

THE EUROPEAN ORTHOPAEDIC RESEARCH SOCIETY

EORS 2024

18-20 September in Aalborg, Denmark



TECHNICAL EXHIBITOR MANUAL

www.eors2024.org

General information

Organisation

European Orthopaedic Research Society (EORS)

www.eors.info

www.eors2024.org

EORS2024 Conference Organiser

CAP Partner

Nordre Fasanvej 113, 2000 Frederiksberg, Denmark

Tel.: +45 7020 0305

E-Mail: eors2024@cap-partner.eu

www.cap-partner.eu

Sponsorship & Exhibition Manager: Mona Ibsgaard at mi@cap-partner.eu

Registration Manager: Line Winces Nielsen at lwn@cap-partner.eu
Conference Manager: Mille Skovbjerg at ms@cap-partner.eu

Dates

The conference dates are from Wednesday 18 September to Friday 20 September.

Workshops are held in the morning of the Wednesday 18 September before the conference begins and only for those who has registered (sold out).

The exhibition build-up is Wednesday 18 September in the morning, see next page for timings.

Conference venue

AAU INNOVATE
Aalborg University
Thomas Manns Vej 25
9220 Aalborg, Denmark
www.innovate.aau.dk



Virtual tour of the venue

https://www.innovate.aau.dk/om/virtuel-rundvisning

AAU INNOVATE facilitates interdisciplinary research, education, and entrepreneurship for researchers, students, and collaborative partners.

The conference venue is easy to reach and located 20 minutes by bus from the central train station and the city centre of Aalborg. The airport of Aalborg is 20 minutes by taxi from the venue.

CME Credits (European Continued Medical Education Credits)

EORS 2024 is expected to receive the EACCME accreditation of the conference and associated CME points/credits.

Ethical MedTech

The conference will be submitted for the EUCOMED Conference Vetting System. www.ethicalmedtech.eu

Event schedule

Event	Date	Exhibition hours Programme hours	
Registration is open	18 September	From 7:00 AM and throughout the conference hours	
Dismantling	20 September	17:00 – 19:00	
Build-up exhibition	18 September	07:00 – 11:30	

Time

Event	Date	Exhibition hours	Programme hours
Workshops	18 September	-	09:00 - 11:30
	18 September	11:30 - 18:00	12:30 - 18:00
Welcome reception	18 September	18:00 – 20:00 (option	al, ticket included in registration)
	19 September	09:45 - 18:00	08:00 - 18:00
	20 September	08:45 – 15:45	08:00 – 17:00

Please note, that you are welcome to leave the conference after the last coffee break on the Friday afternoon - if you can do it silently as some of the sessions are going on in open space. Therefore, dismantling is not possible before the event is over at 17:00.

Link to programme page: https://eors2024.org/programme/

Data

Social events

Welcome reception & Poster walk

Place: at the conference venue Date: Wednesday, 18 September

Time: 18:00-20:00

The reception is included in the registration for everyone, but you must sign up in before.

Evening event

Place: Aalborg Street food Date: Thursday, 19 September

Time: 19:00-23:30

Tickets can be purchased through the registration system and cost 80 Euro / 600 DKK.

Registration of sponsor & exhibition staff

According to the level of your sponsorship or exhibition you have a number of complementary exhibitor badges and sponsor delegate badges included. Please let us know if any doubts on how many persons you are allowed to register complimentary.

If you have any questions regarding your registration, please contact registration manager, Line Winces Nielsen at lwn@cap-partner.com

Registrations must be made through the online system and Firefox or Google Chrome are recommended to use as the registration system works better in these browsers.

To start the registration process, you need to create an account if you don't already have an account. The system will automatically recognize your e-mail address if an account already exists in the system. You can request a password reset if you have forgotten your password. Please do not create a new account using a different e-mail address.

Link to registration page: https://eors2024.org/registration/

During the registration, green buttons will bring you through the end of the steps.

Once you have logged in to the registration system, click the module 'Individual Registration'.

- 1. Registrations can be made either for yourself or for someone else, please choose the relevant button
- 2. From the dropdown menu choose the relevant participant type:
 - a): "Exhibitor (code required)" and enter the code EXH2024AAB and your company name below or
 - b): "Sponsor delegate: free delegate (code required)" and enter the code SPO2024AAB followed by your company name below
- 3. You will now be able to register further participants if needed, or proceed to finalise your registration
- 4. After you have completed the payment step you will see a summary of your registration. To finish the process and confirm the registration click the green 'Finish' registration button
- 5. Completion of the registration process will create an automated e-mail confirmation Please check your SPAM filter if you do not receive it in your regular inbox

Coffee- and lunch breaks are included in all registrations as well as the welcome reception.

Participants with exhibitor badge cannot enter the scientific sessions.

The badge must be visible during the entire conference.

All badges are personal and cannot be shared.

The deadline for registration of all sponsors and exhibitors is Friday, 23 August 2024

Accommodation

The conference organiser, CAP Partner, has negotiated special rates for all EORS2024 participants at Scandic Aalborg Øst (East), Scandic Aalborg City, and Cabinn Hotel Aalborg.

More information can be found here: https://eors2024.org/hotel-and-travel/

Please book your accommodation online via the links provided and enter the applicable discount code. The discounted rates will be available as long as the hotels are available, and we therefore encourage to make your reservations as soon as possible.

Exhibition

Equipment

All sorts of equipment for your stand can easily be ordered through our supplier Compass Fairs, please see separate catalogue attached. Ordering and payment must be made directly with Compass Fairs.

For questions and ordering equipment, please contact:

Bernd Röhling

Mobil: + 45 28 30 67 01 E-mail: <u>br@compassfairs.dk</u> Website: <u>www.compassfairs.dk</u>



If you prefer using your own equipment or supplier, you can also do that.

The deadline for ordering exhibition equipment is Monday, 2 September

Electricity

There will be one power plug (220 V) at each booth. In case you want to buy extra electricity, please order this through Compass Fairs, see separate catalogue.

Wi-Fi

There is free Wi-Fi at the venue.

General instructions

- Operating hights: Maximum building height of the stands is 2,5 meters for all stands
- Floor: The floor at the exhibition area is made of beige granite
- The EORS2024 organiser or the venue will not be responsible whatsoever in relation to any theft, loss or damage that may occur and recommend that exhibitors ensure their booths for their full value

Deliveries & Shipping

As the venue is a university, storage facilities and staff to handle deliveries are limited. Therefore, materials can be shipped to the venue with arrival the day before on Tuesday 17 September and with pick-up no later than Monday 23 September. If you have any questions to this, please contact Mona at mi@cap-partner.eu.

- Please add the name of the conference, date, and exhibitor's name on all stand material
- The venue cannot provide boxes, tape, or plastic to wrap. All exhibitors must bring this themselves

Promotional materials

To help promoting EORS2024 we encourage you to download our web banner and brochure for your event calendar and share it in your network.

You can download the materials from this link: https://eors2024.org/promotional-materials/

Please follow *EORS 2024 Conference – Denmark* and *EORS – European Orthopaedic Research Society* on LinkedIn and help us spread the knowledge of EORS. Kindly use **#EORS2024** and **#EORS.**

We look forward to welcoming you at EORS2024 in Aalborg!!