



HOSPITALITY SUITES AND MEETING ROOMS GUIDELINES

1. INTRODUCTION

During the ESPEN Congress, a number of related Meetings take place, organised by various groups and organisations, taking benefit from the presence of the meeting participants at the congress. While this is reasonable and fosters cooperation and networking in the nutrition and metabolism community, the increased number of requests over the years requires some definitions for and regulations to hold such meetings. ESPEN's prime goal in these guidelines is to allow unrestricted access for every delegate to the ESPEN Scientific Programme of the congress and not to create competition between the scientific programme and meetings of particular groups.

2. DEFINITION

In this document, a meeting is a get-together of experts in a pre-arranged setting with a pre-arranged agenda to exchange information and/or discuss a pre-defined topic. It is usually not open to the public and accessible by invitation only. Meetings may be organised inside or outside the congress centre at specified times according to these guidelines. These guidelines are binding for all organisations or groups, regardless of whether they actively participate in the congress activities or not. Spontaneous "get-togethers" of a few persons during coffee breaks or at any other times are not considered meetings in this document. It is one of the purposes of the ESPEN Congress to encourage networking among colleagues and experts.

3. LOCATION

All proposed Hospitality Suites and meeting rooms are located at [Allianz MiCo](#) convention centre in Milan. Official Congress Signage will be placed to properly indicate the location of the suites to the delegates. There's a limited number of rooms available in the congress centre to hold such meetings (refer to Hospitality suites information and prices document in the technical manual).

4. ACCESSIBILITY, SCHEDULE AND REGULATIONS OF MEETINGS

All Hospitality Suites and meeting rooms are only accessible during the official congress opening hours. You can collect the key(s) at the registration area from the MCI staff from Saturday, 7 September 2024. Meetings should not take place during official sessions of the ESPEN scientific programme and are only allowed during official opening hours of the venue, as indicated below. Meetings should also allow enough transfer time¹ for participants to attend the **ESPEN Scientific sessions**. No meetings in the congress centre are allowed outside these times. Any extra time is subject to prior approval and will be charged at extra cost. **Duration of the Congress** is defined as Saturday, 12:00 until Tuesday, 12:00

¹ **Transfer Time** is defined as the time needed to travel between the meeting location and the congress centre.



ESPEN Scientific Programme is defined as

- Saturday, 14:00 – 17:30
- Sunday, 08:30 – 17:30
- Monday, 08:30 – 15:30
- Tuesday 08:30 – 12:00

Meetings may take place:

- On Saturday, 7 September from 07:30-14:00
- On Sunday, 8 September from 07:30 to 08:30 and 12:00-14:00 and 17:30-19:30
- On Monday, 9 September from 07:30 to 08:30 and 12:00-14:00 and 15:30-19:00
- On Tuesday, 10 September from 07:30 to 08:30.

A meeting may take place if

- it is limited to a maximum duration of two hours
- it does not include more than 40 participants. For meetings with more than 40 participants, prior approval by ESPEN needs to be obtained.

Meeting organised by industry partners and involving congress delegates must not contain any form of “transfer of science or company information” from the industry partner to the audience. This would be considered a Satellite Symposium. ESPEN may ask for further documentation about the meeting such as a list of participants and their affiliations, nature of the meeting, organising body, etc.

Sanctions:

Organisations or groups holding meetings which go against the above rules may be sanctioned by ESPEN.

5. EQUIPMENT

All orders for the Hospitality Suites (AV,...) as well as questions related to the setup inside the suite/meeting room are to be done through the [Exhibitor Services](#).

6. CATERING

On request, catering options are available and can be requested through the [Exhibitor Services](#). Catering must be paid by the company directly to the catering company of the congress centre. External catering is not permitted. The Terms&Conditions of the catering company are binding when such orders are made.