

# Sponsorship and Exhibition Information Manual



Budapest, January 2024

*Dear Madam / Sir,*

It is with the greatest pleasure to invite you to Budapest, Hungary, to the 6th Congress of the South East Europe Neurosurgical Society (SeENS), organized jointly with the 25th Congress of the Hungarian Neurosurgical Society between 9 and 11 October 2024.

SeENS was founded to promote, develop and improve cooperation and exchange of experiences amongst neurosurgeons in the Southeast European region. SeENS is an organization of individual members and delegate neurosurgeons in practice and training dedicated to providing a forum for collegial relationships, a source of knowledge and mobility programs for trainees, space for scientific publishing and developing initiatives for international cooperation programs and new issues to be brought to neurosurgical societies in the Europe and the world. The 14 member countries are: Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Greece, Hungary, Kosovo, FYR of Macedonia, Montenegro, Romania, Serbia, Slovenia and Turkey.

The meeting will bring together an outstanding international faculty to discuss advances, innovations and controversies in the field of neurosurgery with an emphasis on special issues in the South East European Region.

The venue of the Congress is the Ensana Thermal Hotel situated on the beautiful Margaret Island in the heart of Budapest, capital of Hungary.

We are pleased to offer you this unique opportunity together with a chance to strengthen professional and personal contacts and visit a great city with special social programs.

For the sponsoring and/or exhibiting companies we compiled this manual to provide with all relevant information for participation. We have attempted to cover all aspects, if some details still need to be clarified, K&M Congress PCO Ltd. will be at your disposal.

All congress documents follow GDPR guidelines.

This manual is also available on the congress website: <https://seens2024.eu/sponsors>

## **CONGRESS WEBSITE**

Please visit the congress website for information updates: <https://seens2024.eu>

Website menus include information on

Organizers and Officers

Venue

Congress general information

... and a lot more to come

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You can also subscribe for the congress newsletter so that you should not miss a highlight.

## MEETING VENUE

Ensana Thermal Hotel  
Margaret Island, H-1007 Budapest, Hungary

Situated on beautiful Margaret Island, the quiet leisure paradise in the heart of thermal baths Budapest and a stone's throw away from the bustling life of the Hungarian capital. The possibilities are endless in this up-and-coming metropolis and legendary spa destination.

## SPONSORING

For the valued partners in the industry, we would like to offer various sponsoring, advertising and exhibition options. Please check the categories and services below.

**Platinum sponsor** – price: 10,000.00 EUR + VAT

Package includes:

- Promotion of the company as a Platinum sponsor of the congress with company logo.
- 9 sq.m. exhibition space (without installation).
- Free registration for 10 active participants.
- Advertisement in the mobile application of the congress.

**Golden sponsor** - price: 7,500.00 EUR + VAT

Package includes:

- Promotion of the company as a Golden sponsor of the congress with company logo.
- 6 sq.m. exhibition space (without installation).
- Free registration for 5 active participants.
- Advertisement in the mobile application of the congress.

**SILVER SPONSOR** - price: 5,000.00 EUR + VAT

Package includes:

- Promotion of the company as a Silver sponsor of the congress with company logo.
- Free registration for 5 active participants.
- Advertisement in the mobile application of the congress.

## COMMERCIAL EXHIBITION

An exhibition will be staged during the Congress, providing companies the opportunities to display and demonstrate their latest products. Minimum floor space order: 6 sq.m.

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*Floor-space-only includes:*

- 1 table
- 3 chairs
- electrical supply

Cost: 300.00 EUR + VAT per sq.m.

*Floor space with stand construction includes:*

- stand construction with aluminum frame and white wall elements
- name board in our standard lettering
- 1 display unit with shelf (100 X 50 X 100 cm)
- 1 table (80 X 80 cm) with 4 chairs
- 1 fluorescent fitting / 6 m<sup>2</sup>
- 1 electrical socket with 3 outlets

Cost: EUR 400.00 + VAT per sq.m.

A range of stand furniture and plants for hire will available for the exhibition. For a price list please write to the PCO.

## ADVERTISING

### *Badges*

Each participant will receive a name badge, which must be worn throughout the congress. The sponsor's name and/or company logo will be printed on all badges.

### *Lanyards*

Lanyards can be provided by a sponsor with their company name displayed on each lanyard.

### *Website*

All supporting companies will be displayed on the congress website in alphabetical order and in standard lettering free of charge.

### *Mobile application of the congress*

The mobile application will contain full scientific programme, texts of all abstracts (free papers and posters) to be presented during the congress, social programme, plan of congress venue including exhibition area, and all other relevant information. The application will be available for mobiles with iOS and Android platforms.

A 1440x260 px banner can be placed centred at the bottom of the application's interface, with a link to an off-site website. If there are multiple banners, they rotate every 5 seconds.

### *Roll-up*

Companies who are not willing to exhibit can put up roll-ups in the exhibition area.

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## *1-minute video advertisement*

Video files should be provided in Full-HD AVI or MP4 (in H.264 or H.265), with a 16:9 aspect ratio, if possible.

### *Advertising Rates*

Company logo on the congress badge	2,000.00 EUR + VAT
Lanyard with the company's logo (lanyards are provided by the company)	2,000.00 EUR + VAT
Banner in the mobile application	500.00 EUR + VAT
Rollup	1,000.00 EUR + VAT
1-minute video advertisement	1,000.00 EUR + VAT

## **COMPANY SYMPOSIA**

Companies may hold 15-minutes symposia as part of the main program.  
Cost: 5,000.00 EUR + VAT

**VAT** – Reverse charge VAT applies to companies with an EU VAT number, outside of Hungary and “third country” companies with VAT number. All other companies (including Hungarians) will have to pay +27% VAT.

## **ETHICAL MEDTECH – CVS**

The congress has been submitted to Ethical MedTech CVS: EMT37606

## **GENERAL TERMS AND CONDITIONS**

### **National and international regulations**

Companies must comply to all national and international rules and regulations related to advertising and promotion of all products and services as part of the booth. The organiser bears no responsibility for non-compliance to this rule by the Company.

### **Catering**

Food or beverage served on the stand should be ordered from Ensana Thermal Hotel.

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## Exhibition dates and hours

Exhibition dates:	9-11 October 2024	
Exhibition hours:	12:00-18:00	Wednesday, 9 October
	08.00-18.00	Thursday, 10 October
	08:00-14:00	Friday, 11 October
Build-up	08:00-12:00	Wednesday, 9 October
Break-down	after 14:00	Friday, 11 October

## Admission to the exhibition

All congress participants have free access to the exhibition.

Coffee breaks and e-posters will be set up in the exhibition area. Poster presentations will be held in the coffee breaks all three days.

## Personnel

Manning personnel should be formally registered with K&M Congress PCO Ltd. and should wear congress badges in the congress venue. Each exhibiting company will be given *two free registration*. Other members of the stand personnel will have to pay the Exhibitors's fee to be admitted to the registration and exhibition area.

## Custom Clearance Services

All shipments made by the exhibitors must be cleared from the customs. Please do not indicate the Ensana Thermal Hotel as consignee on the invoice of the shipments only as a delivery address, because Ensana Thermal Hotel is not allowed to arrange any loading, warehousing services and customs clearance operations. Please note, neither the Ensana Thermal Hotel nor K&M Congress PCO Ltd. or the Hungarian Society of Neurosurgery are liable for any damage caused by late shipments, or uncleared items for customs. The official forwarding agent concerning all the local handling services is Masped Logisztika Ltd. Masped Logisztika Ltd offer the following services for EU and NON EU shipments as well:

- Reception, advanced warehousing of shipments prior to the event
- Customs clearance arrangements for NON EU shipments
- Delivery of goods to the hotel upto exhibitor's booth at indicated time
- Handling of the empties during the event, incl. collection and re-delivery to the stands
- Pick-up the goods from the stands after the event, warehousing, return transport
- Special requests

In order to ensure a smooth handling and in time delivery of your goods destined to the event, you are kindly requested to contact Tibor Danko until 30 August 2024 the latest, and he will let you know the necessary information and exact shipping instructions.

Contact:

Masped Logisztika Ltd

Attn: Mr Tibor Danko

Email: [danko.tibor@masped.hu](mailto:danko.tibor@masped.hu)

Mobile: +36 30 9990136 / Tel: +36 1 278 0951 / [www.masped.hu](http://www.masped.hu)

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## Payments

50 per cent of the total amount due is to be paid upon reservation, against a pro-forma invoice, on the date given on the invoice. Full payment is due on 15 September 2024. Companies can use the services they ordered only if the total amount has been paid.

## Cancellation

Cancellation and refund requests must be submitted to the organiser in writing.

Cancellation received

until 30 April 2024: free cancellation and full refund of the fees paid less bank charges;

from 1 May - until 31 July 2024: 50% of the fees must be paid / refund of the fees: 50% less bank charges;

from 1 August 2024: 100% of the fees must be paid / no refund of the paid fees.

Any refunds of deposits paid will be made after the conference. All bank charges resulting from such a refund will be at the charge of the Company. The Company will not be entitled to any interest that the organiser may have derived from deposits made by the Company.

## Liability

Any damage, loss, injury caused or sustained by the Exhibitor, his contractors, workmen, personnel or agents will be the responsibility of the Exhibitor. Exhibitors are responsible to provide their own insurance policies covering all risks.

The period of liability of the exhibitor shall be deemed to run from the time the exhibitor or any of his staff, agents or contractors first enter the exhibition hall and to continue until all exhibits and property have been removed.

## Health and safety at work

It is the responsibility of the Company to ensure that his employees, staff and temporary staff comply with the latest legislation regarding health and safety at work.

In case you have any questions to be clarified in advance or should you need any assistance, please do not hesitate to contact us anytime!

We are looking forward to welcoming you at SeENS2024 and remain at your disposal.

Yours sincerely

László Sipos, MD PhD

Co-Chair of the Local Organizing Committee

Katalin Mátray

Head of the Congress Bureau