

## Hospitality suites and meeting rooms guidelines

### XXV FIGO World Congress of Gynecology and Obstetrics

5 – 9 October 2025

Cape Town International Convention Centre, Cape Town, South Africa

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## Hospitality suites and meeting rooms

### Introduction and definition

During the FIGO Congress, various groups organise meetings, leveraging the presence of participants. FIGO's guidelines aim to ensure unrestricted access to the FIGO scientific programme and avoid competition with other meetings.

A meeting is defined as a pre-arranged gathering of experts to exchange information or discuss a topic, usually by invitation only. These meetings can be held inside or outside the Congress Centre and are bound by FIGO's guidelines. Spontaneous gatherings during breaks are not considered meetings

### Location

All proposed hospitality suites and meeting rooms are located at [Cape Town International Convention Centre \(CTICC\)](#) in Cape Town. Official Congress signage will be placed to properly indicate the location of the suites to the delegates. *There are a limited number of hospitality suites available within the Congress Centre, the suites must be booked in advance as a sponsorship item.*

### Accessibility, schedule and regulation of meetings

All hospitality suites and meeting rooms are only accessible during the official Congress opening hours. You can collect the key(s) at the registration area from the MCI staff from Sunday, 5 October 2025.

Meetings with Congress delegates should not take place during official sessions of the FIGO scientific programme and are only allowed during official opening hours of the venue, as indicated below. Meetings with delegates should also allow enough transfer time for participants to attend the FIGO scientific sessions. No meetings in the Congress Centre are allowed outside of Congress and exhibition hours. Any extra time is subject to prior approval and will be charged at extra cost.

Duration of the Congress is defined as Sunday 5 October, 07:30 until Thursday 9 October, 13:30

*FIGO Scientific Programme is defined with the timings below, with the exception of refreshment and lunch breaks.*

- Sunday, 08:30 – 17:30
- Monday, 08:30 – 17:30
- Tuesday 08:30 – 17:30
- Wednesday 08:30 – 17:30
- Thursday 08:30 – 12:00

Considering the above schedule, we would require sponsors to be mindful of the scientific programme while scheduling meetings with delegates.

Meeting organised by industry partners and involving congress delegates must not contain any form of “transfer of science or company information” from the industry partner to the audience. FIGO may ask for further documentation about the meeting such as a list of participants and their affiliations, nature of the meeting, organising body, etc.

#### *Sanctions:*

Organisations or groups holding meetings which go against the above rules may be sanctioned by FIGO.

### **Equipment**

Limited meeting/office space is available at the venue, with the capacity of 18 pax, for you to use as a hospitality suite, staff office, press room or other. The meeting space comes with furniture, projector and screen.

Contact details will be available soon concerning all AV orders for the hospitality suites as well as questions related to the setup inside the suite/meeting room. In the meantime please contact [figo.sponex@mci-agency.com](mailto:figo.sponex@mci-agency.com) for any enquiries.

### **Catering**

Companies organising a meeting have the option to serve food and beverage. Formal approval must be requested from FIGO by contacting [figo.sponex@mci-agency.com](mailto:figo.sponex@mci-agency.com) before placing any order. The CTICC is the sole provider of all food and beverages at the premises.

Orders for food and beverages will only be accepted if the following information is provided to the CTICC:

- Hospitality suite name & time
- Contact person
- Contact telephone number/s
- Food and/or beverages orders
- Credit/debit card details

You can order additional services from the venue by using the forms listed below and emailing to the [CTICC](#), alternatively you can call to place orders by contacting +27 021 410 5000

- [Menu option](#)
- [Catering order form](#)

- [Beverages order form](#)

**Important:** All orders are to be confirmed & paid for in full prior to the event. All exact deadlines for service orders are on the forms. Please complete and pay them by the deadline to finalise your order and avoid any surcharges. *Late orders may receive a surcharge of up to 20%.*

Please consult [CTICC Food and Beverage Manual](#) or contact the Conference and Exhibitor Services Department should you have any question at [confexquotes@cticc.co.za](mailto:confexquotes@cticc.co.za)