

# [ INSIGHT ]

## Event guide

## General information & conditions

[INSIGHT] is an event programme created especially for Swiss Medtech members. The platform aims to provide members the opportunity to position and present their company and their work within the association's network. [INSIGHT] symposiums feature specific-specific content and highlight current issues from various perspectives.

Swiss Medtech facilitates up to four specialist [INSIGHT] events per year – organised and hosted by a diverse range of organisations. The slots are allocated on request and are coordinated closely with other planned event formats.

This guide provides further details and information about the planning stages.

## Swiss Medtech service package

Swiss Medtech supports its members with the organisation of every [INSIGHT] event.

Swiss Medtech offers the following services:

- Assistance with programme planning (if wished)
- Creation of an event website - including an entry in the association's official event calendar
- Management of registration forms and attendee information (cancellations, waiting list, registration deadline)
- Distribution of one (or max. two) invitation mailings for the event – with host as co-sender - to target groups selected from the Swiss Medtech network
- Compilation of attendee lists prior to the event
- Upload of content to the website following the event (if wished)
- No (or only if requested) presence of Swiss Medtech representatives at the event

Swiss Medtech charges the host organisation a flat rate of CHF 3,000 (excl. VAT) per event as compensation for services rendered.

# Responsibilities of the host

The host is responsible for the following organisational aspects of the event:

- Preparation of the contents and the programme (see also required contents)
- Liaising and communication with the speakers / presenters
- Independent promotional activities for the event
- Staging of the event in a suitable venue
- Supplementary activities such as catering or guest tours
- On-site management of attendees (e.g., name badges, parking, etc.)

# Planning schedule

T-1 year	Earliest possible date to reserve an [INSIGHT] event
T-2 months	Latest deadline for [INSIGHT] event request
T-1½ months	Latest possible submission of texts and other contents for the website and mailing
T-1 month	Latest go-live of the website and dispatch of invitation emails
T-1 day	Registration deadline and final dispatch of participant list to host
T	Date of the event

# Required contents

## Information required at time of request

- Desired event date
- Contact person of the host organisation incl. email and telephone number

## Information required at the latest 1½ months before desired event date

- Filled in form «Insight\_Contents» including
  - Detailed programme
  - Speakers' information
  - Various text material
  - Photos