



50TH
ANNUAL
MEETING

MILAN, ITALY
MAY 27TH -31ST

ISSLS2024

SPONSORSHIP PROSPECTUS

Celebrating 50Years

isslsm meetings.org

Welcome

Dear Spine Industry Company,

The International Society for the Study of the Lumbar Spine ("ISSLS") is pleased to present the **Exhibitor & Sponsorship Prospectus** for the



50th ISSLS 2024

The International Society for the Study of the Lumbar Spine

<https://www.isslsm meetings.org/>

which will be held at the **QUARK HOTEL** in **Milano** from **May 27th** to **May 31st, 2024**.

ISSLS is the oldest, international spine society in the world and draws in the world's leaders in spine management and research.

We anticipate that there will be approximately **450 ISSLS members and non-members** crossing the globe to attend. Our target audience is spine care practitioners, both surgeons and non-operative practitioners (e.g. physicians, neurologists), as well as researchers in the field. The meeting will cover a spectrum of pressing spine conditions, as well as their treatments and outcome.

The scientific program will be focused on the following topics related to spine treatment:

- **Biomechanics**
- **Disc Biology**
- **Surgery**
- **Non-Surgery**

The topics will be the subject of panel discussions, case presentations, invited talks and poster presentations.

The scientific program and updates will be available online on the dedicated website
<https://www.isslsm meetings.org/>

The Welcome Reception on Monday, May 27 will kick off a week-long opportunity to interact with spine surgeons, clinicians and researchers during both our academic and social programs.

As an exhibitor, you will have four days to showcase your products and services to the meeting participants. We assure interaction with attendees through its proximity to general session and strategic use of exhibit space for banquet service and open area to general poster sessions. Exhibit space is limited and will be awarded in the order confirmation is received; we strongly encourage you to take advantage of what we can assure you will be a well-attended and worthwhile event!

The **ISSLS Executive Committee** along with the local hosts, **Fabio Zaina** and **Stefano Negrini**, and the local organizing and program committee welcome your early expression of interest in supporting this important meeting. Full details of exhibition opportunities associated with support offered are included in this brochure.

Please, do not hesitate to contact us for any additional information on the Sponsorship Prospectus. Looking forward to hearing from you,

Local hosts:

Fabio Zaina, MD, ISICO (Italian Scientific Spine Institute)
Stefano Negrini, MD, Università degli Studi di Milano

PCO and Provider ECM



Sponsorship Management

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Congress venue



QUARK HOTEL MILANO

Via Lampedusa, 11/a - 20141 Milano, Italy

Ph: +39 02 847391

www.quarkhotelmilano.com

The hotel is located in a strategic, easily reachable position; timing depends on the traffic jam.

Main distance

- Milan Malpensa airport 65 Km/50 min
- Milan Linate airport 13 Km/20 min
- Central Railway Station 8 Km/20 min
- Rogoredo Railway Station 5 Km/15 min
- Dome of Milan (main downtown) 5 Km/15 min



Quark Hotel Milano rises in the economic heart of Milan just 3 km from the city center and a short distance from the Bocconi University and the lively Navigli area. With a total surface of 6,200 sqm and 42 meeting rooms, this full-service 4-star hotel features one of the largest conference centers in Milan. A unique location for great events and conferences of all sizes. Great attention goes to the restaurant offer. The food concept is by the starred chef Andrea Ribaldone and focuses on "good km", mainly vegetal and fresh raw materials and strong regional accents.

HOTEL ACCOMMODATION

A block of guest rooms is being held at the **Quark hotel** for meeting attendees at a discounted rate of Euro 159,00 per night. ISSLS recommends making reservations well in advance to ensure availability. [50th ISSLS Milan Meeting 2024 Accomodation](#)

On the occasion of the meeting will be also provided incentive rates for participants at some hotels located near the congress venue. The list of the Hotels will be available on the dedicated website. **Stay tuned with us!**



Preliminary congress agenda

Monday May 27th, 2024

8:00 am – 5:30 pm	ISSLS Committee Meetings
8:00 am – 3:00 pm	Exhibition set up
3:00 pm – 6:00 pm	Registration Open
6:00 pm – 8:00 pm	ISSLS Welcome Reception

Tuesday May 28th, 2024

7:00 am – 12:00 pm	Special Poster set up
7:30 am – 6:00 pm	Exhibition open
7:45 am – 5:45 pm	ISSLS Scientific Program
7:45 am – 5:45 pm	General Poster
5:45 pm – 6:30 pm	First Business Meeting

Wednesday May 29th, 2024

7:45 am – 8:45 am	Special Poster Presentation
7:30 am – 1:00 pm	Exhibition open
7:45 am – 12:30 pm	ISSLS Scientific Program
7:45 am – 1:00 pm	General Poster
1:30 pm – 10:00 pm	Afternoon outing

Thursday May 30th, 2024

7:30 am – 4:00 pm	Exhibition open
7:45 am – 5:45 pm	ISSLS Scientific Program
7:45 am – 5:45 pm	Special Poster and General Poster
4:00 pm – 7:00 pm	Exhibition pack down
5:45 pm – 6:30 pm	First Business Meeting
7:00 pm – 10:30 pm	Banquet

Friday May 31st, 2024

7:45 am – 8:45 am	Special Poster Presentation
7:45 am – 12:30 pm	ISSLS Scientific Program
7:45 am – 12:30 pm	General Poster
1:30 pm	Meeting closes

SPONSORSHIP PROPOSALS

A. EXHIBITION SPACES

A1. Exhibition space rental (3*2 m²) € 3.000,00

The spaces are intended **as rent in a free area, not delimited by walls/partition and without furniture** and will be assigned according to the order of the requests and availability.

See attached floor plan.

Prime placement is reserved for Main Sponsor packages.

All the booths are provided with a table 150*65, 2 chairs and waste basket.

Booth and furnitures catalogue will be provided to exhibitors interested in.

A2. Fixed costs per booth € 200,00

Electrical wiring with 1.5 kw power, technical support, material deposit, cleaning of public area and alleys (not on the booth).

A3. Hospitality Suite € 2.000,00/day

No scientific event can be held in it. Discount will be applicated for more days.

A4. Company panel/roll up € 1.500,00

It is possible to place 1 roll up of m. 1x2 in high-attendance areas of the participants (foyer expo, flow paths, catering area...), with the exception of the rooms designated for scientific activities. The supply of the support is to be intended by the Company.

Table and chairs not provided with this agreement.

B. ORGANIZATION OF COMPANY SCIENTIFIC EVENTS

B1. Breakfast Symposium > *not on an exclusive basis* € 2.000,00/1h

One-hour commercial and theoretical session to be held **from Tuesday to Friday** (breakfast time 07:00-08:00 tbc) in a **dedicated room**.

There will be no parallel ISSLS congress sessions.

The quote includes meeting room rental, standard set up with a table chair, amplification, screen, video projector and publication of the Symposium on the Final program.

B2. Luncheon Symposium > *not on an exclusive basis* € 3.000,00/1h

One-hour commercial and theoretical session to be held **on Tuesday May 28th or Thursday May 30th** (lunch time 12:30-13:30 tbc) in a **dedicated room**.

There will be no parallel ISSLS congress sessions.

The quote includes meeting room rental, standard set up with a table chair, amplification, screen, video projector and publication of the Symposium on the Final program.

B3. Industry Workshop/Technology Lab € 7.000,00/for whole event *not on an exclusive basis* € 4.000,00/for one day

Commercial and practical demonstrations for training with own simulator and/or medical device to be held in a **dedicated room**.

The quote includes meeting room rental, set up in agreement with company, amplification, screen, video projector and publication of the Wks/Lab on the Final program.

B4. Scientific speech > for Platinum Sponsors only € 4.000,00/1h

Inclusion of a 20-minute speech in the main program to be held in plenary hall. The slot will be assigned on a first come for served basis.

C. ADVERTISING

C1. Participants badge lanyards > exclusive right! supply +€ 3.000,00

Development and supply by the Company.

Approx 450 lanyards to be provided with sponsor logo together with 50th ISSLS 2024 logo.

C2. Conference Bags/Folders > exclusive right! based on quote

A) To be provided by the Organizing Secretariat

Customised bags with company logo printed on. Details of bag design will be determined after consultation with sponsor and ISSLS2024 organizing committee.

Note-pad, pen and technical sheet can be added upon request (see quoted rates).

B) To be supplied by Company

supply + € 2.000,00

Approx 450 congress bags to be supplied by the company.

Note-pad, pen and technical sheet can be added upon request (see quoted rates).

C3. Note-pads and pens > exclusive right! supply + € 2.000,00

Supply of approx 450 note-pads and pens to be added to congress bags.

C4. Distribution of technical data sheets € 2.500,00

Technical sheets will be insert inside the congress bags/folders (exclusive right only in combination with supply of congress bags/folders) or the technical sheets will be hand deliver to participants upon registration.

C5. Advertising page in Final Program

Four-colour print of advertising page.

Films (jpg or pdf format) in high resolution, to be provided by company.

A) Internal page

€ 3.000,00

B) 3rd page > exclusive right!

€ 4.000,00

C) Back cover > exclusive right!

€ 6.000,00

C6. Company logo on Congress website € 2.000,00

Displayed of the company logo on the congress website on the "Acknowledgements page" with hyperlinked to company's website, printing of the corporate logo in full colors on the final program (non-exclusive) and showing of the logo in the Plenary Hall during the breaks of the scientific program.

C7. Print company logo on directional signs € 2.500,00

Printing of the company logo in four colors on the directional signs that will be displayed at the congress venue, non-exclusive item.

- C8. Brading Plenary Hall > exclusive right!** € 4.000,00
 Displays of company logo by the entrance and inside the plenary hall on signboards and with roll up/pop up banners.
- C9. Brading Lounge Area > exclusive right!** € 3.000,00
 Displays of company logo on signboards and with roll up/pop up banners.
- C10. Newsletter** € 500,00 cad. NLT
 Possibility to insert the company logo in the promotional newsletters of the event, that are disclosed to all the professional category mailings of the event, non-exclusive.
- C11. Commercial Videos** € 3.000,00
 Display of a short video clip (timing from 2' to 4') on the plenary hall screen (not on an exclusive basis) at the beginning/end of the event. Video to be provided by the company and publication is subject to prior approval by Organizing Secretariat.
- C12. Social Media Post > exclusive right!** € 3.000,00
 Possibility to insert the company logo in the Social Media Post of the event, that are disclosed to all the professional category mailings of the event.

D. CATERING EVENTS*

- Welcome Reception, Lunch Buffet, Coffee Break and Banquet Dinner** quote to be defined
 A financial contribution to the above catering events that will comply with the modest requirement of the MedTech Europe and Confindustria DM codes can be agreed upon with the Organizing Secretariat. The sponsorship foresees the printing and displays of the company logo on the final program, on signboards and with roll up/pop up banners by the venue, by the buffet area and menus if provided.
**Confindustria DM members cannot display the logo at catering events*

E. EDUCATIONAL SUPPORT FOR SCIENTIFIC COMMITTEE

- Participation in the **expenses of the ISSLS 2024 Scientific Committee** (registration, hotel, travel and pick up included the management) in an anonymous and lump sum format. quote to be defined

F. OTHER FORM OF SPONSORSHIP

- Participation in **organizational expenses** of the 50th ISSLS 2024. to be defined

All the above quotes are in Euro and to be intended 22% VAT excluded

G. UNCONDITIONAL CONTRIBUTION TO THE FORMATION OF HCP • as required by MedTech Europe rules for affiliated companies

The contribution for the recruitment and complete management of the participant by My Meeting includes:

€ 200,00 cad.

- Telephone contact and email correspondence with the training office (HCO)
- Sending a letter of transparency in compliance with the sector ethical codes of the HCO
- Identification by the HCO of the delegate (HCP) and contact ph./email with the latter
- Logistic organization of registration, accommodation and travel
- Agency fee for hotel management, travel and pick up
- Sending a hotel confirmation letter to the participant
- Issuing and sending travel documents
- Reservation of catering services related to the event

Any costs related to registration fee, overnight stays, trips and pick-up will be billed with final balance based on the real costs incurred.

N.B. Board and lodging treatments, where required, will comply with the modest requirement of the MedTech Europe and Confindustria DM codes.

H. MAIN SPONSORSHIP PACKAGES

Platinum Sponsor: contribution of **Euro 20.000,00**

Gold Sponsor: contribution of **Euro 15.000,00**

Silver Sponsor: contribution of **Euro 10.000,00**

Platinum Sponsor

- **A1.** Rent exhibition space 6 sqm fixed cost euro 200,00 included
- **C4.** N. 1 free insert in the congress bag (technical sheet)
- **C5.A** Advertising internal page in the final program (4 colours, full page)
- **C6.** Company logo on the congress website with link to company website
- **C8.** N. 3 Newsletter
- **C9.** Commercial video (not on an exclusive basis)
- **D.** Contribution for the organization of catering services (to be agreed)
- **E.** Educational Support for Scientific Committee (to be agreed)
- **N. 6 Badges** for industry representatives *complimentary*

Gold Sponsor

- **A1.** Rent exhibition space 6 sqm *fixed cost euro 200,00 included*
- **C4.** N.1 free insert in the congress bag (technical sheet)
- **C5.A** Advertising internal page page in the final program (4 colours, full page)
- **C6.** Company logo on the congress website with link to company website
- **C8.** N. 2 Newsletter
- **D.** Contribution for the organization of catering services (to be agreed)
- **N. 5 Badges** for industry representatives *complimentary*

Silver Sponsor

- **A1.** Rent exhibition space 6 sqm *fixed cost euro 200,00 included*
- **C7.** Print company logo on directional signs
- **C6.** Company logo on the congress website with link to company website
- **N. 4 Badges** for industry representatives *complimentary*

All the above quotes are in Euro and to be intended 22% VAT excluded

All companies can apply to the PCO for personalised packages with Symposium or Workshop

Logos of Sponsor Companies will be mentioned on the acknowledgements page in the final program

ASSIGNMENT EXHIBITION SPACE

My Meeting s.r.l. will assign option in the exhibition space according to the numbering provided on the exhibition area, **depending on the availability and the chronological order of arrival of requests** being authoritative time and date of the email request. We do not accept complaints on the allocation of seats, for the which will arrive written confirmation to the Company with relative date "option expires". The reservation of space must be confirmed in accordance with the required deadline, through sending the "**Application Form**" and "**Technical Regulations**".

Failure to confirm in due time will void the reservation.

VALIDITY OF CONFIRMATION

1. Confirmation of the forms of sponsorship will be binding upon the receipt, by My Meeting, of the "**Application Form**" and the "**Technical Regulations**" stamped and countersigned for acceptance of all the conditions contained therein. Confirmation must take place by the expiry date included in the contract proposal. In case of failure to comply with the provisions, it will be automatically considered lapsed without any right or pre-emption by the sponsor company.
2. From the moment of receipt of the confirmation the terms relating to the cancellation and payment policies will start.
3. Any subsequent correspondence regarding the modalities of performance of the service so defined will form an integral part of the official agreement.

TERMS OF PAYMENT AND CANCELLATION POLICIES

- **DEPOSIT equal to 50%** of the total contract as a confirmatory deposit at the time of signing the Application Form;
- The **remaining balance of 50%** is to be paid **30 days invoice date**, in any case **within April 30th, 2024** if the deadlines are not met.

In case of cancellation from the contract after 15 days from the date of sending, it will be required to pay a penalty equal to 50 % of the agreed amount.

EXHIBITOR REGISTRATION and COMPANY STAFF

Exhibitors and sponsor representatives are required to make an exhibitor/sponsor registration. They will receive exhibitor/sponsor badges (which differ from the participant badge) with personal name and company name.

Each Sponsor Company will be given for their staff **2 badges** (based on 6 sqm booth or euro 3000 of investment).

Additional badges can be provided upon request at a cost of **USD 880** each and includes full registration for the scientific session and catering area.

It is forbidden to use exhibitor/sponsor badge for accompanying persons or medical doctors.



MEDTECH EUROPE COMPLIANCE PORTAL

The ISSLS 2024 Annual Meeting will be applied on the **Ethical MedTech Conference Vetting System**.

AIFA PROCEDURE FOR PHARMACEUTICAL COMPANY

For Sponsor Companies to be included in the on-line **AIFA PRE-APPLICATION** procedure by the Organizing Secretariat, please confirm your participation (even by simple registration) **before March 18th, 2024**.

Final deadline for on-line inclusion is March 22nd, 2024.

GENERAL GUIDELINES FOR SATELLITE SYMPOSIUM AND INDUSTRY WORKSHOP

- By signing the reservation contract, companies accept full responsibility for all the aspects of their Satellite Symposia or Industry Workshops (content, speakers, finances, etc.).
- The sponsoring company must cover speakers' daily registration fee, accommodation and flights.
- The 50th ISSLS 2024 Annual Meeting logo can be used on invitations for the symposia/workshops only.
- Companies have to submit the program to the Scientific Committee for approval. The full program of own Satellite Symposium/Industry Workshop will be printed in the Final Program and announced on the website of the meeting.
- The Event offers a newsletter to announce symposium/workshops to all participants who have registered so far.
- Set up of the meeting rooms is to be agreed with the Organizing Secretariat one month before the event; if not requested the set up will be standard theatre style.
- The AV standard set-up includes: audio, screen, video projection and technician.
- Companies can access the booked meeting room ½ hour prior to the official start of the session and room must be available immediately after the end of the Satellite Symposium/Industry Workshops.
- Please keep the meeting room clean.

IMPORTANT DATES TO REMEMBER

Exhibit set up

Monday 27th May, 2024 8:00 am – 3:00 pm

Exhibition area open

Tuesday 28th May, 2024 7:30 am – 6:00 pm

Wednesday 29th May, 2024 7:30 am – 1:00 pm

Thursday 30th May, 2024 7:30 am – 4:00 pm

The opening hours of the exhibition will be subject to change based on possible changes to the scientific program, will be reconfirmed on the "Technical Regulation" that will be sent to Sponsor companies at the time of the confirmation of the sponsorship and subsequently in the "Last Minute" circular for exhibitors and fitters.

Exhibit pack down

Thursday 30th May, 2024 4:00 pm – 7:00 pm

PCO e PROVIDER ECM n. 1396



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