

Symposium guidelines

XXV FIGO World Congress of Gynecology and Obstetrics

5 – 9 October 2025

Cape Town International Convention Centre, Cape Town, South Africa

Contents

Industry-supported symposia	3
Lunchtime symposia	3
Branding and signage.....	3
Audiovisual (AV) and room arrangements.....	4
Staff support.....	4
Lunchtime catering.....	4
Programme and Speakers	5
Flash Symposia	6
Branding and signage.....	6
Audiovisual (AV) and room arrangements.....	6
Programme and Speakers	7

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

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

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 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 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 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

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 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

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 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 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.regshot@mci-agency.com