



## **Exhibitor Manual**

### **General Terms and Conditions**

5<sup>th</sup> IAS Conference on HIV Pathogenesis,  
Treatment and Prevention

Cape Town, South Africa  
July 19<sup>th</sup> – 22<sup>nd</sup>, 2009

**IAS 2009 Conference Secretariat**  
**Exhibitions and Satellites Department**  
Avenue Louis Casai 71  
1216 Cointrin/Geneva  
Switzerland

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## WELCOME TO CAPE TOWN

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Cape Town and the Western Cape is a first class destination, located at the tip of the African continent. Cape Town and the Western Cape have successful film, advertising and fashion industries. In addition, its wine, fishing and agricultural industries are famous all over the world. The Cape is a vibrant place and already recognized as a world class events destination with a yearly calendar packed full of events of all description.

Blessed with wildlife, natural beauty and some of the most magnificent scenery, it's not hard to see why Cape Town and the Western Cape have been described as "heaven at the tip of Africa". Warm welcoming people, a rich diversity of arts, culture, music, a buzzing nightlife, excellent wines and superb cuisine makes the Cape an awe-inspiring destination.

Cape Town International Airport is served by 20 international airlines, linking the city to global hubs including London, Amsterdam, Paris, Frankfurt, Atlanta and Singapore. In the same time zone as Europe, Cape Town is a direct overnight flight from many European and American cities. Once in the Cape, getting around is simple and convenient, via taxi or coach, by train or on foot or even by the Roggebaai canal, Cape Town's newest transport option.

## THE CONFERENCE VENUE

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The Conference will take place at the Cape Town International Convention Centre, Convention Square, Cape Town.

Centrally located in the city, the Cape Town International Convention Centre (CTICC) is an attractive building, diffusing daylight. The complex is disabled-friendly, with international standard wheel-chair access, designated drop-off points and parking bays, toilets for the physically challenged and elevators with Braille inscription.



### **International Convention Centre (CTICC)**

Convention Square  
1 Lower Long Street  
Cape Town  
South Africa

Phone: +27 (0) 21 410 5000

Fax: +27 (0) 21 410 5001

E-mail: [info@ctconvention.co.za](mailto:info@ctconvention.co.za)

Website: [www.cticc.co.za](http://www.cticc.co.za)

Detailed information on the following subjects can be found on the CTICC website [www.cticc.co.za](http://www.cticc.co.za):

- arrival directions and maps
- parking
- public transportation
- venue facts and figures

## CONFERENCE KEY DATES & DEADLINES

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### **1 November 2008**

Abstract submissions open  
Online abstract mentoring opens

### **3 December 2008**

Registrations open

### **5 December 2008**

Satellites and Exhibitions applications open

### **10 December 2008**

Accommodation bookings open

### **16 December 2008**

Scholarships applications open

### **11 February 2009**

Online abstract mentoring closes

### **25 February 2009**

Registrations standard fee deadline  
Abstract submission deadline  
Scholarship application deadline

### **31 March 2009**

Satellites applications close

### **1 May 2009**

Late Breaker Abstract submissions open

### **6 May 2009**

Registrations late fee deadline

### **25 May 2009**

Late Breaker Abstract submissions close

### **31 May 2009**

Exhibitions applications close

### **18 June 2009**

Early-bird discount for items and services ordered via ISET ends. After this date, prices will be marked up and items will be subject to availability

### **7 July 2009**

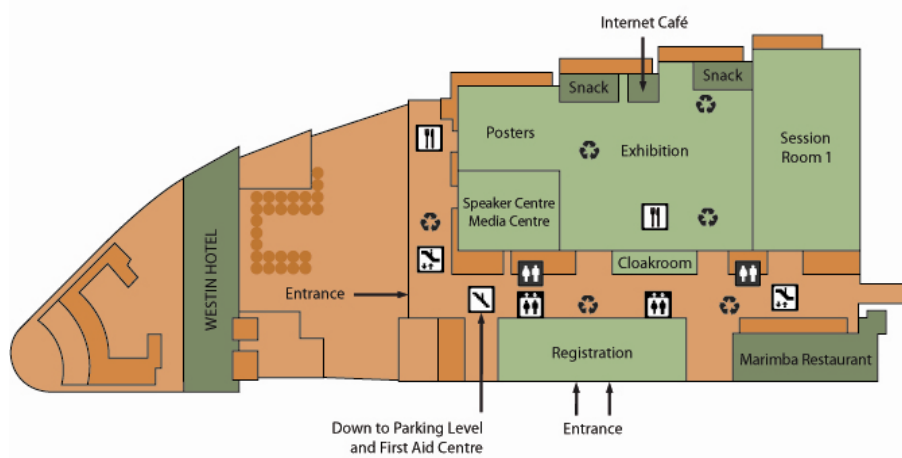
Ordering via ISET ends. After this date, orders can only be made onsite and are subject to availability

### **19-22 July 2009**

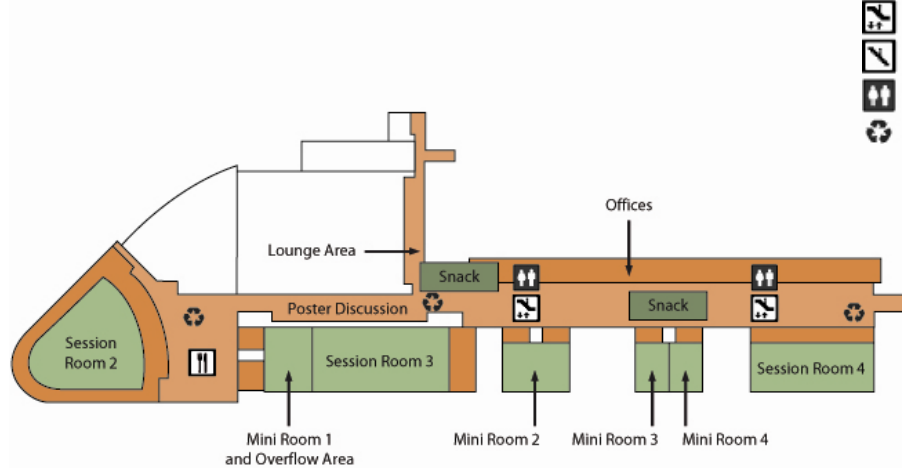
5th IAS Conference on HIV Pathogenesis, Treatment and Prevention







# CTICC FLOOR PLAN

## GROUND FLOOR

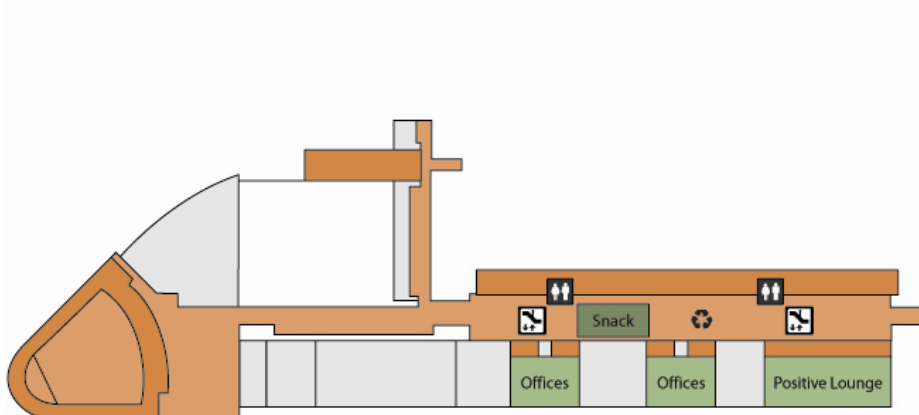


## FIRST FLOOR



-  Catering
-  Lift
-  Escalator
-  Stairs
-  Toilets
-  Eco-Points

## SECOND FLOOR



## CONTACT DETAILS

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### **Conference Programme**

programme@ias2009.org  
abstracts@ias2009.org

### **Exhibitions and Satellites**

exhibitions@ias2009.org  
satellites@ias2009.org

### **Sponsorship Opportunities**

sponsorship@ias2009.org

### **Scholarship Programmes**

internationalscholarship@ias2009.org  
mediascholarship@ias2009.org

### **Media Coordination and Communications**

media@ias2009.org

### **General Information**

info@ias2009.org

### **Registration and Letter of Invitation**

registration@ias2009.org  
letterofinvitation@ias2009.org

### **Accommodation and Tours**

accommodation@ias2009.org  
tours@ias2009.org

### **International Convention Centre (CTICC)**

Convention Square  
1 Lower Long Street  
Cape Town, South Africa  
Phone: +27 (0) 21 410 5000  
Fax: +27 (0) 21 410 5001  
E-mail: info@ctconvention.co.za  
Website: www.cticc.co.za

### **Official Freight Forwarder**

Schenker Deutschland AG  
DB Schenkerfairs  
Jafféstrasse 2  
14055 Berlin, Germany  
Tel. +49 30 301 2995 451  
Tel. +49 30 301 2995 454  
Fax: +49 30 301 2995 459  
Email: manuela.natzke@dbschenker.com  
corinna.walz@dbschenker.com

## EXHIBITION INFORMATION

### Exhibition Schedule

Build Up Hours		
<b>Thursday 16 July</b>	09:00 - 15:00	Floor marking and carpet laying. No access for exhibitors.
	15:00 – 24:00	Heavy buildup for Major Industry Sponsors and exhibitors who have ordered space above 18 sqm (without shell scheme). Shell scheme build up starts. No access for exhibitors who have ordered a shell scheme package.
<b>Friday 17 July</b>	00:00 – 12:00	Heavy buildup for Major Industry Sponsors and all exhibitors who have ordered space above 18 sqm (without shell scheme). Shell scheme build up continues. No access for exhibitors who have ordered a shell scheme package.
	12:00 - 24:00	Heavy buildup for Major Industry Sponsors and all exhibitors who have ordered space, <b>under 18 sqm included</b> (without shell scheme). Shell scheme build up continues. No access for exhibitors who have ordered a shell scheme package.
<b>Saturday 18 July</b>	00:00 – 07:00	Buildup for exhibitors who have ordered space only under 18 sqm (without shell scheme). Shell scheme build up completed. No access for shell scheme exhibitors
	07:00 – 24:00	All exhibitors
<b>Sunday 19 July</b>	00:00 – 09:00	All exhibitors
	09:00 – 11:00	Exhibition area cleaning. Exhibition area closed to all exhibitors.
	11:00 - 12:00	Final booth checks. Full access to all exhibitors.

Exhibition Opening Hours		
<b>Sunday 19 July</b>	12:00 – 18:30	
<b>Monday 20 July</b>	10:00 – 18:30	
<b>Tuesday 21 July</b>	10:00 – 18:30	
<b>Wednesday 22 July</b>	10:00 – 18:30	

Dismantling Hours		
Wednesday 22 July	18:30 – 20:00	Removal of light materials from booths.
	20:00 - 22:00	Aisle carpet removal. No heavy tear down permitted, removal and packing of materials within the booth. Aisles must be kept clear for carpet removal.
	22:00 - 24:00	Dismantle of large booths, shell schemes and posters.
Thursday 23 July	00:00 – 16:00	Dismantle of large booths, shell schemes and posters continue.

All booth set up must be completed by **19 July, 12:00 hours**. This also includes any cleaning to be done at the booth. No heavy transportation or machinery is permitted on the morning of 19 July.

**Important: The build up, exhibition opening times and dismantling times may be subject to change upon notice by the Conference Organizers.**

### Exhibitor Help Desk

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The Exhibitor Help Desk will be available from 08:00 to 22:00 during build up and dismantling days and everyday throughout the exhibition from 09:00 to 19:00.

### Build up and Dismantling Information

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#### Exhibitors Check-In

Before build up all exhibitors must check in at the Exhibitor Help Desk, located at the back of the exhibition area, close to the Loading Dock, and must present the following documents to the IAS 2009 Exhibition Department:

1. Public Liability Insurance form (see page 22, Liability)
2. The approved booth layout confirmation from CTICC (see page 16)
3. Identification (passport, drivers licence etc.)
4. Copy of the wristband order form

Exhibitors are encouraged to bring all documents of ordered items/services, freight forwarding documentation, shipping documentation, etc.

Please note that assembler wristbands must be picked up during build up from the Exhibitor Help Desk when checking in and distributed to the team. **Access to the venue will only be granted with wristbands.**

Access to the venue during build up and dismantle is available 24 hours a day, and exhibitors are strongly encouraged to check the schedule carefully to plan their construction.

#### Truck Maneuvers

The CTICC's marshalling yard comprises 5,000 sqm and is situated adjacent to the Exhibition Halls. IAS 2009 Exhibition Area (Halls 2 and 3) directly access the marshalling yard via 5m x 7m doors. The yard is easily accessible and reduces build-up and dismantling times for functions in the Exhibition Halls.

All carriers will be required to check in at the Cape Town International Convention Center maneuver's area. Freight will not be received prior to the posted scheduled move-in times. Please download the Vehicle Registration form on ISET and send it to Schenker well in advance to request a slot for your shipment.

The exhibition area will be open to exhibitors who have ordered space above 18 sqm (without shell scheme) at 15:00 on 16 July 2009. Present material from Schenker storage will be available at the exhibition site at 15:00.

Once a carrier is at the loading dock, Schenker personnel will provide **exclusive Material Handling Services** to off-load materials, deliver to the booth space, store empties, return empties at the close of the exhibition and reload items on to the specified carrier. All empties will be stored off-site.

**Please note that there is a charge for this service and exhibitors will be required to complete the Material Handling Services form to be downloaded on ISET.**

### **Exhibition Dismantling**

Dismantling will begin on 22 July at 22:00 hours, and must be completed by 23 July, 16:00 hours. After dismantling of booths, exhibitors must ensure their respective areas are cleaned. This service has to be ordered on ISET. If exhibitors leave garbage behind, charges will apply.

No empties will be returned until the removal of aisle carpet is complete. The process to remove the aisle carpet will take approximately two hours. Once this is complete, Schenker will begin the return of empty containers to exhibitor booths. Exhibitors must pick up a Material Handling Services form from the Exhibition Help Desk if any items need to be loaded on to a chosen carrier during dismantling. This form gives Schenker permission to load specified items onto the carrier indicated. If this form is not completed, materials will be removed from the exhibition on the last day of dismantling and brought back to the Schenker warehouse at the exhibitor's expense. For any questions or further clarification on this process, please contact Schenker.

The exhibitors should leave the areas in the CTICC in the same condition they initially found it. If the CTICC has suffered any damage or incurs any liability towards any third party for such damage, the exhibitors shall hold the CTICC fully harmless and indemnified.

### **Material Handling During Exhibition**

Only small hand carried items are allowed to be transported during the exhibition. During exhibition hours carriers and couriers may still deliver shipments to the exhibition. These vehicles should be directed to the Cape Town International Convention Center loading dock directly. The loading dock will be staffed one hour prior to exhibition opening each day until exhibition closing of each day. Please note all items being delivered will be offloaded by Schenker personnel and Material Handling charges will apply.

### **Outbound Shipping/Customs Assistance**

Schenker will have a representative from their transportation department available on site to assist with the shipping of materials. Prior to move-out, exhibitors can contact Schenker. Please refer to the Material Handling form on ISET.

### **Vehicle Maneuvers Yard Guidelines**

The following guidelines relate to the Maneuvers Yard located at the CTICC.

Unloading procedure: Immediately after placing the vehicle in the maneuvers area, assembly personnel must unload it, placing materials on the platform in order that, once the vehicle is withdrawn, the materials be transported inside the CTICC. By no means will a vehicle be allowed to remain in the maneuvers area if no person from the organizer and safety committee of the event are there to unload it. Otherwise, a conventional penalty shall be applied directly in proportion to the time a vehicle remains parked in that area.

Vehicles may only be placed in the maneuvers area if the exhibitor's materials and its personnel are on the platform. Vehicles waiting their turn for loading and unloading must be parked in surrounding areas where parking is permitted and wait with the motor shut off.

The following must be observed in order to have access to the maneuvers yard and platforms:

1. Read, complete and sign in the Vehicle Registration form (downloadable on ISET).
2. Drivers must NOT abandon their vehicle at any time.
3. No person may authorize a longer stay; therefore, no notice contrary to this provision shall be recognized. Only an eventual breakdown of the vehicle, once having notified security personnel of the establishment at the exit of the maneuvers yard (as long as notified within the authorized courtesy time), who will validate such situation.
4. The area of the maneuvers yard and platforms IS NOT A PARKING AREA.
5. Authorized time is exclusively for loading and unloading maneuvers, NOT for carrying materials to stands nor for mounting activities; we therefore recommend unloading the vehicle on the platform, leaving a person in charge of your materials or merchandise, and have the driver move the vehicle to the public parking lot.
6. Access of the vehicles of exhibitors is not permitted. By no means may any vehicle remain parked in the exhibitions area; vehicles may only remain in this area if they are an integral part of the exhibition, in which case, the tank must only have a reserve amount fuel, and by no means must the engine be ignited inside the facilities. Internal combustion equipment forming part of the exhibition may not be ignited.

## **Build up and Dismantling Regulations**

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Smoking inside the CTICC is prohibited; consumption of any alcoholic drinks and the entrance of children under 18 (as of 16 July 1991) to the exhibition and maneuvers areas are also prohibited.

Materials, merchandise, machinery or any other product or equipment must be moved with extreme care in order to protect the CTICC floor, and dragging or pulling items that may affect or damage the floor must be avoided.

It is strictly forbidden to cross corridors or common areas with electric wiring or hazardous installations, both on the floor as in the higher areas.

The exhibitors are not permitted to hang or secure any item whatsoever from the roof structure, nor tie them to columns, or nail or secure them using screws, nor drill or secure anything on the floor, walls, soffits, columns or other installations forming part of the CTICC. If banners need to be hung from the roof, please refer to the *Lifting Equipment* section on ISET.

The exhibitor will be obliged not to dismantle its stand, and to keep it open and operating throughout the entire period of the exhibition (he must be at his stand 30 minutes before

the exhibition opens), in order to preserve its proper image and be responsible for the contents of his stand during the exhibition.

Any damage caused to installations of the building, as well as robbery and/or damages to any equipment inside the area assigned to the exhibitor shall be the exhibitor's responsibility, who must pay for the charges and/or abide with the measures derived from such action.

During build up and dismantling, blocking curtains of the loading platforms, as well as emergency exits leading to the platforms with boxes, merchandise, materials, or any other product or equipment is prohibited.

Grounding power generators to metal structures of the centre is prohibited.

Using the rear end of stands to store boxes, solvents, electric material, machinery, packing material or any other flammable or combustible material is not permitted.

Stands must be placed in such a manner that they do not obstruct emergency exits, loading curtains facing platforms or hydrants.

#### **DOUBLE TIER STANDS/STAND EXCEEDING 3 METERS**

Exhibitors utilizing and/or planning a double tier stand are required to provide a Structural Engineer's Certificate to the CTICC for authorization **30 (thirty) days prior to the event**, to comply with legal/safety regulations. "Space only" stand builders are to submit a Structural Engineer's Certificate for stands over 3 meters in height with their floor plans incorporating front, side and top elevation to the CTICC for approval at least **30 (thirty) days prior to build-up day**. Please note that failure to comply with this requirement may result in refusal of permission to erect the stand.

# IAS CONFERENCE REGULATIONS

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## Purpose of the Commercial and Non-Commercial Exhibition

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The Exhibition at the 5th IAS Conference on HIV Pathogenesis, Treatment and Prevention will complement the conference programme while providing participants with the opportunity to stay abreast on the latest progress in the field of HIV/AIDS.

## General Information

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**The following information, rules and regulations were adopted for the protection and security of the conference participants, exhibitors, all personnel, and others present at the conference, with the purpose of giving fair conditions to all exhibitors. These rules must be accepted by all exhibitors and their employees or contracted staff.**

The exhibitor is permitted to participate in the event only during the official opening hours, unless otherwise requested and approved by the IAS 2009 Exhibition Department. During exhibition hours all booths must be continually staffed.

Completing the online Exhibition Space Order Form through ISET does not constitute a formal agreement that the exhibitor is admitted to the exhibition. Contractual conditions are formalized only when the IAS 2009 Exhibition Department sends written acceptance of the exhibitor to the exhibition. Registration to an exhibition can be refused by the IAS 2009 Exhibition Department if the company wishing to exhibit is perceived as not being in line with the values and objectives of the 5th IAS Conference on HIV Pathogenesis, Treatment and Prevention. Special wishes regarding placement of the stands will be given all possible consideration, but placement demands as a condition of registration on the part of the exhibitor cannot be recognized. The IAS 2009 Exhibition Department has the right to revise the location and time of the exhibition, to curtail the time of the exhibition and to cancel the exhibition. Any change in the duration of the exhibition does not entitle the exhibitor to cancel the contract or to request a reduction of fees or to put forward a claim to damages incurred thereby. If the conference is cancelled for whatever reason, the exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation.

The requested floor space may be reduced by the IAS 2009 Exhibition Department. For any changes requested by the exhibitor in the size or structure of the floor space or for any changes to the rented objects, specific written permission must be obtained.

It is the exhibitor's responsibility to advise the IAS 2009 Exhibition Department of problems with any orders, and to check the invoices issued for accuracy prior to the close of the conference.

If the exhibitor provides a credit card for payment and charges are rejected by the credit card company for any reason, the IAS 2009 Exhibition Department and its suppliers hereby provide notice that they reserve the right, and the exhibitor authorizes them, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the exhibitor's account.

All material and equipment are on a rental basis for the duration of the exhibition and remain the property of the supplier except where specifically identified as a sale. All rentals include delivery, and removal from the exhibitor's booth.

## Applying for Exhibition Space

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Exhibition space is assigned on a “first come, first serve” basis, according to the date applications and payments are received. The application deadline is 31 May 2009.

Exhibition space will not be confirmed without the payment of the invoice according to the payment conditions. If you order through the IAS Satellite and Exhibition Tracker (ISET) and accept all terms of agreement, then the booking is binding and you will be invoiced accordingly.

The IAS 2009 Exhibition Department reserves the right to accept or reject any application. The IAS 2009 Exhibition Department reserves the right to assign space. Organizations will be grouped in island-formation according to fixed guidelines which include the type of organization.

The allocation of space will begin in May 2009. All exhibitors will be informed in June.

Organizations wishing to apply for exhibition space must follow the criteria for acceptance, which includes:

- The organization should support the vision and goals of the conference
- The organization should address HIV/AIDS, Co-infections or issues faced by individuals or organizations affected by or responding to the HIV/AIDS epidemic.

The IAS 2009 Exhibition Area is situated in Hall 2 and 3 in the Cape Town International Convention Centre. To ensure high volumes of traffic and the highest visibility, the exhibition area is next to the poster exhibitions and adjacent to the plenary hall (session Room 1, in hall 4). The area will also include a catering area and an internet café. This ensures that it remains the hub for all delegates who want to stay connected.

### **Purpose of the Commercial Exhibition**

The purpose of the exhibition is to complement the conference program and to provide all participants with information about the most recent progress relevant to the prevention and management of HIV/AIDS.

### **Stand Rental Information / Shell Scheme Packages**

A minimum of 9 square metres exhibition space can be booked online costing EUR 330 net per square metre for both commercial and non-commercial organisations. The price is for the space only and does not include any further goods or services.

Shell scheme packages can be booked for 9 sqm or 18 sqm (space not included):

- Shell Scheme 9 sqm: EUR 500 to EUR 650
- Shell Scheme 18 sqm: EUR 950 to EUR 1,250

The standard shell scheme packages for rental include:

- Side and back walls
- Heading
- Carpet
- Two chairs
- One skirted table
- Two shelves
- One waste basket

Build up and dismantling are included in the packages. Shell schemes for larger booth spaces and custom made stands are also available to order upon request. Please contact [exhibition@ias2009.org](mailto:exhibition@ias2009.org).

### **Exhibition Space Ordering**

To order exhibition space or shell scheme packages, please visit our website [www.ias2009.org](http://www.ias2009.org), and reserve your exhibition space online through the IAS Satellite and Exhibition Tracker (ISET). For more information, please contact [exhibitions@ias2009.org](mailto:exhibitions@ias2009.org).

Exhibitors **who have paid for their space** will be able to order all additional materials and services online through ISET. This will include all ancillary goods and services for the exhibitions, including furniture, electricity, security, cleaning, etc.

### **Payments Conditions**

Payments should be made in advance and in EUR only, using a credit card or by bank transfer. Personal cheques, company cheques or Euro cheques are not accepted.

All bank fees and money transfer costs must be prepaid by the transmitter.

Please note that all orders over EUR 30,000 will need to be paid by bank transfer.

Upon receipt of the order, a 100% payment invoice will be issued by the IAS 2009 Exhibition Department. The booking is binding and the payment is to be processed immediately upon receipt of the invoice. Exhibition space and any other item ordered will only be confirmed upon receipt of full payment. Non-payment of this invoice within a reasonable period implies immediate cancellation of the exhibition space reservation and the other items.

Prior to the conference, exhibitors with an outstanding amount for their exhibition space will not be able to order additional equipment through ISET.

Onsite, exhibitors with an outstanding amount will not be entitled to set up their booth.

Swiss companies are subject to a 7.6% VAT for the booking of exhibition space except United Nation organizations and certain Non-Governmental Organizations (NGOs). Organizations which are exempt from tax must provide proof of this status and should unselect the box indicating the VAT amount on ISET before confirming the order.

### **Cancellation Policies**

Notification of cancellation must be made in writing and sent to the IAS 2009 Exhibition Department by email at [exhibitions@ias2009.org](mailto:exhibitions@ias2009.org). The notification must include all relevant information regarding the bank account to which a possible refund may be remitted.

Exhibitors who cancel or reduce their reservation for exhibition space after their official Order Form has been accepted will be entitled to the following refunds:

- 90% of the total amount, if the cancellation or reduction request is received in writing by the IAS 2009 Exhibition Department before Midnight CET on 31 January 2009.
- 50% of the total amount, if the cancellation or reduction request is received by the IAS 2009 Exhibition Department between Midnight CET on 01 February 2009 and Midnight CET on 30 April 2009.
- NO REFUND if the cancellation or reduction request is received by the IAS 2009 Exhibition Department after Midnight CET 30 April 2009.

All cancellations must be made in writing to the IAS 2009 Exhibition Department.

The cancellation will not be effective until a written acknowledgement from the IAS 2009 Exhibition Department is received.

### **Third Party Order** (Exhibitor appointed contractor)

It is understood and agreed that the exhibiting company is ultimately responsible for payment of all charges incurred. In the event that the named third party does not pay the amount owing by the build-up day the charges will revert to the exhibiting company.

### **Booth Build up/Maintenance**

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Before the build up of booths, exhibitors must contact the IAS 2009 Exhibition Department and confirm the placement of their stand as well as inform themselves of any special regulations relating to their stand. **Build height of the exhibition booth is set at a maximum of 5 metres.** Signs hanging above the booth should not cross 7 metres above ground level, giving a total height of 7 metres above ground level.

Booths must be build up and completely fitted during the announced time; booths which are not finished may be removed at cost to the exhibitor, and no claim to damages will be entertained. No-shows will be treated as a cancellation, and no refund will be made. Additionally, the exhibition space may be sold to another exhibitor or utilised as the IAS 2009 Exhibition Department sees fit.

All booths must be fully set up and cleaned by Sunday 19 July 12.00, ready for exhibition opening.

Exhibitors wishing to build up a booth or exhibit of their own design and construction must submit sketches and plans of such a booth or exhibit to the IAS 2009 Exhibition Department at least 30 (thirty) days prior to the event. The IAS 2009 Exhibition Department reserves the right to demand changes in such booths or exhibits if safety regulations or technical requirements, as judged by the IAS 2009 Exhibition Department, are compromised. The side and back walls of all stands should be finished on the outsides as well as the insides. All directives and instructions of the IAS 2009 Exhibition Department with regard to the use of booths, the decoration of them, the use of self-designed and self-constructed booths, and fitting and furnishings of the booths, must be obeyed so that the exhibition may take place without any complications.

If an exhibitor does not follow the directives of the management or does not carry out such directives, the IAS 2009 Exhibition Department reserves the right to take the necessary steps at the cost of the exhibitor. The IAS 2009 Exhibition Department reserves the right to close or obstruct unused entrances or exits to the exhibition halls and the right to direct the exhibitor to another place in the exhibition hall if necessary even if this directive conflicts with previous written agreements. The exhibitors are responsible for the proper care of the floors, walls, staircases and storage rooms as well as the hired booths and hired furnishings. Hired booths and furnishings must be returned in an orderly condition and in an orderly way. In rooms with parquet flooring or undamaged flooring special care must be taken. Heavy packing cases may not be unpacked in such rooms. To avoid scratches and grooves in such floors as could be damaged by sliding packing cases, the exhibitors are required to place a protective covering under heavy packing placed on such floors. The exhibitors and their shipping agents, on specific orders from the exhibitor, must take special care in transporting heavy packing cases and heavy loads. Exhibitors who wish to display extra heavy exhibits demanding special supports or foundations must get specific permission for this from the IAS 2009 Exhibition Department. **It is not permitted to drive nails or hooks in the walls of the exhibition hall nor to install electric wiring nor to cut or drill holes in the walls of the rented stands.**

Hanging elements from the roof or structure of the CTICC is subject to previous

authorization by the operating services area and payment of the corresponding service, which shall be exclusively provided by the CTICC. An ordering form is available on ISET.

No part of an exhibition booth may be hung from the ceiling except for banners. The horizontal projection from any structure, object, set-up element, and/or exhibit products must stay within the limits of the rental area. No signs may project beyond the delimiting walls of the booth and each exhibitor must avoid hindering the view or entrance way of neighbouring booths. Special care must be taken to avoid lights, spot lights or noise which are annoying to visitors or neighbouring stands. Decorating materials and wallpaper which are used by the exhibitor must be fire-proof and written credible proof of this must be presented to the IAS 2009 Exhibition Department. Exhibitors utilizing and/or planning a double tier stand are required to provide a Structural Engineer's Certificate to the CTICC for authorization 30 (thirty) days prior to the event, to comply with legal/safety regulations. "Space only" stand builders are to submit a Structural Engineer's Certificate for stands over 3 meters in height with their floor plans incorporating front, side and top elevation to the CTICC for approval at least 30 (thirty) days prior to build-up day. Please note that failure to comply with this requirement may result in refusal of permission to erect the stand. Police regulations, fire regulations and other official regulations are to be observed at all times even during the construction and dismantling of the exhibits.

Projections of any construction or decorative element over neighboring booths, circulation areas, or in air space outside of the rental area (including air conditioning) are prohibited.

#### **Modification of Exhibition Layout**

The IAS 2009 Exhibition Department reserves the right, at any time, without prior notification, to alter booths, aisles, common carpet, feature sizes and locations in an effort to best serve the interests of the conference. The IAS 2009 Exhibition Department decisions are final in this regard.

### **Exhibitor Registration**

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Exhibitor registration includes entry to the exhibition and poster area, to satellite meetings, the opening session as well as the closing session. A desk for exhibitor registration will be available on site in the Registration area. Do note that Exhibitors are not permitted to access conference programme sessions, including the Plenary and Special Sessions. Persons wishing to register as a conference participant may register online at [www.ias2009.org](http://www.ias2009.org). Please find the applicable fees on page 19.

### **Exhibitor Badges**

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#### **Exhibitor Badges**

Each exhibitor will receive a limited number of free badges based on the number of purchased square meters according to the ratio outlined below.

<b>Purchased Square Metres</b>	<b>Free Exhibitor Badges</b>
Up to 25 m <sup>2</sup>	3
From 26 to 50 m <sup>2</sup>	6
From 51 to 75 m <sup>2</sup>	10
From 76 to 100 m <sup>2</sup>	15
More than 100 m <sup>2</sup>	20

Additional exhibitor badges can be purchased for EUR 100. The order form for exhibitor badges will be available on ISET at a later stage.

The maximum number of additional exhibitor registrations equals the number of free registrations according to the ratio above. For example, exhibitors who are entitled three free registrations can buy three additional registrations, those entitled six can buy six more, etc.

### **Major Industry Sponsors**

Each Major Industry Sponsor receives 30 free exhibitor registrations. Additional exhibitor registrations can be purchased at EUR 75. The maximum number of additional exhibitor registration equals the number of free registrations, i.e. a maximum of 30 additional exhibitor registrations.

### **Cancellation of Additional Exhibitor Registrations**

Notification of cancellation must be made in writing and sent to the IAS 2009 Registration Department by email. The notification must indicate a bank account to which a possible refund may be remitted. If the written notification of cancellation is received before 5 June 2009, 50% of the registration fee will be refunded. No refunds can be made for cancellations received on or after this date. Credit will not be given for unattended events or early termination of attendance. Refunds will only be issued after the conference. The cancellation will not be effective until a written acknowledgement from the IAS 2009 Registration Department is received.

In the event that the conference cannot be held or will have to be changed due to events beyond the control of the Conference Organizers (force majeure) or due to events which are not attributable to wrongful intent or gross negligence of the Conference Organizers, the Conference Organizers cannot be held liable by exhibitors for any damages, costs, or losses incurred, such as transportation costs, accommodation costs, financial losses, etc.

Under these circumstances, the Conference Organizers reserve the right to either retain the entire registration fee and to use it for a future conference, or to reimburse the exhibitor after deducting costs already incurred for the organization of the IAS 2009 conference and which could not be recovered from third parties.

### **Assembler Wristbands**

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Assemblers require identification to access the exhibition area during build up times. Exhibitors must fill out the Assembler form found on ISET. This information will be available on ISET at a later stage.

Pre-ordered assembler wristbands required for build up can be picked up at the Exhibitor Help Desk in the exhibition area, from 16 July – 19 July. The desk will operate during the access hours listed below.

<b>Date</b>	<b>Schedule</b>
16 July 2008	08:00 – 22:00
17 July 2008	08:00 – 22:00
18 July 2008	08:00 – 22:00
19 July 2008	09:00 – 19:00

**Exhibitor badges DO NOT permit access to the exhibition area during build up.**

Assembler identification is **not required for dismantling**. During dismantling, exhibitors can gain access to the CTICC and the exhibition area with exhibitor badges. **Assemblers** who do not have exhibitor badges can gain access to the exhibition area **through the loading docks only**.

## Regular Conference Registration

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Every person that enters the exhibition for any purpose during the official opening hours of the 5th IAS Conference on HIV Pathogenesis, Treatment and Prevention must wear a valid conference name badge.

Admission to the exhibition is included in the delegate registration fee. The exhibition is not open to the general public. It is the exhibitor's responsibility to obtain the necessary badges for all stand employees, any service personnel, or people who require access to the exhibition at any time.

The conference registration fees are outlined below:

Conference Delegates	Standard Fee	Late Fee (after 25 February 2009)	Last Minute Fee (after 6 May 2009)
<b>Regular delegate</b>			
Middle/low-income countries*	EUR 310	EUR 375	EUR 410
High-income countries*	EUR 480	EUR 575	EUR 630
<b>Student/Post-doc/Youth delegate</b>			
Middle/low-income countries*	EUR 105	EUR 125	EUR 140
High-income countries*	EUR 205	EUR 245	EUR 270
<b>Accompanying adult (age 18 and over)</b>			
All countries	EUR 155	EUR 190	EUR 205
<b>Accompanying child (under age 18)</b>			
All countries	EUR 40	EUR 45	EUR 50
<b>Media representative</b>			
All countries	Free	Free	Free

\* World Bank Classification

**Note: All fees must be paid in EUR and include all taxes.**

## Advertising

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The distribution of promotional materials is limited to the exhibitor's rented area. Signs and banners at booths have to be directly linked to the name of the exhibitor. It is strictly prohibited to distribute or place products and/or printed matters of a company that is not an exhibitor. The Conference Organizers can interrupt any kind of promotion, which in their opinion could have a negative impact on the conference.

Stands may be used only for exhibiting and advertising the exhibitor's own products, not for the sale of any products. Any orders for products which are taken must be in accordance with regulations covering such orders. Advertising materials may be distributed only within the stand area. For the presentation of advertising lectures, advertising films, slide projection and for the distribution of samples, it is necessary to

obtain written permission from the Conference Organizers. Companies that are not exhibitors may not advertise in any form in the exhibition hall, in the entrances to the exhibition hall, or anywhere else in the conference venue. Exhibitors are also advised to obtain the South African Code of Conduct for pharmaceutical companies and acquaint themselves with the rules and regulations of advertising and marketing in South Africa. **Companies are required to check and ensure their own compliance with the relevant codes and regulations about advertising in South Africa and any other applicable rules & regulations from their home country.** The conference and its organisers will not accept any responsibility for non-compliance, and any exhibition or display that violates South African law will be removed.

## **Principles and Values of Conference Participation**

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By attending the 5th IAS Conference on HIV Pathogenesis, Treatment and Prevention, delegates agree to comply with the IAS Principles and Values of Conference Participation. The conference organizers reserve the right to confiscate the conference name badge, and therefore deny access, to anyone who does not comply with this policy.

The IAS endorses freedom of expression as an essential principle in the fight against HIV/AIDS and in promoting full participation in our conferences. The combined efforts of all stakeholders in the public and private sectors and civil society are required to halt and reverse the AIDS pandemic. Activism and advocacy contribute to advancing commitment, policy and practice aimed at ending the epidemic.

The right to participate at an IAS-supported conference is fundamental to ensuring open dialogue between all stakeholders. The IAS encourages debate and dialogue as key elements of participation, among all conference participants including delegates, sponsors, speakers and presenters, researchers and scientists, community representatives, leaders and the media.

Peaceful protest has always been and continues to be a key element of participation at the conferences. The IAS opposes the destruction of property or the use or threat of physical force by any individual or group of individuals during the conferences. The IAS opposes the disruption of conference sessions or satellite meetings that results in the inability for dialogue and debate to take place.

Additional information can be found at [www.ias2009.org](http://www.ias2009.org) and the full policy will also be available at the onsite registration counter.

## **Procedures and Measures for Supporting Participation**

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The conference will offer or provide other measures to support or facilitate meaningful participation. Some of these include:

### **Sessions Participation**

The conference programme will include new features in conference sessions and activities to provide new opportunities for various viewpoints to be expressed and for dissenting voices to be heard, as key elements of the conference commitment to enhanced participation and dialogue.

### **Prior Dialogue and Consultation**

The conference encourages dialogue among and with participants prior to the conference and prior to any action that is contemplated and that might result in disruption of participation. The conference will consult with activist and advocacy organizations,

sponsors and organizers, and other participants on policies and measures to increase and facilitate participation.

### **Community Activist Liaison**

The conference will provide support for dialogue and participation through a Community Activist Liaison and a team of Community Activist Liaison Facilitators who will provide advice and assistance in advance of and during the conference. The Community Activist Liaison will consult with activist organizations and individuals, as well as community co-organizers and programme committee members, to identify from the conference programme, those conference sessions that are most likely to generate or attract peaceful protest and dissent.

### **Activist Support Space**

The conference will provide local space in conference venue, as a planning, coordinating and networking space for meaningful participation of community activist and advocacy participants and their organizations.

### **Networking and Meeting Space**

The conference will provide space in the conference venue to facilitate and support dialogue, discussion, and networking. These spaces include meeting rooms, an official networking area, a lounge for persons living with HIV/AIDS (PHA lounge), and informal networking areas or zones, etc. Limited additional space may be accessible near the conference venue.

### **Security Policy**

The conference will develop and publish a conference security policy that will be available to sponsors, exhibitors, activists and others interested in promoting conference participation in a safe, secure environment.

## **Procedures involving Disruptions within Satellite Meetings, the Exhibition Hall and Conference Centre**

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### **Satellite Meeting Slide**

In session halls, a slide will be available which reads "Please respect the right of the speaker to be heard and of other participants to hear the speaker." In the event of verbal disruption, the Chair of the session may signal the audio visual technician to display the slide. The slide may remain displayed until the disruption has died down. If there are further disruptions, the slide may be displayed again.

### **Engagement Representative**

It is recommended that all exhibitors designate a representative for engaging in dialogue with peaceful protestors prior to any situation arising.

### **Application of the law**

The conference and conference participants are subject to the laws applicable in South Africa as host country. Physical force or threats of physical force or destruction of property by conference participants will be dealt with in accordance with the laws of South Africa. In addition, the conference response may include the escorting of participants from the conference venue.

### **Withdrawal of Accreditation**

In the event of disruption or action that does not respect these Principles, the conference may withdraw a participant's accreditation and conference name badge and suspend or cancel the participant's access to the conference.

## Accreditation Appeal

If a conference participant feels that he or she has been wronged in the withdrawal of his or her accreditation, the participant will have 24 hours to appeal to the conference for reinstatement of the accreditation. Appeals will be considered on a case-by-case basis.

## Public statement

In the event that property is destroyed or physical force is used or threatened by a participant, the conference may issue a statement concerning the action within the framework of the Principles and Values of conference Participation.

## Liability

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The Conference Organizers, the IAS 2009 Exhibition Department and the IAS 2009 Official Suppliers do not accept any responsibilities or obligations, in all cases and at all times, for any damage, either caused by exhibitors' merchandise or their property or personnel, as well as for the loss or theft of any belongings during the period of the exhibition, including the duration of the setting-up and dismantling. **All exhibitors are obliged to purchase their own insurance policies against any and all risks, as this is their responsibility. Proof of this insurance will be requested by the Conference Organizers at any time. This Certificate also needs to be presented during the Exhibitors Check-in.** The insurance policy should cover damage to their furnishings and fittings during the entire time of the exhibition, including the time allotted for setting up and dismantling, as well as during the exhibition days themselves, as the IAS 2009 Exhibition Department is not liable for personal or property damage.

The exhibitor is liable for all damages caused by him/herself, by staff, by visitors and clients and by any agent acting for the exhibitor. Should the premises be destroyed or damaged by fire or the elements by any other cause, or if any circumstances whatsoever, including strikes, shall make it impossible for the Conference Organizers to permit any exhibitor or exhibitors to occupy the premises, the exhibitor shall pay for space only for the period the space was or could have been occupied by said exhibitor. The Conference Organizers are released from any kind and all claims for damage that might arise in consequence thereof.

It is highly recommended that exhibitors take precautionary measures by ordering security for their specific needs through ISET.

The exhibitor is responsible for the costs of replacing any damaged goods of any company at the event, re-establishing or renewing any part of the installations of the exhibition and set-up in case of damage or laceration, if these are caused by him and/or his agents, contracted staff, or an employee or person hired on behalf of the exhibitor.

In case of cancellation of the conference, if, for whatever reason, the conference does not take place, any credits outstanding after payment of expenses incurred will be shared among the exhibitors in proportion to the sums they have paid. Exhibitors expressly renounce all right of appeal, on whatever grounds, against the decisions of the Conference Organizers.

## Final Stipulations

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Any company that disregards the directives of the Conference Organizers may be excluded from the exhibition by the Conference Organizers and the IAS 2009 Exhibition

Department with immediate effect. Such companies are liable for the whole rental sum, for the registration fee and for all incidental expenses including value added tax. In cases in which the Conference Organizers and the IAS 2009 Exhibition Department are indebted to the exhibitor, the exhibitor may demand compensation instead of cash payment only with the permission of the Conference Organizers. The exhibitor gives up all claims to appeal of the contract especially in cases of errors and in cases in which the value of the contract exceeds or falls short by half of the actual value.

All oral agreements, special permissions and special arrangements are valid only upon receipt of written confirmation. In all cases of litigation the exhibitor agrees to submit to the authorized court in Geneva, Switzerland. Electively, the Conference Organizers may choose to appeal to the court into whose jurisdiction the exhibitor falls. Swiss law is to be used.

All matters not covered in these regulations, in general, in the General Information/Terms and Conditions, or in other 5th IAS Conference on HIV Pathogenesis, Treatment and Prevention publications are subject to the decision and control of the Conference Organizers and the IAS 2009 Exhibition Department. The Conference Organizers and the IAS 2009 Exhibition Department reserve the right to take such action and to make such changes, including changes to the "Terms and Conditions" as are considered necessary or desirable for the efficient and proper conduct of the exhibition.

## GENERAL POLICIES AND PROCEDURES

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### HEALTH AND SAFETY INFORMATION

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The Southern African Association for the Conference Industry (SAACI) (via its Service Chapter) has been cooperating with EXSA over the last two years to develop industry guidelines covering certain aspects of Health & Safety to assist industry members in managing health & safety, and to look towards implementing these guidelines as industry norms into Version 2 of the SANS 10366.

This document is available on the SAACI website, [www.saaci.co.za](http://www.saaci.co.za) in electronic format.

### ALCOHOL

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The CTICC is a fully licensed venue and alcohol may not be brought onto the premises. A special permit is required for promotional and sponsorship alcohol and a corkage fee applies. The CTICC requires advance notification of such requests and the decision to permit promotional or sponsorship beverages is at the discretion of the CTICC management. Only CTICC staff or its appointed contractors may serve alcohol and may only do so to people over the age of 18.

### AUTOBANK AND FOREX FACILITIES

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A Standard Bank Auto cash machine is located in the foyer of the P3 parking basement as well as in the Main Gallery on the ground floor at the CTICC.

Foreign exchange services are available at CTICC Coffee on the Square which is situated in the Entrance Foyer on the ground floor. (See Business Center)

### BANNER HANGING AND RIGGING REGULATIONS

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The ceiling in the Exhibition Halls is concave in shape with the highest point being 18m and the lowest 10m. The maximum weight to be hung from the ceiling is 600kg per node to a maximum of 3000kg per beam. Displaying of banners in specified areas, where hanging bars are available is permitted provided that they do not create any obstruction to conference signage.

Hanging of banners or flags above stands in the Exhibition Halls is based on mutual agreement between the IAS 2009 Exhibition Department and CTICC.

Further requirements include:

- All banners are to be delivered on Thursday 16 July 2009 (first day of build-up). Late delivery will incur a surcharge.
- All banners have a minimum of 2 points of suspension; if more are required these will need to be cost accordingly.
- Banner position and height to be agreed upon in writing before installation.
- Banners must be double sided. Single sided banners that need to be put together on site will incur a surcharge.
- Banners must have a suspension bar both top and bottom (including finials). Sewn sleeves must easily accommodate the suspension bar, which must protrude a minimum of 50mm on both sides of the banner.
- The exhibitor must ensure that banners are cleaned and prepared.
- Banners can only be hung from areas accessible by the cherry picker or rope access.
- Banners can only be hung from areas where there are appropriate hanging bars and weighting.

- Banners are to be constructed from flat fabric, and have no lighting or other attachments.
- Banner design and or production must be organized and confirmed at least two (2) weeks prior to build-up.

## **BRIEFCASES/HANDBAGS**

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Please do not leave briefcases/handbags unattended on your stand. All cases etc. should be placed out of the public's eye inside cupboards or office areas. Unattended briefcases and packages could be a security risk.

## **BUSINESS CENTRE at CTICC Coffee on the Square**

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A Business Centre, bureau de change and travel desk is situated on the ground floor in the main reception of the CTICC at CTICC Coffee on the Square.

Services include:

- Business and secretarial services, i.e. printing, photocopying, faxing, binding, laminating, typing, etc.
- An international telephone service as well as web conferencing.
- An international courier service.
- A short-term cell phone rental service and the sale of leading business accessories.
- A bureau de change service.

## **CARE OF BUILDING**

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No attachment, fitting or detachment is to be made to the interior or exterior walls, floors, ceilings or pillars of the building, without prior knowledge or consent from the CTICC Management. This includes any equipment or device whatsoever which would be affixed to, or suspended from any structure of the building, and includes attachments that would damage any surface or structure in any part of the building.

## **ELECTRICAL FITTINGS**

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Any electrical equipment brought into the CTICC must comply with the South African Electrical Regulations and the Occupational Health and Safety Act (OHS). Should this not be the case, equipment will be removed immediately from the premises at the exhibitor's expense and charges for any damage caused by faulty equipment will apply. The exhibitor must ensure that no electrical equipment damages or interferes with the CTICC's electrical installation. Electrical fittings have to be installed by the designated CTICC electrical contractor.

## **FIRE ESCAPES**

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Fire escapes are located throughout the venue and are demarcated with signage. Neither the signage nor the exits should be obstructed in any way.

## **FLAMMABLE & HAZARDOUS MATERIAL**

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Prior written permission is required from the CTICC management and the Fire Department for the use of flammable and/or hazardous material including gasses and liquids. No liquid petroleum is permitted in the CTICC.

## FIRST AID

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There is a First Aid Centre on the parking level of the CTICC. The location is indicated on the map, page 5.

The CTICC refers people to Medi-Travel International (MTI). Situated at the Clock Tower Precinct at the Victoria & Alfred Waterfront in Cape Town, MTI is a medical facility catering for both local and international visitors and travellers. The facility offers a casualty service for medical emergencies, a healthcare service and a registered travel clinic service.

## Food & Beverage Services and Regulations

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**The CTICC is the exclusive supplier of food and beverage to all exhibitors.** Outside food may not be brought into Exhibition Halls either by event organizers or third parties without the express written permission of the CTICC Catering Department. Orders can be made using the Catering Ordering Form available on ISET.

The non-food and non-perishable food items in your first order will be delivered to your stand on the final day of stand building. Food items must be ordered at least seven working days before the first day of the exhibition. During the exhibition, additional food orders for the following day must be ordered via the Exhibitor Help Desk before 12h00. Lunch items will be delivered between 11h00 and 15h00, beverage items will be delivered between 08h00 and 11h00. Under no circumstances will ordered items be returned for credit. Payment must be made via credit card or debit card. No cash will be accepted. The cost of the products and services provided will automatically be deducted from the payment card.

## GENERAL SERVICES & ITEMS FOR HIRE

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### IAS Satellite and Exhibition Tracker (ISET)

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The IAS Satellite and Exhibition Tracker (ISET) is an online tool that exhibitors and satellite holders can use to order and pay items and services for their exhibition, satellites or offices. The link can be found under "Satellites and Exhibitions" on the IAS 2009 website.

Before purchasing any article featured on ISET, exhibitors, satellite holders and their hired staff must accept the Terms and Conditions as well as prices, deadlines, and price increases as stated in this document. Orders on ISET will not be accepted until exhibitors have checked the box stating that these Terms and Conditions have been read and accepted.

### Placing Orders for Auxiliary Services & Cancellation Policy

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Exhibitors can use ISET to browse for items which can be added to their shopping cart. Exhibitors can add, take out and store items into their shopping cart until checkout. Exhibitors can purchase the items by proceeding to the checkout. If exhibitors check out prior to 18 June 2009 Midnight CET, advance prices will apply.

Services ordered after 18 June 2009 Midnight CET will imply a 30% surcharge (if not other stated in the special sections for suppliers behind the General Terms and Conditions). Orders received after this date or on-site may cause considerable delay in build-up procedures. All services and supplies are subject to availability.

For orders placed until 18 June 2009 Midnight CET payments will be accepted via bank transfer or credit card. All orders placed after 18 June 2009 Midnight CET must be paid by credit card only.

Please note that **all orders over EUR 30,000** will need to be paid via bank transfer.

In order to facilitate ordering for exhibitors, prices have been converted from South African Rands to Euros. In case of unexpected fluctuations in the conversion rate, the IAS 2009 Exhibition Department reserves the right to modify the prices listed on ISET accordingly.

All services will only be rendered upon receipt of full payment.

Notification of cancellation must be made in writing and sent to the IAS 2009 Satellite and Exhibition Department by email at [exhibitions@ias2009.org](mailto:exhibitions@ias2009.org). The notification must include all relevant information regarding the bank account to which a possible refund may be remitted.

Exhibitors who cancel or reduce their reservation for exhibition space and/or additional equipment or services after they have been accepted will be entitled to the following refunds:

- 90% of the total amount, if the cancellation or reduction request is received in writing by the IAS 2009 Exhibition Department before Midnight CET on 01 February 2009.

- 50% of the total amount, if the cancellation or reduction request is received by the IAS 2009 Satellite and Exhibition Department between Midnight CET on 01 February 2009 and Midnight CET on 30 April 2009.
- NO REFUND if the cancellation or reduction request is received by the IAS 2009 Exhibition Department after Midnight CET 30 April 2009.

The cancellation will not be effective until a written acknowledgement from the IAS 2009 Exhibition Department is received.

## Items Available for Rent via ISET

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All rates on IAS Satellite and Exhibition Tracker (ISET) are listed as net prices.

Unless otherwise stated, prices will increase by **30%** after 18 June 2009 Midnight CET and will be subject to availability. Payments received after this date will be subject to the post-18 June 2009 Midnight CET price. Any reductions and/or cancellations after Midnight CET 30 April 2009 will be charged at 100%.

Online orders will be available until **7 July 2009 Midnight CET**. All items ordered after this date will need to be made onsite at the Exhibitor Help Desk and upon availability only.

All prices are in **Euros (EUR)**.

### For questions and support, please contact:

IAS 2009 Exhibition Department: [exhibitions@ias2009.org](mailto:exhibitions@ias2009.org) /Fax. +41 22 710 08 99  
IAS 2009 Satellite Department: [satellites@ias2007.org](mailto:satellites@ias2007.org) /Fax. +41 22 710 08 99

## AV/IT Equipment

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AV/IT equipment is available for rent on ISET. Please refer to the Technical Equipment on ISET to view a detailed list and to place orders.

## Carpets

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Carpets are available for rent on ISET. Please refer to Carpet on ISET to view a detailed list and to place orders.

## Catering

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Please see Food & Beverage Services and regulations at page 26.

Catering requests for exhibitions, offices and satellites can be made directly to the CTICC Catering Department. Order forms are available on ISET.

All onsite catering orders will be made directly to the CTICC Catering Department. Please visit the Exhibitor Help Desk in the exhibition area.

## Cleaning/Mandatory Cleaning Information

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The CTICC will be in charge of cleaning and removing garbage from all surrounding areas of the event (lobbies, reception areas, etc.) and from all restrooms areas.

For cleaning of your booth please ensure that you order any relevant cleaning on ISET. In addition, each exhibitor will have to pay a standard fee per sqm for waste removal. **This service is mandatory for each exhibitor.** Further information will be available on ISET at a later stage.

## Freight Forwarding and Onsite Materials Handling

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Schenker Logistics is the Official Exhibit Transportation and Customs Clearance Provider for this conference. Exhibitors are encouraged to use their services for shipping to the CTICC and back, and Schenker will provide a comprehensive door-to-door service to Cape Town. Schenker Logistics will also have an on-site services desk next to the Exhibitors Help Desk during the conference for shipping articles back to the exhibitor's country.

### Contact address:

Schenker Deutschland AG  
DB Schenkerfairs  
Jafféstrasse 2  
14055 Berlin – Germany

### Contact person / details:

Manuela Natzke  
Corinna Walz  
Phone: +49 30 301 2995 451  
Phone: +49 30 301 2995 454  
Fax: +49 30 301 2995 459  
Email: [Manuela.natzke@dbschenker.com](mailto:Manuela.natzke@dbschenker.com)  
[Corinna.walz@dbschenker.com](mailto:Corinna.walz@dbschenker.com)

If exhibitors require freight forwarding, please refer to the Freight Manual available on ISET.

DB Schenker Logistics is also the **exclusive** onsite materials handling agent for the conference. No other logistic company will be permitted to deliver goods to the exhibition floor. Schenker will take charge of all shipments at the entrance to the CTICC and deliver the goods to the exhibition space. During dismantle, Schenker will ensure that all goods for return shipping are delivered to the entrance of the CTICC loading docks for pick up by the contracted freight forwarding agent of the exhibitor – if return shipping is not arranged by Schenker themselves. Prices for the onsite services will be available on ISET soon.

## Furnishings and Accessories

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Furnishings and accessories are available for rent. Please refer to Furniture on ISET to view a detailed list and to place orders.

## Hanging Signs

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The ceiling in the Exhibition Halls is concave in shape with the highest point being 18m and the lowest 10m. The maximum weight to be hung from the ceiling is 600kg per node to a maximum of 3000kg per beam. Displaying of banners in specified areas,

where hanging bars are available is permitted provided that they do not create any obstruction to conference signage.

Hanging of banners or flags above stands in the Exhibition Halls is based on mutual agreement between the exhibitor and the IAS 2009 Exhibition Department.

Further requirements include:

- All banners are to be delivered on Thursday 16 July 2009 (first day of build-up). Late delivery will incur a surcharge.
- All banners have a minimum of 2 points of suspension; if more are required these will need to be cost accordingly.
- Banner position and height to be agreed upon in writing before installation.
- Banners must be double sided. Single sided banners that need to be put together on site will incur a surcharge.
- Banners must have a suspension bar both top and bottom (including finials). Sewn sleeves must easily accommodate the suspension bar, which must protrude a minimum of 50mm on both sides of the banner.
- The exhibitor must ensure that banners are cleaned and prepared.
- Banners can only be hung from areas accessible by the cherry picker or rope access.
- Banners can only be hung from areas where there are appropriate hanging bars and weighting.
- Banners are to be constructed from flat fabric, and have no lighting or other attachments.
- Banner design and or production must be organized and confirmed at least two (2) weeks prior to build-up.

Hanging signs can be ordered by exhibitors. A form is downloadable on ISET.

## Hosts/Hostesses

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A leading host/hostess provider has been selected to provide reliable host/hostess services at the conference. All hosts/hostesses have extensive experience working at the CTICC, and have been part of many successful conferences held there. These hosts/hostesses can be ordered via ISET under Personnel/Staff.

These hosts/hostesses will help make your symposium a big success, and will also be able to assist you at your booth during the exhibition.

**The minimum order per day per host/hostess is four hours and the rate is EUR 35.00 for four hours. Availability cannot be guaranteed for orders placed after 7 July 2009 Midnight CET.**

### Breaks

It is expected to award breaks in accordance with the Basic Conditions of Employment Act, which means ½ hour every 6 hours. It is understood that break times might be altered due to the nature of the Conference.

### Payment

Pre-payment is mandatory. Should the host/hostess exceed the allocated shift, the overtime will be billed after the conference.

## Lead Capture devices

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Lead capture devices can be ordered on ISET.

### **The IAS 2009 cLead system**

The IAS cLead System is a fast and easy way to record participants' contact information. By simply scanning a participant's name badge with the supplied scanner, that contact is entered into your own participant database, including all relevant product information or comments which have been added to these participants' profiles beforehand. Following the event, approved participants' address data can be provided in printed form, as a MS Excel/V-card file, or made available with proper access rights through an online platform.

### **Order**

To guarantee the availability as well as the lower rate prior to the deadline, please order the required number of scanners as soon as possible.

### **Configuration**

Prior to the event you will receive a link and a password for accessing our online database. There you can check the edited names of products to be displayed on the handhelds and download the data after the event.

### **Lead capture**

Onsite, you can pick up your scanner at the lead system service counter at the Exhibitors Help Desk located in the Exhibition Area. Our trained staff will be available to answer your questions during the opening hours of the event. Every evening or at the end of the event when returning the scanner, the collected data is synchronized from your scanner to the cLead server.

### **Data provision**

As soon as the data stored on the scanner is synchronized with the database you can access, check or download your collected address data in the online database – also on site.

### **Options**

- *Quick scan (Booth system)*  
The participant is effortlessly saved into your individual database. Also comments can be added.
- *Scan and add details (Booth system)*  
The participant is effortlessly saved into your individual database. Additionally, comments and products can be added which that participant is interested in.
- *Symposia scan (Symposium system)*  
Like Quick Scan but limited rental period. Used for special occasions like satellite symposia.

### **Scanning**

The PDA handheld lead system guarantees maximum flexibility and freedom of movement in the booth. The ready to use PDA package will include the scanner, an extra strong battery pack and a charging unit.

After scanning a person you can choose from

- scanning a new participant (just press the scan button again) or
- add products of interest to this participant or

- add a comment to the participant or
- see history of your scans and edit previous participants



**Delegates who have requested that their details and information be kept confidential will be removed from the lead capture database before being handed over to the exhibitor. There are no exceptions to this rule.**

#### Rental fees:

- For the period of 19 to 22 July 2009: EUR 450 plus taxes.
- For one day only: EUR 350 plus taxes.

Full payment is required to receive the lead capture devices onsite.

Once the device has been handed over, exhibitors and satellite meeting holders are liable for any damages incurred as a result of improper and/or negligent treatment as well as for the loss or theft of the provided equipment. Exhibitors and satellite meeting holders will be asked to provide the IAS 2009 Exhibition Department with a credit card guarantee when picking up the lead capture package. Any loss, theft or damage incurs a EUR 1,200 charge plus taxes.

#### On-Site support

Lead capture equipment will be available for pick up at the Exhibitor Help Desk everyday throughout the exhibition from 8.00 to 19.00.

### Lighting and Electrical Power

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Lighting and electrical power ordering forms are available on ISET.

### Parking Facilities

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The CTICC offers multi-access parking at R40.00 per day per vehicle in P1. Tickets will only be sold during build up and the first day of the event only. Exhibitors can purchase with credit card, cash or cheque.

An ordering form is available on ISET.

### Security

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Security staff hired by the Conference Organizers, which will be in attendance 24 hours a day, will ensure the overall safety of all areas of the CTICC.

The Conference Organizers advise exhibitors, satellite organizers and office space holders to keep valuables in a safe place. The Conference Organizers and security staff are not responsible for such articles, or other items brought into the CTICC by the exhibitors, satellite organizers, office space holders, their employees or any other person.

Security and protection of each booth and/or office space is the sole responsibility of exhibitors, satellite organizers and office space holders, and will not be covered by the conference.

At night, and especially on the last day of the conference, the exhibitors, satellite meeting holders and office space holders must ensure that their belongings and articles are in a safe place and carefully protected. Please remember that each exhibitor, organizer and office space holder is responsible for his/her belongings.

### **Security for booths, satellites and office spaces**

Security staff can be ordered on ISET. Please refer to the Staff section on ISET.

## **Shell Scheme Packages**

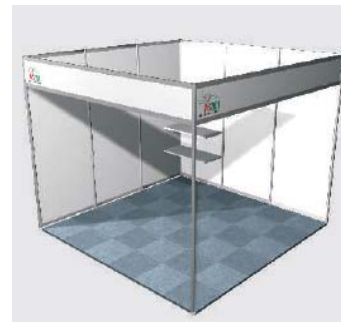
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Shell scheme packages can be ordered for 9 sqm or 18 sqm on ISET under Shell Scheme Packages. You also have the possibility to order an upgraded package (please see images below) with wooden walls and chromed furniture.

Please note these packages do not include space – space must be ordered separately.

The 9 sqm shell scheme package includes:

- Side and back walls (3m x 3m hard walls, 2.5m high)
- Heading (1 line)
- Carpet
- Two chairs
- One skirted table
- Two shelves
- One waste basket
- Two lights
- 1 x 15amp plug point



*Basic Shell Scheme*

The 18 sqm shell scheme package includes:

- Side and back walls (3m x 3m hard walls, 2.5m high)
- Heading (1 line)
- Carpet
- Four chairs
- Two skirted table
- Four shelves
- Two waste basket
- Four lights and electricity
- 2 x 15amp plug points



*Upgraded Shell Scheme*

Posters may be hung using double-sided tape and double-side Velcro.

Additional items may be ordered via ISET.

Shell schemes for larger booth spaces and custom made stands are also available to

order upon request. Please contact [exhibition@ias2009.org](mailto:exhibition@ias2009.org).

## Shipping

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The Shipping Labels will be available on ISET. Please ensure that all materials are labelled with the correct labelling codes. Material Handling charges are not included in shipping costs. For material handling exhibitors must fill out the Material Handling Services form available on ISET.

### **Transit Times**

Will be announced at a later stage.

### **Advance Warehouse Dates**

Will be announced at a later stage.

### **Advance Warehouse Address**

Will be announced at a later stage.

### **Direct Venue Site Address:**

Will be announced at a later stage.

### **Labelling Codes:**

Exhibition: **EXH**

Satellite Meeting: **SATMEET**

Office Space: **OFFSP**

Publications: **PUBTAB**

Bag Inserts: **BAGINS**

### **South Africa Customs Documentation:**

Will be announced at a later stage.

### **Small Packages/Boxes Deliveries (Including Portable Display Cases):**

When shipping small packages/boxes with small package companies such as Fed-Ex, UPS, Airborne, DHL, OCS, etc., import duties, taxes, and customs fees (auxiliary charges) are charged by the respective carriers. Exhibitors must confirm with their carrier of choice that ALL auxiliary charges are PREPAID. The advance warehouse, Schenker, does not accept collect charges and the shipment will be refused.

### **For additional questions regarding shipping & customs please contact**

Schenker Deutschland AG

Phone general: +49 30 301 2995 450

Fax general : +49 30 301 2995 459

### **Special Handling Definitions**

Exhibitors must be aware that shipments loaded in certain manners will require additional time, labour, or equipment, to unload, sort and deliver. Please see below for details.

### **Ground Loading/Unloading:**

Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers; company vehicles with trailers that are not dock level, etc.

### **Constricted Space Loading/Unloading:**

Trailer loaded “high and tight” shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

**Designated Piece Loading/Unloading:**

Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

**Stacked Shipments:**

Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or “cubed out” shipments, loose items placed on top of crates and/or pallets constitute special handling.

**Multiple Shipments:**

Multiple shipments on a truck do not automatically indicate special handling, unless the shipments are mixed on the truck, failing to maintain shipment integrity and/or have multiple delivery areas.

**Mixed Shipments:**

Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling.

**“No Documentation” Added to Shipment:**

Shipments arrive from a small package carrier (including, among others, Federal Express and UPS) without an individual Bill of Lading, requiring additional time, labour and equipment to process.

**Carpet Only Shipments:**

Shipments that consist of carpet and/or carpet padding only require special handling because of additional labour and equipment to unload.

**Crated and Uncrated Shipments:**

Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fibre cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting bars and hooks.

## Storage

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Standard compartments of 6 sqm will be available on ISET under Storage and will be assigned on a ‘first come, first serve’ basis. They will consist of a simple wall construction and a door. If shelves or other equipment are required, this can be ordered on ISET.

The exhibitors will receive keys for their compartment, available at the Exhibitors Help Desk in the exhibition area. Trolleys are also available at the Exhibitor Help Desk for transport during the exhibition.

If exhibitors invade spaces not authorized in the corresponding distribution layout or established through written agreements, the IAS 2009 Exhibition Department withholds itself the right to evacuate those areas free of any responsibility for itself.

## Telecommunication and Internet Services

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Telecommunication services including phones, faxes, lines, etc. can be ordered by exhibitors. Forms are available on ISET. Internet services will be available soon under Technical Equipment\IT.

## SATELLITE MEETINGS

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### Non-Commercial Satellites

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Major Industry Sponsors of the conference will have satellite sessions on Sunday 19 July and in the mornings and evenings during the conference, Monday 20 through Wednesday 22 July 2009. These are the only commercial satellites permitted at the conference. In addition, a limited number of non-commercial slots for satellites on specific HIV/AIDS-related issues will also be available.

Intended for the conference delegates, satellite meetings will be fully organized and coordinated by the organization holding the satellite. **Slots will be allocated by the conference organizers based on the overall conference programme.** The conference organizers reserve the right to approve or reject any satellite applications, and may decline a request that, in its opinion, is not in keeping with the scope and goals of the 5th IAS Conference on HIV Pathogenesis, Treatment and Prevention.

In order to ensure that satellite meetings meet the scientific and ethical standards of the conference, criteria for approval includes the following:

- Satellites should reflect and/or support the vision and goals of the conference
- Satellites should address HIV/AIDS, co-infections or issues faced by individuals or organizations affected by or responding the HIV/AIDS epidemic
- The satellite programme should reflect conference policies and goals of diversity and inclusion.

The deadline for applications to host a satellite is 31 March 2009.

### Costs to host a Satellite Meeting

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Satellites are available in two formats, each with two options: Standard and Mini, 1.5 or 2 hour time slots. The terms "Standard" and "Mini" refer to the **capacity** of the room, not to the length of the slot.

#### Standard Satellites

**1200 person capacity room**

2 hour slot: EUR 13,000  
1.5 hour slot: EUR 11,000

**700 person capacity room**

2 hour slot: EUR 9,500  
1.5 hour slot: EUR 7,500

#### Mini Satellites

**300 person capacity room**

2 hour slot: EUR 6,000  
1.5 hour slot: EUR 4,800

**200 person capacity room**

2 hour slot: EUR 5,300  
1.5 hour slot: EUR 4,100

**120 person capacity room**

2 hour slot: EUR 4,700  
1.5 hour slot: EUR 3,500

Note that room capacities are approximate and can vary up to a maximum of 10%.

All satellite slots run for either 1.5 or 2 hours and rooms are equipped with the standard equipment to run a meeting. If you have special needs or requests, please contact the IAS 2009 Satellite Department at [satellites@ias2009.org](mailto:satellites@ias2009.org).

## Satellite Slots Available

Sunday 19 July		Monday 20 July	Tuesday 21 July	Wednesday 22 July
<b>Registration</b>		Satellite Slot 6 07.00-08.30	Satellite Slot 8 07.00-08.30	Satellite Slot 10 07.00-08.30
	Satellite Slot 1 08.00-10.00	Break 08.30-08.45	Break 08.30-08.45	Break 08.30-08.45
	Break 10.00-10.15	Plenary 08.45-10.45	Plenary 08.45-10.45	Plenary 08.45-10.45
	Satellite Slot 2 10.15-12.15	Break 10.45-11.00	Break 10.45-11.00	Break 10.45-11.00
	Break 12.15-12.30	Parallel Session 1 11.00-12.30	Parallel Session 1 11.00-12.30	Parallel Session 1 11.00-12.30
	Satellite Slot 3 12.30-14.30	Posters Viewing 12.30-14.30		
		Special Sessions & Poster Discussions 13.00-14.00		
		Posters Viewing 12.30-14.30		
	Break 14.30-14.45	Parallel Session 2 14.30-16.00	Parallel Session 2 14.30-16.00	Parallel Session 2 14.30-16.00
	Satellite Slot 4 14.45-16.45	Break 16.00-16.30	Break 16.00-16.30	Break 16.00-16.30
	Break 16.45-17.00	Parallel Session 3 16.30-18.00	Parallel Session 3 16.30-18.00	Late Breakers 16.30-17.30
	Satellite Slot 5 17.00-19.00	Break 18.00-18.30	Break 18.00-18.30	Break 17.30-18.00
	Break 19.00-19.30	Satellite Slot 7 18.30-20.30	Satellite Slot 9 18.30-20.30	Rapporteur & Closing Session 18.00-19.30
	Opening Session 19.30-21.30			

	Breaks
	Major Industry Sponsors satellites / Non Commercial Satellites
	Program Sessions

## Satellite Fee Waivers

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Organizations seeking to apply for a waiver of the satellite fee should email [satellites@ias2009.org](mailto:satellites@ias2009.org) with full details of the intended satellite, including topic, proposed speakers, expected attendance, organizer name and session description. A limited number of free satellite slots are available. The form for fee waiver satellite applications is available on the IAS 2009 website ([www.ias2009.org](http://www.ias2009.org)).

## Regulations

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Meeting rooms must be vacated immediately after the satellite. If the company or its acting agents fail to vacate the room in time, the IAS 2009 Satellite Department is entitled to remove and store or dispose of the items at the company's expense. Satellite meeting holders will have time to set-up for their satellite according to the conference programme.

## Payment Conditions/Cancellation Policies

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With the acceptance of a satellite meeting, a 100% payment invoice will be issued by the IAS. This payment is to be processed immediately upon receipt of the invoice. Non-payment of this invoice implies immediate de facto cancellation of the satellite reservation.

Swiss companies are subject to a 7.6% VAT for the booking of exhibition space and meeting slots except UN organizations and certain NGO's. Organizations which are exempt from tax must provide proof of this status.

Notification of cancellation must be made in writing and sent to the IAS 2009 Satellite and Exhibition Department by email at [satellites@ias2009.org](mailto:satellites@ias2009.org). The notification must include all relevant information regarding the bank account to which a possible refund may be remitted.

Companies who cancel their satellite reservation after their satellite meeting has been accepted will be liable to pay the following fees:

- 90% of the total amount, if the cancellation or reduction request is received in writing by the IAS 2009 Satellite and Exhibition Department before 31 January 2009 Midnight CET.
- 50 % of the total amount, if the cancellation or reduction request is received by the IAS 2009 Satellite and Exhibition Department after 31 January 2009 Midnight CET and before 31 March 2009 Midnight CET.
- NO REFUND after 31 March 2009 Midnight CET.

The cancellation will not be effective until a written acknowledgement from the IAS 2009 Satellite Department is received.

## Advertising

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Companies and organizations that have booked a space in the exhibition are welcome to distribute leaflets from their stand location.

Companies and organizations may advertise their satellite meeting only 30 minutes before the start of their satellite meeting, outside the allocated room. Advertising is not permitted in any other area of the conference venue.

All further means of advertising must be done through the Selected Sponsorship Opportunities listed by the IAS. These sponsorship opportunities can be found in the Commercial Invitation under [www.ias2009.org](http://www.ias2009.org). Please contact [sponsorship@iasociety.org](mailto:sponsorship@iasociety.org) for more information.

## Faculty Badges for Satellite Meetings

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Every person that enters a satellite meeting for any purpose during the 5th IAS Conference on HIV Pathogenesis, Treatment and Prevention must be officially registered. A satellite meeting is not open to the general public. It is the satellite meeting holder's responsibility to obtain the necessary registrations for any service personnel or people who require access to the satellite meeting at any time.

Faculty registration includes access, **only** on the day of your satellite, to all conference sessions, satellite meetings, the exhibition, and the poster area.

The following number of faculty badges is included and can be picked up during the registration opening hours in the registration area at the Exhibitor counter.

### Non Commercial organizations:

Mini-Satellites:	5 free one day passes
Standard Satellites:	15 free one day passes

### Major Industry Sponsors

Major Industry Sponsors Mini-Satellites:	10 free one day passes
Major Industry Sponsors Satellites:	25 free one day passes

More information on the faculty badges will be available on ISET at a later stage.

**If more than the numbers of free faculty registrations are needed, additional persons have to be registered as regular conference delegates.** This can be done through the IAS 2009 website ([www.ias2009.org](http://www.ias2009.org)) under Registration.

## Room set-up

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All satellite meeting rooms have a basic setup including:

- Theatre style seating
- Stage with lectern, head table, chairs and backdrop
- Sound, light, video equipment including labour

Satellite meeting holders also have the option to order additional equipment or services for their satellite meeting on ISET.

## OFFICE SPACE

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### General Information

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Office space availability times are as follows:

Day/Date	Time
Saturday 18 July	14:00 – 21:00
Sunday 19 July	06:30 – 21:00
Monday 20 July	06:30 – 21:00
Tuesday 21 July	06:30 – 21:00
Wednesday 22 July	06:30 – 20:00

(must be completely vacated by 20:00 ready for dismantle)

### Guidelines

From the moment an office is claimed, office space holders are solely responsible for its security. CTICC staff will not be responsible for guarding individual offices. If security for an office is required, security guards are available for rent on ISET.

Office space holders may put up signs or banners outside of their offices. Drilling, nailing or gluing anything to the office structure is prohibited.

**Office Spaces are reserved for sponsors and donors of the conference, and are not available for rent by any other organization.**

### Cleaning/Waste

All offices will be cleaned every night. Should you have any additional cleaning needs, please order it on ISET.

### Office Keys

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When an office space holder collects the keys for office space, a form must be signed whereby they agree to pay R75 should the keys be lost.

Please note: Every person that enters the CTICC for any purpose during the official opening hours of the conference must wear a valid badge. This also applies to those accessing the offices.

### Office set-up

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All offices have a basic setup.

Additional equipment or services can be ordered on ISET.

## ACCOMMODATION

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For information and updates on the 5th IAS Conference on HIV Pathogenesis, Treatment and Prevention accommodation, visit [www.ias2009.org](http://www.ias2009.org).

### Accommodation Reservation Procedures

**Individuals** To reserve accommodation simply go to [www.ias2009.org](http://www.ias2009.org) and follow the step by step procedure. A confirmation of your hotel and reservation will be sent to you once the reservation request form and deposit payment have been received.

### Groups

The group application form as well as policies for group blocks can be found at [www.ias2009.org](http://www.ias2009.org).

### General Contact Details

IAS 2009 Accommodation Department  
c/o Congrex Travel  
Phone: + 44 207 112 2009  
Fax: +44 207 504 8582  
Email: [accommodation@ias2009.org](mailto:accommodation@ias2009.org)

## Official Airline Network

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### Save up to 20% on travel with the Star Alliance network!

The Star Alliance™ Members Airlines are pleased to be appointed as the Official Airline Network for the 5th IAS Conference on HIV Pathogenesis, Treatment and Prevention.

To obtain the Star Alliance™ Conventions Plus discounts, please visit the IAS 2009 website at <http://www.ias2009.org/subpage.aspx?pagelid=382>.

Registered participants plus one accompanying person travelling to the event are automatically granted a discount of up to 20%, depending on fare and class of travel booked.

The participating airlines for this event are: ANA, Adria Airways, Air Canada, Air China, Asiana Airlines, Austrian Airlines, Croatia Airlines, EgyptAir, LOT Polish Airlines, Lufthansa, SWISS International Air Lines, Scandinavian Airlines, South African Airways, Spanair, TAP Portugal, THAI, Turkish Airlines, United, bmi.

Discounts are offered on published business and economy class fares, excluding website/internet fares, senior and youth fares, group fares and Round the World fares.

Please note: For travel from Japan and New Zealand special fares or discounts are offered by the participating airlines on their own network.

When making your travel plans, please present confirmation of your registration or proof of attendance.