



Global Asthma Association-INTERASMA

WCA-2016  
XXIII World Congress of Asthma

March 12 - 15, 2016

Madrid Spain

Organized by: GAA-INTERASMA



Symposia Manual

Supported by: SEAIC, SEPAR, AEP, SEICAP

**This manual concerns the Platinum, Gold, & Silver Sponsors**

Please note that the Registration, Accommodation and Transportation of Sponsored Symposia Speakers is the responsibility of the Sponsors.

The Symposia Sponsors are entitled to:

- Allocation of the room
- Audiovisual services (detailed description in the following pages)
- Possibility to insert the Symposium Invitation in the congress bags
- Acknowledgement in the list of sponsors in the Final Program
- Company logo posted on the official congress website
- Advertisement in the WCA – Final Program

**Bag Inserts**

Sponsors wishing to insert a leaflet and/or an invitation to the symposium in the delegate bags are welcome to do so. The maximum size of the leaflet should be A4. The number of copies needed will be 800 and they should be delivered no later than March 8, 2016 to:

**MELIÁ CASTILLA HOTEL**  
**CALLE DEL CAPITÁN HAYA, 43, 28020 MADRID, SPAIN**  
**TEL: +34 915 67 50 00, FAX: +34 915 67 50 51**  
**ATTENTION: Mrs. Pilar Gómez / Mr. Miguel Salido**  
**“WCA-2016 REGISTRATION DESK”**

Make sure to clearly mark all four sides of each box in the shipment as bag inserts:

**“WCA-BAG INSERTS / Your Company’s Name”**

**Promotional Deliverables Guidelines****• Customs**

It is the sole responsibility of the Sponsors to ensure the products and materials they will be exhibiting are lawfully brought into Madrid and used and displayed only in accordance with the terms and conditions governing the entry of the products and materials into Spain.

**• Documentation Requirements**

For all shipments a copy of commercial invoice and packing list is required. All shipment should be sent to ***Meliá Castilla Hotel*** at least four (4) working days prior to the congress, March 8, 2016.

Please send your pre alert with a copy of all shipment before dispatch of the goods to Kostas Lamprou at [k.lamprou@frei.gr](mailto:k.lamprou@frei.gr) and [info@wca-2016.com](mailto:info@wca-2016.com).

**Stock Deliveries**

The participating companies wishing to distribute leaflets or other items during their Symposia 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.

**Storage**

No empty cartons, boxes, shavings or other packing material may be stored at the session hall or venue. Participating companies are requested to make their own arrangements for the removal of all boxes, packing material etc. prior to the start of their Symposia with the hotel staff.

**Use of the WCA - 2016 Congress logo**

Sponsors may use the WCA-2016 Congress logo on their ads. Sponsors must use the WCA-2016 Congress logo on Bag Inserts. Please note: It is not allowed to use the logo on printed matters with commercial brand names from pharmaceutical companies.

If a WCA-2016 Congress logo is being used, a sample of the item(s) must be sent to the Congress Secretariat for approval prior to production. For further information or WCA-2016 Congress logo request, please contact Mr. George Rouskas at [g.rouskas@frei.gr](mailto:g.rouskas@frei.gr) or Mr. Kostas Lamprou at [k.lamprou@frei.gr](mailto:k.lamprou@frei.gr).

**Sponsored Industry Symposia**

Sponsored Industry Symposia will be held on the following dates and times:

<b>Sunday March 13, 2016</b>	<b>Company Session</b>	<b>Session Hall</b>	<b>Location</b>
<b>12:00h - 13:30h</b>		<b>Room B</b>	<b>Lobby level</b>
<b>13:20h - 15:00h</b>		<b>Room A</b>	<b>Lobby level</b>
<b>Monday March 14, 2016</b>	<b>Company Session</b>	<b>Session Hall</b>	<b>Location</b>
<b>14:30h - 16:00h</b>		<b>Room B</b>	<b>Lobby level</b>

**Set-up, Layout and Dismantling**

You are allowed to have three (3) promotional self-standing signs, advertising your Industry Symposia at the designated places, due to the lack of access time prior to the start of the session, installation of own stage sets is limited. If you require alternative stage arrangements, please contact [info@wca-2015.com](mailto:info@wca-2015.com) for discussion and approval. Aisles must be kept clear at all times. Set-up and dismantling will take place on the day of the Symposium. Access will be given from 30 minutes before the start of the Symposium. Breakdown should be completed 30 minutes after the session ends.

The stage set for Industry Symposia are as follows:

- Lectern with electronic banner
- Table for up to four (4) persons for Platinum and Gold Sponsors
- Table for two persons for Silver Sponsors

Any company wishing to alter the existing stage set, should discuss with the Congress Secretariat and must obtain their approval before the day of their Symposium, or early the same day.

### **Session Timings**

Due to the time restrictions it is essential that all Congress Symposia run on time. The participating companies are requested to ensure that their Symposium runs smoothly.

### **Speakers' Preview Room**

To ensure smooth running of the Symposia, presentations is advisable to be handed at least 3 hours before the Symposium time to the technicians.

### **Audiovisual Equipment and Technicians**

The following AV equipment will be provided in each Room

#### **Room A (500 capacity theater style) / Platinum Sponsors:**

- Projection screen, image of W4m X H2,25m.
- 1 x data projector, at least 5000 ansi lumens, including all the necessary cables between the projector and the data - video - control system at the audiovisual control.
- Data-Video control system including seamless switcher.
- 2<sup>nd</sup> laptop for back up at the audiovisual control.
- TFT monitor at the moderator table, showing the PowerPoint presentations as being projected on the main screens.
- Laptop at the lectern for PowerPoint presentations, including English version of Windows, English version of Office. The laptop at the lectern will be connected to the Speakers' Ready Room via network.
- Horizontal electronic banner in front of the podium H95,9cm X L57cm.
- Laser pointer and wireless presenter connected with the laptop at the lectern.
- Sound system (P.A.) which covers the Room, including 2 wired microphones at the moderator table, 1 wired microphone at the lectern, 1 lapel microphone, 2 wireless microphones for audience questions, connection to Room sound system from laptop.
- Lighting system, illuminating the lectern and the moderator table.
- 2 English speaking audiovisual technician to operate the systems in the Room.

#### **Room B (200 capacity theater style) / Gold & Silver Sponsors:**

- 1 x front projection screen, image of W3m X H2m.
- 1 x data projector, at least 3700 ansi lumens, including all the necessary cables between the projector and the data - video - control system at the audiovisual control.



- Data-Video control system.
- 2<sup>nd</sup> laptop for back up at the audiovisual control.
- 1 x TFT monitor at the moderator table, showing the PowerPoint presentations as being projected on the main screens.
- Laptop at the lectern for PowerPoint presentations, including English version of Windows, English version of Office. The laptop at the lectern will be connected to the Speakers' Ready Room via network.
- Horizontal electronic banner in front of the podium H95,9cm X L57cm.
- Laser pointer and wireless presenter connected with the laptop at the lectern.
- Sound system (P.A.) which covers the Room, including 2 wired microphones at the moderator table, 1 wired microphone at the lectern, 1 lapel microphones, 2 wireless microphones for audience questions, connection to Room sound system from laptop.
- Lighting system, illuminating the lectern and the moderator table.
- 1 English speaking audiovisual technician to operate the systems in the Room.

### Optional

The Sponsoring Company logo, the title of the Satellite Symposium and the Congress logo, can be projected on the front projection screens during the Symposium between the PowerPoint presentations.

### Extras

Any meal requirement (lunchbox or business light lunch) should be sent to [info@wca-2016.com](mailto:info@wca-2016.com) before February 12, 2016.

Sponsors requiring any additional AV equipment, Audio & Video Recording and/or AV technicians other than what is listed above, please send your technical set-up requirements to Mr. George Rouskas at [g.rouskas@frei.gr](mailto:g.rouskas@frei.gr). Please specify sounds, lighting, AV, staging and rehearsal requirements. Due to short changeover time between sessions, careful planning is required in order to make transitions as smooth as possible. **Deadline: March 2, 2016.** Orders during the Congress are upon availability and will have a surcharge.

### Language

The official language of the WCA – 2016 is English. Simultaneous translation from English to Spanish can be provided upon request.