

## Exhibition and technical manual

# XXV FIGO World Congress of Gynecology and Obstetrics

5 – 9 October 2025

Cape Town International Convention Centre, Cape Town, South Africa

Dear Exhibitor,

We are delighted that you have chosen to exhibit at the XXV FIGO World Congress. FIGO is a non-profit organisation, your sponsorship helps us continue to advocate for and advance the health and rights of women and girls around the world. [Find out more about FIGO's work.](#)

This exhibitor manual will assist you in planning your attendance at FIGO Cape Town 2025 and provide you with all the information you will need while on-site to ensure that you maximise your experience of the event. Please do take the time to read through the information in this exhibitor manual to ensure that you have everything you need prior to your arrival at the Cape Town International Convention Centre.

Please do ensure you have sent us your company profile and logo, to be displayed on the Congress website. Once posted, please do let [figo.sponex@mci-agency.com](mailto:figo.sponex@mci-agency.com) know if you wish to make any changes. You can also use our website to find out about [preferential accommodation rates and travel recommendations](#) (subject to availability).

We would love for you to take part in the Congress social programme. These events provide an excellent opportunity to network with delegates in a less formal environment, and of course to enjoy the famous South African hospitality! Our key social events are:

- Networking Reception: taking place after the welcome ceremony on Sunday 5 October, join our delegates and celebrate the first full day of Congress with drinks and canapés.
- Gala dinner: the headline event of our social calendar! Join us on Wednesday 8 October to network with industry leading professionals, savour the finest local food, and enjoy traditional South African entertainment

Learn more about the social activities and [book your place](#). If you would like any more details or need assistance, please contact your account manager.

A cloakroom will be available for your use throughout Congress. It is adjacent to the registration area and will be free of charge to exhibitors and delegates. Complimentary Wi-Fi is available for all delegates and exhibitors – please look out for signage onsite to indicate the network name and password.

We look forward to working with you in the upcoming months. The team are on hand to help you with your planning and to assist you with any queries. Please don't hesitate to get in touch if you have any questions.

With best wishes,  
The FIGO events team

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## General information

### Venue

Cape Town International Convention Centre (CTICC)  
Convention Square  
1, Lower Long Street  
8001 Cape Town, South Africa

CTICC 1 Level 0: Exhibition halls  
CTICC 1 Level 1 & 2: Scientific programme meeting rooms

### Contacts

#### Congress exhibition and sponsors overall supervision

Our sponsorship team can support with any general queries and questions about your participation at the FIGO Cape Town 2025.

#### MCI Geneva

Email: [figo.sponex@mci-agency.com](mailto:figo.sponex@mci-agency.com)

#### Exhibition furniture rentals and exhibition services

##### EXPO solutions

##### Michelle Angelica

Tel: +27 82461 3900

Email: [michelle@exposolutions.co.za](mailto:michelle@exposolutions.co.za)

#### Recommended contacts for custom booth design

##### Jane&Paul Pty Ltd

##### Jane Steel

Tel: +27 83702 2500

Email: [jane.steel@me.com](mailto:jane.steel@me.com) or [hugopaul@me.com](mailto:hugopaul@me.com)

##### Sorrento Studio

Tel: +27 21462 2000

Email: [events@sorrento.co.za](mailto:events@sorrento.co.za)

##### GL EVENTS

##### Kevin Gomani

Tel: +27 21526 3200

Email: [kevin.gomani@gl-events.com](mailto:kevin.gomani@gl-events.com)

#### **Scan Display**

**Brandon Du Preez**

Tel: +27 21012 5401

Email: [brandon@scandisplay.co.za](mailto:brandon@scandisplay.co.za)

#### **Exhibition freighting and on-site handling**

**FAIREXX**

**Marco Junghans**

Tel: +49 30 44 03 47 11

Email: [marco.junghans@fairexx.com](mailto:marco.junghans@fairexx.com)

#### **Venue services (catering, cleaning and on-site services)**

**Cape Town International Convention Centre (CTICC)**

Tel: +27 21 410 5000

Email: [confexquotes@cticc.co.za](mailto:confexquotes@cticc.co.za)

#### **AV and IT services**

**Dorier**

**Emilie Deparis**

Email: [emilie.deparis@dorier-group.com](mailto:emilie.deparis@dorier-group.com)

#### **Hostesses**

**MCI South Africa**

**Taryn Brooks**

Email: [taryn.brooks@mci-group.com](mailto:taryn.brooks@mci-group.com)

#### **Badge scanner**

**MCI Suisse**

**Karen Bhavnani**

Email: [badgereader@wearemci.com](mailto:badgereader@wearemci.com)

## Exhibition schedule

Please note that this schedule is subject to change.

### Exhibition set-up and stand build-up

#### Working hours for custom booths (Space only)

Date	Time	Booth location
Thursday 02 October 2025	12:00 – 23:00	Hall 1 and Hall 2
Thursday 02 October 2025	17:00 – 23:00	Hall 3 and Hall 4
Friday 03 October 2025	07:00 – 23:00	Hall 1 to 4
Saturday 04 October 2025	07:00 – 20:00	Hall 1 to 4

#### Working hours for fully equipped booths / Non-profit booths / Publisher and Membership booths

Date	Time	Booth location
Saturday 04 October 2025	07:00 – 23:00	Hall 1 to 4

### Exhibition opening hours

Date	Time
Sunday 05 October 2025	07:30 – 17:30*
Monday 06 October 2025	07:30 – 17:30*
Tuesday 07 October 2025	07:30 – 17:30*
Wednesday 08 October 2025	07:30 – 17:30*
Thursday 09 October 2025	07:30 – 13:30*

\*Exhibitors have access to the exhibition hall half an hour before exhibition opens and one hour after exhibition close.

## Closing of the exhibition and dismantling of stands

Date	Time
Thursday 09 October 2025	13:30 – 23:00
Friday 10 October 2025	07:00 – 23:00

## Exhibition key dates & deadlines

*Please note that this schedule is subject to change*

Deadline	Deliverable
Friday 25 April 2025	Industry-supported symposium and flash symposium session topic sent to <a href="mailto:figo.sponex@mci-agency.com">figo.sponex@mci-agency.com</a>
Monday 7 July 2025	Industry-supported symposium/ flash symposium title and programme submitted to <a href="mailto:figo.sponex@mci-agency.com">figo.sponex@mci-agency.com</a> via the respective form
Thursday 10 July 2025	Company profile form and logo submitted <a href="#">here</a>
Friday 25 July 2025	Advert on the pocket programme Send to: <a href="mailto:figo.sponex@mci-agency.com">figo.sponex@mci-agency.com</a>
Friday 8 August 2025	Sponsorship and exhibition reservation payments
Friday 8 August 2025	Custom booths plans submitted for approval to <a href="mailto:figo.sponex@mci-agency.com">figo.sponex@mci-agency.com</a>
Friday 8 August 2025	Branding artwork submitted to <a href="mailto:figo.sponex@mci-agency.com">figo.sponex@mci-agency.com</a>
Friday 5 September 2025	Additional furniture orders and exhibition services submitted to <a href="mailto:michelle@exposolutions.co.za">michelle@exposolutions.co.za</a> via the respective form
Friday 12 September	Promotional banner the Congress website, Advert on the Congress mobile app. Send to: <a href="mailto:figo.sponex@mci-agency.com">figo.sponex@mci-agency.com</a>



Please refer to the [official shipping guidelines and rates](#)

Deadline for deliveries at the Fairexx warehouse

## Exhibition booth

The exhibition will be located in Hall 1- 4B on level 0 of CTICC 1.

### Furnished booths

All booths will be furnished in proportion to their size. Each fully equipped booth includes:

- Walls
- Lights
- Electrical socket
- Electricity 2KW
- Carpeting
- Counter (with logo)
- 1 Stool
- 1 Bin
- Fascia board with company name
- 1 Table
- 2 Chairs

You can order additional furniture and exhibition services options for your booth via [Expo Solutions services order form](#).

### Publisher booths

Each publisher booth includes:

- Walls
- Lights
- Carpet
- Fascia board with company name
- Electrical socket
- Electricity 1KW
- 1 Table
- 2 Chairs

You can order additional furniture and exhibition services options for your booth via [Expo Solutions services order form](#).

## Non-profit booths

Each non-profit booth includes:

- 1 Table
- 2 Chairs
- Electrical socket
- Electricity 1KW

You can order additional furniture and exhibition services options for your booth via [Expo Solutions services order form](#).

## Space-only booths

Your stand will not come with any electrics, carpet or walling. It is your responsibility to order these in advance. You can order components via [Expo Solutions services order form](#) to furnish your booth, such as:

- Carpet
- Furniture
- Lights
- Additional panels
- Digital printing
- AV and IT

Space-only booth plans have to be validated and must be sent to [figo.sponex@mci-agency.com](mailto:figo.sponex@mci-agency.com) before **Monday 10 July 2025**. The technical department will approve space-only booths according to the following criteria. Please feel free to forward this manual to your suppliers for their information.

- The maximum height for stands is 2.90m (for any part of any stand, including flooring). Under no circumstance can exhibitors build structures taller than this height.
- 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. gobos, etc.).
- All equipment, fittings and materials are subject to inspection by the CTICC. For more information, please contact [confexquotes@cticc.co.za](mailto:confexquotes@cticc.co.za)
- The minimum aisle space applicable to all exhibitions is 3 m. Should any item or structure be placed in or intrude upon designated aisle space, the CTICC could request its removal or simply remove the item.
- Exhibitors are requested to use a transparent stand construction that does not block the view of other stands.

- Rigging and suspensions of any kind are *not* permitted.
- Rooves are *not* permitted.
- Sign projection is *not* permitted.
- Sign height may not exceed 2.90m.
- The maximum floor weight is 1500kg/m<sup>2</sup> in Exhibition Hall 1 and 4
- The maximum floor weight is 1500kg/m<sup>2</sup> in Exhibition Hall 2 and 3
- Only one level stands will be permitted.
- 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. gobos, etc.). To maintain an open exhibition area, the exhibitors are requested to maintain sides of stands, adjacent to aisles, open.
- To comply with the security regulations of the Congress venue and to allow smooth delegate traffic throughout the exhibition areas, walls erected on the open sides of a stand cannot exceed 65% of the total length of the stand, i.e. the line of sight through the stand must be possible from aisle to aisle for at least 35% of the stand width when viewed from each open side.
- Individual booth decoration is at the responsibility of the exhibitor (even if the exhibitor uses an external supplier or servicer) and must be decorated in accordance to the rules outlined in the Exhibitor Manual.
- It is under the exhibiting company's responsibility to build its own adjacent wall. Plans of all Space Only stands must be submitted to [figo.sponex@mci-agency.com](mailto:figo.sponex@mci-agency.com) by Monday 10 July 2025 at the latest for approval.
- It is prohibited to have any of the following involved in your stand: works involving smoke, water, compressed air ducts, electric or telephone circuits, water or waste pipes, elevators, lifts and pipelines, drilling of holes for posting or sealing, removal of doors or aerials etc.
- Repair of damages subsequent to the non-observance of the above will be entirely at the exhibitor's expense.
- Please consult [CTICC Exhibitor Stands Manual](#) and [CTICC Operations Information](#)

## Food and beverage

The CTICC is the sole provider of all food and beverages at the premises. Please note the exhibitors are not allowed to bring in external coffee stations or external vendor as CTICC provides this service. You can find options and order from the venue by using the [beverage form](#) and emailing to the [CTICC](#), alternatively you can call to place orders by contacting +27 021 410 5000

## Cleaning Services

Cape Town International Convention Centre will conduct a daily cleaning of communal areas. If you require a daily clean of your exhibition booth, please order this service via [CTICC stand cleaning order form](#).

## Guidelines for exhibitors

### Legal requirements and guidelines

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

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.

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.

Exhibitors are not allowed to share with others any booth space allotted to them without prior written consent from FIGO or MCI Suisse SA on behalf of FIGO.

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

No one under the age of eighteen (18) will be permitted in the exhibition hall during build-up or dismantling.

No laser shows will be allowed at this event.

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.

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 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 other areas of the Congress venue or hotel used by the meeting without written permission. Product identification is permitted on give-aways. Contests, lotteries and raffles are subject to approval by the organisers.

“Meet the expert” sessions or press briefings at the stand are not allowed during the official scientific programme. Activities during breaks are accepted as long as they do not disturb the other exhibitors. When designing their stand layout, exhibitors must ensure that the planned activities and the participating audience do not go beyond the boundaries of the stand, i.e. the audience must not stand in the aisles. This is for security reasons and fairness over the neighbouring booths. A request to hold such sessions must be submitted to the organisers (FIGO or MCI on behalf of FIGO) for approval. Stand activities such as quizzes, contests, etc. can take place throughout the exhibition opening hours only. If a pre-approved activity is deemed to be a nuisance to other exhibitors during the Congress, the organisers may decide to stop it at any point. Stand

activities must not compete with any of the partnership opportunities proposed by FIGO (e.g. flash symposium).

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).

Exhibitors may not use audible electronic, mechanical apparatus, or open audio systems which may be heard outside the exhibitor's assigned space. The organisers reserve the right to require any exhibitor to discontinue any activity that may cause annoyance or interference with others.

The acceptance of a product or service for the exhibition does not in any manner constitute an endorsement by the organisers. Each exhibitor and/or sponsor is responsible for the material and information they make available at Congress. Exhibitors and sponsors should only present material and information which has been approved by their legal departments and which is in compliance with the legislation of the host country of the FIGO Congress.

It is the responsibility of the exhibitors and sponsors to address these issues and any conflicts arising from such matters directly among themselves as the organisers will not arbitrate in any way legal issues of this nature. The International Pharmaceutical Congress Advisory Association's (IPCAA) Code of Conduct, Medical Congress Guidelines and Housing Guidelines should also be adopted.

Please make sure that you consult the Code of Conduct in application which may be found here:

<https://www.efpia.eu/relationships-code/the-efpia-code/>

## **Prohibition of promotion**

Sponsors commit not to promote any of the topics described below during their participation to the Event, including but not limited to when in the confines of a booth, during a symposium, or while engaging in any way with event attendees.

FIGO only accepts sponsorship, donations or gifts from organisations that promote therapies, procedures, surgeries and technologies which are judged by FIGO to have scientific basis or justification, established medical indication or benefit, health benefit to women or girls, and that are not in contravention to existing organisational policy. Prohibitions include but are not limited to the non-medical use of techniques and technologies for cosmetic surgery. If an organisation wishes to promote cosmetic surgery at a FIGO event (including the Event), they must obtain approval from the FIGO Secretariat prior to entering into contract. FIGO only accepts sponsorship, grants, donations or gifts from organisations that participate in practices which are judged by FIGO to appropriately promote breast-milk substitute products, and that do not idealise the use of breast milk substitutes (as set out in the World Health Organization International Code of Marketing of Breast-milk Substitutes).

FIGO only accepts sponsorship, grants, donations or gifts from organisations which are judged by FIGO to provide appropriate counselling with any genetic testing that is promoted to the public or patients.

## Security and insurance

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

The exhibitor shall be liable for personal injury and damage to property caused by himself, his agent or by his equipment and activities. No responsibility can be accepted by the organiser or the Congress Centre for injury, loss of life or damage to property.

All exhibited articles and decorative material shall be the exhibitor's responsibility and the Exhibitor shall take due diligence in the protection of his goods and exhibits, all easily transportable items of value must be securely stored when the stands are unattended.

All exhibitors are strongly encouraged to have Public/General Liability insurance adapted to the value of their stand and stand exhibited materials. All risks cover against damage and theft to the exhibitor's own property, and to property rented/leased by the exhibitor, shall also be arranged by each exhibitor. Cover should also be arranged for injury to exhibitors own employees, where applicable. Exhibitors shall ensure that any subcontractors or third parties engaged by them have similar insurances in place. It is the responsibility of each exhibitor to ensure that they have the required insurance policies in place.

Neither the organiser nor the Congress Centre can be held liable for exhibitor's property (personal and/or company property) even in the case of theft.

The organiser and the Congress Centre disclaim all responsibility for damage done to exhibited articles, exhibition materials, etc. and injury caused by stoppage of electric current and water supply, floods, etc. The organiser is only responsible for fault or neglect on the part of the organiser's permanent staff.

Written proof of insurance policies will not be formally requested but it is recommended to always have it available during the Congress.

## Liability

MCI Suisse SA and the venue, Cape Town International Convention Centre (CTICC) 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

## Local and site regulations

The use of safety shoes, helmet and high visibility jacket is mandatory in the working areas during set-up and dismantling. 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 regulation. All exhibitors are encouraged to review the complete [CTICC Induction Manual](#) for detailed guidelines.

## Waste removal

The organisers will arrange daily cleaning of the aisles outside the exhibition's opening hours. Rubbish in waste bins will be emptied after exhibition hours. However, responsibility for cleaning individual exhibits rests with the exhibitor.

During the build-up and dismantling periods, the exhibitor and/or their stand contractor is responsible for removing any waste. Any materials left behind in the stand or exhibition hall after these periods will result in a fine, which will be charged directly to the exhibitor.

## Shipping and delivery guidelines

### Shipping

Exhibitors are responsible for the dispatch of their packages, transport, reception (by a service provider or reception by a member of your team), as well as the recognition of their contents.

Exhibitors are responsible for their customs of foreign materials and products. The organiser will not be held responsible for any difficulties you may encounter.

Please refer to the [official shipping guidelines and rates](#)

### Marshalling yards

The CTICC marshalling yards are for loading and offloading purposes, and access is limited to 1.5 hours for all vehicles, and 3.5 hours for trucks. Vehicles exceeding this time will be subject to parking fees and unattended vehicles will be clamped.

CTICC 1's marshalling yard comprises approximately 5000m<sup>2</sup> and is situated adjacent to the exhibition halls. Most halls directly access the marshalling yard via 5m x 7m doors, which reduces build-up and breakdown times for functions.

Exhibitors and contractors wishing to make use of the marshalling yards are required to register and book a slot. This registration process ensures that we eliminate traffic jams that are a result of event build-ups and breakdowns if not managed properly.

Please contact our logistics manager at [cticcparking@cticc.co.za](mailto:cticcparking@cticc.co.za) to find out more information and book.

### Exhibitor parking

Parking on event days can be secured in P1, P3 and P5 parking areas. Tickets are sold at a discounted rate of R60 per day for P1 only. P3 and P5 parking are charged at normal parking rates as indicated at pay point machines.

The parking desk will be provided on event days only, for a period of nine hours, depending on requirements:

- Monday – Friday 08:00 – 17:00 GMT +2
- Saturday 09:00 – 18:00 GMT +2
- Sunday 10:00 – 19:00 GMT +2

Prepaid and refundable parking tickets are also available, please contact [cticcparking@cticc.co.za](mailto:cticcparking@cticc.co.za) to find out more about these options.

## Exhibiting staff and complimentary registrations

### Exhibiting staff registrations

All exhibitors must be officially registered and will receive a badge displaying the name of the individual and that of the exhibiting company name.

As a standard, sponsors will be entitled to two exhibit hall passes for their staff. Please note that these passes do not include access to the scientific programme. Please see the breakdown of additional passes for each sponsorship level in the table below.

If you would like to book additional exhibitor passes, or register for the scientific programme, please contact your account manager.

### Complimentary registration allocation

By reaching a certain level of investment through sponsorship, you will be acknowledged as a Diamond, Platinum, Gold, Silver, Bronze or Copper partner accordingly and will be granted as below:

Sponsorship level	Total spend on items	Number of complimentary full Congress registration	Number of additional exhibitor passes
Diamond	Minimum US \$160,000	8	8
Platinum	Minimum US \$120,000	6	6
Gold	Minimum US \$90,000	4	4
Silver	Minimum US \$60,000	2	2
Bronze	Minimum US \$40,000	1	2
Copper	Minimum US \$15,000	0	1



## Registration types

### Complimentary full Congress registration

Complimentary full Congress registration gives access to the following areas:

- Scientific programme, excluding [educational activities](#) and the [social programme](#). If you would like to enquire about registration for these items, please contact our [registration team](#).
- Exhibition hall including; the flash symposia stage, FIGO's curated film festival and e-Posters stations.
- Welcome and Closing Ceremonies
- Refreshment breaks

### Exhibit hall only registration

Complimentary exhibitor registration gives access to the following areas:

- Exhibition hall including; the flash symposia stage, FIGO's curated film festival and e-Posters stations.
- Refreshment breaks
- Access to scientific sessions is *not* permitted

## Register online

Our registration team will contact you in the coming days after the confirmation for your sponsorship. If you have not heard from them or if you have any questions on the registration process, please contact MCI Suisse SA at [figo.regshot@mci-agency.com](mailto:figo.regshot@mci-agency.com)

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

## Industry-supported symposia

### Lunchtime symposia

All industry-supported symposia packages include the following:

- Room rental
- Basic Congress audio-visual equipment and onsite management (more information below)
- Opportunity to advertise Congress with a roller banner (more information below)
- Opportunity to brand the speaker lectern and the presidential table (more information below)
- Recording and/or simultaneous interpretation during your live symposium (upon request, additional fee apply – more information below)
- Opportunity to provide lunch for delegates attending the session
- Use of the FIGO Congress logo on your industry-supported symposium invitation

All industry-supported symposia session must be organised at the Congress Centre at official time slots offered by FIGO. Companies are strictly prohibited organising an industry-supported symposium outside the Congress Centre (e.g in a hotel, another meeting centre, offices...).

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

### Branding and signage

Companies holding an official industry-supported symposium during the FIGO 2025 Congress are allowed to distribute flyers and other documents advertising their symposium. These documents can be distributed only within the limits of the exhibition stand or the hospitality suite rented if applicable.

Companies holding an official industry-supported symposium during the FIGO 2025 Congress are allowed to advertise their symposium by displaying on the day of their symposium session:

- 1 roller banner at the entrance of the conference room used to hold their own symposium during the session preceding their symposium.

Roll-ups advertising the industry-supported symposia are *not* included in the rental price of the symposia. It is the company's responsibility to order, produce and set up the stand-alone advertising. It is the responsibility of the company holding an industry-supported symposium to set up AND dismantle the self-standing signage.

Due to the tight schedule of sessions in the meeting rooms, the corporate branding inside the meeting rooms is strictly limited to the following. Please also bear in mind the time indicated below to change the signage.

Companies may prepare a sign to be installed on the lectern and/or presidential table. We recommend that the signage is designed and printed directly by the venue. For any enquiries please contact:

#### EXPO solutions

**Michelle Angelica**

Tel: +27 82461 3900

Email: [michelle@exposolutions.co.za](mailto:michelle@exposolutions.co.za)

It is the responsibility of the company holding the symposium to remove all branding at the end of the symposia session. Corporate branding should not change the Congress signage already installed, in any way.

Please contact the sponsorship team if you should have any questions. Get in touch with your account manager or email us at: [figo.sponex@mci-agency.com](mailto:figo.sponex@mci-agency.com)

### Audiovisual (AV) and room arrangements

All conference rooms used for industry-supported symposia during the FIGO 2025 Congress will be equipped as follows:

- Projector
- Screen
- Speaker's desk with computer and microphone
- Clicker
- Head table for four with microphones
- Audience handheld microphones
- Speaker Preview Room to upload the speakers' presentations

Any additional audio-visual equipment can be ordered at an extra cost. Please contact Emilie Deparis at [emilie.deparis@dorier-group.com](mailto:emilie.deparis@dorier-group.com) if you should have any questions.

All PowerPoint presentations must be uploaded at the Speaker Preview Room *at least two hours* prior to the scheduled presentation time. Presentations should be shared via a USB drive. It is mandatory for each speaker to upload their presentation, as we require a consent form to distribute the presentation.

### Staff support

Temporary staff and hostesses requests can be arranged at an additional charge. Please contact Taryn Brooks at [taryn.brooks@mci-group.com](mailto:taryn.brooks@mci-group.com) for more details.

### Lunchtime catering

Companies organising satellite symposia would have the possibility to offer delegate lunch boxes to enhance the experience of their lunchtime symposia session. Formal approval must be requested to 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:

- Symposium Room Name & Time
- Contact person
- Contact telephone number/s
- Food and/or beverages orders
- Credit/debit card details

You can find menu options and 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 options](#)
- [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 finalize 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)

## Programme and Speakers

In order to have their satellite symposium programme approved, companies are requested to provide the organisers with the following information:

- Title of the satellite symposium
- Speakers full names and complete details (affiliation and email)
- Title of each presentation given during the symposium

This information must be provided to [figo.sponex@mci-agency.com](mailto:figo.sponex@mci-agency.com) by 07 July 2025 via the [industry-supported symposium programme form](#).

Session and presentation titles, together with company logo will be published in a dedicated Industry section in the final pocket programme, in the conference app and online in a dedicated Industry section of the conference website.

Please note that it is **the sponsor's responsibility** to ensure all speakers are registered for Congress. Without registration, speakers will be unable to attend or participate. For any enquiries, please contact [figo.regshot@mci-agency.com](mailto:figo.regshot@mci-agency.com)

## Flash Symposia

All flash symposia packages include the following:

- Dedicated seating area in the exhibition hall
- Standard audio-visual equipment
- Possibility to display one roller banner in front of the space used
- Session of 15 minutes (during your confirmed slot, in either the AM or PM refreshment break)

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

## Branding and signage

Companies holding a flash symposia during the FIGO 2025 Congress are allowed to distribute flyers and other documents advertising their flash symposium. These documents can be distributed only within the limits of the exhibition stand or the hospitality suite rented if applicable.

Companies holding a flash symposia during the FIGO 2025 Congress are allowed to advertise their session by displaying on the day of their flash symposium session:

- 1 roller banner at the entrance of the flash symposia

Roll-ups advertising the flash symposia are not included in the sponsorship items purchase. It is the company's responsibility to order, produce and set up the stand-alone advertising. It is the responsibility of the company holding a flash symposium to set up *and* dismantle the self-standing signage.

### Audiovisual (AV) and room arrangements

The space in the exhibition hall used for flash symposia sessions during the FIGO 2025 Congress will be equipped as follows (subject to change):

- Laptop PC for PowerPoint presentations
- 1 LED screen
- 1 standard sound system
- 1 microphone for speaker lectern

Any additional audio-visual equipment can be ordered at an extra cost. Please contact Emilie Deparis at [emilie.deparis@dorier-group.com](mailto:emilie.deparis@dorier-group.com) if you should have any questions.

All PowerPoint presentations must be uploaded at the Speaker Preview Room *at least two hours* prior to the scheduled presentation time. Presentations should be shared via a USB drive. It is mandatory for each speaker to upload their presentation, as we require a consent form to distribute the presentation. It may be that the flash symposium space is not connected to the Speaker Preview Room, in that case, presentations will need to be uploaded on the laptop directly by the speaker/sponsor.

### Programme and Speakers

Companies holding a flash symposium during FIGO Cape Town 2025 must provide the organisers with the following information:

- Title of the flash symposium
- Speakers full names and complete details (affiliation and email)
- Title of each presentation given during the flash symposium

This information must be provided to [figo.sponex@mci-agency.com](mailto:figo.sponex@mci-agency.com) by 07 July 2025 via the [flash symposium programme form](#) available with the Technical Manual.

Session titles and speakers, as well as presentation titles (if any), together with company logo will be published in a dedicated Industry section in the final pocket programme, in the Congress app and online in a dedicated industry section of the Congress website.

Please note that it is **the sponsor's responsibility** to ensure all speakers are registered for Congress. Without registration, speakers will be unable to attend or participate. For any enquiries, please contact [figo.reghot@mci-agency.com](mailto:figo.reghot@mci-agency.com)

## 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.

Please contact Emilie Deparis at [emilie.deparis@dorier-group.com](mailto:emilie.deparis@dorier-group.com) concerning all AV orders for the hospitality suites as well as questions related to the setup inside the suite/meeting room.

## 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)

## Advertising opportunities

The below information applies to sponsors who have reserved an advertising opportunity at the FIGO Cape Town 2025. For further information, please contact [figo.sponex@mci-agency.com](mailto:figo.sponex@mci-agency.com).

All assets must be submitted by the listed deadlines to [figo.sponex@mci-agency.com](mailto:figo.sponex@mci-agency.com) to enable your advertising opportunity to go ahead. Please refer to your sponsorship level benefits for the relevant advertising opportunities:

Sponsorship level	Benefits
<b>Diamond</b>	<ul style="list-style-type: none"> <li>2 Sponsor emailers to registered delegates</li> <li>Double page advertisement in the printed programme</li> <li>Advert on the Congress mobile app (prime location)</li> </ul>
<b>Platinum</b>	<ul style="list-style-type: none"> <li>1 Sponsor emailer to registered delegates</li> <li>Single page advertisement in the printed programme</li> <li>Advert on the Congress mobile app (Second best location)</li> </ul>
<b>Gold</b>	<ul style="list-style-type: none"> <li>½ page advertisement in the printed programme</li> <li>Advert on the Congress mobile app (Third best location)</li> </ul>
<b>Silver</b>	<ul style="list-style-type: none"> <li>¼ page advertisement in the printed programme</li> </ul>

## Digital advertising deadlines

Item	Dimensions	Deadline
Sponsor emailer to full FIGO Education and Events database	Refer to <a href="#">emailer guidelines</a>	12 September 2025



Sponsor emailer to registered delegates	Refer to <a href="#">emailer guidelines</a>	12 September 2025
Promotional banner on the Congress website (on the Sponsorship Page)	GIF/JPG/PNG format 728x90 pixels Send to <a href="mailto:figo.sponex@mci-agency.com">figo.sponex@mci-agency.com</a>	12 September 2025
Advert on the Congress mobile app	Specs for the Congress app will be communicated shortly. If you have any questions on this, please contact <a href="mailto:figo.sponex@mci-agency.com">figo.sponex@mci-agency.com</a>	12 September 2025

## Printed programme deadlines

We accept artwork in the following file formats and spec:

- A6 dimensions
- Press Quality PDF File (with text converted to outlines and spot colours converted to process).
- High Res 300dpi cmyk JPG
- High Res 300dpi cmyk TIF

**Important:** If text has not been converted to outlines and colours not converted to cmyk process, we cannot be held responsible for the print results.

Please refer to the [pocket programme advert guidelines](#).

Item	Dimensions	Deadline
Double page spread	Advert size: <ul style="list-style-type: none"> <li>• with bleed: 216mm x 154mm</li> <li>• trim size: 210mm x 148mm</li> <li>• text safety area: 20mm (allow 10mm each page)</li> </ul>	25 July 2025
Inside back cover advert (exclusive)	Advert size: <ul style="list-style-type: none"> <li>• with bleed: 111mm x 154mm</li> <li>• trim size: 105mm x 148mm</li> <li>• text safety area: 10mm</li> </ul>	25 July 2025

Full page advert	Advert size: <ul style="list-style-type: none"> <li>• with bleed: 111mm x 154mm</li> <li>• trim size: 105mm x 148mm</li> <li>• text safety area: 10mm</li> </ul>	25 July 2025
Half page advert	Advert size: 95mm x 68mm No bleed	25 July 2025
Quarter page advert	Advert size: 95mm x 33mm No bleed	20 August 2025