



**19th
ICPPP**
BILBAO
July 16-20, 2017

Invitation to the Industry



INVITATION

Welcome to Bilbao, home of the **19th International Conference on Photoacoustic and Photothermal Phenomena (ICPPP19)**. This is a biennial meeting whose first edition took place in 1979 at Ames (Iowa, USA) and which, since then, has been hosted by different research groups in this scientific field all over the world. The 19th edition will be hosted by the University of the Basque Country at Bilbao, Spain, from July 16 to 20, 2017.

The ICPPP is recognized as the major venue for the Photoacoustic and Photothermal Phenomena community (scientists, technology developers and technology users) to share their most recent research advances on a series of widespread topics. This year, the programme ranges from the somewhat traditional topics to the newest and exciting developments in a large variety of applications. Fundamental as well as applied research is welcomed.

We wish to invite researchers who have an interest in any of the topics of the conference or even in related fields to participate and submit the title and abstract of one or more contributions, sharing their latest research and thus contributing to the success of the conference.

We look forward to welcoming you at Bilbao, the main city on the North of Spain, and seat of the world-known Guggenheim Museum designed by Frank Gehry. Bilbao is also the lead town in our region, the Basque Country, rich in culture, traditions, gastronomy and scenery.

Alberto Oleaga, Chair

Agustin Salazar & Arantza Mendioroz, Cochairs

GENERAL INFORMATION

Conference website: www.19icpppbilbao.com

Conference Venue

The 19 th International Conference on Photoacoustic and Photothermal Phenomena will be held at:



Bizkaia Aretoa

Avenida Abandoibarra, 3
48009 Bilbao
Spain

For detailed information on the host city and the venue, please visit the conference website:
www.19icpppbilbao.com

Conference Chair:

Prof. Alberto Oleaga

Dpto Física Aplicada I
Escuela de Ingeniería de Bilbao-Faculty of Engineering Bilbao
Universidad del País Vasco UPV/EHU
Alda Urquijo s/n 48013 Bilbao (Spain)
Phone +34946014008
e-mail: alberto.oleaga@ehu.es

Cochairs:

Prof. Agustin Salazar and Prof. Arantza Mendioroz

Dpto Física Aplicada I
Escuela de Ingeniería de Bilbao-Faculty of Engineering Bilbao
Universidad del País Vasco UPV/EHU

Organising secretariat

Ercisa eventos
& servicios

Telesforo Aranzadi, 2 -1ªDcha.
48008 Bilbao
SPAIN

Phone: +34 94 410 41 77

Fax: +34 94 443 19 30

E-mail: congresos@ercisa.com

Contact Person: Karla López

PROGRAMME OVERVIEW

Provisional time frame in April 2016. For updates please visit: www.19icppbilbao.com

Sunday July 16	Monday July 17	Tuesday July 18	Wednesday July 19	Thursday July 20
	Opening Ceremony 08.45-09.10	Plenary Lecture 08:45-09:30	Plenary Lecture 08:45-09:30	Plenary Lecture 08:45-09:30
	Group Picture 09.10-09.30			
	Plenary Lecture 09:30-10.15	Plenary Lecture 09:30-10.15	Plenary Lecture 09:30-10.15	Plenary Lecture 09:30-10.15
	Coffe Break 10.15-10.45	Coffe Break 10.15-10.45	Coffe Break 10.15-10.45	Coffe Break 10.15-10.45
	Parallel Sessions 10.45-13.00	Parallel Sessions 10.45-13.00	Parallel Sessions 10.45-13.00	Parallel Sessions 10.45-13.00
	Lunch 13.00-14.15	Lunch 13.00-14.15	Lunch 13.00-14.15	Lunch 13.00-14.15
	Tutorial 14.15-15.00	Tutorial 14.15-15.00	Tutorial 14.15-15.00	Excursion 14.15-19.30
	Parallel Sessions 15.00-16.20	Parallel Sessions 15.00-16.20	IPPA Prize 15.00-15.15	
			Award Lecture 1 15.15-16.05	
Registration 17.00-19.00	Coffe Break 16.20-16.40	Coffe Break 16.20-16.40	Coffe Break 16.05-16.25	
	Parallel Sessions 16.40-18.20	Parallel Sessions 16.40-18.20	Award Lecture 2 & 3 16.25-17.55	
Welcome Reception 18.30-20.30	Poster session 18.20-19.40	Poster session 18.20-19.40	Plenary Discussion 18.00-18.45	
			Conference Dinner 20.00-24.00	

Topics of the conference:

01. Thermophysical Properties and Characterization of Materials.
02. Photoacoustics and photothermal Imaging, Tomography, Microscopy, and Depth Profiling in Materials Research.
03. Photoacoustics and Photothermal Imaging in Biomedical Applications; Photothermal Therapy using Nanoparticles.
04. Non-Destructive Evaluation and Industrial Applications.
05. Infrared Thermography Applications.
06. Laser Ultrasonics.
07. Ultrafast Phenomena.
08. Nanoscale Phenomena, Nanostructures, and Single-Layer Materials.
09. Electronic, Optical Materials, Semiconductors, Thin Films and Phononic Bandgap Materials.
10. Spectroscopy, Analytical Chemistry, and Photochemistry.
11. Environmental Sensors and Applications.
12. Biological Materials, Agriculture, Food and Biotechnology Applications.
13. New Instrumentation, Measurement Methodologies and Applications.

SPONSORSHIP PACKAGES

BENEFIT	MAJOR SPONSOR (4.500 €)	SPONSOR (2.500 €)	CONTRIBUTOR (2.000 €)
Acknowledgement as "Major Sponsor" in publications related to the conference	X		
Acknowledgement as "Sponsor" in publications related to the conference		X	
Acknowledgement as "Contributor" in publications related to the conference			X
Acknowledgement with company logo on the conference website as "Major Sponsor" (After payment has been received)	X		
Acknowledgement with company logo on the conference website as "Sponsor" (After payment has been received)		X	
Acknowledgement with company logo on the conference website as "Contributor" (After payment has been received)			X
Exclusive conference bag sponsorship (logo on the bag)	X		
1 free commercial insert in the conference bags	X	X	X
6 sqm free exhibition space	X	X	X
1 free registration to the conference	X	X	

* Sponsorship package fees are subject to V.A.T. 21%

Application

Sponsorship packages can be booked by completing and returning the enclosed Sponsorship Package Application form to the attention of **Karla López** at Ercisa, the ICPPP19 Organising Secretariat. Applications will be considered on a first-come, first-served basis.

In signing the application form, companies declare their acceptance of the conference regulations.

Payment conditions

Upon reservation an invoice representing the total amount including VAT will be sent out by ERCISA. Payment is due within 30 days following the date of the invoice.

Regulations

See further in this publication.

ICPPP19 SPONSORSHIP PACKAGE APPLICATION FORM

Please complete and return to Ercisa, the ICP19 Organising Secretariat, Telesforo Aranzadi nº2, 1ºDrcha, 48008 Bilbao.
Fax: +34 94 443 19 30.

We would like to apply for the following sponsorship package on the occasion of the 19th International Conference on Photoacoustic and Photothermal Phenomena:

Company / Organisation:

Contact person:

Full address:

Telephone:

Fax:

E-mail:

VAT nº:

We choose the following sponsorship package:

Sponsorship package fees are subject to V.A.T. 21%.

- | | |
|--|---------|
| <input type="checkbox"/> Major Sponsor | 4.500 € |
| <input type="checkbox"/> Sponsor | 2.500 € |
| <input type="checkbox"/> Contributor | 2.000 € |

We agree to pay the total amount of the sponsorship package 30 days after date of invoice. (1)

We accept the regulations as stipulated in annex and agree to observe and be bound by them. (2)

Signature

Date

(1) Direct transfer payments should be made to the **19 ICP19 Bilbao**

Account Holder: Universidad del País Vasco/ Euskal Herriko Unibertsitatea

IBAN ES30 2095 0292 92 3239000001 with SWIFT BIC ID Code: BASKES2BXXX, stating the number of the invoice.

Sender's bank charges are at the expenses of the sponsor.

(2) This application is legally binding on the company pending its acceptance in writing by the organizer.

EXHIBITION

Venue

An exhibition will be held in the foyer of the venue, Bizkaia Aretoa

Rental rates exhibition space (the fees below are subject to V.A.T. 21%)

1.500 € for 6 sqm floor space

2.000 € for 9 sqm floor space

The exhibiting company is entitled to 2 free exhibitor passes for staff who will be working on the exhibition. Each person issued an exhibitor's badge must be employed by the exhibiting company or have a direct business affiliation. Exhibitor passes are valid for the duration of the conference. Passes will not be sent beforehand but they can be collected onsite from the exhibitors' desk. Badges must be worn at all times. Extra staff should take out a regular registration. Online registration will be possible from the conference website: **www.19icppbilbao.com**.

Application

Exhibition space can be booked by completing and returning the enclosed Exhibition space application form to the attention of **Karla López** at Ercisa, the ICPPP19 Organising Secretariat. Applications will be considered on a first-come, first-served basis. In signing the application form, exhibitors declare their acceptance of the conference regulations.

Payment conditions

Upon reservation an invoice representing the total amount will be sent out by Ercisa. Payment is due within 30 days following the date of the invoice.

Build-up and dismantling

Set-up is scheduled on:

Sunday 16 July 2017 15:00-18:00

Monday 17 July 2017 8:00-10:00

The **dismantling** is scheduled on:

Thursday 20 July 2017 14:00-17:00

Opening times

The exhibition will be open for attendance on:

Monday 20 July 10.00-18.00

Tuesday 21 July 10.00-18.00

Wednesday 22 July 10.00-18.00

Thursday 23 July 10.00-14.00

Regulations

See further in this publication

ICPPP19 EXHIBITION SPACE APPLICATION FORM

Please complete and return to Ercisa, the ICP19 Organising Secretariat, Telesforo Aranzadi nº2, 1ºDrcha, 48008 Bilbao.

Fax: +34 94 443 19 30.

We would like to reserve exhibition floor space at the 19th International Conference on Photoacoustic and Photothermal Phenomena:

Company / Organisation:

Contact person:

Full address:

Telephone:

Fax:

E-mail:

VAT nº:

- | | |
|--|---------|
| <input type="checkbox"/> 6 sqm floor space | 1.500 € |
| <input type="checkbox"/> 9 sqm floor space | 2.000 € |

The application pertains to floor space only. We agree to pay the total amount within 30 days following the date of the invoice. (1)

We accept the regulations as stipulated in annex and agree to observe and be bound by them. (2)

Signature

Date

(1) Direct transfer payments should be made to the **19 ICP19 Bilbao**

Account Holder: Universidad del País Vasco/ Euskal Herriko Unibertsitatea

IBAN ES30 2095 0292 92 3239000001 with SWIFT BIC ID Code: BASKES2BXXX, stating the number of the invoice.

Sender's bank charges are at the expenses of the sponsor.

(2) This application is legally binding on the company pending its acceptance in writing by the organizer.

ADDITIONAL SPONSORSHIP OPPORTUNITIES

We are pleased to offer you additional promotional opportunities with a view to maximising your presence. The rates below are subject to V.A.T. 21%.

All sponsors receive acknowledgement in the proceedings book and on the website after payment has been received.

Bookings for one or more items can be made by sending the enclosed booking form to Ercisa (**congresos@ercisa.com**) Bookings are considered on a first-come, first-served basis. Upon reservation an invoice representing the total sponsorship amount will be sent out by Ercisa. Payment is due within 30 days following the date of the invoice.

In signing the sponsorship booking form, companies declare their acceptance of the conference regulations.

SPONSORSHIP ITEM	PRICE	BENEFIT
Lanyards	2.000 €	Sponsors' logo on the lanyard
Memory sticks. Congress Abstracts	2.500 €	USB will contain the logos of both: the sponsor and the congress logo. Sponsors' logo with hyperlink on congress website. Acknowledgement in the Sponsors' list in the final programme.
Conference bag insert	750 €	Inclusion of promotional material in the participants meeting bags. Sponsors' logo with hyperlink on congress website. Acknowledgement in the Sponsors' list in the final programme.
Notepads&Pens	1.600 €	The notepads and pens will bear the sponsors' logo. Sponsors' logo with hyperlink on congress website. Acknowledgement in the Sponsors' list in the final programme.
Coffee break	1.200 €	Sponsors' logo will appear in the coffee break area. Sponsors' logo with hyperlink on congress website. Acknowledgement in the Sponsors' list in the final programme.
Posters Boards	2.000 €	Sponsors' logo at the entrance of the poster area. Sponsors' logo with hyperlink on congress website. Acknowledgement in the Sponsors' list in the final programme.

Sponsorship items other than listed above will be subject to the approval of the conference chair.

ICPPP19 SPONSORSHIP APPLICATION FORM

Please complete and return to Ercisa, the ICP19 Organising Secretariat, Telesforo Aranzadi nº2, 1ºDrcha, 48008 Bilbao.

Fax: +34 94 443 19 30.

We would like to sponsor the following item(s) at the 19th International Conference on Photoacoustic and Photothermal Phenomena:

Company / Organisation:

Contact person:

Full address:

Telephone:

Fax:

E-mail:

VAT nº:

The rates below are subject to V.A.T. 21%

<input type="checkbox"/> Lanyards	2.000 €
<input type="checkbox"/> Memory sticks	2.500 €
<input type="checkbox"/> Conference bag insert	750 €
<input type="checkbox"/> Notepads&Pens	1.600 €
<input type="checkbox"/> Coffee Break	1.200 €
<input type="checkbox"/> Porters boards	2.000 €

We agree to pay the total amount of the sponsorship 30 days after invoice date. (1)

We accept the regulations as stipulated in annex and agree to observe and be bound by them. (2)

Signature

Date

(1) Direct transfer payments should be made to the **19 ICP19 Bilbao**

Account Holder: Universidad del País Vasco/ Euskal Herriko Unibertsitatea

IBAN ES30 2095 0292 92 3239000001 with SWIFT BIC ID Code: BASKES2BXXX, stating the number of the invoice.

Sender's bank charges are at the expenses of the sponsor.

(2) This application is legally binding on the company pending its acceptance in writing by the organizer.

ADVERTISING

Companies can reserve full colour advertising space in the ICPPP19 abstract book. The abstract book will be distributed onsite to all attendees. The advertising rates are subject to V.A.T. 21%.

Outside back cover	2.000 €
Inside back cover	1.000 €
Inside front cover	1.000 €
Page facing table of contents	1.500 €
Inside page	500 €

Bookings for advertising space are considered on a first-come, first-served basis. Please use the enclosed booking form. Contact person: **Karla López**

congresos@ercisa.com

Upon reservation an invoice representing the total advertising rate will be sent out by Ercisa. Payment is due within 30 days following the date of the invoice.

Companies will be informed in due time about the technical specifications and deadline for receipt of the PDF file. In signing the Advertising booking form, companies declare their acceptance of the conference regulations.

ICPPP19 ADVERTISING ORDER FORM

Please complete and return to Ercisa, the ICP19 Organising Secretariat, Telesforo Aranzadi nº2, 1ºDrcha, 48008 Bilbao.

Fax: +34 94 443 19 30.

We would like to advertise on the occasion of the 19th International Conference on Photoacoustic and Photothermal Phenomena:

Company / Organisation:

Contact person:

Full address:

Telephone:

Fax:

E-mail:

VAT nº:

ICPPP19 abstract book

The advertising rates are subject to V.A.T. 21%

<input type="checkbox"/> Outside back cover	2.000 €
<input type="checkbox"/> Inside back cover	1.000 €
<input type="checkbox"/> Inside front cover	1.000 €
<input type="checkbox"/> Page facing table of contents	1.500 €
<input type="checkbox"/> Inside page	500 €

We agree to pay the total amount of the sponsorship 30 days after invoice date. (1)

We accept the regulations as stipulated in annex and agree to observe and be bound by them. (2)

Signature

Date

(1) Direct transfer payments should be made to the **19 ICP19 Bilbao**

Account Holder: Universidad del País Vasco/ Euskal Herriko Unibertsitatea

IBAN ES30 2095 0292 92 3239000001 with SWIFT BIC ID Code: BASKES2BXXX, stating the number of the invoice.

Sender's bank charges are at the expenses of the sponsor.

(2) This application is legally binding on the company pending its acceptance in writing by the organizer.

REGISTRATIONS

On-line registration submission opens 27/01/17

- Early registration deadline 15/04/17

Please register through the conference website:

www.19icppbilbao.com

ACCOMMODATION

Please make your reservations through the web page:

www.19icppbilbao.com

GENERAL REGULATIONS

DEFINITIONS — In the following regulations and conditions the term 'exhibitor' describes any company or organisation that has made a successful application for space allocation in the technical exhibition, or any agent or representative acting on behalf of the exhibitor. The term 'sponsor' describes any company or organisation that has made a successful application for an ICPPP19 sponsorship package and sponsorship item. The term 'organiser' relates to **Alberto Oleaga** on behalf of ICPPP.

LEGAL CONDITION — The application for sponsorship packages/exhibition space/sponsorship opportunities is legally binding on the exhibitor/sponsor pending its acceptance in writing by the organisers.

ORGANISERS RIGHT TO AMEND — In its sole discretion the organiser may amend or modify these regulations by posting notice of the amendment(s) or modification(s) on the conference website before the latter shall become effective.

ANY ASPECT THAT IS NOT COVERED BY THESE REGULATIONS IS SUBJECT TO APPROVAL BY THE ORGANISER.
EACH COMPANY IS RESPONSIBLE FOR COMMUNICATING THESE REGULATIONS TO TS STAFF AND ITS APPOINTED AGENCIES.

SPONSORSHIP PACKAGES

APPLICATION FOR SPONSORSHIP PACKAGE — Confirmation of request for reservation of a sponsorship package is only valid when made in writing by the sponsor to the organiser, by returning a completed and signed Sponsorship Package Application Form. (Published in this brochure). Once the signed application for the sponsorship package has been accepted by the organiser, it becomes legally binding for the sponsor.

Applications for a sponsorship package should be made by 16 March 2017.

CONFIRMATION OF SPONSORSHIP PACKAGE —

Sponsorship package assignments will be made in the order in which application forms are received (first-come, first-served). The organiser reserves the right to refuse any application that does not comply with the conditions appearing in these regulations. Upon receipt of the signed application form and acceptance of the company or organisation as sponsor, the sponsorship package will be confirmed by the organiser in writing.

TERMS OF PAYMENT — Upon reservation an invoice representing the total amount will be sent by ERCISA. Payment is due within 30 days following the date of the invoice. Direct transfer payments should be made into the **19 ICPPP Bilbao**

Account Holder: ERCISA-AZAFATAS ERCILLA, S.A /VAT Number: ESA48130843/

IBAN: ES77 2095 0551 60 9116035219 with KUTXABANK Bank, BIC/SWIFT Code BASKES2BXXX, stating the number of the invoice. Sender's bank charges are at the expense of the sponsor.

CANCELLATION SPONSORSHIP PACKAGES — The sponsor/company cancelling his application for a sponsorship package after the official application has been accepted by the ICPPP Organising Secretariat, will be liable to pay the following fees:

If the package can not be reallocated to another company:

- 50% of the total rate, if the cancellation is received in writing before 2 March 2017;

- 100% of the total rate, if the cancellation is received in writing after 2 March 2017.

Any refunds will be made after the conference but not later than 30 September 2017. The sponsor will not be entitled to any interest that the organiser may have derived from payments made by the sponsor. All bank charges, including sender's and receiver's charges, resulting from a refund related to cancellation of sponsorship package will be at the charge of the sponsor.

EXHIBITION

APPLICATION FOR EXHIBITION SPACE — Confirmation of request for reservation of exhibition space is only valid when made in writing by the exhibitor to ERCISA by returning a completed and signed Exhibition Space Application Form. (Published in this brochure) Once the signed application for exhibition space has been accepted by ERCISA, it becomes legally binding for the exhibitor.

CONFIRMATION OF SPACE ALLOCATION — Space assignments will be made in the order in which application forms are received (first-come, first-served). The organiser reserves the right to refuse any application that does not comply with the conditions appearing in these regulations. Upon receipt of the signed application form and acceptance of the company or organisation as exhibitor, exhibition space will be confirmed by ERCISA in writing.

RENTAL RATES — Rental rates apply to exhibition floor space only and do not include the rental of a shell scheme.

TERMS OF PAYMENT — Upon reservation an invoice representing the total amount will be sent by ERCISA. Payment is due within 30 days following the date of the invoice. If rental charges are not paid within the prescribed time, exhibition space will be released and any loss incurred by the organiser by such non-payment shall be made good by the defaulting exhibitor. Direct transfer payments should be made to the **19 ICPPP Bilbao**

Account Holder: **ERCISA-AZAFATAS ERCILLA, S.A. / VAT Number ESA48130843/**

IBAN ES77 2095 0551 60 9116035219 with **KUTXABANK Bank, BIC/SWIFT Code BASKES2BXXX**, stating the number of the invoice. Sender's bankcharges are at the expense of the exhibitor.

CANCELLATION OR REDUCTION OF EXHIBITION SPACE — the exhibitor cancelling or reducing his reservation of exhibition space after the official application has been ac-

cepted by ERCISA, will be liable to pay the following fees: If the space can not be reallocated to another company:

- **50% of the total rental rate, if the cancellation or reduction request is received in writing before 2 March 2017;**
- **100% of the total rental rate, if the cancellation or reduction request is received in writing after 2 March 2017.**

If the space can be reallocated to another company, the exhibitor will receive a full refund of deposits paid, less administrative fees of 10 % of the total rental rate, with a minimum of 100 EUR.

Any refunds of deposits paid will be made after the conference but not later than 30 September 2017. The exhibitor will not be entitled to any interest that the organiser may have derived from deposits made by the exhibitor. All bank charges, including sender's and receiver's charges, resulting from a refund related to cancellation or reduction of exhibition space will be at the charge of the exhibitor.

POSTPONEMENT OR ABANDONMENT — The organiser reserves the right to postpone the conference including the technical exhibition, or to transfer it to another site, if unforeseen circumstances warrant such action. Should any contingency prevent the holding of the exhibition, the organiser will not be held liable for expenses incurred other than the cost of rental of exhibition space.

BANKRUPTCY OR LIQUIDATION — In case the exhibitor becomes bankrupt or enters into liquidation other than for the purpose of reconstruction or merger, or has a receiver appointed, the organiser shall be at liberty to terminate immediately the contract with the exhibitor, to cancel the allocation of exhibition space to the exhibitor and to forfeit all sums paid by the exhibitor.

SECURITY AND INSURANCE — Neither the organiser nor its contractors shall be responsible for the safety of any exhibit or other property of the exhibitor or of any person. Neither the organiser nor its contractors shall be responsible for the loss, damage or destruction by any cause of the exhibits or other property, or for loss, damage or injury sustained by any exhibits or any other persons. The exhibitor shall indemnify the organisers or its contractors to third persons, as a result of any act or omission of the exhibitor, his staff, agent or personnel hired on a temporary basis to staff the exhibition stand. As the organiser and its contractors will accept no responsibility for any of the foregoing matters, the exhibitor should effect his own insurance against any risk of loss, damage, injury or liability. The exhibitor agrees not to pursue the organiser for any previously listed risks.

ADVERTISING — All printed matter or advertisements of any kind, including information on display or intended for distribution in the exhibition area or on the premises of the conference centre is strictly limited to the exhibitor's stand or the space hired by the exhibitor. Failure to observe this procedure, in particular regarding distribution of promotional documents in the vicinity of entrances or exists or without the written permission of the organiser, shall render the exhibitor liable to an advertising fee of up to 25 % of the total exhibition space cost.

DISPOSAL OF WASTE — It is the responsibility of the exhibitor to ensure that all debris and waste material including boxes for packaging arising from his stand construction and stand dismantling are completely removed from the exhibition area prior to the opening of the exhibition and at the end of the conference. Failure to comply with this procedure shall render the exhibit or liable for the cost of clearance by the organiser or its contractor.

SPECIAL HAZARDS — Any exhibit which may be regarded as constituting a special risk or hazard must be notified to the organiser as soon as possible and not later than 1 June 2017. The exhibitor must at his own expense comply with any con-

ditions or safety precautions the organiser, venue licensor or local authorities may impose.

HEALTH AND SAFETY AT WORK — It is the responsibility of the exhibitor to ensure that his employees, exhibition staff and temporary staff comply with the latest legislation regarding health and safety at work. The organiser bears no responsibility for non-compliance to this rule by the exhibitor.

DISMANTLING — The exhibitor must vacate his exhibition space within the time specified by the organiser for exhibition dismantling. The exhibitor failing to do so will be liable for additional rental costs of up to 25 % of the total exhibition space cost.

NATIONAL AND INTERNATIONAL REGULATIONS — The exhibitor is to comply to all national and international rules and regulations related to advertising and promotion of all products and services as part of the booth. The organiser bears no responsibility for non-compliance of this rule by the exhibitor.

GIVEAWAYS — Gadgets that are distributed from the stand to participants should be professional in nature and should not exceed a maximum value of 10 EUR per item. Sharp, pointy or dangerous objects are not allowed. The exhibitor is allowed to organise prize draws at the stand, provided the value of the item(s) that can be won does not exceed a maximum value of 50 EUR per item. The same policy applies for prize draws whereby the prize(s) will only be distributed after the conference. The organiser reserves the right to request invoices of the gadgets and/or prizes at any time.

PHOTOGRAPHS — Photographing, sketching or otherwise reproducing articles exhibited, without the authorisation of the exhibitor, is prohibited. However, organisers cannot accept any liability in this matter. It is up to individual exhibitors to enforce the ban on their own stands. Nevertheless, exhibitors cannot object to general views of the exhibition being photographed with the permission of the organisers, nor to the sale or publication of such views.

SPONSORSHIP

SPONSORSHIP ITEMS — Confirmation of request for reservation of sponsorship items is only valid when made in writing by the company to the organiser, by returning a completed and signed Sponsorship booking form. Once the signed booking form for sponsorship items has been accepted by the organiser, it becomes legally binding for the company. The total sponsorship rate is payable by the company upon booking and shall be paid within 30 days of the date of the invoice.

CANCELLATION OF SPONSORSHIP ITEMS — after their official booking has been accepted by the conference secretariat. If the sponsorship item can be resold to another company, the company will receive a full refund, less administrative fees of 10% of the total sponsorship rate.

If not resold, the company will be liable to pay the following fees:

- 50 % of the total sponsorship rate, if the cancellation request is received in writing before 2 March 2017;

- 100 % of the total sponsorship rate, if the cancellation request is received in writing after 2 March 2017.

Any refunds of deposits paid will be made after the conference but not later than 30 September 2017. The company will not be entitled to any interest that the organiser may have derived from payments made by the company. All bank charges, including sender's and receiver's charges, resulting from a refund related to cancellation of sponsorship items will be at the charge of the company.

ADVERTISING SPACE

ADVERTISING SPACE — Confirmation of request for reservation of advertising space is only valid when made in writing by the company to the organiser, by returning a completed and signed Advertising order form. Once the signed order form for advertising space has been accepted by the organiser, it becomes legally binding for the company. The total advertising space is payable by the company upon booking and shall be paid within 30 days of the date of the invoice.

CANCELLATION OF ADVERTISING SPACE — after their official booking has been accepted by the conference secretariat. If the advertising space can be resold to another company, the company will receive a full refund, less administrative fees of 10% of the total advertising rate.

If not resold, the company will be liable to pay the following fees:

- 50 % of the total advertising rate, if the cancellation request is received in writing before 2 March 2017;

- 100 % of the total advertising rate, if the cancellation request is received in writing after 2 March 2017.

Any refunds of deposits paid will be made after the conference but not later than 30 September 2017. The company will not be entitled to any interest that the organiser may have derived from payments made by the company. All bank charges, including sender's and receiver's charges, resulting from a refund related to cancellation of sponsorship items will be at the charge of the company.

