



World Library and Information Congress
85th IFLA General Conference and Assembly
24–30 August 2019, Athens, Greece

Sponsorship Prospectus

www.ifla.org



Important Dates to Remember

Start of Online Registration

24 August 2018

Start of Exhibition Space Booking

10 September 2018

Sponsorship Application Deadline
Platinum Sponsor

29 September 2018

Start of Accommodation Booking

1 October 2018

Sponsorship Application Deadline
Gold Sponsor

13 October 2018

Sponsorship Application Deadline
Silver Sponsor

27 October 2018

Sponsorship Application Deadline
Bronze Sponsor

17 November 2018

Early Exhibition Space Booking Deadline

31 January 2019

Circulation of Technical Manual

March 2019

Early Registration Fees Deadline

15 May 2019

Standard Registration Fees
Deadline

20 August 2019

Onsite Registration

from 23 August 2019

Congress Dates

24 - 30 August 2019

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Greetings from NC Greece

Dear Delegates,

On behalf of the National Committee, it is a great pleasure to welcome you all to the 85th World Library and Information Congress of IFLA in Athens, Greece which will take place from August 24 to August 30, 2019.

The theme "Libraries: dialogue for change" invites the Library and Information Science international community to discuss, re-examine, re-think and re-interpret the role of libraries as promoters of change. Dialogue is the utmost expression of democracy, the basis for the freedom of expression and information and thus, the gear for a better future. Libraries serve as open, free, democratic, inclusive and participatory meeting places and mediators between knowledge and people.

In an era of rapid changes in the socio-economic-technological sphere, libraries ought to define their role as information providers, promoters of reading, settlers for the community they serve, key players in innovation, and leading actors for changes in the society. Libraries and society need to be in a constant, open dialectic relationship. This will lead to well-informed citizens facilitating progress and development, implementing the UN Agenda for Sustainable Development and leading to prosperity in all fields of the democratic society.

Greek libraries are also in a nodal point re-examining and re-defining their role, developing and promoting new information services, establishing collaborations and networks, incorporating cutting edge technologies, all with the view to meet the constantly changing needs of their audiences. Greek libraries face the challenges with optimism and work towards embedding new technological evolutions along with changes brought by a multicultural society.

The National Committee will propose a programme for visiting more than 60 libraries of all types, not only in the greater Athens area but in other cities around Greece as well, combining them with excursions to the archaeological and cultural sites found nearby.

Here, in Athens, the cradle of democracy and the World Book Capital for 2018, Delegates will have the unique opportunity to discuss, under the light of the Temple of Athena (Parthenon), the challenges for our profession in the new millennium. In Athens, the first public library in history with the main objective of storing, preserving, and disseminating the written heritage was founded, almost

Greetings from NC Greece

the same time as the birth of Democracy, Philosophy, Science, and Theatre. The contemporary face of the city, including the new premises of the National Library of Greece, will offer the opportunity to examine the past, present, and future of libraries in a continuous line, connecting different periods of history in the bright highway of our profession.

The summer in Athens is a unique experience. The proximity to the sea where the visitor can enjoy the clear waters of Argo-Saronic Gulf; the Athens Festival with its vast cultural programme with performances varied from ancient Greek Theatre to post-modern music concerts; the vivid night life; the multicultural neighbourhoods which can offer almost everything even to the most demanding traveler. We are sure that Delegates of the IFLA World Library and Information Congress will have the opportunity to explore the city's life and live a part of the Athenian culture and atmosphere.

We look forward to welcoming you to the country that fosters open dialogue and discussion.

Sincerely,



Christina Kyriakopoulou
*Co-chair of the Greek NC
Vice President of the
Association of Greek
Librarians and Information
Scientists*



Dr Filippos Tsimpoglou
*Co-chair of the Greek NC
Director General of the National
Library of Greece*



Alexandra Papazoglou
*Co-chair of the Greek NC
President of the Association
of Greek Librarians and
Information Scientists*

Important Information

Congress Organiser

IFLA

PO Box 95312
2509 CH The Hague, Netherlands
Tel.: +31 70 31 40884
Fax: +31 70 38 34827
Email: ifla@ifla.org
www.ifla.org



IFLA WLIC 2019 National Committee

Association of Greek Librarians and Information Scientists to IFLA
Eva Semertzaki
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Congress Venue



Megaron Athens International Conference Centre

(Megaro Mousikis Athinon)
Vasilissis Sofias & Kokkali 1
115 21 Athens, Greece
www.maicc.gr

Congress Secretariat

WLIC 2019

c/o K.I.T. Group GmbH
Association & Conference Management
Kurfürstendamm 71
10709 Berlin, Germany
Tel.: +49 30 24 60 3 380
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Registration & Accommodation

c/o K.I.T. Group GmbH
Tel.: +49 30 24 60 3 380
Fax: +49 30 24 60 3 200
Email: wlic2019-registration@kit-group.org

Exhibition / Sponsoring

c/o K.I.T. Group GmbH
Tel.: +49 30 24 60 3 314
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Email: wlic2019-sponsorship@kit-group.org

Key Facts & Contacts

Date

24-30 August 2019

City/Country

Athens, Greece

Venue

**Megaron Athens
International
Conference Centre**

Participants

4,000 expected

About IFLA

As the leading international body representing the interests of library and information services and their users, we place libraries on the global stage and help them develop.



We are the global voice and the largest brain trust of the library and information profession. We have an active network of more than 1,400 Members – leading associations and institutions from the library field – in over 140 countries around the world, 850 active volunteers, and well-established relations with the UN and other international organisations. Together with our Members, we work to set the professional agenda and develop standards for providing high-quality library services, to improve equitable and meaningful access to information, knowledge and cultural heritage resources, and to place this work at the heart of policy, from the local to the global level.

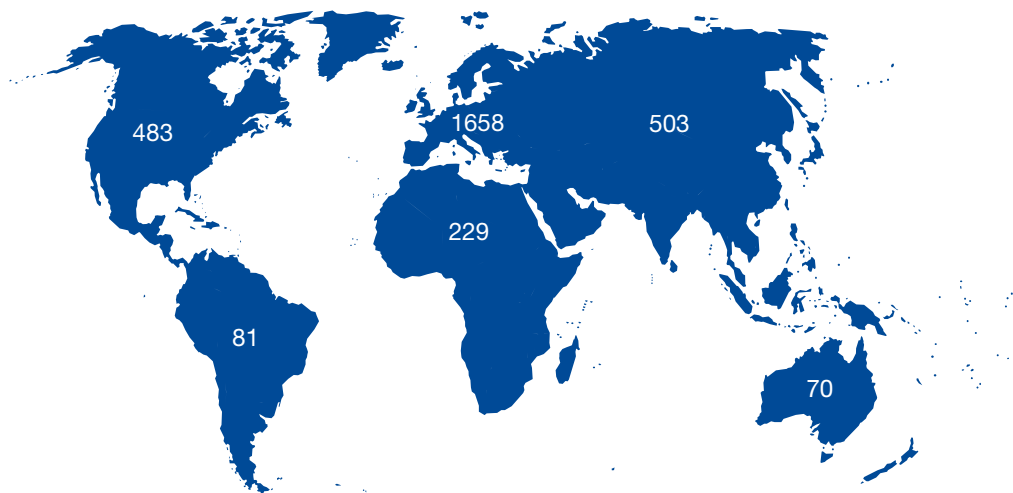
We do this by creating strategic alliances; enhancing professional education; developing professional standards; disseminating best practices; advancing relevant scientific and professional knowledge; and undertaking and supporting advocacy for libraries at all levels. We are committed to enabling all members of the Federation to engage in, and benefit from, our activities without discrimination. We embrace the principles of freedom of access to information, ideas and works of imagination and freedom of expression embodied in Article 19 of the Universal Declaration of Human Rights. We hold that people, communities and organisations need universal and equitable access for their social, educational, cultural, democratic and economic well-being, and to achieve sustainable development. The National Library of the Netherlands, located in the Hague, generously hosts our headquarters.

To advance the interest of our members, we:

- further accessibility, protection, and preservation of documentary cultural heritage;
- support a library and information profession which anticipates, responds, and continuously innovates to address the needs of communities worldwide;
- drives high standards in library and information services and professional practices;
- encourage widespread understanding of the value and importance of quality library and information services in the public, private and voluntary sectors;
- promote libraries as vital institutions that enhance people's lives and contributes to sustainable development through equitable access to information and knowledge;
- advocate for the best policies for libraries at all levels, through collaboration between headquarters, volunteers and members.

WLIC Previous Congress Facts

Attendees by Continent (2017)



Africa.....	229	Europe.....	1658
Asia.....	503	North America.....	483
Australia/Oceania.....	70	South America.....	81

Top 10 Countries Represented

Columbus, 2016

United States.....	1.604
Canada.....	105
China.....	89
Germany.....	84
Japan.....	69
Nigeria.....	63
Denmark.....	59
France.....	55
Netherlands.....	52
Australia.....	49

Wroclaw, 2017

Poland.....	475
United States.....	390
Germany.....	176
China.....	131
United Kingdom.....	97
France.....	90
Sweden.....	78
Russian Federation.....	75
Netherlands.....	71
Finland.....	64

Kuala Lumpur, 2018*

Malaysia.....	430
United States.....	200
China.....	147
Singapore.....	94
Germany.....	76
South Korea.....	60
Australia.....	56
Japan.....	52
France.....	47
Nigeria.....	47

* Figures as of July 2018. Final statements available to the industry partners after IFLA WLIC 2018

WLIC Previous Congress Facts

Congress Facts

Date	2016	2017	2018 **
Destination	Columbus	Wroclaw	Kuala Lumpur
Total Number of Attendees	3.256	3.034	3.000
Total Exhibition Space	1.008	761	778
Number of Exhibitors	92	71	71
Number of Sessions	228	248	249
Number of Plenary Sessions	2	3	2
Number of Papers	217	221	220

** Estimated Figures. Final statements available to the industry partners after IFLA WLIC 2018

Congress Venue



Megaron Athens International Conference Centre (MAICC) offers the finest facilities, stunning aesthetics and cutting-edge technology. A landmark, in the centre of Athens, MAICC has a total offering of 143.000 square metres and a choice of 18 meeting spaces, combined with expansive exhibition and foyer areas totaling 12.000 square metres. The Centre's totalling capacity is 6.000 delegates, with the largest meeting room accommodating close to 2.000. Show Relay systems in the main auditoria allow for the transmission of live sessions from one hall to another. Wireless Internet is available throughout the Centre.

Amongst the main auditoria are the Christos Lambrakis Hall (Friends of Music) (1.960 theatre style), the Alexandra Trianti Hall (1.500 theatre style), the Banqueting Hall, which is a circular hall (650 theatre style), the Dimitris Mitropoulos Hall (450 theatre style) and the Nikos Skalkotas Hall (380 theatre style). These are complimented by a wide range of break out rooms with capacities ranging from 25 to 180, depending on set-up style.

Banqueting space facilities are many and varied throughout the building.

Major luxury hotels are in close proximity, many within walking distance, and the Centre is close to major museums and fine shopping and dining areas.

The new Athens metro system has a station next to the Centre and it is a mere 35 minutes on a direct line to the El. Venizelos International airport. This is complimented by car parking for 750 and a plethora of taxis, trams and buses right outside the Centre.

Destination

Athens, Greece

For the last few years, Athens has been rising as Southern Europe's most exciting city-break destination. Of course, the classic sights have drawn a crowd for centuries. However, beyond the Acropolis and awe-inspiring antiquities, there are new cultural landmarks, an edgy art and design scene, and a glittering coastline where urban regeneration projects are underway. The city's appeal as a tourist destination is flourishing, thanks to new infrastructure and cultural attractions, an expanding transportation network, more green spaces, and the unification of the city's main archaeological sites.

You can stroll along the cobblestone, pedestrian-only path that envelops Europe's largest Archaeological Park for a close-up view of some of the world's most significant ancient treasures, with first and foremost the Acropolis. Alternatively, you can choose to catch the tram to the coastline that stretches 120 kilometres for a walk or a swim along the Athens Riviera and beaches.

A unique combination of the old and the new, set up against a spectacular Mediterranean landscape; a world-famous past, an exciting present. Ancient and brand new at the same time, Athens inspires and seduces its visitors, leaving its mark on their hearts and minds. Surrounded by a lining of stunning seas and

mountains, this travel-friendly city is filled with gems just waiting to be discovered.

Renowned archaeological sites; modern and classical art museums and galleries; opera houses; spas; elegant shops, restaurants and bars; street markets and bazaars; outdoor cinemas and 300 sun-drenched days are all to be found in Athens!

Athens has more than 275 hotels, 137 theatres, 67 cinemas, 50 museums, two concert halls, over 180 bars and 75 clubs. It also boasts an award-winning airport (Athens International Airport) that, since its opening in 2001, has seen an annual growth of 7%, currently serving 80 international destinations.

Airport

The Athens International Airport S.A. (AIA), one of the most modern and functional airports in the world, opened in 2001, marking the onset of a new era for air transport in Greece. Thanks to its favourable geographical location at the crossroads of three continents, state-of-the-art infrastructure and top-notch service, AIA has earned the trust of passengers, as well as numerous international distinctions and awards. Today, it constitutes one of the major gateways to Southeastern Europe. During its 17 years of successful operations, the airport has served almost 260 million passengers through 3.0 million flights. With over 70 distinctions throughout the 17 years of its operation, distinguishing it as one of the best airports in the world across its diverse

Connection to Athens

range of activities, AIA maintains one of the best airport terminals in Europe, equipped with state-of-the-art systems, featuring user-friendly orientation and comfortable waiting areas, offering top quality services, and making each moment at the airport a pleasant experience for the travellers, their meeters and greeters, and the airport's visitors, who are frequently surprised with an unexpected programme of live events in the terminal area. According to the surveys conducted at the airport, our passengers and visitors highly appreciate the airport's ambience, the courtesy of staff, the fine offers of over 120 quality shops, restaurants & cafés in the Airport Shopping Centre, as well as an attractive and highly convenient Retail Park located within the Airport compound.

Airport Transfers

There are several ways to go to and from the airport.

Metro

Take Metro Line 3 (Agia Marina – Douk. Plakentias - Athens International Airport), which connects the Athens airport with the city centre. Trains run every 30 minutes, 7 days a week from 6:30 to 23:30. The trip from/to the Airport to Syntagma station (Athens centre) lasts approx. 40 minutes.

24-hour Express Buses

ExpressBus routes directly connect Athens (city

centre & greater area) and Piraeus (port) with the Athens International Airport (AIA) "Eleftherios Venizelos". The service is provided on a nonstop basis seven days a week including holidays (24/7 operation). All buses drop off passengers at the Departures Level (inbound trips to airport) and depart from the Arrivals Level (outbound trips from the airport). Bus tickets are sold at the info/ticket-kiosk (located outside the Arrivals between Exits 4 and 5), or onboard (ask operator) at no extra cost.

There are four routes:

X93: Kifissos KTEL (long-distance buses) Station – Airport

Direct Connection to the intercity bus (KTEL) terminals KIFISOS and LIOSION. Link to suburban rail station at: KIFISIAS

X95 : Syntagma – Airport Direct Connection to Syntagma Square at Athens city centre. Link to Metro Line 2 station at: SYNTAGMA. Link to Metro Line 3 stations at: NOMISMATOKOPEIO, ETHNIKI AMYNA, SYNTAGMA. Link to tramway routes at:

SYNTAGMA

X96 : Piraeus – Airport

Direct Connection to Piraeus central passenger port terminals. Link to metro line 1 stations at: N.FALIRO (ISAP N.FALIRO), PEIRAIAS. Link to suburban rail station at: PEIRAIAS. Link to tramway routes at: PLATEIA GLYFADAS, EDEM, FLISVOS

X97 : Eliniko Metro Station – Airport

Connection to Athens

Direct Connection to ELLINIKO metro station.
Link to Metro Line 2 stations at: AG.DIMITRIOS, DAFNI.

One-way travel time estimates: X93 (65' minutes), X95 (60' minutes), X96 (90' minutes), X97 (45' minutes). Allow sufficient time to travel as traffic conditions may cause delays. Estimates are given for reference only. Journey time depends on traffic conditions. Passengers are advised to allow sufficient time for their transfer from/to the airport.

flat rate of 35 EUR from 5:00 to midnight, and 50 EUR from midnight to 5:00.

The charge is determined by the time of arrival at the destination and includes all applicable surcharges and extras.

Suburban Railway/ Proastiakos

The suburban railway (Proastiakos) connects the Athens Airport with the Athens Central Railway Station (Larissis Station) and the Acharnai Railway Center, and through them to the National Railway network. The suburban railway departs every 15-25 minutes from the Athens Airport railway station to Plakentias station, where you can change trains and continue to the city centre (Metro Line 3 to Egaleo), using the same ticket.

Current timetables:

Airport – Kiato / Kiato – Airport

Kiato – Patras bus connections

Piraeus – Athens – Halkida line

Taxi

Taxis are available at the designated Taxi waiting area located at Exit 3 of Arrivals Level. A taxi from the airport to the city centre (inner ring) costs a

Accommodation

Hotel Reservation

Information regarding the Congress will be frequently updated on the IFLA website. We recommend visiting the IFLA website regularly to keep up-to-date with the latest news and information regarding IFLA WLIC 2019: <http://2019.ifla.org/>

Please be aware of fake websites that try to sell hotel accommodation. Always make sure that you are on the original IFLA-owned website.

Reservations

All room reservations must be made directly with the hotel by sending the official hotel booking form with the booking code “IFLA 2019” and with full credit card details. The booking cannot be processed without the credit card details. Please take note that your hotel reservation is not complete if you don't return the completed and signed form to the hotel of your choice. Please find the hotel overview and more information on the Congress website. Telephone reservations will not be accepted.

Changes & Cancellations

All changes and cancellations must be sent in writing (fax or email) to the hotel directly. For the exact cancellation dates please have a look at the relevant hotel booking form. After this date, the full value of the reservation indicated on the hotel reservation form will be charged under all circumstances. For a reduction in the length of stay or in the case of a no-show, no refunds will

be made. No-shows will be released at 09:00 the following day, and the accommodation will not be refunded. If you have any changes please contact the hotel directly. If you do not have the contact details with you we will be happy to help you at the registration counters.

Confirmation & Invoice

The confirmation and the invoice of the hotel booking will be sent out by the hotel or given to you upon check-out.

Payment

All charges for accommodation and extra costs must be settled by each guest upon departure directly at the hotel. Please note that some rates may be subject to service charge and / or VAT. If you would like to pay in advance by bank transfer please contact the hotel directly.

Alternative Accommodation

Delegates and Exhibitors are welcome to book their own accommodation other than the accommodation service offered by the Congress Secretariat.

Hotel List

No.	Hotel	Stars	Rate SGL use (in EUR)	Rate DBL use (in EUR)	Walking distance / Public Transportation	Distance to Convention Center
1	Airotel Alexandros	4	149	169	5 minutes	0,5 km
2	Athinais	3	86	97	5 minutes	0,4 km
3	Best Western Candia	4	72	85	20 min. with public transportation: -Take line M2 at Larissis station in direction of Elliniko -Transfer to line M3 at Syntagma station in direction of Doukissis Plakentias / Airport - Exit at Megaro Moussikis station	4,0 km
4	Crowne Plaza	5	150	165	9 minutes	0,7 km
5	Electra Hotel	4	180	---	14 min. with public transportation: - Take line M3 at Syntagma station in direction of Doukissis Plakentias / Airport - Exit at Megaro Moussikis station	2,1 km
6	Electra Metropolis	5	250	270	12 min. with public transportation: - Take line M3 at Syntagma station in direction of Doukissis Plakentias / Airport - Exit at Megaro Moussikis station	2,2 km
7	Golden Age	4	117	132	7 minutes	0,5 km

All rates are indicative and may be subject to change. Guests will be required to pay a city tax upon check-out.

Hotel List

No.	Hotel	Stars	Rate SGL use (in EUR)	Rate DBL use (in EUR)	Walking distance / Public Transportation	Distance to Convention Center
8	Herodion Hotel	4	153	163	17 min. with public transportation: - Take line M2 at Acropoli station in direction of Anthoupoli - Transfer to line M3 at Syntagma station in direction of Doukissis Plakentias / Airport - Exit at Megaro Moussikis station	3,0 km
9	Ilisia	4	130	150	10 minutes	0,7 km
10	NJV Arthens Plaza	5	200	220	10 min. with public transportation: - Take line M3 at Syntagma station in direction of Doukissis Plakentias / Airport - Exit at Megaro Moussikis station	1,9 km
11	Novotel Athen	4	144	154	24 min. with public transportation: - Take line M2 at Larisis St. station in direction of Elliniko - Transfer to line M3 at Syntagma station in direction of Doukissis Plakentias / Airport - Exit at Megaro Moussikis station	3,7 km
12	Wyndham Grand Athens	5	150	170	20 min. with public transportation: - Take line M2 at Metaxourghio station in direction of Elliniko - Transfer to line M3 at Syntagma station in direction of Doukissis Plakentias / Airport - Exit at Megaro Moussikis station	3,7 km

All rates are indicative and may be subject to change. Guests will be required to pay a city tax upon check-out.



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Megaron Athens

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Congress Outline

Friday, 23 August	Saturday, 24 August	Sunday, 25 August	Monday, 26 August	
PC Meeting 08:30 – 11:00	Officers Briefing 08:00 – 11:00	Leadership Forums 08:30 – 10:00	Plenary Session 08:30 – 09:15	Exhibition 09:30 – 17:30 Poster Sessions 09:30 – 17:30
		Newcomers Session 08:30 – 10:00	Sessions 09:30 – 11:30	
GB Meeting 11:30 – 17:00	SC Meetings 11:15 – 17:45	Opening Session 10:30 – 12:00	Sessions 11:45 – 12:45	
		President's Lunch (by invitation only) 12:15 – 14:00	Lunch Break & Exhibition Visits 12:45 – 13:45	
		Sessions 13:45 – 15:45	Sessions 13:45 – 15:45	
	Caucus Meetings 18:00 – 20:00	Exhibition & Opening Party 16:00 – 18:00	Sessions 16:00 – 18:00	
		Officers Reception (by invitation only)		

Please be aware that the outline is different from the 2018 edition.

The Opening Session is on Sunday instead of Saturday.

PC = Professional Committee

GB = Governing Board

SC = Standing Committee

Congress Outline

Tuesday, 27 August	Wednesday, 28 August	Thursday, 29 August	Friday, 30 August
Plenary Session 08:30 – 09:15	Plenary Session 08:30 – 09:15	Sessions 08:30 – 10:30	PC Meeting 08:30 – 10:00
Sessions 09:30 – 11:30	Sessions 09:30 – 11:30	Sessions 10:45 – 12:45	GB Meeting 10:30 – 17:00
Sessions 11:45 – 12:45	Sessions 11:45 – 12:45		
Lunch Break & Exhibition Visits 12:45 – 13:45	Lunch Break & Exhibition Visits 12:45 – 13:45	Lunch Break 12:45 – 13:45	Library Visits full-day & half-day
Sessions 13:45 – 15:45	Sessions 13:45 – 15:45	Sessions 13:45 – 15:45	
Sessions 16:00 – 18:00	General Assembly 16:15 – 18:00	Closing Session 16:15 – 17:30	
Cultural Evening			

PC = Professional Committee

GB = Governing Board

SC = Standing Committee

Participating in WLIC 2019

Why should you sponsor WLIC 2019?

Industry involvement is one of the key elements in the success of the World Library and Information Congress 2019 (WLIC 2019). Your presence and contributions enhance the overall value of the Congress. The International Federation of Library Associations and Institutions (IFLA) offers you the opportunity to become a sponsor of the WLIC 2019 Annual Congress, enabling you to raise the recognition of your company while promoting endeavours.

On the following pages, various sponsorship options are listed, from which you may select different elements up to the amount of your company's financial support.

Congress Alliance Partnership

IFLA would like to recognise their long-standing sponsors by offering either a two or three year alliance partnership where companies can choose a specific sponsorship package. Packages can be tailored on an individual basis. For more information, please contact: wlic2019-sponsorship@kit-group.org.

Sponsorship Categories

Sponsorship provides a great means of broadening your competitive edge through improving your company's image, prestige and credibility by supporting events that your target market finds attractive. You will find below a number of ways to enhance visibility and association with the Congress. Sponsorship items have been divided into individual categories: Sessions, Meeting Facilities, Congress Material, Congress Services, Communications, Special Services, Advertisement Opportunities On Site and Advertisements in Congress Publications. There is no minimum amount required to be part of the World Library and Information Congress 2019. Sponsorship options are listed on the following pages where you can build an individual sponsorship package suited to your marketing needs. Your final contribution to the Congress determines your sponsorship level, which in turn provides you with more benefits.

Status will be allocated as follows:

	Minimum Contribution	Deadline for Application
Platinum Sponsor	25.000 EUR	29 September 2018
Gold Sponsor	20.000 EUR	13 October 2018
Silver Sponsor	15.000 EUR	27 October 2018
Bronze Sponsor	8.000 EUR	17 November 2018
Associate Sponsor	3.000 EUR	No deadline

Participating in WLIC 2019

Spent on Sponsorship Items	25.000 EUR	20.000 EUR	15.000 EUR	8.000 EUR	3.000 EUR
	Platinum Sponsor	Gold Sponsor	Silver Sponsor	Bronze Sponsor	Associate Sponsor
Hospitality suite for duration of the Congress	✓				
Discount on exhibition space	30%	20%	15%	10%	
Complimentary full participant registrations	6	4	2	1	
Product demonstration	✓				
Advertisement in the Congress Programme	1 page	1 page	½ page		
One Email Blast (HTML mailing) to registered delegates	✓	✓	✓		
Congress Bag Insert	✓	✓	✓	✓	
Logo on Congress website with link to your corporate website	✓	✓	✓		
Logo on Congress website (no link)				✓	✓
Use of Congress logo	✓	✓	✓	✓	

Sponsorship Opportunities

Spent on Sponsorship Items	25.000 EUR	20.000 EUR	15.000 EUR	8.000 EUR	3.000 EUR
	Platinum sponsor	Gold sponsor	Silver sponsor	Bronze sponsor	Associate sponsor
Acknowledgement on Facebook upon confirming sponsorship	✓	✓	✓	✓	
Acknowledgement in Congress literature	✓	✓	✓	✓	✓
Congress programme editorial with logo	✓	✓	✓	✓	✓
Company name and logo on sponsors' acknowledgement boards throughout venue	✓	✓	✓	✓	✓

How to Book

Sponsorship items can be booked online via the Exhibition and Sponsorship Ordering System (ESOS®). For more details, please refer to pages 42–43 of the Sponsorship Prospectus. Booking starts on 10 September 2018.

You can book space by registering your interest under the following link:

<https://www.kitsecure.org/ifla2019>

Sponsorship Opportunities

1. Product Demonstration

Holding a product demonstration is a great opportunity to raise your profile amongst library professionals.

Product Demonstration

Reserve the Expo Pavilion / Tech Lab to launch your new product, showcase existing products and reinforce your product awareness to the Congress attendees. The Expo Pavilion / Tech Lab is available at pre-defined times throughout the day and will be located in the exhibition area.

Please contact the Congress Secretariat for further details.

Price: 1.700 EUR



- Present existing and new products.
- Raise awareness of your company and its role in libraries.
- Sponsor presentation will be listed on the Congress schedule.

The Expo Pavilion / Tech Lab is available for product demonstrations in 45 minute slots.

There is no limit to the number of slots reserved by a single company.

Sponsorship Opportunities

2. Congress Materials

Note Pads & Pens

Note Pads and Pens will be included in every Congress Bag.

Pieces: 4,000

Price: 2,500 EUR

- Sponsor's logo on the pads & pens.

Design must be submitted to the Congress Secretariat for approval. All material must be provided and delivered directly by the sponsor to the Congress venue.

Delivery details will be provided at a later stage.

Congress Bag

The sponsorship of the Congress Bag will ensure the sponsor has high visibility not only during the Congress but long after the event.

Pieces: 4,000

Price: on request

- Sponsor's logo on the Congress Bag.



Sponsorship Opportunities

Congress Bag Insert

Insert a leaflet, invitation to your exhibition booth, or information brochure into all Congress Bags.

Pieces: 4.000

Price: 2.500 EUR

Non-exhibitors pay an additional 1.500 EUR.

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.

Congress Bag Gift

Insert a gift, invitation to your exhibition booth or information brochure into all Congress Bags.

Pieces: 4.000

Price: 2.500 EUR

Non-exhibitors pay an additional 1.500 EUR.

The Gift 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.

Sponsorship Opportunities

Pocket Programme

The Pocket Programme is a partial version of the Congress Programme noting all important Congress information. It will be inserted in the badge holder for all attendees.

Pieces: 4.000

Price: 7.500 EUR

- Logo and Advertisement.
- Sponsor's advertisement featured in the Pocket Programme.
- Sponsor's logo featured on the Pocket Programme.
- Exclusive sponsorship.

The Pocket Programme will be produced by the Congress Secretariat.



Badge Lanyards

Lanyards will be assigned to every delegate together with their badge.

Pieces: 4.000

Price: 8.000 EUR

- Sponsor's logo on Lanyards.

Lanyard design must be submitted to the Congress Secretariat for approval. The lanyards must be provided and delivered directly by the sponsor to the Congress venue. Delivery details will be given at a later stage.



Sponsorship Opportunities

Delegate Name Badges

Name badges will be assigned to every attendee.

Pieces: 4.000

Price: 6.000 EUR

- Sponsor's logo printed on badges.

Attendee name badges will be produced by the Congress Secretariat. The name badge will include the attendee's name and country of residence.

3. Congress Services

Expo Pavilion / Tech Lab

The Expo Pavilion / Tech Lab will showcase industry product demonstrations and various cultural activities throughout the day during the exhibition opening hours.

Price: On request

- Expo Pavilion / Tech Lab named after the sponsor.
- Sponsor's logo placed in the Expo Pavilion / Tech Lab.
- Short slide introduction of the sponsor before each session is replayed.

The Expo Pavilion / Tech Lab may also be used as a Product Presentation Pavilion. The sponsor benefits from the continuous traffic flow of delegates.

Sponsorship Opportunities

Library Visits

Sponsor visits to local libraries and networking events in Athens, Greece

Price: 5.000 EUR

- Sponsor acknowledgement in Congress Programme
- Literature Rack in Exhibition

Simultaneous Interpretation

Sponsor the translation of sessions during the Congress.

Price: On request

- Acknowledgement of the sponsorship with your logo on the Headset Distribution Counters, and in the General Information in the Congress Programme.

Congress Website

The Congress Website is the first point of contact for most attendees, providing comprehensive information on all Congress matters.

Price: 4.000 EUR

- Sponsor's logo will be placed on the pages relevant to the Congress, with text confirming that the website is sponsored by the company.

Sponsorship Opportunities

Speaker's Preview Room

All speakers must report to the Speaker's Preview Room to hand in their presentations. They can also edit and update their presentations here.

Price: 2.500 EUR

- Sponsor's logo will be placed on the Speaker's Preview Room banners and signage.
- Sponsor's logo may be used for screen saver and desktop design.
- Sponsors may lay out mouse pads for the speakers.
- Acknowledgement of the sponsorship in the General Information in the Congress Programme.

Mouse pads must be provided and delivered directly by the sponsor. Delivery details will be provided at a later stage.

Internet Area

An Internet Area for the use of the attendees including PC's will be located in the Exhibition Area.

Price: 12.000 EUR

- Sponsor's logo will appear on Internet Area banners and signage.
- Sponsor's logo may be used for a screen saver and desktop design.
- Sponsors may provide mouse pads.

Sponsors are encouraged to provide mouse pads for the Internet Area. Mouse pads must be provided and delivered by the sponsor. Delivery details will be provided at a later stage.

Sponsorship Opportunities

Congress Live Stream



IFLA WLIC 2019 Congress Live Stream will break down the physical borders of the Congress and will bring many hours of Congress Programme to the audience around the world as they happen in Athens. While watching a live stream remotely cannot emulate the richness of an attendance at IFLA WLIC 2019, it will increase the reach of our Congress around the world and will allow those who cannot attend to at least experience some of the highlights and will make them want to be sure to attend the next IFLA WLIC Congress in person.

The support of the IFLA WLIC 2019 Congress Live Stream will be open to exclusive or multiple supporters, and is a novel and high visibility way your company can align itself with the innovation and thought-leadership that IFLA stands for.

Price: On request

Benefits

- Sponsor's corporate branding on the landing/welcome page of the IFLA WLIC 2019 live stream
- Recognition in all communications announcing and promoting the live stream

Sponsorship Opportunities

Congress Capture

The IFLA WLIC 2019 Congress Capture is a high-visibility opportunity with significant exposure after the Congress to show your support for IFLA's educational mission. The IFLA WLIC 2019 Conference Capture will include many hours of high quality content. Recorded sessions will be made available in the weeks after the Congress, giving this educational offering a significant exposure beyond the meeting. Open to exclusive or multiple supporters, the IFLA WLIC 2019 Congress Capture will extend your company's visibility beyond the Congress and align your company prominently with the IFLA's educational mission.



Price: On request

Benefits

- Sponsor's corporate branding on the landing/ welcome page of the IFLA WLIC 2019 recorded sessions
- Recognition in all communications announcing and promoting the webcasts

Sponsorship Opportunities

Congress App

An interactive solution of the Congress Programme giving the attendees' related Congress information at the tip of their fingers.

Price: 12.000 EUR

- Sponsor's logo on App landing page
- Sponsor's banner and logo in the exhibitors list
- Opportunity for attendees to arrange meetings directly with Sponsor via the app.

4. Communication

Email Blast

Send out your individual announcement for your session, exhibition booth or other information to all registered attendees.

Price: 2.000 EUR

- Sponsor's personal message to all attendees.

Email Blast will be sent out by the Congress Secretariat. Sponsor must provide email design, texts, pictures, etc., in HTML format with links to all graphics two weeks prior to the date the Email Blast is due to be sent out.



Sponsorship Opportunities

5. Special Services

All special services will be arranged and set up by the Congress Secretariat.

Water Stations

The Water Stations will be placed throughout the Congress venue.

Price: On request

- Sponsor's logo on each water station for high visibility.

6. Advertisement Opportunities Onsite

Raise your visibility onsite at the Congress centre with signage and banners. A range of custom-tailored opportunities are available on request.

Directional Signage

Have your company's logo featured on all Directional Signage throughout the Congress venue.

Price: 6.000 EUR

- Sponsor's logo placed on all directional signage throughout the venue.

Sponsorship Opportunities

Poster Area

A Poster Area for the use of attendees to view posters will be placed in the exhibition area.

Price: On request

- Sponsor branded Poster Area.
- Sponsor acknowledgement in the Congress Programme.

Banners in the Congress Centre and Exhibition Hall

Place Banners in the Congress Centre and Exhibition Hall to increase awareness of your presence and products during the IFLA WLIC 2019.

Price: On request

- High visibility of sponsor's logo and product during the Congress.

Volunteer Shirts / Vests

All volunteers will wear your logo as they carry out their duties for the duration of the Congress.

Pieces: 600

Price: On request

- Sponsor's logo placed on the volunteer's shirts / vests.

Sponsorship Opportunities

7. Advertisements in Congress Publications

The Congress Programme will be the most essential publication for all attendees guiding them through the Congress. It includes information on presentations, satellite symposia, exhibitions and other activities.

Congress Programme (DIN A5 size)

Outside back cover	8.000 EUR
Inside front cover	8.000 EUR
Inside back cover	5.000 EUR
Full page inside	2.000 EUR

Bookmark in the Congress Programme	On request
Full page inside in the Pocket Programme	2.500 EUR

(upon availability)

Non-exhibitors pay an additional 1.500 EUR.

Sponsorship Opportunities

8. Social and Networking Events

Social events include meals and breaks that form a core part for the networking opportunities provided by IFLA WLIC 2019. Each event attracts a large number of attendees and sponsors can use this unique opportunity to network with attendees outside of their booth.

President's Lunch

Between 50-80 key opinion leaders are invited to the President's Lunch which consist of:

- IFLA President
- President-Elect and past Presidents
- IFLA Honorary Fellows
- IFLA Executive Committee members
- IFLA award winners
- Key National, Public and Academic Librarians
- Key members of the local community (e.g., Mayor, ministry representatives),
- Congress National Committee executive
- The representatives of the Platinum Congress Sponsor as well as others as agreed by the President.

The Sponsor can invite up to 10 guests.

Date: 25 August 2019

Time: 12:15 – 14:00

Price: 6.000 EUR

Sponsorship Opportunities

Newcomers Session and Breakfast

A lively session welcoming all first timers to the Congress. There will be a panel on the stage discussing their personal experiences, outlining congress highlights and sharing tips of how to make the best of the Congress.

Date: 25 August 2019

Time: 08:30 – 10:00

Price: 6.000 EUR

- The sponsor will be acknowledged and the company logo will be displayed during the session.

Opening Ceremony

At the Opening Ceremony, the National Committee will welcome all delegates to the congress. They will use this opportunity to showcase some of the national culture as well as invite a keynote speaker who reflects the professional standard of the host country.

Date: 25 August 2019

Time: 10:30 – 12:00

Price: 7.000 EUR

- The sponsor will be acknowledged and the company logo will be displayed during the session.

Sponsorship Opportunities

Officers Reception

A reception that is hosted each year to thank all the loyal volunteer officers who work very hard to accomplish IFLA's missions and goals throughout the year.

Date: 25 August 2019

Time: 19:00

Price: 15.000 EUR

- The sponsor will be acknowledged and the company logo will be displayed during the event.

Cultural Evening

The set-up of the Cultural Evening has varied greatly throughout the years. It is an event that is hosted for all Congress Delegates and it can vary from a theatre performance to a party with live music. Food is usually served buffet style. Delegates are welcome to register their partners as accompanying persons during the Congress. They are offered a special programme including a tour to experience a highlight of the host city / country.

Date: 27 August 2019

Time: 19:00

Price: 20.000 EUR

- The sponsor will be acknowledged and the company logo will be displayed during the event.

Sponsorship Opportunities

Tour for accompanying persons

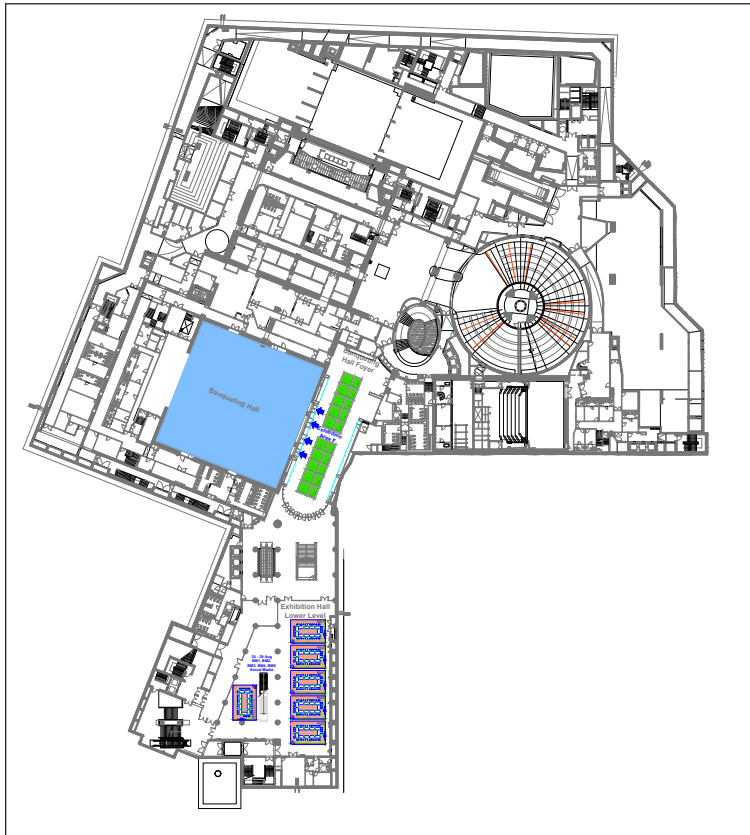
Delegates are welcome to register their partners as accompanying persons during the Congress. They are offered a special programme including a tour to experience highlights of the host city / country.

Price: On request

Exhibition Floor Plan

Megaron Athens International Conference Centre

Level -2

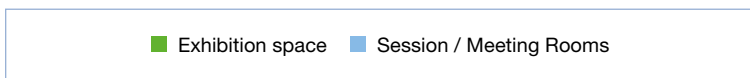
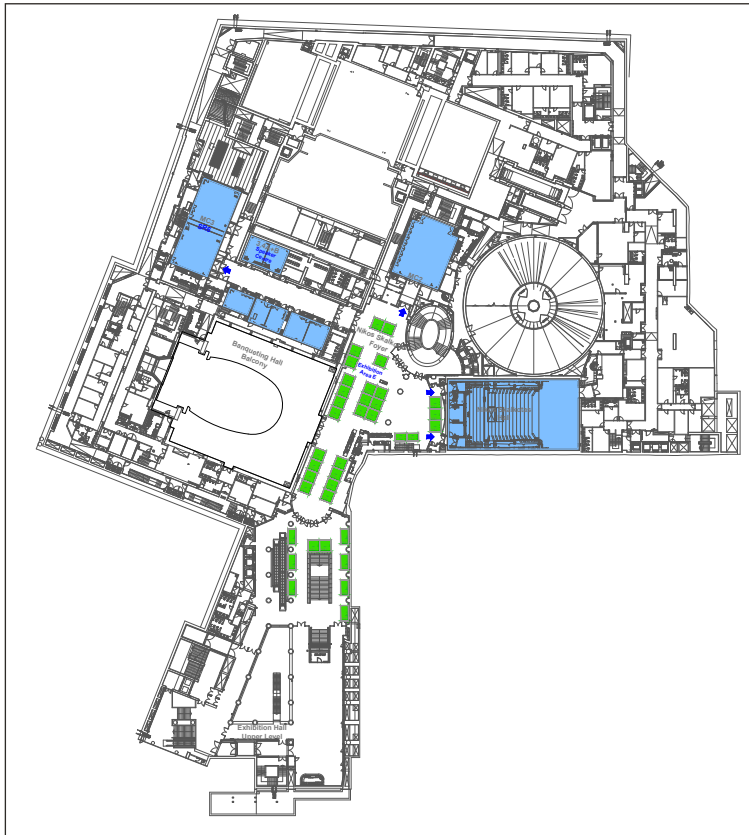


■ Exhibition space ■ Session / Meeting Rooms

Exhibition Floor Plan

Megaron Athens International Conference Centre

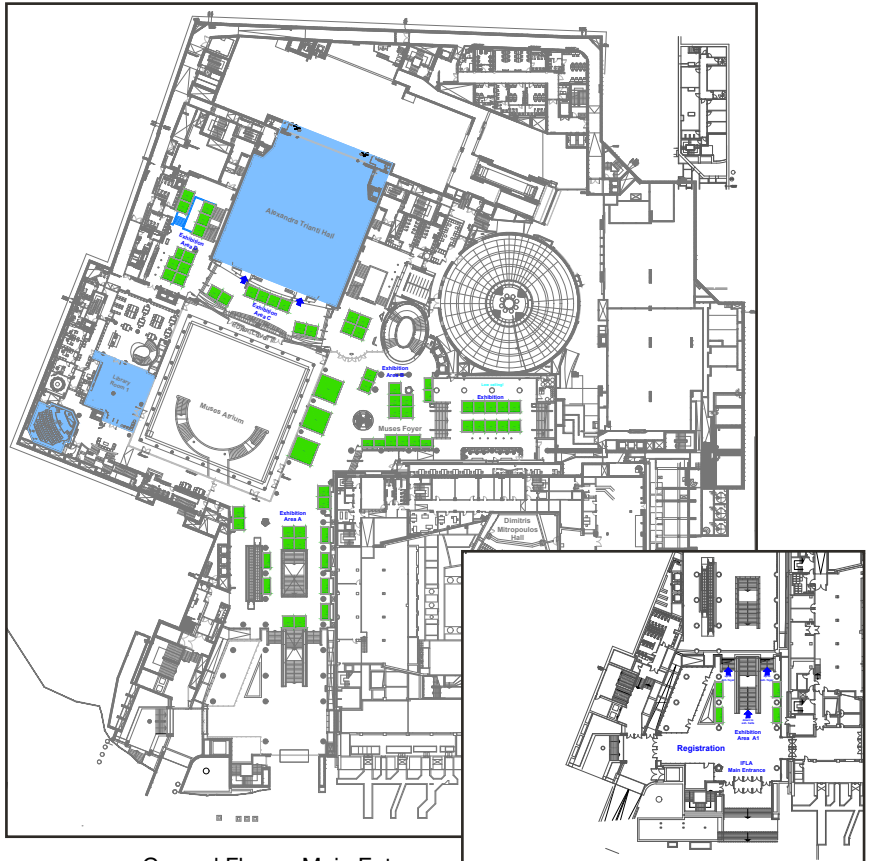
Level -1



Exhibition Floor Plan

Megaron Athens International Conference Centre

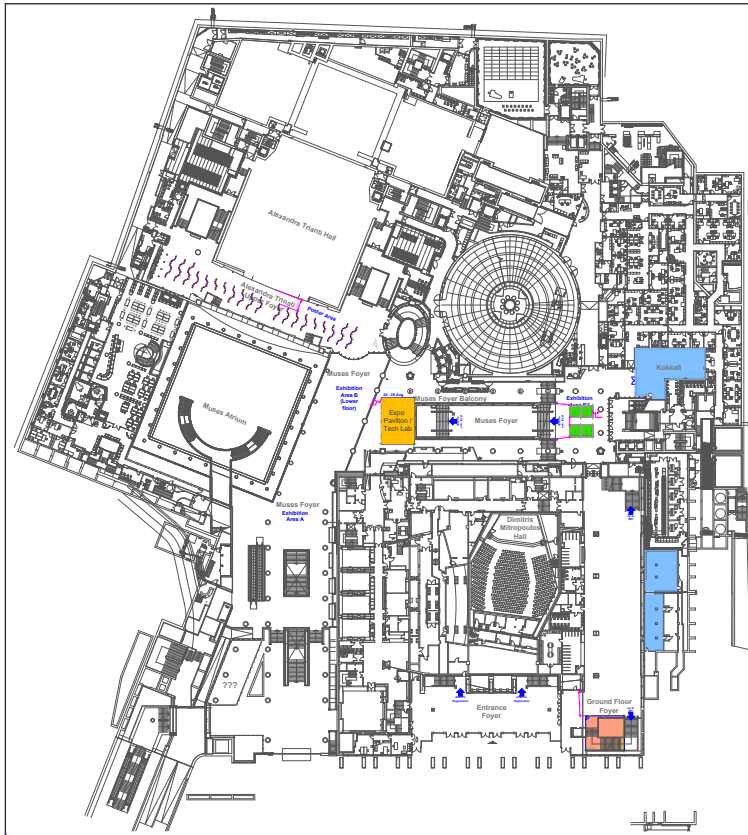
Ground Floor



■ Exhibition space ■ Session / Meeting Rooms

Megaron Athens International Conference Centre

Level 1



- Exhibition space
- Session / Meeting Rooms
- Expo Pavilion/Tech Lab

Exhibition

Exhibition Space

This exhibition will provide a unique opportunity to promote your products, undertake research and promote services to researchers from all over the world.

The exhibition takes place at the Megaron Athens International Conference Centre in four levels (ground floor level, level 1, level -1 and level -2). It forms the hub of the Congress and provides an excellent opportunity for attendees to interact with exhibitors and familiarise themselves with the latest advances and innovations. In addition to the commercial exhibits, the professional poster area, internet and print centre and product demonstrations area, dedicated catering points will be provided to ensure maximum participant footfall through the Exhibition.

Exhibitor Benefits

- Two Exhibitor Name Badges per 9 sqm
- One full complimentary Congress Registration per stand

Exhibition Costs per square meter (net)

Minimum stand area6 sqm
 Early booth space booking410 EUR
 (Until 31 January 2019)

Standard booth space booking435 EUR
 (From 1 February 2019)

The square meter price includes raw exhibition space. Shell scheme packages will be available to book in ESOS®

Booth Assignment

Exhibition space will be assigned on a 'first-come, first-served' basis within the respective sponsorship levels, according to the date of the exhibition space booking and the date of the receipt of the payment.

Exhibition and Sponsorship Ordering System (ESOS®)

How to Book

Exhibition space can be booked via the Exhibition and Sponsorship Ordering System (ESOS®), as of 10 September 2018. For more details, please check page 46 of the Exhibition & Sponsorship Prospectus.

Exhibitor Registration

Free Exhibitor Badges are provided to Exhibitors based on the number of square metres purchased.

Purchased Square Meters

Purchased Square Meters	Free Exhibitor Badges*
To 6 sqm	1
From 7 to 9 sqm	2
From 10 to 18 sqm	4
From 19 to 27 sqm	6
From 28 to 37 sqm	8
Above 37 sqm	10

*The Exhibitor Badge entitles:

- Full access to the Exhibition Area but not the general programme.
- Access to the Opening Ceremony and Exhibition Opening Party.

Detailed information will be given with the Exhibition Technical Manual and on ESOS®.

For information on general Congress registration, please refer to the Congress website: www.ifla.org

Provisional Exhibition Opening Hours

Saturday, 24 August 2019, Exhibition setup	08:00 – 20:00
Sunday, 25 August 2019, Exhibition setup.....	08:00 – 14:00
Sunday, 25 August 2019, Exhibition Opening Party.....	16:00 – 18:00
Monday, 26 August 2019, Exhibition open.....	09:30 – 17:30
Tuesday, 27 August 2019, Exhibition open	09:30 – 17:30
Wednesday, 28 August 2019, Exhibition open	09:30 – 14:30
Wednesday, 28 August 2019, Exhibition dismantle.....	14:30 – 20:00

Exhibition and Sponsorship Ordering System (ESOS®)

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. From March 2019, 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 email 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. Check all details before clicking “Request Space”. Please note that your space request is binding.

How to use ESOS®

How to Book Sponsorship Items

- Log in 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.

ESOS® Support

For questions and support, please contact:

Exhibition & Sponsorship Management / ESOS®

Email: wlic2019-sponsorship@kit-group.org

IFLA Hotline

Tel.: +49 30 24 60 3 314

Fax: +49 30 24 60 3 200

Registration Information

Definitions

K.I.T. Group GmbH Association & Conference Management is the Professional Conference Organiser appointed by IFLA for the IFLA World Library and Information Congress, 24-30 August 2019 in Athens, Greece. The Organiser leads the Congress Secretariat and is responsible for registration services, hotel accommodation, sponsorship opportunities, exhibition management and the logistics for social events.

General Terms and Conditions for Registration

These General Terms and Conditions are valid for each attendee registered for the IFLA World Library and Information Congress, 24-30 August 2019 in Athens, Greece (hereafter referred to as the "Congress"). Any person, delegate, accompanying person, student, media representative, speaker, or exhibitor is considered an attendee.

Congress Registration

The registration deadlines are as follows:

Early Registration deadline:

15 May 2019, 24:00 CET

Standard Registration deadline:

22 August 2019, 18:00 CET

Onsite Registration:

from 23 August 2019

Only fully completed registrations will be accepted. The registration fee is based on the date of the receipt of the registration and the payment in full in accordance with the deadlines mentioned above. Should one deadline be missed, the next applicable fee will be charged automatically. The registration will only be confirmed upon receipt of payment in full. Each participant will receive electronic confirmation of their registration.

If the maximum attendee capacity is reached, the organisers reserve the right to refuse any registration.

To be eligible to register for the Congress, attendees must be at least 18 years old. Attendees may be asked to present an official identity card stating their age.

Registration Fees

The registration fee for regular delegates includes:

- Admission to the Congress, the sessions, the poster area and the exhibition
- Congress Material
- Opening / Closing Session, social and cultural events
- One local half-day library visit (based on availability)

Registration Information

The registration fee for accompanying persons includes:

- Admission to the poster area and the exhibition
- Opening / Closing Session, social and cultural events
- Half-day sightseeing tours
- One local half-day library visit (based on availability)

No access to the sessions apart from the Opening / Closing Session. Only one accompanying person can be registered per delegate.

The registration fee for one day registrations includes:

- Admission to the Congress, the sessions, the poster area and the exhibition on the day of registration
- Day Bag / Congress Material
- Opening / Closing Session, social and cultural events on the day of the registration
- One local half-day library visit (based on availability)

All IFLA members are entitled to register at published member rates – just be sure to include your IFLA membership code on the registration form. If you don't know your membership code, please contact membership@ifla.org. However, if you are member of a national association which is a member of IFLA, please contact your national association for the correct membership

number. This number should be entered on the registration form.

To be able to register as a student, you must present a proof of full-time enrolment at a recognised university or college for both the time of registration and during the Congress.

To register as a media representative, please contact K.I.T. Group GmbH at:

wlic2019-registration@kit-group.org in order to receive a media registration form. There is no registration fee for accredited media representatives. However, to register as a media representative, you must submit a copy of your official press card.

Group Registration

Group registrations will be accepted for a minimum of 10 participants. Please contact K.I.T. Group GmbH at:

wlic2019-registration@kit-group.org for further information.

Registration Information

Congress Registration	EARLY Fee	STANDARD Fee	ONSITE Fee
	until 15 May 2019, 24:00 CET	until 20 August 2019, 24:00 CET	from 21 August 2019
	EUR	EUR	EUR
Full Rate - Non Member	690	805	950
Full Rate - IFLA Member**	505	605	720
IFLA Non-salaried Affiliate**	250	290	315
IFLA New Graduate Affiliate**	250	290	315
Student***	250	290	315
Accompanying Person	330	405	480
Day Ticket	180	207	240
2 Day Ticket	310	370	440

All prices, categories and dates are indicative and subject to change.

** *IFLA membership number requested.*

*** *Student ID or official letter of University must be provided.*

Registration Information

Congress Material

If the registration form and full payment are received no later than the early registration deadline (15 May 2019), a Congress Bag is included in the registration fee for full delegates, students, speakers and media representatives. If the registration form and / or full payment are received after the early registration deadline, the Congress Secretariat cannot guarantee that a Congress Bag will be available. Day Delegates receive a Day Bag. All Congress materials will be handed out onsite at the Congress Bag counter.

Accepted Methods of Payment

All registration fees should be paid in advance in EUR and made out to K.I.T. Group, mentioning WLIC 2019. Please do not forget to indicate your first and last name on the payment.

Payments can be made by:

1. Credit Card

Visa, AMEX or MasterCard are accepted. Credit cards are debited in EUR.

2. Bank Transfer

Please make sure all bank fees are covered by the submitting account and that the payment is free of charge for the receiver account. Please mention your first and last name and "WLIC 2019" on the bank transfer.

Payment by bank transfer is only possible until 1 August 2019. Only credit card payments will be accepted after that date.

Letter of Confirmation/ Payment Receipt

A letter of confirmation/payment receipt will be sent by email once the Congress Secretariat has received the fully completed registration form and the related payment.

Please bring this confirmation to the Congress venue and go directly to the Self Printing Terminals. The barcode on this document will allow you to print your Congress name badge.

General Information

In addition to the payment receipt, general City and Congress information will be sent to all delegates by email approximately six weeks before the Congress in addition to being available on the Congress website. This will provide information and advice helping you to prepare for your visit to Athens, Greece and attendance at IFLA WLIC 2019. Please be certain to submit your email address when registering.

Registration Information

Letter of Invitation

Individuals requiring an official Letter of Invitation can request one through the Congress website. The Letter of Invitation does not financially obligate the Congress organisers in any way. All expenses incurred in relation to the Congress are the sole responsibility of the attendee.

Visa Requirements

It is the sole responsibility of the attendee to take care of his/her visa requirements. Attendees who require an entry visa must allow sufficient time for the application procedure. Attendees should contact the nearest embassy or consulate to determine the appropriate timing of their visa applications. It is recommended to apply for a visa at least three months in advance of the Congress. When the registration has already been paid, the registration fee minus a handling fee of 50 EUR will be refunded after the Congress if the visa was applied for in time, and proof of this, together with an official notice from the embassy confirming that a visa could not be granted, is forwarded to the Congress Secretariat.

Certificate of Attendance

A Certificate of Attendance for regular delegates and students will be sent by email after the Congress and will not be available onsite.

Registration Cancellation Policy

Notification of cancellation must be made in writing and sent to the Congress Secretariat Registration Department by email or fax.

If the written notification of cancellation is received before 15 May 2019 the paid registration fee less an administration fee of 50 EUR will be refunded. No refunds will be made for cancellations received after this date. Credit will not be given for unattended events or early termination of attendance.

Registration Name Change

A handling fee of 50 EUR will be charged for every name change to an existing Congress registration. A new registration form for the substitute attendee should be submitted, as well as a proof for the reduced fee if applicable. Name changes will only be accepted until the standard registration deadline indicating clearly the new and old name. After the standard registration deadline (20 August 2019), all name changes must be carried out onsite.

Lost Name Badge

The name badge must be worn at all times during the Congress. Access to the Congress facilities will not be granted without a proper name badge. If an attendee loses, misplaces or forgets the name badge, a handling fee of 50

Registration Information

EUR will be charged for a new name badge. Upon handing out a new name badge, the lost badge will become invalid.

Modification of the Congress Programme

The Congress Secretariat and the Congress Organiser reserve the right to modify the programme, which is published as an indication only.

Cancellation of the Congress

In the event that the Congress cannot be held or is postponed due to events beyond the control of the Congress Organisers (Force Majeure) or due to events which are not attributable to wrongful intent or gross negligence of the Congress Organisers, the Congress Organisers cannot be held liable by attendees for any damages, costs, or losses incurred, such as transportation costs, accommodation costs, financial losses, etc.

Under these circumstances, the Congress Organisers reserve the right to either retain the entire registration fee and to use it for a future congress, or to reimburse the attendee after deducting costs already incurred for the organisation of the Congress and which could not be recovered from third parties.

General Terms and Conditions for Library Visits

All Library Visits require pre-registration and are based on a minimum number of 10 attendees respectively. Should the minimum number of attendees not be reached, the Congress Secretariat reserves the right to cancel the tour. All departures for Library Visits start and end at the Megaron Athens International Conference Centre.

Notification of cancellation must be made in writing and sent to the Congress Secretariat by email or fax.

Terms & Conditions

§1

Validity of the Terms and Conditions

All services provided by the organisers will solely be carried out in discretion of these Terms and Conditions. The Terms and Conditions therefore also apply to future bookings within the conference; even though they have not explicitly been named again. At the latest, the contractor confirms and accepts these Terms and 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 recognised.

Definitions

a. In these Terms and Conditions the term 'contractor' shall mean any company, partnership, firm, organisation 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.

b. An 'exhibitor' is a contractor that opts for the purchase of exhibition floor space only.

c. 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.

d. The term 'conference' or 'congress' shall mean any conference, exhibition or event run by K.I.T. Group GmbH Association & Conference 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®.

e. The term 'organisers' shall mean K.I.T. Group and its employees.

f. The term 'conference venue' shall refer to any exhibition hall, conference facility, hotel or other such building, and in particular shall mean the conference 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 conference.

g. The Exhibition and Sponsorship Ordering System (ESOS®) is an online ordering system that brings together exhibitors, sponsors, vendors and conference organisers to one platform.

h. 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 conference.

Terms & Conditions

i. The term ‘Exhibition Manual’ shall mean the document which includes all detailed information pertaining to the realisation of the exhibition (e.g. dates, onsite regulations, material order forms, etc.)

§ 2

Booking Application

1. Application Process (online)

Applications for exhibition space and/or sponsorship items should be ordered through ESOS®. Please use the sponsor and exhibitor application through ESOS® to place your request. The application is binding upon the contractor’s signature or upon confirming through ESOS®.

2. Confirmation of Booking

a. 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 endeavour to match the contractor’s request wherever possible, however, cannot guarantee that the contractor’s selected options will be met.

b. 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.

c. The organisers are empowered with the right to accept or reject any application.

§ 3

General Principles

a. 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 conference, 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.

b. In the event of disagreement regarding behaviour, construction, procedures, contents etc. the organisers have the sole right to decide how matters shall be handled.

c. The organisers retain the right to change the conference venue without prior notification including if they deem it to be in the interest of the conference, or for reasons beyond their control.

d. The contractor should refer to the organisers to ensure they are in compliance with all local laws and regulations enforced by the city of the event, the conference venue, and suppliers.

e. In all cases, contractors are solely responsible for ensuring that their promotion during the

Terms & Conditions

conference is legally and ethically acceptable in the country of performance.

f. 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 conference venue.

g. The organisers reserve the right to alter or change the assigned room(s), spaces and time slots.

h. 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.

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

j. The contractor acknowledges that the organisers have the irrevocable right to use recordings of any kind which have been produced within the framework of the conference, for their own advertising purposes.

k. The contractor understands and acknowledges that any expenses incurred by the contractor in connection with the conference

are the sole responsibility of the contractor, even in the event of cancellation by either party.

l. 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 organisers thereby, and all monies paid by the contractor shall be absolutely forfeited to the organisers.

m. 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 conference publications. The contractor may use a text internet link to the conference website from their own company website, or submit to K.I.T. Group for permission to use the conference logo.

n. It is prohibited to use the official conference logo for any signage/publications/websites, in which layout is similar in kind to the ones from the official publications of the conference. For all other publications that the contractor uses the

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official conference logo for or when in doubt, the organisers' approval must be obtained.

o. Additionally, the organisers must be named as the official organisers of the conference; however, the contractor is the organiser of their own satellite symposium.

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

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

r. 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.

s. 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 conference venue is located. In particular, the contractor undertakes that any data provided by the organisers or generated in connection with the conference 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.

t. The taking of pictures, other than by the official organisers' photographer, is expressly prohibited during construction, dismantling 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.

u. Contractors organising an event, for 25 or more participants, before, during or after the WLIC Congress, must first seek approval from the organisers. The contractor may request to hold an event; however, the event must not occur parallel to the official conference programme or other social / cultural events.

v. The organisers and the IFLA CAC/EC retain the right to refuse contractors to exhibit displays or information providers that contradict with the host country's legislation or IFLA's general brand and values.

w. IFLA may review, exclude, modify, remove or require contractors to modify or remove

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any exhibits. IFLA has the right not to approve a booth space, contractor personnel (e.g. employees, agents, invitees etc.) or contractor materials or activities (e.g. costumes, décor, music, paraphernalia, fliers, method of operation, conduct etc.) that, in its sole discretion and in accordance with its policies, is unsuitable, dangerous or objectionable for the Exhibition.

In the event of such exclusion, modification or removal, the contractor agrees to pay or reimburse IFLA for any expenses incurred by IFLA or its agents in connection therewith at the then-prevailing rates. Further, IFLA shall not be required to refund any fees paid to IFLA by the contractor, or be responsible for contractor's expenses or any liabilities resulting therefore.

§ 4

Services

1. Sponsorship

a. Priority is given in the following order to level sponsors: Platinum, Gold and 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.

b. The organisers will project all sponsors' logos in the plenary room during official breaks. Sponsors' logos will be published in

all conference publications and on the official conference website, after the down payment has been received.

c. Through the sponsorship participation the contractor is partially supporting the financing of the conference. In return, the contractor will receive the opportunity to present their endeavours, products and findings within the scope of the conference.

d. Additional benefits will be allocated to level sponsors as listed in the table for additional benefits in the sponsorship manual or on ESOS®.

2. Satellite Symposia

a. Satellite symposia slots will be allocated in regards to the sponsorship levels as noted above. Satellite symposia are organised by the contractor in consultation with the organisers. In principle all satellite symposia are concurrent, except if specified as exclusive in the sponsorship manual.

b. 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 the contractor's Satellite symposium – even though they might also be invited by the organisers.

c. The technical equipment as noted in the sponsorship manual or on ESOS® will be provided by the organisers for the satellite symposia.

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- d.** The contractor may publish its own satellite symposium programme, abstracts and proceedings.
- e.** The contractor agrees to provide the organisers with the proposed programme 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 programme is based on accurate content and that an overlap of topics among all satellite symposia is prevented. Once the programme for the satellite symposium is approved, it cannot be modified, except upon written agreement between the contractor and the organisers.
- f.** The organisers are to publish the satellite symposium programme in the conference final programme and on the conference 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 organiser 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 conference. Catering events cannot be held during official conference 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 conference 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 conference 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 conference venue. It is the contractor's responsibility to order easels or such to set-up their posters.

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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 conference hotels except in the hotel where the contractor has allocated their own participants through K.I.T. Group is prohibited.

3. Advertisement in Official Conference Publications

For advertisements in announcements, final programme 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 sponsorship 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 recognised.

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 organiser.

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

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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 within 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 conference publications as well as on the official conference 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 conference. 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. 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.

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- 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 neighbouring booths must not include any logos or graphics (on the neighbouring side) and should be white.
- g.** For insurance and security reasons and to adhere to regulations stipulated by the conference 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 co-ordinating 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 contractor will not damage any walls, floors or ceiling area of the conference 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 character of the conference 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 participants is not caused. The sound should always be held at a low level. The organisers reserve the right to determine at what 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 having approval by the organiser 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 EUR value. “Drawing winners” is not permitted. Notwithstanding the legal responsibilities of each exhibitor at its booth; giveaways with a value not exceeding 10 EUR are acceptable at the exhibition; e.g. 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.

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k. Set-up must take place and be finished during the times as noted in the Exhibition Manual or on ESOS®. Should the contractor fail to do so, the organisers reserve the right 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 any time. Stored materials, empty containers and packing material must be disposed of properly.

6. Technical Guidelines

a. By accepting the Terms and Conditions the contractor accepts the general conditions and regulations of the organisers, the conference 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 conference 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 conference 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

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cannot accept liability for any loss or damage that may occur. Conference name badges must be worn at all times by the contractor and his/her staff whilst in the conference venue and in all other areas within the full control of the organisers for the duration of the conference.

§ 5

Payment Policy / Method of Payment

All rates listed in the sponsorship and/or exhibition manual and on ESOS® exclude statutory VAT and refer to the duration of the conference (except if stated in the above mentioned manuals or on ESOS®).

a. 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 conference.

b. 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.

c. 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.

d. Please indicate the Congress, your company and the invoice ID number on all money transfers.

e. 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.

f. Should the contractor's payments be delayed, the organisers are authorised 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

a. 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.

b. Should the contractor cancel for reasons other than that of failure, neglect or contravention, the contractor shall assume

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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 conference 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.

c. The following cancellation charges apply:

- 20% of the total amount will not be refunded to the contractor for cancellations received earlier than nine (9) months prior to the conference.
- 60% of the total amount must be paid by the contractor for cancellations received between nine (9) and six (6) months prior to the conference.
- 100% of the total amount must be paid by the contractor for cancellations received six (6) months or less prior to the conference.

d. Shall the contractor fail to appear at the conference 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 organisation, 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 Conference

a. The organisers are entitled to cancel the conference due to reasons beyond their control that prevent or substantially hinder the planned holding of the conference.

b. If the organisers are compelled to cancel the conference for reasons beyond their control, i.e. without organising another conference 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

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expenses to the contractor. The same applies should the organiser decide to cancel parts of the conference. The organisers also reserve the right to re-schedule the conference 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.

c. If the conference must be cancelled or changed due to unforeseen political and economic events, or general "Force Majeure", the organisers cannot be held liable for any compensation.

§ 8

Limitations of Liability

a. 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.

b. 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.

c. 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.

d. The contractor is liable for all damage to buildings or inventory which is caused by participants of the event, including visitors, staff and other third parties from the contractor's province or the contractor in person.

e. 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.

f. 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 conference as a result of circumstances beyond its reasonable control, including but not

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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.

Notes

A series of horizontal dotted lines for taking notes.

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