24th EACMFS CONGRESS

18-21 September 2018
MUNICH - GERMANY

Facing the future together

European Association for Cranio - Maxillo - Facial Surgery

www.eacmfs.eu

Exhibitors Manual
Dear Colleagues and Friends,

As Maxillofacial surgeons, we save life by resecting malignancies, restore function by reconstructing bones and soft tissues, give hope by removing disfigurements, and produce happiness by bringing out the beauty of faces - we can be proud to say that we are the face of surgery! But will we be able to perpetuate the successful development of our specialty in the future?

FACING THE FUTURE - this will be the topic of the 24th EACMFS Congress, and with gratitude for holding presidency and devoted to our Association, I cordially invite you to Munich in September 2018. Together, we will put another milestone on the way to success, focussing on the most important instrument to let grow and further improve our Association: multiplying knowledge by sharing it with each other. In Munich, everybody will find sessions, topics, courses and joint meetings they are interested in, and - following the tradition of our Congresses - every clinician and scientist will have the chance to make a contribution. Well structured and highly didactic lectures and workshops will be given about surgical techniques, cadaver courses will be offered for surgical training, guidelines on the most important issues of our specialty will be presented and discussed at special round tables and symposia, and the foundation of an European study group for oncologic research in Maxillofacial surgery is planned as an aim of the Congress.

Although there will be no limitation to the range of topics, the selection of papers will be made according to scientific quality and clinical impact. A major aspect of our meeting will be to consider the teaching character in each session, based on the best available evidence and the vast experience of key note speakers from all over the world. Already now, leading representatives have been attracted who will communicate their valuable knowledge and ideas about trend setting developments in the future. The Congress will also be a platform for guest societies, who are invited to contribute to the programme with high quality papers.

Munich is an international, cosmopolitan metropolis and situated in the midst of a beautiful pre-alpine countryside with an excellent infrastructure and one of the largest airports in Europe. The venue of the Congress will be The Gasteig, centrally located with excellent public transport access and in walking distance from the river Isar and many sights, restaurants and the beautiful old town of Munich. Thanks to an excellent cooperation of our PCO Torres Pardo with the local Co-PCO boeld communication, the Congress will be perfectly organised. Room reservations at affordable rates have already been made in attractive hotels, all located directly nearby, and an exiting social programme has already been put together: A Congress opening with the Munich Philharmonic Orchestra, courtesy of The Gasteig, the Trainees networking event at one of the beaches, as well as separate events not included in the Congress activities: a traditional float tour down the river Isar followed by a typical Bavarian evening in the famous Hofbräuhaus, and a festive dinner in the old City Hall. And for the sportive colleagues: a run through “Englischer Garten”. At the end of the Congress, a special highlight is waiting for those who want to extend their stay in Munich a little bit: the World’s largest fair, the Munich Oktoberfest will start the day after the end of the Congress.

I am convinced, the program will provide you with new information, a better knowledge in the field of your interest, and ideas how to improve your results - and it will be a stimulus to further harmonise our medical standards and to successfully compete with our neighbour disciplines. Exchange your expertise with more than 1,500 specialists in CMF Surgery and mark your calendar:

EACMFS, 18-21 September 2018: FACING THE FUTURE - together in Munich!

Yours,

K.-D. Wolff
President EACMFS Munich 2018
1. GENERAL INFORMATION

Language
The official language of the congress is English. No simultaneous translation will be provided.

Registration & Abstract Submission
Only through the Congress website: www.eacmfs2018.com and the Association website: www.eacmfs.org

Wireless Internet Access
WiFi Internet access area will be available at the Congress.

Networking Events
Trainee Party
Monday 17 September 2018
[included in the registration fee]

Opening ceremony – President’s Reception
Tuesday 18 September 2018
[included in the registration fee]

Float Excursion and Bavarian evening
Wednesday 19 September 2018
[not included in the registration fee]

Networking EACMFS 2018 Dinner
Thursday 20 September 2018
[not included in the registration fee]

Accommodation Details
Accommodation details are available at the website and further announcements.

Smoking
EACMFS 2018 is a non smoking congress.

Name Badges
Participants and accompanying persons are obliged to wear the official Congress name badges on all Congress occasions.

Exhibition
Access to the exhibition is free for registered participants. The exhibition will be open on 18 – 21 September 2018 during the congress hours.

Lunch and Refreshments
Lunches are included in the participants’ registration fee. Coffee, tea will be available in the exhibition area during the breaks.

Certificate of Attendance
Participants will receive a certificate of attendance at the Congress.

Liability
By registering for the Congress and/or by participating in the exhibition joined to the Congress, participants and exhibitors agree that EACMFS, the Organising Committee or the Congress Secretariat do not assume any responsibility for damage or injuries to persons or property during the Congress. Participants and exhibitors are advised to organise their own health, travel and personal insurances.

Letter of Invitation
Upon request, the Chairman of the Local Organising Committee will be pleased to send a personal letter of invitation so as to enable participants to obtain supporting funds or visas for attending the Congress. These invitation letters cannot be considered as an offer of financial support by the organisers.

Attendance
The Congress usually attracts between 1,500 and 1,800 people from all over Europe and from all over the World.
2. REGISTRATION FEES

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<tr>
<th>Category</th>
<th>Early Bird</th>
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<tr>
<td><strong>Full Participant – EACMFS Member</strong></td>
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<td><strong>Full Participant – Non Member</strong></td>
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<td><strong>MASTERCLASSES</strong></td>
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<td><strong>Low income countries</strong></td>
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<td><strong>Lower-middle-income</strong></td>
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FEES FOR ALL CONGRESS DELEGATES INCLUDE:
- Participation in all scientific sessions (except Masterclasses)
- Printed material of the Congress
- Access to the Exhibition Area
- Invitation to the Opening Ceremony, Presidential Reception and Closing Ceremony
- Coffee breaks and Lunches as indicated in the timetable
- Certificate of Attendance

REGISTRATION FEES FOR TRAINEES ALSO INCLUDE:
- Participation in the John Lowry Education Session on Monday, 17 September 2018
- Admission to the Trainees Party on Monday, 17 September 2018

REGISTRATION CANCELLATION POLICY:
- Cancellations received up and including June 1, 2018 – full refund
- Cancellations received between June 2, 2018 to August 24, 2018 – 50% will be refunded.
- From August 25, 2018 – no refund will be made.

German VAT 19% included
## MONDAY 17 SEPTEMBER 2018

### PROGRAM AT A GLANCE

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<tr>
<th>Time</th>
<th>Gasteig</th>
<th>Holiday Inn Hotel</th>
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<td>08:00 - 08:30</td>
<td>CARL-ORFF</td>
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<td>CARL AMERY HALL</td>
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<td>13:30 - 14:00</td>
<td>JOHN LOWRY EDUCATION SESSION</td>
<td>HANDS-ON &amp; SYMPOSIUM S.O.R.G</td>
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<td>14:00 - 14:30</td>
<td>AOCMF ARONJ CONFERENCE</td>
<td>Innovative approaches in reconstructive head and neck surgery</td>
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<td>15:00 - 15:30</td>
<td>AOCMF ARONJ CONFERENCE SKY BAR MEETING</td>
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### Gasteig

- CARL-ORFF (08:00 - 08:30)
- BLACK BOX (08:30 - 09:00)
- KONZERTSAAL (09:00 - 09:30)
- CARL AMERY HALL (09:30 - 10:00)
- COFFEE BREAK (10:00 - 10:30)
- COFFEE BREAK (15:30 - 16:00)
- CLUB AMPERE: TRAINEES NETWORKING EVENT (19:00)

### Holiday Inn Hotel

- AOCMF COURSE
  - Advanced techniques in orthognathic and craniofacial deformities
  - Sawbones workshop for trainees

- STRIKER TRAINEE COURSE
  - Cranio-maxillofacial Reconstruction
  - Sawbones workshop for trainees

- AOCMF ARONJ CONFERENCE
  - JOHN LOWRY EDUCATION SESSION
  - JOHN LOWRY AND TRAINEE BUSINESS MEETING EDUCATION SESSION
  - HANDS-ON & SYMPOSIUM S.O.R.G
  - Innovative approaches in reconstructive head and neck surgery

- SKY BAR MEETING

### Expressions

- HANDS-ON & SYMPOSIUM S.O.R.G
  - Innovative approaches in reconstructive head and neck surgery
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<td>08:00 - 08:30</td>
<td>SYMPOSIUM Treatment of Oral Cancer Chair: Simon Rogers</td>
<td>FREE PAPERS Orthognathic Surgery I</td>
<td>FREE PAPERS Oral Surgery/Implants I</td>
<td>FREE PAPERS TMJ Disorders I</td>
<td>FREE PAPERS Cleft Lip and Palate I</td>
<td>SYMPOSIUM Caniofacial Surgery Chair: Joachim Obwegesser</td>
<td>SYMPOSIUM MECTRON Piezosurgery of the maxillo-facial area. Advanced bone surgery Chair: Luigi Clauser, Bilal AL-Nawas, Simon Jones</td>
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<td>FREE PAPERS Orthognathic Surgery II</td>
<td>FREE PAPERS Orthognathic Surgery II</td>
<td>FREE PAPERS Facial Reanimation Chair: Federico Biglioli</td>
<td>FREE PAPERS Facial Deformity Surgery I</td>
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<td>FREE PAPERS Oncology I</td>
<td>FREE PAPERS Surgery of the TMJ / Treatment of TMJ Disorders Chair: Andreas Neff</td>
<td>FREE PAPERS Cleft Lip and Palate II</td>
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<td>Surgical decompression in endocrine orbilopathy: a treatment algorithm. Manlio Gale</td>
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<td>Controversies in craniofacial surgery. Chair: Patrizia Zanella</td>
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**TUESDAY 18 SEPTEMBER 2018**

19:00h OPENING CEREMONY AND WELCOME RECEPTION, PHILHARMONY, GASTEIG
### Wednesday 19 September 2018

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<td>SYMPOSIUM Reconstruction</td>
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<td>SYMPOSIUM New Technologies</td>
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<td>ESTMS I+II Chair: Andreas Neff,</td>
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**Gasteig**

- **SYMPOSIUM** Reconstruction
  - Chair: Frank Hölzle
- **SYMPOSIUM** New Technologies
  - Chair: Rainer Schmelzeisen
- **SYMPOSIUM** I BRA MEETS EACMFS AND ESTMS I+II
  - Chair: Andreas Neff, Christoph Meyer, Edward Ellis

**Holiday Inn Hotel**

- **FREE PAPERS**

### Coffee Break

- **FREE PAPERS** Orthognatic Surgery IV
  - Orthognatic Surgery IV
- **FREE PAPERS** Trauma I
  - Trauma I
- **FREE PAPERS** Cleft Lip and Palate IV
  - Cleft Lip and Palate IV
- **FREE PAPERS** Reconstruction IV
  - Reconstruction IV

### Lunch Break

- **FREE PAPERS** Orthognatic Surgery V
  - Orthognatic Surgery V
- **FREE PAPERS** TMJ Disorders II
  - TMJ Disorders II
- **FREE PAPERS** Trauma V
  - Trauma V
- **FREE PAPERS** Trauma II
  - Trauma II
- **FREE PAPERS** Reconstruction V
  - Reconstruction V
- **FREE PAPERS** Oncology III
  - Oncology III

**Gasteig**

- **SYMPOSIUM** HKAOMS
  - Chair: Nabil Samman
- **SYMPOSIUM** AOMISI
  - Chair: Sanjir Samman
- **SYMPOSIUM** TAOMS
  - Chair: Ergun Yucel
- **SYMPOSIUM** IBRA MEETS EACMFS AND ESTMS I+II
  - Chair: Andreas Neff, Christoph Meyer, Edward Ellis
- **FREE PAPERS** Aesthetic / Cosmetic / Dermatological and Skin Surgery
  - Aesthetic / Cosmetic / Dermatological and Skin Surgery
- **FREE PAPERS** Facial Flaps
  - Facial Flaps
- **FREE PAPERS** TMJ Disorders
  - TMJ Disorders
- **FREE PAPERS** Orthognatic Surgery
  - Orthognatic Surgery
- **FREE PAPERS** Trauma
  - Trauma
- **FREE PAPERS** Trauma
  - Trauma

**Holiday Inn Hotel**

- **FREE PAPERS** Facet Flaps
  - Facet Flaps
- **FREE PAPERS** Reconstruction
  - Reconstruction
- **FREE PAPERS** Oncology
  - Oncology
- **FREE PAPERS** Orthognatic Surgery
  - Orthognatic Surgery
- **FREE PAPERS** Trauma
  - Trauma
- **FREE PAPERS** Orthognatic Surgery
  - Orthognatic Surgery

### Optional Social Program

- 15:00 - 17:00 h ISAR TOUR
- 20:00 h HOFBRÄUHAUS DINNER
## PROGRAM AT A GLANCE

### THURSDAY 20 SEPTEMBER 2018

<table>
<thead>
<tr>
<th>Time</th>
<th>GASTEBG</th>
<th>HOLIDAY INN HOTEL</th>
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<tbody>
<tr>
<td>08:00 - 08:30</td>
<td>SYMPOSIUM Facial Transplantation: The long lasting result Chair: Jean-Paul Meningaud</td>
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<tr>
<td>08:30 - 09:00</td>
<td>FREE PAPERS Orthognatic Surgery VI</td>
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<td>09:00 - 09:30</td>
<td>FREE PAPERS Oncology IV</td>
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<td>09:30 - 10:00</td>
<td>FREE PAPERS Reconstruction VI</td>
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<td></td>
<td>FREE PAPERS Oral Surgery/Implants III</td>
<td>Guest Society SFOMK Chair: Bodil Lund</td>
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<td>FREE PAPERS Oral Surgery/Implants IV</td>
<td>Guest Society ÖGMKG Chair: Gert Santler</td>
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<tr>
<td>10:00 - 10:30</td>
<td>COFFEE BREAK</td>
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<tr>
<td>10:30 - 11:00</td>
<td>SYMPOSIUM Orthognatic Surgery Chair: Alfred Becking Gwen Swannen</td>
<td>Guest Society SECOM Chair: José Luis López-Cedrún, Adrian Bencini, Fernando Garcia Marin</td>
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<tr>
<td>11:00 - 11:30</td>
<td>FREE PAPERS Oncology V</td>
<td>Guest Society JSOMS Chair: Kenichi Kurita, Yoshiki Hamada</td>
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<tr>
<td>11:30 - 12:00</td>
<td>FREE PAPERS Reconstruction VII</td>
<td>Technical development of mandibular reconstruction, Frank Hößle</td>
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<tr>
<td>12:00 - 12:30</td>
<td>Surgery of endocrine orbitopathy Mario Galie</td>
<td>Impact of rehabilitation in complex Head and Neck reconstruction, Andrew Dowood with Nick Kalavrezos</td>
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<td>12:30 - 13:00</td>
<td>FREE PAPERS Oral Surgery/Implants III</td>
<td>E-Poster Presentation III</td>
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<tr>
<td>13:00 - 13:30</td>
<td>LUNCH BREAK</td>
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<tr>
<td>13:30 - 14:00</td>
<td>Immunotherapy based approaches for treatment of oral cancer, Barbara Wollberg Evolution in the treatment of mandibular fractures Edward Ellis</td>
<td>Guest Society AACMF's Chair: Eric Berke</td>
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<tr>
<td>14:00 - 14:30</td>
<td>Guest Society IAOO Panel Shifting Paradigms in the Management of Oral Cancer Chair: Ralph Gilbert, Richard Shaw</td>
<td>Guest Society IAOO Panel Shifting Paradigms in the Management of Oral Cancer Chair: Ralph Gilbert, Richard Shaw</td>
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<tr>
<td>14:30 - 15:00</td>
<td>FREE PAPERS Facial Deformity Surgery III</td>
<td>Guest Society KAOAMS Chair: Hywan Chul Kim, Hyoung Jun Kim</td>
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<tr>
<td>15:00 - 15:30</td>
<td>FREE PAPERS Reconstruction VIII</td>
<td>Guest Society SFSCMFCO Chair: Cyril Chossegros</td>
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<tr>
<td>15:30 - 16:00</td>
<td>FREE PAPERS Oral Surgery/Implants V</td>
<td>Guest Society IAOO Panel Shifting Paradigms in the Management of Oral Cancer Chair: Ralph Gilbert, Richard Shaw</td>
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<tr>
<td>16:00 - 16:30</td>
<td>Guest Society IAOO Panel Shifting Paradigms in the Management of Oral Cancer Chair: Ralph Gilbert, Richard Shaw</td>
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<tr>
<td>16:30 - 17:00</td>
<td>FREE PAPERS Facial Deformity Surgery III</td>
<td>Guest Society IAOO Panel Shifting Paradigms in the Management of Oral Cancer Chair: Ralph Gilbert, Richard Shaw</td>
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<tr>
<td>17:00 - 17:30</td>
<td>FREE PAPERS Reconstruction VIII</td>
<td>Guest Society SFSCMFCO Chair: Cyril Chossegros</td>
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<tr>
<td>17:30 - 18:00</td>
<td>FREE PAPERS Oral Surgery/Implants V</td>
<td>Guest Society IAOO Panel Shifting Paradigms in the Management of Oral Cancer Chair: Ralph Gilbert, Richard Shaw</td>
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<tr>
<td>18:00 - 18:30</td>
<td>Guest Society KAOAMS Chair: Hywan Chul Kim, Hyoung Jun Kim</td>
<td>Guest Society SFSCMFCO Chair: Cyril Chossegros</td>
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<td>18:30 - 19:00</td>
<td>Guest Society IAOO Panel Shifting Paradigms in the Management of Oral Cancer Chair: Ralph Gilbert, Richard Shaw</td>
<td>Guest Society KAOAMS Chair: Hywan Chul Kim, Hyoung Jun Kim</td>
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### 20:00 h GALA DINNER: BAYERISCHER HOF
### PROGRAM AT A GLANCE

**FRIDAY 21 SEPTEMBER 2018**

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<thead>
<tr>
<th>Time</th>
<th>CARL-ORFF</th>
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<th>CARL AMERY HALL</th>
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<tr>
<td>08:00 - 08:30</td>
<td>SYMPOSIUM Oncology session showcase for clinical trials in oral cancer Chair: James Brown, Richard Shaw</td>
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<td>AO SYMPOSIUM PAEDIATRIC SURGERY Chair: Cai Zhigang, Edward Ellis, Majeed Rana</td>
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<td>10:30 - 11:00</td>
<td>GUEST SOCIETY CHINESE ASSOCIATION Chair: Yi Zhang</td>
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<td>11:00 - 11:30</td>
<td>GUEST SOCIETY BAOMS Chair: Robert Banks</td>
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<td>12:30 - 13:00</td>
<td>GUEST SOCIETY CZECH ASSOCIATION Chair: Petr Michl, Daniel Hrubák</td>
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**16:30 h** RUN THROUGH ENGLISCHER GARTEN
4. EACMFS EXECUTIVE OFFICERS

President:  
Prof Klaus-Dietrich Wolff

Immediate Past President:  
Dr Ian Martin

Senior President (Elect):  
Prof Jean-Paul Meningaud

President Elect:  
Prof Julio Acero

Editor-In-Chief:  
Prof Joerg Wiltfang

Treasurer:  
Prof Joachim Obwegeser

Secretary General:  
Dr Nicholas Kalavrezos

Assistant Secretary:  
Dr Satheesh Prabhu

Education & Training Officer:  
Prof Manlio Galie

Media Development Officer:  
Dr Aakshay Gulati

Executive Advisor:  
Prof Frank Hölzle

Executive Advisor:  
Dr R Martin-Granizo

Research:  
Prof Sylvie Testelin

5. MAIN CONTACT DETAILS

EACMFS Central Office
EACMFS SECRETARIAT
PO Box 85
Midhurst GU29 9WS.
West Sussex. UK
T: +44 (0)1730 810951
Miss Jill McFarland
Email: secretariat@eacmfs.org
www.eacmfs.org

Congress Technical Secretariat
TORRES PARDO S.L.
Information - Registration - Exhibition
Calle Nápoles, 187 - 2º
08013 - Barcelona. Spain
Tel +34 93 246 35 66
Fax +34 93 231 79 72
Miss Asun Marzo
E-mail: a.marzo@torrespardo.com
www.torrespardo.com

Local Destination Company
BOELD COMMUNICATION GMBH
Accommodation - Local services
Adlzeriterstraße 29
80337 München. Germany
Tel +49 (0)89-18 90 46 0
Fax +49 (0)89-18 90 46 16
Miss Verena Reinmuth
Email: vreinmuth@bb-mc.com
www.bb-mc.com

Construction and planning booths company
MEPLAN GMBH
Olof-Palme-Straße 1
D - 81829 München
Tel: +49 (0)89 949 283 58
Fax: +49 (0)89 5402 673 59
Mr. Moritz Wunsch
Email: moritz.wunsch@meplan.de
www.meplan.de
Adapted to your specific requirements, our house offers a broad range of different halls and spaces. In addition to the Philharmonie (Philharmonic Hall), the Carl-Orff-Saal (Carl Orff Hall) and the Kleiner Konzertsaal (Small Concert Hall), we offer you the Black Box, the Carl-Amery-Saal (Carl Amery Hall, former Library Lecture Hall/Vortragssaal der Bibliothek) as well as a number of smaller halls.

Naturally, we have all the necessary technology at our disposal - from modern stage technology to sophisticated lighting systems and complete recording studios. You can look forward to large presentation spaces, fascinating light installations and, in particular, a competent team ready to accommodate for your needs.

Located next to the Isar with its own light rail and suburban train connections, easy parking and spacious hotels in the neighbourhood, the Gasteig offers excellent locational advantages.
7. EXHIBITION MAP
8. EXHIBITION & LOGISTIC INFORMATION

Make sure that the technical secretariat has the correct information regarding the set up of your booth, according to the two options:

• Only space rental – no wall separations or additional services are included.
• Shell scheme included (for a standard 9 sqm booth, includes: Wall panels (white) in aluminium frame construction (OCTANORM), max. height 250 cm incl. ceiling grid, fascia board 150x30 cm on each open side incl. 25 characters stand lettering on each fascia board - 1 spotlight per 3 sqm - 1 table 70x70 cm - 4 upholstered chairs, black - 1 waste paper basket - 1 socket outlet).

8.1 Exhibition schedule SET UP
For booths bigger than 12 sqm:
• Sunday, 16 September 08.00 - 20.00
• Monday, 17 September 08.00 – 20.00

For Booths from 4 sqm meters to 12 sqm
• Monday, 17 September 08.00 – 20.00

8.2 Dismantling-removal of exhibition equipment
Friday, September 21 - 16.00 -22.00

8.3 Exhibition opening times
Tuesday, 18 September - 08.00 - 18.00
(19.00 opening ceremony and welcome reception at the exhibitors area)
Wednesday, 19 September - 08.00 - 18.30
Thursday, 20 September- 08.00 - 18.00
Friday, 21 September – 08.00 – 16.30

8.4 Delivery address
Gasteig München GmbH
Kellerstr. 4, 81667 München
[see access map on page 21]

8.5 Delivery/handling of exhibits
Exhibitors who arrange for goods to be delivered to their stand by courier MUST ensure that they have a nominated representative to receive them. The Organiser will NOT sign for any deliveries made to the Congress centre. Please make sure that all the equipment is delivered to your booth by your chosen forwarder or courier. The Organiser strongly advise that you do not leave items unattended on stands at any time during set-up and dismantling period and during the opening hours. Whilst every precaution is taken to protect your property during the event, the Organiser is not responsible for any loss or damage.

8.6 Exhibition hall specifications
• The booths maximum construction height is 3 metres.
• Access Maximum size of the corridor from the lift to the exhibition area is 1.10 m (europallet size). See lift dimensions on page 22. Please inform in advance if any machine or big equipment will be sent to the congress.
8.7 Unloading and loading
During the build, up and dismantling of stands, trucks and vans may park for unloading and loading purposes only. For security reasons and to guarantee smooth traffic, assembly and loading cars are to be parked outside the loading areas during the assembly and dismantling period. No more than two heavy trucks can stay simultaneously in front of the Gasteig entrance. We strongly recommend that each company brings their own transpallet and downloading equipment.

8.8 Car parks
Parking is not permitted in the loading bay areas except for loading and unloading during build-up and breakdown.

8.9 Packing materials
Exhibitors are wholly responsible for the delivery of crates and other packages to their booths and also for their removal. Packing materials are to be kept outside the halls and loading yards. During the stand assembly and dismantling periods, the transport paths are to be kept free as far as possible, transport and packing material and other equipment which is no longer needed is to be removed immediately from the halls. The exhibitors are requested to make sure that goods are adequately packed when being returned to the country of origin.

8.10 Storage
All sponsors and exhibitors need to make their own arrangements for storage of spare stock and packing materials, as it is not possible to provide a central storage at the venue for big stuff. A small room will be available for storage literature material and other small parcels.

Reception of material is allowed from September 14, please indicate on the boxes:
Gasteig München GmbH
REF: EACMFS Congress
Exhibitor´s Name, Booth Number
Kellerstr. 4,
81667 München

For storage of empty crates and other big stuff during the congress, the arrangements with a forwarding agent is highly recommended. No crates or other kind of boxes can remain at the congress centre after the dismantle.

8.11 Electrical power
Send your electrical power order according to your booth needs before July 27 to: a.marzo@torrespardo.com
You can order:
Power supply 16A: 100 €
Power supply 32A: 125 €
An invoice will be issue according to your request.

8.12 Stand cleaning and security
Stand cleaning and security can be ordered at extra charge:
Guard: 29.50 € per person per hour
Cleaning of the booth: 3 € per sqm per day
8. EXHIBITION & LOGISTIC INFORMATION

8.13. Additional equipment
For ordering additional equipment (cabinets, carpet, booth design and services for EACMFS exhibition) please use the following online form:
https://konfigurator.meplan.de/de/Event/24_EACMFS_Congress_?WorkflowMode=AdditionalOnlyNoSketch

Construction and planning booths company:

MEPLAN GMBH
Olof-Palme-Straße 1
D - 81829 München
Tel: +49 (0)89 949 283 58
Fax: +49 (0)89 5402 673 59
Mr. Moritz Wunsch
Email: moritz.wunsch@meplan.de
www.meplan.de

8.14 Booth design
Bigger booths (more than 9 sqm) with a design project, are requested to send the project for approval, preferably before July 27th to:
amarzo@torrespardo.com and cc to info-eacmfs2018@torrespardo.com

9. EXHIBITORS BADGES

Two exhibitor badges/ scientific registrations will be given for the first 6 SQM booked and for every 6 SQM extra you will receive one additional exhibitor badge

• Any additional exhibitor - scientific registration will be charged at the cost of a Full Participant – EACMFS Member. Registrations should be made through the congress website
• Any additional exhibitor registration will be charged at the cost of 200 € (exhibitors badges will display the exhibiting company name)

Additional exhibitor’s badges can be ordered sending an email to: info-eacmfs2018@torrespardo.com

We kindly ask you to send the full name of the person/s who will be entitled to the exhibitor and scientific registration before August 31th to: info-eacmfs2018@torrespardo.com

10. CATERING

The contact for the official caterer company is:

Julia Schmitt
Gastronomie@gasteig.de
Phone: +49 (0) 89 48098127
11. OTHER INFORMATION

11.1 Literature distribution
We would ask you to restrict any literature distribution to the confines of your own stand.

11.2 Noise and disturbance
Exhibitors will avoid public address, audio, video presentations or background music that can disturb conversation and work in the adjacent booths.

11.3 Liability
By registering for the Congress and/or by participating in the exhibition joined to the Congress, participants and exhibitors agree that EACMFS, the Organising Committee or the PCO do not assume any responsibility for damage or injuries to persons or property during the Congress.
Participants and exhibitors are advised to organize their own health, travel and personal insurances.

12. GASTEIG GUIDELINES FOR EXHIBITION STAND BUILDERS AND EXHIBITORS

At Gasteig all exit routes lead through the halls to the lobby. That’s why because of applicable laws there are tightened restrictions concerning the exhibition’s setup. Please consider the following guidelines. In case of any doubts please contact Gasteig Munich GmbH, event management beforehand Ms. Antje Looks Jorge (Tel: +49 (89) 48098-815 - A.LooksJorge@gasteig.de)

1) Only the approved space can be used for the setup and for placing furniture. Please keep the fire load as low as possible. It is only allowed to use non-combustible building materials (A1 or A2 by DIN 4102 or DIN EN 13501).

2) To a limited extent is the Gasteig Munich GmbH able to approve - in exceptional well reasoned cases - building materials of the class B1, if by no later than six weeks before the event a written verification proves the low flammability by
   DIN 4102 Part 1 for classified building materials,
   DIN 4102 Part 2, class B1, confirmed by a verified testing institute or
   DIN EN 13501 Part 1, at least class C-s3,d2, confirmed by a verified testing institute.

3) If any ground coverings [carpets, chipboards, wooden or synthetic boards] are used a note of authorization has to be presented to the Gasteig Munich GmbH before the setup.

4) If the effectiveness of the ceiling’s sprinklers is affected by any booth covering, horizontally placed sails, asset ceilings etc, additional sprinklers have to be placed under the concerning setup.

Additional sprinklers can be spared if,
- the cover’s width is 1m or less
- the cover extensively opens itself by max 70°C above a fuse
- the cover has low flammability and is approved by the VdS (German association of damage insurers) to be horizontally build beneath the sprinkler units
- the cover is a ceiling grid with an opening size of 1x1cm
- if sprinkler net is used
12. GASTEIG GUIDELINES FOR EXHIBITION STAND BUILDERS AND EXHIBITORS

5] Any prospect material in the booth or its environment can only be stored in closable metal containers. Other than that it is allowed to store the maximal daily amount in the provided display stands.

6] At every booth a fire extinguisher (water or foam) filled with at least 4kg extinguishing agent has to be available. The booth staff has to be acquainted with the handling of the extinguisher.

7] The existing fire doors, fire extinguishers and manual call points must not be obstructed or made non-accessible.

8] The range of the fire and smoke control doors must not be influenced by cable laying.

9] Open Fire, ignition sources and all actions which can cause a fire are strictly prohibited.

10] Gluing materials on the lobby’s carpets is strictly prohibited.

11] If you bring your own electronic devices (coffee machine, refrigerator, power cord, multiple socket), please notice, that these appliances can only be used with an current audit evidence for HYPERLINK “https://www.dict.cc/englisch-deutsch/portable.html” portable resources (according to DIN VDE 0701 - 0702).

All booth & table devices must be placed on top of fireproofed base (for example: Stone, Metal).

If an evidence is missing, you will have the chance of getting the appropriate proof on site by the Gasteig GmbH. Please notice, that this extra service will be charged.

Any changes or alterations of the guidelines above have to be arranged with the Gasteig Munich GmbH.
S1 - S8: Alle S-Bahnen, auch Flughaf enlinie
(All rapid transport trains including airport line)

U-Bahn U4/U5
(Subway system lines U4/U5)

Tram 18, Tram 15, Tram 25

Parkplatz
(Parking)

Gasteig München GmbH
Rosenheimer Str. 5
81667 München

Telefon 089.480.98-0
Telefax 089.480.98-1000
E-Mail zentral@gasteig.de
## DIMENSIONS FREIGHT LIFTS IN GASTEIG

### Philharmonie:
- **length**: 3,60 m
- **width**: 1,75 m
- **height**: 2,10 m
- **Capacity**: 2500 kg

Wide passage from the freight elevator to the foyers: 1,10 m

### Glashalle:
- **Length**: 3,50 m
- **width**: 0,80 m
- **height**: 2,05 m
- **Capacity**: 1800 kg
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