VISION 2020 – How has eye banking contributed to this global initiative?

SPONSORSHIP GUIDE

www.2020.eeba.eu
1. Welcome to EEBA 2020

On behalf of the German Society for Tissue Transplantation (DGFG) it is my pleasure to invite the prospective partners, exhibitors and sponsors to support the XXXII Annual Meeting of the European Eye Bank Association (EEBA), which will take place in Hannover from 16 to 18 January 2020 in the beautiful meeting venue of Schloss Herrenhausen.

As you know, the Annual Meeting of the EEBA is an important event with a very special meaning for the eye banking community. The target of the Vision 2020 global initiative – to eliminate avoidable blindness – has been chosen as the central theme for the Meeting. In 2020, we expect some 300 technicians, ophthalmologists and scientists from eye and tissue banks, eye clinics, ophthalmic hospitals and local health authorities, as well as national and global non-profit eye care organisations.

Processing and corneal storage methods, quality management, microbiological safety and corneal transplantation will be featured aspects of the programme. EEBA 2020 will be the first meeting with a series of interactive training workshops together with a wet lab, where technicians, physicians and allied eye bank staff will have the opportunity to discuss and reflect on important questions concerning eye banking and tissue donation. Besides the oral presentations, on the exhibition floor, delegates will have the chance to participate in a guided tour highlighting the poster presentations.

Next year, for the first time, all attending organisations and individuals are invited to actively participate in a photo and art contest to make visible the “The Art of Tissue Donation, Processing and Transplantation” to the EEBA community and beyond.

The EEBA Annual Meeting is appreciative of all its longstanding links with exhibitors and sponsoring partners. We also welcome new medical equipment and supply companies and healthcare organisations to join us in Hannover. Your active participation is the basis of this meeting’s success. We sincerely hope you will make use of the numerous opportunities to engage with the meeting participants and take the chance to showcase your products and services to an audience of eye bank technicians, ophthalmologists and scientists by participating at EEBA 2020.

We are looking forward to a great EEBA 2020!

Kind regards,
Martin Börgel, Chairman of the Local Organising Committee
2. General Information

Date / Exhibition hours

<table>
<thead>
<tr>
<th>Date / Exhibition hours</th>
<th>January 16, 2020</th>
<th>10:00 – 15:00</th>
<th>Set up</th>
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<tbody>
<tr>
<td></td>
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<td>14:00 – 18:00</td>
<td>Workshops</td>
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<td>19:00 – 20:30</td>
<td>Welcome Reception</td>
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<table>
<thead>
<tr>
<th>Date / Exhibition hours</th>
<th>January 17, 2020</th>
<th>09:00 – 17:30</th>
<th>Exhibition</th>
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<tr>
<td></td>
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<td>19:30 – 23:30</td>
<td>Meeting Dinner</td>
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<table>
<thead>
<tr>
<th>Date / Exhibition hours</th>
<th>January 18, 2019</th>
<th>08:30 – 14:00</th>
<th>Exhibition</th>
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<tr>
<td></td>
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<td>14:30 – 15:30</td>
<td>Dismantling</td>
</tr>
</tbody>
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Host Association

European Eye Bank Association
Via Paccagnella n. 11 - Padiglione Rama
30174 Zelarino – Venice (Italy)
web: [www.europeaneyebanks.org](http://www.europeaneyebanks.org)

Head of Organising Committee

Martin Börgel
Deutsche Gesellschaft für Gewebetransplantation
Gemeinnützige Gesellschaft mbH (DGFG)

Registration/Organising Secretariat

INTERCOM Dresden GmbH
Sylvia Neumann
Zellescher Weg 3
01069 Dresden

E-Mail: sneumann@intercom.de
phone: +49 (0) 351 320 17 320
fax: +49 (0) 351 320 17 333
web: [www.intercom.de](http://www.intercom.de)

Meeting homepage


Venue

Schloss Herrenhausen GmbH
Herrenhäuser Straße 5
30419 Hannover, Germany
web: [www.schloss-herrenhausen.de](http://www.schloss-herrenhausen.de)

Meeting language

English

Expected number of scientific participants

250-300
3. Meeting Venue: Schloss Herrenhausen

A warm welcome to Schloss Herrenhausen! The castle, rebuilt based on the plans of court master Georg Laves, offers a unique setting for high-caliber events. This venue combines the very best of two worlds: historical ambience and the most advanced event technology, full professional services and attractive surroundings. Well equipped for a variety of functions - Schloss Herrenhausen is a place of exciting contrasts. They appear for example in the architecture and design: classical exterior, modern interior.
4. Floor Plan
5. Sponsoring Packages

Gold Sponsor

- 5,000 € + VAT 19%
- Mentioned as Gold Sponsor in the printed programme and on the meeting website with company logo and link to own homepage
- 1-page advertisement - colour in the printed meeting programme (DIN A5)
- Name and logo of the company on slides shown during the meeting (between sessions)
- Complimentary exhibition space 6 sq. m. (3 x 2) with power connection; on first come first served basis
- 3 free registrations (incl. access to the programme, coffee & lunch breaks, welcome reception and Gala Dinner)
- Possibility to distribute 1 company brochure in each meeting bag
- Permission to place one company roll-up banner at a premium location (entrance auditorium)
- Official acknowledgement to the Company for their contribution at the Gala Dinner

Silver Sponsor

- 3,500 € + VAT 19%
- Mentioned as Silver Sponsor in the printed programme & meeting website with company logo and link to own homepage
- half-page advertisement-colour in the printed meeting programme (DIN A5)
- Name and logo of the company on slides shown during the meeting (between sessions)
- Complimentary exhibition space 4,5 sq. m. (3 x 1,5) with power connection on first come, first served basis)
- 2 free registrations (incl. access to the programme, coffee & lunch breaks, welcome reception and Gala Dinner)

Exhibition Space

- Type A: 2,750 € + VAT 19%
- Type B: 2,000 € + VAT 19%
- Booth space Type A: 4,5 sq. m. (3 x 1,5 m) or
- Booth space Type B: 3 sq. m. (2 x 1,5 m)

Included in both packages:
- 1 free registration (incl. access to the programme, coffee & lunch breaks, welcome reception and Gala Dinner)
- Company name on the meeting website
- Logo in the printed programme

Add. Exhibitor

- Person: 235 € + VAT 19%
5.1 Other sponsorship opportunities

**Gala Dinner or Welcome Reception**

It is possible to sponsor the Welcome Reception on the first day or the Gala Dinner on the second evening of the EEBA Annual Meeting. The sponsor will obtain:

- Company logo on the buffet
- Acknowledgement during the dinner and in the final programme

1.500 € + VAT 19% (Each limited to one sponsor)

**Coffee / Lunch breaks**

You have the opportunity to sponsor the coffee and lunch breaks. The sponsor will obtain:

- Company logo beside the meeting logo on the buffet
- Acknowledgement in the final programme and on the meeting official website

500 € + VAT 19% / each (Unlimited sponsors)

**Meeting bag**

The meeting bag will be distributed to all delegates (estimated 300) upon registration in Hannover. You have the opportunity to sponsor the meeting bags. The sponsor will obtain:

- Company logo on the meeting bag
- Acknowledgement in the final programme and on the meeting official website.

1.500 €+ VAT 19% (Plus material costs, limited to one sponsor)

**Lanyards**

You can provide the lanyards distributed to all delegates upon registration in Hannover. The sponsoring company is responsible for producing the estimated 300 lanyards. Please ask the organising committee for information about the requirements for the lanyard.

750 € + VAT 19% (Limited to one sponsor)
**Pens in the meeting bags**

You can provide pens, which are inserted into the meeting bags. The sponsoring company is responsible for producing the estimated 300 pens.

500 € + VAT 19% (Limited to one sponsor)

**Note pads in the meeting bags**

You can provide note pads, which are inserted into the meeting bags. The sponsoring company is responsible for producing the estimated 300 note pads.

500 € + VAT 19% (Limited to one sponsor)

**Leaflets in meeting bags**

We offer the opportunity to insert your company leaflet into the meeting bags (estimated 300 leaflets), must be supplied by your company). The sponsoring company is responsible for the delivery of the leaflets to the organiser.

600 € + VAT 19% (Unlimited sponsors)

**Gift for attendees**

Including sponsor's logo on the gifts that will be handed out to the participants with the meeting bags.

400 € + VAT 19% (Limited to three sponsors)

**Poster Session “presented by”**

Support the poster session and get your company logo placed on the pin walls.

400 € + VAT 19% (Unlimited sponsors)

**Link your company logo on the meeting webpage with your own**

Give visitors of the meeting webpage an easy way to reach you in advance of EEBA 2020.

500 € + VAT 19% (Unlimited sponsors)

**Business presentation**

Present your company in a presentation (15 min) during the official programme.

1.000 € + VAT 19% (Limited to one sponsors)
**PowerPoint presentation**

Your provided slide (one) will be shown in the auditorium during the meeting breaks.

700 € + VAT 19% (Unlimited sponsors)

**Sponsoring Wet-Labs**

On January 16, 2020, there will be several workshops together with some wet labs you can sponsor. The different sponsoring amount is due to the different expenses of the workshops. Each workshop will last about 1 h. Most workshops are held twice. You can choose which workshop you would like to sponsor:

- limbal stem cells
- cell counting
- IT, data banking & validation
- promotion & fundraising
- techniques for lamella preparation
- slit lamp
- donor cases
- donor consent & next of kin interview

**Meeting photos USB-Stick**

Provide a memory stick with the meeting photos to the participants on the last day of the meeting. The USB-Stick is branded with your company logo.

**on request** (Limited to one sponsor, incl. costs for photographer and memory stick)

**Roll-up Banner**

Get your roll-up banner placed next to the registration desk or other premium location.

300 € + VAT 19% (Unlimited sponsors)

**4.5 Advertisement in Meeting Programme**

- Inside cover colour – 2nd / 3rd cover page
  
  1.500 € + VAT 19%

- Outside back cover colour – 4th cover page
  
  1.800 € + VAT 19%

- Inside full page – black and white
  
  600 € + VAT 19%

- Inside full page – colour
  
  800 € + VAT 19%

The contractor is responsible for the graphic design of the advertisement. The advertisement must be delivered ready for printing and at the expense of the contractor. The position of the advertisement is assigned on a first come, first served basis.
6. Liabilities / Terms and conditions

Presentation of products or services

The purpose of the exhibition programme is to present products and/or services relevant to the participant’s professional interests. The exhibitors should therefore emphasize instruments, products or services for use in the eye and/or tissue bank laboratory, in the operating theatre, or for teaching and research purposes.

Booth spaces are limited (around 16) and reservations will be handled on a first come, first served.

All registered exhibitors will be listed in the final meeting announcement and included in the meeting guide and abstract booklet.

Applications for space must be received by August 1, 2019. INTERCOM Dresden GmbH reserves the right to make short-term changes.

INTERCOM Dresden GmbH reserves the right, at its sole discretion, to accept or deny applications for exhibition space and to allocate space among exhibitors.

The exhibitor covers all other costs and risks in relation to the building as well as to the construction and the support of the company’s stand. Furthermore, the exhibitor has to take out an insurance policy against civil liability and damages. The total costs of the exhibition space must be paid before installation; otherwise you will not be allowed to obtain the booth.

The poster sessions and coffee breaks of the meeting are located in the same hall to encourage interaction between the exhibitors and the meeting participants. The exhibition is fully integrated into the activities of the meeting.

Please note:

If you are interested in participating in the 2020 EEBA Annual Meeting in Hannover, you are asked to complete the enclosed application form. After receiving your registration, a contract will be sent to you.

After the receipt of your application form your registration will be considered binding. In the event of a cancellation, INTERCOM Dresden GmbH retains the right to charge a cancellation fee to the amount of 50% of the ordered services. In case of a cancellation after September 2, 2019 there will be no refund.

Storage, set up and dismantling

Because of the limited storage space at the venue, the organisers cannot guarantee to fulfil all requirements concerning the storage of materials. Please take this detail into account when planning for the delivery of your material. INTERCOM Dresden GmbH assumes no liability for damage and/or theft. The precise time schedule for set up and dismantling, as well as information on sending materials, will be announced at least 4 weeks prior to the meeting start date.
# 7. Exhibition Registration Form

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<thead>
<tr>
<th>Company:</th>
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<tbody>
<tr>
<td>Contact person:</td>
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<tr>
<td>Address:</td>
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<tr>
<td>Invoicing address (if different):</td>
</tr>
<tr>
<td>Purchase order number</td>
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<tr>
<td>Phone:</td>
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<tr>
<td>E-mail:</td>
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</table>

**Sponsorship (page 6):**

- **Gold** (incl. booth 6 sqm)  
  5,000 € + VAT 19%

- **Silver** (incl. booth 4.5 sqm)  
  3,500 € + VAT 19%

**Exhibition space:**

- **Type A**: 4.5 sqm (3 x 1.5 m) incl. 1 Registration (as mentioned above)  
  2,750 € + VAT 19%

- **Type B**: 3 sqm (2 x 1.5 m) incl. 1 Registration (as mentioned above)  
  2,000 € + VAT 19%

**Special requirements:**

**Other sponsorship opportunities:**

We are interested in the following options:

- **Gala Dinner or Welcome Reception**  
  1,500 € + VAT 19% (each)

- **Meeting bags**  
  1,500 € + VAT 19%

- **Business Presentation**  
  1,000 € + VAT 19%

- **Lanyards**  
  750 € + VAT 19%

- **Power Point Presentation**  
  700 € + VAT 19%

- **Leaflets in meeting bags**  
  600 € + VAT 19%

- **Coffee/ Lunch breaks**  
  500 € + VAT 19%

- **Company logo on webpage, linked to own homepage**  
  500 € + VAT 19%

- **Pens and note pads in the meeting bags**  
  500 € + VAT 19% (each)

- **Gifts for attendees in meeting bags**  
  400 € + VAT 19%

- **Poster Session**  
  400 € + VAT 19%

- **Roll-up Banner**  
  300 € + VAT 19%
USB-Sticks:
☐ We are interested in sponsoring the USB-Stick which provides the photos of the meeting.

Wet-Labs Workshops:
☐ We are interested in sponsoring a Wet lab / Workshop. Please contact us for further information.

Advertisement:
☐ Inside cover - colour (2nd / 3rd cover page) € 1,500 + VAT 19 %
☐ Outside back cover - colour (4th cover page) € 1,800 + VAT 19 %
☐ Inside full page - black/ white € 600 + VAT 19 %
☐ Inside full page – colour € 800 + VAT 19 %

Cancellation:
Once having received your application, the registration will be binding. We will confirm your requested booth type or sponsoring immediately, and you will receive an invoice.

The charge for exhibition space, advertisement and booth is payable within 14 days of the invoice date. Notification of cancellation should be sent in writing to INTERCOM Dresden GmbH. If the cancellation is received before September 2, 2019, 50% of the total amount paid will be refunded. No refund will be paid after that date, although substitutions are possible.

Herewith, I agree to the above (incl. general conditions).

.................................................. .................................................. ..................................................
Signature Company/ stamp Date

To validate your registration, please return this form with all requested details a.s.a.p. (please use block characters) per fax or via e-mail to:

INTERCOM Dresden GmbH
Sylvia Neumann
fax: +49 (0) 351 320 17 333
e-mail: sneumann@intercom.de
HANNOVER IS LOOKING FORWARD TO WELCOMING
THE DELEGATES, EXHIBITORS AND SPONSORS OF THE EUROPEAN EYE BANK ASSOCIATION.

SEE YOU IN HANNOVER 2020!

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Zellescher Weg 3
01069 Dresden

phone: 49 (0) 351 – 320 173 20
fax: 49 (0) 351 – 320 173 33
e-mail: dresden@intercom.de
homepage: www.intercom.de

Managing Director:
Steffen Breier, Ingo Stegmann
Amtsgericht Dresden HRB 15498

Date: May 2019

Subjects to change!

Photo first page: ® Schloss Herrenhausen

Disclosure to third parties is not permitted.