Communication around the Satellite Symposium

**E-mail**
In addition to the publication of the symposium programme in the Final Programme & Abstract Book as an *Osteoporosis Journal* supplement and on the website, IOF will be sending 2 e-mail blasts to all registered attendees to the 1st IOF Middle-East & Africa Osteoporosis Meeting. The e-mailing will be sent mid-September and early October and will include information about every Satellite Symposium.

**Direct Mail**
IOF also offers the possibility to Sponsors and/or Exhibitors to rent names and postal addresses of the registered attendees prior to the Meeting. This will allow Sponsors and/or Exhibitors to send a one-time paper mailing. IOF Middle-East & Africa Office will manage the organisation of the mailing dispatch directly with an appointed mailing house. Cost will depend on the quantity and weight of the mailing as well as actual postal charges. Sponsors and/or Exhibitors will be charged directly by the third-party mailing house. IOF will request a nominal fee to cover the management and the organization of the mailing.

**Satellite Symposium Visibility**
IOF will not be filming the Satellite Symposium. Sponsors can video tape their own Satellite Symposium with the explicit approval from IOF prior to the event and definition of the clear purpose of the video.

Sponsors are not allowed to live webcast their symposia, although there is an opportunity to partner with IOF to display the recording of the Symposium on the IOF Website after the Meeting. The IOF Website receives more than ½ million of unique visitors per year, guaranteeing additional coverage and visibility.

This symposia webcast sponsorship is available at USD 10,000 (exclude production costs).

**IOF and Meeting Logos Use**
It has been agreed to allow each company sponsoring a Satellite Symposium the use of the IOF logo and/or Middle-East & Africa Meeting logo free of charge on one item, subject to IOF’s approval before printing.

On a document on which both the IOF or Meeting’s logo(s) and the company’s logo appear, they should be of equal size, on the same page, and at the same level. The following wording must also be printed: “IOF declines all responsibility with respect to the information published in this document”.

Room Set-up for Symposia

Satellite Symposium will be held in same room as the plenary sessions – Al Ras Ballroom III of the InterContinental Dubai Festival City

The conference room will be equipped with standard Audio-Visual equipment listed below:

- Theatre-style seating for approximately 400 persons
- Microphones for speakers and audience
- Screen(s)
- LCD projector(s) for single projection
- Head table for 4 chair persons & lectern on stage
- Laptop

A technician will be at the company’s service for the duration of the session. The technician will be in charge of light/audio and visual facilities.

If speakers choose to use their own laptops, we encourage sponsors conduct a laptop compatibility test with the AV equipment with IOF AV Technician, at least 2 hours prior to the session, and at a time suitable to the Meeting Programme.

Detailed audio-visual guidelines will be sent in due time to the sponsors to be circulated to their Satellite Symposium Speakers.

Rehearsal

Sponsors have the option to use the Symposium room to perform a rehearsal at a time suitable according to the Meeting Programme. IOF does not charge any additional renting cost for this; however, any other cost linked to this rehearsal (technical, security, etc.) will be at the company’s own charge.

Speakers’ Presentations & Speakers Preview Room

All speakers of the 1st IOF Middle-East & Africa Meeting on Osteoporosis are requested to hand in their presentations at the Speaker Preview Room located at the Al Rimal Room, by the Meet-the-Expert session rooms.

The facilities in the Speaker Preview Room will provide for:

- Reviewing PowerPoint Presentation
- Last minute alterations of your PowerPoint presentation
- Expert advice by technical IT staff

Opening Hours*

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, October 19</td>
<td>13:00 – 19:30</td>
</tr>
<tr>
<td>Thursday, October 20</td>
<td>07:30 – 18:30</td>
</tr>
<tr>
<td>Friday, October 21</td>
<td>07:30 – 18:30</td>
</tr>
<tr>
<td>Saturday, October 22</td>
<td>08:00 – 11:00</td>
</tr>
</tbody>
</table>

* subject to change upon written notice

Please ensure that presentations are handed in to the Speaker Preview Room at least 2 hours prior to the session:

- the day before the presentation if speakers are scheduled to present before 12:00 hours or
• on the morning of the day of presentation if the speakers are scheduled to present after 12:00 hours.

Rules and Regulations

Sponsors shall be entitled to hold a satellite symposium with no other session running in parallel.

a) IOF reserves the right to change the time of the satellite symposium upon agreement with Sponsor.

b) Sponsor agrees to provide IOF with the proposed program of the symposium, including proposed speakers, topics, and titles, by July 15, 2011. The goal is to ensure that the programme is based on accurate science and that an overlap of topics among all symposia is prevented. Once the programme for the satellite symposium is approved, it cannot be modified, except upon written agreement between sponsor and IOF.

c) IOF is to publish the satellite symposium programme in the Meeting Final Programme and on the Meeting website.

d) Sponsor is permitted to post announcements relating to the satellite symposium in the Meeting Press Room (if any) on the day of the satellite symposium.

e) Sponsor assumes full responsibility for promoting its satellite symposium in an appropriate manner. To assist Sponsor in this task, the following will be permitted:

i. Sponsor may display up to two (2) posters (maximum A1 size - 59.4cm wide x 84.1cm high) or roll-up free standing banners (maximum 85cm wide x 200cm high) by in the Meeting venue at designated location by IOF on the day of the satellite symposium only. Poster format and design must be submitted to IOF for approval before production. Sponsor is responsible for producing and delivering the symposium poster to IOF on the day of the symposium. Placement in the meeting venue in suitable locations allowing full visibility must be agreed upon between Sponsor and IOF. The posters cannot be attached to any wall, door or similar in the congress venue.

ii. Sponsor may publish its own symposium programme, abstracts, and proceedings.

iii. Sponsor is permitted to hire hosts or hostesses to distribute symposium papers at the entrance of the allocated satellite symposium room shortly before the symposium begins only. Those persons need to be dully registered.

iv. Any catering event, including time and location, must be approved by IOF prior to the Meeting. They can only happen prior or after the Satellite Symposium when suitable space is available. Event must be open to all registered delegates. IOF encourages sponsors to select healthy and balance catering. Exclusive Catering is often imposed by the Meeting venue.

v. Access, set up and tear down times allocated to the symposium shall be determined by IOF.

f) Sponsor will guarantee not to organize any event during or conflicting with any and all official Meeting events.
g) IOF assumes that the speakers and chairs of the Satellite Symposium will be contacted by the sponsors themselves to arrange for their registration, travel and accommodation details.

h) Registration & additional badges

i. All speakers, as well as all participants and invited guests who wish to attend sessions, must register as active participants.

ii. No additional badges will be delivered to non-registered individuals, with the exception of the following:
   • 2 technicians’ badges, which will be delivered on the day of the Satellite Symposium (upon official request to IOF before the Meeting – badge will be delivered on site). These badges will clearly state “Technician” and only authorise access to the Satellite Session.
   • 2 hostess badges, which will be delivered on the day of the Satellite Symposium (upon official request to IOF before the Meeting – badge will be delivered on site). These badges will clearly state “Hostess” and only authorise access to the Satellite Session.
   • Sponsors exhibitors will be allowed to enter their Satellite Symposium room, 15 minutes prior to their session, space permitted.
Abstract Submission Rules & Guidelines for Satellite Symposium Abstracts

Abstract submissions are invited for the IOF Regionals – 1st Middle-East & Africa Osteoporosis Meeting scientific programme. Abstracts will be published in a supplement of Osteoporosis International.

**DEADLINE: JUNE 17, 2011**

- All satellite symposium abstracts for the meeting must be e-mailed to Fina Liu (fliu@iofbonehealth.org).
- IOF is not responsible for errors in the abstract submission. Verify the text to ensure accuracy with no spelling, grammatical or scientific errors. No corrections will be accepted after the abstract submission deadline.

**Organisation and Content: Please read this information carefully**

**A) Regulations**
- Abstracts must be submitted in English.
- The abstract should be structured as follows:
  - Title
  - Authors
  - Affiliations
  - Main abstract body text
  - References (if applicable)
  - Acknowledgments (if applicable)
  - Keywords (max. 3)
  - Disclosure of Conflict of Interest
- For standardisation, the total length of the abstract body text must not exceed 3000 printable characters (these include non-visible characters such as spaces).
- Figures may be included with the following criteria:
  - Resolution of images: 300 dpi
  - Allowed file types: gif, jpg, png
  - Max. image width: 8 cm
- Commercial (trade) names of drugs are not allowed – the generic or chemical names must be used.

**B) Guidelines**
- Tables and figures will be published in colour when applicable with a printed width of approximately 8 cm. A table or figure should be large enough so that it is readable when printed in the abstract book.
• Use standard abbreviations where appropriate. Include any other abbreviations in brackets after the full word the first time it appears.

• Number and list references (if applicable) in the order in which they appear in the abstract, within the 3000 characters limit.

• All acknowledgements to grants, funding source or other co-workers will appear at the bottom of the abstract and shall be included in the 3000 characters limit.

Disclosure of Conflict of Interest:

All submitting authors must disclose, on behalf of all other authors of the abstracts, any conflicts of interest or have their work refused at the discretion of the organising committee. All disclosures will be published in the meeting programme and abstract book.

It must be stated if the authors now or in the past 24 months have had a significant financial interest or other relationship with commercial companies or other entities whose products or services are discussed in the abstract, or who are supporting this activity. For any of the following relationship categories that apply to each author, please indicate the relationship and name the commercial entities involved:

- grant/research support
- consultant/speaker's bureau/advisory activities
- board membership
- company employee
- stock ownership or royalties
- patent licensing
- other

We request all presenters to cooperate by declaring any potential conflict of interest on their slides.

Abstract Embargo:

A publication and media embargo is in force for each abstract to be presented at the meeting and will be lifted one hour after the abstract has been presented. If study results are reported prior to the embargo date, the abstract is subject to penalties, including removal from the meeting programme. This embargo policy covers all abstracts accepted as part of the meeting regardless of whether information is obtained from another source.