



Sponsor/exhibitor joining instructions

Welcome

We are delighted that you will be joining us at our World Congress on Ultrasound in Obstetrics and Gynecology in Seoul, South Korea. We hope this information helps you prepare for your Congress experience and we look forward to welcoming you to Seoul!

Congress venue

COEX Center
513, Yeongdong-daero, Gangnam-gu
Seoul 06164
Republic of Korea
Visit website [here](#)

How to find the COEX: See more details [here](#). ISUOG activities will be located in the COEX North area (main rooms being Grand Ballroom, Hall B2, Auditorium). The closest underground station is Bongeunsa station. If you are getting a taxi, it will be best to ask for the COEX North near Bongeunsa station or the COEX North near the InterContinental Seoul COEX Hotel.

How to get to the COEX from Incheon Airport: Please see [here](#).

Parking: Parking at the COEX is not included in the registration fee. Any delegates attending the Congress by car will need to arrange their own parking, at either the COEX or elsewhere.

Insurance and travel requirements

You are advised to take out your own insurance to cover personal possessions, travel and cancellation as the Congress does not protect individuals against cancellation of bookings or theft or damage to belongings. ISUOG regrets it cannot accept cancellation requests for individual travel interruption caused by strikes or natural causes. It is the delegates' own responsibility to check and fulfil any visa requirements for entry into South Korea (and for any other countries attendees stop at on the way to South Korea), and for return travel to their home country, ahead of the event.

Congress program

To view the detailed program and the program overview, please visit the [ISUOG website](#). The industry program will be published on the [FAQs page](#) in due course.

Congress app

PLEASE NOTE: the app is only available to industry personnel who have purchased **industry scientific badges**. Regular exhibitor passes do not allow access to the Congress app.

The ISUOG 2023 app is available to all **registered delegates** of the 2023 Congress and features the program, abstracts, information on social events, industry activities, and much more. The app will also allow delegates to engage in scientific sessions through polling and Q&A features.

Download the app now. Scan the QR code or click the link below to download the ISUOG 2023 app.



Apple App Store



Google Play Store

To log in, use the email address you registered with and the event code/temporary password: **ISUOG2023**

Find out more about the app's features and how to access it via our [video guide](#).

Exhibitor/sponsor registration

- There will be **no access** to the Congress at all without a badge
- **Exhibitor badges:** These allow holders to the Exhibition and any relevant sponsor meeting room/hospitality suite, **not** scientific sessions
- **Scientific badges:** These allow holders to all areas of the Congress, including scientific sessions
- **Additional sponsor/exhibitor badges:** All sponsors/exhibitors have been provided with a number of badges according to their package. For additional badges, all sponsors/exhibitors have been provided with a unique code and profile link to



purchase additional badges via the Shocklogic exhibitor portal (this is a code for individuals to use during their registration journey and not a part of the 'group', which group coordinators manage)

- **All badges (complimentary and purchased) need to be pre-assigned online (via the exhibitor portal) to unique individuals before arriving at the Congress;** only badges with a name pre-assigned to them can be printed/collected. Collection of each badge can only be made at the designated badge collection stations by the individual to whom the badge has been uniquely assigned. An email with a unique QR code will be sent to all registered individuals to be used for badge collection.

Exhibitor/sponsor badge collection

- Badges will be available only for **onsite** collection from the registration area (Grand Ballroom lobby, 1st floor, COEX)
- **Priority access:** Sponsors/exhibitors are required to collect their stand personnel badges individually: each exhibitor participant will collect their own assigned exhibitor badge, using the QR code they each received via email to print the badge in one of the badge collection stations) from Registration on either Saturday 14 October 15:00 – 17:00 or on Sunday 15 October **from 12:00 onwards** until 17:00; after this time you will only be able to collect your badges from registration during the official registration opening hours as stated below:

Saturday 14 October: 15:00 - 17:00

Sunday 15 October: 08:00 - 17:00

Monday 16 October: 07:30 - 17:30

Tuesday 17 October: 07:30 - 17:30

Wednesday 18 October: 07:30 - 17:30

Thursday 19 October: 07:30 - 16:30

Exhibitor **stand** badges, although collected individually, will only display the exhibitor company name and not the name of the individual assigned the badge

Exhibitors closing meeting

There will be an opportunity for sponsors/ exhibitors to attend an Industry Roundtable with our President, Prof Laurent Salomon and our CEO, Mr Johan Vos. This will give you a chance to give us any feedback about the Congress and hear about ISUOG's longer term and wider plans, helping us to improve and keep ISUOG relevant for your company.

Date: 19 October

Time: 08.30

Location: Auditorium side room 2A/B (floor 3)

*As a sponsor you are entitled to 2 representatives per company and as an exhibitor 1 representative. Please RSVP with full names of attendees to congress@isuog.org **NO LATER THAN Friday, 6 October 2023***

Exhibition build

Exhibition hard build (SPACE ONLY STANDS) will take place on Saturday 14 October as follows:

- 12:30 – 20:00: Priority access will be given to Diamond, Platinum and Gold Sponsors
- 14:00 - 20:00: Access for Silver, Bronze and remaining space only stands

Exhibition soft build will take place on Sunday 15 October as follows:

- 8:00 - 22:00: Access for all space only stands
- 10:00 - onwards: Electricity installation
- 13:00 - 22:00: Stand dressing of shell schemes

If you require earlier or later working hours please contact congress@isuog.org and we will try to accommodate you, however, please note that there will be an additional charge for late build. Please note COEX are extremely strict with regards to working/opening hours.

IMPORTANT FOR SPACE ONLY STANDS – Documentation required

If you have not already done so, please send Risk Assessments, Method Statements and Insurance Certificates to congress@isuog.org and cc messewor@daum.net

Korea E & I are responsible for coordinating the entry of vehicles and goods, and the length of stay of vehicles, into the COEX during build, the live exhibition and breakdown, within the hours confirmed by ISUOG and COEX. Diamond and Platinum sponsors will have build access priority. All sponsors/exhibitors will be informed of their build access time slot by Korea E & I and must adhere to these times and regulations.

ISUOG strongly advises you to book your unloading with Meritex who will liaise with Korea E & I and organise delivery to your stand and book you a time slot. Please contact Rasa@meritex.co.uk

Loading Bay address is the same as the venue.

Loading/unloading

All vehicles must remain with their engine off within the premises of COEX. The use of loading and unloading areas is exclusively for this purpose. It is forbidden to remain parked in these spaces.

Note: If you require any unloading and transportation, equipment for your delivery such as **a forklift and/or pallet truck** please coordinate this with our official freight forwarders Meritex. Please contact Rasa@meritex.co.uk

NO direct deliveries are permitted to the venue without prior notification.

Electrical installation

Electrical installation will be from 10:00 hrs onwards on Sunday, 15 October. All sponsors/exhibitors have to order an electrical switchboard for their stand. Only Korea E & I (ISUOG'S officially appointed contractor) is authorised to provide the electrical switchboards for stands. If you have not already done so, contact them at messewor@daum.net.

Exhibition breakdown

Exhibition breakdown will be from 17:00 until 22:00 on Thursday 19 October. Please note that for Health and Safety reasons you are NOT permitted to breakdown your stand before 17:00 on Thursday 19 October and until the exhibition is clear of ALL delegates.

No waste should be left in the exhibition aisles at any time.

Any space used by a sponsor/exhibitor must be returned to the COEX completely clear of all sponsor/exhibitor items and returned to its original state by the sponsor/exhibitor or their contractor.

Once the breakdown is over, Korea E & I nor ISUOG nor COEX will be held responsible for the safekeeping or storage of any items left in the COEX. If Korea & I has to arrange the removal of any items, Korea E & I reserves the right to destroy or remove items and to charge this to the sponsor/exhibitor.

If you require return freight, please contact Rasa@meritex.co.uk

Any damage detected in space used by a sponsor/exhibitor will be made known to the sponsor/exhibitor and the appropriate measures will be taken by Korea E & I, ISUOG or COEX to charge costs to the sponsor/exhibitor.

Hospitality Suite/Meeting Room build

Access: 08:30 – 17:30 each day, for the number of days agreed and paid for on a sponsor-by-sponsor basis (unless you have arranged otherwise with ISUOG). Please note, rates are quoted per day for the hours of the scientific program (08.30-17:30) and any set-up days or additional hours requested by sponsors will be subject to venue availability and to additional rental costs.

NO Access to build/set up your hospitality/meeting room before your tenancy begins. If you need earlier access you will need to contact Congress@isuog.org to arrange this. There will be an additional charge for set up time. Access will only be allowed during your tenancy. No access will be allowed prior to your tenancy booking. Once again, please note that COEX are vigilant with regards to tenancy opening and closing hours. Please adhere to these regulations.

Exhibition hours and catering

Monday 16 October: 08:30 – 19:45 (including welcome reception)

Tuesday 17 October: 08:00 - 17:55

Wednesday 18 October: 08:00 - 17:55

Thursday 19 October: 08:00 - 16:35

The exhibition is located in Hall B2, COEX Center

Tea, coffee and lunch will be served in the exhibition hall. The Welcome drinks will also be served in the exhibition hall. If you have not notified us of a special dietary requirement already we cannot guarantee that your requirement can be catered for.

Social program

The following social functions have been organised for your enjoyment:

Monday 16 October, 17.45: Welcome reception

All registered delegates and exhibitors are invited to attend the complimentary welcome drinks in the exhibition hall, Hall B2. Celebrate the first day of the Congress, catch-up with friends and network with new contacts at our Congress welcome reception.

Wednesday 18 October: Congress party

Join us at the Floating Island on the Han River for an evening of food, drink, music, socialising and dancing. Coaches will be provided between the Congress venue and the party venue for those who have a party ticket.

Time: 19.30 onwards (coach departures from COEX at 18.30)

Venue: Floating Island, Han River, Seoul

Dress code: Smart casual

Cost: \$135 per person. Tickets must be pre-booked. If you wish to book a ticket, you can add the party ticket to your registration fees. If you have already registered but would like to attend the party, please log in to the **registration portal** to add your ticket retrospectively. Tickets cost \$135 each. There are limited spaces so book early to avoid disappointment. Please note that coaches to and from the venue will be provided.

Storage

There are no storage facilities onsite. Please contact Meritex, our official freight-forwarding agency, by emailing Rasa Margyte rasa@meritex.co.uk for any storage requirements.

Internet

Limited WiFi will be available to attendees. Should you have any internet-based feature/activity at your stand/Hospitality Suite/Meeting Room, we strongly recommend ordering a dedicated internet connect to guarantee a high-quality service. Please submit your request for internet connection in advance to SK Broadband, email address: mwkorea@gmail.com Kindly specify what kind of internet-based activities are planned and how much Bandwidth will be required.

On behalf of ISUOG, thank you as always for your generous support and for exhibiting at our 33rd World Congress and we hope this helps with any queries you may have about your participation in the Congress. If there is any information you require, or if you have any questions, please do not hesitate to [contact us](#). We look forward to seeing you in Seoul and wish you an enjoyable and successful event!