

**SPONSORSHIP
& EXHIBITION
MANUAL**

CED/NOF-IADR

2024 Oral Health Research Congress

12 — 14 Sept 2024
Geneva, Switzerland

**CONNECTING ORAL
HEALTH RESEARCH
IN EUROPE**

An international multi-disciplinary research meeting hosted by the CED-IADR and NOF divisions of the International Association for Dental, Oral and Craniofacial Research. Two-and-a-half day programme of Oral presentations, Posters and Symposia lectures.

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General Information

Congress Dates & Location

Dates: 12 – 14 Septembre 2024

CICG Conference Centre
Rue de Varembe 17 – CP 13
CH-1211 Geneva 20
Switzerland
Phone: +41 (0)22 791 91 11

The Venue Details

To see the Conference Venue details please click [HERE](#)

Exhibition Timetable

Date	Monday 9 September	Tuesday 10 September	Wednesday 11 September	Thursday 12 September		Friday 13 September	Saturday 14 September	
Time	7:00 - 19:00	7:00 - 19:00	8:00 - 19:00	8:00 - 8:30	8:30 - 18.00*	8:00 - 18:00	8:00 - 12:00	12:00 - 17:00
Activity	Deliveries	Deliveries	Set up	Set up	Exhibition	Exhibition	Exhibition	Break down

Sponsors are welcome to join the Welcoming Cermony (18:30-19:30) and to open their booth during the Welcoming Reception (until 21:00)

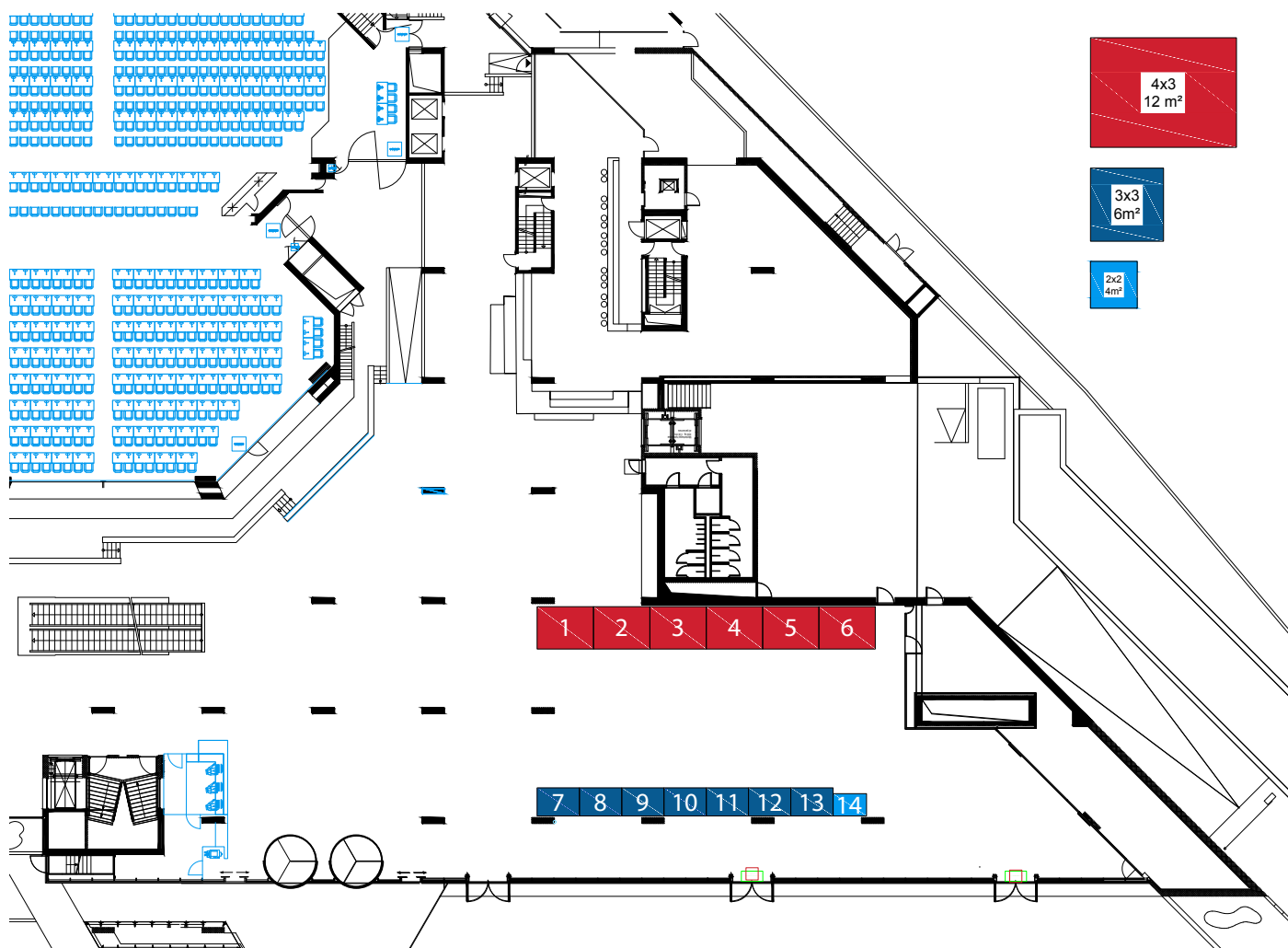
Core Hours & Floor Plan

Thursday 12 September			Friday 13 September			Saturday 14 September
10:00 - 10:30	12:30 - 13:30	15:30 - 16:00	10:00 - 10:30	12:30 - 13:30	15:30 - 16:00	10:00 - 10:30
Coffee Break	Lunch	Coffee Break	Coffee Break	Lunch	Coffee Break	Coffee Break

Outside of these hours you may leave your stand unstaffed, however you must ensure that your stand is as safe as is reasonably practicable, preferably using rope and post to prevent delegates entering the area. Please note we will not be responsible for any valuables left on the stand when it is not staffed.

Floor Plan

CED/NOF-IADR
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Booths will be assigned on a first come first served basis. Booths will be assigned on a first come first served basis.

You will be able to reserve your booth via a booking link sent to you once your package is settled.

Please note that booths 1, 6, 13 and 20 will only have 2 walls rather than 3 and booths 7 and 8 will only have the back wall. If not all the spaces are booked, slight modifications to the booth layout may occur.

All booth information will need to be given to submitted by the 14/08/2024

Accommodation

We invite you to book your room directly via our official booking partner HotelMap. Please click [HERE](#) to find some suggestions for the accommodation options close to the CIGC.

ATM Facilities / Banks

A UBS bank branch is located around the corner from the CIGC (Chemin Camille-Vidart 17b, 1202 Geneva) open Monday to Friday 9am to 5.30pm. Banks are generally open from 9:00 to 17:00 with some closing for lunch between 12:00 and 14:00.

Audiovisual requirements

You have the possibility to rent TV screens from Proexpo or laptops from the CIGC for your stand. According to your needs, we can equip your booth with additional technical supplies.

Please contact Proexpo directly (pedro@proexpo.ch) for TV screens and ced-iadr2024@kuonitumlare.com for laptops.

Badges and Passes

Please note: No access into the exhibition area will be permitted at any time unless the relevant pass is displayed. On arrival, individuals must show their registration confirmation email with their QR code in exchange for a pass.

Exhibitor Only Badges: Exhibitor badges are required for all personnel working on your stand during the operation hours of the exhibition. These badges will give you access to the exhibition area only.

Free Congress Entrance: These badges will entitle you to free access to the sessions as well as free entrance to the ticketed social events.

You will be sent a link where you will be able to provide information about the exhibitors and guests (free congress entrance).

The exhibitors and invited participants will receive a link to register for the event. Deadline for receiving the above mentioned list 19 July 2024.

Build-up and Breakdown

Please refer to the Exhibition Timetable on page 2.

Car Parking

You will be able to temporarily park in front of the CIGC to load / unload. You can get reduced parking rates tickets during the registration process (CHF 11.50 instead of CHF 25.-). The CIGC does not own a private parking but we can propose you several solutions concerning the parking of your vehicle.

Car :

The Parking of the "Place des Nations" is located only 150 meters away from the CIGC,
Rue de Varembe (maximum height :1.90m.)

Truck :

You have the possibility to park your trucks at the Parking "P49", located near the Geneva

Airport. This parking is handled by Palexpo. Please contact them at the following number : +41 22 761 11 11 in order to check availability and book parking spaces.

It is also important to take careful note that driving a truck from Saturday 8 PM to Sunday 8 PM, as well as during bank holiday, is forbidden in Switzerland.

Catering

There is a Canteen available on the ground floor of the CIGC. Sponsors and attendees can have a drink or a snack at own cost. It's prohibited to distribute food supplied by partners that are not approved by the CIGC.

Cleaning & Waste Collection

The alleys in the Exhibitor hall will be cleaned daily however, exhibitors have the possibility to order a cleaning of the booth CHF 16.- per cleaning. This will need to be ordered in advance. The CIGC will provide central waste separation bins. The retrieving and recycling of the papers and boxes will be charged according to the volume for anything that cannot be easily put in the bins.

Couriers

The clients and exhibitors have the possibility to have the material delivered in limited quantities before the event. The earliest delivery date will be September 9th Monday. Please contact the CIGC to agree on the volume of the material.

For the documents

Address and reference:

CED-IADR c/o CIGC
17 rue de Varembe
Case postale 13
1211 Genève 20

For the material

Address and reference:

CED-IADR c/o CIGC
Cour de livraison
Chemin Camille-Vidart
1202 Genève

For both types, do not forget the reference: CED-IADR + date, client's name or booth nr/name and phone number. If you are using UPS, DHL, FEDEX,... please indicate the name of the client as the importer of the material. The CIGC is only the delivery address.

Currency Exchange

Currency exchange services can be found at the airport, the main train station, and throughout the city. Additionally, many hotels provide this service for their guests.

Deliveries

To have time to set up for the event we kindly ask you to ensure any deliveries are made BY the Tuesday 10 September.
You must announce yourself at the external terminals to access the delivery court.

The CIGC will receive the material you send, but we are not responsible for delivery mistakes.
The costs associated with the deliveries (VAT, customs fees...) will be charged to the customer. The CIGC will not pay anything for the deliveries and cash on delivery shipment will be refused. Moreover, the delivery person must bring the material to the storage zone. No discharging will be made by the CIGC for insurance purposes. The deliveries are made to the delivery court. Only semi-trailers are allowed to discharge the material on the CIGC's esplanade. Regarding the deliveries and material return during set up and dismantling days, a planning will be discussed with the conference organiser. For the use of the freight elevator, an access badge must be asked at the reception, between 7 AM and 7 PM, in exchange of an ID card.

Returns: The Hirer or exhibitor shall also be responsible for the return shipment of packages, which must take place within 48 hours of the end of the Event.

Dilapidations

Exhibitors are liable for any damage they may cause to buildings, floors, walls, columns or to any shell scheme equipment or any other exhibitor's property. Exhibitors are also responsible for any damage caused by their agents or contractors. No exhibitor may apply paint, lacquer, adhesives or coating to the building or shell scheme panels nor drill holes into the floor. The organizer will inspect the halls before build-up and after dismantling of the stands and any damage caused will be charged directly to the exhibitor. This includes a charge for removing any carpet tape or heavy building waste left behind.

Disabled Visitors

All exhibition halls, meeting rooms and public areas are accessible by wheelchair. All toilets have access for disabled visitors, whilst all doorways and lifts accommodate standard wheelchairs and have low-level buttons. Note for exhibitors: all stands should be readily accessible to disabled visitors.

Distribution of Promotional Material

All business including dispensing of literature and promotional material must be conducted from your stand. You are kindly asked not to hand out material etc. in any part of the exhibition hall or at the entrance to the event, in the gangways, concourse or conference rooms.

Electrical Services / Lighting

Switzerland uses a 3-prong outlet system which is smaller than most continental plugs so an adapter may be required. A plug type J of 220 volts is needed, these can be found in local shops throughout the city.

Evacuation plan (Emergency procedures)

For the CIGC's full Emergency Procedures and Evacuation Plan please click [here](#).

Fire Precautions

It is forbidden to smoke or vape in the buildings. Smoking areas are available on the terrasse or at the entrance of the building.
The use of gas, oil, smoke, pyrotechnics and candles is forbidden at the CIGC.
The exhibitor undertakes to use only flame-resistant or fireproof materials, in particular for decorations and fittings (RF2). It is strictly forbidden for the Hirer and any of its third parties (suppliers, exhibitors, subcontractors etc.) to use hazardous, flammable, or toxic products. It is necessary to guarantee a passage in corridors leading to the emergency exits of 2.50m. In front of emergency exits 1.50m must be left free of any arrangement.

First Aid

If you need assistance during your presence in the CIGC, please address your request to the Registration Desk, operating at the Convention Center throughout Conference dates.

Furniture

You have the possibility to rent additional material, tables and chairs for your booth, please contact Proexpo at pedro@proexpo.ch

Gangways

Gangways shall be kept unobstructed at all times and exhibits shall not project into gangways.

Heights for Constructions

Constructions' height in the Exhibition Area is 3.7 m.

Insurance

Neither the Organisers nor its contractors shall accept any liability for the loss, damage or destruction of any exhibits or contents therein. Exhibitors are reminded they should take out adequate insurance cover against any risk of loss, damage, injury or liability.

Internet

The Wi-Fi is included and free in the building with a 100Mb/s connection, with 5Mb/s per device guaranteed. It can be increased according to your needs at cost. We can also install a wired connection for your booth (from CHF 400) upon request to ced-iadr2024@kuonitumlare.com.

Lost Property

The CIGC is under video surveillance 24 hours a day, however, the various materials and goods used or stored by each exhibitor remain subject to the responsibility of the said exhibitor. The Lost and Found office is located at the Venue's Reception Area and is responsible for the safekeeping of items that have been found at the premises after the end of the daily program. The CIGC or Organiser assumes no responsibility for the care and/or protection or loss of any personal belongings left unattended on the Venue property, under any circumstances, including theft, vandalism, or malicious mischief of any such belonging. Anybody losing property should report the details to the Lost and Found office as soon as they become aware of the loss. Losses may be reported by phone to the Lost and Found office or in person, and must be followed up with an official report of loss, theft or disappearance.

Photographer

The Conference Organizers will arrange for a professional photographer to take general photos from the exhibition area and conference halls during scientific sessions.

Prayer Room

A prayer room is available for the attendees. People of all faiths can pray or meditate in a peaceful environment. Room 5 (Level -1) is open and accessible throughout the conference for this purpose.

Security

The Congress Organisers will control general security arrangements for the exhibition. Whilst the Congress Organisers will make reasonable arrangement for security coverage, neither them nor the venue shall be held responsible for any loss or damage which may occur and it will be the exhibitor's responsibility for the security of their stand, its exhibits and contents including personal property. To help ensure good security at the exhibition please take note of the following points:

- Do not leave cash, handbags, phones, valuables etc. in drawers, cupboards or on exhibits on your stands.
- Do not leave valuables in unattended clothing.
- Make sure you arrive prior to the official opening times and do not leave your stand at night before the hall is clear of delegates.

Please note that the build-up/breakdown days are busy periods so you are recommended to work in pairs, so that your stand is staffed at all times.

Smoking Policy

Smoking within the building premises is strictly prohibited, but designated smoking areas are provided outside of the building.

Stand Information

The CIGC works with preferred partner (Proexpo) for the building of the modular booths.

Personal booth

The exhibitors who own their personal booth and do not collaborate with Proexpo are requested to send the booth plan to the Project Manager in order to have it validated.

Ground loading

A ground loading exceeding 3000 kg/m2 needs a special prior authorization.

Exhibitors may not encroach on the aisles with POS (roll-up, displays) or merchandise.

Please look at page 10 & 11 for the available booth options

Storage

The exhibitor shall ensure compliance with applicable regulations regarding the import of goods from their place of origin to the conference center. The CIGC does not have a dedicated storage area for the exhibition material. No empty packaging (crates, cardboard boxes etc.) may be stored on-site. Our partner [InterExpoLogistics](#) (IEL), specialized in material transportation, transit and storage, is at your disposal if you have questions. All the bulky rubbish must be evacuated by the exhibitors.

Sustainability

CED-IADR 2024 aims to minimize the environmental impact of the event and contribute towards a safe and healthy environment. Implements numerous measures, from the planning of the event to execution and from the moment you start looking into your travel arrangements until you are back from the congress.



Travel to the Venue

The CIGC is located on the rue de Vermont. From the airport you can take the number 5 bus to the stop Vermont, from there it's a 1 minute walk to the venue. From Cornavin train station you can take the number 15 bus (stop at Collège Sismondi), or the number 20 bus (stop at Varembe), or the number 8 bus (stop at Vidollet). The journeys from the station take approximately 15 minutes and the stops are no more than a 5 minute walk to the venue. There are also taxi services available.

With public transportation « [TPG](#) »:

From City center:

Bus 8: Departure from Métropole stop. Arrival at Vidollet stop

Bus 5: Departure from Bel Air stop. Arrival at Vermont stop

From train station:

Bus 5: Departure from Cornavin station stop.

Arrival at Vermont stop

Bus 8: Departure from Cornavin station. Arrival at Vidollet stop

Tram 15: Departure from Cornavin station. Arrival at Sismondi stop

Visa Information

A visa is needed if travelling from outside the Schengen area. Visitors from these countries can acquire further information from their Swiss Embassies or Consulates in their countries, or from their travel agencies. For more information please click [here](#).



Contact Page

CED/NOF-IADR
2024 Oral Health
Research Congress

Congress Organiser

Kuoni Tumlare

Avenue des Morgines 12
1213 Petit-Lancy
Switzerland
ced-iadr2024@kuonitumlare.com

Storage / Transport

Inter ExpoLogistics Ltd.

Palexpo, Genève
Route François Peyrot 30
1218 Grand-Saconnex (Switzerland)
+41 22 798 13 87

Booth Builders

ProExpo

Ch. Champs-Prévost 22
1214 Vernier Genève
+41 22 777 73 04

Truck Parking

Palexpo

Route François-Peyrot 30
1218 Le Grand-Saconnex
+41 22 761 11 11

Deliveries

CICG

For the documents:
CICG
17 rue de Varembe
Case postale 13
1211 Genève 20

For the material:

CICG
Cour de livraison
Chemin Camille-Vidart
1202 Genève



Exhibitor Checklist

You will have the opportunity to upload all your graphics, such as your logo and banner, and choose your booth options (see pages below) through an interactive link.

Once your payment is made, you will receive a separate email containing an invitation to access this link. Reach out to us if you're prepared to submit this information but haven't received the link yet.

What for	Deadline	Information to be sent to	Specs
Company Logo	1-Jul-24	Via link	High Resolution
Official website link	1-Jul-24	Via link	
Insert in the bags*	1-Jul-24	Via link	A5 PDF flyer
Names for exhibitor only and full congress passes	19-Jul-24	Via link	According to package
PDF advert pages	31-Jul-24	Via link	A4 PDF – portrait & landscape
Name board (Booth)	14-Aug-24	Via link	300 dpi with 37.5cm wide x 10cm height
Banner for mobile app	14-Aug-24	Via link	1440 px wide x 205 px high – left and right margins = 115 px bottom margin = 64 px
Booth selection	14-Aug-24	Via link	See below
Booth wall image (If selected)	14-Aug-24	Via link	See below

* Only if you would like us to print your insert locally. The exact quotation will be sent once the order is placed (between CHF 500 and 1'000 depending on the format).

If not, you are free to send the 700-printed flyers directly to the conference center before the 11th of September 2024.
(see page 5 for delivery information)

Booth Options:

CED/NOF-IADR
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Standard

Contains:

Standard booth

Name/logo printed

Flooring (Grey carpet)

Table Delia

Chair bunny x 2

Name board 150 x 40cm

3 LED spotlights

1 Swiss plug



This is included in the Sponsorship package.

Printing options – Standard booth

Printed fabric + Hanging system:

- Pillars Hidden

- One big piece printed

- Ability to keep it after the event

Wall sizes: (Width x Height)

4 x 2.5m = CHF 1430

3 x 2.5m = CHF 1072.5

2 x 2.5m = CHF 715



Booth Box – Option 2

Contains:

Box booth

Flooring (Grey carpet)

Graphic Design (Logo)

Desk Proexpo (not printed)

Barstool MOON x 2

Company name

1 Swiss plug

Total – CHF 294 (12 m2) – CHF 258 (6 m2) – CHF 246 (4m2)



Booth Options:

CED/NOF-IADR
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Booth Box – Option 3

Contains:

Box booth

Flooring (Grey carpet)

Graphic Design (Logo)

Desk Proexpo (printed)

Printing (Desk)

Barstool MOON x 2

TV Screen (43" OR 65")

Brochure

Company name

1 Swiss plug



Total (43") – CHF 1540 (12 m2) – CHF 1504 (6 m2) – CHF 1492 (4m2)

Total (65") – CHF 2497 (12 m2) – CHF 2461 (6 m2) – CHF 2449 (4m2)

Printing Options – Booth Box

Printed fabric + Hanging system:

- Pillars Hidden

- One big piece printed

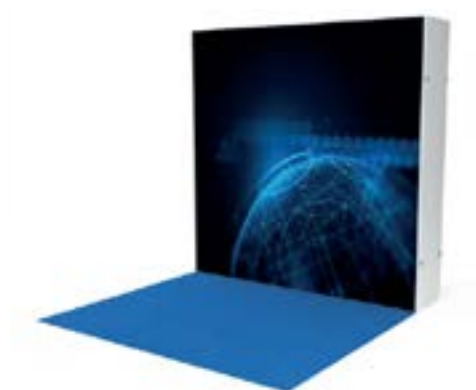
- Ability to keep it after the event

Wall sizes: (Width x Height)

4 x 2.5m = CHF 1430

3 x 2.5m = CHF 1072.5

2 x 2.5m = CHF 715



These are standard packages sold as above, if you would like any additions / modifications please contact Proexpo: pedro@proexpo.ch



CED-IADR Office at KU Leuven
Congress Management Team

Avenue des Morgines 12
1213 Petit-Lancy
Switzerland

Email: ced-iadr2024@kuonitumlare.com

