



Singapore

International Council of Nurses

20th ANNIVERSARY
1899-2019
19
CONGRESS



ICN Congress
27 June - 1 July 2019
Marina Bay Sands,
Singapore



BEYOND HEALTHCARE TO HEALTH SPONSORSHIP PROSPECTUS

Greetings from the President of the International Council of Nurses

On behalf of the Board of the International Council of Nurses (ICN), thank you for your interest in ICN and our ICN Congress in Singapore, 27 June –1 July 2019. We welcome your participation and support for the Congress and throughout the year as we work together to improve health and support access to quality nursing care for all. Your partnership is a vital ingredient in realizing the main theme of the ICN Congress 2019: “Beyond Healthcare to Health”.

ICN’s Congresses and Conferences are renowned as the largest international forum for nurses. The ICN Congress 2019 will bring together more than 5,000 nurses leaders from across the globe to explore key topics such patient care, leadership and health systems, nursing education and learning, nursing workforce, regulation, information and communication and much, much more.

The over 20 million nurses working worldwide contribute to the health and well-being of society. Considered in public opinion polls worldwide to be the most trusted professionals today, nurses play a crucial role in shaping and delivering health care. Our public credibility means we also have a strong influence and impact on the populations we serve and key responsibilities in strategic planning and policy within international, national, and healthcare systems, services and programmes.

We hope you will find the sponsorship opportunities presented here of interest and I look forward to the opportunity to collaborate with you and your organisation.



Annette Kennedy
President, International Council of Nurses

WHEN

27 June – 1 July 2019

WHERE

Marina Bay Sands
10 Bayfront Ave
Singapore 018956

CONGRESS ORGANISER



International Council of Nurses
3 place Jean Marteau
1201 Geneva
Switzerland

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Email: icn@icn.ch
Web: www.icn.ch
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INDUSTRY CONTACTS



ICN Congress 2019
C/O K.I.T. Group GmbH
Tel: +49 30 24603 243
Email: icn2019-industry@kit-group.org

REGISTRATION, ABSTRACTS, HOUSING

ICN Congress 2019 Secretariat
C/O K.I.T. Group GmbH
Tel: +49 30 24603 313
Email: singapore2019@icn.ch

IN COLLABORATION WITH

Singapore Nurses’ Association
N° 77 Maude Road
Singapore 208353

<http://www.sna.org.sg>
Email: sna@sna.org.sg
Tel: +65 6 392 0770

The International Council of Nurses (ICN) is a federation of more than 130 national nurses' associations (NNAs), representing the more than 20 million nurses worldwide. Founded in 1899, ICN is the world's first and widest reaching international organisation for health professionals. Operated by nurses and leading nurses internationally, ICN works to ensure quality nursing care for all, sound health policies globally, the advancement of nursing knowledge, and the presence worldwide of a respected nursing profession and a competent and satisfied nursing workforce.

ICN's ever-increasing networks and connections to people reinforce the importance of strong linkages with national, regional and international nursing and non-nursing organisations. Building positive relationships internationally helps position ICN, nurses and nursing for now and the future. Our work with the specialised agencies of the United Nations system, particularly with the World Health Organization, the International Labour Organisation and the World Bank, are important for nurses everywhere. In addition, we work closely with a range of international non-governmental organisations.

Learn more about ICN by visiting our website: www.icn.ch

BOARD OF DIRECTORS

Officers

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Lisa Little	Canada
Maria-Eulàlia Juvé	Spain
Roswitha Koch	Switzerland
Ying Wu	China

Founded in July 1957, Singapore Nurses Association's main objective is to work towards recognizing and enhancing the professional contributions of Nurses.

The vision of two British nurses, Miss B. M. Griffin and Miss Edna George to promote the advancement of nursing as a profession resulted in the foundation of the Singapore Trained Nurses' Association (STNA) in July 1957. The first elected Executive Council, headed by its President Miss Lim Kwee Neo, was formally registered with the Registrar of Societies in 1958.

The Association was admitted as a member of International Council of Nurses (ICN) in July 1959. Since 1962, the Association has been honoured to have the First Lady as its Patron.

In just 4 decades, the Association has grown from 100 members to 3,000 members and from a humble beginning in a borrowed office at the School of Nursing in 1957, to its own SNA house at 77 Maude Road. The Association has won the United Nations Association of Singapore Gold Citation Award for the most outstanding civic-minded organization in 1993 and the Silver Citation Award in 1995.

Our Vision: Nursing will be an autonomous and united profession, recognized and valued for its leadership in providing quality care and as a key player in influencing policy and decision.

Our Mission: To raise the profile of nursing in Singapore, facilitate and support the contributions of nurses to improve and enhance the health of the population.

Learn more about SNA by visiting our website: www.sna.org.sg



DID YOU KNOW?

- More than 30 of the world's leading biomedical sciences companies use Singapore as their base for developing innovative medical solutions tailored to Asian markets.
- The pharmaceuticals segment grew 34.3% with higher production of active pharmaceutical ingredients and biological products. In Singapore, a total of 22 private and public hospitals are accredited by the Joint Commission International (JCI), making up one-third of total number of JCI-accredited hospitals in Asia.
- Accredited by the American Nurses Credentialing Centre (ANCC), Singapore General Hospital is placed among the elite top five per cent of hospitals in the world.



Sands Expo® and Convention Centre at Marina Bay Sands is the perfect setting for high-profile conferences. Singapore's newest and largest meeting venue is located in the heart of the Central Business District. Delegates, partners and visitors can attend ICN Congress 2019, and enjoy accommodation options under one roof.

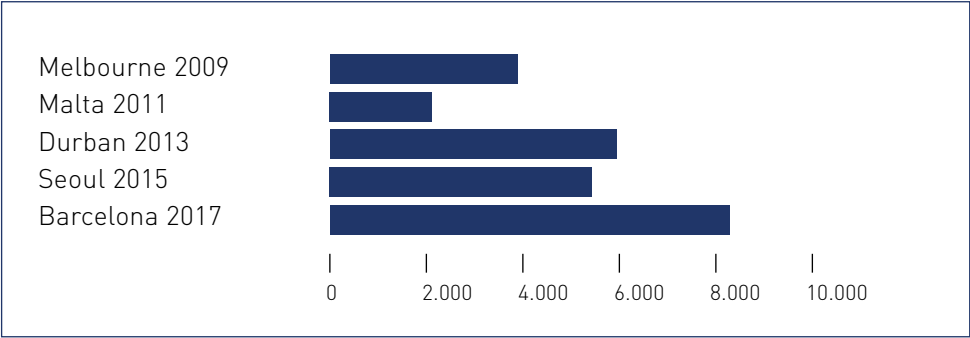
Singapore's many other attractions are all within easy reach, and for many of them within walking distance. **All the hotels are easily accessible via Singapore's safe and reliable public transportation system.** Besides a vibrant dining, arts and entertainment scene, Singapore is home to countless key attractions and a wide range of accommodations to suit any budget.

Marina Bay Sands is only a 20 minute taxi ride from Changi Airport and within walking distance to the heart of Singapore.

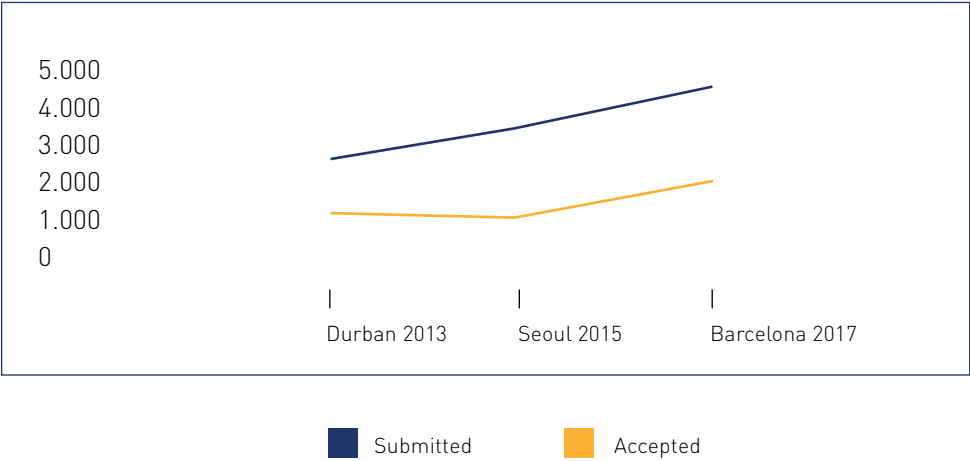


The ICN Congress has proved itself as the global platform to gather and empower the world nurse community. In 10 years, the ICN congress has become the unmissable meeting point for the scientific community, and the industry, to meet, connect, and learn.

Registrations



Abstracts submitted and accepted.



2017 STATISTICS

- Total participants 8'197
- Total abstracts
 - Submitted 4'484
 - Accepted 2'066
- Posters 1'274
- Oral sessions 293
- Publication only 399
- Total exhibitors and sponsors
 - 44 exhibitors
 - 18 symposia, 5 sponsored activities

Industry involvement is one of the key elements in the success of International Council of Nurses Congress 2019. ICN Congress 2019 will bring together more than 5,000 nurses leaders from across the globe to explore nurses' leading role in the transformation of care, with a particular focus on universal health coverage, the Sustainable Development Goals and human resources for health.

Your presence and contributions are key to enhancing the overall value of the Congress. ICN Congress 2019 offers to the industry the opportunity to support and promote the world's nursing profession, leading communities and best practices by being a partner or sponsor with ICN Congress 2019 nursing community while promoting endeavours.

ICN congress 2019 attracts the whole community involved in nursing care: nursing management, leaders, clinical specialists, health services managers, training managers. Their areas of practice cover the full spectrum: emergency services, community care, clinics and hospitals, educational institutions, nursing homes, etc. ICN follows a quality and growing trend. ICN Congresses are an unmissable world meeting point from the health community, and every two years, create a "buzz" around the most important topics in nursing. Plenary sessions, keynotes, workshops, oral and poster sessions will address the cutting-edge science of nursing.

The theme of the 2019 congress "Beyond Healthcare to Health", illustrates ICN's ambition to not only represent nursing worldwide, lead the development of the profession but also influence and impact health policies. We can reach this ambition with the collaboration of the industry.

	Friday 28th June	Saturday 29th June
	Global Health Challenges	Leadership
7:30 - 09:00	Sponsored symposium	Sponsored symposium
09:00 - 09:10	Plenary Introduction	Plenary Introduction
09:10 - 10:00	Plenary Keynote	Plenary Keynote
10:00 - 11:00	Plenary Main	Plenary Main
11:00 - 11:30	Refreshment break	Refreshment break
11:30 - 13:00	Concurrent sessions 8	Concurrent sessions 8
13:00 - 14:30	Lunch + Sponsored symposium & Policy café	Lunch + Sponsored symposium & Policy café
14:30 - 15:30	Plenary Main	Plenary Main
15:30 - 16:00	Refreshment break	Refreshment break
16:00 - 17:30	Concurrent sessions 8	Concurrent sessions 8
17:30 - 19:00	Concurrent sessions plus Partner/ NGO Sponsored symposiums	Concurrent sessions plus Partner/ NGO Sponsored symposiums

Sunday 30th June	Monday 1st July	
Practice and Innovation	Workforce	
Sponsored symposium	Sponsored symposium	7:30 - 09:00
Plenary Introduction	Plenary Introduction	09:00 - 09:10
Plenary Keynote	Plenary Keynote	09:10 - 10:00
Plenary Main	Plenary Main	10:00 - 11:00
Refreshment break	Refreshment break	11:00 - 11:30
Concurrent sessions 8	Concurrent sessions 8	11:30 - 13:00
Lunch + Sponsored symposium & Policy café	Lunch + Sponsored symposium & Policy café	13:00 - 14:30
Plenary Main	Plenary Main	14:30 - 15:30
Refreshment break	Refreshment break	15:30 - 16:00
Concurrent sessions 8	Plenary CEO & closing speaker	16:00 - 17:30
Concurrent sessions plus Partner/ NGO Sponsored symposiums		17:30 - 19:00

PATIENT CARE & NURSING PRACTICE

Direct care
Patient safety
Health promotion and education
Elderly/Older people care
Mental health
Prevention and control of Infectious diseases
NCDs; prevention and management
Disasters and conflicts; preparation and response
Multidisciplinary team working
Rehabilitation

NURSING EDUCATION & LEARNING

Pre and post registration Education
Student and Novice Nurses
Preceptorship
CPD + Lifelong learning
Career development
Faculty
Innovative teaching methods
Team-based learning
Interprofessional Education

DIGITAL HEALTH AND INFORMATION

Electronic health records
Telehealth/Telemedicine
Clinical Information Systems
Virtual healthcare
Mobile health
Clinical terminology
Confidentiality, privacy and cybersecurity
Digital health competencies
Emerging technologies
Data and informatics

NURSING WORKFORCE

Pay and conditions
Working environment and workplace
Safe staffing
Recruitment and Retention
Health and safety
Violence and bullying
Culture and diversity
Image of nursing

LEADERSHIP AND HEALTH SYSTEMS

Clinical and political Leadership
Policy Leadership
Quality Improvement
Models of care
Role expansion and New roles
Community / Primary care
Health systems performance measurement
People centred care
Advanced Practice
Public and Community engagement
Advanced Nursing Practice
Access and coverage
Equality and Ethics
Human Rights
Social determinants of health

REGULATION

Entry to register
Regulating Advanced practice
Standards and Competencies
Code of Ethics
Requirements for Continuing practice
Regulatory models

You will be given a sponsorship category status depending on the total amount of your sponsorship contribution. The total contribution may consist of a symposium, as well as sponsored items such as exhibition space, advertisement, sponsoring items. You will benefit from outstanding advantages linked to your Sponsorship Category.

Status will be allocated as follows:

Category	Proposal 2019	Deadline for status application
Platinum Sponsor	60,000 EUR	31 January 2019
Gold Sponsor	40,000 EUR	31 January 2019
Silver Sponsor	25,000 EUR	28 February 2019
Supporters	No minimum amount. See the list of potential items on the following pages.	

Please note: Until the deadline, priority is given depending on sponsorship category and on a "first-come, first served" basis, within the category. After the deadline, priority can be provided on availability only. For exhibition space assignment all sponsors will be treated with priority.

Note: All prices are net prices and will be subject to applicable taxes.

BENEFIT	PLATINUM	GOLD	SILVER	Supporting
Value	60,000 EUR	40,000 EUR	25,000 EUR	Cf. items to be selected on the following pages.
Application Deadline	31 Jan 2019	31 Jan. 2019	28 Feb. 2019	
Priority choice: date/slot for company symposium	1st	2nd	3rd	
Priority choice: exhibition space	1st	2nd	3rd	
Priority choice: exclusive sponsorship items	1st	2nd	3rd	
Company symposium posters to be displayed on-site	5	3	2	
Congress bag insert	✓	✓	✓	
Sponsor's logo with link to your website on congress website	✓	✓	✓	
Web link from your website to congress website	✓	✓	✓	✓
Pre/Post Congress E-Mail blast to registered delegates who have given their consent to be contacted in accordance with the GDPR	✓	✓		
Visibility On-Site: Acknowledgement of the Sponsor during the Opening Ceremony	✓	✓	✓	
Visibility On-Site: Sponsor's logo on sponsors acknowledgement boards in the venue	✓	✓	✓	
Visibility On-Site: Logo projection in the plenary rooms during breaks	✓	✓	✓	
Sponsor's logo in the ICN Congress Guide	✓	✓	✓	
Sponsor's profile in the ICN Congress Guide	150 words	100 words	50 words	
Additional Delegate registrations offered	10	5	2	
VIP Invitations to Congress special events	✓	✓	✓	

Organising a company symposium is a great opportunity to set your topic within the Congress, engage with delegates, and link existing sessions to your company name.

MORNING Symposium 7:30 – 09:00 28 June, 29 June, 30 June, 1st July	LUNCH Symposium 13:00 – 14:30 28 June, 29 June, 30 June, 1st July	EVENING Symposium 17:30 – 19:00 28 June, 29 June, 30 June
Room from 268 to 520 seats – Theatre style	Room from 268 to 520 seats – Theatre style	Room capacity upon request reserved for NGOs
12,000 EUR	20,000 EUR	5,000 EUR

Room from 780 to 978 seats – Theatre style	Room from 780 to 978 seats – Theatre style
15,000 EUR	25,000 EUR

Allocation of slots and rooms
Allocations will start after the deadline for Silver sponsorship application (28 February 2019).

Symposium programme
The Symposium programme must be submitted to the ICN Congress 2019 Secretariat for approval. Once the programme of a symposium is approved, it cannot be modified (except with approval from the Congress secretariat). The organisers reserve the right to change the date and time of the symposium.

Registration & speakers' travel arrangements
All speakers, as well as all participants and invited guests must be registered as active participants. The sponsor is also responsible for paying the registration fee and travel arrangements of invited speakers and chairpersons who have specifically been invited to participate in the sponsor's Symposium.

Coffee breaks, seating areas, Wi-Fi and Internet Area will all be located within the exhibition area, ensuring a high visibility to ICN exhibitors, products and services. Additionally, two “Policy cafés” will be set up within the exhibition area. These events will consist of two lecture booths, café style, and will enhance the attractiveness and flow of delegates within the exhibition. Last but not least, ICN will celebrate its 120th anniversary with a special event in the exhibition.

The exhibition space will provide a unique opportunity to present your products, undertake research and promote services to researchers from all over the world. The ICN 2019 exhibition floor is located in the heart of the venue and good booth traffic can be expected.

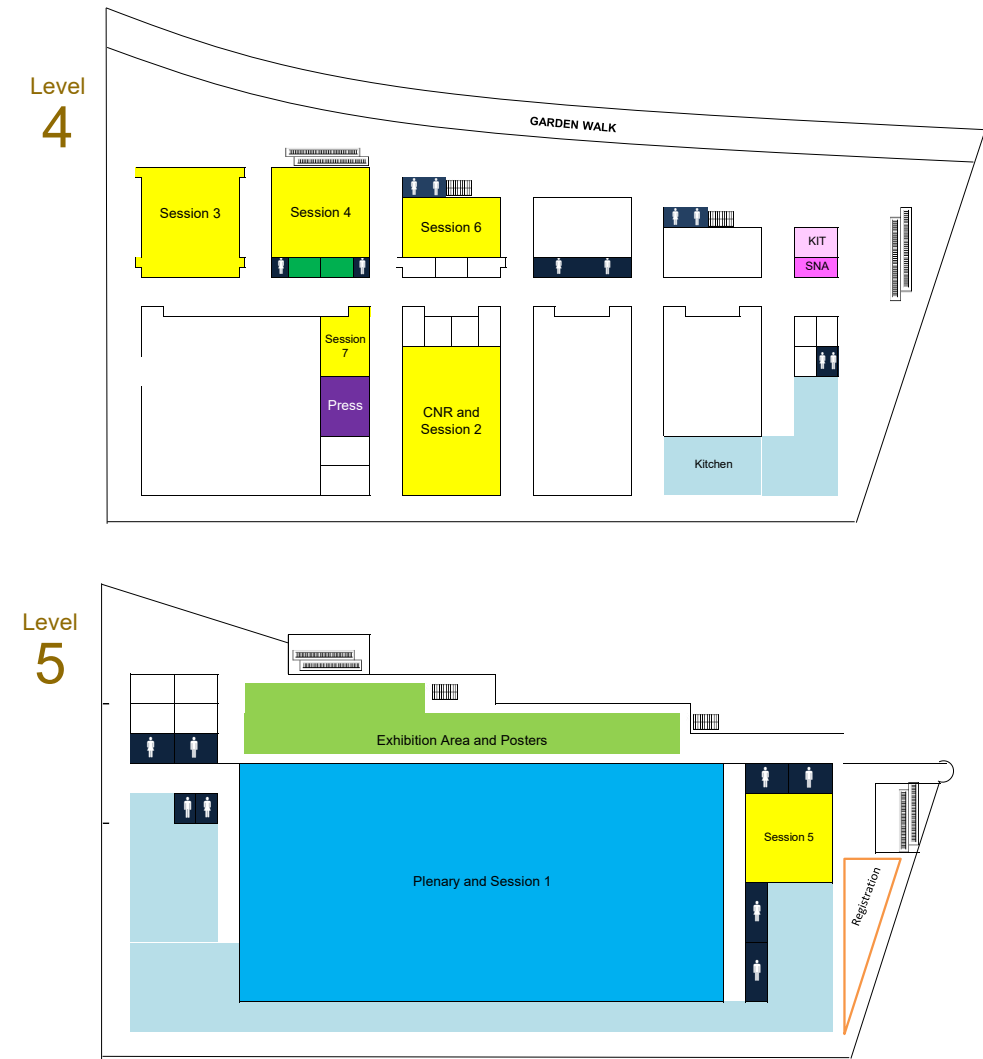
	Early bird rate Until 31 January 2019	Standard rate From 1 February 2019
Industry booths	450 EUR per sqm	525 EUR per sqm
NGOs	405 EUR per sqm	472 EUR per sqm

Meeting Facilities

Hospitality Suites and Meeting Rooms are subject to availability and on request. Sponsors organising an event for 25 or more participants, before, during or after the ICN Congress 2019, must first seek approval from the ICN 2019 Congress Secretariat. The Sponsor may request to hold an event, however, the event must not occur parallel to the official Congress Programme.

Hospitality Suites - Prices and availability upon request.

Meeting Rooms - Prices and availability upon request.



Notes

- Minimum booth area: 9 sqm
- The rental fee includes a shell scheme package. For space booked from 36 sqm and more, exhibitors are free to use their own material and the booth construction crew. In this case, plan should be submitted to the ICN Congress 2019 Secretariat before 31 May 2019.
- Each exhibitor will receive 1 congress bag including ICN Congress Guide (1 per booth)

The shell scheme package includes:

- Standard shell scheme with fascia name card
- 2 spotlights
- 1 table and 2 chairs
- Free exhibitor badges as outlined

Exhibitors may add additional items to the shell scheme package but cannot choose single items from the shell scheme package. All booth configurations need to be discussed with the ICN Congress 2019 Secretariat and materials booked through the Exhibition and Sponsorship Ordering System (ESOS®).

All exhibitors will be published with the company name in the congress publications and on the congress website. Booth assignment exhibition space and sponsorship items will be assigned based on the ranking order within the respective sponsorship levels, according to the date of the booking made in ESOS®.

Exhibitor Registration - Badges

Free exhibitor badges are provided to Exhibitors based on the number of square meters purchased:

- 9 sqm = 2 badges
- 10 – 18 sqm = 4 badges
- 19 – 30 sqm = 6 badges
- 31 sqm and more = 8 badges

All additional exhibitor badges will cost 90 EUR each.

The exhibitor badge entitles:

- Full access to the exhibition area and to your company's own sponsored sessions but not the general scientific programme
- Access to the opening ceremony and welcome reception
- Coffee & tea during coffee breaks

Detailed information will be given with the technical manual for sponsors and exhibitors.

NEW | Symposium or Booth Media Package

In addition to your booked company symposium, or exhibition space, we offer a specific media package in order to help you to boost the flows of attendants and visitors, and consisting of:

- 1 push notification from the Congress App
- Day and schedule to be decided with ICN Congress 2019 Secretariat, on the basis "first arrived first served"

Price: 2,700 EUR

NEW | Networking Area

Conferences are about content, community and networking. The "Singapore Plaza" will provide a space for attendees to meet, catch up with friends and colleagues. In the exhibition area, we will arrange the "Singapore Plaza" with stools for participants to sit and meet. The carpet in "Singapore Plaza" will be in your company colour and a sponsor's roll-up will be placed here. Receive the full recognition of the participants by sponsoring this networking area exclusively.

- Carpet in company colour
- 30 cardboard stools branded with company name or logo
- 3 roll-ups will be produced by the sponsor

The Sponsor is responsible for design and production, including associated costs.

Price: 6,500 EUR

All prices and amounts have been calculated on the basis of 5,000 expected participants unless otherwise stated. If these numbers should rise, then higher costs or a higher number of pieces will be necessary from the Sponsor. Delivery information for items that must be provided by the Sponsor will be provided by the ICN 2019 Congress Secretariat in due time.

All the sponsors will be acknowledged in the official ICN 2019 Congress Guide.

Poster Zone and Poster Boards

With over 1,000 posters during the event and strategically located, the delegates are sure to explore the poster area. This is an ideal opportunity to share with delegates and give visibility to your brand.

Corporate logo on poster board signs

Price: 10,000 EUR

Notepads & Pens

Number of pieces: 5,000

Price for pens: 10,000 EUR (+ production costs)

Price for notepads 10,000 EUR (+ production cost)

Price for both 17,000 EUR (+ production cost) (15% saved!!)

Sponsor's logo on the notepads and pens. Notepads and pens will be included in every congress bag. Design must be submitted to the ICN 2019 Congress Secretariat for approval. All material must be provided and delivered directly by the Sponsor. Delivery details will be provided at a later date.

Congress Bags

Number of pieces: 5,000

All participants will receive a congress bag. The bag can feature your company's name and logo (in addition to the congress logo and title and not larger). Design must be submitted to the ICN 2019 Congress Secretariat for approval. Production and delivery to the congress centre is to be arranged by the sponsor.

Price: 50,000 EUR (+ production costs)

NEW | Participant Badge Lanyards

Number of pieces: 5,200

Lanyards will be produced by the organisers.

Price: 20,000 EUR

NEW | Abstract on Flash Drive

Number of pieces: 5,000

Your logo on the abstract flash drive.

The device will include all accepted abstracts for the ICN Congress 2019 which will be used by participants and their peers as a long-term reference. The device can be collected at your Exhibition Booth, providing you with extra visitor flow. A voucher with your company name will be provided by the ICN 2019 Congress Secretariat to each delegate. Abstract USB-Sticks will be produced by the organisers.

Price: 20,000 EUR

Congress App

The Congress App is an interactive version of the ICN Congress Guide and so much more, giving the participant related information of the ICN Congress 2019 at the tip of their finger. The sponsorship will include:

- Logo on splash screen
- Exclusive logo on the exhibitors list
- Banner at the bottom of the exhibitors list
- Fullscreen banner before maps opens in the app
- Email to all pre-registered delegates when app is online with sponsor's logo
- Congress programme
- Personal congress planner
- List of Exhibitors
- Social media (Facebook/Twitter)

Price: 27,000 EUR for exclusive Sponsorship. Multi-Sponsorship upon request

Wifi & Internet Area in Exhibition

The Internet area for delegates will be located in the exhibition area and includes PCs (number tbc) and a printer

- Sponsor's logo will appear on the signage & terminal
- Sponsor's logo may be used as a screen saver and desktop design
- Sponsor may provide mouse pads

Additionally, free wireless access to the internet will be available throughout the congress centre

- Sponsor's website will be the default homepage
- Email blast on first day of Congress

Price: 10,000 EUR

CONGRESS MATERIALS

Charging Stations

Extend the visibility of your brand or product across the exhibition hall and at the same time help participants stay connected, plugged in and charged up throughout the entire Congress. ICN will feature 2 charging stations in the exhibition hall which can be completely branded.

Price: 7,500 EUR

Congress Bag Inserts

Number of pieces: 5,000

Insert a leaflet, invitation to your Session/Exhibition Booth or information brochure into all congress bags. Layout must be submitted to the congress secretariat for approval. Material must be provided and delivered directly by the sponsor. Delivery details will be provided at a later stage.

Price: 4,000 EUR

ICN Congress Guide

The ICN Congress Guide will be the comprehensive guide to the congress for all participants.

Outside back cover: 11,500 EUR

Inside front cover: 9,500 EUR

Inside back cover: 7,500 EUR

Inside page: 5,500 EUR

Volunteer T-Shirts

All front-line volunteer staff at the congress will wear specially designed and easily recognisable shirts with the Congress logo. The sponsor must provide the logo. Company logo to be printed on the sleeve.

Price: 6,500 EUR

EXHIBITION AND SPONSORSHIP ORDERING SYSTEM (ESOS®)

The Exhibition and Sponsorship Ordering System (ESOS®) is an online system whereby companies can book exhibition space and sponsorship items. It will also be possible to purchase services and items for exhibition space, satellite symposia or hospitality suites / meeting rooms, including furniture, technical equipment, decorations, installations, hostesses and cleaning. The Exhibition and Sponsorship Prospectus, with all details on exhibition space and sponsorship opportunities and the Terms & Conditions, is available as a PDF under "Downloads" in your ESOS® account.

How to use ESOS®

Please find below instructions on how to book exhibition space and sponsorship items through ESOS®.

Access to ESOS® and Sign Up

- Upon request, the web link to ESOS® will be sent via e-mail from the Conference Secretariat.
- Please sign up for an account to access ESOS®.
- Here you must fill out company data, invoice data and assign yourself a username and password.

Please make sure that the invoice address is correct, as this will appear on all invoices and cannot be changed after an invoice has been issued.

How to book Exhibition Space

- Login to your ESOS® account.
- Click on "Exhibition Space" on the menu bar.
- Click on "New Exhibition Space Request" and fill out the fields required. Click "Next". Please note that the Terms and Conditions stated in the Exhibition & Sponsorship Prospectus must be accepted before confirming your booking.
- The next page will lead you to a Request Overview. Please check all details before clicking "Request Space".

Please note that your space request is binding.

ESOS® Support

For questions and support, please contact:
Exhibition & Sponsorship Management / ESOS®
Email: icn2019-industry@kit-group.org

How to book Sponsorship Items

- Login to your ESOS® account.
- Click on "Sponsorship items" on the menu bar.
- Select the sponsorship level that you intend to be or select "no sponsorship level yet" to access the sponsorship items list.
- Click "continue".
- Select the category from which you would like to book items.
- Click on the item you wish to book and add it to your Sponsorship items list.

If you wish to select more sponsorship items, please click "Request further items" which leads you back to the main categories.

All selected items will appear on the right side overview "Selected Sponsorship items". There you will see a summary of your Selected Sponsorship items and Exhibition Space (if requested) and the subtotal of all items. The listed sponsorship levels show you which category you have reached.

- Click "Edit Selected Sponsorship Items" to make any changes to your items.

or

- Click on "Proceed to Confirm Order".

Please note that the Terms & Conditions stated in the Exhibition & Sponsorship Prospectus must be accepted before confirming your booking.

- Please check the details of your order and click on "Order Selected Sponsorship items".

The summary page "Ordered items" will show you the status of the Sponsorship items ordered. This page can be printed for your records.

Confirmation and Invoicing

The organisers will confirm the booking and issue an invoice after your order has been placed.

The invoice can be downloaded as PDF in ESOS® under "invoices" on the menu bar.

You will be informed via email when the invoice is available. Please note that the invoice will not be automatically sent to you.

§ 1

Validity of the Terms & Conditions

All services provided by the organisers will solely be carried out in discretion of these Terms & Conditions. The Terms & Conditions therefore also apply to future bookings within the Congress; even though they have not explicitly been named again. At the latest, the contractor confirms and accepts these Terms & Conditions upon the rendering of services by the organisers. Contractor's acknowledgements referring to his/her own terms and conditions are hereby rejected and will not be recognized.

Definitions

- In these Terms & Conditions the term 'contractor' shall mean any company, partnership, firm, organization or individual to whom sponsorship options have been allocated for the purpose of any of the following; exhibiting, advertising and/or sponsorship, and shall include their employees, suppliers and agents.
- An 'exhibitor' is a contractor that opts for the purchase of exhibition floor space only.
- A 'sponsor' is considered a contractor that opts for at least one additional sponsorship option besides the purchase of exhibition floor space, although the purchase of exhibition floor space is not a condition to become a sponsor.
- The term 'Congress' or 'congress' shall mean any Congress, exhibition or event run by K.I.T. Group GmbH Association & Congress Management, hereafter referred to as K.I.T. Group, and in particular shall mean the event detailed in the Sponsorship Manual or the Exhibition and Sponsorship Ordering System (ESOS®), hereafter referred to as ESOS®.
- The term 'organisers' shall mean K.I.T. Group and its employees.
- The term 'Congress venue' shall refer to any exhibition hall, Congress facility, hotel or other such building, and in particular shall mean the Congress venue listed in the sponsorship manual and anywhere within the precincts of such location under the control of the organisers for the purposes and duration of the Congress.
- Exhibition and Sponsorship Ordering System (ESOS®) is an online ordering system that brings together exhibitors, sponsors, vendors and Congress organisers to one platform.
- The term 'Exhibition & Sponsorship Manual' or 'Sponsorship Manual' or 'Sponsorship Prospectus' shall mean the document announcing all sponsorship opportunities offered within the frame of the Congress.
- The term 'exhibition manual' shall mean the document which includes all detailed information pertaining to the realization of the exhibition (i.e. dates, onsite regulations, material order forms etc.)

§ 2

Booking Application

1. Application Process

Application through ESOS only

2. Confirmation of Booking

- The organisers are to reconfirm the booking and issue an invoice/confirmation within six (6) weeks after the application has been received. The organisers will endeavor to match the contractor's request wherever possible, however, cannot guarantee that the contractor's selected options will be met.
- Should the confirmation differ from the contractor's request, the contractor will be notified by the organisers with any needed changes. At that point the contractor has ten (10) working days to object, except for the exhibition space location (see §4.4). If no such objection is registered within the allotted time, the booking is considered confirmed with the changes.
- The organisers are empowered with the right to accept or reject any application.

§ 3

General Principles

- The organisers may from time to time add to or vary the foregoing rules and regulations and do anything at their sole discretion they deem desirable for the proper conduct of the Congress, provided that such amendments or additions do not operate to diminish the rights reserved to the contractor under this booking and shall not operate to increase the liabilities of the organisers.
- In the event of disagreement regarding behavior, construction, procedures, contents etc. the matters should be handled in mutual agreement between the organizer and the contractor.
- The organisers retain the right to change the Congress venue without prior notification including if they deem it to be in the interest of the Congress, or for reasons beyond their control.
- The contractor should refer to the organizers to ensure they are in compliance with all local laws and regulations enforced by the city of the event, the Congress venue, and suppliers.
- Contractors showcasing pharmaceutical (or pharma-dependent) products are advised to consult the advice of the Codes of Practice for the Promotion of Medicines presented by The European Federation of Pharmaceutical Industries & Associations and International (International Federation of Pharmaceutical Manufacturers Associations) bodies. Each of these codes is available online.
- In all cases, contractors are responsible for ensuring that their promotion during the Congress is legally and ethically acceptable in the country of performance.
- The organisers reserve the sole right to decide who will be admitted and to which areas and at what times. The organisers have the full authority to deny admittance to or expel any person from the Congress venue.
- The organisers reserve the right to alter or change the assigned room(s), spaces, and time slots upon the mutual agreement between the organizer and contractor.

i. As far as scientific issues and contents are concerned, the contractor is bound to the decisions of the organisers when alterations, omissions or cancellations of lectures, presentations, etc. may be necessary.

j. Sponsors who choose to finance a speaker's travel/accommodation costs or an official Congress session have no influence regarding the organization and/or content of the session or the presentation.

k. The contractor acknowledges that the organizers have the right to use recordings of any kind which have been produced within the framework of the Congress for their own advertising purposes, only upon the prior agreement of the contractor.

l. The contractor understands and acknowledges that any expenses incurred by the contractor in connection with the Congress are the sole responsibility of the contractor, even in the event of cancellation by either party.

m. If the contractor fails to comply in any substantial respect with the Terms and Conditions, the organisers shall have the right to exclude the contractor and to sell its exhibition space/sponsorship options. The contractor however will be liable for any loss suffered by the organizers thereby, and all monies paid by the contractor shall be absolutely forfeited to the organisers.

n. The use of the organisers' name (in full or as abbreviation) as well as its logos is strictly forbidden in publicity, advertising, sign, product, printed matter, film, video, other media, etc. without the explicit permission, in writing, of the organisers. The only exception is that contractors may refer to the meeting as with its official complete name as it is published in the official Congress publications. The contractor may use a text internet link to the Congress website from their own company website, or submit to K.I.T. Group for permission to use the Congress logo.

o. It is prohibited to use the official Congress logo for any signage/publications/websites, in which layout is similar in kind to the ones from the official publications of the Congress. For all other publications that the contractor uses the official Congress logo for or when in doubt, the organisers' approval must be obtained.

p. Additionally, the organisers must be named as the official organisers of the Congress; however, the contractor is the organizer of their own satellite symposium.

q. Smoking is not permitted in the Congress venue or any other area under control of the organisers.

r. Children and animals are not permitted at the Congress without specific acceptance by the organisers in writing.

s. The contractor undertakes not to disclose to any third party, other than to its professional advisers or as required by law or as agreed by the organisers, any confidential information relating to the business or affairs of the organisers.

t. Both the contractor and the organisers shall ensure the general protection of personal data which is defined by the data protection rules and regulations of the country in which the Congress venue is located. In particular, the contractor undertakes that any data provided by the organisers or generated in connection with the Congress will only be used for the specific purposes outlined and that it will obtain similar undertakings in regard to any such data passed to sub-contractors.

u. The taking of pictures, other than by the official organisers' photographer, is expressly prohibited during construction, dis-

mantling, and non-exhibition hours; cameras will not be allowed on the exhibition floor during these times. Only the contractor may grant permission to have their stand photographed or an audio presentation taped and this must only take place during exhibition hours. Each contractor may prevent those considered as competitors from gaining access to or photographing their stands. No contractor shall deny any reasonable request for permission to photograph their booth from outside the boundaries of the booth.

§ 4

Services

1. Sponsorship

- Priority is given in the following order to level sponsors: Platinum, Gold, Silver. Priority amongst sponsors within the same level will depend on the order of receipt of application and appropriate payment. Priority for level sponsors is applicable for the following: satellite symposium slots, exhibition booth allocation, block hotel booking, advertisements, and exclusive sponsorship options.
- The organisers will project all sponsors' logos in the plenary room during official breaks. Sponsors' logos will be published in all Congress publications and on the official Congress website, after the down payment has been received.
- Through the sponsorship participation the contractor is partially supporting the financing of the Congress. In return, the contractor will receive the opportunity to present their endeavors, products and findings within the scope of the Congress.
- Additional benefits will be allocated to level sponsors as listed in the table for additional benefits in the sponsorship manual.

2. Satellite Symposia

- Satellite symposia slots will be allocated in regards to the sponsorship levels as noted above. Satellite symposia are organized by the contractor in consultation with the organisers. In principle all satellite symposia are concurrent, except if specified as exclusive in the sponsorship manual.
- The contractor will be financially responsible for the invitation and travel arrangements of invited speakers and chairpersons that have specifically been invited to participate in contractor's Satellite symposium – even though they might also be invited by the organisers.
- The technical equipment as noted in the sponsorship manual or on ESOS® will be provided by the organisers for the satellite symposia.
- The contractor may publish its own satellite symposium program, abstracts, and proceedings.
- The contractor agrees to provide the organisers with the proposed program of the satellite symposium, including proposed speakers, topics, and titles, no later than noted in the sponsorship manual or on ESOS®. The goal is to ensure that the program is based on accurate science and that an overlap of topics among all satellite symposia is prevented. Once the program for the satellite symposium is approved, it cannot be modified, except upon written agreement bet-

ween the contractor and the organisers.

f. The organisers are to publish the satellite symposium program in the Congress final program and on the Congress website.

g. Accessibility for set-up and clearance of satellite symposia will be defined in the sponsorship manual. Decorations or other advertising items, which have been brought in by the contractor or its acting agents must also be removed by this time. If the contractor fails to vacate the room in due time after the close of the symposium, the organisers are entitled to remove and store or dispose of the items at the contractor's expense.

h. Food and beverages are not permitted in the satellite symposium rooms unless permission of the organizer is granted. Catering must take place outside of the room and the sponsor will be responsible for ensuring that food and beverage are not taken into the satellite symposium room. Any catering event, including time and location, must be approved by the organisers prior to the Congress. Catering events cannot be held during official Congress sessions.

i. The contractor assumes full responsibility for promoting their satellite symposium in an appropriate manner.

j. The contractor may display a certain number of posters (see additional benefits table in the sponsorship manual) in the Congress venue on the day of the satellite symposium only. Exceptions are stated in the sponsorship manual. Poster format and design must be submitted to the organisers for approval before production.

The contractor is responsible for delivering the satellite symposium poster(s) to the organisers on the day the poster(s) shall be displayed. Placement in the Congress venue in suitable locations allowing full visibility must be agreed upon between the contractor and the organisers. The poster(s) cannot be attached to any wall, door or similar in the Congress venue. It is the contractor's responsibility to order easels or such to set-up their posters.

k. Flyers as well as satellite symposia invitations may only be distributed at the exhibition booth and in front of the satellite symposium room shortly before the start of the contractor's satellite symposium.

l. The display of posters in the official Congress hotels except in the hotel where the contractor has allocated their own participants through K.I.T. Group is prohibited.

3. Advertisements in Official Congress Publications

For advertisements in announcements, final program, and/or abstract book, a high resolution file (at least 300 dpi, or eps format) containing the advertisement for printing in the respective publication must be submitted to the organisers no later than noted in the sponsorship manual or on ESOS®. The advertisement is subject to the organisers' approval before printing. At least two weeks are allocated for the approval process.

4. Exhibition Space

a. Exhibition space will be confirmed in writing after the receipt of payment.

b. Exhibition space will be assigned by the organisers on a 'first-come, first-served' basis within the respective sponsors-

hip levels, according to the date of the exhibition space booking and the date of the receipt of the payment. Special wishes regarding placement of the exhibition space will be given all possible consideration but placement demands as a condition of participation on the part of the exhibitor cannot be recognized.

c. Any changes in the duration and/or location of the exhibition do not entitle the exhibitor to cancel the agreement or request a refund of rates or to put forward a claim to damages incurred thereby.

d. Exhibitors desiring to share their contracted exhibition space with another company will face a surcharge and such an agreement is subject to approval by the organizer.

e. The exhibitors will be informed of the location of their exhibition space when the exhibition floor plan is sent out as noted in the sponsorship manual or on ESOS®. The exhibition floor plan includes the most detailed information in regards to the exhibitor's exhibition floor space. It is the exhibitor's responsibility to verify such information before set-up.

f. While every effort is made to preserve the published floor plan of the exhibition, the organisers shall be entitled to vary the general layout at any time to ensure a harmonious construction of the exhibition. The organisers are obliged to consult the exhibitor prior to implementing a change and make every effort to reach a satisfactory solution for both parties, whereby the exhibitor is not entitled to any refunds or claims against the organisers regarding any changes in the general layout. The organisers determine the external design of the exhibition as well as of the exhibition space. Therefore, applications can be refused if the booth layout fails to fit in with the exhibition as a whole.

g. If due to any unforeseen circumstances it is found necessary to close the exhibition or the whole event on any day(s) or to vary the opening hours of the exhibition, the organisers reserve the right to do so, at their sole discretion without any liability to the organisers.

h. Exhibitors' names will be listed in all Congress publications as well as on the official Congress website.

i. Flyers may be distributed at the exhibition booth only.

5. Booth Set-up

a. There are three different types of booth possibilities: in-line, peninsula and island. More information is made available about the specific types and applicable conditions for your type of booth in the sponsorship manual.

b. Regulations for the set-up of booths, meeting rooms, hospitality suites and satellite symposia will be communicated in the Exhibition Manual and are binding. The Exhibition Manual will be published between three (3) and six (6) months prior to the beginning of the Congress. Publication dates will be stated in the sponsorship manual.

c. It is the contractor's responsibility to be familiar with all regulations in regards to their booth location.

d. All special booth set-ups must be approved by the organisers. Also, the organisers must be informed within the time frame outlined in the Exhibition Manual should special requirements be necessary. A booth can only be set up if it is approved by the organisers. Therefore the contractor or its agent must send detailed reference documentation, including blueprints or layout images of the booth design and dimensioned drawings.

Any changes or additions must be submitted before the deadline given in the official exhibition manual and are subject to approval by the organisers. At any time the contractor may be required to show appropriate supporting documents / certificates during the set-up and the exhibition period at the booth. In the interest of the harmonious overall design of the exhibition, applications can be refused if the exhibit fails to fit in with the exhibition as a whole.

e. All borders to adjacent booths or to free spaces which are not official aisle ways must be separated by a shell scheme wall or panel to inhibit passage and/or view. The walls/panels must be at least two metre fifty (2.5m) high. Pop-up booth, fair displays or canvas/tent materials are not considered proper booth separation. Please refer to ESOS® or to the Exhibition Manual to order shell scheme walls/panels for acceptable booth separation.

f. Walls that adjoin neighboring booths must not include any logos or graphics (on the neighboring side) and should be white.

g. For insurance and security reasons and to adhere to regulations stipulated by the Congress venue, the organisers will appoint official contractors for all installations (such as electricity, communications, hanging points, mains and fittings), and all ancillary services. Due to the necessity of coordinating all activities during set-up and dismantling periods and for security purposes, no other contractors will be permitted to undertake any of this work without the prior consent of the organisers.

h. The exhibitor will not damage any walls, floors, or ceiling area of the Congress venue – by nails, screws, oil, and paint or by any other cause whatsoever. The exhibitor guarantees to pay for the repair of any damage caused by either accidental or intentional means.

i. When planning booth activities, the overall scientific character of the Congress must be respected. Therefore, the projection of films and slides, the amplification of spoken words with the aid of loudspeakers, the production of music and/or sounds, as well as the use of video monitors is permitted as long as hindrance to other exhibitors or delegates is not caused. The sound should always be held at a low level. The organizers reserve the right to determine at what a point sound constitutes interference with others and if the sound needs to be reduced or to be discontinued. If the organisers judge that a disturbance is being caused, the exhibitor is to halt the activity immediately.

j. Only quizzes with a scientific content and having approval by the organizer can be held at the booth. Participation can be "rewarded" with a prize or giveaway. The distribution of giveaways should be low-profile and in no way should overshadow the main activity of the booth. However, the prize should be the same for everybody and should not exceed 10.00 EUR value. "Drawing winners" is not permitted. Notwithstanding the legal responsibilities of each exhibitor at its booth; giveaways with a value not exceeding 10.00 EUR are acceptable at the exhibition; i.e. badges, T-shirts, pens. If the exhibitor does not comply, the organisers reserve the right to make the necessary arrangements to end the activities at the expense of the exhibitor.

k. Set-up must take place and be finished during the times as noted in the Exhibition Manual or on ESOS®. Should the con-

tractor fail to do so, the organisers reserve the rights to reallocate the exhibitor's space to another exhibitor without refund.

l. The exhibitor is responsible for the safety of products such as prizes and giveaways, and general display of the booth.

m. The exhibitor is responsible to the organisers for ensuring that its booth is maintained in a clean and orderly state. Storage space is not guaranteed to be available in the exhibition hall and the exhibitor must ensure that all packing materials and empty cartons are removed from the premises before the opening of the exhibition. The organisers reserve the right to order cleaning of an exhibitor's space at the exhibitor's cost.

n. Removal of exhibits and dismantling is not allowed until after the official closing time which will be listed in the Exhibition Manual. The exhibitor must dismantle the stand within the allocated time. The exhibitor must leave the stand area clear and the floor clean. The organisers can demand that the exhibitor restore the exhibition area to the original condition at the exhibitor's expense. During the dismantling period, no material should be left unattended at anytime. Stored materials, empty containers and packing material must be disposed of properly.

6. Technical Guidelines

a. By accepting the Terms & Conditions the contractor accepts the general conditions and regulations of the organisers, the Congress venue, and the suppliers as well as the technical guidelines and local safety regulations. Detailed technical guidelines will be provided in the Exhibition Manual. The contractor should refer to the organisers to ensure that they meet all regulations enforced by the Congress venue and the suppliers.

b. The contractor must conform to the regulations and conditions concerning explosive and dangerous materials, combustible or otherwise, as laid down by the local authorities and other statutory bodies. Any materials/exhibits not approved by the authorities or the organisers must be removed from the Congress venue.

c. All inflammable materials shall effectively comply with any statutory or local regulations or requirements to which the exhibition may be subject. Drapes and curtains must be at least 150 mm above the floor. No packing material or empty cartons shall be stored at the booth. Fire points must be kept clear at all times. The contractor must comply with any reasonable instructions given by the local authorities, the fire officer and/or the organisers to avoid the risk of fire.

d. Security will be provided at the absolute discretion of the organisers although they cannot accept liability for any loss or damage that may occur. Congress name badges must be worn at all times by the contractor and his/her staff whilst in the Congress venue and in all other areas within the full control of the organizers for the duration of the Congress.

§ 5

Payment Policy/ Method of Payment

All rates listed in the sponsorship and/or Exhibition Manual and on ESOS® exclude statutory VA T and refer to the duration of the Congress [except if stated in the above mentioned manuals or on ESOS®].

- Payments must be completed in due time. All orders will be confirmed upon receipt of the full payment of 100%. If payment is not received in due time, the contractor's participation will be cancelled. It is the contractor's responsibility to advise the organisers of the problems with any orders and to check the invoices issued for accuracy prior to the close of the Congress.
- If more exhibition space and/or sponsorship items than were originally applied for are requested and allocated during the event, the additional amount due shall be paid immediately.
- Payments must be made by bank transfer and in EUR (€) only. Bank charges must be prepaid by the transmitter and are the responsibility of the payer. Please use the bank account as noted in the sponsorship and/or Exhibition Manual, ESOS® and/or invoice.
- Please indicate the "Congress", your company, and the invoice ID Number on all money transfers.
- For each reminder sent after the payment deadline, a fee of 2.50 EUR will be charged. However, the organisers reserve the right of asserting further claims in regards to the damage caused by the delay. The contractor reserves the right to prove that lower financial damage has been caused by the delay.
- Should the contractor's payments be delayed, the organisers are authorized to demand interest for delay. The interest rate for delay may be increased should the organisers be able to prove a higher burden.

§ 6

Cancellation or Reduction of the Booking

- All booking cancellations must be sent in writing to the organisers. Any notice of termination of the booking shall be deemed to have been properly given when delivered by registered mail.
- Should the contractor cancel for reasons other than that of failure, neglect or contravention, the contractor shall assume responsibility for all costs payable for all items that are part of the booking. The organisers shall be reimbursed for all expenses in connection with the planning of the Congress incurred up to the date of termination and any foreseeable unavoidable costs that might result from the contractor's cancellation or from the contractor's sponsorship commitment.
- The following cancellation charges apply:
 - 20 % of the total amount will not be refunded to the contractor for cancellations received earlier nine (9) month prior to the Congress.

- 60% of the total amount must be paid by the contractor for cancellations received between nine (9) and six (6) months prior to the Congress.
- 100% of the total amount must be paid by the contractor for cancellations received six (6) months prior to the Congress.
- d. Shall the contractor fail to appear at the Congress without a valid reason and the requested services will not be required, the contractor will still be obliged to pay the amounts as referred to in the cancellation policies.
- e. If platinum, gold, or silver sponsors would like to cancel single items of their package, the minimum payment of the specific sponsorship category must be maintained. Cancellations within a certain sponsorship category are also subject to the cancellation policies as noted above.
- f. Should the contractor desire to resell its space and/or sponsorship items to another organization, this can only be accomplished after approval of the new contractor by the organisers. After approval of the new contractor, a 10% administrative charge must be paid by the original contractor.

§ 7

Cancellation of the Congress

- The organisers are entitled to cancel the Congress due to reasons beyond their control that prevent or substantially hinder the planned holding of the Congress.
- If the organisers are compelled to cancel the Congress for reasons beyond their control, i.e. without organizing another Congress in its place within twelve (12) months of the originally planned date, the contractor is released from its sponsorship obligation. The organisers shall immediately refund 50% of the payment made by the contractor. The remainder shall be used by the organisers for payment of costs incurred. If proof can be given that the amount withheld by the organisers from sponsorship payments exceeds the costs incurred, the organisers shall be obliged to refund a proportionate amount of the sum not required for recovery of costs and expenses to the contractor. The same applies should the organisers decide to cancel parts of the Congress. The organisers also reserve the right to re-schedule the Congress in equal terms within a year's period. In this case the contractor does not have the right to withdraw from or decrease its sponsorship participation.
- If the Congress must be cancelled or changed due to unforeseen political and or general „Force Majeure“, the organisers cannot be held liable for any compensation.

§ 8

Limitations of Liability

- A contractor's claim for compensation is only applicable in case of gross negligence from the organisers and/or their employees, agents or suppliers. Compensation and guarantee claims from the contractor must follow the statutory regulations, if they have not been noted differently.
- In no case will the organisers or their employees, agents or suppliers be liable for any indirect, incidental, special or consequential damages including but not limited to damages for loss of profits, loss of business information, cost related to cancellations or cost of procuring substitute goods or services, however arising, even if it has been advised of the possibility of such damages. While the organisers may provide security guards, this is done solely as an accommodation for contractors.
- An exception thereof is damage and breach of life, the body and/or health if breach of duty is the organisers' responsibility and for other damages, which involve deliberate and/or gross negligence on behalf of the organisers. A breach of duty of the organisers is equal to the breach of duty of a statutory agent or servant.
- The contractor is liable for all damage to buildings or inventory which is caused by contractor's staff and other third parties from the contractor's province or the contractor in person.
- The organisers assume no liability for any loss, damage or injury to any property or equipment brought in by the contractor or any of its employees, agents or contractors, whether attributable to accident, fire, theft or any cause whatsoever. The contractor must ensure adequate insurance coverage as necessary including public liability coverage, to cover loss of or damage to exhibits or other personal property.
- The organisers shall not be responsible, in whole or in part, for any failure to perform any of the obligations under this booking or for failure to hold the Congress as a result of circumstances beyond its reasonable control, including, but not limited to, riot, strike, civil disorder, acts of war, failure of facilities, terrorism, threats of terrorism, communicable disease, earthquake, storm, fire, flood, and other acts of God.

§ 9

Governing Law

This booking is made and shall be governed under German law. Exclusive jurisdiction and venue of any actions arising out of, or relating to or in any way connected to this booking, its negotiation or termination, or the event, will be in the courts of Germany.

§ 10

Severability Clause

No amendments, changes, modifications or alterations of these Terms and conditions shall be binding upon either party hereto unless in writing and signed by both parties. If any of the provisions of these Terms and conditions are held to be void or unenforceable, then such void or unenforceable provisions shall be replaced by valid and enforceable provisions which will achieve as far as possible the economic business intentions of the parties. All other provisions of the Terms and conditions that are not being affected remain valid.



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