



## SATELLITE SYMPOSIA GUIDELINES

### 1. FREE REGISTRATION ALLOCATION

Companies holding an official satellite symposium during the ICPIC 2025 Congress are entitled to receive up to 10 complimentary “symposium only access badges”.

Registered exhibiting staff of a company organising a satellite symposium can attend their company’s symposium (access ONLY to their session).

**\*Symposium passes** are non-nominative badges that only allow access to a specific symposium.

There will be a specific desk in the Registration area for **Sponsors & Exhibitors**.

The MCI Registration team will contact you soon with the registration procedure and how to allocate these. You can also reach out to them directly at any time for questions at [icpic.reghot@mci-group.com](mailto:icpic.reghot@mci-group.com)

For information on purchasing and prices for additional full access registration badges, please see the ICPIC 2025 [website](#).

### 2. ICPIC LEVELLED SPONSORS (in addition to above entitlements)

Official ICPIC Levelled Sponsors are entitled to **additional** complimentary registrations to the Congress. These can be used for staff, speakers or others and will be distributed with the aforementioned badges at the Exhibitor/Sponsor desk onsite.

LEVEL	INVESTMENT	# EXHIBITION BADGES	# FULL REGISTRATION BADGES
Platinum	>60,000 CHF	6	4
Gold	>40,000 CHF	4	2
Silver	>30,000 CHF	2	1
Bronze	>15,000 CHF	1	0

### 3. SPONSORED SESSION ADVERTISING OPTIONS

#### Hand-outs/documents for distribution

- Companies holding an official satellite symposium during the ICPIC 2025 Congress are allowed to distribute flyers and other documents advertising their satellite symposium
- These documents can be distributed **only** within the physical limits of the exhibition stand (if applicable) and/or at the entrance of the allocated satellite symposium room during the times of the allocated satellite symposium.

#### Roll-ups

- Companies holding an official satellite symposium during the ICPIC 2025 Congress are allowed to advertise their satellite symposium by displaying **2 self-standing roll-ups (provided by sponsor)**:
  - Outside the conference room used – these can be put up ONLY 30min prior to start of the session.
  - Within the main meeting building on the floor of your choice. These can be displayed from 08.00 on the day of your symposium (for morning sessions, these can be in place from 16.00 previous day).
  - Maximum size: 2.20m H x 1.50m W
- **Roll-ups advertising sponsored sessions are not included in the rental price of the satellite symposia. It is the company’s responsibility to order, produce, ship to venue, install and remove advertising posters. Any roll-ups remaining at the end of their symposium day will be discarded.**



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### 4. SATELLITE SYMPOSIA PROGRAMME AND SPEAKERS

Symposia Programmes received to date will be published in the final programme and online. A form for these programmes available on the Online [Technical Information Page](#)

**Submit your symposium title, proposed chairmen and speakers, and their speech titles by 15 April 2025.**

To have their satellite symposium programme approved by the ICPIIC Scientific Committee and to have their programmes featured on the ICPIIC website in advance of the Congress, companies holding an official satellite symposium programme during ICPIIC 2025 are requested to provide the organisers with the following information regarding their symposia:

- **Title of the satellite symposium**
- **Speakers names and complete details**
- **Title of each presentation given during the symposium**

### 5. FINAL PROGRAMME PUBLICATION & WEBSITE LISTING

Each company will **receive an email with instructions** on how to submit the required information. Companies must provide their details exactly as they wish them to appear in the programme.

You can view the current list of **confirmed sponsors** on the ICPIIC 2025 website: [Confirmed Sponsors 2025](#). If your company is not listed, please upload your details using the information received by email. Should you not have received an email to upload your logo and company profile, please **email us** so we can resend the information.

All **ICPIIC 2025 Exhibitors and Sponsors** will be listed in the **final programme** and on the conference website. Information will be published **as submitted**, and while every effort will be made to ensure accuracy, MCI cannot be held responsible for any incorrect details provided.

The **deadline** to submit this information is **no later than 30 June 2025**, with early submissions **encouraged by 1 April 2025**.

Please note:

- Companies that do **not submit information** by the deadline will have only their **company name listed**, as per the contract or booking form.
- Updates after the deadline may not be reflected in the final publication.

For any questions, feel free to contact us at [icpic@mci-agency.com](mailto:icpic@mci-agency.com).

### 6. AUDIO-VISUAL EQUIPMENT INCLUDED CONFERENCE ROOMS

**All meeting rooms used for symposia will be equipped as for all ICPIIC scientific sessions. Only single Power Point will be provided (format 16:9). No translation will be provided for satellite and integrated symposia.**

**Speaker preview room** – All symposia speakers will have access to the Speaker Preview room to allow speakers/staff upload the slides prior to their presentation. The Speaker Preview room is located on Level 1. Please ensure the slides are uploaded at least 2 hours prior to your symposium.



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### 7. CATERING / F&B

Companies organising satellite symposia can serve food and beverage 15 minute prior to the start of the symposium. Please note, that food needs to be consumed outside of the room.

Sponsors are encouraged to order food & beverage service that may increase attendance to their sessions. Compass Catering is official catering partner of ICPI 2025. Please make your orders through this form [here](#).

### 8. FURNITURE RENTAL – ROOM SET-UP

Basic theatre style set-up with chairs, lectern, head tables and technical desks are installed in each session room. Should you require additional information on the room setup or provided furniture please contact [icpic@mci-agency.com](mailto:icpic@mci-agency.com)

**Any major alternative set-up must be approved by MCI / ICPI 2025** to ensure there is enough time in between sessions to allow for this.

### 9. LEAD RETRIVAL / BADGE SCANNERS / SURVEYS

Badges scanners are available for rent. These can be rented for just your session or for the duration of the Congress if you have an exhibition booth. Using these will provide you with full delegate information from those delegates that accept to be scanned on your booth. Daily lists or one list at the end of the event lists are available.

Please contact [icpic@mci-agency.com](mailto:icpic@mci-agency.com) for ordering information.

### 10. MAIN CONTACT DETAILS

For all other general inquiries about your satellite symposium, please contact:

**Jan von Hildebrand**  
**MCI Suisse SA**  
[icpic@mci-agency.com](mailto:icpic@mci-agency.com)

### 11. PHARMA COMPLIANCE

Recommendations about pharmaceutical guidelines must come from your internal legal departments as ICPI 2025 and MCI Suisse may offer no advice that can be construed as legal. ICPI 2025 reminds sponsors, exhibitors and their agents or designees of their responsibility to be aware of and to abide by all ICPI 2025 guidelines and other applicable codes regarding the relationship between the pharmaceutical and medical device/equipment industry and healthcare professionals that pertain to your company and/or the country in which the meeting is held.

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