This instructions are subject to change. Please make sure that you always use the most current version.
Version: 11 March 2020

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eaaci2020sponsorship@eaaci.org
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1. Main Contacts

Please click on the following link to view the main contacts for the EAACI Congress 2020:  
Main Contacts

2. Important Deadlines/ Timeschedule

Please click here to view all important deadlines relevant for any symposia bookings at the EAACI Congress 2020.

We are pleased to offer you an additional timeline that clarifies all symposia deadlines at a glance. Please click here to view the timeline.

3. Compliance

We recommend that you contact the local authorities in the UK regarding the promotion regulations of medicinal products at your exhibition stand and/or within the boundaries of your sponsored symposium.

Inquiries and requests may also be addressed to the following compliance consultant. Consultancy fees will need to be covered by the enquiring company.

Caroline Mackenzie  
Director  
Global Association Partners  
Warrender House, Haywood Road  
Moffat DG10 9BU, UK  
Tel: +44 (0)1683 220110  
Mobile: +44 (0)7379 429500  
Email: caroline@globalassociationpartners.com  
www.globalassociationpartners.com
European Federation of Pharmaceutical Industries and Associations (EFPIA) Code
The EFPIA Code constitutes the collection of ethical rules agreed by EFPIA members for the Promotion of Medicinal Products to HCPs and the interactions with HCPs, HCOs and POs, with the intent of guaranteeing that these activities are conducted while respecting the most stringent ethical principles of professionalism and responsibility. - https://www.efpia.eu/relationships-code/the-efpia-code/

Association of the British Pharmaceutical Industry (ABPI) Code of Practice
The ABPI Code of Practice is a self-regulatory code, first established by the ABPI in 1958. The Code demonstrates the commitment of the pharmaceutical industry to benefitting patients by operating in a professional, ethical and transparent manner, to ensure the appropriate use of medicines and support the provision of high-quality healthcare. - https://www.abpi.org.uk/what-we-do/working-with-industry-and-academia/the-abpi-code-of-practice/

The Prescription Medicines Code of Practice Authority (PMCPA)
PMCPA was established by The Association of the British Pharmaceutical Industry (ABPI) to operate the ABPI Code of Practice for the Pharmaceutical Industry, independently of the ABPI. The Prescription Medicines Code of Practice Authority (PMCPA) is the self-regulatory body which administers the Association of the British Pharmaceutical Industry’s (ABPI) Code of Practice for the Pharmaceutical Industry independently of the ABPI. It is a not-for-profit body which was established by the ABPI on 1 January 1993. The PMCPA operates the complaints procedure under which the materials and activities of pharmaceutical companies are considered in relation to the requirements of the Code provides advice and guidance on the Code provides training on the Code arranges conciliation between pharmaceutical companies when requested to do so scrutinises samples of advertising and meetings to check their compliance with the Code. - http://www.pmcpa.org.uk

Proprietary Association of Great Britain
PAGB operates a pre-publication approval system for member companies' consumer advertising. It is a condition of membership that all advertising aimed at consumers must be submitted to PAGB for screening and PAGB approval has been given prior to its release into the public domain. PAGB offers advice on advertising that is aimed at health care professionals but does not operate a system of pre-publication approval for such materials. - https://www.pagb.co.uk/

Advertising of medicinal products is governed by the Medicinal Products Statute, approved by Decree-Law no. 176/2006, of August 30th, last amended by Decree-Law no. 26/2018, of April 24th.
4. Symposia – General Information

4.1. Industry Service Center (ISC)

Please use the following link to access the online Industry Service Center (ISC)
https://www.eaaci.org/sponsorship/events/detail/eaaci-2020/isc

4.2. Industry Sponsored Sessions – Definitions

Company Sponsored Symposium (CSS)

Engage participants of the congress with a symposium completely integrated within the programme and maximise the potential in reaching your target audience.

Description: This very unique Company Sponsored Symposium (CSS) is an excellent format for companies to interact with HCPs in a personal and interactive setting to foster knowledge exchange. These 90 minutes sessions are ideal for expert discussions or to provide the delegates with deeper insights into one special topic.

Benefits:

- Publication of the full symposium programme on the EAACI website and the EAACI Congress 2020 App
- Inclusion in the list of sponsors
- 1 full registration and 2 exhibitor badges
- Promote your symposium with an advertisement rotating on the Symposia Announcement Board (please see Point "6.2. Symposia Announcement Boards").
- A presence in a promotional mass email to a targeted EAACI audience prior to the congress
- Symposia instructions manual providing full details on all aspects of the sessions, the venue, contractors and ancillary services
- Session hall including standard AV equipment, stage furniture and theatre style set-up (stage set up: 2 chair tables for a total of 4 pax incl. microphones and preview screens, 1 lectern, computer networked with the Speakers’ Service Center, projection screen, video data projector, Q&A microphones, information screen in front of the room, technician)
- Support of one EAACI room host/hostess during the session

Additional Information:

- Price depends on size of the hall where the CSS will take place
- CSS will be held in the scientific session halls with rooms sizes ranging from 400 to 1000 approximately
- All promotions of industry sponsored symposia must be separate with the scientific programme for compliance reasons.
- Rules & Regulations for Chairs & Speakers at the EAACI Congress
The hostess will be primarily responsible for assisting speakers with their technical requirements and will stay for the duration of the symposium. Should the sponsor wish to use lead retrieval systems, distribute additional materials, etc. additional hostesses will need to be booked by the sponsor at their own expense.

Please consider that specified Rules & Regulations for EAACI logo usage and product advertisement apply.

All submissions will be subject to EAACI approval.

**Product code:** SYMP20.01

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**Satellite Symposium (SAT)**

Create your own 90 minutes scientific session with your favoured faculty! Sunday, Monday and Tuesday Satellite Symposia slots available.

**Description:** Engage participants of the congress with a parallel Industry symposium and maximise the potential in reaching your target audience.

**Benefits:**

- Publication of the full symposium programme on the EAACI website and the EAACI Congress 2020 App
- Inclusion in the list of sponsors
- 1 full registration and 2 exhibitor badges
- Promote your symposium with an advertisement rotating on the Symposia Announcement Board (please see Point "6.2. Symposia Announcement Boards").
- A presence in a promotional mass email to a targeted EAACI audience prior to the congress
- Symposia instructions manual providing full details on all aspects of the sessions, the venue, contractors and ancillary services
- Session hall including standard AV equipment, stage furniture and theatre style set-up (stage set up: 2 chair tables for a total of 4 pax incl. microphones and preview screens, 1 lectern, computer networked with the Speakers’ Service Center, projection screen, video data projector, Q&A microphones, information screen in front of the room, technician)
- Support of one EAACI room host/hostess during the session

**Additional Information:**

- All promotions of industry sponsored symposia must be separate with the scientific programme for compliance reasons.
- Rules & Regulations for Chairs & Speakers at the EAACI Congress
- The hostess will be primarily responsible for assisting speakers with their technical requirements and will stay for the duration of the symposium. Should the sponsor wish to use lead retrieval systems, distribute additional materials, etc. additional hostesses will need to be booked by the sponsor at their own expense.
- Please consider that specified Rules & Regulations for EAACI logo usage and product advertisement apply.
- All submissions will be subject to EAACI approval.

**Product code:** SYMP20.02
Company Sponsored Mini Symposium (CSMS)

30-minute session during lunch time

**Description:** The Company Sponsored Mini Symposium is an excellent format for companies to interact with HCPs in a personal and interactive setting to foster knowledge exchange. These 30 minutes sessions are ideal for expert discussion rounds or to provide the delegates with deeper insights into one special topic.

**Benefits:**

- Publication of the full programme on the EAACI website and in the EAACI Congress 2020 App
- Inclusion in the list of sponsors
- Promote your symposium with an advertisement rotating on the Symposia Announcement Board (please see Point "6.2. Symposia Announcement Boards").
- Symposia instructions manual providing full details on all aspects of the sessions, the venue, contractors and ancillary services
- Session hall including standard AV equipment, stage furniture and theatre style set-up (stage set up: 2 chair tables for a total of 4 pax incl. microphones and preview screens, 1 lectern, computer networked with the Speakers’ Service Center, projection screen, video data projector, Q&A microphones, information screen in front of the room, technician)
- Support of one EAACI room host/hostess during the session

**Additional Information:**

- All promotions of industry sponsored symposia must be separate from the scientific programme for compliance reasons.
- [Rules & Regulations](#) for Chairs & Speakers at the EAACI Congress
- The hostess will be primarily responsible for assisting speakers with their technical requirements and will stay for the duration of the symposium. Should the sponsor wish to use lead retrieval systems, distribute additional materials, etc. additional hostesses will need to be booked by the sponsor at their own expense.
- Please consider that specified [Rules & Regulations](#) for EAACI logo usage and product advertisement apply.
- All submissions will be subject to EAACI approval

**Product code:** SYMP20.03
4.3. Promotion of your Symposium

We are pleased to provide you with the link to the EAACI Online Sponsor Platform (ESOP) for promotional opportunities related to your symposium: https://www.eaaci.org/sponsorship/events/detail/eaaci-2020

Please consider that specified Rules & Regulations for EAACI logo usage and product advertisement apply.

Promotion of the symposium is available via the assigned digital Symposia Announcement Boards on the day of the symposium (please see Point "6.2. Symposia Announcement Boards").

It is strictly forbidden to place any signage or advertisement in the venue other than what has been proposed by the organisers. Promotional material or signage which has not been permitted by the organisers will be removed immediately.

Entrance of the symposium hall

A max. of 2 roll-ups (provided by the sponsor) can be placed at the entrance of the allocated room 15 minutes before the start of the symposium. The roll-ups should not exceed a size of 1m x 2m (WxH). The roll-ups have to be placed directly beside the entrance(s) to the room and not in the aisles or anywhere else in the venue.

Promotion using the table hall (e.g. flyer display) and poster board in front of the symposium is permitted 15 minutes before and during the time slot of each respective company (welcome desk & poster board available upon request - please see Point "6.8. Table & Poster Board"). The poster board has to be placed directly beside the entrance of the room and not in the aisles or anywhere else in the venue.

Distribution of materials

The sponsoring companies are permitted to hand out flyers or booklets to the delegates entering the symposium hall. Flyer distribution in the walkways or within the congress venue is strictly prohibited.

Exhibition space

Promotion of the symposium at the exhibition booth of each respective company (not in the aisles) is permitted.
4.4. Webcasting Packages & Livestream

Please find the link to the EAACI Online Sponsor Platform (ESOP) here: https://www.eaaci.org/sponsorship/events/detail/eaaci-2020

The following packages are offered to sponsors:

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>SYMP20.04</td>
<td>Basic Webcasting Package</td>
<td>€2,500.00</td>
</tr>
<tr>
<td>SYMP20.05</td>
<td>Advanced Webcasting Package</td>
<td>€6,500.00</td>
</tr>
<tr>
<td>SYMP20.06</td>
<td>Full Webcasting Package</td>
<td>€5,000.00</td>
</tr>
<tr>
<td>SYMP20.08</td>
<td>Livestream</td>
<td>€15,000.00</td>
</tr>
</tbody>
</table>

EAACI also offers the possibility to use a Q&A system during your symposium.

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>SYMP20.07</td>
<td>Interactive Discussion during your Symposium</td>
<td>€3,000.00</td>
</tr>
</tbody>
</table>

4.5. Hotel & Accommodation

For general accommodation and booking enquiries, please contact K.I.T. Group:

K.I.T. Group
Anita Ernst
Email: hotels@eaaci.org
Phone: +49 (0) 30 246 03 430

EAACI warns all congress participants that companies unrelated to EAACI are using EAACI’s name pretending to provide official services for the EAACI Congress. These websites are unauthorised and EAACI cannot guarantee any delivery of services or offer any support for bookings made through fraudulent websites. The official registration and housing agent for the EAACI Congress 2020 is K.I.T. Group. The official conference website can be found here: https://www.eaaci.org/eaaci-congresses/eaaci-2020
4.6. Lead Retrieval

All registered delegates will be supplied with a personal barcode on their badge. The barcode can be used to extract delegate information from the registration database.

If you are interested in renting a lead retrieval device, please contact K.I.T. Group:

K.I.T. Group
Amanda Hintz
Email: eaaci@kit-group.org
Phone: +49 (0) 30 246 03 420

4.7. Transport & Logistics

Fairexx has been appointed by EAACI as the official freight forwarding transportation and storage agent for EAACI 2020.

Participating companies that wish to distribute leaflets or other items during their symposium should ensure that these are delivered to the relevant hall during official congress breaks. No deliveries to the halls will be permitted while sessions are taking place.

Please refer to the

- Shipping Manual for download here
- Handling fees of Fairexx here

Your contact person for any questions:

Marco Junghans
Fairexx – Logistics for Exhibitions GmbH
Phone: +49 (0)30 4403 47 11
E-mail: marco.junghans@fairexx.com

Only Fairexx motorised vehicles, pallet trucks or any form of trolley are allowed in the venue during the congress opening times.
4.8. Security Regulations & Overflow

It is the session organisers’ responsibility to select an adequately sized room to accommodate all attendees in their session. The session organiser must plan appropriate staffing and/or security to avoid any problems. If this is not the case, for security reasons, the venue has complete authority to block entrance into the rooms.

Additional hosts/hostesses for specified tasks may be ordered through EAACI. The session organiser must plan appropriate staffing for its own additional requirements. Please refer to “6.6. Staff” for further information.

The assurance of general safety throughout the congress venue will be managed by EAACI. In the case of special security requirements for your symposium, the assurance of appropriate management is the responsibility and for the liability of the session organiser.

Overflow

In the event of an overflow occurring during a symposium, the session organiser or its appointed staff must ensure that only the permitted number of delegates is allowed entry to the hall.

It is not permitted that delegates sit down or stand in the back and/or in the corridors of the session hall. It is the responsibility and for the liability of the sponsor to ensure that these areas in the session hall remain clear.

EAACI, the PCO’s and venues have complete authority to block entrance into the rooms if deemed necessary.

Companies will be charged for any extra security required.

4.9. Parking

Please note that parking facilities for coaches and cars are available for a fee at the East Entrance to the venue on a first come first serve basis. No prior reservations of parking space is possible. Payment must be made via the payment machines situated onsite.

For further information regarding parking rates please refer to the rate card here.

Should you have any queries regarding parking facilities during the congress please contact ExCeL directly at traffic@excel.london.
## 5. Industry Sessions Overview/Timeschedule

<table>
<thead>
<tr>
<th>Sunday, 7 June</th>
<th>Session Type</th>
<th>Company</th>
<th>Hall</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:30 – 12:00</td>
<td>CSS 1</td>
<td>Allergy Therapeutics</td>
<td>North Hall F</td>
<td>500</td>
</tr>
<tr>
<td>13:30 – 15:00</td>
<td>CSS 3</td>
<td>Novartis Pharma AG</td>
<td>North Hall F</td>
<td>500</td>
</tr>
<tr>
<td>15:30 – 17:00</td>
<td>CSS 4</td>
<td>Sanofi Genzyme / Regeneron</td>
<td>ICC Capital Suite Room 7</td>
<td>400</td>
</tr>
<tr>
<td>12:30 - 13:00</td>
<td>CSMS 1</td>
<td>Allergopharma GmbH &amp; Co. KG</td>
<td>ICC Capital Suite Room 4</td>
<td>250</td>
</tr>
<tr>
<td>12:30 - 13:00</td>
<td>CSMS 2</td>
<td>Novartis Pharma AG</td>
<td>ICC Capital Suite Room 10</td>
<td>300</td>
</tr>
<tr>
<td>17:30 – 19:00</td>
<td>SAT 1</td>
<td>Sanofi Genzyme / Regeneron</td>
<td>North Hall E</td>
<td>600</td>
</tr>
<tr>
<td>17:30 – 19:00</td>
<td>SAT 2</td>
<td>Faes Farma and Menarini Group</td>
<td>North Hall F</td>
<td>500</td>
</tr>
<tr>
<td>17:30 – 19:00</td>
<td>SAT 3</td>
<td>MSD</td>
<td>ICC Capital Suite Room 7</td>
<td>400</td>
</tr>
<tr>
<td>17:30 – 19:00</td>
<td>SAT 4</td>
<td>Takeda</td>
<td>ICC Capital Suite Room 12</td>
<td>400</td>
</tr>
<tr>
<td>17:30 – 19:00</td>
<td>SAT 5</td>
<td></td>
<td>ICC Capital Suite Room 4</td>
<td>250</td>
</tr>
<tr>
<td>17:30 – 19:00</td>
<td>SAT 6</td>
<td>URIACH</td>
<td>ICC Capital Suite Room 10</td>
<td>300</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Monday, 8 June</th>
<th>Session Type</th>
<th>Company</th>
<th>Hall</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:45 – 12:15</td>
<td>CSS 5</td>
<td>ALK</td>
<td>North Hall D</td>
<td>800</td>
</tr>
<tr>
<td>12:20 – 13:40</td>
<td>CSS 6</td>
<td>DBV TECHNOLOGIES</td>
<td>North Hall F</td>
<td>500</td>
</tr>
<tr>
<td>13:45 – 15:15</td>
<td>CSS 7</td>
<td>STALLERGENES GREER</td>
<td>North Hall D</td>
<td>800</td>
</tr>
<tr>
<td>15:45 – 17:15</td>
<td>CSS 8</td>
<td>HAL Allergy Group</td>
<td>North Hall F</td>
<td>500</td>
</tr>
<tr>
<td>12:45 – 13:15</td>
<td>CSMS 3</td>
<td>Hycor Biomedical</td>
<td>ICC Capital Suite Room 4</td>
<td>250</td>
</tr>
<tr>
<td>12:45 – 13:15</td>
<td>CSMS 4</td>
<td>Sanofi Genzyme / Regeneron</td>
<td>ICC Capital Suite Room 10</td>
<td>300</td>
</tr>
<tr>
<td>17:45 – 19:15</td>
<td>SAT 7</td>
<td></td>
<td>North Hall E</td>
<td>600</td>
</tr>
<tr>
<td>17:45 – 19:15</td>
<td>SAT 8</td>
<td>Sanofi Genzyme / Regeneron</td>
<td>North Hall F</td>
<td>500</td>
</tr>
<tr>
<td>17:45 – 19:15</td>
<td>SAT 9</td>
<td>GSK</td>
<td>ICC Capital Suite Room 7</td>
<td>400</td>
</tr>
<tr>
<td>17:45 – 19:15</td>
<td>SAT 10</td>
<td>Medscape Education sponsored by CSL Behring</td>
<td>ICC Capital Suite Room 12</td>
<td>400</td>
</tr>
<tr>
<td>17:45 – 19:15</td>
<td>SAT 11</td>
<td>Purina Institute</td>
<td>ICC Capital Suite Room 4</td>
<td>250</td>
</tr>
<tr>
<td>17:45 – 19:15</td>
<td>SAT 12</td>
<td>Nestlé Health Science</td>
<td>ICC Capital Suite Room 10</td>
<td>300</td>
</tr>
</tbody>
</table>
### 6. Services included in the Sponsorship Fee

For each symposium booked the following benefits are included:

- Publication of the full programme on the EAACI website and in the EAACI Congress 2020 App
- Inclusion in the list of sponsors
- Symposia instructions manual providing full details on all aspects of the sessions, the venue, contractors and ancillary services

#### 6.1. Complimentary Badges

**Founder Sponsor**

<table>
<thead>
<tr>
<th>Complimentary full registrations*</th>
<th>Platinum Founder Sponsor</th>
<th>Gold Founder Sponsor</th>
<th>Silver Founder Sponsor</th>
<th>Deadline</th>
<th>Contact</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>10</td>
<td>8</td>
<td></td>
<td>06 May 2020</td>
<td>K.I.T. Group <a href="mailto:registration@eaaci.org">registration@eaaci.org</a></td>
<td>Includes access to the exhibition hall, as well as to the scientific sessions</td>
</tr>
</tbody>
</table>

| Complimentary exhibitor registrations | 30 | 25 | 20 | 06 May 2020 | Interplan eaaci2020exhibition@eaaci.org | Includes access to the exhibition hall (one hour prior to opening and one hour after closing during official congress days) |

* The full registration badges may permit the holder to access the exhibition hall prior to opening hours if it contains a green dot. These have to be collected at the exhibitor registration desk in the registration area.
CSS, SAT and for Exhibitors

<table>
<thead>
<tr>
<th>Complimentary full registrations</th>
<th>CSS</th>
<th>SAT</th>
<th>Exhibitors</th>
<th>Deadline</th>
<th>Contact</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>06 May 2020</td>
<td>K.I.T. Group <a href="mailto:registration@eaaci.org">registration@eaaci.org</a></td>
<td>Includes access to the exhibition hall, as well as to the scientific sessions</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Complimentary exhibitor registrations</th>
<th>CSS</th>
<th>SAT</th>
<th>Exhibitors</th>
<th>Deadline</th>
<th>Contact</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2</td>
<td>2</td>
<td>1 badge per 6 m² exhibition space</td>
<td>06 May 2020</td>
<td>Interplan <a href="mailto:eaaci2020exhibition@eaaci.org">eaaci2020exhibition@eaaci.org</a></td>
<td>Includes access to the exhibition hall (one hour prior to opening and one hour after closing during official congress days)</td>
</tr>
</tbody>
</table>

* The full registration badges may permit the holder to access the exhibition hall prior to opening hours if it contains a green dot. These have to be collected at the exhibitor registration desk in the registration area.

Additional Badges

For additional full registrations (delegate badge with access to the exhibition and scientific sessions) and group registrations, please contact K.I.T. Group registration@eaaci.org

For additional exhibitor registrations (access to the industry exhibition and your company’s own symposium), please contact Interplan eaaci2020exhibition@eaaci.org

Additional exhibitor badges may be ordered for EUR 140 each excl. VAT. The exhibitor badge displays the first name and surname, the exhibiting company’s name and country.

6.2. Symposia Announcement Boards

Each symposium sponsor is invited to provide one digital symposium promotion advertisement (1 advertisement per booked symposium) to eaaci2020sponsorship@eaaci.org.

This service is included in the sponsorship fee.

The Symposia Announcement Boards will be situated in centrally located areas of the congress venue. The rotating digital advertisements will be displayed on the day of the symposium. The boards will have header texts stating “Company Sponsored Symposium” and “Company Sponsored Satellite Symposia & Company Sponsored Mini Symposia”.

Rules & Regulations for publications

Specifications Symposia Announcement Boards:

<table>
<thead>
<tr>
<th>File format</th>
<th>PNG/ JPEG</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolution</td>
<td>to be announced soon</td>
</tr>
<tr>
<td>Submission deadline of the advertisement</td>
<td>postponed to 22 April 2020</td>
</tr>
<tr>
<td>Contact</td>
<td><a href="mailto:eaaci2020sponsorship@eaaci.org">eaaci2020sponsorship@eaaci.org</a></td>
</tr>
</tbody>
</table>
6.3. Presentation Management System

During the EAACI Congress 2020, a network-based presentation system will be used along with a conference specific interface to ensure the perfect quality of all presentations.

The speaker at the lectern will be shown in the box beside the presentation.

The general presentation format is 16:9.

Handing in your presentations at the Speaker Service Center

To ensure a smooth running of the symposia, presentations should be handed in and checked at the Speaker Service Center at least three hours prior to the symposium. The Speaker Service Center is located in the Registration Area.

Usage of another system

Companies which do not want to use the EAACI presentation system, but rather operate their own system are required to inform Micemedia (AVorders@eaaci.org) no later than 06 May 2020.
6.4. AV Equipment

The following AV equipment is included in the sponsorship fee and will be available in the symposium hall:

- Presentation playback via PMS system and Speaker Service Center
- Projection screen(s) (amount and dimensions depending on room layout)
- Projector (amount and strength depending on room layout)
- Lectern: 2x wired microphone
- Chair table: 4x wired microphones and 2x preview screens
- Information screen in front of the room

There will be one technician available in each symposium session hall operating sound and light. Standard sessions do not require more technicians.

Bypassing the EAACI Presentation Management System and Speaker Service Center

Symposia may bypass the EAACI PMS system but should inform Micemedia of this no later than 06 May 2020. Bypassing means that the symposia organisers need to obtain additional equipment either via their own supplier or via EAACI with a request for additional AV to Micemedia.

Please consider ordering the following AV equipment:

- laptops
- seamless switcher
- lectern preview screen and infra
- infra to chair table screens
- wireless remote for powerpoint
- wireless microphones for presenters

Additional AV equipment

If you require any additional AV equipment or technicians or have special requests, please contact to Micemedia no later than 06 May 2020 (there might be a surcharge on orders that arrive after this date):

Micemedia
Rolf Gorter
E-Mail: AVorders@eaaci.org
Phone: +31 850 043 136

Please specify sound, lighting, AV, staging and rehearsal requirements.

Due to the short changeover time between sessions, careful planning is required in order to make transitions as smooth as possible. Every effort will be made to support companies in achieving their goals for their symposium. However, EAACI and its PCO’s reserve the right to deny any additional AV or set-up requests which may disturb the general running of the sessions prior to and after the symposium concerned.
6.5. Stage Set-up & Furniture/ Technical Packages

The halls will be set up in theatre style (capacity varies depending on hall size).

The following stage set-up is included in the sponsorship fee and will be available in the symposium session hall:

- 2 chair tables with seating for a total 4 pax (4x mic and 2x preview screen)
- 1 lectern (2x wired mic)

Sponsors can place roll-ups on the stage inside the room. It is also permitted to bring one’s own lectern and/or chair table branding. Please make sure that the EAACI branding and the stage equipment is not damaged when displaying your company own branding. The lectern and chair table measurements and your contact persons will be provided in the technical information packages for symposia.

Technical information packages:
- Capital Suite 4
- Capital Suite 7
- Capital Suite 10
- Capital Suite 12
- North Hall C
- North Hall D
- North Hall F
- North Hall F

Due to limited access to the symposium hall prior to the start of the session, the installation of one’s own stage sets is limited. All material (leaflets, roll-ups, etc.) has to be removed immediately after the end of the symposium.
Additional stage set-up & furniture/ special requests

If you are planning a special stage set-up (e.g. armchairs or sofas) or a special stage branding (other than lectern and chair table branding or roll-ups), the concept needs to be reviewed and approved by EAACI.

Should you require any special furniture for your stage set-up, please contact Micemedia until 06 May 2020 (there may be a surcharge on orders that arrive after this date):

Micemedia
Rolf Gorter
E-Mail: AVorders@eaaci.org
Phone: +31 850 043 136

Due to the short changeover time between sessions, careful planning is required in order to make transitions as smooth as possible. Every effort will be made to support companies in achieving their goals for their symposium. However, EAACI reserves the right to deny any additional AV or set-up requests which may disturb the general running of the sessions prior to and after the symposium concerned.

6.6. Staff

One host/hostess will be on duty throughout the symposium. He/she will assist CSS / SAT / CSMS sponsors with any room queries and will act as the main liaison person with the venue and the AV technicians.

The hostess will be primarily responsible for assisting speakers with their technical requirements and will stay for the duration of the symposium. Should the Sponsor wish to use lead retrieval systems, distribute additional materials, etc. additional hosts/hostesses will need to be booked by the sponsor at their own expense.

The host/hostess will wear a blue EAACI shirt and the staff badge is included in the sponsorship fee.

Additional Staff

If you would like to order additional staff for your symposium, we are happy to recommend SBEM Ltd as a host/hostess supplier.
Companies are free to use a supplier of their choice or bring their own staff.

SBEM Ltd
Myles Ball
Email: myles@sallyballevents.co.uk
Phone: +44 7412 626391

Please click here to open the order form, which has to be sent to SBEM no later 22 May 2020.
Additional ordered staff requires an exhibitor badge in order to have access to the exhibition and the company own symposium. Additional exhibitor badges may be ordered for EUR 140 each excl. VAT. The exhibitor badge displays the first name and surname, the exhibiting company’s name and country.

**6.7. WiFi & Internet**

A free WiFi connection will be available for delegates in all session halls. This service is for standard internet usage only.

Please note that sponsors are not permitted to set up their own WiFi network inside the session rooms. The usage of voting or Q&A systems (other than the voting and Q&A function within the EAACI App) needs to be approved by EAACI and Micemedia. Rogue networks are against the venue policy and will be disabled.

Requests should be handed in to Micemedia at the very latest by **06 May 2020**.

If you have special WiFi requirements for your symposium, please contact:

Micemedia

Rolf Gorter

E-Mail: AWordsers@eaaci.org

Phone: +31 850 043 136

**6.8. Table & Poster Board**

Upon request, EAACI will supply **one table (welcome desk) and a poster board** located in front of the respective session hall. The company will receive access to the table and board 15 minutes prior to the symposium. Each respective company is expected to take care of staffing their table.

The poster board has to be placed directly beside the entrance of the room and not in the aisles or anywhere else in the venue.

Important Poster Specifications:

Your poster should not exceed 1m width and 2m height. Double sided Velcro tape and/or blu-tac will be provided for fixing.

[Rules & Regulations](#) for publications & promotions

Please contact [eaaci2020sponsorship@eaaci.org](mailto:eaaci2020sponsorship@eaaci.org) to confirm your complimentary table and poster board no later than **08 April 2020**.
6.9. Cleaning

Standard cleaning after each symposium is included in the sponsorship fee.
For any additional cleaning requirements please contact telesales@excel.london

7. Additional Bookings

7.1. Additional Badges

Please refer to “6.1. Complimentary Badges” for badges included in the sponsorship fee.
For additional full registrations (delegate badge with access to the exhibition and scientific sessions) and group registrations, please contact K.I.T. Group registration@eaaci.org
For additional exhibitor registrations (access to the exhibition and your company’s own symposium), please contact Interplan eaaci2020exhibition@eaaci.org
Additional exhibitor badges may be ordered for EUR 140 each excl. VAT. The exhibitor badge displays the first name and surname, the exhibiting company’s name and country.

7.2. Webcasting Packages & Livestream

Please refer to “4.4. Webcasting Packages & Livestream” for detailed information.

7.3. Additional AV Equipment

Please refer to “6.4. AV Equipment” for equipment included in the sponsorship fee.
If you require any additional AV equipment or technicians or have special requests, please contact to Micmedia no later than 06 May 2020 (there might be a surcharge on orders that arrive after this date):

Micmedia
Rolf Gorter
E-Mail: AVorders@eaaci.org
Phone: +31 850 043 136

Please specify sound, lighting, AV, staging and rehearsal requirements.
Due to the short changeover time between sessions, careful planning is required in order to make transitions as smooth as possible. Every effort will be made to support companies in achieving their goals for their symposium. However, EAACI reserves the right to deny any additional AV or set-up requests which may disturb the general running of the sessions prior to and after the symposium concerned.

7.4. Additional Stage Set-up & Furniture/ Special Requests

Please refer to “6.5. Stage Set-up & Furniture” for stage set-up and furniture included in the sponsorship fee.

If you are planning a special stage set-up (e.g. armchairs or sofas) or a special stage branding (other than lectern and chairtable branding or roll-ups), the concept needs to be reviewed and approved by EAACI.

Should you require any special furniture for your stage set-up, please contact Micemaedia no later than 06 May 2020 (there may be a surcharge on orders that arrive after this date):

Micedia
Rolf Gorter
E-Mail: AVorders@eaaci.org
Phone: +31 850 043 136

Due to the short changeover time between sessions, careful planning is required in order to make transitions as smooth as possible. Every effort will be made to support companies in achieving their goals for their symposium. However, EAACI reserves the right to deny any additional AV or set-up requests which may disturb the general running of the sessions prior to and after the symposium concerned.

7.5. Rehearsal Slot

EAACI provides symposia the opportunity to book rehearsal slots for their session. Rehearsal slots are offered on a first come first serve basis. Slots are sold per 60 minutes for EUR 350.

Please send your request to Micemia who will provide timing options according to the programme and will send you a quote for these services.

Micemia
Rolf Gorter
E-Mail: AVorders@eaaci.org
Phone: +31 850 043 136
7.6. Catering

Refreshments for industry symposia at the EAACI Congress 2020 can be offered to delegates in the form of lunch bags exclusively. The lunch bags can be served 15 minutes before the session starts.

The lunch bags will be placed outside of the lecture rooms in order to align with the Health & Safety regulations.

Please send your request directly to the local catering supplier ExCeL London Hospitality (ELH). All orders will be reviewed by EAACI.

The official booking deadline is Friday, 22 May 2020. Thereafter, the size of the order may be increased subject to availability (but not reduced) up until Friday 29 May 2020 and will result in an additional charge.

Any late bookings/ onsite bookings are subject to availability and increased pricing will apply.

All bookings require a 100% pre-payment. Your booking can be paid over the phone via credit card or debit card with the ExCeL London Hospitality Sales Team. Alternatively, you can request an invoice from the ExCeL London Hospitality Sales Team, which can then be paid via bank transfer. Please note that all payments must be received in full prior to Friday 22 May 2020.

ExCeL London Hospitality
Email: sales@excelhospitality.london
Phone: +44 (0) 20 7069 4100 and ask to speak to a member of the sales team

Please find an official proposal for a Lunch Bag Package below:

**Lunch Bag - £16.50 + VAT per person** (minimum numbers of 10 applicable)

This will include the following items:

- Pre-packed sandwich
- Individual packet of crisps
- Piece of whole fresh fruit
- Chocolate bar / snack bar
- Still Mineral Water (550ml PET)

This will be based on static self-service from a catering station located within your symposium area.

Please kindly note further restrictions:

- no alcoholic beverages
- no hot food
EAACI and Interplan reserve the right to cancel any activities if deemed necessary and will not take any responsibility or liability for compensation to the exhibitor.

WARNING: It has been brought to our attention that unauthorised catering companies have been contacting EAACI 2020 exhibitors and sponsors. Please note that EAACI cannot vouch for any unauthorised catering companies. Please note that ExCeL London Hospitality (ELH) are the exclusive onsite caterer for ExCeL London.

All catering must be arranged with ELH and no external companies are permitted onsite.

7.7. Additional Staff

Please refer to “6.6. Staff” for information on staff included in the sponsorship fee and their involved tasks.

If you would like to order additional staff for your symposium, we are happy to recommend SBEM Ltd as a host/hostess supplier.

Companies are free to use a supplier of their choice or bring their own staff.

SBEM Ltd
Myles Ball
Email: myles@sallyballevents.co.uk
Phone: +44 7412 626391

Please click here to access the order form, which has to be sent to SBEM no later than 22 May 2020.

All additional ordered staff members require an exhibitor badge in order to have access to the exhibition and the company own symposium. Additional exhibitor badges may be ordered for EUR 140 each excl. VAT. The exhibitor badge displays the first name and surname, the exhibiting company’s name and country.

7.8. Additional Cleaning

Standard cleaning after each symposium is included in the sponsorship fee.

For any additional cleaning requirements please contact telesales@excel.london
7.9. Flowers & Plants

Please contact the following address for any requests regarding flowers and plants:
OldAcre
info@oldacre.co.uk
+44 207 069 4235

7.10. Further Equipment (WiFi, Internet, Telephone, …)

If you have any special equipment requirements (WiFi, Internet, Telephone, …) for your symposium, please contact:
Micemedia
Rolf Gorter
E-Mail: AVorders@eaaci.org
Phone: +31 850 043 136

8. Submissions

8.1. Symposia Programmes

Please use the following template to submit your symposia programme: click here

The programme has to be sent to eaaci2020sponsorship@eaaci.org at the very latest by 11 March 2020.

In case of no reply by the above mentioned deadline, we will consider that you agree to have only your company name, symposium date, time and location published.
8.2. Speakers & Chairs

Please click on the following link to submit your preferred chairperson(s) and speaker(s):
Speaker & Chair Submission

The following Rules & Regulations apply; please click here.

All submissions will be handled on a first come first serve basis within the respective sponsor category.

The following process of speaker and chair confirmation will apply:

<table>
<thead>
<tr>
<th>Step 1:</th>
<th>Step 2:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission of preferred speakers / chairs via the provided link</td>
<td>Review of all submissions by the EAACI team*</td>
</tr>
<tr>
<td>Step 3:</td>
<td>Step 4:</td>
</tr>
<tr>
<td>Confirmation or rejection email sent by the EAACI team</td>
<td>Sponsors may officially invite approved speakers / chairs</td>
</tr>
</tbody>
</table>

*In case of double bookings, the EAACI team will proceed as follows:

- Platinum Founder Sponsors have priority over Gold and Silver Founder Sponsors
- Gold Founder Sponsors have priority over Silver Founder Sponsors
- Founder Sponsors have priority over all other Sponsors

8.3. Company Profile

Please fill in the fields below in order to complete your company profile for the EAACI Congress 2020. You may present yourself by providing company and contact details as well as an editorial text informing about your company.

The deadline for submission is **Wednesday, 04 March 2020**. The link will close automatically after that deadline.

Company Profile Submission

In case of no reply by the above mentioned deadline, we will consider that you agree to have only the name and booth number of your company published. Furthermore, your booth will be automatically marked in dark green on the exhibition plan (promotion of prescription-only medicine at booth) – refers to exhibitors only.
9. Overview Plan

Please click on the following link to view the overview plan for the EAACI Congress 2020:
Venue Layout: to be published soon

10. Access to the Symposia Halls

10.1. Set-up

Members of the sponsoring company team are welcome to attend their company symposium, provided that they are in possession of an official exhibitor badge for the congress. Badges can be collected and purchased at the Exhibitor Registration Desk in the registration area.

The scientific programme leaves a 15 to 30 minute gap before the start of any symposium. The sponsoring companies are granted access to the allocated room as soon as the session before their symposium finishes. The scientific sessions can overrun but the symposia need to start and stop according to the programme.

Due to time limits, the allocated set-up time will eventually have to be shared with the sponsored symposium that is scheduled immediately prior to yours.

10.2. Breakdown

Companies are requested to complete their breakdown 15 minutes after the symposium has ended. All materials (programmes, leaflets, etc.) have to be removed by the sponsor immediately after the end of the symposium. Any materials not removed may be disposed of at the discretion of the organisers.

In order to guarantee a smooth running of all symposia, we kindly ask you to brief your speakers and chairs and request that they adhere strictly to the planned start and finish times.
### 10.3. Table with Access Times

The following table indicates the amount of time allocated to the set-up and breakdown of each symposium. Please refer to the times allocated to your specific event:

<table>
<thead>
<tr>
<th>Sunday, 7 June</th>
<th>Session Type</th>
<th>Company</th>
<th>Hall</th>
<th>Capacity</th>
<th>Set-up (prior to the session)</th>
<th>Breakdown (after the session)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:30 – 12:00</td>
<td>CSS 1</td>
<td>Allergy Therapeutics</td>
<td>North Hall F</td>
<td>500</td>
<td>30 minutes</td>
<td>30 minutes</td>
</tr>
<tr>
<td>12:05 – 13:25</td>
<td>CSS 2</td>
<td>Thermo Fisher Scientific</td>
<td>North Hall E</td>
<td>600</td>
<td>20 minutes</td>
<td>20 minutes</td>
</tr>
<tr>
<td>13:30 – 15:00</td>
<td>CSS 3</td>
<td>Novartis Pharma AG</td>
<td>North Hall F</td>
<td>500</td>
<td>30 minutes</td>
<td>30 minutes</td>
</tr>
<tr>
<td>15:30 – 17:00</td>
<td>CSS 4</td>
<td>Sanofi Genzyme / Regeneron</td>
<td>ICC Capital Suite Room 7</td>
<td>400</td>
<td>30 minutes</td>
<td>30 minutes</td>
</tr>
<tr>
<td>12:30 – 13:00</td>
<td>CSMS 1</td>
<td>Allergopharma GmbH &amp; Co. KG</td>
<td>ICC Capital Suite Room 4</td>
<td>250</td>
<td>30 minutes</td>
<td>30 minutes</td>
</tr>
<tr>
<td>12:30 – 13:00</td>
<td>CSMS 2</td>
<td>Novartis Pharma AG</td>
<td>ICC Capital Suite Room 10</td>
<td>300</td>
<td>30 minutes</td>
<td>30 minutes</td>
</tr>
<tr>
<td>17:30 – 19:00</td>
<td>SAT 1</td>
<td>Sanofi Genzyme / Regeneron</td>
<td>North Hall E</td>
<td>600</td>
<td>30 minutes</td>
<td>30 minutes</td>
</tr>
<tr>
<td>17:30 – 19:00</td>
<td>SAT 2</td>
<td>Faes Farma and Menarini Group</td>
<td>North Hall F</td>
<td>500</td>
<td>30 minutes</td>
<td>30 minutes</td>
</tr>
<tr>
<td>17:30 – 19:00</td>
<td>SAT 3</td>
<td>MSD</td>
<td>ICC Capital Suite Room 7</td>
<td>400</td>
<td>30 minutes</td>
<td>30 minutes</td>
</tr>
<tr>
<td>17:30 – 19:00</td>
<td>SAT 4</td>
<td>Takeda</td>
<td>ICC Capital Suite Room 12</td>
<td>400</td>
<td>30 minutes</td>
<td>30 minutes</td>
</tr>
<tr>
<td>17:30 – 19:00</td>
<td>SAT 5</td>
<td>ICC Capital Suite Room 4</td>
<td>250</td>
<td>30 minutes</td>
<td>30 minutes</td>
<td></td>
</tr>
<tr>
<td>17:30 – 19:00</td>
<td>SAT 6</td>
<td>URIACH</td>
<td>ICC Capital Suite Room 10</td>
<td>300</td>
<td>30 minutes</td>
<td>30 minutes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Monday, 8 June</th>
<th>Session Type</th>
<th>Company</th>
<th>Hall</th>
<th>Capacity</th>
<th>Set-up (prior to the session)</th>
<th>Breakdown (after the session)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:45 – 12:15</td>
<td>CSS 5</td>
<td>ALK</td>
<td>North Hall D</td>
<td>800</td>
<td>30 minutes</td>
<td>30 minutes</td>
</tr>
<tr>
<td>12:20 – 13:40</td>
<td>CSS 6</td>
<td>DBV TECHNOLOGIES</td>
<td>North Hall F</td>
<td>500</td>
<td>20 minutes</td>
<td>20 minutes</td>
</tr>
<tr>
<td>13:45 – 15:15</td>
<td>CSS 7</td>
<td>STALLERGENES GREER</td>
<td>North Hall D</td>
<td>800</td>
<td>30 minutes</td>
<td>30 minutes</td>
</tr>
<tr>
<td>15:45 – 17:15</td>
<td>CSS 8</td>
<td>HAL Allergy Group</td>
<td>North Hall F</td>
<td>500</td>
<td>30 minutes</td>
<td>30 minutes</td>
</tr>
<tr>
<td>12:45 – 13:15</td>
<td>CSMS 3</td>
<td>Hycor Biomedical</td>
<td>ICC Capital Suite Room 4</td>
<td>250</td>
<td>30 minutes</td>
<td>30 minutes</td>
</tr>
<tr>
<td>12:45 – 13:15</td>
<td>CSMS 4</td>
<td>Sanofi Genzyme / Regeneron</td>
<td>ICC Capital Suite Room 10</td>
<td>300</td>
<td>30 minutes</td>
<td>30 minutes</td>
</tr>
</tbody>
</table>
### SYMPOSIA INSTRUCTIONS MANUAL

<table>
<thead>
<tr>
<th>Time</th>
<th>Session Type</th>
<th>Company</th>
<th>Hall</th>
<th>Capacity</th>
<th>Set-up (prior to the session)</th>
<th>Breakdown (after the session)</th>
</tr>
</thead>
<tbody>
<tr>
<td>17:45 - 19:15</td>
<td>SAT 7</td>
<td>North Hall E</td>
<td>600</td>
<td>30 minutes</td>
<td>30 minutes</td>
<td></td>
</tr>
<tr>
<td>17:45 - 19:15</td>
<td>SAT 8</td>
<td>Sanofi Genzyme/ Regeneron</td>
<td>North Hall F</td>
<td>500</td>
<td>30 minutes</td>
<td>30 minutes</td>
</tr>
<tr>
<td>17:45 - 19:15</td>
<td>SAT 9</td>
<td>GSK</td>
<td>ICC Capital Suite Room 7</td>
<td>400</td>
<td>30 minutes</td>
<td>30 minutes</td>
</tr>
<tr>
<td>17:45 - 19:15</td>
<td>SAT 10</td>
<td>Medscape Education sponsored by CSL Behring</td>
<td>ICC Capital Suite Room 12</td>
<td>400</td>
<td>30 minutes</td>
<td>30 minutes</td>
</tr>
<tr>
<td>17:45 - 19:15</td>
<td>SAT 11</td>
<td>Purina Institute</td>
<td>ICC Capital Suite Room 4</td>
<td>250</td>
<td>30 minutes</td>
<td>30 minutes</td>
</tr>
<tr>
<td>17:45 - 19:15</td>
<td>SAT 12</td>
<td>Nestlé Health Science</td>
<td>ICC Capital Suite Room 10</td>
<td>300</td>
<td>30 minutes</td>
<td>30 minutes</td>
</tr>
</tbody>
</table>

### 10.4. Access for Delegates

Attendance at the CSS / SAT / CSMS will be open to all conference delegates (full registrations). The selling of tickets for CSS / SAT / CSMS symposia by a sponsoring company is not permitted. Each symposium sponsor will be able to identify the category of each delegate entering the room via their badge. If you are discussing prescription-only medicines at your symposium, it is the company’s responsibility to monitor the participants that are attending the symposium.

Please refer to “6.1. Complimentary Badges” for badges included in the sponsorship fee. For additional full registrations (delegate badge with access to the exhibition and scientific sessions) and group registrations, please contact K.I.T. Group registration@eaaci.org

The following registration/professional categories are applicable for EAACI 2020:

- Allied Health Professional
- Clinical Researcher
- Dietician
- General Practitioner & Clinician
- Industry Representative
- Journalist
- Laboratory Technician
- Medical Student/Resident/Fellow
- Nurse
- Pediatrician
- Pathologist
- Physician in Training
- Scientist
- Social Worker