



Advancing Mood Disorders: Neuroscience & Novel Treatments

# 11<sup>TH</sup> CONFERENCE OF THE INTERNATIONAL SOCIETY FOR AFFECTIVE DISORDERS

Ethical  
Medtech  
Europe  
compliant

Sponsorship &  
Exhibition Prospectus

11-13  
November  
2021



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## MEETING DETAILS & CONTACT INFORMATION

### DATE

11-13 November 2021

### VENUE

University of Milan (Università degli Studi di Milano)  
Via Festa del Perdono 7, Milan, ITALY

### CONGRESS WEBSITE

[www.isadconference.org](http://www.isadconference.org)

### CONGRESS ORGANIZING SECRETARIAT, PCO



#### Registration & Accommodation

For queries and requirements about registration and accommodation;  
Ms. Lara Volkan, Registration and Accommodation Manager  
E-mail: [lvolkan@kenes.com](mailto:lvolkan@kenes.com)

#### Scientific Coordinator

For queries about scientific program;  
Ms. Neyir Utugen, Scientific Program Coordinator  
E-mail: [nutugen@kenes.com](mailto:nutugen@kenes.com)

#### Sponsorship & Exhibition Sales

Mr. Muzaffer Komek, Industry Liaison & Sales Manager  
E-mail: [mkomek@kenes.com](mailto:mkomek@kenes.com)

#### General Inquiries

Ms. Merve Tufekci - Project Manager  
E-mail: [mtufekci@kenes.com](mailto:mtufekci@kenes.com)



## INVITATION

Dear Colleagues,

We are delighted to welcome you to ISAD 2021: Advancing Mood Disorders: Neuroscience & Novel Treatments in Milan, Italy 11th to 13th November 2021

The ISAD Conference is the most important gathering of the Affective Disorders community and is now an outstanding international meeting. The Scientific Programme this year will once again take in fundamental, clinical and translational issues in affective disorders, with experts from around the world travelling to Milan to make this a stimulating arena for the discussion of ideas. We will also enjoy posters and oral communications from our emerging and early career researchers.

We would like to thank all those who have worked so hard to organise this Congress, both in the International Society for Affective Disorders and scientists from around the world who've given their time freely. We are also very grateful to the many generous sponsors of the meeting and participants of the technical exhibition.

We look forward to an exciting meeting that promises great scientific debate and enjoyable social interaction. We very much hope you enjoy the Conference and your visit to the great city of Milan.

We look forward to welcoming you to the Conference in November 2021!

Jair Soares  
ISAD President

Allan Young  
International Scientific  
Programme Committee Chair

Paolo Brambilla  
Local Organising Committee Chair



## ABOUT ISAD



### The International Society for Affective Disorders

The International Society for Affective Disorders is an international psychiatric organisation (ISAD) exists to promote research into the affective disorders.

International Society for Affective Disorders (ISAD) exists to promote research into the mood (affective) disorders through all relevant scientific disciplines, including genetics, neuroscience and the social and behavioural sciences. Inter-disciplinary research approaches are particularly highly valued by the society.

Although the affective disorders are not a clearly delineated group of illnesses they include unipolar and bipolar depression, generalised anxiety disorder, and more specific anxiety disorders such as agoraphobia, panic disorder and social phobia, obsessive-compulsive disorder and post traumatic stress disorder (PTSD). There is a high level of similarity and co-morbidity between these illnesses and it is sensible to consider them as a single group.

#### Directors of ISAD

President Dr Jair Soares, Immediate Past President, Prof Allan Young, Treasurer Prof Antony Cleare and Company Secretary Dr Sagar Parikh with Prof Sidney Kennedy, Dr Roger Pinder, Dr Henricus Ruhe, Prof Kathleen Merikangas, Prof Jan Scott, Prof Mohammad Alsuwaidan and Prof Mark Frye.





## GENERAL INFORMATION

### MEETING VENUE



### University of Milan

It is one of the largest universities in Europe with about 60.000 students and permanent teaching and research staff of about 2.000. It is also one of the best universities in Italy both overall or in specific subject areas.

The main building; Ca' Granda located in the heart of the city; has been designed by architect Filarete and it is one of the first renaissance buildings in Milan.



## GENERAL INFORMATION

### IMPORTANT DEADLINES

Registration Open	22 February 2021
Symposia Abstract Submission Deadline	24 May 2021
Abstract Submission Deadline	21 June 2021
Early Bird Deadline	16 August 2021

### PRELIMINARY SCIENTIFIC PROGRAM

#### NOVEMBER 11, 2021 - THURSDAY

	Main Hall	Parallel Hall 1	Parallel Hall 2
07:30	Registration Opens		
08:30 - 09:00	Opening Ceremony		
09:00 - 10:00	Plenary Session 1		
10:00 - 10:30	Coffee Break & Exhibiton & Poster Viewing		
10:30 - 12:00	Symposium Presentation 1	Symposium Presentation 2	Symposium Presentation 3
12:00 - 12:45	Industry Session		
12:45 - 14:00	Lunch Break, Exhibition & Poster Viewing		
14:00 - 15:30	Symposium Presentation 4	Symposium Presentation 5	Symposium Presentation 6
15:30 - 16:30	Poster Session 1 with Coffee Break		
16:30 - 18:00	Oral Presentation Session 1	Oral Presentation Session 2	Oral Presentation Session 3
18:00 - 19:00	Welcome Reception		

#### NOVEMBER 12, 2021 - FRIDAY

	Main Hall	Parallel Hall 1	Parallel Hall 2
08:30	Registration Opens		
09:00 - 10:00	Plenary Session 2		
10:00 - 10:30	Coffee Break & Exhibiton & Poster Viewing		
10:30 - 12:00	Symposium Presentation 7	Symposium Presentation 8	Symposium Presentation 9
12:00 - 12:45	Industry Session		
12:45 - 14:00	Lunch Break, Exhibition & Poster Viewing		
12:45 - 14:00	ISAD AGM		
14:00 - 15:30	Symposium Presentation 10	Symposium Presentation 11	Symposium Presentation 12
15:30 - 16:30	Poster Session 2 with Coffee Break		
16:30 - 18:00	Oral Presentation Session 4	Oral Presentation Session 5	Oral Presentation Session 6
18:00	Closing Ceremony		

#### NOVEMBER 13, 2021 - SATURDAY

	Main Hall	Parallel Hall 1	Parallel Hall 2
09:00 - 13:00	Educational Courses		



## CODES AND COMPLIANCE FOR INDUSTRY

### COMPLIANCE OF THE ISAD 2021 CONFERENCE WITH THE MEDTECH EUROPE CODE OF ETHICAL BUSINESS PRACTICE

11th Conference of the International Society for Affective Disorders (ISAD) has been submitted to the EthicalMedTech Conference Vetting System (CVS) and it is provisionally compliant.

To view the status of the ISAD 2021 please click [HERE](#)

### RESPONSIBILITY ABOUT PHARMACEUTICAL AND MEDICAL DEVICE INDUSTRY CODES & COMPLIANCE

Kindly note that it is the responsibility of industry partners, supporters, sponsors, exhibitors to comply with the codes of practice on the promotion of pharmaceuticals and medical devices applicable by international and local authorities.

Links to EFPIA (European Federation of Pharmaceuticals Industries & Associations), IFPMA (International Federation of Pharmaceutical Manufacturers & Associations), and MedTech Europe Compliance Portal are provided below. Kindly note that they may also include links to National Associations websites/portals which industry partners, sponsors and exhibitors may also need to check.

#### EFPIA

European Federation of Pharmaceuticals Industries & Associations

[www.efpia.org](http://www.efpia.org)

#### IFPMA

International Federation of Pharmaceutical Manufacturers & Associations

[www.ifpma.org](http://www.ifpma.org)

#### Medtech Europe, Compliance Portal

European Trade Association Representing the Medical Technology Industries, from Diagnosis to Cure

[www.ethicalmedtech.eu](http://www.ethicalmedtech.eu)

By signing the relevant booking forms to attend ISAD 2021 Conference, each industry partner, supporter, sponsor or exhibitor agrees to and confirms that they have checked the relevant regulations and codes of practice.

Failure to comply with these regulations may not be used as a ground to declare the contract void. Failure to comply with the rules and regulations will not expose the Organizer to any suits, demands by the Exhibitor/Supporter or any other third party.





## SPONSORSHIP OPPORTUNITIES

### MAIN SPONSORSHIPS

#### MAIN SPONSORSHIP (limited to 1 company)

20.000 EUR

- Opportunity of organizing one Industry Symposium. (limited to 45 minutes)
- Free of charge exhibition space. (Table top)
- Inclusion of promotional material (up to 3 items) in the Meeting bags (insert to be provided by Sponsor)
- Sponsor's logo with hyperlink on the Meeting website
- Back cover advertisement of the Sponsor in the Mini Program.
- 8 complimentary exhibitor badges
- Opportunity to place 2 roll up within the Meeting Venue
- Acknowledgement with the Sponsor's logo on the Sponsors & Exhibitors Board during the Meeting and also in the Mini Program
- Additional exhibitor badge is available for 175 EUR per badge.

#### MAJOR SPONSORSHIP (Limited to 2 companies)

6.950 EUR

- Free of charge exhibition space. (Table top)
- Inclusion of promotional material (up to 2 items) in the Meeting bags (insert to be provided by Sponsor).
- Sponsor's logo with hyperlink on the Meeting website.
- 4 complimentary exhibitor badges
- Opportunity to place 1 roll up of the Sponsor within the Meeting Venue
- Acknowledgement with the Sponsor's logo on the Sponsors & Exhibitors Board during the Meeting and also in the Mini Program
- Additional exhibitor badge is available for 175 EUR per badge.

#### STANDART SPONSORSHIP (Limited to 3 companies)

2.350 EUR

- Free of charge exhibition space. (Table top)
- Inclusion of promotional material (1 item) in the Meeting bags (insert to be provided by Sponsor)
- Sponsor's logo with hyperlink on the Meeting website
- 2 complimentary exhibitor badges
- Acknowledgement with the Sponsor's logo on the Sponsors & Exhibitors Board during the Meeting and also in the Mini Program
- Additional exhibitor badge is available for 175 EUR per badge.



## SPONSORSHIP OPPORTUNITIES

### COMPARISON CHART FOR MAIN SPONSORSHIP PACKAGES

	Main Sponsor	Major Sponsor	Standart Sponsor
Limited to	1 company	2 companies	3 companies
Exhibition Space	table tab	table tab	table tab
Industry Session	45 Minutes	X	X
Meeting Bag Insert	3	2	1
Logo on Meeting Website and Mini Program	√	√	√
Advertisement in the Mini Program	Back Cover Page	X	X
Complimentary Exhibitor Badge	6	4	2
Placing Roll-Ups in the Venue	2 Roll-Up	1 Roll-Up	X
Logo on the Sponsors Board	√	√	√
<b>Sponsorship fee</b>	<b>20.000 EUR</b>	<b>6.950 EUR</b>	<b>2.350 EUR</b>



## SPONSORSHIP OPPORTUNITIES

### HOSPITALITY OPPORTUNITIES

#### COFFEE BREAK (DAILY)

**1.500 EUR**

Coffee and tea will be served during the breaks in the venue. Hospitality provided will be in compliance with all relevant industry codes.

- Opportunity to have a one-day display of company's logo/roll-up at the catering point located within the exhibit area
- Opportunity to provide items (e.g. napkins, sugar bags, cups etc.) bearing company logo for use during the supported break (items to be provided by the sponsor)
- Sponsor's logo to be placed on the meeting website with hyperlink of Sponsor's company/product website
- Acknowledgement with the Sponsor's logo on the Sponsors & Exhibitors Board during the Meeting and also in the Mini Program



#### LUNCH (DAILY)

**1.500 EUR**

Sponsor will have the opportunity to promote through the lunch on the selected date.

- Sponsor's banners to be placed at the lunch area and mini company flags to be placed on the stations/tables
- Sponsor's logo to be placed in Congress publications with the phrase "Lunch Sponsored by"
- Dates will be allocated on a "First come, First Served" basis
- Sponsor may require to brand the napkins to be used during the lunch service (at Sponsor's own cost)
- Sponsor's logo to be placed on the congress website with hyperlink of Sponsor's company/product website
- Acknowledgement with the Sponsor's logo on the Sponsors & Exhibitors Board during the Meeting and also in the Mini Program





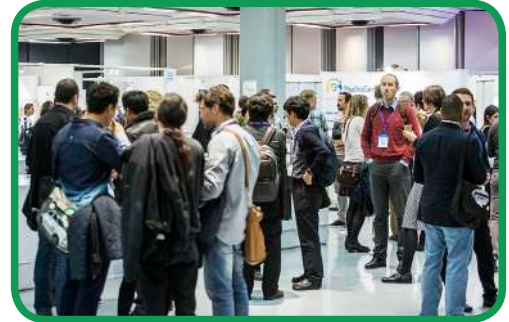
## SPONSORSHIP OPPORTUNITIES

### NETWORKING WELCOME RECEPTION

**2.000 EUR**

Sponsor will have the opportunity to promote itself through a networking reception to which all registered attendees are invited. Hospitality and any activities provided will be in compliance with all relevant industry codes.

- Sponsor's logo on sign at the entrance to the Welcome Reception
- Opportunity to provide items bearing company logo for use at the event
- Highlighting the sponsorship and introducing the company representative by meeting chair.
- Brief address to the delegates from company representative.
- Sponsor's logo to be placed on the congress website with hyperlink of Sponsor's company/product website
- Acknowledgement with the Sponsor's logo on the Sponsors & Exhibitors Board during the Meeting and also in the Mini Program



## PROMOTIONAL OPPORTUNITIES

### LUNCHEON SYMPOSIUM

**9.250 EUR**

Sponsorship of an official Luncheon (Satellite) Symposium, up to 45 minutes.

The program, the timing and the topic are subject to the approval of the Meeting Scientific Committee.

Includes hall rental, standard audio/visual equipment, display table.

- Permission to use the phrase: "Luncheon Symposium Sponsor of the ISAD 2021 Conference"
- Announcement of the Luncheon Symposium to the Meeting participants with an electronic newsletter
- Sponsor's banners to be placed within the session hall (provided by sponsor).
- Inclusion of the sponsor's symposium invitation cards/programs in the Meeting bags (the invitation cards/programs to be provided by the Sponsor)
- Luncheon symposium program and symposium speakers' abstracts to be included in the final program.
- Acknowledgement with the Sponsor's logo on the Sponsors & Exhibitors Board during the Meeting and also in the Mini Program



\*Speakers will be invited by the Sponsor and their registration fees, accommodation and travel costs will be covered by the Sponsor. This also applies in the case the Symposium speakers have already been invited as speakers of the general scientific program.

\*\*The additional costs for lunch boxes which will be served during the Luncheon Symposium will be covered by the sponsor company.





## SPONSORSHIP OPPORTUNITIES

### COURSE SPONSORSHIP

on demand

- Sponsor's logo to be used in the announcements of the Pre-Meeting Course to the meeting participants with an electronic newsletter
- Sponsor's banners/roll ups to be placed at the entrance of the course hall (Display materials to be provided by the Sponsor)
- Distribution of the Sponsor's flyers (A5 or A4, maximum 2 pages) to pre-meeting course participants with the course materials.
- Pre-meeting Course program to be included in the final program with the logo of the Sponsor
- Pre-meeting Course program will be planned by the Local Organizing Committee without the involvement of the Sponsor.
- Sponsor's logo to be placed on the congress website with hyperlink of Sponsor's company/product website
- Acknowledgement with the Sponsor's logo on the Sponsors & Exhibitors Board during the Meeting and also in the Mini Program



### LANYARDS

2.000 EUR

Sponsorship option of the meeting lanyards includes the production of these materials which will be handled by the Organizing Secretariat (limited with 1 company).

- Sponsor's name and/or logo to be printed together with the Meeting logo that will be distributed to the delegates and exhibitors.
- The design of the lanyard is subject to the approval of Organizing Committee
- Opportunity of discounted rate of 1.500 EUR if lanyards are provided by sponsors' side. The materials need to be approved by Organizing Committee.
- Sponsor's logo to be placed on the congress website with hyperlink of Sponsor's company/product website
- Acknowledgement with the Sponsor's logo on the Sponsors & Exhibitors Board during the Meeting and also in the Mini Program





## SPONSORSHIP OPPORTUNITIES

### NOTEPADS & PENS

**1.500 EUR**

Sponsorship of the Meeting pens and notepads includes the production of these materials which will be handled by the Organizing Secretariat (limited with 1 company).

- Sponsor's name and/or logo to be printed together with the Meeting logo on the notepads and pens that will be distributed in the Meeting bags.
- The design of the pens and notepads is subject to the approval of Organizing Committee
- Opportunity of discounted rate of 1.200 EUR if notepads and pens are provided by sponsors' side. The materials need to be approved by Organizing Committee.
- Sponsor's logo to be placed on the Meeting website with hyperlink of Sponsor's company/product website
- Acknowledgement with the Sponsor's logo on the Sponsors & Exhibitors Board during the Meeting and also in the Mini Program



### MEETING BAGS

**2.000 EUR**

Meeting bags will be selected and approved by the Organizing Committee, and the production will be handled by the Organizing Secretariat

- Sponsor's logo to be printed on the Meeting bags together with the Meeting logo/name
- The design of the bags is subject to the approval of Organizing Committee
- Opportunity of discounted rate of 1.500 EUR if meeting bags are provided by sponsors' side. The materials need to be approved by Organizing Committee.
- Sponsor's logo to be placed on the congress website with hyperlink of Sponsor's company/product website
- Acknowledgement with the Sponsor's logo on the Sponsors & Exhibitors Board during the Meeting and also in the Mini Program





## SPONSORSHIP OPPORTUNITIES

### ADVERTISEMENT OPPORTUNITIES

#### MINI PROGRAM

The Mini Program is portable information book for delegates containing key information on schedule of the meeting. Mini (pocket) program will be distributed to all participants together with their name badges.

- Sponsor's logo to be placed on the congress website with hyperlink of Sponsor's company/product website
- Acknowledgement with the Sponsor's logo on the Sponsors & Exhibitors Board during the Meeting and also in the Mini Program



MINI PROGRAM BOOK INSIDE FRONT COVER (limited to 1 company)

**1.000 EUR**

MINI PROGRAM BOOK INSIDE PAGE (limited to 3 companies)

**600 EUR**

#### BAG INSERT

**850 EUR**

Inclusion of one-page promotional material in the participants' meeting bags. Material should be provided by the Supporter and approved by the Secretariat. Supporters' product information will be available for all meeting participants. The distribution arrangement will be advised.

#### ROLL-UP (per roll-up)

**1.150 EUR**

Promotion of the Supporter via roll-ups within the meeting venue. All roll-ups must be provided by the Supporter (Organizing Secretariat can provide assistance for the production). Location of roll ups to be determined by the Meeting Secretariat with the approval of the Organizing Committee

Please note that it is the Exhibitors'/ Supporters' responsibility to comply with the local authority's regulations, EFPIA (European Federation of Pharmaceuticals Industries & Associations) [www.efpia.org](http://www.efpia.org), Eucomed (represents Medical Technology industry) <http://archive.eucomed.org/> and IFPMA (International Federation of Pharmaceutical Manufacturers & Associations) [www.ifpma.org](http://www.ifpma.org) Code of Practice on the promotion of medicines. Failure to comply with these regulations may not be used as a ground to declare the contract void. Failure to comply with the rules and regulations will not expose the Organizer to any suits, demands by the Exhibitor/Supporter or any other third party.

\*\*\*All pictures are illustrations only.



## PAYMENT CONDITIONS FOR SPONSORSHIP & EXHIBITION ITEMS

### PAYMENT PLAN & CONDITIONS

The below payment plan will be applied for all sponsorship and exhibition items except the Advertisement options. For the advertisement options, full payment is required at time of confirmation.

1 <sup>st</sup> payment	50%	50% payment is required upon the confirmation of the sponsorship.
2 <sup>nd</sup> payment	50%	Before April 30, 2021

All payments should be finalized before the Meeting dates.

- The invoices will be issued after the Meeting
- The payment conditions on the related application forms will be valid for all sponsorship & exhibition applications.

### CANCELLATION POLICY

Any request for cancellation of your sponsorship must be made in writing to the Organizing Secretariat, Mr. Muzaffer Komek (mkomek@kenes.com)

- For cancellations before April 30, 2021; full payment less the bank charges will be refunded.
- For cancellations between April 30 and May 29, 2021; 50% of the sponsorship/exhibition payment will be charged as penalty and the rest less the bank charges will be refunded.
- For cancellations on or after May 30, 2021; full sponsorship/exhibition amount will be charged and no refunds will be made.
- The refunds will be made within 30 days after the Meeting dates.

### GENERAL TERMS & CONDITIONS

The Terms and Conditions for Sponsor and Exhibition will be included in the booking form. Please note that signing the Booking Form and the Contract indicates acceptance of these Terms and Conditions.

### VAT INFORMATION

VAT (Subject to Change)

All Sponsorship amounts are exclusive of VAT.

### PAYMENT METHODS

It is possible to make the sponsorship and/or exhibition payments via bank transfer or via credit card. Individual and/or corporate cheques are not acceptable for the sponsorship & exhibition payments.

#### Bank Transfer:

Account Name :  
Account Number :  
IBAN :  
Bank Name :  
Branch :  
SWIFT Code :  
Address Of The Bank :

#### Credit Card:

Visa and Mastercard is accepted for the credit card payments. Please indicate all required credit card details on the application form.





## IMPORTANT NOTE – ITALIAN REGULATIONS

If you represent a pharmaceutical company, please make sure to register with the Italian Ministry of Health at least 70 days prior to ISAD 2021. Your company needs to obtain a SIS code in order to apply. Should you not have this, please allow additional 25-30 days for this process.

Further details are available from AIFA (Agenzia Italiana del Farmaco – Tel. +39 06 5978401)  
Web: [www.agenziafarmaco.gov.it/en](http://www.agenziafarmaco.gov.it/en)

Please register as soon as possible or no later than 3rd of August 2021, Monday

This request of participation process will take place through a local agency acting as provider and point of coordination for every pharmaceutical company taking part to the conference. PLEASE NOTE: ISAD Secretariat is not involved in this procedure. It is the pharmaceutical companies' sole responsibility to adhere to the above regulations directly via the local agent. We entrusted TWT srl, Rome, to collect the applications from the Pharmaceutical Companies for the Italian Ministry of Health agency AIFA procedure, in compliance with the instructions given by the Legislative Order 219 of the 24th April 2006 – art. 124.

Please contact TWT srl latest 70 days before the congress (25-30 additional days before if you need to obtain a SIS code).



TWT srl  
Gianni Frontani / Anna Lupidi  
Email: [gfrontani@twt-team.it](mailto:gfrontani@twt-team.it) / [alupidi@twt-team.it](mailto:alupidi@twt-team.it)  
Tel: +39 06 44249321  
Via Arrigo Davila 130 00179  
ROME - Italy



## BOOKING FORM

### COMPANY CONTACT INFORMATION

CONTACT NAME	<input type="text"/>		
COMPANY NAME	<input type="text"/>	VAT NUMBER	<input type="text"/>
ADDRESS	<input type="text"/>	CITY	<input type="text"/>
POST / ZIP CODE	<input type="text"/>	COUNTRY	<input type="text"/>
TELEPHONE	<input type="text"/>	FAX	<input type="text"/>
EMAIL	<input type="text"/>		

### SPONSORSHIP PACKAGES

Product Name	Unit Price	Quantity	Total inc. VAT		✓
Main	20.000 EUR	<input type="text"/>	<input type="text"/>	EUR	<input type="checkbox"/>
Major	6.950 EUR	<input type="text"/>	<input type="text"/>	EUR	<input type="checkbox"/>
Standart	2.350 EUR	<input type="text"/>	<input type="text"/>	EUR	<input type="checkbox"/>

### GRANT

Product Name	Unit Price	Quantity	Total inc. VAT		✓
Educational Grant	<input type="text"/> EUR	<input type="text"/>	<input type="text"/>	EUR	<input type="checkbox"/>

### SPONSORSHIP OPPORTUNITIES

Product Name	Unit Price	Quantity	Total inc. VAT		✓
Coffee Break (per break)	1.500 EUR	<input type="text"/>	<input type="text"/>	EUR	<input type="checkbox"/>
Lunch (Daily)	1.500 EUR	<input type="text"/>	<input type="text"/>	EUR	<input type="checkbox"/>
Welcome Reception	2.000 EUR	<input type="text"/>	<input type="text"/>	EUR	<input type="checkbox"/>
Luncheon Sponsorship	9.250 EUR	<input type="text"/>	<input type="text"/>	EUR	<input type="checkbox"/>
Lanyards	2.000 EUR	<input type="text"/>	<input type="text"/>	EUR	<input type="checkbox"/>
Notepads & Pens	1.500 EUR	<input type="text"/>	<input type="text"/>	EUR	<input type="checkbox"/>
Conference Bags	2.000 EUR	<input type="text"/>	<input type="text"/>	EUR	<input type="checkbox"/>
Mini Program Inside Front Cover	1.000 EUR	<input type="text"/>	<input type="text"/>	EUR	<input type="checkbox"/>
Mini Program Inside Page	600 EUR	<input type="text"/>	<input type="text"/>	EUR	<input type="checkbox"/>
Bag Insert	850 EUR	<input type="text"/>	<input type="text"/>	EUR	<input type="checkbox"/>
Roll-Up (per roll-up)	1.150 EUR	<input type="text"/>	<input type="text"/>	EUR	<input type="checkbox"/>



## BOOKING FORM

### EXHIBITION

Choice #1:

Choice #2:

Choice #3:

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

Provisional Booking : The item will be released if not confirmed within 14 days  Please send us a contract and first deposit invoice

#### PAYMENT PLAN:

1<sup>st</sup> payment: 50% payment is required upon the confirmation of the sponsorship and exhibition space  
2<sup>nd</sup> payment: 50% payment is required before March 31, 2021.  
- All payments should be finalized before the event dates.  
- The invoices will be issued after the event.  
- The payment conditions on the related application forms will be valid for all sponsorship & exhibition applications

#### CANCELLATION CONDITIONS:

Any request for cancellation of your sponsorship must be made in writing to the Organizing Secretariat, Mr. Muzaffer Komek (mkomek@kenes.com).  
- For cancellations before April 30, 2021 full payment less the bank charges will be refunded.  
- For cancellations between April 30 and May 31, 2021; 50% of the payment will be refunded. The remaining amount less the bank charges will be refunded.  
- For cancellations on or after June 1, 2021; full exhibition amount will be charged and no refunds will be made.  
- The refunds will be made within 15 days after the event dates.

### PAYMENT METHODS

**Bank Transfer**

Account Name :  
Account Number :  
IBAN :  
Bank Name :  
Swift Code :  
Address :

**Credit Card**

Visa

Mastercard

Credit Card No

Expiry Date

Month

Year

CVC2 Code

### COMPANY CONTACTS

**Company contact for Finance (invoicing)**

Same as Primary Contact

NAME

EMAIL

PHONE NUMBER

MOBILE NUMBER

### SIGNATURE

We accept the contract terms and conditions and agree to abide by the guidelines for Industry Participation for the 10th Conference of the International Society for Affective Disorders.

I am authorized to sign this form on behalf of the Applicant/Company.

FULL NAME

SIGNATURE

TITLE

DATE



## GENERAL TERMS & CONDITIONS

Clause 1: Participant (Exhibitor or Sponsor Company) is required to send the signed application form and make the related payment to KENES GROUP (Organizing Secretariat) in order to be an exhibitor or sponsor in the mentioned organization. Following this process, KENES GROUP will send an official document to the participant company that is confirming the sponsorship or stand rental.

Clause 2: The application form will be signed by the Participant and KENES GROUP. The validity of the application form depends on the agreement between all parties on all conditions required in this document.

Clause 3: Participant's liability starts with the signage of the application form. By declining to attend the exhibition, Participant will not be released of their liabilities.

Clause 4: KENES GROUP will prepare the exhibition area as the stand areas have been marked, any additional requirements have been provided. The stand area to be rented to the Participant, will be signed on the exhibition floorplan, the stand number, size and payment conditions will be indicated in the application form. In the case Participant requires a shell scheme package (with an additional cost), the company name will be written by KENES GROUP with a type size that can be read easily by the participants.

Clause 5: Participant is obliged to get the approval of KENES GROUP for the design of their special stand project. KENES GROUP is authorized to check the project in detail and make necessary arrangements in order to provide the convenience of the project.

Clause 6: KENES GROUP has the right to re-arrange the exhibition floorplan and change the stand places upon request of an exhibitor or due to any eligible reason. The maximum stand height will be announce in the exhibition technical manual.

Clause 7: The exhibition/sponsorship fees are calculated;

I. Stand space indicated on the exhibition and sponsorship booking form.

II. Sponsorship benefits mentioned under the related sponsorship title listed in this prospectus.

III. Providing the information office services

IV. Providing the general security and cleaning services of the exhibition area (participants are obliged to clean their stands)

V. Participants are responsible from the safety and insurance of their products within their stand areas.

Clause 8: The services which are not included in the exhibition/sponsorship fee and can be provided additionally due to Participant's additional order and payment are listed as below:

I. Additional exhibitor badge(s)

II. Phone and/or internet lines

III. Catering services

IV. Additional stand equipment including furniture, AV equipment, floral decoration, etc.

Clause 9: Participant has the interior design of the stand done on their own

budget. Participant is liable to have a competent staff work at their stand who can give technical and commercial information to the participants within the exhibition opening hours.

Clause 10: Exhibition area will be open on 11-13 November 2021.

Clause 11: Exhibition set-up hours has been mentioned between in the exhibition information section (page ... ) of this document. Participants are only be allowed to proceed the set-up of their stand only for decoration work in that timeframe. On the closing day of the exhibition all the stands should be dismantled and cleared out between the hours indicated in the exhibition information section of this document. KENES GROUP has the right to throw out the materials which are not taken out from the stand area within this dismantling time without any prior warning. Any damages and expenses occurred has to be covered by the Participant.

Clause 12: Exhibition organized by KENES GROUP might completely or partly becomes impossible to be operated due to force majeure (circumstances that are not under the control of KENES GROUP, such

as interventions of government or any other official authorities, war, strike, riot, coup d'etat, quarantine, epidemic diseases, civil turmoil, natural disasters etc.). In the case of occurrence of any of the above mentioned reasons, KENES GROUP does not admit any liability.

Clause 13: Participant that signs the acceptance form is obliged to correspond to the exhibition terms and conditions, as well as the exhibition timetable.

Clause 14: CANCELLATION POLICY: All cancellation requirements have to be sent to KENES GROUP in writing. For cancellations received until April 30, 2021, full payment less the bank charges will be refunded within 15 days after the exhibition dates. For cancellations received between April 30 and May 29, 2021, 50% of the payment will be charged as a penalty and the rest, less the bank charges will be refunded. The refunds will be made within 15 days after the event dates. For cancellations received on or after May 30, 2021, full payment will be charged and no refunds will be made.

Clause 15: Any activities within the stand area such as distributing promotional materials, organizing a special activity for the participants, serving food & beverage, using any audio visual system, etc. should not disturb the exhibition in general, as well as the participants of the conference and exhibition.

Clause 16: Participants are not allowed to make any promotion for their companies and/or products out of their rented stand area, or anywhere place which have not been indicated in the sponsorship benefits listed under the related sponsorship title.

Clause 17: In the case the Participant causes any material damage in the event venue they are obliged to make restitution for the related damage. Clause 18: In the case the Participant exceeds their stand area size, they should dismantle their stand and set-up again with the correct size.

Clause 19: The regulations of the event venue will apply for food & beverage services in the stand area. Therefore, Participant is required to inform KENES GROUP prior to the organization dates regarding the food & beverage services planned within the scope of their participation.

Clause 20: ACCELERATION - INTEREST CONDITION; The payment plan is as it is indicated in the application form, and in the case of any delays in any of the payments due to any reasons, the full amount of the deferred payment will become due and has to be paid immediately.

For the collection of the due amount, a default interest of %10 will be applied per month between the default date and the payment date.

Clause 21: INTEGRITY OF THE AGREEMENT; this agreement includes all agreed correspondence between both parties and takes the place of all prior written or verbal correspondences. Any changes on this agreement has to be done in writing and signed by the authorized representatives of both parties.

Clause 22: DIVISIBILITY OF THE AGREEMENT; Any court ruling about disallowance of any of the clauses of this agreement (no matter completely or partly) will not affect other clauses to be applied.

Clause 23: TERMINATION OF THE AGREEMENT; Termination of the agreement does not affect the rights and liabilities of both parties arises from this agreement before the time of termination. In the case this agreement is terminated under the mentioned circumstances, KENES GROUP will not be under any liability to the Participant, and Participant accept and commits that they will not claim anything including a compensation for any losses or lack of profit.

Clause 24: CONDITION OF PROOF; KENES GROUP's records will be considered valid in the case of any conflicts arises between both parties. Clause 25: CONDITION OF AUTHORIZATION; Istanbul Courts and Istanbul Enforcement Offices are authorized for the settlement of any conflicts arises from the implementation of this agreement.

Clause 26: These agreement conditions are a part of the application form, and become effective by signing the application form.

Clause 27: This agreement is consisting of 27 clauses.





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