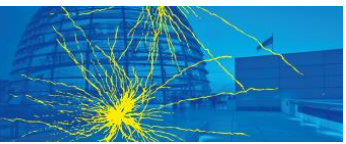


SPONSORSHIP &
EXHIBITION



Manual

XVI European Meeting
on Glial Cells
in Health and Disease
Berlin | July 8–11, 2023



MEETING VENUE

Estrel Congress Center

Sonnenallee 225

12057 Berlin

Germany

<https://www.estrel.com/de/congress>

Contact person on-site

Anja Zeun

Phone: +49 151 22179942

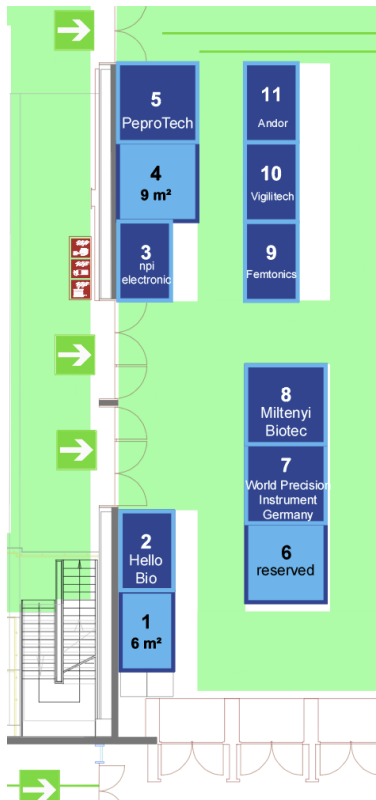
Email: info@glia2023.eu

<https://glia2023.eu/>

Please find detailed information on how to reach the congress centre [here](#).

FLOOR PLAN

The exhibition at the European Glial Meeting is located in Foyer 3 of the Estrel Congress Center which is directly in front of the poster area and plenary hall. Self-paid catering stations will also be available for attendees in Foyer 3 during the programme breaks. The booth numbers are as follows (as of May 31, 2023). An updated floor plan is always available [online](#).



- | | |
|---|--------------------------|
| 2 Hello Bio | 8 Miltenyi Biotec |
| 3 npi electronic GmbH | 9 Femtonics Ltd |
| 5 PeproTech (part of ThermoFisher) | 10 Vigilitech |
| 7 World Precision Instruments Germany GmbH | 11 Andor |

EXHIBITION SCHEDULE

Set-up

Friday, July 7, 2023 13:00–18:00

Opening hours exhibition

Saturday, July 8, 2023 08:30–21:00

Sunday, July 9, 2023 08:30–19:00

Monday, July 10, 2023 08:30–18:00

Dismantling

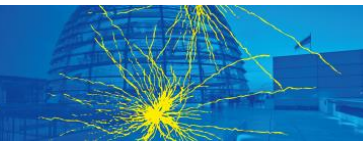
Tuesday, July 11, 2023 from 12:45*
from 14:15**

Tuesday, July 11, 2023 08:30–12:30

*Clean-up and dismantling preparations may start at 13:00 on Tuesday, July 11, 2023

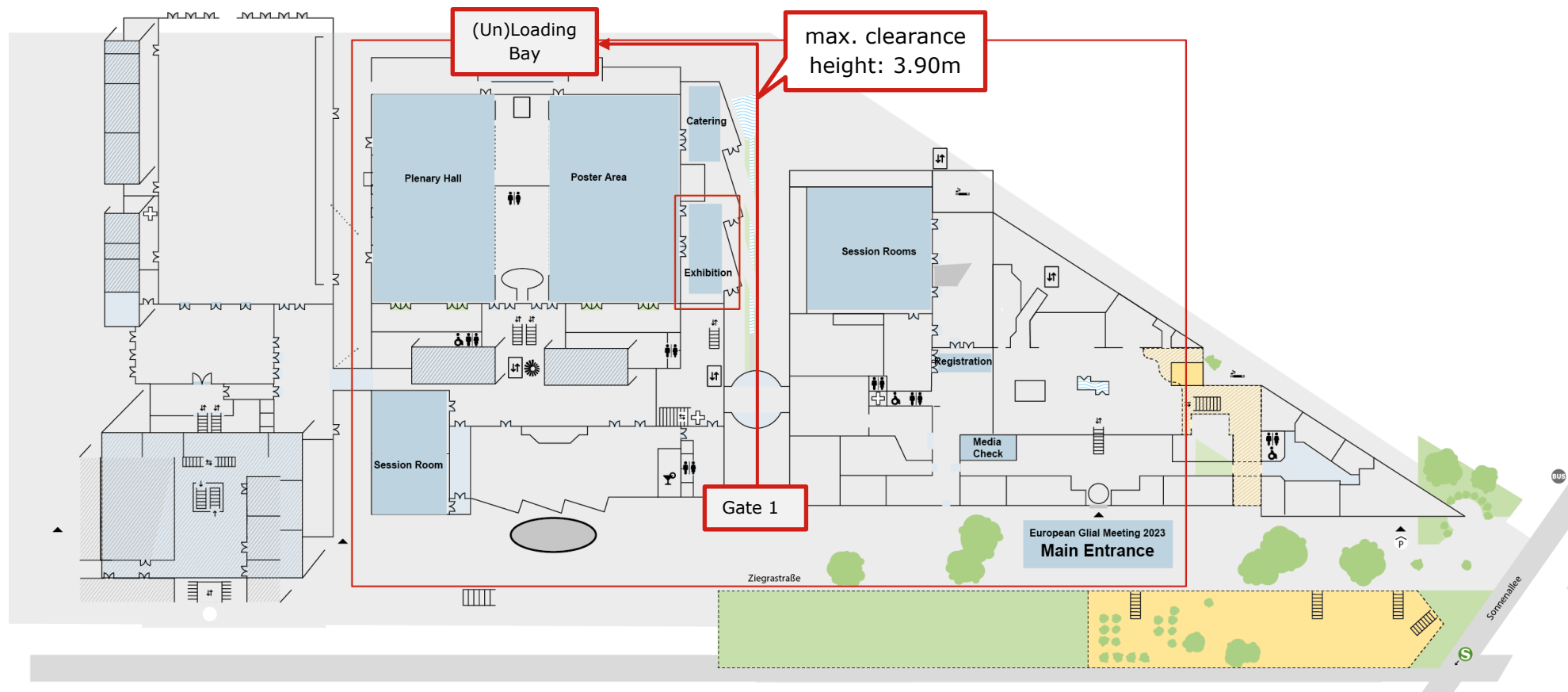
**Dismantling/removal of booths may start no earlier than 14:15 on Tuesday, July 11, 2023 (end of official programme)

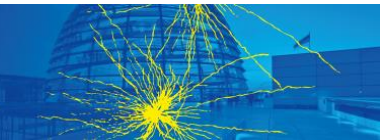




ARRIVAL/DEPARTURE

During times for set-up and dismantling please use the (un)loading bay of Estrel Congress Centre to (un)load larger vehicles. You can reach it via Ziegrastraße, passing the main entrance of Estrel/the European Glial Meeting 2023 and entering Gate 1 on the right. Go straight until the end of the road and turn left to find the (un)loading bay. Please find the map below. After (un)loading we kindly ask you to remove your vehicle from the loading area and park it nearby.





EXHIBITION BOOTHS

Shell scheme booths

If you have booked the shell scheme booth option, it includes the following services/materials:

- ✓ Internet access (as part of the free WiFi network available in the venue)
- ✓ Complimentary registration(s) according to booth size
- ✓ Listing on the meeting website and in the meeting app incl. profile, logo and link to own website
- ✓ Wall panels (side and back walls)
- ✓ Fascia board with company name (max. 30 letters)*
- ✓ Spotlights (one spotlight for 3 m²)
- ✓ Carpeted space**
- ✓ Electricity (3 kW) with one junction box
- ✓ 1 waste basket
- ✓ 1 table (160 cm x 80 cm)
- ✓ 2 upholstered chairs
- ✓ Cleaning by night in the exhibition area (incl. removal of daily waste)

***Fascia board:** The fascia board will be printed with the company name as stated in the initial exhibition application. If you wish to have a different heading, [please inform us until June 19, 2023, at the latest.](#)

****Carpeted space:** As listed above, all shell scheme both options include carpeted space. Please access the [online form for ordering additional equipment](#) with our booth constructor, TEM Festival GmbH. There, you can choose the colour of carpet for your booth. Kindly note that prices will be shown for the carpet in the online tool but will not be invoiced to exhibitors who booked the shell scheme booth package.

Space only booths

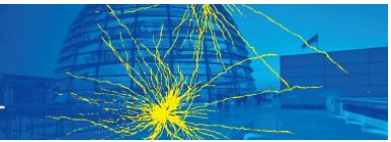
If you have booked the space only booth option, it includes the following services/materials:

- ✓ Internet access (as part of the free WiFi network available in the venue)
- ✓ Complimentary registration(s) according to booth size
- ✓ Listing on the meeting website and in the meeting app incl. profile, logo and link to own website
- ✓ Electricity (3 kW) with one junction box
- ✓ Cleaning by night in the exhibition area (incl. removal of daily waste)

If you plan any [booth construction of your own](#), please inform the meeting secretariat of your booth construction plans [until June 30, 2023, the latest.](#)

REGISTRATION OF DELEGATES

As mentioned in the sponsor/exhibitor agreement, please register your delegates via the online registration form (<https://glia2023.eu/registration/>) by choosing the participant type "exhibitor/sponsor".



COMPANY PROFILE AND LOGO

The company profile and logo that was submitted along with the sponsor/exhibitor application are available on the website and will be available in the congress app as well.

ORDERING ADDITIONAL EQUIPMENT

Additional furniture and equipment can be ordered with the officially assigned booth constructor, TEM Festival GmbH. You may access the online catalogue for additional orders via the following link: <https://glia2023.paperform.co/>

Kindly note that additional orders are to be handled directly between TEM Festival GmbH and the exhibitor. The meeting secretariat does not assume any responsibility nor liability for additional services/materials ordered via the online catalogue.

In case of any questions or concerns regarding additional orders, please contact TEM Festival GmbH directly:

Phone: +49 30 577 0212 – 0

Email: glia2023@t-e-m.de

The standard deadline for additional orders is June 12, 2023. Afterwards, surcharges for late and on-site orders apply.

DELIVERY

of sponsorship material

For sponsorship material, e.g., note pads, the meeting secretariat arranged the acceptance of deliveries at Estrel Congress Center starting from Wednesday, July 5, 2023.

Please send the shipments to the following address:

ESTREL
Sonnenalle 225
12057 Berlin
Germany

Please make sure to use the [attached delivery label on each box](#), so your shipment can be correctly assigned to the European Glial Meeting 2023. Also, please inform the meeting secretariat about the delivery details so arrangements with the venue can be made.

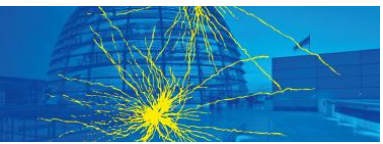
of exhibition material

As Estrel Congress Centre has very limited space to store material and multiple events at the same time, it is [strongly recommended to arrange a future delivery of materials or to bring material to the venue during the set-up times on Friday, July 7, 2023.](#)

Exceptionally, Estrel Congress Centre may accept deliveries for the European Glial Meeting 2023 from Wednesday, July 5, 2023. Kindly note that in case of increased logistical effort for large deliveries, e.g., pallets etc., Estrel Congress Centre may charge a lump sum of 150.00 € which will be invoiced to the exhibitor directly.

The delivery address is as follows:

ESTREL
Sonnenalle 225
12057 Berlin
Germany



Please make sure to use the [attached delivery label on each box](#), so your shipment can be correctly assigned to the European Glial Meeting 2023. Also, please inform the meeting secretariat about the delivery details so arrangements with the venue can be made.

STORAGE

during the event

There is limited storage for exhibition items within the venue. Therefore, we kindly ask that arrangements are made for large cases and items to be stored offsite. Smaller stand materials may be stored on the stand. Alternatively, you may consult the meeting secretariat at the registration desk on-site to store material.

after the event

Exhibitors should ensure that arrangements are made for the [collection of all items from the Estrel Congress Center at the end of the event](#), i.e., Tuesday, July 11, 2023, from 12:30–15:00 (after the dismantling of the booth has been finished).

Estrel Congress Center has very limited space to store material after the event. If a pick-up on Tuesday afternoon is not possible, please make sure that the goods are being picked up until Wednesday, July 12, 2023 (EOB) the latest. In that case, please inform the meeting secretariat accordingly, so the venue can be notified accordingly.

CONTACT INFORMATION

Meeting Secretariat GLIA 2023 Berlin
c/o K.I.T. Group GmbH Dresden
Bautzner Str. 117–119
01099 Dresden, Germany

Christina Norkus, Anja Schröter and Anja Zeun

Phone (office): +49 351 65573137

Phone (mobile): +49 151 22179942

Email: info@glia2023.eu

Web: <https://glia2023.eu/>

Please visit our website for all updated information regarding the European Glial Meeting 2023 (scientific programme, speakers, accommodation, etc.). If you have any further questions, please do not hesitate to contact the meeting secretariat.

Name of Event: European Meeting on Glial Cells in Health and Disease
(GLIA 2023)

Date of Event: July 8–11, 2023

Contact on-site: Nicole Trabert (ESTREL)
Anja Zeun (Meeting Secretariat GLIA 2023)

Booth Number: No. in Foyer 3

ESTREL

Sonnenallee 225

12057 Berlin

GERMANY

Items Incl.:

Box No: