



6th World Congress of the International Federation of Head and Neck Oncologic Societies & Annual Meeting of the AACCCyC



September 1-5, 2018

*Congress Center of the Universidad Católica Argentina
Buenos Aires, Argentina*

WELCOME TO IFHNOS 2018

Dear Sirs:

On behalf of the **International Federation of Head and Neck Oncologic Societies** and the **Argentinean Association for Head and Neck Surgery** it is our pleasure to invite you to participate as sponsors of the 6th World Congress of IFHNOS to be held in Buenos Aires, Argentina, from September 1st to 5th, 2018.

Distinguished speakers will share groundbreaking research findings and present original scientific works on the state of the art and new developments, covering a broad range of topics in Head and Neck Oncology.

The format of the meeting will encourage interaction between all health care professionals and trainees from our specialty as well as from allied fields interested in Head and Neck cancer treatment.

This will be a wonderful international head and neck meeting with the participation of more than 50 countries and we anticipate an attendance of ca. 1,000 participants.

We very much look forward to receiving your support for the **6th World Congress of IFHNOS**.

We look forward to seeing you in Buenos Aires, September 2018!

Ashok R. Shaha, MD
Director of IFHNOS

Marcelo Figari, MD
Congress Chairman

Jatin Shah, MD
Founder & CEO, IFHNOS



EXECUTIVE COMMITTEES

International IFHNOS Board

Founder & CEO: Jatin P. Shah

Director: Ashok R. Shaha

Secretary General: Pankaj Chaturvedi

Treasurer: Claudio R. Cernea

Executive Committee: D. Eisele (USA), M. Figari (Argentina), D. Fliss (Israel), A. Forastiere (USA), R. Gilbert (Canada), C. Notting (UK), B. Panizza (Australia), I. Reshetov (Russia), R. Weber (USA), J. Werner (Germany).

6th International IFHNOS Congress Authorities

Congress President: Marcelo F. Figari

Program Chairmen: Juan J. Larrañaga, Snehal Patel & Gisuseppe Spriano

Members of the Congress Committee:

Argentina (Local Organizing Committee): L. Bassagaisteguy, I. Bedini, J. Ciechowski, G. Damiano, M. Fernández Vila, R. Giglio, J. Lastiri, M. Montesinos, A. Notti, P. Picco, F. Poenitz, A. Rubino, R. Padín, M. Sardi, A. Vannelli.

Members of the Brazilian, Chilean, Colombian & Peruvian H&N Societies t.b.c. (F. Luis Días, L. Kowalski, C. Cernea, R. Deviditis, R. Hernández, L. Marín de Amesti)

Members of the Spanish H&N Society: G. Sánchez Aniceto, I. García Recuero.

Members of the AHNS t.b.c. (D. Buchbinder, G. Farwell, N. Futran and B. Stack)

Members of IFOS (Head and Neck Oncology ad-hoc Committee): R. Ferris (USA), R. Lemans (Netherlands), D. Fliss (Israel), A. Dietz (Germany)

CONGRESS MAIN TOPICS

▶ **Thyroid cancer**

▶ **Tumors of the upper aerodigestive tract**

▶ **Molecular medicine**

▶ **Salivary gland cancer**

▶ **Skin cancer and melanoma**

▶ **Cranial base tumors**

▶ **Genetics and virology applied to H&N cancer**

▶ **Parapharyngeal tumors**

▶ **Advanced reconstructive techniques**

▶ **Novel radiotherapy approaches**

▶ **Robotics in head and neck surgery**

▶ **Oral cavity oncology**

▶ **Bioethics, QOL, palliative care**

▶ **Chemotherapy, monoclonal antibodies and targeted therapies in H&N cancer**

GENERAL INFORMATION

VENUE

Universidad Católica Argentina – San José Building
Puerto Madero, Buenos Aires, Argentina
A. Moreau de Justo 1680

EXHIBIT HALL LOCATION

Lecture Hall: First Floor
Juan Pablo II Foyer: Second Floor



ASSOCIATION INFORMATION

Asociación Argentina de Cirugía de Cabeza y Cuello (AACCCyC)

Marcelo T. de Alvear 2415, CABA
PHONE: 54911-3033-3823
E-mail: info@aaccyc.org • WEBSITE: <http://www.aaccyc.org/>



International Federation of Head and Neck Oncologic Societies (IFHNOS)

1275 York Ave., New York, NY 10065
PHONE: 212-639-6857 • FA X: 212-717-3302
E-mail: info@ifhnos.org • WEBSITE: <http://www.ifhnos.org/>



CONTACT INFORMATION

Exhibits, Sponsorships and Business Opportunities

Paola Frisenda
Phone: (5411) 5252 – 9817 - Cell: (54911) 3587 - 3072
E-mail: Paola.Frisenda@mci-group.com - Congress Website: <http://ifhnos2018.org/>

EXHIBITOR DEADLINES

| | | | |
|---|---|--|--|
| Exhibit Early Bird Application Deadline: January 31, 2018 | Exhibit Space Balance Due: July 27, 2018 | Design for sponsored items to be sent to MCI Deadline: July 27, 2018 | Complete Exhibitor's Badge Registration: July 27, 2018 |
|---|---|--|--|

EXHIBIT SCHEDULE

EXHIBIT DATES & HOURS

Dates and times the exhibit hall is open to the public

| Sunday, September 2 | Sunday, September 2 (Welcome Reception) | Monday, September 3 | Tuesday, September 4 | Wednesday, September 5 |
|------------------------|---|------------------------|-------------------------|---------------------------|
| 9:00 am - 8:00 pm | 6:00 pm - 8:00 pm | 9:00 am - 6:00 pm | 9:00 am - 6:00 pm | 9:00 am - 1:00 pm |

All exhibit personnel must leave the exhibit floor **15 minutes after the close of the exhibit hall each day**. Exhibits will take place in the Juan Pablo II Foyer on the second floor and the Lecture Hall in the first floor.

SET-UP HOURS

Saturday, September 1 9:00 am - 6:00 pm

All set-up personnel must wear a set-up badge, which will be available at the registration desk. Exhibitors who have not checked in with the registration desk and set up by 4:00 pm Saturday will be considered “no shows” and may have their booth dismantled by Show Management. All set-up must be completed and aisles cleared by 4:00 pm, Saturday, September 1. All exhibits must be fully operational by 9:00 am, Sunday, September 2

DISMANTLE & REMOVAL OF EXHIBITS

Wednesday, September 5 2:00 pm - 7:00 pm Exhibitors may not begin dismantling until 2:00 pm. All exhibits must be packed and ready for shipment by 6:00 pm on Wednesday, September 5.

EXHIBITOR REGISTRATION HOURS

| Saturday, September 1 | Sunday, September 2 | Monday, September 3 | Tuesday, September 4 | Wednesday, September 5 |
|--------------------------|------------------------|------------------------|-------------------------|---------------------------|
| 12:00 pm - 4:00 pm | 8:00 am - 6:00 pm | 8:00 am - 6:00 pm | 8:00 am - 4:00 pm | 8:00 am - 1:00 pm |

REGISTRATION FEES

They will be announced in the Congress website on due time

Groups above 10+ have 10% discount.
Groups that hire registration + hotel have special offers.
Please contact: Paola.Frisenda@mci-group.com

Please request info on lead scanners

SPONSORSHIP OPPORTUNITIES

Early bird fee until January 31st 2018



SILVER (4 available)

2m x 2m (4sqm space): US\$ 15,000 / Early bird fee: US\$ 12,000

- Space/Booth in exhibition hall located by default in “Sala de Lectura” upgrade to Juan Pablo II Foyer upon availability
- Logo projection on meeting screens during sessions breaks
- Logo in congress website and newsletters
- Logo in Signage (30% size)
- 2 Exhibitor passes
- 2 Full Congress Registration

Receive Post-Meeting Registration List



GOLD (4 available)

2m x 2m (4sqm space): US\$ 24,000 /Early bird fee: US\$ 20,000

- Space/booth in exhibition hall located in Juan Pablo II Foyer
- Logo in congress website and newsletters
- Logo projection on meeting screens during sessions breaks
- Logo in Posters shared with other Gold Sponsors
- Logo in Signage (50% size)
- 3 Exhibitor passes
- 2 Full Congress Registration

Receive Post-Meeting Registration List



PLATINUM (4 available)

3m x 2m (6sqm space): US\$ 36,000 / Early bird fee: US\$ 32,000

- Space/booth in exhibition hall located in Juan Pablo II Foyer
- Logo projection on meeting screens during sessions breaks
- Logo in congress website and newsletters
- **One choice of the following: a) Blocks b) Pens c) Ad in Pocket Program d) Charging Station**
- Logo in Pocket Program shared with other Platinum Sponsors
- Logo in Signage (70% size)
- 4 Exhibitor passes
- 3 Full Congress Registration

Receive Post-Meeting Registration List



DIAMOND (2 available)

3m x 3,5m (10,5sqm space): US\$ 62,000 / Early bird fee: US\$ 55,000

- Space/booth in exhibition hall located in Juan Pablo II Foyer
- One **Lunch Symposium** for 118 attendees at “Aula Magna Room”, on day of your choice (on a space availability basis) – optional. Lunch box service not included in the price.
- **Logo in one choice of the following: a) Delegate’s bags b) Lanyards**
- **One choice of the following: a) Sponsorship of Opening Reception b) Sponsorship of Coffee Breaks Service**
- Logo projection on meeting screens during sessions breaks
- Logo in congress website and newsletters
- Logo in Signage (100% size)
- 4 Exhibitor passes
- 4 Full Congress Registration

Receive Post-Meeting Registration List

TURNKEY BOOTHS

| | | |
|------------------------|-------------------|-------------------|
| Booth 3x3,5 (10,5 sqm) | Booth 3x2 (6 sqm) | Booth 2x2 (4 sqm) |
| US\$ 2,300 | US\$ 2,000 | US\$ 1,700 |

IT IS INCLUDED: Carpet, 1 power outlet, 1 plant and base, printed company logo 60 cm x 80cm, 4 high chairs, 1 high table and 1 counter with small storage, 4 LED lights

IT IS NOT INCLUDED: Internet or phone connections, AV equipment, Booth’s cleaning, Staff and Insurances.

OPTIONAL: add 32” TV with dressed stand (USD + HDMI) US\$200

ADDITIONAL SPACE FEES

- Additional 4sqm space (2m x 2m) – **US\$ 3,800**
- For Turnkey booth, see above fees for 2x2

ADDITIONAL BUSINESS OPPORTUNITIES

- 1 Company Brochure Inserts – US\$ 2,500**
(flyers within delegates material; flyer must be provided by company)

2 Program Electronic Application (Congress APP)

Only available for congress sponsors/exhibitors

| A | B | C | D |
|---------------------------------------|---|--|--|
| Banner at home (1 space available) | Inclusion of logo in the transition between screens (3 spaces available – random show up) | Inclusion of company's description and contact details | Package of 3 notifications to delegates during the congress (should be approved by the Organizing Committee) |
| US\$ 1,800 | US\$ 1,500 | US\$ 900 | US\$ 1,500 |

Exclusive sponsorship -all the items mentioned above included - **US\$ 24.000**

- 3 Logo on Congress website and newsletters with link – US\$ 2,500**

- 4 Banner on site (roll-up style produced by company) - US\$ 2,500**

- 5 Getting together on Saturday Sept 1st**
For those that attended the Instructional Courses on Saturday
Please request quotation

SYMPOSIA OPPORTUNITIES

Only available for congress sponsors/exhibitors

- Symposia: A limited number of companies will have the opportunity to present an educational event of their choosing which may include, for example, a panel discussion or an invited speaker. Rooms for this event will be assigned on a first-come first served basis and are very limited.
- Symposia topic must be sent in advance and content must be approved by Congress Committee.
- Symposia support will be acknowledged in the final program and on event signage. (Please complete satellite symposia application and return with your support confirmation.)
- This is a great opportunity to have an exclusive audience with IFHNOS attendees focused on education directly related to your goals. If your company is interested in learning more about this opportunity, please contact Paola Frisenda at paola.frisenda@mci-group.com

A

BREAKFAST SYMPOSIUM – US\$ 15,000 / EARLY FEE US\$ 12,000

There will be 1 (one) Breakfast Symposia opportunities each day, Monday – Wednesday from 8:00 am to 9:00 am – upon availability
(breakfast service not included in the price)

B

LUNCH SYMPOSIUM – US\$ 25,000 / EARLY FEE US\$ 22,000

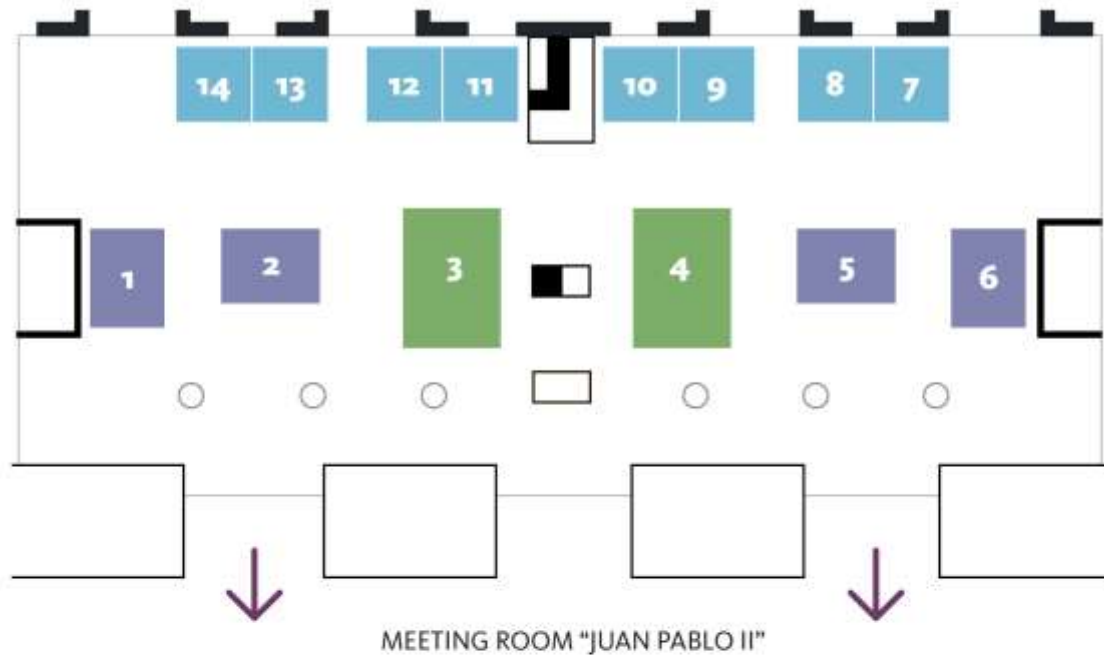
There will be 1 (one) Lunch Symposia opportunities each day, Monday – Wednesday from 13:00 pm to 14:00 pm – upon availability
(lunch box not included in the price)

All sponsorship and business opportunities fees are in USD dollars and final (include tax)

FLOOR PLANS

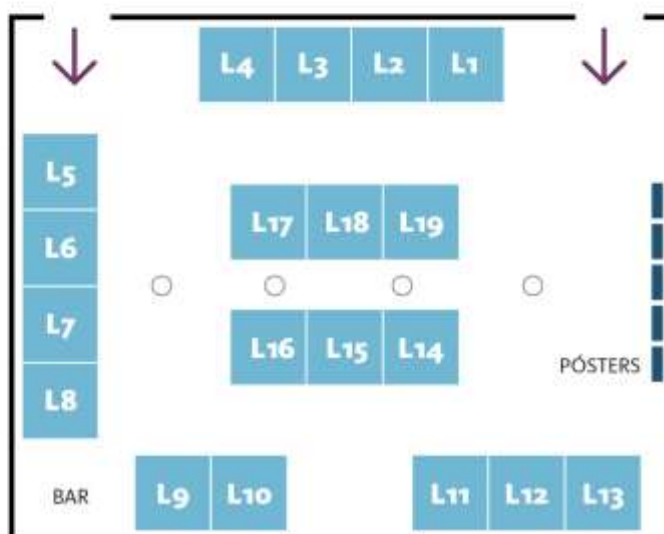
JUAN PABLO II FOYER (2nd FLOOR)

■ 3x2m ■ 3x3,5m ■ 2x2m



LECTURE HALL (1st FLOOR)

L1 a L19: 2mx2m



GENERAL INFORMATION

Imported goods – Temporary entrance of equipment

The Customs Law Number 22,415 and its Regulatory Decree Number 100/82, rule the temporary importation of products. The exhibitors must fulfil all the arrangements for the equipment entrance as temporary importation. The Organizing Committee does not have any liability on the temporary importation of the exhibitor's companies. The exhibitor must pay all the expenses related to these arrangements. The Organizing Committee recommends companies to contact a Custom Broker in Argentina 60 days before the Congress to avoid inconveniences and delays with the shipment authorization. Our Custom has rules very demanding regarding importation.

In the case of flyers or other printing material, or merchandising, they must fulfill a demanding customs' process and accomplish the requirements for each case, otherwise the shipment can be stopped and held at customs. In order to guarantee the arriving of your shipment we suggest the hiring a custom broker & freight forwarder.

High

The maximum high of any construction including lighting devices is 2 meters.

Electricity

The electricity is 220-380 volts – 50 cycles. The exhibitors must connect their equipment grounded. In order to request any special power supplying the exhibitor must contact MCI.

Responsibility for damages

Every exhibitor assumes all responsibility for loses or damages within the venue spaces caused by the construction during the set up or dismantling, and also, during the congress activities being produced by their own workers, or third party hired companies. It is mandatory to present Civil Responsibility Policy and ART or accident's insurance.

The insurance must include a non-repetition clause in favor of:

1. Fundación Universidad Católica Argentina, CUIT 30-53621658-4, Av. Alicia Moreau de Justo 1300, CABA
2. Congresos Internacionales S.A (MCI Buenos Aires) CUIT 30-56824658-2, Av. Córdoba 883, piso 11, CABA
3. Asociación Argentina de Patología de Cabeza y Cuello CUIT 30-65576805-6, M.T. de Alvear 2415, CABA

Measurement and weight of the elevator's load

Elevator: Ground floor Southern/Eastern

Max. Weight: 1200 Kg.

Door: 0.90 m x 2m height

Inside: 1.40 m of width x 2.10 m deep. x 2.20m height.

Floor- Plan presentation

The presentation will consist on floor plans and view bounded and it must be attached with images that make easy the plans understanding. The Exhibitor should send the floor plans by e-mail before August 3, 2018 to paola.frisenda@mci-group.com. Approval or comments submission would be notified within the 15 days after reception.

TERMS OF PARTICIPATION AND PAYMENTS CONDITIONS

The form included in this brochure must be completed, signed, scanned, and sent by email to Paola Frisenda, Sponsorship & Exhibition Coordinator at:

MCI Buenos Aires
Tel: +54-11-5252-9801
Email: paola.frisenda@mci-group.com
CC: paula.buczak@mci-group.com

Payments must be done by bank transfer (please ask details to do it) or by check (exclusively for companies inside Argentina) to the order of Congresos Internacionales S.A.

The Organizing Committee has no liability for the loss of money and does not accept checks or money sent by mail.

PAYMENT SCHEDULE

A deposit of 50% of the total exhibit rental charge must accompany signed application for it to be considered valid. Total balance due July 27, 2018.

If full payment is not received by July 27, 2018, the space may be reassigned or resold.

All reservations must be made in writing.

SERVICES EXCLUDED

Space rental fee does not include the following products and services: furniture, wastebasket, drainage, floral, electricity or audio-visual. Information regarding these items will be included in the Exhibitor Service Kit.

TURNKEY BOOTH:

An additional fee will be added depending on design selection.

EXHIBITOR QUALIFICATION

All products and services to be exhibited must be directly related to the practice of surgery, medicine, or medical/surgical education, or contribute to the educational, instructional and professional atmosphere of the meeting. All exhibiting companies are subject to approval by Show

The non-fulfilment of the payments in the above-mentioned dates can be considered as a cancellation of any booking with the loss of any sum already paid and allows the Organizing Committee to offer the space/sponsorship opportunity to third parties.

EXHIBITOR GUEST POLICY

Guests of exhibitors should be included on the individual company's staff list. Charges for additional badges over the number included with the purchase of booth space will be assessed at \$50 per badge. An exhibitor may not register as staff any person eligible for registration as a meeting attendee.

DISMANTELING OF BOOTHS

It cannot start before the authorization of the Exhibition Manager. Otherwise, a penalty of US\$ 50 will be charged.



SUBLETTING OF SPACE

Exhibitors may not assign or apportion to others the whole or any part of the space allocated, and may not display goods or services other than those manufactured or regularly distributed by applicant(s).

CHANGE OF DATE – CANCELLATION

In case of unforeseen circumstances, the Organizing Committee can change the Exhibition date or cancel it. In this case, exhibitors will be reimbursed 90% of the payments done until the cancellation. NO other claim will be admitted. If an exhibitor cancels, 80% of the paid amounts will be reimbursed and 20% will be withheld as administrative expenses.

Cancellations must be sent by written before June 1, 2018 to Paola Frisenda.

The participation alternatives are available on first-come first-served basis.

IMPORTANT: All the sponsors must have cancelled the 100% of the investment committed by July 27, 2018.

All fees in this commercial brochure are final and include VAT.

For all local companies registered in Argentina as “Responsible Inscripto”, invoice A is available upon request at the moment of reservation informing CUIT and local address.

CUSTOMS REGULATIONS

The rules and regulations for importing goods to Argentina are very strict. We strongly suggest you to contact the official custom broker and freight forwarder before shipping any goods.

Hobbit Worldwide Logistics S.A.

CUIT: 33-70735073-9

Argentina - Phone: 54-11-4382-8182

Angeles Tombeur: Project Manager - amtombeur@hobbit.com.ar

Please do not ship any items by international couriers. MCI or the Organizing Committee are not responsible for any items held back at local customs office

INSURANCE

All exhibitors must present insurance of the stand and staff and Non-Repetition Clause to access the exhibition hall.

More information on this point will be send out with the Exhibitor’s Kit.

RESERVATION FORM

Please complete and send it to paola.frisenda@mci-group.com

ORGANIZATION:

CUIT (if applicable):

ADDRESS:

CITY

ZIP CODE:

FAX:

COUNTRY:

e-mail:

CONTACT PERSON:

MOBILE:

DETAIL

BOOTH SELECTED:

FIRST CHOICE:

SECOND CHOICE:

SPONSORSHIP CATEGORY SELECTED:

BUSINESS OPPORTUNITY SELECTED

(please include number and description):

OTHER OPTIONS:

TOTAL INVESTMENT US\$

Comments:

IMPORTANT: Companies registered in Argentina as “Responsables Inscriptos” can request invoicing with VAT 21% discriminated.

PAYMENT: 50% of total investment must be paid upon reservation.

I have read the terms & conditions for participation, and agree with them.

SIGNATURE

NAME AND LAST NAME

DATE

