

Oman Society of Rheumatology
CONFERENCE 2024
26 – 28 September

**MÖVENPICK
HOTEL & APARTMENTS GHALA**

Muscat, Oman



**SPONSORSHIP
PROSPECTUS**

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Welcome Message

Dear Partners,

The Oman Society of Rheumatology (OSR) recognizes that progress in rheumatology treatment depends on partnering between rheumatology and healthcare industry and the healthcare providers.

OSR Conference 2024 is the opportunity for pharmaceutical, device and healthcare product manufacturers to launch new products, present research findings and communicate in person with their targeted audience: decision makers, healthcare providers, researchers and practitioners to share expertise, and learn about the innovative educational techniques, and to network with their peers. The designed program will be very informative and will attract professionals from the Gulf area.

On behalf of the committee, I invite you to be one of the pioneers to support OSR Conference 2024 in its 9th edition.

OSR Conference 2024 promises to be the cornerstone and foundation for an international scientific conference place, and to be the core of rheumatology studies.

Sincerely,



Dr. Humaid Al-Wahshi
President
Oman Society of Rheumatology



Dr. Farida Al Balushi
Vice President
Oman Society of Rheumatology

Contacts / Conference Aim

Date: 26 – 28 September 2024
Venue: Mövenpick Hotel & Apartments Ghala
City: Muscat
Country: Oman

Contacts

K.I.T. Group Middle East FZ LLC
PO BOX 77893
Abu Dhabi, UAE
Tel: +971 2 245 00 57-58
E-mail: info@omanrheumatology.org

Exhibition/Satellite Symposia/Sponsorship
K.I.T. Group Middle East
E-mail: sponsorship@omanrheumatology.org

Registration
K.I.T. Group Middle East
E-mail: registration@omanrheumatology.org

Conference Venue
Mövenpick Hotel & Apartments Ghala
Muscat, Oman

Conference Aim

The aim of OSR Conference 2024 is to provide a forum of the highest standard for scientific (clinical & experimental), educational and social exchange between professionals involved in Rheumatology care (adult & paediatrics) in order to achieve progress in the clinical care of patients. It also aims to build bridges between rheumatologists practicing all over the world to easily exchange knowledge and experience.



Committees



Dr. Humaid Al Wahshi
President
Adult Rheumatologist
Royal Hospital
Oman



Dr. Farida Al Balushi
Vice President
Senior Consultant
Rheumatology Unit
Royal Hospital
Oman



Dr. Nasra Al Adhoubi
Treasurer
Consultant Rheumatologist
Head of the Rheumatology Unit
Royal Hospital
Oman



Ruqaiya Al Jashmi
General Secretary
Consultant Pediatric Rheumatologist
Royal Hospital
Oman



Dr. Batool Al Lawati
Board Member
Adult Rheumatologist (Associate Professor)
College of Medicine & Health Sciences
Sultan Qaboos University
Oman



Dr. Tariq Al Aرامي
Board Member
Consultant Rheumatologist & Internist
The Royal Hospital – Ministry of Health
Oman

Program Structure (Preliminary)

Day 1 - Thursday, 26 September

13:00 - 16:00	Registration		
16:00 - 19:00	Parallel Workshop I	Parallel Workshop II	Parallel Workshop III
19:00 - 19:30	Industry Symposium		
19:30 - 20:00	Opening Ceremony		
20:00	Gala Dinner		
END OF DAY 1			

Day 2 - Friday, 27 September

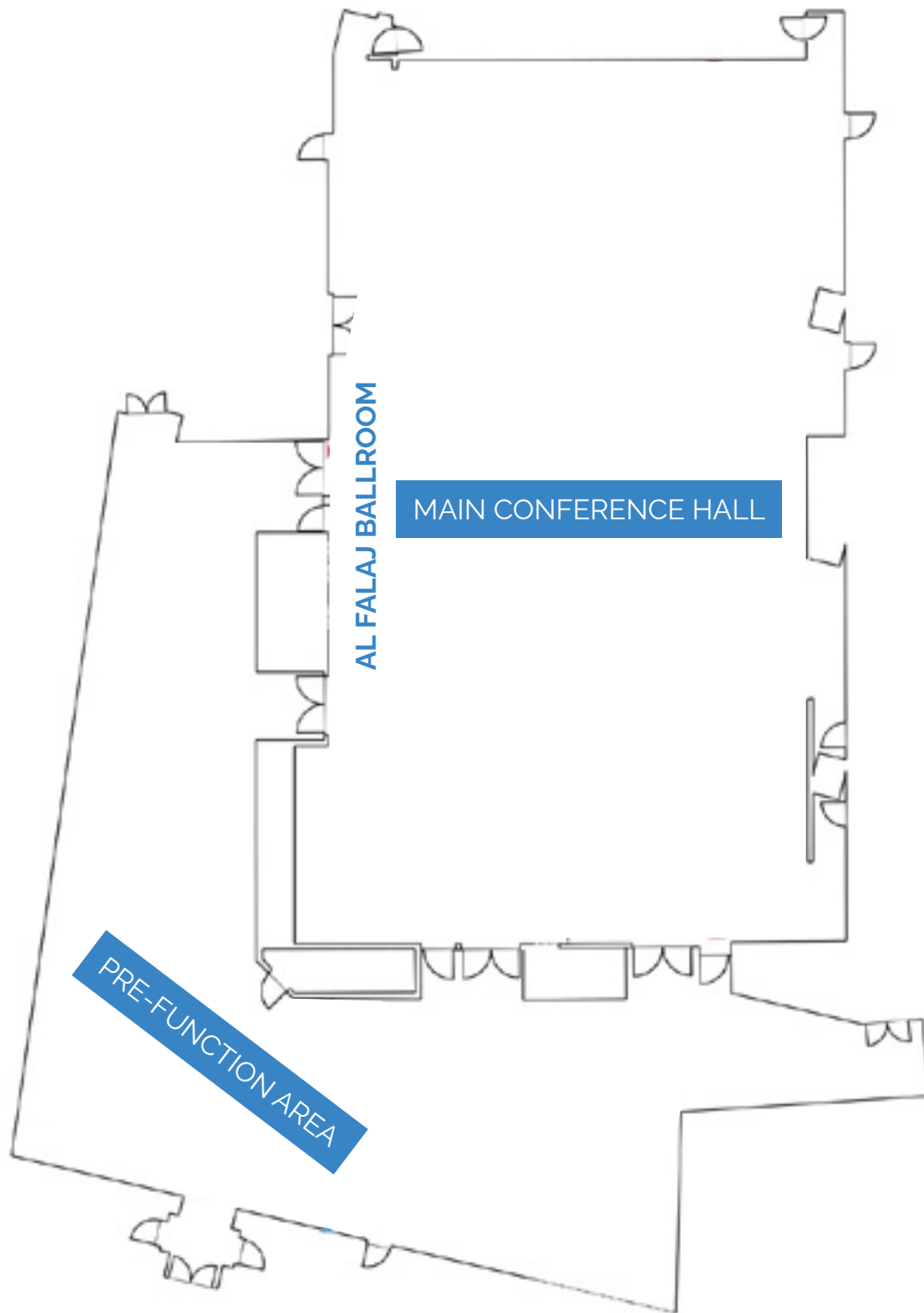
07:00 - 08:30	Registration		
08:30 - 09:00	Industry Symposium		
09:00 - 10:30	Session 1		
10:30 - 10:45	Coffee Break		
10:45 - 12:15	Session 2		
12:15 - 13:30	Prayer & Lunch		
13:30 - 14:00	Industry Symposium		
14:00 - 15:30	Session 3		
15:30 - 15:45	Coffee Break		
15:45 - 17:15	Session 4		
17:15 - 17:45	Industry Symposium		
END OF DAY 2			

Day 3 - Saturday, 28 September

07:00 - 08:30	Registration		
08:30 - 09:00	Industry Symposium		
09:00 - 11:00	Session 5		
11:00 - 11:15	Coffee Break		
11:15 - 13:15	Session 6		
13:15 - 13:45	Industry Symposium		
13:30 - 14:30	Prayer & Lunch		
END OF DAY 3			

No activities related to OSR Conference 2024 and its topics should take place two days prior or two days after the conference.

Floor Plan



Participating in OSR Conference 2024



Industry involvement is a key element for the success of OSR Conference 2024. The occasion offers companies the opportunity to become Sponsors of the OSR Conference 2024, enabling them to raise the recognition of their company while promoting endeavors. Please find various sponsorship options below, from which Sponsors may select different elements up to the amount of their financial support. Sponsors can support an element individually or – where possible, acceptable to all and appropriate – in combination with another Sponsor.

Why should you sponsor OSR Conference 2024?

OSR Conference 2024 provides an exceptional environment, dedicated to the exchange of the latest scientific research, educational training and commercial intelligence in the fields of Rheumatology. Presence at the Conference is an invaluable opportunity to introduce the audience to new developments and products. Sponsorship gives you an excellent opportunity to promote your name, to support your brands and to maintain a high profile among health professionals.

Sponsorship Categories

You will be given a Sponsorship Category status depending on the total amount of your Sponsorship contribution. The total contribution may consist of a license fee as well as Sponsored Items such as Advertisements, Satellite Symposia, Sponsorship Items and Exhibition Space. You will benefit from outstanding advantages linked to your Sponsorship Category.

Status will be allocated as follows:

Category	Minimum Contribution	Deadline for Application
Main Sponsor	115,000 USD	09 May 2024 *Only 1 package
Diamond Sponsor	90,000 USD	30 May 2024
Platinum Sponsor	65,000 USD	27 June 2024
Gold Sponsor	50,000 USD	11 July 2024
Silver Sponsor	40,000 USD	31 July 2024
Partner	20,000 USD	no deadline and upon availability

Please note: Until the deadline, priority is given depending on the sponsorship category and on a "first-come, first-served" basis within the same category. After the deadline, priority can be provided on availability only. For exhibition space assignment, all sponsors will be treated with priority.

Sponsorship Benefits

Benefits will be allocated to sponsors based on the following table:

Sponsorship Category	Main	Diamond	Platinum	Gold	Silver	Partner
Priority choice: date/slot for satellite symposium	1 st	2 nd	3 rd	4 th	5 th	
Exhibition Space Size up to:	28 sqm	24 sqm	21 sqm	18 sqm	15 sqm	12 sqm
Priority choice: exhibition space allocation	1 st	2 nd	3 rd	4 th	5 th	
Priority choice: exclusive sponsorship	1 st	2 nd	3 rd	4 th	5 th	
Number of Satellite Symposium posters permitted to be displayed in the conference venue	3	3	3	2	2	
Web link of sponsor's company in the sponsoring area of the conference website	✓	✓	✓	✓	✓	
Web link from your company's website to the conference website	✓	✓	✓	✓	✓	
Use of the OSR Conference 2024 logo in print and on the web	✓	✓	✓	✓	✓	✓
Sponsor's logo on website listed under level of sponsorship	✓	✓	✓	✓	✓	
Company logo in Final Program	✓	✓	✓	✓	✓	✓
Company Profile in Final Program (100 to 150 words – no product advertisement)	✓	✓	✓	✓	✓	
Sponsors Acknowledgement at the Welcome Remarks - Day 1	✓	✓	✓	✓	✓	
Sponsors Acknowledgement wall onsite	✓	✓	✓	✓	✓	
Exhibitor Badges	8	6	4	4	2	
Delegate Packages (Registration and Accommodation)	25	20	15	10		
Free Registration for Delegates	15	15	10	10	10	

Sponsorship Opportunities

1. Sessions

1.1 Satellite Symposium

Organizing a Satellite Symposium is a great opportunity to set your topic within the Conference or to link existing sessions to your company name.

All Satellite Symposia are organized by the Sponsor. The Sponsor is free in presenting a conference related topic and program which will be scheduled in close consultation with the Conference Organizers and the Scientific Committee. Once the program of the Satellite Symposium has been approved, it cannot be modified.

Breakfast Satellite Symposium

Type: Breakfast Satellite Symposium
Date: 26-28 September 2024
Time: 08:00-08:30
Price: 35,000 USD
Exclusive Satellite Symposium, no other Satellite Symposium running parallel

Lunch Satellite Symposiums

Type: Lunch Satellite Symposium
Date: 26-28 September 2024
Time: 13:00-13:30
Date: 26-28 September 2024
Time: 13:00-13:30
Price: 40,000 USD
Exclusive Satellite Symposium, no other Satellite Symposium running parallel

Evening Satellite Symposiums

Type: Evening Satellite Symposium
Date: 26-27 September 2024
Time: 17:00-17:30
Price: 35,000 USD
Exclusive Satellite Symposium, no other Satellite Symposium running parallel

Allocation of Slots

Allocations will start after the deadline for Gold Sponsorship Application and should be received by 25 March 2024.

Satellite Program

The satellite session program, including title, topics and lectures, must be submitted to the Conference Secretariat for approval. The goal is to ensure that the program is not too product oriented and that there is no overlapping of topics between various symposia. Once the program of a symposium is approved, it cannot be modified (except with approval from the Conference Secretariat). The organizers reserve the right to change the date and time of the symposia.

Symposium Poster

Sponsors may present a certain number of posters to announce their satellite depending on their Sponsorship Level (see benefit overview in the previous section) on the day of their session. It is the responsibility of the sponsor to produce posters and organize easels or similar. Poster layout and placement must be agreed upon by the Conference Secretariat (see Terms & Conditions for details).

Speaker's Presentations

To avoid unexpected technical problems, sponsors are requested to make sure their speakers use the Speaker's Centre to upload their presentation, as the lectern computer provided is not accessible directly. This should be done at least 3 hours prior to the start of the session. Detailed instructions such as Speakers' Centre opening hours will be provided at a later stage. We do not advise speakers to use their own laptops, if speakers wish to use their own laptops, it is the responsibility of the sponsor organizing the session to ensure the compatibility with the system in the session room.

Registration & Speaker's Travel Arrangement

All speakers, as well as all participants and invited guests who wish to attend the sessions, must be registered as active participants. The Sponsor is also responsible for paying the registration fee and travel arrangements of invited speakers and chairpersons who have specifically been invited to participate in the sponsor's session.

Sponsorship Opportunities

Rooms & Services for Satellite Symposia

All rooms will be provided with:

- Cabaret Style / Set-up (to allow breakfast)
- Lectern with microphone and presentation computer
- Chairperson's desk with two fixed microphones
- Front projection screen
- Room attendant
- Use of Speakers' Centre
- Publication in official schedule
- Posters may be displayed throughout the Conference Centre depending on Sponsorship Level
- Sponsor may publish their own program, abstracts and proceedings

A technician will be available during your symposium.

1.2 Workshops

During the official days of the conference, three types of hands-on workshops will take place. You can become a sponsor by supporting the needed equipment and supporting participants in how to use your company's tools.

Workshops are not included in the conference registration fee so an extra fee will be needed to attend a workshop. Delegates can register for the conference and workshops via the online registration form.

Price: **15,000 USD**

Speakers for the Workshops can also be supported.

2. Conferences Facilities

Hospitality Suites and Conference Rooms are available upon request. Sponsors organizing an event for 25 or more participants, before, during or after the Conference, must first seek approval from the OSR Conference 2024 Secretariat. The Sponsor may request to hold an event, however the event must not occur parallel to the official Conference Program or other social / cultural events.

Hospitality Suites

Hospitality Suites can be booked as private rooms for potential clients or business & scientific contacts to socialize, view sample products, etc. Hospitality Suites can be booked at least for one day and can be furnished and decorated individually.

Prices and availability upon request.

Conference Rooms

There are possibilities in the Conference Centre for half-day or full-day conferences with the room set-up in U-shape, theatre or boardroom layouts.

Prices and availability upon request.

3. Conference Material

All prices and amounts have been calculated on the basis of 400 expected participants unless otherwise stated. If these numbers should rise, then higher costs or a higher quantity will be necessary from the Sponsor. Delivery information for the items will be shared with the sponsor, Conference Secretariat, in due time.

Notepads & Pens

Quantity: **300**
Price: **10,000 USD**

Sponsor's Logo on the Notepads and Pens. Notepads and Pens will be included in every Conference Bag.

Design must be submitted to the Conference Secretariat for approval. All material must be provided and delivered directly by the Sponsor. Delivery details will provided at a later date.

Lanyard Sponsorship

Quantity: **300**
Price: **12,000 USD**

Pre event marketing benefit

- Company's logo and profile to be featured on the website as Support Sponsor
- Reciprocal hot link to your website from the event website

At event Branding

- Conference lanyards to be given to all delegates upon registration
- Sponsors logo on the lanyard

Sponsorship Opportunities

Conference Bags

Quantity: 300
Price: 15,000 USD
including production costs

All participants will receive a Conference Bag. The bag can feature your company's name and logo (in addition to the Conference Logo and title). Sponsor's logo should not be larger than the Conference logo.



Design will be approved by both, OSR Conference 2024 Secretariat and sponsor.

Production and delivery to the Conference Centre will be arranged through the organizer.

Powerbank and USB

Quantity: 300
Price: 15,000 USD
including production costs

All participants will receive a Powerbank and USB. The bag can feature your company's name and logo (in addition to the Conference Logo and title). Sponsor's logo should not be larger than the Conference logo.



Design will be approved by both, OSR Conference 2024 Secretariat and sponsor. Production and delivery to the Conference Centre will be arranged through the organizer.

Bottle Labels & Cups

Bottle Labels: 300
Coffee/Tea Cups: 10,000 USD
including production costs

Showcase your Logo/ Company at the conference by displaying your logo alongside the conference logo on all bottle labels or cups.

- Bottle Labels on all
- bottles placed inside the Main Conference Hall.
- All tea & coffee cups used at the coffee stations.



4. Conference Services

Conference Mobile APP

Price: 20,000 USD
for exclusive sponsorship

The Conference App is an interactive version of the Final Program and so much more, giving the participant related information of OSR Conference 2024 at the tip of their finger.

The sponsorship will include:

- Logo on splash screen
- Exclusive logo on the exhibitors list
- Banner at the bottom of the exhibitors listd
- Interstitial before maps in the app
- Email to all preregistered delegates when app is online with sponsor's logo
- Registration Barcode for badge printing
- Conference Program
- Personal Conference Planner
- List of Exhibitors
- Social Media (Facebook/Twitter)



Charging Station

Price: 15,000 USD

Charging Stations will be placed in the conference area, to provide opportunities for attendees to charge their phones during the conference and coffee breaks. These put attendees at ease and ensures they are always connected. Provide the attendees with this must-have experience by sponsoring the charging stations.



Brand the station with your logo.

Sponsorship Opportunities

Branded Pillars

Price: 15,000 USD

The branded pillars will be the pillars near the registration desk, it will contain your logo associated with the conference logo.

Have your logo around the registration area!



Advertisement Branding Cubes

Price: 7,000 USD

The branding cubes will be displayed near the coffee break and lunch tables. It will contain your logo associated with OSR Conference 2024 image.

Have your logo around the exhibition area!



5. Communications

Conference Bag Inserts

Quantity: 300
Price: 5,000 USD

Insert a leaflet, invitation to your Session/Exhibition Booth or information brochure into all Conference Bags. Layout must be submitted to the Conference Secretariat for approval. Material must be provided and delivered directly by the Sponsor. Delivery details will be provided at a later stage.

Email Blasts

Price: 5,000 USD

Have your individual announcement for your session, exhibition booth or other information sent out to registered participants.

- Sponsor's personal message to all participants.
- E-mail will be sent out by the Conference Secretariat.
- Sponsor must provide e-mail design, texts, pictures etc. in HTML format with links to all graphics, two weeks prior to the date the E-mail Blast is due to be sent out.

Advertisement in Final Program

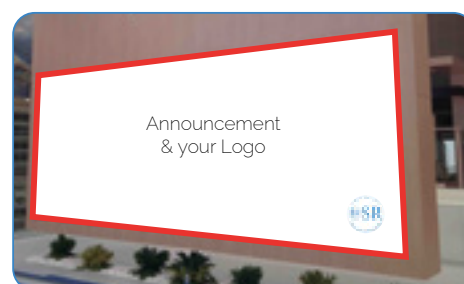
Full Page Inside: 6,000 USD

The Final Program will be the most essential publication for participants guiding them through the Conference. It includes information on presentations, satellite symposia, exhibition and other activities. The program will be inserted into all participants' Conference Bags.

LED Screen Announcement Panel

Price: 15,000 USD

The announcement Panel is an informative way to keep the attendees aware about the scientific program, upcoming events and all updates during the Conference.



It will be placed in the exhibition area.

Be noticed by adding your logo on the screen!

Networking Lounge

Price: 20,000 USD

To keep participants mobile and connected, not only through content and the conference app but also through having mobile devices fully powered at all times.

We would like to provide a charging station with seating area within the exhibition.

Sponsor this service and have us place this next to your booth for more delegate traffic flow. Brand the station with your logo.

Consider turning this into an Interactive Lounge with mobile tablet devices to be used by all participants as a service during the Conference. Contact us to elaborate the idea and for pricing.

Sponsorship Opportunities

Photo Booth

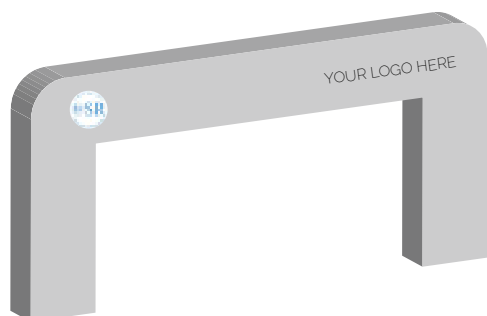
Price: 15,000 USD

Photo Booths create impactful brand/conference experience and creative visuals that give attendees engaging results as well as a take home memorabilia from the conference. Photo Booths allow attendees to ENGAGE each other, CAPTURE their moment at the conference, and SHARE their experience with others.

LED Arch

Price: 20,000 USD

The custom Arch Led Screen display is used to present an eye catching entrance to the conference area and will deliver a unique experience tailored to the attendees expectations.



Be noticed by adding your logo on the Arch!

6. Social Activities

Gala Dinner

Date: 26 September 2024
Begin: 19:00
Price: 25,000 USD

Sponsor may put up four roll-up banners onsite and have promotional material at entrance table when guests arrive. Sponsor of Gala Dinner will be mentioned in the Final Program.

Speakers Dinner

Date: 27 September 2024
Begin: 19:00
Price: 20,000 USD

Sponsor may put up four roll-up banners onsite and have promotional material at entrance table when guests arrive. Sponsor of Speaker's Dinner will be mentioned in the Final Program.

7. Delegate & Speaker Support

7.1 Delegates

The aim of OSR Conference 2024 is to provide a forum of the highest standard for scientific (clinical & experimental), educational and social exchange between professionals involved in Rheumatology care (adult & paediatrics). This will help to build bridges between Rheumatologists practicing all over the world to easily exchange knowledge and experience.

Companies sponsoring delegates are a vital foundation for the Conference. Sponsors are encouraged by adding the amount paid of delegates to the total of the sponsorship sum. Thus increasing your sum towards sponsorship levels and adding to your benefits as a sponsor.

Registration Type	Fee
Early Bird Rate	USD 345.00
Standard Rate	USD 500.00
Late/Onsite Rate	USD 640.00
Residents/Students/Nurses	USD 180.00

7.2 Speakers

Inviting accomplished, well-known and scientifically remarkable speakers from around the world to come together for a vigorous conference to educate delegates is the core of the scientific motive of coming together for this Conference. Support OSR Conference 2024 by allowing the Scientific Committee to choose the best of speakers independently from costs of origin.

Price: 12,000 USD

Per Speaker for the Scientific Sessions (chosen by the Scientific Committee) including registration, accommodation, and business-class travel costs.

Sponsors & Partners

OSR partners from previous events (in alphabetical order):

Abbvie

AMGEN

AstraZeneca

GSK

Hikma

Janssen

Novartis

Pfizer

Roche

Sanofi

Exhibition



Coffee breaks, seating areas, and lunches will all be located within the exhibition area.

Costs per square meter (net)

Early booth space booking Until 30 May 2024	500.00 USD
Standard booth space booking From 31 May 2024	650.00 USD

Minimum booth area: **9 square meters**

Please ask us for our special rates for publishing houses or start-ups.

All exhibitors will be published with company name and short company description in the Final Program.

Booth Assignment

Exhibition space will be assigned on a first-come, first served basis within the respective sponsorship levels, according to the date of the Exhibition Space booking and the date of receipt of payment.

Exhibitor Registration

Free Exhibitor Badges (Industry Representatives) are provided to exhibitors based on the amount of square meters purchased:

9 sqm.....	2
10 – 15 sqm.....	3
16 – 28 sqm.....	4
29 sqm and more.....	6

The Exhibitor Badge entitles:

- Full access to the Exhibition Area and your company's own Sponsored Sessions but not the general Scientific Program.
- 1 Conference bag including final program
- Coffee & tea during coffee breaks
- Lunch

Detailed information will be given with the Technical Manual for sponsors and exhibitors. For further information about exhibitor and general Conference registration, please contact the Registration Department at registration@omanrheumatology.org.

Shell Scheme packages can be booked through the organizer at a later stage.

Sponsorship Booking Form

Company Name:

Address:

Postal Code: City: Country:

Phone:

Email:

Contact Person:

Please select one of the options below:

Preferred Sponsorship Level:

Main	Diamond	Platinum	Gold	Silver	Partner
Exhibition	Space Booth Size in sqm		Preferred Dimensions		USD

Item 1
USD

Item 2
USD

Item 3
USD

Item 4
USD

Item 5
USD

Total Amount in USD
USD

Please return this form to the OSR Conference Secretariat. Kindly note the General Terms & Conditions at the back of this brochure which apply for all exhibition and sponsorship agreements. Also note that your booking form is binding, but that your requested options must be confirmed by the Conference Secretariat in writing to become effective.

c/o K.I.T. Group Middle East FZ LLC

P.O. Box 77893

Abu Dhabi, UAE

Tel: +971 2 245 0058-59

Email: sponsorship@omanrheumatology.org

Date, Place Signature

Destination

Ideally situated on the Arabian Peninsula and only seven hours away from half of the world's population, the Sultanate of Oman welcomes you. Oman is a diverse nation that is rich in history and culture.

Visitors can immerse themselves in the Omani culture, visit listed World Heritage Sites, aromatic and colourful souqs, ancient forts and castles, museums, traditional villages, desert safaris; or relax at luxury seaside resorts and spas. And for the more adventurous, why not retrace the historic frankincense route, or perhaps try trekking, sailing, scuba diving or relax and unwind with whale watching.

Muscat International Airport is a state-of-the-art airport located in the northern part of Muscat and was opened in March 2018.

The roads in Oman are compared to the best anywhere in the world. Motorways link Muscat with all the major cities and towns in Oman. There are excellent roads leading to Dubai, which is approximately a four hour drive. An international drivers license is valid in Oman.

Rental cars are freely available in Oman with all the major car rental companies represented throughout the nation. Taxis are orange and white. They are not metered so it is recommended to negotiate a fare before commencement of a journey. Taxi fare from Muscat International Airport is fixed and costs approximately 20-25 USD to downtown Muscat. Coach transport is readily available for hire.



Terms & Conditions

Article 1:

Validity of the Terms & Conditions

All services provided by the organisers will solely be carried out in discretion of these Terms & Conditions. The Terms & Conditions therefore also apply to future bookings within the Conference; even though they have not explicitly been named again. At the latest, the contractor confirms and accepts these Terms & Conditions upon the rendering of services by the organisers. Contractor's acknowledgements referring to his/her own terms and conditions are hereby rejected and will not be recognized.

Definitions

1. In these Terms & Conditions the term "contractor" shall mean any company, partnership, firm, organization or individual to whom sponsorship options have been allocated for the purpose of any of the following; exhibiting, advertising and/or sponsorship, and shall include their employees, suppliers and agents.
2. An "exhibitor" is a contractor that opts for the purchase of exhibition floor space only.
3. A "sponsor" is considered a contractor that opts for at least one additional sponsorship option besides the purchase of exhibition floor space, although the purchase of exhibition floor space is not a condition to become a sponsor.
4. The term "Conference" or "congress" shall mean any Conference, exhibition or event run by K.I.T. Group Middle East FZ LLC, Association & Conference Management, hereafter referred to as K.I.T. Group, and in particular shall mean the event detailed in the Sponsorship Manual.
5. The term "organisers" shall mean K.I.T. Group and its employees.
6. The term "Conference venue" shall refer to any exhibition hall, Conference facility, hotel or other such building, and in particular shall mean the Conference venue listed in the sponsorship manual and anywhere within the precincts of such location under the control of the organisers for the purposes and duration of the Conference.
7. Exhibition and Sponsorship Ordering System is an online ordering system that brings together exhibitors, sponsors, vendors and Conference organisers to one platform.
8. The term "Exhibition & Sponsorship Manual" or "Sponsorship Manual" or "Sponsorship Prospectus" shall mean the document announcing all sponsorship opportunities offered within the frame of the Conference.

9. The term "Exhibition Manual shall mean the document which includes all detailed information pertaining to the realization of the exhibition (i.e. dates, onsite regulations, material order forms etc.)

Article 2:

Booking Application

1. Application Process

Applications for exhibition and/or sponsorship items should be ordered by filling out the sponsorship form in this prospectus which is binding. The Conference secretariat will then send the sponsor an agreement to be signed by both parties.

2. Confirmation of Booking

- a. The organisers are to reconfirm the booking and issue an invoice/confirmation within six (6) weeks after the application has been received. The organisers will endeavor to match the contractor's request wherever possible, however, cannot guarantee that the contractor's selected options will be met.
- b. Should the confirmation differ from the contractor's request, the contractor will be notified by the organisers with any needed changes. At that point the contractor has ten (10) working days to object, except for the exhibition space location (see article 4.4). If no such objection is registered within the allotted time, the booking is considered confirmed with the changes.
- c. The organisers are empowered with the right to accept or reject any application.

Article 3:

General Principles

- a. The organisers may from time to time add to or vary the foregoing rules and regulations and do anything at their sole discretion they deem desirable for the proper conduct of the Conference, provided that such amendments or additions do not operate to diminish the rights reserved to the contractor under this booking and shall not operate to increase the liabilities of the organisers.
- b. In the event of disagreement regarding behavior, construction, procedures, contents etc. the matters should be handled in mutual agreement between the organizer and the contractor.
- c. The organisers retain the right to change the Conference venue without prior notification including if they deem it to be in the interest of the Conference, or for reasons beyond their control.

Terms & Conditions

- d. The contractor should refer to the organizers to ensure they are in compliance with all local laws and regulations enforced by the city of the event, the Conference venue, and suppliers.
- e. Contractors showcasing pharmaceutical (or pharma-22 dependent) products are advised to consult the advice of the Codes of Practice for the Promotion of Medicines presented by The European Federation of Pharmaceutical Industries & Associations and International (International Federation of Pharmaceutical Manufacturers Associations) bodies. Each of these codes is available online.
- f. In all cases, contractors are responsible for ensuring that their promotion during the Conference is legally and ethically acceptable in the country of performance.
- g. The organisers reserve the sole right to decide who will be admitted and to which areas and at what times. The organisers have the full authority to deny admittance to or expel any person from the Conference venue.
- h. The organisers reserve the right to alter or change the assigned room(s), spaces, and time slots upon the mutual agreement between the organizer and contractor.
- i. As far as scientific issues and contents are concerned, the contractor is bound to the decisions of the organisers when alterations, omissions or cancellations of lectures, presentations, etc. may be necessary.
- j. Sponsors who choose to finance a speaker's travel/accommodation costs or an official Conference session have no influence regarding the organization and/or content of the session or the presentation.
- k. The contractor acknowledges that the organizers have the right to use recordings of any kind which have been produced within the framework of the Conference for their own advertising purposes, only upon the prior agreement of the contractor.
- l. The contractor understands and acknowledges that any expenses incurred by the contractor in connection with the Conference are the sole responsibility of the contractor, even in the event of cancellation by either party.
- m. If the contractor fails to comply in any substantial respect with the Terms and Conditions, the organisers shall have the right to exclude the contractor and to sell its exhibition space/ sponsorship options. The contractor however will be liable for any loss suffered by the organizers thereby, and all monies paid by the contractor shall be absolutely forfeited to the organisers.
- n. The use of the organisers' name (in full or as abbreviation) as well as its logos is strictly forbidden in publicity, advertising, sign, product, printed matter, film, video, other media, etc. without the explicit permission, in writing, of the organisers. The only exception is that contractors may refer to the conference as with its official complete name as it is published in the official Conference publications. The contractor may use a text internet link to the Conference website from their own company website, or submit to K.I.T. Group for permission to use the Conference logo.
- o. It is prohibited to use the official Conference logo for any signage/publications/websites, in which layout is similar in kind to the ones from the official publications of the Conference. For all other publications that the contractor uses the official Conference logo for or when in doubt, the organisers' approval must be obtained.
- p. Additionally, the organisers must be named as the official organisers of the Conference; however, the contractor is the organizer of their own satellite symposium.
- q. Smoking is not permitted in the Conference venue or any other area under control of the organisers.
- r. Children and animals are not permitted at the Conference without specific acceptance by the organisers in writing.
- s. The contractor undertakes not to disclose to any third party, other than to its professional advisers or as required by law or as agreed by the organisers, any confidential information relating to the business or affairs of the organisers.
- t. Both the contractor and the organisers shall ensure the general protection of personal data which is defined by the data protection rules and regulations of the country in which the Conference venue is located. In particular, the contractor undertakes that any data provided by the organisers or generated in connection with the Conference will only be used for the specific purposes outlined and that it will obtain similar undertakings in regard to any such data passed to sub-contractors.
- u. The taking of pictures, other than by the official organisers' photographer, is expressly prohibited during construction, dismantling, and non-exhibition hours; cameras will not be allowed on the exhibition floor during these times. Only the contractor may grant permission to have their stand photographed or an audio presentation taped and this must only take place during exhibition hours. Each contractor may prevent those considered as competitors from gaining access to or photographing their stands. No contractor shall deny any reasonable request for permission to photograph their booth from outside the boundaries of the booth.

Article 4: Services

1. Sponsorship

- a. Priority is given in the following order to level sponsors: Main, Diamond, Platinum, Gold, Silver. Priority amongst

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sponsors within the same level will depend on the order of receipt of application and appropriate payment. Priority for level sponsors is applicable for the following: satellite symposium slots, exhibition booth allocation, block hotel booking, advertisements, and exclusive sponsorship options.

- b. The organisers will project all sponsors' logos in the plenary room during official breaks. Sponsors' logos will be published in all Conference publications and on the official Conference website, after the down payment has been received.
- c. Through the sponsorship participation the contractor is partially supporting the financing of the Conference. In return, the contractor will receive the opportunity to present their endeavors, products and findings within the scope of the Conference.
- d. Additional benefits will be allocated to level sponsors as listed in the table for additional benefits in the sponsorship manual.

2. Satellite Symposia

- a. Satellite symposia slots will be allocated in regards to the sponsorship levels as noted above. Satellite symposia are organized by the contractor in consultation with the organisers. In principle all satellite symposia are concurrent, except if specified as exclusive in the sponsorship manual.
- b. The contractor will be financially responsible for the invitation and travel arrangements of invited speakers and chairpersons that have specifically been invited to participate in contractor's Satellite symposium – even though they might also be invited by the organisers.
- c. The technical equipment as noted in the sponsorship manual will be provided by the organisers for the satellite symposia.
- d. The contractor may publish its own satellite symposium program, abstracts, and proceedings.
- e. The contractor agrees to provide the organisers with the proposed program of the satellite symposium, including proposed speakers, topics, and titles, no later than noted in the sponsorship manual. The goal is to ensure that the program is based on accurate science and that an overlap of topics among all satellite symposia is prevented. Once the program for the satellite symposium is approved, it cannot be modified, except upon written agreement between the contractor and the organisers.
- f. The organisers are to publish the satellite symposium program in the Conference final program and on the Conference website.
- g. Accessibility for set-up and clearance of satellite symposia will be defined in the sponsorship manual.

Decorations or other advertising items, which have been brought in by the contractor or its acting agents must also be removed by this time. If the contractor fails to vacate the room in due time after the close of the symposium, the organisers are entitled to remove and store or dispose of the items at the contractor's expense.

- h. Food and beverages are not permitted in the satellite symposium rooms unless permission of the organizer is granted. Catering must take place outside of the room and the sponsor will be responsible for ensuring that food and beverage are not taken into the satellite symposium room. Any catering event, including time and location, must be approved by the organisers prior to the Conference. Catering events cannot be held during official Conference sessions.
- i. The contractor assumes full responsibility for promoting their satellite symposium in an appropriate manner.
- j. The contractor may display a certain number of posters (see additional benefits table in the sponsorship manual) in the Conference venue on the day of the satellite symposium only. Exceptions are stated in the sponsorship manual. Poster format and design must be submitted to the organisers for approval before production. The contractor is responsible for delivering the satellite symposium poster(s) to the organisers on the day the poster(s) shall be displayed. Placement in the Conference venue in suitable locations allowing full visibility must be agreed upon between the contractor and the organisers. The poster(s) cannot be attached to any wall, door or similar in the Conference venue. It is the contractor's responsibility to order easels or such to set-up their posters.
- k. Flyers as well as satellite symposia invitations may only be distributed at the exhibition booth and in front of the satellite symposium room shortly before the start of the contractor's satellite symposium.
- l. The display of posters in the official Conference hotels except in the hotel where the contractor has allocated their own participants through K.I.T. Group is prohibited.

3. Advertisements in Official Conference Publications

For advertisements in announcements, final program, and/or abstract book, a high resolution file (at least 300 dpi, or eps format) containing the advertisement for printing in the respective publication must be submitted to the organisers no later than noted in the sponsorship manual. The advertisement is subject to the organisers' approval before printing. At least two weeks are allocated for the approval process.

4. Exhibition Space

- a. Exhibition space will be confirmed in writing after the receipt of payment.
- b. Exhibition space will be assigned by the organisers on

Terms & Conditions

- a 'first-come, first-served' basis within the respective sponsorship levels, according to the date of the exhibition space booking and the date of the receipt of the payment. Special wishes regarding placement of the exhibition space will be given all possible consideration but placement demands as a condition of participation on the part of the exhibitor cannot be recognized.
- c. Any changes in the duration and/or location of the exhibition do not entitle the exhibitor to cancel the agreement or request a refund of rates or to put forward a claim to damages incurred thereby.
 - d. Exhibitors desiring to share their contracted exhibition space with another company will face a surcharge and such an agreement is subject to approval by the organizer.
 - e. The exhibitors will be informed of the location of their exhibition space when the exhibition floor plan is sent out as noted in the sponsorship manual. The exhibition floor plan includes the most detailed information in regards to the exhibitor's exhibition floor space. It is the exhibitor's responsibility to verify such information before set-up.
 - f. While every effort is made to preserve the published floor plan of the exhibition, the organisers shall be entitled to vary the general layout at any time to ensure a harmonious construction of the exhibition. The organisers are obliged to consult the exhibitor prior to implementing a change and make every effort to reach a satisfactory solution for both parties, whereby the exhibitor is not entitled to any refunds or claims against the organisers regarding any changes in the general layout. The organisers determine the external design of the exhibition as well as of the exhibition space. Therefore, applications can be refused if the booth layout fails to fit in with the exhibition as a whole.
 - g. If due to any unforeseen circumstances it is found necessary to close the exhibition or the whole event on any day(s) or to vary the opening hours of the exhibition, the organisers reserve the right to do so, at their sole discretion without any liability to the organisers.
 - h. Exhibitors' names will be listed in all Conference publications as well as on the official Conference website.
 - i. Flyers may be distributed at the exhibition booth only.
- ### 5. Booth Set-up
- a. There are three different types of booth possibilities: in-line, peninsula and island. More information is made available about the specific types and applicable conditions for your type of booth in the sponsorship manual.
 - b. Regulations for the set-up of booths, conference rooms, hospitality suites and satellite symposia will be communicated in the Exhibition Manual and are binding.
- The Exhibition Manual will be published between three (3) and six (6) months prior to the beginning of the Conference. Publication dates will be stated in the sponsorship manual.
- c. It is the contractor's responsibility to be familiar with all regulations in regards to their booth location.
 - d. All special booth set-ups must be approved by the organisers. Also, the organisers must be informed within the time frame outlined in the Exhibition Manual should special requirements be necessary. A booth can only be set up if it is approved by the organisers. Therefore the contractor or its agent must send detailed reference documentation, including blueprints or layout images of the booth design and dimensioned drawings. Any changes or additions must be submitted before the deadline given in the official exhibition manual and are subject to approval by the organisers. At any time the contractor may be required to show appropriate supporting documents / certificates during the set-up and the exhibition period at the booth. In the interest of the harmonious overall design of the exhibition, applications can be refused if the exhibit fails to fit in with the exhibition as a whole.
 - e. All borders to adjacent booths or to free spaces which are not official aisle ways must be separated by a shell scheme wall or panel to inhibit passage and/or view. The walls/panels must be at least two metre fifty (2.5m) high. Pop-up booth, fair displays or canvas/tent materials are not considered proper booth separation. Please refer to the Exhibition Manual to order shell scheme walls/panels for acceptable booth separation.
 - f. Walls that adjoin neighbouring booths must not include any logos or graphics (on the neighbouring side) and should be white.
 - g. For insurance and security reasons and to adhere to regulations stipulated by the Conference venue, the organisers will appoint official contractors for all installations (such as electricity, communications, hanging points, mains and fittings), and all ancillary services. Due to the necessity of coordinating all activities during set-up and dismantling periods and for security purposes, no other contractors will be permitted to undertake any of this work without the prior consent of the organisers.
 - h. The exhibitor will not damage any walls, floors, or ceiling area of the Conference venue – by nails, screws, oil, and paint or by any other cause whatsoever. The exhibitor guarantees to pay for the repair of any damage caused by either accidental or intentional means.
 - i. When planning booth activities, the overall scientific character of the Conference must be respected. Therefore, the projection of films and slides, the amplification of spoken words with the aid of

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loudspeakers, the production of music and/or sounds, as well as the use of video monitors is permitted as long as hindrance to other exhibitors or delegates is not caused. The sound should always be held at a low level. The organizers reserve the right to determine at what a point sound constitutes interference with others and if the sound constitutes interference with others and if the sound needs to be reduced or to be discontinued. If the organisers judge that a disturbance is being caused, the exhibitor is to halt the activity immediately.

- j. Only quizzes with a scientific content and having approval by the organizer can be held at the booth. Participation can be "rewarded" with a prize or giveaway. The distribution of giveaways should be low-profile and in no way should overshadow the main activity of the booth. However, the prize should be the same for everybody and should not exceed 10.00 USD (\$) value. "Drawing winners" is not permitted. Notwithstanding the legal responsibilities of each exhibitor at its booth; giveaways with a value not exceeding 10.00 USD (\$) are acceptable at the exhibition; i.e. badges, T-shirts, pens. If the exhibitor does not comply, the organisers reserve the right to make the necessary arrangements to end the activities at the expense of the exhibitor.
- k. Set-up must take place and be finished during the times as noted in the Exhibition Manual. Should the contractor fail to do so, the organisers reserve the rights to reallocate the exhibitor's space to another exhibitor without refund.
- l. The exhibitor is responsible for the safety of products such as prizes and giveaways, and general display of the booth.
- m. The exhibitor is responsible to the organisers for ensuring that its booth is maintained in a clean and orderly state. Storage space is not guaranteed to be available in the exhibition hall and the exhibitor must ensure that all packing materials and empty cartons are removed from the premises before the opening of the exhibition. The organisers reserve the right to order cleaning of an exhibitor's space at the exhibitor's cost.
- n. Removal of exhibits and dismantling is not allowed until after the official closing time which will be listed in the Exhibition Manual. The exhibitor must dismantle the stand within the allocated time. The exhibitor must leave the stand area clear and the floor clean. The organisers can demand that the exhibitor restore the exhibition area to the original condition at the exhibitor's expense. During the dismantling period, no material should be left unattended at anytime. Stored materials, empty containers and packing material must be disposed of properly.

6. Technical Guidelines

- a. By accepting the Terms & Conditions the contractor

accepts the general conditions and regulations of the organisers, the Conference venue, and the suppliers as well as the technical guidelines and local safety regulations. Detailed technical guidelines will be provided in the Exhibition Manual. The contractor should refer to the organisers to ensure that they meet all regulations enforced by the Conference venue and the suppliers.

- b. The contractor must conform to the regulations and conditions concerning explosive and dangerous materials, combustible or otherwise, as laid down by the local authorities and other statutory bodies. Any materials/exhibits not approved by the authorities or the organisers must be removed from the Conference venue.
- c. All inflammable materials shall effectively comply with any statutory or local regulations or requirements to which the exhibition may be subject. Drapes and curtains must be at least 150 mm above the floor. No packing material or empty cartons shall be stored at the booth. Fire points must be kept clear at all times. The contractor must comply with any reasonable instructions given by the local authorities, the fire officer and/or the organisers to avoid the risk of fire.
- d. Security will be provided at the absolute discretion of the organisers although they cannot accept liability for any loss or damage that may occur. Conference name badges must be worn at all times by the contractor and his/her staff whilst in the Conference venue and in all other areas within the full control of the organizers for the duration of the Conference.

Article 5:

Payment Policy/ Method of Payment

All rates listed in the sponsorship and/or Exhibition Manual exclude statutory VA T and refer to the duration of the Conference (except if stated in the above mentioned manuals).

- a. Payments must be completed in due time. All orders will be confirmed upon receipt of the full payment of 100%. If payment is not received in due time, the contractor's participation will be cancelled. It is the contractor's responsibility to advise the organisers of the problems with any orders and to check the invoices issued for accuracy prior to the close of the Conference.
- b. If more exhibition space and/or sponsorship items than were originally applied for are requested and allocated during the event, the additional amount due shall be paid immediately.
- c. Payments must be made by bank transfer and in USD (\$) only. Bank charges must be prepaid by the transmitter and are the responsibility of the payer. Please use the

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bank account as noted in the sponsorship and/ or Exhibition Manual and/or invoice.

- d. Please indicate the "Conference", your company, and the invoice ID Number on all money transfers.
- e. For each reminder sent after the payment deadline, a fee of 2.50 USD (\$) will be charged. However, the organisers reserve the right of asserting further claims in regards to the damage caused by the delay. The contractor reserves the right to prove that lower financial damage has been caused by the delay.
- f. Should the contractor's payments be delayed, the organisers are authorized to demand interest for delay. The interest rate for delay may be increased should the organisers be able to prove a higher burden.

Article 6:

Cancellation or Reduction of the Booking

- a. All booking cancellations must be sent in writing to the organisers. Any notice of termination of the booking shall be deemed to have been properly given when delivered by registered mail.
- b. Should the contractor cancel for reasons other than that of failure, neglect or contravention, the contractor shall assume responsibility for all costs payable for all items that are part of the booking. The organisers shall be reimbursed for all expenses in connection with the planning of the Conference incurred up to the date of termination and any foreseeable unavoidable costs that might result from the contractor's cancellation or from the contractor's sponsorship commitment.
- c. The following cancellation charges apply: - 100% of the total amount must be paid by the contractor for cancellations received at anytime after confirming the package or other sponsorship contribution. No refund will be given.
- d. Shall the contractor fail to appear at the Conference without a valid reason and the requested services will not be required, the contractor will still be obliged to pay the amounts as referred to in the cancellation policies.
- e. If main, diamond, platinum, gold, or silver sponsors would like to cancel single items of their package, the minimum payment of the specific sponsorship category must be maintained. Cancellations within a certain sponsorship category are also subject to the cancellation policies as noted above.
- f. Should the contractor desire to resell its space and/ or sponsorship items to another organization, this can only be accomplished after approval of the new contractor by the organisers. After approval of the new contractor, a 10% administrative charge must be paid by the original contractor.

Article 7:

Cancellation of the Conference

- a. The organisers are entitled to cancel the Conference due to reasons beyond their control that prevent or substantially hinder the planned holding of the Conference.
- b. If the organisers are compelled to cancel the Conference for reasons beyond their control, i.e. without organizing another Conference in its place within twelve (12) months of the originally planned date, the contractor is released from its sponsorship obligation. The organisers shall immediately refund 50% of the payment made by the contractor. The remainder shall be used by the organisers for payment of costs incurred. If proof can be given that the amount withheld by the organisers from sponsorship payments exceed the costs incurred, the organisers shall be obliged to refund a proportionate amount of the sum not required for recovery of costs and expenses to the contractor. The same applies should the organisers decide to cancel parts of the Conference. The organisers also reserve the right to re-schedule the Conference in equal terms within a year's period. In this case the contractor does not have the right to withdraw from or decrease its sponsorship participation.
- c. If the Conference must be cancelled or changed due to unforeseen political and or general "Force Majeure", the organisers cannot be held liable for any compensation.

Article 8

- a. A contractor's claim for compensation is only applicable in case of gross negligence from the organisers and/ or their employees, agents or suppliers. Compensation and guarantee claims from the contractor must follow the statutory regulations, if they have not been noted differently.
- b. In no case will the organisers or their employees, agents or suppliers be liable for any indirect, incidental, special or consequential damages including but not limited to damages for loss of profits, loss of business information, cost related to cancellations or cost of procuring substitute goods or services, however arising, even if it has been advised of the possibility of such damages. While the organisers may provide security guards, this is done solely as an accommodation for contractors.
- c. An exception thereof is damage and breach of life, the body and/or health if breach of duty is the organisers' responsibility and for other damages, which involve deliberate and/or gross negligence on behalf of the organisers. A breach of duty of the organisers is equal to the breach of duty of a statutory agent or servant.

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- d. The contractor is liable for all damage to buildings or Terms and Conditions inventory which is caused by contractor's staff and other third parties from the contractor's province or the contractor in person.
- e. The organisers assume no liability for any loss, damage or injury to any property or equipment brought in by the contractor or any of its employees, agents or contractors, whether attributable to accident, fire, theft or any cause whatsoever. The contractor must ensure adequate insurance coverage as necessary including public liability coverage, to cover loss of or damage to exhibits or other personal property.
- f. The organisers shall not be responsible, in whole or in part, for any failure to perform any of the obligations under this booking or for failure to hold the Conference as a result of circumstances beyond its reasonable control, including, but not limited to, riot, strike, civil disorder, acts of war, failure of facilities, terrorism, threats of terrorism, communicable disease, earthquake, storm, fire, flood, and other acts of God.

Article 9:

Governing Law

This booking is made and shall be governed under the laws of the Emirate of Abu Dhabi and such Federal Laws of the UAE shall be applicable in the Emirate of Abu Dhabi. Exclusive jurisdiction and venue of any actions arising out of, or relating to or in any way connected to this booking, its negotiation or termination, or the event, will be in the courts of the Emirate of Abu Dhabi, UAE.

Article 10:

Severability Clause

No amendments, changes, modifications or alterations of these Terms and conditions shall be binding upon either party hereto unless in writing and signed by both parties. If any of the provisions of these Terms and conditions are held to be void or unenforceable, then such void or unenforceable provisions shall be replaced by valid and enforceable provisions which will achieve as far as possible the economic business intentions of the parties. All other provisions of the Terms and conditions that are not being affected remain valid.

Dates to Remember

Registration

Registration – Early Bird Rate.....	USD 525.00
Registration – Standard Rate.....	USD 694.00
Registration – Late/Onsite Rate.....	USD 870.00
Residents/Students/Nurses.....	USD 240.00

Sponsorship Application Deadline:

Main Sponsor.....	09 May 2024
Diamond Sponsor.....	30 May 2024
Platinum Sponsor.....	27 June 2024
Gold Sponsor.....	11 July 2024
Silver Sponsor.....	31 July 2024
Partners.....	no deadline and upon availability

Early Exhibition Space Booking Deadline:

30 May 2024

File Submission for Advertisement in Final Program:

05 September 2024

Submission of Booth Plan:

05 September 2024

Submission of Bag Insert Approval:

05 September 2024

Closing of all online registration and booking systems for delegates, allied professionals and mediarepresentatives (on-site service still available):

05 September 2024

Conference Dates

26-28 September 2024

Oman Society of Rheumatology
CONFERENCE 2024
26 – 28 September

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