

WCN Meeting Space: Conditions & Guidelines



Conditions and regulations

Reservations

Meeting rooms are reserved for confirmed exhibitors or sponsors of WCN only. Space is assigned on a first-come, first-served basis and is dependant upon availability. Bookings within the congress center must be coordinated through the WCN secretariat. For bookings in surrounding hotels, companies are strongly advised to organize through the official housing partner, MCI Middle East, at WCN2020AbuDhabi@mci-group.com.

Purpose of meeting rooms

Meeting rooms are solely to be used for closed meetings. Meeting rooms may not be used to exhibit company products or to organize public activities such as satellite symposia or roundtable discussions; The ISN reserves the right to monitor meeting room activities. Meetings are not managed by the International Society of Nephrology and may not be promoted as WCN activities.

Set up and included services

Meeting rooms come with a standard setup as detailed above. The organizer is responsible for the coordination and costs of any additional requests such as catering, AV, security, labor etc. Contact information will be provided upon confirmation of the meeting room booking. The customer is responsible for any damage, breakage or theft caused by himself or by one of his participant or guest. The customer undertakes to refund any damage to the congress center.

Access

Persons entering the meeting room do not require a WCN badge or registration. Hospitality suites come with a private entrance to the exhibition area. Those accessing the exhibition area must be wearing a valid WCN badge. There is a black-out period during WCN plenary sessions. Meetings planned for this time will be reviewed upon request. Capital suites have access cards. These must be returned at the end of your hire to avoid a fine.

Payment conditions and cancellation policy

Requests for reservation of meeting rooms are only valid if made in writing to the organiser, by returning a completed and signed meeting room booking form. If booking form is submitted before 15 Jan 2020, a deposit invoice (50% of total amount) will be issued. Payment is due within 2 weeks. The full balance is due before **15 Jan 2020**. If booking is submitted on or after 16 Jan 2020, full payment is required to confirm the booking. In case of cancellation of booking before **15 Jan 2020**, 50% of rental fees remain due. **For any cancellation after 15 Jan 2020, 100% of the amount is due.**

External activities guidelines

Unofficial industry symposia

Companies are not permitted to organize unofficial Industry Symposia or similar corporate-organized events that are open to general congress participants to attend, either on or off site. Unofficial Industry Symposia or corporate events may not take place during the period extending from the start of the first sessions (08.00) as of Thursday 26 March 2020 until and including the end of the last sessions (19:00) and on Sunday 29 March 2020 until 17:00.

Social events

Companies and organizations are welcome to organize social networking events such as dinners and receptions during the framework of the Congress but these social gatherings may not be organized in parallel with any of the scientific sessions.

Closed meetings

Limited meeting space is available at the congress center to organize smaller closed meetings such as (advisory) board meetings, investigator meetings, etc. Small meetings may take place in parallel with congress sessions provided they do not convene large groups of people and are limited in time (no full day meetings are allowed). The guiding principle of this policy is to avoid attendees missing congress scientific sessions. These meetings may only be attended by invited participants and may not be open to the general congress participants. Meeting rooms (where available) can be booked through the WCN 2020 Secretariat. Additional meeting space in surrounding hotels may be booked through the official contracted local housing agent (MCI)

Third party press events

Companies wishing to organize press activities during the Congress should fill in the booking form available. Press activities, whether on or off site, must pertain to presentations being made at the main congress in oral or poster sessions and not at Industry Symposia alone. All media material, including the program for any third party press conference, should be submitted and approved by the WCN 2020 communication team before being sent out. Blackout times will be in operation; for further info, please contact sdebievre@theisn.org

WCN Meeting Space: Booking Form

Purpose/title of meeting:

Organization details

Organization name:

Contact name: Title:

Address:

City: Zip/Postal Code: Country:

Telephone: Email:

VAT registration/Tax ID number:

- Please tick here to confirm if you have an establishment within UAE
(For VAT purposes)

Room selection

Please select from the below options for your meeting room type and date/time. Prices are listed in USD and exclude any applicable tax (5% VAT).

Capital suite

March 26, 2019

- Morning slot (09:00 - 13:00) for \$950
 Afternoon slot (14:00 - 18:00) for \$950
 Full day (09:00 - 18:00) for \$1,900

March 28, 2019

- Morning slot (09:00 - 13:00) for \$950
 Afternoon slot (14:00 - 18:00) for \$950
 Full day (09:00 - 18:00) for \$1,900

March 27, 2019

- Morning slot (09:00 - 13:00) for \$950
 Afternoon slot (14:00 - 16:30) for \$800
 Full day (09:00 - 18:00) for \$1,900

March 29, 2019

- Morning slot (09:00 - 13:00) for \$950
 Afternoon slot (14:00 - 18:00) for \$950
 Full day (09:00 - 18:00) for \$1,900

Exhibition suite

One-day hire

- March 28, 2019 (08:00 - 17:30) for \$2,250
 March 29, 2019 (08:00 - 17:30) for \$2,250

Two-day hire

- March 28 and March 29, 2019
(08:00 - 17:30) for \$4,000

Payment information

Please note that VAT will be added to invoices. A 50% deposit invoice will be issued upon submission of this order form, due within 14 days. The balance is due by 15/01/20. Payment instructions are detailed on invoices. In case of cancellation before 15/01/20, 50% deposit amount remains due. For any cancellation after 15/01/20, 100% of the amount is due.

Amount due:

USD

Agreement

I agree on information included in these regulations & guidelines and booking form.

Signature:

Date: