

15TH BELGIAN HEART RHYTHM MEETING

21-22 October 2021
Sheraton Brussels
Airport Hotel

Arrhythmias
for every
Cardiologist



Exhibitor Guide

Brussels,
21-22 October 2021

15TH BELGIAN HEART RHYTHM MEETING

We are glad to be back on track and excited to organise the 15th edition of the Belgian Heart Rhythm Meeting, taking place on Thursday 21st and 22nd October 2021

Each year, the Belgian Heart Rhythm Meeting gathers several hundreds of participants. You will have the chance to benefit from scientific exchanges during either formal activities or informal meetings with colleagues from different backgrounds.

The scientific program, presented by distinguished speakers, will focus on daily management of cardiac arrhythmias, including socio-economic and radioprotection sessions, moderated poster sessions, ECG courses and teaching sessions for cardiovascular nurses.

Sheraton Brussels Airport Hotel
Brussels National Airport
1930 Zaventem
Belgium



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1 EXHIBITORS INFORMATION

Where should I set-up my booth?

The exhibition will be held in the Atrium, on the 1st floor of the Sheraton Brussels Airport Hotel.

At the entrance of the exhibition area, you will find a welcome desk and there will be someone to guide you to your spot.

Roll-up booths are 2m large x 1m deep (2m²). No table or chair is provided, but there will be high tables around.

Standard booths are 3m large x 2m deep (6m²). One table (180cm x 60cm) with tablecloth and chairs will be available.

Double booths are 6m large x 2m deep (12m²). One table (180cm x 60cm) with tablecloth and chairs will be available.

One electrical plug will be made available for all the booths. Please make sure you bring along your electric extension lead.

Make sure to remain within the surface assigned to you in the exhibition hall.

When can I set-up and dismantle my booth?

Exhibitors will set up their booth on **Wednesday 20th October 2021** from 3 p.m. till 8 p.m. You will not be allowed to start building before 3 p.m., so please do not come before that time.

Congress participants will be welcomed in the exhibition hall as from 7.45 a.m. on Thursday 21st October 2021. Therefore, the exhibition area needs to be fully installed the day before.

Exhibitors can dismantle their booth after the afternoon coffee break on Friday 22th October 2021 between 5.00 p.m. and 7.00 p.m.

Both a hotel staff member and a member of Downtown Europe will be on-site to assist you with logistical queries.

Where do I park?

The Sheraton Brussels Airport Hotel is accessible from the back entrance. Exhibitors can reach the hotel parking via the public airport parking Front Park 2 (P2 on signage). Once you enter P2, go to level 5. Follow the signs on the 5th floor towards the back entrance of the Sheraton parking. P2 is open 24h/24h

When leaving, your parking ticket will have to be validated using the paying machines of the public parking. All payment machines in the car parks at the airport accept cash or credit cards. (Visa, MasterCard, American Express, Diners Club).

Rates: [Parking at Zaventem Brussels Airport | Book now with Interparking](#)

Is there a special entrance for exhibitors?

If your material can fit in a normal lift, you are welcome to enter the hotel through the hotel parking and reach the exhibition area via the hotel lifts. The hotel lift can be used with material of maximal size 200x109x200 cm.

If you wish to deliver heavy or large material directly to the meeting room, you should reach the airport bus parking. From there, follow the arrow indicating "Sheraton delivery" and access directly to the internal lifts of the Sheraton. Nevertheless, you should afterwards park your car in the normal car park.

Can I send my promotional material in advance to the hotel?

Your material can be sent to the Sheraton Brussels Airport Hotel as from Monday 18th October 2021. If you wish to do this, please let us know in order to inform the hotel of the expected delivery.

Please ensure that all packages are clearly marked as follows:

15th Belgian Heart Rhythm Meeting – 21st and 22th October 2021

- Attention: Mr Geert Leirens
- 15th Belgian Heart Rhythm Meeting
- Y/X (No. of the piece/total number of pieces)
- Name of your company
- Contact person and mobile telephone number
- Sheraton Brussels Airport Hotel
- Brussels National Airport
- 1930 Zaventem

Contacts:

Geert Leirens: +32.2.710.89.14 (Sheraton Brussels Airport Hotel)

Elena Ciudad: +32.2.732.35.20 // +32.485.06.32.03 (Downtown Europe)

Is there additional storage space?

A small room will be made available during the whole congress next to the exhibition area, for sponsors who wish to store material.

Will there be internet connection?

There is free high-speed wireless internet connection available at the hotel. If you intend to use this service, you can request the internet access code at the congress welcome desk.

When do I receive my badge?

Exhibitors are requested to register at the latest on 2nd October 2021 allowing us to prepare access badges.

Badges will be distributed the morning of the congress. Exhibitors are always requested to wear their badge during the congress.

Can I participate to the lunches, coffee breaks and dinner?

Refreshment breaks and lunches, during the congress programme on both days, will be organised in the exhibition area for all participants, including for registered exhibitors.

To attend the dinner organised on Thursday 21st, a registration is needed.

2 CONTACT LIST

| Role | Name | Company | E-mail | Phone |
|-------------------------------|---------------|---------------------------------|------------------------|-------------------------------------|
| BHRM Organising Secretariat | Elena Ciudad | Organising Secretariat BHRM | bhrm@downtowneuropa.be | +32 2 732 35 20 +32 485 06 32 03 |
| BHRM Onsite logistics Manager | Chloé Drèze | Organising Secretariat BHRM | bhrm@downtowneuropa.be | +32 471 09 59 58 |
| Sheraton Event Manager | Geert Leirens | Sheraton Brussels Airport Hotel | | +32.2.710.89.14 |

3 EXHIBITION DEADLINES

| Date | Actions | Time |
|------------------------|--|-------------|
| From Monday 18/10/2021 | Material can be delivered at the Hotel | |
| Wednesday 20/10/2021 | Exhibition set-up | 15h00-20h00 |
| Thursday 21/10/2021 | Welcome coffee during registration | 07h45-08h25 |
| Thursday 21/10/2021 | Congress & Exhibition | 08h25-18h30 |
| Thursday 21/10/2021 | Cocktail & Dinner at Sheraton | 19h30-23h30 |
| Friday 22/10/2021 | Congress | 08h00-18h30 |
| Friday 22/10/2021 | Exhibition | 08h00-16h30 |
| Friday 22/10/2021 | Dismanteling of the booth | 17h00-19h00 |

We are at your disposal for any further information you may need and look forward to welcoming you soon at the Sheraton Brussels Airport Hotel.

For any further information, please visit the congress website: www.bhrm.be or contact us!

Downtown Europe

Professional Congress Organisers

Tel: +32.2.732 35 20

E-mail: bhrm@downtowneuropa.be

Website: www.downtowneuropa.be

4 VENUE

The meeting will take place at the **Sheraton Brussels Airport Hotel**.

Sheraton Brussels Airport Hotel offers you a stopover in a friendly and comfortable ambiance. Located just 39 steps away from the main entrance of Brussels International Airport, it offers quick access to the terminals and to the city center through the train station underneath the airport.

Website: <https://www.sheratonbrusselsairport.be/>

Address: Brussels National Airport, 1930 Zaventem, Belgium

Access: How to reach the venue?

- **By plane:**
The Congress Venue is located at Brussels Airport, opposite the Departure Terminal.
- **By train:**
The airport train station is located on level -1 of the airport terminal. Up to 3 trains per hour connect the airport with Brussels North, Brussels Central and Brussels South (Midi) stations (journey time approx. 20 minutes).
Info: www.b-rail.be
- **From anywhere else using public transportation:**
Plan your trip using the [STIB trip planner](#)
- **By Car:**
Plan your trip using [Google Maps](#).
On the Brussels ring-road, follow the signs for "Zaventem - Airport". Once you arrive at the airport, follow the signs "Departure". The hotel is situated on your left, opposite the Departure terminal.

5 ACCOMMODATION

Special rates are negotiated at the Sheraton Brussels Airport Hotel for the nights of 20th and 21st October 2021. To benefit from these rates, reservation must be made with the BHRM Organising Secretariat. Prepayment is required upon reservation.

Your hotel reservation can be done during the registration process.

Hotel reservations will be accepted on a first come first served basis. After the 11th October 2021, the hotel no longer guarantees the availability of rooms at the BHRM special negotiated rate. The official check-in time is 15.00 hrs and the check-out time is 12.00 hrs. In case of late departure, 50% of the room rate will be charged.

Cancellations are accepted up to fifteen days before the scheduled arrival time. Otherwise, a cancellation fee of the total amount will be charged. Cancellation must be communicated in writing to the BHRM Organising Secretariat. There will be no refund for no-shows.

6 PARTICIPANTS TO THE SCIENTIFIC PROGRAM

Participants can register on the website: www.bhrm.be

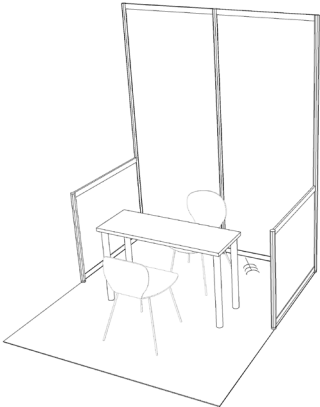
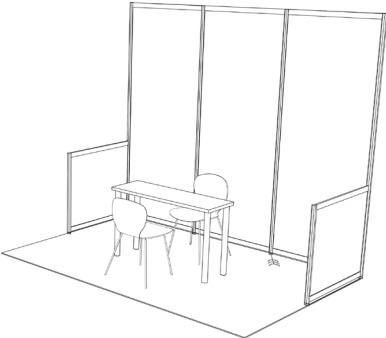
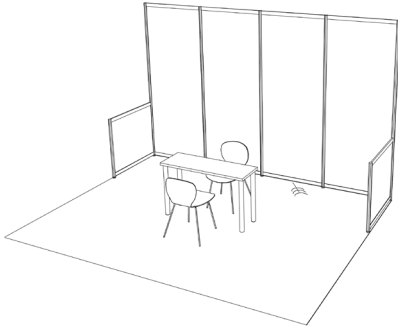
7 COVID-19 MEASURES

These measures have been taken following the latest belgian health regulation:

- Access controls: every participant will be requested to show the COVID Safe Ticket
- Masks inside the congress area are not compulsory but highly recommended
- Practicing social distancing and wearing face coverings are compulsory in other public areas of the hotel
- Maintain proper, frequent hand hygiene, particularly after use or contact with any surface that may be or have been used by another person: toilet, counters, doorknobs, etc
- Compliance with capacity limits (up to 500 persons) within meeting rooms, exhibition areas and food service areas
- Flows of people and floor layouts will be organised to ensure that it is possible to maintain the established minimum interpersonal distance
- Hand sanitizer will be available during the event.
- Cleaning will be reinforced in all exhibition spaces and high-contact areas will be frequently disinfected.

8 BOOTH

Surface areas: All surfaces are equipped with carpeting (from the Venue) and white partitions (standard booth).

| Type 1 Standard (2 x 1 m) | Type 2 Standard (3 x 2 m) | Type 3 Standard (6 x 2 m or 4 x 3 m) |
|---|--|---|
|  |  |  |

8.1 Technical assistance

For any technical questions, you can contact:

Elena Ciudad – bhrm@downtowneuropa.be - +32 2 732 35 20 / +32 485 06 32 03

Chloé Drèze – bhrm@downtowneuropa.be - +32 471 09 59 58

8.2 General rules

Height:

The maximum building height for all booths is 2.50 meters, *including* the company name/logo panel.

Aisle:

The aisle must remain free of all items to ensure smooth traffic at all times.

Wall panels of the booths:

- It is strictly forbidden to nail, glue or tape anything to the walls of the standard, equipped and fully equipped booths.
- Posters can *only* be hung by our provider's team (with special tape), upon request on-site.

Violations of those restrictions are punishable by a fine of 500 € per panel.

Walls of the venue:

It is forbidden to fix any item to the walls of the venue.

Violations of this restriction are punishable by a fine of 500 € per item.

9 CANCELLATION OF THE MEETING

The meeting organizers have the right to immediately cancel or alter all or part of the meeting due to reasons beyond their control, including, but not limited to, unforeseen political and economic events. The organizers will not be responsible for any compensation or refund related to such alteration or cancellation.