ENETS 2027 Industry Guidelines

24th Annual ENETS Conference

10–12 March 2027 | Allianz MiCo Milan | North Wing Level 2

Contents

1 Welcome and how to use this guide 3
1.1 Welcome to ENETS 2027 3
1.2 How to use this guide 3
2 Conference essentials and contacts 4
2.1 Conference dates and venue 4
2.2 Who to contact 4
2.3 Keeping your teams informed 4
3 Key dates and deadlines 5
3.1 Key dates and submissions 5
3.2 Further submission and ordering deadlines 6
3.3 Installation exhibition and dismantling schedule 7
4 Participation registration and access 7
4.1 Registration and ticket arrangements 7
4.2 Registration categories and access 8
4.3 Non-profit organisations 8
4.4 Badges and collection 8
4.5 What delegate tickets include 8
4.6 Cancellations and name changes 9
5 ENETS requirements compliance and approvals 10
5.1 General ENETS compliance requirements 10
5.2 ENETS review and approval process 10
5.3 Ethical MedTech Conference Vetting System assessment 11
5.4 UEMS EACCME accreditation 11
5.5 AIFA process for pharmaceutical sponsors 12
6 Commercial area and booth construction 13
6.1 Commercial area layout and space allocation 13
6.2 Booth design and branding 15
6.3 Booth plans and approvals 16
6.4 Construction and safety requirements 16
6.5 Technical installations and services 18

6.6 Deliveries storage and access 18
6.7 Installation and dismantling 19
6.8 Exhibition operation and booth staffing 20
6.9 Catering cleaning waste and security 21
7 Industry symposia 23
7.1 Organisation and responsibilities 23
7.2 Programme and faculty requirements 23
7.3 Agenda submission and AIFA requirements 24
7.4 Invitations publicity and signage 24
7.5 Session timing and room access 25
7.6 Rooms stage and audiovisual services 25
7.7 Presentations and audience interaction 26
7.8 Rehearsals 26
7.9 Recordings and attendance statistics 27
7.10 Faculty travel and accommodation 27
8 Sponsor meetings 28
9 Sponsor materials and deliverables 28
9.1 General submissions and entitlements 28
9.2 Programme advertisements and company profiles 28
9.3 Conference bag inserts 29
9.4 Corporate videos during breaks 30
10 Ordering venue services 31
11 Terms and responsibilities 31
12 Appendices and supporting documents 32

1 Welcome and how to use this guide

1.1 Welcome to ENETS 2027

Dear Sponsors and Supporters,

We look forward to welcoming you to the **24th Annual ENETS Conference**, taking place on **10–12 March 2027 at Allianz MiCo in Milan, Italy**.

Thank you for supporting this international gathering of clinicians, researchers and healthcare professionals working in neuroendocrine neoplasms (NENs).

These guidelines bring together the requirements, deadlines and practical information you need to plan your exhibition booth, Industry Symposium, sponsor meetings and sponsorship materials.

The ENETS Office is here to help you and your teams prepare. We look forward to working with you.

The ENETS Office

1.2 How to use this guide

Please share this guide with everyone involved in your participation, including your compliance and legal colleagues, agencies, contractors and technical teams.

Start with **Sections 2–5** for contacts, deadlines, registration and shared compliance requirements. Then use the sections relevant to your activities:

Activity	Section
Exhibition and booth construction	6
Industry symposia	7
Sponsor meetings	8
Sponsor materials and deliverables	9
Ordering venue services	10
Terms and responsibilities	11
Floor plans and supporting documents	12

For questions, use the contacts in Section 2. Current conference information is available at enetsconference.org.

2 Conference essentials and contacts

2.1 Conference dates and venue

24th Annual ENETS Conference

10–12 March 2027

Allianz MiCo Milano Convention Centre, Milan, Italy

North Wing, Level 2 — Gate 6

Venue website: **micomilano.it/en**

See **Section 3** for installation, exhibition opening and dismantling times, and **Section 12** for floor plans and supporting documents.

The current scientific programme is available at **enetsconference.org**.

2.2 Who to contact

Area	Contact
Sponsorship and supporter arrangements, benefits and meeting room bookings	ENETS Office — **office@enets.org**
ENETS compliance questions and submissions for approval	ENETS Office — **office@enets.org**
Registration, badges and group collection arrangements	IDEA-Z — **enets@idea-z.it**
Exhibition coordination, booth plans and delivery arrangements	MiCo — **enets2027@fieramilanocongressi.it**
Industry Symposium technical arrangements and rehearsals	IDEA-Z — **enets@idea-z.it**
Sponsor meeting equipment and technical support	ENETS Office — **office@enets.org**
MiCo webshop orders and venue services	MiCo — **enets2027@fieramilanocongressi.it**
Organiser-side AIFA process	IDEA-Z — **enets@idea-z.it**

Please include your company name and, where relevant, your booth number, Industry Symposium title or meeting room name when contacting us.

2.3 Keeping your teams informed

Please keep ENETS informed of your main coordination contacts and any changes to their details.

3 Key dates and deadlines

Please share these deadlines with your teams and contractors. Submission details are provided in the sections listed.

3.1 Key dates and submissions

Deadline	Required action or event	Submit to or contact	Details
15 September 2026	Conference registration opens	Official registration platform	Section 4
4 December 2026	Relevant pharmaceutical sponsors submit their legal entity name, matching AIFA SIS code—or confirmation that none is held—and regulatory/AIFA contact	office@enets.org	Section 5.5
4 December 2026	Submit complete Industry Symposium agendas and required faculty information	office@enets.org	Section 7.3
4 December 2026	Submit booth concept for ENETS compliance review; a draft is acceptable	office@enets.org	Section 6.3
15 December 2026	Request exhibition space	office@enets.org	Section 6.1
15 December 2026	Submit non-profit exhibition requests and registration details	office@enets.org	Section 4.3
8 January 2027	Cancel exhibition space without penalty	office@enets.org	Section 11
13 January 2027	Submit programme advertisements, company profiles, Industry Symposium flyers and corporate videos or storyboards for compliance approval	office@enets.org	Sections 5.2 and 9
13 January 2027	Submit Industry Symposium team contact details	office@enets.org	Section 7.1
1 February 2027, 23:59 CET	Early registration deadline	Official registration platform	Section 4
1 February 2027, 23:59 CET	Registration cancellation deadline for refund, less €50 per cancelled registration	enets@idea-z.it, in writing	Section 4.6
2 February 2027	Late registration fees apply; registration cancellations no longer eligible for refund	Official registration platform / enets@idea-z.it	Section 4

Deadline	Required action or event	Submit to or contact	Details
8 March 2027	Printed conference bag inserts must arrive on-site at MiCo; 08:00 – 15:00	(notify office@enets.org in advance)	Sections 6.6 and 9.3
9 March 2027	Group registration and material collection by appointment	IDEA-Z — enets@idea-z.it	Section 4.4
No later than 10 March 2027	Conference app, abstract booklet and e-posters available	IDEA-Z — enets@idea-z.it	Section 4.5
10–12 March 2027	24th Annual ENETS Conference	ENETS / IDEA-Z	Section 2
18 March 2027	Scientific video-on-demand content available for at least 12 months	Conference website	Section 4.5
19 March 2027 at the latest	ENETS supplies Industry Symposium recordings and post-event attendance reports	ENETS will deliver the video files	Section 7.9

3.2 Further submission and ordering deadlines

Deadline	Required action	Submit to or contact	Details
21 January 2027	Deliver final print programme graphics	office@enets.org	Sections 7.4 and 9.2
15 February 2027	Submit final technical booth plans and fire and safety documentation	enets2027@fieramilanocongressi.it	Section 6.3
15 February 2027	Supply required structural and electrical certificates	enets2027@fieramilanocongressi.it	Section 6.4
From 10 March 2027	Submit final Industry Symposium presentations, videos and polling files	On-site slide centre	Section 7.7
24 February 2027	Submit final corporate videos for conference breaks	enets@idea-z.it & office@enets.org	Section 9.4
24 February 2027	Request an Industry Symposium rehearsal	IDEA-Z — enets@idea-z.it	Section 7.8
To be provided by request	Provide shipping contacts and shipment volumes	Expotrans — ops.fmc@expotrans.net	Section 6.6

Deadline	Required action	Submit to or contact	Details
Service-specific deadlines shown in the webshop	Order additional venue services	MiCo Exhibitor Services Webshop (individual links will be sent out to sponsors separately by MiCo)	Section 10

3.3 Installation exhibition and dismantling schedule

Date	Activity	Time CET
8 March 2027	Booth building and installation	08:00 – 19:00
9 March 2027	Booth building and installation	08:00 – 19:00
10 March 2027	Indicative exhibition opening	08:30–18:00
11 March 2027	Indicative exhibition opening	08:30–18:00
12 March 2027	Indicative exhibition opening	09:00–15:00
12 March 2027	Earliest booth dismantling	15:30
12 March 2027	Final clearance of exhibition space	19:00

The exhibition opening hours are provided as a guide. Sponsors and supporters may start staffing their booths later or finish earlier.

Dismantling must not begin before 15:30 CET on Friday, 12 March 2027, allowing 30 minutes after the scientific programme ends. Finishing booth staffing earlier does not permit earlier dismantling.

4 Participation registration and access

4.1 Registration and ticket arrangements

All sponsors, supporters and exhibitors attending the conference must register, including those using complimentary registrations.

The **ENETS Office will handle your complimentary registrations**. Please refer to your sponsorship agreement for the number and categories included.

For additional registrations, current fees and ticket conditions, visit **enetsconference.org/registration.html**. Registration is managed by IDEA-Z and is confirmed once full payment is received, where applicable.

For group booking arrangements, please contact **office@enets.org**.

4.2 Registration categories and access

Please register each colleague in the appropriate category for the access they need.

Category	Access
Sponsor delegates with full-access registrations	Scientific and educational sessions, the commercial area and common conference areas.
Sponsor and supporter staff with exhibitor registrations	The commercial area, common conference areas, and sponsor meeting rooms where arranged. No access to scientific sessions.
Booth builders and installation crews	Installation and dismantling, subject to the venue's contractor registration, access and safety requirements. No access to scientific sessions.
Non-profit exhibitors	The commercial area and common conference areas. The complimentary exhibitor registration does not include access to scientific sessions.

Each sponsorship and supporter level includes a set number of complimentary staff badges, as specified in your agreement. If additional staff/exhibitor registrations are required, these cost **€250 per person**. Please contact **office@enets.org** to arrange them.

4.3 Non-profit organisations

Registered non-profit organisations may apply for space in the designated non-profit area within the commercial area. A small exhibition fee applies and includes a table and chairs. Additional requirements must be arranged separately.

Each participating organisation receives **one complimentary exhibitor registration**, handled by the ENETS Office. This does not include access to scientific sessions.

Please send space requests and registration details to **office@enets.org** by **15 December 2026**.

4.4 Badges and collection

Conference badges are personal, non-transferable and must be worn throughout the conference.

Group registration and material collection will be available by appointment on **Tuesday, 9 March 2027**. Please arrange this in advance with IDEA-Z at **enets@idea-z.it**.

Collection location: Registration desk.

For contractor access during installation and dismantling, see Section 6.6.

4.5 What delegate tickets include

Full-access on-site delegate tickets include:

- Access to scientific and educational sessions, with the opportunity to interact with the expert panel.
- On-site networking opportunities with faculty and peers.
- Access to the poster exhibition and poster stage sessions.
- Coffee breaks and lunches as shown in the programme.
- The welcome reception for participants attending the first conference day.
- Conference materials, including the participant bag and final programme.
- Access to the conference app, abstract booklet and e-Posters.
- Access to scientific and educational session webcasts from **18 March 2027**, for at least 12 months.

Video-on-demand tickets include access to scientific and educational session webcasts from **18 March 2027**, for at least 12 months, together with access to the conference app, abstract booklet and e-Posters.

The conference app, abstract booklet and e-Posters will be available no later than **10 March 2027**.

These delegate ticket benefits do not apply automatically to exhibitor staff or contractor access. Please refer to Section 4.2 for access permissions.

4.6 Cancellations and name changes

Please send all registration cancellation and name change requests in writing to IDEA-Z at **enets@idea-z.it.**

Cancellations: Requests received by **1 February 2027, 23:59 CET** are eligible for a refund, less a €50 administration fee per cancelled registration. From 2 February 2027, no refund is available.

Name changes: Permitted until the start of the conference, subject to a €50 administration fee per change. Changes must remain within the same registration category and fee level unless otherwise agreed with ENETS and IDEA-Z.

Please refer to the **registration general terms and conditions** for full conditions. Cancellation of commercial space is covered in Section 11.

5 ENETS requirements compliance and approvals

5.1 General ENETS compliance requirements

These requirements apply to all sponsors and supporters, whether or not they have a booth.

Separation of scientific and commercial content

Sponsor materials and activities must remain clearly separate from ENETS scientific and educational content. Sponsorship does not imply ENETS endorsement of a company, product or material.

Promotional materials are permitted only in locations and formats approved by ENETS. Product-branded materials are not permitted in ENETS-controlled programme publications, conference bags or sponsor video displays during scientific programme breaks.

Sponsors organise and run their Industry symposia, subject to the requirements in Section 7.

Sponsor responsibilities

Sponsors and supporters must comply with applicable national and local requirements governing the advertising of medicines to healthcare professionals, and complete their own internal compliance and legal reviews. ENETS approval does not replace these reviews.

Please ensure that your colleagues, agencies and contractors follow the requirements relevant to their work.

Use of the ENETS logo

The ENETS logo is not available for commercial use, including on giveaways.

Any other proposed use requires prior agreement from the ENETS Office and must follow the **ENETS branding guidelines**.

Meetings and promotional activities

Ancillary meetings and satellite events must take place outside ENETS scientific session times unless ENETS approves an exception. Please check the current scientific programme when planning activities.

Marketing research and marketing events are not permitted during the Annual ENETS Conference.

Activity-specific requirements are provided in Sections 6–9. For questions, contact **office@enets.org**.

5.2 ENETS review and approval process

Please submit materials requiring approval to **office@enets.org** by the deadlines below. The ENETS Office coordinates review by the ENETS Executive Committee (EC) and General Counsel, as applicable.

Submission	Deadline
Complete Industry Symposium agenda and required faculty information	4 December 2026
Booth concept for ENETS compliance review; a draft is acceptable	4 December 2026

Submission	Deadline
Print programme advertisements, company profiles and Industry Symposium flyers	13 January 2027
Corporate videos or storyboards for conference breaks	13 January 2027
Final print programme graphics	21 January 2027
Printed conference bag inserts delivered on-site	8 March 2027
Final corporate video files	24 February 2027

Industry Symposium programmes

Programme approval and faculty requirements are set out in Sections 7.2–7.3.

Booth concepts

Submit your general booth concept, showing the layout, dimensions, height, branding and promotional displays. A draft is acceptable; final technical drawings are not required for ENETS compliance review.

Separate technical, fire and safety approval is required under Section 6.3.

Sponsor materials

Submit materials for compliance approval before printing or final production. Specifications and final delivery requirements are provided in Sections 7 and 9.

ENETS approval does not replace your internal compliance and legal approvals or any applicable AIFA procedure.

5.3 Ethical MedTech Conference Vetting System assessment

ENETS submitted the conference for full review through the Ethical MedTech Conference Vetting System (CVS) on **9 November 2026**, as the official conference organiser.

Event reference: EMT-26-13321
Status: Submitted for review; assessment outcome pending.

Please check the **ENETS industry compliance page** for assessment outcome and updates. Do not make a separate or additional submission on behalf of ENETS.

Sponsors remain responsible for their own internal compliance reviews and approvals.

For questions or supporting information, contact **office@enets.org**.

5.4 UEMS EACCME accreditation

ENETS will submit the ENETS 2027 scientific programme to the European Accreditation Council for Continuing Medical Education (UEMS EACCME®) for accreditation. Updates and details of any credits awarded will be published on the **ENETS CME accreditation page**.

ENETS scientific and educational content must remain separate from industry-sponsored activities. Industry symposia must be clearly identified as industry-sponsored, and sponsor materials must follow the placement, labelling and disclaimer requirements in Sections 7 and 9.

Industry symposia are not eligible for UEMS EACCME accreditation and are not covered by accreditation of the ENETS scientific programme. Sponsors must not describe or promote their Industry symposia as UEMS EACCME-accredited.

For questions, contact **office@enets.org.**

5.5 AIFA process for pharmaceutical sponsors

Responsible party	Role
ENETS	Collects and consolidates sponsor information, programme details and faculty information for the organiser-side AIFA submission.
IDEA-Z	Prepares and submits the organiser-side AIFA pre-application and sends the pre-application code, Documento Unico and faculty information directly to each sponsor's designated regulatory/AIFA contact.
Each relevant pharmaceutical sponsor	Provides complete information by the required deadline and completes its own company-specific AIFA/Richiesta procedure and internal approvals, coordinating with its Italian or local regulatory representative where applicable.

Please submit the requested sponsor information to **office@enets.org** by **4 December 2026.**

Share the **ENETS 2027 AIFA Sponsor Checklist**, available on the **ENETS industry compliance webpage**, with your regulatory/AIFA contact. It provides the detailed requirements, deadlines and instructions.



6 Commercial area and booth construction

This section is for sponsor and supporter exhibition teams, booth designers, construction companies and logistics providers. Please share it with everyone involved in planning, building and operating your booth.

6.1 Commercial area layout and space allocation

The commercial area is located in the **Blue Area, North Wing, Level 2,** at Allianz MiCo.

The floor plan shows the venue layout for orientation, without confirmed booth allocations. Explore the **MiCo interactive map** by selecting **North Wing, Level 2.**

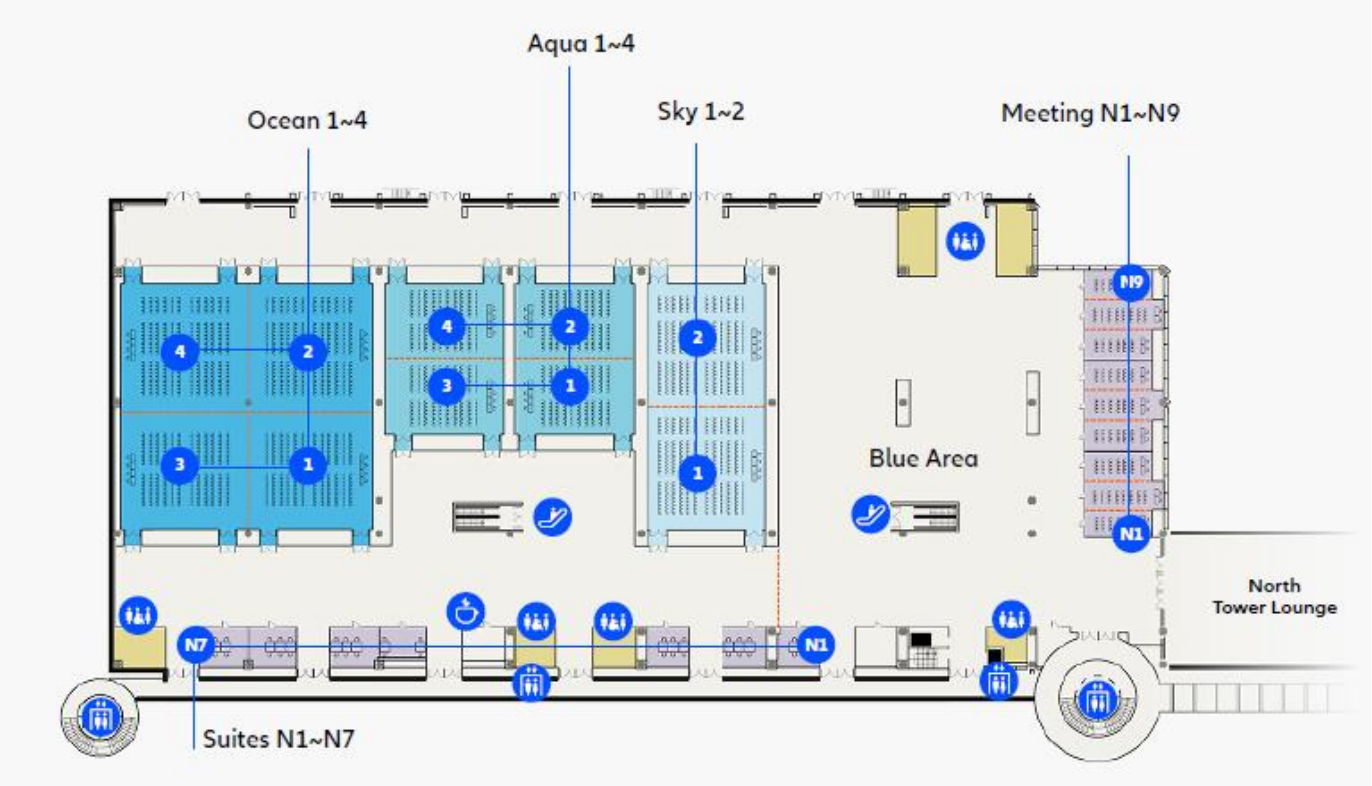

Figure 1 North Wing Level 2 venue layout showing the Blue Area. For orientation only; booth positions and allocations will be provided separately.

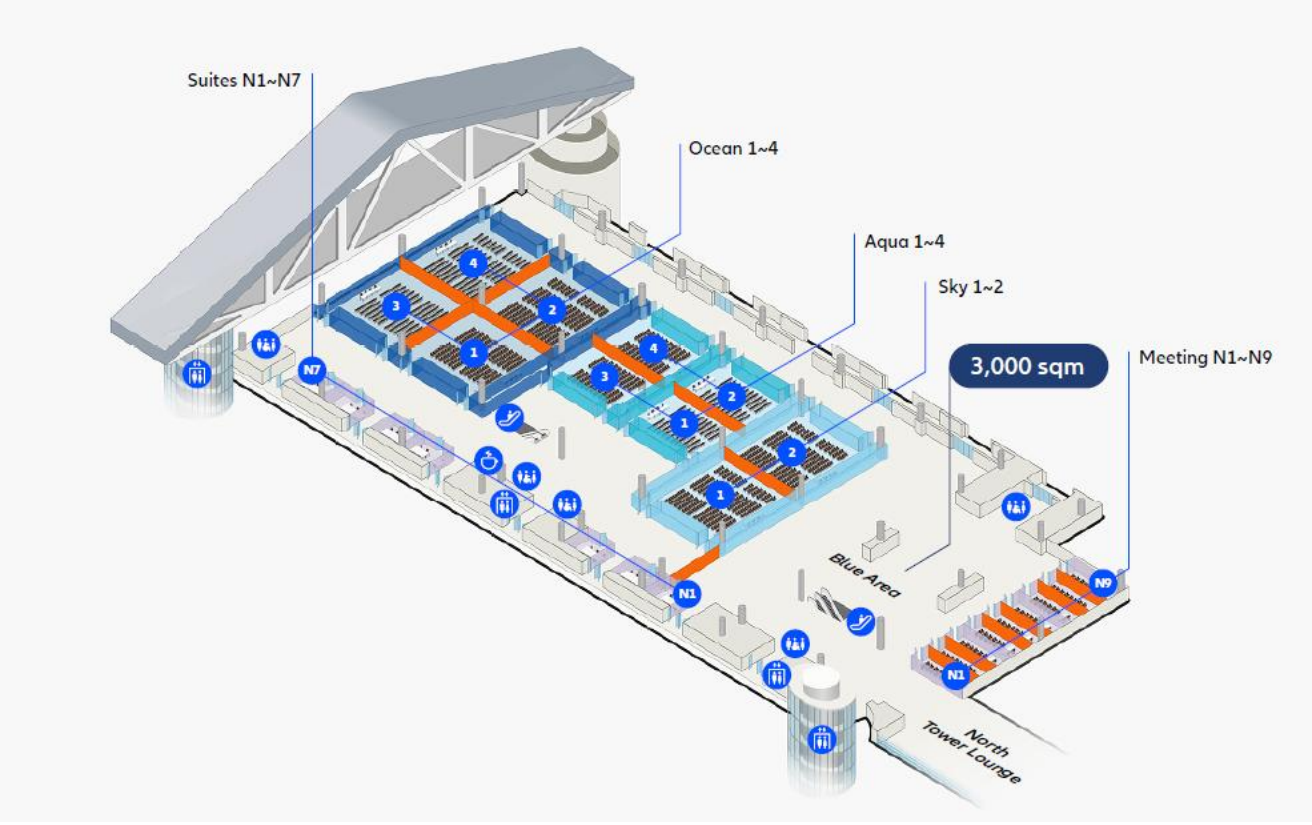

Figure 2 North Wing Level 2 venue layout showing the Blue Area.

ENETS provides **space only**. Sponsors and supporters must arrange booth design, construction, furniture, graphics and audiovisual equipment.

Space allocations follow your sponsorship or supporter agreement. Conference sponsors have priority in selecting booth locations according to sponsorship level; other spaces are subject to availability and supporter arrangements.

Please send space requests to **leah.matthews@enets.org** and **office@enets.org** by **15 December 2026**.

For allocation or sponsorship questions, please contact the ENETS team. Technical coordination: **enets2027@fieramilanocongressi.it.**

6.2 Booth design and branding

Your space may combine an open lounge and a traditional booth, subject to ENETS compliance review and MiCo technical and safety requirements. **Maximum overall booth height: 2.5 m**; see Section 6.4.

The commercial area is centrally located and separate from ENETS scientific activities. It has no external windows, so promotional displays are not visible to passers-by outside the building.

Commercial area signage and booth branding

Entrance signs will identify the commercial area and display this notice:



> ***Welcome to the exhibition hall!***
>
> *Please be aware and respect that some exhibitions and booths in the exhibition hall may promote prescription-only medicines.*
>
> *This content is intended only for HCPs, who are qualified to prescribe or supply medical products.*

Within their booths, pharmaceutical companies may use product branding and promote their products, subject to applicable requirements and their own compliance and legal approvals.

Booth layout

All structures, displays and meeting areas must remain within your allocated space and must not obstruct neighbouring booths, aisles, access routes or emergency exits.

Please follow the submission and approval arrangements in Section 6.3.

6.3 Booth plans and approvals

Booths require ENETS compliance review and separate technical, fire and safety approval. Please allow time for both.

ENETS compliance review

Submit your **booth concept—a draft is acceptable—**to office@enets.org by **4 December 2026**.

Show the proposed layout, dimensions, height, branding and promotional displays. Final technical drawings are not required at this stage.

Technical fire and safety approval

Your booth contractor must submit final technical plans and the applicable drawings, certificates and declarations required by the MiCo Technical Regulations.

Submission deadline: **15 February 2027.**

Route and approval contact: enets2027@fieramilanocongressi.it.

ENETS compliance review and technical, fire and safety approval are separate requirements; neither replaces the other.

MiCo section	Subject
4.3	Contractor suitability, risk information and coordination documentation.
4.5	Submission of booth plans, the SICU form and supporting technical documents.
4.6, particularly 4.6.1	Construction standards and fire classification of materials.
4.10, including 4.10.3	Freestanding structures, structural suitability and the stand construction file.
6	Safety, fire prevention and accident prevention requirements.
7	Electrical installations and water connections, where applicable.

6.4 Construction and safety requirements

Please ensure that your booth construction company follows the MiCo Technical Regulations and the ENETS requirements below. The MiCo Technical Regulations are supplied separately with these guidelines. Approval arrangements are provided in Section 6.3.

Height and freestanding construction

All booths must be **freestanding, with a maximum overall height of 2.5 m**, including platforms, structures, signage and decorations.

No booth elements, including signs, banners or lighting, may be suspended from the ceiling or attached to venue structures. These ENETS restrictions apply regardless of any greater height or suspension options permitted by MiCo.

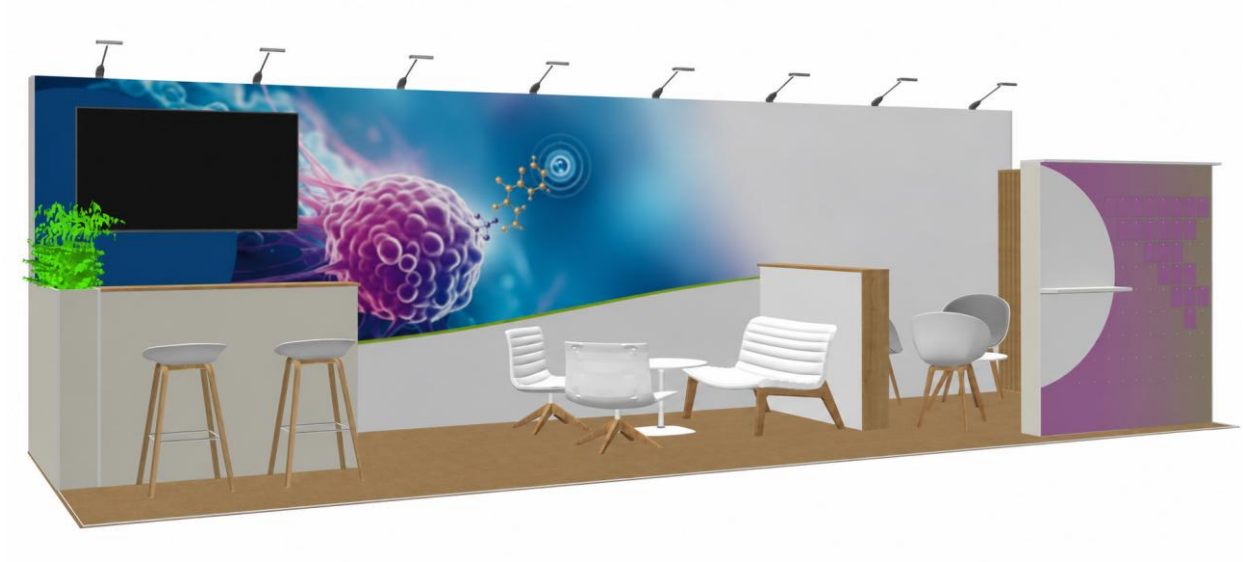

Figure 3: Illustrative booth design. All booths must meet the ENETS height limit of 2.5 m and the construction and safety requirements below.

Materials and fire safety

Materials, finishes and decorations must meet MiCo's fire classification requirements. Supply the required certificates and declarations and keep them available for inspection. Any fire-retardant treatment must be completed before materials enter the venue.

Keep fire exits, escape routes, hydrants, extinguishers and technical service points visible and accessible. Fire extinguishers must be provided through MiCo in accordance with its requirements.

MiCo references: Sections 4.6.1, 4.6.10, 4.6.12 and 6.5.1.

Structural safety and accessibility

Contractors must ensure booth stability during installation, use and dismantling, and provide declarations of correct assembly and any required structural certification.

Raised platforms must provide accessible entry, with edges protected against trip hazards. Ramps, steps and other elements must remain within the allocated space and keep aisles clear.

Glass and mirrors must meet MiCo's safety requirements and be appropriately marked and protected.

MiCo references: Sections 4.10.2–4.10.3, 4.2, 4.6.11 and 4.6.9.

Protecting the venue

Do not drill, screw, nail, paint or otherwise alter venue surfaces or structures.

Secure floor coverings only with suitable removable double-sided tape that leaves no residue. Booth components should arrive prepared, limiting on-site work to assembly and final adjustments.

MiCo references: Sections 4.6.3, 4.6.6 and 4.6.4.

Safe working during installation and dismantling

Contractors must provide suitable personnel, equipment and the required risk and safety documentation.

Personnel must wear MiCo's required protective equipment, including a safety helmet, safety footwear and high-visibility clothing.

MiCo references: Sections 4.3, 6.3, 6.5.2 and 6.4.

6.5 Technical installations and services

Please plan your booth's technical requirements with your contractor before ordering. See Section 10 for webshop access, ordering and payment instructions.

Approved service providers

MiCo reserves electricity supply, plumbing, internet and audiovisual services to its official partners.

Additional services can be ordered through the MiCo Exhibitor Services Webshop. Sponsor will receive individual links to the webshop directly from MiCo.

MiCo references: Sections 2.2–2.3.

Electricity and lighting

Specify your booth's total power requirements, including lighting, screens and other equipment. Connections must be arranged through MiCo, and booth installations must meet its electrical safety and conformity requirements.

Venue service sockets must not be used as the booth's event power supply. Request any uninterrupted **24-hour supply** separately in advance; otherwise, do not assume power will remain available overnight.

MiCo references: Sections 7.1.2–7.1.4 and 7.2–7.4.

Internet and audiovisual equipment

Identify any dedicated internet connection, screens, sound equipment or technical support required. Check that the internet service supports your intended use, particularly for demonstrations.

MiCo reference: Section 2.2.

Additional installations

Agree water connections and other specialist installations with MiCo in advance and include them in technical booth plans where applicable.

Keep electrical panels, connection points and venue services accessible. Cables and installations must remain within your allocated space without creating trip hazards or obstructing aisles.

The ENETS prohibition on ceiling suspensions and suspended signage also applies to technical installations.

MiCo references: Sections 4.6.12 and 7.6.

6.6 Deliveries storage and access

Please share these instructions with your contractors, logistics providers and anyone sending materials to MiCo.

Shipping and handling

Material handling within MiCo must be arranged through its official freight forwarder. Services are chargeable and subject to booking conditions.

Obtain the confirmed delivery instructions before dispatching goods. The participant entrance or general venue address may not be the correct delivery point.

The official freight forwarder is Expotrans. Please reach out to them for booking instructions, deadline for shipping contacts and shipment volumes: **ops.fmc@expotrans.net**

For conference bag inserts, notify **office@enets.org** in advance of the materials and quantities you will send, so we can ensure they are packed. Inserts must arrive on-site by **Monday, 8 March 2027**. See Section 9.3 for quantities, labelling and delivery instructions.

MiCo references: Sections 2.2 and 9.1.

Contractor access

Installation and dismantling personnel must hold personal, non-transferable access passes and identification. Complete personnel and contractor registration through the applicable MiCo process before arrival.

Contractor registration, access gates and passes through Exhibitor Services website. Protective equipment requirements are provided in Section 6.4.

MiCo reference: Section 3.1.

Vehicle access and unloading

Register vehicles in advance and follow the designated routes, unloading areas and venue instructions. Vehicle access is for loading and unloading, not parking.

Keep entrances, freight lifts, emergency routes and service areas clear. MiCo restricts articulated vehicle access on the last installation day and first dismantling day; check arrangements before booking transport.

Delivery gates, unloading slots, vehicle restrictions and freight lift arrangements: information will be available on Exhibitor Services website.

MiCo reference: Section 3.2.

Packaging and storage

Do not store packaging inside booths or leave it in aisles or common areas. Arrange collection, storage and return with the official freight forwarder; charges apply. Obstructing packaging may be removed at the exhibitor's expense.

Coordinate return deliveries and collections with the dismantling schedule in Section 6.7.

MiCo reference: Section 4.13.6.

6.7 Installation and dismantling

Please share this schedule with your booth contractor and logistics provider.

Installation

Date	Access times
8 March 2027	08:00 – 19:00 CET
9 March 2027	08:00 – 19:00 CET

Complete construction, technical connections, inspections and cleaning within the agreed installation period. Keep aisles and emergency routes clear throughout.

Booth completion deadline and inspections: **9 March 2027 at 19:00 CET.**

See Section 6.6 for passes, vehicle access and deliveries, and Section 6.4 for safety and protective equipment requirements.

MiCo reference: Section 4.11.

Dismantling

Dismantling must not begin before **15:30 CET on Friday, 12 March 2027**, allowing 30 minutes after the scientific programme ends. Finishing booth staffing earlier does not permit earlier dismantling.

Coordinate packaging returns, contractor access and collection vehicles with Expotrans.

Dismantling access and final clearance deadline: Friday, 12 March 2027 at 19:00 CET.

Returning your space

Remove all booth structures, floor coverings, packaging and waste within the confirmed dismantling period. Leave the space clean and free of adhesive residue, and return hired equipment according to the supplier's instructions.

Materials left after the clearance deadline may be removed and stored by MiCo at the exhibitor's risk and expense.

MiCo references: Sections 4.13.6 and 4.14.

6.8 Exhibition operation and booth staffing

Opening hours and staffing

Date	Indicative exhibition opening hours
10 March 2027	08:30–18:00 CET
11 March 2027	08:30–18:00 CET
12 March 2027	09:00–15:00 CET

These hours are provided as a guide. Sponsors and supporters may start staffing their booths later or finish earlier. Booths do not need to be staffed during scientific sessions; participant traffic is expected to be highest during coffee and lunch breaks.

Finishing staffing earlier does not permit early dismantling. See Section 6.7.

Advertising and activities within booths

Keep advertising, posters and distribution of promotional materials within your allocated space. Separately approved sponsorship deliverables are covered in Sections 5 and 9.

Roaming advertisements, prize contests, megaphones and loudspeakers are not permitted.

ENETS may prohibit any exhibit, or part of an exhibit, it considers unsuitable or inconsistent with the nature of the conference.

Keeping the exhibition accessible

Keep displays, furniture and activities within your booth space. Queues and discussions must not obstruct neighbouring booths, aisles, emergency exits or venue services.

Booth personnel must hold the appropriate registration and wear their badges. See Section 4 for access permissions.

6.9 Catering cleaning waste and security

Catering

Arrange additional booth catering through MiCo's official catering provider. See Section 10 for ordering instructions. Sponsors will receive individual webshop links from MiCo via email.

MiCo prohibits bringing alcoholic beverages into the venue or serving them on-site.

Plan refreshments for installation and dismantling crews separately; a permanent catering service is not provided during these periods.

MiCo references: Sections 2.2 and 8.1.2–8.1.3.

Booth cleaning

Check whether booth cleaning is included in your arrangements. Additional or specialist cleaning can be ordered through the MiCo Exhibitor Services Webshop.

Standard cleaning excludes displayed products and equipment; please arrange this separately.

MiCo references: Sections 4.13.5 and 8.3.

Waste and packaging

Sponsors and contractors must arrange appropriate disposal of their waste. Do not leave waste, packaging or unwanted materials in aisles or common areas. Use the confirmed venue collection and disposal process.

See Section 6.6 for packaging storage and Section 6.7 for clearance requirements.

MiCo references: Sections 4.13.1–4.13.6 and 4.14.

Security and belongings

MiCo provides general venue surveillance. Sponsors remain responsible for safeguarding their booths and belongings during installation, the conference and dismantling.

Secure valuables before leaving your booth. Additional dedicated security can be requested through the webshop. See Section 11 for insurance and liability requirements.

MiCo reference: Section 4.12.

Handheld scanners for booths

Handheld badge scanners can be ordered for your booths via the webshop. For more information re scanner rentals, booking and data access arrangements, contact: **enets2027@fieramilanocongressi.it**.

7 Industry symposia

This section is for Industry Symposium organisers, medical and compliance teams, agencies and technical providers. Please share it with everyone involved in planning and delivering your Industry Symposium.

7.1 Organisation and responsibilities

Sponsors organise and run their Industry symposia and are responsible for programmes, faculty arrangements and delivery, subject to ENETS requirements.

The EC is responsible for ensuring compliance. Programme approval and faculty requirements are set out in Section 7.2.

The appointed technical team coordinate room access, audiovisual services and rehearsals.

Symposium coordination and technical contacts: **enets@idea-z.it**.

Your symposium contacts

Please send your coordination contacts to **office@enets.org** by **13 January 2027**.

We recommend appointing one main contact. If different colleagues or providers manage medical content, logistics, technical delivery or financial matters, please provide their roles and contact details. Notify ENETS promptly of any changes.

Compliance responsibilities

Sponsors remain responsible for internal medical, legal and compliance approvals and any applicable company-specific AIFA procedure. ENETS review does not replace these responsibilities.

Industry symposia are not eligible for UEMS EACCME accreditation. See Section 5 for shared compliance requirements.

7.2 Programme and faculty requirements

Programme review

All Industry Symposium programmes require EC approval.

Sponsors are strongly encouraged to align their programmes with the conference's scientific focus. ENETS discourages repetitive topics and statements or presentations that conflict with the scientifically well-founded perspective considered appropriate by the EC.

Industry Symposium titles and individual presentation titles must not include medical product or drug names. Flyers also require ENETS compliance review; see Section 7.4.

Faculty selection

Sponsors select their faculty, subject to the following requirements:

- **Members of the ENETS 2027 Scientific Organising Committee (SOC) may not participate as Industry Symposium faculty.** Please check the **published committee list** before inviting faculty.
- ENETS retains the right to veto speakers.

- To encourage a wider range of contributions, the EC recommends that each speaker presents at no more than one Industry Symposium.

See Section 7.3 for agenda and faculty submission requirements.

7.3 Agenda submission and AIFA requirements

Please submit your complete Industry Symposium agenda and faculty information to **office@enets.org** by **4 December 2026**, including:

- The Industry Symposium title.
- All presentation titles.
- The full agenda and timings.
- Faculty names, qualifications, specialisations and institutional affiliations.

This information supports EC programme review and preparation of the organiser-side AIFA submission. Incomplete agendas cannot be used for the AIFA submission.

For AIFA purposes, the scientific programme includes both ENETS sessions and Industry Symposia. This does not change the sponsor's responsibility for its symposia or the separation of scientific and commercial activities.

Notify the ENETS Office promptly of programme or faculty changes. Changes after the AIFA submission may require renewed sponsor approvals and affect completion of the process.

See Section 5.5 for responsibilities and the **AIFA Sponsor Checklist** on the **ENETS industry compliance webpage** for detailed instructions.

7.4 Invitations publicity and signage

Industry Symposium invitations and flyers must be clearly separate from ENETS scientific content and **must not contain medical product or drug names.**

Please submit materials to **office@enets.org** by **13 January 2027** for compliance approval before printing or final production. Inclusion is subject to your sponsorship agreement.

Printed inserts for conference bags

Industry Symposium inserts for conference bags must be **A5, maximum two pages**, printed and supplied at the sponsor's expense. See section 9.3 for quantities, notification and delivery requirements.

Flyer in the print programme

The Industry Symposium flyer must occupy **one A5 page** in the programme's non-scientific section. Supply an electronic-ready print file; printed copies are not required.

See Section 9.2 for artwork specifications and submission details.

Final artwork deadline: **21 January 2027**

Programme listing and room signage

Industry symposia will be identified as industry-sponsored in the scientific programme. Promotional flyers will appear in the separate non-scientific section.

Signs displaying sponsor logos must not be placed outside the entrances to Industry Symposium rooms. Agree proposed signage with the ENETS Office before production. ENETS logo use is governed by Section 5.1.

7.5 Session timing and room access

Allocated session times

Follow the start time, finish time and duration agreed with ENETS, as confirmed in your sponsorship agreement and session allocation.

All presentations, discussions and audience questions must fit within the allocated time. Extensions are not permitted.

Room access and preparation

At least 15 minutes of room access before your Industry Symposium is planned for preparation and equipment checks. The technical team will confirm access arrangements; please plan within the confirmed period.

Discuss any changes to the standard stage or room setup with ENETS in advance.

Room access and preparation arrangements: **enets2027@fieramilanocongressi.it**

7.6 Rooms stage and audiovisual services

Symposium room

Industry symposia will take place in **Sky 1+2, North Wing, Level 2**, in a theatre-style setup.

Specifications for Sky 1+2	Details
Floor area	672.12 m^2
Length × width	37.34 × 18.00 m
Maximum room height	5.50 m
Published theatre-style capacity	600 people

Standard stage and technical package

A list of included equipment and specifications will be made available before Christmas 2026.

Discuss proposed changes in advance, allowing for the preparation and handover periods in Section 7.5.

Additional equipment and providers

Arrange additional audiovisual equipment and technical services through the appointed technical team.

MiCo reserves audiovisual services to its official partners. Confirm permitted arrangements before appointing external providers or bringing additional equipment.

Ordering arrangements and permitted external equipment or personnel: Exhibitors Services webshop.

MiCo references: Sections 2.2 and 5.1.

Attendance scanning

Attendees will be scanned on entry only; there will be no exit scanning. See Section 7.9 for attendance statistics.

7.7 Presentations and audience interaction

Presentations and technical files

Coordinate presentation requirements with the appointed technical team, including videos, pre-recorded contributions and audience interaction.

Each Industry Symposium may include **a maximum of five faculty members, including speakers and moderators**. Presentations may be delivered live or pre-recorded.

Presentation and video formats, screen specifications and file transfer instructions are listed below.

Starting from **10 March 2027** in the on-site slide center

- Video format: mp4 full hd (1920 x 1080)
- Graphic files in overlay format: *.jpg or *.png
- Presentation in *ppt format.

Opening and closing slides

- Provide one holding slide for display at the beginning of your Industry Symposium and one for the end.
- Slide specifications, templates and submission arrangements:
- Starting from **10 March 2027** in the onsite slide center
- Video format: mp4 full hd (1920 x 1080)
- Graphic files in overlay format: *.jpg or *.png
- Presentation in *ppt format

Questions and audience polling

Q&A and polling tools and arrangements, contact **enets@idea-z.it**.

Discuss planned polling with the technical team in advance and submit questions in the required format and by the deadline.

7.8 Rehearsals

Advance online technical coordination

An online technical coordination meeting is proposed approximately two weeks before the conference to discuss content-related questions and the running order of your Industry Symposium.

On-site technical check

Sponsors may request one on-site technical check of up to **30 minutes**, subject to feasibility. This is intended to check technical readiness rather than run through the full symposium. Arrangements must allow time for any necessary adjustments afterwards.

For requests and booking arrangements, contact **enets@idea-z.it** by **24 February 2027**. The technical team will coordinate arrangements with your symposium organiser. Preferred times cannot be guaranteed.

7.9 Recordings and attendance statistics

Recording

The sponsor owns its Industry Symposium recording. ENETS will provide each sponsor with a combined video of the speaker, presentation slides and audio, without further editing or post-production, by **19 March 2027 at the latest**.

Attendance statistics

ENETS will provide:

- **On the day:** the number of attendees at your Industry Symposium.
- **By 19 March 2027 at the latest:** a post-event report showing attendee numbers by country and discipline.

7.10 Faculty travel and accommodation

Sponsors must arrange and cover travel and accommodation for Industry Symposium faculty who are not also participating in the official ENETS scientific programme.

For faculty participating in both programmes, ENETS support is governed by the ENETS 2027 invited speaker reimbursement policy. Please coordinate with **office@enets.org** before making arrangements to avoid duplicate bookings or reimbursement.

8 Sponsor meetings

Meeting rooms are limited and offered according to sponsorship level and availability.

For bookings, prices, technical equipment and other requirements, contact **leah.matthews@enets.org** and **office@enets.org**.

Room rental includes standard furniture, electricity, security and cloakroom access. Screens, audiovisual equipment and technical support must be arranged separately.

Please observe the restrictions on meetings during ENETS scientific sessions described in Section 5.1.

Additional catering can be ordered through the MiCo Exhibitor Services Webshop. For enquiries, contact**, enets2027@fieramilanocongressi.it.**

9 Sponsor materials and deliverables

This section explains how to prepare and supply materials included in your sponsorship or supporter agreement. Please share it with your marketing, compliance and production teams and agencies.

9.1 General submissions and entitlements

Please refer to your agreement for programme advertisements, conference bag inserts and corporate video allowances included in your package.

Materials supplied for ENETS publications, conference bags and video displays during breaks must be corporate or initiative-based. **Product-branded materials are not permitted**. Separate rules apply within booths; see Section 6.

Submit programme advertisements, company profiles, Industry Symposium flyers, and corporate videos or storyboards to **office@enets.org** by **13 January 2027** for compliance approval.

Include your company name, intended placement and the contact responsible for supplying the final material.

Follow the specifications and final delivery deadlines below, together with the compliance requirements in Section 5. Industry Symposium flyer requirements are provided in Section 7.4.

9.2 Programme advertisements and company profiles

Approved advertisements and company profiles will appear in the print programme's non-scientific section, according to your agreement.

Supply final artwork as an electronic print-ready file, using the specifications below. ENETS arranges inclusion in the programme; printed copies are not required.

Requirement	Specification
Page format	A5 portrait

Requirement	Specification
Accepted file format	.pdf
Final artwork deadline	**21 January 2027**
Submission contact or platform	office@enets.org

For further artwork specifications, please contact IDEA-Z at enets@idea-z.it.

For the one-page Industry Symposium flyer, please also refer to Section 7.4.

9.3 Conference bag inserts

Approved inserts may include company profiles, corporate or initiative-based materials and Industry Symposium invitations, according to your agreement. **Product-branded materials are not permitted.**

Materials will be placed in a separate third-party folder within the conference bag.

Submit materials to office@enets.org by **13 January 2027** for compliance approval before printing.

Sponsors must print and supply inserts at their own cost. Notify the ENETS Office in advance of the materials and quantities you will send so we can ensure they are packed.

Printed inserts must arrive **on-site at MiCo by Monday, 8 March 2027**, following the delivery instructions below.

Delivery requirement	Details
Number of copies	1,200
Delivery address and receiving contact and labelling instructions	Contact Expotrans at ops.fmc@expotrans.net; see Section 6.6.
Delivery cut-off time on 8 March 2027	15:00 CET

Industry Symposium inserts must be **A5, maximum two pages**; see Section 7.4. Shipping and handling arrangements are provided in Section 6.6.



Figure 5: Illustrative example of an organisation profile supplied as a conference bag insert.

9.4 Corporate videos during breaks

Corporate or initiative-based promotional videos may be shown during coffee and lunch breaks, according to your sponsorship agreement. **Product-branded videos are not permitted.**

Please keep within the total video duration included in your package.

Required banner and disclaimer

A permanent banner must remain visible throughout the video:

"This is an industry-sponsored video, sponsored by [name of company]."

Approval and final delivery

Submit your video or storyboard to **office@enets.org** by **13 January 2027** for compliance approval.

Final video requirement	Details
File format and screen specifications	**MP4, Full HD (1920 × 1080)**
Final video-file deadline	**24 February 2027**

Final video requirement	Details
Submission contact or platform	enets@idea-z.it & office@enets.org

The final video must display the required permanent banner throughout. The ENETS disclaimer must appear outside the video frame in the playback layout.

10 Ordering venue services

Order additional venue services through the **MiCo Exhibitor Services Webshop**, following the arrangements in Sections 6 and 8.

Access and ordering

Exhibitors will receive details by email. On first access, complete your contact and invoicing information.

The webshop lists services, prices, delivery conditions and deadlines. Check what your sponsorship or room arrangements include before ordering.

Invoicing and payment

Select the correct invoice recipient. Separate invoicing details may be used for a contractor or agency.

Orders are confirmed only once payment is received**.** Available payment methods may change close to the event.

Deadlines and support

Place orders by the deadlines shown in the webshop.

For enquiries, use the webshop's support functions or contact enets2027@fieramilanocongressi.it.

11 Terms and responsibilities

Contractual requirements

These industry guidelines form part of your agreement with ENETS.

Sponsors and supporters must ensure that their employees, agencies, booth contractors and technical providers receive and follow the relevant ENETS requirements and MiCo Technical Regulations.

Insurance and contractors

Exhibitors, booth builders and technical contractors must carry liability insurance. Sponsors and supporters must ensure that their appointed contractors hold this insurance and comply with the ENETS and MiCo requirements.

Cancellation of commercial area space

Space may be cancelled without penalty until **8 January 2027**. Notify the ENETS Office in writing at office@enets.org. After this date, the cancellation conditions in your agreement apply.

Registration cancellations and participant name changes are covered in Section 4.6.

Liability and damage

Sponsors and supporters are responsible for safeguarding their equipment, materials and belongings and meeting their obligations concerning damage to the venue.

See the MiCo Technical Regulations, Sections 4.12 and 6.2, for the applicable responsibilities, and Section 10 for insurance requirements and liability provisions.

12 Appendices and supporting documents

Venue and commercial area plans

The floor plan in Section 6.1 shows the **North Wing, Level 2**, including the Blue Area. It is for orientation only; confirmed booth allocations will be provided separately.

For an interactive view, visit the MiCo virtual map and select North Wing, Level 2.

Supporting documents and useful links

Resource	Purpose
MiCo Technical Regulations — available on webshop in the "useful documents" section	Supplied with these guidelines; also available through the MiCo Exhibitor Services Webshop once access is issued.
Sponsors will receive individual links to the MiCo webshop. These will be sent via email from MiCo.	Webshop access, service ordering, invoicing and payment instructions.
Allianz MiCo Official website	Room dimensions and published capacities.
ENETS industry compliance webpage	CVS assessment updates and the AIFA Sponsor Checklist.
ENETS CME accreditation webpage	UEMS EACCME accreditation updates.
ENETS branding guidelines	Requirements for approved use of the ENETS logo.
Conference registration	Registration, ticket information and fees.
Registration terms and conditions	Conditions for registration and participation.
MiCo venue website	General venue information.