



# **SOE 2017 Congress Exhibition Technical Manual**

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# EXHIBITOR LIST AND FLOORPLAN

The Exhibitor Listing and latest Exhibition Floor plan can be viewed and downloaded on the SOE 2017 Congress official website, at the following link: <http://soe2017.org/exhibition-sponsorship/floor-plan-list-of-exhibitors/>

## INTRODUCTION

### Dates

The Congress of the European Society of Ophthalmology 2017 (SOE 2017) will take place at the Centre Convencions Internacional Barcelona (CCIB), Barcelona, Spain. Exhibition build up will take place on Thursday 8 June and Friday 9 June 2017 (unloading large stands will take place on the morning of Thursday, 8 June 2017), in preparation for the Exhibition open days, Saturday 10 June – Monday, 12 June 2017. Please note the exhibition will be CLOSED on the morning of Tuesday, 13 June 2017.

### Definitions

In this manual the following terms are defined as:

**Congress Secretariat:** Simply Events (UK) Limited

SOE 2017 is the Congress of the European Society of Ophthalmology (SOE)

**Exhibition:** The Trade Exhibition being held in conjunction with the SOE 2017 Congress

**Exhibitor:** Includes any person, firm, company or corporation and its employees and agents to whom space(s) has been allocated for the purpose of exhibiting at the Trade Exhibition

**Exhibition Organisers:** SOE 2017

**Premises:** Those portions of the Centre Convencions Internacional Barcelona (CCIB), Barcelona, Spain licensed to the Exhibition Organisers

**Sponsor:** Includes any person, firm, company or corporation and its employees and agents, who have contracted to sponsor the SOE 2017 Congress.

**The CCIB:** Centre Convencions Internacional Barcelona (CCIB), Barcelona, Spain

### Exhibition Organisers

SOE 2017 Congress

Tel: +44 (0) 7830221032

Email: [soe2017.industry@soevision.org](mailto:soe2017.industry@soevision.org)

Contact: Josephine Gordon

### Exhibition Venue

The exhibition will be held in Halls 1 and 2 of the Centre Convencions Internacional Barcelona (CCIB)

Centre Convencions Internacional Barcelona (CCIB)

Plaça de Willy Brandt, 11-14

08019 Barcelona, Spain

View the venue web site here (<http://www.ccib.es/>)

Please refer to the exhibition floor plan on the SOE 2017 website ([www.soe2017.org](http://www.soe2017.org)) for the exact location of your stand.

For further information about the venue, including how to travel to the venue, please visit <http://www.ccib.es/>

### Provisional Exhibition Dates and Opening Times

Thursday, 8 June 08:00 – 20.00 - Build-Up (FREE BUILD ONLY)

Friday, 9 June 08:00 – 20.00 - Build-Up

Saturday, 10 June 09.15 – 17.45 - Open

Sunday, 11 June	09.15 – 17.45 - Open
Monday, 12 June	09.15 – 17.45 - Open
Monday, 12 June	18.00 – midnight Breakdown
Tuesday, 13 June	Exhibition closed

In the unlikely event that these times have to be changed, exhibitors will be notified accordingly. If exhibitors need further time for build-up please contact the SOE Secretariat on [soe2017.industry@soevision.org](mailto:soe2017.industry@soevision.org).

### **Exhibition Contractor**

The CCIB is contracted as the official contractor for the provision of shell scheme and shell scheme accessories and exhibition services.

**All orders for exhibition services can be made via the online forms at the following link:**  
<http://www.ccib.es/european-congress-of-ophthalmology-soe-2-aa7-2>

### **Opening Times for CCIB (exhibition contractor) Exhibitor Support Desk**

The Desk will be located in the exhibition area at the following hours:

Thursday, 8 June	08:00 – 20.00 - Build-Up (FREE BUILD ONLY)
Friday, 9 June	08:00 – 20.00 - Build-Up
Saturday, 10 June	09.15 – 17.45 - Open
Sunday, 11 June	09.15 – 17.45 - Open
Monday, 12 June	09.15 – 17.45 - Open
Monday, 12 June	18.00 – midnight Breakdown

### **Rules and Regulations**

We remind all exhibitors to pay particular attention to the Rules and Regulations as set out by the organisers at the end of this document and the CCIB General EXPO Regulations (separate document on the SOE website).

### **Guidelines on Events and Hospitality**

Companies are advised to adhere to the guidelines for hospitality and events as per the rules and codes in Spain and their own pharmaceutical and device manufacturer's codes. It is not the responsibility of the Congress Organiser to monitor these codes for exhibitors and sponsors but is up to each company participating to adhere to all necessary codes and guidelines.

### **Registration Opening Times (Provisional)**

On-site registration will begin on Friday, 9 June. Registration desks will be located inside the Entrance Hall of the CCIB. The registration desks will be open during the following hours:

Friday, 9 June	07:30 – 18:00
Saturday, 10 June	07:00 – 18:00
Sunday, 11 June	07:30 – 18:00
Monday, 12 June	07:30 – 18:00
Tuesday, 13 June	07:30 – 13:00

***(Please note these times are provisional and are subject to change).***

### **Joining Instructions – On-Site Information for Exhibitors**

Joining Instructions will be sent to exhibitors four weeks in advance of the Congress and will contain useful information concerning your participation, including distribution of contractor passes and confirmation of loading bay schedules.

### **Scientific Programme**

All session halls are located within the CCIB. Details of plenary and parallel sessions will be contained within the Final Programme. For more information on the Scientific Programme please visit the SOE 2017 website (<http://soe2017.org/scientific-programme>) where you will find the latest information on the Programme including the Programme at a Glance.

### **Scientific Posters – Electronic Posters**

The electronic scientific poster areas will be located at the back of the exhibition area. There will also be 3 lunchtime 'Talking Poster' Sessions which will be located in the same area.

# GENERAL INFORMATION

## Badges

### - Contractor badges

**Contractor badges will be issued to all exhibiting personnel and their contractors for both build-up and break down periods. Access to the exhibition area during build-up will not be permitted without a build-up contractor badge.**

Free build stand personnel arriving on site on 8 June must have ID with them to show to security in order to access the building and obtain a build-up badge. All stand contractors and personnel arriving on 9 June be able to get their exhibitor badges from the SOE Exhibitor Desk.

### - Stand Personnel

Access to the Exhibition during opening hours will be granted only to people registered for the Congress and wearing their badges. Access to the Exhibition 30 minutes prior to opening, and 30 minutes after closing, during official Congress open days, will be granted only to exhibitors wearing their Exhibitor badges. Misuse of Exhibitor Badges or any other method used to assist unauthorised personnel to gain admittance to the Exhibition area will be cause of expulsion of the Exhibitor and representatives from the Exhibition area.

### - Name Badge Allocation

SOE 2017 will contact all exhibitors to register stand personnel and active participants in April 2017. The number of complimentary Exhibitor badges depends on the size of your stand. For all queries regarding registration please contact SOE 2017 Registration Dept. on [soe2017.registration@soevision.org](mailto:soe2017.registration@soevision.org)

Additional Exhibitor Badges will be charged at EUR 140 including VAT per badge.

## Bar Code Readers (Lead Retrieval) and Participant Badges

Participant badges will be bar coded.

Companies can order Bar Code Readers on the relevant SOE 2017 order form.

## Carpet

The exhibition Hall aisles will be carpeted with red carpet. For those companies that have ordered shell stands they will be carpeted with grey carpet.

## Catering

Catering services in the exhibition will be provided exclusively by the CCIB Caterers. You can order F & B requirements for the exhibition via the CCIB Order Forms.

For specific requests please contact:

Andrea Ondiviela –

Email: [andrea.ondiviela@fbccib.es](mailto:andrea.ondiviela@fbccib.es)

Tel. +34 933561360

## Catalogue – Editorial Entry

Each exhibitor will be listed in the Final Programme and may have a maximum of 75 words (excluding name and address), free editorial copy (Company Profile only). Please note the content can only be Company Profile and not advertising a satellite symposium etc. The editorial should contain company name, company address, telephone, email and contact name and a company profile of 75 words or less. The editorial entry should be returned to the 2017 Congress secretariat via email to [soe2017.industry@soevision.org](mailto:soe2017.industry@soevision.org) **no later than Monday, 6 March 2017** to ensure that the details in the Programme are correct. **In case of no reply by the deadline, we will consider that you agree to have only the company name, address and booth number of your company as given on the exhibitor application form for space.**

## Cleaning (General and Stand Cleaning)

The Organisers are responsible for the cleaning of the aisles and public areas within the Exhibition on a daily basis. Cleaning of the exhibition stands is not included in the cost of the stand.

Stand cleaning can be ordered from the official stand contractor, CCIB, via the online order form.

## **Congress Documentation**

Exhibitors are entitled to ONE Congress bag per company containing the documentation that will be given to full Congress participants; this will ensure that Exhibitors have relevant Congress information on their stands. The bag will be handed to a representative of the company when registering. The representative will be asked to sign for the bag at the time of collection.

## **Conduct**

Although the Exhibition Organisers do not wish to interfere with the presentation of exhibitors' products and services, they would remind exhibitors that no visual or audible nuisance may be caused to any exhibitor OR by any exhibitor's stand activities. Projected images, however generated, may not be displayed onto aisles, venue walls, or ceiling, or onto other stands. **If a theatre style area will be included as part of the stand these should be agreed by the Congress Committee and headphones must be used by those attending. All requests must be received by 12 May 2017.**

## **Contractors**

Free build exhibitors are free to appoint stand designers and construction contractors of their choice. It is, however, each company's responsibility to ensure that all such contractors are familiar with the SOE 2017 Exhibition and CCIB regulations and they comply with these and health and safety requirements.

## **Custom Clearance and Freight Forwarding**

The Exhibition Organisers have appointed Meritex International Freight Services Limited as the official freight forwarding and onsite handling agent for SOE2017. Meritex will also be pleased to offer customs clearance services for importation of goods for the exhibition. Please contact them directly for a quotation or further information:

### **Meritex International Freight Services Ltd**

T: +44 1392 454999

F: +44 1392 454998

E: jana@meritex.co.uk

Contact: Ms Jana Savcenko

Please see forms and information on the SOE 2017 website at <http://soe2017.org/exhibition-sponsorship/exhibition-technical-manual/>

It is the Exhibitor's responsibility to carry out correct customs formalities for equipment and products arriving from abroad into Spain. The Exhibition Organisers will not be held responsible for any difficulties that may arise in connection with such formalities.

Exhibitors are not recommended to send shipments by courier service as it may cause problems with customs clearance.

## **Damage to the Premises**

No nails, screws or other fixtures may be driven into any part of the Premises including floors and shell walls. Nor may any part of the premises be damaged or disfigured in any way. Should any damage occur to the venue and/or the shell scheme stand, the Exhibitor responsible will be invoiced for any reparation charges incurred.

## **Participant Bag Inserts**

Exhibitors wishing to insert a leaflet in the participant bag are welcome to do so at a cost of €4500 + VAT. Leaflets should be no larger than A4 page, single fold or similar, maximum weight of 20g. The advert may be advertising, an invitation or a company message, and will be inserted into the Congress bag on your behalf by the Exhibition Organisers. Exhibitors wishing to have inserts included in delegate bags please contact the Exhibition Organisers on [soe2017.industry@soevision.org](mailto:soe2017.industry@soevision.org). A sample of the leaflet must be emailed to the Congress organisers for approval before **Tuesday, 2 May 2017**. Upon confirmation of your insert, you will be sent details of delivery, number of copies needed, address and timing. Please email to [soe2017.industry@soevision.org](mailto:soe2017.industry@soevision.org).

## **Deliveries**

Please contact Meritex International Ltd for instructions and to book your offloading slot.

Please ensure that arrangements have been made if lifting equipment is required to move materials from delivery vehicles. To arrange freight forwarding and unloading assistance, please contact the official Freight Forwarder.

## **For any deliveries on or after Saturday, 10 June requiring no handling assistance please address as follows – (delivery address during set up):**

Meritex International  
ref.: SOE 2017 / Company Name / Booth number  
Centre Convencions Internacional Barcelona (CCIB)  
Plaça de Willy Brandt, 11-14  
08019 Barcelona, Spain

Please be advised that neither the Exhibition Organisers nor the CCIB can accept deliveries on an exhibitor's behalf and arrangements must be made for a stand/company representative to be available when deliveries are made. Please refer to the freight forwarding information on the SOE 2017 website.

As a courtesy to the participants and your fellow exhibitors, deliveries or the removal of any equipment to and from stands must be made within 30 minutes before or after exhibition open hours.

## **Electrical Services**

Please note that it is compulsory to order the main electrical switchboard from the CCIB. It is not allowed to connect directly any items to the CCIB facilities. Please order via CCIB – see related online Order Form.

## **Electronic Poster Area**

Scientific posters will be in electronic format, as per previous SOE Congresses. There will also be 3 lunchtime 'Talking Poster' Sessions within the Electronic Poster area.

## **Floor covering**

The aisles of the exhibition hall will be carpeted in red carpet.

## **Floor Loading**

Maximum floor loading is 2500kg/sqm

## **Floral and Plants**

Please order via CCIB – see related online Order Form.

## **Furniture**

Please order via CCIB – see related online Order Form.

## **Gangways**

Gangways must be kept clear at all times and free for passage. Any exhibitor who continues to cause obstruction or nuisance after notice has been given will be liable to have their stand closed by the Exhibition Organisers at the exhibitor's expense and risk. Exhibitors will not be allowed to display exhibits in such a manner as to obstruct light or impede or project over gangways or affect the display of neighbouring exhibitors.

## **Health and Safety**

Exhibitors are advised that Health and Safety Guidelines are followed that require any equipment being operated or demonstrated shall be inherently safe and not create a hazard to the demonstrator or visitor.

### **Hotel Accommodation**

Exhibitors are advised to make their own reservations via the official Congress Agency. Please visit the SOE 2017 website to make your reservation online and for more information at <http://soe2017.org/hotel-accommodation/>

### **Insurance including Fire Insurance**

Exhibitors are required to take out appropriate insurance, especially third part liability. It remains the Exhibitors' full responsibility to insure themselves appropriately.

Particular attention is drawn to the need for the following (this is not an exhaustive list):

*Abandonment Insurance:* Please see the various Cancellation clauses detailed in the Rules and Regulations included in this Exhibition Technical Manual and insure against cancellation accordingly.

*Stand, Fixtures and Similar Insurance:* All risks of the loss or damage to the Exhibitors' property, fixtures, fittings and all other property of a similar nature, such as the personal effects of the directors, principals and employees, whilst at the Venue and in transit from the Exhibitors' premises to the Exhibition and return should be covered by the Exhibitor.

### **Leaflet Distribution**

Leaflets may not be distributed from anywhere other than the Exhibition stands. Leaflets displayed or distributed at any other point throughout the venue will be removed and destroyed by the Exhibition Organisers.

### **Loading Bay**

All deliveries must be co-ordinated with Meritex International Ltd who will send information concerning the build-up and breakdown access.

### **Noise Levels**

Exhibitors may not use audible equipment which may be heard outside the exhibitors' assigned space. Microphones and other voice enhancing devices are not accepted.

Although the Exhibition Organisers do not wish to interfere with the presentation of exhibitors' products and services, they would remind exhibitors that no visual or audible nuisance may be caused to any exhibitor by any exhibitor's stand activities. Projected images, however generated, may not play onto aisles, venue walls, and ceiling or onto other stands. **If a theatre style area will be included as part of the stand these should be agreed by the Congress Committee and headphones must be used by those attending. All requests must be received by 12 May 2017.**

### **Occupation of Stand Space**

Unless otherwise agreed in writing by the Exhibition Organisers, exhibitors are not authorised to sublet, share or reallocate the stand and all monies paid shall be forfeited.

### **Parking**

There is no parking at the CCIB however local car parks can be seen on the plan below:





**For lorry parking close to the CCIB please visit the following link:**

Link: [http://www.regesa.cat/actuacio\\_detall.php?idioma=en&c=PA05001](http://www.regesa.cat/actuacio_detall.php?idioma=en&c=PA05001)

### Passport, Visa and Letter of Invitation

Participants are advised to make their own arrangements with respect to entering Spain. Individuals requiring an official letter of invitation in order to obtain a visa and authorisation to attend the Congress are kindly asked to visit the Congress website where more information is available:

<http://soe2017.org/registration-accommodation/letter-of-invitation/>; please apply for the visit within a reasonable time (minimum 3 months) before the planned travel.

### Payment

The Exhibition Organisers and contractors will accept payment in euros € only.

**Any exhibitors that have NOT paid in full for their Exhibition space prior to the build dates will not be permitted access to their stand.**

### Rigging

Please order rigging above your stand via the CCIB online Order Forms. Please note that the item that is suspended must fall within the area directly above or within the Exhibition stand. The height of the suspended items is restricted 7m including any truss, tops of banners etc.

### Risk Assessment Forms

All exhibitors (free build and shell scheme) are requested to complete the Risk Assessment forms with this manual and also the CCIB form included in the CCIB electronic forms.

### Security

Exhibitors are requested to use common sense precautions at all times and to ensure that all stand personnel wear identity badges. Should any suspicious or unidentified articles be discovered, they must be reported to the Exhibition Organisers immediately. The security provided by the Exhibition Organisers has

been implemented to prevent unauthorised access to the exhibition areas and not to secure the contents of exhibition stands. Each Exhibitor is responsible for their property and necessary precautions should be taken.

### **Smoking Policy**

Smoking is prohibited in the entire venue. SOE is a non-smoking Congress.

### **Stand Design – Submission of Plans**

All stands that wish to build above the height limit of 2.5 metres, must submit to scale plans with supporting pictures to the Exhibition Organiser.

Please email plans to [soe2017.industry@soevision.org](mailto:soe2017.industry@soevision.org) by 7 April 2017.

### **Stand Height**

**No walls on a stand must exceed 4m in height. No stand should exceed 7m in height including any banners above the stand.**

### **Stand Personnel**

Personnel such as mechanics and related staff must be registered as stand personnel and will be counted as part of your personnel allocation for the stand. Companies interested in hiring hostesses for stand hospitality and symposia services should book via the CCIB online Order Form.

### **Stock Deliveries**

Exhibitors needing to re-stock their stands during the exhibition should make arrangements to do so prior to opening times. Deliveries will not be permitted during exhibition open hours.

### **Storage space on-site**

Meritex International Ltd have been appointed as the official transport, lifting, shipping and storage contractors for this event. Please refer to the freight forwarding information on the SOE 2017 website.

### **Trolleys**

Please be advised that exhibitors, non-official contractors and other freight forwarders are not allowed to operate pallet truck and forklifts inside the halls. Please contact the official freight forwarder, Meritex International Ltd, if you want to order trolleys or fork lifts.

### **Water**

Water is possible in various areas of the exhibition hall and the stand contactor should contact the CCIB for specific requests.

# BUILD UP AND BREAK DOWN

## Contractor Badgers

**Contractor badges will be issued to all exhibiting personnel and their contractors for both build-up and break down periods. Access to the exhibition area during build-up will not be permitted without a build-up contractor badge.**

Free build stand personnel arriving on site on 8 June must have ID with them to show to security in order to access the building and obtain a build-up badge. All stand contractors and personnel arriving on 9 June will be able to get their badges from the SOE Exhibitor Desk.

Access to the exhibition area will not be permitted without a valid contractor badge.

## Build Up Times (Provisional) - Build Up Schedule

Exhibitors with free-build stands will have access to the Exhibition Area from 08.00 on Thursday 8 June and all other exhibitors from 08.00 Friday 9 June.

**Please contact Meritex to arrange deliveries and unloading of your stand.**

Basic shell scheme and carpeting will be in place at 08.00 on Friday, 9 June onwards.

**All stands should be completed to the satisfaction of the Organisers by 20.00, Friday 9 June 2017.**

Thursday 8 June	08:00 – 20.00 - Build-Up (FREE BUILD ONLY)
Friday 9 June	08:00 – 20.00 - Build-Up
Saturday 10 June	09.15 – 17.45 - Open
Sunday 11 June	09.15 – 17.45 - Open
Monday 12 June	09.15 – 17.45 - Open
Monday, 12 June	18.00 – midnight Breakdown

## Break Down Times

The Exhibition will close officially at 17.45rs on Monday, 12 June 2017. Break down of stands **may not** commence before 18.00hrs on that day to allow participants to leave the exhibition area. The exhibition area must be cleared of all exhibits/stands/materials by 24.00hrs on Monday, 12 June 2017. Exhibitors will be responsible for any charges incurred if the CCIB is not clear by this time.

## Unloading Details

For unloading please contact Meritex International Ltd; exhibitors will be allocated a time and door at which to unload. It is imperative that these times and locations are adhered to and that exhibitors follow the instructions of the traffic marshals at all times. Each vehicle will have an unloading time of 60 minutes. Vehicles must be removed as soon as unloading is complete.

To facilitate this, you **MUST** contact the official freight forwarder, Meritex International and give them details of your preferred unloading time and the size and type of vehicle you intend to use for delivery of your goods and equipment. The Freight Forwarding agent will endeavour to allocate your preferred time slot; however, in the event of heavy demand at peak times, it may be necessary to allocate an alternative loading time close to your preferred choice(s).

Timings and installation instructions will be sent out in May 2017 by Meritex International Limited.

**Vehicles and forklifts.** Only forklift trucks operated by the official freight forwarder are permitted within exhibitor area and the loading bay.

## Waste

General waste during build up and breakdown will be taken away by the CCIB. However if the exhibitor needs to dispose of large amounts they must contact the CCIB for a cost of removal.

The exhibitor must remove all construction waste (e.g. wooden panels, floor elements, carpet rolls, etc.) of the booth after dismantling. Otherwise removal and cleaning costs will be charged automatically to the exhibitor (who is the contract partner; not to the stand building company) after dismantling. Please advise your stand builder accordingly!

In the case that external companies wish to leave any kind of waste material during the dismantling, they must contact the CCIB.

# STAND CONSTRUCTION – SPACE ONLY

## Space Only Stands

Free –build stands are allocated on a space only basis. This means that NO stand services are provided.

## Building Heights

**No stand should exceed 7m in height including any banners above the stand. No solid walls must exceed 4m in height.**

Free-build exhibitors are reminded of the following points:

- a) Stand drawings of all proposed space only stands must be submitted by email to the Organisers for approval, **no later than Friday 7 April 2017**. Please forward to [soe2017.industry@soevision.org](mailto:soe2017.industry@soevision.org). Please also let us know whom you have appointed as your contractor to build the stand.

Please note that **one** copy of the working drawings should be submitted and must show the name of the company, stand number and stand measurements, including building heights. All working drawings should be to a reasonable scale, but not less than 1:100. Electronic copies must be submitted.

- b) Any stand incorporating closed rooms/theatres with covered ceilings may be subject to approval on emergency lighting and exit width. Please submit copies of the drawings as in a) above.
- c) It is the responsibility of free build exhibitors to observe the Technical Rules and Regulations of the CCIB. These can be seen on the SOE website - <http://soe2017.org/exhibition-sponsorship/exhibition-technical-manual/>
- d) It is every free build exhibitor's responsibility (if sharing a space-only site) to provide partition walls between themselves and their neighbours. These walls must be a minimum of 2.5m high and no higher than the maximum stand build height within the area and must be cleanly decorated on both sides. Walls overlooking adjoining stands must be finished in a plain, neutral colour only. Advertising is not permitted on outward facing walls overlooking neighbouring booth spaces.
- e) All stand designs with a raised platform must incorporate a wheelchair access ramp on at least one of its open sides.
- f) All structures, materials, special designs, unusual constructions and all signs shall conform to all relevant statutory authority regulations. Any display work or materials contravening this clause must be modified to meet requirements.
- g) No exhibitor will be permitted to span an aisle by ceiling or floor covering.
- h) Seating areas, e.g. coffee areas etc. must not encroach into the dedicated gangways or exit routes.
- i) It is the responsibility of free-build exhibitors to observe the building, fire and health and safety regulations of the Venue.
- j) Stand designs which include walls exceeding 5 meters in length that face an aisle, must include either natural breaks or vision panels at regular intervals. Prior permission is required from the Congress Organiser to build solid walls exceeding 5 meters in length. Floor plan elevations must show the wall breaks clearly. Walls overlooking adjoining stands must be finished in a plain, neutral colour only. Advertising is not permitted on outward facing walls overlooking neighbouring booth spaces.  
Please consider neighbouring exhibitors when designing the use of solid walls.

**Failure to comply with any of the afore-mentioned could result in approval of your stand being withdrawn.**

# STAND CONSTRUCTION – SHELL SCHEME

CCIB have been contracted as the official contractor for the provision of shell scheme and shell scheme accessories. If requested, basic shell scheme will be provided within the cost of hiring exhibition space and includes the following items:

Set up and dismantling

- 2,5m-high lacquered aluminium structure
- White panels
- Fascia board
- 10cm-high black lettering (20 letters included)
- LED strips light
- Pre-inauguration cleaning
- Grey Carpet
- Electricity

Please note that standard booth rental, modular stand material and rental furniture will be ready on Friday, June 9, from 08.00. Any additional on-site orders are without guarantee and time limit for delivery.

## **Name Boards**

Each shell scheme stand will be provided with a fascia along the open stand front (company name 10cm-high black lettering – 20 letters included)

Exhibitors ordering a shell scheme stand should email the wording they would like on the fascia name board to [soe2017.industry@soevision.org](mailto:soe2017.industry@soevision.org) **no later than 7 April 2017.**

***Note:** For safety reasons, exhibitors are not permitted to affix their own material to fascia boards.*

## **Shell Scheme Accessories**

Additional shell scheme items are available from the official shell scheme stand contractor at extra cost. Please use the relevant online order forms.

In case of any questions please contact:

CCIB: Tel: (00 34) 93 230 10 00

Fax: (00 34) 93 230 10 01

E-mail: [stands@ccib.es](mailto:stands@ccib.es)

## **Shell Scheme Carpeting**

Stand carpeting within the shell stands will be carpeted with grey carpet.

## **On line orders**

**All orders for exhibition services can be made via the following link:**

<http://www.ccib.es/european-congress-of-ophthalmology-soe-2-aa7-2>

# TERMS AND CONDITIONS OF EXHIBITING

## **1. Definitions**

In these Regulations the term Exhibition in all cases refers to the aforesaid Trade Exhibition, being held in conjunction with the aforesaid Congress. The term Exhibitor includes any person, firm, company or corporation and its employees and agents to whom space(s) has been allocated for the purpose of exhibiting at the Exhibition. The term Organisers means Simply Events UK Ltd on behalf of the Organising Committee. The term Premises refers to those portions of the stated venue licensed to the Organisers.

## **2. Application**

The Exhibition Organisers reserve the right to refuse any application or prohibit any exhibit without assigning any reason for such refusal or prohibition.

## **3. Exhibition Dates and Cancellation**

The Organising Committee reserves the right to change the venue, time, and date of reservations up to six months before the start of the Congress.

The Exhibition Organisers reserve the right to postpone the Exhibition from the set dates, and to hold the Exhibition on other dates as near to the original dates as possible, utilising the right only when circumstances necessitate such action and without any liability to the Exhibition Organisers.

The Exhibition Organisers accept no responsibility for any damages if the event is not performed due to any obstacle or hindrance outside the control of the Exhibition Organisers, which the Exhibition Organisers could not reasonably have foreseen when signing the Exhibition Contract and which the Exhibition Organisers could not have avoided at a reasonable effort or cost. Such obstacles and hindrances include, but are not limited to, the outbreak of war, civil riots, governmental or other obstacles for the freedom of travel, union actions, natural disasters, fire, flooding, and any other circumstances that fall within the meaning of the above.

## **4. Exhibition Layout**

The Exhibition Organisers reserve the right to change the exhibition floor layout if necessary. The Exhibition Organisers reserve the right in unforeseen circumstances to amend or alter the exact site of the location of the stand; the Exhibitor undertakes to agree to any alteration to the site or the space re-allocated by the Exhibition Organisers.

## **5. Contract Cancellation**

Cancellations must be submitted by registered post. In the event of the stand being re-let and the exhibition is fully sold, 90% of the contract price will be refunded. The Organisers shall retain 10% of the contract price if the cancellation is received more than 12 months prior to the Exhibition. 50% of the contract price if the cancellation is accepted after that time. 100% of the contract price if the cancellation within 4 months prior to the exhibition opening.

## **6. Bankruptcy or Liquidation**

In the event of an exhibitor becoming bankrupt or entering into liquidation (other than voluntary liquidation for the purpose of amalgamation or reconstruction) or having the Receiver appointed, the contract with such an exhibitor will terminate forthwith, the allotment of stand space will be cancelled and all sums paid by the Exhibitor under contract shall be forfeited.

# RULES AND REGULATIONS

## **1. Occupation and Payment of Stand Space**

The Exhibitor, his servants, agents, employees and contractors may enter the building at a time which will be nominated to them for the purpose of stand dressing and fitting. In the event of an Exhibitor failing to take possession of his stand the Organisers have the right to reallocate the stand and all monies paid shall be forfeited. No Exhibitor shall occupy his stand space in the Exhibition until all monies owing to the Organisers by the Exhibitor are paid in full.

Unless otherwise agreed in writing by the Exhibition Organisers, Exhibitors are not authorised to sublet, share, or transfer their stand space.

## **2. Installation and Removal of Exhibits**

Exhibitors will be advised of when they may commence installation of exhibits. Exhibitors are prohibited from commencing such installation until the time nominated to them.

The Organisers will use their best endeavours to adhere to the nominated date for the commencement of Exhibitors work but will accept no responsibility for any costs, claims or expenses arising from any variation to such date. Exhibits which do not reasonably satisfy the Organisers shall be modified forthwith by the Exhibitor in such manner and within such time as the Organisers may require and in default the Organisers may remove such exhibits at the expense of the Exhibitor who shall forfeit all sums paid by way of deposit, rental or otherwise.

No exhibitor shall erect any sign, stand, wall or obstruction, which in the opinion of the Organisers interferes with or over shadows an adjoining Exhibitor.

The Exhibitor is responsible for the safety of his products, display and stand. During breakdown period NO material should be left unattended at any time. It is the responsibility of the Exhibitor to leave his stand space clean and tidy during the Exhibition and after dismantling. All exhibits, displays, stand fittings and materials must be removed from the Premises by the time and date stated by the Organisers. Removal of exhibits and dismantling may not commence until the official closing time. Any special arrangements for installation or removal of exhibits must be made in consultation with the Organisers.

## **3. Stand Construction and Services**

For insurance, security reasons and to adhere to regulations stipulated by the stated venue the Organisers will appoint official contractors for all stand construction, all electrical services (mains and fittings) and all ancillary services. Due to the necessity of co-coordinating all activities during installation and dismantling periods and for security purposes, no other contractors will be permitted to undertake any of this work without prior consent of the Organisers.

## **4. Application**

The Organisers reserve the right to refuse any application or prohibit any exhibit without assigning any reason for such refusal or prohibition. An Exhibitor may not, except by express written permission of the Organisers display directly or indirectly, advertise or give credits to any products other than his own or his named principals. The display of acknowledgement or credit indicating membership of organisations or Trade Associations is not allowed except by express written permission of the Organisers. The Organisers reserve the right to have masked or removed from the Premises any product or sign violating this regulation. The Organisers reserve the right to postpone the Exhibition from the set dates, and to hold the Exhibition on other dates as near to the original dates as possible, utilising the right only when circumstances necessitate such action and without any liability to the Organisers. The Organisers reserve the right to change the exhibition floor layout if necessary. The Organisers reserve the right in unforeseen circumstances to amend or alter the exact site of the location of the stand and the Exhibitor undertakes to agree to any alteration to the site or the space re-allocated by the Organisers.

## **5. Cancellation**

Cancellations must be submitted by registered post. In the event of the stand being re-let and the exhibition is fully sold, 90% of the contract price will be refunded. The Organisers shall retain 10% of the contract price if the cancellation is received more than 12 months prior to the Exhibition. 50% of the contract price if the cancellation is accepted after that time. 100% of the contract price if the cancellation within 4 months prior to the exhibition opening.

In the event of the stand being re-let and the exhibition being fully sold, 90% of the contract price will be refunded.

## **6. Bankruptcy or Liquidation**

In the event of an exhibitor becoming bankrupt or entering into liquidation (other than voluntary liquidation for the purpose of amalgamation or reconstruction) or having the Receiver appointed, the contract with such an exhibitor will terminate forthwith, the allotment of stand space will be cancelled and all sums paid by the Exhibitor under contract shall be forfeited.

## **7. Height Restrictions**

Please refer to Stand Construction – Space Only – for details.

## **8. Roofing**

One-storey stands may be covered by a roof, provided that the roofing is in compliance with fire-protection regulations.

## **9. Floor Loading Capacities**

The load bearing capacity is 2500kg/sqm <sup>2</sup>.

## **10. Banners and Posters**

Exhibitors may not utilise any poster sites within the exhibition area unless they have been given permission to do so by the Exhibition Organisers.

Posters may not be displayed in the foyer, session hall foyers, corridors, or any other public areas within the Premises.

It is prohibited to display notices, including sponsors' logos, within the foyer.

## **11. Obstruction of Gangways and Open Spaces**

Exhibitors will not be allowed to display exhibits in such a manner as to obstruct the light or impede or affect the displays of neighbouring exhibitors. Exhibitors will not be allowed to project onto the gangways, ceilings or walls, which are not part of their stand. Gangways must at all times be kept clear and free for passage.

All emergency exits and access to service areas are to be kept clear at all times. They must not be restricted or rendered unrecognisable. Public gangways shall remain the means of escape even during installation and dismantling periods. Any Exhibitor who continues to cause obstruction or nuisance after notice has been given will be liable to have his stand closed by the Organisers at the Exhibitors expense and risk.

## **12. Moving Equipment**

Exhibitors are required to provide information to the Exhibition Organisers of all displays involving moving equipment. Displays involving equipment must not be left unsupervised at any time.

## **13. Conduct of Exhibitors and Representatives**

**Annoyance:** The Organisers reserve the right to stop any activity on the part of any Exhibitor that may cause annoyance to other Exhibitors or visitors. Business must be conducted only from the Exhibitors own stand and under no circumstances may this be carried out from a gangway or elsewhere within the Exhibition.

**Microphones/Audio Visual Equipment:** The use of microphones/audio visual equipment is permitted, but the volume must not be such as to cause annoyance to other Exhibitors. If a theatre style area will be included as part of the stand these should be agreed by the Congress Committee and headphones must be used by those attending.

The Organisers reserve the right to prohibit their use if in the Organisers opinion any annoyance is being caused.

**Publicity Material:** Any publicity material shall be displayed and/or given away only from the Exhibitors own stand. It is prohibited to hand out and/or display material from any other part of the Exhibition and/or venue unless otherwise agreed with the organisers.



#### **14. Children, Accompanying Persons and Animals**

Due to pharma code regulations, children and accompanying persons are not permitted in the exhibition area or the session rooms at any time. Due to these regulations, children and accompanying persons will not be permitted beyond the registration area.

Children up to the age of 1 year are allowed at the venue, considering that one parent watches the child and the child does not disturb the congress, delegates neither the exhibitor. We kindly ask you to respect this and thank you for understanding in this matter.

There is no social programme for accompanying persons.

#### **15. Electrical Requirements**

All electrical requirements should be directed to CCIB and electricians should be ordered via the related CCIB online order form. Space only MUST order main electrical box from the CCIB.

#### **16. Dangerous Materials and Exhibits**

The Exhibitor must conform to the conditions concerning explosives and dangerous combustible materials as laid down by the appropriate authority and other statutory bodies. Any material or exhibit not approved by the appropriate authority or by the Organisers must be removed from the building at the request of the Organisers.

#### **17. Fire Precautions**

In accordance with the requirements of the appropriate authority, all material used in Construction work, display materials etc. must be effectively fire proofed or made of non-inflammable materials in accordance with the standards of every appropriate authority. Fire extinguishers will be provided by the Organisers in the display areas and placed as regulations require. The Exhibitors must comply with any reasonable instructions given by the appropriate authority or the Organisers to avoid the risk of fire.

#### **18. Gas Cylinders**

LPG gas is not permitted.

#### **19. Gas-Filled Balloons**

Helium balloons are permitted.

#### **20. Health and Safety**

The exhibitor shall observe all safety regulations valid in Austria. Any violations thereof shall result in an immediate cut-off from supply systems, without the exhibitor being entitled to claim damages. Exhibitors are recommended that each stand should be equipped with a fire extinguisher and a first aid kit. The exhibition area guide to health and safety is available on request from the Exhibition Organisers.

#### **21. Security Services**

The Organisers will arrange a site general security service for the exhibition area during the period of the Exhibition but will accept no liability for loss or damage.

#### **22. Storage**

There are no storage facilities available within the Exhibition area or premises (unless space has been purchased from the Organiser prior to the Exhibition and only if available). Exhibitors are advised to make their own arrangements for removal and storage of packing cases, etc. Under no circumstances may packing materials of any kind be left in the aisles or on or behind the stands.

#### **23. Freight and Transport**

The Organisers will appoint official forwarding agents for temporary importation of goods for the Exhibition. Overseas exhibitors wishing to bring in goods or materials for temporary importation MUST contact Meritex International Ltd, the official freight forwarder.

#### **24. Liability**

Whilst the Organisers will endeavour to protect exhibition property whilst on display at the Exhibition, it must be clearly understood that the management of the Premises, the Organising Committee and the Organisers cannot accept liability for any loss or damage sustained or occasioned from any cause whatsoever.

Exhibitors will be responsible for all damage to property and for any loss or injury caused by them or their agents or employees and will indemnify the Organisers against all claims and expenses arising there from. In the event of it being necessary for any reason whatsoever for the exhibition to be abandoned, postponed or

altered in any way in whole or in part, or if the Organisers find it necessary to change the dates of the Exhibition or vary the hours the Exhibition is open, the Organisers shall not be liable for any expenditure, damage or loss incurred in connection with the Exhibition. The Organisers shall further not be liable for any loss, which the Exhibitor or Exhibition Contractors may incur owing to the intervention of any authority, which prevents or restricts the use of the Premises or any part thereof in any manner whatsoever.

## **25. Insurance**

Exhibitors are required to take the appropriate insurance and ensure the Organisers are sent a copy of the documents. The Organisers can advise Exhibitors of suitable Insurance Brokers upon request. Particular attention is drawn to the need for the following: Abandonment Insurance: Exhibitors will have seen from above that the Organisers are not obliged to return any monies paid for space in the event of cancellation or restriction of the Exhibition. Stand, Fixtures and Similar Insurance: All risks on loss or damage to Exhibitors property, fixtures, fittings and all other property of a similar nature such as personal effects of directors, principals and employees whilst on the Premises and transit risks from the Exhibitors premises to the Exhibition and return. Public Liability: Liability to the public may arise out of the Exhibitors activities and should be covered by insurance.

## **26. Restricted Use**

All obligations under the Terms and Conditions shall not be cancelled or affected by any reason relating to the use of the Premises or any part thereof being prevented or restricted by any Exhibitor's failure to obtain, or the failure of any local authority or other body to grant, any necessary licence, permission, or approval.

## **27. Works**

No exhibitor shall object to the construction, demolition, repair, or replacement of any buildings or plant, or the carrying out of any other activity or undertaking of any vibration, noise, or other nuisance arising therefrom or in relation thereto, whether under or over or (in the case of emergency only) within the Premises or any other adjoining or neighbouring premises and whether by the Premises or any other owner or occupier.

If the Exhibitor fails to comply in any substantial respect with the terms of these Rules and Regulations, the Exhibition Organisers have the right to sell the stand space. The Exhibitor, however, will be liable for any loss suffered by the Exhibition Organisers thereby and all monies paid by the Exhibitor shall be absolutely forfeited to the Exhibition Organisers.

## **28. Storage of Empties**

Empties can be stored only against a charge – please contact the freight forwarding agent.

## **29. Items Left on Site**

Any goods/materials/deliveries or miscellaneous items left on the Premises without proper authority will be treated as abandoned and disposed of accordingly.

## **30. Compliance with Rules and Regulations**

If the Exhibitor fails to comply in any substantial respect with the terms of these Rules and Regulations the Exhibition Organisers have the right to sell the stand space. The Exhibitor, however, will be liable for any loss suffered by the Exhibition Organisers thereby, and all monies paid by the Exhibitor shall be absolutely forfeited to the Exhibition Organisers.

## **31. General Conditions**

The Organisers are responsible for the control of the Exhibition area. Exhibitors are responsible for the control and supervision of their own stands. The decision of the Organisers is final and decisive on any question not covered in the foregoing rules and regulations. The Organisers may from time to time add to or vary these rules and regulations and do anything at their sole discretion they deem desirable for the proper conduct of the Exhibition, provided that such amendments or additions do not operate to diminish the rights reserved to the Exhibitor under this agreement and shall not operate to increase the liabilities of the Organisers. Exhibitors must comply in all respects with the requirement of every appropriate authority, with the Terms of Agreement by which the Organisers may occupy the Premises and with the policies of insurance effected by the Organisers. Copies of the Agreement and policies of insurance may be inspected at the Exhibition office 30 days prior to the opening of the Exhibition. Signature of the Exhibition Contract implies acceptance of these Exhibition Rules and Regulations and Conditions.

It is not allowed to exhibit and/or sponsor at any other type of Ophthalmology meeting in Europe within a period covering 14 days before and 14 days after the dates of the SOE 2017 Congress. The organiser shall be entitled to terminate the contract forthwith and all payments made to the organiser shall be forfeited, without prejudice to the organiser's authority to claim damages in full from the exhibitor.

### **32. Symposia**

All symposia must take place at the official Congress venue. Sponsors and exhibitors are prohibited from arranging symposia at sites other than the official Congress sites and outside the official Congress programme 5 days prior and after the official Congress dates.

# CCIB General Regulations

**Please see the CCIB General Regulations on the SOE 2017 webpage (<http://soe2017.org/exhibition-sponsorship/exhibition-technical-manual/>). Please read these regulations carefully.**

Version: February 2017

## DISCLAIMER

The information provided in this Technical Manual has been prepared by SOE 2017 Ltd to assist the exhibitors.

Whilst every care has been taken to ensure that the details are correct at time of issue, SOE 2017 Ltd shall not be liable or responsible to any Stand Organiser, Exhibitor or any other person in respect of inaccuracy or omission in the information contained herein, nor shall they be responsible or in any way concerned with any contract or agreement made by Stand Organiser or Exhibitor with any person, firm or company whose services are described herein.

The SOE 2017 Congress and SOE 2017 Ltd cannot accept liability for injuries or losses of whatever nature incurred by participants nor for loss of or damage to their luggage and/or personal belongings. Please check the validity of your travel insurance. All reasonable endeavours will be made to hold the SOE 2017 Congress and to present its programme as scheduled under circumstances which assure the comfort and safety of all participants and accompanying persons. Participants and accompanying persons are advised to purchase their own insurance against any such occurrences.

### **Cancellation or Modification of the Congress due to Force Majeure**

In case of force majeure, the SOE 2017 Congress has the right to alter or cancel the Congress without prior notice, however a notice of the occurrence shall be given by SOE 2017 Congress as soon as reasonably possible. Force majeure shall mean any circumstance beyond the reasonable control of the SOE 2017 Congress which prevents or impedes the holding of the Congress, including, but not limited to, government action, war or hostilities, riot or civil commotion, plague or other epidemic such as SARS, bird flu, etc, earthquake, flood, hurricane, cyclone, fire or other natural physical disaster, explosion, accident or breakdown, strike, lack of the usual means of transportation or terrorism. The SOE 2017 Congress shall not be liable for any direct or indirect, incidental or consequential damages, losses, expenditures or any other inconveniences or costs caused by such modification or cancellation of the Congress. Furthermore, registration fees will not be reimbursed by the SOE 2017 Congress.

SOE 2017 LTD - February 2017

# SOE 2017 CONTACTS

<b>Internet wired, computer hardware, monitors and printers</b>	<b>CCIB:</b> Tel: (00 34) 93 230 10 00 Fax: (00 34) 93 230 10 01 E-mail: stands@ccib.es
<b>Meritex International Ltd:</b> Delivery and Customs Clearance	<b>Meritex International Freight Services Ltd</b> T: +44 1392 454999 F: +44 1392 454998 E: jana@meritex.co.uk Contact: Ms Jana Savcenko
<b>Branding and printing</b>	<b>CCIB:</b> Tel: (00 34) 93 230 10 00 Fax: (00 34) 93 230 10 01 E-mail: stands@ccib.es
<b>Hosts/hostesses</b>	<b>CCIB:</b> Tel: (00 34) 93 230 10 00 Fax: (00 34) 93 230 10 01 E-mail: stands@ccib.es
<b>Catering</b> (Catering services also in the exhibition will be provided exclusively by the CCIB)	<b>CCIB:</b> Tel: (00 34) 93 230 10 00 Fax: (00 34) 93 230 10 01 E-mail: stands@ccib.es
<b>CCIB:</b> Furnishing and equipment, booths, power cabling (inside booth), carpeting, flowers Power connections, water supply, rigging, cleaning, waste disposal and security	<b>CCIB:</b> Tel: (00 34) 93 230 10 00 Fax: (00 34) 93 230 10 01 E-mail: stands@ccib.es
<b>SOE 2017</b> Registration/Congress organisation/Exhibition/Scientific Programme	Congress Organiser Industry Information: <a href="mailto:soe2017.industry@soevision.org">soe2017.industry@soevision.org</a> General: <a href="mailto:soe2017@soevision.org">soe2017@soevision.org</a> Registration: <a href="mailto:soe2017.registration@soevision.org">soe2017.registration@soevision.org</a> Scientific Information: <a href="mailto:soe2017.scientific@soevision.org">soe2017.scientific@soevision.org</a>