



# ESMAC 2023 **ATHENS**

18 - 23 SEPTEMBER, ATHENS, GREECE

**EXHIBITION MANUAL**



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## CONTACTS

### Venue:

#### Royal Olympic Hotel, Athens

Athanasίου Διακού 28-34,

117 43, Athens, Greece

Tel: +30 210 92.88.400

Fax: +30 210 92.33.317

Email: [info@royalolympic.com](mailto:info@royalolympic.com)

Website: [www.royalolympic.com](http://www.royalolympic.com) | Map

*The Royal Olympic is located in the centre of Athens. It is one of the best equipped conference hotels in Athens with 18 meeting rooms with a capacity from 5 - 700 delegates.*

### Meeting Secretariat:

#### C-IN

Prague Congress Centre

5. května 65, 140 21 Prague 4,

Czech Republic

Website: [www.esmac2023.org](http://www.esmac2023.org)

E-mail: [registration@esmac2023.org](mailto:registration@esmac2023.org)



### Sponsorship and Exhibition Manager:

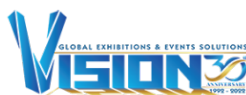
#### Mrs. Jana Dvořáková

Tel: +420 777 791 252

E-mail: [jana.dvorakova@c-in.eu](mailto:jana.dvorakova@c-in.eu)

### Exhibition Supplier:

#### Vision



160, Lavriou Avenue, 19002 Peania, Athens-Greece

Tel.: +30 210 66 40 645

Website: [www.vision.gr](http://www.vision.gr)

Contact person: Tonia Mitropoulou - PA to CEO & President

Email: [tmitropoulou@vision.gr](mailto:tmitropoulou@vision.gr)



## KEY DATES AND TIMES

### Graphics for stands and additional exhibition orders

**Deadline:** **July 25, 2023**  
**Specifications:** Please contact the Exhibition Services Supplier:  
**Vision, Tonia Mitropoulou**  
[tmitropoulou@vision.gr](mailto:tmitropoulou@vision.gr) , T: +30 210 66 40 645

All graphic files - ready to print - must be sent to Vision no later than 25/7/2023 in Illustrator/Photoshop actual size 300 dpi in the dimensions:

#### Booth 200x200x250 height

Backwall 196,8cm width x 250cm height  
Reception 168cm width x 100cm height - theme centered in 70cm width

#### Booth 300x200x250 height

Backwall 299cm width x 250cm height  
Reception 168cm width x 100cm height - theme centered in 70cm width

Orders sent to Vision from 21/8 to 5/9 will be confirmed upon availability.

### Company profile and logo

**Deadline:** **August 18, 2023**  
**Specifications:** Company profile: contact address and details and 100 words of short description  
Logo: in vectors (eps or ai format)

### Industry Presentation Details:

**Deadline:** **August 18, 2023**  
**Information:** Title  
Speaker (+ email address)  
short description/abstract max 400 words

### Sponsors and Exhibitors registrations

**Deadline:** **August 30, 2023**  
**Specifications:** Link to the registration form will be sent to you.  
**In case of any problem or changes please contact:** [jana.dvorakova@c-in.eu](mailto:jana.dvorakova@c-in.eu)

### Leaflets/Brochures for display by the Registration desk

**Deadline:** **September 18, 2023**  
**Quantity:** 400 pcs  
**Delivery:** Royal Olympic Hotel, Athens  
Athnasiou Diakou 28-34, 11743 Athens  
Greece  
Please mark all boxes **with the delivery label (can be found below)**  
Contact person: [Maria Xiromamou, Banquet Manager](mailto:Banquet Manager),  
T: +30 210 92 88 460, [banquet@royalolympic.com](mailto:banquet@royalolympic.com)



## EXHIBITION SCHEDULE

### Exhibition Overview

The commercial exhibition will accompany the conference. See the plan on page 6. The Exhibition Area will be located in the Olympia Hall Foyer on the Lower Ground Floor adjacent to the Olympia Hall where all presentations will take place. Registration area also will be situated here.

All delegates will need to visit the exhibition area for coffee breaks.

*The Welcome Cocktail on the evening of Wednesday 20 September, after the set-up of the exhibition, will be held in the roof restaurant. All partners are mostly welcome to join this networking event.*

### Exhibition Build up

Wednesday 20 September 2023 08:00 to 15:00 (*exhibitors packages will be being built*)

Wednesday 20 September 2023 15:00 to 18:00 (*exhibitors own arrangements*)

*All stands should be completed and ready by 07:30 Thursday 21 September 2023.*

### Exhibition Opening Hours

Thursday 21 September 2023 08:00 to 17:30

Friday 22 September 2023 08:30 to 17:30

Saturday 23 September 2023 08:30 to 13:30

### Dismantling

Saturday 23 September 2023 13:30 to 18:00



## PROGRAMME AT GLANCE

### ESMAC 2023 Athens, 18 - 23 September 2023 - Programme at a Glance

Pre-conference Seminars			ESMAC Main Conference			
Time	19 September Tuesday	20 September Wednesday	Time TBC	21 September Thursday	22 September Friday	23 September Saturday
8:30	Seminar 1	Seminar 3	7:15	Opening & Awards Session	Charity Run	
			8:30	Baumann Lecture		
			8:45		5) Plenary Session	
			9:00	1) Plenary Session		9) Plenary Session
			9:30	Sponsors' Pitches 5 mins	Sponsors' Pitches 5 mins	
10:30	Break	Break	10:30	Coffee Break, Posters & Exhibition	Coffee Break, Posters & Exhibition	Coffee Break, Posters & Exhibition
			11:00	2) Plenary Session	6) Plenary Session	10) Plenary Session
12:30			12:15	Gold Partner Presentation	Silver Partner Presentation	Bronze Partner Presentation
	Break	Break		Keynote Lecture 1	Keynote Lecture 2	Keynote Lecture 3
13:30	Seminar 2	Seminar 4	13:00	Lunch & Posters I.	Lunch & Posters II.	Award & Closing Ceremony
			14:15	3A) Parallel Sessions   3B)   3C)	7A) Parallel Session   7B) Parallel Session	
15:00	Break	Break	15:30	Coffee Break, Posters & Exhibition	Coffee Break, Posters & Exhibition	
			16:00	4A) Parallel Sessions   4B)   4C)	8A) Parallel Session   8B) Parallel Session	
17:30			17:30	ESMAC Annual General Assembly	Industry User Group Meeting (Gold Partner)	
18:00		Welcome Cocktail	18:00			
			18:30	Industry User Group Meeting (Gold Partner)		
19:30		Early Career Network (ECN)	19:00			
			20:00		ESMAC Gala Dinner	



## SHIPPING AND LOADING INFORMATION FOR EXHIBITORS

All material should be shipped for the attention of:

**Maria Xiromamou** Banquet Manager

Address:

Royal Olympic Hotel

28-34 Ath. Diakou Str.

11743 Athens Greece

T: + 30 210 92 88 536

F: + 30 210 92 30 331

E: [banquet@royalolympic.com](mailto:banquet@royalolympic.com)

Please ensure labels are attached to all shipments with this information (See page 13 with Label attached):

*Name of Company:*

*Name and Date of the Conference:* **ESMAC 2023, 18-23 September 2023, Royal Olympic Hotel, Athens, Greece**

*Number of Boxes:*

*Contact emails and telephone numbers for Company representatives:*

For loading and unloading vehicles please park in front of the Hotel and use the side entrance (next to the main entrance) to transfer material from vehicles to the storage room. There is no lift access because at the entrance there is a ramp that leads directly to the Olympia foyer. As soon as the delivery has finished the vehicle must be moved. Deliveries can be accepted from 18 September and must be collected by 23 September 2023.

### Extra Equipment/ Furniture orders required for stands:

Please contact the Exhibition Services Supplier:

**Vision, Tonia Mitropoulou**

[tmitropoulou@vision.gr](mailto:tmitropoulou@vision.gr) , T: +30 210 66 40 645

All graphic files for Exhibitors packages must be sent to Vision no later than 25/7/2023 in Illustrator/Photoshop actual size 300 dpi in the dimensions of the booths:

**Booth 200x200x250 height**

Backwall 196,8cm width x 250cm height

Reception 168cm width x 100cm height - theme centered in 70cm width

**Booth 300x200x250 height**

Backwall 299cm width x 250cm height

Reception 168cm width x 100cm height - theme centered in 70cm width







## EXHIBITORS´ BADGES AND REGISTRATIONS

Each exhibitor receives 2 free exhibitors´ badges.

Additional exhibitor registration must be purchased, and it costs 250 EUR.

**Please be aware that Exhibitor´s badges do not allow participants to access scientific sessions and do not include social events invitation except the Welcome Reception.**

### EXHIBITOR REGISTRATION INCLUDES:

- Access to the exhibition and poster area
- Welcome reception
- Coffee breaks and lunches

Sponsor´s and Exhibitor´s badges can be collected by an authorized person of the company´s staff at the Registration Desk at the registration area.

Please send us the names for sponsors´ and exhibitors´ badges using the Registration form attached by email till

**August 30, 2022** to [jana.dvorakova@c-in.eu](mailto:jana.dvorakova@c-in.eu) .



## EXHIBITION PACKAGE FOR PARTNERS

All partners will be offered the following benefits:

- 4 or 6 or 9 sqm exhibition booth package (including exhibition space, backwall with graphic, carpet, counter with logo and 2 high chairs and electricity). Additional exhibition space can be purchased for 250 EUR per sqm.
- 2 exhibitors badges (with the access to the exhibition and poster area, including Welcome reception, coffee breaks, lunches, excluding the access to the scientific sessions)
- Placement of the Partner's logo and URL on the official website
- Description (max. of 100 words) on the website and in the electronic final programme

Please send the logo in vectors and graphics for the backwall and specification of the carpet colour directly to the Exhibition Services Supplier - Vision.

## EXHIBITION SERVICES

Other exhibition services can be ordered from and all the graphics and logo for the backwall + counter package should be sent to the contracted Exhibition services supplier:

### Vision

160, Lavriou Avenue,  
19002 Peania, Athens-Greece  
Tel.: +30 210 66 40 645  
Website: [www.vision.gr](http://www.vision.gr)  
Contact person: Tonia Mitropoulou - PA to CEO & President  
Email: [tmitropoulou@vision.gr](mailto:tmitropoulou@vision.gr)

Vision will provide you the manual to their furniture and other equipment orders and price list and then invoice you directly for these services. Please refer to ESMAC 2023 Athens when contacting them.

### Exhibition Services Order Deadline

**25 July 2023**

Full payment of all ordered services is required in advance for all services. Unpaid services at the day of the build-up will not be delivered.

### Catering Orders

Catering Orders will be handled through the Exhibition manager:

Contact person: Jana Dvorakova,  
[Jana.dvorakova@c-in.eu](mailto:Jana.dvorakova@c-in.eu)



## ROYAL OLYMPIC HOTEL LIABILITY INFORMATION

### LIABILITY OF THE CUSTOMER FOR DAMAGES

The customer shall be liable for all damage to hotel buildings or inventory that arises through the customer, event participants or visitors, his or her staff or other third parties.

### LIABILITY OF EXHIBITION EQUIPMENT AT EVENTS

- The hotel must be advised of deliveries of materials for an event 5 working days prior to the delivery date, in order to enable receipt and appropriate storage.
- Exhibition items and other items, including personal property, are brought to the function rooms hotel at the customer's responsibility. The hotel shall accept no liability for loss, destruction or damage.
- The customer is obligated to remove items brought for exhibition or other purposes immediately after the event has finished. In case of infringement of this obligation according to sentence 1, the hotel is entitled to demand a reasonable charge for the removal and storage of the remaining items, or, in the event that the items remain in the function room, a reasonable rent for the period the said items remain therein.
- Packaging material (cartons, boxes, plastic, etc.) delivered by the customer must be disposed of or removed by the customer after the event has taken place. Should the customer not fulfil this obligation, the hotel is entitled to remove the packaging material at the customer's expense.
- The above provisions are applicable also for items hired from third parties and brought into the hotel premises on behalf of the customer.

## GENERAL REGULATIONS

### Cleaning

It is the Exhibitor's responsibility to maintain the stand in a clean condition at all times.

### Damage

Please remember that you are responsible for any damage, caused by you or the staff working on your behalf at Royal Olympia Hotel. In your own interest, you should satisfy yourself as to the condition of your exhibition site before you set up your stand/exhibits. Floors, walls, roof and other parts of the exhibition area may not be damaged in any way by the drilling of holes or with nails, paint, glue etc. Exhibition Insurance is recommended.

### Insurance

While we take every precaution to protect your property during the event, we are not responsible for any loss or damage. Please ensure that all exhibits are insured and note that you are also responsible for insuring against any legal liability incurred in respect of injury to or damage to property belonging to third parties.

### Lost Property

Please report any lost items to the ESMAC Organiser's Office. The Organisers take no responsibility for any lost items during the conference.



## Security

While every precaution is taken to ensure the safety and security of personnel and equipment, we cannot accept any responsibility whatsoever for any injury, loss, damage or any consequential losses which may befall your personnel and their property. We recommend that valuables, particularly of a portable nature, are not left unattended on your stand at any time. Please note:

- The exhibition space will not be locked during the night however there is the Hotel security guarding the hotel entrance.
- CCTV cameras are in the conference and exhibition spaces

The conference organisers cannot guarantee full security and take no responsibility for the contents of the exhibition stands at any time.

## Smoking

Smoking in the Hotel is forbidden by Greek law. Smoking areas are available on the roof restaurant and outside the Hotel in designated areas.

## Hazardous Equipment

Any exhibitor proposing to exhibit equipment, using gases (including compressed air), laser equipment, radiological equipment, or biohazards should provide details in advance to the Exhibition Organiser, for approval by the Safety Officer.

## Exhibition Rules and Regulations

1. All stand structures, signs, exhibits etc, must be contained within the area allotted and may not project into or over the gangways.
2. The standard name boards are not to be covered.
3. No signs, graphic panels, banners or other exhibits or display equipment may be fixed or attached to any part of the building. All displays must be free standing or attached to the display system or structure.
4. Work on all stands must be completed no later than 18:00 on Wednesday 20 September 2023.
5. No work, erection, decoration or writing may be undertaken on the stands once the exhibition is open.
6. Excessive noise or loudspeakers are not permitted as these cause interference with other stands.
7. In the Interest of security, fire doors may not be used by exhibitors once the exhibition is in operation. Fire doors must remain unobstructed at all times.
8. Exhibitor badges should be worn at all times.
9. Exhibitors should familiarise themselves with the location of emergency exits and fire-fighting equipment within the hall. All security risks should be reported to the organiser's office.



## GENERAL INFORMATION / ACCOMMODATION

### Getting to the Hotel

Arriving at Royal Olympic Hotel from Eleftherios Venizelos International Airport

### By Metro/Underground

Travel time: Approximately 1h14min

Board the Metro from the Airport's Station and get off at Syntagma Station. At Syntagma Station switch lines in the direction of Elliniko and get off at the first Station, the Acropolis Station. From Acropolis Station the Hotel is 100m away, walking along Ath. Diakou Street.

### By Car

Travel time: Approximately 35min (depending on traffic)

Take the motorway Attiki Odos E94/A6 and Ymittos ring road A64 to Alimou Katechaki Avenue to reach region Zografou. Then take Ethnikis Antistaseos Avenue to reach Eftichidou Street. After 750m you find Vasilissis Olgas Avenue (sign for Acropolis). You use the right line to turn right to Vasilissis Amalias Avenue. You use the second line from left to turn left to Athanasiou Diakou Street. After 120m you see your hotel on your right.

### By taxi

Travel time: Approximately 35min (depending on traffic)

Taxi fare: Cost one way, between 06:00 - 23:00 is 50-60€. (approximately)

Cost one way, between 23:00 - 06:00 is 60-70€. (approximately)

General information further information please visit: <https://www.esmac2023.org/athens/>

## ACCOMMODATION

Rooms at special rates are offered to ESMAC 2023 delegates at the Royal Olympic Hotel  
**Daily Rates**

Executive Double for Single use 170 €

Executive Double for Double use 180 €

*The above rates are in Euro and include buffet breakfast, VAT and city tax) \**

*\* Accommodation Tax of 4 € per room/per night applies and it must be paid directly to the hotel upon check out. This tax is not included at the above rates.*

*Free Wi-fi is included.*

**To book your room please kindly use the dedicated reservation link for ESMAC 2023:**

[Click Here to book your room](#)

*Please note that each guest may proceed with one room, as multiple bookings are not accepted by the hotel system at the same time. For guests' convenience, availability on special rates has been set from the 16th of Sept.*

We recommend a timely booking: Link with the ESMAC rates will be available until the 18 July 2023 (cut off day). After that day rooms will be offered subject to availability.

Exhibition Company Delivery Labels:

**ESMAC 2023 ROYAL OLYMPIC HOTEL ATHENS,  
GREECE 18-23 September 2023**

SENDER	<i>COMPANY NAME:</i> <i>Room:</i> <i>Stand Number:</i> <i>Number of Boxes:</i>
NAME OF CONGRESS	<i>The Annual Meeting of ESMAC 2023, Royal Olympic Hotel Athens, Greece, 18 - 23 September 2023</i>
HOTEL/VENUE	Maria Xiromamou Banquet Manager Royal Olympic Hotel 28-34 Ath. Diakou Str. 11743 Athens Greece T: + 30 210 92 88 536 F: + 30 210 92 30 331 E: banquet@royalolympic.com
IMPORTANT NOTE	<b>For loading and unloading vehicles:</b> Please park in front of the Hotel and use the side entrance (next to the main entrance) to transfer material from vehicles to the storage room. There is no lift because at the entrance is a ramp that leads directly to the foyer of Olympia. As soon as the delivery has finished, the vehicle must be moved.  Deliveries can be accepted from 18 Sept 2023 and must be collected by 23 Sept 2023.
<b>FOR ANY QUERIES PLEASE CONTACT:</b> The Exhibition Manager Jana Dvorakova: <b>e mail:</b> jana.dvorakova@c-in.eu <span style="float: right;">Mobile Tel: +420 777 791 252</span>	