

8<sup>TH</sup> ANNUAL CONFERENCE OF THE  
**International Association of Diabetic Foot Surgeons  
(IADFS)**

14-16 September 2022 · Bratislava · Slovakia



International  
Association  
of Diabetic  
Foot Surgeons

**PRACTICAL INFORMATION FOR  
SPONSORS AND EXHIBITORS**

<https://iads.org/iads-2022>

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## GENERAL INFORMATION

### Organisation

[International Association of Diabetic Foot Surgeons](#)

### Congress organiser

CAP Partner

Nordre Fasanvej 113

2000 Frederiksberg, Denmark

Tel.: +45 7020 0305

[www.cap-partner.eu](http://www.cap-partner.eu)

Contact person: Katerina Vicen

E-mail: [kv@cap-partner.eu](mailto:kv@cap-partner.eu)

Direct: +45 3842 9582

Mobile: +45 5250 1556

### General

Dates: 14 – 16 September 2022

Exhibition set-up 14 September 2022

The official congress language is English.

Link to [Preliminary Scientific Programme](#)

## COMPLIANCE

IADFS 2022 has been submitted to Ethical MedTech Conference Vetting System and expects to receive a Compliant designation during June 2022. Follow the [Sponsor & Exhibitor site](#) to check status.

## CONGRESS VENUE

### **Crowne Plaza Bratislava**

Podchod Hodžovo námestie 2, 816 25 Bratislava, Slovakia

**Phone:** [+421 2/593 481 11](tel:+421259348111) [Website](#)



## TRAVELLING TO BRATISLAVA

Currency: EURO

Credit cards: All major credit cards are accepted; however, some places will prefer cash payment, especially for small amounts, or in taxis.

Situation in Ukraine: Slovakia is neighboring to Ukraine and has therefore received many war refugees. There is no impact on the daily life beyond that. Slovakia is a member state of NATO and the Ukrainian border is more than 600 km away from Bratislava.

### How to get there

Bratislava is located less than an hour from the Vienna airport – it is most practical to fly to Vienna which offers the most arrivals and departures from and to European cities and internationally.

#### From Vienna airport by taxi

It costs approximately 60 – 75 EUR from the Vienna airport to Bratislava. We recommend you use on the Slovakian taxi operators and order transfer in advance:

[Bratislava Airport Taxi](#)

[Transport Schwechat](#)

#### From airport by bus

You can also take a bus from the Vienna airport, to the Bus Terminal in Bratislava. The bus trip costs around 8-10 EUR and the taxi to the hotel will cost approximately 15-20 EUR.

See the schedules and book the ticket at [Slovak Lines](#).

The buses stop just outside the Arrivals hall at Vienna airport.

### Parking

The hotel has a maximum parking capacity of 55 parking spaces and is on a first come, first served principle. The costs are 3 EUR/hour or 39 EUR/24 hours.

#### Access for deliveries and trucks

Please notify us in advance in case you or your stand builder need a truck access by sending an email to Katerina Vicen (kv@cap-partner.eu)

### Accommodation

You can book accommodation via CAP Partner, when registering your participants. We have a limited number of rooms at Crowne Plaza and additional rooms in hotels close by. Please do not wait with the hotel booking until the last moment if you want to stay close to the venue.

Please follow the steps provided further down in this document to book your accommodation. Prices for a double room at the onsite hotel are 110 / 130 EUR for single / double room incl. breakfast, VAT and city tax.

## EVENT SCHEDULE

	<b>Date</b>	<b>Time</b>	
<b>Exhibition build-up</b>	14 September (Wednesday)	07:00 – 12:00	
<b>Exhibition Day 1</b>	14 September (Wednesday)	12:00 – 19:30	Registration opens at 11:30, sessions start at 13:00 Welcome Reception in Exhibition 18:30 – 19:30
<b>Exhibition Day 2</b>	15 September (Thursday)	08:30 – 16:15	First session starts at 09:00, last break ends at 16:15.
<b>Exhibition dismantling</b>	15 September (Thursday)	16:15 – 17:45	packing, light dismantling
		17:45 – 20:00	heavy dismantling

If you ordered stand build-up with A-Expo, your stand will be ready on 14 September at 11:00 at the latest.

Registration opens at 11:30 and the first delegates start arriving. There should therefore be no heavy build-up activity after 11:00. You are welcome to continue decorating your stand, packing up equipment or brochures etc.

IADFS2022 Conference takes place at the same venue and ends with a joint IADFS/DFSG Session on 16 September 2022 13:00 – 14:30. **IADFS exhibitors that continue onto DFSG do not have to dismantle their stands.**

Stands may not be dismantled until all delegates have left. Furthermore, exhibitors will be responsible for any charges incurred if the Exhibition Area is not cleared by the end of the stated time for end of dismantling.

### Social events

	<b>Date</b>	<b>Time</b>
<b>Welcome Reception in Exhibition Area</b>	14 September (Tue)	18:30 – 19:30
<b>Conference Dinner</b>	15 September (Wed)	19:30 – 24:00

All sponsors and exhibitors are welcome to join both events. Welcome reception is included in your registration and take place at the Congress Venue (Crowne Plaza hotel). Conference Dinner is a ticketed event and more details on price, venue and address will follow.

## EXHIBITOR REGISTRATION

The deadline for registration of all sponsors and exhibitors is **17 August 2022**. You can register by filling in the Excel registration form that you received together with this document. You can also book accommodation and purchase ticket to conference dinner in the same step.

## EXHIBITION HALL DESCRIPTION AND GENERAL INFORMATION ON SETTING UP AND DISMANTLING

Floor: stone tiles in the foyers, blue carpet in room Rome (the round one)

Walls: painted dry wall

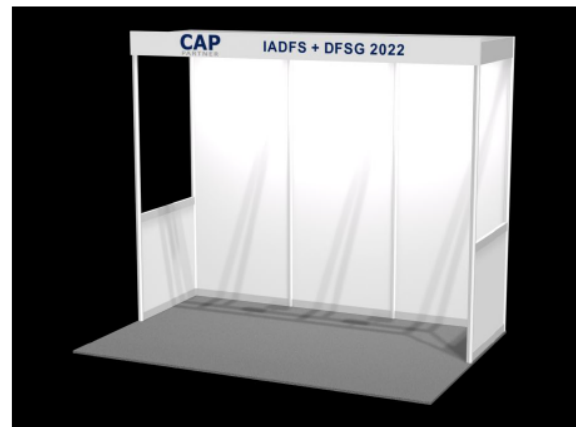
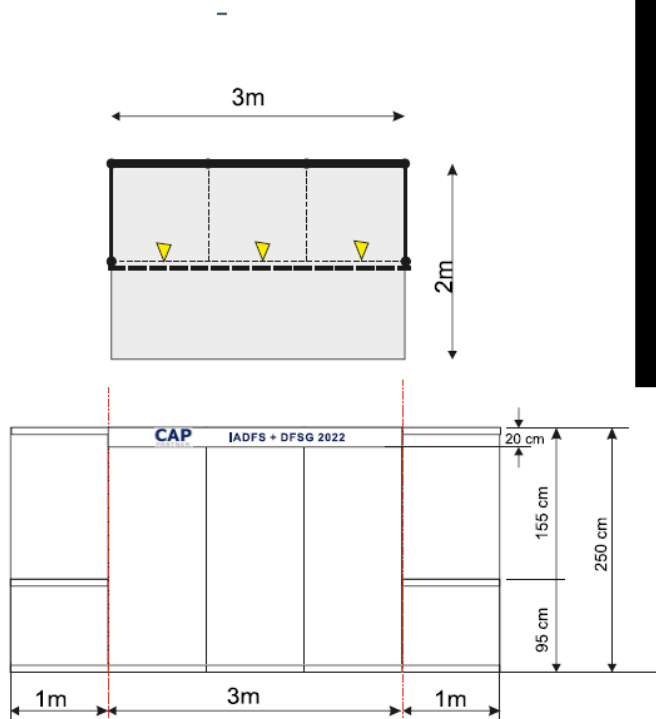
Ceiling height: 2,9 meters

Maximum height for building stands is **2,5 meters**.

Holes may not be made in the walls, ceiling, or floor of the exhibition hall. Any alterations or damage to rooms, facilities or objects will be charged to the exhibitor responsible.

## STAND BUILDING ORDERS AND DECORATION

You can either build your own stand, or order a stand package from our local partner, [A-Print](#). The website is in Czech only and CAP Partner will act as an intermediary for orders and requests. A-Print can also assist you with large scale print, or the printing of brochures.



The above visualized package costs 750 EUR for a 6 sqm stand and includes the following:

- Carpet - 6 sqm
- Half height side walls + Backwall
- 3 spot lights + 3 electricity outlets
- Fascia sign with name and logo

**Furniture:** The hotel will provide a table and 2 chairs to each exhibitor.

Additional or different furniture can be ordered as well – let us know your needs and we will do our best to accommodate them.

**How to order:** Write to Katerina Vicen [kv@cap-partner.eu](mailto:kv@cap-partner.eu).



Link: <http://www.a-print.cz/>

The deadline for ordering stand building, furniture or print is 24 August 2022. We have limited options to accommodate orders after this date and cannot guarantee availability.

### Electricity

There will be one power plug (220 V) at each booth. Hotel will provide extension cords, but please carry your own as well or order via A-Print. The deadline for ordering extra electricity is 24 August 2022.

### Wi-fi

Free wi-fi is provided at the venue.

### Catering

It is not permitted to serve food and beverage at your exhibition booth, except for small items. Please consult us if in doubt.

### Booth cleaning

The public areas and aisles at the exhibition area will be cleaned every evening. If you want to book additional booth cleaning, please contact us.

### Lead retrieval

You will have the possibility to book a lead scanning app to capture contact details of the visitors at your stand. The App can be downloaded for iOS and Android phones and devices and works by scanning the QR-codes on delegates' badges. The App makes it faster and easier to follow up on potential clients during and after the conference and has a number of additional functionalities, allowing you to for example immediately send materials and clinical studies to the interested client etc.

To learn more about the App, please visit: <https://boabee.com/>

To book your license(s), please contact Katerina Vicen ([kv@cap-partner.eu](mailto:kv@cap-partner.eu)). The prices are as follows:

1 license (1 device)	125 EUR
Additional licenses	75 EUR

## SHIPPING AND DELIVERIES

### **Direct delivery to hotel**

Earliest arrival: 12 September (Monday)

Latest pick-up: 19 September (Monday)

This needs to be agreed in advance with Katerina Vicen ([kv@cap-partner.eu](mailto:kv@cap-partner.eu)) and the capacity is limited. **Please do not ship anything without informing us first and receiving a go ahead from us.**

Boxes need to be labeled clearly and state at least the following:

Crowne Plaza Bratislava / IADFS 2022 Conference – Room Praha

Podchod Hodžovo námestie 2

816 25 Bratislava - Slovakia

Contact: Paulina Petkacova - M: +421 902 972 155    T:+421 2 5934 8131    [petkacova@cpbratislava.sk](mailto:petkacova@cpbratislava.sk)

### **Advance shipping and storage with DSV**

We will work with DSV for advance shipping to the venue and recommend you use their service to avoid delayed or misplaced shipments. It is mandatory to use DSV or another logistic company for any deliveries arriving before 12 September.

Shipping instructions, labels, and tariffs will be updated on the congress website and sent out to all exhibitors in August 2022.

The venue cannot provide boxes, tape, or plastic to wrap. All exhibitors must provide this themselves or book through DSV in advance. All the paperwork must be done by the owner of the items or by DSV.

Neither the venue nor the organizers are responsible for loss of any item.

### **Storage**

We have booked a smaller room (Praha, 40 sqm) at the hotel between 12 September – 19 September, near exhibition to provide you with a space to store smaller items. The room will be locked; however, we cannot take responsibility for loss or damage to any of the material. Please contact Katerina Vicen, in case you wish to use this option – we will allocate the space on a first come, first served basis.

Storage of larger items or packaging needs to be arranged with DSV.

## BRANDING AT THE VENUE

To get more visibility you can book further branding of your company, please contact Katerina Vicen at [kv@cap-partner.eu](mailto:kv@cap-partner.eu) to get more information about the possibilities and cost.

Any company branding, roll-ups or flyers need to stay within the exhibition stand unless previously agreed with Organizer (Katerina Vicen). Any flyers will be removed and discarded. Roll-ups will be removed and delivered back to the company stand.

Promotional materials – tell your world about the congress

You are free to use the below banners for your event calendar and to share with your network and customers. Please also follow IADFS 2022 on Social Media: [Facebook](#) and [LinkedIn](#).

We are happy to discuss **cross-promotion ideas** with you and your communication and marketing team. Let us know if you would like to book a quick call to discuss.

JOIN US IN BRATISLAVA IN SEPTEMBER 2022

# DFSG AND IADFS 2022

18<sup>th</sup> Scientific Meeting of the Diabetic Foot Study Group  
The Original Scientific Diabetic Foot Meeting

DFSG 16-18 SEPTEMBER  
[www.dfsg.org](http://www.dfsg.org)

IADFS 14-16 SEPTEMBER  
[www.iadfs.org](http://www.iadfs.org)

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International Association of Diabetic Foot Surgeons



## IMPORTANT DATES

Deadline	Applies to...
<b>17 August 2022</b>	Exhibitor Registration Deadline
<b>24 August 2022</b>	Stand building and furniture deadline
<b>1 September 2022</b>	Print deadline – advertisements, logos, company description