

## **General information**

### **CME accreditation and certificate of attendance**

This event has been appraised and approved by the Accreditation Council of Oncology in Europe (ACOE). ACOE is a multidisciplinary body of full time specialists practicing in the field of oncology and all recognised for their experience in education and expertise in their field. ACOE accreditation acknowledges quality of the scientific programme and its educational value. The conference has been designated for a maximum of 28 hours of European external CME credits.

ACOE credits have been endorsed by the European Accreditation Council for Continuing Medical Education (EACCME), an institution of the European Union of Medical Specialists (UEMS). These credits are also recognised as Physician's Recognition Award (AMA PRA Category 1 credits) by the American Medical Association.

Delegates are kindly requested to complete the conference general evaluation form in return for a certificate.

Certificates of attendance will be available from the registration desk in the entrance area as of Thursday 30 September, 14:00 hours.

**The EORTC–NCI–AACR 2004 secretariat will not issue or mail certificates of attendance to participants after the conference.**

### **Conference venue**

Geneva Palexpo – Exhibition and Conference centre  
Route François-Peyrot 30  
1218 Grand-Saconnex, Geneva  
Switzerland  
Telephone: +41 22 761 11 11  
Fax: +41 22 798 01 00

### **Conference secretariat**

During the conference, the EORTC–NCI–AACR 2004 secretariat can be reached at the following numbers:

Telephone: +41 22 761 22 00

Fax: +41 22 761 22 01

Opening hours:

Tuesday: 08:30–18:00

Wednesday–Thursday: 07:30–18:00

Friday: 07:30–14:00

**Accommodation**

The Symporg accommodation agency will operate an accommodation desk at the entrance of the conference centre.

Opening hours for the on-site accommodation desk:

Tuesday: 09:00–17:00

Wednesday: 09:00–17:00

Thursday: 09:00–17:00

For further details, please contact:

Ms P. Nicole  
Symporg S.A.  
7 Avenue Krieg  
CH-1208 Geneva  
Switzerland

Telephone: +41 22 761 22 03

Fax: +41 22 761 22 04

**Badge**

Participants are requested to wear their badge at all times during the conference. The cost of replacing a lost badge is 50 Euro.

**Catering***Coffee break*

Registered delegates are entitled to free coffee breaks in Hall 1 at the following hours:

Tuesday 28 September: 14:45–15:15

Wednesday 29 September: 08:45–10:15 and 16:00–16:30

Thursday 30 September: 09:45–10:15 and 16:00–16:30

Friday 1 October: 09:45–10:15

Outside the above-mentioned hours, delegates are invited to purchase beverages and snacks at the Brasserie restaurant (level 0).

*Lunch*

Delegates are invited to have a free lunch served in Hall 1 (level 1 – near exhibition) at the following hours:

Tuesday 28 September: 12:00–13:00 (ABC Foyer)

Wednesday 29 September: 12:00–14:45 (Hall 1)

Thursday 30 September: 12:00–15:00 (Hall 1)

Friday 1 October: 12:00–14:00 (Hall 1)

**All delegates must wear their badge to access the lunch area.**

<b>Get-together party</b>	<p>EORTC, NCI, AACR are organising a get-together party on Thursday 30 September at 20:00. The party will take place on the boat “La Suisse” which will sail around the lake of Geneva.</p> <p>A light dinner and drinks will be served accompanied by live music.</p> <p>Delegates are invited to register at the onsite/queries desk located in the entrance hall. Capacity is limited to 500 persons.</p> <p>Price: EUR 80</p> <p>Dress code: casual</p> <p>Embarking point: “Les Paquis” in front of the hotel Beau Rivage, Quai du Mt Blanc (next to Mt Blanc Bridge). Delegates must reach the embarking point by their own means of transport. The boat will leave at 21:00 and will return to the departing point at 23:00.</p>
<b>Insurance</b>	<p>The organisers are not liable for personal injuries. Participants are requested to take out their personal insurance policies.</p>
<b>Language</b>	<p>The official language of the conference is English. No simultaneous translation will be provided.</p>
<b>Lost and found</b>	<p>All inquiries should be directed to the cloakroom located in ABC foyer (level –1).</p>
<b>Opening ceremony</b>	<p>All participants are invited to the Opening ceremony, organised on Tuesday 28 September, in the ABC room. Lunch will be served before the ceremony from 12:00 to 13:00.</p> <p>The Opening ceremony starts at 13:10.</p>
<b>Posters</b>	<p>Posters will be displayed in the poster area (Hall 1, Level 1) on a rotating basis.</p> <p><i>Putting up your poster:</i> Speakers with a poster presentation should put up their posters in the morning between 09:00–10:00 hours.</p> <p><i>Removing your poster:</i> Since posters are displayed on a rotating basis, they will need to be removed the same day of the scheduled presentation. Authors can remove their posters between 16:00 and 18:00, and on Friday before 16:00.</p> <p><b>Posters that were not removed by the author will be removed by the organiser and CANNOT be recuperated.</b></p> <p><i>Poster presentations:</i> Poster presentations are scheduled during lunch break: Wednesday 29 September: 12:00–14:30 Thursday 30 September: 12:00–15:00 Friday 1 October: 12:00–14:00 The presenting author is requested to stand next to his/her poster during the poster sessions.</p>
<b>Presentations</b>	<p>The PowerPoint preview room is located in the entrance hall behind the registration area (Mirror room).</p>

*Opening hours:*

Tuesday: 08:30–18:00

Wednesday–Thursday: 07:30–18:00

Friday: 07:30–14:00

**All speakers should go to the PowerPoint preview room and present their presentation at least 2 hours before their presentation starts.**

**Please note that slide or laptop presentation is not allowed.**

Staff will be available to assist speakers with changes or updates.

Powerpoint preview room contact details:

Telephone: +41 22 761 22 20

Fax: +41 22 761 22 19

**Press conferences**

The press conferences will take place in Room G, on Wednesday 29 and Thursday 30 September between 12:30 and 13:30.

Press office contact details:

Margaret Wilson

Telephone: +41 22 761 22 05

Fax: +41 22 761 22 11

*Press office opening hours:*

Tuesday: 09:00–19:00

Wednesday–Thursday: 08:00–19:00

Friday: 08:00–17:00

**Registration**

The conference is open to full registered participants. The official conference badge is required for admission to all conference sessions.

*Opening hours:*

Tuesday: 09:00–18:00

Wednesday–Thursday: 07:00–18:00

Friday: 07:00–14:00

*Contact details:*

Telephone: +41 22 761 22 02

Fax: +41 22 761 22 04

**Transport**

All fully registered delegates are entitled to free “Public” transportation during the conference. Delegates should show their conference badges when boarding local buses and trains.

**Welcome Reception**

All participants are invited to the Welcome Reception, organised in the ABC Foyer on Tuesday 28 September at 17:30.