

4th European Conference on Clinical Research

Clinical Research in Europe: Are you ready
to embrace the changes?

February 26-27, 2018, Vienna, Austria



4TH EUROPEAN CONFERENCE
ON CLINICAL RESEARCH
VIENNA, FEBRUARY 26-27, 2018

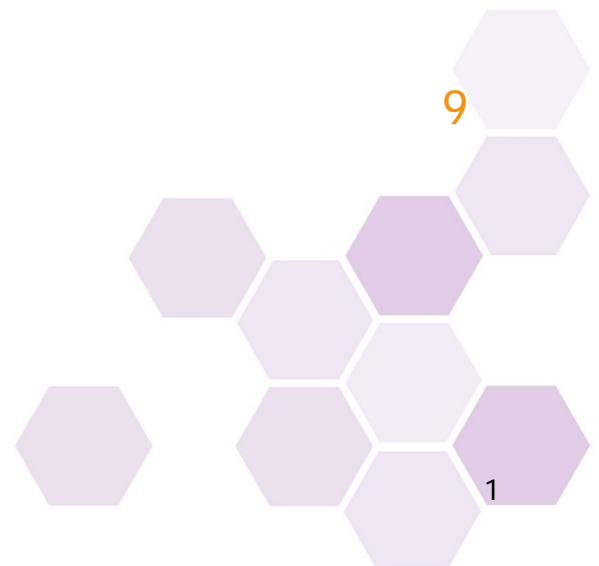


EXHIBITION MANUAL



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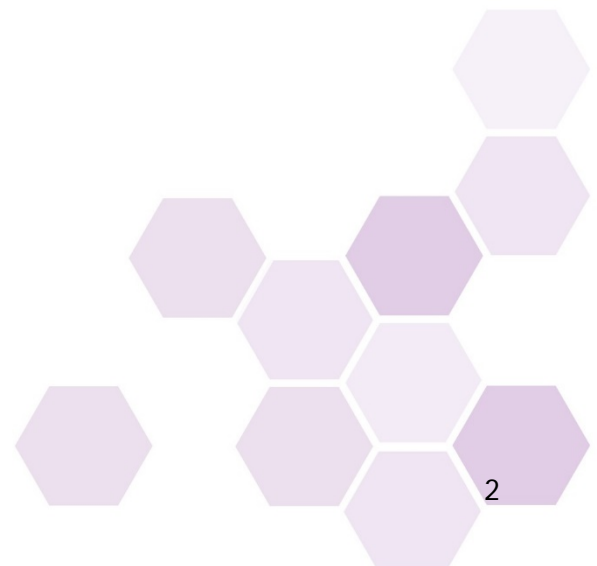
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1. KEY DATES AND TIMES

Event date	26 – 27 February 2018	
Venue	Hotel Austria Trend Savoyen Vienna Rennweg 16 1030 Wien www.austria-trend.at/en/hotels/savoyen	
Exhibition site	Olympia-Mancini Baalsall 3 - groundfloor	
Exhibition set-up	Sunday 25 February 2018	12:00 – 19:00 <i>(shell scheme constructions will be being built)</i>
	Sunday 25 February 2018	19:00 – 22:00
	Monday 26 February 2018	07:00 – 09:00 <i>(exhibitors' own arrangements)</i>
Official Exhibition Opening	Monday 26 February 2018	09:30
Exhibition Opening Hours	Monday 26 February 2018	09:30 – 18:30
	Tuesday 27 February 2018	08:00 – 14:00
Dismantling of stands	Tuesday 27 February 2018	14:00 – 16:00 <i>(light dismantling, no noisy work)</i>
	Tuesday 27 February 2018	16:00 – 21:00



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2. CONTACTS

Conference and Sponsorship Secretariat

C-IN

Prague Congress Centre
5. května 65, 140 21 Prague 4,
Czech Republic
Tel.: +420 261 174 301 or 304
Fax: +420 261 174 307
Website: www.c-in.eu
E-mail: info@eucrof-conference.eu

Sponsorship & Exhibition

Jana Dvořáková

GSM: +420 777 791 252
E-mail: jana.dvorakova@c-in.eu

Organising Committee

Chair of the Organising Committee:

Darina Hrdlickova, Director, Clinical Management, PPD, Member of the Steering Committee, ACRO-Cz
Phone: +420 2 33 32 12 33
E-mail: Darina.Hrdlickova@ppdi.com

Chair of the Program Committee

Michèle Garot, MD, Managing Director CLINCellence
E-mail: michele.garot@clincellence.com

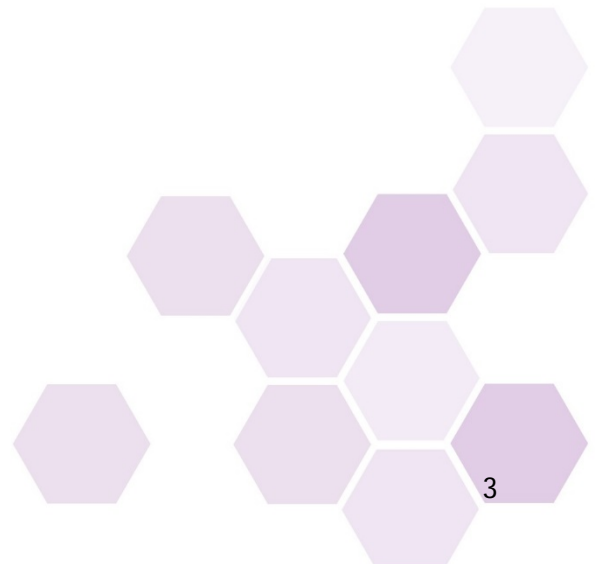
Local Organising Representatives

QPS Austria GmbH Representative for EUCROF

Robert Wronski, Director Clinical Research
Phone: +43 316 258111 212
Fax: +43 316 258111 300
E-mail: robert.wronski@qps.com

Iveta Nováková

Phone: +43 316 258111
E-mail: iveta.novakova@qps.com



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3. GENERAL INFORMATION

About the Venue

Hotel Savoyen Vienna

The 4th European Conference on Clinical Research will be held in the HOTEL SAVOYEN VIENNA*****.

Located in the heart of the embassy district, close to the Belvedere Palace and Botanical Gardens, the hotel is within an easy reach to Vienna's historical sights and just 0,3 km to the nearest train and tram stations. The airport is 17,6 km away.

The hotel offers both the conference spaces and also the hotel accommodation to the participants. For accommodation please kindly go to <http://eucrof-conference.eu/accommodation.htm>

Austria Trend Savoyen Vienna

Rennweg 16

1030 Wien

<https://www.austria-trend.at/en/hotels/savoyen>

How to get there

By Public transportation

- S-Bahn station Rennweg, tramway 71 and 0

From the airport

- by train line S7 goes from the airport directly to the train station "Rennweg" which is right across the street (also the cheapest way how to get from the airport to the hotel).
- by [CAT \(City Airport Train\)](#) to Wien Mitte, then change to line S7 to the station "Rennweg".
- More information from the Vienna Convention Bureau available [here](#).

From Vienna Hauptbahnhof and Westbahnhof

- by train to Rennweg.

Parking

- the public hotel parking garage offers direct access to the hotel with a capacity for up to 150 vehicles for a daily fee of € 18. Reservation on parking space is not possible. Entrance in the Prätoriusgasse.

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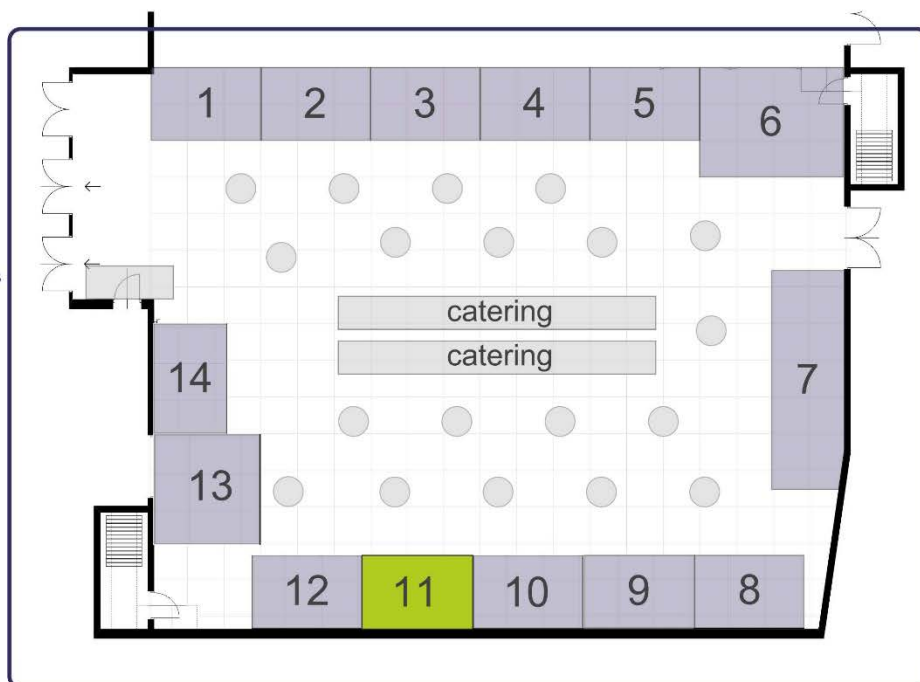
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4. FLOORPLAN

Olympia-Mancini Ballsaal 3

List of Exhibitors

- 1) BVMA
- 2) NIHR Clinical Research Network (CRN)
- 3) Telemedicine Technologies SAS
- 4) CRI - The Clinical Research Institute GmbH
- 5) Mene Health Group
- 6) SanaClis
- 7) BeCRO + Archemin, CSM, ECCRT, Keyrus Biopharma, Lambda Plus
- 8) Pharmaceutical Development Company
- 9) Rephine
- 10) Nubilaria
- 11)
- 12) Elsevier
- 13) Bio Optronics
- 14) MLM Medical Labs GmbH
- 15) Neurofibromatosis Children Austria
- 16) QPS
- 17) CW Research & Management



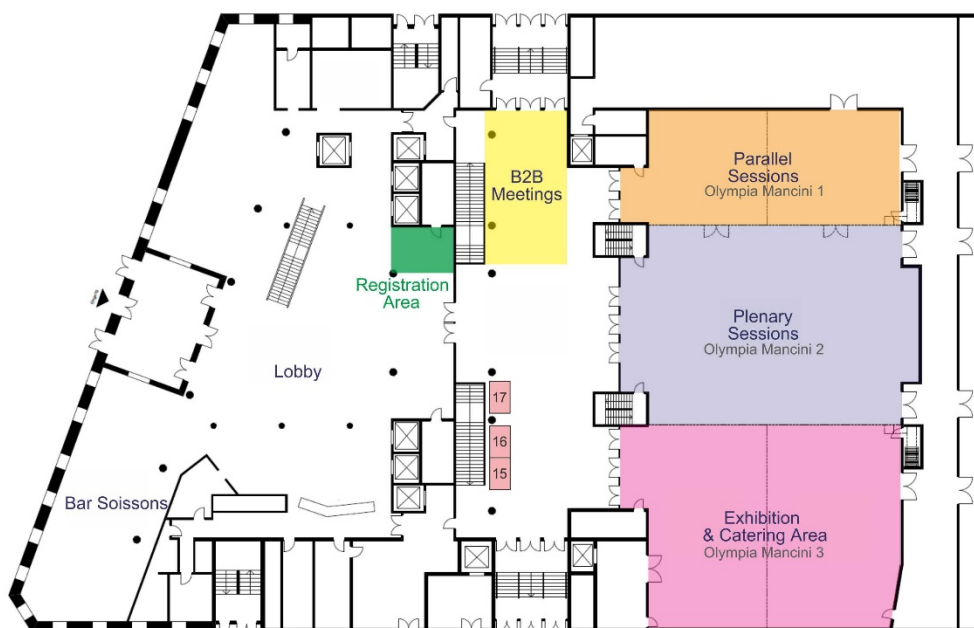
Venue Floorplan

Austria Trend Hotel Savoyen

Ground Floor



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5. PARTNERS' BENEFITS

Exhibitors' Badges

All exhibitors and sponsors can pick up their badges **at the registration desk** as of **Sunday 25 May from 4:00 pm**.

To access the exhibition area, badges are required. Exhibitors are therefore requested to pre-register their booth staff online. Each sponsor and exhibitor receive a certain number of free badges. Additional registrations must be purchased.

A special code must be entered during online registration - please contact the Sponsorship and Exhibition manager for more details.

Only the first name, last name and the company name of the Exhibiting Company will appear on badges. Please note that only **Sponsors' and Regular registrations** allow participants to access **scientific sessions** and to register to **B2B meetings**. The exhibitors' registrations allow participants to access only the exhibition area and include coffee breaks and lunches. The conference dinner tickets have to be paid separately.

Additional exhibitor badges are subject to a **fee of € 200 each** (€180 for EUCROF Members). These extra badges should be registered and paid online prior to the event. For more details, contact the Exhibition manager. Unregistered exhibitors will be asked to register at the onsite registration desk.

Exhibitors' Logos and Profiles in the Final Programme

Each partner and exhibitor will have its **logo and profile** in the printed brochure Final Programme. The **deadline** for sending us your logo in printable format (in curves – ai or cdr format) and your profile is **2nd February 2018**.

The **company profile** should be in the following format:

Company Name:	
Contact Person:	
Telephone:	
Email:	
Website:	

Company description – text of max. 50 words.

(100 words for Silver Partner and 200 words for Gold Partner)

Language: English
Format: MS Word
Send to: jana.dvorakova@c-in.eu
Deadline for submission: **2nd February 2018**

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Partners' Advertisement and Bag Inserts

The main partners have got the benefit of advertisement and bag insert included in their partnership package. Otherwise it has to be ordered. **The deadline for receiving the advertisement in correct and printable is 2nd February 2018.** For the information regarding the exact format of the ad and for sending the ad please contact jana.dvorakova@c-in.eu.

The bag inserts have to be sent to the venue and to be marked properly and have to arrived on site till **24th February 2018** at the latest.

Send to:

Austria Trend Savoyen Vienna

To the attention of: **Nina Böhm**

Rennweg 16

1030 Wien

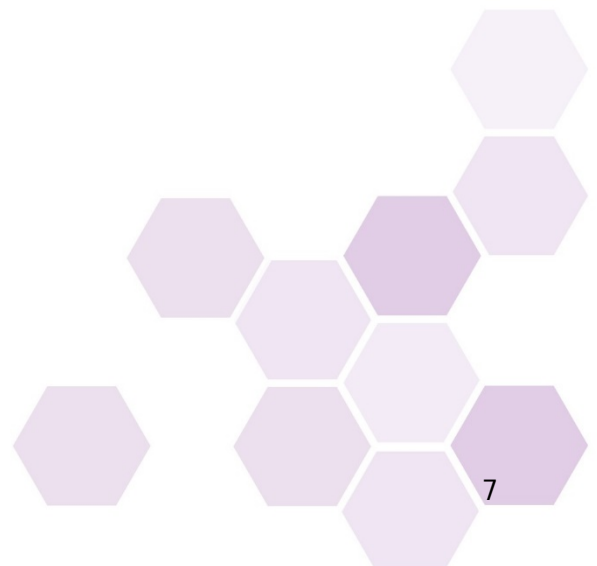
Event Name: **4th European Conference on Clinical Research**

Date of Event: **26 – 27 February 2018**

Company Name:

Description of Items: **BAG INSERT**

Number of Boxes:





6. TECHNICAL REGULATIONS OF THE VENUE

Storage

Please be informed that there is no storage capacity in the venue before 20th February so please make sure that the exhibition and event material will be sent on site to arrive 20th February at the earliest, otherwise it will be sent back, and you will be asked to pay the handling fee.

Shipping instructions

To assist in the smooth delivery of goods to an event or stand, all exhibitor deliveries must be addressed as follows:

Austria Trend Savoyen Vienna

To the attention of: **Nina Böhm**

Rennweg 16

1030 Wien

Event Name: **4th European Conference on Clinical Research**

Date of Event: **26 – 27 February 2018**

Room / Hall Name: **Olympia-Mancini 3**

Stand / Company Name:

Stand Contact Name:

Stand Contact Mobile Number:

Description of Items:

Number of Boxes:

Loading Dock

Large trucks need to contact the Exhibition Manager in advance. The other exhibitors can unload from the back side of the hotel where is a direct entrance to the exhibition area. Please do not hesitate to contact the hotel for the detailed instructions.

The Hotel does not provide trolleys, forklifts and other equipment for the transportation of the stand and stand materials. It is the exhibitor's responsibility to bring any such moving in/out equipment.

Power Connection and WIFI

The standard electricity connection is included in your exhibition space. For a special requirements please send the request to jana.dvorakova@c-in.eu and we will send you the cost for it.

There is a free hotel Wifi available for all participants.





Stand Catering Regulations

The appointed caterer, the Hotel, will have sole rights for the distribution of any article of food or drink for consumption on site.

Only with written approval from the Hotel will exhibitors be allowed to distribute or give away samples and items of food and drink that is not supplied by the appointed caterer.

Cleaning

The basic cleaning of the flooring of each stand is included under exhibition space fees.

Stand Construction Regulations

All temporary structures, including stands, must be structurally stable. Structures deemed unstable must be modified or removed from the exhibition at the exhibitor's expense.

Following final agreement on the floor plans and stand detail, the Hotel reserves the right to:

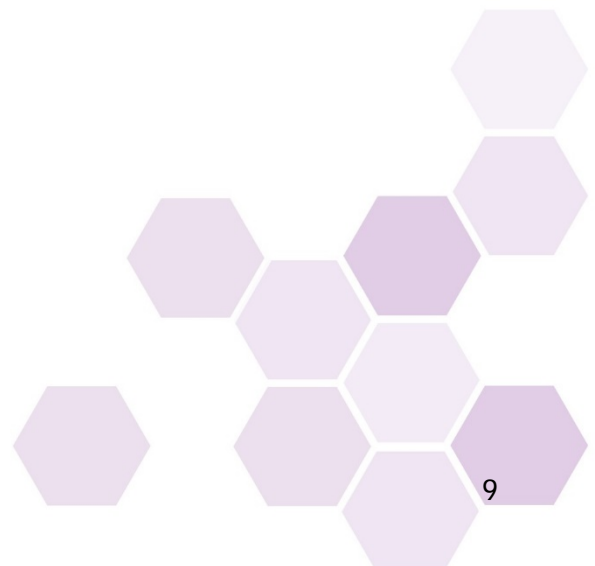
- Request changes to the stand during the set-up process, if the agreed plans have not been adhered to, for reasons of public safety.
- Request changes to the stand construction, once plans have been agreed, in the case that the Hotel deems it necessary, for reasons of public safety and the safety of the stand construction team
- In the case that these changes do not take place, the Hotel reserves the right not to allow the stand to be erected and to be operational.

Security

The Organiser shall take out overall fire and third-party insurance for the exhibition. It is the responsibility of each exhibitor to take out their own additional insurance that they judge necessary.

Neither the organiser nor the venue can be held responsible for any thefts or damage to the personal belongings of the exhibitors during visiting hours or during the installation and dismantling of the stands.

We recommend that the stand is not left without surveillance during the assembly and dismantling of the installations. Any items of value should be locked away.





6. EXHIBITION SERVICES

Services

Your exhibition package includes the booth of following specification:

- ✓ Exhibition space of 2x3m (depends on the package)
- ✓ White panels/silver alloy construction
- ✓ Electricity supply 220V / 3,5 kW incl. 3 sockets
- ✓ Fascia board company name
- ✓ Daily cleaning
- ✓ Carpet
- ✓ 1 round table and 4 chairs
- ✓ Spotlights (1 spotlight per 3 sqm)



For any other extra orders (AV equipment, special furniture etc.) please contact the Event Income Manager jana.dvorakova@c-in.eu

Send us the company name that you would like to appear on the fascia board. If you wish to have your logo there, please order it in extras.

COMPANY NAME FOR FASCIA (please send it to us till 2nd February 2018 to jana.dvorakova@c-in.eu)

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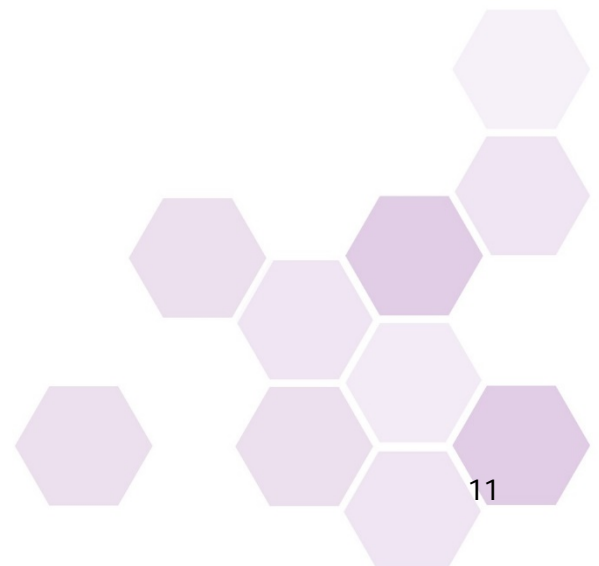


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Carpet Color

Carpet is included in the booth equipment package - please choose the color and send us the code of the color by email to jana.dvorakova@c-in.eu . Exhibitors without the package may order carpet as a separate item.

	1969		1323
	1380		1366
	1370		1963
	1964		1982
	1375		1897
	1360		1961





Furniture list

Find below the list of additional items that may be ordered for your booth. For the prices please contact the exhibition manager jana.dvorakova@c-in.eu






Item	Description	Code	Item	Description	Code
	Showcase: high, 2 glass shelves size: 100x50cm / 250 cm	JK001		Rectangular table black: size: 120x80cm / 73cm	JK007
	Showcase: low, 1 glass shelf size: 100x50cm / 110 cm	JK002		High table black top: size: 60cm diameter / 125cm	JK008
	High lockable counter: sliding-doors size: 100x50cm / 110 cm	JK003		Round table silver: size: 60cm diameter / 73cm	JK009
	Regular lockable counter: sliding-doors size: 100x50cm / 83 cm	JK004		Conference table white/black: size: 55x55cm / 45cm	JK010
	Storage with lockable door: size: 1x1m / 250 cm	JK005		Conference table large white: size: 95x55cm / 45cm	JK011
	Square table black: size: 80x80cm / 73cm	JK006		Lightweight chrome frame chair: black upholstered seat and back	JK012
	Chrome frame chair: black upholstered seat and back	JK013		Literature rack: aluminium/acrylic	JK017

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	Chrome frame bar stool: black leather seat	JK014		Coat rack white:	JK018
	Black sofa: size: 180x88cm / 60cm	JK015		Additional spotlight:	JK019
	Black/White upholstered armchair: size: 80x80cm / 70cm	JK016			

Graphics

Graphics printed on:	Details	Price for the event	Order code
Fascia board - custom print (full color)	visible height 300 mm x length of the fascia	20 EUR	GR001
Counter high - front panel, custom print (full color)	visible height 995 mm x width 972 mm	44 EUR	GR002
Wall - single panel, custom print (full color)	visible height 2380 mm x width 960 mm	102 EUR	GR003
Wall - single panel, single color vinyl	visible height 2380 mm x width 960 mm	40 EUR	GR004

Printed graphic files (PDF) must be sent to the exhibition manager jana.dvorakova@c-in.eu by **2nd February, 2018**.



Audio-Visual Equipment

LCD screen 60"	Full HD - HDMI, USB playback (jpg, avi, mpg4), inbuilt speakers and high screen stand included	Price per day 244 EUR	AV001
LCD screen 50"	Full HD - HDMI, USB playback (jpg, avi, mpg4), inbuilt speakers and high screen stand included	Price per day 133 EUR	AV002
LCD screen 42"	Full HD - HDMI, USB playback (jpg, avi, mpg4), inbuilt speakers and high screen stand included	Price per day 76 EUR	AV003
Notebook HP	Intel Core i3, 1 GB RAM, Win 2007 ENG/CZ, MS Office 2010 ENG/CZ (431)	Price per day 53 EUR	AV004
Notebook Apple	Mac OS X	Price per day 89 EUR	AV005
LCD monitor 19"		Price per day 22 EUR	AV006
LCD monitor 24"		Price per day 31 EUR	AV007

If you have a request for equipment which is not mentioned in the offer, please send your request to exhibition manager at jana.dvorakova@c-in.eu.

All prices mentioned above are VAT exclusive.

Companies registered in EU with valid VAT number will be charged without VAT.

Any furniture or service (hostess, special AV requests, promo materials...) not mentioned in these order forms may be requested from the exhibition manager on an individual basis:

Ms. Jana Dvořáková

GSM: +420 777 791 252

Email: jana.dvorakova@c-in.eu

