Technical manual

26th EFORT Congress

Lyon, France: 11-13 June 2025

#EFORT2025

Update: 19.02.2025

Contents

General information

/ Main contacts

/ Sponsors & Exhibition Overall Supervision
MCI Suisse SA
Coralie DELEAGE
Tel: +41 22 33 99 673
Email: coralie.deleage@wearemci.com

/ Exhibition Orders
CCCL Lyon
Tel: +336 79 02 95 94 (Sophie)
Tel: +336 40 31 56 44 (Roxane)
Email: expo@ccc-lyon.com

/ Lead Retrieval Orders
MCI Suisse SA
Karen Bhavnani
Tel: +41 22 33 99 611
Email: badgereader@mci-group.com

/ Congress Registration
MCI Suisse SA
Tel: +41 22 33 99 599
Email: efort.reghot@mci-agency.com

/ Catering Orders
Céline ROMERA
Tel. : +33 (0)4 78 16 88 88
Email: celineromera@magner.fr

/ On-site & Freight Handling Agent
FAIREXX
Chonthicha Wollenberg
Tel: +49 (0)30 4403 47 16
Email: c.wollenberg@fairexx.com

/ Key dates and deadlines

Monday 31 March 2025	✓ Satellite Symposium Final Programme ✓ Company logo and profile
Monday 12 May 2025	✓ E-drivers ✓ Custom booth plans
Tuesday 20 May 2025	✓ Deadline for exhibition service orders (after this date a surcharge will apply)
Monday 26 May 2025	✓ Shipment arrangement
Monday 2 June 2025	✓ Roll-up shipping ✓ Registration

/ Shipping instructions

For all shipping related enquiries, rates, and guidelines, please contact FAIREXX who are appointed as our official freight contractors and onsite handling agents for the show. We strongly recommend that you do not send any freight to the event without first contacting FAIREXX.

Contact details:
FAIREXX
Chonthicha Wollenberg
Tel: +49 (0)30 4403 47 16
Email: c.wollenberg@fairexx.com

Shipping instructions and tariffs:
DOWNLOAD HERE

FAIREXX and MCI Suisse SA cannot be held responsible should exhibitors not follow the above guidance.

/ Temporary staff

For all temporary staff hire, please reach out to **CCCL Exhibitors Service** through the web shop.
Link to web shop:
https://www.gl-lyonevents.com/en/centre-de-congres/exhibitor-area

Contact details:
CCCL Lyon
Tel: +336 79 02 95 94 (Sophie)
Tel: +336 40 31 56 44 (Roxane)
Email: expo@ccc-lyon.com

/ Company profile and logo

Please complete the company profile through the EFORT platform (log in required)

https://efortnet.efort.org/

Your company logo in HD resolution, in **.eps or .ai format**, must be sent by email to coralie.deleage@wearemci.com

Exhibition

/ Booth equipment

CCCL Lyon is the official exhibition supplier. Please create an account to the CCCL Lyon web shop. Within the portal you will be able to confirm your exhibition booth inclusions including fascia signage, standard power and lighting and order all extra requirements for the exhibition (at your own expense) e.g. furniture, additional lighting and power, audio visual and custom display requirements.

Surcharge applies for orders placed after 20th May.

Web shop: https://www.gl-lyonevents.com/en/centre-de-congres/exhibitor-area

For all orders for your booth and/or your symposium, please contact CCCL Exhibitor Services Tel: +336 79 02 95 94 (Sophie) or +336 40 31 56 44 (Roxane)

Email: expo@ccc-lyon.com

/ Catering

For all catering orders for your exhibition booth, please find contact:

Céline ROMERA
Tel. : +33 (0)4 78 16 88 88
Email: celineromera@magner.fr

Full brochure will be available in April.

/ Cleaning services

General stand cleaning (flooring vacuum/mop) and waste removal of the stand will be conducted nightly. If you require more detailed cleaning this can be booked directly with CCCL Exhibitor Services. More information available in the brochure below:

https://www.gl-lyonevents.com/en/centre-de-congres/exhibitor-area

CCCL Exhibitor Services Tel: +336 79 02 95 94 (Sophie) or +336 40 31 56 44 (Roxane) - Email: expo@ccc-lyon.com

/ Exhibiting staff and complimentary registrations

Exhibiting / sponsoring staff registrations
- ✓ All exhibitors must be officially registered and will receive a badge displaying the name of the individual and exhibiting company name.
- ✓ All exhibiting and sponsor companies have been granted complimentary registrations based on their exhibits size and sponsorship items.
- ✓ Any additional industry badges will be charged: EUR 350

Registration types

Complimentary delegate registration gives the right to:
/ Access to the exhibition
/ Access to the scientific sessions and symposia
/ Access to the congress welcome reception

Free exhibitor registration gives the right to:
/ Access to the exhibition
/ Access to the congress welcome reception
/ Access to company satellite symposium
/ Access to scientific sessions is NOT permitted

Paying exhibitor registration (EUR 350) gives the right to:
/ Access to the exhibition
/ Access to the congress welcome reception
/ Access to company satellite symposium
/ Access to scientific sessions is NOT permitted

Free participant badge allocation
Companies hosting a booth are entitled to a certain number of complimentary delegate registrations, as follows:

Space rental
/ 1 exhibitor badge for 6 sqm
/ 2 exhibitor badges for 9 sqm
/ 1 additional badge for each additional 9 sqm

Shell scheme
/ 2 exhibitor badges for 9 sqm
/ 1 additional badge for each additional 9 sqm

Tabletop
/ 1 exhibitor badge

Online registration
To register your exhibiting staff and complimentary registrations (if applicable) – you will be contacted by our registration team. If you have not received any email from them by then, please reach out to

MCI Suisse SA
Tel: +41 22 33 99 599
Email: efort.reghot@mci-agency.com

Please also communicate the details of the person in charge of registrations for your company (i.e. Communication Agency).

/ Exhibition schedule

Exhibition set-up

Tuesday 10 June 2025   10:00 - 20:00

Build-up passes
These passes are required to enter the exhibition area during working hours and are available at the exhibitor registration desk or with the security that will guide you staff upon arrival with your vehicle.

Exhibition opening hours

Wednesday 11 June 2025   09:30 - 17:30*
Thursday 12 June 2025   08:30 - 17:30*
Friday 13 June 2025   08:30 - 16:30*

*Exhibitors have access to the exhibition hall one hour before exhibition opens and after exhibition closes.

Exhibition dismantling

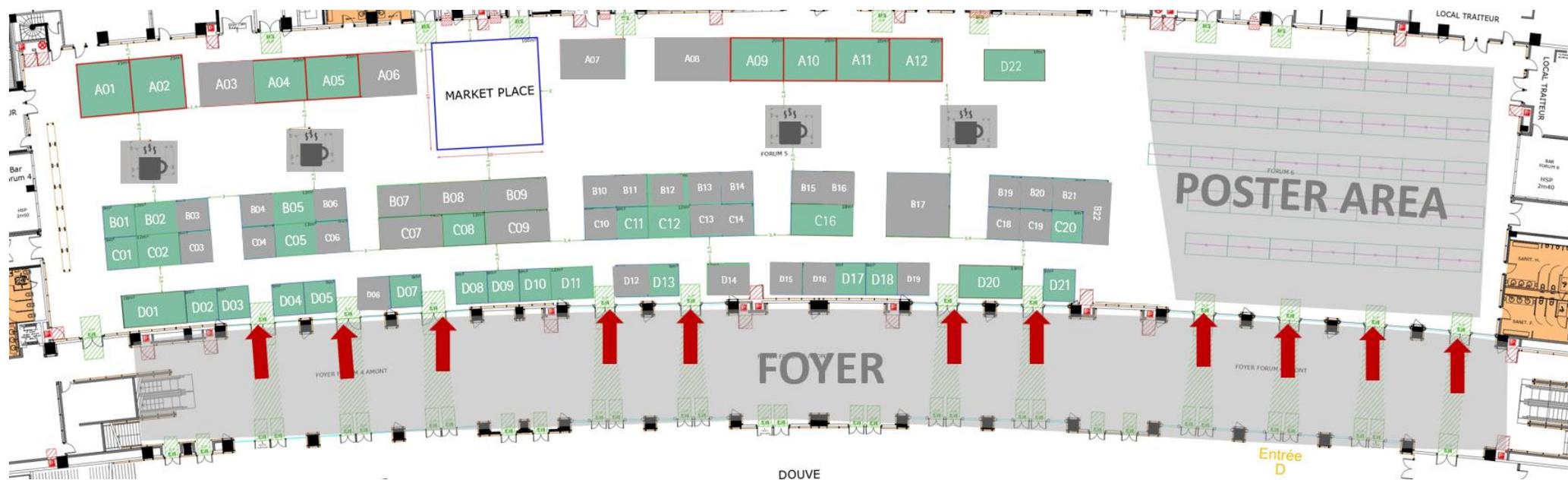Friday 13 June 2025   18:30 - 20:30**

**Light dismantling will be authorized from 16:30, when all visitors have exited the exhibition space.

Update: 19.02.2025

COMPANY	N°	COMPANY	N°	COMPANY	N°	COMPANY	N°
Mölnlycke Health Care	A03	Canwell Medical Co.,Ltd	B10	Červenka Consulting, s.r.o.	B21	DEDIENNE SANTE	C14
Mastelli S.r.l.	A06	Kuros Biosciences BV	B11	Philips Medical Systems NL	B22	NORAKER	C18
Arthex GmbH	A07	Pixee Medical	B12	BeiJing ZKSK Technology	C03	Firstkind Ltd	C19
AVANOS MEDICAL BELGIUM BV	A08	Ortonom	B13	Industrie Biomediche Insubri	C04	ALBOMED GmbH	D06
Biovico Sp. zo.o.	B03	Bone & Joint Surgery Journal	B14	SeedIMPULSE SA	C06	Shanghai Bojin Electric Instrument & Device	D12
Innovative Medical Products, IMP	B04	LCA S.A.	B15	Medacta International SA	C07	Aysam	D14
InnoOrtho Co., Ltd.	B06	X.NOV	B16	Evolutis	C09	Griffin	D15
Desoutter Medical Ltd	B07	LEPINE	B17	BMT group	C10	European Hip Society	D16
Beijing Lidakang Technology	B08	Amplitude	B19	Newclip Technics	C13	PHARMAMEDEX	D19
Biocomposites	B09	Incrediwear Holdings Inc	B20				

/ Exhibition rules and regulations

Invoicing
Exhibition space invoices must be paid by the due dates indicated on the invoice. In case of a late payment, the organisers reserve the right to resell the space. Full payment of exhibition invoices is required prior buildup of the exhibition. Exhibitors with payments outstanding may not be allowed to build their stands.

Changes in size of reserved space
The organisers reserve the right to allocate an exhibitor to a new location within the exhibition area in case of a change in size of the reserved exhibition space.

Changes in the exhibition layout
While every effort is made to preserve the published layout of the exhibition, the organisers shall be entitled to vary the layout if this is in the general interest of the exhibition.

Sharing of stands
Exhibitors are not allowed to share with others any booth space allotted to them without prior written consent from MCI Suisse SA.

Sub-letting
Exhibitors shall not sub-let the whole or any part of the stand allotted to them without the written consent of MCI Suisse SA.

Build-up
No one under the age of sixteen (16) will be permitted on the exhibition during build-up or dismantling. Closed toe shoes and high visibility vests must be worn at all times.

Stand building
The maximum height for any part of any stand is 3m. Plans of all space only stands that exceed 3m must be submitted to coralie.deleage@wearemci.com by **Monday 12 May 2025**, at the latest for approval.
The use and branding of rented space may not exceed the rented surface and space in three dimensions. The height limitation as communicated above must be respected both for physical and visual devices (e.g. lasers, gobos, etc.).
To maintain an open exhibition area, the exhibitors are requested to maintain sides of stands, adjacent to aisles, open. Island stands should be accessible from all 4 sides. Only one level stands will be permitted. It is under the exhibiting company's responsibility to build its own adjacent wall. No rigging is allowed.

Laser shows
No laser shows will be allowed at this event.

Flow of delegates
Nothing may impede the free flow of delegates in the aisles, i.e. nothing may be built in the aisles, nor may furniture or equipment stand in the aisle space.

Manning of stands
Exhibitors will be required to ensure that their stands are manned during the opening hours of the exhibition and must not dismantle their stands before the published closing time.

Give-aways and distribution of printed materials
Give-aways and printed material may only be distributed in the space rented by the exhibitor in the exhibition hall, in hospitality suites, or at satellite symposia. No such material may be distributed in any hotel used by the meeting. Product identification is permitted on give-aways. Contests, lotteries and raffles are subject to approval by the organisers.

Stand activities
"Meet the expert" sessions or press briefings at the stand are not allowed during the official scientific programme. Activities during breaks are accepted so long as they do not disturb the other exhibitors. A request to hold such sessions must be submitted to the organisers (MCI) for approval. Stand activities such as quizzes, contests, etc. can take place throughout the exhibition opening hours only. If a preapproved activity is deemed to be a nuisance to other exhibitors during the congress, the organisers (MCI) may decide to stop it at any point.

Social events
Social events may not be arranged for delegates during the scientific programme (including the satellite symposia), or during the opening ceremony. Transportation to social events may not depart during the official programme (including the satellite symposia).

Disruption of other exhibits
The organisers reserve the right to restrict exhibits, which, because of noise, method of operation, materials, or any other reason, become objectionable to other exhibitors or to delegates.

/ Exhibition rules and regulations

Security and insurance
The organisers will not be held responsible for any loss or damage to exhibitors' goods and exhibitors are reminded that they should take out their own insurance to cover for this.

Health and safety work regulations
It is the responsibility of the exhibitor to ensure that his contractor, employees, displays and exhibits comply with the latest legislation regarding Health and Safety at Work regulations.

All electrical appliances must be tested and tagged by an electrician before being brought on-site.

First Aid can be accessed via CCCL security or call +334 72 82 27 67

Liability
MCI Suisse SA cannot accept responsibility for damage caused by an exhibitor nor for loss sustained by an exhibitor. Exhibitors or their agents must not damage or deface the exhibition facility or the booths and equipment of other exhibitors. When such damage occurs, the exhibitor is solely responsible and is liable to the owner of the property. Exhibitors must make provision for the safeguarding of their goods, materials, equipment, and displays at all times.

Product disclaimer
The acceptance of a product or service for exhibition does not in any manner constitute an endorsement by the organisers.

Certification of decorative materials and stand structures
Exhibitors must have their valid certificates authenticating the safety references of the decorative materials used on the stands.

Electrical connections
Electricity supply is available from the roof of the exhibition area. Please indicate your power drop clearly to CCCL

Sponsoring items

/ E-driver guidelines

All information listed below is to be submitted to:
coralie.deleage@wearemci.com

Your e-driver must be submitted either by a "View in browser" or as an image file. **The e-driver should be designed in a reputable e-mail platform that provides a "View in your browser" link/URL to maximize its success.**

Please confirm your preferred date of sending by **May 12th**.
We recommend sending e-drivers on the final days leading up to the meeting, between **2 to 13 June 2025**.

The deadline to submit your e-driver file is 10 **days prior the date of sending.**

Please make sure to provide us with the subject line of the e-driver.
Recommended length: less than 50 characters.

Required format to maximize success

Sponsors to create their e-driver in a reputable e-mail design platform (MailChimp, Constant Contact, or HubSpot) and to provide Kabloom or the project manager with the "View in browser" link. This is to ensure correct formatting by enabling us to use the HTML code as-is and avoid alterations.

If a third party (agency) is creating the e-driver on your behalf, most agencies will create an 'e-mail-ready' version of the design work. Please ensure the agency provides you with the "View in browser" link.

PLEASE NOTE: Folders or files other than the HTML code cannot be accepted due to sending platform requirements and ensuring correct branding and design formatting.

An incorrect format will result in delays.
If your agency is unable to send the correct format 48 hours before your preferred date of sending, your e-driver will be sent as an image.

If there are any further questions on formatting, please do not hesitate to reach out to
Clarissa Jacobs: clarissa@kabloom-agency.com

HTML design recommended guidelines
Safe to use
- static, table-based layouts
- HTML tables and nested tables
- template width of 600px-800px
- simple, inline CSS
- web safe fonts

Use with caution
- background images
- custom web fonts
- wide layouts
- image maps
- embedded CSS

Do not use
- JavaScript
- <iframe>
- Flash
- embedded audio or video
- forms
- <div> layering

How to get the "View in Browser" link

Option 1

** A similar process will be used on other email platforms - please consult with your marketing agency

1. Once the e-driver is complete, click on the "Preview" button on the top right-hand side of the page and then proceed to click on "Enter preview mode".
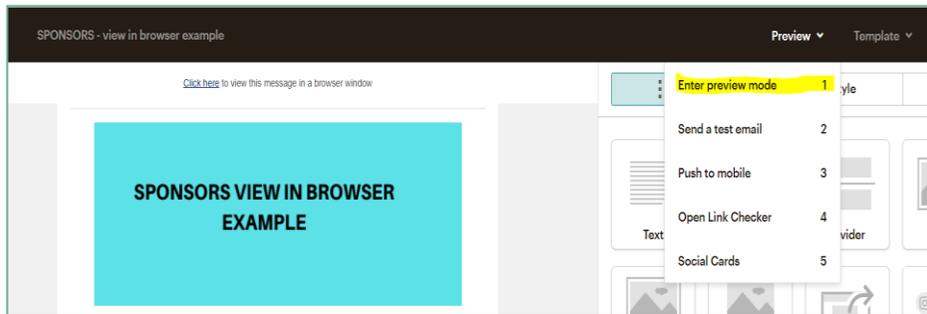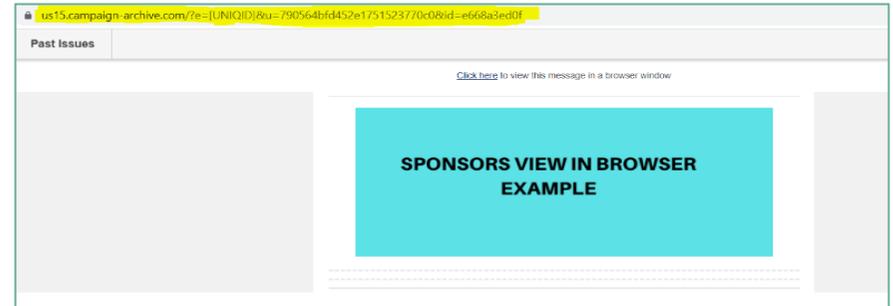

2. When you have clicked on "Enter preview mode", you will land on the below page.

3. Once on this page, click on the underlined "Click here to view this message in a browser window" (highlighted in yellow).
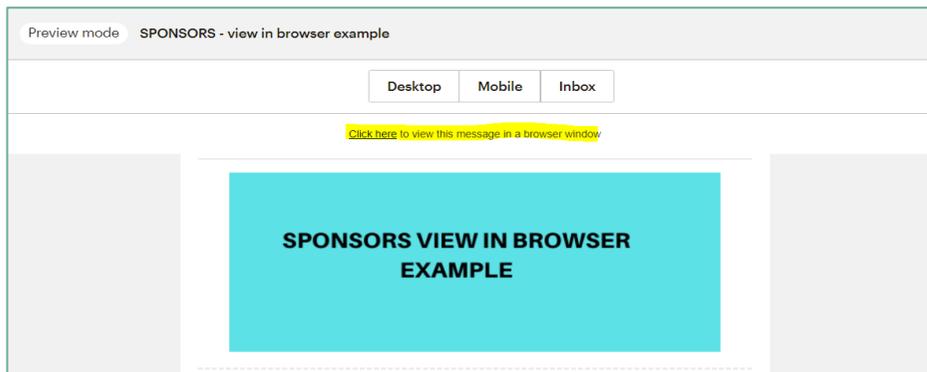
4. Once the link opens in a new window, copy the URL, and send it to either the project manager or clarissa@kabloom-agency.com


Please note: Additional changes to this URL will not be displayed or automatically updated once the link has been sent. Should you wish to make any additional changes after the link has been sent, please send an updated URL. This will impact the timeline as additional time needs to be allocated for testing and may incur charges.

How to get the "View in Browser" link

Option 2

1. Once the e-driver is complete, click on the "Preview" button on the top right-hand side of the page and then proceed to click on the "Send a test email".
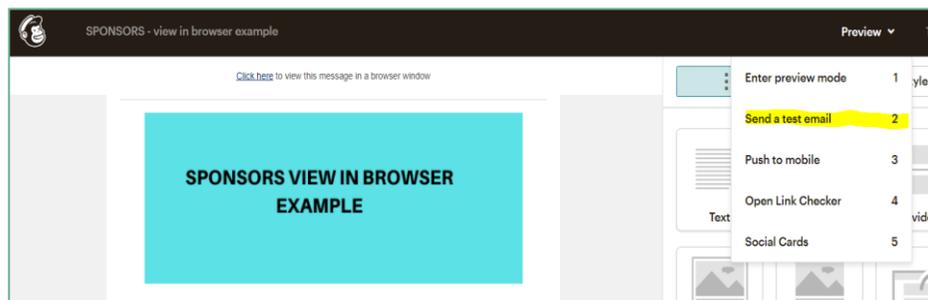
2. Please send a test to clarissa@kabloom-agency.com

3. Kabloom will receive the test mailer and use the "click here" link (below in yellow). This link will be used to launch/send the mailer.
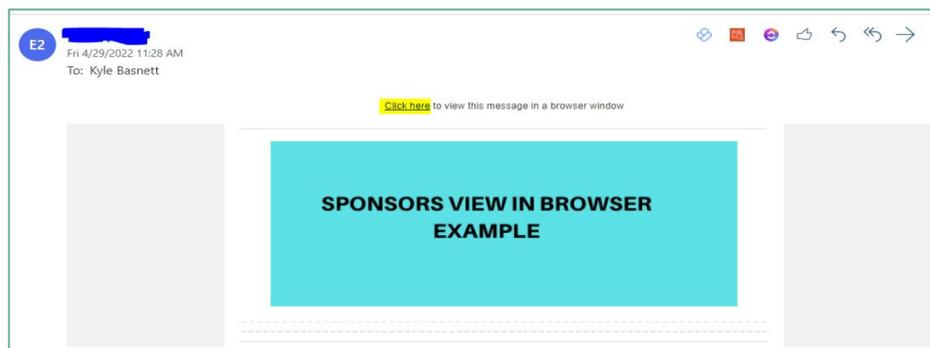
Kabloom will receive the test mailer and use the "click here" link (below in yellow). This link will be used to launch/send the mailer.

Either option 1 or 2 will be sufficient, and the sponsor will still receive a live test to approve before the final send.

The "View in browser" links help to automatically apply formatting code, so the e-driver performs on all email servers.

Please note that most HTML mailers are not coded to support Outlook. Kabloom, therefore, deploys extra programming resources and time to add the code.

Cross-Platform Email Design
Various mail platforms render HTML/CSS differently, in their own ways and for their own reasons due to their inherent coding. The differences in what HTML and CSS code support depends on many factors. When rendering HTML and CSS in e-drivers many things impact what the end-user is going to see. The mail exchange server, the pre-processor, the browsers, the rendering engines, and more; all affect the way your message is going to be displayed. These vary from client to client; browser to browser; server to server.

However, below are some best practices you can utilize so that your e-driver coding will stay intact across different clients and platforms.

Layout
Avoid using padding or margins
- Certain email clients do not support these formatting settings. For example, Outlook cannot support padding, and Hotmail cannot support margins.
- These can be especially problematic when added inside of a table in either mail client.

Always use inline CSS
- Most webmail clients (Outlook.com, Yahoo.com, Gmail, etc) will strip CSS out when stripping the head and body tags.
- Make sure you render coding very carefully, so it conforms to the email client's pre-set HTML.

Update: 19.02.2025

/ E-driver guidelines

Avoid BR, HR, and height tags in your emails
- Every browser/client has their own default line height and will default to it most of the time.
- Workaround in next bullet point below.

Use Tables to create general layout of email
- Set the width of each cell in the table.
- Avoid cell spacing and padding.

Always set a "doctype" in your code
- The HTML document type declaration, also known as DOCTYPE, is the first line of code required in every HTML or XHTML document. The DOCTYPE declaration is an instruction to the web browser about what version of HTML the page is written in. This ensures that the web page is parsed the same way by different web browsers.

Set wrapper reset styles in "wrapper div"
- This can override a browser or client's default styling of certain elements

Be aware of text and font changes per device (mobile especially) and browsers
- Mobile devices and different browsers may change the font styling to increase readability.
- For example, Comic Sans is not supported on mobile devices.

Backgrounds
Use the older more basic background HTML tags

- "background-image"; "bgcolor"; "background"
- Many browsers and clients experience issues when trying to support compound CSS values, so be sure to use individual values such as "background-image" and "background-repeat"

Always offer reset background colors or fall-back background colors to defer to if your specific background isn't supported.

Images

Image Library
- jpg, .gif, and .png files needs to be added to your document, and available online or in a folder.

Always provide image dimensions
- Some mail clients will automatically apply their own if none are given which can lead to major issues when rendering these images in relation to spacing and alignment.
- It is important to note however that some mail clients will do this regardless as a default setting.

Make sure to give ALL of your images 'alt' attributes
- This simple step will keep the overall sizing of your images the same across platforms.

Outlook.com
- Outlook.com adds some pixels at the end of each image which can rearrange spacing, alignment, or padding
- Use the "Outlook.com hack" - img {display:block;}. This removes the padding in outlook.com and gives predictable results across many other email clients in terms of added spacing or padding to images.

Avoid 'float' tags
- Outlook cannot support these tags, so SendGrid recommends using align tags. For example, <img src="image.jpeg" align="right">.
- Yahoo! has similar issues, so SendGrid recommends using align="top" for the image in question

Satellite symposia

Offsite satellite symposia

All satellite symposia must be held at the Congress Centre during the official time slots offered by EFORT. Companies holding a Satellite Symposium outside the Congress Centre and/or outside the official Satellite Symposia slots will be fined with EUR 50,000, and they will not be invited to participate at the following Congress.

Free participant badge allocation

Companies holding an official satellite symposium during the EFORT 2025 congress are entitled to a certain number of complimentary delegate registrations:
/ 4 full participant registrations for a satellite symposium
/ 2 full participant registrations for a mini-symposium
/ 10 invitations (providing access to your satellite symposium only)

Satellite symposia advertising options

Handouts
Companies holding an official satellite symposium during the congress are allowed to distribute flyers and other documents advertising their satellite symposium. These documents can be distributed only within the limits of the exhibition stand or the hospitality suite rented if applicable.

Self-standing roll-up display
Companies holding an official satellite symposium during the congress are allowed to advertise their satellite symposium by displaying a maximum of 2 self-standing signage in front of the conference room used to hold their own satellite symposium during the session preceding their symposium.

Companies holding an official satellite symposium during the congress are allowed to advertise their satellite symposium by displaying 1 roll up banner in the registration area.

Roll-up advertising the satellite symposia are not included in the rental price of the satellite symposia. It is the company task to order, produce and set up the stand-alone advertising. It is the responsibility of the company holding a satellite symposium to set up the self-standing signage in front of the conference room door panels and in the registration area.

Corporate branding of conference rooms for satellite symposia

✓ Due to the tight schedule of sessions in the meeting rooms, the satellite corporate branding inside the meeting rooms is strictly limited to the following:
✓ Speaker's lectern Companies may prepare a sign to be installed on the speaker's lectern
✓ Presidential table – Companies may prepare company or product logo to be installed against the presidential table
✓ All other corporate branding in the meeting rooms must be self-standing
✓ It is the responsibility of the company holding a satellite symposium to remove all branding at the end of the satellite
✓ Corporate branding should not change or damage in any way the congress signage already installed in the conference room

Satellite symposia programme and speakers

In order to have their satellite symposium programme approved by the EFORT Scientific Committee companies holding an official satellite symposium programme are requested to provide this information to coralie.deleage@wearemci.com by **Monday 31 March** via the Satellite Symposium Programme form available on the Technical Manual.

Please note that it is the sponsor's responsibility to register the speakers to the congress. You should have already been contacted by efort.reghot@mci-agency.com regarding the registration and hotel booking of your staff, please contact them directly for any enquiry.

Embargo

No data should be presented in any satellite symposium which will subsequently be presented either orally or as a poster at the meeting.

Audiovisual equipment of conference rooms

All conference rooms used for satellite & mini satellite symposia during the EFORT 2025 congress will be equipped as follows:

✓ 1 Data projector (beamer)
✓ 1 PC for Power Point
✓ Speaker Preview Room to upload the speakers' presentations
✓ Screen
✓ Return screen (confident monitor) for speakers
✓ Sound: Inside room conference standard sound system for the audience
✓ Fixed microphone on presidential table
✓ 1 fixed microphone for speaker lectern
✓ Standing microphone in alleys for Q&A

Any additional audio-visual equipment can be ordered at an extra cost to CCCL Lyon (expo@ccc-lyon.com)

Lead Retrieal

This opportunity includes 2 lead retrieval devices. You are kindly requested to collect the lead retrievals at the registration desk on the day of your symposium. Staff to scan the badges at the entrance of your symposium is not provided.

Catering facilities

Companies organising satellite symposia can serve food & beverage prior to or after their symposium.

Temp staff request

For all temporary staff hire, please visit CCCL Lyon Exhibitor Service web shop.

/ Satellite symposia programme form

We kindly ask you to complete and send your final programme by **Monday 31 March 2025** for approval by the scientific committee. Please submit it to: coralie.deleage@wearemci.com

Title of Session **Company Name**		
Moderators: **Moderator 1 [Full Name, Country] - Moderator 2 [Full Name, Country] - etc…**		
Time	Welcome and introduction	Speaker 1 [Full Name, Country, Email Address]
Time	Subtopic 1	Speaker 2 [Full Name, Country, Email Address]
Time	Subtopic 2	Speaker 3 [Full Name, Country, Email Address]
Time	Subtopic 3	Speaker 4 [Full Name, Country, Email Address]
Time	Subtopic 4	Speaker 5 [Full Name, Country, Email Address]
Time	Concluding remarks	Speaker 6 [Full Name, Country, Email Address]
Time	Questions and answers	Speaker 7 [Full Name, Country, Email Address]

/ Catering

For all catering orders for your satellite symposium, please contact:

Céline ROMERA
Tel. : +33 (0)4 78 16 88 88
Email: celineromera@magner.fr

Full brochure will be available in April.

/ Lead retrieval

For all your lead retrieval needs, please order it through the web shop: https://b-com.mci-group.com/CommunityPortal/ProgressivePortal/LEADSCHF/App/Views/InformationPage/View.aspx?InformationPageID=18054

For any questions, please contact Karen Bhavnani: badgereader@mci-group.com