IPEG’s 23rd Annual Congress for Endosurgery in Children

Held in Conjunction with
BAPS 61st Annual Meeting

EDINBURGH INTERNATIONAL CONFERENCE CENTRE (EICC)
EDINBURGH, SCOTLAND

Exhibit Dates: July 23–25, 2014
Congress Dates: July 22–26, 2014

EXHIBITOR PROSPECTUS 2014
IPEG’s 23rd Annual Congress for Endosurgery in Children

Held in Conjunction with
BAPS 61st Annual Meeting

WHO: International Pediatric Endosurgery Group (IPEG)
British Association of Paediatric Surgeons (BAPS)

WHEN: July 22–26, 2014

WHERE: Edinburgh International Conference Centre
The Exchange
Edinburgh EH3 8EE Scotland

What Is IPEG?
The International Pediatric Endosurgery Group (IPEG) is the premiere international association for physicians who perform minimally invasive surgery in children. IPEG was founded in 1991 by a handful of pediatric surgeons with a clear cut goal of assuring that all pediatric and general surgeons who treat children have access to current information defining the best, least invasive surgical treatment. Today IPEG has over 600 members from over 50 countries.

What is BAPS?
The British Association of Paediatric Surgeons (BAPS) is a registered charity founded in 1953. The Association has a truly International membership, with over 800 members worldwide. The primary aim of BAPS is to set the standards of care of paediatric surgical practice in the UK and Ireland.

IPEG and BAPS share a primary mission to improve the quality of patient care through excellent surgical education.

How Does it Work?
- IPEG and BAPS run concurrently.
- Each group will present programs oriented toward its constituency.
- The program will feature a half-day of joint sessions and panels.
- IPEG and BAPS will share one exhibit hall.
- We expect attendance of over 700 surgeons.
Exhibit Hall

EXHIBIT HALL HOURS

- **Wednesday, July 23, 5:00 pm – 7:00 pm**
  Opening Ceremony and Welcome Reception in Exhibit Hall

- **Thursday, July 24, 9:30 am – 4:00 pm**
  Exhibits Open

- **Friday, July 25, 9:30 am – 4:00 pm**
  Exhibits Open

EXHIBIT HALL SET-UP

- **Wednesday, July 23, 10:00 am – 4:00 pm**
  All set-up personnel must wear a set-up badge, which will be available at the registration desk. If set-up of an exhibit has not started by 4:00 pm on Wednesday, July 23, Show Management may order the exhibit to be assembled and the exhibitor billed for all charges incurred. Show Management will not be responsible for any damage incurred.

  All construction must be completed and aisles cleared by 4:00 pm on Wednesday, July 23. All exhibits must be fully operational by 4:30 pm on Wednesday, July 23.

DISMANTLING & REMOVAL OF EXHIBITS

- **Friday, July 25, 4:00 pm – 9:00 pm**
  Exhibitors may not begin dismantling until 4:00 pm, Friday, July 25. All exhibits must be packed and ready for shipment by 9:00 pm, Friday, July 25. Any materials not called for by that time will be shipped at the exhibitor’s expense by the carrier selected by Show Management.

IPEG Exhibits will be located in Edinburgh International Conference Centre (EICC)

CRITICAL DEADLINES

- **Early Bird Deadline**
  March 7, 2014

- **Exhibit Space Balance Due**
  April 11, 2014

  Exhibitor Company Profile Form
  April 11, 2014

  Final Program Advertising Order
  April 11, 2014

  Final Program Ad Payment and Artwork
  April 25, 2014

  Hotel Reservation Deadline
  May 23, 2014

  Independent Contractor Form
  May 30, 2014

  Independent Contractor Registration
  May 30, 2014

  Giveaway Notification Form
  May 30, 2014

  Function Space Request Form
  May 30, 2014

  Exhibit Staff List Due
  June 16, 2014
## IPEG Program Schedule

### TUESDAY, JULY 22
Evening Postgraduate Course: MIS in Infants and Neonates

### WEDNESDAY, JULY 23
Half Day Hands-on Lab: Critical Technical Skills Course for Neonatal and Infant Minimally Invasive Surgery
Half Day Hands-on Lab: Innovations in Simulation-Based Education for Pediatric Surgeons
Half Day Hands-on Lab: Advanced Neonatal High Fidelity Course for Advanced Learners
**5:00 pm – 7:00 pm: Joint IPEG/BAPS Welcome Reception in Exhibit Hall**

### THURSDAY, JULY 24
**9:30 am – 4:00 pm: Exhibits Open**
Video Session I: Coolest Tricks, Extraordinary Procedures
Welcome Address
Scientific Session: Gastrointestinal
Presidential Address
Scientific Session: Basic Science
**11:30 am – 12:30 pm: Lunch for all Attendees in Exhibit Hall**
Top 1-20 Posters – Digital Presentation
IPEG/BAPS Presidential Debate: Esophageal and Diaphragmatic Surgery – Thoracoscopic vs. Open
IPEG/BAPS Best Clinical Paper Session
Karl Storz Lecture: Google/IBM – Impact of Future Technology to Healthcare

### FRIDAY, JULY 25
**9:30 am – 4:00 pm: Exhibits Open**
Video Session II
Scientific Session: Urogenital
Scientific Session: Gastrointestinal & Hepatobiliary
Panel: MIS in the Neonate and Infant: What’s New?
**12:00 pm – 1:00 pm: Lunch for all Attendees in Exhibit Hall**
Top 21-40 Posters – Digital Presentation
Keynote Lecture
Panel: Single Site Surgery
Scientific Session: Thorax
Scientific Session: Bariatric, Robotics and Alternative Technologies
Panel: Live Surgery

### SATURDAY, JULY 26
Scientific Session: Miscellaneous
Research Grant and Awards Presentation
Panel and Scientific Session: Complications – “My Worst Nightmare” – Complicated Cases, Pitfalls and Unusual Solutions
BAPS Program Schedule (AS OF NOVEMBER 2013)

WEDNESDAY, JULY 23
Half Day Trainee Free Papers
Opening Ceremony
PPR Session
International Forum
Experimental Club
Scientific Sessions
Hugh Greenwood Lecture
■ 5:00 pm – 7:00 pm: Joint IPEG/BAPS Welcome Reception in Exhibit Hall

THURSDAY, JULY 24
■ 9:30 am – 4:00 pm: Exhibits Open
Scientific Sessions
■ Lunch for all Attendees in Exhibit Hall: 11:30 am – 12:30 pm
BAPS/IPEG Presidential Debate: Esophageal and Diaphragmatic Surgery – Thoracoscopic vs. Open
BAPS/IPEG Best Clinical Paper Session
Karl Storz Lecture: Google/IBM – Impact of Future Technology to Healthcare

FRIDAY, JULY 25
■ 9:30 am – 4:00 pm: Exhibits Open
Scientific Sessions
JPS Lecture
DB Medal
■ 12:00 pm – 1:00 pm: Lunch for all Attendees in Exhibit Hall
Scientific Sessions
Closing and Prize Ceremony

SAVE THE DATES!

IPEG’s 24th Annual Congress for Endosurgery in Children (with SAGES)
April 15–18, 2015
Gaylord Opryland Hotel & Convention Center
Nashville, TN

BAPS 2015
July 21–24, 2015
Cardiff, Wales
Space Assignment & Fees

BOOTH ASSIGNMENTS
The exhibit hall is located in the Edinburgh International Conference Centre.
Exhibitors will have an opportunity to review the floor plan and select preferred locations. Booths will be assigned on a first-come, first-served basis, based on when the exhibitor application is received.

1. EXHIBITOR FEES & SPECIFICATIONS
All booths are assigned on a first-come, first-served basis. There is a $200 discount on exhibit fee if application is received prior to the March 7, 2014 Early Bird Deadline.
- Early Bird Fee (prior to March 7, 2014): 6’ Tabletop for $2,500
- Standard Fee (after March 7, 2014): 6’ Tabletop for $2,700
INCLUDED WITH EACH BOOTH: one (1) 6’ draped table, two (2) side chairs, one (1) wastebasket, and one (1) identification sign (company name and booth number). Exhibit hall is carpeted.

2. PAYMENT SCHEDULE
- A deposit of 50% of the total exhibit rental charge must accompany signed application.
- Total balance due April 11, 2014.
- Please make check payable to IPEG.

Applications not accompanied by at least a 50% deposit will be considered invalid. If full payment is not received by April 11, 2014 the space may be reassigned or resold. All reservations must be made in writing. Applications from exhibitors who have outstanding balances due to IPEG from any previous year will not be processed without full payment of delinquent accounts.

3. SERVICES EXCLUDED
Booth rental fee does not include the following services: drayage, floral, electricity, supplementary furniture or audio-visual. Information regarding these items will be included in the Exhibitor Service Kit.

4. EXHIBITOR REGISTRATION
Exhibit registration includes a maximum of four (4) personnel per 6’ space. The deadline for the exhibit staff list is June 16, 2014 and badges may be picked up on-site. Exhibit badges are not to be given or lent to any individual except the exhibit personnel to whom the badge has been issued. Exhibitors may attend sessions as long as they do not engage in sales while in the session rooms.

5. EXHIBITOR STAFF CONDUCT
Exhibitors must set up, occupy, and staff their exhibits during all hours exhibits are open. Failure to do so may result in ineligibility for future meetings. Names of all participants affiliated with exhibits must appear on the corresponding company staff list sent to show registration. False certification of individuals as exhibitor’s representatives, misuse of exhibitor badges or any other method assisting unauthorized persons access to the exhibit floor will be just cause for expelling the violator from the exhibition, or barring him/her from further entrance to the exhibit floor or removing his/her exhibit from the exhibit floor without obligation on the part of Show Management for refund of fees.

Exhibit personnel are expected to remain in their rented space and not view other exhibits except by invitation of other exhibitors. Interviews, demonstrations and the distribution of literature must be made within the booth area assigned to the exhibitor. Canvassing or distributing of advertising materials beyond the parameters of the exhibitor’s own booth will not be allowed. Additionally exhibitors are prohibited from posting signs relating to exhibits or any company activity outside the parameter of the exhibitor’s own booth.

When food and beverage are served in the Exhibit Hall during lunch and breaks, exhibit personnel may participate but are expected to allow attendees to participate first.

6. 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 $25.00 per badge. An exhibitor may not register as staff any person eligible for registration as an IPEG or BAPS meeting attendee.

7. 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 the applicant(s).

8. CANCELLATION & REDUCTION/RELOCATION POLICY
Notification of cancellation or reduction of space must be in writing. If this agreement is canceled by the exhibitor for any reason or by Show Management because of Exhibitor’s default or violation of this agreement, monies paid to IPEG by the Exhibitor shall be retained as follows:
- $100 per space if application is canceled prior to March 7, 2014
- $1,300 per space if application is canceled prior to April 11, 2014
- NO REFUNDS for any cancellations or reductions after April 11, 2014

9. BOOTH ASSIGNMENTS
The initial assignment of booth space occurs just after the March 7, 2014 Early Bird deadline. All booth space will be assigned on a first-come, first-served basis.

10. SHOW MANAGEMENT
International Pediatric Endosurgery Group (IPEG)
11300 W. Olympic Blvd. Suite 600, Los Angeles CA 90064
PHONE: 310-437-0553, ext. 111 FAX: 310-437-0585
EMAIL: Shelley Ginsberg, shelley@ipeg.org
WEBSITE: www.ipeg.org
Rules & Regulations

1. EXHIBITOR PROGRAMS & PRESENTATIONS
Exhibitor presentations may take place during any hours the exhibit hall is open to registrants.

Exhibitor programs or presentations must be confined to the exhibitor’s booth space. The sound intensity of such activities as determined by Show Management, must not interfere with the activities of neighboring exhibitors. Show Management reserves the right to determine at what point sound constitutes interference with others and whether it must be discontinued.

Programs or presentations are to be straightforward in nature and must avoid the use of sideshow or theatrical gimmicks.

Videotapes and films may be shown provided that screens are placed in the rear of the booth to eliminate congestion in the aisles.

Any visual or other transmissions from off-site locations including tele–surgery require written permission from Show Management. Request forms for these educational events will be included in your exhibitor confirmation packet and must be completed and returned to the show office by May 30, 2014 deadline.

2. DIRECT SALES ON EXHIBIT FLOOR
No direct sales are permitted to take place on the exhibit floor excluding book sales. Orders may be taken and processed for delivery elsewhere but product may not be conveyed in the exhibit area.

3. DISPLAY OF INVESTIGATIONAL PRODUCTS
All exhibitors must comply with FDA rules regarding display of investigational products. Display of any investigational products is not an endorsement by IPEG or BAPS. To comply with the Food and Drug Administration’s Guidelines on Notices of Availability, any investigational product exhibited or graphically depicted should:

- Contain only objective statements about the product.
- Contain no claims of safety effectiveness or reliability.
- Contain no comparative claims to other marketed products.
- Be displayed solely for the purpose of obtaining investigator responsibilities.
- Display a statement: "Caution – Investigational Device – Limited to Investigational Use" (or similar statement) in prominent size and placement.

4. POLICY ON ACCME STANDARDS FOR COMMERCIAL SUPPORT (SCS)
As a sponsor of ACCME accredited activities, IPEG is committed to presenting CME activities that promote improvements or quality in healthcare and are independent of the control of commercial interests. As part of this commitment, IPEG requires clear separation between exhibit/marketing/advertising activities and educational activities.

Exhibitors are requested to review the ACCME Standards for Commercial Support (www.accme.org/requirements/accreditation-requirements-cme-providers/standards-for-commercial-support), and in particular:

**STANDARD 4: Appropriate Management of Associated Commercial Promotion:**

- **STANDARD 4.1:** Arrangements for commercial exhibits or advertisements cannot influence planning or interfere with the presentation, nor can they be a condition of the provision of commercial support for CME activities.
- **STANDARD 4.2:** Product–promotion material or product–specific advertisement of any type is prohibited in or during CME activities. The juxtaposition of editorial and advertising material on the same products or subjects must be avoided. Live (staffed exhibits, presentations) or enduring (printed or electronic advertisements) promotional activities must be kept separate from CME...There will be no ‘commercial breaks.’ For live, face–to–face CME, advertisements and promotional materials cannot be displayed or distributed in the educational space immediately before, during, or after a CME activity. Providers cannot allow representatives of Commercial Interests to engage in sales or promotional activities while in the space or place of the CME activity.
- **STANDARD 4.3:** Educational materials that are part of a CME activity, such as slides, abstracts and handouts, cannot contain any advertising, trade name or a product–group message.
- **STANDARD 4.4:** Print or electronic information distributed about the non–CME elements of a CME activity that are not directly related to the transfer of education to the learner, such as schedules and content descriptions, may include product–promotion material or product–specific advertisement.
Rules & Regulations

5. INSURANCE & LIABILITY

The Exhibitor assumes entire responsibility and liability for losses, damages, and claims arising out of injury to any person, or loss of, or damage to property when such loss damage or injury is in any way connected to the exhibitor’s participation in the exhibition. Exhibitors shall indemnify and hold harmless IPEG, BAPS and Show Management, their officers, directors, agents, members and employees and the designated convention facilities, their agents, and employees from any and all such losses damages and claims. Exhibitors agree to protect, save, and keep IPEG, BAPS, Show Management and the Edinburgh International Conference Centre forever harmless from any damage, or charges imposed for violation of any law or ordinance whether occasioned by the negligence of the exhibitor or its agents as well as strictly to comply with the applicable terms and conditions contained in the agreement between the Edinburgh International Conference Centre and IPEG regarding the exhibit premises and further an exhibitor shall at all times protect indemnify save and keep harmless IPEG Show Management and the Edinburgh International Conference Centre against any and all loss cost damage liability or expense arising from, or out of or by reason of said exhibitor’s occupancy and use of exhibit premises or part thereof. Although security is provided by Show Management, furnishing of such security shall not be deemed to effect the non-liability of IPEG Show Management, BAPS, their members, officers, representatives, or the official services contractors, or the Edinburgh International Conference Centre to modify in any way the assumptions or risk provided herein.

If any part of the exhibit hall is damaged or destroyed in such a way as to prevent IPEG, BAPS or Show Management from allowing an exhibitor to occupy its assigned space during any portion of the exhibition or if same is prevented by strikes, Acts of God, national emergency, or other causes beyond the control of IPEG, BAPS or Show Management, exhibitors will be charged for space during the time it was, or could have been occupied, and exhibitors hereby waive any claim against IPEG, BAPS or Show Management their members directors agents or employees for losses or damages that may occur due to such inability to occupy assigned space.

6. PHOTOGRAPHY

An exhibit or its products may not be photographed or videotaped without the permission of the legitimate occupants of that booth. Show Management reserves the right to photograph exhibits for society purposes.

7. HOTEL RESERVATION POLICY

IPEG has reserved blocks of rooms at the following hotels:

■ Hilton Edinburgh Grosvenor
■ Waldorf Astoria Hotel – The Caledonian
■ The Point Hotel Edinburgh – Converting to Double Tree by Hilton

Exhibitors are required to reserve rooms within the meeting room block and may book their hotel rooms directly with the hotel. Hotel reservation instructions will be included with your exhibitor confirmation kit.
IPEG 2014 Support Opportunities

Support for IPEG’s annual meeting is considered an educational grant, subject to ACCME Standards of Commercial Support. A signed Letter of Agreement must be received in advance of the meeting in order for support to be acknowledged.

DIAMOND LEVEL SUPPORT $35,000
- Acknowledged as Supporter of the IPEG Keynote Address
- Acknowledged as a Supporter of the Hands-on Courses
- Acknowledged as a Supporter of the MIS in Infants and Neonates Postgraduate Course
- Acknowledged as Supporter of Poster Presentations
- Acknowledged as Supporter of one Scientific Session or Panel
- Acknowledged as Supporter of official IPEG Event – up to (6) company staff invited
- Support acknowledged on flyer in meeting bag
- Pre- and post-meeting registration mailing lists
- Support acknowledged with plaque for display in booth (booth not included in level support)
- Support acknowledged in *Journal of Laparoendoscopic and Advanced Surgical Techniques* in issues immediately preceding and following the meeting
- To be acknowledged in the final program, on the IPEG website, and other locales as a Diamond supporter of the meeting

PLATINUM LEVEL SUPPORT $24,000
- Acknowledged as a Supporter of one Hands-on Course
- Acknowledged as a Supporter of the MIS in Infants and Neonates Postgraduate Course
- Acknowledged as Supporter of Poster Presentations
- Acknowledged as Supporter of one Scientific Session or Panel
- Acknowledged as Supporter of official IPEG Event – up to (4) company staff invited
- Support acknowledged on flyer in meeting bag
- Pre- and post-meeting registration mailing lists
- Support acknowledged in *Journal of Laparoendoscopic and Advanced Surgical Techniques* in issues immediately preceding and following the meeting
- Support acknowledged with plaque for display in booth (booth not included in level support)
- To be acknowledged in the final program, on the IPEG website, and other locales as a Platinum supporter of the meeting

GOLD LEVEL SUPPORT $19,000
- Acknowledged as a Supporter of the MIS in Infants and Neonates Postgraduate Course
- Acknowledged as Supporter of “Coolest Tricks” Video Session
- Acknowledged as Supporter of Poster Presentations
- Acknowledged as Supporter of one Scientific Session
- Support acknowledged in *Journal of Laparoendoscopic and Advanced Surgical Techniques* in issues immediately preceding and following the meeting
- Pre and post-meeting registration mailing lists
- Support acknowledged on flyer in meeting bag
- Support acknowledged with plaque for display in booth (booth not included in level support)
- To be acknowledged in the final program, on the IPEG website, and other locales as a Gold supporter of the meeting
IPEG 2014 Support Opportunities

SILVER LEVEL SUPPORT  $14,000

- Acknowledged as Supporter of the “Unexpected Findings” Video Session
- Support acknowledged in Journal of Laparoendoscopic and Advanced Surgical Techniques in issues immediately preceding and following the meeting
- Pre and post-meeting registration mailing lists
- Support acknowledged on flyer in meeting bag
- Support acknowledged with plaque for display in booth (booth not included in level support)
- To be acknowledged in the final program, on the IPEG website, and other locales as a Silver supporter of the meeting

BRONZE LEVEL SUPPORT  $9,500

- Acknowledged as supporter of IPEG Committee Luncheon
- Support acknowledged in Journal of Laparoendoscopic and Advanced Surgical Techniques in issues immediately preceding and following the meeting
- Pre and post-meeting registration mailing lists
- Support acknowledged on flyer in meeting bag
- Support acknowledged with plaque for display in booth (booth not included in level support)
- To be acknowledged in the final program, on the IPEG website, and other locales as a Silver supporter of the meeting

INDUSTRY SUPPORTED SATELLITE SYMPOSIA  $15,000

“Satellite Symposium” refers to any activity that is deemed educational in nature and is independently organized and offered by another organization. This includes, but is not limited to, any educational activity that carries continuing medical education credits not sponsored by IPEG’s CME accrediting body. Symposia Rooms will be scheduled on a first-come first-served basis, upon approval by IPEG. Companies wishing to provide a satellite symposium must complete an application form. For more information and to receive an application form, please contact Shelley Ginsberg at 310-437-0553, ext. 111, shelley@ipeg.org.

Other sponsorship opportunities are available that are not listed here. Please contact Shelley Ginsberg at 310-437-0553, ext. 111, or shelley@ipeg.org.
BAPS Support Opportunities

FULL PAGE ADVERT in the conference programme £950
½ PAGE ADVERT in the conference programme £650
LOGO on the holding slide between talks £600
FLYER in the delegate bag £400
LOGO WITH HYPERLINK on the BAPS website £1,000
SILVER SPONSORSHIP £5,500
GOLD SPONSORSHIP £8,000

For more details please contact congress@baps.org.uk.
**Exhibitor Application Form**

**IPEG/BAPS 2014 ■ July 22–26, 2014 ■ Edinburgh International Conference Centre, Edinburgh, Scotland**

We, the undersigned, apply for technical exhibit space at IPEG / BAPS 2014 to be held on July 22–26, 2014 at the Edinburgh International Conference Centre in Edinburgh, Scotland. We accept the conditions, rules, regulations, terms and policies printed in the Exhibitor Prospectus, which form part of this agreement.

**EXHIBITOR INFORMATION** Please indicate company information exactly as it should appear in all official publications.

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**EXHIBIT RESERVATION**

Included in your exhibit fee are one (1) 6’ draped table, two (2) side chairs, one (1) wastebasket and (1) one-line identification sign (company name and booth number). Additional items may be purchased in your exhibitor kit that will be sent to you. Please confirm your needs by selecting a choice below:

- Yes, please reserve ____________ exhibit space(s)

  **Booth Price:**
  - $2,500 (prior to March 7, 2014)
  - $2,700 (after March 7, 2014)

  **Total Cost:** $______________

We prefer not to be in proximity to the following exhibitors (please list no more than 2): ____________________________

Signature: ____________________________

Your signature on this application indicates that you understand and agree to comply with all the policies, rules, regulations, terms, and conditions contained in the IPEG/BAPS Exhibitor Prospectus and kit and have read the rules and agree to distribute them to those involved with your exhibit.

**PAYMENT SCHEDULE** *Deposit of 50% is due upon receipt of application. Balance is due by April 11, 2014.* Total booth price due with applications submitted after April 11, 2014.

- **Credit Card Payment** (Visa, MasterCard , AMEX) CC#: ____________________________ Exp.: ____________________________
  
  Card Holders Name: ____________________________ Card Holders Signature: ____________________________

  Total est. cost of Exhibit: $ ____________ Amount to be charged: $ ____________ (50% deposit) $ ____________ (payment in full)

- **Check Enclosed** (Please make check payable to IPEG)
  
  Total est. cost of Exhibit: $ ____________ Deposit: $ ____________ (50% deposit) Total Amount Enclosed: $ ____________

- **Bank Transfer**: IPEG will accept payment by bank transfer; however, payments must be made in full. Please contact the IPEG office, shelley@ipeg.org, for details.

**PLEASE COMPLETE & RETURN THIS APPLICATION TO:**

Shelley Ginsberg – IPEG ■ 11300 W. Olympic Blvd, Suite 600, Los Angeles, CA 90064 ■ FAX: 310–437–0585