



Cutting Edge **Laryngology**

for the **21st Century**

Royal College of Surgeons, London
20-22 June, 2011



LARYNGOLOGY2011

CUTTING EDGE LARYNGOLOGY FOR THE 21st CENTURY



a Kenes Group company

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WELCOME

Dear Industry Colleague,

I am delighted to invite you to participate in **‘Laryngology 2011, Cutting Edge Laryngology for the Twenty First Century’**. This inaugural Meeting will be held over three days at the Royal College of Surgeons, London, 20-22 June 2011 and consist of lectures, instructional sessions and hands-on practical sessions.

Aimed mainly at otolaryngologists consultants and senior trainees but will also attract a wider audience of thoracic surgeons, interventional respiratory physicians and speech and language therapists. The meeting will feature an outstanding panel of International and UK speakers bringing together between 120-150 delegates from all over the world.

Laryngology 2011 will cover all aspects of laryngology with the main focus on complex airway management, office based procedures, voice and dysphagia. It will also provide an update on the current development on tissue engineering, tracheal and laryngeal transplant. In addition, there will dedicated sessions to latest technological developments in diagnostics, scopes, airway stents and tracheostomy design, among others.

The success of any congress depends heavily on financial support from companies and Laryngology 2011 will offer a unique opportunity for Industry to support our theme of “Cutting Edge Laryngology for the Twenty First Century” by investing in the various sponsorship and exhibition opportunities outlined in this prospectus.

Laryngology 2011 will be the ideal forum to show cases your products to the decision makers of today and tomorrow.

Kind regards,



Martin Birchall



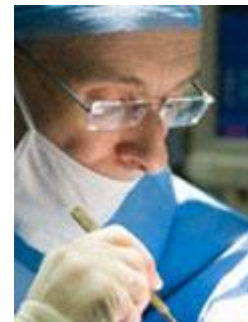
Guri Sandhu

COMMITTEE

Martin Birchall

Martin is one of the leading Academic Otolaryngologists in the world... one of the leading academic surgeons in Europe and an international figure in the field of translational regenerative medicine. His work is dedicated to the successful translation of innovative technologies, especially in the field of stem cells and regenerative medicine, with the focus on alleviating suffering and improving the quality of life for those with disorders of the head and neck, voice and swallowing.

He aims to achieve these bold aims by forming partnerships with the very best scientists and surgeons in appropriate fields. These multidisciplinary teams focus on clear therapeutic targets. He has supervised 9 PhD and 5 MD students, raised over £4 million in peer-reviewed grant money, including from MRC, NIH and Wellcome Trust (nearly £2 million held presently) and has published 130 peer-reviewed scientific papers plus numerous reviews and reports. He is Director of UCL Partners ENT Programme and was named Morgan Stanley Briton of the Year in 2008.



Chadwan Al Yaghchi

Chadwan Al Yaghchi, MRCS DOHNS graduated from Damascus University Medical School. He started his Otolaryngology training in Al Mouasat University Hospital, Damascus, Syria before moving to the UK. He completed his basic surgical training with a special interest in ENT in Charing Cross Hospital and St Barts Hospital in London. He is currently a higher surgical trainee in Otolaryngology in London Deanery, North Thames Rotation.



Guri Sandhu

Guri Sandhu is a Consultant Otolaryngologist and Head & Neck Surgeon at Imperial College and The Royal National Throat Nose and Ear Hospitals in London, with honorary contracts at The Royal Brompton, University College and St Bartholomew's Hospitals. He is an Honorary Senior Lecturer at Imperial College and University College London.

Mr Sandhu graduated from the University of London in 1990 having trained in medicine at The Royal London Hospital. As a Registrar he trained in ENT at The Royal National Throat, Nose and Ear Hospital and in paediatric ENT at Great Ormond Street Hospital for Children. Mr Sandhu is a laryngologist with a special interest in laryngotracheal stenosis but also manages voice and swallowing disorders. He has experience of performing the full spectrum of endoscopic and open surgical procedures on the larynx, pharynx and airway. Many of these procedures he has pioneered himself.

He lectures nationally and internationally on these subjects and has an active research programme. He was responsible for setting up 'The National Centre for Airway Reconstruction in London' which comprises a multidisciplinary team of specialists with an interest in airway problems. This unit has treated the largest number of adult patients with laryngotracheal stenosis in Europe.



ABOUT THE MEETING

Speakers

Professor Martin Birchall
Mr. Guri Sandhu
Professor Peter Belafsky, US
Professor Paolo Macchiarini, Italy
Professor Marc Remacle, Belgium
Dr. Andreas Mueller, Germany
Dr. Jeremy George
Mr. Khalid Ghufloor
Mr. John Rubin
Mr. Declan Costello
Ms. Margaret Coffey
Ms. Cristella Antoni
Mr. Meredydd Harries
Professor Martin Elliot
Mr. Benjamin Hartley

International Faculty

Dr. Peter Belafsky, US
Professor Paolo Macchiarini, Italy
Professor Marc Remacle, Belgium
Professor Paolo Macchiarini, Italy
Dr. Andreas Mueller, Germany
Dr. Gregory Farwell, US

Preliminary List of Topics

Airway management
Office-based procedures
Tissue engineered trachea
Dysphagia
Voice
Laryngeal pacing
Laryngeal re-innervation

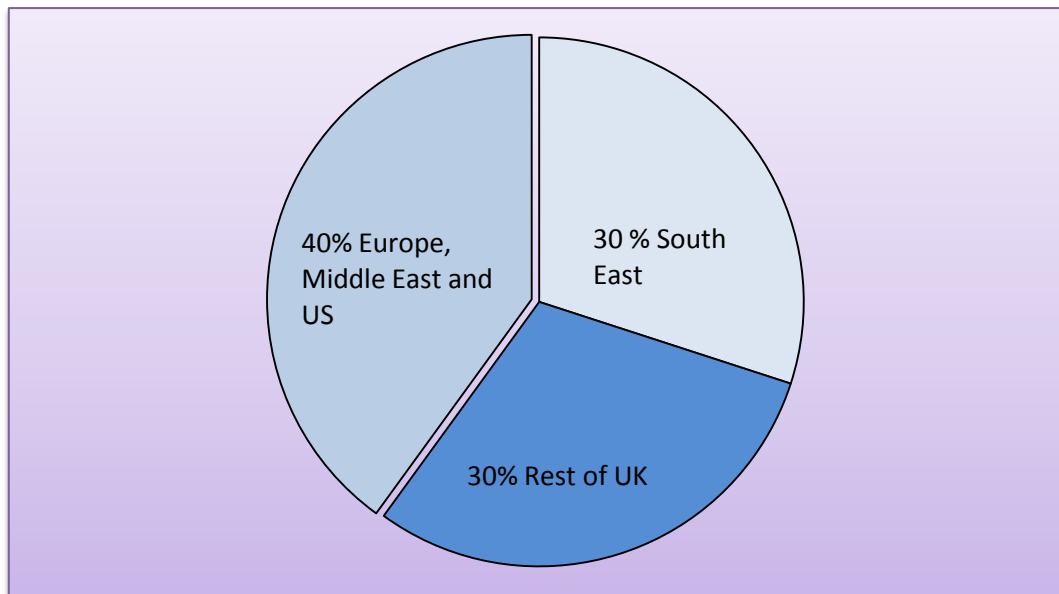
Live Surgery and Practical Instructional Sessions

Laryngeal framework surgery
Airway surgery
Laryngeal injection
Office-based procedures
Trans-nasal Oesophagoscopy

Delegates Profile

ENT Surgeons
Thoracic Surgeons
Speech and Language Therapists
Interventional Respiratory Physicians
Radiologists
Consultants, specialists and senior trainees

Expected Participation According to Region



SCIENTIFIC PROGRAMME

Preliminary Timetable

Monday 20/6/2011

09:00 – 09:15 Opening address Prof Birchall
<u>Session1. Airway reconstruction</u> <i>Chair Dr George</i> 09:15 – 09:35 Adult airway reconstruction, ENT perspective Mr Sandhu 09:35 – 09:55 Adult airway reconstruction, Thoracic perspective Prof Macchiarini 09:55 – 10:15 Paediatric airway reconstruction, ENT perspective Mr Hartley 10:15 – 10: 35 Paediatric airway reconstruction, Thoracic perspective Mr Elliott Coffee Break 10:35 – 11:00 11:00 – 11:20 Laryngeal Transplant Dr Farwell 11:20 – 11:40 Airway anaesthesia Dr Patel
11:45 – 12:30 Keynote Lecture: Prof Remacle High speed imaging vs stroboscopy in daily practice. What does it bring?

Session 2. Vocal cord paralysis

Chair Mr Sandhu

14:00 – 14:20

Laryngeal framework techniques

Prof Remacle

14:20 – 14:40

Laryngeal reinnervation

Prof Birchall

14:40 – 15:00

Laryngeal pacing

Dr Mueller

Tea Break 15:00 – 15:30

Session 3. Outpatient procedures

Chair: Prof Birchall

15:30 – 15:50

Trans-nasal oesophagoscopy

TBC

15:50 – 16:10

Laryngeal injection techniques

Prof Remacle

16:10 – 16:30

Optimising the laryngology patient pathway

Mr Harries

16:30 – 17:00

Invited Lecture: Dr Gregory Farwell

Use of the surgical robot in the upper aerodigestive tract.

Wine reception

Faculty Dinner

Tuesday 21/6/2011

Room A.	Room B
<p><u>Session 4a. Voice Management</u> <i>Chair: Mr Harries</i></p> <p>09:00 – 09:20 Voice assessment Mr Costello</p> <p>09:20 – 09:40 European experience Prof Remacle</p> <p>09:40 – 10:00 US experience Dr Belafsky</p> <p>10:00 – 10:20 Neuro-laryngology Mr Rubin</p> <p>10:20 – 10:40 Speech therapy Ms Christella Antoni</p>	<p><u>Session 4b. Free Papers</u> <i>Chair: Mr Sandhu</i></p> <p>Judging panel: Mr Sandhu Professor Birchall Mr Ghufloor</p>
Coffee Break	
<p><u>Session 5a. Airway stents</u> <i>Chair: Mr Sandhu</i></p> <p>11:10 – 11:30 Lower trachea and bronchi stents Dr George</p> <p>11:30 – 11:50 Upper Airway stents Mr Sandhu</p> <p>11:50 – 12:10 Absorbable stents Mr Vondrys</p>	<p><u>Session 5.b Benign laryngology</u> <i>Chair: Dr Belafsky</i></p> <p>11:10 – 11:30 Benign lesions, an update Mr Ghufloor</p> <p>11:30 – 11:50 Laryngeal Papillomatosis Mr Harries</p> <p>11:50 – 12:10 Laser, Present and Future Prof Birchall</p>
<p>12:15 – 13:00 Keynote lecture: Dr Belafsky New frontiers in dysphagia management</p>	
Lunch Break	
Room A.	Room B
<p><u>Session 6a. Dysphagia</u> <i>Chair: Prof Remacle</i></p>	<p><u>Session 7b. Tracheostomy</u> <i>Chair: Mr Ghufloor</i></p>

14:10 -14:30 Assessment Dr Belafsky 14:30 – 14:50 Dysphagia therapy Ms Coffey 14:50 – 15:10 Surgical management Mr Sandhu	14:10 – 14:30 Percutaneous tracheostomy TBC 14:30 – 14:50 New approaches to tracheostomy design Prof Birchall 14:50 – 15:10 Tracheostomy Care Pathway Mr Costello
Tea Break	
<u>Session 6a. Advanced diagnostics</u> <i>Chair: Dr Muller</i> 15:30 – 15:50 Adult laryngeal radiology Dr Beale 15:50 – 16:10 Paediatric airway obstruction and the interventional radiologist Dr Roebuck 16:10 – 16:30 New endoscopes, frontiers Mr Owain Hughes 16:30 – 16:45 Endoscan Dr Kathleen Klinge	<u>Session 6.b GORD</u> <i>Chair: Mr Rubin</i> 15:40 – 16:10 Assesement and GI management Dr Bansi 16:10 – 16:30 Laryngo-Pharyngeal reflux Dr Belafsky
16:45 – 17:15 Keynote lecture: Mr Sandhu Modern management of adult airway stenosis	

Gala Dinner and prize presentation

Wednesday 22/6/2011

Interactive Surgical Videos Session 09:00 – 11:30

The perfect laryngoscopy
Airway management
Cricothyroid approximation
Laryngotracheal Reconstruction
Tracheal Resection

Close of meeting, feedback and certificates.

Practical Laryngology Skills Course 14:00 – 17:00
Royal National Throat, Nose and Ear Hospital

Vocal Fold Augmentation, 1 (Radiesse)
Dr Belafsky

TNO
Prof Birchall

Vocal Fold Augmentation, 2
Dr Belafsky

Stroboscopy
Mr Costello

Botox injection in outpatient demonstration
Mr Rubin

GENERAL INFORMATION

Venue

The Royal College of Surgeons of England

35-43 Lincoln's Inn Fields

London WC2A 3PE

Tel: +44 (0)20 7405 3474

The Royal College is centrally located at Lincoln's Inn Fields within easy walking distance of Holborn (Piccadilly and Central lines) and Temple (District and Circle Lines) underground stations. It is a short taxi or underground journey from most major rail stations. Two NCP car parks are situated nearby.

Liability and Insurance

The Meeting Secretariat and organizers cannot accept liability for personal accidents or loss of or damage to private property of participants and accompanying persons, either during or indirectly arising from Laryngology 2011.

Sponsorship and Exhibition Sales

Ms. Rachel Bresinger

Laryngology 2011

Kenes International

1-3 rue de Chantepoulet

P.O. Box 1726

CH 1211 Geneva 1

Switzerland

Tel: +41 22 908 0488 ext: 966

Fax: +41 22 906 9140

Email: rbresinger@kenes.com

Please contact with any queries regarding sponsorship and exhibition opportunities. Tailor packages can be arranged to suit your objectives.

SPONSORSHIP OPPORTUNITIES

Categories of Sponsorship

Sponsors will be given a sponsorship category status according to the total amount of sponsorship (symposium, advertisements, etc.) booked. The amount of an exhibition area reservation only is not to be included in the calculation of the sponsorship Categories.

Status will be allocated as follows:

GOLD SPONSOR	Total Sponsorship contribution from £ 5,000 (+VAT*) and above
SILVER SPONSOR	Total Sponsorship contribution between £ 4,000 (+VAT*) and £ 4,999 (+VAT*)
BRONZE SPONSOR	Total Sponsorship contribution between £ 3,000 (+VAT*) and £ 3,999 (+VAT*)
SPONSOR	Total Sponsorship contribution between £ 2,500 and £ 2,999 (+VAT*)

Sponsorship Level	Additional Benefits
Gold Sponsor	<ul style="list-style-type: none"> • 1 x extra Exhibitor badge (a total of 3 badges) • 2 x inserts in the delegate bag (double-sided A4 insert, subject to approval by Scientific Committee) • 1 x full page advert in the Final Programme • Acknowledgments as Gold Sponsor on the website, holding slide, sponsors' board on site and in the Final Programme • Logo with hyperlink on the Meeting website • 100-word profile in the Final Programme • The right to use the Meeting logo, subject to the Scientific Committee approval
Silver Sponsor	<ul style="list-style-type: none"> • 1 x insert in the delegate bag (double-sided A4 insert, subject to approval by Scientific Committee) • Acknowledgments as Silver Sponsor on the website, holding slide, sponsors' board on site and in the Final Programme • Logo with hyperlink on the Meeting website • 100-word profile in the Final Programme • The right to use the Meeting logo, subject to the Scientific Committee approval
Bronze Sponsor	<ul style="list-style-type: none"> • Acknowledgments as Bronze Sponsor on the website, holding slide, sponsors' board on site and in the Final Programme • Logo with hyperlink on the Meeting website • 100-word profile in the Final Programme • The right to use the Meeting logo, subject to the Scientific Committee approval
Sponsor	<ul style="list-style-type: none"> • Acknowledgments as Sponsor on the website, holding slide, sponsors' board on site and in the Final Programme • Logo with hyperlink on the Meeting website • 100-word profile in the Final Programme • The right to use the Meeting logo, subject to the Scientific Committee approval

EDUCATIONAL GRANT

A company can support one of the topical / training sessions which are organised by the Scientific Committee (theme and speakers).

- ✓ Sponsor's support will be acknowledged in the Final Programme alongside the session information as "Supported by an Unrestricted Educational Grant from..."
- ✓ Sponsor's logo with hyperlink on Meeting website
- ✓ Acknowledgement in Sponsor's list in the Final Programme
- ✓ Acknowledgement on Sponsor's Board on-site

WELCOME RECEPTION (Sole Sponsorship)

Sponsor will have the opportunity to promote itself through a Welcome Reception on the first evening to which all Meeting attendees are invited.

- ✓ Sponsor's logo on invitations
- ✓ Sponsor's logo on sign at the entrance to the Welcome Reception
- ✓ Sponsor's logo with hyperlink on Meeting website
- ✓ Acknowledgement in Sponsor's list in the Final Programme
- ✓ Acknowledgement on Sponsor's Board on-site

COFFEE / TEA BREAKS

Coffee and tea will be served during the first day of Meeting sessions.

- ✓ Sponsorship will be acknowledged on-site and in the Meeting Program
- ✓ Sponsor will be given the opportunity to brand the napkins (at an extra cost)
- ✓ Sponsor's logo with hyperlink on Meeting website
- ✓ Acknowledgement in Sponsor's list in the Final Programme
- ✓ Acknowledgement on Sponsor's Board on-site

GALA DINNER (Sole Sponsorship)

This is an opportunity for Sponsor to be associated with a prestigious dinner for the International Scientific and Local Meeting Faculty and Meeting delegates.

- ✓ Sponsor's name and logo printed on function invitation and menu
- ✓ Sponsor's logo on sign at the entrance to the event
- ✓ Sponsor will have the opportunity to distribute giveaways
- ✓ Sponsor will be acknowledged as an Official Sponsor in the Meeting Program
- ✓ 6 complimentary invitations to the Gala Dinner
- ✓ Sponsor's logo with hyperlink on Meeting website
- ✓ Acknowledgement in Sponsor's list in the Final Programme
- ✓ Acknowledgement on Sponsor's Board on-site

MEETING BAGS

Sponsor will provide the participants' Meeting bags.

- ✓ The bag will bear the Sponsor's logo and the Meeting logo
- ✓ Sponsor's logo with hyperlink on Meeting website
- ✓ Acknowledgement in Sponsor's list in the Final Programme
- ✓ Acknowledgement on Sponsor's Board on-site

NOTEPADS

Sponsor will provide the participants' notepads.

- ✓ The notepads will bear the Sponsor's name/company logo and will be distributed in the participants' Meeting bags
- ✓ Sponsors logo with hyperlink on Meeting website
- ✓ Acknowledgement in Sponsor's list in the Final Programme
- ✓ Acknowledgement on Sponsor's Board on-site

** This item must be approved by the Meeting's Organizing Committee prior to the production.*

PENS

Sponsor will provide the participants' pens.

- ✓ The pens will be branded by the Sponsor
- ✓ Sponsors logo with hyperlink on Meeting website
- ✓ Acknowledgement in Sponsor's list in the Final Programme
- ✓ Acknowledgement on Sponsor's Board on-site

** This item must be approved by the Meeting's Organizing Committee prior to the production.*

ADVERTISING SPONSORSHIP OPPORTUNITIES

Advertisements are available in the following Meeting publications:

Type	Back Page	Inside Front	Inside Back	Inside Page
	£	£	£	£
Final Programme	2,000	1,500	1,500	Full page: 900 Half page: 500
Mini-Programme	2,000	-	-	-

FINAL PROGRAMME

£ 2,000 / £ 1,500 / £ 900 / £ 500 (+VAT*)

The Final Programme will be distributed in France to all registered participants.

- ✓ Sponsor's logo with hyperlink on Meeting website
- ✓ Acknowledgement in Sponsor's list in the Final Programme
- ✓ Acknowledgement on Sponsor's Board on-site

MINI-PROGRAMME (Sole Sponsorship)

£ 2,000 (+VAT*)

Exclusive advertisement on the back cover of this pocket size, useful Meeting overview.

- ✓ Sponsor's logo with hyperlink on Meeting website
- ✓ Acknowledgement in Sponsor's list in the Final Programme
- ✓ Acknowledgement on Sponsor's Board on-site

PROMOTIONAL MATERIAL

£ 750 (+VAT*)

Inclusion of promotional material, such as a leaflet or brochure, in the participants' Meeting bags. Please note that the material should be provided by Sponsor and must be approved by the Scientific Committee.

- ✓ Supporter's product information will be available for all Meeting participants
- ✓ Sponsor's logo with hyperlink on Meeting website
- ✓ Acknowledgement in Sponsor's list in the Final Programme
- ✓ Acknowledgement on Sponsor's Board on-site

**The distribution arrangement for session invitations and promotional inserts may change. Companies will be advised accordingly.*

EXHIBITION

The commercial/technical Exhibition will be held in the **Edward Lumley Hall** on the ground floor.

The Exhibition Floor Plan will be posted online shortly. In the meantime, as companies are expressing an interest in securing their preferred exhibition spaces, we are pleased to receive your preliminary bookings. All spaces will then be allocated based on the reservations received, on a first-come, first-served basis.

EXHIBITION PACKAGES:

6 sqm

This includes:

- ✓ Exhibition space
- ✓ 1 x table and 2 x chairs
- ✓ 2 x Exhibitors' badges
- ✓ 2 x Complimentary tickets to the Welcome Reception
- ✓ 100 word company / product profile in the Programme
- ✓ Cleaning of public areas and gangways

4 sqm

This includes:

- ✓ Exhibition space
- ✓ 1 x table and 2 x chairs
- ✓ 2 x Exhibitors' badges
- ✓ 2 x Complimentary tickets to the Welcome Reception
- ✓ 100 word company / product profile in the Programme
- ✓ Cleaning of public areas and gangways

ADDITIONAL BENEFITS:

When you exhibit your company will receive the following additional benefits:

- ✓ Listing as an Exhibitor on the Website prior to the Meeting with link to the Company website
- ✓ Listing and profile in the On-Site Final Programme/ Exhibitor Guide

****Please note:** Does not include any electrical usage or space cleaning. All these services and others will be available to order in the Exhibitors' Technical Manual.

ALLOCATION OF EXHIBITION SPACE

Space Allocation will be made on a “first come, first served” basis. A completed Exhibition Booking Form and Contract should be faxed / emailed to ensure reservation of a desired location. Upon receipt of the Exhibition Booking Form and Contract, space will be confirmed and an invoice will be mailed. Please note that three alternative choices should be clearly indicated on the application form. Space allocations will be made in the order in which application forms with payment are received.

EXHIBITOR REGISTRATION

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 4 sqm and 6 sqm booked. Any additional exhibitors will be charged an exhibitor registration fee of £ 100 (+VAT*). An exhibitor registration form will be included in the Exhibitor’s Manual.

EXHIBITORS’ TECHNICAL MANUAL

An Exhibitors’ Technical Manual outlining all technical aspects of exhibiting will be circulated 3 months prior to the Meeting. It will include the following:

- Technical details about the Venue
- Final exhibition details and information
- Contractor details
- Services available to exhibitors and order forms

SITE INSPECTIONS

Exhibitors and Sponsors are free to visit the Meeting venue at their convenience. Please contact the venue directly to arrange this. Contact information can be found in the “General Information” Section.

EXHIBITOR PROFILE

Upon receipt of the booking form, you will be asked to please upload a 100-word Exhibitor Company/Product profile to companyprofile@kenes.com. This will be published in the list of exhibitors in the Final Programme.

ADDITIONAL INFORMATION FOR SPONSORS & EXHIBITORS

Applications for Sponsorship and/or Exhibition must be made in writing with the enclosed booking enquiry form.

CONTRACTS & CONFIRMATION

SPONSORS

Once a Sponsorship Booking Form is received a contract will be sent to you for signature with an accompanying invoice. This contract should be signed and returned with a 60% deposit payment to the Sponsorship. Upon receipt of the Sponsorship Booking Form the organiser will reserve the items listed in it. Completion of the Booking Form by the Sponsor shall be considered as a commitment to purchase the items.

EXHIBITION TERMS & CONDITIONS

The Terms and Conditions of exhibiting are included in this Prospectus. Please note that signing of the EXHIBITION BOOKING FORM AND CONTRACT indicates acceptance of these Terms and Conditions. The Exhibition Booking Form will be held as a valid liable contract, by which both parties will be bound.

Further details will be included in the Exhibition Technical Manual.

EXHIBITORS

Once an Exhibition Booking Form and Contract is received a confirmation of exhibition will be mailed to you with an accompanying invoice.

SPONSORSHIP TERMS & CONDITIONS

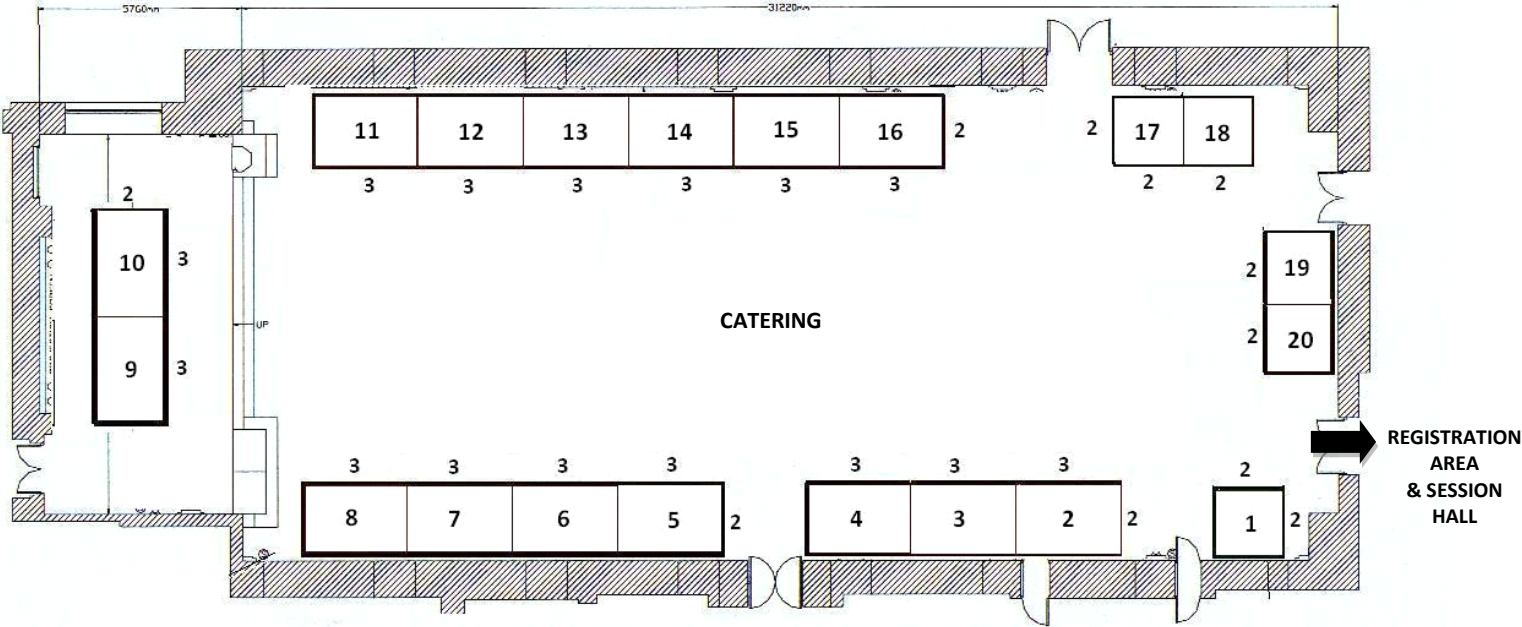
Terms and Conditions of Sponsorship are included in this Prospectus and will be included in the Sponsorship agreement.

Please note that it is the Exhibitor's / Sponsor's responsibility to comply with the local authority's regulations, EFPIA (European Federation of Pharmaceuticals Industries & Associations) www.efpia.org and IFMPA (International Federation of Pharmaceutical Manufacturers & Associations) www.ifpma.org Code of Practice on the Promotion of Medicines.

EXHIBITION FLOOR PLAN

Please visit the website for continuous updates on booth availability

*Floor Plan subject to change



BOOKING PROCEDURES and PAYMENT INFORMATION

TERMS OF PAYMENT

Payment of 100% within 30 days upon receipt of invoice

All payments must be received before the start date of the Meeting. Should the Sponsor fail to complete payments prior to the commencement of the Meeting, the Organizer will be entitled to cancel the reservation while cancellation will be subject to cancellation fees as determined below.

PAYMENT METHODS

Option 1: Payment by check. Please make checks payable to the Account Name.

Option 2: Payment by Bank Transfer. Please make drafts payable to the Account Name.

Account Name: Kenes UK Limited re LARYN

Sort Code: 202941

Account Number: 50784044

IBAN: GB81 BARC 2029 4150 7840 44

BIC/Swift: BARCGB22

Bank Name: Barclays Bank Plc

Bank Address: 27 Soho Square, London, W1D 3QR

CANCELLATION / MODIFICATION POLICY:

Cancellation or modification of sponsorship items must be made in writing to the Industry and Liaison Sales Associate (Contact information can be found in the “General Information” Section, above.)

The organizers shall retain:

- 50% of the agreed package amount if the cancellation/ modification is made between October 20, 2010 - February 20, 2011 (4-8 months before Meeting), inclusive
- 100% of the agreed package amount if the cancellation/ modification is made after February 20, 2011 (4 months before Meeting)

VAT INFORMATION

VAT (Subject to Change)

All Sponsorship prices are exclusive of VAT, and are subject to VAT at the local rate which will be added to the invoice.

Where applicable VAT fees can be claimed through:



Mr. Richard Asquith
TH/IF VAT Services Managing Director
+44 (0) 870 067 8881 Work
+44 (0) 79 777 23645 mobile
richard.asquith@tmf-group.com
Dolphin House' 2-5 Manchester Street
Brighton BN2 1TF, United Kingdom



****The above informative details are indicated for your convenience and do not imply any responsibility on part of the organizer****

**** Please ensure that your VAT number appears on the booking form & contract****

SPONSORSHIP BOOKING FORM

Please complete all details and send to:

Ms. Rachel Bresinger

Laryngology 2011

Kenes International, 1-3 Rue de Chantepoulet, CH 1211 Geneva 1, Switzerland

Tel: +41 22 908 0488 ext: 966

Fax: +41 22 906 9140

Email: rbresinger@kenes.com

CONTACT NAME:

COMPANY NAME:

NAME (as to appear in all Meeting publications):

ADDRESS:CITY:

POST / ZIP CODE:COUNTRY:

TELEPHONE:FAX:

EMAIL:WEBSITE:

VAT NUMBER:

**** Please ensure that your VAT number appear on the sponsorship booking form, in order to allow VAT reclaim.**

I would like to book the following Sponsorship Items:

Sponsorship item	Price	✓
Educational Grant		
Welcome Reception		
Coffee / Tea Breaks		
Gala Dinner		
Meeting Bags		
Notepads		
Pens		
Advertising		
Final Programme	£ 2,000 / £ 1,500 / £ 900 / £ 500 (+VAT*)	
Mini-Programme	£ 2,000 (+VAT*)	
Promotional Material	£ 750 (+VAT*)	
Total Amount (please complete)		

VAT of England is currently at 20%--VAT charges are subject to change

☐ Provisional Booking – The item will be released if not confirmed within 14 days

☐ Please call me to discuss our sponsorship package

☐ Please send me a sponsorship contract and 100% deposit invoice

Signature..... Date

EXHIBITION BOOKING FORM AND CONTRACT

Please note that all acknowledgements of your company and listing of company name and address will be generated from the following information. Please complete and send to:

Ms. Rachel Bresinger

Laryngology 2011

Kenes International, 1-3 Rue de Chantepoulet, CH 1211 Geneva 1, Switzerland

Tel: +41 22 908 0488 ext: 966 Fax: +41 22 906 9140

Email: rbresinger@kenes.com

CONTACT NAME:

NAME OF COMPANY:

NAME (as to appear in all Meeting publications):

ADDRESS: CITY:

POST / ZIP CODE: COUNTRY:

TELEPHONE: FAX:

EMAIL: WEBSITE:

VAT NUMBER:

WE HEREBY APPLY TO BOOK EXHIBITION SPACE ONLY.

Choice	Stand No	No. of Square Metres	Total Price
1 st Choice			£
2 nd Choice			£
3 rd Choice			£

VAT of England is currently at 20% --VAT charges are subject to change

** Please ensure that your VAT number appear on the booking form & contract, in order to allow VAT reclaim.

Special notes: Please indicate if your stand must be located adjacent to or opposite the following companies, or if special configuration is needed

- ☐ Provisional Booking – The booth will be released if not confirmed within 14 days
- ☐ Payment has been made by cheque/transfer, please forward me final confirmation and invoice
- ☐ Please send me a deposit invoice for 100% of the total amount due

We accept the contract terms and conditions (listed in this Sponsorship and Exhibition Prospectus) and agree to abide by the Guidelines for Industry Participation for the Meeting. I am authorised to sign this form on behalf of the applicant/Company.

SIGNATURE:.....DATE.....

TERMS AND CONDITIONS

These terms are the contractual agreement between the Organizer and the Exhibiting / Sponsoring Firm (Exhibitor/s / Sponsor/s).

<p><i>Application to Participate</i></p> <p>Application to participate will be considered only if submitted on the appropriate forms, duly completed. Registration will be confirmed insofar as space is available. Applicants will be informed in writing of the acceptance or refusal of their application. In case of refusal, all payments shall be fully refunded. In case of acceptance Sponsors/Exhibitor will be bound by the Terms and Conditions listed in the prospectus and/or contractual agreement.</p> <p><i>Obligations and Rights of the Exhibitor/Sponsor</i></p> <p>Registration implies full acceptance by the Exhibitors/Sponsors of the exhibition / sponsorship regulations. Any infringement of these regulations may lead to immediate withdrawal of the right to participate in the Meeting without compensation or refund of sums already paid, and without prejudice to the Exhibitor/Sponsor.</p> <p>By submitting an application to participate, the Exhibitor /Sponsor make a final and irrevocable commitment to occupy the space /items allocated and to maintain his/her installation until the date and time fixed for closure of the event.</p> <p>The Exhibitor/Sponsor may only present on his/her stand or space the materials, products or services described in the application to participate. No advertising on behalf of firms not exhibiting is permitted in any form whatsoever. Transfer or sub-letting of all or part of the allocated spaces is prohibited.</p> <p><i>Obligation and Rights of Organizer</i></p> <p>The Organizer undertakes to allocate exhibition space/sponsorship items space as far as possible on the basis of the preference expressed by applicants. Application will be considered in order of receipt of application forms accompanied by payment.</p> <p>The Organizer reserves the right, in case of absolute necessity, to modify the positioning of stands, with no obligation to provide compensation to Exhibitors/Sponsors. The Organizer reserves the right to offer to a different firm any stand, space or sponsorship item that has not been occupied by the event of the opening of the Meeting, with no obligation to provide compensation to the defaulting Exhibitor / Sponsor.</p> <p><i>Liability Insurance</i></p> <p>Equipment and all related display materials installed by Exhibitors / Sponsors are not insured by the Organizer, and the Organizer under no circumstances will be liable for any loss, damage or destruction caused to equipment, goods or property belonging to Exhibitors / Sponsors. The Exhibitor / Sponsor agrees to be responsible for his property and person and for the property and persons of his employees and agents and for any third party who may visit his space through full and comprehensive insurance, and shall hold harmless the Organizer for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy.</p> <p><i>Exhibition Regulations</i></p> <p>The Exhibition Manager, acting under direction of the Organizing Committee, has the final decision as to the acceptability of displays. Exhibitors are not to share with others any space allotted to them without prior written consent by the Exhibition Manager.</p> <p>The Organizer reserves the right to alter the general layout or limit the space allotted to each Exhibitor / Sponsor, postpone the exhibition or transfer it to another site if unforeseen circumstances warrant such action. Should any contingency prevent the holding of the exhibition, the Organizer will not be held liable for expenses incurred other than the cost of exhibit space rental fees.</p>	<p>All exhibits are to be displayed so as to avoid blocking aisles, obstructing adjoining booths, damaging the premises or the leased equipment. Exhibitors are kindly requested to allow sufficient see-through areas, which ensure clear views of surrounding exhibits.</p> <p>In standard booths, height is restricted to 246cm. Exhibitors are responsible for the cost and execution of the design, installation and delivery of their display to (and its removal from) the exhibition site.</p> <p>Flammable materials are not to be used. Equipment displayed or demonstrated must be installed with strict adherence to safety measures.</p> <p>Exhibitors undertake to observe the timetable designated for completion of their display before the exhibition opening and its dismantling at the close of the exhibition. No dismantling or packing of the display before the designated hour. It is the Exhibitor's responsibility to pack and remove or consign for shipment all items of value prior to leaving their exhibit unattended, otherwise the Organizer will arrange for their removal at the Exhibitor's risk and expenses.</p> <p>Exhibitors are obliged to ensure that their stands are permanently staffed during the exhibition opening hours.</p> <p>Payment is to be made in accordance with the conditions of payment listed in the prospectus.</p> <p>Should the Exhibitor /Sponsor fail to make a payment on time, the Organiser is entitled to terminate the contract, withdraw confirmation of acceptance, make other arrangements for the stand/ sponsorship items or seek compensation for non-fulfilment of contract.</p> <p>Participation by Exhibitors/Sponsors is dependent upon compliance with all rules, regulations and conditions stated herein.</p> <p>Access to the exhibition is authorized on presentation of a badge issued by the Organizer. Exhibitors' badges will not be mailed in advance and may be collected from the Exhibition Manager's desk.</p> <p>The Organizer ensures daily cleaning of the aisles. Exhibitors /Sponsors are responsible for the cleaning of their stands.</p> <p>The provision of refreshments for the participants by Exhibitors is only permitted if the catering regulations of the exhibition building concerned are observed.</p> <p>Exhibition areas and fittings made available to Exhibitors must be handed back in their original condition. In case of damage or loss of equipment provided, or damage to areas occupied, repair and replacement will be charged to the Exhibitor.</p> <p>Any special decoration or fittings must be submitted to the Organizer for prior authorization.</p> <p>Advertising panels and display are not permitted outside the exhibition areas allotted to Exhibitors.</p> <p>The Organizer will not approve stands, which do not comply with the accepted standards, until the necessary changes have been made.</p> <p><i>Code of Practice</i></p> <p>It is the Exhibitor's / Sponsor's responsibility to comply with the local authority's regulations, EFPIA (European Federation of Pharmaceuticals Industries & Associations) www.efpia.org and IFMPA (International Federation of Pharmaceutical Manufacturers & Associations) www.ifpma.org Code of Practice on the Promotion of Medicines. 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 Sponsors/Exhibitor/any third party.</p>
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