



ECIS 2024

1-6 SEPTEMBER 2024 · COPENHAGEN · DENMARK

WWW.ECIS2024.ORG

**PRACTICAL INFORMATION FOR
SPONSORS AND EXHIBITORS**

Contents

GENERAL INFORMATION	4
Local Organizing Committee	4
Conference organiser	4
CONFERENCE VENUE	5
Travelling to Copenhagen.....	5
Parking.....	6
Accommodation	6
EXHIBITION	7
Venue stands & logistics.....	7
Buildup & Dismantling.....	7
Stand builder Holmud.....	8
Food and beverages	9
Safety.....	9
Event schedule.....	10
Social events.....	10
PROGRAMME & WEBSITE.....	11
PRESENTATION AT THE EXHIBITION STAGE	11
Instructions.....	11
EXHIBITOR REGISTRATION.....	11
SHIPPING AND DELIVERIES	12
Shipment before the event	12
Shipment after the event	12
BRANDING OPPORTUNITIES	13
Promotional materials.....	13
IMPORTANT DEADLINES.....	13
ADVERT SPECIFICATIONS.....	14

ECIS 2024 Welcomes You!

Dear Sponsors and Exhibitors,

We are thrilled to present the ECIS 2024 Technical Manual, where you can find general and practical information for exhibiting at Scandic Falkoner, Exhibition days 2nd – 4th or 5th of September 2024.

This manual includes all relevant information about the ECIS 2024 exhibition and is designed to assist you in planning for your participation.

Please forward this manual to anyone involved in the conference, including any contractors, and in case you decide not to work with the recommended stand builder.

Thank you once again for your valued support to ECIS 2024. We look forward to welcoming you to Copenhagen and wish you all a successful conference.

Best regards,

On behalf of the ECIS 2024 Organizing Committee

Rikke Hellung

Exhibition & sponsor manager

GENERAL INFORMATION

38th Conference of the European Colloid and Interface Society, www.ecis2024.org.

Local Organizing Committee

- **Professor Ben J. Boyd**, Conference Co-Chair and Sponsorship Coordinator, Department of Pharmacy, University of Copenhagen
- **Assoc. Prof. Jacob Kirkensgaard**, Conference Co-Chair and Program Coordinator, Department of Food Science, University of Copenhagen
- **Assoc. Prof. Sabrina Valetti**, Young Scientist Coordinator, Department of Biomedical Science, Malmö University
- **Dr. Shinji Kihara**, Equity Diversity and Inclusion Coordinator, Department of Pharmacy, University of Copenhagen
- **Assoc. Prof. Andrea Heinz**, Treasurer, Department of Pharmacy, University of Copenhagen
- **Dr. Tania Lind**, Social Program Coordinator, Bioneer Farma

Conference organiser

ECIS2024 secretariat

CAP Partner

Tel.: +45 7020 0305

Sponsor & exhibition manger: Rikke Hellung

E-mail: rh@cap-partner.eu

Direct: +45 3842 9564

Project manager: Hanne Kvalheim

Conference Venue

Scandic Falkoner

General

The official conference language is English.

Link to [Programme](#) – preliminary programme will be published spring 2024 on the website.

CONFERENCE VENUE

The conference will be held at:

Scandic Falkoner

Falkoner Alle 9

2000 Frederiksberg

Contact e-mail: meeting.falkoner@scandichotels.com

[Hotel Website](#)

Newly renovated and atmospheric hotel and event center, Scandic Falkoner, located right in the charming theater district of Frederiksberg. Here you can experience a green, locally rooted small-town community in the midst of one of the most densely populated areas in Europe. You will find everything from wild animals in the ZOO, parks, beautiful buildings, modern theater culture, museums for romance, humor, and underground experiences, music, and unique shopping streets – as well as a rich and varied selection of restaurants.



Travelling to Copenhagen

Currency: DKK

Credit cards: All major credit cards are accepted.

How to get there

Copenhagen airport is 15 km away and easily accessible from all major European cities. The Metro

Line M2 (subway) is going directly to Frederiksberg St. (Metro) in just 20 minutes. The hotel is within walking distance (4 min) of the station.

[Driving directions](#) (Google Maps)

[From Copenhagen airport by taxi](#)

Takes around 20-25 minutes from the airport.

Parking

The hotel/venue does not have its own parking facilities. If you are driving to Scandic Falkoner you can park in the Falkoner "P-hus" car park next to the venue (210 DKK/pr day). It is not possible to book parking in advance and the venue cannot guarantee parking.

As of 1st January 2020, Frederiksberg Municipality has introduced new parking rules - read more about these here: <https://www.frederiksberg.dk/parkering>

The public parking garage "Falkoner Plads" is just behind Scandic Falkoner.

Under Scandic Falkoner there is also a basement where parking is possible for a higher fee. From the basement, there is direct access by elevator to the hotel lobby, and with easy access to the exhibitor area. Parking in the basement under Scandic Falkoner is done according to the "first-come, first-served" principle.

Accommodation

Book your hotel room at Scandic Falkoner (conference venue): [BOOK HOTEL ROOM](#)

Room rate: approx. 1495 DKK per night incl. breakfast

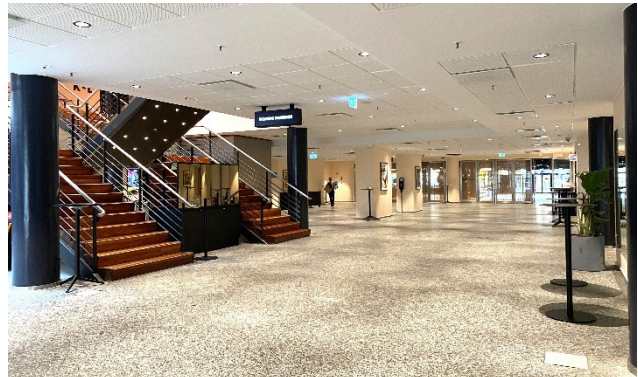
Please use the voucher code for ECIS 2024 participants: BCAP010924

We have a limited number of rooms at Scandic Copenhagen so be fast to reserve this. Please do not wait to book the hotel until the last moment, September is high season for conferences in Copenhagen.

EXHIBITION

Venue stands & logistics

The exhibition takes place in the conference area Foyer ground floor.



The following is included in your stand booking:

- Exhibition space
- power
- 1 conference table & 1 chair
- Free Wi-Fi

The maximum height for the stand is **2,20 meters**.

It is not permitted to use nails, screws, double sided tape etc. on either wall or floors.

Furthermore, you are not allowed to set up materials, furniture, items, and marketing materials outside your dedicated exhibition area.

Each exhibitor must take care of their own set up/dismantling of own exhibition area, and this includes waste disposal.

Buildup & Dismantling

Build up and dismantling is agreed during these times:

Build up:

Sunday 1st of September 2024: 14.00 – 18.00

Dismantling:

Wednesday 4th September: 14:00 – 18:00

Thursday 5th September: 15:30 – 18:00

Contact exhibition manager Rikke Hellung to make arrangements about what day you are planning to dismantle the stand.

Stand builder Holmud

You can bring your own stand equipment or get help with the stand. As a service to you we offer collaboration with Holmud, if you wish to use a stand builder, we can refer to **Holmud**. They have more than 50 years of experience in building exhibitions and are ready to help you with any materials or customization of your stand.

[A well decorated stand gives your company better visibility.](#)

Link: <https://exposhop.holmud.dk/>

You will receive the personal login directly from Holmud ExpoShop. You don't need to use this service if you set-up the stand yourself and bring stand equipment.

The deadline for ordering equipment is **09th August 2024**, three weeks before event start. It is possible to order up to event start, with a late order fee. All orders have a delivering cost.

Examples from the ExpoShop: prices are variable.

[Home / Basic Shell Scheme / 6060 / 2x3 meter shell scheme](#)



6060 / 2x3 meter shell scheme

3.185,00 kr. – 4.565,00 kr. excl. VAT

2x3 meter basic shell scheme.
Constructed in aluminum profiles with inserted white wall plates and a stand height of 2,5 meter.

Available with or without lighting and power supply.
If you choose a stand with lighting, it comes with 2 spotlights and 1 3-socket socket w/ 1kW power supply

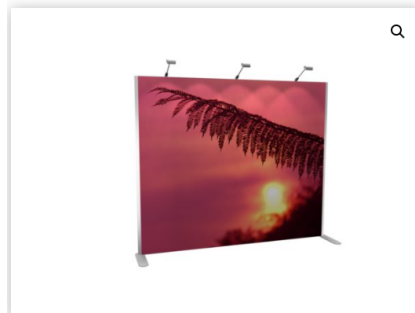
Choose the **stand type** from the drop-down menu with the amount of stand side with wall construction and whether you want lighting.

Standtype 2 sides with wall construction: Front and right side open – With illumination [Clear](#)

Back and left side with wall construction. Right side and front of stand is open. Delivered with power supply and illumination.

4.565,00 kr. excl. VAT

[Home / GraphicWalls / 8103-L / Graphic Wall – 3 meter – with illumination](#)



8103-L / Graphic Wall – 3 meter – with illumination

9.450,00 kr. excl. VAT

Graphic wall – 3 meter wide and 2,5 meter high.

Constructed with graphic frame for textile banner with digital print.

Delivered with 3 spotlights. Requires ordering of basic power supply item No. 3401, if power supply is not included in stand rental.

Print ready file must be forwarded to grafik@holmud.dk no later than 3 weeks before event start. The files must be marked with event, stand No. and company.

Guidelines for print files:
Format: vectorized EPS or PDF
Texts/fonts converted to curves/outlined/vectorised
Colors: CMYK
Files saved as single pages (not 2 or more pages in 1 file)
Resolution: Min. 80 dpi (1:1)
File size: 2930x2480 mm + 5 mm Bleed (WxH)
Additional desktop work will be charged by DKK 995 per hour.

Waste handling

When the exhibition starts, stand and floor areas must be clear of boxes, construction materials and waste.

When Build-up Day finishes at 18.00 on Sunday the 1st of September, all waste must be removed from the stand. All empty boxes and waste must be removed from the area.

Scandic Falkoner offers the storage and disposal of waste for a fee, or we ask you to remove your brought materials yourself. Waste is not allowed to be visibly stored on the stand for the safety of our guests and staff.

There will not be any Scandic staff available during the hours mentioned above.

Food and beverages

Food and beverages to be served from the stand must be agreed with the venue.

You are welcome to bring minor taste samples without charge. The venue will however decide if it is minor taste samples or if we will charge a fee.

Samples must be agreed with Scandic no less than 14 days prior to event. It is only permitted to serve the samples within your own exhibition area. If you need servingdishes etc. from the venue, we shall be happy to give you an offer for this.

Please email meeting.falkoner@scandichotels.com the latest 2 weeks before the event to agree on this.

Safety

For the sake of public safety, changing a stand location is not permitted either on or before the event. This can only be done by written agreement with Scandic Falkoner and the organizer, and any change must only be made after prior approval by the fire authorities.

Stands and material must never block emergency exits, and all exhibitors are obliged to respect the marked markings indicating the location of the stand. Exhibitors are responsible for all equipment on the stand. We recommend removing all valuables if the stand is unmanned. Please note that the hotel is not liable for any charges, theft, or damage to the stand and / or equipment.

Event schedule

Sunday 1st September	Time
Exhibition build-up day	14:00 – 18:00
Early Career symposium: Super Sunday - information & times online	
Welcome reception	18:00 – 21:00 (info online)

Monday 2nd September	Exhibition Day 1
Registration from	7:30 – 18:00
Programme start Plenary	8:30 – 9:30
Sessions and daily programme	8:30 – 19:30

Tuesday 3rd September	Exhibition Day 2
Registration from	07:30 – 18:00
Sessions and daily programme	08:30 – 18:00

Wednesday 4th September	Exhibition Day 3
Registration from	07:30 – 13:00
Sessions and daily programme	08:30 – 13:00
Optional exhibition dismantling	14:00 – 18:00

Thursday 5th September	Exhibition Day 4
Sessions and daily programme	08:30 – 17:30
General Assembly	17:30 – 19.00
Exhibition dismantling	15:30 – 18:00
Conference Dinner	19:00 – 24:00

Friday 6th September	
Session and daily programme	08:30 – 13:30

Social events

	Date	Time
Welcome Reception	1 st September (Sun)	18:00 – 21:00
Conference Dinner (Langelinie Pavilion)	5 th September (Thu)	19:00 – 24:00

More social events are available online and can be booked when registering online.

The ECIS 2024 Conference Dinner is a ticketed event at the historic Langelinie Pavilion overlooking Copenhagen Harbor. Purchase of tickets can be done online together with our [registration](#). Read more about [Conference Dinner & Social Events](#) and details on price, venue, and address.

PROGRAMME & WEBSITE

All programme information, description, logo, and adverts are sent to rh@cap-partner.eu by **01st July 2024**. If not received, we cannot guarantee it will be included.

Please fill out the attached Excel list “**ECIS 2024 Company directory template**”, if not done already.

Logo must be sent as Vector file for web and print.

Advert

See all specifications on the last page. We are not responsible for checking the format.

PRESENTATION AT THE EXHIBITION STAGE

Only relevant for gold & silver sponsors who have presentation time included in their sponsorship.

Instructions

Please send an introduction text with title, speakers, describing your presentation (maximum 100 words) to rh@cap-partner.eu by **02 June 2024**.

EXHIBITOR REGISTRATION

Registration is already open please go to the link below to register all participants as soon as possible. You register by clicking on this link [Registration](#), then go to individual registration and follow the guide. You can also purchase a ticket to the Conference Dinner at the same time.

Registration deadline for exhibitor and sponsor participants is **16th August 2024**.

Complimentary registrations

You are entitled to the following number of registrations:

Sponsorship type	Number of registrations*	Extra registration badges before 16/5
Gold Sponsorship	3	€ 340
Silver Sponsorship	3	€ 340
Exhibitor	2	€ 340

*Registration with access to all areas and sessions.

Information Required

Kindly note:

- Each registration requires a name, e-mail address, institution, and country.
- It is not possible to register or purchase badges that are “no name”.
- Each stand personnel can register themselves using the above instructions.
- It is also possible to register others.
- The badge is personal and cannot be shared with others.

You get your badges when you arrive at the venue on build-up day at the registration desk, and at any time during the following conference days.

Important note:

- A company’s own badge or business card will not be accepted instead of the official conference badge. Individuals who do not have badges will not be admitted into the conference area.

SHIPPING AND DELIVERIES

Direct delivery option to venue.

Shipment before the event

Direct delivery option to venue. Should you have material that you wish to ship to the venue prior to the event, deliveries will be accepted a maximum of 1 day before the exhibition starts: Saturday 31st of August 2024.

Following must be clearly stated on the shipment:

Scandic Falkoner

Att: ECIS 2024 Congress – Rikke Hoppe-Eriksen

Falkoner Alle 9

2000 Frederiksberg

Att.: (NAME OF EXHIBITOR)

Shipment after the event

If an exhibitor lease has any shipment to be picked up from the venue, this is arranged by the exhibitor itself. There are no storage positions.

Make sure to have printed labels and documents for the shipment on each parcel.

- The shipment must be labelled and wrapped correctly.

BRANDING OPPORTUNITIES

To get more visibility you can book further branding of your company, choose from a range of options or contact Rikke Hellung at rh@cap-partner.eu

Promotional materials

Tell your world about the conference. You are free to use the below banners for your event calendar and to share with your network and customers.



IMPORTANT DEADLINES

Deadline	Applies to...
02 June 2024	Exhibition stage presentation sent to Rikke Hellung
01 July 2024	Programme information: <ul style="list-style-type: none">- Adverts- Logos- Company description
09 August 2024	Holmud ExpoShop order deadline
16 August 2024	Exhibitor & Sponsor registration deadline
31 August 2024	Earliest shipment arrival at venue

ADVERT SPECIFICATIONS

Technical specifications

Format: B5, border to border, 170 mm (w) x 240 mm (h)
Print: Offset

Advert

Half page:

170 mm (w) x 120 mm (h) (+ 3 mm bleed, cropmarks)

Requirements

CMYK, High Resolution PDF.

All used font types must be included in the PDF.

TIF or JPG-files included must be **CMYK** and 240-304 PPI at 100% enlargement.

Please observe that logos included in a PDF should be **CMYK** colours (not Pantone).

