INVITATION TO INDUSTRY

www.idf.org/congress

International Diabetes Federation
IDF Congress, Abu Dhabi
How to secure your participation?
Exhibition
Satellite symposia
Sponsorship opportunities
Hospitality Suites
Annex 1: Contact details suppliers
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Diabetes Federation (IDF)</td>
<td>3</td>
</tr>
<tr>
<td>IDF: the global voice of diabetes</td>
<td>3</td>
</tr>
<tr>
<td>Strategic goals</td>
<td>4</td>
</tr>
<tr>
<td><strong>IDF congress, Abu Dhabi, 4 - 8 DECEMBER 2017</strong></td>
<td>6</td>
</tr>
<tr>
<td>What makes the IDF congress unique?</td>
<td>6</td>
</tr>
<tr>
<td>Who attends the IDF congress?</td>
<td>7</td>
</tr>
<tr>
<td>List of sponsors and exhibitors at the IDF congress, Vancouver, 30 Nov - 4 December 2015</td>
<td>9</td>
</tr>
<tr>
<td>Why Abu Dhabi?</td>
<td>10</td>
</tr>
<tr>
<td><strong>How to secure your participation?</strong></td>
<td>11</td>
</tr>
<tr>
<td><strong>Exhibition</strong></td>
<td>11</td>
</tr>
<tr>
<td>■ Rates in EURO</td>
<td>11</td>
</tr>
<tr>
<td>■ Provisional timing</td>
<td>12</td>
</tr>
<tr>
<td>■ General rules and regulations</td>
<td>12</td>
</tr>
<tr>
<td>■ Payment deadlines for exhibition space</td>
<td>13</td>
</tr>
<tr>
<td>■ Payment terms</td>
<td>13</td>
</tr>
<tr>
<td>■ Cancellation/reduction of exhibition space</td>
<td>14</td>
</tr>
<tr>
<td>■ Important note</td>
<td>14</td>
</tr>
<tr>
<td>■ Subletting and sharing exhibition space</td>
<td>14</td>
</tr>
<tr>
<td><strong>Satellite symposia</strong></td>
<td>15</td>
</tr>
<tr>
<td>■ Why your company should book a satellite symposium</td>
<td>15</td>
</tr>
<tr>
<td>■ Satellite symposia topics</td>
<td>15</td>
</tr>
<tr>
<td>■ Time slots and rental cost in EURO</td>
<td>16</td>
</tr>
<tr>
<td>■ Reservation and room allocation</td>
<td>17</td>
</tr>
<tr>
<td>■ Payment deadlines for satellite symposia</td>
<td>17</td>
</tr>
<tr>
<td>■ Payment terms</td>
<td>17</td>
</tr>
<tr>
<td>■ Important note</td>
<td>17</td>
</tr>
<tr>
<td>■ Cancellation of satellite symposia</td>
<td>18</td>
</tr>
<tr>
<td>■ Access and rehearsal</td>
<td>18</td>
</tr>
<tr>
<td>■ Attendance</td>
<td>18</td>
</tr>
<tr>
<td><strong>Sponsorship opportunities</strong></td>
<td>19</td>
</tr>
<tr>
<td>■ Abstract USB stick</td>
<td>19</td>
</tr>
<tr>
<td>■ Advance programme</td>
<td>19</td>
</tr>
<tr>
<td>■ Industry guide</td>
<td>20</td>
</tr>
<tr>
<td>■ Congress newsletter advertisement</td>
<td>20</td>
</tr>
<tr>
<td>■ Multi-sponsored congress bag</td>
<td>21</td>
</tr>
<tr>
<td>■ Congress bag insert</td>
<td>21</td>
</tr>
<tr>
<td>■ Exclusive room drops</td>
<td>21</td>
</tr>
<tr>
<td>■ Internet zone</td>
<td>22</td>
</tr>
<tr>
<td>■ Writing pads and pens</td>
<td>22</td>
</tr>
<tr>
<td>■ Congress bag insert</td>
<td>21</td>
</tr>
<tr>
<td>■ Internet zone</td>
<td>22</td>
</tr>
<tr>
<td>■ Writing pads and pens</td>
<td>22</td>
</tr>
<tr>
<td><strong>Hospitality Suites</strong></td>
<td>23</td>
</tr>
<tr>
<td>■ Rates and location</td>
<td>26</td>
</tr>
<tr>
<td>■ Payment schedule for hospitality suites</td>
<td>26</td>
</tr>
<tr>
<td><strong>Annex 1: Contact details suppliers</strong></td>
<td>27</td>
</tr>
</tbody>
</table>
The global voice of diabetes

The International Diabetes Federation (IDF) is an umbrella organisation of over 230 national diabetes associations in 170 countries and territories. It represents the interests of the growing number of people with diabetes and those at risk. The Federation has been leading the global diabetes community since 1950. IDF’s mission is to promote diabetes care, prevention and a cure worldwide. For more information please visit www.idf.org

IDF is divided into seven regions, with the aim of strengthening the work of national diabetes associations and enhancing the collaboration between them: Africa (AFR), Europe (EUR), Middle East and North Africa (MENA), North America and Caribbean (NAC), South and Central America (SACA), South-East Asia (SEA), and Western Pacific (WP). The Federation’s activities aim to influence policy, increase public awareness and encourage health improvement, promote the exchange of high-quality information about diabetes, and provide education for people with diabetes and their healthcare providers. IDF is associated with the Department of Public Information of the United Nations and is in official relations with the World Health Organisation (WHO) and the Pan American Health Organisation (PAHO).

IDF is tackling diabetes from the local to the global level — from programmes at community level to worldwide awareness and advocacy initiatives.
**Strategic goals**

**Uniting the diabetes world**
IDF is an umbrella organisation of over 230 national diabetes associations in 170 countries and territories. IDF mobilises and strengthens the global diabetes community to promote diabetes care, prevention and a cure worldwide.

**Driving global change**
Through leading expertise in research and advocacy, IDF ensures global diabetes initiatives and political commitments translate to real benefits for the millions of people affected by diabetes worldwide.

**Compiling the evidence base**
The IDF Diabetes Atlas is the authoritative source of evidence on the burden of diabetes, used by bodies such as the World Health Organisation (WHO). IDF studies have proved essential in achieving major milestones in the fight against diabetes, including the 2011 UN High-Level Meeting on Non-Communicable Diseases (NCDs) putting diabetes on the agenda.

**Putting diabetes on the agenda**
In 2006, IDF led the global Unite for Diabetes campaign and achieved the landmark United Nations Resolution on Diabetes. In 2009 IDF co-founded the NCD Alliance, which is now the recognised civil society leader for the NCD movement. The next major milestone for diabetes and NCDs is the 3rd UN Review and Assessment on NCDs in 2018, in order to achieve the 25 by 25 targets.

**Diabetes and development**
IDF is working to ensure advances made in the past decade for diabetes and NCDs are sustained and acted upon. The next major milestone for diabetes and NCDs is the 3rd UN Review and Assessment on NCDs in 2018.
From global to local
In order to ensure that political pressure on the global stage influences policy at the national and regional level, IDF works closely with its network of Members. From twinning programmes to the sharing of best practices, IDF ensures that what happens globally benefits the people that need it most.

Delivering lifesaving care
IDF works with its Members to provide essential diabetes prevention, care and supplies across low- and middle-income countries, as well as in emergency and disaster situations. IDF’s Life for a Child Programme supports over 17,000 children with diabetes in 46 countries, providing life-saving care and supplies.

Inspiring a movement
World Diabetes Day (#WDD) on November 14 is the leading global diabetes awareness and advocacy campaign, officially recognised by the United Nations and led by the International Diabetes Federation (IDF). The day unites the global diabetes community in a powerful voice for diabetes awareness and advocacy, engaging individuals and communities to bring the diabetes epidemic into the public spotlight.

Building tomorrow’s leaders
The Young Leaders in Diabetes (YLD) Programme is a network of young persons with diabetes between the ages of 18 and 30. By providing these young persons with training, tools and a support network, YLD aims to empower young advocates for diabetes and develop the future leaders of the global diabetes community. There are 184 IDF Young Leaders acting on diabetes all around the world.
IDF CONGRESS, ABU DHABI, 4 - 8 DECEMBER 2017

What makes the IDF Congress unique?

The IDF Congress is the only truly global meeting bringing together over 12,000 delegates, more than 200 high-level speakers, and representatives from over 230 national diabetes associations from 170 countries and territories.

The Congress unites the global diabetes community, providing an essential forum for the dissemination and promotion of leading scientific advances and knowledge on practical aspects related to diabetes care, education and advocacy. Over recent years, the major burden of this epidemic is increasingly falling on low- and middle-income countries, highlighting the importance for diabetes education and the rights of people living with diabetes. Participants include physicians, scientists, nurses, educators and other healthcare professionals, as well as government representatives, policy makers, representatives from IDF Members and members of the press.

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Year</th>
<th>Venue</th>
<th>Attendance</th>
<th>Exhibitors</th>
<th>m² sold</th>
</tr>
</thead>
<tbody>
<tr>
<td>15th IDF Congress</td>
<td>1994</td>
<td>Kobe, Japan</td>
<td>5,263</td>
<td>60</td>
<td>3,000</td>
</tr>
<tr>
<td>16th IDF Congress</td>
<td>1997</td>
<td>Helsinki, Finland</td>
<td>9,164</td>
<td>67</td>
<td>3,500</td>
</tr>
<tr>
<td>17th IDF Congress</td>
<td>2000</td>
<td>Mexico City, Mexico</td>
<td>8,000</td>
<td>61</td>
<td>3,000</td>
</tr>
<tr>
<td>18th IDF Congress</td>
<td>2003</td>
<td>Paris, France</td>
<td>17,400</td>
<td>63</td>
<td>5,000</td>
</tr>
<tr>
<td>19th World Diabetes Congress</td>
<td>2006</td>
<td>Cape Town, South Africa</td>
<td>11,700</td>
<td>76</td>
<td>4,800</td>
</tr>
<tr>
<td>20th World Diabetes Congress</td>
<td>2009</td>
<td>Montreal, Canada</td>
<td>11,800</td>
<td>82</td>
<td>3,600</td>
</tr>
<tr>
<td>World Diabetes Congress</td>
<td>2011</td>
<td>Dubai, United Arab Emirates</td>
<td>13,858</td>
<td>79</td>
<td>3,676</td>
</tr>
<tr>
<td>World Diabetes Congress</td>
<td>2013</td>
<td>Melbourne, Australia</td>
<td>10,216</td>
<td>70</td>
<td>2,719</td>
</tr>
<tr>
<td>World Diabetes Congress</td>
<td>2015</td>
<td>Vancouver, Canada</td>
<td>8,500</td>
<td>64</td>
<td>2,847</td>
</tr>
<tr>
<td>IDF Congress</td>
<td>2017</td>
<td>Abu Dhabi, United Arab Emirates</td>
<td>12,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Who attends the IDF Congress?

Attendees of IDF Congresses come from very diverse backgrounds:

- research scientists (university professors, researchers of the pharmaceutical industry...)
- health care professionals (nurses, general practitioners, dieticians, diabetes educators...)
- non-profit organisations (diabetes youth organisations, professional organisations of health carers, medical or scientific organisations...)
- members of IDF Members and related associations
- health policy makers

The graphs below apply to the World Diabetes Congress, Vancouver, 30 Nov – 4 Dec 2015
### List of sponsors and exhibitors at the World Diabetes Congress, Vancouver, 30 Nov - 4 December 2015

<table>
<thead>
<tr>
<th>Sponsor/Exhibitor</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abbott Diabetes Care Inc.</td>
<td>Integrity App</td>
</tr>
<tr>
<td>Abu Dhabi Tourism and Culture Authority</td>
<td>Janssen Inc</td>
</tr>
<tr>
<td>Accusplit</td>
<td>Juvenile Diabetes research Foundation (JDRF)</td>
</tr>
<tr>
<td>Acon Diabetes Care</td>
<td>Kronus</td>
</tr>
<tr>
<td>Alberta Diabetes Institute</td>
<td>LifeScan</td>
</tr>
<tr>
<td>American Association of Clinical Endocrinologists (AACE)</td>
<td>Lilly Diabetes</td>
</tr>
<tr>
<td>American Diabetes Association (ADA)</td>
<td>LMC Canada</td>
</tr>
<tr>
<td>Amgen</td>
<td>Macrobiosis Group</td>
</tr>
<tr>
<td>AstraZeneca</td>
<td>Medtronic</td>
</tr>
<tr>
<td>Bayer Health Care</td>
<td>Merck Sharp &amp; Dhome</td>
</tr>
<tr>
<td>Becton Dickinson</td>
<td>Merckdia</td>
</tr>
<tr>
<td>Boehringer Ingelheim</td>
<td>Montmed</td>
</tr>
<tr>
<td>Canadian Diabetes Association</td>
<td>Nipro Diagnostics</td>
</tr>
<tr>
<td>Canadian Sugar Institute</td>
<td>Novo Nordisk</td>
</tr>
<tr>
<td>Cardiff University</td>
<td>Novo Nordisk</td>
</tr>
<tr>
<td>Dairy Farmers of Canada</td>
<td>Owen Mumford</td>
</tr>
<tr>
<td>Dario - Labstyle Innovations</td>
<td>Paper Birch Publishing</td>
</tr>
<tr>
<td>Diabetes Task Force Solutions Inc</td>
<td>Pic Solution</td>
</tr>
<tr>
<td>Dongbao</td>
<td>Proteomics International</td>
</tr>
<tr>
<td>DoubleGood AB</td>
<td>Qiagen</td>
</tr>
<tr>
<td>Edge Consulting srl</td>
<td>Sanofi Diabetes</td>
</tr>
<tr>
<td>EKF Diagnostics</td>
<td>Regeneron</td>
</tr>
<tr>
<td>Elsevier</td>
<td>Saudi Charitable Association of Diabetes</td>
</tr>
<tr>
<td>Eris Lifesciences Pvt Ltd</td>
<td>Siemens Healthcare Diagnostics Inc</td>
</tr>
<tr>
<td>FEND (Federation of European Nurses in Diabetes)</td>
<td>Silvercloud Health</td>
</tr>
<tr>
<td>ForaCare</td>
<td>innoviCares (STI Technologies Limited)</td>
</tr>
<tr>
<td>Forus Health</td>
<td>Takeda Pharmaceuticals International Inc</td>
</tr>
<tr>
<td>Glenmark</td>
<td>The European Association for the Study of Diabetes (EASD)</td>
</tr>
<tr>
<td>HTL-STREFA</td>
<td>The Michener Institute of Applied Health Sciences</td>
</tr>
<tr>
<td>Insulet Corporation</td>
<td>Vigipen</td>
</tr>
<tr>
<td>Insulin for Life</td>
<td>Welchally</td>
</tr>
<tr>
<td>International Diabetes Federation</td>
<td>World Diabetes Foundation</td>
</tr>
</tbody>
</table>
Abu Dhabi - host of the IDF Congress 2017

In 2017, the IDF brings the IDF Congress to Abu Dhabi, the United Arab Emirates. Experts in diabetes care from around the world will exchange research and best practices on diabetes prevention, education, treatment and management.

The United Arab Emirates and the Middle East and North African region are experiencing an unprecedented growth in diabetes. Rapid urbanisation and economic development associated with a shift to more unhealthy lifestyles have resulted in an explosion in type 2 diabetes over the last decades.

The return of the IDF Congress to the United Arab Emirates in 2017 will help us to ensure the conference has a lasting impact throughout the region, as well as globally. Take part in the IDF 2017 Congress and become part of the movement to create a scientific and political platform for diabetes action.
HOW TO SECURE YOUR PARTICIPATION?

Exhibition

The exhibition will be held in the Abu Dhabi Convention Centre (ADNEC). Almost 5,500 m² net will be available for commercial and non-profit organisations to showcase their services and products.

Rates in EURO

<table>
<thead>
<tr>
<th>Description</th>
<th>Up to 9 m²</th>
<th>10 m² to 18 m²</th>
<th>19 m² to 100 m²</th>
<th>101 m² to 150 m²</th>
<th>More than 150 m²</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial organisations</td>
<td>EUR 750 / m²</td>
<td>EUR 720 / m²</td>
<td>EUR 700 / m²</td>
<td>EUR 680 / m²</td>
<td>Empty space, no furniture or services included</td>
<td></td>
</tr>
<tr>
<td>Shell scheme, (standard surface of 9 m²)</td>
<td>EUR 6120 / shell scheme</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>Includes: Walls: 2.5m high white sintra hardwalls Fascia: 3m header fascia sign with exhibitor’s name printed in black Lighting: 3x 150W spotlights per 9m² Power: 1x 4amp power point per 9m² Floor Covering: Charcoal carpet Standard Furniture Package: 2 chairs, 1 table, 1 waste paper bin</td>
</tr>
<tr>
<td>Non-profit organisations</td>
<td>EUR 350 / m²</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>Includes: Walls: 2.5m high white sintra hardwalls Fascia: 3m header fascia sign with exhibitor’s name printed in black Lighting: 3x 150W spotlights per 9m² Power: 1x 4amp power point per 9m² Floor Covering: Charcoal carpet Standard Furniture Package: 2 chairs, 1 table, 1 waste paper bin</td>
</tr>
</tbody>
</table>

A minimum of 9 m² has to be booked
Provisional timing

Below is a provisional overview of the exhibition build-up and dismantling schedule. Exhibitors will be informed of the final dates and time schedule through the exhibitor manual (to be available online by January 2017).

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday 2 Dec 2017</td>
<td>08.00 - 22.00</td>
<td>Build-up</td>
</tr>
<tr>
<td>Sunday 3 Dec 2017</td>
<td>08.00 - 22.00</td>
<td>Build-up</td>
</tr>
<tr>
<td>Monday 4 Dec 2017</td>
<td>08.00 - 16.00</td>
<td>Build-up</td>
</tr>
<tr>
<td>Tuesday 5 Dec 2017</td>
<td>09.30 - 17.00</td>
<td>Opening hours</td>
</tr>
<tr>
<td>Wednesday 6 Dec 2017</td>
<td>09.30 - 17.00</td>
<td>Opening hours</td>
</tr>
<tr>
<td>Thursday 7 Dec 2017</td>
<td>09.30 - 17.00</td>
<td>Opening hours</td>
</tr>
<tr>
<td>Friday 8 Dec 2017</td>
<td>08.00 – 22.00</td>
<td>Dismantling</td>
</tr>
<tr>
<td>Saturday 9 Dec 2017</td>
<td>08.00 – 22.00</td>
<td>Dismantling</td>
</tr>
</tbody>
</table>

General rules and regulations

- For safety and aesthetic reasons, exhibitors are required to set up and dismantle their booths at the times stated above. All exhibitors contractually agree to comply with the opening and closing times listed above.
- Exhibition space will be hired out as “space only” without prefabricated walls, installations, furniture, carpet, electricity or any other technical supplies.
- A standard shell scheme measures 9 m² (3 x 3 m), and comes with a standard set-up including the following:
  - Walls: 2.5m high white hard walls
  - Fascia: 3m header fascia sign with exhibitor’s name printed in black
  - Lighting: 3x 150W spotlights per 9m²
  - Power: 1x 4amp power point per 9m²
  - Floor Covering: Charcoal carpet
  - Standard Furniture Package: 2 chairs, 1 table, 1 waste paper bin
  - All shell schemes extras will be ordered directly with the stand builder (contact details in annex)
- Maximum stand height is 5m. Double-decker stands as well as platform stands over 2.5m are not allowed.
- All peninsula, corner and in-line stands must be separated from the neighbouring stand(s) by means of a separation wall. Over 2.5 meters, the separation wall should be finished or open.
- Rental rates apply to exhibition floor space only and do not include the rental of shell schemes or any other facilities and services.
- An exhibition manual will be available online by January 2017 and will include:
  - all relevant technical information, including rules and guidelines for stand activity and promotion
  - order form for materials available for rental (panels, chairs, flowers, etc.) and corresponding prices
  - order form for storage, transport, customs and forwarding agents
  - exhibition opening hours
  - construction and dismantling hours
  - a detailed road map of the exhibition area indicating access for trucks
  - rules related to height limitations
Exhibitors must submit an exact statement of the dimensions of their stand as well as plans and descriptions of their stands for approval by IDF. The graphics must clearly indicate the planned layout, equipment and furnishing of the stand, including the signage and visuals. Documents should be received by IDF for approval no later than 60 days prior to the congress. Documents will then be submitted by IDF to ADNEC for final approval.

Each exhibitor is asked to take into consideration the impact of the stand’s construction on neighbouring exhibitors and to comply with the build-up regulations which will be included in the technical manual.

### Payment deadlines for exhibition space

<table>
<thead>
<tr>
<th>Description</th>
<th>Payment deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st instalment (20% of aggregate amount)</td>
<td>Following acceptance of application by IDF</td>
</tr>
<tr>
<td>2nd instalment (40% of aggregate amount)</td>
<td>01 March 2017</td>
</tr>
<tr>
<td>3rd instalment (40% of aggregate amount) Any late payment charges</td>
<td>01 November 2017</td>
</tr>
</tbody>
</table>

### Payment terms

- Invoices are payable within 30 days following the date of issue and prior to the deposit and balance due dates. In case of non-payment on the due date, late charges of 7% per annum will apply.
- If rental charges are not paid within the allotted time, exhibition space will be released and any loss incurred by the organiser through such non-payment shall be covered by the defaulting exhibitor.
- **Direct transfer payments are preferred** and should be made into the congress account, clearly indicating the invoice number. Sender’s bank charges will be at the expense of the exhibitor.
- **Crossed cheques or bank drafts** should be made payable to the Congress and should be sent by registered post to the attention of the IDF Finance Department.
- **Personal cheques** will not be accepted.
- Other than for on-site registration, no cash payment shall be accepted.
Cancellation/reduction of exhibition space

Total cancellation of exhibition space
- In case of total cancellation before 1 December 2016 an administrative fee of 10% of the total amount due applies, with a minimum of EUR 100.
- In case of total cancellation before 1 March 2017, a cancellation charge of 55% of the total amount is due.
- In case of total cancellation before 4 September 2017, a cancellation charge of 75% of the total amount is due.
- In case of total cancellation on or after 4 September 2017, the total amount is due.
- Total cancellation fees apply irrespective of whether the space can be reallocated.

Partial cancellation of exhibition space
- In case of partial cancellation before 1 December 2016, an administrative fee of 10% of the amount of the cancelled space applies.
- In case of partial cancellation before 1 March 2017 a cancellation charge of 55% of the amount of the cancelled space is due.
- In case of partial cancellation before 4 September 2017, a cancellation charge of 75% of the amount of the cancelled space is due.
- In case of partial cancellation on or after 4 September 2017, the total amount of the cancelled space is due.
- Partial cancellation fees apply irrespective of whether the partially cancelled space can be reallocated.

Important note
All invoices need to be paid in full before the start of the congress. Failure to do so may lead to the cancellation of all sponsorship, be it exhibition space, satellite symposia, sponsorship items or hospitality suites.

Subletting and sharing exhibition space
The exhibitor shall neither share nor sublet whole or part of the allocated exhibition space to a third party without the written agreement of the organiser.
Satellite symposia

Why your company should book a satellite symposium

Satellite symposia constitute an ideal medium to reach a targeted audience and to inform potential clients about the latest scientific information and developments in diabetes research. Satellite symposia take place within the Abu Dhabi Convention Centre (ADNEC), inside the session halls assigned to the official congress programme.

Satellite symposia content has to be submitted to the Chair of the programme committee for approval no later than 4 September 2017.

Companies understand and explicitly agree that it is up to the programme committee to decide whether an application is accepted or rejected, no appeal is possible.

All the rooms available for the satellite symposia offer a private space that can be used for catering functions.

Companies wishing to organise catering during their satellite symposium are requested to contact the congress centre.

There is no extra charge for renting any of the available catering spaces, however, catering itself (including for staff) must be ordered directly from the Abu Dhabi Convention Centre (ADNEC).

Satellite symposia topics

In order to avoid similar satellite topics being scheduled in parallel, companies should clearly state the topic. When several companies apply for a satellite symposium on the same topic, the congress programme committee reserves the right to assign different time slots to avoid overlap.
## Time slots and rental cost in EURO

<table>
<thead>
<tr>
<th>Day</th>
<th>Conf Hall A</th>
<th>Conf Hall B</th>
<th>Hall 5</th>
<th>Hall 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICC1</td>
<td>Conf Hall A</td>
<td>Conf Hall B</td>
<td>Hall 5</td>
<td>Hall 6</td>
</tr>
<tr>
<td>Monday 4 Dec</td>
<td>1500 seats</td>
<td>920 seats</td>
<td>460 seats</td>
<td>1000 seats</td>
</tr>
<tr>
<td>09.30 - 11.30</td>
<td>43000</td>
<td>37500</td>
<td>33000</td>
<td>34000</td>
</tr>
<tr>
<td>12.30 - 14.30</td>
<td>43000</td>
<td>36000</td>
<td>37600</td>
<td>37600</td>
</tr>
<tr>
<td>15.30 - 17.30</td>
<td>52000</td>
<td>43000</td>
<td>Takeda</td>
<td>37600</td>
</tr>
<tr>
<td>full day 09.30 - 17.30</td>
<td>86500</td>
<td>65000</td>
<td>50000</td>
<td>51500</td>
</tr>
<tr>
<td>ICC1</td>
<td>Conf Hall A</td>
<td>Conf Hall B</td>
<td>Hall 5</td>
<td>Hall 6</td>
</tr>
<tr>
<td>Tuesday 5 Dec, 17.30 - 19.30</td>
<td>60000</td>
<td>Sanofi</td>
<td>Novo Nordisk</td>
<td>AstraZeneca</td>
</tr>
<tr>
<td>Wednesday 6 Dec, 17.30 - 19.30</td>
<td>60000</td>
<td>50000</td>
<td>Novo Nordisk</td>
<td>Server</td>
</tr>
<tr>
<td>Thursday 7 Dec, 17.30 - 19.30</td>
<td>49000</td>
<td>40500</td>
<td>Novo Nordisk</td>
<td>36500</td>
</tr>
</tbody>
</table>

Rental rates include the use of the IDF Congress logo on invitations and promotional documents, and publication of the satellite symposium in the IDF Congress Industry Guide.

**Rates further include:**
- room rental
- standard audio-visual equipment
- audio-visual technician
- lighting technician (if applicable)
- access to the speaker preview room
- permission to use the company's branding inside the room (production to be organised and paid by the company)
- rehearsal time of max. 1.5 hours, outside the official programme hours, to be confirmed with IDF. This complimentary rehearsal time, including set-up of equipment where necessary, needs to be booked in advance by the sponsor preferably, when completing the sponsorship agreement, and will be allocated on a first-come, first-served basis.

Rental rates do not include the cost for extras (e.g. catering service, extra audio-visual equipment, extra furniture, extra decoration, extra hostesses, etc). To order extra equipment, we suggest companies to first liaise with IDF’s AV consultant Michel De Backer before contacting the official supplier.

For contact details see annex 1.
Reservation and room allocation

Options on suitable rooms and time slots can be held, free of charge, until requests for the same rooms and time slots are received from another company. In this case, the company holding the option will be informed by IDF and will need to confirm its choice in writing within one week. If the IDF does not receive written confirmation, the option will be released. Options will be released free of charge.

The reservation of a satellite symposium will only be valid when the company has returned a completed and signed sponsorship agreement.

Reservation of the satellite symposium room will be arranged through the organiser, and not directly with the congress venue.

Payment deadlines for satellite symposia

<table>
<thead>
<tr>
<th>Description</th>
<th>Payment deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st instalment (20% of total amount)</td>
<td>Following acceptance of application by IDF</td>
</tr>
<tr>
<td>2nd instalment (40% of aggregate amount)</td>
<td>01 March 2017</td>
</tr>
<tr>
<td>3rd instalment (40% of total amount)</td>
<td>01 November 2017</td>
</tr>
<tr>
<td>and any late payment charges</td>
<td></td>
</tr>
</tbody>
</table>

Payment terms

Invoices are payable within 30 days following the date of issue and prior to the deposit and balance due dates. In case of non-payment on the due date, late charges of 7% per annum will apply.

Important note

- All invoices need to be paid in full before the start of the congress. Failure to do so may lead to the cancellation of all sponsorship items, be it exhibition space, satellite symposia, hospitality suites or sponsorship items.
- **Direct transfer payments are preferred** and should be made into the congress account, clearly indicating the invoice number. Sender’s bank charges will be at the expense of the company.
- **Crossed cheques or bank drafts** should be made payable to the Congress and should be sent by registered post to the attention of the IDF Finance Department.
- **Personal cheques** will not be accepted.
Cancellation of satellite symposia

- In case of total cancellation before 1 December 2016 an administrative fee of 10% of the total amount due applies, with a minimum of EUR 100.
- In case of total cancellation before 1 March 2017, a cancellation charge of 55% of the total amount is due.
- In case of total cancellation before 4 September 2017, a cancellation charge of 75% of the total amount is due.
- In case of total cancellation on or after 4 September 2017, the total amount is due.
- Total cancellation fees apply irrespective of whether the space can be reallocated.

Access and rehearsal

Companies have access to the satellite symposium room 30 minutes before their scheduled time slot. Rehearsal and set-up time of max 1.5 hours, including dedicated technicians can be booked for free. All rehearsal slots will be scheduled outside the official scientific programme framework and will be allocated on a first-come first served basis. Companies who would like to book a rehearsal slot need to indicate this on the sponsorship form.

Attendance

The satellite symposium must be open to all registered participants. No separate registration will be allowed. All attendees to the satellite symposia will be required to wear a congress badge. The same policy applies also for the satellites symposia on Monday.

Registrations for participants and corresponding badges are nominative and non-transferable. The full registration policy will be available online as of January 2017.

Companies exhibiting will be entitled to a maximum of 4 free badges per 9 m² booked. These badges will give company staff access to the exhibition and the satellite symposia but NOT to the scientific programme. Additional exhibitor badges need to be booked onsite at the cost of EUR 50 per badge. All staff, whether company staff or local stewards/hostesses, will need to wear an exhibitor badge.

During the exhibition AND during non-show hours, individuals without an exhibitor badge will not be admitted into the halls.

To allow their staff to participate into the scientific programme, companies will need to register their staff at the congress delegate registration rate.
**Sponsorship opportunities**

As a premier platform for the global diabetes community, the IDF Congress brings together over 12,000 delegates: the ideal opportunity to brand your products and services through a wide variety of sponsorship items.

**Branded wristband pedometers**

Become the virtual fitness coach of the Congress and one of the most visible sponsors by providing the congress delegates with their own wristband pedometers.

- Branded wristband pedometers
- Print-run: 12,000
- One-page insert in each delegate bag to describe the benefit of using this item
- Distribution onsite at sponsor’s stand (in exchange of a voucher)
- Opportunity to organise a competition between Congress participants
- **EUR 80,000 per unit**

**Abstract USB stick**

Accepted abstracts for the congress are made available on a USB stick. This item is very popular and is provided to all interested delegates. The sponsor’s logo will be printed on the USB Stick.

- Company logo to be printed on actual USB Stick
- Web-linked company logo on start-up page
- Distribution on site at sponsor’s stand
- Print-run: 12,000 (to be confirmed)
- **EUR 120,000**

**Advance Programme/Call for Abstracts**

This publication provides valuable pre-congress information and is widely distributed as a promotional item to IDF’s 230 Members, interested persons and potential delegates at other congresses. Place your company logo on the back page outside cover.

- Company logo on outside back cover
- Print-run: 12,000
- Distribution as of September 2016 (online and at major diabetes congresses)

**Advertising rate:**

- Outside back cover: (non-exclusive: max 9 companies) - **EUR 5,000 / per logo**
Industry Guide

Each attendee receives the industry guide with the congress bag at registration. The guide contains the industry satellite symposia programme, exhibitor’s profiles and the exhibition floor plan. This publication is a great opportunity for companies wanting to advertise and gain more visibility as well as promoting their satellites symposia event.

Full colour advert
- Printing specifications:
  - Size: 200 x 200 mm
  - Format files to be delivered: only high resolution PDF will be accepted
  - Print-run: 12,000 (to be confirmed)
- Distribution on site, included in the congress bag

Advertising rates:
- Outside back cover – exclusive EUR 20,000 SOLD
- Inside back cover – exclusive EUR 10,000 SOLD
- Inside front cover – exclusive EUR 10,000 SOLD
- Inside page facing table of contents – exclusive EUR 10,000 SOLD
- Inside double-spread – exclusive EUR 20,000
- Inside single page – non-exclusive: max 10 companies EUR 5,000 / per page 8 Remain

Congress Newsletter Advertisement

The congress newsletter is circulated to over 25,000 subscribers and potential delegates in the months leading up to the congress including 230 IDF national Members associations in 170 countries.

Progressively, congress registrants are added to the mailing list.

Sponsor’s logo appears as a clickable button which leads to the sponsor’s company website. The newsletter features programme highlights and sneak previews, practical information on travel, hotel and visa, quotes from national diabetes associations and it promotes congress activities. It is the ideal opportunity to promote your satellite symposium and stand events.

Non-exclusive: max 5 companies.

Rates
- Newsletter July & August 2017 EUR 5,500 / per issue
- Newsletter September and October 2017 EUR 8,500 / per issue
- Newsletter November 2017 EUR 13,000 / per issue
Congress Daily Email

Congress Daily Email is sent to all the registered delegates on Sunday, Monday, Tuesday and Wednesday evening during the conference to promote highlights of the following day. The email will feature session highlights, symposia and social activities including the IDF 5K run/walk, to encourage delegate involvement.

This is a unique opportunity for sponsors to convey a message to delegates while they are on site and invite them to visit your stand or attend the satellite symposium.

- Non-exclusive (max 3 companies)
- Direct target to 12,000 participants
- Maximum 200 words
- EUR 10,000

Multi-sponsored congress bag

Distributed to all attendees, the participating sponsors will receive high visibility from prime advertising space on the outside of the official congress bag.

1 Euro per bag will be donated to the IDF “Life for a child” programme which aims provide children in developing countries with the on-going clinical care and diabetes education to stay alive.

- Company logos printed on the front side
- Non-exclusive: max 4 companies
- Print-run: 12,000 (to be confirmed)
- Distribution onsite
- EUR 30,000

Congress bag insert

Be the first to reach the attendees with your message inserted into the congress bag.

- Print-run: 12,000 (to be confirmed)
- Distribution on site, included in the congress bag
- Format: max. A4, max 4 pages
- Non-exclusive: max 6 printed inserts and 3 non-printed inserts
- EUR 10,000 per insert 6 Remain
Exclusive room drops
Exclusive room drops are an excellent opportunity to promote your booth, product or satellite symposium with exclusive exposure on each distribution date set between Monday 4 December and Wednesday 7 Dec 2017. The sponsoring company is allowed to distribute one item which will be delivered to the attendee's hotel rooms.

- Print-run: 4,300 (to be confirmed)
- Format: max. A4,
- Exclusive: 1 room drop per day
- EUR 35,000 per room drop

Mobile charging stations
Exclusive mobile charging stations will be positioned in the Exhibition Hall in two different locations to enable delegates to safely charge their phones while they enjoy the conference. These locations are available during exhibition opening hours and will carry branding.

- Your logo and the acknowledgement ‘Kindly supported by’ on exclusive signage.
- Your logo and acknowledgement on each charging station unit.
- Quantity: 2
- EUR 30,000 per unit
Internet zone
A popular feature of the congress, the internet zones are located throughout the Abu Dhabi Convention Centre (ADNEC) on different levels as well as in the exhibition hall. Regularly used by speakers, delegates and exhibitors, the internet zones are accessible during the congress opening hours.

The zones offer 5 units (1 unit is comprised of 5 desktop, internet-ready PCs connected to printers).
- Company logo to be printed on signage top panels
- Company logo on the PC desktops
- Non-exclusive
- EUR 15,000 per unit

Writing Pads and Pens
This writing set is a useful tool for the delegate. They will be branded with the sponsor’s logo and included in the congress bags. The sponsor will bear the costs of production and shipment.
- Print-run: 12,000 (to be confirmed)
- Exclusive
- EUR 45,000

Water Dispensers
Sponsoring the Water Coolers will grant your company exclusive brand exposure at all the thirty (30) stations. These stations will be placed all over the congress centre and free water service will be available for the participants.
- Company branded pop-up banners will be placed next to each station (total 30)
- Exclusive
- EUR 30,000
IDF 5K Run/Walk
The IDF 5K Run/Walk emphasises the need for increased physical activity to help prevent diabetes. Participation is free to all congress attendees and the general public.

The sponsor’s logo will appear on promotional materials as well as on the web page of the IDF 5K Run/Walk as of mid-2017. The organisation of the event is the sponsor’s responsibility.

- Company logo on congress website
- IDF 5K Run/Walk registration desk at the congress centre with company logo
- On-site branding
- Exclusive
- EUR 35,000

Industry welcome desk
The industry welcome desks will be prominently located next to the congress registration area and provides you with a personal space to meet & greet your sponsored delegates throughout the congress.

- Company branded
- Monday 4 to Friday 8 December 2017
- Open during official registration hours
- Non-exclusive: max 3 welcome desks
- EUR 7,500/ desk 2 Remain
  Incl. furniture: 2 chairs, 1 waste paper bin, electrical power, computer electrical extension
Hotel Key Cards booklet
Given to attendees upon their check in at the IDF official hotels, the branded key cards booklet provides repeated visibility of your corporate logo or brand message throughout the congress period.

- Exclusive
- Print-run: 20,000 (to be confirmed)
- Company branded
- EUR 70,000

Young scientists travel grants
Help young scientists to attend the IDF 2017 Congress and to benefit from the learning experience at the largest international diabetes congress. Grants are provided to the highest scoring abstracts accepted for oral presentation.

- Sponsor acknowledgement on congress website and in programme book
- EUR 3,500 per travel grant
- EUR 15,500 per 5 travel grants
- EUR 28,000 per 10 travel grants
- Non-exclusive

IDF Congress Application
The congress app provides delegates with the opportunity to access information about the congress through their mobile devices. Detailed information on the programme, exhibition and venue is at their fingertips with this technology.

- Application header with sponsor’s logo and link
- Splash screen while the application loads showing the congress and sponsor’s logos
- 1 alert per day to the delegates which appears to inform delegates of satellite symposium information or reminders to visit the sponsor’s booth
- Exclusive
- EUR 65,000
Well-Being Area
During the congress in Abu Dhabi, delegates will have the opportunity to unwind and enjoy a relaxing massage provided by a team of professional therapists. This area will be prominently located in the commercial exhibition hall and will offer the sponsoring company high visibility.

- The sponsoring company’s logo and an acknowledgement “Kindly sponsored by” will appear on a circular banner as shown on the image
- The sponsor can brand the panels in wall surrounds (artwork must be approved by IDF)
- The sponsor will have the opportunity to provide branded t-shirts for the massage therapists to wear
- Delegates will receive a voucher at the sponsor’s booth to be handed over at the entrance of the massage area which will attract traffic to the booth
- Exclusive
- EUR 65,000
IDF is constantly evolving new ideas and marketing concepts and will inform its Partner about new opportunities available in the lead up to the Congress.

**Payment schedule of sponsorship items**

- The full amount is due upon acceptance of the application by IDF and shall be paid within 30 days of the invoice date. At the request of the sponsoring company, for items in excess of EUR 10,000, the payment schedule applicable to exhibition space and satellite symposia can be considered. Companies should clearly specify in their sponsorship agreement to which items they would like to apply the payment schedule applicable for exhibition space and satellite symposia.
- If sponsorship items are not paid in due time, the reserved items will be released and any loss incurred by the organiser through non-payment shall be covered by the defaulting company.
- **Direct transfer payments** are preferred and should be made into the established congress account, indicating the invoice number. Sender’s bank charges will be at the expense of the company.
- **Crossed cheques or bank drafts** should be made payable to the congress and should be sent by registered post to the attention of the IDF Finance Department.
- **Personal cheques** will not be accepted.

**Cancellation of sponsorship items**

- In case of total cancellation before 1 December 2016 an administrative fee of 10% of the total amount due applies, with a minimum of EUR 100.
- In case of total cancellation before 1 March 2017, a cancellation charge of 55% of the total amount is due.
- In case of total cancellation before 4 September 2017, a cancellation charge of 75% of the total amount is due.
- In case of total cancellation on or after 4 September 2017, the total amount is due.
- Total cancellation fees apply irrespective of whether the item can be resold.
Hospitality Suites

Rates and location

Hospitality suites will be available for exhibitors to set up private meetings and organise receptions. Hospitality suites must be rented for the entire duration of the congress and are rented out as “space only”, all extras (furniture, catering, ITC services,...) need to be ordered directly from the relevant on-site suppliers.

The hospitality suites are located on the level 1 of the Abu Dhabi Convention Centre. Hospitality suites are available to companies from Monday 4 December to Friday 8 December 2017, 08.00-20.00.

<table>
<thead>
<tr>
<th>Room</th>
<th>Capacity</th>
<th>Cost / EUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hospitality Suite CS1</td>
<td>214 m²</td>
<td>13,500</td>
</tr>
<tr>
<td>Hospitality Suite CS2</td>
<td>110 m²</td>
<td>11,500</td>
</tr>
<tr>
<td>Hospitality Suite CS3</td>
<td>169 m²</td>
<td>11,500</td>
</tr>
<tr>
<td>Hospitality Suite CS4</td>
<td>111 m²</td>
<td>11,500</td>
</tr>
<tr>
<td>Hospitality Suite CS5</td>
<td>233 m²</td>
<td>13,500</td>
</tr>
<tr>
<td>Hospitality Suite CS8</td>
<td>166 m²</td>
<td>11,500</td>
</tr>
<tr>
<td>Hospitality Suite CS9</td>
<td>108 m²</td>
<td>11,500</td>
</tr>
</tbody>
</table>

Payment schedule for hospitality suites

- The full amount is due upon acceptance of the application by IDF and must be paid within 30 days of the invoice date.
- If hospitality suites are not paid within due time, the room will be released and any loss incurred by the organiser through non-payment shall be covered by the defaulting company. Direct transfer payments are preferred and should be made into the established congress account, indicating the invoice number. Sender’s bank charges will be at the expense of the company. Crossed cheques or bank drafts should be made payable to the congress and should be sent by registered post to the attention of the IDF Finance Department. Personal cheques will not be accepted.
ANNEX 1: CONTACT DETAILS SUPPLIERS

Congress venue – Abu Dhabi National Exhibition Centre

The ADNEC is a multi-award winning venue offering organisers of exhibitions, conferences and live events a total space of 133,000 m². This abundant space is spread over 12 state-of-the-art, fully interconnected column-free exhibition halls plus an Atrium and Concourse. The venue also boasts a number of outdoor event spaces as well as the stunning Waterfront Quayside.

- Abu Dhabi National Exhibition Centre (ADNEC)
  Khaleej Al Arabi Street
  P.O. Box 5546
  Abu Dhabi
  United Arab Emirates
  Mr Neil Smillie - Event Manager
  T: +971 (0) 2 406 3510
  E: neil.smillie@adnec.ae

Catering – Abu Dhabi National Exhibition Centre

The official caterer is Abu Dhabi National Exhibition Centre.

Cristiana Ilie
Client Relationship Manager
T: + 971 (0) 2 406 3852
E: cristiana.illie@capitalhospitality.ae
**Housing Agency – International Conference Services Ltd.**

Abu Dhabi offers a wide range of hotels from 3 to 5 stars properties. ICS has secured a large room allotment in all categories.

The official housing agent is:

- **International Conference Services Ltd.**  
  Jennifer Brock  
  T: +1 604 639-3921  
  F: +1 604 681 1049  
  E: jennifer@icsevents.com

**Freight forwarding agent – EFI Logistics**

The official freight-forwarding and on-site handling agent is EFI Logistics:

- **EFI Logistics – Ashley Head**  
  Crown House  
  High Street, East Grinstead  
  West Sussex RH19 3AF – United Kingdom  
  T: +44-1342 31 7777  
  F: +44-1342 31 7600  
  E: ashley.head@efilogistics.com

The EFI team will help you with freight, shipping and customs related questions at any time.

**On site procedures**

EFI Logistics will operate a targeted move-in schedule for this event.

Goods will be moved in to the venue in order. The unloading areas will be controlled via vehicle booking system and priority access will be given to those companies in need of maximum preparation time.
IDF External Audio-Visual Consultant

IDF has appointed a dedicated external AV coordinator to assist companies with their satellite symposia. For further details about the standard set-up and requests for extra material, please contact Michael De Backer (michael@debackerconsultants.com).

In order to streamline the management of extra AV requests for satellite symposia, companies are kindly invited to contact Michael De Backer only as of January 2017 via e-mail.

AV requirements for stands and hospitality suites can be sent directly to the official audio-visual company.

Contact details of the local AV supplier will be announced in the exhibitor manual, to be published online by January 2017.

IDF Congress Secretariat - International Diabetes Federation

All enquiries and correspondence in relation to the congress should be directed to:

- IDF Congress Secretariat - International Diabetes Federation (IDF)
  Chaussée de La Hulpe 166
  1170 Brussels
  Belgium
  T: +32-2-5431631
  F: +32-2-4030830
  E: congress@idf.org
  http://www.idf.org/congress

General Enquiries
- Margarita Babenko - Congress Coordinator (congress@idf.org)

Industry Relations
- Said Laghmari - Industry Relations Manager (industry@idf.org)

Programme and Abstracts
- Jessica Pledge - Programme Manager (programme@idf.org)