



INTERNATIONAL
LYMPHOEDEMA
FRAMEWORK



Rotterdam, The Netherlands, 6-9 June 2018



8TH INTERNATIONAL LYMPHOEDEMA FRAMEWORK CONFERENCE

See you
on board!

WWW.2018ILFCONFERENCE.ORG

TECHNICAL MANUAL FOR PARTNERS AND EXHIBITORS

8th International Lymphoedema Framework Conference
co-hosted by the Dutch Lymphoedema Framework (NLNet)

Rotterdam, The Netherlands

6-9 June 2018



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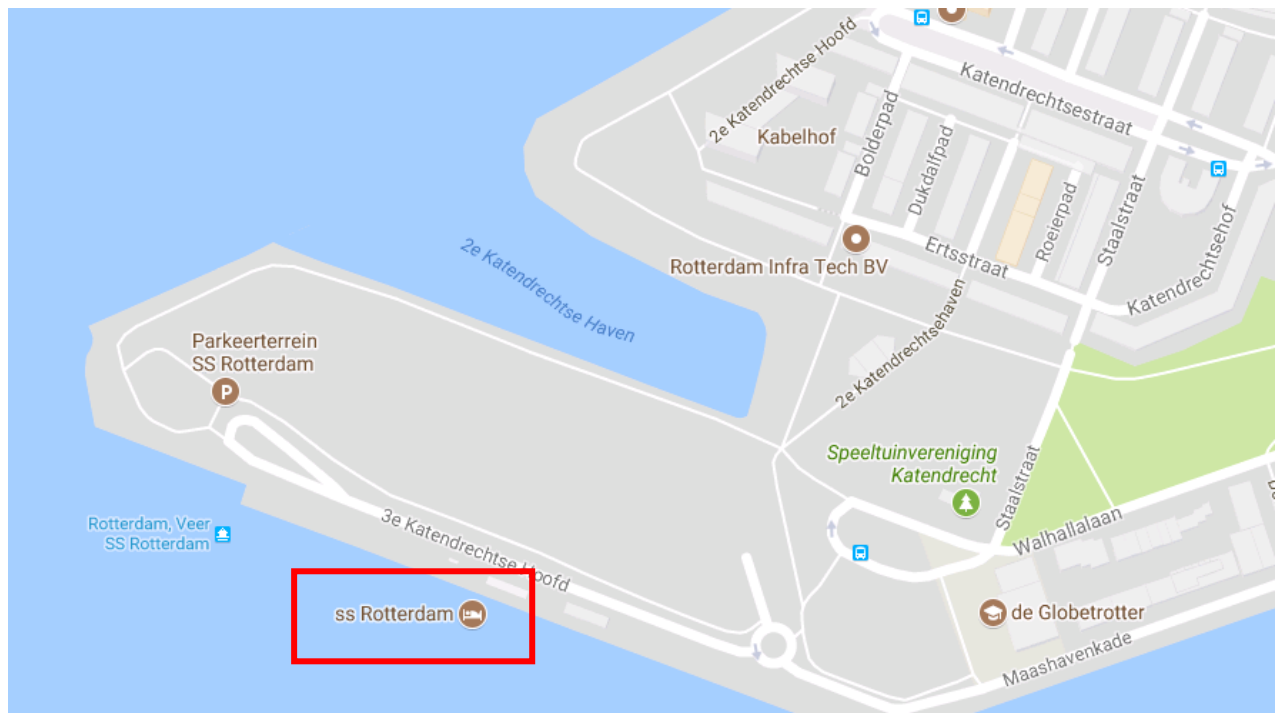


1. VENUE

The conference is held at:

SS Rotterdam
3^e Katendrechtsehoofd 25
3072 AM Rotterdam
The Netherlands

1.1 HOW TO GET THERE



FOR INTERNATIONALS TO ARRIVE IN ROTTERDAM

The easiest way to arrive in Rotterdam, is getting a flight to **Rotterdam, The Hague Airport** or **by taking the train to Rotterdam Central Station**. You can also fly to Amsterdam Schiphol airport, which is about 50 minutes from Rotterdam.

By car or airport shuttle from The Hague Airport to the center of Rotterdam it will take approx. 15 min.

There are 580 parking spaces on the quayside, parking costs € 3, – per hour or € 15, – per day. You can also use the free shuttle service of the SS Rotterdam, which shuttles back and forth between metro station Rijnhaven and the ship.



1.2 EXHIBITION ROOMS

The exhibition will take place on 3 Promenade Deck at Queens lounge and Atlantic Promenade. The catering will be served in the breaks in these two rooms. Please contact the conference secretariat to request the floor plans of the rooms, if not already received.

1.3 BUILDING RESTRICTIONS AND HOUSE RULES

For information about building instructions and house rules, please [click here](#).

1.4 POWER SUPPLY

There will be access to power sockets in the exhibition area.

1.5 INTERNET ACCESS

There is free WIFI onboard the ship.
Name: Welkom ss Rotterdam
Password: Internet (with a capital i).

1.6 STORAGE ROOM

There will be a storage room for empty boxes and materials.

1.7 SAFETY INSTRUCTIONS

For safety instructions, please [click here](#).

2. CONFERENCE TIMINGS

2.1 CONFERENCE PROGRAMME

The programme will be available on the conference website in the beginning of 2018. You can find information about the expected programme topics here:
<http://2018ilfconference.org/programme/>

2.2 TIMING FOR SET-UP AND DISMANTLING

SET-UP

Wednesday 6 June: 08.00-12.00

DISMANTLING

Saturday 9 June: 16.00-19.00



2.3 EXHIBITION HOURS

Wednesday 6 June: 13.00-17.00

Thursday 7 June: 10.30-16.30

Friday 8 June: 10.30-16.30

Saturday 9 June: 10.30-15.30

Please note that these timings are subject to change.

3. FURNITURE/CATERING

The venue can provide tables and chairs free of charge.

Please inform the conference secretariat if you will need this furniture.

Additional furniture is available for ordering.

Please contact the conference secretariat for more information.

CARPET

There is already carpeting laid out in the exhibition halls.

WALLS

Outer walls of the exhibition halls will be windows. We advise exhibitors not to block the natural lights coming from the windows with modular walls.

4. SHIPPING

4.1 SHIPMENT OF STAND MATERIALS

Materials can be delivered the earliest on Monday 4 June 2018. If you would like to deliver earlier than this, please contact the conference secretariat.

Delivery address:

Ss Rotterdam – Entrance 4

t.a.v. V. Settels | ILF

3e Katendrechtsehoofd 25 | 3072 AM Rotterdam

The Netherlands

Please remember to mark your boxes with:

- ILF 2018
- Your company name
- Stand number
- The person that will pick up the package



4.2 SHIPMENT OF INSERTS IN CONFERENCE BAGS

If you have booked a company brochure to be inserted in the conference bags, please send it to:

SS Rotterdam – Entrance 4
t.a.v. J. Reckers | ILF
3e Katendrechtsehoofd 25 | 3072 AM Rotterdam
The Netherlands

Mark the boxed with: “ILF 2018, 6-9 June, bag inserts”

Deadline of delivery: **4 June 2018 at the latest.**

For all partners, one insert is included in the partnership package.

4.3 ENTERING AND EXITING THE SHIP

When having entered the Rotterdam site, please report at the barrier and subsequently continue on to the first gangway; the suppliers’ entrance. Here you need to report to the security team and unload your material.

Please see the [“Supplier Instructions” here](#) on how to access the ship with materials.

4.4 AFTER THE CONFERENCE: COLLECTION OF MATERIALS

Exhibitors are responsible to take away their own materials. Cleaning of the exhibition area will be taken care of by the SS Rotterdam.

Make sure that packages for collection are clearly labelled with the destination address, company and company contact name and telephone number. As well as the courier company, that is collecting the package. Packages should be picked up directly after the end of the conference.

5. PROMOTIONAL MATERIALS

5.1 ADVERT IN FINAL PROGRAMME

If you have booked an advert in the final programme, please send it to the conference secretariat: Louise Maagaard, lm@cap-partner.eu.

Deadline: **1 May 2018**

For Partners (Platinum, Gold and Silver) one full-page color advertisement is included in the partnership package. For Bronze partners a half page advertisement is included.



5.2 INSERT IN CONFERENCE BAGS

If you have booked an insert, please send it to the conference secretariat: Louise Maagaard, lm@cap-partner.eu.

Kindly note that all inserts must be a maximum size of an A4 page, and of maximum 4 pages.

All Partners (Platinum, Gold, Silver and Bronze) have one bag insert included in the partnership package.

6. REGISTRATION

6.1 EXHIBITORS

Please forward the name, country and email of the free exhibitors to the conference secretariat:

Amina Von Eitzen, ave@cap-partner.eu

If you wish to register more exhibitors than what is included with the stand, the exhibitor registration fee is *EUR 150 per person (incl. VAT)*. The maximum total number of exhibitor badges per company (free + paid) may not exceed 4 badges.

6.2 FREE PARTICIPANT/FULL REGISTRATION

(incl. in Platinum, Gold and Silver Partnerships)

Please forward the name, institution, country and email to the conference secretariat:

Amina Von Eitzen, ave@cap-partner.eu

6.3 REGULAR PARTICIPANT/FULL REGISTRATION

Please use the online registration [here](#).

7. ACCOMMODATION

For more information about accommodation, please check the website:

<http://2018ilfconference.org/accommodation-travel/>

If you have any questions regarding registration and accommodation, please contact registration manager, Amina von Eitzen, ave@cap-partner.eu. For companies who are sponsors or exhibitors at the conference, please contact Amina directly to book a room.



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8. CONTACT INFORMATION

For questions regarding partnership and exhibition, please contact:

Jesper Laier, Sales Manager

Mail: jl@cap-partner.eu

Phone number: +45 70 20 03 05

For any further questions regarding the conference or venue, please contact:

Louise Maagaard, Project Manager

Mail: lm@cap-partner.eu

Phone number: +45 70 20 03 05