GENERAL INFORMATION

ORGANIZER
Federation of European Microbiological Societies

Contact for booking of branding, meeting rooms etc. and general questions about the congress:

FEMS2019 Congress Secretariat
CAP Partner
Nordre Fasanvej 113, 2.
2000, Frederiksberg
Denmark

Niels Fibæk Bertel
nfb@cap-partner.eu
+ 45 33 26 56 49

NAME OF THE CONGRESS
FEMS2019 - 8th Congress of European Microbiologists

DATES
7 – 11 July 2019

VENUE PLACE
Scottish Event Campus (SEC)
Glasgow
Scotland, G3 8YW

CONTACT
For the exhibition logistics at the venue:

Sarah Millar
sarah.millar@sec.co.uk
## TIMETABLE

### IMPORTANT DATES AND DEADLINES

- **Deadline for abstract submission:** 15 January 2019
- **Early registration deadline:** 15 April 2019
- **Deadline for submission of adverts for congress materials:** 1 June 2019

### CONGRESS HOURS

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
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<tr>
<td><strong>Saturday, 6 July 2019</strong></td>
<td><strong>Exhibition setup</strong> 14.00 - 18.00</td>
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| **Sunday, 7 July 2019** | **Exhibition setup** 08.00 - 15.30  
**Exhibition hours (incl. welcome reception)** 15.30 - 20.30  
**Registration** 12.00 - 18.30 |
| **Monday – Wednesday, 8-10 July 2019** | **Scientific sessions** 9.00 - 18.30  
**Exhibition hours** 10.30 - 18.30  
**Registration** 8.00 - 18.30 |
| **Thursday, 11 July 2019** | **Scientific sessions** 9.00 - 14.00  
**Exhibition hours** 10.00 - 14.00  
**Registration** 8.00 - 14.00 |

**Exhibitions Breakdown**  
July 11th from 14.15 - 23.59
VENUE

THE CONGRESS IS HELD AT:
Scottish Event Campus (SEC)
Glasgow G3 8YW
Scotland
www.sec.co.uk

HOW TO GET THERE
The Scottish Event Campus is located just outside Glasgow city Centre in the westend. The campus is easily accessed by numerous transport options.

CAR PARKS AROUND SEC CENTRE
City Parking LLP operates the multi-story. A map and directions are here. Onsite pay machines are on the ground floor, or level 2 (walkway level) of the car park. Cash or credit/debit card on arrival or before departure can make payment.

Tariff Rates in the multi-story Monday to Sunday are:
• hour £5
• 1-12 hours £10
• 12-13 hours £15
• 13-24 Hours £20

BUS
Coach Operators runs services to Glasgow’s Buchanan Bus Station from throughout the UK Please see link for details. Two other bus services operate to and from Scottish Event Campus, stopping on Lancefield Street near Clyde Arc Bridge, only 2 minutes’ walk from the venues. Full details are available at X19 Stagecoach timetable and McGills 23 service timetable

TAXIS
There is a Glasgow Taxis pick-up and drop-off point outside The SSE Hydro. There are several taxi ranks throughout the city including at Buchanan Bus Station, Queen Street and Central stations and most large hotels. The distinctive black cabs can accommodate five or six people. If their yellow light is on you can flag them down on the street. Alternatively, you can call +44 (0) 141 429 70 70 or visit the Glasgow Taxis website to book. Our address for the online taxi booking form is SEC, Glasgow, G3 8YW.

An average journey from the city Centre will cost around £7. All Glasgow taxi drivers are enhanced disclosure checked.
EXHIBITION

The exhibition takes place in Hall 5.
The following is already included in your stand booking:

- Shell scheme
- Power supply
- Wi-Fi
- Table and two chairs

BOOKING OF ADDITIONAL STAND MATERIAL AND FURNITURE

You can book stand materials and furniture from the official FEMS2019 exhibition services company GES. The stands can be tailored to your needs at your own cost according.

Book online: www.ordering.ges.com/000025853

If you have any questions regarding additional furniture, customized stand constructions or other structures, please contact:

Louise Mullen
LMullen@ges.com
+44 (0)7423 432 073

OPERATING HEIGHTS

The international exhibition operating height of 2.50 m applies everywhere in SEC. All stands higher than 2.50m must be approved by the congress organizer, please send the stand too: Otc@cap-partner.eu

RIGGING

If you are planning to use the rigging facilities within the SEC, please be aware that you are required to submit an order to the Technical Services Department of the SEC 14 days prior to the commencement of build up, together with a full description of the item(s) to be rigged.

SURFACE MATERIALS

The lobbies of the Main Building and Congress Wing are paved with travertine (limestone). The floors of the Foyers of the Main Building and Congress Wing are covered with a fitted blue-grey loom carpet. The other floors in the Congress Wing are covered with grey fitted carpet.

CLEANING / WASTE REMOVAL

Please ensure that any cardboard boxes are flat packed, ready for collection during exhibition build. Removal of any abandoned stand fitting materials, carpet or excessive rubbish will be subject to an additional charge.

DELIVERIES

As the SEC has no storage facilities, NO deliveries will be accepted before the congress start. The SEC will not accept any deliveries on your behalf; you must have a representative available at all time to sign for any deliveries. Please see section 4.1 for information on shipment of stand materials.

PROTECTION OF SURFACES

No load in excess of 5 tons per square meter is permitted to be placed on the floor of the Halls.
No vehicle with an axle load in excess of 20 Tons can be brought into the Halls at the SEC.

CONTRACTORS AND EXHIBITORS BUILD UP / BREAKDOWN

Contractors must report to the Gate House which is located to the west of the site near Hall 3, they will be cleared and checked by the onsite Security personnel who will instruct the driver to the nearest available parking location in / next to or in the vicinity of the Hall (designated Vehicle Doors), dependent on the nature of the build / breakdown they are carrying out. Once the contractor is finished, they will be directed back to the Gate House or to the exit barrier at Hall 5 to egress, if they need to remain on site they will be directed to park in Car Park 5.

Exhibitors like contractors will report to the Gate House. The onsite Security personnel will ask to see their Exhibitor Pass on arrival. All exhibitors must have and/or collect their Exhibitor Car Parking pass on the first day of build. They then must display this pass on their windscreen / dash of their vehicle for the duration of their stay and show the pass to Security on every entry onto site. Exhibitors that do not have a pass will be sent to a fee-paying car park and have to pay £6.00 per visit. All vehicles will be instructed were to park by the In-House Security Stewards on site. Once the available parking around the Halls and immediate vicinity reaches capacity the remaining traffic will stay in Car Park 5 until instructed to make their way from there to an available car parking space.

For Breakdown Exhibitors / Contractors must wait until the Halls are officially closed and free from members of the public before commencing breakdown, any persons under the age of under the age of sixteen accompanying exhibitors and / or for any other reason must leave the Hall prior to the start of breakdown. The Guards on the vehicle exit doors will not allow exhibitors to utilize these exits prior to the official close of the exhibition. The Venue Service Manager will instruct the Guards when it is safe to commence breakdown, open and make use of the exit doors and allow vehicles in the Hall.

POWER SUPPLY

Every exhibition stand has a 500 W (A2/230V) electric plug.

INTERNET ACCESS

There will be free WI-FI throughout the congress.

CATERING

Lunch and coffee in the coffee breaks are included for exhibitors. For catering at your stand, please contact:

Fiona McGibbon
Fiona.mcgibbon@sec.co.uk
+44 141 576 3140
www.sec.co.uk/standcatering
STAND MATERIALS

SHIPMENT OF STAND MATERIALS
DSV Solutions A/S is appointed as the official logistics partner at FEMS2019.

Henrik Glendorf
+ 45 43 20 38 53
expo@dk.dsv.com

Following information are available on the FEMS website:

Please click here for:
- Shipping instructions
- Handling tariff
- Shipping labels (stand material)
- Bag insert labels

PROMOTIONAL MATERIALS

ADVERT IN FINAL PROGRAMME
Deadline: 1 May 2019
an advert in the final programme, please send a pdf copy to the congress secretariat at:

Hanne Kvalheim
hk@cap-partner.eu

Deadline: 1 May 2019
For platinum, gold & silver sponsors one full page colour advertisement is included in the Sponsorship package.

Advert specifications:
Full-page B5 format: border-to-border, 170 mm (w) x 240 mm (h) (+ 3 mm bleed, cropmarks)

INSERT IN CONGRESS BAGS
If you have booked an insert in the congress bags, please send a pdf version of the insert to otc@cap-partner.eu before 1 June 2019 and ship the inserts to DSV before 1 July 2019

DSV Solutions c/o Stevie Cameron Event Logistics Ltd.
1 Tennant Avenue
College Milton South
East Kilbride G74 5NA Glasgow
United Kingdom
+44 (0) 1355 238 559

NB! Please mark the boxes with “FEMS2019 congress bag inserts”.

FEMS2019 Practical information for sponsors and exhibitors
REGISTRATION

HOW TO REGISTER STAND PERSONNEL
(included in the exhibition stand)

Sponsors are asked to register stand personnel* themselves through the online registration for FEMS2019. Each sponsor should choose the category “exhibition stand personnel” as participant type, and then choose the relevant ticket type (Free exhibitor or Extra Exhibitor pass).
It is mandatory to indicate the correct company name and stand number. It is not possible to register or purchase passes in no name.

HOW TO REGISTER FULL CONGRESS REGISTRATIONS
(included in sponsorship package)

Sponsors are asked to register their free participants** themselves through the online registration for FEMS2019.

Please choose the category “Sponsor – free participant” as participant type.

It is mandatory to indicate the sponsor company name and a valid code (V$PLY6LGQ2Z).

Each registration requires a name, first name, e-mail address, institution and country.

Kindly note: We reserve the right to change your registration if your status and amount of free registrations does not correspond with the FEMS exhibitor/sponsor list.

* Stand personnel has access to the exhibition space
** Free participants are full registrations with access to all areas

REGISTRATION DEADLINE FOR STAND PERSONNEL AND SPONSOR PARTICIPANTS: 10 JUNE 2019

EXHIBITORS
Each exhibiting company has one free exhibitor registration per 3 sqm exhibition space.

FREE PARTICIPANT/FULL REGISTRATION INCLUDED IN SPONSORSHIPS

- Platinum sponsors have four exhibitor registrations and eight full registrations included.
- Gold sponsors have four exhibitors registrations and five full registrations included.
- Silver sponsors have three exhibitors registrations and three full registrations included.

REGULAR PARTICIPANT/FULL REGISTRATION
Please use the online registration here.

ACCOMMODATION

CODAN CONSULTING has been appointed the official hotel booking agent for the FEMS2019 and will be happy to assist you with your hotel reservation or other related arrangements.

Please visit the congress website for a hotel overview and for booking accommodation: www.fems2019.org/registration/accommodation

Please contact Codan Consulting directly at:

Codan Consulting
Vodickova 12/5
120 00 Praha 2
Czech Republic
Tel.: +420 251 019 376
Mob.: +420 601 026 251
info@codan-consulting.com

CONTACT INFORMATION

For questions regarding sponsorships and exhibition, please contact:

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nfb@cap-partner.eu
+45 70 20 03 05