

2018

Association for Dental Education in Europe

Annual Scientific Meeting 2018



UiO : **Faculty of Dentistry**
University of Oslo



ADEE ANNUAL MEETING EXHIBITION INFORMATION

1 CONFERENCE VENUE

Faculty of Dentistry
University of Oslo
Geitmyrsveien 69/71
0455 Oslo
Norway

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

2 GENERAL INFORMATION

Total Exhibition space available is 200 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 Norway 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 h.z.kolstad@odont.uio.no by 1st August if you wish to dispatch goods / packages for advance delivery to the meeting venue.

So as 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 2018

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

Attn: Lasse Sydhagen
Det odontologiske fakultet
Geitmyrsveien 69-71
Pb 1142 Blindern
0317 Oslo
Norway

Heavy goods delivery and delivery by truck are requested to call Lasse Sydhagen + 47 930 88 440 at least one hour in advance of arrival at the Faculty of Dentistry

University of Oslo and ADEE do not accept any responsibility for packages left for courier collection following the meeting.

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

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

5 EXHIBITION TIMETABLE

Build / Set up	Tuesday	21 st August	09:00 - 19:00
Build / Set up	Wednesday	22 nd August	09:00 – 19:00
Exhibition Opening Times	Thursday	23 rd August	09:00 – 19:00
	Friday	24 th August	09:00 – 16:00
Breakdown	Friday	24 th August	13:00 - 18:00
	Saturday	25 th August	09:00 – 13.00

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:

2X2 m Booth: Non-Members	€3,500.00
2X2m Booth: including annual Gold Corporate Partner	€5,000.00
2X2m 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 6127235

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 IM 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	22 th August
Welcome Reception	Thursday	23 th August
Celebration Dinner	Friday	24 th August

Exhibitors are welcome to attend the social events on Wednesday and Thursday at no charge as guests of ADEE. Confirmation of names must be forwarded with booth booking. On Thursday there will be a welcome reception at the Oslo Town Hall and you will require a ticket to attend; please ensure all names are included in your booking.

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

14 LOCATION MAP





UiO



44th ADEE Annual Meeting

University i Oslo Faculty of Dentistry is the host venue for ADEE 2018.

Please see the address for deliveries on page 2.

22nd – 24th August 2018

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:
<small>(Please use block capitals)</small>	<small>(Please use block capitals)</small>
Name:	email:
<small>(Please use block capitals)</small>	<small>(Please use block capitals)</small>
4. Specific Stand Requirement: (e.g. Technical requirement if any)	
Number of 2mx2m spaces required	
5. Signature:	
Date:	

The following if supplied in advance of the 15th July 2018 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 or fax it to +353 1 6127294

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

2018

Oslo, Norway

44th 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