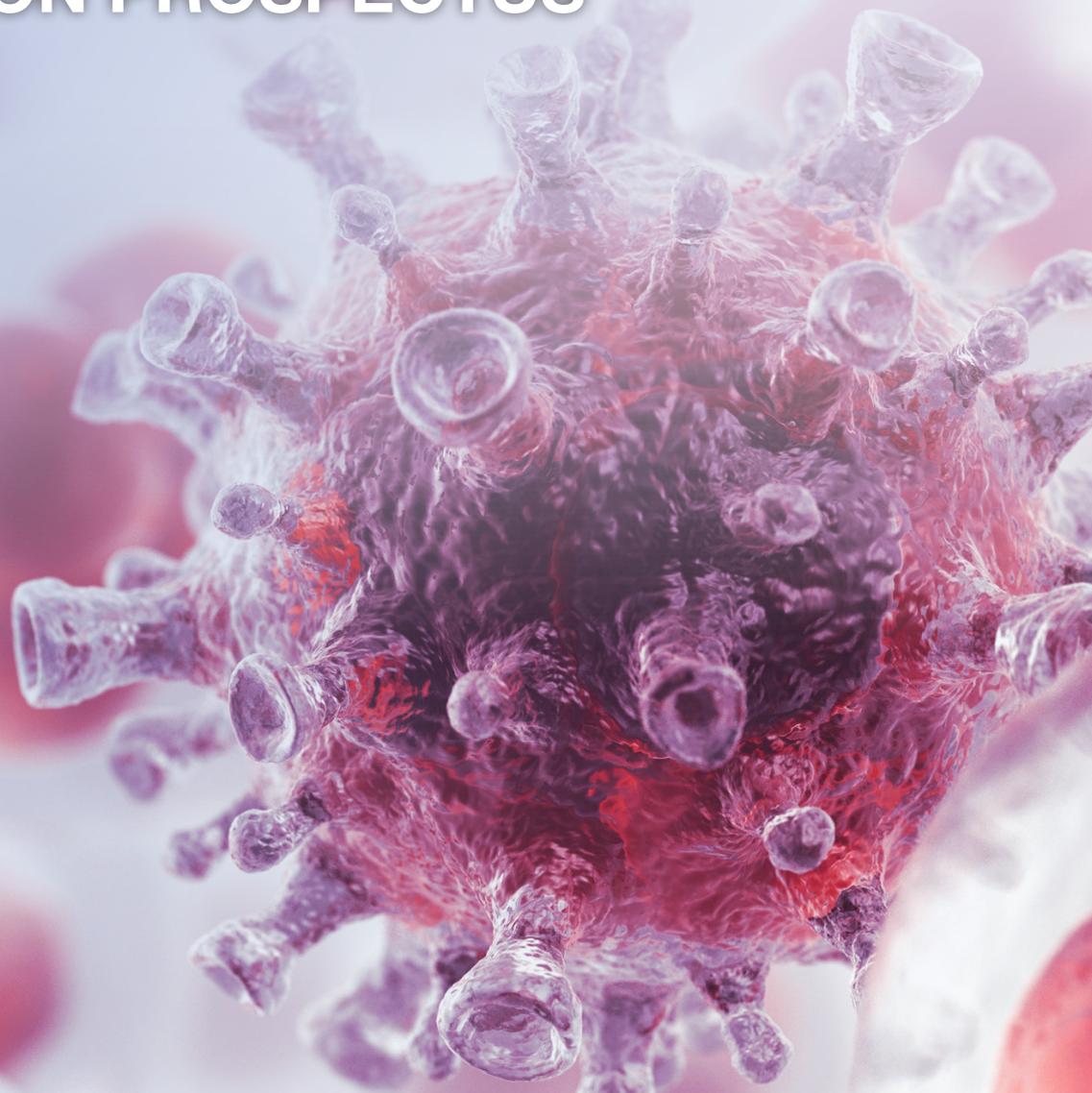




20th Conference of the International Society of Geriatric Oncology

Geriatric oncology : the past, present and future

SPONSORSHIP & EXHIBITION PROSPECTUS





INVITATION TO SUPPORT SIOG 2020 CONFERENCE

The SIOG Annual Conference is returning to Geneva, its home, for SIOG's 20th Anniversary!

As the Co-Chairs of the Scientific Programme Committee, we are excited to announce the 20th Conference of the International Society of Geriatric Oncology / SIOG 2020 in Geneva, Switzerland on October 1-3, 2020.

The SIOG 2020 Annual Conference will be a special event, marked by the 20th anniversary of SIOG and a three-day SIOG 2020 Scientific Programme at the prestigious International Conference Centre Geneva (CICG).

SIOG is the international leader in establishing the top priorities and actions to advance the clinical care, scientific discovery, and education for healthcare professionals caring for older adults with cancer. SIOG 2020 will bring together the leading experts in geriatric oncology to enhance the knowledge and competence across diverse, multidisciplinary settings.

The SIOG 2020 conference programme structure and theme will be announced soon.

We look forward to welcoming you to SIOG 2020 in Geneva, Switzerland!

Kwok-Leung Cheung
Co-Chair
Scientific Programme Committee

Holly Holmes
Co-Chair
Scientific Programme Committee

ABOUT SIOG

Founded in 2000, the International Society of Geriatric Oncology also known as SIOG (French acronym for Société Internationale d'Oncologie Gériatrique) was registered as a non-profit organisation under the Swiss Law in 2012. Positioned as a multidisciplinary team of oncology and geriatrics physicians, as well as allied health professionals and expert trainers, SIOG offers a unique collaborative approach to address the rising public health challenges related to ageing and cancer around the world. As of 2019, we count over 1800 members in more than 80 countries worldwide.

Our ambition is to bring cancer in ageing to a new level, where innovation, treatment and care can be accelerated for the quality of life of our patients.

MISSION & VISION

The goal of SIOG is to foster the development of health professionals in the field of geriatric oncology, in order to optimise treatment of older adults with cancer. SIOG promotes efforts under 3 strategic directions:

1. Education

- Disseminate knowledge in order to maintain a high common standard of healthcare in older cancer patients
- Integrate geriatric oncology in the curricula of medical and nursing education to ensure a high standard of qualification for healthcare professionals
- Address the shortage of specialist oncologists/geriatricians & allied health staff in geriatric oncology
- Increase public awareness of the worldwide cancer in the elderly epidemic

2. Clinical practice

- Integrate geriatric evaluation (including comorbidities) into oncology decision-making and guidelines
- Improve the quality of prevention, diagnosis, treatment, and follow-up of older patients with malignancies
- Address issues of access to care, including the needs of the caregiver
- Develop interdisciplinary geriatric oncology clinics

3. Research

- Develop, test and disseminate easy screening tools
- Create a clear and operational definition of vulnerability/ frailty applicable to oncology
- Increase the relevance of clinical trials for older patients
- Improve research in the field of geriatric oncology
- Promote multidisciplinary, basic/translational research on the interface of aging and cancer

For further information please refer to the SIOG website:
www.SIOG.org

SIOG BOARD (2018-2020)



President
Hans Wildiers
Leuven, Belgium



President-Elect
Ravindran Kanesvaran
Singapore, Singapore



Immediate Past President:
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London, UK



Ex-Officio
Najia Musolino
Geneva, Switzerland



SIOG ANNUAL CONFERENCES WHY SUPPORT?

WHO CAN SUPPORT SIOG 2020 ANNUAL CONFERENCE?

Companies with an interest and focus on oncology and geriatric topics are valuable to us. Our sponsors include different industries.

Below is a non-exhaustive list of sectors that are welcome to come and make a difference by supporting SIOG 2020 Annual Conference :

Pharmaceutical
Medical devices
Medical software
Data analysing
3D modelling
Nutrition

The SIOG Annual Conference is the only geriatric oncology conference offering an immersive platform for health professionals involved in the treatment of older cancer patients. Over the past 19 editions, we have now gone beyond the challenge of convincing the international community that cancer in ageing deserves the attention and support to strengthen education, clinical practice and research for the global ageing population with cancer. SIOG is now a multidisciplinary community with members from highly diverse backgrounds all working for older patients with cancer. The SIOG Annual Conference is a place where researchers and practitioners gather from across the world to discuss the latest in cancer for older patients.

WHY SUPPORT SIOG 2020 ANNUAL CONFERENCE?

Today, all oncologists are now geriatric oncologists. Geriatric Oncology is no longer a niche field with only a few dedicated researchers and practitioners. SIOG is and remains the leading force in channelling the knowledge and foresights of professionals to help determine the top priorities and actions to enhance the effectiveness of including geriatric protocols in the treatment and care of cancers of the elderly patients.

Every year, we host the SIOG conference in iconic cities across Europe. Our conference delegates leave with new ideas and skills to improve their experiences, increased professional network and added value to their works through many useful conversations. Benefit from your mutual presence and:

- Gain exposure to 500 oncologists, researchers, clinical practitioners, geriatricians, radiologists, psychologists, nutritionists, nurses and other healthcare professionals as well as the next generation of leaders in this field.
- Raise the awareness of your company by associating with the event marketing.
- Create future sales contacts for your organization with the leaders in this sector.
- Find out the current trends in techniques and developments.
- Opportunity to learn/identify expected future trends and necessary developments in the geriatric oncology field.

SPONSORS & EXHIBITORS OF PREVIOUS SIOG ANNUAL CONFERENCES (Since 2012)





CODES AND COMPLIANCE FOR INDUSTRY

COMPLIANCE OF THE SIOG 2020
CONFERENCE WITH THE MEDTECH EUROPE
CODE OF ETHICAL BUSINESS PRACTICE

EthicalMedTech is a platform, supported by **MedTech Europe**, dedicated to ethics and compliance projects in the MedTech industry.

Organisers of the SIOG 2020 Annual Conference will make relevant applications to MedTech Europe, to the EthicalMedTech Conference Vetting System (CVS), to get the compliance with MedTech Europe Code of Ethical Business Practice.

What is the MedTech Europe Code

The MedTech Europe Code of Ethical Business Practice regulates all aspects of the industry's relationships with Healthcare Professionals (HCPs) and Healthcare Organisations (HCOs).

Important updates about the Code of Ethics

A code for more transparency, effective as of 1st January 2018.

One important change introduced by the Code as of 1 January 2018 is discontinuation of direct sponsorship of HCPs. As of that date, independent medical education has to be supported exclusively by means of Educational Grants. Such Educational Grants can be provided to HCOs and PCOs.

Kenes Group is officially recognised by MedTech Europe as a compliant, trusted PCO to rely on in the process of organising medical educational events.



RESPONSIBILITY ABOUT PHARMACEUTICAL
AND MEDICAL DEVICE INDUSTRY
CODES & COMPLIANCE

Kindly note that it is the responsibility of industry partners, supporters, sponsors, exhibitors to comply with the codes of practice on the promotion of pharmaceuticals and medical devices applicable by international and local authorities.

Links to EFPIA (European Federation of Pharmaceuticals Industries & Associations), IFPMA (International Federation of Pharmaceutical Manufacturers & Associations), and MedTech Europe Compliance Portal are provided below. Kindly note that they may also include links to National Associations websites/portals which industry partners, sponsors and exhibitors may also need to check.

EFPIA

European Federation of Pharmaceuticals Industries & Associations

www.efpia.org

IFPMA

International Federation of Pharmaceutical Manufacturers & Associations

www.ifpma.org

MedTech Europe, Compliance Portal

European Trade Association Representing the Medical Technology Industries, from Diagnosis to Cure

www.ethicalmedtech.eu

By submitting the relevant booking forms to attend SIOG 2020 Conference, each industry partner, supporter, sponsor or exhibitor agrees to and confirms that they have checked the relevant regulations and codes of practice.

Failure to comply with these regulations may not be used as a ground to declare the contract void. Failure to comply with the rules and regulations will not expose the Organiser to any suits, demands by the Exhibitor/Supporter or any other third party.

SCIENTIFIC PROGRAMME DETAILS

SCIENTIFIC PROGRAMME COMMITTEE

Co-Chairs:

Holly Holmes, US
Kwok-Leung Cheung, UK

Members:

Hans Wildiers, BE
Lucinda Morris, AU
Martine Puts, CA
Melissa Loh, US
Nicolo Matteo Luca Battisti, UK
Nienke De Glas, NL
Raul Cordoba Mascuñano, ES
Theodora Karnakis, BR

MAIN TRACKS

Track 1:

Solid tumours and basic science

Track 2:

Hematologic malignancies and basic science

Track 3:

Supportive and palliative care

Track 4:

Geriatric assessment

Track 5:

Other

PRELIMINARY SCIENTIFIC PROGRAMME

SIOG 2020 / 20th Conference of the International Society of Geriatric Oncology					
Preliminary Scientific Programme schedule (will be subject to change)					
October 1, 2020 / Thursday		October 2, 2020 / Friday		October 3, 2020 / Saturday	
08:30 - 09:30 Scientific Session in Plenary hall		08:30 - 09:30 Scientific Session in Plenary hall		08:30 - 09:30 Scientific Session in Plenary hall	
09:30 - 10:30 Scientific Sessions in 2 parallel halls		09:30 - 10:30 Scientific Sessions in 2 parallel halls		09:30 - 10:30 Scientific Sessions in 2 parallel halls	
10:30 - 11:00 Poster Viewing & Coffee Break		10:30 - 11:00 Poster Viewing & Coffee Break		10:30 - 11:00 Poster Viewing & Coffee Break	
11:00 - 12:00 Scientific Sessions in 2 parallel halls		11:00 - 12:00 Scientific Sessions in 2 parallel halls		11:00 - 12:00 Scientific Sessions in 2 parallel halls	
12:00 - 14:00 Break for Lunch & Poster Viewing	12:30 - 13:30 Available Slot for Industry Symposia (can be solo or parallel)	12:00 - 14:00 Break for Lunch & Poster Viewing	12:30 - 13:30 Available Slot for Industry Symposia (can be solo or parallel)	12:00 - 14:00 Break for Lunch & Poster Viewing	12:30 - 13:30 Available Slot for Industry Symposia (can be solo or parallel)
14:00 - 15:00 Scientific Session in Plenary hall		14:00 - 15:00 Scientific Session in Plenary hall		14:00 - 15:00 Scientific Session in Plenary hall	
15:00 - 16:00 Scientific Sessions in 2 parallel halls		15:00 - 16:00 Scientific Sessions in 2 parallel halls		15:00 - 16:00 Scientific Sessions in 2 parallel halls	
16:00 - 16:30 Poster Viewing & Coffee Break		16:00 - 16:30 Poster Viewing & Coffee Break		16:00 - 16:30 Poster Viewing & Coffee Break	
16:30 - 17:30 Scientific Sessions in 2 parallel halls		16:30 - 17:30 Scientific Sessions in 2 parallel halls		16:30 - 17:30 Scientific Sessions in 2 parallel halls	
18:00 - 20:00 Poster Welcome Reception		20:00 - 23:00 Networking Dinner			



PRICE LIST FOR SPONSORSHIP & EXHIBITION OPPORTUNITIES

We are pleased to provide the below **“additional benefits”** to our sponsors reaching up to certain total amounts by purchasing sponsorship, exhibition or advertisement items amongst the below given opportunities.

- Sponsors reaching up to a total amount of **35.000 Euro** will be offered **10 complimentary delegate registrations**.
- Sponsors reaching up to a total amount of **45.000 Euro** will be offered **10 complimentary delegate registrations AND a 15% discount** to be applied on top of their total amount. (The total amount to be paid after the discount will be 38.250 Euro)
- Sponsors reaching up to a total amount of **70.000 Euro** will have **15 complimentary delegate registrations AND a 20% discount** to be applied on top of their total amount. (The total amount to be paid after the discount will be 56.000 Euro)

SPONSORSHIP OPPORTUNITIES	PRICES
Industry sponsored satellite symposium «solo»	33.000 EUR
Industry sponsored satellite symposium «parallel»	22.000 EUR
Educational participation & travel grants	on demand
Unrestricted educational grant in support of existing scientific sessions	on demand
Educational grant for scientific expert interviews	40.000 EUR
Sponsorship for siog awards	5.000 EUR
Mobile application sponsorship	10.000 EUR
Speaker ready room	6.000 EUR
Lanyards	8.000 EUR
Poster board branding	6.000 EUR
Flyer display	1.250 EUR
Roll-up display	1.250 EUR
Daily coffee breaks (per day)	5.500 EUR
Poster welcome reception	10.000 EUR
Final programme e-book (pdf) / back cover	3.250 EUR
Final programme e-book (pdf) / inside front cover	2.750 EUR
Final programme e-book (pdf) / inside back cover	2.750 EUR
Final programme e-book (pdf) / inside page	1.750 EUR
Exhibition rental fee per sqm - early (until march 31, 2020) (min. 6Sqm)	500 EUR
Exhibition rental fee per sqm - late (from april 1, 2020) (min. 6Sqm)	600 EUR
Reduced exhibition rental fee for publisher companies	300 EUR
Reduced exhibition rental fee for non-profit organisations / hospitals / universities	200 EUR

The details for each item can be reviewed through the “Details of Sponsorship Opportunities” section on the following pages in this prospectus.

While having some sponsorship and exhibition opportunities listed in this prospectus, we strongly encourage our potential sponsors and exhibitors to suggest their own ideas and/or packages for supporting SIOG 2020.

We would be happy to discuss any options with you. Please contact us.

DETAILS OF SPONSORSHIP & EXHIBITION OPPORTUNITIES

While reviewing each sponsorship item through this section, we strongly encourage you to keep in mind the above mentioned “additional benefits” which are offered to our sponsors reaching up to certain total amounts.

For all sponsorship items listed here, the Sponsor will benefit from the below listed acknowledgment opportunities:

- on the Conference website with hyper-link to Sponsor's company website
- in the Final Programme E-Book (pdf) with Sponsor's logo and company profile (a 100-words description to be provided by the Sponsor)
- on the Sponsors & Exhibitors Board during the Conference dates
- in the Conference mobile application (under the industry section)
- within the interession slides on the screen in the Plenary Hall before and after all sessions of the conference

INDUSTRY SPONSORED SATELLITE SYMPOSIA

Industry Sponsored Symposium slots are available during the three congress days over lunch breaks. Allocation of the date and solo/parallel preference is subject to availability and will be confirmed on a “first come first served” basis.

INDUSTRY SPONSORED SATELLITE SYMPOSIUM

“SOLO”

33.000 EUR

Limited to 3 companies
and subject to availability

INDUSTRY SPONSORED SATELLITE SYMPOSIUM

“PARALLEL”

22.000 EUR

Limited to 6 companies
and subject to availability

A 45 minutes slot within the lunch break of 1,5 hours will be allocated in the session hall(s). Sponsor may enter the hall for branding and preparation by the end of previous session in the hall, which is 30 minutes prior the satellite symposium. Solo Satellite Symposium will be held in the Plenary Hall.

The title, content and speakers of the Industry Sponsored Satellite Symposia are subject to the approval of the Scientific Committee.

Room rental, standard conference AV equipment and display table are included in the sponsorship amount. For any additional items including any catering services such as lunch for participants attending the Satellite Symposia, please contact the Conference Organising Secretariat.

All the speakers of the Industry Sponsored Satellite Symposia must be registered prior to the Conference dates, by the Sponsors. The hotel and travel arrangements of the Satellite Symposia speakers are the responsibility of the Sponsors. Please contact Conference Organising Secretariat for requesting assistance about these arrangements. (The cost of registration, hotel and travel arrangements to be covered by the Sponsors)

Abstracts of the speakers of the Industry Sponsored Satellite Symposia will be placed in the Final Programme E-Book (pdf), in a separate section than the scientific programme. Sponsors may also publish their abstracts for distribution at the entrance of the session.

Sponsors of Industry Sponsored Satellite Symposia are responsible for obtaining the relevant information and complying with all national and international rules and regulations related to advertising and promotion of all products and services mentioned as part of the session. Advertising of any specific product does not mean acceptance by SIOG and KENES. It is the full responsibility of the corporation that it is in accordance with the Switzerland and European laws, where applicable.



Benefits of the Sponsor:

- Acknowledgement of the Industry Sponsored Satellite Symposium
 - In the related section of the Final Programme E-Book (pdf)
 - in the related section of the Conference mobile application
- Announcement of the Industry Sponsored Satellite Symposium to the Conference participants through one (1) Conference e-newsletter
- Possibility to display information about the Industry Sponsored Satellite Symposium during the Conference dates (display materials to be provided by the Sponsor)
- Sponsor's branding to be placed within the session hall (to be provided by the Sponsor)
- Distribution of Sponsor's invitation cards/programs from the Registration desk (cards/programs to be provided by the Sponsor)

EDUCATIONAL PARTICIPATION & TRAVEL GRANTS

ON DEMAND

It is possible to provide participation and/or travel grants for delegates of SIOG 2020 Conference. Please contact the Conference Organising Secretariat for more details, cost and process of Educational Participation & Travel Grants.

Benefits of the Sponsor:

- Announcement of the Sponsor to the related delegates benefiting from the Grant

UNRESTRICTED EDUCATIONAL GRANT IN SUPPORT OF EXISTING SCIENTIFIC SESSIONS

ON DEMAND

Opportunity to support a CME accredited session with an unrestricted educational grant. Grants of any amount, whether for the overall programme or for individual session(s), are appreciated and important to the success of the event. The support of the Sponsor will be announced as an unrestricted educational grant.

Benefits of the Sponsor:

- Acknowledgement of the Sponsor in the relevant session(s) with the wording "This session is organised with the support of an unrestricted educational grant from Company Name"

EDUCATIONAL GRANT FOR SCIENTIFIC EXPERT INTERVIEWS

40.000 EUR

SIOG in close collaboration with *ecancer* proposes to produce scientific educational interviews with the key experts in Geriatric Oncology which will be made available on the open-access platform of SIOG and www.ecancer.org. There is a particular need and demand for communicating the key elements of SIOG 2020 Conference to a wider audience than those are able to attend. SIOG and *ecancer* offer an innovative and well-established educational resource for oncology professionals to share important medical advances in Geriatric Oncology. All content is hosted on the SIOG website and on www.ecancer.org, which currently receives over 45.000 visitors per month. Have your company name linked to this important tool and support us with an educational grant.

Benefits of the Sponsor:

- Highlighting the grant to the Conference participants through one (1) Conference e-newsletter

SPONSORSHIP FOR SIOG AWARDS

5.000 EUR

The SIOG Scientific Committee and to be selected jury recognise the SIOG Awards: Nursing & Allied Health (NAH) Investigator Award, Young Investigator (YI) Award, and Best Poster Presentation Award at the SIOG Annual Conference. Finalists for these awards will be announced prior to the conference dates, and all finalists will have their presentations during the conference. The winner for all three awards and finalists of NAH and YI awards will be announced at the Presidential Session during the conference.

Benefits of the Sponsor:

- Announcement of the Sponsor during the Awards Presentation with the wording "Supported by an unrestricted grant from Company name/logo"

MOBILE APPLICATION SPONSORSHIP

10.000 EUR

Limited to 1 company

The Conference Mobile Application engages attendees with personalised planning tools and real-time event updates. The App transforms smartphones, tablets and laptops into a tool for active meeting participation, making it easy for participants to access meeting information they need and to connect with speakers and colleagues. The App includes the scientific programme, abstracts, speaker info, information about sponsors and exhibitors, rating/voting system for sessions/speakers and a personalised scheduler and is easily downloadable from the App Store and Google Play.

Benefits of the Sponsor:

- Acknowledgement of the Sponsor in the Conference mobile application, on the splash/pop-up screen of the app with the wording "Supported by: Company name/logo"
- Display of the Company logo with the wording "Supported by: Company name/logo" on the mobile application signage to be prepared with the QR code of the app.
- Two (2) push notifications about Sponsor company to be launched from the application during the Conference (timing to be decided and agreed by the Organisers and the Sponsor)

SPEAKER READY ROOM

6.000 EUR

Facilities will be available at the Conference Venue for speakers and abstract presenters to check their presentations.

Benefits of the Sponsor:

- Display of Sponsor's logo on the signage to be placed at the entrance to the Speakers' Ready Room
- Opportunity to display Sponsor's logo on the desktop and screensavers at each workstation in this room

LANYARDS

8.000 EUR

Limited to 1 company

Major visibility of the Sponsor by all delegates and exhibitors.

Sponsorship of the Conference lanyards includes the production of these materials which will be handled by the Conference Organising Secretariat.

Sponsor's logo will be printed together with the Conference name and logo on the lanyards to be distributed to all delegates and exhibitors. The design of the lanyard is subject to the approval of SIOG.



POSTER BOARD BRANDING

6.000 EUR

Sponsorship of the poster board numbers will be used for the indication of the accepted posters of the Conference. Number of poster boards will be determined by the Conference Organising Secretariat according to the final number of posters.

Design of the signage will be prepared by the Conference Organising Secretariat and approved by SIOG. The production will be handled by the Conference Organising Secretariat.

Benefits of the Sponsor:

- Sponsors logo to be printed on each poster board number with the phrase of "Supported by Company name/logo"

FLYER DISPLAY

1.250 EUR

Opportunity to have the flyers of the Sponsor to be distributed in the general areas of the Conference. The flyers will be provided by the Sponsor.

ROLL-UP DISPLAY

1.250 EUR

Promotion of the Sponsor via roll-up to be placed on the Conference areas. All roll-ups must be provided by the Sponsor (Kenes Group can provide assistance for the production). Location of roll-up(s) will be determined by the Conference Organising Secretariat with the approval of SIOG.

DAILY COFFEE BREAKS

5.500 EUR

Limited to 1 company per day

Coffee and tea will be served during the breaks of scientific programme in the Conference Venue. Hospitality provided will be in compliance with all relevant industry codes.

Benefits of the Sponsor:

- Opportunity to have a one-day display of Sponsor's logo/roll-up at the catering point located within the Exhibition area
- Opportunity to provide items (e.g. napkins, sugar bags, cups etc.) bearing Sponsor's logo for use during the supported break (items to be provided by the Sponsor)

POSTER WELCOME RECEPTION

10.000 EUR

Limited to 1 company

Sponsor will have the opportunity to highlight its company at the Poster Welcome Reception to be held on October 1, 2020 in the Exhibition & Posters Area in Conference Venue. All registered attendees are invited to the Poster Welcome Reception. Hospitality and any activities provided will be in compliance with all relevant industry codes.

ADVERTISING IN THE FINAL PROGRAMME E-BOOK (PDF)

Opportunity to reach out the registered participants of the Conference with direct visibility in the Final Programme E-Book (pdf)

Full colour advertisement in the designated section of the Final Programme E-Book (pdf) will be available to all participants to access the scientific programme and other Conference information easily and conveniently.

Specifications of the Final Programme E-Book (pdf) will be elaborated by the Conference Organising Secretariat with the approval of SIOG and will be shared with the Sponsor accordingly.

Allocation of Final Programme E-Book (pdf) advertisement on the back cover, inside front cover and inside back cover is subject to availability and will be confirmed on a “first come first served” basis. Therefore, you are kindly requested to check the availability of the desired advertisement section.

BACK COVER	INSIDE FRONT COVER	INSIDE BACK COVER	INSIDE PAGE
3.250 EUR	2.750 EUR	2.750 EUR	1.750 EUR
Limited to 1 company	Limited to 1 company	Limited to 1 company	



EXHIBITION SPACE

Exhibition space rental within the Posters & Exhibition Area of the Conference Venue.

Exhibition Rental Fees per sqm (Each stand should be minimum 6 sqm)	Early Prices Until March 31, 2020	Late Prices From April 1, 2020
Exhibition Rental Fee per sqm	500 EUR	600 EUR
Reduced Exhibition Rental Fee per sqm for Publisher Companies	300 EUR	
Reduced Exhibition Rental Fee per sqm for Non-Profit Organisations / Hospitals / Universities	200 EUR	

Rental of the Exhibition Space includes 2 complimentary exhibitor badges for every 6 sqm exhibition area. Additional exhibitor badges will be subject to an additional fee of 150 EUR. The exhibitor badges shall be used solely by the personnel of Exhibitor only.

Exhibition Opening Hours:

October 1, 2020, Thursday
08:30 – 20:00 (Until the end of the Poster Welcome Reception)
October 2, 2020, Friday
08:30 - 18:00
October 3, 2020, Saturday
08:30 - 18:00

Exhibition Floorplan:

Space allocation on the floorplan will be made on a "first come, first served" basis, in the order in which the application forms AND payment are BOTH received. Exhibition floorplan will be available soon.

Technical Manual:

An exhibitors' technical manual outlining all technical aspects of the exhibition will be circulated 3 months prior to the Conference to the confirmed exhibitors.

The manual will include but not limited to the technical details about the venue, set up & dismantling timetable, final exhibition details and information including the opening hours, contractor and additional service providers, and relevant order forms.

APPLICATION, PAYMENT & CANCELLATION POLICY

GENERAL CONDITIONS & APPLICATION PROCESS

Companies who would like to apply for Sponsorship and/or Exhibition are kindly required to fill in and submit the relevant [BOOKING FORM](#).

Once a booking form is submitted, a confirmation will be mailed to the Sponsor/Exhibitor with an accompanying invoice.

The TERMS & CONDITIONS for sponsorship, advertisement and exhibition are provided at the end of this prospectus. Please note that submission of the booking form indicates the acceptance of TERMS & CONDITIONS. The [booking form](#) will be held as a valid liable contract, by which both parties will be bound.

PAYMENT PLAN & CONDITIONS

The below payment plan will be applied for all sponsorship and exhibition items except the advertising / display options. For the advertising / display options, full payment is required at time of confirmation.

Sponsorship and Exhibition Payments		
1 st Payment	50%	Upon confirmation of the sponsorship / exhibition item
2 nd Payment	50%	Before March 31, 2020

Advertising and Display Payments		
Full Payment	100%	Upon confirmation of the advertising / display item

Payment conditions indicated on the booking form will be valid for all sponsorship and exhibition applications. All payments must be finalised prior the Conference dates. The final invoices will be issued after the Conference.

PAYMENT METHODS

It is possible to make the sponsorship and/or exhibition payments via bank transfer or via credit card. Kindly note that individual and/or corporate cheques are not acceptable.

Payment via Bank Transfer:

Bank account details for SIOG 2020 Conference are indicated below. Sponsors/exhibitors preferring Bank Transfer Payment are kindly required to send the proof of payment to the Conference Organising Secretariat.

Bank Details :						
ACCOUNT NAME	ACCOUNT NO (EUR):	IBAN (EUR):	BANK NAME:	BRANCH:	SWIFT CODE:	ADDRESS OF THE BANK:
SIOG 2020 Conference, Geneva	1500934-92-216	CH03 0483 5150 0934 9221 6	Credit Suisse	Genève	CRESCHZZ80A	Rue de la Monnaie 1-3 1204 Genève Switzerland

Payment via Credit Card:

Visa and Mastercard is accepted for the credit card payments. Sponsors/exhibitors preferring credit card payment are kindly required to fill in the credit card payment section on the booking form.

CANCELLATION POLICY

Any request for cancellation of your sponsorship, advertisement and/or exhibition must be made in writing to the Conference Organising Secretariat. The following cancellation policy will be applied:

- For cancellations before March 31, 2020; full payment less the bank charges will be refunded.
- For cancellations between April 1 – May 31, 2020; 50% of the sponsorship/exhibition payment will be charged as penalty and the rest of the amount less the bank charges will be refunded.
- For cancellations on or after June 1, 2020; full sponsorship/exhibition amount will be charged, and no refunds will be made.
- All relevant refunds will be made within 30 days after the Conference dates.



TERMS & CONDITIONS

This section should be designed as two columns and should be fitting in one page during the design process

Clause 1: Participant (Exhibitor, Sponsor or Advertiser Company) is required to send the signed application form and make the related payment to KENES GROUP (Conference Organising Secretariat) in order to be an exhibitor, sponsor or advertiser in the mentioned organisation. Following this process, KENES GROUP will send an official document to the participant company that is confirming the sponsorship, exhibition or advertisement.

Clause 2: The application form will be signed by the Participant and KENES GROUP. The validity of the application form depends on the agreement between all parties on all conditions required in this document.

Clause 3: Participant's liability starts with the signage of the application form. By declining to attend the conference/exhibition, Participant will not be released of their liabilities.

Clause 4: KENES GROUP will prepare the exhibition area as the stand areas have been marked, any additional requirements have been provided. The stand area to be rented to the Participant, will be signed on the exhibition floorplan, the stand number, size and payment conditions will be indicated in the application form. Shell scheme structures including the company name with a type size that can be read easily by the participants can be provided by KENES GROUP (or its official contractors) at exhibitors own cost.

Clause 5: Participant is obliged to get the approval of KENES GROUP for the design of their special stand project in the case they prefer to construct their own stand design. KENES GROUP is authorised to check the project in detail and make and/or ask any necessary adjustments to be done in order to provide the convenience of the project.

Clause 6: KENES GROUP has the right to re-arrange the exhibition floorplan and change the stand places upon request of an exhibitor or due to any eligible reason. The maximum stand height will be announced in the exhibitors' technical manual.

Clause 7: The exhibition/sponsorship/advertisement fees are calculated;

- I. Stand space indicated on the exhibition and sponsorship booking form.
- II. Sponsorship/advertisement benefits mentioned

under the related sponsorship/advertisement items listed in this prospectus.

III. Providing the information office services

IV. Providing the general security and cleaning services of the exhibition area (participants are obliged to clean their stands)a

V. Participants are responsible from the safety and insurance of their products within their stand areas.

Clause 8: The services which are not included in the exhibition/sponsorship/advertisement fee and can be provided additionally due to Participant's additional order and payment are listed as below:

I. Additional exhibitor badge(s)

II. Phone and/or internet lines

III. Catering services

IV. Additional stand equipment including shell scheme structures, furniture, AV equipment, floral decoration, cleaning, electricity usage, digital printing, etc.

Clause 9: Participant has the interior design of the stand done on their own budget. Participant is liable to have a competent staff work at their stand who can give technical and commercial information to the participants within the exhibition opening hours.

Clause 10: Exhibition area will be open from October 1, 2020, 08:30 to October 3, 2020, 18:30.

Clause 11: Exhibition set-up hours will be mentioned in the exhibitors' technical manual to be circulated 3 months prior to the Conference dates. Participants are only be allowed to proceed the set-up of their stand in that timeframe. On the closing day of the exhibition all the stands should be dismantled and cleared out between the hours that will be mentioned in the exhibitors' technical manual to be circulated 3 months prior to the Conference dates. KENES GROUP has the right to throw out the materials which are not taken out from the stand area within this dismantling time without any prior warning. Any damages and expenses occurred must be covered by the Participant.

Clause 12: Exhibition organised by KENES GROUP might completely or partly becomes impossible to be operated due to force majeure (circumstances that are not under the control of KENES GROUP, such as interventions of government or any other official authorities, war, strike, riot, coup d'etat, quarantine, epidemic diseases, civil turmoil, natural disasters etc.). In the case of occurrence of any of the abovementioned reasons, KENES GROUP does not admit any liability.

Clause 13: Participant that signs the booking form is obliged to correspond to the exhibition terms and conditions, as well as the exhibition timetable.

Clause 14: CANCELLATION POLICY: All cancellation requirements must be sent to KENES GROUP in writing. For cancellations before March 31, 2020; full payment less the bank charges will be refunded. For cancellations between April 1-May 31, 2020; 50% of the sponsorship/exhibition/advertisement payment will be charged as penalty and the rest of the amount less the bank charges will be refunded. For cancellations on or after June 1, 2020; full sponsorship/exhibition/advertisement amount will be charged, and no refunds will be made. All refunds will be made within 30 days after the Conference dates.

Clause 15: Any activities within the stand area such as distributing promotional materials, organising a special activity for the participants, serving food & beverage, using any audio-visual system, etc. should not disturb the exhibition in general, as well as the participants of the conference and exhibition.

Clause 16: Participants are not allowed to make any promotion for their companies and/or products out of their rented stand area or anywhere place which have not been indicated in the sponsorship/advertisement benefits listed under the related sponsorship/advertisement title.

Clause 17: In the case the Participant causes any material damage in the event venue they are obliged to make restitution for the related damage.

Clause 18: In the case the Participant exceeds their stand area size, they should dismantle their stand and set-up again with the correct size.

Clause 19: The regulations of the event venue will apply for food & beverage services in the stand area. Therefore, Participant is required to inform KENES GROUP prior to the organisation dates regarding the food & beverage services planned within the scope of their participation.

Clause 20: ACCELERATION – INTEREST CONDITION; The payment plan is as it is indicated in the application form, and in the case of any delays in any of the payments due to any reasons, the full amount of the deferred payment will become due and must be paid immediately. For the collection of the due

amount, a default interest of %10 will be applied per month between the default date and the payment date.

Clause 21: INTEGRITY OF THE AGREEMENT; this agreement includes all agreed correspondence between both parties and takes the place of all prior written or verbal correspondences. Any changes on this agreement must be done in writing and signed by the authorised representatives of both parties.

Clause 22: DIVISIBILITY OF THE AGREEMENT; Any court ruling about disallowance of any of the clauses of this agreement (no matter completely or partly) will not affect other clauses to be applied.

Clause 23: TERMINATION OF THE AGREEMENT; Termination of the agreement does not affect the rights and liabilities of both parties arises from this agreement before the time of termination. In the case this agreement is terminated under the mentioned circumstances, KENES GROUP will not be under any liability to the Participant, and Participant accept and commits that they will not claim anything including a compensation for any losses or lack of profit.

Clause 24: CONDITION OF PROOF; KENES GROUP's records will be considered valid in the case of any conflicts arises between both parties.

Clause 25: CONDITION OF AUTHORISATION; Istanbul Courts and Istanbul Enforcement Offices are authorised for the settlement of any conflicts arises from the implementation of this agreement.

Clause 26: These agreement conditions are a part of the application form and become effective by signing the application form.

Clause 27: This agreement is consisting of 27 clauses.

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