

20th World Congress on Ultrasound in Obstetrics and Gynecology



10 - 14 October 2010, Prague, Czech Republic



EXHIBITOR TECHNICAL MANUAL

Organised by The International
Society of Ultrasound in Obstetrics
and Gynecology



Contents and Index

	<u>Page</u>	<u>Page</u>	
<u>Overview</u>			
Appendices	3	Floor plan	10
Attachments	3	Flooring and carpeting	10
Order Forms	3	Floral decoration	10
Deadlines	3	Furniture and accessories	10
		Future meetings	10
<u>Essential information</u>			
Congress and exhibition dates	4	Graphics.....	10
Organisers' contact details	4	Header (Fascia) signs	10
Venue.....	4	Health and safety	10
Exhibition contractors	4	Height limits.....	11
Exhibition dates and times	5	Hospitality rooms.....	11
		Hostesses	12
		Insurance and liability.....	12
<u>A–Z of exhibition information</u>			
Accommodation.....	6	Internet.....	12
Advanced delegate listing	6	Language	12
Advertising	6	Live scanning	12
Audio-visual equipment hire	6	Live scan demonstrations	12
Badges	7	Loading and unloading.....	13
Banks	7	Lost property	13
Car parking.....	7	Noise levels.....	14
Catering.....	7	Occupation of stand space.....	14
Cleaning	8	Payment.....	14
Cloakroom	8	Registration	14
Closing meeting.....	8	Safety regulations	14
Congress website.....	8	Satellite symposiums	14
Data protection	8	Security	15
Delegate bag inserts	8	Signage.....	15
Deliveries	8	Smoking policy	15
Disabled access/facilities	9	Social events.....	15
Disclaimer	9	Stands – booth package	15
Duplications / Recordings.....	9	Stands – space only.....	16
Electrical services	9	Stand personnel	16
Exhibitor registration opening hours	9	Storage	16
Final program brochure: editorial entry.....	9	Telephone / Fax line.....	16
First aid	10	Terms and conditions	16
		Utilities	16

Appendices

		Page
<u>Appendix 1</u>	Exhibition floor plan	18
<u>Appendix 2</u>	Terms and conditions of exhibiting	19
<u>Appendix 3</u>	Live scan model consent form	21
<u>Appendix 4</u>	Guidelines for live scanning	22

Attachments

<u>Attachment 1</u>	Exhibitor Services kit (PCC)	<i>Attached to email</i>
<u>Attachment 2</u>	BECKSPEDITION freight ordering forms	<i>Attached to email</i>
<u>Attachment 3</u>	Guarant Hotel offer information	<i>Attached to email</i>
<u>Attachment 4</u>	Zátiší Catering order form	<i>Attached to email</i>

Order forms

	Form Name	Deadline Date	Who	Page
<u>Form 1</u>	Name badge & social event requirements	10 September 2010	All	24
<u>Form 2</u>	Final program brochure: editorial entry	12 August 2010	All	26
<u>Form 3</u>	Live scan models registration form	10 September 2010	Sponsors	27
<u>Form 4</u>	Live scan demonstrations within the scientific program	20 August 2010	Sponsors	28
<u>Form 5</u>	Delegate mailing list declaration	10 September 2010	Sponsors	29

Deadlines

Activity	Deadline Date	Who
Advertisements for final program	20 August 2010	Sponsors
AV and electrical services	20 September 2010	All (if required)
Final program editorial entry	12 August 2010	All
Floral Services	20 September 2010	All (if required)
Hospitality suite program	20 August 2010	Sponsors
Hostesses / additional Security	20 September 2010	All (if required)
Live scan demonstrations – technical spec & equipment	20 August 2010	Sponsors
Delegate mailing list declaration	10 September 2010	Sponsors
Names for personalised badges	10 September 2010	All
Carpeting	20 September 2010	All (if required)
Catering orders	1 October 2010	All (if required)
Delegate bag inserts artwork	10 September 2010	Sponsors
Delivery of Delegate Bag materials (to Prague)	6 October 2010	Sponsors

Stand cleaning orders	20 September 2010	All (if required)
Stand equipment orders (furniture etc)	20 September 2010	All (if required)
Space only stand plan submission to ISUOG	10 September 2010	Space only stands
Provide evidence of Insurance to ISUOG	10 August 2010	All
Provide Satellite Symposia details	20 August 2010	Sponsors

Essential information

Congress and exhibition dates

Pre-Congress courses: Sunday 10 October 2010
 Exhibition dates: Sunday 10 (18:30) – Thursday 14 October 2010
 Congress dates: Sunday 10 – Thursday 14 October 2010

Organisers' contact details – ISUOG Secretariat

The International Society of Ultrasound in Obstetrics and Gynecology (ISUOG)

Unit 4 Blythe Mews, Blythe Road
 London W14 0HW, UK

Alice Hepworth
 T: +44 (0)20 7471 9955
 F: +44 (0)20 7471 9959
 E: ahepworth@isuog.org
www.isuog.org

ISUOG (known as the "Organisers" from this point forward) will be responsible for the management of the Congress exhibition and for the coordination of exhibitor and sponsor activities. Contact the Organisers onsite at the registration desk.

Venue

ISUOG 2010 will be held at:

Prague Congress Centre (PCC) (known as the "Venue" from this point forward)

5. května 65
 140 21 Prague 4
 Czech Republic
Contact: Marie Hola
 T: +420 261 172 240
 F: +420 261 172 016
 E: marie.hola@kcp.cz
www.kcp.cz

General services contractor

Triumf Exhibitions
 Zdena Fialova
 T: +420 274 818 065
 F: +420 274 772 406
 E: zdena.fialova@triumf-expo.cz
www.triumf-expo.cz

Freight Forwarder

BECKSPEDITION
 Pavel Beck
 T: +420 602 311950
 E: beck.pavel@volny.cz

Catering

Zátiší Catering
 Linda Reitingarová
 T: + 420 731 156 614
 E: linda@zatisigroup.cz
www.zatisigroup.cz/en

Accommodation and Registration

Guarant International
 Opletalova street 22
 110 00
 Prague 1
 Tel: + 420 284 001 444
 E: isuog2010@guarant.cz

Exhibition timetable

Build:	Date:	Time:
Free build only	Saturday 9 October 2010	13.00 to 19.00
Shell Scheme Stands	Sunday 10 October	07.00 to 16.00
Access:	Saturday 9 October 2010	13:00 to 19:00
	Sunday 10 October 2010	07:00 to 21:00
	Monday 11 October 2010	07.00 to 19:00
	Tuesday 12 October 2010	07.00 to 19:00
	Wednesday 13 October 2010	07.00 to 19:00
	Thursday 14 October 2010	07.00 to 19:00
Exhibition open:	Sunday 10 October 2010	18:00 to 21:00
	Monday 11 October 2010	09:00 to 17.00
	Tuesday 12 October 2010	09:00 to 17.00
	Wednesday 13 October 2010	09:00 to 17.00
Breakdown:	Wednesday 13 October	17:30–19:00 (free breakdown)
	Thursday 14 October	09:00–14:00 (breakdown: noise restrictions in place, no heavy goods movement or use of machinery)
	Thursday 14 October	14:00–19:00 (free breakdown for all stands)

N.B.: the above listed times are subject to change and, in this event, all exhibitors will be notified accordingly.

Important: please read

Freight Handling

BECKSPEDITION is the sole official freight forwarder and on-site handling contractor. Only BECKSPEDITION is permitted to use forklifts, cranes and other technical equipment at the Venue BECKSPEDITION forwarding, customs clearance and handling services should be booked directly, and are subject to charge at the expense of the exhibitor. Their services can be booked via Pavel Beck (T: **+420 602 311950**; E: beck.pavel@volny.cz, or you can use the order forms sent with this manual) or by contacting them directly (see page 4 for contact details).

Exhibitors CANNOT send things to the Congress centre (even if marked with your stand name or the name of the conference), they MUST go to a named delivery address, and that is Beckspedition. If you send unmarked items to the centre, they will be returned to you.

You can deliver things to Beckspedition up to 2 weeks before the conference, and they will store these for you for free and then deliver them to your stand on build up day. They do not charge for storage, only for the movement of the goods, and you can refer to their list of charges for this.

Beckspedition
Prague Congress Centre
5. Kvetna 65
140 21 Prague 4
Event: Congress ISUOG
Exhibitor

No. of Stand

Details of all shipments should be sent 2 days before arrival in the Czech Republic by email to Pavel Beck:

beck.pavel@volny.cz

A-Z OF EXHIBITOR AND SPONSOR INFORMATION

Accommodation

Accommodation for the Congress can be booked online through Guarant. They have provided an accommodation offer to exhibiting companies. This can be found as an attachment to this manual. If you need to contact Guarant, contact details can be found on page 4. Alternatively, go to the Congress pages at www.isuog.org/WorldCongress/2010 and follow the links to accommodation.

Advanced delegate listing

All sponsors of ISUOG 2010 are entitled to receive a copy of the advanced delegate list for **one advance mailing**. The list will be provided to sponsors who sign and return the data protection agreement and send material for approval to congress@isuog.org by **10 September 2010**. Exhibitors are not entitled to receive this list.

Please complete: **Form 5**
Deadline: **10 September 2010**

Advertising

General note: Any material advertising sponsored activities must be approved by the Organisers before circulation. The Organisers reserve the right to refuse any advertising material for circulation/signage that have NOT been approved in advance. Materials should be sent by email to the graphic designer (see contact details below) **with a copy to the Organisers**, email: ahepworth@isuog.org

Diamond and Platinum sponsors are entitled to **one full-page** full-colour advertisement in the final program. The specification for this advertisement is as follows:

- Full-page *trim size* 297mm deep x 210mm wide, *bleed size* 303mm deep x 216mm wide
- Full-page *non-bleed size* 267mm deep x 177mm wide

Gold and Silver sponsors are entitled to **one half-page** full-colour advertisement in the final program. The specification for this advertisement is as follows:

- Half-page *trim size* 145mm deep x 210mm wide, *bleed size* 148mm deep x 216mm wide
- Half-page *non-bleed size* 125mm deep x 177mm wide

Bronze sponsors are entitled to a logo acknowledgement in the final program.

Acceptable formats:

- High resolution PDF
- Photoshop – tiff or EPS
- Illustrator up to version 8 – convert all type to outline, embed linked images and save as EPS

Supplying artwork:

- Supply Zip files up to 10MB via email to mwebber@webberdesign.co.uk, **with a copy to the Organisers** (email: ahepworth@isuog.org), *low resolution acceptable for organiser copy only*.

If advertisements are not received by the deadline date we will be unable to guarantee inclusion. Adverts will be placed where space allows at the discretion of the Organisers.

Deadline: **20 August 2010**

Audio-visual equipment hire

Audio-visual services are available for hire to stand holders through Triumpf Exhibitions (T: +420 274 818 065; E: zdena.fialova@triumf-expo.cz), please refer to their online ordering system, which can be found at www.triumf-expo.com. Your unique login information can be found in the email accompanying this manual.

Deadline: **20 September 2010**

Badges

- Shell scheme exhibitors are entitled to **one exhibitor registration and one scientific registration** per package booked
- Free build exhibitors are entitled to **2 stand personnel badges** per 9sqm of exhibition space booked plus **one scientific registration per exhibition space**
- If you require badges over and above this allocation, these are available at a cost of €200 per badge via the Organisers.

Company name badges will be prepared in advance for all exhibitor personnel allowing them access into the exhibition areas only (*please note that exhibitor badges do not allow access to scientific sessions*). Personalised company name badges will be provided if names are received on [Form 1](#) by the deadline date. Any badge requests received after this date will receive company name only on each badge. Scientific registration badges must be for name individuals.

Company badges will not be sent out in advance of the Congress; they will be available for onsite collection from the registration area, located at the entrance to the Venue. There will be no access to the Congress or exhibition area without a badge. Please note that exhibitors are responsible for distributing their own company badges and should note that exhibit personnel are not permitted on site without badges. Should you choose to collect the badges as a group you will need to make arrangements to distribute the badges before entry to the exhibition.

Guests

While we appreciate that you may wish to use ISUOG 2010 to hold various meetings, please ensure that all your stand personnel and/or distributors are aware that no visitors or guests will be permitted to enter the exhibition halls, unless you have obtained prior agreement from the Organisers (contact details on page 4).

Any individual attempting to enter without an official delegate or stand personnel registration will be required to register and pay as a day delegate, or will be asked to leave.

Badges must be worn at all times.

Please complete: [Form 1](#)
Deadline: **10 September 2010**

Banks

Banks are normally open 09:00-12:00 and 13:00-16:00 each weekday and Saturday. There is a branch of the Commercial Bank at the PCC.

Car parking

There is on site parking for 200 cars. You can buy parking cards for time slots of Min 1 hours, up to a pass for 10 days. Prices for parking are as follows (approx):

Per hour (minimum)	€2
Up to a 24 hour period	€16.50
Per 3 - 4 days	€26.50
Per 5 - 6 days	€40.00

Parking per hour is available, payable on arrival. Parking passes for longer periods must be ordered in advance, exhibitors can order these through Triumph Exhibitions (T: +420 274 818 065; E: zdena.fialova@triumf-expo.cz)

Catering

Tea, coffee and light lunches will be served in all of the exhibition halls for the duration of the exhibition (Monday to Thursday), excluding build and breakdown times. All breaks are included for all registered personnel. If catering is needed for additional stand personnel, please order extra badges (€200 per badge) by completing [Form 1](#).

Should you wish to provide catering or refreshments from your stand please contact Zatisi Catering (contact details on page 4 or use their electronic order forms, included as an attachment). Their deadline is 7 days prior to the event. Late order or on-site orders will be accepted, but may incur an extra charge.

Form 1 is not to be used for this purpose. Please note that exhibitors are not allowed to bring their own food and drink onto the stand for consumption.

Deadline: **1 October 2010**

Cleaning

Daily cleaning of the aisles and common areas will be carried out in the exhibition area as part of the exhibition package. Should you require your stand to be specifically cleaned during the event please contact Triumf Exhibitions (T: +420 274 818 065; E: zdena.fialova@triumf-expo.cz) or refer to their online ordering system, which can be found at www.triumf-expo.com.

Deadline: **20 September 2010**

Cloakroom

The venue has a free of charge cloakroom available to all delegates and exhibitors. This will be located on the ground floor of the venue in the Congress Hall foyer.

Closing meeting with the ISUOG Meeting Planning Committee

All exhibitors are welcome to attend our Exhibitors' Closing Meeting on Wednesday 13 October. Full meeting details will be emailed to you at a later date. This is your chance to provide feedback to the Organisers for future Congresses and we hope you will be able to attend.

Congress website

Please visit www.isuog.org/WorldCongress/2010 for the latest Congress information.

Data protection

Exhibitors are expected to respect data protection regulations in relation to this Congress and any information that is presented in the context of the Congress. Delegate information may **not** be used for any purpose other than that agreed in advance in writing with the Organisers.

Delegate bag inserts

Diamond, Platinum and Gold sponsors are entitled to: 1 x A4 insert

Silver and Bronze sponsors are entitled to: 1 x A5 insert

Other sponsors are entitled to inserts only if offered in relation to specific sponsor activities. Please forward a copy of your proposed insert to the Organisers for approval by the below deadline; email: aheworth@isuog.org by 10 September 2010.

Quantity required: 1,500 (*final number to be confirmed by ISUOG*)

Delegate bag materials should arrive no later than Wednesday 6 October 2010. Please ensure you package delegate bag inserts are sent separately to your exhibition delivery, and clearly label the package as 'Delegate bag inserts'. Deliveries should be sent via BECKSPEDITION. Please see below for freight handling information.

It is your responsibility to ensure that material is delivered in time for the Congress and all boxes are clearly labelled. Please note that all companies must deliver their material in advance of the Congress.

Deadline: **10 September 2010 (artwork)**
6 October 2010 (delivery)

Deliveries / Freight Forwarding

BECKSPEDITION is the sole official freight forwarder and on-site handling contractor. If you wish to take advantage of this service please either contact them directly or you can use the order forms sent with this manual. **See page 5 for further information.**

BECKSPEDITION
Pavel Beck
T: +420 602 311950
E: beck.pavel@volny.cz

An unloading/build-up schedule will be in operation, please contact BECKSPEDITION for further. Please note that all companies must deliver exhibition material in advance.

Disabled access/facilities

All areas of the venue are accessible for all delegates with disabilities. Entrances, elevators, and services have all been designed to accommodate the needs of guests with disabilities.

Disclaimer

All best endeavours will be made to present the program as printed. However the Organisers and its agents reserve the right to alter or cancel without prior notice, any of the arrangements, timetables, plans or other items relating directly or indirectly to the Congress for any reason beyond its reasonable control. The Organiser and its agents are not liable for any loss or inconvenience caused as a result of such alteration.

Duplications / recordings

Photography, audio taping, video recording, digital taping or any other form of duplication is not permitted in the session halls or poster areas.

Electrical services

All electrical services are to be booked through Triumf Exhibition (T: +420 274 818 065; E: zdena.fialova@triumf-expo.cz) or refer to their online ordering system, which can be found at www.triumf-expo.com. Your unique login information can be found in the email accompanying this manual.

Emergency telephone numbers

The emergency number in Prague is **112**

Exhibitor and sponsor list

Please refer to the ISUOG website for up to date exhibitor and sponsor information - www.isuog.org/WorldCongress/2010.

Exhibitor registration opening hours

Exhibitors will be able to collect badges and tickets for social events previously requested from the registration desk during the following times:

Sunday 10 October	10:00 – 20:00
Monday 11 October	09:00 – 17:00
Tuesday 12 October	09:00 – 17:00
Wednesday 13 October	09:00 – 17:00
Thursday 14 October	09:00 – 12:00

Final program brochure: editorial entry

Each exhibitor will be listed in the final program and may include a maximum of 75 words free editorial copy (i.e., company profile). Company name, address and contact name will be included in addition to this. Please return [Form 2](#) to aheworth@isuog.org by the deadline date to ensure that details listed in the program are correct. If your form is not received by the deadline date, the exhibitor company name and address **only** will be included.

Please complete: [Form 2](#)
Deadline: **12 August 2010**

Floor plan

Please refer to [Appendix 1](#) for the exhibition floor plan for the exact location of stands. *N.B.: Should there be any changes to the plan exhibitors will be advised accordingly.*

Flooring and Carpeting

The exhibition walkways are grey marble flooring, which is the main venue flooring surface. Free build exhibitors requiring flooring or carpeting should contact Triumph Exhibitions (T: +420 274 818 065; E: zdena.fialova@triumf-expo.cz) or refer to their online ordering system, which can be found at www.triumf-expo.com. Your unique login information can be found in the email accompanying this manual. Shell scheme exhibitors have carpet included as part of their package.

Deadline: **20 September 2010**

Floral decoration

Floral decorations can be ordered through Triumph Exhibitions (T: +420 274 818 065; E: zdena.fialova@triumf-expo.cz) or refer to their online ordering system, which can be found at www.triumf-expo.com.

Deadline: **20 September 2010**

Furniture and accessories

Exhibitors requiring additions to the shell scheme, such as shelves, cupboards, different furniture or accessories should contact Triumph Exhibitions (T: +420 274 818 065; E: zdena.fialova@triumf-expo.cz) or refer to their online ordering system, which can be found at www.triumf-expo.com.

Deadline: **20 September 2010**

Future meetings

Literature regarding future meetings of interest to participants will be displayed in the exhibition area on the 'Future Meetings' table.

Graphics

Graphics and signs can be ordered through Triumph, please contact them for further details (T: +420 274 818 065; E: zdena.fialova@triumf-expo.cz).

Header (Fascia) signs

Fascia boards with company name are provided for all shell scheme stands. Please note we are unable to include any artwork or logos. Please order these via Triumph (T: +420 274 818 065; E: zdena.fialova@triumf-expo.cz).

Please also indicate if you do not require a fascia board.

Health and safety

All exhibitors are responsible for health and safety of their stand. Please consider the following points:

Safety checklist

- Appoint a competent person to handle health and safety measures for your participation
- Review the accident statistics of your participation at previous events in which you have been involved
- Read the exhibitor technical manuals and heed all stipulated, and not all stated, regulations and safety requirements
- Undertake a risk assessment for the event
- Ask any your contractors for a risk assessment for the event
- Notify all parties of any undue hazard resulting from the risk assessment

Build and break down

- Follow all displayed warning signs and posters
- Take heed of all smoking regulations
- Wear appropriate hearing, eye, head and foot protection
- When dealing with electricity always use a certified electrician
- Be careful when walking in the aisles during set-up and avoid walking in front of forklifts and between crates
- Keep all aisles and work areas clean and free of hazards. Discard all rubbish and waste in the proper containers.
- When lifting, keep your back straight. Use your legs to lift the object, not your back.
- Use as step stool or step ladder, not a table or chair
- When dismantling from equipment or fixed objects always dismount facing the machine or object. Never jump down.
- Have a well stocked first aid kit with you

Height Limits

- Stands 1-5, 12-17, and 25-33 have maximum ceiling height of 2.9m.
- Stands 6 and 11 have a maximum height of 5m for most of their area, and 2.9m for the left and right hand edges respectively
- Stands 7-10 have a maximum height of 5m

Height limits are shown on the floor plan on page 18

If you have booked a space only stand, please submit your stand plans to ISUOG for approval. No construction will be allowed if it overshadows a neighbouring stand. Plans should be emailed to aheworth@isuog.org by 10 September 2010

Deadline: **10 September 2010**

Hospitality rooms

- **Access to the rooms is from 08:00 - 18:00 on each day of rental**

Each individual company must make all catering arrangements direct with the venue; Zátíší Catering (see below)

Branding

Branding and/or signage as required by companies within their rooms is permitted, however, nothing may be hung from the ceiling or attached to walls.

Catering

Please contact Zátíší Catering with your requirements (T: + 420 731 156 614; E: linda@zatisigroup.cz)

Electronic catering order forms have been provided by Zátíší, and are included as an attachment to this manual.

Equipment within the hospitality room

- Existing lighting within room
- Power outlet
- 40 chairs
- Companies will be responsible for any additional equipment/furniture required

It is the sponsor's responsibility to provide any technical, audio-visual or scanning equipment required within their live scanning/hospitality room, including scan machines and scanning tables if you intend to project live scanning. Please note that sponsors should ensure that any scanning equipment for use in these areas can be stored elsewhere outside hospitality room hire times.

Under no circumstances may live obstetric or gynecological scans take place on the exhibition booths. All live scanning must be restricted to the rooms provided for this activity.

Live scan models

- **Sponsors must source their own live scan models for hospitality suites**
- **Models must be scanned according to ISUOG Safety Committee guidelines (see Appendix 5) and consented (Appendix 3)**

All sponsors using live scan models must provide ISUOG with signed consent forms.

Our suggested consent form is provided in [Appendix 3](#) – if you intend using a different form, it must be pre-approved by the Organisers. First trimester and Doppler are not recommended in our guidelines. Where companies intend to carry out scans outside these recommendations, specific consent is required and should be approved by the Organisers in advance. The Organisers take no responsibility for live scanning activities undertaken by sponsors as part of these sessions.

Usage

Sponsors are required to provide the Organisers with details of planned activities within their allocated satellite education area / satellite symposium or hospitality suite for approval by **20 August** by sending an email detailing activities to aheworth@isuog.org. If this information is not received by the deadline, the Organisers cannot guarantee details will be included in the final program.

Deadline: **20 August 2010**

Hostesses

If you require any hostesses/staff for your exhibition stand, we ask that you co-ordinate this yourselves. These services can also be booked via Triumph Exhibitions (T: +420 274 818 065; E: zdena.fialova@triumf-expo.cz) or refer to their online ordering system, which can be found at www.triumf-expo.com. As they will require badges for entry to the exhibition area, please include names on [Form 1](#).

Deadline: **20 September 2010**

Insurance and liability

You are responsible for insuring against any legal liability incurred in respect of injury or damage to property belonging to third parties. In addition to this you should protect against abandonment and cancellation or curtailment of the event due to reasons beyond the Organisers' control.

In participating in this Congress, companies agree to be responsible for all damage to property and for any loss or injury caused by them or their agents or employees and will indemnify the Organisers against all claims and expenses arising there from.

In the event of it being necessary for any reason whatsoever for the exhibition to be abandoned, postponed or altered in any way in whole or part, or if the Organisers find it necessary to change the dates of the exhibition, the Organisers shall not be liable for any expenditure, damage or loss incurred in connection with the exhibition. The Organisers shall further not be liable for any loss, which the exhibition or exhibition contractors may incur owing to the intervention of any authority, which prevent or restricts the use of the premises or any part thereof in any matter whatsoever.

Whilst the Organisers take every precaution to protect the exhibitors' property during the exhibition, they are not responsible for any loss or damage.

Please forward proof of insurance to aheworth@isuog.org

Deadline: **10 August 2010**

Internet

Internet lines need to be ordered Triumph Exhibitions (T: +420 274 818 065; E: zdena.fialova@triumf-expo.cz) or refer to their online ordering system, which can be found at www.triumf-expo.com.

Deadline: **20 September 2010**

Language

The official language of the Congress is English. There will be no translation facilities available.

Live scanning – no scanning from exhibition stands

Under no circumstances may live obstetric or gynecological scans take place on exhibition stands. All live scanning must be restricted to the rooms provided for this activity, i.e. hospitality suites, satellite education areas or the demonstration session room within the scientific sessions, where pre-booked. Those involved in live scan activities **must** comply with ISUOG Safety Committee Guidelines. See [Appendix 4](#).

Live scan demonstrations within the scientific program (including workshop sessions)

All companies undertaking live scanning demonstrations must inform us of the technical specifications for their image output direct from the scan machine to video projection (e.g. VGA power output) for the specific equipment they are using.

Scientific program live scan sessions

It is each individual company's responsibility to ensure that their equipment is installed in time for each session. Please contact the Organiser to make the necessary logistical arrangements. Scan equipment should be installed and ready to use at least 30 minutes prior to the start of your session. We would also like to test the output for equipment involved in these sessions and will contact you on site, in order to make the necessary arrangements.

You will have discussed individual ultrasound machine requirements for these sessions with the organisers and/or the session presenters in advance, however please note that no scan equipment is set up in these rooms as standard and the following will need to be provided by sponsors for each session, in addition to the ultrasound machine(s):

- Scan bed / couch
- Gloves
- Stool
- Clinical waste bags
- Scan jelly
- Paper rolls (for scan bed)
- Condoms
- Paper towels / tissues

Since several companies are involved in these sessions, we will allocate part of the basic equipment to you to provide and ask you to leave it in place for the entire week. Please advise the Organiser, via [Form 4](#), which equipment you are willing and/or able to provide based on your other activities. If this information is not provided, the organiser will allocate equipment to sponsors.

Time	Monday 11			Tuesday 12		Wednesday 13		Thursday 14
09:00-10:00	Congenital heart disease PHILIPS			Fetal cardiac function SIEMENS		Maternal fetal Doppler PHILIPS		Second trimester scan MEDISON (9.30 – 10.30)
11:00-12:30	Advanced fetal echocardiography: atrial isomerism (heterotaxy) MEDISON	Identifying risk in monochorionic twin pregnancy TOSHIBA		CNS imaging in early pregnancy TOSHIBA		Fetal surveillance SIEMENS		Cardiac functions in special conditions SIEMENS (11.40 – 13.10)
14:00-15:00	First trimester MEDISON			Multiple pregnancy MEDISON		Long term outcome in fetal growth restriction TOSHIBA		
16.10-17.40	Advanced fetal neurosonography SIEMENS	Practical new tools in fetal echocardiography PHILIPS	Doing it safely SIEMENS	Molecular vs ultrasound screening for T21 PHILIPS	Fertility: assessing the ovarian reserve and the uterus GE	The spectrum of 3D/4D ultrasound in prenatal diagnosis MEDISON	Use of ultrasound in gynecological oncology PHILIPS	

Shaded sessions indicate workshop sessions

Clear sessions indicate live scanning sessions within the program

Please complete: [Form 4](#)

Deadline: **20 August 2010**

Loading and unloading

Details of the loading bays at the Prague Congress Centre can be found on pages 8 and 9 of the PCC Exhibitor Kit, which is included as an attachment to the manual. Maps showing access to the loading bays are also provided.

Lost property

Please hand any lost property to the staff at the registration desk where it will be made available for collection. At the end of the Congress, any unclaimed items will be taken back to London by ISUOG. Any ticketed items left in the onsite cloakroom will be retained by the venue for one month after the event.

Noise levels

Exhibitors planning to have any public address (PA) or audio-visual equipment on their stand should note that all audio speakers must be facing inwards on the stand and not facing the gangways. The level of noise must be at a level not to cause a nuisance to the occupiers of neighbouring stands.

Occupation of stand space

Unless otherwise agreed in writing by the Organisers, exhibitors are not authorised to sublet, share or transfer their stand space. In the event of an exhibitor failing to take possession of his stand the Organisers have the right to re-allocate the stand and all monies paid shall be forfeited.

Payment

All exhibitors are expected to have paid in full for their stands and any additional activities in advance of the Congress. If any sums remain outstanding at the time of registration, exhibitors are required to settle the outstanding amounts in full by credit card before they may enter the exhibition hall. Build up will **not** be allowed if a balance is outstanding.

Registration

Exhibitor badge holders are not authorised to enter scientific areas, except for those with full scientific registration status. Names for these badges must be provided to the Organisers in advance by using [Form 1](#). One scientific badge will be provided per exhibitor, this is included within your 'exhibitor badge' allocation. If you wish to have additional scientific registrations, you must complete the same form for as many persons as you require. Please return this to the Organisers by the deadline date so that your request may be processed. Any further delegate registrations have to be registered and paid for in the usual way.

Please complete: [Form 1](#)
Deadline: **10 September 2010**

Safety regulations

You are required to comply with all statutory, local authority and standard institution regulations, standards, provisions, requirements, codes of practice, recommendations and laws for the time being in force that are applicable to your use of the Venue premises and facilities. It is your responsibility and not the Organiser's or Venue's to ensure that you and any third parties are aware and adhere to all of the above matters. Please contact the Venue with any queries (contact details on page 4).

Satellite symposia

Timings

Room access for these sessions is 12:35-13:55 but the satellite themselves may not start until 12:45 and must finish by 13:45. It is imperative that all speakers adhere strictly to the program timings. This is to allow enough time for lunch and to clear the room prior to the next session. We cannot completely guarantee that the session will be unchallenged by other activities, as sponsors have the opportunity to run hospitality sessions at these times. Booking companies will be kept fully informed of any known competing activities.

Entitlements

As a sponsor of a lunchtime satellite symposium you are entitled to the following:

- Hire of room and basic audio-visual equipment
- A5 invitation briefcase insert - **please submit the artwork for prior approval**
- Acknowledgement and session listing in final program

Equipment

It is the sponsor's responsibility to provide all equipment required within their lunchtime satellite symposium. Please bear in mind that there is no facility for storage of any equipment within the venue other than within your own exhibition space.

Usage

Sponsors are required to provide the Organisers with details of planned activities within their allocated satellite education area / satellite symposium or hospitality suite for approval by **20 August by sending an email detailing activities to aheworth@isuog.org**. If this information is not received by the deadline, the Organisers cannot guarantee details will be included in the final program.

Deadline: **20 August 2010**

Security

It is recommended that items are not left unattended and laptops and valuables are removed from stands when not manned. The Organisers or the Venue cannot be held responsible for items left unattended. The most vulnerable times are build up and breakdown. Please contact Triumpf Exhibitions (T: +420 274 818 065; E: zdena.fialova@triumf-expo.cz) or refer to their online ordering system, which can be found at www.triumf-expo.com.

Signage

Please contact Triumpf Exhibitions directly with any queries (T: +420 274 818 065; E: zdena.fialova@triumf-expo.cz).

The Organisers and Venue **must** agree all signage prior to the event. Signs should be free standing and must not obstruct the corridors or fire exits. **No** signs should be placed on walls or doors. Any damage caused by the placing of unauthorised signs will be chargeable to your company. Any signage erected in contravention of these rules will be removed without notice.

Smoking

Smoking is not permitted in the Venue.

Social events

All stand personnel are invited to attend all the social events and are encouraged to participate where possible for maximum networking with the delegates. For more information on these events, please visit the Congress website or please contact the Organisers with any queries.

Welcome Reception:

Date	Sunday 10 October 2010
Location	Exhibition area
Cost	No charge to registered personnel, €50 for non-registered personnel

Congress Party:

Date	Tuesday 12 October 2010
Location	Zofin Palace
Cost	€75 per person (including VAT)

N.B.: Tickets for the Congress party are subject to availability on a first-come, first-served basis.

Please complete: [Form 1](#)
Deadline: **10 September 2010**

Stands – shell scheme package

Each shell scheme package will be provided with the following:

- 3m x 3m hard wall stand
- 1 x header sign
- 1 x table
- 2 x spotlights
- Standard carpet
- 2 x chairs
- 1 x waste paper bin
- 1 x power outlet

Exhibitors requiring additions to the shell scheme package (eg, floral displays, furniture) should contact Triumpf Exhibitions directly (T: +420 274 818 065; E: zdena.fialova@triumf-expo.cz) or refer to their online ordering system, which can be found at www.triumf-expo.com.

Deadline: **20 September 2010**

Stands – shell scheme only

Each shell scheme package will be provided with the following:

- 3m x 3m hard wall stand
- Standard carpet
- 1 x header sign

Exhibitors requiring additions to the shell scheme package (eg, floral displays, furniture) should contact Triumph Exhibitions directly (T: +420 274 818 065; E: zdena.fialova@triumf-expo.cz) or refer to their online ordering system, which can be found at www.triumf-expo.com.

Stands – Space only

Plans of free build (space only) stands **must** be submitted to ISUOG (aheworth@isuog.org) for approval by the deadline date. Please refer to the section on ceiling height limits on page 11 for further information. No construction will be allowed if it overshadows a neighbouring stand. Please note that the exhibition hall walkways will be surfaced in white marble.

Deadline: **10 September 2010**

Stand personnel

All stands must be staffed throughout the open hours of the exhibition. Canvassing in the gangways, public areas of the building, car parks and approaches is prohibited.

Personnel such as hostesses must be registered in the normal way and will be counted as part of your personnel allocation for the stand.

Please note that stand personnel are **not** entitled to attend scientific sessions (except for sponsors who receive a number of scientific registrations defined by the level of sponsorship). Should your organisation wish to send delegates, you will need to register them by completing **Form 1** for as many persons as required. We offer discounts on group bookings – please refer to Form 1 for details.

Please complete: [Form 1](#)

Deadline: **10 September 2010**

Storage

A one day supply of advertising materials, product or literature may be kept at your exhibition stand, but not behind any stand walls or under tables. Empty cartons cannot be stored at your stand. Please contact Triumph Exhibitions (T: +420 274 818 065;

E: zdena.fialova@triumf-expo.cz) or BECKSPEDITION directly (details on page 4) to arrange the removal of empty material.

Telephone /Fax line

Exhibitors wishing to organise a telephone or fax line must pre-book these through Triumph Exhibitions (T: +420 274 818 065;

E: zdena.fialova@triumf-expo.cz) or refer to their online ordering system, which can be found at www.triumf-expo.com.

Terms and conditions

See [Appendix 2](#)

Please familiarise yourself with the 'Terms and conditions of exhibiting' provided. Please ensure you also refer to the online Triumph exhibition information which can be found at www.triumf-expo.com for Venue and Services terms and conditions.

Utilities

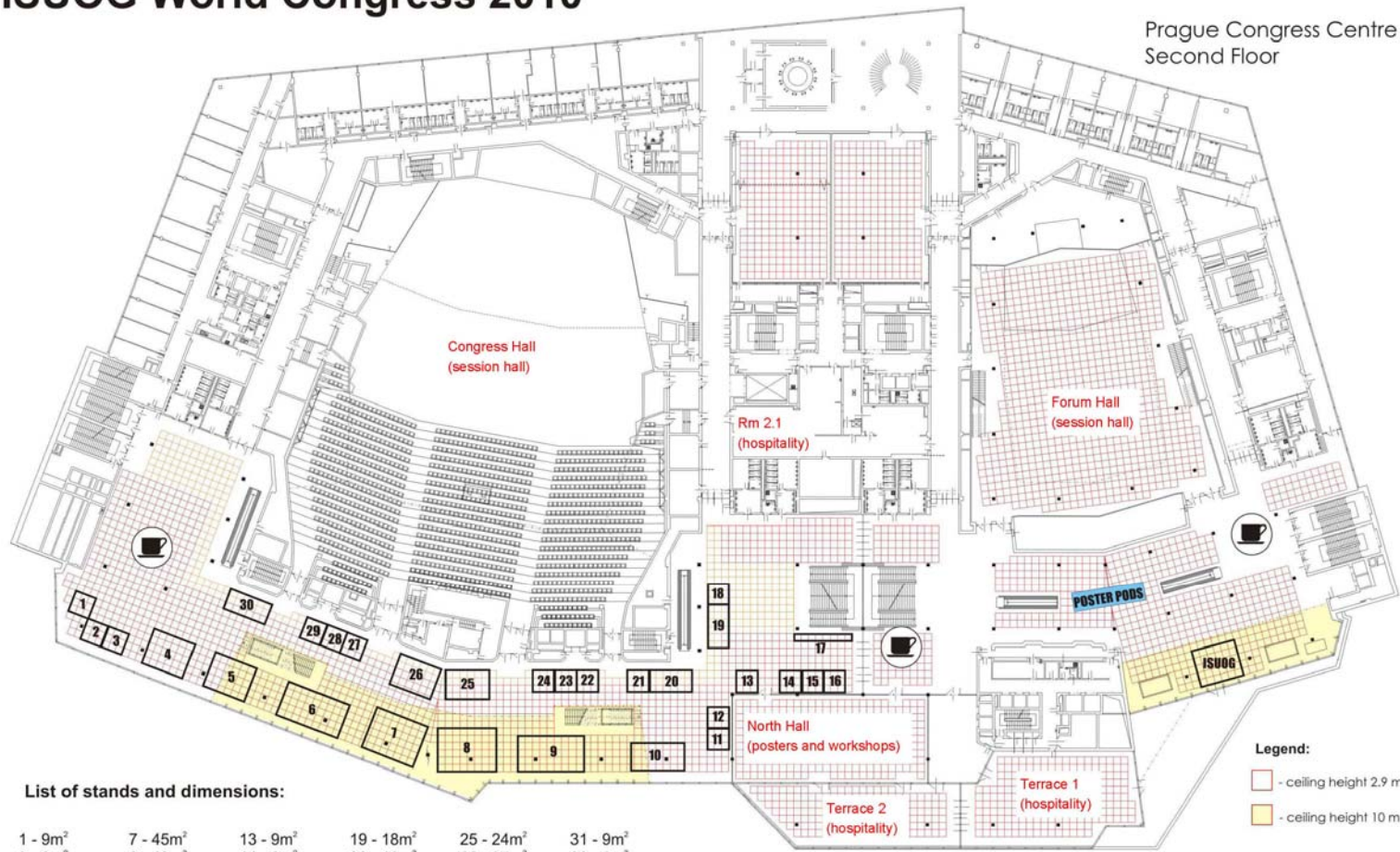
Electrical, telephone and internet services should all be ordered through Triumph Exhibitions (T: +420 274 818 065; E: zdena.fialova@triumf-expo.cz) or refer to their online ordering system, which can be found at www.triumf-expo.com.

Appendices



Please note that the locations of exhibition stands are subject to change. The organisers will contact you immediately should changes occur. Please refer to the Congress website for up to date stand allocations.

ISUOG World Congress 2010



List of stands and dimensions:

1 - 9m ²	7 - 45m ²	13 - 9m ²	19 - 18m ²	25 - 24m ²	31 - 9m ²
2 - 9m ²	8 - 48m ²	14 - 9m ²	20 - 18m ²	26 - 27m ²	32 - 9m ²
3 - 9m ²	9 - 45m ²	15 - 9m ²	21 - 9m ²	27 - 9m ²	
4 - 30m ²	10 - 30m ²	16 - 9m ²	22 - 9m ²	28 - 9m ²	
5 - 30m ²	11 - 9m ²	17 - 8m ²	23 - 9m ²	29 - 9m ²	
6 - 45m ²	12 - 9m ²	18 - 9m ²	24 - 9m ²	30 - 18m ²	

LIST OF EXHIBITING COMPANIES 2010 (correct at time of print)

ALOKA	Esaoite Europe BV	Shenzhen Mindray
Astraia Software GmbH	GE Healthcare	Siemens AG
Chison Medical Imaging	Karl Storz GmbH	Toshiba Medical Systems
CIVCO Medical Solutions	Medison Europe BV	Wisepress Ltd
ContextVision AB	Mides Handels GESMBH	Zonare Medical Systems
Cook Medical	Philips	

1. Definitions

In these Regulations the term "Exhibition" in all cases refers to the aforesaid Trade Exhibition, being held in conjunction with the aforesaid Congress. The term "Exhibitor" includes any person, firm, company or corporation and its employees and agents to whom space(s) has been allocated for the purpose of exhibiting at the Exhibition. The term "Organisers" means ISUOG_CCL on behalf of the Organising Committee. The term "Premises" refers to those portions of the stated venue licensed to the Organisers.

2. Installation and removal of exhibits

Exhibitors will be advised of when they may commence installation of exhibits. Exhibitors are prohibited from commencing such installation until the time nominated to them. The Organisers will use their best endeavours to adhere to the nominated date for the commencement of Exhibitor's work but will accept no responsibility for any costs, claims or expenses arising from any variation to such date. Exhibits which do not reasonably satisfy the Organisers or the Premises shall be modified forthwith by the Exhibitor in such manner and within such time as the Organisers may require and in default the Organisers may remove such exhibits at the expense of the Exhibitor who shall forfeit all sums paid by way of deposit, rental or otherwise. No Exhibitor shall erect any sign, stand, wall or obstruction, which, in the opinion of the Organisers, interferes with an adjoining Exhibitor, at the sole discretion of the Organisers. The Exhibitor is responsible for the safety of its products, display and stand. During breakdown period no material should be left unattended at anytime. It is the responsibility of the Exhibitor to leave the stand space clean and tidy during the Exhibition and after dismantling. All exhibits, displays, stand fittings and materials must be removed from the Premises by the time and date stated by the Organisers. Removal of exhibits and dismantling may not commence until after the official closing time. Any special arrangements for installation or removal of exhibits must be with the approval of the Organisers.

3. Stand construction and services

For insurance, security reasons and to adhere to regulations stipulated by the Premises, the Organisers will appoint official contractors for all stand construction, all electrical services (mains and fittings) and all ancillary services. Due to the necessity of co-ordinating all activities during installation and dismantling periods and for security purposes, no other contractors will be permitted to undertake any of this work without prior consent of the Organisers.

4. Application

The Organisers reserve the right to refuse any application or prohibit any exhibit without assigning any reason for such refusal or prohibition. An Exhibitor may not, except by express written permission of the Organisers display directly or indirectly, advertise or give credits to any products other than his own or those of his named principal. The display of acknowledgement or credit indicating membership of organisations or Trade Associations is not allowed except by express written permission of the Organisers. The Organisers reserve the right to have masked or removed from the Premises any product or sign violating this regulation and all costs will be charged to the Exhibitor. The Organisers reserve the right to postpone the Exhibition from the set dates and to hold the Exhibition on other dates as near to the original dates as possible, utilising the right only when circumstances necessitate such action and without any liability to the Organisers. The Organisers will not be responsible for costs of such changes. The Organisers reserve the right to change the exhibition floor layout if necessary. The Organisers reserve the right in unforeseen circumstances to amend or alter the exact site of the location of the stand and the Exhibitor undertakes to agree to any alteration to the site or the space re-allocated by the Organisers.

5. Cancellation

In exceptional circumstances the Organisers will be prepared to consider cancellation of their contract with Exhibitors, but only if the following conditions are complied with:

1. That the request for cancellation is submitted in writing
2. That the request is received at least three months prior to the opening of the Exhibition
3. That the Organisers are able to re-let the cancelled space in its entirety
4. That the reason given for the request of the cancellation is, in the opinion of the Organisers, well founded
5. That the Exhibitor agrees that the Organisers shall retain 10% of the contract price if the cancellation is accepted at any stage; 30% of the contract price if the cancellation is accepted within 3 to 9 months prior; 100% of the contract price if the cancellation is accepted within 3 months prior to the Exhibition opening.

6. Bankruptcy or liquidation

In the event of an Exhibitor becoming bankrupt or entering into liquidation (other than voluntary liquidation for the purpose of amalgamation or reconstruction) or having the Receiver appointed, the contract with such an Exhibitor will terminate forthwith, the allotment of stand space will be cancelled and all sums paid by the Exhibitor under contract shall be forfeited.

7. Occupation and payment of stand space

The Exhibitor, its servants, agents, employees and contractors may enter the building only at a time which will be nominated to them for the purpose of stand dressing and fitting. In the event of an Exhibitor failing to take possession of its stand the Organisers have the right to re-allocate the stand and all monies paid shall be forfeited. Exhibitors have seven (7) days in which to make their final payment when it falls due. After this time, and only when monies have not been paid, the stand will be available for sale to another Company. All deposits paid will automatically be forfeited and no refund will be made. No Exhibitor shall occupy its stand space in the Exhibition until all monies owing to the Organisers by the Exhibitor are paid in full. If the Exhibitor fails to comply in any respect with the terms of this agreement, the Organisers have the right to sell the space. The Exhibitor, however, will be liable for any loss suffered by the Organisers as a result and all monies paid by the Exhibitor shall be forfeited to the Organisers. If in the event of the Exhibitor failing to occupy the said space by the advertised opening of the Exhibition, the Organisers are authorised to occupy or cause the said space to be occupied in such manner as they may deem best for the interest of the Exhibition without refund to the said Exhibitor and without releasing the Exhibitor from any liability within these Exhibition terms and conditions.

8. Obstruction of gangways and open spaces

Exhibitors will not be allowed to display exhibits in such a manner as to obstruct the light or impede or project over gangways or affect the displays of neighbouring exhibitors. Gangways must at all times be kept clear and free for passage. All emergency exits and access to service areas are to be kept clear at all times. They must not be restricted or rendered unrecognisable. Public gangways shall remain the means of escape even during installation and dismantling periods. Any Exhibitor who continues to cause obstruction or nuisance after notice has been given will be liable to have its stand closed by the Organisers at the Exhibitor's expense and risk.

9. Conduct of Exhibitors and representatives

Annoyance: The Organisers reserve the right to stop any activity on the part of any Exhibitor that may cause annoyance to other Exhibitors or visitors. Business must be conducted only from the Exhibitor's own stand and under no circumstances may this be carried out from a gangway or elsewhere within the Exhibition.

Microphones/Audio visual equipment: The use of microphones/audio visual equipment is permitted but the volume must not be such as to cause annoyance to other Exhibitors. The Organisers reserve the right to prohibit their

use if in the Organisers' opinion any annoyance is being caused.

Publicity material: Any publicity material may be displayed and/or given away only from the Exhibitor's own stand and must be approved by the Organisers.

10. Trade Union labour

All stand fitting, construction or display work should be carried out by members of the appropriate Trade Unions recognised by the Exhibition industry at the rates of pay and overtime and conditions in accordance with the terms of the Working Rules Agreement currently in force.

11. Electrical requirements

Full lighting and power services will be available to the Exhibitor through the official electrical contractor. A schedule of these services and fees will be available once application has been made. Exhibitors may provide their own electrical fittings where such fittings are in the form of made up units, showcases and/or signs complete and ready for connection to the mains supply. Electrical devices which interfere with radio or television systems must be switched off immediately if requested by the Organisers. The use of electrical appliances such as coffee makers etc. shall only be permitted if they conform to the conditions concerning electrical appliances as laid down by the appropriate authority and other statutory bodies. Before such appliances are used, permission must be obtained from the Exhibition Organisers. The use of immersion heaters and electric heaters with unguarded elements are not permitted.

12. Dangerous materials and exhibits

The Exhibitor must conform to the conditions concerning explosives and dangerous combustible materials as laid down by the appropriate authority and other statutory bodies, including the Premises. Any material or exhibit not approved by the appropriate authority or by the Organisers must be removed from the building at the request of the Organisers.

13. Fire precautions

In accordance with the requirements of the appropriate authority, all material used in construction work display materials etc. must be effectively fire proofed or made of non-flammable materials in accordance with the standards of every appropriate authority. Exhibitors must comply with fire prevention and other safety regulations, existing legal regulations and recommendations of the VDE - Verband der Elektrotechnik Elektronik Informationstechnik e.V.

14. Damage/alterations to the Premises

It is not permitted to stick or otherwise fix items on any parts of the Premises. Alterations to rented items and fixtures, the bringing of heavy or bulky items or the putting-up of decorations, signs and posters shall require the prior written permission of the Organisers. Non-observance of this rule shall entitle the Organisers to remove the items in question at the cost of the exhibitor.

15. Cleaning

The Organisers will arrange for the daily cleaning of the aisles outside the Exhibition open hours. Exhibits will not be cleaned.

16. Security services

The Organisers will arrange a site security service during the period of the Exhibition but will accept no liability for loss or damage.

17. Storage

It is prohibited to store empty containers and packaging of any kind on or off the stand. Storage of empty material can be arranged through the forwarding company.

18. Freight and transport

The Organisers will appoint official forwarding agents for temporary importation of goods for the Exhibition. Overseas exhibitors wishing to bring in goods or materials for temporary importation must contact the Organisers for details of the official contractor and regulations.

19. Liability

Whilst the Organisers will endeavour to protect exhibition property whilst on display at the Exhibition, the management of the Premises, the Organising Committee and the Organisers cannot accept liability for any loss or damage sustained or occasioned from any cause whatsoever. Exhibitors will be responsible for all damage to property and for any loss or injury caused by them or their agents or employees and will indemnify the Organisers against all claims and expenses arising there from. In the event of it being necessary for any reason whatsoever for the Exhibition to be abandoned, postponed or altered in any way in whole or in part, or if the Organisers find it necessary to change the dates of the Exhibition or vary the hours the Exhibition is open, the Organisers shall not be liable for any expenditure, damage or loss incurred in connection with the Exhibition. The Organisers shall further not be liable for any loss, which the Exhibitor or Exhibition contractors may incur owing to the intervention of any authority, which prevents or restricts the use of the Premises or any part thereof in any manner whatsoever.

20. Insurance

Exhibitors are reminded of the need to consult their insurance company or insurance brokers to cover themselves fully against all risks at the Exhibition. The Organisers can advise Exhibitors of suitable insurance brokers upon request.

Particular attention is drawn to the need for the following:

Abandonment insurance: As per paragraph 19, the Organisers are not obliged to return any monies paid for space in the event of cancellation or restriction of the Exhibition.

Stand, fixtures and similar insurance: All risks on loss or damage to Exhibitor property, fixtures, fitting and all other property of a similar nature such as personal effects of directors, principals and employees whilst on the Premises and transit risks from the Exhibitor's premises to the Exhibition and return.

Public liability: Liability to the public may arise out of Exhibitor activities and should be covered by appropriate insurance to a minimum of two million Euros.

21. General conditions

The Organisers are responsible for the control of the Exhibition area. Exhibitors are responsible for the control and supervision of their own stands. The decision of the Organisers is final and decisive on any question not covered in the foregoing regulations. The Organisers may from time to time add to or vary these rules and regulations and do anything at their sole discretion they deem desirable for the proper conduct of the Exhibition, provided that such amendments or additions do not operate to diminish the rights reserved to the Exhibitor under this agreement and shall not operate to increase the liabilities of the Organisers. Exhibitors must comply in all respects with the requirement of every appropriate authority, with the Terms of Agreement by which the Organisers may occupy the Premises and with the policies of insurance effected by the Organisers. Copies of the Agreement and policies of insurance may be inspected at the Organisers' office 30 days prior to the opening of the Exhibition. Signature of the Exhibition application form confirms acceptance of these terms and conditions of Exhibiting.

Consent form

Participation as an ultrasound model at the 20th World Congress on Ultrasound in Obstetrics and Gynecology, Prague

I _____(insert full name)

confirm that I have read and understood the information below, and give my consent to undertake an obstetric ultrasound examination during the 20th World Congress on Ultrasound in Obstetrics and Gynecology.

The sole aim of this examination is the education and training of delegates attending the World Congress and thereby the furtherance of knowledge in the field of ultrasound in obstetrics and gynecology.

Any examination performed during the World Congress does not replace any of my obstetric care or the usual ultrasound examinations that I have been and will be offered during the course of my pregnancy.

This is not a diagnostic examination. I will not be provided with a scan report, or any information regarding the well being of the fetus during this examination.

The organisers undertake that my personal privacy will be respected during the course of this examination and, should I, at any time, change my mind or feel uncomfortable in continuing with the ultrasound examination, I may ask the examiner to stop.

I guarantee that I will not hold the examiner, ISUOG, or the organisers responsible in the case of any subsequent adverse diagnosis or outcome.

Signature: _____

Safety and Bio Effects Committee, ISUOG

The listed guidelines relate to live scanning during the 20th World Congress on Ultrasound in Obstetrics and Gynecology.

1. No live scanning of obstetric or gynecological models/subjects is permitted on the exhibition booths at any time during the Congress.
2. Live scan activities are limited to demonstration sessions within the scientific program and live scan rooms. Sponsors are required to have pre-booked this activity.
3. Non-obstetric/gynecological scanning may on occasion be permitted on the exhibition booths but only with the express approval of this Committee in advance.
4. All models/subjects will have had an official ultrasound exam in the recent past (last 2–4 months).
5. It must be made clear to models/subjects that this is a limited, non-diagnostic scan. Since there is no medical indication for the scan or diagnosis, no report will be generated.
6. Exposure will be limited to a maximum of 20 minutes per scan.
7. ALARA will be observed, maintaining minimal acoustic outputs suitable for diagnostic imaging.
8. First trimester pregnant models/subjects are not recommended.
9. Colour/spectral Doppler are not recommended in pregnant models/subjects.
10. Models/subjects will sign a form (“informed consent”) specifying the non diagnostic nature of the scan, the fact they are volunteering, as part of an educational situation and that ISUOG or examiners acting on ISUOG behalf will not be held responsible for adverse outcome. A copy of the ISUOG consent form is attached for your information and can be used as a model when making your own consent form.

Forms



Company Name:		Stand no.:	
Contact name:			
Email:			
Telephone:			
Mobile no.:			

Badges

- Badges ordered by 10 September 2010 will show first name, surname and company; badges ordered after this date will show the company name only.
- Exhibitor badges entitle the bearer to participate in the exhibition and do not give access into the scientific program sessions
- Please complete an additional table if you require more than 20 badges.**
- Shell scheme exhibitors are entitled to **one exhibitor registration and one scientific registration** per package booked
- Free build exhibitors are entitled to **2 stand personnel badges** per 9sqm of exhibition space booked plus **one scientific registration per exhibition space**
- If you require badges over and above this allocation, these are available at a cost of €200 per badge via the Organisers.
- One complimentary scientific badge will be provided per exhibitor, this is included within the exhibitor badge allocation
- Additional badges may be purchased at a cost of €200 per badge. You will be charged for the number of names completed in the table below, less the number of complimentary badges you are entitled to as part of your booking.

Scientific registrations

- Please indicate in the below table all of the company representatives that wish to register for the scientific program.
- Exhibitors** -The key contact person above will be charged for the number of names completed in the table below. Scientific registrations cost €810 (ISUOG non member) per person if booked before 10 August 2010, and €970 thereafter
- Sponsors** - Please provide the names of your delegates who are to receive complimentary scientific registrations as part of your sponsorship package. Please refer to the notes headed 'Registration' for details on the number of registrations you are entitled to.

The following **discounts** are available for scientific registration bookings of **10 or more**:

10–14 registrations = 10% discount **15–19** registrations = 15% discount **20+** registrations = 20% discount

Surname	First name	Company	Scientific reg.	Dietary request
1.			<input type="checkbox"/>	
2.			<input type="checkbox"/>	
3.			<input type="checkbox"/>	
4.			<input type="checkbox"/>	
5.			<input type="checkbox"/>	
6.			<input type="checkbox"/>	
7.			<input type="checkbox"/>	
8.			<input type="checkbox"/>	
9.			<input type="checkbox"/>	
10.			<input type="checkbox"/>	
11.			<input type="checkbox"/>	
12.			<input type="checkbox"/>	
13.			<input type="checkbox"/>	
14.			<input type="checkbox"/>	
15.			<input type="checkbox"/>	
16.			<input type="checkbox"/>	
17.			<input type="checkbox"/>	
18.			<input type="checkbox"/>	
19.			<input type="checkbox"/>	
20.			<input type="checkbox"/>	

Please make the badges as listed above, available for collection -

- In one group package collected from the registration desk (please note that you will need to meet each badge holder at the registration area as there will be no admittance to the exhibition area without a badge)
- To be collected by each individual from the registration desk

Section 2: Social events

Sunday 10 October 2010: Opening ceremony and welcome reception

This is free to all registered exhibition personnel. If you have ordered exhibitor badges in section 1 please disregard this question.

€50.00 per additional ticket

Number of additional tickets required	
---------------------------------------	--

Tuesday 12 October 2010: Congress Party (Zofin Palace)

Tickets for the congress party are limited and subject to availability on a first come, first served basis.

€75 per ticket (including VAT)

Number of tickets required	
----------------------------	--

Please note that **cancellations** must be sent, in writing, to the ISUOG Secretariat. Cancellations will be accepted until **10 September 2010** with a refund of all prepaid fees minus a 20% cancellation charge.

Section 3: Payment

Sub-total of additional badges	no.	€
Sub-total of additional Welcome Reception Tickets (only for those people not registered)	no.	€
Sub-total of Congress Party Tickets	no.	€
TOTAL	no.	€

CREDIT CARD DETAILS

I authorise you to debit my



- American Express MasterCard (2.5% charge applicable) Visa (2.5% charge applicable)

Card no:

Security code:

Valid from (dd/mm/yy):

Expiry Date (dd/mm/yy):

Issue no.:

SIGNATURE:

NAME ON CARD:

ADDRESS:

Return to: ahepworth@isuog.org

DEADLINE: 10 AUGUST 2010

Please complete details below exactly how you wish them to appear in the Final program as your entry will not be edited.

Company Name		Stand no.:	
Address:			
Tel no.:	+	Fax no.:	+
Website:		Email:	
Contact name:			

Each exhibitor may have a maximum of 75 words free editorial in the Final Program. Company name, address and contact name will be included in addition to this. Please complete the blank box below.

Please note: Editorials must be returned by the deadline date stated below to be included in the Final program. Exhibitors not returning forms will only have name and address included.

EXAMPLE ONLY	
<p>ISUOG Unit 4 Blythe Mews, Blythe Road, London W14 0HW, UK Tel: +44 (0) 20 7471 9955 Fax: +44 (0) 20 7471 9959 Contact: Christina Baber Email: cbaber@isuog.org Website: www.isuog.org</p> <p>The International Society of Ultrasound in Obstetrics and Gynecology (ISUOG) exists to promote research and education in ultrasound within the field of obstetrics and gynecology. ISUOG now has more than 3,000 members in over 90 countries worldwide.</p>	<p>Stand no.: XX</p>

<p>Return to: ahepworth@isuog.org</p>	<p>DEADLINE: 12 AUGUST 2010</p>
---	--

Company Name:	
---------------	--

Section 1: Badges – Live scan models

Sponsors must inform the Organisers of:

- a. any person who being scanned as part of their private live scan activities and/or
- b. Any person scanning (physician or application specialist) for the demonstration sessions within scientific program.

PLEASE COMPLETE THE TABLE WITH THE NAMES OF EACH PERSON ACTING AS A LIVE SCAN MODEL

Surname	First name	Country of origin
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Please make the badges as listed above, available for collection via: please indicate below...

- In one group package collected from registration desk To be collected by individual from registration desk

Section 2: Scanning individuals

Individuals scanning for demonstration sessions are:

Surname	First name	Country of origin
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Return to: aheworth@isuog.org

DEADLINE: 10 SEPTEMBER 2010

Company Name	
--------------	--

Section 1: Companies undertaking live scan demonstrations

Please list specifications below

Date of live scan demonstration(s)	
Specifications of equipment (e.g VGA power output):	

Section 2: Basic live scanning equipment

Please indicate item/s below that you are willing and/or able to provide. Ideally the live scan area should be pre-furnished and left for the duration of the congress. Please therefore indicate which equipment you are able to provide and we will allocate items accordingly.

We are willing / able to provide the following items:

- | | |
|---|---|
| <input type="checkbox"/> Scan bed / couch | <input type="checkbox"/> Gloves |
| <input type="checkbox"/> Stool | <input type="checkbox"/> Clinical waste bags |
| <input type="checkbox"/> Scan jelly | <input type="checkbox"/> Paper rolls (for scan bed) |
| <input type="checkbox"/> Condoms | <input type="checkbox"/> Paper towels / tissues |

If you are involved in any Workshop demonstrations, please note that the above items should also be brought to these scanning rooms during your workshop session.

Return to: ahepworth@isuog.org DEADLINE: 20 AUGUST 2010

SPONSORS ONLY

Company Name	
Tel no.:	
Email:	
Contact Name:	

Material requested: Delegate list
Number of copies required: One
Date of event: 10–14 October 2010

ISUOG grants rights to the above named organisation to use the 2010 World Congress delegate list for one advance mailing only.

This agreement does not constitute any transfer of copyright over the material contained or rights to reproduce or offer the contents to third parties.

The material for mailing must be approved by ISUOG.

The applicant agrees to use the material provided solely within the limitations of this agreement and if it wishes to change the terms it may do so only with the prior approval of the ISUOG.

I accept and agree to comply with these terms and conditions

Signed: _____ Date: _____

Name: _____ Title: _____

Return to: aheworth@isuoq.org DEADLINE: 10 AUGUST 2010