



EACR
2025

16 - 19 June | Lisbon

Innovative
Cancer
Science

Annual Congress of the
European Association
for Cancer Research

SYMPOSIUM MANUAL



2025.eacr.org

Contents

CONTENTS	2
IMPORTANT DATES AND DEADLINES	3
PLANNING YOUR INDUSTRY SYMPOSIUM	5
PROMOTING YOUR INDUSTRY SYMPOSIUM	10
HOTEL ACCOMMODATION	12
LISBON CONGRESS CENTRE ACCESS	13
LEAD RETRIEVAL	13
CONDITIONS OF PARTICIPATION AND CODES OF PRACTICE	14



IMPORTANT DATES AND DEADLINES

Exhibitor deadlines
 General deadlines
 Onsite timeline

28 April 2025	Payment deadline for early-rate Congress registrations
05 May 2025	Deadline to request changes to the standard symposium room setup or equipment
10 May 2025	Deadline to submit the final symposium programme
15 May 2025	Deadline to order symposium services at discounted prices
15 May 2025	Deadline to order lead retrieval services at discounted rates
15 May 2025	Deadline to order symposium catering service
15 May 2025	Deadline to submit digital copy of delegate bag inserts (<i>paid extra</i>)
22 May 2025	Deadline to submit content for symposium email (<i>see section 4</i>)
27 May 2025	Payment deadline for regular-rate Congress registrations
27 May 2025	Deadline to send complete list of names for Industry Symposium Organiser badges (<i>5 badges available per company</i>)
27 May 2025	Deadline to request a symposium rehearsal slot
27 May 2025	Deadline to submit artwork to be included on the digital screen in the registration area (<i>see section 4</i>)
05 June 2025	Deadline to order lead retrieval service at full price
16-19 June 2025	Industry symposia



USEFUL CONTACTS

EACR 2025 Congress Secretariat: New Way Management  Contact: Michael Podt Email: eacr@newway-management.com	Accommodation: BCO Congressos  Email: eacr2025@bcocongresos.com Phone: +34 938 823 878 Website: eacr2025.bcocongresoshotels.com
Symposium services: Centro de Congressos de Lisboa (CCL)  Centro de Congressos de Lisboa Contact: Joana Pinto Phone: +351 21 892 1400 Email: eacr2025exhibitorservices@ccl.fil.pt CCL web shop	Freight forwarding and materials handler: Kristal  Contact: Maria Papantoniou Phone: +32 2751 4680 Email: maria.papantoniou@kristal-logistics.com
Symposium catering services: Silvia Carvalho Catering  SILVA CARVALHO CATERING Contact: Inês Oliva Email: ioliva@sccatering.pt View catering options and the order form here (order form to be submitted via email to Inês)	Lead retrieval: Anderes Fourdy  Email: support@anderesfourdy.com See section 15 and the EACR 2025 exhibitor dashboard to order.

For more information about the services provided by the above contacts in relation to the wider EACR 2025 Congress and industry exhibition, please see the [exhibitor manual](#).



PLANNING YOUR INDUSTRY SYMPOSIUM

An A-Z Guide:

Access

Access prior to your symposium

- Company representatives have access to the Speaker Preview Room (room 1.13, Foyer D) during operation hours before their session to upload presentation files.
- Company representatives will only have access to the assigned session room **15 minutes** before the scheduled start time of the symposium.
- Companies must adhere to the indicated start and end times of the scheduled symposium and vacate the room immediately after the symposium ends.
- Extensions beyond the assigned timings are **not** allowed under any circumstances. Session rooms are used 'back-to-back', with only 15 minutes' transition time.
- All staff involved in the operation of the symposium (staff, technical crew, speakers, etc.) and everyone attending the symposium must wear a EACR 2025 Congress badge. See 'Badges' below for details.

Access for participants

- Symposia must be open to all duly registered EACR 2025 Congress participants with access to programmed sessions.

Access after your symposium

- The session room must be vacated immediately after the end of the symposium. Companies are responsible for removing all their own materials and waste from the room.

Audio-visual support and technical equipment

The industry symposia rooms are in use for the main EACR 2025 Congress programme sessions and are used back-to-back throughout the Congress. The standard audio-visual equipment provided includes sufficient audio equipment to run the session (lectern and speaker desk, microphones, slide advancer, preview monitor, amplification, projection, stage, room lighting, and technical support).

Any alterations to the equipment provided is strongly discouraged. Requests for specific or additional equipment must be made to the EACR 2025 organisers by **15 May** for their review. Any related costs are to be covered by the industry symposium organiser.

Badges (symposia-only)

Industry symposia organisers, speakers, and any other persons needing to access the room **for the industry symposium only** will need a temporary Industry Symposium Organiser badge.

- A maximum of 5 complimentary Industry Symposium Organiser badges are available for each symposium.
- This badge only gives access to the session room where the industry symposium is being held and the Speaker Preview Room.
- These badges do not grant access to the EACR 2025 Congress Scientific Sessions, the exhibition and poster areas, or other activities. Full access registrations may be purchased through the [Congress website](#).
- A full list of names requiring these badges must be sent to eacr@newway-management.com by **27 May 2025**.
- These badges will be available for collection from the registration desk on the day of your symposium.



Catering arrangements



To ensure maximum attendance, industry symposia organisers are strongly encouraged to organise and advertise breakfast or lunch services as part of their symposium activity. Catering must be ordered with Silvia Carvalho Catering. Their terms and conditions apply. The deadline to order catering is **15 May 2025**. Orders may be adjusted up until 7 working days prior to the order date of the service.

Space for the catering service will be set up just outside the session room entrance. This space cannot be used for entertainment, poster displays, presentations, or any other promotional purposes and should only be used to distribute lunch bags or for the service of food and beverage items. Ordered catering items may be consumed inside the meeting rooms.

Catering service space and the food and drinks offered therein must be open to all registered participants who are interested in attending the industry symposium for which it is made available. From experience, the EACR finds that distributing lunch boxes or bags outside the room just before entering the session room works best and is preferred by participants.

It is **not** allowed to serve alcohol before, during, or after a symposium.

See below for a price indication of a standard service:

Breakfast option: coffee, tea, water, orange juice and lemonade, assorted bread, mini croissants, jam, butter, turkey ham and cheese, mini baguette, custard tarts and fresh fruit.	€16.80 per person + VAT
Coffee break option: coffee, tea, milk, mineral water, fresh orange juice and a selection of 3 petits fours.	€5.50 per person + VAT
Lunch box option: bottle of water, orange juice, cereal bar, fruit and (1) sandwich (selection available).	€15.00 per person + VAT
Lunch box option: bottle of water, orange juice, dry apple snack, banana, M&M's chocolate, sandwich (selection available), salad (selection available)	€22.00 per person + VAT

For other options, we invite industry symposium organisers to contact Silvia Carvalho Catering and view their manual and options. All questions related to catering must be directed to Silvia Carvalho Catering. The catering service may accommodate your wishes, so please reach out to them for a bespoke offer.

Completed order forms should be sent by email to Inês Oliva: ioliva@sccatering.pt

[Click here to view catering options](#)



Decoration and branding

The lectern and speaker desk positioned on the stage in the room will feature EACR 2025 Congress branding. As programmed activities run back-to-back, we encourage symposium organisers to maintain this branding.

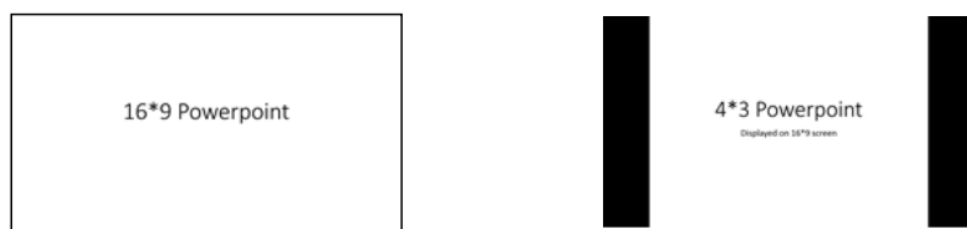
Should you wish to install decorative elements and specific branding or stage elements, a formal request including all plans must be made to the EACR 2025 organisers by **05 May** for their review. If permitted, branding must be ordered through the official decorator, and any related costs (including installation and removal) are to be covered by the industry symposium organiser. Damages to standard branding will need to be paid for by the symposium organisers. All branding must be installed within the time allocated for the symposium and removed immediately at the end of the industry symposium and before the start of the next scheduled activity (15 minutes).

Two roll-up banners (any size) showing your symposium programme may be placed at the session room entrance on the morning of your symposium. These must be removed immediately after your symposium.

Presentations (PPT)

All presentations must be displayed in Microsoft PowerPoint and will run on a windows PC. If you are using different software (e.g. OpenOffice, PowerPoint for Mac, Keynote), you must make sure your presentation is converted to Microsoft PowerPoint for Windows PCs before uploading it to the Congress presentation management system (see 'Speaker Preview Room' section for more details). Presentations provided as Acrobat PDFs or Word, Keynote, or Prezi documents will not be accepted. **Connecting your own laptops (MAC or PC) or iPads to run presentations in the Congress rooms will not be allowed.**

Presentations will run on PowerPoint with a resolution of 1920 x 1080 pixels. This is a 16:9 format and not a 4:3 format. If your presentation is in the 4:3 format, the presentation will have black stripes on the left and right of the screen; see difference on screenshot below.



Presentations should be prepared in PowerPoint 2016, 2019, or 2020. Pages should be set to landscape orientation with high-contrast lettering and readable fonts (minimum font size = 24; high-contrast colours = light text on dark background or vice versa). A maximum of 7 lines/slide and 5 words/line will improve the communication value of your slide. Avoid using timer-controlled transitions in your PPT as this will interfere with the available cue & slide advancing system and cause confusion during your talk.

Speakers must fully respect the scheduled symposia timeslot to guarantee the smooth running of the Congress programme.

Programme approval/final programme

Your submitted draft programme has been reviewed by the EACR 2025 Scientific Programme Committee and may not be changed without further approval. The main session title may no longer be changed. Minimal changes to the presenter or faculty in attendance may be made before **10 May**. The programme of all industry symposia will be published in a dedicated section of the official Congress website, on the Congress mobile app, and in the printed pocket programme. A final programme including the content to be published must be sent by **10 May 2025** (eacr@newway-management.com). Please note that if the artwork is not received by 10 May, the corresponding section on the website will display 'Information not provided'. Abstracts related to industry symposia are not required.



Recording the symposium

Companies are allowed to record their symposium, provided that all crew and technical equipment is arranged and paid for by the industry symposium organiser. Any equipment or recording setup must not interfere with facilities made available by the EACR 2025 Congress organisers.

Setup

The industry symposia rooms are in use for the main EACR 2025 Congress programme and are used back-to-back throughout the Congress. The rooms will be set up in theatre style with a stage of sufficient size related to the capacity of the room. The stage will be set up with a lectern and a head table. Changes to the general setup are not possible.



Speaker Preview Room

Industry symposia organisers must use the available Congress network and presentation management systems. The Speaker Preview Room is in room 1.13 on the 1st floor (Foyer D) of the CCL. Congress staff or appointed technical crew in the Speaker Preview Room will collect and manage presentations and will distribute all presentations to the assigned lecture rooms. This method guarantees presentations can be checked, resulting in a higher quality of projection and a quicker and smoother running of the presentations.

All PowerPoint presentations must be uploaded in the Speaker Preview Room at least **two (2) hours before the beginning of the industry symposium.**

In the Speaker Preview Room, a member of the team will upload your presentations into the central Congress network. When the upload is complete, the technician will perform a quick run-through of the presentation with the speaker or your representative. The speaker or your representative may also use the Speaker Preview Room and the facilities provided for a presentation review or to make minor last-minute changes before final upload.

In the actual session room, the technical crew will launch each presentation at the right time using a laptop connected to the presentation management system. When the presentation is launched, the speaker will have full control and can navigate with a remote slide-control device.

No modifications can be made to presentations once they have been uploaded in the Speaker Preview Room

The Speaker Preview Room may only be used for slide reviews; it may not be used by industry symposium organisers to conduct faculty preparation meetings or rehearsals.

Staff

Regular hospitality staff (as for EACR Congress sessions) will be available in the session room to provide any assistance to you or your symposium faculty. Hospitality staff will monitor the room setup, cleanliness, and safety, and assist the audience where needed at the entrance. For any specific additional tasks needed by the symposium organisers, such as handing out flyers or scanning badges, additional staff must be ordered by contacting our service contractor ([CCL web shop](https://www.eacr.org/web-shop)).



Technical rehearsals

Session rooms can only be accessed 15 minutes before the start of each symposium. We can facilitate 30-minute technical rehearsal slots prior to your session if needed. Rehearsal slots are available as per below and bookings (one rehearsal per company) can be made by e-mailing eacr@newway-management.com before **27 May 2025**. Please use 'EACR 2025 Industry Rehearsal' as the subject of your email.

Rehearsal schedule (allocated on a first-come, first-served basis):

Monday 16 June 2025

Auditorium 6+7	Auditorium 8	Auditorium 2
15:00-15:30	15:30-16:00	15:00-15:30
15:45-16:15	16:15-16:45	15:45-16:15
16:30-17:00	17:00-17:30	16:30-17:00

Tuesday, 17 June 2025

Auditorium 6+7	Auditorium 8	Auditorium 2
	09:00-09:30	
17:00-17:30	17:00-17:30	17:00-17:30
17:45-18:15	17:45-18:15	17:45-18:15

Wednesday, 17 June 2025

Auditorium 6+7	Auditorium 8	Auditorium 2
10:45-11:15	10:45-11:15	10:45-11:15



PROMOTING YOUR INDUSTRY SYMPOSIUM

Promotion: EACR industry symposia email to participants

The EACR will distribute a one-time email promoting all industry symposia to registered participants. Content and artwork for this email must be submitted to eacr@newway-management.com by **22 May 2025**. The EACR will schedule the email to be sent two weeks before the Congress.

You may submit content to promote your symposium through this mailing, respecting the following specifications:

- Promotional text of **maximum 100** words.
- Maximum **one** link to a website relevant to your symposium programme.
- Maximum **one** image/visual/banner of 728 pixels wide and 90 pixels high. Banners provided with difference specifications will not be included in the email.

Failure to submit content by the given deadline, or according to the specs given above, will mean your company will not be included in the mailing.

The recipient list for the email includes all EACR 2025 registered participants and is put together using the contact information provided by consenting participants or the group registration contact person on the registration form. Only the EACR will handle the mailing, and industry symposium organisers will **not** receive a list with the contact details of EACR 2025 Congress participants. Companies wishing to access participants' email addresses may purchase lead retrieval services; see page 13 for further information.

The link used in the promotion text for the industry symposium mailing may also be included on the EACR 2025 Congress website and on the industry symposia programmes in the online searchable programme and app.

Digital advertising in registration area

A digital screen in the EACR 2025 registration area will be used to announce industry symposia. The screen will display a rotating slideshow of industry programmes.

Each symposium organiser may submit content to promote their symposium, respecting the following specifications:

- One high-resolution PPT slide (16:9 aspect ratio, portrait orientation) or PNG/JPG image (768 pixels wide by 1024 pixels high)

Images/slides must be sent to eacr@newway-management.com by **27 May 2025**.

Advertising outside the session room

A white board will be set up outside the symposium room entrance, to which you may fix one (1) poster promoting your symposium. Posters may be put up on the day of the session and must be removed immediately after the symposium ends.

- Poster dimensions should be maximum A0 size (118.9 cm high x 84.1 cm wide) and in portrait format; the poster can be affixed using adhesive tape.
- Alternatively, you may bring one self-standing (roll-up) banner, if the dimensions are approximately the same as the poster board provided.

Companies must mount and take down posters themselves. Signposting or advertising the symposium at the Congress venue, other than from the exhibition stand and the locations noted above, is not authorised. This includes distribution of flyers in unauthorised areas (see Display table section below).



Optional: bag insert/invitation

EACR 2025 Congress bag inserts inviting participants to your symposium are only allowed if the bag insert sponsorship option has been booked **separately** and is **fully paid**.

Purchased bag inserts will be included in the Congress bags available to each registered participant. The inserts can be a flyer or something more creative, such as a voucher encouraging symposium attendance or visits to your exhibition stand. Inserts can be maximum of 2 pages of A4 (4 sides) and are limited to 10 companies. Materials should be produced by the sponsor, approved by the EACR, and made available to the organisers in Lisbon on the date and time specified by the Congress organisers. You will receive instructions about this by email.

The EACR encourages inserts to be printed in the most sustainable fashion possible (recyclable paper, environment-friendly ink, etc.). Industry symposium organisers should refrain from leaving unused invitations or leaflets at the Congress venue. In the instance of non-adherence to this rule, a fee will be charged for removal.

If you have not yet purchased bag inserts but would like to add this option to your exhibition package, please contact eacr@newway-management.com.

A digital copy of the bag insert must be sent to eacr@newway-management.com by no later than **15 May**.

Display table/flyers

A display area is available near registration for symposia organisers to deposit flyers. The EACR discourages the over-use of printed materials and encourages a reduced footprint so please consider this when producing promotional materials and provide a sensible number to avoid waste. Flyering at the Congress venue, other than from the exhibition stand and the designated display table, is not authorised.

Promotion rights

Companies are encouraged to promote their involvement in the Congress. Information on promotions and materials are available on the [EACR 2025 website here](#).

Symposia organisers are entitled to the use of the Congress logo on invitations and promotional documents directly related to their industry symposium. Only the official logo can be used. Companies may not attempt to redraw the lettering or the drawing or alter the relative position of these elements and must only use the Congress logo as provided. A design proof is required by the organisers for authorization before printing. The unauthorised use of the Congress logo is strictly prohibited.

Promotion: use of EACR 2025 Congress name

The sponsoring company will ensure that all publications and invitations referring to their industry symposium mention 'Official EACR 2025 Sponsored Industry Symposium' to avoid any confusion or reference to the official scientific programme.

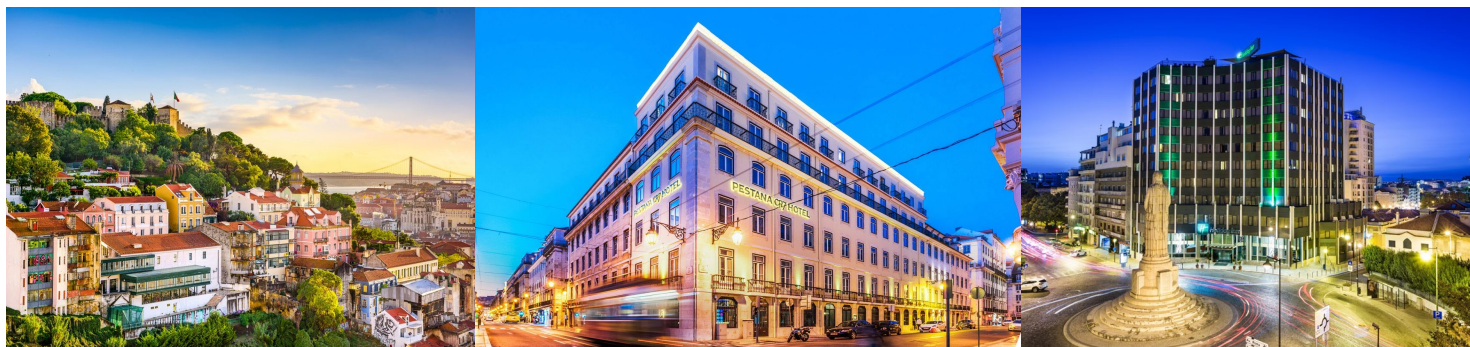


HOTEL ACCOMMODATION

BCO Congressos has been appointed as the official accommodation agent for the EACR 2025 Annual Congress.

Please be aware of **unsolicited contact or advertisements** from accommodation providers and travel agents. Such companies may attempt to contact you offering to book your registration, accommodation, and/or reduced-priced flights and claiming to be an official EACR 2025 Congress partner or part of the "official housing unit". They may even purchase search engine advertising to make them appear part of the EACR 2025 Congress.

Note that **only BCO Congressos is an officially appointed accommodation partner for EACR 2025**. We recommend that you do not give any information to any other companies.



Selection of hotels

In close consultation with the organisers of the EACR 2025 Congress, BCO Congressos has chosen a wide selection of hotels in Lisbon in different categories (3 to 5 stars). These hotels are located near the Congress venue and in the city centre. As the demand for hotel rooms will be high during the EACR 2025 Congress, we suggest that you reserve your hotel room as soon as you know your exact travel dates.

Book with excellent rates

As BCO Congressos handles hotel reservations for many events in Lisbon throughout the year, they can offer you the best available rates for the EACR 2025 Congress. Please follow the link below to process your reservation. The maximum number of rooms you will be able to book through the website is 9. If you need to book more rooms, please contact BCO Congressos for a detailed and bespoke quotation.

[Click here to book accommodation](#)

You should refrain from contacting the EACR or the Congress Secretariat with queries related to accommodation, and instead contact BCO Congressos directly:

Email: eacr2025@bcocongresos.com

Phone: +34 938 823 878

You can also contact BCO Congressos about airport transfers, dining options, and general city information.



LISBON CONGRESS CENTRE ACCESS

The primary entrance for all Congress participants will be the venue's main entrance:

Praça das Industrias, 1
1300-307 Lisbon, Portugal

Lisbon's [Humberto Delgado Airport](#) is located 12 km (approximately 15 minutes' drive) from the Lisbon Congress Centre. Around the venue, participants can find various means of transport including trams, [trains](#), [Carris buses](#), and taxis. The Congress Centre has an underground parking garage and an uncovered carpark with 1,100 spaces and autonomous management (paid). Neither the organisers nor the venue can guarantee availability for parking spaces.



LEAD RETRIEVAL

Lead retrieval is the ultimate tool to maximize your event ROI and enhance engagement. It offers numerous benefits that can take your experience to the next level.

EACR 2025 offers you a new platform that is easy, efficient, and accessible at your fingertips with your own mobile phone. This platform is provided by our partner, Anderes Fourdy (see contact details on page 4). Exhibitors may purchase login codes that give direct access to the application through their own phones.

Lead retrieval services are ordered via the [exhibitor dashboard](#).

Cost per login: €195

Early-bird promotion:

Orders placed before 15 May 2025 are eligible for a €45 discount (cost per login: €150)

Terms of payment: Upon receipt of your order, an invoice representing the total amount due (quoted prices are net, excluding any applicable VAT) will be sent by our partner, Anderes Fourdy. Payment must be made by credit card.

Cancellation: Orders can be cancelled until 15 May 2025 without any fees. On or after 16 May 2025, a 50% cancellation fee applies.

Support: A tutorial on the functionality of the lead retrieval application and scanning will be shared prior to the Congress. Dedicated lead retrieval staff will be available onsite to provide any support needed.

Data retrieval and protection: Each lead will contain the contact information provided by the participant or the group registration contact person on the registration form (name, full address, telephone, email, and lead codes, where given). Neither the EACR nor Anderes Fourdy can be held liable for incorrect or incomplete data. The application will display the available information immediately after scanning and give you the opportunity to add extra data on the spot.

All exhibitors should respect GDPR in the use of participants' data. By allowing their badge to be scanned, participants consent to the transfer of their identification and contact data to exhibitors for research and direct marketing purposes. Participants can decline to share their data by declining to be scanned.



CONDITIONS OF PARTICIPATION AND CODES OF PRACTICE

Symposia organisers are bound to follow these general conditions of participation while on the premises of the Lisbon Congress Centre.

Exhibition stand

To host an industry symposium, an exhibition stand booking of minimum 9 sqm is required. Cancelling your exhibition space will automatically result in the cancellation of your industry symposium and faculty arrangements (registration and accommodation).

Symposia faculty registration, accommodation, and travel

It is the responsibility of industry symposia organisers to arrange registration, accommodation, and travel for their invited faculty. Invited speakers who are part of the EACR 2025 Scientific Programme and who will be receiving commercial sponsorship by being part of an industry symposium may not claim complimentary accommodation, nor will they be eligible for travel reimbursement as per EACR policy. Industry symposia speakers will not receive complimentary full Congress registrations. If this is desired, symposia organisers should ensure that faculty and speakers are duly registered to the full EACR 2025 Congress. See 'Badges' section on page 5 for further details.

Security and insurance

Neither the Congress organisers nor their contractors are responsible for the safety of any property supplied by the industry symposium organiser. Neither the Congress organisers nor their contractors are responsible for the loss, damage, or destruction by any cause of the symposium organiser's property, or for damage or injury caused by any of this property.

The symposium organiser shall indemnify the Congress organisers and their contractors to third persons in the event of any act or omission of the industry symposium organiser, staff, agent, or personnel hired on a temporary basis to staff the industry symposium. Since the Congress organisers and their contractors accept no responsibility for any of the foregoing matters, the symposium organiser should take out insurance to cover any loss due to theft or negligence, damage, injury, or liability. The symposium organiser agrees not to pursue the Congress organisers for any risks.

Mandatory codes of practice

All exhibitors and sponsors at EACR 2025 are responsible for adhering to any Portuguese codes of practice and/or other relevant European regulations.

EACR 2025 has been approved by the Eucomed conference vetting system, MedTech Europe, which represents the European medical technology industry: www.ethicalmedtech.eu/medtech-codes.

In all cases, exhibitors are responsible for ensuring that their activity during the EACR 2025 is legally and ethically acceptable in Lisbon and Portugal.

Unofficial industry symposia

Companies are not permitted to organise unofficial industry symposia or similar corporate events that are open to and free for general Congress participants to attend, either inside or outside the congress venue. This restriction is applied during the period extending from the start of the first sessions at 10:00 on Monday 16 June 2025 until and including the end of the last hour of the Congress on Thursday 19 June 2025 at 13:00.



Social events

Companies and organisations are welcome and encouraged to organise social networking events such as dinners and receptions during the framework of the Congress. These social gatherings may not be organised in parallel with any of the scheduled scientific Congress sessions.

Closed meetings

Limited meeting spaces are available at the congress centre as part of the EACR 2025 space allocation. These enable exhibiting companies to organise small, closed business meetings such as (advisory) board meetings, investigator meetings, etc. Small, closed meetings may take place in parallel with official Congress sessions provided they do not convene large groups of people. The guiding principle of this policy is to avoid attendees missing Congress scientific sessions. These meetings may only be attended by invited participants and may not be open to general Congress participants.

If available, meeting rooms can be booked through the EACR 2025. For rental costs or to book a meeting room, see the booking form listed on this page: 2025.eacr.org/sponsorship

