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Invitation to Support

Dear Colleague:

It is with great enthusiasm that we invite you to support and attend the Fifth Mediterranean Emergency Medicine Congress (MEMC V) in Valencia, Spain, on 14-17 September 2009.

MEMC V is the fifth biennial collaboration of the European Society for Emergency Medicine (EuSEM) and the American Academy of Emergency Medicine (AAEM). What started as an intimate meeting of a few hundred people interested in international emergency medicine has blossomed into the largest meeting of emergency practitioners outside the continental United States.

The mission of the Congress is to encourage the practice of emergency medicine throughout the world and to provide a forum for exchange of information. The final result will be better care for emergency patients worldwide.

We will build on the success of the 2007 MEMC IV in Sorrento, Italy, where more than 1,500 delegates from 72 countries attended sessions presented by dozens of world-renowned speakers.

One theme runs throughout evaluations from the last several congresses: attendees say that it is the best emergency medicine conference they’ve ever attended. Others point out that it has served as the turning point for the development of emergency medicine in their country.

Multiple tracks cover clinical, procedural, administrative, research and educational topics. The speakers are among the best educators in the world, and the topics are cutting edge. Hundreds of other attendees present abstracts both in oral and poster format.

Financial support for the Congress comes primarily from registration fees and from a variety of other sources. Attendees from the United States and from countries with a reciprocity agreement with the US receive AMA PRA Category 1 Credit™. For this reason, all ACCME guidelines for commercial support are strictly followed, and at all times the educational programme remains totally independent of external influences.

MEMC V offers you a unique opportunity to promote your products to the largest international meeting of emergency medicine practitioners outside the United States during 2009. It will also be an excellent platform for anyone interested in supporting the development of international emergency medicine.

We look forward to meeting you in Valencia and deeply appreciate your consideration.

Regards,

Gunnar Öhlén    Joe Lex    Luis Jiménez Murillo

MEMC V Organising Committee

Presidentes del Congreso (Presidents of the Congress)
Gunnar Öhlén, EuSEM President
Larry D. Weiss, AAEM President
Luis Jiménez Murillo, SEMES President

Presidentes del Comité de Planificación Ejecutiva (Executive Planning Committee Chairs)
Gunnar Öhlén, EuSEM
Joe Lex, AAEM
Tomás Toranzo, SEMES

Consejero Honorario (Honorary Executive Chairs)
Francesco Della Corte
Antoine Kazzi
Roberta Petrino

Comité de Honor (Honor Committee)
Presidente de la Generalitat Valenciana (President of the Autonomous Government of Valencia)
D. Francisco Enrique Camps Ortiz

Conseiller de Sanitat (Minister of Health)
Honorables Consejeros Sr. Manuel Cervera Taulet
Alcaldesa de Valencia (Mayor of Valencia)
Dña. Rita Barberá Nolla
Presidente del Colegio de Médicos de la Generalitat Valenciana (President of the Medical Academy of the Autonomous Government of Valencia)
Dr. D. Vicente Alapont Raga

Comité Local (Local Committee)
Presidente (President)
Dª. Mercedes Carrasco González
Vicepresidente 1º (1st Vice-president)
D. Vicente Collado Rodríguez
Vicepresidente 2º (2nd Vice-president)
D. Francisco José Navarro Díaz
Vicepresidente 3º (3rd Vice-president)
Dª. Amparo Bonet Gimeno
Vicepresidente 4º (4th Vice-president)
D. Juan de Dios Pastor Cano

Secretario General (General Secretary)
Dña Maria Teresa Cortes Barceló
Tesorero (Treasurer)
D. Antonio Botella Martínez
Secretaria Científica (Scientific Secretary)
D. Luis López-Andújar Aguiriano

Comité científico (Scientific Committee)
Francesco Della Corte & Roberta Petrino, EuSEM
Richard Shih, AAEM
Antoine Kazzi & Peter Cameron, International
Mercedes Carrasco, SEMES

Presidentes del Forum de Investigación (Research Forum Chairs)
Marc Sabbe, EuSEM
Gary Gaddis, AAEM
Eddy Lang, International
Manuel J. Vázquez, SEMES
Reasons to Attend

• Up to 2000 delegates expected to attend.
• Largest meeting of emergency practitioners outside the continental United States.
• Expect delegates from over 70 countries.
• A unique opportunity to promote your products.

Previous MEMCs

• 2001 Stresa, Italy - 750 delegates from 52 countries
• 2003 Sitges, Spain - 1300 delegates from 66 countries
• 2005 Nice, France - 1250 delegates from 67 countries
• 2007 Sorrento, Italy - 1500 delegates from 72 countries

Join us in Valencia in 2009!
Supporting Societies:
American Academy for Emergency Medicine in India
American College of Emergency Physicians
Asociacion Colombiana de Especialistas en Medicina de Urgencias y Emergencias
Association des Medecins d’Urgence du Quebec
Bahrain Emergentologist Medical Association
College of Emergency Medicine
Council of Emergency Medicine Residency Directors
Danish Society for Emergency Medicine
Emergency Medicine Association of Turkey
Emergency Nurses Association
Estonian Society for Emergency Medicine
European Masters in Disaster Medicine
German Society of Emergency Department Physicians
Hellenic Society for Emergency Medicine
Hungarian Society for Emergency Medicine
Instituto Nacional de Emergência Médica
Irish Association for Emergency Medicine
Korean Society of Emergency Medicine
Kuwait Association of Emergency Physicians
Lebanese Society of Emergency Medicine
Lithuanian Society for Emergency Medicine
Mexican Academy of Emergency Medicine
National Association of EMS Physicians
Polish Society for Emergency Medicine
Romanian Society for Emergency - Disaster Medicine
Sociedad Argentina de Emergencias
Sociedad Española de Medicina de Urgencias y Emergencias
Societe Francaise de Medecine d’Urgence
Society for Academic Emergency Medicine
Society for Emergency and Disaster Medicine - Czech Medical Association J.E. Purkyne (JEP)
Society for Emergency Medicine in India
Swedish Society of Emergency Medicine
Taiwan Society for Emergency Medicine

Supporting Federation:
International Federation of Emergency Medicine

Supporting Institutions:
Gold Supporter
Johns Hopkins University (Baltimore, Maryland)
Silver Supporter
University of California-Irvine (Irvine, California)
Bronze Supporters
Beth Israel Deaconess Medical Center/Harvard Medical School (Boston, Massachusetts)
King Faisal Specialist Hospital and Research Center (Riyadh, Kingdom of Saudi Arabia)
Temple University School of Medicine (Philadelphia, Pennsylvania)
Universita del Piemonte Orientale (Novara, Italy)

Supporters:
A.De Mori SPA
Biosite International
Draeger Medical AG & Co. KG
EM News
Falck
Karl Storz
KMC-Emego Train (Center for Teaching & Research in Disaster Medicine)
Laerdal Italia SRL
Medtronic Italia SPA
Merck Sante
Nephrotek Laboratories S.A.S.
Orthofix SRL
PEPID
SAM Medical/Flamor
Sepracor, Inc.
Simulearn SRL
Ultrasonix Medical Corporation
Vidacare Corporation
Vitaid
Vygon
Wisepress LTD
About the Venue

Start planning now for the fifth Mediterranean Emergency Medicine Congress (MEMC V) co-organised by the European Society for Emergency Medicine (EuSEM) and the American Academy of Emergency Medicine (AAEM). It will be in El Palacio de Congresos de Valencia (www.palcongres-vlc.com) in Valencia, Spain, and already promises to surpass the first four congresses.

Valencia is the third largest city in Spain and sits on the Mediterranean Sea. The city has undergone some major overhauls and is one of the premier vacationing spots of Europe. You have probably seen many of the recent upgrades along the harbor during coverage of the 2007 32nd America’s Cup competition, and Valencia has also been chosen as the site for the 33rd America’s Cup competition.

The city is laid out in such a way that public transportation, foot or bicycles are the logical means of getting from one place to another. In fact, there’s a dedicated bicycle path directly in front of the Congress Centre, and you’ll be able to rent bicycles and motor scooters onsite.

Bisecting the city is what used to be the River Turia. After a disastrous flood in 1957, the river was rerouted south of the city, and the old riverbed converted to a giant public space. The park, called the “Garden of the Turia” features numerous ponds, paths fountains, flowers, cafés, artworks, climbing walls, an athletics track, a Zen garden and more. The many bridges overhead carry traffic across the park. You can traverse much of the city on foot or bicycle without ever using a road. See www.culturia.org for more on this amazing park.

At the far end of the park is Ciudad de las Artes y las Ciencias, or the City of Arts and Sciences, a collection of several buildings including El Palau de les Arts Reina Sofia (an opera house and performing arts center with a gravity-defying roof), L’Hemisfèric (an Imax theatre, planetarium and laserium), El Museu de les Ciències Príncipe Felipe (four-story science museum) and L’Oceanogràfic (the largest aquarium in Europe).

There are more than 1500 hotel rooms within easy walking distance of the conference centre, with costs ranging from the budget 2-star Ibis Hotel at € 59 per night to the 5-star Hilton Valencia and Sorolla Palace directly across the lawn from the Congress, starting at € 200 per night.

Before leaving the airport, and in an effort to make the Congress as “green” as possible, all attendees will receive a pass good for any of the trams, subways and buses in the city. With an accompanying set of instructions, you will be able to navigate to your hotel without having to resort to a taxi or private automobile. See www.valenciatouristcard.com for details.

The weather, of course, will be perfect in mid September. Mild temperatures, bright Mediterranean sunshine and low humidity are the norm. (www.aboutvalencia.com/).

If you’re a food fan, all you have to know is that Valencia was the birthplace of paella, that magnificent rice-saffron-seafood dish which tastes like nothing else on earth. The city is surrounded by orange groves, and many of the streets are lined with orange trees burdened with fruit.
Exhibition Opportunities

Shell Scheme Specification
- Side and back walls (see photo for details)
- Company sign
- Carpet
- Table and 2 chairs
- 1 extension lead (up to max 500W) and 2 300W spot lights

Exhibition Costs

<table>
<thead>
<tr>
<th>Size</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>3m x 2m</td>
<td>€ 6,000</td>
</tr>
<tr>
<td>3m x 3m</td>
<td>€ 8,000</td>
</tr>
<tr>
<td>3m x 4m</td>
<td>€ 10,000</td>
</tr>
<tr>
<td>3m x 6m</td>
<td>€ 12,000</td>
</tr>
</tbody>
</table>

Included in the Price
- Security
- Contractors’ passes
- 2 Exhibitor badges per 9 sq m and 1 for each additional 9 sq m
- Your company name and profile included in the final programme book
- Welcome reception

(Please note – exhibitor badges do not allow entry to scientific sessions. Additional exhibition staff can be registered at the cost of € 120 per person to include welcome reception.)

STAND A (WHITE)

Lettering
1 text showing company name in black Futura font, maximum length 80 cm on external fascia.

Lighting
- 2 300W iodine-quartz spotlights, general lighting.
- 1 extension lead (max. 500W).
- 1 circuit breaker panel.

Features
- Anodised aluminium structure, matt silver colour.
- White melamine panels.
- Aluminium grid roof.
- Stand height 248 cm.
- Exhibition carpeting.

Technical Manual and Exhibition Schedule
More information will be provided at a later time.

Additional furnishings
* may be purchased through Exhibitor’s Manual, to be distributed approximately one month prior to MEMC.

Questions?
Any queries concerning the exhibition arrangements should be directed to info@emcongress.org

Support Opportunities

The names of all supporting organisations will be listed on the MEMC V website.

Education

Abstracts on 1 GB USB Memory Stick ................................................................. € 15,000
Abstracts on 1 GB USB memory stick with company name and logo. A coupon will be placed in delegate bags and memory stick can be redeemable at the supporter’s exhibit.

Individual Tracks ................................................................. € 10,000
Featuring world-renowned invited speakers, six tracks run concurrently each morning and afternoon. Supporters are recognized in the Final Programme and on session signage. Tentatively scheduled tracks include:
- Resuscitation
- Trauma (including Orthopaedic Emergencies) (2 tracks)
- Cardiovascular Emergencies
Support Opportunities

- Shock and Sepsis
- Neurological Emergencies
- Toxicology & Pharmacology
- Medical Imaging
- Ultrasound in Emergency Medicine
- Renal, Genitourinary and Gynaecologic Emergencies
- Gastrointestinal Emergencies
- Otolaryngology Emergencies
- Haematological, Oncologic and Endocrine Emergencies
- Respiratory Emergencies
- Infectious Disease Emergencies and Updates
- Prehospital Medicine
- Psychiatric Emergencies
- Disaster Management (including European Medicine Masters of Disaster)
- Simulation in Emergency Medicine
- Informatics in Emergency Medicine
- Educating Medical Students
- Starting an Emergency Medicine Residency
- Emergency Department Construction
- Performing Research and Getting Published
- Using Guidelines & Protocols in Emergency Medicine
- Establishing a Certifying Body
- Starting a Continuing Medical Education Program
- Alternative Careers in EM
- Case Pathophysiologic Conference (CPC) Competition

Lunch Symposium or Satellite Symposia ........................................ € 10,000 + costs
Daily lunch or satellite symposia are available. For lunch symposium, either 200 or 400 delegates can include a seated luncheon, with the menu to be chosen by the supporter. Supporters will be recognized in the Final Programme and on session signage. Speakers and session topics may be selected by the supporter, though CME credits will not be offered for these sessions. All session expenses, including meals, audio-visual equipment and support, meeting space rental, and speaker’s expenses are additional and are the responsibility of the supporter.

Speaker’s Preview Room ................................................................. € 5,000
A speakers’ preview room will be available for all speakers where they can rehearse and view their presentation prior to their session. Company name and logo on sign outside the entrance to the preview room will be available.

Congress Services

Bag Insert ............................................................................................ € 1,500 per piece
A one-page insert, designed and produced by the supporter, will be inserted in delegate bags and distributed onsite. All inserts are subject to approval by MEMC organisers, and production and shipping costs are the responsibility of the supporter.

Coffee Break ...................................................................................... € 10,000
Mid-morning coffee breaks for approximately 2,000 delegates will be in high-traffic areas. Supporters will be recognized on prominent signage.

Coffee Break for Pre-Congress Courses .............................................. € 7,500
Mid-morning coffee breaks will be in common areas for delegates attending Pre-Congress Courses. Supporters will be recognized on prominent signage.

Delegate Bags ..................................................................................... on request
The supporter’s logo will be featured on registration bags to be carried by approximately 2,000 delegates over the course of the Congress. Notepads and pens will be included in the bag with registration materials, also featuring the supporter’s message.
Support Opportunities

Support Opportunities

Ceremonies

The Opening Reception will be Monday, 14 September, following the MEMC V Opening Ceremony. The Opening Reception will include cocktails and hors d’oeuvres. Supporters will be recognized in the Final Programme, onsite signage and during the presentation at the culmination of the Opening Ceremonies.

Namebadges & Lanyards ................................................................. € 10,000
Fabric lanyards are imprinted with the supporter’s logo and distributed to approximately 2,000 delegates onsite.

Hotel Room Keys ........................................................................ € 5,000 + costs
Customized guest room keys will feature supporter’s logo and message. Design must be pre-approved by MEMC. Production charges additional.

Hotel Room Drop ................................................................. € 5,000 + costs
MEMC will arrange for delivery of supporter’s materials to delegate guest rooms at the two hotels located near the conference centre. Delivery charges additional.

Internet Lounge ........................................................................ € 20,000
An area of the Exhibition Hall will contain 10 personal computers with Internet access for delegates’ convenience. Supporter’s logos will appear on signage in this high-traffic area as well as on screensavers displayed on PC’s in the lounge.

Namebadges & Lanyards ................................................................. € 10,000
Fabric lanyards are imprinted with the supporter’s logo and distributed to approximately 2,000 delegates onsite.

Notepad and Pen ........................................................................ € 5,000 + costs
Distributed to all participants in Congress bag, this is a unique opportunity to highlight your company name and logo on two items.

Online Itinerary Planner ................................................................. € 5,000
The MEMC V website will feature an online searchable database of speakers, session titles, abstract presentations, committee meetings and social events. Delegates may create their own personalized Congress itinerary including the sessions and social events they wish to attend. Supporter’s logo and message will be displayed on the sign-in page for this database.

Public Transportation Card ........................................................... on request
The sponsor may cover the cost for public transportation within Valencia for the delegates during the Congress. The company logo will appear either on the envelope containing the transportation ticket or on the ticket itself.

Simultaneous Translation ................................................................. on request
During daily plenary sessions, speaker’s presentations will be simultaneously translated from English to Spanish, the official language of the Congress host country. Supporters will be recognized on session signage and in the Final Programme.

Wireless Network ........................................................................ on request
There is an opportunity to sponsor a wireless network for the Congress. This allows delegates to connect to the web from their own wireless enabled laptop. The sponsor’s name and logo will be displayed on the first page accessed by the delegate.

Networking

Gala Dinner ........................................................................... € 30,000
An all-Congress social event will be served at a unique Valencia location on an as yet undetermined night at the Congress. Support of this dinner includes a reserved table for 8 guests of the supporter’s choice and recognition in the Final Programme and onsite signage.

Karaoke Social ........................................................................ € 20,000
An informal all Congress social event will be held following the close of the Congress scientific programme. Support of this opportunity includes a reserved table for 8 guests of the supporter’s choice and recognition in the Final Programme and onsite signage.

Opening Reception ................................................................ € 25,000
The Opening Reception will be Monday, 14 September, following the MEMC V Opening Ceremony. The all-Congress event will include cocktails and hors d’oeuvres. Supporters will be recognized in the Final Programme, onsite signage and during the presentation at the culmination of the Opening Ceremonies.
Payment Information

A deposit of 50% of the total amount is due upon submission of booking forms. No booking will be confirmed without the deposit. The final balance will be invoiced in December 2008. For bookings made after 1 December 2008, the full amount is due at the time of submission of reservation.

All payments must be made to:
Mediterranean Emergency Medicine Congress (MEMC)
c/o AAEM
555 E. Wells Street, Suite 1100
Milwaukee, WI 53202

Method of payment
☐ Wire transfer (please contact AAEM for information 800-844-2236)
☐ Credit Card (circle: MasterCard VISA)

Card Number: ____________________________________________________________
Expiry Date: ______________________________________________________________
Cardholder Name: _________________________________________________________
Signature: __________________________________________________________________

Cancellation policy
Cancellations and changes to your original booking must be made in writing to AAEM. For cancellations made before 17 December 2008, 30% of the total cost of each item will be retained; before 8 February 2009, 75% of the total cost of each item will be retained; from 8 February 2009, 100% of the total cost of each item will be retained.

Advertising

Final Programme

Included in materials distributed to approximately 2,000 delegates onsite.

- Back Cover ........................................... € 12,000
- Inside Front or Back Cover .................................................. € 8,000
- Full page, 4-colour .......................................................... € 7,000
- Half-page, 4-colour .......................................................... € 5,000
- Exclusive ............................................................... € 25,000

Programme at a Glance

Programme at a Glance .......................................................... € 3,000
This is a useful item for attendees and in constant use during the event. It contains useful information ‘at a glance’ including the scientific programme, social events and general information. Distributed in the Congress bag, this is an ideal opportunity for a company to highlight its name to delegates.
Terms and Conditions

Exhibition

Deposit
50% of the stand cost must be provided with the signed booking form and the remainder will be invoiced in December 2008.

Confirmation of bookings
No booking will be confirmed until the deposit has been paid.

Payment
All invoices must be paid by the deadlines. In the case of late payment, the Organisers reserve the right to resell the space. Full payment of exhibition space is required prior to build-up of the exhibition. Exhibitors with payments outstanding will not be allowed to build their stands.

Cancellations
Cancellations and changes to your original booking must be made in writing to info@emcongress.org.

For cancellations made:
• before 17 December 2008 - 30% of the total cost of each item will be retained
• before 8 February 2009 - 75% of the total cost of each item will be retained
• from 8 February 2009 - 100% of the total cost of each item will be retained

Changes in size of reserved space
The Organisers reserve the right to allocate an exhibitor to a new location within the exhibition area in the case of a change in size of the reserved exhibition space.

Allocation of stands
Stands will be allocated on a first-come first-served basis.

Manning of stands
Exhibitors will be required to ensure that their stands are manned during the opening hours of the exhibition and must not dismantle their stands before the published closing time.

Registrations
Exhibitors are entitled to 2 exhibitor registrations per 9 sq m, and one additional exhibitor per 9 additional sq m booked. Additional exhibition staff may register at a cost of R120 per person. Any exhibitor wishing to attend the scientific sessions will be requested to pay the full registration fee.

Sharing of stands
Exhibitors are not permitted to share with others any booth space allotted to them without prior written consent from the Organisers.

Sub-letting
Exhibitors shall not sub-let the whole or any part of the stand allotted to them without the written consent of the Organisers.

Amendments to exhibition layout
While every effort is made to preserve the published layout of the exhibition, the Organisers shall be entitled to vary the layout if this is in the general interest of the exhibition.

Stand design
Any exhibitors occupying space-only stands are required to submit a detailed plan of their stand to the Organisers for approval.

Layout of stand
To maintain an open exhibition area, the exhibitors are requested to maintain sides of stands adjacent to aisles open. Island stands should be accessible from all 4 sides.

Flow of delegates
Nothing may impede the free flow of delegates in the aisles. This means that nothing may be built in the aisles, nor may furniture or equipment stand in the aisle space.

Build up
No one under the age of sixteen (16) will be permitted on the exhibition during build-up or dismantling.

Maximum stand height
The maximum height for any part of any stand will be 9.00 m from the ground. Shell scheme stands are 248 cm high.

Laser shows
No laser shows will be allowed at this event.
Disruption to other exhibits
The Organisers reserve the right to restrict exhibits, which, because of noise, method of operation, materials or any other reason, become objectionable to other exhibitors or to delegates.

Give-aways and distribution of printed materials
Give-aways and printed material may only be distributed in the space rented by the exhibitor in the exhibition hall. Contests, lotteries and raffles are subject to approval by the Organisers.

Product disclaimer
The acceptance of a product or service for exhibition does not in any manner constitute an endorsement by the Organisers. Each exhibitor and/or sponsor is responsible for the material and information they make available at the meeting. Exhibitors and sponsors should only present material and information which has been approved by their legal departments and which is in compliance with the legislation of the host country of the meeting. It is the responsibility of exhibitors and sponsors to address these issues and any conflicts arising from such matters directly among themselves as the Organisers will not arbitrate in any way in legal issues of this nature.

Liability
The Organisers cannot accept responsibility for damage caused by an exhibitor nor for loss sustained by an exhibitor. Exhibitors or their agents must not damage or deface the exhibition facility or the booths and equipment of other exhibitors. When such damage occurs, the exhibitor is solely responsible and is liable to the owner of the property. Exhibitors must make provision for the safeguarding of their goods, materials, equipment and displays at all times.

Security and insurance
The Organisers will not be held responsible for any loss or damage to exhibitors’ goods and exhibitors are reminded that they should take out their own insurance to cover for this.

Health and Safety at Work Regulations
It is the responsibility of the exhibitor to ensure that his contractor, employees, displays and exhibits comply with the latest legislation regarding Health and Safety at Work regulations.

Lunch & Satellite Symposia
The cost of running a lunch or satellite symposium is € 10,000 + costs.

Payment
A deposit of 50% of the cost of the satellite must be included with the request for a satellite or lunch symposium.

The session will not be registered as confirmed until the deposit is paid.

An invoice for the remaining 50% of the cost of the satellite or lunch symposia will be invoiced in December 2008.

Cancellations
Cancellations and changes to your original booking must be made in writing to info@emcongress.org. For cancellations made:

- before 17 December 2008 - 30% of the total cost of each item will be retained
- before 8 February 2009 - 75% of the total cost of each item will be retained
- from 8 February 2009 - 100% of the total cost of each item will be retained

Allocation of slots
Slots will be allocated on a first-come first-served basis. All satellite or lunch symposia must be organised at the official meeting venue at the official time slots offered by the Organisers in their sponsorship prospectus.

Content
The programme content of all satellites is subject to approval by the Scientific Programme Committee. An outline of the proposed programme, to include the session title, proposed chair and speakers and their titles must be submitted to the Committee. The Committee will be happy to assist potential sponsors in putting together a list of topics and speakers. Satellite organisers must provide details of their session, which must be returned by the deadline indicated. The content of any satellite or lunch symposia may not include material which will subsequently be presented in a didactic session during the meeting.

Terms and Conditions…continued
Promotion
Satellite and lunch organisers will have the session listed in the programme books. Companies holding an official satellite or lunch symposium may distribute flyers and other documents advertising their session. This material may be distributed only within the limits of the exhibition stand of the company holding the advertised satellite or lunch symposium.

Reward
Satellite or lunch organisers may offer no material inducement or reward to delegates to attend the session.

Corporate branding of auditorium
Due to the tight schedule of sessions in the meeting rooms, corporate branding for satellites is limited to self-standing signage. It is the responsibility of the company holding a satellite or lunch symposium to remove all branding immediately at the end of the satellite.

Insurance
Each organiser of a symposium will be responsible for each and every occurrence in the hall assigned to the symposium for the duration of the time-slot assigned to the symposium. The responsibility may extend further than the place and time of the symposium if damages are caused by the installation of materials arranged by the symposium organizers. The organizers of industry symposia are requested to effect and maintain public liability insurance and to provide MEMC with a copy of their insurance certificate not later than 18 April 2009.

Registrations
Companies with satellite or lunch symposia are entitled to a maximum of 5 free delegates passes for entrance to their satellite or lunch session only. These free entrance badges will be given onsite at the exhibitor registration desk, to the person responsible for the satellite or lunch symposia. Any delegate wishing to attend the whole meeting will be requested to pay the full registration fee.

General

Logos
The use of the MEMC, EuSEM and AAEM logos is not permitted without written permission. These logos are only to be used in official meeting publications or at events approved by the Organisers.

Delegate bag inserts
Specifications:
- Each insert should require one manipulation only for inclusion in the Congress bags.
- The maximum size of each insert is limited to A4 format (21cm x 29.7cm).
- The maximum weight per insert is limited to 50gm.
- The width of each insert is limited to 5mm.

Recording of sessions
No part of the scientific programme may be photographed, filmed or otherwise recorded without prior permission from the Organisers.

Other events
Other events may not be arranged for delegates during the scientific programme (including the satellite or lunch symposia) and oral or poster presentations, or during the opening ceremony, welcome reception, Gala Dinner or other Congress social events. Transportation to other events may not depart during the official programme (including the satellite or lunch symposia).

Postponement or abandonment
The Organisers will not be held responsible in the case of any postponement or abandonment of the exhibition for reasons beyond their control.

Acceptance of applications
The Organisers reserve the right to refuse applications from companies not meeting standard requirements or expectations and reserve the right to curtail or to close exhibits, wholly or in part, that reflects unfavourably on the character and the purpose of the meeting.

Amendments to Terms and Conditions
The Organisers reserve the right to alter, amend or add to any of these conditions.
Order Form

**Exhibit Hall Booth Space**
- 3m x 2m .......................................................... € 6,000
- 3m x 3m .......................................................... € 8,000
- 3m x 4m .......................................................... € 10,000
- 3m x 6m .......................................................... € 12,000

**Exhibits Total:** ___________

**Education**
- Abstracts on 1 GB USB Memory Stick .................................................. € 15,000
- Individual Tracks .................................................................................. € 10,000
- Lunch or Satellite Symposium .............................................................. € 10,000 + costs
- Speaker’s Preview Room ....................................................................... € 5,000

**Exhibits Total:** ___________

**Congress Services**
- Bag Insert .......................................................................................... € 1,500 per piece
- Coffee Breaks ..................................................................................... € 10,000
- Coffee Breaks for Pre-Congress Courses ........................................... € 7,500
- Delegate Bags ..................................................................................... on request
- Hotel Room Drop .............................................................................. € 5,000 + costs
- Hotel Room Keys ................................................................................ € 5,000 + costs
- Internet Lounge .................................................................................. € 20,000
- Namebadges & Lanyards ..................................................................... € 10,000
- Notepad and Pen .................................................................................. € 5,000 + costs
- Online Itinerary Planner ..................................................................... € 5,000
- Public Transportation Card ................................................................. on request
- Simultaneous Translation ................................................................... on request
- Wireless Network ................................................................................ on request

**Services Total:** ___________

**Networking**
- Gala Dinner ......................................................................................... € 30,000
- Karaoke Social ..................................................................................... € 20,000
- Opening Reception ............................................................................... € 25,000

**Networking Total:** ___________

**Advertising**

**Final Programme**
- Back Cover ......................................................................................... € 12,000
- Inside Front Cover ............................................................................... € 8,000
- Full page, 4-colour ............................................................................... € 7,000
- Half-page, 4-colour .............................................................................. € 5,000
- Exclusive ............................................................................................. € 25,000

**Programme at a Glance**
- Programme at a Glance ...................................................................... € 3,000

**Advertising Total:** ___________

**GRAND TOTAL:** ___________

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