



ESMAC 2024

9-14 September 2024

Oslo, Norway



EXHIBITION MANUAL

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CONTACTS

Venue:

Oslo Congress Centre

Oslo Kongressenter Folkets Hus AS
Youngs gate 21, 0181 Oslo
<https://www.oslokongressenter.no/en/>

Oslo Congress Centre is located in downtown Oslo.
Hotels and transportation are within a short walking distance. Airport Express Train (Flytoget) takes you from the Oslo Central Station to Oslo Airport in just 20 minutes.

Meeting Secretariat:

C-IN

Prague Congress Centre
5. května 65, 140 21 Prague 4,
Czech Republic
Website: www.esmac2024.org
E-mail: registration@esmac2024.org



Sponsorship and Exhibition Manager:

Mrs. Jana Sodomková
Tel: +420 777 791 252
E-mail: jana.sodomkova@c-in.eu

Exhibition Supplier:

Compass Fairs AS

Industriveien 19 - 2020 Skedsmokorset
www.compassfairs.no
Contact person: Tord Næss
Mobil: + 47 981 02 098
E-mail: tord@compassfairs.no

KEY DATES AND TIMES

Graphics for stands and additional exhibition orders

Deadline: **August 10, 2024**
Specifications: Please contact the Exhibition Services Supplier:
Compass Fairs, Tord Næss
Mobil: + 47 981 02 098, E-mail: tord@compassfairs.no

Booth 200x200x250 height

Backwall 196,8cm width x 250cm height
Reception 90cm width x 95cm height - theme centered in 70cm width

Booth 300x200x250 height

Backwall 299cm width x 250cm height
Reception 90cm width x 95cm height - theme centered in 70cm width

Company profile and logo

Deadline: **August 16, 2024**
Specifications: Company profile: contact address and details and 100 words of short description
Logo: in vectors (eps or ai format)

Industry Presentation Details:

Deadline: **August 16, 2024**
Information: Title
Speaker (+ email address)
short description/abstract max 400 words

Sponsors and Exhibitors registrations

Deadline: **August 23, 2024**
Specifications: Codes for the registration online on page 8 or the registration form will be sent to you.

In case of any problem or changes please contact: jana.sodomkova@c-in.eu

Leaflets/Brochures for display by the Registration desk

Deadline: **September 11, 2024**
Quantity: 300 pcs
Delivery: Oslo Kongressenter Folkets Hus AS
Youngs gate 21, 0181 Oslo, Norway
Please mark all boxes **with the delivery label**
Contact person: **Marius Grønnås**,
marius.gronnas@oslo.kongressenter.no, tel.: +47 918 89 041

EXHIBITION SCHEDULE

Exhibition Overview

The commercial exhibition will accompany the conference. See the plan on page 6. The Exhibition Area will be located in the main Foyer on the Ground Floor adjacent to the coffee breaks and lunches area. Registration area also will be situated here.

All delegates will need to visit the exhibition area for coffee breaks and lunches.

ESMAC 2024 Opening Ceremony & Welcome Cocktail on September 11 at 18:00 will be hosted by the Oslo City Council in the Town Hall. All partners are mostly welcome there. Please register for this event because you need a QR code to access the building.

Exhibition Build up

Wednesday 11 September 2024 17:00 to 20:00 (*exhibitors packages will be being built*)

Wednesday 11 September 2024 20:00 to 23:00 (*exhibitors own arrangements*)

Thursday 12 September 2024 07:00 to 08:00 (*exhibitors own arrangements*)

All stands should be completed and ready by 08:00 Thursday 12 September 2024.

Exhibition Opening Hours

Thursday 12 September 2024 08:00 to 17:45

Friday 13 September 2024 08:30 to 17:00

Saturday 14 September 2024 08:30 to 13:00

Dismantling

Saturday 14 September 2023 13:00 to 16:00

PROGRAMME AT GLANCE

ESMAC Main Conference - Oslo Congress Centre								
Time	12-Sep Thursday		Time	13-Sep Friday		Time	14-Sep Saturday	
			7:00	Charity Run				
8:30	Opening & Awards Session		8:30	8) Foot and Ankle		8:30	15) Movement Analysis Methodology II	
8:45	Baumann Lecture					9:30	16) Clinical Case Studies	17) Movement Analysis Methodology III
9:15	1) Paediatric Neurological Disorders		10:00	Industry Presentation		10:30	Coffee Break	
			10:15	Coffee Break		11:00	18) Paediatric Neurological Disorders	
10:15	Sponsors' Pitches		10:45	Keynote Lecture 2 Tron Krosshaug				
10:30	Coffee Break					12:15	Keynote Lecture 3 Reidun Jansen	
11:00	2) Artificial Intelligence and Machine Learning (MAM)		11:30	9) Sports and Sports Injuries	10) Stability and Fall Risk	13:00	Award & Closing Ceremony	
12:15			Industry Presentation		12:45	Industry Presentation		13:30
12:30	Poster Panic Session		13:00	Poster Panic Session				
13:00	Lunch & Posters I.		13:15	Lunch & Posters II.				
14:00	Keynote Lecture 1 Jason Wilken		14:15	11) Movement Analysis Methodology I	12) Musculoskeletal Disorders – Spine, shoulder, hip, knee deformity			
14:45			3) Prosthetics and Orthotics			4) Modelling and Simulation		
			15:30	Coffee Break				
			16:00	13) Imaging and Anatomy	14) Adult Neurological Disorders and Orthopaedics			
16:15	Coffee Break							
16:45	5) Musculoskeletal Disorders – General	6) Trunk and Upper Extremity	7) Markerless Motion Capture (MAM)	17:00				
17:45	ESMAC Annual General Assembly							
18:45	Sponsor User Group Meeting		19:00	ESMAC Gala Dinner				

SHIPPING AND LOADING INFORMATION FOR EXHIBITORS

All material should be shipped for the attention of:

Oslo Kongressenter Folkets Hus AS
Youngs gate 21,
0181 Oslo,
Norway
Contact person: Marius Grønnås,
marius.gronnas@oslo.kongressenter.no, tel.: +47 918 89 041

Please ensure labels are attached to all shipments with this information:

Name of Company:

Name and Date of the Conference: ESMAC 2024, 12-14 September 2024, Oslo Congress Centre, Norway

Number of Boxes:

Contact emails and telephone numbers for Company representatives:

For loading and unloading vehicles please use the side entrance/delivery entrance and you can park directly outside of the door, (address Torggata 12B) to transfer material from vehicles to the storage room. **Deliveries can be accepted from 9 September and must be collected by Monday September 16 2024** (Oslo Congress Center is closed on Sunday September 15).

Extra Equipment/ Furniture orders required for stands:

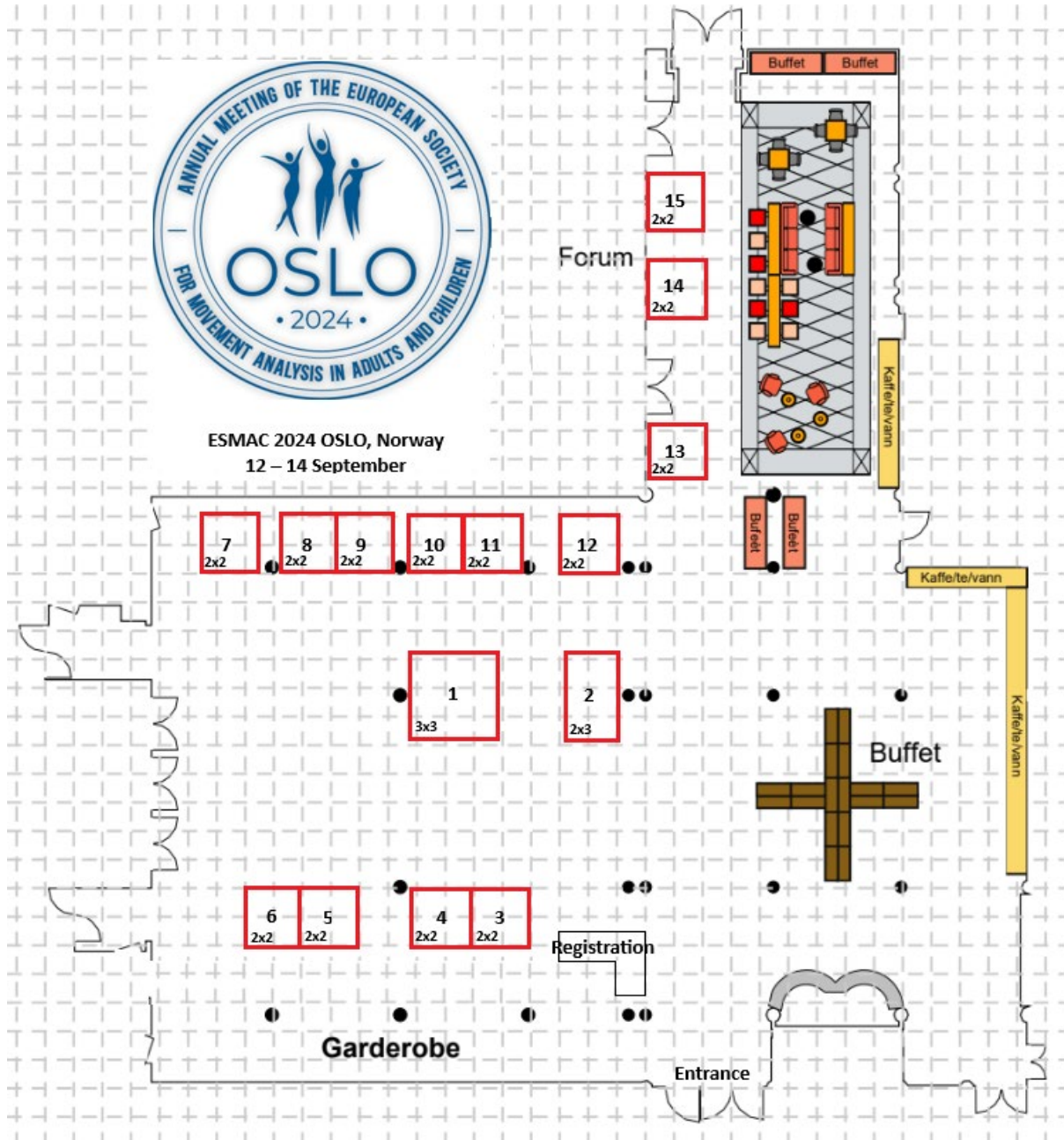
Please contact the Exhibition Services Supplier:

Compass Fairs, Tord Næss

Mobil: + 47 981 02 098, E-mail: tord@compassfairs.no

Or use the webshop: <https://compassfairs.no/en/shop/esmac-2024/>

EXHIBITION FLOORPLAN



EXHIBITORS' BADGES AND REGISTRATIONS

Each exhibitor receives **1 free exhibitors' badges** within the purchased exhibition space of 4 sqm.

Additional exhibitor registration must be purchased, and it costs **290 EUR**.

Please be aware that Exhibitor's badges do not allow participants to access scientific sessions and do not include social events invitation except the Welcome Reception.

EXHIBITOR REGISTRATION INCLUDES:

- Access to the exhibition and poster area
- Welcome Reception in the Town Hall
- Coffee breaks and lunches

Sponsor's and Exhibitor's badges can be collected by an authorized person of the company's staff at the Registration Desk at the registration area.

Please send us the **names for sponsors' and exhibitors' badges** using the Registration form attached by email till

August 16, 2024 to jana.sodomkova@c-in.eu .

Or you can use the **registrationd codes** and proceed your registrations online:

REGISTRATIONS CODES FOR PARTNERS

CODE:	Registration type:	Cost:
QQBH01	Sponsor free Main Conference	0 EUR
QQBH02	Sponsor free Main Conference + Gait Course	510 EUR
QQBH03	Exhibitor free	0 EUR
QQBH04	Exhibitor free + Gait Course	510 EUR
QQBH05	Exhibitor paid	290 EUR
QQBH06	Exhibitor paid + Gait Course	800 EUR

EXHIBITION PACKAGE FOR PARTNERS

All partners will be offered the following benefits:

- 4 or 6 or 9 sqm exhibition booth package (including exhibition space, backwall with graphic, carpet, counter with logo and 2 high chairs). Additional exhibition space can be purchased for 300 EUR per sqm.
- free conference registrations - number is according the partnership category
- free exhibitors badges - number is according the partnership category (with the access to the exhibition and poster area, including Welcome reception, coffee breaks, lunches, excluding the access to the scientific sessions)
- Placement of the Partner's logo and URL on the official website
- Description (max. of 100 words) on the website and in the electronic final programme

Please send the logo in vectors and graphics for the backwall and specification of the carpet colour directly to the Exhibition Services Supplier - Compass Fairs.

EXHIBITION SERVICES

Other exhibition services can be ordered from and all the graphics and logo for the backwall + counter package should be sent to the contracted Exhibition services supplier:

Compass Fairs

Contact person: Tord Næss

Mobil: + 47 981 02 098,

E-mail: tord@compassfairs.no

Or you can place your order online in the webshop:

<https://compassfairs.no/en/shop/esmac-2024/>

Exhibition Services Order Deadline

10 August 2024

Full payment of all ordered services is required in advance for all services. Unpaid services at the day of the build-up will not be delivered.

Catering Orders

Catering Orders will be handled through the Exhibition manager:

Contact person: Jana Sodomkova,

jana.sodomkova@c-in.eu

OSLO CONGRESS CENTRE LIABILITY INFORMATION

LIABILITY OF THE CUSTOMER FOR DAMAGES

The customer shall be liable for all damage to the Congress Center buildings or inventory that arises through the customer, event participants or visitors, his or her staff or other third parties.

GENERAL REGULATIONS

Cleaning

It is the Exhibitor's responsibility to maintain the stand in a clean condition at all times.

Damage

Please remember that you are responsible for any damage, caused by you or the staff working on your behalf in the Oslo Congress Center. In your own interest, you should satisfy yourself as to the condition of your exhibition site before you set up your stand/exhibits. Floors, walls, roof and other parts of the exhibition area may not be damaged in any way by the drilling of holes or with nails, paint, glue etc. Exhibition Insurance is recommended.

Insurance

While we take every precaution to protect your property during the event, we are not responsible for any loss or damage. Please ensure that all exhibits are insured and note that you are also responsible for insuring against any legal liability incurred in respect of injury to or damage to property belonging to third parties.

Lost Property

Please report any lost items to the ESMAC Organiser's Office. The Organisers take no responsibility for any lost items during the conference.

Security

While every precaution is taken to ensure the safety and security of personnel and equipment, we cannot accept any responsibility whatsoever for any injury, loss, damage or any consequential losses which may befall your personnel and their property. We recommend that valuables, particularly of a portable nature, are not left unattended on your stand at any time. Please note:

- The exhibition space will be locked during the night.
- CCTV cameras are in the conference and exhibition spaces

The conference organisers cannot guarantee full security and take no responsibility for the contents of the exhibition stands at any time.

Smoking

Smoking in the Oslo Congress Center is forbidden.

Hazardous Equipment

Any exhibitor proposing to exhibit equipment, using gases (including compressed air), laser equipment, radiological equipment, or biohazards should provide details in advance to the Exhibition Organiser, for approval by the Safety Officer.

Exhibition Rules and Regulations

1. All stand structures, signs, exhibits etc, must be contained within the area allotted and may not project into or over the gangways.
2. The standard name boards are not to be covered.
3. No signs, graphic panels, banners or other exhibits or display equipment may be fixed or attached to any part of the building. All displays must be free standing or attached to the display system or structure.
4. Work on all stands must be completed no later than 23:00 on Wednesday 11 September 2024.
5. No work, erection, decoration or writing may be undertaken on the stands once the exhibition is open.
6. Excessive noise or loudspeakers are not permitted as these cause interference with other stands.
7. In the Interest of security, fire doors may not be used by exhibitors once the exhibition is in operation. Fire doors must remain unobstructed at all times.
8. Exhibitor badges should be worn at all times.
9. Exhibitors should familiarise themselves with the location of emergency exits and fire-fighting equipment within the hall. All security risks should be reported to the organiser's office.

GENERAL INFORMATION

Oslo Congress Centre

Oslo Kongressenter Folkets Hus AS

Youngs gate 21, 0181 Oslo

<https://www.oslokongressenter.no/en/>

premium bootstrap themes



Oslo Congress Centre is located in downtown Oslo.

Hotels and transportation are within a short walking distance. Airport Express Train (Flytoget) takes you from the Oslo Central Station to Oslo Airport in just 20 minutes.

Walking distance from Oslo Congress Centre:

- Metro Jernbanetorget station 6 min
- Oslo Central Station 7 min (Flytoget Airport Express Train)
- Oslo Bus Terminal 10 min
- Closest bus/tram stops 3 min

ACCOMMODATION

Rooms at special rates are offered to the ESMAC 2024 delegates at the following

Thon Hotels:

Thon Hotel Astoria - 600 m from Oslo Congress Centre

Thon Hotel Gyldenløve - 1,3 km from OsloMet (Gait Course & Seminars) and 2,4 km from Oslo Congress Centre (Main Conference)

Thon Hotel Spectrum - 450 m from Oslo Congress Centre

Thon Hotel Terminus - 450 m from Oslo Congress Centre

Thon Hotel Storo - 4,2 km from Oslo Congress Centre

For room rates, hotel details, map and to book your room please see the booking link on the event website: <https://www.esmac2024.org/accommodation/>

We recommend a timely booking: Link with the **ESMAC rates will be available until 1 August 2024**. After this date rooms will be offered subject to availability.

Terms & conditions:

Breakfast is included in the rate.

Cancellation is possible.

If you plan to arrive after 16:00, the first night must be paid in advance.

If you have not guaranteed your reservation by paying for the first night, your reservation will automatically be cancelled at 16:00.

If your stay has not already been paid for, the hotel Reception will charge or authorise your card for the accommodation cost at check-in.

Your and/or the guest's contact details will automatically be stored in Thon Hotels systems when we register your reservation

Check In: 15:00

Check Out: 12:00

Alternatively, you can check other **Thon Hotels in Oslo**

Accommodation for the ESMAC Faculty (Gait Course, Seminars, Keynote Speakers) is already pre-reserved. The ESMAC Office will contact you to reconfirm your stay, or please let us know at info@esmac.org