



المؤتمر العالمي للكلية الملكية لأطباء النساء والتوليد

RCOG WORLD CONGRESS 2024

15-17 October 2024 | Muscat, Oman

SPONSORSHIP AND EXHIBITION PROSPECTUS

Find out more at rcog.org.uk/congress2024



Transforming women's healthcare through global collaboration

@rcobsgyn #RCOG2024



Sultanate of Oman سلطنة عُمان
وزارة التراث والسياحة
Ministry of Heritage and Tourism



Royal College of
Obstetricians &
Gynaecologists

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Welcome message

Dear industry partners

On behalf of the Royal College of Obstetricians and Gynaecologists (RCOG) and the Omani Society of Obstetrics and Gynaecology (OSOG), we invite you to participate in the RCOG World Congress 2024, to be held in Oman 15 – 17 October 2024.

The Congress is the major event in the calendar for clinicians practising in obstetrics and gynaecology, attracting **around 3,000 attendees**. It will provide your organisation with exclusive opportunities to showcase your work, interact with participants and learn about the latest developments in this rapidly changing and expanding field.

In 2024, our Congress will be held in the new Oman Convention and Exhibition Centre, just four kilometres from Muscat International Airport.

The Centre was designed for world class conferences and events, and will offer delegates, sponsors and exhibitors a unique setting to experience an RCOG World Congress in the Middle East.

Co-organised by the RCOG and OSOG, the 2024 scientific programme is set to be innovative, exciting and a truly global and unmissable event for clinicians, academics and the industry.

Our programme will attract specialists in fetal and maternal medicine, high risk obstetrics, acute gynaecology, gynaecology surgery, ethics and developments in reproductive medicine, minimal invasive gynaecology and labour ward management.

The Congress provides an opportunity for discussion, exchange of ideas and for delegates to interact with products and services from the industry. Providing your organisation the perfect opportunity to enhance your brand, connect with clinicians and influence decision-makers.

We hope that you will support this prestigious international Congress, and we look forward to bringing the industry together in Oman in October 2024.



Dr Raneeth Thakar
President
RCOG



Dr Tamima Rashid Al Dughhaishi
President and Founder
OSOG

About the hosts

About RCOG

The Royal College of Obstetricians and Gynaecologists (RCOG) works to improve women's health care across the world. It is committed to developing the accessibility and quality of education, training and assessments for doctors wishing to specialise in obstetrics and gynaecology.



Royal College of
Obstetricians &
Gynaecologists

Our work:

Push for commitment to excellence in all O&G practices

- We do this by: publishing clinical guidelines, developing education training programmes and providing a vast CPD programme.

Shape health policies through campaigns and consultation

- We do this by: advising the government and other public bodies on O&G healthcare matters and contributing to policy developments as it affects the O&G profession.

Strengthen the national and global O&G network

- We do this by: supporting other O&G organisations and organisations that champion women's health. We work with international partners to improve sexual and reproductive healthcare and reduce maternal morbidity and mortality worldwide.

Help women and girls access accurate information about their health

- We do this by: publishing patient information resources, which explain medical conditions and care options. We work with the RCOG Women's Network, to ensure women's views are heard and at the heart of everything we do.
- Supports other organisations with similar objectives to the College, including specialist societies.

About OSOG

The Omani Society of Obstetrics and Gynaecology (OSOG) is a non-profit organisation and was founded in June 2013 under the umbrella of Oman Medical Association (OMA).

This organisation OSOG is working towards advocating and promoting women's health and reproductive rights using scientific evidence and is following the highest ethical standards through its membership of committed professionals in Oman.



The main objectives of OSOG are:

- Encourage dissemination of knowledge and education as well as research in the field of obstetrics and gynaecology in Oman.
- Promote preventive and therapeutic services related to health care of women and newborn.
- Advocate for the reproductive and sexual health and rights of women in Oman.
- Support co-operation with organisations relevant to the Society, the government and institutions of higher learning.
- Affiliate with international organisations involved with obstetrics and gynaecology.

Why should your organisation support the RCOG 2024 World Congress?

The RCOG World Congress is always one of the largest international events in obstetrics and gynaecology.

1



Meet with thousands of O&G clinicians and professionals in-person.

2



Your organisation will be able to reach, network and influence decision makers in obstetrics and gynaecology from across the globe.

3



Prove your organisation is a thought-leader within the O&G community by supporting and participating in the RCOG World Congress.

4



The RCOG World Congress is the ideal platform to showcase latest products to a focused audience.

5



Support the education and development of women's health, including the delivery of symposiums, interactive sessions and workshops.

6



Your brand will be associated with the internationally recognised RCOG name and reputation.

7



Who will attend?

The RCOG World Congress has previously been attended by 2,000-4,000 O&G healthcare professionals from over 100 countries.

2024 will see the return of a fully face-to-face Congress! We have listened to the feedback from our delegates, speakers and sponsors and next year we will be back face-to-face welcoming an the O&G community to meet, learn and celebrate women's health together.

Past event delegate numbers include:

Year	Country	Total paying attendance	No of countries attending	O&G consultants	O&G trainees	Allied health prof	Unspecified delegates
2014	Hyderabad, India	3,361	61	2,718	390	13	240
2015	Brisbane Australia	2,138	43	1,031	350	193	564
2016	Birmingham, UK	2,092	71	1,424	614	54	543
2017	South Africa	1,999	87	808	318	127	746
2018	Singapore	2,751	82	1,059	341	200	1,086
2019	London ExCel	3,613	106	1,181	821	38	1,467
2021	Online - Global	2,699	88	1,081	777	23	694
2022	London RCOG headquarters and online	2,118	87	891	563	37	627
2023	London RCOG headquarters and online	2,182	90	911	622	51	508

Programme committee

Chair



Dr Wadha Alghafri
Co-Chair Programme Committee
OSOG



Mr Dudley Robinson
Co-Chair Programme Committee
RCOG

Members



Dr Sherif Abdel-Fattah
Council representative
RCOG



Faiza Al Darmaki
Workshop lead
OSOG



Dr Tamima Aldughaisi
President
OSOG



Dr Maryam Al-Shukri
Co-Chair, Abstract committee
OSOG



Prof Emma Crosbie
Co-Chair, Abstract committee
RCOG



Mr Ramesh Ganapathy
Workshop lead
RCOG



Prof Hassan Shehata
Senior Vice President for Global Health
RCOG

Omani committee

- Dr Anita Zutshi
- Dr Alya Al Madhani
- Dr Faiza Al Darmaki
- Dr Amira Juma Saleh Al Ghailani
- Dr Khadra Ahmed Galaal Bait Ishaq
- Dr Rahma Al Ghabshi
- Dr Iman Said Salim Al Amri
- Dr Mouza Al Salmani
- Dr Badriya Al Fahdi
- Dr Thuria Al Rawahi
- Dr Shamsa Al Hanai
- Dr Nihal Al Riyami
- Dr Huda Abdullah Al Ghaithi
- Dr Sumaiya Al Amri

Scientific programme 2024

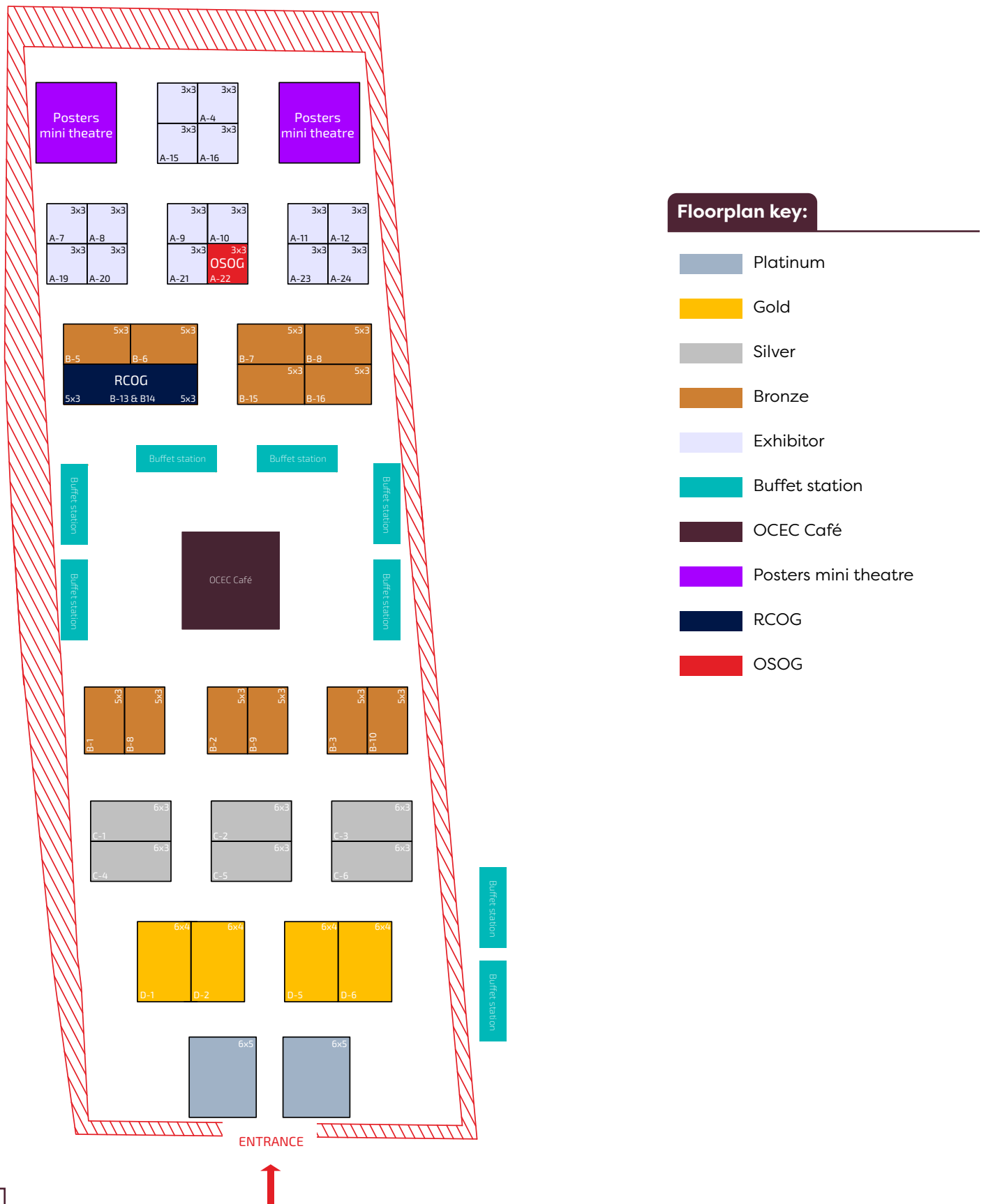
The scientific programme will provide all delegates with a choice of up to five concurrent sessions each day and over 150 speakers covering all areas of obstetrics and gynaecology will be covered over three days.

The programme will include plenary and concurrent sessions, live debates, interactive sessions and e-poster presentations.

Topics

- Abortion care
- Adolescent gynaecology
- Advances in prenatal diagnosis
- General gynaecology
- Early pregnancy complications
- Endometriosis & uterine disorders
- Fetal medicine
- Gynae oncology
- Global health
- High risk pregnancy
- Hot topics (emerging research/issues) in gynaecology
- Hot topics (emerging research/issues) in obstetrics
- Imaging in gynaecology
- Imaging in obstetrics
- Innovation in obstetrics and gynaecology
- Labour ward management
- Lifestyle medicine in women's health
- Maternal medicine
- Medical education
- Obesity
- Post reproductive health
- Quality improvement
- Reproductive medicine/assisted reproduction
- Risk management
- Sexual health & contraception
- Simulation & training
- Telemedicine
- Urogynaecology/pelvic floor
- Women's health & policies

Preliminary floor plan



Sponsorship benefits

Category	Minimum contribution
Platinum	80,000 USD
Gold	64,000 USD
Silver	40,000 USD
Bronze	25,000 USD
Exhibitor	10,000 USD

Sponsorship category	Platinum	Gold	Silver	Bronze	Exhibitor
The sponsor committed in writing; including payment of the initial deposit, will have the first choice of day of symposium, exhibit booth location and selection of promotional items.	1 st	2 nd	3 rd	4 th	5 th
REGISTRATION					
<ul style="list-style-type: none"> Full delegate passes to attend the main Congress and the Welcome Reception 	6	4	3	3	
<ul style="list-style-type: none"> Early bird registration rate for purchase up to 	100	75	50	30	
EXHIBITION SPACE					
<ul style="list-style-type: none"> Exhibition space in a prime location within the exhibition area (shell scheme if required) 	30sqm	24sqm	18sqm	15sqm	9sqm
<ul style="list-style-type: none"> Exhibitor passes 	12	10	8	6	2
<ul style="list-style-type: none"> Additional exhibitor passes at 200 USD each 	✓	✓	✓	✓	✓
REGISTRATION SPONSOR					
<ul style="list-style-type: none"> Named registration sponsor on the registration website Company logo on the delegate booking confirmation Company logo on the registration branding 	✓				
ENGAGEMENT					
<ul style="list-style-type: none"> Company name and logo will be mentioned in the following: <ul style="list-style-type: none"> The Congress website with hyperlink to sponsor's website The Congress app Networking and branding at the Congress 	✓	✓	✓	✓	✓
<ul style="list-style-type: none"> Plenary Congress stage branding 	✓	✓	✓		
<ul style="list-style-type: none"> Mention by the organising chair at appropriate times during the opening and closing sessions of the congress. Use of congress masthead until December 2024 (subject to approval of the organising committee) Sponsor logo on delegate's final information email 1 x email blast to delegates advertising the sponsored symposium 	✓	✓	✓		

Sponsorship benefits

Sponsorship category	Platinum	Gold	Silver	Bronze	Exhibitor
Congress APP					
• Push notifications:	✓	✓	✓	✓	
• 1 pre events	✓	✓	✓		
• 1 post events	✓	✓			
• Onsite promoted post (140 characters promoting stand giveaways/website/stand event)	2x	1x	1x	1x	
• 1x downloadable PDF in company profile • Dedicated company page	✓				
• Sponsor logo on front page rotating banner of the Congress app	✓	✓	✓	✓	
• Company logo on exhibitor list	✓	✓	✓	✓	
SPONSORED SYMPOSIUM					
• (Value: 35,000 USD)	Day 1	Day 1 or Day 2	Day 3		
• Naming rights to the sponsored symposium (with company logo) • Room rental and set-up with standard audio visual equipment • Programme outline of the sponsored symposium on: • The Congress website • Congress app • Exclusive rights to put up your company banners** during the sponsored symposium • Use of the Congress masthead on sponsor's invitation cards** • Invitation cards can be inserted into the Congress satchels	✓	✓	✓		
OTHER BENEFITS					
• 1 Congress bag insert** : A4 (double-sided) or 1 e-flyer on the mobile app • Company profile (up to 100 words) to be featured on Congress mobile app • Certificate of appreciation	✓	✓	✓		

- ** Items/advertisements/printed materials to be provided by sponsor to Congress secretariat of the RCOG World Congress 2024. Contents are to be approved by the scientific committee. The bag insert will be replaced by an e-flyer on the mobile app In case no bags will be provided.
- All sponsorship packages are subject to 5% VAT or prevailing government tax at time of billing.

Sponsorship opportunities

1. Sessions

1.1 Sponsored symposium

Organising a sponsored symposium is a great opportunity to set your topic within the Congress or to link existing sessions to your company name.

All sponsored symposium are organised by the sponsor. The sponsor is free in presenting a Congress related topic and programme which will be scheduled in close consultation with the Congress organisers and the scientific committee.

Once the programme of the sponsored symposium has been approved, it cannot be modified.

Type: Lunchtime

Date: 15/16/17 October 2024

Price: 35,000 USD

1.2 Workshops

Hands-on workshops will take place on the Monday 14 October 2024.

You can become a sponsor by supporting the needed equipment and supporting participants within the workshop setting.

Workshops are not included in the congress registration fee. Delegates can register for the workshops via a separate online registration form.

Price: 15,000 USD

You will be able to brand the workshop with a banner stating your support.

2. Meetings facilities

Hospitality suites and meeting rooms are available on request. Rooms and suites are only available to confirmed Congress sponsors. Sponsors organising an event before, during or after the Congress must first seek approval from the RCOG World Congress & RCOG World Congress 2024 secretariat.

Hospitality suites and meeting rooms

Rooms can only be booked by companies sponsoring the Congress.

Hospitality suites

Hospitality suites can be booked as private rooms for potential clients or business & scientific contacts to socialise, view sample products, etc.

Prices and availability upon request.

Meeting rooms

There are possibilities in the Congress centre for half-day or full-day meetings with the room set-up in u-shape, theatre or boardroom layouts.

Prices and availability upon request.

3. Congress material

Delivery information for items that must be provided by the Sponsor will be provided by the Congress secretariat in due time.

Notepads & pens

Price: 10,000 USD

for exclusive sponsorship

Sponsor's logo on the notepads and pens.

Notepads and pens will be included in every Congress bag.

Sponsoring company will be required to provide all notepads and pens.

Production upon request with extra cost.

Sponsorship opportunities

Congress lanyard

Price: 15,000 USD
for exclusive sponsorship

Company logo to be printed on the Congress lanyard.

Congress bag

Price: 20,000 USD
for exclusive sponsorship

Feature your company's name and logo (in addition to the Congress logo and title).

Design will be approved by both, RCOG World Congress and sponsor. Production and delivery to the Congress centre will be arranged through the organiser.



4. Congress services

Congress mobile app

Price: 15,000 USD
for exclusive sponsorship

The Congress app is an interactive version of the final programme and so much more, giving the participant related information of RCOG World Congress during the event.

The sponsorship will include:

- Logo on splash screen
- Exclusive logo on the exhibitors list
- 1 advertisement e-flyer on mobile app
- Email to all pre-registered delegates when app is online with sponsor's logo
- Congress programme
- Personal Congress planner
- List of exhibitors
- Social media (Facebook/X)



5. Communications

Bag inserts*

Price: 3,000 USD

Insert a leaflet, invitation to your session/exhibition booth or information brochure into all Congress satchels.

Layout must be submitted to the Congress secretariat for approval. Material must be provided and delivered directly by the sponsor. Delivery details will be provided at a later stage.

*Only available if there is a Congress bag, otherwise the item will be switched to an e-flyer advertisement on the Congress mobile app.

Email blast

Price: 5,000 USD

Have your individual announcement for your session, exhibition booth or other information sent out to registered participants.

- Sponsor's personal message to all participants.
- E-mail will be sent out by the Congress secretariat.
- Sponsor must provide e-mail design, texts, pictures etc. in HTML format with links to all graphics two weeks prior to the date the email blast is due to be sent out.

*Email blasts will be sent out only to delegates who have opted in to receive information regarding sponsors and exhibitors.

LED arch

Price: 20,000 USD
for exclusive sponsorship

The custom arch LED Screen display is used to present an eye catching entrance to the Congress area and will deliver a unique experience tailored to the attendees expectations.



Be noticed by adding your logo on the arch!

Sponsorship opportunities

6. Social activity

Gala dinner

Date: Tuesday 15 October 2024

Begin: 19:00

Price: **25,000 USD**

Up to 3 sponsors

Sponsor may put up two roll-up banners onsite and have promotional material at entrance table when guests arrive. Sponsor of gala dinner will be mentioned in the invitations. Gift/giveaway items for participants can be placed at the dining table or chair. All items must be submitted to the Congress secretariat for approval.

All items must be provided and delivered directly by the Sponsor. Delivery details will be provided at a later stage.

President's dinner

Date: Wednesday 16 October 2024

Begin: 19:00

Price: **20,000 USD**

Up to 3 sponsors

Sponsors may put up to 2 roll-up banners onsite and have promotional material at entrance table when guests arrive. Sponsor of speaker's dinner will be mentioned in the invitations.

7. Delegate group bookings

The aim of RCOG World Congress 2024 is to provide a forum of the highest standard for scientific (clinical & experimental), educational and social exchange between professionals involved in obstetrics and gynaecology care (adult & paediatrics). This will help to build bridges between obstetricians and gynaecologists practicing all over the world to easily exchange knowledge and experience.

Companies sponsoring delegates is a vital foundation for the Congress sponsors are encouraged by adding the amount paid of delegates to the total of the sponsorship sum. Thus increasing your sum towards sponsorship levels and adding to your benefits as a sponsor.

Enquire for registration fees

Sponsors & partners

RCOG World Congress sponsors & partners from previous events (in alphabetical order)

3B Scientific

Abbott Diagnostic

AG Healthcare

Alliance Pharmaceuticals

Avanos

Bassetts Vitamins

Baxter

Bayer

BD

Besins Healthcare

Biolitec

Cambridge University Press

Cipher Surgical

ConvaTec

Cook Medical

Cooper Surgical

DKT Womancare

DP Medical Systems

Dr Foster

DTR Medical

Durbin

Erbe Medical

Exeltis

Femcare Nikomed

Ferring Pharmaceuticals

FIGO

Gedeon Richter

GSK

Guerbet

Hologic

Huntleigh Healthcare

Image x Medical

Intimina

Janssen

Karl Storz

Kebomed

Laborie

Lansinoh

Lawley Pharma

Limbs and Things

Medical Protection Society

MEDICEM Technology s.r.o

Medtronic

Mirum Pharma

NHS Resolutions

Norgine

P3 Medical

Pfizer Global

Pfizer UK

Pharmacosmos

Pharmacosmos

Roche

Sanofi

Smartway Pharma

Smith & Nephew

Theramex

Tristel

Tristel Solutions Limited

Vifor Pharma UK Ltd

Vodafone Foundation

Wiley

Wisap

Zilico Ltd

Sponsorship booking agreement

Company name:

(Hereinafter referred to as "contractor")

Address:

Postal code:

City:

Country:

Phone:

Email:

Contact person:

Please select one of the options below:

Preferred sponsorship level:

Platinum	Gold	Silver	Bronze	Exhibitor
Items			Amounts	
Item 1				USD
Item 2				USD
Item 3				USD
Item 4				USD
Item 5				USD

Total in USD

The quoted price is net, exclusive of any applicable VAT.

Kindly note the general terms and conditions that are part of this brochure which apply for all exhibition and sponsorship agreements. Also note that this booking agreement is binding, but that your requested options must be confirmed by the Congress secretariat in writing to become effective. Your booking is not confirmed until your company has been reviewed and necessary due-diligence has been completed by the Royal College of Obstetricians and Gynaecologists, (RCOG or the Organisers) of 10 Union Street, London, UK, SE1 1SZ

Authorised Signatory

Name:

Position:

Date:

By signing below, I confirm that I am authorised to enter into this agreement on behalf of:

Signature:

Please return this signed completed agreement to the RCOG

Countersigned By

To be completed by the RCOG

Name:

Position:

Date:

Signature:

Signed on behalf of the RCOG

Royal College of Obstetricians and Gynaecologists

London, United Kingdom

Contact: Paul O'Hara, Corporate Development Manager

Email: bdevelopment@rcog.org.uk

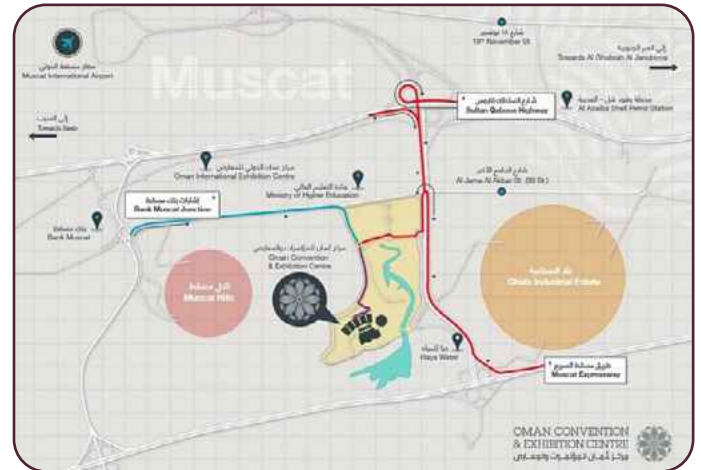
Tel: +44 (0) 20 7772 6490

Venue

The Oman Convention and Exhibition Centre is located in its own fully integrated precinct only four kilometers from Muscat International Airport.

Architecturally advanced in design and capability, this world class venue will be amongst the first to be built to meet the rigorous LEED certification by the U.S. Green Building Council.

The Centre ensures a flow of the meeting spaces to suit the most discerning Congress and exhibition organisers. It also incorporates expansive concourse areas to enable ease of large delegations with floor to ceiling windows overlooking landscaped gardens and water features.



Travel information

Ideally situated on the Arabian Peninsula and only seven hours away from half of the world's population, the Sultanate of Oman welcomes you. Oman is a diverse nation that is rich in history and culture.

Visitors can immerse themselves in the Omani culture, visit listed World Heritage Sites, aromatic and colourful souqs, ancient forts and castles, museums, traditional villages, desert safaris; or relax at luxury seaside resorts and spas. And for the more adventurous, why not retrace the historic frankincense route, or perhaps try trekking, sailing, scuba diving or relax and unwind with whale watching.

Muscat International Airport is a state-of-the-art airport located in the northern part of Muscat and was opened in March 2018.

The roads in Oman are compared to the best anywhere in the world. Motorways link Muscat with all the major cities and towns in Oman. There are excellent roads leading to Dubai, which is approximately a four hour drive. An international drivers license is valid in Oman.

Rental cars are freely available in Oman with all the major car rental companies represented throughout the nation. Taxis are orange and white. They are not metered so it is recommended to negotiate a fare before commencement of a journey. Taxi fare from Muscat International Airport is fixed and costs approximately 20-25 USD to downtown Muscat. Coach transport is readily available for hire.



Terms and conditions

Venue:

Oman Convention and Exhibition Centre

Organisers:

The Royal College of Obstetricians and Gynaecologists

Article 1

Validity of the terms and conditions

All services provided by the Organisers will solely be carried out in discretion of these terms and conditions. The terms and conditions therefore also apply to future bookings within the conference; even though they have not explicitly been named again. At the latest, the contractor confirms and accepts these terms and conditions upon the rendering of services by the Organisers. Contractor's acknowledgements referring to his/her own terms and conditions are hereby rejected and will not be recognized.

Definitions

1. In these terms and conditions the term "contractor" shall mean any company, partnership, firm, organisation or individual to whom sponsorship options have been allocated for the purpose of any of the following; exhibiting, advertising and/or sponsorship, and shall include their employees, suppliers and agents.
2. An "exhibitor" is a contractor that opts for the purchase of exhibition floor space only.
3. A "sponsor" is considered a contractor that opts for at least one additional sponsorship option besides the purchase of exhibition floor space, although the purchase of exhibition floor space is not a condition to become a sponsor.
4. The term "conference" or "Congress" shall mean any conference, exhibition or event run by the RCOG either alone or in combination with any other entities, and in particular shall mean the event detailed in the sponsorship manual.
5. The term "Organisers" shall mean the Royal College of Obstetricians and Gynaecologists of 10 Union Street, London, UK, SE1 1SZ
6. The term "conference venue" shall refer to any exhibition hall, conference facility, hotel or other such building, and in particular shall mean the conference venue listed in the sponsorship manual and anywhere within the precincts of such location under the control of the Organisers for the purposes and duration of the conference.
7. Exhibition and sponsorship ordering system is an online ordering system that brings together exhibitors, sponsors, vendors and conference Organisers to one platform.

8. The term "Sponsorship and exhibition prospectus" or "Sponsorship manual" shall mean the document announcing the sponsorship for the conference.

9. The term "Exhibition manual" shall mean the document which includes all detailed information pertaining to the realization of the exhibition (i.e. dates, onsite regulations, material order forms etc.)

Article 2

Booking application

1. Application process
Applications for exhibition and/or sponsorship items should be ordered by filling out the sponsorship form in this prospectus which is binding. The conference secretariat will then send the sponsor an agreement to be signed by both parties.
2. Confirmation of booking
 - a. The Organisers are to reconfirm the booking and issue an invoice/confirmation within six (6) weeks after the application has been received. The Organisers will endeavor to match the contractor's request wherever possible, however, cannot guarantee that the contractor's selected options will be met.
 - b. Should the confirmation differ from the contractor's request, the contractor will be notified by the Organisers with any needed changes. At that point the contractor has ten (10) working days to object, except for the exhibition space location (see article 4.4). If no such objection is registered within the allotted time, the booking is considered confirmed with the changes.
 - c. The Organisers are empowered with the right to accept or reject any application.

Article 3

General principles

- a. The Organisers may from time to time add to or vary the foregoing rules and regulations and do anything at their sole discretion they deem desirable for the proper conduct of the conference, provided that such amendments or additions do not operate to diminish the rights reserved to the contractor under this booking and shall not operate to increase the liabilities of the Organisers.
- b. In the event of disagreement regarding behavior, construction, procedures, contents etc. the matters should be handled in mutual agreement between the organiser and the contractor.

Terms and conditions

- c. The Organisers retain the right to change the conference venue without prior notification including if they deem it to be in the interest of the conference, or for reasons beyond their control.
- d. The contractor should refer to the Organisers to ensure they are in compliance with all local laws and regulations enforced by the city of the event, the conference venue, and suppliers.
- e. Contractors showcasing pharmaceutical (or pharma-22 dependent) products are advised to consult the advice of the Codes of Practice for the Promotion of Medicines presented by The European Federation of Pharmaceutical Industries & Associations and International (International Federation of Pharmaceutical Manufacturers Associations) bodies. Each of these codes is available online.
Where applicable you shall comply with FDA regulations or applicable international compliance regulations.
- Where applicable you shall comply with the ABPI Code of Practice for the Pharmaceutical industry, the ABHI Code of Ethical Business and the Advertising Standards Authority
Where applicable all displayed products must obtain a valid CE mark.
- In the event that your company has been or is currently being investigated by the MHRA your company must notify RCOG in writing immediately. RCOG will not permit any company to exhibit/sponsor with unresolved MHRA investigations.
- f. In all cases, contractors are responsible for ensuring that their promotion during the conference is legally and ethically acceptable in the country of performance.
- g. The Organisers reserve the sole right to decide who will be admitted and to which areas and at what times. The Organisers have the full authority to deny admittance to or expel any person from the conference venue.
- h. The Organisers reserve the right to alter or change the assigned room(s), spaces, and time slots upon the mutual agreement between the Organiser and contractor.
- i. As far as scientific issues and contents are concerned, the contractor is bound to the decisions of the Organisers when alterations, omissions or cancellations of lectures, presentations, etc. may be necessary.
- j. Sponsors who choose to finance a speaker's travel/accommodation costs or an official conference session have no influence regarding the organisation and/or content of the session or the presentation.
- k. The contractor acknowledges that the Organisers have the right to use recordings of any kind which have been produced within the framework of the conference for their own advertising purposes, only upon the prior agreement of the contractor.
- l. The contractor understands and acknowledges that any expenses incurred by the contractor in connection with the conference are the sole responsibility of the contractor, even in the event of cancellation by either party.
- m. If the contractor fails to comply in any substantial respect with the terms and conditions, the Organisers shall have the right to exclude the contractor and to sell its exhibition space/sponsorship options. The contractor however will be liable for any loss suffered by the Organisers thereby, and all monies paid by the contractor shall be absolutely forfeited to the Organisers.
- n. The use of the Organisers' name (in full or as abbreviation) as well as its logos is strictly forbidden in publicity, advertising, sign, product, printed matter, film, video, other media, etc. without the explicit permission, in writing, of the Organisers. The only exception is that contractors may refer to the meeting as with its official complete name as it is published in the official conference publications. The contractor may use a text internet link to the conference website from their own company website, or submit to the Organisers for permission to use the conference logo.
- o. It is prohibited to use the official conference logo for any signage/publications/websites, in which layout is similar in kind to the ones from the official publications of the conference. For all other publications that the contractor uses the official conference logo for or when in doubt, the Organisers' approval must be obtained.
- p. Additionally, the Organisers must be named as the official organisers of the conference; however the contractor is the organiser of their own sponsored symposium.
- q. Smoking is not permitted in the conference venue or any other area under control of the Organisers.
- r. Children and animals are not permitted at the conference without specific acceptance by the Organisers in writing.
- s. The contractor undertakes not to disclose to any third party, other than to its professional advisers or as required by law or as agreed by the Organisers, any confidential information relating to the business or affairs of the Organisers.
- t. Both the contractor and the Organisers shall ensure the general protection of personal data which is defined by the data protection rules and regulations of the country in which the conference venue is located. In particular, the contractor undertakes that any data provided by the Organisers or generated in connection with the conference will only be used for the specific purposes outlined and that it will obtain similar undertakings in regard to any such data passed to sub-contractors

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u. The taking of the pictures, other than by the official Organisers' photographer, is expressly prohibited during construction, dismantling, and non-exhibition hours; cameras will not be allowed on the exhibition floor during these times. Only the contractor may grant permission to have their stand photographed or an audio presentation taped and this must only take place during exhibition hours. Each contractor may prevent those considered as competitors from gaining access to or photographing their stands. No contractor shall deny any reasonable request for permission to photograph their booth from outside the boundaries of the booth.

Article 4: Services

1. Sponsorship

- a. Priority is given in the following order to level sponsors: Platinum, gold, silver, bronze, exhibitor. Priority amongst sponsors within the same level will depend on the order of receipt of application and appropriate payment. Priority for level sponsors is applicable for the following: sponsored symposium slots, exhibition booth allocation, block hotel booking, advertisements, and exclusive sponsorship options.
- b. The Organisers will project all sponsors' logos in the plenary room during official breaks. Sponsors' logos will be published in all conference publications and on the official conference website, after the down payment has been received.
- c. Through the sponsorship participation the contractor is partially supporting the financing of the conference. In return, the contractor will receive the opportunity to present their endeavors, products and findings within the scope of the conference.
- d. Additional benefits will be allocated to level sponsors as listed in the table for additional benefits in the sponsorship manual.

2. Sponsored symposia

- a. Sponsored symposia slots will be allocated in regards to the sponsorship levels as noted above. Sponsored symposia are organised by the contractor in consultation with the Organisers. In principle all sponsored symposia are concurrent, except if specified as exclusive in the sponsorship manual.
- b. The contractor will be financially responsible for the invitation and travel arrangements of invited speakers and chairpersons that have specifically been invited to participate in contractor's sponsored symposium – even though they might also be invited by the Organisers.
- c. The technical equipment as noted in the sponsorship manual will be provided by the Organisers for the sponsored symposia.

- d. The contractor may publish its own sponsored symposium programme, abstracts, and proceedings.
- e. The contractor agrees to provide the Organisers with the proposed programme of the sponsored symposium, including proposed speakers, topics, and titles, no later than noted in the sponsorship manual. The goal is to ensure that the programme is based on accurate science and that an overlap of topics among all sponsored symposia is prevented. Once the programme for the sponsored symposium is approved, it cannot be modified, except upon written agreement between the contractor and the Organisers.
- f. The Organisers are to publish the sponsored symposium programme in the conference final programme and on the conference website.
- g. Accessibility for set-up and clearance of sponsored symposia will be defined in the sponsorship manual. Decorations or other advertising items, which have been brought in by the contractor or its acting agents must also be removed by this time. If the contractor fails to vacate the room in due time after the close of the symposium, the Organisers are entitled to remove and store or dispose of the items at the contractor's expense.
- h. Food and beverages are not permitted in the sponsored symposium rooms unless permission of the organiser is granted. Catering must take place outside of the room and the sponsor will be responsible for ensuring that food and beverage are not taken into the sponsored symposium room. Any catering event, including time and location, must be approved by the Organisers prior to the conference. Catering events cannot be held during official conference sessions.
- i. The contractor assumes full responsibility for promoting their sponsored symposium in an appropriate manner.
- j. The contractor may display a certain number of posters (see additional benefits table in the sponsorship manual) in the conference venue on the day of the sponsored symposium only. Exceptions are stated in the sponsorship manual. Poster format and design must be submitted to the Organisers for approval before production. The contractor is responsible for delivering the sponsored symposium poster(s) to the Organisers on the day the poster(s) shall be displayed. Placement in the conference venue in suitable locations allowing full visibility must be agreed upon between the contractor and the Organisers. The poster(s) cannot be attached to any wall, door or similar in the conference venue. It is the contractor's responsibility to order easels or such to set-up their posters.
- k. Flyers as well as sponsored symposia invitations may only be distributed at the exhibition booth and in front of the sponsored symposium room shortly before the start of the contractor's sponsored symposium.

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- l. The display of posters in the official conference hotels except in the hotel where the contractor has allocated their own participants through the Organisers is prohibited.

3. Advertisements in official Congress publications

For advertisements in announcements, final programme, and/or abstract book, a high resolution file (at least 300 dpi, or eps format) containing the advertisement for printing in the respective publication must be submitted to the Organisers no later than noted in the Sponsorship manual.

The advertisement is subject to the Organisers' approval before printing. At least two weeks are allocated for the approval process.

4. Exhibition space

- a. Exhibition space will be confirmed in writing after the receipt of payment.
- b. Exhibition space will be assigned by the Organisers on a 'first come, first-served' basis within the respective sponsorship levels, according to the date of the exhibition space booking and the date of the receipt of the payment. Special wishes regarding placement of the exhibition space will be given all possible consideration but placement demands as a condition of participation on the part of the exhibitor cannot be recognized.
- c. Any changes in the duration and/or location of the exhibition do not entitle the exhibitor to cancel the agreement or request a refund of rates or to put forward a claim to damages incurred thereby.
- d. Exhibitors desiring to share their contracted exhibition space with another company will face a surcharge and such an agreement is subject to approval by the organiser.
- e. The exhibitors will be informed of the location of their exhibition space when the exhibition floor plan is sent out as noted in the sponsorship manual. The exhibition floor plan includes the most detailed information in regards to the exhibitor's exhibition floor space. It is the exhibitor's responsibility to verify such information before set-up.
- f. While every effort is made to preserve the published floor plan of the exhibition, the Organisers shall be entitled to vary the general layout at any time to ensure a harmonious construction of the exhibition. The Organisers are obliged to consult the exhibitor prior to implementing a change and make every effort to reach a satisfactory solution for both parties, whereby the exhibitor is not entitled to any refunds or claims against the Organisers regarding any changes in the general layout. The Organisers determine the external design of the exhibition as well as of the exhibition space.

Therefore, applications can be refused if the booth layout fails to fit in with the exhibition as a whole.

- g. If due to any unforeseen circumstances it is found necessary to close the exhibition or the whole event on any day(s) or to vary the opening hours of the exhibition, the Organisers reserve the right to do so, at their sole discretion without any liability to the Organisers.
- h. Exhibitors' names will be listed in all conference publications as well as on the official conference website.
- i. Flyers may be distributed at the exhibition booth only.

5. Booth set-up

- a. There are three different types of booth possibilities: in-line, peninsula and island. More information is made available about the specific types and applicable conditions for your type of booth in the sponsorship manual.
- b. Regulations for the set-up of booths, meeting rooms, hospitality suites and sponsored symposia will be communicated in the exhibition manual and are binding. It is the contractor's responsibility to be familiar with all regulations in regards to their booth location.
- c. All special booth set-ups must be approved by the Organisers. Also, the Organisers must be informed within the time frame outlined in the exhibition manual should special requirements be necessary. A booth can only be set up if it is approved by the Organisers. Therefore the contractor or its agent must send detailed reference documentation, including blueprints or layout images of the booth design and dimensioned drawings. Any changes or additions must be submitted before the deadline given in the official exhibition manual and are subject to approval by the Organisers. At any time the contractor may be required to show appropriate supporting documents / certificates during the set-up and the exhibition period at the booth. In the interest of the harmonious overall design of the exhibition, applications can be refused if the exhibit fails to fit in with the exhibition as a whole.
- d. All borders to adjacent booths or to free spaces which are not official aisle ways must be separated by a shell scheme wall or panel to inhibit passage and/or view. The walls/ panels must be at least two metre fifty (2.5m) high. Pop-up booth, fair displays or canvas/ tent materials are not considered proper booth separation. Please refer to the exhibition manual to order shell scheme walls/panels for acceptable booth separation.
- e. Walls that adjoin neighbouring booths must not include any logos or graphics (on the neighbouring side) and should be white.
- f. For insurance and security reasons and to adhere to regulations stipulated by the conference venue, the Organisers will appoint contractors for all installations (such as electricity, communications, hanging points,

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- mains and fittings), and all ancillary services. Due to the necessity of coordinating all activities during set-up and dismantling periods and for security purposes, no other contractors will be permitted to undertake any of this work without the prior consent of the Organisers.
- g. The exhibitor will not damage any walls, floors, or ceiling area of the conference venue – by nails, screws, oil, and paint or by any other cause whatsoever. The exhibitor guarantees to pay for the repair of any damage caused by either accidental or intentional means.
- Sponsors and Exhibitors will be required to obtain adequate insurance policies. Policies will need to be submitted to and reviewed by the Organisers ahead of the Congress.
- h. When planning booth activities, the overall scientific character of the conference must be respected. Therefore, the projection of films and slides, the amplification of spoken words with the aid of loudspeakers, the production of music and/or sounds, as well as the use of video monitors is permitted as long as hindrance to other exhibitors or delegates is not caused. The sound should always be held at a low level. The Organisers reserve the right to determine at what a point sound constitutes interference with others and if the sound needs to be reduced or to be discontinued. If the Organisers judge that a disturbance is being caused, the exhibitor is to halt the activity immediately.
- i. Only quizzes with a scientific content and having approval by the organiser can be held at the booth. Participation can be “rewarded” with a prize or giveaway. The distribution of giveaways should be low-profile and in no way should overshadow the main activity of the booth. However, the prize should be the same for everybody and should not exceed 10.00 USD (\$) value. “Drawing winners” is not permitted. Notwithstanding the legal responsibilities of each exhibitor at its booth; giveaways with a value not exceeding 10.00 USD (\$) are acceptable at the exhibition; i.e. badges, T-shirts, pens. If the exhibitor does not comply, the Organisers reserve the right to make the necessary arrangements to end the activities at the expense of the exhibitor.
- j. Set-up must take place and be finished during the times as noted in the exhibition manual. Should the contractor fail to do so, the Organisers reserve the rights to reallocate the exhibitor’s space to another exhibitor without refund.
- k. The exhibitor is responsible for the safety of products such as prizes and giveaways, and general display of the booth.
- l. The exhibitor is responsible to the Organisers for ensuring in a clean and orderly state. Storage space is not guaranteed to be available in the exhibition hall and the exhibitor must ensure that all packing materials and empty cartons are removed from the premises before the opening of the exhibition. The Organisers reserve the right to order cleaning of an exhibitor’s space at the exhibitor’s cost.
- m. Removal of exhibits and dismantling is not allowed until after the official closing time which will be listed in the exhibition manual. The exhibitor must dismantle the stand within the allocated time. The exhibitor must leave the stand area clear and the floor clean. The Organisers can demand that the exhibitor restore the exhibition area to the original condition at the exhibitor’s expense. During the dismantling period, no material should be left unattended at any time. Stored materials, empty containers and packing material must be disposed of properly.

6. Technical guidelines

- a. By accepting the terms and conditions the contractor accepts the general conditions and regulations of the Organisers, the conference venue, and the suppliers as well as the technical guidelines and local safety regulations. Detailed technical guidelines will be provided in the exhibition manual. The contractor should refer to the Organisers to ensure that they meet all regulations enforced by the conference venue and the suppliers.
- b. The contractor must conform to the regulations and conditions concerning explosive and dangerous materials, combustible or otherwise, as laid down by the local authorities and other statutory bodies. Any materials/exhibits not approved by the authorities or the Organisers must be removed from the conference venue.
- c. All inflammable materials shall effectively comply with any statutory or local regulations or requirements to which the exhibition may be subject. Drapes and curtains must be at least 150 mm above the floor. No packing material or empty cartons shall be stored at the booth. Fire points must be kept clear at all times. The contractor must comply with any reasonable instructions given by the local authorities, the fire officer and /or the Organisers to avoid the risk of the fire.
- d. Security will be provided at the absolute discretion of the Organisers although they cannot accept liability for any loss or damage that may occur. Conference name badges must be worn at all times by the contractor and his/ her staff whilst in the conference venue and in all other areas within the full control of the Organisers for the duration of the conference.

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Article 5

Payment policy/method of payment

All rates listed in the sponsorship and/or exhibition manual exclude statutory VAT and refer to the duration of the conference (except if stated in the above mentioned manuals).

- a. All payments must be received before Congress set-up commences (set-up day 13/14 October 2024). All orders will be confirmed upon receipt of the full payment of 100%. If payment is not received in due time, the contractor's participation will be cancelled. It is the contractor's responsibility to advise the Organisers of the problems with any orders and to check the invoices issued for accuracy prior to the close of the conference.
- b. If more exhibition space and/or sponsorship items than were originally applied for are requested and allocated during the event, the additional amount due shall be paid immediately.
- c. Payments must be made by bank transfer and in USD (\$) only. Bank charges must be prepaid by the transmitter and are the responsibility of the payer. Please use the bank account as noted in the sponsorship and/or exhibition manual and/or invoice.
- d. Please indicate the "conference", your company, and the invoice ID Number on all money transfers.
- e. For each reminder sent after the payment deadline, a fee of 2.50 USD (\$) will be charged. However, the Organisers reserve the right of asserting further claims in regards to the damage caused by the delay. The contractor reserves the right to prove that lower financial damage has been caused by the delay.
- f. Should the contractor's payments be delayed, the Organisers are authorized to demand interest for delay. The interest rate for delay may be increased should the Organisers be able to prove a higher burden.

Article 6

Cancellation or reduction of the booking

- a. All booking cancellations must be sent in writing to the Organisers. Any notice of termination of the booking shall be deemed to have been properly given when delivered by registered mail.
- b. Should the contractor cancel for any reason, the contractor shall assume responsibility for all costs payable for all items that are part of the booking. The Organisers shall be reimbursed for all expenses in connection with the planning of the conference incurred up to the date of termination and any foreseeable unavoidable costs that might result from the contractor's cancellation or from the contractor's sponsorship commitment.

the contractor's sponsorship commitment.

- c. The following cancellation charges apply: - 100% of the total amount must be paid by the contractor for cancellations received at anytime after confirming the package or other sponsorship contribution. No refund will be given.
- d. Shall the contractor fail to appear at the conference without a valid reason and the requested services will not be required, the contractor will still be obliged to pay the amounts as referred to in the cancellation policies.
- e. If the contractor would like to cancel single items of their package, the minimum payment of the specific sponsorship category must be maintained. Cancellations within a certain sponsorship category are also subject to the cancellation policies as noted above.
- f. Should the contractor desire to resell its space and/or sponsorship items to another organisation, this can only be accomplished after approval of the new contractor by the Organisers. After approval of the new contractor, a 10% administrative charge must be paid by the original contractor.

Article 7

Cancellation of the Congress

- a. The Organisers are entitled to cancel the conference due to reasons beyond their control that prevent or substantially hinder the planned holding of the conference.
- b. If the Organisers are compelled to cancel the conference for reasons beyond their control, and without organising another conference in its place within twelve (12) months of the originally planned date, the contractor is released from its sponsorship obligation. The Organisers shall immediately refund 50% of the payment made by the contractor. The remainder shall be used by the Organisers for payment of costs incurred. If proof can be given that the amount withheld by the Organisers from sponsorship payments exceeds the costs incurred, the Organisers shall be obliged to refund a proportionate amount of the sum not required for recovery of costs and expenses to the contractor. The same applies should the Organisers decide to cancel parts of the conference. The Organisers also reserve the right to re-schedule the conference in equal terms within a year's period. In this case the contractor does not have the right to withdraw from or decrease its sponsorship participation.
- c. If the conference must be cancelled or changed due to unforeseen political and or general "Force Majeure", the Organisers cannot be held liable for any compensation.

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Article 8

- a. A contractor's claim for compensation is only applicable in case of gross negligence from the Organisers and/or their employees, agents or suppliers. Compensation and guarantee claims from the contractor must follow the statutory regulations, if they have not been noted differently.
- b. In no case will the Organisers or their employees, agents or suppliers be liable for any indirect, incidental, special or consequential damages including but not limited to damages for loss of profits, loss of business information, cost related to cancellations or cost of procuring substitute goods or services, however arising, even if it has been advised of the possibility of such damages. While the Organisers may provide security guards, this is done solely as an accommodation for contractors.
- c. An exception thereof is damage and loss of life, the body and/or health if breach of duty is the Organisers' responsibility and for other damages, which involve deliberate and/or gross negligence on behalf of the Organisers. A breach of duty of the Organisers is equal to the breach of duty of a statutory agent or servant.
- d. The contractor is liable for all damage to buildings or terms and conditions inventory which is caused by contractor's staff and other third parties from the contractor's province or the contractor in person.
- e. The Organisers assume no liability for any loss, damage or injury to any property or equipment brought in by the contractor or any of its employees, agents or contractors, whether attributable to accident, fire, theft or any cause whatsoever. The contractor must ensure adequate insurance coverage as necessary including public liability coverage, to cover loss of or damage to exhibits or other personal property.
- f. The Organisers shall not be responsible, in whole or in part, for any failure to perform any of the obligations under this booking or for failure to hold the conference as a result of circumstances beyond its reasonable control, including, but not limited to, riot, strike, civil disorder, acts of war, failure of facilities, terrorism, threats of terrorism, communicable disease, earthquake, storm, fire, flood, and other acts of God.

Article 9

Governing law

You shall comply with all applicable laws, statutes, regulations from time to time in force in the United Kingdom.

This contract will be governed by English law and each party irrevocably agrees to submit to the exclusive jurisdiction of the courts of England and Wales to settle any dispute or claim arising out of or in connection with this contract or its subject matter or formation.

Article 10

Severability clause

No amendments, changes, modifications or alterations of these terms and conditions shall be binding upon either party hereto unless in writing and signed by both parties. If any of the provisions of these terms and conditions are held to be void or unenforceable, then such void or unenforceable provisions shall be replaced by valid and enforceable provisions which will achieve as far as possible the economic business intentions of the parties. All other provisions of the terms and conditions that are not being affected remain valid.



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Sultanate of Oman سلطنة عُمان
وزارة التراث والسياحة
Ministry of Heritage and Tourism



Royal College of
Obstetricians &
Gynaecologists

Terms and conditions

Venue:

Oman Convention and Exhibition Centre

Organisers:

The Royal College of Obstetricians and Gynaecologists

Article 1

Validity of the terms and conditions

All services provided by the Organisers will solely be carried out in discretion of these terms and conditions. The terms and conditions therefore also apply to future bookings within the conference; even though they have not explicitly been named again. At the latest, the contractor confirms and accepts these terms and conditions upon the rendering of services by the Organisers. Contractor's acknowledgements referring to his/her own terms and conditions are hereby rejected and will not be recognized.

Definitions

1. In these terms and conditions the term "contractor" shall mean any company, partnership, firm, organisation or individual to whom sponsorship options have been allocated for the purpose of any of the following; exhibiting, advertising and/or sponsorship, and shall include their employees, suppliers and agents.
2. An "exhibitor" is a contractor that opts for the purchase of exhibition floor space only.
3. A "sponsor" is considered a contractor that opts for at least one additional sponsorship option besides the purchase of exhibition floor space, although the purchase of exhibition floor space is not a condition to become a sponsor.
4. The term "conference" or "Congress" shall mean any conference, exhibition or event run by the RCOG either alone or in combination with any other entities, and in particular shall mean the event detailed in the sponsorship manual.
5. The term "Organisers" shall mean the Royal College of Obstetricians and Gynaecologists of 10 Union Street, London, UK, SE1 1SZ
6. The term "conference venue" shall refer to any exhibition hall, conference facility, hotel or other such building, and in particular shall mean the conference venue listed in the sponsorship manual and anywhere within the precincts of such location under the control of the Organisers for the purposes and duration of the conference.
7. Exhibition and sponsorship ordering system is an online ordering system that brings together exhibitors, sponsors, vendors and conference Organisers to one platform.

8. The term "Sponsorship and exhibition prospectus" or "Sponsorship manual" shall mean the document announcing the sponsorship for the conference.

9. The term "Exhibition manual" shall mean the document which includes all detailed information pertaining to the realization of the exhibition (i.e. dates, onsite regulations, material order forms etc.)

Article 2

Booking application

1. Application process
Applications for exhibition and/or sponsorship items should be ordered by filling out the sponsorship form in this prospectus which is binding. The conference secretariat will then send the sponsor an agreement to be signed by both parties.
2. Confirmation of booking
 - a. The Organisers are to reconfirm the booking and issue an invoice/confirmation within six (6) weeks after the application has been received. The Organisers will endeavor to match the contractor's request wherever possible, however, cannot guarantee that the contractor's selected options will be met.
 - b. Should the confirmation differ from the contractor's request, the contractor will be notified by the Organisers with any needed changes. At that point the contractor has ten (10) working days to object, except for the exhibition space location (see article 4.4). If no such objection is registered within the allotted time, the booking is considered confirmed with the changes.
 - c. The Organisers are empowered with the right to accept or reject any application.

Article 3

General principles

- a. The Organisers may from time to time add to or vary the foregoing rules and regulations and do anything at their sole discretion they deem desirable for the proper conduct of the conference, provided that such amendments or additions do not operate to diminish the rights reserved to the contractor under this booking and shall not operate to increase the liabilities of the Organisers.
- b. In the event of disagreement regarding behavior, construction, procedures, contents etc. the matters should be handled in mutual agreement between the organiser and the contractor.

Terms and conditions

- c. The Organisers retain the right to change the conference venue without prior notification including if they deem it to be in the interest of the conference, or for reasons beyond their control.
- d. The contractor should refer to the Organisers to ensure they are in compliance with all local laws and regulations enforced by the city of the event, the conference venue, and suppliers.
- e. Contractors showcasing pharmaceutical (or pharma-22 dependent) products are advised to consult the advice of the Codes of Practice for the Promotion of Medicines presented by The European Federation of Pharmaceutical Industries & Associations and International (International Federation of Pharmaceutical Manufacturers Associations) bodies. Each of these codes is available online.
Where applicable you shall comply with FDA regulations or applicable international compliance regulations.

Where applicable you shall comply with the ABPI Code of Practice for the Pharmaceutical industry, the ABHI Code of Ethical Business and the Advertising Standards Authority
Where applicable all displayed products must obtain a valid CE mark.

In the event that your company has been or is currently being investigated by the MHRA your company must notify RCOG in writing immediately. RCOG will not permit any company to exhibit/sponsor with unresolved MHRA investigations.
- f. In all cases, contractors are responsible for ensuring that their promotion during the conference is legally and ethically acceptable in the country of performance.
- g. The Organisers reserve the sole right to decide who will be admitted and to which areas and at what times. The Organisers have the full authority to deny admittance to or expel any person from the conference venue.
- h. The Organisers reserve the right to alter or change the assigned room(s), spaces, and time slots upon the mutual agreement between the Organiser and contractor.
- i. As far as scientific issues and contents are concerned, the contractor is bound to the decisions of the Organisers when alterations, omissions or cancellations of lectures, presentations, etc. may be necessary.
- j. Sponsors who choose to finance a speaker's travel/accommodation costs or an official conference session have no influence regarding the organisation and/or content of the session or the presentation.
- k. The contractor acknowledges that the Organisers have the right to use recordings of any kind which have been produced within the framework of the conference for their own advertising purposes, only upon the prior agreement of the contractor.
- l. The contractor understands and acknowledges that any expenses incurred by the contractor in connection with the conference are the sole responsibility of the contractor, even in the event of cancellation by either party.
- m. If the contractor fails to comply in any substantial respect with the terms and conditions, the Organisers shall have the right to exclude the contractor and to sell its exhibition space/sponsorship options. The contractor however will be liable for any loss suffered by the Organisers thereby, and all monies paid by the contractor shall be absolutely forfeited to the Organisers.
- n. The use of the Organisers' name (in full or as abbreviation) as well as its logos is strictly forbidden in publicity, advertising, sign, product, printed matter, film, video, other media, etc. without the explicit permission, in writing, of the Organisers. The only exception is that contractors may refer to the meeting as with its official complete name as it is published in the official conference publications. The contractor may use a text internet link to the conference website from their own company website, or submit to the Organisers for permission to use the conference logo.
- o. It is prohibited to use the official conference logo for any signage/publications/websites, in which layout is similar in kind to the ones from the official publications of the conference. For all other publications that the contractor uses the official conference logo for or when in doubt, the Organisers' approval must be obtained.
- p. Additionally, the Organisers must be named as the official organisers of the conference; however the contractor is the organiser of their own sponsored symposium.
- q. Smoking is not permitted in the conference venue or any other area under control of the Organisers.
- r. Children and animals are not permitted at the conference without specific acceptance by the Organisers in writing.
- s. The contractor undertakes not to disclose to any third party, other than to its professional advisers or as required by law or as agreed by the Organisers, any confidential information relating to the business or affairs of the Organisers.
- t. Both the contractor and the Organisers shall ensure the general protection of personal data which is defined by the data protection rules and regulations of the country in which the conference venue is located. In particular, the contractor undertakes that any data provided by the Organisers or generated in connection with the conference will only be used for the specific purposes outlined and that it will obtain similar undertakings in regard to any such data passed to sub-contractors

Terms and conditions

u. The taking of the pictures, other than by the official Organisers' photographer, is expressly prohibited during construction, dismantling, and non-exhibition hours; cameras will not be allowed on the exhibition floor during these times. Only the contractor may grant permission to have their stand photographed or an audio presentation taped and this must only take place during exhibition hours. Each contractor may prevent those considered as competitors from gaining access to or photographing their stands. No contractor shall deny any reasonable request for permission to photograph their booth from outside the boundaries of the booth.

Article 4: Services

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- b. The Organisers will project all sponsors' logos in the plenary room during official breaks. Sponsors' logos will be published in all conference publications and on the official conference website, after the down payment has been received.
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- h. Food and beverages are not permitted in the sponsored symposium rooms unless permission of the organiser is granted. Catering must take place outside of the room and the sponsor will be responsible for ensuring that food and beverage are not taken into the sponsored symposium room. Any catering event, including time and location, must be approved by the Organisers prior to the conference. Catering events cannot be held during official conference sessions.
- i. The contractor assumes full responsibility for promoting their sponsored symposium in an appropriate manner.
- j. The contractor may display a certain number of posters (see additional benefits table in the sponsorship manual) in the conference venue on the day of the sponsored symposium only. Exceptions are stated in the sponsorship manual. Poster format and design must be submitted to the Organisers for approval before production. The contractor is responsible for delivering the sponsored symposium poster(s) to the Organisers on the day the poster(s) shall be displayed. Placement in the conference venue in suitable locations allowing full visibility must be agreed upon between the contractor and the Organisers. The poster(s) cannot be attached to any wall, door or similar in the conference venue. It is the contractor's responsibility to order easels or such to set-up their posters.
- k. Flyers as well as sponsored symposia invitations may only be distributed at the exhibition booth and in front of the sponsored symposium room shortly before the start of the contractor's sponsored symposium.

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- l. The display of posters in the official conference hotels except in the hotel where the contractor has allocated their own participants through the Organisers is prohibited.

3. Advertisements in official Congress publications

For advertisements in announcements, final programme, and/or abstract book, a high resolution file (at least 300 dpi, or eps format) containing the advertisement for printing in the respective publication must be submitted to the Organisers no later than noted in the Sponsorship manual.

The advertisement is subject to the Organisers' approval before printing. At least two weeks are allocated for the approval process.

4. Exhibition space

- a. Exhibition space will be confirmed in writing after the receipt of payment.
- b. Exhibition space will be assigned by the Organisers on a 'first come, first-served' basis within the respective sponsorship levels, according to the date of the exhibition space booking and the date of the receipt of the payment. Special wishes regarding placement of the exhibition space will be given all possible consideration but placement demands as a condition of participation on the part of the exhibitor cannot be recognized.
- c. Any changes in the duration and/or location of the exhibition do not entitle the exhibitor to cancel the agreement or request a refund of rates or to put forward a claim to damages incurred thereby.
- d. Exhibitors desiring to share their contracted exhibition space with another company will face a surcharge and such an agreement is subject to approval by the organiser.
- e. The exhibitors will be informed of the location of their exhibition space when the exhibition floor plan is sent out as noted in the sponsorship manual. The exhibition floor plan includes the most detailed information in regards to the exhibitor's exhibition floor space. It is the exhibitor's responsibility to verify such information before set-up.
- f. While every effort is made to preserve the published floor plan of the exhibition, the Organisers shall be entitled to vary the general layout at any time to ensure a harmonious construction of the exhibition. The Organisers are obliged to consult the exhibitor prior to implementing a change and make every effort to reach a satisfactory solution for both parties, whereby the exhibitor is not entitled to any refunds or claims against the Organisers regarding any changes in the general layout. The Organisers determine the external design of the exhibition as well as of the exhibition space.
- Therefore, applications can be refused if the booth layout fails to fit in with the exhibition as a whole.
- g. If due to any unforeseen circumstances it is found necessary to close the exhibition or the whole event on any day(s) or to vary the opening hours of the exhibition, the Organisers reserve the right to do so, at their sole discretion without any liability to the Organisers.
- h. Exhibitors' names will be listed in all conference publications as well as on the official conference website.
- i. Flyers may be distributed at the exhibition booth only.

5. Booth set-up

- a. There are three different types of booth possibilities: in-line, peninsula and island. More information is made available about the specific types and applicable conditions for your type of booth in the sponsorship manual.
- b. Regulations for the set-up of booths, meeting rooms, hospitality suites and sponsored symposia will be communicated in the exhibition manual and are binding. It is the contractor's responsibility to be familiar with all regulations in regards to their booth location.
- c. All special booth set-ups must be approved by the Organisers. Also, the Organisers must be informed within the time frame outlined in the exhibition manual should special requirements be necessary. A booth can only be set up if it is approved by the Organisers. Therefore the contractor or its agent must send detailed reference documentation, including blueprints or layout images of the booth design and dimensioned drawings. Any changes or additions must be submitted before the deadline given in the official exhibition manual and are subject to approval by the Organisers. At any time the contractor may be required to show appropriate supporting documents / certificates during the set-up and the exhibition period at the booth. In the interest of the harmonious overall design of the exhibition, applications can be refused if the exhibit fails to fit in with the exhibition as a whole.
- d. All borders to adjacent booths or to free spaces which are not official aisle ways must be separated by a shell scheme wall or panel to inhibit passage and/or view. The walls/ panels must be at least two metre fifty (2.5m) high. Pop-up booth, fair displays or canvas/ tent materials are not considered proper booth separation. Please refer to the exhibition manual to order shell scheme walls/panels for acceptable booth separation.
- e. Walls that adjoin neighbouring booths must not include any logos or graphics (on the neighbouring side) and should be white.
- f. For insurance and security reasons and to adhere to regulations stipulated by the conference venue, the Organisers will appoint contractors for all installations (such as electricity, communications, hanging points,

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- mains and fittings), and all ancillary services. Due to the necessity of coordinating all activities during set-up and dismantling periods and for security purposes, no other contractors will be permitted to undertake any of this work without the prior consent of the Organisers.
- g. The exhibitor will not damage any walls, floors, or ceiling area of the conference venue – by nails, screws, oil, and paint or by any other cause whatsoever. The exhibitor guarantees to pay for the repair of any damage caused by either accidental or intentional means.
- Sponsors and Exhibitors will be required to obtain adequate insurance policies. Policies will need to be submitted to and reviewed by the Organisers ahead of the Congress.
- h. When planning booth activities, the overall scientific character of the conference must be respected. Therefore, the projection of films and slides, the amplification of spoken words with the aid of loudspeakers, the production of music and/or sounds, as well as the use of video monitors is permitted as long as hindrance to other exhibitors or delegates is not caused. The sound should always be held at a low level. The Organisers reserve the right to determine at what a point sound constitutes interference with others and if the sound needs to be reduced or to be discontinued. If the Organisers judge that a disturbance is being caused, the exhibitor is to halt the activity immediately.
- i. Only quizzes with a scientific content and having approval by the organiser can be held at the booth. Participation can be “rewarded” with a prize or giveaway. The distribution of giveaways should be low-profile and in no way should overshadow the main activity of the booth. However, the prize should be the same for everybody and should not exceed 10.00 USD (\$) value. “Drawing winners” is not permitted. Notwithstanding the legal responsibilities of each exhibitor at its booth; giveaways with a value not exceeding 10.00 USD (\$) are acceptable at the exhibition; i.e. badges, T-shirts, pens. If the exhibitor does not comply, the Organisers reserve the right to make the necessary arrangements to end the activities at the expense of the exhibitor.
- j. Set-up must take place and be finished during the times as noted in the exhibition manual. Should the contractor fail to do so, the Organisers reserve the rights to reallocate the exhibitor’s space to another exhibitor without refund.
- k. The exhibitor is responsible for the safety of products such as prizes and giveaways, and general display of the booth.
- l. The exhibitor is responsible to the Organisers for ensuring in a clean and orderly state. Storage space is not guaranteed to be available in the exhibition hall and the exhibitor must ensure that all packing materials and empty cartons are removed from the premises before the opening of the exhibition. The Organisers reserve the right to order cleaning of an exhibitor’s space at the exhibitor’s cost.
- m. Removal of exhibits and dismantling is not allowed until after the official closing time which will be listed in the exhibition manual. The exhibitor must dismantle the stand within the allocated time. The exhibitor must leave the stand area clear and the floor clean. The Organisers can demand that the exhibitor restore the exhibition area to the original condition at the exhibitor’s expense. During the dismantling period, no material should be left unattended at any time. Stored materials, empty containers and packing material must be disposed of properly.

6. Technical guidelines

- a. By accepting the terms and conditions the contractor accepts the general conditions and regulations of the Organisers, the conference venue, and the suppliers as well as the technical guidelines and local safety regulations. Detailed technical guidelines will be provided in the exhibition manual. The contractor should refer to the Organisers to ensure that they meet all regulations enforced by the conference venue and the suppliers.
- b. The contractor must conform to the regulations and conditions concerning explosive and dangerous materials, combustible or otherwise, as laid down by the local authorities and other statutory bodies. Any materials/exhibits not approved by the authorities or the Organisers must be removed from the conference venue.
- c. All inflammable materials shall effectively comply with any statutory or local regulations or requirements to which the exhibition may be subject. Drapes and curtains must be at least 150 mm above the floor. No packing material or empty cartons shall be stored at the booth. Fire points must be kept clear at all times. The contractor must comply with any reasonable instructions given by the local authorities, the fire officer and /or the Organisers to avoid the risk of the fire.
- d. Security will be provided at the absolute discretion of the Organisers although they cannot accept liability for any loss or damage that may occur. Conference name badges must be worn at all times by the contractor and his/ her staff whilst in the conference venue and in all other areas within the full control of the Organisers for the duration of the conference.

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Article 5

Payment policy/method of payment

All rates listed in the sponsorship and/or exhibition manual exclude statutory VAT and refer to the duration of the conference (except if stated in the above mentioned manuals).

- a. All payments must be received before Congress set-up commences (set-up day 13/14 October 2024). All orders will be confirmed upon receipt of the full payment of 100%. If payment is not received in due time, the contractor's participation will be cancelled. It is the contractor's responsibility to advise the Organisers of the problems with any orders and to check the invoices issued for accuracy prior to the close of the conference.
- b. If more exhibition space and/or sponsorship items than were originally applied for are requested and allocated during the event, the additional amount due shall be paid immediately.
- c. Payments must be made by bank transfer and in USD (\$) only. Bank charges must be prepaid by the transmitter and are the responsibility of the payer. Please use the bank account as noted in the sponsorship and/or exhibition manual and/or invoice.
- d. Please indicate the "conference", your company, and the invoice ID Number on all money transfers.
- e. For each reminder sent after the payment deadline, a fee of 2.50 USD (\$) will be charged. However, the Organisers reserve the right of asserting further claims in regards to the damage caused by the delay. The contractor reserves the right to prove that lower financial damage has been caused by the delay.
- f. Should the contractor's payments be delayed, the Organisers are authorized to demand interest for delay. The interest rate for delay may be increased should the Organisers be able to prove a higher burden.

Article 6

Cancellation or reduction of the booking

- a. All booking cancellations must be sent in writing to the Organisers. Any notice of termination of the booking shall be deemed to have been properly given when delivered by registered mail.
- b. Should the contractor cancel for any reason, the contractor shall assume responsibility for all costs payable for all items that are part of the booking. The Organisers shall be reimbursed for all expenses in connection with the planning of the conference incurred up to the date of termination and any foreseeable unavoidable costs that might result from the contractor's cancellation or from the contractor's sponsorship commitment.

the contractor's sponsorship commitment.

- c. The following cancellation charges apply: - 100% of the total amount must be paid by the contractor for cancellations received at anytime after confirming the package or other sponsorship contribution. No refund will be given.
- d. Shall the contractor fail to appear at the conference without a valid reason and the requested services will not be required, the contractor will still be obliged to pay the amounts as referred to in the cancellation policies.
- e. If the contractor would like to cancel single items of their package, the minimum payment of the specific sponsorship category must be maintained. Cancellations within a certain sponsorship category are also subject to the cancellation policies as noted above.
- f. Should the contractor desire to resell its space and/or sponsorship items to another organisation, this can only be accomplished after approval of the new contractor by the Organisers. After approval of the new contractor, a 10% administrative charge must be paid by the original contractor.

Article 7

Cancellation of the Congress

- a. The Organisers are entitled to cancel the conference due to reasons beyond their control that prevent or substantially hinder the planned holding of the conference.
- b. If the Organisers are compelled to cancel the conference for reasons beyond their control, and without organising another conference in its place within twelve (12) months of the originally planned date, the contractor is released from its sponsorship obligation. The Organisers shall immediately refund 50% of the payment made by the contractor. The remainder shall be used by the Organisers for payment of costs incurred. If proof can be given that the amount withheld by the Organisers from sponsorship payments exceeds the costs incurred, the Organisers shall be obliged to refund a proportionate amount of the sum not required for recovery of costs and expenses to the contractor. The same applies should the Organisers decide to cancel parts of the conference. The Organisers also reserve the right to re-schedule the conference in equal terms within a year's period. In this case the contractor does not have the right to withdraw from or decrease its sponsorship participation.
- c. If the conference must be cancelled or changed due to unforeseen political and or general "Force Majeure", the Organisers cannot be held liable for any compensation.

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Article 8

- a. A contractor's claim for compensation is only applicable in case of gross negligence from the Organisers and/or their employees, agents or suppliers. Compensation and guarantee claims from the contractor must follow the statutory regulations, if they have not been noted differently.
- b. In no case will the Organisers or their employees, agents or suppliers be liable for any indirect, incidental, special or consequential damages including but not limited to damages for loss of profits, loss of business information, cost related to cancellations or cost of procuring substitute goods or services, however arising, even if it has been advised of the possibility of such damages. While the Organisers may provide security guards, this is done solely as an accommodation for contractors.
- c. An exception thereof is damage and loss of life, the body and/or health if breach of duty is the Organisers' responsibility and for other damages, which involve deliberate and/or gross negligence on behalf of the Organisers. A breach of duty of the Organisers is equal to the breach of duty of a statutory agent or servant.
- d. The contractor is liable for all damage to buildings or terms and conditions inventory which is caused by contractor's staff and other third parties from the contractor's province or the contractor in person.
- e. The Organisers assume no liability for any loss, damage or injury to any property or equipment brought in by the contractor or any of its employees, agents or contractors, whether attributable to accident, fire, theft or any cause whatsoever. The contractor must ensure adequate insurance coverage as necessary including public liability coverage, to cover loss of or damage to exhibits or other personal property.
- f. The Organisers shall not be responsible, in whole or in part, for any failure to perform any of the obligations under this booking or for failure to hold the conference as a result of circumstances beyond its reasonable control, including, but not limited to, riot, strike, civil disorder, acts of war, failure of facilities, terrorism, threats of terrorism, communicable disease, earthquake, storm, fire, flood, and other acts of God.

Article 9

Governing law

You shall comply with all applicable laws, statutes, regulations from time to time in force in the United Kingdom.

This contract will be governed by English law and each party irrevocably agrees to submit to the exclusive jurisdiction of the courts of England and Wales to settle any dispute or claim arising out of or in connection with this contract or its subject matter or formation.

Article 10

Severability clause

No amendments, changes, modifications or alterations of these terms and conditions shall be binding upon either party hereto unless in writing and signed by both parties. If any of the provisions of these terms and conditions are held to be void or unenforceable, then such void or unenforceable provisions shall be replaced by valid and enforceable provisions which will achieve as far as possible the economic business intentions of the parties. All other provisions of the terms and conditions that are not being affected remain valid.