

27th EFORT

Congress 2026

<https://congress.efort.org/>



Exhibitor and sponsorship technical manual

Malaga, Spain: 04-06 May 2026

#EFORT2026

TABLE OF CONTENT

1. General information	3
1.1. Main contacts	3
1.2. Key dates and deadlines	3
1.3. Download documents and order forms	4
1.4. Shipping instructions	4
1.5. Temporary staff	4
1.6. Company logo and profile	5
2. Exhibition.....	5
2.1. Exhibition schedule	5
2.2. Booth equipment.....	5
2.3. Custom booth	6
2.4. Catering.....	7
2.5. Cleaning services	7
2.6. Exhibiting staff and complimentary registrations.....	7
2.7. Exhibition Layout.....	8
2.8. Exhibition rules and regulations	9
3. Sponsoring Items	12
3.1. E-drivers	12
3.2. Push notifications.....	13
4. Sponsored Sessions	14
4.1. Satellite symposia / ICS guidelines	14
4.2. Flash symposia guideline	16
4.3. Symposia programme form	17
4.4. Catering.....	17
4.5. Lead retrieval	17
4.6. Hospitality Suites & Meeting Rooms.....	17

1. General information

1.1. Main contacts

Sponsors & Exhibition Overall Supervision

MCI Suisse SA - Coralie DELEAGE

Tel: +41 22 33 99 673

Email: coralie.deleage@wearemci.com

Lead Retrieval Orders

MCI Suisse SA - Karen Bhavnani

Tel: +41 22 33 99 611

Email: badgereader@wearemci.com

Catering Orders

FYCMA Exhibitor Service

Email: efort@fycma.com

Exhibition Orders

FYCMA Exhibitor Service

Email: efort@fycma.com

Congress Registration

MCI Suisse SA

Tel: +41 22 33 99 599

Email: efort.regshot@mci-agency.com

On-site & Freight Handling Agent

FAIREXX – Logistics for Exhibitions GmbH

Email: contact@fairexx.com

Phone: +49 (0)30 4403 47 11

1.2. Key dates and deadlines

Friday 27 February 2026	<ul style="list-style-type: none">✓ Symposium Final Programme (Satellite, Flash, ICS)✓ Company logo and profile
Friday 20 March 2026	<ul style="list-style-type: none">✓ Custom booth plans
Friday 3 April 2026	<ul style="list-style-type: none">✓ E-drivers
Monday 06 April 2026	<ul style="list-style-type: none">✓ Exhibitor registration
Monday 13 April 2026	<ul style="list-style-type: none">✓ Deadline for graphics orders (after this date a surcharge will apply)✓ Deadline to provide artwork for graphics order✓ Deadline to provide content for push notifications
Friday 17 April 2026	<ul style="list-style-type: none">✓ Deadline for exhibition service orders (after this date a surcharge will apply)
Friday 24 April 2026	<ul style="list-style-type: none">✓ Deadline for catering orders (after this date a surcharge will apply)
Wednesday 22 April 2026	<ul style="list-style-type: none">✓ Shipment arrangement to FAIREXX warehouse

1.3. Download documents and order forms

FYCMA
Exhibition rules
& regulations



FAIREXX
Shipping tariffs
& guidelines



FAIREXX
Shipping label



EFORT
Exhibition
Layout



FYCMA Event
services



FYCMA
Furniture order



FYCMA Catering
Rates



E-driver
guidelines



FYCMA Booth
graphics



FYCMA Build-up
passes



Lead retrieval
online order
form

1.4. Shipping instructions

For all shipping related enquiries, rates, and guidelines, please contact FAIREXX who are appointed as our official freight contractor and onsite handling agent for the show. We strongly recommend that you do not send any freight to the event without first contacting FAIREXX.

Contact details:

FAIREXX

E-mail: contact@fairexx.com

Phone: +49 (0)30 4403 47 11

Shipping instructions and tariffs:

Download tariffs &
guidelines

Download
warehouse
delivery form

Download
timeslot request
form

FAIREXX and MCI Suisse SA cannot be held responsible should exhibitors not follow the above guidance.

1.5. Temporary staff

For all temporary staff hire, please reach out to **FYCMA Exhibitors Service** referring to the rate card below.

Download FYCMA
event services
rates

Contact details:

FYCMA Exhibitor Service

Email: efort@fycma.com

1.6. Company logo and profile

Please complete the company profile through the EFORT platform (log in required)

<https://efortnet.efort.org/>

Your company logo in HD resolution, in **.eps or .ai format**, must be sent by email to

coralie.deleage@wearemci.com

2. Exhibition

2.1. Exhibition schedule

Exhibition set-up

Sunday 3 May 2026

Access ONLY for custom booth stand builders

10:00 – 21:00

Access for exhibitors with shell scheme package

14:00 – 20:00

Build-up passes

These passes are required to enter the exhibition area during working hours. Build-up passes must be ordered to FYCMA directly via this link.

[>> ORDER BUILD-UP PASSES](#)

Exhibition opening hours

Monday 4 May 2026

09:00 - 18:30*

Tuesday 5 May 2026

08:00 - 18:30*

Wednesday 6 May 2026

08:00 - 15:00*

*Exhibitors have access to the exhibition hall one hour before exhibition opens and after exhibition closes.

Exhibition dismantling

Wednesday 6 May 2026

15:00 - 21:00**

**Light dismantling will be authorized when all visitors have exited the exhibition space.

2.2. Booth equipment

Shell scheme package includes the following:

- Shell scheme frame (3m height)
- Carpet
- Power Consumption (3,3kw x 3,25 days)
- Triple socket outlet
- Damage cover
- 1 round table
- 3 chairs
- 1 fascia board with company name per open side
- 1 daily cleaning



You may upgrade your shell scheme package by ordering additional equipment through

FYCMA Exhibitor Service

Email: efort@fycma.com

Surcharge applies for orders placed after 17 April.

FYCMA Furniture



FYCMA Booth Graphics



2.3. Custom booth

Exhibitors who reserve a space only booth will be responsible for building their own custom booth. Please make sure to share the custom booths plan no later than **Friday 20 March 2026**

Maximum building height for custom booth is 5m.

Exhibitors must cover mandatory costs:

- Damage cover: 18,00€/booth (compulsory). To be contracted with the venue.
- Assembly tax: 4,10€/sqm (compulsory). To contracted with the venue.

All stand builders must wear hard hat during set-up and disassembly

The exhibitors, their contractors and/or subcontractors need to be authorized to access FYCMA during assembly and obtain accreditation. FYCMA will contact the exhibitor to inform them on the Labour Prevention Risk.

You will be contacted by cae@fycma.com to gather all the required documentation.

Drawing must include:

- Drawings with measurements
- Orientation in relation to the neighboring booths
- Electricity information:
 - Contractors may either bring their own electrical panel and request a power supply line, or order an electrical panel from FYCMA.
 - They must choose one of these two options and indicate the location.
 - They must also specify the required power and will be charged for consumption.
- Internet connection point clearly marked on the floorplan
- Rigging: Exact location of the hanging points in the stand, with metric coordinates and weights required at each hanging point.
- LED screen: FYCMA requires a structural report with the fasteners, counterweights and any other details demonstrating that there is no risk of instability.

Please find below list of stand builders in the Malaga region you may contact, should you not yet have appointed your stand builder.

MARVA

✉ elena.sandoval@grupomarva.com

✉ juan.vargas@grupomarva.com

INEVENTS

✉ in@ineventsmalaga.com

🌐 <https://www.ineventsmalaga.com/>

EXPO IMAGEN

✉ hola@expoimagen.com

🌐 www.expoimagen.com

MODULFERIAS EUROPA

✉ sanjuan@modulferias.es

✉ info@modulferias.es

☎ +34 629 16 19 16

☎ +34 952173507

🌐 <https://modulferias.com/>

ABA Espacios Efímeros S.L.

✉ info@abaespacios.com

☎ +34 96 338 48 06

2.4. Catering

For all catering orders for your exhibition booth, please contact:

FYCMA Exhibitor Service

Email: efort@fycma.com

Surcharge applies for orders placed after 24 April.

[Download FYCMA catering rates](#)

2.5. Cleaning services

General stand cleaning (flooring vacuum/mop) and waste removal of the shell scheme stands will be conducted nightly.

If you require additional cleaning, or cleaning of your custom booth, please contact:

FYCMA Exhibitor Service

Email: efort@fycma.com

Surcharge applies for orders placed after 17 April.

[Download FYCMA event services rates](#)

2.6. Exhibiting staff and complimentary registrations

Exhibiting / sponsoring staff registrations

- ✓ All exhibitors must be officially registered and will receive a badge displaying the name of the individual and exhibiting company name.
- ✓ All exhibiting and sponsoring companies have been granted complimentary registrations based on their exhibits' size and sponsorship items.
- ✓ Any additional industry badges will be charged: EUR 295 (VAT excluded)

Registration types

Complimentary delegate registration gives the right to:

/ Access to the exhibition

/ Access to the scientific sessions and symposia

Free exhibitor registration gives the right to:

- / Access to the exhibition
- / Access to company satellite symposium
- / Access to scientific sessions is NOT permitted

Paying exhibitor registration (EUR 295) gives the right to:

- / Access to the exhibition
- / Access to company satellite symposium
- / Access to scientific sessions is NOT permitted

Free participant badge allocation

Companies hosting a booth are entitled to a certain number of complimentary delegate registrations, as follows:

Space rental

- / 1 exhibitor badge for 6 sqm
- / 2 exhibitor badges for 9 sqm
- / 1 additional badge for each additional 9 sqm

Shell scheme

- / 2 exhibitor badges for 9 sqm
- / 1 additional badge for each additional 9 sqm

Tabletop

- / 1 exhibitor badge

Online registration

To register your exhibiting staff and complimentary registrations (if applicable) – you will be contacted by our registration team. If you have not received any email from them, please reach out to

MCI Suisse SA

Tel: +41 22 33 99 599

Email: efort.regshot@mci-agency.com

Please also communicate the details of the person in charge of registrations for your company (i.e. Communication Agency).

2.7. Exhibition Layout

Please download the most up to date exhibition layout here.

EFORT 2026
Exhibition Layout

2.8. Exhibition rules and regulations

Invoicing

Exhibition space invoices must be paid by the due dates indicated on the invoice. In case of a late payment, the organisers reserve the right to resell the space. Full payment of exhibition invoices is required prior buildup of the exhibition. Exhibitors with outstanding payments may not be allowed to build their stands.

Changes in size of reserved space

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

Changes in the 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.

Sharing of stands

Exhibitors are not allowed to share with others any booth space allotted to them without prior written consent from MCI Suisse SA.

Sub-letting

Exhibitors shall not sub-let the whole or any part of the stand allotted to them without the written consent of MCI Suisse SA.

Power

Power will be turned off 30 minutes after the show closes. Electricity will be available only during opening hours and will remain switched off during the night. If you require 24 hour power, please contact efort@fycma.com

During the build up phase, power will be supplied to the booths only when it is safe to do so at the specific stage and location of each stand.

Build-up

No one under the age of sixteen (16) will be permitted on the exhibition during build-up or dismantling. Closed toe shoes, high visibility vests and hard hats must be worn at all times.

Stand building

The maximum height for any part of any stand is **5m**.

Plans of all space only stands must be submitted to coralie.deleage@wearemci.com by **Friday 20 March 2026**, at the latest, for approval by the organizer and the venue management.

Drawing must include:

- Drawings with measurements
- Orientation in relation to the neighboring booths
- Electricity information:
 - Contractors may either bring their own electrical panel and request a power supply line, or order an electrical panel from FYCMA.
 - They must choose one of these two options and indicate the location.
 - They must also specify the required power and will be charged for consumption.
- Internet connection point clearly marked on the floorplan
- Rigging: Exact location of the hanging points in the stand, with metric coordinates and weights required at each hanging point.
- LED screen: FYCMA requires a structural report with the fasteners, counterweights and any other details demonstrating that there is no risk of instability.

The use and branding of rented space may not exceed the rented surface and space in three dimensions. The height limitation as communicated above must be respected both for physical and visual devices (e.g. lasers, gobos, etc.).

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 (any opaque structure should not exceed 50% of a side)

Only one level stands will be permitted. It is under the exhibiting company's responsibility to build its own adjacent wall.

Regulations for accessibility for people with disabilities must be adhered to. If the floor of the stand is elevated, the design must include within the limit of the stand an access ramp of 1.20 m wide and equal or less than 7% slope (or a beveled edge).

Interpretation and application of the regulations in each particular case must be done in such a way that respects the general perspective of the event and the visibility of the neighbouring stand.

The back of the stands must have a quality finish similar to the interior.

Suspended structures must be hung by means of protected slings so as not to damage the paint of the IPN of the roof, at a maximum of 150 kg per hanging point, separated from each other by a minimum of 2 meters. The height of the structures must not exceed **6 meters** in height between the upper part of the structure and the floor. The lower part must not be less than 3 meters above the ground. Between the lower part of the suspended fixture and the upper part of the stand, there must be at least 1.2 meters.

All floor coverings must have a fire behaviour of Bfl-s1 or better. Wall and ceiling coverings must have a fire performance of B-s1,d0 or better. All curtains, drapes, etc., must have a Class 1 fire performance following UNE-EN 13773: 200.

Laser shows

No laser shows will be allowed at this event.

Flow of delegates

Nothing may impede the free flow of delegates in the aisles, i.e. nothing may be built in the aisles, nor may furniture or equipment stand in the aisle space.

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.

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, in hospitality suites, or at satellite symposia. No such material may be distributed in any hotel used by the meeting. Product identification is permitted on give-aways. Contests, lotteries and raffles are subject to approval by the organisers.

Stand activities

"Meet the expert" sessions or press briefings at the stand are not allowed during the official scientific programme. Activities during coffee breaks are accepted **if they do not disturb the other exhibitors**. Exhibitors may not use audible electronic, mechanical apparatus, or open audio systems which may be heard outside the exhibitor's assigned space. The adequate equipment (eg. headsets) shall be organised. The Organizers reserve the right to require any exhibitor to discontinue any activity that may cause annoyance or interference with others.

When designing their stand layout, exhibitors must ensure that the planned activities and the participating audience do not go beyond the boundaries of the stand, i.e. the audience must not stand in the aisles. This is for security reasons and fairness over the neighboring booths.

A request to hold such sessions must be submitted to the organisers (MCI) for approval. Stand activities such as quizzes, contests, etc. can take place, under respect of Medtech compliance rules, throughout the exhibition opening hours only. If a pre-approved activity is deemed to be a nuisance to other exhibitors during the congress, the organisers (MCI) may decide to stop it at any point.

Social events

Social events may not be arranged for delegates during the scientific programme (including the satellite symposia), or during the opening ceremony. Transportation to social events may not depart during the official programme (including the satellite symposia).

Disruption of 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.

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.

The exhibitor is obliged to contract third party public liability insurance as well as "Trade Fair" insurance for Fire, Lightning, and/or Explosion for displayed goods and their own and rented decorative materials.

Health and safety 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.

Liability

MCI Suisse SA 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.

Product disclaimer

The acceptance of a product or service for exhibition does not in any manner constitute an endorsement by the organisers.

Certification of decorative materials and stand structures

Exhibitors must have their valid certificates authenticating the safety references of the decorative materials used on the stands.

3. Sponsoring Items

3.1. E-drivers

All information listed below is to be submitted to: coralie.deleage@wearemci.com and Clarissa Jacobs clarissa@kabloom-agency.com

Your e-driver must be submitted either by a “View in browser” or as an image file. **The e-driver should be designed in a reputable e-mail platform that provides a “View in your browser” link/URL to maximize its success.**

Please confirm your preferred date of sending by **April 17**

We recommend sending e-drivers on the final days leading up to the meeting, between **27 April and 1st May 2026**.

The deadline to submit your e-driver file is **10 days prior the date of sending**.

Please make sure to provide us with the subject line of the e-driver. **Recommended length: less than 50 characters.**

Required format to maximize success

Sponsors to create their e-driver in a reputable e-mail design platform (MailChimp, Constant Contact, or HubSpot) and to provide Kabloom or the project manager with the “View in browser” link. This is to ensure correct formatting by enabling us to use the HTML code as-is and avoid alterations.

If a third party (agency) is creating the e-driver on your behalf, most agencies will create an ‘e-mail-ready’ version of the design work. Please ensure the agency provides you with the “View in browser” link.

PLEASE NOTE: Folders or files other than the HTML code cannot be accepted due to sending platform requirements and ensuring correct branding and design formatting.

An incorrect format will result in delays.

If your agency is unable to send the correct format 48 hours before your preferred date of sending, your e-driver will be sent as an image.

If there are any further questions on formatting, please do not hesitate to reach out to Clarissa Jacobs clarissa@kabloom-agency.com

REVIEW DETAILED RECOMMENDATION GUIDELINES HERE:

[E-driver guidelines](#)

3.2. Push notifications

Make sure that you reach the EFORT delegates while they are at the congress, through the mobile app to send them real-time notifications regarding your activities.

The push notifications on the mobile app will appear for all delegates when connecting on the EFORT 2026 congress app.

Please provide following information:

Category	Type of content	Specs
Sending date	Date & time	dd.mm.yyy HH:mm
Subject line	Text only	Max 75 characters
Message	Text only	Max 400 characters
Image banner or video banner	Image or Video URL	JPG or PNG, max 2MB 1200 x 300 px or YouTube or Vimeo URL

Deadline & Logistics

Please send your notification text as well as your preferred dates and times for sending out your message, at your earliest convenience and **no later than Monday 13 April** to:

coralie.deleage@wearemci.com

Please note that requests are accepted on a 1st come, 1st served basis with regards to sending dates and times.

4. Sponsored Sessions

4.1. Satellite symposia / ICS guidelines

Offsite satellite symposia

All satellite symposia must be held at the Congress Centre during the official time slots offered by EFORT. Companies holding a Satellite Symposium outside the Congress Centre and/or outside the official Satellite Symposia slots will be fined with EUR 50,000, and they will not be invited to participate at the following Congress.

Free participant badge allocation

Companies holding an official satellite symposium or an ICS during the EFORT 2026 congress are entitled to a certain number of complimentary delegate registrations:

ROOM	CONGRESS FREE REGISTRATION	SYMPOSIUM PASS ONLY
Auditorium 2	5	9
Exhibition Room	4	6
Conference Room 2.1	3	5
Conference Room 2.2	3	5
Conference Room 1A	2	3
Conference Room 1B	2	3

Satellite symposia / ICS advertising options

Handouts

Companies holding an official satellite symposium or ICS during the congress are allowed to distribute flyers and other documents advertising their satellite symposium. These documents can be distributed only within the limits of the exhibition stand or the hospitality suite rented if applicable.

Self-standing roll-up display

Companies holding an official satellite symposium or ICS during the congress are allowed to advertise their symposium by displaying a maximum of 2 self-standing signage in front of the conference room used to hold their own satellite symposium during the session preceding their symposium.

Companies holding an official satellite symposium or ICS during the congress are allowed to advertise their satellite symposium by displaying 1 roll up banner in the registration area.

Roll-up advertising the satellite symposia are not included in the rental price of the satellite symposia. It is the company task to order, produce and set up the stand-alone advertising. It is the responsibility of the company holding a satellite symposium to set up the self-standing signage in front of the conference room door panels and in the registration area.

Corporate branding of conference rooms for satellite symposia or ICS

- ✓ Due to the tight schedule of sessions in the meeting rooms, the satellite corporate branding inside the meeting rooms is strictly limited to the following:
 - ✓ Speaker's lectern Companies may prepare a sign to be installed on the speaker's lectern
 - ✓ Presidential table – Companies may prepare company or product logo to be installed against the presidential table
 - ✓ All other corporate branding in the meeting rooms must be self-standing
- ✓ It is the responsibility of the company holding a satellite symposium to remove all branding at the end of the satellite
- ✓ Corporate branding should not change or damage in any way the congress signage already installed in the conference room

Satellite symposia and ICS programme and speakers

To have their satellite symposium or ICS programme approved by the EFORT Scientific Committee companies holding an official satellite symposium programme are requested to provide this information to coralie.deleage@wearemci.com by **Friday 27 February** via the Symposium Programme form available on the Technical Manual.

Please note that it is the sponsor's responsibility to register the speakers to the congress. You should have already been contacted by efort.reghot@mci-agency.com regarding the registration and hotel booking of your staff, please contact them directly for any enquiry.

Embargo

No data should be presented in any satellite symposium which will subsequently be presented either orally or as a poster at the meeting.

Audiovisual equipment of conference rooms

All conference rooms used for satellite symposia during the EFORT 2026 congress will be equipped as follows:

- ✓ 1 Data projector (beamer)
- ✓ 1 PC for Power Point
- ✓ Speaker Preview Room to upload the speakers' presentations
- ✓ Screen
- ✓ Return screen (confident monitor) for speakers
- ✓ Sound: Inside room conference standard sound system for the audience
- ✓ Fixed microphone on presidential table
- ✓ 1 fixed microphone for speaker lectern
- ✓ Standing microphone in alleys for Q&A

Any additional audio-visual equipment can be ordered at an extra cost to FYCMA.

Lead Retrieval

This opportunity includes 1 lead retrieval devices. You are kindly requested to collect the lead retrieval at the registration desk on the day of your symposium. Staff to scan the badges at the entrance of your symposium is not provided.

Catering facilities

Companies organising satellite symposia can serve food & beverage prior to or after their symposium. Should catering be taken inside the session room, cleaning needs to be ordered and enough time needs to be planned to clean the room before the next session starts.

Temp staff request

For all temporary staff hire, please contact FYCMA.

4.2. Flash symposia guideline

Description and rules

These are interactive educational sessions with target audience of up to 25 people, providing a more commercially oriented exposure.

All sessions must be organised in the dedicated space at the Congress Centre during official coffee breaks, at the time agreed with EFORT.

Flash symposia package

All symposia packages include the following:

- Dedicated seating area in the exhibition hall (presentation theatre)
- Standard audio-visual equipment and silent AV
- Possibility to display 1-2 roll-ups the day of the symposium (at sponsor's cost)
- Session of 20 minutes (during official coffee breaks only)

Programme and speakers, chairs and moderators

We kindly ask you to complete and send your final programme by **Friday 27 February** for approval by the scientific committee and inclusion in the mobile app.

Audiovisual equipment

The space used for Flash Symposia during the EFORT congress will be equipped as follows (subject to change):

- 1 laptop PC for PowerPoint presentations
- 1 LED Screen
- 1 Sound: silent session (headsets for up to 25 participants)
- 1 fixed microphone for speaker lectern

Any additional audio-visual equipment can be ordered at an extra cost.

The Flash Symposium space is connected to the Speaker Preview room. PPT presentations will need to be uploaded at the Speaker Preview room by the speaker or sponsor, at the latest two hours before the session.

4.3. Symposia programme form

We kindly ask you to complete and send your final programme by **Friday 27 February** for approval by the scientific committee and inclusion in the mobile app. Please submit it to:

coralie.deleage@wearemci.com

Title of Session Company Name		
Moderators: Moderator 1 [Full Name, Country] - Moderator 2 [Full Name, Country] - etc...		
Time	Welcome and introduction	Speaker 1 [Full Name, Country, Email Address]
Time	Subtopic 1	Speaker 2 [Full Name, Country, Email Address]
Time	Subtopic 2	Speaker 3 [Full Name, Country, Email Address]
Time	Subtopic 3	Speaker 4 [Full Name, Country, Email Address]
Time	Subtopic 4	Speaker 5 [Full Name, Country, Email Address]
Time	Concluding remarks	Speaker 6 [Full Name, Country, Email Address]
Time	Questions and answers	Speaker 7 [Full Name, Country, Email Address]

4.4. Catering

For all catering orders for your satellite symposium, please contact:

FYCMA Exhibitor Service

Email: efort@fycma.com

Surcharge applies for orders placed after 24 April.

[Download FYCMA catering rates](#)

4.5. Lead retrieval

Order your lead retrieval via this [link](#).

4.6. Hospitality Suites & Meeting Rooms

A selection of rooms are available for booking – please contact coralie.deleage@wearemci.com to book a meeting room and time slot.

During the EFORT Congress, a number of related meetings take place, organised by various groups and organisations, taking benefit from the presence of the meeting participants at the congress. While this is reasonable and fosters cooperation and networking in the orthopedic community, the

increased number of requests over the years requires some definitions for and regulations to hold such meetings. EFORT's prime goal in these guidelines is to allow unrestricted access for every delegate to the EFORT Scientific Programme of the congress and not to create competition between the scientific programme and meetings of particular groups.

Definition

In this document, a meeting is a get-together of experts in a pre-arranged setting with a pre-arranged agenda to exchange information and/or discuss a pre-defined topic. It is usually not open to the public and accessible by invitation only. Meetings may be organised inside or outside the congress centre at specified times according to these guidelines. These guidelines are binding for all organisations or groups, regardless of whether they actively participate in the congress activities or not. Spontaneous "get-togethers" of a few persons during coffee breaks or at any other times are not considered meetings in this document. It is one of the purposes of the EFORT Congress to encourage networking among colleagues and experts.

Location

All proposed Hospitality Suites and meeting rooms are located at the Malaga Congress Center. Official Congress Signage will be placed to properly indicate the location of the suites/rooms to the delegates. There's a limited number of rooms available in the congress centre to hold such meetings.

Accessibility

All Hospitality Suites and meeting rooms are only accessible during the official congress opening hours and will be ready for set-up on Sunday 3 May. You can collect the key(s) at the registration area from the MCI staff from Sunday 3 May, in the morning.

Meetings are only allowed during official opening hours of the venue, as indicated below. Meetings should also allow enough transfer time for participants to attend the EFORT Scientific sessions. No meetings in the congress centre are allowed outside these times. Any extra time is subject to prior approval and will be charged at extra cost.

Official opening hours:

- Monday 4 May / 08:00-18:30
- Tuesday 5 May / 07:30-18:30
- Wednesday 6 May / 07:30-18:30

A meeting may take place if

- it is limited to a maximum duration of two hours
- it does not include more than 25 participants.
- For meetings with more than 25 participants, prior approval by EFORT needs to be obtained.

Meeting organised by industry partners and involving congress delegates must not contain any form of "transfer of science or company information" from the industry partner to the audience. This would be considered a Satellite Symposium. EFORT may ask for further documentation about the meeting such as a list of participants and their affiliations, nature of the meeting, organising body, etc.

Organisations or groups holding meetings which go against the above rules may be sanctioned by EFORT.

Equipment & catering

All orders for the Hospitality Suites (AV, catering, cleaning...) as well as questions related to the setup inside the suite/meeting room are to be done through the FYCMA.