



15th 3DBODY.TECH Conference & Expo

Lugano, Switzerland · 22-23 October 2024

3DBODY.TECH 2024 - INFORMATION AND DETAILS FOR EXHIBITORS

1. VENUE, ADDRESS, PARKING, LOADING DOCK

The venue of the conference and exhibition is the Lugano Convention Center - Palazzo dei Congressi.
Address:

Palazzo dei Congressi
Piazza Indipendenza 4
6900 Lugano
Switzerland
<https://luganoconventions.com>
Tel. +41.58.866.66.30

A large parking is available just under the convention center for cars and vans with maximal height of 2.2m.
Parking day tickets will be available at the welcome desk for the price of 20CHF.

More detailed information about Lugano, access and travel are available at the following link:

<https://3dbody.tech/venue.html>



The conference and exhibition will take place at the first floor (level +1) of the convention center.

The exhibition will take place in the Room B2/3.

For unloading equipment and material, vehicles may be parked on the square in front of the convention center, the main entrance with a normal elevator or the loading dock with freight elevator may be used.

The dimensions of the freight elevator are:

1.49m wide, 2.14m deep, 2.15m height; the doors are 1.2m wide, 2m height.

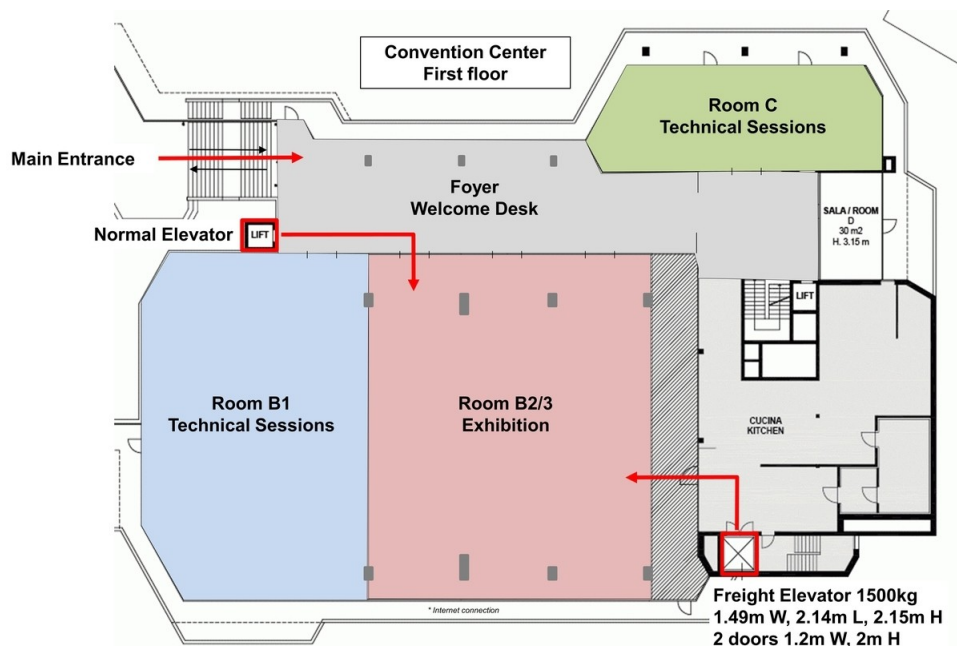
For large equipment/material: please plan accordingly the packing of your equipment/material so that everything can fit in the freight elevator. If required, we suggest to use multiple separate packages/boxes.

The congress center does not have transportation carts/pallet jacks/fork lifts.

For large equipment/material to be unloaded from trucks and loaded back: forks lifts and/or pallet jacks should be ideally arranged and organized by your transportation service. In special cases, we may use rental services for such equipment. In such cases, please contact us in advance.



Small boxes may find storage place at the exhibition room, whereas large boxes/cranes/etc. should be stored in a storage room and/or storage space with a fixed fee of 50CHF per cubic meter.



2. INFRASTRUCTURE FOR EXHIBITORS

The week before the conference you will receive the final plan of the exhibition with the assigned spaces. The exhibition area will be naked, uniquely tables (170x85cm h74cm), chairs and electric plug will be provided. Please bring with you all the other required equipment and material.

Please remind that only a single electric plug (Swiss 3-poles, Type J, 250V 10A) will be available. You should bring with you the required electric cable extensions, multiplexers and adapters for the Swiss 3-poles plug (https://en.wikipedia.org/wiki/SN_441011).

Note: the convention center does not allow signs or materials to be affixed to the walls, columns or doors.

Internet: a dedicated closed WiFi connection with 500Mbps download and upload speed will be provided to all exhibitors (an open connection will be available for all attendees).

Additional infrastructure will be available upon request and has to be ordered in advance.

Please contact us in case you wish to order one of the following items:

- Special electric power connections
- Wired LAN Internet (500Mbps), cost 100 CHF (Swiss francs)
- Panels 1.2x2m, cost 150 CHF (Swiss francs)
- Small high tables, cost 30CHF (Swiss francs), high chairs, cost 25CHF (Swiss francs)
- TV/Monitor 55", with floor stand/support, installation included, cost approx. 1000 CHF (Swiss francs)
- TV/Monitor 48", with floor stand/support, installation included, cost approx. 800 CHF (Swiss francs)

3. SETTING UP AND TEAR DOWN OF EXHIBITION

The time for setting up the exhibition is: **Monday 21 Oct., from 10:00 until 19:00** (later if required).

The exhibition will end on **Wednesday 23 Oct., at 16:00**. Time for **dismount until 19:00** (later if required).

Incoming/outgoing of material/equipment (details see next section):

- incoming: Monday 21 October
- outgoing: Wednesday 23 October after 16:00.

4. INCOMING/OUTGOING MATERIAL/EQUIPMENT

Due to limited personnel and storage space, it is **not recommended** to deliver material/equipment before the set-up day of the exhibition (Mon. 21 Oct.) and to keep stored items/equipment after the conference. This would be possible uniquely as exception, please contact us or the convention center in such cases.

The address for shipments is:

Palazzo dei Congressi
3DBodyTech
Piazza Indipendenza 4
6900 Lugano
Switzerland

Contact details:

<https://luganoconventions.com>

Tel. +41.58.866.66.30

Please mention the conference name 3DBodyTech.

Please be advised that all shipment costs, customs and import taxes have to be paid prior to delivery, the venue will not accept any C.O.D. (Collect on Delivery) shipment.

For receiving material/equipment during the set-up day of the exhibition Monday 21 October and for sending material/equipment after the end of the exhibition on Wednesday 23 October, it is strongly recommended that a responsible person will be present at the venue at the moment of arrival and departure of the items/equipment in order to avoid problems with documents/carnets/etc..

Please organize accordingly the arrival and departure of your items/equipment and provide the carrier with a mobile phone number where you can be reached at the venue.

Please consider the terms for import/export (import taxes, VTA, etc.) for your material/equipment. Please note that Switzerland is part of the Schengen area but is not part of the European Union.

ATA Carnet:

We strongly recommend all exhibitors to apply for a ATA Carnet. The ATA Carnet is an international customs and temporary import-export document, which simplify the customs procedures.

5. RESPONSIBILITY AT THE CONFERENCE VENUE

The exhibitor is fully responsible for the equipment/material exhibited at the venue.

It is specifically understood that the exhibitor assumes responsibility and liability for any damage caused by its equipment/material.

The exhibition area will be open during all conference hours, coffee breaks and lunch breaks.

It will be closed and locked at the end of the day.

6. AUDIO/VIDEO CONSENT AND RELEASE FORM

Presentations at the conference will be stored, recorded and/or streamed online. Additionally, videos at the exhibition floor will be recorded and/or streamed online. Exhibitors and presenters/speakers have therefore to submit a signed consent and release form.

Please fill, sign and send us the consent and release form available at the link below.

Note: multiple topics/presentations may be listed in a single form.

https://3dbody.tech/docs/3dbody2024_consentform.pdf

7. PRESENTATION AT TECHNICAL SESSIONS

All the exhibitor packages include at least one presentation at a technical session.

Presentation slots are attributed to exhibitors based on FCFS policy and upon availability in the program. We have scheduled presentations in selected technical sessions based on the topic of the presentations.

We need to receive from you, **for each presentation**, the following information and data:

1. The presentation title and if possible a summary/abstract or paper (ideally with images)
2. Name of the speaker/presenter (note: he/she has to be a registered participant)

Presentations at technical sessions are approx. **18 minutes long**, followed by additional 4 minutes for questions and discussion. Note: less or additional time may be available depending on the session.

No specific template is defined for the presentations. Presenters can freely design and setup them according to his/her style. LCD projectors in the conference rooms have HDMI connection and 16:9 display mode. Additional details are available at: <https://www.3dbody.tech/authors.html#guidelinespresentations>

At the link below, you can download the updated 3DBODY.TECH 2024 Conference Program. Please note that changes in the conference program (sessions, schedule, times) are possible until the week before the conference.

Conference program: https://3dbody.tech/docs/3dbody2024_program.pdf

Please inform us if you wish to **make changes**: change of schedule, cancel a presentation, request additional presentation slot(s).

Note: virtual exhibitors will hold remote/virtual presentations at the technical sessions. Please refer to the additional document for details.

8. SHORT PRESENTATION AT THE OPENING SESSION

GOLD and **SILVER** exhibitor packages include a short presentation at the opening session. These are intended as teasers and/or new product launches.

Please confirm if you wish to hold a short presentation of **max. 4 minutes** at the opening session. In case of new announcements and product launches, if possible, please send us an image and a title. Note: if requested, we will not publish these details before the conference.

9. SCHEDULED LIVE-STREAM DEMONSTRATIONS FROM THE EXHIBITION FLOOR

In order to give the possibility to online participants to "visit" the exhibition, a video crew will film, record and live stream demonstrations/presentations from the exhibition room. This option can be ideally used for **live demonstrations**, showcasing products and solutions. These sessions will also be available on the online platform after the conference and included in the e-proceedings.

GOLD, SILVER and BRONZE exhibitor packages include this option.

We have planned in the program different exhibitor live stream sessions, each **10-20 minutes long**.

Please confirm if you wish to make a demonstration at your booth to be recorded and live streamed. Live-stream sessions are attributed to exhibitors based on FCFS policy and upon availability in the program.

10. SCHEDULED LIVE-STREAM SESSION FROM YOUR HQS/OFFICES

Alternatively to the live-stream demonstration from the exhibition floor, GOLD and SILVER exhibitors can opt for a live-stream session from their HQs/offices.

Each session is **10-20 minutes long** (upon availability in the program) and **self-managed** by the exhibitor. This option can be used for live demonstrations from **your HQs/offices** of systems/solutions not showcased at the exhibition.

The session will be live streamed onto the online conference platform. It can also be displayed on a large screen at your booth in the exhibition room, so that both online and onsite attendees can watch it live.

Please contact us in advance if you wish to schedule a live demonstration from your HQs/offices.

11. ONLINE CONFERENCE PLATFORM

The 3DBODY.TECH online conference platform is accessible to all onsite and online participants: attendees, speakers, exhibitors. The online conference platform will be accessible from **21 Oct. 2024**.

The online conference platform allows to access live streams and recorded contents, and to use tools for networking with other online and onsite attendees, speakers, exhibitors, via messaging, chat, video calls.

An overview of the functionalities of the online conference platform is available at the following page: <https://3dbody.tech/platform.html>

Please note that **only registered participants** can access the online conference platform and actively communicate with other participants with messaging, chat, 1-to-1 video calls. The different exhibitor packages include at least **one registration** (onsite or online), which gives access to the online conference platform. Please contact us if additional registrations are required.

12. COMPANY AND PARTICIPANTS PROFILES ON THE ONLINE PLATFORM

You will receive separate links to edit/update the profiles of your company and your registered participants. These can be edited/updated as soon as you receive the links, even before the platform is accessible. These can also be edited/updated inside the online conference platform as soon as it is accessible.

Each **registered participants** (onsite or online registrations) will receive an individual email with an individual link to edit/update the profile. The email address provided in the registration form or sent us later will be used to identify each participant. Note: email addresses are not published, nor visible in the platform.

The following details can be edited/updated/added to your **participant profile**:

- Personal information: picture, biography, contact, social media
- Documents, external links
- Preferences/settings (only inside the online conference platform)

You will also receive an email with an individual link to edit/update the **company profile**.

We have already added some basic information to your company profile, as it is stated on our website.

You are free to change/update all the information and details.

The following contents can be edited/updated/added to your **company profile**:

1. Company name, email, description, logo
2. A single video: a video URL has to be provided (e.g. vimeo, Youtube)
3. A call-to-action button: text and a URL has to be provided
4. Contact details and social media
5. Documents: doc, ppt, pdf, jpg, png, maximal size 20MB
6. List of external links

13. BADGES WITHOUT QR CODE

Do to privacy concerns (as videos and images will be recorded during the event), the badges of all the participants of 3DBODY.TECH will not feature a QR code with the participant's contact details.

14. 3DBODY.TECH LOGO, SOCIAL MEDIA

At the following links, you can download our logo and banner image. The 3 zipped files includes our general 3DBODY.TECH logo, our 3DBODY.TECH 2024 logo, and 3DBODY.TECH 2024 banner images:

<https://3dbody.tech/docs/3dbodytechlogotransp.zip>

<https://3dbody.tech/docs/3dbodytech2024transp.zip>

<https://3dbody.tech/docs/3dbodytech2024callimg.zip>

You can use these logos and banner images for communication and marketing purposes.

In case of posting information/details on social media about your participation at 3DBODY.TECH, please tag our 3DBODY.TECH accounts on LinkedIn, Twitter/X, Instagram, Facebook.

15. TRAVEL AND ACCOMMODATION

Hotels and other accommodation in Lugano may be searched and reserved individually.

More detailed information about Lugano, access and travel are available at the following link:

<https://3dbody.tech/venue.html>

16. TEMPORARY IMPORTATION (CDTA + ATA CARNET)

The temporary admission procedure is intended for foreign goods which are used in Switzerland only for a limited period of time and which are not to be released into free circulation.

The following link give detailed information from the Swiss Federal Office for Customs:

<https://www.bazg.admin.ch/bazg/en/home/informationen-firmen/einfuhr-in-die-schweiz/besondere-einfuhrverfahren/voruebergehende-einfuhr.html>

17. TRAVELING VISA INFORMATION

Switzerland is an associated member state of the Schengen agreement and hence part of the Schengen area. For some countries visas may be required to travel to Switzerland. For more information, check with the Swiss embassy/consulate in your country or visit the web page of the Swiss Federal Office for Migration:

https://www.sem.admin.ch/sem/en/home/themen/einreise/merkblatt_einreise.html

We can provide a formal letter of invitation to participants requiring it. Please contact us in advance.

18. CONTACT

For further information and questions you can contact the conference office:

Conference office: HOMETRICA CONSULTING - Dr. Nicola D'Apuzzo
Contrada Maggiore 2, CH-6612 Ascona, Switzerland
Tel.: +41.91.791.5524

Conference email: info@3dbody.tech

Hometrica Consulting - Dr. Nicola D'Apuzzo, Switzerland, 2024