\_\_  
No of Pieces / \_\_\_\_\_



# Symposium Material

Exhibitor: \_\_\_\_\_ Booth: \_\_\_\_\_

Consignee: Merkur Expo Logistics GmbH  
c/o Schmitt Peterlahr  
Auf dem Hühchen 2  
D – 56587 Oberhonnefeld

No of Pieces \_\_\_\_\_ / \_\_\_\_\_



*(Label for shipment to the advanced warehouse)*

# LITERATURE TABLE

## Sponsor: \_\_\_\_\_

Consignee: Merkur Expo Logistics GmbH  
c/o SchmittPeterslahr  
Auf dem Hühchen 2  
D – 56587 Oberhonnefeld

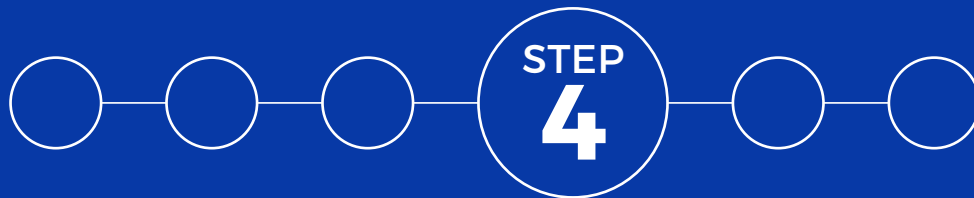
\_\_\_\_\_  
No of Pieces



# Display Material

Consignee: Merkur Expo Logistics GmbH  
c/o SchmittPeterslahr  
Auf dem Hühchen 2  
D – 56587 Oberhonnefeld

No of Pieces \_\_\_\_\_ / \_\_\_\_\_



## ORGANIZE YOUR SCHEDULE FOR ON-SITE

# 4

COMING TO London  
AND THE VENUE  
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





SCHEDULE  
p.22

ON-SITE  
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## ACCESS FOR BUILD-UP AND DISMANTLING

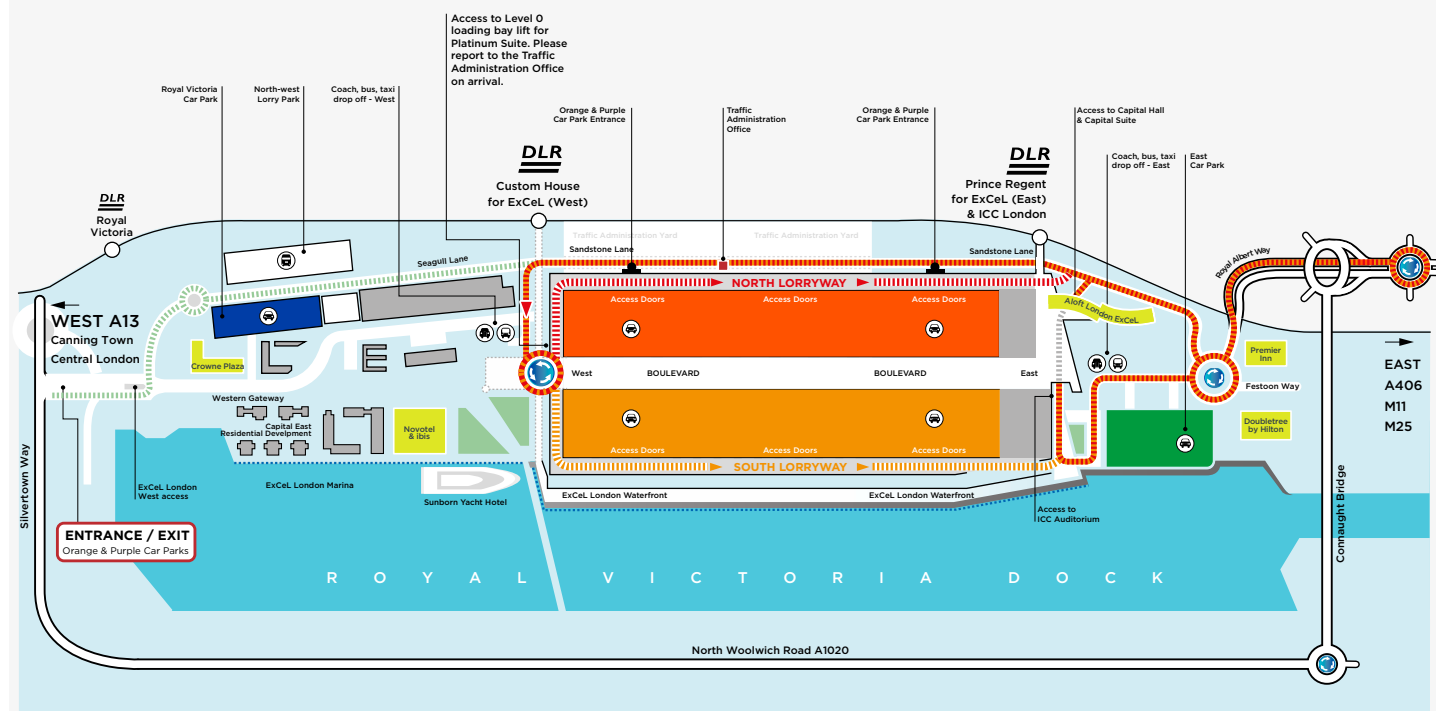
**EXCEL LONDON**  
One Western Gateway  
Royal Victoria Dock  
London E16 1FR  
United Kingdom  
East entrance

## Key

- |   |                         |   |   |
|---|-------------------------|---|---|
|    | Royal Victoria Car Park |    | Docklands Light Rail  |
|  | Orange Car Park         |  | Berthing points   |
|  | East Car Park           |  | Primary access for vehicles during build-up and break-down                    |
|   |                         |  | Secondary access to traffic administration - not advisable for large vehicles |

An ADNEC Group Company

**EXCEL**  
LONDON



# SCHEDULE

## STANDS SCHEDULE

TYPE OF SET-UP	MON. APR 13 <sup>TH</sup>	TUE. APR 14 <sup>TH</sup>	WED. APR. 15 <sup>TH</sup>
Space only (self-build stands over 50 sqm)	08:00 - 23:00	8:00 - 23:00	8:00 - 16:00
Space only (self-build stands)		8:00 - 23:00	8:00 - 16:00
Shell scheme booth provided by the EASL			8:00 - 16:00

## DELEGATES HOURS\*

	WED. APR. 15 <sup>TH</sup>	THU. APR. 16 <sup>TH</sup>	FRI. APR. 17 <sup>TH</sup>	SAT. APR. 18 <sup>TH</sup>	SUN. APR. 19 <sup>TH</sup>
<b>Registration hours</b>	17:00 - 19:00	8:30 - 19:00	8:30 - 19:00	8:30 - 16:00	07:00 - 14:00
<b>Exhibition opening hours</b> <i>(it is mandatory for the staff to be on their stands at those hours)</i>		9:00 - 18:30	9:00 - 17:00	9:00 - 17:00	
<b>Lunches for delegates</b>	11:00 - 11:30	12:00 - 13:30	12:30 - 14:00	12:30 - 14:00	
<b>Morning coffee breaks</b>	09:30 - 10:00	10:00 - 10:30	11:00 - 11:30		10:00 - 10:30
<b>Afternoon coffee breaks</b>	13:30 - 14:00 15:30 - 16:00 17:30 - 18:00	15:30 - 16:00 18:00 - 18:30	15:30 - 16:00 18:00 - 18:30	15:00 - 15:30 18:00 - 18:30	

\*subject to change

## ACCOMMODATION

EASL has officially appointed MCI as the accommodation partner for the EASL congress 2020 in London.

Eventime offers you:

- Negotiated rates for your stay in London
- No booking fees
- A dedicated team of accommodation specialists
- A wide selection of hotels of all categories and styles in the vicinity of your event and in the city center
- A personalized and tailor-made service
- Assistance before, on-site and after the event

For your individual bookings, official hotel booking website is open. For your group bookings and/or for any further assistance, do not hesitate to contact them:



### HOTEL RESERVATION CONTACT

MCI

**Nicole Nemeth**

ilc.delegates@mci-group.com

+41 22 33 99 621



# ON-SITE

## EXHIBITION OPENING HOURS

16 <sup>TH</sup> APRIL	17 <sup>TH</sup> APRIL	18 <sup>TH</sup> APRIL
09:00 - 18:30	9:00 - 17:00	9:00 - 17:00

## ELECTRICAL SUPPLY SCHEDULE

	15 <sup>TH</sup> APRIL	16 <sup>TH</sup> APRIL	17 <sup>TH</sup> APRIL	18 <sup>TH</sup> APRIL
Intermittent	8:00 - 19:30	8:00 - 18:00	8:00 - 18:00	8:00 - 18:00

If you need a permanent power supply for a fridge, a server, etc., a specific command have to be placed on D&P webshop: <http://www.service-exposant.fr/ILC-2020>

## BADGES

All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name. Two exhibitor badges will be given for the first 9 sqm booked and one additional badge for every 9 sqm thereafter. Any additional exhibitor will be charged an exhibitor registration fee of EUR 200.00 (VAT excluded).

Exhibitor badges can be collected during registration hours from the exhibitors' registration desk.



### CONGRESS REGISTRATION

MCI  
9, Rue du Pré-Bouvier  
1242 Satigny, Geneva  
Switzerland  
T: +41 22 33 99 621  
[ilc.delegates@mci-group.com](mailto:ilc.delegates@mci-group.com)

**Build up and dismantling badges will be required during set-up and dismantling hours. These badges can be requested through the D&P's webshop platform: <http://www.service-exposant.fr/ILC-2020>**



## ON SITE ASSISTANCE

D&P staff will be at your disposal during exhibition set-up, first day of opening and dismantling times for any questions you may have, regarding:

- shell scheme booth
- exhibitor services (furniture, etc.)



At Exhibitors Lounge.

# ON-SITE



## CATERING ENQUIRIES

### ExCeL London Hospitality

One Western Gateway  
Royal Victoria Dock  
London E16 1XL

**TEL** +44 (0) 20 7069 4355

**MAIL** [briony.twidle@excelhospitality.london](mailto:briony.twidle@excelhospitality.london)

**WEB** [www.excel.london](http://www.excel.london)



## OFFICIAL SHIPMENT, CUSTOM CLEARANCE AND ONSITE HANDLING AGENT

### Merkur Expo Logistics GmbH

Rheinstrasse 2  
D-65760 Eschborn, Germany  
Mr. Bernd Blum

**TEL** +49 6173 955 9511

**WEB** [bernd.blum@merkur-expo.com](mailto:bernd.blum@merkur-expo.com)



## ORGANIZER

### EASL

Stephane Dazet & Alexis Schwery

**TEL** +41 22 807 03 68

**MAIL** [ilc.industry@easloffice.eu](mailto:ilc.industry@easloffice.eu)



## AV SUPPLIES FOR SATELLITE SYMPOSIA

### M Events Cross Media GmbH and JMarquardt Audiovisual GmbH

Mr. Lennart Schillabel

**MAIL** [industry@m-events.com](mailto:industry@m-events.com)



## AV SUPPLIES FOR MEETING ROOMS & EXHIBITORS

### D&P ARCHITECTURE DE COMMUNICATION

26-28 rue du Chemin Vert  
78610 LE PERRAY-EN-YVELINES  
FRANCE

**MAIL** [ilc2020@dparchi.com](mailto:ilc2020@dparchi.com)

**TEL** +33 1 34 84 84 84

**WEB** <http://www.service-exposant.fr/ILC-2020>



## ACCOMMODATION & REGISTRATION OFFICE

### MCI

9, Rue du Pré-Bouvier  
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**MAIL** [ilc.delegates@mci-group.com](mailto:ilc.delegates@mci-group.com)



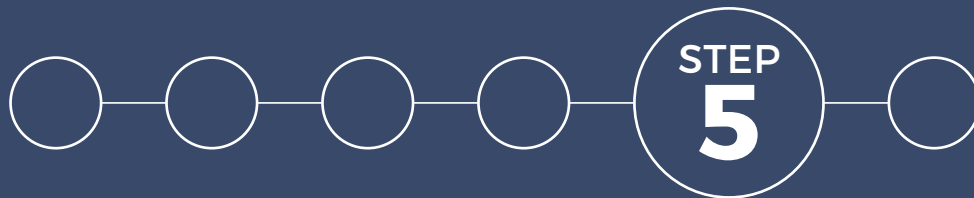
## HOSTESSES

### TEMPO CONSULTING

Michael Mazzini  
2 Chemin des Chaumets  
1239 Collex-Bossy

**TEL** +41 76 537 46 74

**MAIL** [ILC.hostesses@easloffice.eu](mailto:ILC.hostesses@easloffice.eu)



## LEAVING THE VENUE

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5

# DISMANTLING



## DISMANTLING DAYS AND HOURS 2020

Saturday > 18 April 18:00 – 21:30

Sunday > 19 April 07:00 – 17:00

## DISMANTLING RULES

Dismantling and move-out must be done imperatively at the indicated date. Exhibitors must leave the location used in the same condition before installation and respect the schedule here indicated schedule.

Extra hours of occupation will be invoiced to the exhibitor, without prejudice.

Exhibitors should remove their own structures, equipment and/or products before the end of the period reserved for moving-out and/or dismantling. Escel London Exhibition & Congress Center reserves the right to remove the exhibitor's property from the premises by any means and at the exhibitor's expenses and risks. This includes the non-removal of the exhibitor's booth or its elements such

as the floor, carpet, etc.

Dismantling of stand fittings and displays will start after the closing of the exhibition and when the hall is clear of visitors, initially, only hand carries and trolley items may be removed.

All stands must be dismantled and the halls clear by 17:00 on Sunday April 19<sup>th</sup>.

Exhibitors that have arranged for couriers to pick up goods must ensure that all items are clearly labelled with destination, company name, courier name and any authorization codes. As with exhibitor access, courier access authorization will need to be arranged to ensure delivery/pick up is possible.

Prior consent is required for exhibitors to move out or breakdown before the agreed time.

## STAND BUILDER CONTACT

During the dismantling, the Organizer need to be able to contact any representative or supervisor of a booth. D&P will centralize this information by collecting your name and mobile phone:



use the appropriate form on  
<http://www.service-exposant.fr/ILC-2020>



send an email to D&P on  
[exhibitors@dparchi.com](mailto:exhibitors@dparchi.com)

# EXCEL

## PLANNING, DESIGNING & CONSTRUCTING YOUR EXHIBITION TECHNICAL REGULATIONS

JULY 20 09

### 1 Compressed Air

The compressed air supply is through a flexible hose and can be terminated with either a 0.75" BSP Isolating valve, a 0.75" BSP Isolating valve with 0.5" reducer or a 1" BSP Isolating Valve.

The compressed air supply is usually maintained at a pressure between 5 and 6 bar (75-90 psi) subject to normal control fluctuation.

The maximum capacity of a supply is 6 litres per second (80 cubic feet per minute) of free air.

The compressed air supply is of industrial quality containing normal levels of contamination from oil, water and particulate matter. Users requiring pure compressed air shall supply their own filtering, drying and regulating equipment to obtain the quality of air required.

An adequately trained person must be designated responsible for the proper operation of all machinery and equipment powered by compressed air. Exhibitors must ensure that only trained operators operate machinery and equipment powered by compressed air.

All machinery and equipment powered by compressed air must have the appropriate BS /CE label attached.

The use of rigid plastic pipe work shall not be permitted. Stand installations shall be made using metal pipe work or flexible plastic/nylon hose.

All pipe work used in the installations shall be suitable for the operating pressure of the mains service for which it is to be used.

### 2. Electrical Power Requirements & Regulations for Stand Installations

Conditions

Regulations

All electrical installations on stands, features, displays or exhibits shall comply with:

Health and Safety at Work

The Health and Safety at Work, etc., Act

The Electricity at Work Regulations

The Management of H&S at Work Regulations

Association of Event Venues & Association of Exhibition

Contractors

The 'Association of Event Venues & Event Supplier & Services

Association 'Regulations for Stand

Electrical Installations' contained herein.

UK Electrical Supplies

For non-standard voltage and frequencies, the client may be allowed to bring suitable voltage transformers and frequency converters if written permission is given by the venues approved person.

ExCeL will not supply electricity to any installation, which does not comply with these regulations or requirements.

### 3. Electrical Power Requirements

The majority of the electrical power requirements at ExCeL are taken from the service subways that are situated below the exhibition floor. The power is then run up into the floor duct and then distributed onto the exhibition floor.

Cable size

Power cables for supplies up to 63 amp three phase will normally be run in a round profile 30mm

flexible cable, but in some circumstances where the cable is required to run across the floor of the stand with no other way of avoiding the tripping hazard, the round cable can be replaced with a flat profile cable 10mm x 40mm to run under the carpet. We only have limited supplies of flat cable and they will be shared proportionately between events that have simultaneous tenancy.

The licensors engineers or representatives will only energise each supply after the installation has undergone the Inspection and Testing procedure as laid down in the ExCeL Rules & Regulations.

Under normal circumstances the power supplies are energised at 08.00 each morning of the show open days until half an hour after the show closing time, unless otherwise agreed with the organiser.

### 4. Competency

Types	Cando	Specific information needed
Electrician	Installation, testing, labour control, fault finding	Qualified to the standard of City and Guilds 2360 part 1 and part 2; City and Guilds 2330 part 1 and part 2 or equivalent
Competent Person	Installation	Qualified by training and experience having worked in the exhibition electrical industry for at least 5 years, and be able to prove this via provision of a reference from a ESSA/AEV Technical Committee member or AEV/ESSA Board Member, or, possession of professional card such as JIB card, or others as stipulated by ESSA/AEV Technical Committee
Mates	Wirer, helper	Always under supervision, working with a competent person or electrician
Apprentice	Undergoing educational training	Never works unsupervised
Labourer	Can mechanically fix, no part of the wiring process	Never works unsupervised

### 5. Testing

#### 5.1 STAND INSTALLATIONS

It is the responsibility of the person undertaking the electrical installation to carry out the appropriate inspection and testing to verify compliance with these regulations upon completion of the installation. The person undertaking the testing and inspection must be a competent person.

Upon satisfactory testing and inspection, the competent person must sign and submit a Connection and Energisation Form to the venue mains installer (Sample of the form is attached).

Once the Venue Mains Installer has received the signed form from the electrical installers

competent person the venue mains installer will after a visual check energise the system.

Venue printed forms only to be submitted: a photocopy will not be accepted.

Where found to be satisfactory the supply will be connected to the electricity supply and

energised. If the an installation is found to be unsatisfactory, the supply will not be connected

and the Venue will advise the person responsible, who must rectify any faults and advise the

venue when the installation is ready for re-inspecting by re-submission of the Connection and

Energisation Form.

Re-Testing

Where stands are not complete and fail the test as a result of the installation not being finished,

a charge will be made for re-testing.

Where stands fail the test, for whatever reason, more than twice, a charge will be made for retesting.

# EXCEL

## II. MODIFICATION OR ADDITION TO STAND INSTALLATIONS

If, after initial inspection and energising of mains supplies, modifications or additions are made to the stand installations, these must be recorded, tested and inspected by the competent person undertaking and notified to the venue.

## III. APPLIANCES

It is the owner or user's responsibility to ensure that portable appliances are safe to be plugged into the electrical system. The event organising company must ensure that the product owner is aware that it is their responsibility to make certain their appliance is safe.

## IV. RESPONSIBILITY

The Venue will not accept responsibility for:

Delays

Delay in energising installations found unsatisfactory or where insufficient time has been allowed for testing.

Faults

Any faults discovered in installations after testing and energising by the Venues.

## 6. Floor Ducts and Service Tunnels under Hall Floors / Overhead Walkways

Exclusion

Ducts set into the floors of the Hall and the service tunnels under the floors of the Halls,

where applicable, do not form part of the hired floor space.

Access to and use of the floor

ducts is limited to employees of the Venue, or contractors

employed by the Venue, for the

purpose of installing main supply cables and piped services.

## II. LIMITED USE

The Venue will consider limited use of the floor ducts, where applicable, for purposes other than

those specified above, provided that the installation in the ducts is carried out by or under the

supervision of the Venue's Mains Installer and that such use has

been agreed in writing, prior to

the commencement of the Licence Period.

## III. ACCESS

No person shall enter the service tunnels, switch rooms or other service areas without permission

in writing from the Venue's Mains Installer or his nominees.

## 7. Main Switchgear and Distribution

### I. BLOCK MAINS

A single mains cable may be installed to supply a block of up to six adjoining stands. This

approval will only be given where the electrical installation is on continuous walling on all stands

within the block is the responsibility of a single contractor.

The crossing of gangways via fascia or floors with sub-mains shall be prohibited, unless where authorised by the Venue.

24 hour VENUE mains supplies shall NOT be used as Block Mains, unless authorised by the Venue.

Specialist exhibitions that necessitate 24 hour Block Mains will be considered for exemption

from this ruling provided that suitable and sufficient risk assessments accompany the request

which must be presented to the venue 4 weeks prior to the exhibition build up.

### II. MINIMUM CABLE SIZE (SUB-MAINS)

The minimum acceptable cable size (subject to 20A loading) for the wiring of block sub-main supplies shall be 2.5mm<sup>2</sup>.

### III. ISOLATION

Each mains supply shall have its own means of isolation.

Each of the stands on a block fed from a single supply shall have its own means of isolation situated in an accessible position on the stand.

## IV. LOCATION OF BOARDS

Distribution boards and similar equipment shall be installed adjacent to the fused isolators provided by the Venue. The mounting board provided by the contractor for this equipment shall be of sufficient size to allow the fused isolator provided by the Venue to be fixed thereon. The distribution board shall be provided with suitable cable entry protection and tested prior to arrival on site.

Switch and fuse gear, motor controls, starters, etc., shall be readily accessible, suitably connected and out of reach of public gangways.

The electrical contractor responsible for the stand installation shall supply suitable cabling to connect his installation to the fused isolators on the main supply cables supplied by the Venue.

## V. EXTERNAL SUPPLIES

Supplies external to Halls shall generally be limited to a maximum rating of 100 amps 3 phase

Neutral and Earth or 100 amps single phase Neutral and Earth.

Where circumstances dictate supplies exceeding 100 amps as absolutely essential, these will

only be provided following full consultation with the Venue.

Earth leakage (RCD) protection of not more than 30 mA rating shall be provided (by the

contractors) for all wiring beyond the termination point of the Venue's supply.

## 8. Earthing

### I. REGULATIONS AND CODES OF PRACTICE

Metal conduit, metal casing of apparatus, frames of motors, etc., shall be efficiently bonded to

earth using the earthing system provided within the Venue's permanent electrical distribution

system. This Regulation shall apply to all matters covered by the British Standard 7671 (IEC 364)

referred to in clause 1. Where separate special regulations and codes of practice have been

prepared and approved by the Authorities (i.e., electrical installations in caravans, electro-medical

equipment, "all insulated apparatus", and appliances which conform to the standards of double

insulation) the current edition of these special regulations shall take precedence.

### II. LIGHTING FITTINGS

At every lighting point an earth terminal shall be provided and connected to the earth continuity

conductor of the final sub-circuit.

### III. METAL FRAMEWORK, ETC.

Where the electrical bonding to earth of metal framed stands, metal water pipes, sinks and other

items is necessary, this shall be to an earth conductor which terminates at the Venue's electrical

supply. The bonding conductor shall have a minimum cross section area of 6mm<sup>2</sup>. Under no

circumstances shall any of these items be used as the sole means of earthing an electrical

installation. Where block mains are employed on metal framed stands, the stand framework shall be bonded

at the incoming main position and also at the termination point of every sub-main. The bonding

conductor shall have a minimum cross section area of 6mm<sup>2</sup>.

### IV. INSULATION SLEEVING

Every earth continuity conductor shall, wherever exposed, including within all termination

enclosures, be totally insulated using green and yellow PVC sleeving.

# EXCEL

## V. USE OF RESIDUAL CURRENT DEVICES (RCD's)

Final circuits rated up to 32A shall be provided with additional protection to reduce/control the risk of electric shock from direct contact by the fitting of an RCD with an operating current not exceeding 30mA and a tripping time not exceeding 40ms at 5I<sub>AN</sub>.

RCD's are considered as supplementary protective devices and should be installed in addition to an approved rated fuse or other excess current devices. RCD's shall be performance tested immediately before or at each show but not exceeded annually.

## 9. Electrical Wiring

### Material Specification

Stand wiring may be Thermoplastic, elastomeric or other plastic sheathed cable, not less than 1.5mm<sup>2</sup> and cross sectional area and 300/500 volt grade, complying with the relevant and current British Standard and with a current density not exceeding that recommended in the relevant and current British Standard. Flexible cables used for circuit wiring in approved manufactured systems, must also have a current density not exceeding that recommended in the relevant and current British Standard.

### II. IDENTIFICATION

Identification of all wiring shall be in accordance with the colour or numbering systems recommended by BS7671 (IEC364).

### III. JOINTS

Joints shall not be made in cables except where necessary as a connection to equipment/accessories. In such cases insulated screwed connection shall be used, and shall be enclosed in totally insulated enclosures.

### IV. METAL SHEATHED CABLE

#### Location

Mineral insulated metal sheathed cable may be used in approved conditions and where it is not liable to mechanical damage.

#### Current Capacity

Current capacities must be in accordance with the "exposed to touch" conditions of BS7671 (IEC364). All joints, connections, terminations and fixings, etc., must be made using accessories, which are specifically designed for use with the type of cable installed.

### V. EXCESS CURRENT PROTECTION

All circuits must be separately protected for excess current with fuses or other means of close excess current protection.

## 10. Lighting Circuits

### I. MAXIMUM CAPACITY

Lighting circuits, serving more than one fitting, shall not carry more than 1200 VA and all sections of the wiring system shall be capable of carrying its circuit full load current. Where discharge lighting is connected the appropriate reduction shall be made (normally to 800 VA). All apparatus over 1000 VA shall be individually fused.

### II. MAINS LOAD

Where the lighting load to any stand or feature is in excess of 14000 VA, the circuit shall be arranged to be suitable for connection to a 3 phase supply with neutral and phase conductors being of equal size.

### III. FLEXIBLE CORDS

#### Limitations

Flexible cords or cables used in approved manufactured systems

for circuit wiring shall have a cross sectional area of not less than 1.5mm<sup>2</sup> and comply with the relevant and current British Standard.

#### Construction

Flexible cords shall be of circular section, fully insulated and sheathed, and the only form of jointing shall be purpose made non-reversible flex connectors, being shrouded and having an earth terminal.

#### Length

For static appliances, flexible cords shall not exceed 2 metres in length and for mobile appliances (e.g., vacuum cleaners) the length shall be kept to a minimum.)

### IV. LAMP HOLDERS

Lamp holders of lighting systems must have screw clamp or screw terminal connections between the conductors and the plungers of the lampholders. Lampholders using spikes for connections shall not be used.

### V. SUSPENDED LIGHTING FITTINGS

Suspended lighting fittings (other than single lamp pendants) shall be provided with adequate means of suspension independent of the electrical conductors. Heavy lighting fittings shall be provided with a secondary means of suspension.

## 11. Special Lighting Systems

### I TRACK LIGHTING SYSTEMS

These may be used provided the track and all the accessories are of the same make, and also provided the loading on the system is compatible with the rating of the sub-circuit wiring and fuse, and complies with the requirements of paragraph 6. Earthing and paragraph 11.1. Protection of Wiring.

### II OTHER LIGHTING SYSTEMS

Only systems designed and manufactured to suit their intended use shall be permitted and these must comply with paragraph 11.1. and all other aspects of the Regulations.

Where a system is wired in flexible cords and cables wholly or in part, an RCD of maximum rating of 30mA tripping current shall be installed at the source of the installation and fitted in an accessible position for switching, testing and resetting purposes. Suitable overcurrent protection must be provided as required under regulation 8.

### III CLIENT'S OWN EQUIPMENT

Where "client's own" equipment is used this must comply with all regulations and is subject to testing and spot checks.

## 12. Separated extra low voltage lighting systems previously known as Safety Extra Low Voltage Lighting System

### I TRANSFORMERS

Multiple connection Separated Extra Low Voltage (SELV) Transformers shall be of Class II safety isolating type conforming to the relevant and current British Standard, or providing an equivalent degree of safety, having a fused primary connection. Every secondary connection shall be individually fused to its appropriate rating or shall be fitted with a manual re-set protective device approved by the Venues Engineer. Transformers shall be clearly labelled indicating the precise details of any integral secondary circuit protective device: that they are manual re-set and shall include the rated transformer power output in VA.



# EXCEL

## II POSITIONING

Particular care shall be taken when installing SELV transformers, which shall be fixed at high level, allowing adequate ventilation and access for testing/fuse replacement.

## III CABLE SIZING

Selection of cabling for SELV circuits shall take into consideration both volt drop and current carrying restraints subject to a maximum volt drop on 12v supplies of 0.6 volts.

Cabling from SELV transformers supplying Extra Low Voltage track shall be of sufficient size for the full current rating of the transformer.

## IV SELV FITTING

Shall comply fully with IEC598 and the relevant British Standard.

## V CATENARY/UNINSULATED POLE LOW VOLTAGE SYSTEMS

The use of uninsulated catenary or uninsulated pole separated extra low voltage systems is prohibited.

## VI EARTHING OF SELV EQUIPMENT

Secondary windings of SELV transformers, fittings and lighting track connected to same shall not be earthed.

## VII POWER CIRCUITS

Circuits feeding 13 amp socket outlets shall be radials. Where there is more than one socket per circuit, maximum rating of over-current protective device shall be 16A amps. Total load shall not exceed 3000 watts and not more than 3 sockets shall be permitted on that circuit. A 30mA RCD protective device shall be fitted.

viii Coils/Reels of Flexible Cord/Cable

Coils of flexible cord or cable loose or on reels and forming part of the circuit shall not be permitted.

## 13. Protection of Wiring

### I. FINAL STAND WIRING

All electrical wiring, where liable to mechanical damage or interference, shall be tough overall sheathed or armoured or enclosed in protective conduit, trunking or cladding. Conductive materials including flooring used to provide mechanical protection shall be efficiently continuously bonded to earth. Where tough overall sheathed cables are used without further protection, i.e., without armour or protective conduit trunking or cladding, such cables shall have stranded conductors and shall have a degree of flexibility. A 30mA RCD must be fitted to final stand wiring circuits up to 32A.

### II. TEMPORARY SUPPLIES

The wiring of temporary supplies shall be subject to the requirements above. In circumstances where full mechanical protection is impracticable the supply may be provided if 30 mA RCD protection is installed.

## 14. Local Switches and Socket Outlets

### I. LOCAL SWITCHES

Local switches shall be fixed out of reach of the public and shall be mounted and protected in a similar way to distribution fuse boards (Clause 04.c.).

### II. SOCKET OUTLETS

Construction

Socket outlets shall be of the switched type to BS 1363 (198A) of metal clad industrial type or suitable equivalent to BS 1363 (1995) for mechanical protection and be provided with suitable cable entry protection.

Location

Socket outlet enclosures shall be securely fixed to walls, partitioning or floors in such way that they shall not be subject to mechanical damage and shall be located not less than 2 metres (measured horizontally) from any sink unit. Suitable consideration must be given to the ingress of moisture. Wall sockets shall be a minimum of 300mm above floor or work surface level.

### III. WATER HEATERS

Water heaters shall be connected via fused spur outlets - NOT SOCKET OUTLETS.

### IV. FLOOR SOCKETS

Where a floor mounted socket outlet is essential, it shall be adequately protected from the accidental ingress of water, and shall be of surface mounted pattern.

### V. PLUGS

Multiple Connections

Not more than one flexible cord shall be connected to one plug. Fuses

The rating of fuses in fused plugs shall be appropriate for both the equipment and flexible cord connected thereto.

Non flexible cords shall not be connected into plugs

### VI. ADAPTORS

Restrictions

Multi-way plug-in type and bayonet adaptors shall not be used.

Limitations on Use

The use of Trailing/Block type 4 way fused sockets shall be restricted to the following:

One 4 way unit per fixed socket outlet, subject to a maximum loading of 500 watts total and its plug shall be fused accordingly.

A maximum flexible cord length of 2 metres from plug to Trailing Block Unit.

## 15. Electric Motors

### I. ISOLATORS

Every motor shall be provided with an effective means of isolation on all poles and such isolators shall be adjacent to the motor which they control.

### II. STARTING

Motors in excess of 7.5 kw (10 hp) shall be fitted with current limiting devices for starting, i.e., shall not be started "direct-on-line". Where, however, the "direct-on-line" starting of a motor is essential to the satisfactory operation of the machine, details of such requirements shall be submitted in advance to the Venue for dispensation.

### III. OVERLOAD AND NO VOLT RELEASE

Every motor in excess of 0.375 kw (½ hp) shall be fitted with a starter having an overload release in each phase line.

Every motor shall be provided with a suitable means to prevent automatic restarting after a stoppage, due to a drop in voltage or a failure of the supply, where unexpected re-starting of the motor might cause danger.

## 16. Guarding Equipment

### I. ELECTRICAL EQUIPMENT AND EXHIBITS

Electrical equipment and exhibits shall be guarded as necessary to prevent accidental contact with live metal, moving parts, live terminals, etc., and accidental short circuiting.

### II. CONDITIONS OF OPERATION

Proper consideration shall be given to the conditions under which the equipment is being demonstrated, which may well differ from the conditions under which it is normally installed and for which the normal safeguards will no longer be appropriate.



# EXCEL

### III. LIGHTING FITTINGS

Lighting fittings mounted below 2 metres from floor level or otherwise accessible to accidental contact shall be firmly and adequately fixed and so sited or guarded as to prevent risk of injury to persons or materials.

### IV. HEAT GENERATION

Incandescent lamps and other apparatus or appliances with high temperature surfaces shall, in addition to being suitably guarded, be arranged well away from combustible exhibits and in such a manner as would prevent contact therewith. Stands containing a concentration of electrical apparatus, lighting fittings or lamps liable to generate abnormal heat shall have well ventilated ceilings, which shall be made of incombustible materials.

## 17. Transformers and Frequency Converters

### I. STEP-UP TRANSFORMERS

Step-up transformers shall not be installed without the written permission of the Venue's Engineer. Where such permission is requested, drawings and full details shall be submitted at the time of application. Where, however, step-up transformers are used as an integral part of any electronic or similar apparatus, appliance or equipment, and providing the use of such step-up transformers conforms with the customary practice within a particular industry, or where the installation of the transformer conforms with the conditions of paragraph 18 below, no such permission will be required.

### II. STEP-DOWN TRANSFORMERS

Step-down transformers shall have separately wound primary and secondary windings. The iron core and frame shall be connected to earth. In addition to the normal fuse protection on the phase line(s) of the primary circuit, the secondary circuit shall be fitted with fuse protection in the phase line(s) and with three phase transformers, the neutral connected to earth.

### III. AUTO-TRANSFORMERS

Auto-transformers shall not be used, except as an integral part of motor starters, unless the written permission of the Venue has been obtained.

### IV. LOCATION

Transformers shall be placed in positions out of reach of the public and must be adequately ventilated.

### V. OIL-FILLED TRANSFORMERS

Oil-filled transformers containing more than 20 litres of oil shall be mounted in a suitable catchpit or tray capable of containing the entire quantity of oil plus a margin of 10%.

### VI. FREQUENCY CONVERTERS

The Venue shall be notified in advance of the intention to provide apparatus to convert the frequency of the electrical supply to any machine or exhibit.

## 18. Space for Working

Electrical apparatus (other than exhibits and portable equipment) shall be fixed in position with adequate space for operation and maintenance.

## 19. Chokes and Capacitors

### I. LOCATION

Choke and capacitor equipment for fluorescent lighting shall be fixed in accessible and wellventilated positions away from combustible material and shall be spaced at least 10mm there from by an air gap or by non-combustible material.

### II. CONNECTING WIRING

Where choke and capacitor equipment for fluorescent lighting is not contained within the lighting fitting, any connecting wiring exceeding 1.0 metre in length shall be of PVC sheathed, PVC insulated flexible construction, placed well away from readily flammable articles and shall not be installed under flooring or in spaces enclosed by stand construction.

## 20. Lighting of Cages

Any artificial lighting of cages or enclosures for livestock shall be arranged outside the cages or enclosures and any heating shall be to the satisfaction of the relevant Authorities.

## 21. Lighting of Signs

### Fixing

Electrically operated or illuminated signs shall not be fixed on woodwork or cloth unless effectively protected by non-combustible material.

### II. CONSTRUCTION AND WIRING

Internally illuminated signs shall be constructed of approved materials and wired in approved type cables (not flexible cords), which are related to the expected internal ambient temperature and adequately ventilated.

### III. LOCATION

Illuminated signs which in any way resemble exit notices and similar mandatory signs shall not be positioned in such a way as to cause confusion to the public.

## 22. Lighting of Showcases

### I. EXTERNALLY

Unless the exhibits are of an incombustible nature, showcases shall be illuminated from the outside only. A valid PAT test is required and the label clearly visible.

### II. INTERNALLY

Internally illuminated showcases shall be constructed of suitably approved materials and wired in approved type cables (not flexible cords) and adequately ventilated. The minimum c.s.a of the cable shall be 1.5mm<sup>2</sup>. The units shall be fused at the correct current rating to protect cable and equipment.

## 23. Electrical Discharge Lamp Installations

Discharge tube signs or lamp installations used as illuminated units on stands, or as part of an exhibit, whether of high or low voltage operations, shall be regarded as high voltage for the purpose of these Regulations, and conform to the following conditions:

### I. LOCATION

The sign or lamp exhibit shall be installed out of reach of or shall be adequately protected from the public.

### II. INSTALLATION

#### Signs

The fascia or stand fitting material behind luminous signs of this nature shall be incombustible material and protected as required by BS7671 (IEC364).

#### High Voltage Gear

High voltage gear shall be mounted on incombustible material and protected as required by BS7671 (IEC364).

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### III. FIREMAN'S SWITCH

A separate electric circuit must be used to supply such signs or lamp exhibits, and shall be controlled by an approved pattern "Fireman's emergency switch" located in an accessible and visible position and labelled "Fireman's Switch" in a visible and fully accessible position in accordance with the Authority's requirements.

### IV. APPROVAL

The Venue shall be advised by persons responsible for installing this type of apparatus of their proposals prior to installation on site. No installation of this type will be permitted unless approved by the Venue's Engineer in writing.

## 24. Electrical Cookers, Kettles, Irons, Radiators, etc.

### I. GENERAL

The use of radiators or heaters with exposed elements is not permitted. Any apparatus, which has a hot surface, and all electrical appliances such as electric kettles, radiators, irons, etc., shall be guarded where necessary and stood or mounted on incombustible material. All appliances under this heading which are liable to exceed a surface temperature of 70°C shall be supplied from a socket outlet having a pilot lamp indicating whether the appliance is switched on or not. Kettles, irons, radiators and similar appliances shall not be connected to the lighting circuit; they shall be separately connected to the electrical supply, or in accordance with paragraph 506k. Electric cookers shall be wired on an independently fused final sub-circuit complete with 30mA RCD protection. All equipment shall be PAT tested and labelled.

### II. ELECTRIC KETTLES

Electric kettles shall be fitted with an automatic safety device whereby in the event of boiling dry the kettle will be automatically disconnected.

### III. ADJACENT CONSTRUCTION

Walls adjacent to all electrical cookers, irons, kettles, hotplates, etc., shall be protected with noncombustible material. Shelves are not allowed immediately above any of the appliances, and adequate ventilation shall be provided.

## 25. Batteries

### I. GENERAL

Charged batteries may only be exhibited as part of electric lighting, ignition or starting for motor vehicles, boat engines, small demonstration house lighting plants or other small working devices. No stand lighting shall be connected thereto. The use of approved purpose made self-contained secondary lighting fittings both of a maintained and non-maintained pattern will be permitted provided that they are connected to a 24 hour supply.

### II. TERMINALS

All terminals of charged batteries, whether in use or not, shall be fitted with a cover of non conducting incombustible material.

### III. SWITCHES AND FUSES

A double pole metal clad switch with suitable fuses shall be fitted and shall control all connections serving such appliances.

### IV. CHARGING

#### Current Regulations

The battery charging unit shall be fitted with an automatic current regulator which cuts off the mains supply to the rectifier when the battery is fully charged, and is otherwise of an approved

type.

#### Times for Charging

The battery shall not be charged on the stand except at times when the public is not in the Hall.

#### Charger Isolation

The circuit to the charger unit shall be directly connected to the Venue's supply with its own isolator, separate from all other circuits, to permit the isolation of these other circuits without affecting the charging circuit.

#### Enclosure

The vehicles or equipment and its charger must stand in a free and enclosed space, the battery box cover shall be removed and the gas vents of the cells shall be cleared and inspected daily.

#### No Smoking Signs

"No Smoking" signs shall be displayed in the vicinity of the charging operation.

### V. BATTERIES NOT IN USE

Charged batteries not in use on exhibit vehicles or other exhibits shall be disconnected at both terminals.

## 26. Harmonic Distortion

The Venue's mains normally provide an acceptably "clean supply".

No protection is incorporated in the mains to counteract interference produced by other exhibitor's equipment connected to the same source of supply. All sensitive/vulnerable equipment should be protected by filters etc. Electrical equipment which produces harmonic distortion can cause problems for the local area supply board, the Venue, and other clients in the Hall. This equipment may only be used if adequate precautions and harmonic filters are used.

The customer's equipment shall not under any circumstances emit into the supply any currents in excess of the following:

Third harmonics in excess of 48A RMS and /or in excess of 15% of load current;

Fifth harmonics in excess of 28A RMS and no harmonic current emissions in excess of the recommendations given in the Electricity Association's Engineering Recommendations G5/4.

The VENUE reserves the right to:

Refuse to connect any suspect equipment and disconnect any known problem equipment.

Connect only via a physically separate supply (i.e. a generator)

Impose additional charges to cover the costs of remedial works, depending on the exact nature

of the harmonics being produced by the load.

Recover any costs to repair damage to the VENUE's supply equipment or to others equipment.

## 27. Electro Magnetic Compatibility

Any electrical equipment radiating a magnetic field could cause problems for the Venue and other clients in the hall. This equipment may only be used if adequate precautions and suitable screening is provided.

Any extra costs involved to overcome the magnetic problems will be the responsibility of the installer.

Liability for any costs/damage to Venue's supply equipment or others equipment lies with the installer.

The Venue reserves the right to refuse to connect up any suspect equipment and disconnect any known problem equipment.

### 28. Mains Supply

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## I. RIGHT OF SUPPLY

All current for consumption on the Premises, howsoever generated, shall be supplied by the Company.

## II. STANDARD SUPPLIES

These comply with the EU Harmonized Voltage Band of + 10% and - 6%

Single phase 230v 50hz (216v to 253v)

Three phase 415v 50hz (376v to 440v)

All electrical appliances used by exhibitors must be compatible with standard UK voltage provided by the Venue, as to ensure safety in use.

## III. SEPARATE LIGHTING AND MACHINERY MAINS

Separate mains shall be supplied by the Company for machinery and for lighting and small power.

## IV. 24 HOUR SUPPLIES

24 hour supplies are available for any standard supplies during the open period and by arrangement for breakdown of an exhibition.

24 hour supplies cannot be guaranteed during build up.

## V. "CLEAN" SUPPLIES

The Company's mains normally provide an acceptably "clean" supply. No protection is incorporated in mains to counteract interference produced by other exhibitors' equipment connected to the same source of supply. All sensitive/vulnerable equipment should be protected by filters, etc.

## VI. NON-STANDARD SUPPLIES

Alternating current supplies which are non-standard in voltage, current or frequency and direct current supplies may be arranged on application to the Company.

## VII. LOAD LIMITATION

The Company, at its own discretion, will limit the power rating of a supply or supplies where, in the Company's opinion, the load or combination of loads requested may have an adverse effect on the supplies to other exhibitors. Where it is proposed by the Organiser to group exhibitors demonstrating heavy current consuming machines in such a way as to cause an abnormal demand (i.e., in excess of 100 watts per square metre) in a particular section of the exhibition, the Organiser should discuss this arrangement with the Company prior to the final allocation of stand space to exhibitors and should endeavour to conform to any rearrangement required by the Company.

## VIII. POWER FACTOR

The Company aims to achieve a minimum .9pf on site but is required by the Electricity Supply Authority to maintain a Power Factor of not less than 0.92 lagging. Where electrical machines or equipment at an exhibition are such that in the opinion of the Company the Power Factor is likely to fall below 0.92, Power Factor correction apparatus shall be supplied and installed by the person responsible for the electrical installation.

## VIII. CORRECTION APPARATUS

Correction apparatus shall be connected on the "load" side of the main switches controlling the supply to the stand or individual piece of equipment. The scale of provision shall be that agreed by the Company.

## IX. NOTIFICATION

The Company will notify Organisers, within a reasonable time after it becomes apparent, of the likelihood of correction apparatus being required at the exhibition.

## 29. Main Supply Cables

### I. SUPPLY AND INSTALLATION

All main supply cables from the Company's electrical distribution

system to the point of supply, which may be either an exhibit, stand or group of stands, shall be supplied and installed by the Company.

### II. TERMINATION

Each cable will be terminated with a fused isolator or circuit breaker supplied by the Company.

### III. SEPARATE LIGHTING AND MACHINERY MAINS

Separate mains will be supplied for machinery from those used for the provision of lighting and small power. A machine is defined as a single item of plant or equipment, which could not be connected using a 13-amp socket or spur unit.

### IV. CONNECTION OF MACHINERY TO LIGHTING MAINS

Connection of machinery to lighting mains will be permitted.

### V. CONNECTION OF LIGHTING OR SMALL POWER TO MACHINERY MAINS

Connection of lighting or small power to machinery mains is prohibited. If any such connections are made, then the party responsible for placing the order for electrical supplies to that stand will be required to order and have installed an appropriate lighting main. Where this is not practical the stand will be subject to a surcharge equivalent to the late order cost of the lighting main which would otherwise have been installed.

### VI. PROLIFERATION OF MAINS CABLES

Where installation of a number of small supplies would, in the opinion of the Company, lead to an unacceptable proliferation of mains cables, the Company may, at its discretion, either itself install a large main cable and provide the mains ordered by sub distribution within the block, or instruct the nominated electrical contractor that only a single main will be installed to the group of stands.

### VII. ACCESS FOR INSTALLATION

The main supply cables to stands or exhibits will be installed before or immediately after the starting date of the Licence Period, provided that the supply has been ordered from the Company by the agreed date (see paragraph 29.1 below). Before occupying the stand site, exhibitors and their contractors must check with the Company that the supply cables have been installed and, if not, shall only occupy areas of the stand site permitted by the Company until such time as the supply cables are installed.

## 30. Gas

Gas supplies are taken from the service subways that are situated below the exhibition floor.

The gas pipe is then run up into the floor duct and then distributed onto the exhibition floor

from the duct exit. The gas supply is through a flexible hose and terminated with a 1" BSP

Isolating valve female.

Natural gas is supplied at a pressure of 22mm Hg or 12" Wg with a flow rate of 2.5 L/s or 300 c.f.h.

Any person carrying out work involving the installation, maintenance or checking of gas appliances

(or associated fittings) must be competent under the Gas Safety (Installation and Use) Regulations

1998 (S.I 1998, No. 2451), reg.3. At the present time this requires Gas safe - registration.

## 31. Rigging

a. All Primary rigging at ExCeL when attaching to the permanent roof structure must be undertaken solely by the Company's appointed contractor.

b. Rigging orders will only be processed when the following information is provided with the order:

i. A fully dimensioned drawing.

ii. Weights.

iii. The dimensions of structure or banner to be hung.

iv. Orientation

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- c. All rigging and materials should be in accordance with ExCeL's Rigging Code of Practice.
- d. Any required rigging will be subject to sufficient time being available to carry out such operations.
- e. Rigging orders must be placed no less than 14 days prior to the tenancy.
- f. Banners should be delivered to ExCeL Event Services no less than 3 days prior to the tenancy.
- g. Rigging of banners etc above individual stands or secondary rigging of stand structures from the hall primary rigging points will be permitted, at the Licensee's discretion.
- h. Perimeter wall sites and suspended sites will be available for promotional media opportunities, which can be booked through ExCeL Invision.
- i. Licensees will be permitted to suspend feature banners or directional signage, subject to agreement with the Company.
- j. Banners will only be de-rigged from the halls at the end of the tenancy period due to Health & Safety reasons.
- k. Banners will be held by Melville Rigging for 10 working days for collection, after this time any remaining banners will be disposed of.
- l. Roof Truss Loadings  
Drawings are available on request; they indicate typical loading arrangements for the roof trusses. The drawings are accompanied by a schedule of allowable roof loadings. These drawings are provided for indication only and any specific rigging requirements should be directed to Melville Rigging Dept.

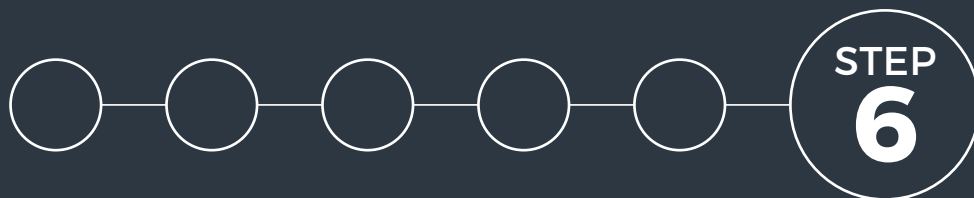
## 32. WATER AND WASTE

- a. Water & waste supplies are taken from the service subways that are situated below the exhibition floor ducts. The water & waste pipes are then run up into the floor duct and then distributed onto the exhibition floor from the duct exit.
- b. Domestic mains water is supplied through a 20mm pipe at a pressure of approximately 6 bar (90 psi) and can be terminated with either a 0.5" or 1" water cock. The maximum capacity from this supply is 0.3 litres per second (4 gallons per minute). Larger supplies are available by quotation.
- c. Drainage is removed through a 2" hose with adequate capacity to accept the discharge from a standard water supply. Larger drains are available by quotation.
- d. No mains water service will be connected to a stand, etc., unless a drainage system is installed on the same stand for the purpose of removing the water used.
- e. Pipework used on water installations must be made of copper, approved plastic, polypropylene or rubber. Steel or galvanised pipework shall not be used.
- f. Direct connections from the water mains service to a machine shall not be permitted unless a double check valve is fitted at the inlet to the machine. If requested, the Company will quote for the installation of the appropriate vacuum breaker.
- g. All exhibits and ancillary equipment containing water shall be carefully drained down at the end of an exhibition, in such a way that water is not discharged onto the floor of the Halls. Any costs involved in dealing with water discharge onto the floors of the Halls, or into the service ducts, or any damage caused to mains services in the service ducts or tunnels under the Halls by the discharge of water, will be charged to the Licensee.
- h. All pipework used in the installations shall be suitable for the operating pressure of the mains service for which it is to be used.

- i. No paint, oils, fats, waste food, spirits, chemicals or other noxious substances shall be discharged into the drainage system. These materials shall be discharged into closed containers manufactured of material suitable for this purpose. Full details of wastes of these types are to be submitted to the Company who will make arrangements for their disposal at the cost of the exhibitor.
- j. The cost of clearing or repairing the drainage system or making good any other damage caused by the stand effluent shall be the responsibility of the Licensee.

## 33. Bathing Pools, Ponds and other Large Vessels

- a. Full details of all vessels containing 250 litres or more of water or other liquids are to be submitted to the Company for approval at least six weeks before the first day of the Licence Period.
- b. All vessels of this type containing water are to be fitted with either a connection in the base to a waste pipe ordered from the Company or a suitable connection incorporating a pump connected to a waste pipe ordered from the Company. This is to ensure that means are always available to easily drain down the vessel in case of emergency and at the end of the exhibition.
- c. The Company will undertake to fill and empty vessels by means other than piped water supply and drain where the construction of the vessels will not permit the fitting of pipework. The cost of such work will be charged to the Exhibitor.
- d. Enquiries regarding the supply of water and draining down of vessels of any type must be made to the Company's at least six weeks before the start of the Licence Period. The Company will charge the applicant for the provision of this service, who will be advised of the cost before the work is put in hand.



## **SATELLITE SYMPOSIA & MEETING ROOMS**



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ROOM

# SYMPOSIA SCHEDULE 2020

Wednesday	15 April	18:00 – 19:30
Thursday	16 April	12:00 – 13:00 18:30 – 20:00
Friday	17 April	19:00 – 20:30
Saturday	18 April	13:00 – 14:00 18:30 – 20:00

## ORGANISATION

Satellite symposia are organised and entirely supported by the Industry. Their nature, including the selection of topics, must be educational and not promotional.

## SYMPOSIUM TITLE AND DESCRIPTION

No commercial names may appear in the titles of the symposia nor in the topics of individual presentations. In symposia titles, only class names are allowed. Non-proprietary names of individual compounds are permitted in titles of individual presentations. Likewise, diagnostic material or procedures may not be called by their commercial names.

## PROGRAMME SUBMISSION

The symposium programme has to be submitted to the EASL office ILC. [industry@easloffice.eu](mailto:industry@easloffice.eu) by 29 November 2019 at the latest.

## SYMPOSIUM SPEAKERS AND CHAIR PERSONS

### 1. General

The sponsoring company of the Satellite Symposium may select speakers and topics. Slides must be prepared by the speakers and not by the sponsoring companies. No company logos or brand names are allowed as part of the design. 'Manicured' presentations bearing the same design for all speakers are not welcome. Rehearsals are only allowed to coordinate presentations, and not to exert influence on the speakers towards biased presentations.

### 2. EASL Governing Board

According to EASL policy, no EASL Governing Board member is allowed to participate in any sponsored public activities during The International Liver Congress™.

### 3. Sponsoring company speakers

A maximum of one speaker belonging to the sponsoring company is allowed.

### 4. Speaker involvement in multiple programmes

Any speaker may not be involved in more than two industry symposia. Each company will be notified should one of their selected speakers already be involved in two other programmes. Invitations to the speakers may only be sent out, upon approval of the Industry Symposia programme by the EASL Governing Board.

### 5. Speaker registration and expenses

EASL shall not contribute to any of the industry faculty expenses, even if speakers are also contributing to the EASL Scientific Programme.

The invitation of speakers and chairpersons is the responsibility of the Symposium organisers. Symposium organisers are obliged to register speakers and chairpersons as regular delegates and accept to bear all related costs such as registration, travel and hotel accommodation expenses. If the respective arrangements have not been made prior to the Congress, the EASL secretariat will invoice the companies for the respective costs 3–4 months after the Congress.

## PROGRAMME CONTENT AND APPROVAL

The sponsoring organisation must submit a full symposium proposal to the EASL Office before 29 November 2019. The final decision on the programme schedule however resides with the EASL Governing Board who is responsible for balanced scientific content across all symposia.

Topics, speakers and chairs of integrated symposia must be approved by the EASL Governing Board by mid-December 2019 at the latest.

In the case where the EASL Governing Board disapproves the Satellite Symposium programme, each party will be entitled to cancel the Satellite Symposium booking without any penalty fees for the cancellation or for any damages caused by the cancellation to the other party. Accordingly, upon such cancellation, neither of the parties will have any claims, demands or lawsuits towards the other.

## CATERING

Organising companies are allowed to host F&B receptions for participants for a maximum of 30 minutes prior to the start of the symposium. For catering needs, please contact the official catering partner directly:

### Contact

MAIL [briony.twidle@excelhospitality.london](mailto:briony.twidle@excelhospitality.london)

WEB [www.excel.london](http://www.excel.london)

## HOSTESSES

If hostess services are required before/during/after a Symposium, please send your request to Michael Mazzini: [ILC.hostesses@easloffice.eu](mailto:ILC.hostesses@easloffice.eu) by 11 March 2020.

Price per hostess: EUR 55.00/h (4 hours minimum excluding VAT, if applicable).

Note: Hostesses booked through EASL will receive a free badge. If you prefer to bring your own hostesses, please note that they must be registered during the group registration process.

## PRINTED MATERIALS AND SIGNAGE

The sponsor is permitted to produce printed matter (posters, programme, abstracts or proceedings). This material must be submitted for approval to the organiser at the latest 4 weeks before the start of ILC 2020 and must mention:

'Integrated Symposium of The International Liver Congress™ 2020, 54th Annual Meeting of the European Association for the Study of the Liver.'

The sponsor is responsible for obtaining the speakers' authorisation. Post-congress publications (print or electronic) are subject to the same rule. Printed matter can be mailed in advance and/or distributed at the sponsor's exhibition booth, at the entrance of the lecture hall 30 minutes before the symposium, and in the sponsor's assigned hotel. A sign with the title of the symposium and the logo of the sponsoring company at the lectern and chair table is permitted. Beyond the designated areas, no posters, signs or distribution of material is allowed within the lecture hall, in or around the congress center.

## SYMPOSIA HALLS AND CAPACITY

Symposia halls are assigned by the organisers according to the number of attendees expected by the company hosting the Symposia, and to the ballot that took place at the last business meeting in London. Please note that all conference rooms will be set-up in theatre style.

## ACCESS TO LECTURE HALLS

Important: You will only have access to your lecture hall 30 minutes before the start of your Satellite Symposium. For any special requests or for additional set-up time please contact: [ILC.Industry@easloffice.eu](mailto:ILC.Industry@easloffice.eu)

## DELEGATE ACCESS

Only registered Congress delegates are entitled to access Symposia. Each Symposium organiser is responsible for controlling the access to their session and for restricting the access for competitors' staff if they wish.



# MEETING ROOM GUIDELINES

## IMPORTANT DATES AND DEADLINES

A 20 sqm complimentary office will be provided to each Gold and Silver sponsor for the entire duration of the Congress. Meeting rooms will be allocated by the EASL Office. Each sponsor will be communicated their office room number individually.

There is a limited number of meeting rooms available within the Congress venue during ILC 2020. Please contact the EASL secretariat for enquiries via [ILC.industry@easloffice.eu](mailto:ILC.industry@easloffice.eu)

Meeting rooms will be operated during the official opening hours of the registration desk:

Wednesday	15 April 2020	07:00 – 19:00
Thursday	16 April 2020	07:00 – 19:00
Friday	17 April 2020	07:00 – 19:00
Saturday	18 April 2020	07:00 – 19:00
Sunday	19 April 2020	07:00 – 19:00

An option to use the meeting room outside of the regular schedule can be requested to [ILC.industry@easloffice.eu](mailto:ILC.industry@easloffice.eu)

## EASL POLICY REGARDING EXTERNAL MEETINGS ANCILLARY MEETINGS AND BLACKOUT TIMES

**All restricted times listed are reserved exclusively for EASL programmes, meetings and official functions of The International Liver Congress™ 2020. Events of more than 75 participants are not allowed in the venue premises and in the surrounding hotels during the following restricted times:**

Wednesday	15 April 2020	Not allowed
Thursday	16 April 2020	07:00 – 20:30
Friday	17 April 2020	07:00 – 20:30
Saturday	18 April 2020	07:00 – 20:30
Sunday	19 April 2020	08:00 – 14:30

- EASL provides commercial companies the right to hold company staff meetings, symposium slide previews involving company staff and invited speakers only, and clinical trial investigator meetings, provided that attendance be restricted to a limited number of investigators (less than 75 persons) within the daily schedule of The International Liver Congress™. Should the meetings involve a larger number of investigators, commercial companies are required to hold these outside the scheduled hours of the Congress.

- Explicitly excluded are any officially approved Industry Satellite Symposia. All such types of events are required to go through the EASL scientific approval process. Any decisions regarding programme approval by EASL is final. Appeals should be made in writing via The International Liver Congress™ secretariat. Any meeting taking place in the venue or in the neighbouring area that has not received prior approval from EASL is not permitted.

- All events planned at the congress venue, including pre and post symposia receptions, must be approved by EASL, and must comply with the applicable codes, laws and regulations.

## CATERING

If catering is required in meeting rooms please contact:

**MAIL** [briony.twidle@excelhospitality.london](mailto:briony.twidle@excelhospitality.london)

**WEB** [www.excel.london](http://www.excel.london)

## AV

Basic AV will be provided in the rooms (LCD screens). Additional AV material can be booked to:

### D&P ARCHITECTURE DE COMMUNICATION

26-28 rue du Chemin Vert  
78610 LE PERRAY-EN-YVELINES  
FRANCE  
Marie-Hélène LEVEQUE & Aïda FARHAT  
**TEL** +33 1 34 84 84 84  
**MAIL** [ilc2020@dparchi.com](mailto:ilc2020@dparchi.com)

**WEB** <http://www.service-exposant.fr/ILC-2020>

## SIGNAGE IN MEETING ROOMS

When booking a meeting room please indicate the meeting name, date, time and provide a logo. The necessary information should be provided by 15 March 2020 to [ILC.industry@easloffice.eu](mailto:ILC.industry@easloffice.eu)

## SET-UP CHANGES

If you require to change the set-up of a meeting room during the Congress, from one day to the other, additional manpower costs will be charged.

## VENUE OPENING HOURS

Wednesday	15 April 2020	07:00 – 20:30
Thursday	16 April 2020	07:00 – 20:30
Friday	17 April 2020	07:30 – 20:30
Saturday	18 April 2020	07:30 – 20:30
Sunday	19 April 2020	07:00 – 20:30