Technical Manual
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### Exhibition Floor Plan
*Please contact the Exhibition Manager for the most up to date version of the exhibition plan.*
Contacts details

Secretariat (Project Management)
Janet Crompton
International Conference on Children’s Bone Health (ICCBH)
+44 1453 843605
icbh@ectsoc.org

Venue
Salzburg Congress
Auerspergstraße 6
5020 Salzburg, Austria
www.salzburgcongress.at

Registration and accommodation
Mondial Congress & Events
Operngasse 20b, 1040 Vienna, Austria
Contact: Marie-Theres Tschürtz
+43 1 58804-228
tschuertz@mondial-congress.com
www.mondial-congress.com

Exhibition Manager
Martin Harris
+44 1275 819033
icbh@sublimeuk.com

OFFICIAL SUPPLIERS

Catering Services
Sheraton Salzburg Hotel
Auerspergstraße 4
5020 Salzburg
Austria
Contact: Lars Meyer-Brandt
+43 662 88999-9951
lars.meyer-brandt@sheratonhotels.com

Flowers and Plants
Gärtnerei Aiglhof
Aiglhofstraße 20a
5020 Salzburg
Austria
Contact: Justin Winkler
+43 662 432343
gaertnerei.aiglhof@aon.at

Badge Scanners
CTI Meeting Technology
Nußdorfer Strasse 20/22
1090 Vienna
Austria
Contact: Tamara Dworschak
t.dworschak@ctimeetingtech.com
+43 1 319 69 99-0
www.citimeetingtech.com

Hostesses
Salzburg Congress
Contact: Robert Hild
+43 662 88987-610
hild@salzburgcongress.at

Cleaning
Stands will be cleaned at the end of build up and again once per day.
## Key dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Deadline</th>
</tr>
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<tbody>
<tr>
<td>Late Breaking Abstracts deadline</td>
<td>22 April 2019</td>
</tr>
<tr>
<td>Company Profile for programme book submission deadline</td>
<td>26 April 2019</td>
</tr>
<tr>
<td>Programme book invitation <em>(Symposium Organisers)</em> artwork submission deadline</td>
<td>1 May 2019</td>
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<tr>
<td>Programme book advert <em>(if booked)</em> artwork submission deadline</td>
<td>1 May 2019</td>
</tr>
<tr>
<td>PDF satellite invitation <em>(Symposium Organisers)</em> artwork submission deadline</td>
<td>1 May 2019</td>
</tr>
<tr>
<td>Exhibitor registration deadline</td>
<td>24 May 2019</td>
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<tr>
<td>Self-build stands – drawings for approval</td>
<td>24 May 2019</td>
</tr>
<tr>
<td>Receipt of delegate bag inserts <em>(if booked)</em></td>
<td><strong>17-20 June 2019</strong> <em>(08:00-16:00hrs)</em></td>
</tr>
<tr>
<td>Receipt of display materials to the Salzburg congress centre:</td>
<td><strong>17-20 June 2019</strong> <em>(08:00-16:00hrs)</em></td>
</tr>
<tr>
<td>Exhibition setup:</td>
<td><strong>21 June 2019</strong> <em>(15:00-22:00hrs)</em></td>
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<tr>
<td></td>
<td><strong>22 June 2019</strong> <em>(06:00-10:30hrs)</em></td>
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</tbody>
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Exhibition information

Exhibitor registration
Please contact Mondial to register exhibition personnel and/or any contractors.
Please note the registration deadline is 24 May 2019.
All exhibiting staff are entitled to food and beverage during the coffee/lunch breaks.

Booth equipment
Except for self-build stands a table (180 x 70 cm), two chairs and power supply with 3 x 230V sockets are provided for each exhibitor. Shell schemes are not provided.
For any additional requirements please contact the Exhibition Manager

Height restrictions
There is a general height limit of 250cm for all stands.

Gangways
For safety and security reasons and to assist access for other exhibitors please keep gangways clear of stand material as far as possible during set-up and break down times and at all times during the exhibition opening hours.

On-site deliveries
There is a loading area at the rear of the building in Auerspergstraße. The exhibition area is located on the first floor of the building which can be accessed using the freight elevator just inside the loading bay.
Access measurements for the elevator:
W245 x H235 x D600cm, max. loading 3.500kg.
*Please note that there are no forklift facilities available.
For further detailed information about loading and on-site deliveries, please click here.
Please leave the loading zone as soon as you have unloaded your materials.
If you have just a few things to carry to your booth, it is also possible to get to the venue directly from the underground parking lot Sheraton (entrance via Auerspergstraße).

IMPORTANT: Vehicles above 7.5 tonnes are banned from Salzburg city centre without a special permit, Monday to Friday from 22:00–05:00 hrs and Saturday to Monday from 15:00–05:00 hrs.

Parking
Exhibitors can park their cars (at own expense) in the Sheraton underground car park (entrance via Auerspergstraße) which provides direct access to the Salzburg Congress building. Another car park (Mirabell-Kongress-Garage, entrance via Mirabellplatz) is located only 2-3 minutes walking from the venue.

WiFi
There is a public wifi network which is free of charge. If you require a dedicated WLAN please contact the Exhibition Manager for further details and prices.

Storage
There is only very limited storage space available on site.

EXHIBITION SCHEDULE

Set up time
Friday 21 June 16:00 – 22:00
Saturday 22 June 06:00 – 10:30

Exhibition open*
Saturday 22 June 11:00 – 19:45
Sunday 23 June 10:00 – 17:00
Monday 24 June 10:00 – 17:00
Tuesday 25 June 10:00 – 12:45

Dismantling time
Tuesday 25 June 12:45 – 18:00

*Core hours – exhibitors are welcome to man their stands outside of these times
Exhibition Information (continued)

Promotional Material
Distribution of promotional material is only allowed within the confines of your own exhibition floor space.

Programme Book Advert
Advert Dimensions (depth x width):
- Full page trim size – 297mm x 210mm
- Full page bleed size – 303mm x 216mm
- Type area – 270mm x 185mm

Please supply final artwork as a print resolution PDF file with crop marks and 3mm bleed on all sides. All images must be uncompressed CMYK.

Email artwork files to iccbh@ectsoc.org
Artwork deadline: Wednesday 1 May 2019

Bag inserts
Please ensure bag inserts arrive between 17-20 June and that the package is clearly labelled ‘BAG INSERT FOR ICCBH 2019’. You will need to supply 700 copies.

Shipping Address
Please address all deliveries to:

ICCBH 2019
Salzburg Congress
Your company name
c/o Mr Robert Hild
Auerspergstraße 6
5020 Salzburg
Austria

Shipments must arrive between 17-20 June 2019 between 08:00-16:00.

Return Shipments
Return shipments must be packed, clearly labelled and left on your booth with shipping papers.

Insurance
Any materials brought on-site by the exhibiting companies or their contractors are at their sole risk.

Damage and Loss
Exhibitors exhibit entirely at their own risk. Neither the Organisers nor Salzburg Congress will be held liable for any losses or damage which may occur to persons or properties introduced by exhibitors or their contractors. Exhibitors are especially warned that all exhibits are the sole responsibility of the exhibitor to whom they belong. Exhibitors should organise their own insurance against all risks.

First Aid
In case First Aid is required please contact the Registration Desk in the first instance.

Emergencies and evacuation procedures
Please follow the instructions given to you by the congress centre staff.

Additional Requirements
If you have additional requirements please contact the Exhibition Manager.
Satellite symposia & workshop information

Europa Saal
All satellite symposia and workshops will be held in the Europa Saal.

A detailed description and technical specification for Europa Saal can be found here.
The room will be set up with seating for up to 700 delegates in a mixture of theatre and classroom style. Please note we will not be using the balconies.

AV equipment
AV equipment provided as standard includes:
- Screen (resolution 16:9)
- Projector
- Computer
- PA system
- Speaker lectern
- Comfort monitors x 2 with countdown system
- Microphones (speaker, chairs, standing mics for audience Q&A)
- Laser pointer
- Chairpersons’ table and 4 chairs

Europa Saal AV screen
The size of the screen in the Europa Saal is 16.2m wide x 3.75m high

Session times
Please see the programme for confirmation of the timing of your session.

As all sessions are in the same hall there is generally very little time between sessions. Branding and other arrangements must be planned accordingly so as not to disturb other sessions.

Session abstract books and feedback questionnaires may be distributed to attendees if required. You may use your own staff for this, or you can book hostesses (see page 3 for contact details).

Catering may be arranged, if required, through the Sheraton Salzburg Hotel (see page 3 for contact details).

Two posters may be displayed at the meeting on the day of your satellite symposium. Please arrange for them to be delivered to the registration desk the evening before your satellite at the latest. Maximum size for your poster is A0 (841mm x 1189mm) in portrait format.

Please contact the Exhibition Manager if you have any additional requirements or if you would like to discuss in more detail.
Satellite Symposia & Workshops: Options for promotion

Electronic invitation
A link to an invitation in PDF format can be mailed to pre-registered delegates in advance of the meeting.
This will be sent by ICCBH and along with invites for any other satellite symposia at the event as part of a general pre-meeting mailshot.
The invitation must clearly identify that the session is a company-organised satellite symposium.
File size to be no larger than 200kb.
Artwork deadline: 1 May 2019
Email to Janet Crompton at iccbh@ectsoc.org

Symposium invitation in delegate bag
Please supply 700 copies of your invitation.
Please ensure that the package is clearly labelled ‘BAG INSERT FOR ICCBH 2019’ and arrives between 17-20 June. Delivery times: 08:00-16:00.
Please address deliveries to:
ICCBH 2019
Salzburg Congress
Your company name
c/o Mr Robert Hild
Auerspergstraße 6
5020 Salzburg
Austria

Programme book advert
Advert dimensions (depth x width):
Full page trim size – 297mm x 210mm
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Type area – 270mm x 185mm
Please supply final artwork as a print resolution PDF file with crop marks and 3mm bleed on all sides. All images must be uncompressed CMYK.
Email artwork files to iccbh@ectsoc.org
Artwork deadline: Wednesday 1 May 2019

Display boards
Sessions can be publicised on two display boards at the conference on the day of the session.
Please arrange for your two posters to be delivered to the registration desk the evening before your satellite at the latest (or on the Saturday morning if your session is on Saturday). Maximum size for your poster is A0 (841mm x 1189mm) in portrait format.
Venue Floor Plan: Level 0