

10th BIENNIAL INTERNATIONAL GYNECOLOGIC CANCER SOCIETY MEETING (IGCS)



Edinburgh International Conference Centre
Edinburgh, Scotland ■ October 3-7, 2004

www.kenes.com/igcs-10 ■ igcs-10@kenes.com

Sponsorship and Exhibition Prospectus



Organizing Committee

President	Ian Scott, UK
Executive Secretary	Tony Blackett, UK
Executive Treasurer	John Tidy, UK

Local Organizing Committee

Chairman	David Farquharson, UK
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Scientific Committee

Co-Chairmen	Ian Jacobs, UK Robin Leake, UK
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IGCS Officers (December 2002)

President	Gillian Thomas, Canada
President Elect	Michael L. Friedlander, Australia
Vice President	Robert F. Ozols, USA
Past President	Sergio Pecorelli, Italy
Secretary/Treasurer	Ted Trimble, USA
Executive Director	Robert D. Hilgers, USA
Bylaws	David Luesley, UK
Education	Michael A. Quinn, Australia
Guidelines	Neville Hacker, Australia
Informatics	Bernd-Uwe Sevin, USA
Liaison	A. Peter M. Heintz, The Netherlands
Membership	Nelson Teng, USA
Nominating	Robert C. Young, USA
IJGC Editor	John J. Kavanagh, USA

IGCS Council Members

Vera Abeler, Norway
Ida Ackerman, Canada
Adriana Bermudez, Argentina
Shingo Fujii, Japan
Chyong-Huey Lai, Taiwan
Michel L. Roy, Canada
Kenneth D. Swenerton, Canada
Ignace Vergote, Belgium

INVITATION

On behalf of the Organising Committee of the 10th Biennial Meeting of the International Gynecologic Cancer Society, it is my pleasure to invite you to the meeting, which will be held from the 3rd to the 7th of October, 2004 in Edinburgh.

Edinburgh is a city whose international contribution to medicine began in 1726 with the foundation of a Medical School by the Town Council. From the establishment of Edinburgh Royal Infirmary in 1741 to 1800, the number of students enrolled for the anatomy classes rose from 57 to over 400! Many students came from North America, especially Virginia, South Carolina and Pennsylvania. The broad training and great output of the Edinburgh School resulted in Edinburgh graduates travelling to all parts of the world. The American link was the most significant and indeed two Edinburgh medical graduates actually signed the American Declaration of Independence - Benjamin Rush and John Witherspoon.

Surgeons in Scotland, unlike their counterparts in England, were free of the control of the physicians and many Scottish surgeons studied in the great European centres. The Edinburgh College of Surgeons received its Seal of Cause in 1505 when it was necessary for a surgeon to demonstrate proficiency in reading the signs of the Zodiac! They also had the monopoly to sell whisky - for medicinal purposes! They were numbered among the craftsmen of the town and this is reflected today in the British surgeons' courtesy title of "Mr".

Famous graduates include Kelvin (temperature) Clerk-Maxwell (electromagnetic radiation) as well as Lister (surgical infections and antiseptis), Syme (surgery and amputation) Simpson (Chloroform) and MacEwen (inventor of the osteotome).

Research in Edinburgh's science parks continues to contribute to international developments in science and medicine, including the most notable Dolly the cloned sheep! (may she rest in peace)

Edinburgh's fusion of fabled streets and historic buildings is contained within a vibrant modern city to provide the most inspirational of settings for a successful conference.

We intend to provide a stimulating scientific programme covering a wide range of topics relating to the prevention, early diagnosis and treatment of gynaecological cancers. We will continue to explore the means by which modern technologies can be used to assist colleagues in countries with fewer resources to deliver a better service to their patients.

We look forward to giving you a warm welcome in 2004.

Ian V. Scott MB,ChB. FRCOG

President

Organising Committee

10th Biennial meeting of the International Gynecologic Cancer Society





PREVIOUS MEETING STATISTICS

Given the figures in the table below it has been possible to estimate the number of participants expected for the forthcoming meeting.

Year	Venue	No. of Registered Participants	Size of Exhibition (sqm)
1998	Rome	1129	412 sqm
2000	Buenos Aires	998	171 sqm
2002	Korea	1164	360 sqm
2004	Edinburgh	900 (estimate)	300 sqm



MAIN TOPICS

There will be 5 'Themes' for sessions at the meeting:

- 1 State of the art sessions. To define current practice in each key area by disease site. Invited expert lectures of 20 minutes - plenary sessions.
- 2 Frontiers in gynaecological cancer sessions. Talks on key areas of progress in gynaecological cancer. Invited expert lectures – plenary sessions.
- 3 Meet the Expert sessions: Early sessions each morning. There would 4 sessions in parallel on different topics. 2 or 3 invited speakers at each session.
- 4 Interactive Sessions for Case presentations/discussion and debate. These will be small groups so parallel sessions in 4 rooms with 2-4 case presentations on different topics. Invited experts would choose the cases.
- 5 Free Communications sessions for presentation of submitted abstracts: There will be 4 sessions. Two of the sessions will be plenary sessions for the very best abstracts submitted. The other 2 sessions will be in parallel with the number of rooms depending on the number of abstracts received. In addition there will be parallel poster sessions throughout the meeting.



STATE OF THE ART SESSIONS:

1

Session 1 - Ovarian Cancer

- Risk assessment
- Diagnostic tests
- Surgery
- Primary Chemotherapy
- Prognostic predictors
- Palliation

2

Session 2 - Cervical Cancer

- Cervical Screening
- Diagnosis and Staging
- Surgery
- Chemoradiation
- Prognostic predictors
- Palliation

3

Session 3 - Endometrial Cancer

- High risk individuals
- Diagnostic methodology
- Surgery
- Radiotherapy
- Prognostic predictors
- Management of recurrence

4

Session 4 - Vulval Cancer

- Management of VAIN
- Diagnostic Techniques
- Primary Surgery
- Adjuvant Therapy
- Management of recurrence
- Palliation





FRONTIERS IN GYNAECOLOGICAL CANCER SESSIONS:

The role of Molecular Genetics in Gynaecological cancer

- Fundamentals of cancer genetics
- Genetic predisposition to gynaecological cancer
- Genetics and cancer diagnosis/staging
- Genetics and prognostic prediction
- Gene therapy

Progress in Cancer Prevention and Screening

- HPV immunisation
- HPV screening
- Chemoprevention of ovarian cancer
- Novel biomarkers for early detection of ovarian cancer
- Ovarian cancer screening trials

Innovation in Surgery and Chemotherapy

- Laparoscopic surgery
- Fertility preserving surgery for cervical cancer
- Delayed primary and interval surgery in ovarian cancer
- International collaborative trials in ovarian cancer
- Novel therapies for ovarian cancer
- Chemoradiation in cervical cancer

Gynaecological Cancer in lower resource countries

- International variation in incidence rates
- Differences in cancer aetiology and risk factors
- Challenges of screening and prevention
- Diagnosis and staging in undeveloped countries
- Therapeutic challenges and options
- Resource issues in cancer care
- High Tech To Low Tech conversion of detection and treatment

PRELIMINARY TIMETABLE

Time	Sunday Oct 3	Monday Oct 4	Tuesday Oct 5	Wednesday Oct 6	Thursday Oct 7	
08:00	Exhibition Set Up	Meet the Expert Session 1 (Parallel)	Meet the Expert Session 2 (Parallel)	Meet the Expert Session 3 (Parallel)	Meet the Expert Session 4 (Parallel)	
09:00		State of the Art 1 (Plenary)	Frontiers 2 (Plenary)	State of the Art 3 (Plenary)	State of the Art 4 (Plenary)	
10:30		<i>Coffee Break</i>				
11:15		12:00 Registration	Free Communications 1 (Plenary)	Presidential Address	Free Communications 2 (Plenary)	Interactive Session 2 (Parallel)
13:00	<i>Lunch Break</i>					
14:00		Sponsored Satellite Symposium I	Sponsored Satellite Symposium II	Nurses Session: Issues in Gynaecologic Cancer Nursing / Free Afternoon	Sponsored Satellite Symposium III	
15:15		Interactive Session 1 (Parallel)	Free Communications (Parallel)		Frontiers 3 (Plenary)	
16:45	17:00	<i>Coffee Break</i>				
17:15	Opening Ceremony	Frontiers 1 (Plenary)	State of the Art 2 (Plenary)	Nurses Session: Issues in Gynaecologic Cancer Nursing / Free Afternoon	Free Communications (Parallel)	
18:45		Sponsored Satellite Symposium IV	Sponsored Satellite Symposium V		17:45 Closing Session	

OFFICIAL SOCIAL EVENTS

- Opening Ceremony
- Get Together Reception
- Gala Dinner
- Presidents Dinner

The Organising Committee of IGCS would greatly appreciate it if Industry does not plan evening social events that may clash with the official meeting and social programme.



PRE AND POST TOURS

In addition, there will be a wide selection of Pre and Post Tours organized by

5 South Charlotte Street
Edinburgh EH2 4AN
Scotland

**Travel
ScotWorld**

Tel: 0131 226 3246
Fax: 0131 220 1271
Yvonne@travelscotworld.co.uk

Golf Tours

As Scotland and Edinburgh are also the ancient homes of the game of golf, you can find some of the great links and parkland courses of the world here.

To take advantage of this location we are proud to offer participants pre or post meeting tours to include two full days golfing.

Full details of these tours are available on the Meeting website www.kenes.com/igcs-10 website www.kenes.com/igcs-10





GENERAL INFORMATION

Meeting Organisers and Secretariat:

KENES *International*
CARES FOR YOUR ORGANIZATION

IGCS Secretariat
17 rue du Cendrier,
P.O. Box 1726,
Ch-1211 Geneva 1,
Switzerland
Tel: +41 22 9080488
Fax: +41 22 7322850
e-mail: igcs-10@kenes.com

Sponsorship and Exhibition Sales:

Michael Foreman
Kenes International
Suite 77, 176 Finchley Road
London NW3 6BT, UK
Tel: +44 (0)20 8953 4333
Fax: +44 (0)20 8953 6333
E-mail: mforeman@kenes.com



The Meeting Venue:

Edinburgh International Conference Centre
The Exchange
Edinburgh
Scotland
EH3 8EE

Tel: +44-(0)131 300 3000
Fax: +44-(0)131 300 3030
Website: www.eicc.co.uk/



INFORMATION FOR SPONSORS AND EXHIBITORS

Application for Sponsorship

Application for sponsorship can be made in writing with the enclosed booking enquiry form to:

Kenes International
Suite 77, 176 Finchley Road
London NW3 6BT, UK
Tel: +44-(0)20 8953 4333
Fax: +44-(0)20 8953 6333
E-mail: mforeman@kenes.com

Once an application is made a contract will be sent to you for completion. This contract should be signed and returned with a 50% deposit payment to the sponsorship/exhibition office address above. Alternatively an invoice for the deposit can be requested on the booking form. Once this has been received a confirmation of sponsorship will be mailed to you with an accompanying invoice.

Terms of Payment

50% with signed contract
Balance due to be paid before the start date of the Meeting

Payment Methods

Option 1: Payment by cheque - Please make cheques payable to: IGCS

Option 2: Payment by Bank Transfer - Please make drafts payable to IGCS and send them to IGCS, Credit Suisse Bank Geneva Branch, Switzerland; Account number:
Swift No: CRESCHZZ12A; Bank Account: IGCS 2004

Bank charges are the responsibility of the payee and should be paid at source in addition to the sponsorship fees.

Option 3: Payment by Credit Card

Please complete your credit card details on the booking form.

Cancellation Policy

Cancellation must be made in writing to:

Kenes International
Suite 77, 176 Finchley Road
London NW3 6BT, UK
Tel: +44-(0)20 8953 4333
Fax: +44-(0)20 8953 6333
E-mail: mforeman@kenes.com

The Organisers shall retain:

10% of the agreed package amount if the cancellation is made more than 12 months prior to the Meeting

50% of the agreed package amount if the cancellation is made between 12 and 4 months prior to the Meeting

100% of the agreed package amount if the cancellation is made less than 4 months prior to the Meeting

General Conditions

Terms and Conditions will be included in the sponsorship agreement.





LIST OF SPONSORSHIP ITEMS

Major Sponsorship Package *

\$75,000

Sponsorship includes:

- Integrated satellite symposium to be held between the hours of 14:00 - 15:15 on either Monday, October 4, 2004, Tuesday, October 5, 2004 or Thursday, October 7, 2004
- Hall rental
- Standard audiovisual equipment and technical assistance
- Permission to use the phrase "Satellite Symposium of IGCS 2004"
- Inclusion of Sponsor's Symposium invitation in the participant Meeting bags
- Logo with Hyperlink on Meeting Website
- Symposia Programmes are included in the Final Programme
- Acknowledgement as Major Sponsor on Sponsor Board on-site
- Acknowledgement as Major Sponsor's on Sponsor's list in the Final Programme

In addition, Major Sponsors will receive:

- Prime exhibition space (50m²)
- Sponsorship of an item of choice from the list below.

Sponsor Satellite Symposium*

\$30,000

Sponsorship includes:

- Satellite Symposium on the evening of Monday, October 4 2004 or Tuesday, October 5 2004 (after 18:30 hours).
- Hall rental
- Standard audiovisual equipment and technical assistance
- Permission to use the phrase "Satellite Symposium of IGCS 2004"
- Inclusion of Sponsor's Symposium invitation in the participant Meeting bags
- Logo with Hyperlink on Meeting Website
- Symposia Programmes are included in the Final Programme
- Acknowledgement on Sponsor Board on-site
- Acknowledgement on Sponsor's list in the Final Programme

* The organiser of a satellite symposium will pay the fixed fee and all extra costs in the symposium.

In addition to paying the sponsorship contribution, the sponsoring company will cover the registration fees as well as the travel and accommodation costs for the speakers and chairpersons of the symposium.

The programme of the satellite symposium must be presented to the Chairpersons of the Meeting for approval, no later than May 1, 2004. All participants in satellite symposia must be registered as participants of the Meeting.

Symposia time slots will be assigned on a "first come first served" basis.

Educational grant in support of IGCS

In addition to any other sponsorship items, companies may support IGCS 2004 with an unrestricted educational grant in support of integrated symposia.

Sponsorship will include:

- Logo with Hyperlink on Meeting Website
- Acknowledgement on Sponsor Board on-site
- Acknowledgement on Sponsor's list in the Final Programme

2nd Announcement and Call for Papers

A number of full-page colour (4 colour) advertisements will be available at the following prices:

Inside Page _____	\$2,500
Back Cover _____	\$6,000
Inside Front or Back _____	\$3,500

- Mailed to experts all over the world
- Distributed at meetings of a similar or related field
- Acknowledgement on Sponsor Board on-site
- Logo with Hyperlink on Meeting Website
- Acknowledgement on Sponsor's list in the Final Programme

Final Programme

The Final Programme will be distributed at the Meeting to all registered participants. It will include the complete scientific, social and tour programme as well as practical information concerning the Meeting.

A number of full-page colour (4 colour) advertisements will be available at the following prices:

Inside Page _____	\$3,000
Back Cover _____	\$7,000
Inside Front or Back _____	\$4,000

- Distributed to all participants in the meeting bags
- Will include the complete final scientific, social and tour programme as well as the practical information on the Meeting
- Acknowledgement on Sponsor Board on-site
- Logo with Hyperlink on Meeting Website
- Acknowledgement on Sponsor's list in the Final Programme

Mini Programme

\$5,000

A full colour exclusive advertisement will appear on the back cover

- Distributed to all participants in the meeting bags
- Pocket size useful meeting overview
- Acknowledgement on Sponsor Board on-site
- Logo with Hyperlink on Meeting Website
- Acknowledgement on Sponsor's list in the Final programme



Interactive Lounge

Price to be negotiated with sponsor

Video recordings of each lecture will be available for viewing in the Interactive Lounge which will be open during Meeting hours.

There are various opportunities available for the sponsor ranging from basic video broadcasts to web-based broadcasts that will feature on the Meeting website until the following Meeting takes place.

We are happy to work with the sponsor to create a package to suit their objectives. The final price is negotiable depending on the amount of options the sponsor chooses.

Sponsorship includes:

- Room Rental
- Standard audiovisual equipment and technical assistance
- Company branding of lounge
- Company banner / link on Meeting website to sponsoring company's website
- Logo with Hyperlink on Meeting Website
- Acknowledgement on Sponsor Board on-site
- Acknowledgement on Sponsor's list in the Final Programme

Educational Course

\$15,000

Sponsor will organise and facilitate an educational course on a topic of their choice to be held on the free afternoon of Wednesday, October 6 2004.

- Room Rental
- Standard audiovisual equipment and technical assistance
- Logo with Hyperlink on Meeting Website
- Acknowledgement on Sponsor Board on-site
- Acknowledgement on Sponsor's list in the Final Programme

Video Session

\$12,500

A unique opportunity for medical technology and equipment companies to promote their products using a 30 minute video (info-mercial), followed by 15 minutes questions and answer time. There will be an allocated room in the conference centre (seating between 50-100 people per sitting), for delegates to attend a planned programme of screenings from sponsoring companies. The 'videos' will be shown on a daily basis throughout the meeting, providing the sponsor with maximum product exposure.

- Room Rental
- Standard audiovisual equipment and technical assistance
- Distribution of product literature during the company screening
- Sponsor's support will be acknowledged in the Final Programme
- Logo with Hyperlink on Meeting Website
- Acknowledgement on Sponsor Board on-site
- Acknowledgement on Sponsor's list in the Final Programme

Meeting Bags

Provided in kind

Sponsor will provide the participants Meeting bags. The quality of the bag must be approved by the Organising Committee in advance.

- The bag will bear the sponsor's logo and the Meeting logo
- Acknowledgement on Sponsor board on-site
- Logo with Hyperlink on Meeting Website
- Acknowledgement on Sponsor's list in the Final programme

Get Together Reception

\$25,000

This event provides you with the opportunity to promote your company through a welcome reception attended by all participants on the first evening of the Meeting.

- Sponsor's support will be acknowledged in the Final Programme
- Logo with Hyperlink on Meeting Website
- Acknowledgement on Sponsor Board on-site
- Acknowledgement on Sponsor's list in the Final Programme

President's Dinner

Reserved by BRISTOL MYERS SQUIBB

This event provides you with the opportunity to promote your company through an exclusive reception attended by all the most prestigious members of the gynaecological community.

- Sponsor's support will be acknowledged in the Final Programme
- Logo with Hyperlink on Meeting Website
- Sign showing sponsors name at entrance
- Acknowledgement on Sponsor Board on-site
- Acknowledgement on Sponsor's list in the Final Programme

Poster Sessions

\$5,000

- Sponsor acknowledgement at the entrance to the Poster Area
- Sponsor's Logo will be displayed on the Poster Boards

IGCS Golf Umbrellas

\$5,000

A unique opportunity to provide a permanent reminder to all delegates of the IGCS10 meeting. A golf umbrella showing the meeting logo and the sponsor's logo will be distributed to all participants with the participants' bags.





Internet/E-mail Service

Equipment and set-up costs plus \$7,500

Sponsor will provide at least 10 work stations and technical assistance in the set up of the Cyber Centre in the exhibition which is easily accessible and with wide exposure.

- Opportunity to display company logo/information on screen saver
- Opportunity to display company logo/information on screen background
- Opportunity to distribute mouse pads and related promotional gifts from the Cyber Centre
- Acknowledgement on Sponsor Board on-site
- Logo with Hyperlink on Meeting Website
- Acknowledgement on Sponsor's list in the Final Programme
- Information regarding this service will be included in all future announcements

Bag Inserts

Meeting bags will be distributed to all registered Meeting participants. The insert will be provided by the sponsor and will be distributed in the Meeting bag. A restriction of 10 items will apply.

- | | |
|---|---------|
| • Companies already participating as an Exhibitor _____ | \$ 500 |
| • Non Participating Company _____ | \$1,000 |

Badge Lanyards

\$5,000

Sponsor's company logo will appear on the participants' badge cords

CD ROM

All production costs plus \$2,000

The CD-ROM will contain all IGCS 2004 Meeting Abstracts to be distributed to all participants at the Sponsor's exhibition booth. An exchange voucher (to be provided by the Sponsor) will be inserted in all Meeting bags.

- Exclusive advertisement on the back cover of the voucher
- Exclusive advertisement on the back cover of the CD-ROM

Notepads and Pens

Provided 'In Kind' plus \$4,000

Sponsor will provide – or provide funding for – the participants Notepads and Pens for use during the meeting.

- The notepads and pens can bear the sponsor's company/product logo and will be distributed in the meeting bags to all delegates in Edinburgh.

SPECIAL REQUESTS

We are aware that sponsorship of any of the above items may not suit your current marketing aims. We are therefore willing to tailor a package to suit your objectives. Please feel free to contact the Sponsorship Office to discuss your needs.

ACKNOWLEDGEMENTS

Please note that all sponsors and exhibitors will be acknowledged in the Final Programme, on the acknowledgement board at the Meeting and on the Meeting Website.

Please forward your company logo (in JPG format) to igcs-10@kenes.com.



CATEGORIES OF SPONSORSHIP

Sponsors will be given a sponsorship category status according to the level of their total sponsorship and exhibition contribution once their package has been formulated.

Status will be allocated as follows:

Major Sponsor: For a contribution over	\$75,000
Sponsor: For a contribution up to	\$75,000

Major sponsors will be offered first choice on all items provided their contribution is confirmed in writing by November 3, 2003. Subsequently, all items will be allocated on a "first come, first served basis".



10th BIENNIAL INTERNATIONAL GYNECOLOGIC CANCER SOCIETY MEETING (IGCS)
EDINBURGH, SCOTLAND, OCTOBER 3-7, 2004



Sponsorship and Exhibition Prospectus

Sponsorship Booking Application Form

Please complete and send to:

IGCS 2004
c/o Kenes International
Suite 77, 176 Finchley Road, London NW3 6BT, UK
Fax: +44 20 8953 6333, E-mail: mforeman@kenes.com

Contact Name _____
Name of Company _____
Address _____
Post/Zip Code _____
Country _____
Telephone _____
Fax _____
E-mail _____

We would like to book the following Sponsorship Items:

Sponsorship Item	Price	✓
Major Sponsorship Package	\$75,000	
Sponsor Satellite Symposium	\$30,000	
Educational Grant in Support of Integrated Symposia		
2nd Announcement and Call for Papers – advertisement	\$2,500 / \$6,000 / \$3,500	
Final Programme – advertisement	\$3,000 / \$7,000 / \$4,000	
Mini Programme - advertisement	\$5,000	
Interactive Lounge		
Educational Course	15,000	
Video Screening	12,500	
Meeting Bags	Provided in Kind	
Get Together Reception	\$25,000	
Presidents Dinner	Reserved by BMS	
Poster Sessions	\$5,000	
Golf Umbrellas	\$15,000	
Internet/E-mail Service	\$7,500 plus equipment and set-up costs	
Bag Inserts for Exhibiting Companies	\$500	
Bag Inserts for Non Exhibiting Companies	\$1,000	
Badge Lanyards	\$5,000	
CD ROM of Abstracts	\$2,000 plus all production costs	
Notepads and Pens	Provided in Kind plus \$4,000	
Total Amount (please complete)		

We hereby apply to be a:

Sponsor Category Status	Total
Major Sponsor – over \$75,000	
Major Sponsor - up to \$75,000	

- Please call me to discuss our sponsorship package
 Please send me a sponsorship contract and first 50% deposit invoice

Signature

Date

EXHIBITION

The commercial/technical Exhibition will be held in the Meeting Centre. We have taken care to design the floor plan in order to maximise the exhibitor's exposure to the delegates. It is for this reason that all coffee breaks and all lunch breaks will be held in the exhibition area.

Proposed Dates

Set up times:

Sunday October 3, 2004 08:30 - 20:00

Exhibition open times:

Monday October 4, 2004 08:30 - 18:00

Tuesday October 5, 2004 08:30 - 18:00

Wednesday October 6, 2004 08:30 - 18:00

Thursday October 7, 2004 08:30 - 12:00

Dismantling/Breakdown times:

Thursday October 7, 2004 12:00 - 18:00

Stand Space Rental

The price for stand space only is \$450 per square meter. This includes:

- Exhibitors' Manual.
- Tea/coffee and lunch for registered exhibitors
- Exhibitors' badges
- 100 Word Company/product profile in the Final Programme
- Cleaning of public areas and gangways
- Get-together Reception for registered exhibitors

Shell Scheme Rental

The price for floor space is \$500 per square meter. This includes:

- Exhibitors' Manual.
- Tea/coffee and lunch for registered exhibitors
- Exhibitors' badges
- White Shell Scheme frame
- Fascia Panel
- 100 Word Company/product profile in the Final Programme
- Cleaning of public areas and gangways
- Get-together Reception for registered exhibitors

Please note that stand space/ shell scheme rental does not include any furniture or stand cleaning

All these services and others will be available to order in the technical manual.

Allocation of Exhibition space

Space allocation will be made on a "first come, first served basis". A completed application form accompanied by advance payment should be mailed/faxed to ensure reservation of a desired location. Upon receipt of the application form with payment, space will be confirmed and an invoice for the balance due will be mailed. Please note that three alternative choices should be clearly indicated on the application form. Space allocations will be made in the order in which application forms with payment are received. Advance payment will be refunded if space is fully booked or space offered is not acceptable to exhibitors.

Exhibitor Registration

All exhibitors are required to be registered and will receive a badge displaying the exhibiting company name. Two exhibitor badges will be given for the first 9 square meters booked. Any additional exhibitors will be charged an exhibitor registration fee of \$195. An exhibitor registration form will be included in the exhibitor's manual.



Technical/Exhibitor Manual

A technical manual outlining all technical aspects of exhibiting will be circulated 6 months before the Meeting. It will include the following

- Technical details about the Venue
- Final exhibition details and information
- Contractor details
- Services available to exhibitors and order forms

Site Inspections

Exhibitors and sponsors are free to visit the meeting venue at their convenience. Please contact the venue directly to arrange this:

Contact Name: Lorna Quarm

Event Planning
Edinburgh International Conference Centre
The Exchange
Edinburgh
Scotland
EH3 8EE
Tel: +44 (0)131 519 4035
E-mail: lornaq@eicc.co.uk

Exhibitor Profile

A 100-word Exhibitor Company/Product profile displayed at the Exhibition will be published in the list of exhibitors in the Final Programme and must be submitted electronically by e-mail to: mlelcuk@kenes.com

Floor Plan

The floor plan in this brochure is correct at the time of printing. Exhibitors are welcome to modify any spaces to their specific requirements. A revised floor plan will be included with the booth confirmation.

Payment Methods

As detailed in above 'Payment for Sponsorship'.

Cancellation Policy

Cancellation must be made in writing to:
Kenes International
Suite 77, 176 Finchley Road
London NW3 6BT, UK
Fax: +44 20 8953 6333
E-mail: mforeman@kenes.com

The Organisers shall retain:

10% of the agreed package amount if the cancellation is made more than 12 months prior to the Meeting

50% of the agreed package amount if the cancellation is made between 12 and 4 months prior to the Meeting

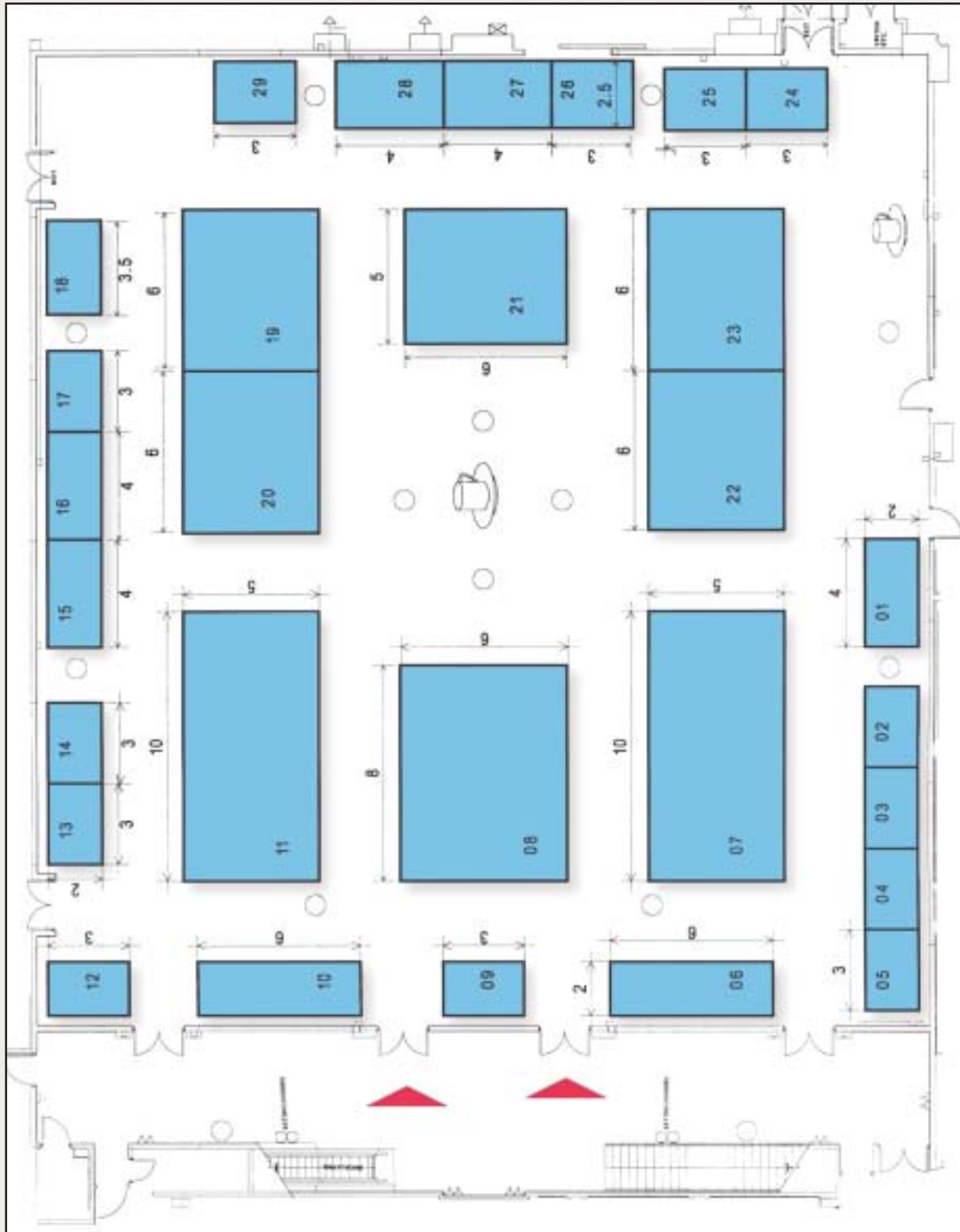
100% of the agreed package amount if the cancellation is made less than 4 months prior to the Meeting

If exhibition space is resold a full refund will be made less a 10% administration charge.

Terms and Conditions

The terms and conditions of exhibiting are included in this prospectus. Please note that signature of the exhibition contract indicates acceptance of these terms and conditions.

EXHIBITION FLOORPLAN





Exhibition Application Form and Contract

Please note that all acknowledgements of your company and listing of company name and address will be generated from the following information.

Please complete and send to:

IGCS 2004

c/o Kenes International
Suite 77, 176 Finchley Road
London NW3 6BT, UK
Fax: +44-20-8953 6333, E-mail: mforeman@kenes.com

Name of Company _____

Contact Name _____

Address _____

Post/Zip Code _____ Country _____

Telephone _____

Fax _____

Email _____

Website _____

We hereby apply to book exhibition floor/shell scheme space per square metre:

Choice	Stand No	Space Only/ Shell Scheme	No. of Square Metres	Total Price
1st Choice				
2nd Choice				
3rd Choice				

Special notes: Please indicate if your stand must be located adjacent to or opposite the following companies, or if special configuration is needed _____

- This is a provisional booking. Please hold for 14 days.
- Payment has been made by cheque/transfer, please forward me final confirmation and invoice/
I would like to pay by credit card

Credit Card No. _____ Expiry Date _____

Type of Card _____ Name on Card _____

Card Address if different from above _____

- Please send me a first deposit invoice for 50% of the total amount due.

We Have Read The Regulations & Agree To Observe & Be Bound By Them

Signature

Date

TERMS AND CONDITIONS

These terms are the contractual agreement between the organiser and the exhibiting firm.

APPLICATION TO PARTICIPATE

Application to participate will be considered only if submission is made on the appropriate forms, duly filled in and signed and accompanied by the necessary payment. Registration will be confirmed in so far as space is available. Applicants will be informed in writing of the acceptance or refusal of their application. In case of refusal all payments shall be fully refunded.

OBLIGATIONS AND RIGHTS OF THE EXHIBITOR

Registration implies full acceptance by the exhibitors of the exhibition regulations. Any infringement of these regulations may lead to immediate withdrawal of the right to participate in the exhibition without compensation or refund of sums already paid, and without prejudice to the exhibitor.

By submitting an application to participate, the exhibitor makes a final and irrevocable commitment to occupy the space allocated and to maintain his/her installation until the date and time fixed for closure of the exhibition. The exhibitor may only present on his/her stand or space the materials, products or services described in the application to participate.

No advertising on behalf of firms not exhibiting is permitted in any form whatsoever. Transfer or sub-letting of all or part of the allocated spaces is prohibited.

OBLIGATION AND RIGHTS OF ORGANISER

The Organiser undertakes to allocate exhibition space as far as possible on the basis of the preference expressed by applicants. Application will be considered in order of reception of application forms accompanied by payment. The Organiser reserves the right, in case of absolute necessity, to modify the positioning of stands, with no obligation to provide compensation to exhibitors. The Organiser reserves the right to offer to a different firm any stand or space that has not been occupied by the eve of the opening of the exhibition, with no obligation to provide compensation to the defaulting exhibitor.

CANCELLATION

Cancellation must be received (in writing) as per the above policy.

LIABILITY INSURANCE

The Organiser provides general guard service and third party insurance at the exhibition site. Equipment and all related display materials installed by exhibitors are not insured by the Organiser, and they will under no circumstances be liable for any loss, damage or destruction caused to equipment, goods or property belonging to exhibitors. The exhibitor agrees to be responsible for his property and person and for the property and persons of his employees and agents through full and comprehensive insurance, and shall hold harmless the Organisers for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy.

EXHIBITION REGULATIONS

The Exhibition Manager, acting under direction of the Organizing Committee, has the final decision as to the acceptability of displays.

Exhibitors are not to share with others any space allotted to them without prior written consent by the Exhibition Manager.

The Organiser reserves the right to alter the general layout or limit the space allotted to each exhibitor postpone the exhibition or transfer it to another site if unforeseen circumstances warrant such action. Should any contingency prevent the holding of the exhibition, the Organisers will not be held liable for expenses incurred other than the cost of exhibit space rental fees.

All exhibits are to be displayed so as to avoid blocking aisles, obstructing adjoining booths, damaging the premises or the leased equipment. Exhibitors are kindly requested to allow sufficient see-through areas which ensure clear views of surrounding exhibits.

In standard booths, height is restricted to 246cm. Exhibitors are responsible for the cost and execution of the design, installation and delivery of their display to (and its removal from) the exhibition site.

Flammable materials are not to be used. Equipment displayed or demonstrated must be installed by strict adherence to safety measures.

Exhibitors undertake to observe the timetable designated for completion of their display before the exhibition opening and its dismantling at the close of the exhibition. No display may be dismantled or packing started before the designated hour. It is the exhibitor's responsibility to pack and remove or consign for shipment all items of value prior to leaving their exhibit unattended, otherwise the Organiser will arrange for their removal at the exhibitor's risk and expenses.

Exhibitors are obliged to ensure that their stands permanently manned during the exhibition opening hours. Payment is to be made in accordance with the conditions of payment on the exhibit application form. Should the exhibitor fail to make a payment on time, the exhibition manager is entitled to terminate the contract, withdraw confirmation of acceptance, make other arrangements for the stand or seek compensation for non-fulfillment of contract.

Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein. Access to the exhibition is authorized on presentation of a badge issued by the Organiser. Exhibitors' badges will not be mailed in advance and may be collected from the exhibition manager's desk.

The Organiser ensures daily cleaning of the aisles. Exhibitors are responsible for the cleaning of their stands. The provision of refreshments to the participants by exhibitors is only permitted if the catering regulations of the exhibition building concerned are observed. Exhibition areas and fittings made available to exhibitors must be handed back in their original condition. In case of damage or loss of equipment provided, or damage to areas occupied, repair and replacement will be charged to the exhibitor.

Any special decoration or fittings must be submitted to the Organiser for prior authorisation.

Advertising panels and display are not permitted outside the exhibition areas allotted to exhibitors.

The Organisers will not approve stands, which do not comply with the accepted standards, until the necessary changes have been made.