

Innovation Exposition Guidelines

Logistics

- Your **company's logo** can be presented on the conference website as well as within the conference material. **Please provide us with a high resolution file (i.e. jpg, png) as soon as possible** and no later than January 30th. We kindly ask you to send the logo to info@cww2015.tu-berlin.de.
- Please **bring your exhibition material with you when registering** at the conference. You will be able to arrange your posters, banners, material, etc. when you arrive on March 10th in the morning. Staff will guide you to the exhibition space and provide you with some mounting material (i.e. poster strips). You will be responsible for mounting your own poster, etc.
- In case you would like to provide a **flyer or small brochure (no catalogues!) to be included into the conference material** given out to the attendees, please send **at least 400 copies until the end of February** to:

Berlin Institute of Technology
School VI – Planning Building Environment
Environmental Assessment and Planning Research Group
Secr. EB 5, Strasse des 17. Juni 145, D-10623 Berlin
z.Hd. Eva Schuster

- Attendees have the opportunity to explore your stand **during coffee as well as lunch breaks and in particular during Poster Reception** on March 10th. For specific times, please **check the final program** available online the week prior.
- Please note, during late coffee break on March 11th, exhibition space will be closed due to Conference Dinner prearrangements.
- Please pick up your material at the end of the conference until 4.30pm on March 12th.

Exhibition space

- Power supply and WLAN will be available at your stand. A login-password and directions will be included in the conference material.
- Exhibitors will be provided with 2 poster walls (120cm wide x 120cm tall with additional 40cm skirting) and one desk (150cm long x 75cm wide).
- The exhibition hall will be locked at night, that way you can leave posters and banners at your stand. We kindly ask exhibitors not to leave any valuable belongings (e.g. laptops) unattended. Organizers cannot be held responsible in case of any damage.

Content and presentation

- **All material must be in English.** Since most conference attendees are non-native speakers, please keep in mind to use language that is easy to understand.
- We ask exhibitors to **stand by their exposition stall during breaks and Poster Reception** to give attendees the opportunity to ask questions. You are welcome to bring handouts, business cards, etc.

Material preparation

- Light material can be mounted on the poster walls using adhesive strips. It is important, that you prepare your poster or paper banner **without foam core**.
- In case you would like to print your material before the conference, a copy shop is located within the venue's walking distance.

Copy Print

Ernst-Reuter-Platz 6, 10587 Berlin | Phone: 0049 (0)30 318 059 040 | Email: erp6@copyprint.de

Opening hours: Mon - Fri: 8:00am - 12:00am | Sat: 10:00am - 6:00pm | Sun: 12:00pm - 8:00pm

Website: <http://www.copyprint.de/cms/serviceshop>

Please find the floorplan below.

