

# 16th European Congress of Physical and Rehabilitation Medicine

**"From cell to society"**

*Congress President*

Prof. Dr. Guy Vanderstraeten

**Tuesday June 3 - Friday June 6, 2008**

**Brugge, Belgium**

Brugge, February 21, 2008.

Dear Madam,  
Dear Sir,

First and foremost, we would like to thank you for your sponsorship of the **16<sup>th</sup> European Congress on Physical & Rehabilitation Medicine (ECPRM)**, which will take place in the wonderful historical city of Brugge in Belgium on **Tuesday, June 3 - Friday June 6, 2008**.

The congress is organised by the **Royal Belgian Society of Physical and Rehabilitation Medicine (RBSPRM)** and the **European Society of Physical and Rehabilitation Medicine (ESPRM)** in collaboration with the **European Union of Medical Specialists (UEMS)** and the **International Society of Physical and Rehabilitation Medicine (ISPRM)**.

We are also very proud to announce that recently the **American Academy of Physical Medicine and Rehabilitation (AAPM&R)** as well as the **French (SOFMER)** and **Italian Societies on PM&R (SIMFER)** have agreed to organise sessions during the Congress.

Enclosed please find the Exhibition Manual of the ECPRM Congress and the invoice for the reservation of your booth and sponsorship.

The programme (courses, topics, workshops, etc) can be consulted online at [www.ecprm2008.org](http://www.ecprm2008.org). This site is regularly updated.

Companies wishing to book hotel rooms for the period of the congress are advised to make their reservations as soon as possible, as June is a very busy period in Brugge.

Wishing you a successful ECPRM Congress and looking forward to welcoming you to wonderful Brugge, we remain,

Yours Sincerely,

Prof. Guy Vanderstraeten  
Congress President

Prof. Alessandro Giustini  
President ESPRM 2007-2008



**Congress Organisation**

Medicongress

Kloosterstraat 5, B-9960 Assenede, Belgium

Phone +32 (0)9 344 39 59 - Fax +32 (0)9 344 40 10

Email: [ecprm2008@medicongress.com](mailto:ecprm2008@medicongress.com)

## EXHIBITION MANUAL

PLEASE OBSERVE THESE GUIDELINES AND DISTRIBUTE THEM WITHIN YOUR COMPANY

### 1. VENUE

#### Congress Venue

Concertgebouw Brugge vzw

't Zand 34, BE-8000 Brugge

Phone: +32 (0)50 47 69 99 – Fax: +32 (0)50 47 69 79

Email: [info@concertgebouw.be](mailto:info@concertgebouw.be)

Website: [www.concertgebouw.be](http://www.concertgebouw.be) – also in English

#### Exhibition Venue

The exhibition will be held in a luxury marquee installed on the ZAND Square opposite the Concertgebouw. This marquee will be guarded around the clock and will be open from 08.00 until 18.00 hrs on all congress days.

Coffee breaks as well as lunch breaks will be organised in the exhibition area so that this exhibition will be the central area of the congress where participants will socialise.

#### Access and Car Park

The Concertgebouw has its proper underground parking facilities (Car Park Het Zand – 1,200 cars) and is located at only a 5 minutes' walk from the railway station where another car park for about 1,500 cars is available. All hotels selected by the Congress are within walking distance and the short walk to the Concertgebouw will offer delegates the opportunity to have a general impression of Brugge's architectural and historic splendour. Most hotels also offer parking facilities.

#### Deliveries to the Congress Venue: Monday, June 2

The conference centre (above stated address) only accepts pre-deliveries for the Congress related exhibition on Monday, June 2 between 08.00 - 17.00 hrs. There are shows before and after that date, so no deliveries will be accepted on other dates.

**Labelling: please clearly indicate ECPRM Congress on each parcel.**

#### Shipment of materials AFTER the Congress

All materials must be ready for shipment from the Concertgebouw latest on Friday, June 6 by 17.00 hrs. Signed and properly filled out airway bills / transport documents must be attached to the materials that are shipped. Parcels must be collected on Monday, June 9, by express couriers such as DHL and FedEx.

### 2. STANDS

Each company is responsible for installing and removing its own stand, without causing any damage to the building and the premises.

**Stands must be installed on Tuesday June 3 between 08.00 and 18.00 hrs.**

**All stands must be ready by Tuesday at 19.00 hrs when the exhibition will be opened officially.**

#### Opening Hours

The exhibition will be open to congress participants on all congress days during congress hours.

All activities organised by companies involving participants in the Congress are to be decided on in consultation with both the Organising and the Scientific Committees.



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## Installation

- The maximum height of the exhibition hall is: max 2.50 m.
- Loading and unloading: via the marquee entrance. It is allowed to drive small vans on the Zand square for loading and unloading. However they should be parked in the car park immediately.
- The exhibition area will have a light blue carpet floor.
- The allocated stand space is the NAKED GROUND SPACE and corresponds with the number of the stand pointed out on the exhibition floor plan. All stands will also be traced out on the floor of the exhibition hall and stands may not exceed the allocated floor area.
- Each company is responsible for installing and removing its own stand, without causing any damage to the building.
- All materials used for the construction of the stand and all equipment on the stand during the exhibition must be fireproofed. Exhibitors must be in possession of the necessary certificates.
- Nothing may be fixed to the walls, ceiling, the doors etc. It is therefore strictly forbidden to display any information outside your stand without the explicit approval of MEDICONGRESS.

## Exhibition Handling Company:

Alter Expo has been appointed as the exhibition handling company for the ECPRM Congress.

On-line orders for additional materials etc. can be placed at [www.alterexpo.be](http://www.alterexpo.be)

Please tick "online orders" and select ECPRM08. Password is ECPRM08AE09

Contact: Bie Berten at Alter Expo. Phone: +32-9-216.06.60 - Fax +32-9-216.06.69

## Provided by the organisers and included in the rental cost of the stand are:

- A standard 220V/32Amp electricity connection will be provided. Please inform the organisers if a stronger connection is needed. We kindly advise you to bring sufficient extension cords and junction boxes with you so that you can connect to the electricity grid easily.
- A table and chairs are offered free of charge (if needed). Please bring your own table cloth with you and indicate if you need a table and chairs on the Order Form.

## Not included in the rental cost but can be ordered through Medicongress:

- Ready made stands, installation of your shipped stands, lettering, rental of carpet, extra chairs, tables, stand decoration, stand cleaning, banners etc...

## Removal of the stands

## IMPORTANT !!!

Stands are to be removed on Friday, June 6 between 16.00 hrs and 20.00 hrs (immediately after the coffee break). Stands CANNOT be removed before 16.00 hrs.

The marquee must be empty by 22.00 hrs at the latest as at that moment the marquee will be dismantled.

Stands that are not removed by 22.00 hrs, will be removed by the organisers at the owner's expense.

## 3. STAFF & BADGES

## DEADLINE MAY 20

Each stand space of 6m<sup>2</sup> includes **two free badges** for exhibition staff, offering free access to the exhibition, lectures, lunches and coffee breaks.

Additional badges can be ordered at a rate of 50,00 € per badge/day (20,00 € per extra badge on Tuesday) and include the costs for lunch and coffee breaks (and Welcome Reception on Tuesday). Payment of these additional badges is mandatory in advance.

Please provide us with the names of your staff by May 20 by means of the enclosed Reply Form. A company delegate is requested to collect the delegate badges, programme and abstract book, list of participants and all further congress information during the registration hours at the registration desk. Badges will not be mailed in advance.

  
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## 4. AUDIOVISUAL EQUIPMENT

The official audiovisual equipment company for the congress is Create Multimedia. They can provide you with plasma flat screens and other AV equipment for booths and the auditorium set-up for Satellite Symposia and Workshops.

### **Create Multimedia**

Contact: Mr. Pieter Van Cleemputte

Phone: +32 9 344 40 96 – Fax: +32 9 344 40 10 – Email: [pieter@createmultimedia.be](mailto:pieter@createmultimedia.be)

## 5. ADVERTISEMENT IN THE PROGRAMME BOOK DEADLINE APRIL 30

Companies having booked advertisement space in the Programme and Abstract Book must send a full page ready to print high quality PDF file on an A5 format (148,5 by 210 mm) to [els@medicongress.com](mailto:els@medicongress.com) **by April 30 at the latest.**

## 6. SATELLITE SYMPOSIA DEADLINE APRIL 15

It is of paramount importance that the organisers of Satellite Symposia remain within the allocated time slot so that they do not interfere with the official scientific sessions.

The title of the Satellite Symposia must be communicated to Medicongress by **April 15 at the latest.**

Basic audio-visual equipment for Satellite Symposia is available in the meeting room (audio with 4 microphones, screen, LCD projector). All additional AV equipment, staff etc. must be ordered through the official AV company Create Multimedia.

### **Recording of Satellite Symposia**

As an additional service, the AV company can record the whole of your Satellite Symposium (Sound, Vision & PPTs). For further details, please contact [Pieter@createmultimedia.be](mailto:Pieter@createmultimedia.be).

*External AV or recording companies will not be allowed.*

- Companies are free to distribute flyers with the programme of their Symposium/Workshop on their proper booth and in front of the auditorium reserved for the purpose one hour before the Satellite Symposium starts.
- Hostesses will not be allowed to distribute flyers to participants in any other area of the congress premises and companies are **NOT** allowed to display posters on other locations. Failure to follow this rules will result **in a fine of 1,000 Euro/flyer/poster distributed or displayed.**
- A flyer with the programme of the Symposium/Workshop will be inserted in the congress bag free of charge (see Congress bags inserts).
- The titles of the Satellite Symposia will be announced in the final programme which all participants will receive.



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## 7. CONGRESS BAG INSERTS

**DELIVERY MAY 26**

Companies having ordered an insert in the congress bag and the organisers of a satellite symposium who are entitled to one free insert, please follow these instructions:

<b>Delivery Date:</b>	<b>May 26 (Monday) - office hours between 08.30 and 17.00 hrs</b>
Delivery Address:	Medicongress, Kloosterstraat 5, B-9960 Assenede, Belgium
Number and format of inserts:	1,000 copies (size of insert: max A4 and max 4 pages)
Mailing:	Inserts must be sent free of charges to the receiver, who declines any costs involving delivery, storage and customs-related formalities
Labelling:	Clearly mention ECPRM 2008 on each parcel Inserts delivered after the May 26 will not be inserted in the bags

## 8. SOCIAL FUNCTIONS

### Welcome Reception – 18.00 – 21.00 hrs, Tuesday, June 3

All registered company representatives are kindly invited to the Official Opening, followed by a Jazz evening where famous local artists perform for your pleasure and entertainment. Drinks and snacks will also be served after the show. The official congress name badges give access to the Welcome Reception.

### Cultural Highlights of Brugge – 17.00 – 19.00 hrs, Wednesday, June 4

The guided visit will start from the 'ZAND' square just in front of the Congress Centre at 17.00 hrs. Guides will carry a sign indicating the language in which the guided tour will be made (approx 4-5 languages will be provided according to the participants' origin).

Company representatives can take part in this tour as well at a rate of:

Early (until 31/03): 20,00 € – Late (until 14/05): 25,00€ – At the venue: 30,00 €

### Belgian Evening - 20.00 hrs, Thursday, June 5

The congress organisers intend not to organise a classic Gala Dinner but to invite all congress participants to a big surprise evening called the 'Belgian Evening'. The purpose is to gather informally with local drinks and food and good music. It will be a walking dinner with a lot of enjoyment and entertainment. The historic and impressive Belfry of Brugge will be the perfect setting for the 'Belgian Evening'.

Rates: Early (until 31/03): 80,00 € – Late (until 14/05): 90,00 € – At the venue: 100,00 €

## 9. TERMS OF PAYMENT

**DEADLINE APRIL 15**

All invoices for stand reservation and sponsorship must be paid in full by **April 15** at the latest. In case payment modalities are not fulfilled in time, the organisers reserve the right to cancel the stand space. Payment of the invoice, however, remains mandatory.

## 10. CATERING

The distribution of drinks and food on your stand must be in compliance with the rules of the Congress Centre. Please contact Medicongress if you wish to offer catering on your booth or for the congress.



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## 11. SECURITY

The marquee where the exhibition takes place will be guarded around the clock. However, companies must take proper security measures for their stand, materials and staff members. It is advised not to leave valuable equipment at the stands when not manned.

## 12. HOTEL ACCOMMODATION

A number of rooms in different hotel categories have been booked at attractive group rates for the period of ECPRM 2008.

The hotel survey and rates can be consulted online at [www.ecprm2008.org](http://www.ecprm2008.org). We encourage you to make your room bookings as soon as possible as availability is limited in June.

Only a few cities have the same attraction as Brugge, for the city has a great number of tourist assets: a magnificent historical centre, many museums and remarkable monuments, a green recreation belt and hundreds of restaurants and colourful pavement cafes.

As Brugge is intensively visited by tourists in all seasons, the Organising Committee has taken options on a large number of rooms, in several hotels all within walking distance of the Congress Centre. You will find that all of these hotels offer quality lodging including breakfast. Most hotels have car park facilities.

**ROOMS ARE ALLOCATED ON A FIRST COME, FIRST SERVED BASIS.**

## 13. LIABILITY

The exhibitor is liable for harm to staff and equipment. Companies agree that neither the Organising Committee nor the Congress Secretariat assume any liability whatsoever. Companies are requested to make their own arrangements in respect of insurance for the stand, fire prevention, public safety and staff members.

## 14. GENERAL CONDITIONS

- Exhibitors shall not be entitled to any compensation should political or economic circumstances or a case of 'force majeure' prevent the exhibition from being held, limit its size or modify its nature. Should it not be possible for the exhibition to open, all rental fees shall remain the property of the organisers for a sum of 50% of the sponsored amount.
- The Organising Committee reserves the right to modify the exhibition floor plan at any time.
- The Organising Committee reserves the right to refuse admission to the exhibition to any person(s) and to order the expulsion of any person(s) whose conduct renders such a course desirable without further statement of reasons.
- The number of participants in the Congress and the exhibition is an estimation, not a certainty.
- All use of special and dangerous materials, radioactive materials, gases etc... must be approved of by Medicongress.
- By participating in the Congress, the exhibitor accepts the general conditions as stated in this document.
- All activities organised by companies involving participants in the Congress are to be decided on in consultation with the Organising Committee.
- In case of contention only the court of Gent is in charge and only Belgian law is applicable.



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# BADGE ORDER FORM

## TO RETURN TO MEDICONGRESS BY MAY 20

COMPANY.....

CONTACT PERSON.....

FUNCTION.....

PHONE ..... FAX.....

EMAIL .....@.....

### Orders free badges for the following company delegates (2 free badges per 6m²):

- 1..... 2.....
- 3..... 4.....
- 5..... 6.....

### Orders badges for the following company delegates at a rate of € 50,00 per person/day (€ 20,00 on Tuesday)

- 1.....  03/06  04/06  05/06  06/06
- 2.....  03/06  04/06  05/06  06/06
- 3.....  03/06  04/06  05/06  06/06
- 4.....  03/06  04/06  05/06  06/06
- 5.....  03/06  04/06  05/06  06/06
- 6.....  03/06  04/06  05/06  06/06
- 7.....  03/06  04/06  05/06  06/06
- 8.....  03/06  04/06  05/06  06/06

### Orders .....tickets for the Cultural Highlights Walk through Brugge on Wednesday at a rate of ..... € per person

(Early (until 31/03): 20,00 € – Late (until 14/05): 25,00€ – At the venue: 30,00 €)

### Orders .....tickets for the Belgian Evening at a rate of ..... € per person/day

(Early (until 31/03): 80,00 € – Late (until 14/05): 90,00 € – At the venue: 100,00 €)

Orders 1 table and 2 chairs free of charge

DATE.....

SIGNATURE.....



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