

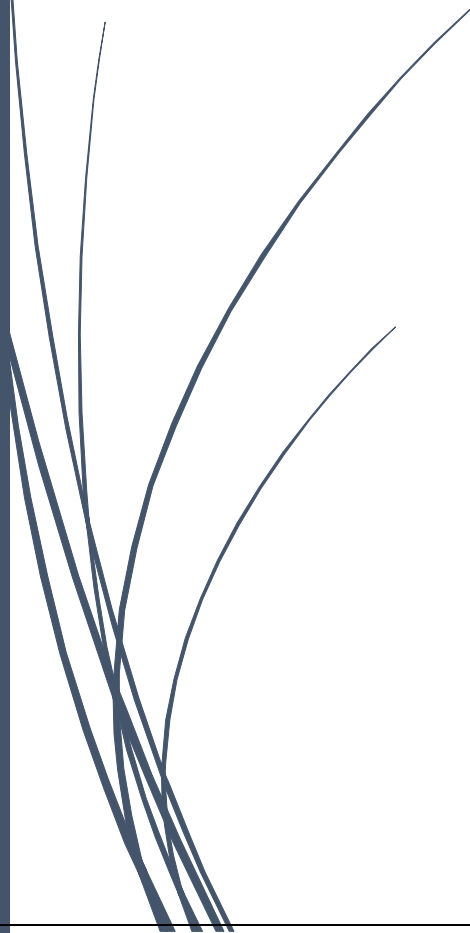


2019

Association for Dental Education in Europe

45th Annual Scientific Meeting 2019

Dental education in a changing society



ADEE ANNUAL MEETING EXHIBITION INFORMATION

1 CONFERENCE VENUE

Langenbeck-Virchow-Haus
Luisenstraße 58/59
10117 Berlin
GERMANY

Please see location maps on page 4 below or visit www.adee.org annual meeting webpages.

2 GENERAL INFORMATION

Total Exhibition space available approx. 100 m². Spaces are secured once payment is received.

3 EXHIBITION INFORMATION

Exhibition Space

Exhibition spaces are available as space only configurations of **2.0 m wide x 2.0 m deep**.

1. Tables and two chairs will be made available at no extra charge.
2. Space will be allocated on a 'first come, first served' basis.
3. Early booking is strongly recommended.

Due to space limitations, all equipment and banners must be contained within the booked and allocated space.

Electrical Supply

The electrical current in Germany is 230 volts, 50 Hz (AC).

Power sockets take round 2-pin plugs



Hazardous Equipment

Any exhibitor proposing to exhibit equipment, using gases (including compressed air), laser equipment, radiological equipment, or biohazards should provide details in advance to the Exhibition Organiser, for approval by the Safety Officer.

4 DELIVERIES

Storage space is limited and available only upon prior request.

You **must notify** the Exhibition Coordinator by email

kattner@quintessenz.de by 1st August if you wish to dispatch goods / packages for advance delivery to the meeting venue.

To provide exhibitors with optional options for shipping, packages will be accepted once they meet the following criteria:

Max Weight 1000KG

Max Width 110 CM

Max Height 200 CM

All Packages must be clearly marked: e.g. Box 1 of 3 - Box 2 of 3 - Box 3 of 3 etc. and must be addressed exactly as follows:

ADEE 2019

Sent on Behalf of (ABC & Co./your company Name)

Attn: Langenbeck-Virchow-Haus
z.Hd. Judith Kattner
Luisenstraße 58/59
10117 Berlin
GERMANY

Heavy goods delivery and delivery by truck are requested to call 00 49 30 288 79 834 at least one hour in advance of arrival at the Faculty of Dentistry

Charité Universitätsmedizin Berlin and ADEE do not accept any responsibility for packages left for courier collection following the meeting.

Collection of any items will be available only on the last day of the conference from 14:00 or thereafter by appointment.

All boxes must be clearly marked with the company name AND courier name.

5 EXHIBITION TIMETABLE

| | | | |
|--------------------------|-----------|-------------------------|---------------|
| Build / Set up | Tuesday | 20 th August | 09:00 - 19:00 |
| Build / Set up | Wednesday | 21 st August | 09:00 – 19:00 |
| Exhibition Opening Times | Thursday | 22 nd August | 09:00 – 19:00 |
| | Friday | 23 rd August | 09:00 – 16:00 |
| Breakdown | Friday | 23 rd August | 13:00 - 18:00 |

Note: delegates will be having coffee, lunch and all other breaks within the Exhibition space therefore exhibitors are asked to ensure they are conscious of the opening times of the exhibition when booking.

6 EXHIBITION PACKAGE

The Exhibition Package and booth costs are as follows:

| | |
|---|-----------|
| 2 _m x 2 _m Booth: Non-Members | €3,500.00 |
| 2 _m x 2 _m Booth: including annual Gold Corporate Partner | €5,000.00 |
| 2 _m x 2 _m Booth: plus annual Gold Corporate Partner plus partners platform 30 minute presentation session | €7,000.00 |

The exhibition booking form is attached and may be returned by email or fax to:

ADEE Central Office

Dublin Dental University Hospital, Trinity College,

Lincoln Place, Dublin 2, Ireland

E: Administrator@ADEE.org

F: +353 1 612 7294

T: + 353 1 6127287

ADEE Platinum Corporate Partners are requested to contact the ADEE Central Office to reserve your space.

7 PAYMENT

A confirmation note together with an invoice for the appropriate exhibition fee will be issued from the ADEE Central Office on receipt of the Exhibition Booking Form.

Payment may be made by electronic transfer using the bank details below. Please ensure that you mark the transfer with the **invoice number**.

| | |
|-------------------|--|
| Account Number | 29522034 |
| Bank Name | Ulster Bank |
| Account Address | 33 College Green, Dublin 2, Ireland |
| Bank Sort Code | 98-50-10 |
| IBAN Number | IE44ULSB98501029522034 |
| SWIFT Code Number | ULSBIE2D |
| Account Name | Association for Dental Education in Europe |

- Payment in full should be **transferred no later than the 1st July**.
- Stand allocation may be revoked if payment is not received by the due date.

8 CANCELLATION

Any cancellation following receipt of the Reservation Form may be subject a cancellation fee.

9 PUBLICATION OF MEETING PROCEEDINGS

This year ADEE will again be publishing details of all exhibitors in the abstract e-booklet. This will include company logo, contact details local and European, website link and a brief note (more than 100 words) on the services and products provided.

To ensure inclusion in the meeting e-booklet all exhibitors must provide a high-resolution image of their corporate logo, summary of services provided and related information no later than 1st July along with payment instructions.

Exhibition spaces booked after this date will not be included in the e-booklet however they will of course be accepted.

10 EXHIBITION EXTRAS

If you require further details on furniture hire, hire of technical equipment please detail this clearly in the booking form **and email your request directly to the Local Organising Committee Exhibition administrator@adee.org**

11 STAND PERSONNEL

The Exhibition Package provides complimentary registration for two Exhibition Staff per exhibitor in addition to lunch and morning and afternoon refreshments daily. An exhibitors badge will be provided and must be worn while in the conference centre.

12 SOCIAL PROGRAMME

| | | |
|--|-----------|-------------------------|
| Get together Reception | Wednesday | 21 st August |
| ADEE 2019 Awards Celebration Boat Trip | Thursday | 22 nd August |

Exhibitors are welcome to attend the social event on Wednesday no charge as guests of ADEE. Confirmation of names must be forwarded with booth booking. On Thursday there will be an awards reception and Berlin Boat tour which will require a ticket to attend at €35 per person. (Please note, that there will be no transfer to the boat)

With the exception of Platinum Partners tickets may be purchased in advance for the Celebration dinner on the Friday evening

13 HOTEL ACCOMMODATION

Hotel booking details are available on the meeting website on the link on www.adee.org

45th ADEE Annual Meeting



Charite Universitätsmedizin Berlin
is the host venue for ADEE 2019

Please see the address for deliveries on page 2.

21st – 23rd August 2019

www.adee.org

Please complete 1-5 below

| | |
|---|-----------------------------|
| 1. Organisation Name: | |
| Full Postal Address: | |
| | |
| 2. Contact Person: | |
| Email: | |
| Contact Numbers:(include international access code) | |
| Tel: | Fax: |
| 3. Names of Staff Attending you Stand: | |
| Name: | email: |
| (Please use block capitals) | (Please use block capitals) |
| Name: | email: |
| (Please use block capitals) | (Please use block capitals) |
| 4. Specific Stand Requirement: (e.g. Technical requirement if any) | |
| Number of 2^m x 2^m spaces required | |
| | |
| 5. Signature: | Date: |

The following if supplied in advance of the 15th July 2019 will be included in the Annual meeting booklet:

| Item | Details |
|---|----------------|
| <i>Company Name</i> | |
| <i>Brief summary of services/products provided (max 100 words)</i> | |
| <i>Company Website</i> | |
| <i>EU main contact point for additional information</i> | |
| <i>High Res Logo attached</i> | |

Please ensure the above information is correct including spelling etc. as this will be directly input into the meeting abstracts e-booklet.

e-mail the completed booking form to administrator@adee.org

Please provide a high resolution image of your corporate logo for inclusion in printed meeting material

2019

Berlin, Germany

45th ADEE

Annual Meeting

Dental education in a changing society

Association for Dental Education in Europe

International Office

Dublin Dental School and Hospital

Trinity College, Lincoln Place

Dublin D02 F859, Ireland

administrator@adee.org