



31. JAHRESTAGUNG DER DEUTSCHEN TRANSPLANTATIONS- GESELLSCHAFT

29.09. – 01.10.2022 / ERLANGEN

www.DTG2022.org





Exhibition and Sponsorship Manual

Please note, that this translation has only been provided to you for your convenience. Please request the [original in German language](#) for a binding document.

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Summary of Important Deadlines

Clarification of the delivery and any special permits required	01 Jul 2022
Hiring individual stand security	01 Aug 2022
Programme industry symposia and contact person	01 Sep 2022
Files for promotional slides	01 Sep 2022
Approval of stand drawings (for stands ≥ 12 m ²)	01 Sep 2022
Ordering Connections	01 Sep 2022
Ordering Catering	01 Sep 2022
Waste disposal and cleaning	01 Sep 2022
Ordering furniture and equipment	09 Sep 2022
Applying for collection of booth materials on 04 Oct 2022	14 Sep 2022
Registration of booth staff	14 Sep 2022
Rebooking fee for registrations	from 15 Sep 2022



1. Conference Format

The DTG Annual Meeting 2022 will be held hybrid, with a focus on the face-to-face event.

The face-to-face conference includes the complete scientific programme as well as the industrial exhibition. Submitted poster contributions will be presented as short talks in presence; poster files will be offered electronically.

DTG-internal meetings (general meeting, commissions) will be held exclusively on-site at the congress centre.

Hygiene concepts will apply and will be announced well in advance via the conference website.

The virtual conference includes live streaming of the plenary sessions and industry symposia with participation of virtual participants via chat, viewing of electronic posters, recordings of all sessions (except DTG internal sessions) and availability in a media library for an expected 3 months after the end of the event.

All registered participants will have access to the virtual platform and media library, regardless of whether they are registered for the face-to-face or virtual conference.

2. Conference Venue & Location Industrial Exhibition

Venue

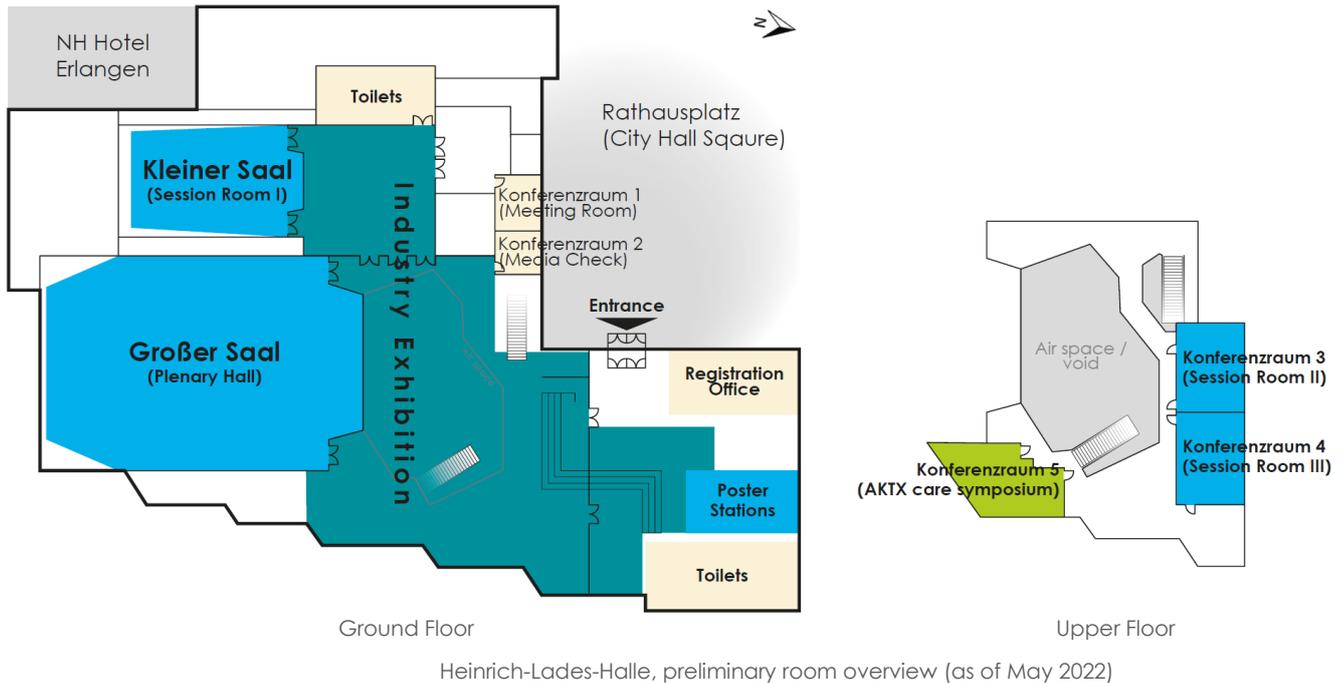
Heinrich-Lades-Halle
Rathausplatz 2
91052 Erlangen
Germany

<https://www.naegel-erlangen.de/heinrich-lades-halle/>

Industrial Exhibition

The exhibition as well as catering stations are located in the foyers in front of the Großer and Kleiner Saal (plenary hall and session room I).

The lecture rooms are located partly on the ground floor directly adjacent to the exhibition area and partly on the upper floor, which can be reached by stairs within the exhibition area. All participants must cross the exhibition area to reach the lecture rooms.



3. Information on Booth Spaces

For information on the **positioning and number of your booth**, please see the document https://www.dtg2022.org/dtg2022_standplan/ on the conference website.

Individual advertising outside the booth space (e.g. distribution of flyers or mounting of posters) is solely allowed with the organiser's prior permission.

Floor Covering

The floor in the exhibition area is made of dark grey natural stone. The floor coverings are to be treated with reasonable care.

It is permitted to lay own floor coverings, provided that the material complies with DIN 4102 (fire behaviour of building materials and components) or EN 13501-1, and does not hinder the opening of doors or access to escape routes. Carpeting and other flooring must be laid in an accident-proof manner (especially with regard to the risk of slipping, tripping or falling), must not protrude beyond the stand boundary and must be removable without leaving any residue. Adhesive markings, carpet fixings and the like may only be made with special carpet installation tape that can be removed without leaving any residue. Any soiling that is not removed (also applies to substances such as oils, greases, paints and the like) will be removed at the exhibitor's expense.

Self-adhesive carpet tiles are not permitted. The floors may not be painted or covered in any other way. Furniture brought in must be provided with felt glides or similar materials to protect the floor from damage.

Anchors and fixings in the floor are not permitted. The placement of damp or soaking objects is prohibited. Any leaking moisture must be removed immediately. When setting up refrigerators and mobile counters, a water-impermeable collecting device must be provided.



Heavy loads, lifting materials and boxes may only be transported in the halls with rubber-tyred trolleys or pallet trucks, whereby skid marks caused by rubber abrasion must be avoided. If a pallet truck is required, it must be brought along.

Die **maximum possible floor load** in the venue Heinrich-Lades-Halle is not known. Since the foyers were designed for public traffic and not for larger exhibition stands (natural stone slabs laid on screed), larger loads must be spaced out and point loads avoided in any case.

Lighting

The general lighting in the exhibition area may not be sufficient to effectively illuminate every single booth. The exhibitor has to take care of individual lighting of his booth in order to secure best visibility. In general, we recommend the installation of additional lights at the booth

Ceiling and Construction Height, Suspensions

The ceiling heights in the foyers vary greatly due to the galleries or air spaces above and range from 2.8 m to 6.0 m. In order to ensure good visibility for all booths, the **permissible construction height is limited to 2.50 m**. For single superstructures, a greater construction height can be requested from K.I.T. Group.

Suspensions are NOT possible within the exhibition area.

Waste Disposal and Cleaning

Standard "daily waste" will be disposed of during the nightly cleaning if it is placed clearly visible in front of the booth after the closing of the exhibition in the evening. Waste, recyclables and residual waste containers in the booth must be emptied regularly, at the latest every evening after the end of the trade fair. If a huge amount of waste is produced during the conference, K.I.T. Group reserves the right to subsequently invoice the **disposal costs** to the exhibitor. This also applies if the exhibitor leaves hazardous waste at the premises. **Additional waste disposal** needs to be ordered separately. If required, please contact the conference organisation K.I.T. Group GmbH Dresden directly at info@dtg2022.org **until 1 September 2022** at the latest.

The exhibitor must ensure that all materials (embellishments, packaging, decorations etc.) as well as fixtures and superstructures brought to the venue by himself or his sub-contractors are completely removed at the end of the event. According to the principles of the "Kreislaufwirtschafts- und Abfallgesetz" (KrW-/AbfG = Act for Promoting Closed Substance Cycle Waste Management and Ensuring Environmentally Compatible Waste Disposal), the production of waste materials should be avoided as far as possible through choosing reusable materials. Waste that cannot be avoided must be disposed of in an environmentally sound manner (recycling rather than disposal). The exhibitors are obliged to make an effective contribution to this goal and to practice waste separation as indicated on the collecting boxes.

During the **daily cleaning**, only common areas will be cleaned. Individual booth cleaning needs to be ordered separately (Price: EUR 5 net per m² cleaning). If required, please contact the venue Heinrich-Lades-Halle directly **until 1 September 2022** at the latest:



Erlanger Kongress und Marketing GmbH
Ms. Christina Burlein
e-mail: christina.burlein@ekm-erlangen.de
phone: +49 (0) 9131 874-110

After set-up period, there will be a basic cleaning of the exhibition area. Materials, that remain outside of the booth at that time, will be removed at the costs of the exhibitor.

Security Service

Outside of the conference hours, especially during night-time, a **general security service** will be provided by the organiser, who will overlook the whole reception and exhibition area. The organiser does not assume any liability for loss or damage of goods. The venue Heinrich-Lades-Halle is authorised to take actions that are required for security and surveillance reasons. The exhibitor is responsible for the individual surveillance of the booth and exhibits.

Irrespective of this, goods at risk of theft should be specially secured during the night hours and locked away. If necessary, the exhibitor is responsible for the separate guarding of the stand and the exhibition goods. Individual booth surveillance needs to be ordered separately. If required, please contact the venue Heinrich-Lades-Halle directly **until 1 August 2022** at the latest:

Erlanger Kongress und Marketing GmbH
Ms. Christina Burlein
e-mail: christina.burlein@ekm-erlangen.de
phone: +49 (0) 9131 874-110

During the conference hours, no security service will be provided by the organiser. Exhibitors are expressly requested to keep their stands permanently manned and to particularly secure goods that are at risk of theft. During dismantling, we ask you not to leave your stand until valuable exhibits have been loaded or handed over to the forwarding agent. If this is not possible, it is advisable to hire a security guard.

4. Regulations on Booth Construction

The booth spaces will be marked by the organiser. Booths have to be built on the assigned booth space only. The exhibitor has to expect minor deviations in size or positioning of the booth. The exhibitor is obliged to adapt the booth planning to suit constructional facts and conditions of the venue and to inform themselves on the location and dimensioning of any structures or other facilities on their stand, in particular columns, fire alarms, wall hydrants, the routing of utility channels, ventilation systems, floor unevenness, etc. Supports, wall projections, partition walls, electrical power supply distribution boxes and fire-fighting equipment as well as other technical equipment are part of the assigned booth space. The organiser cannot assume any liability for the accuracy of the dimensions given in floor and booth plans and claims against the organiser as a result of deviations from the stand confirmation cannot be asserted. Booth constructions are not allowed to exceed



the allocated booth area. Lighting fixtures and signage must not extend beyond the booth space. The organiser reserves the right to invoice any additional spaces used.

Visible rear sides of booth constructions adjacent to neighbouring stands must be kept smooth and neutral in colour (e.g. white or light grey). The exhibitor must design the connection to neighbouring stands properly at his own expense. In the event of non-compliance with this regulation, the fencing to the neighbouring stand will be carried out at the expense of the exhibitor causing the problem.

Exhibition booths including installations and exhibits as well as advertising media are to be built soundly so that there is no risk to life and health or to safety and public order. The exhibitor is responsible for the structural safety of the booth and may have to produce evidence thereof. In cases of doubt, the organiser and the Heinrich-Lades-Halle are entitled to commission a structural survey at the exhibitor's expense. Please consider the VStättVO (Regulation on the construction and operation of meeting places/locations/venues) of Bavaria with respect to the requirements on booth safety. The exhibitor will be held liable for any damage resulting from infringements of these rules.

If the technical guidelines are observed when designing and erecting exhibition booths with a maximum height of 2.50 m and an exhibition booth area of less than 12 m², no separate approval needs to be applied for. All other booths are subject to approval. Please send both construction drawings directly to the conference organisation K.I.T. Group GmbH Dresden at info@dtg2022.org **until 1 September 2022** at the latest.

Booths must always be open at the top. Stand ceilings must be regarded as being open if no more than 50% of their horizontal surface is closed, in terms of square metres (in the case of sloping ceilings, in terms of the projection surface). Closed cover / spanning with ceilings is not allowed.

For building constructional systems made of glass or acryl glass, only security glass may be used. Edges of glass panes must be worked or protected in such a manner that they pose no danger of injury. Structural elements fabricated entirely from glass shall be marked at eye level at any time and have to comply with the technical rules for the usage of glass constructions for fall protection (Technische Regeln für die Verwendung von absturzsichernden Verglasungen - TRAV“).

Materials that are easily flammable and drip or form toxic gases when burnt may not be used to build the booth. All materials employed at the booth must be flame resistant (at least B1 according to DIN 4102-1 or class C according to DIN EN 13501-1). The property 'flame resistant' can only be achieved subsequently for part of these materials with a flame retardant. The flame retardant that is used must be officially approved. Special requirements may be set for load-bearing parts of the structure in individual cases for safety reasons. The confirmation of the flame resistance and/or impregnation in accordance with the regulations must be kept on the booth for inspection at any time. Products which have no CE-certificate of conformity and which do not meet the requirements of § 4 sect. 1 or 2 of the German Equipment and Product Safety Act (Gesetz über technische Arbeitsmittel und Verbraucherprodukte - GPSG), are not allowed to be exhibited.



Superstructures, equipment, furnishings, decorations (materials) that are brought into the place of assembly and which do not satisfy these regulations or the regulations on operation of venues (VStättVO), may not be set-up in the place of assembly and may have to be removed or modified at the exhibitor's expense. This also applies if the modification is carried out by the organiser. For cause, in particular in the case of severe safety deficiencies, booths may be closed partially or fully.

Please observe the applicable hygiene regulations of the state of Bavaria when constructing your booth! As an exhibitor, you are responsible for complying with them.

5. Ordering Additional Services

Please note, that power supply, furniture and technical equipment as well as individual catering are not included in the exhibition space rental fee. These services must be ordered separately at the exhibitor's expense (see below).

Ordering Catering

Simple break catering for all attendees (both scientific participants and booth staff) will be provided by the conference organisation and distributed at the central catering stations.

The exclusive catering rights in the Heinrich-Lades-Halle are held by the company Nägel Ideen und Events GmbH & Co. KG. Please direct your requests for individual catering at your booth or during your industry symposium to the following contact persons **until 1 September 2022** at the latest:

Nägel Ideen und Events GmbH & Co. KG
Ms. Heike Jupe phone: +49 (0)9131 874-103
Ms. Veronika Rüger phone: +49 (0)9131 874-117
e-mail: info@naegel-erlangen.de

You can find some catering examples with prices in the [banquet folder of the company Nägel](#), which is available for download on the website www.dtg2022.org in the section "Ausstellung & Sponsoring" in the tab "Pläne & Formulare".

Bringing in and serving own food and beverages as well as cooperation with external catering companies are not permitted. An individual **compensation arrangement** can be agreed with the caterer. Please contact the above-mentioned contact persons for this purpose.

Ordering Furniture & Equipment

Orders for booth furniture and equipment can be placed via the trade fair construction company Rehorst GmbH. Please use the [order form](#) under www.dtg2022.org in the section "Ausstellung & Sponsoring" in the tab "Pläne & Formulare".



If you do not find what you are looking for on the forms, please contact the trade fair company directly with a detailed description of your needs:

Messebau Rehorst GmbH
e-mail: info@messebau-rehorst.de
phone: +49 (0)9135 729793

Deadline for ordering booth furniture and equipment: 9 September 2022

Orders after this date can only be accepted after reconfirmation and with a 30% late payment surcharge.

Ordering Connections

Power connections for the exhibition booths will be installed by BETONT Ton - Licht - Media GmbH. Ordering and invoicing will be carried out by K.I.T. Group GmbH Dresden.

Please e-mail your requirements to info@dtg2022.org **no later than 1 September 2022** and include a stand drawing showing the desired location of the connections. When ordering CEE industrial connections, please list the equipment you plan to use so that the technicians can plan the load distribution.

The following electrical connections are available. The prices are valid for the entire duration of the event and include the laying of the stand supply line and consumption. Other services (e.g. distribution within the stand, lighting systems or installation of exhibitor's own material) are not included. All prices plus 19 % German VAT.

- EUR 82.50 per Schuko connection 1.0 kW / 230 V
- EUR 105.00 per Schuko connection 3.7 kW / 230 V
- EUR 180.00 per three-phase connection 16 A CEE
- EUR 270.00 per three-phase connection 32 A CEE

No liability is accepted for power failure, voltage fluctuations and damage to the equipment. It is the exhibitor's responsibility to insure himself against damage caused by power failure.

Water connections within the exhibition area are not possible.

Wireless internet (limited network bandwidth) will be provided free of charge for all participants and exhibitors on-site.

Hiring Booth Cleaning and Surveillance

Hiring booth cleaning: ↗ [3. Information on Booth Spaces – Waste Disposal and Cleaning](#)

Hiring booth surveillance: ↗ [3. Information on Booth Spaces – Security Service](#)



Reservation of Meeting Rooms

A small meeting room (for approx. 15 persons) is available at the venue Heinrich-Lades-Halle, which can be rented for meetings. If you need a meeting room during the DTG Conference, please contact the congress organisation with your request (info@dtg2022.org).

Alternatively, the surrounding hotels, such as the neighbouring NH Erlangen, also have various meeting rooms. For availability and prices, please contact the respective hotel directly.

6. Logistics

Set-up, Dismantling and Opening Hours

Set-up and dismantling have to be carried out and finished during the below-mentioned periods. To ensure safety, no construction activities are allowed during opening hours. If you require additional construction times, please contact K.I.T. Group GmbH Dresden (info@dtg2022.org) in due time. The expenses and costs arising thereby will have to be borne by the exhibitor.

Booths or exhibits not dismantled and removed in time will be disposed of at the exhibitor's expense and risk without checking the residual value. Liability of K.I.T. Group or the Heinrich-Lades-Halle is excluded.

Set-up times	Wednesday, 28 Sep 2022	08:00 – 18:00 Uhr	
Opening hours	Thursday, 29 Sep 2022	07:30 – 18:30 h	
	Friday, 30 Sep 2022	07:30 – 18:30 h	
	Saturday, 01 Oct 2022	08:00 – 16:30 h	
Dismantling times	Saturday, 01 Oct 2022	14:30 – 16:30 h	only minor, low-noise works within the booth
		16:30 – 22:00 h	dismantling of booths

Please note that all times are preliminary and might be changed slightly due to organisational requirements.

Directions and Delivery for Booth Constructors

Deliveries may only be made during the above-mentioned construction periods. In order to ensure a smooth flow of traffic during the construction and dismantling periods and the duration of the event, traffic regulations and traffic management rules must be observed.

Loading and unloading of trucks is possible via the **vehicle access at Beethovenstraße 5**. Since space is very limited, waiting times may occur here. Several access doors are available, at which the exhibition area is separated from the loading area by two steps. However, barrier-free unloading into the foyers is possible by means of a tail-lift. There is a ramp at the first door so that the exhibition area can be reached barrier-free from street level.

Alternatively, access to the building is possible at ground level via **Rathausplatz**. However, a special permit to drive in the pedestrian zone must be obtained for from the City of Erlangen. Hence, it is essential that this is coordinated with the congress organisation (info@dtg2022.org) **by 1 July 2022** the latest. On the Rathausplatz, particular consideration must be given to public pedestrian traffic and keeping all access/escape routes free.



All vehicles may only drive to the loading areas for loading and unloading and must be removed immediately after loading. Parking in these areas is prohibited. Engines must always be switched off during waiting times.

You will find [detailed directions](#) on the website www.dtg2022.org in the section “Ausstellung & Sponsoring” in the tab “Pläne & Formulare”. There you will also find further details on parking facilities for trucks and cars.

Delivery of Materials in Advance

Materials required for booths may be sent directly to the Heinrich-Lades-Halle from **26 September 2022**. Due to insurance reasons and other events that take place at the Heinrich-Lades-Halle beforehand, deliveries cannot be accepted before this date.

We recommend to arrange deliveries on the very day of the set-up with your freight forwarder/ courier service.

Delivery Address: Erlanger Kongress- und Marketing GmbH
Ms. Christina Burlein
DTG 2022
Beethovenstraße
D-91052 Erlangen

The following information has to be [displayed clearly visible](#) on every item of the delivery, otherwise the shipment cannot be identified and thus will not be accepted (also see the plain [shipment label](#) on www.dtg2022.org in the section “Ausstellung & Sponsoring” in the tab “Pläne & Formulare”).

Event:	DTG 2022
Date:	29.09. – 01.10.2022
Exhibitor:	<i>your company name</i>
Booth number:	<i>your booth number</i>
Contact Person:	<i>name of your employee on-site (incl. mobile number)</i>
Content:	booth material
Scope of delivery:	box [serial packing number] of [total amount of items]

Courier services and forwarding agents have to be informed about the title of the event “DTG 2022” in order to enable the Heinrich-Lades-Halle to identify the delivery.

Disposal of Packaging Waste and Empties

It is requested that packaging waste/empties etc. be taken away by your booth construction company after assembly and dismantling. It is not permitted to leave materials behind in the Heinrich-Lades-Halle. Materials left behind will be disposed of at the exhibitor's expense at an increased charge without checking their value.

No empties may be stored in or outside the booths, in the Heinrich-Lades-Halle or on its outside grounds during the duration of the congress. Any empties must be removed as quickly as possible. Any empties produced during assembly and dismantling must be removed after work has been completed on the stand.



Collection of Booth Materials after the Conference

Booth materials must be collected from the exhibition area directly after dismantling on 01 October 2022. In individual cases, smaller packages can be stored until 04 October 2022. In any case, this must be coordinated with the congress organisation (info@dtg2022.org) **until 14 September 2022** at the latest. The exhibitor is responsible for the transportation of any material from the booth to the loading zone. Furthermore, the exhibitor has to take care of scheduling the pick-up and correct labelling of boxes for the freight forwarder to be able to identify the boxes.

7. General Guidelines and Safety Rules

The exhibitor complies with occupational safety rules, trade law provisions and regulations on operation of venues (VStättVO) provided by police, fire fighters, TÜV, the German Social Accident Insurance (DGUV) or similar institutions and relevant authorities. The exhibitor and its service companies are responsible for observing these regulations. In the event of infringements of the statutory regulations, the organiser, the Heinrich-Lades-Halle and/or the pertinent authorities can order the work to be stopped.

The exhibitor and the companies commissioned by him are responsible for observing the accident prevention regulations and occupational safety regulations. The exhibitor and the companies commissioned by him must ensure and, if necessary, provide for appropriate coordination that their assembly and dismantling work does not endanger other persons present in the place of assembly. If this is not possible, the work must be temporarily stopped and a report made to K.I.T. Group or Heinrich-Lades-Halle. Dangerous areas must be cordoned off and marked, even for a short time, if necessary.

Aisles, escape routes, emergency lighting and fire extinguishing systems (fire alarms, water poles, hydrants, fire extinguishers and lines, smoke dampers, trigger points of smoke extraction systems, smoke detectors and supply and exhaust air openings of the heating and ventilation system) as well as their signs may not be obstructed, covered or otherwise made unrecognizable. Furthermore, emergency exits, doors and elevators may not be obstructed, built over, blocked, covered or otherwise rendered unrecognizable at any time. It must be ensured that doors along escape routes can be completely opened with ease from the inside. Halls may not be blocked by objects at any time. All corridors serve as escape routes in an emergency.

The access roads and entrances to the Heinrich-Lades-Halle must be kept clear as escape routes and may not be blocked by setup material, means of transport, vehicles, components or other objects. Any illegally parked vehicles or trailers will be removed at the owner's expense (even without prior warning).

The Heinrich-Lades-Halle and persons authorised by it exert the householder's rights at the exhibition grounds. The organiser reserves the right to expel persons from the venue and/or pronounce a house ban if they act contrary to the conditions of participation or do not adhere to any rules set by the organiser or by the Heinrich-Lades-Halle. The Heinrich-Lades-Halle and persons authorised by it,



police force, fire brigade and other supervisory authorities must be granted access to the booths at any time.

There is a smoking ban throughout the entire venue at all times. The smoking ban must be observed and enforced by each exhibitor at his booth.

Due to fire protection laws, usage of open light or fire (incl. candles and burning pastes), flammable liquids or gases (incl. gasoline, kerosene, spirit for cooking or heating purposes), pyrotechnical objects, explosives and other dangerous materials at the booth is not allowed at any time. The operation of deep fryers or other cooking equipment at the booths is prohibited. All electrical devices that generate heat or become hot must be mounted on non-flammable, heat-resistant and asbestos-free bases as a special protection. Depending on the generated heat, there must be a sufficiently large distance to flammable substances, fire alarms and sprinkler heads. Lamps may not be mounted on decorations or similar materials. Electrical devices that are potentially hazardous if operated unsupervised must be switched off at the end of every day after the event. It is recommended to provide suitable and tested fire extinguishers on the booths.

The exhibitor is not permitted to hammer nails or hooks into the walls, pillars, doors, glass fronts or other surfaces of the venue and its facilities, or to drill, tape or attach anchors to them. Nor may these be used for leaning objects. After dismantling, the original condition of the exhibition areas must be restored. The exhibitor is liable for any damage to ceilings, walls, floors and installation equipment. Adhesive tapes / strips must be removed without leaving any residue. Damage to and contamination of the event premises, its facilities, including outdoor facilities, by exhibitors or their agents must be reported to K.I.T. Group in any case.

Works causing noise and dirt, e.g. sawing and grinding, as well as laying wiring are not allowed. Any kind of welding, cutting, soldering, defrosting and abrasive cutting work at the venue is prohibited.

Connections to the existing utility network are only available in certain areas and, for safety reasons, may only be made by the venue's own staff or by approved specialist companies familiar with the place of assembly. Water and wastewater installation are not possible.

The exhibitor is responsible for electric installations within the booth area, which have to comply with the current regulations established by the German Association for Electrical, Electronic & Information Technologies (VDE) and the German Social Accident Insurance (DGUV).

The operation of acoustic systems as well as any kind of audio-visual presentation by the exhibitor requires the approval of the organiser and must be applied for in writing. The noise level must not exceed 60 dB during musical performances. In the event of repeated non-compliance with these regulations, the power supply to the exhibitor's booth may be interrupted. The exhibitor shall not be entitled to compensation for any direct or indirect damage caused by the interruption of the power supply. The burden of proof for compliance with the regulations lies with the exhibitor. The permission of the 'Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte' (GEMA) is required for any kind of music playback in accordance with the statutory regulations (copyright



law). Music that is played back without being registered with GEMA can result in claims for damages.

Natural plants may only be used for decorations when fresh. If it is being noted during the event that plants are drying out and are thus highly flammable, they need to be removed immediately. Trees need to be knot-free up to 50 cm above the floor. Deciduous and coniferous trees can only be used with damp root clumps. Bamboo, reed, hay, straw, bark mulch, turf or other similar materials do not usually meet the aforementioned requirements. It is not permitted to bring animals onto the premises.

The use of balloons filled with safety gas and other flying objects as well as the use of fog machines or laser systems are prohibited. Furthermore, the use of spray guns and nitro lacquers is forbidden. Furthermore, the use of compressed gases, radioactive substances, high-frequency equipment, radio equipment and X-ray equipment is not permitted.

Any additional requirements or exemptions from the above-mentioned regulations need to be approved in written form by the organiser well in advance. The organiser is to be informed about additional requests in good time. Rented booths and equipment have to be treated with care and handed back in proper condition.

The exhibitor can be held liable for any personal or material damage caused by him or his vicarious agents. Neither K.I.T. Group GmbH Dresden nor the Heinrich-Lades-Halle take any responsibility or liability for damages or losses at the booths or of the exhibits. All exhibitors are advised to arrange appropriate insurances for their exhibits.

Please also consider the general terms and conditions mentioned in the exhibitor contract.

8. Promotional Slides

If you have booked a **promotional slide** or the integration of a 30-second **video-clip** within the break slides or if this service is included in your booked service package, please send us

- your slide as a PDF, .jpg-, .png- or pptx-file
- your video clip (between 1280x720 and 1920x1080 px, max. 3 Mbit/s) as MP4 file

with an aspect ratio of 16:9 **until 1 September 2022** the latest to info@dtg2022.org.

9. Industry Symposia

If you have booked an industry symposium or it is included in your sponsorship package, please send the title as well as the detailed programme of your symposium to info@dtg2022.org **until 1 September 2022** the latest. Please consider that the smooth implementation of your industry symposium may be at risk if the organiser does not receive the information in time.



After the scientific secretariat has approved the title and programme of your symposium, the symposium will be included in the online programme. If you send us a PDF document introducing your symposium, we can include this document in the online programme. The organiser will not conduct any further announcements of the sponsor's symposium – additional promotional activities have to be organised by the sponsor. Placing signs and banners within the conference venue is only allowed directly before your symposium and only in front of the allocated room.

The **time slot and room allocation** for your symposium can be found in the online programme at www.dtg2022.org. The organiser may slightly change room and time due to organisational requirements, if necessary. Sponsors may access their room 15 minutes prior to and after their symposium for preparations and follow-up. The allocated time slots have to be strictly adhered to and may only be exceeded if the organiser is consulted before. If the room set-up is changed during the symposium, the initial set-up needs to be restored when leaving the room.

The sponsor may use the technical conference equipment that is installed in the room (sound system incl. microphone at lectern, microphone for questions from audience and microphone for session chair, data projector and screen for aspect ratio 16:9, presentation laptop with presentation management system and laser pointer). Further technical requirements have to be discussed with the conference organiser in due time and ordered at extra costs.

For each symposium, K.I.T. Group must be given the name of a contact person from the sponsor who is responsible for on-site support of the symposium. This contact person will arrange an appointment with the congress organisation for the set-up day (28 Sep 2022), during which the procedures and technical requirements will be finally coordinated and rehearsed with the relevant service providers.

As part of the hybrid concept of the annual meeting, the industry symposia will also be available as live stream on the virtual conference platform and their recordings will be available online after the end of the conference. The audio, the slides presented and a camera image of the lecture room will be transmitted. Questions from the virtual audience can be asked directly on the platform via chat message. The sponsor should have an additional device available to monitor and relay questions to the speakers on-site. The remote connection of speakers is possible, but requires separate coordination.

Please note that K.I.T. Group does not make any arrangements for the speakers of the industry symposia. I.e. registration, travel expenses, etc. for the symposium speakers have to be arranged by the sponsors. All speakers or visitors of the symposium must be registered for the conference according to the applicable fee table (↗ [10. Registration](#)). The single price for the industry symposia does not include free registrations.

During lunch breaks, a general conference catering will be provided by the organiser. Individual catering orders for the symposium need to be placed separately at extra costs (↗ [5. Ordering additional services – Ordering Catering](#)).



12. Contact

If you have further questions or require additional information, please contact:

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