

[www.eaom2018.se](http://www.eaom2018.se)

# INVITATION

to Sponsorship & Exhibition



The 14th Biennial Congress of the European  
Association of Oral Medicine (EAOM)

**27-29 September 2018, Gothenburg, Sweden**

## WELCOME TO GOTHENBURG!

On 27-29th of September, 2018 Gothenburg will host the 14<sup>th</sup> Biennial Congress of the European Association of Oral Medicine (EAOM). In conjunction with this meeting World Workshop VII (WWOM VII) on Oral Medicine will be organised. EAOM is an independent science-based organisation for professionals within the oral medicine/special care dentistry field. It provides a forum for the oral medicine community to exchange data and opinions on topics of both scientific and public health interest. One important objectives of EAOM is to expand and further develop partnerships with industry and health agencies as well as with scientific and educational organisations.

Sweden and Gothenburg is host for the second time. Last meeting in Sweden was also organised in Gothenburg in the year 2000. Before the EAOM meeting (September 25-26th) World Workshop VII on Oral Medicine will be organised. WWOM is a global workshop on the present state of the art within the oral medicine field running every 4th year. Invited delegates attending the WWOM will come from all over the world and a majority of them will also attend the EAOM meeting.

The Gothenburg meeting will draw an anticipated number of 250-350 delegates. Naturally there will be presentations in symposia and research sessions but there will also be an exhibition. The venue is the Lindholmen Science Center, located on the north riverside of Göta Älv which is just opposite to the city centre- a 5 min ferry trip across the river will take you downtown. By other means of transportation you will reach the city center within 15 minutes.

Overleaf we provide some examples of what your sponsorship could look like. We will be most happy to tailor your sponsorship according to the needs and style of your organisation. Contact us!

For the local organising committee,  
Yours sincerely,

*Bengt Hasséus, Associate Professor, Chairman LOC and  
Per-Olof Rödström, Senior Consultant Oral Medicine, Co-chairman LOC*

## KEY CONTACTS

For questions or further information please contact:

### Congress Secretariat

Sweden MEETX AB

E-mail: [EAOM2018@meetx.se](mailto:EAOM2018@meetx.se)

Phone: +46 (0)31 708 86 90

Address: Ref: EAOM 2018

SE-412 94 Gothenburg

### Local Organising Committee (Sponsorship & Exhibition)

Jonas Sundberg, [jonas.sundberg@gu.se](mailto:jonas.sundberg@gu.se)

Agne Nihlson, [agne.nihlson@liv.se](mailto:agne.nihlson@liv.se)

Java Walladbegi, [java.walladbegi@hotmail.com](mailto:java.walladbegi@hotmail.com)

### Congress Venue

[Lindholmen Conference Centre](#)

Phone: +46(0)31-772 39 50, Visiting address: Lindholmen Science Park, Lindholmospiren 3-5

## PRELIMINARY PROGRAM OVERVIEW

Please note that the program and times are preliminary and that coffee breaks will be added into the program. For latest version of programme please visit: [www.eaom2018.se](http://www.eaom2018.se)

<b>Thursday 27 September</b>	
12.00-17.00	Set up Exhibition
10.00	Examination for the diploma in Oral medicine
14.00	Registration opens
18.00	Congress Opening
	<i>Venue Lindholmen Conference Center</i>
	<i>Authorities greetings</i>
	<i>Opening speeches</i>
	Pre-Symposium 30 min
	Crispian Scully Lecture
Preliminary time 19.30	WELCOME RECEPTION
	<i>Venue Lindholmen Conference Center</i>
<b>Friday 28 September</b>	
07.00	Registration opens
08.00-10.00	Scientific programme
10.00-10.30	Coffee, Exhibition & Poster viewing
10.30-12.30	Scientific programme (parallel sessions)
12.30-13.30	Lunch, Exhibition & Poster viewing
13.30-15.30	Scientific programme
15.30-16.00	Coffee, Exhibition & Poster viewing
16.00-17.15	Scientific programme
17.15-18.30	General assembly
	(evening free)
<b>Saturday 29 September</b>	
08.00-09.30	Scientific programme
09.30-10.00	Coffee, Exhibition & Poster viewing
10.00-12.15	Scientific programme
12.15-13.45	Lunch, Exhibition & Poster viewing Lunch and Learning - parallel sessions
13.45-16.30	Scientific programme (parallel sessions)
16.45-17.00	Presentation of next EAOM-meeting
17.00-17.15	Closing remarks
18.00-19.30	Dismantling of Exhibition Area
19.30-	Congress Dinner at Restaurant Kajskjul 8

## EXHIBITION AREA

The exhibition will be held in direct connection to the lecture halls. Refreshment points and coffee areas have been integrated into the exhibition area, maximising the time that delegates spend in this area. Lunches will also be served in the exhibition area.

## REGISTRATION & HOTEL RESERVATION

Complimentary registrations included in the sponsor and/or exhibitor packages should be made using a special registration link sent after signed contract. A number of hotel rooms in different price categories have been pre booked in Gothenburg for the congress, booking is made together with your registration, more information about the hotels can be found on the EAOM website closer to the congress. [www.eaom2018.se](http://www.eaom2018.se)

## CATEGORIES OF SPONSORSHIP

The EAOM congress proposes 4 sponsorship categories:

- PLATINUM SPONSOR (Exclusive for 1 sponsor)
- GOLD SPONSOR
- SILVER SPONSOR
- BRONZE SPONSOR

All levels are available to all sponsors. In addition there are Sponsor items and Exhibition opportunities. The Sponsor Items can be added to both Sponsors and Exhibitors. The indicated acknowledgments are examples and can be tailored to your needs and style.

*All prices in this Invitation to Sponsorship & Exhibition are in SEK and excl. VAT (VAT is only applicable for Swedish companies).*

### PLATINUM SPONSOR

**SEK 80 000**

*Exclusivity to one Platinum Sponsor*

#### EXHIBITION

- Exhibit space of **12 sqm** (4x3m) in the exhibition area (incl. table, chair, electricity)
- First choice of exhibition space allocation

#### PROGRAM OPTION

First option on Pre-Symposium (until 1 March 2018). Included in the Platinum sponsorship package (no additional cost).

#### DELEGATE ITEMS

##### Pads & Pens

Pads and pens will be inserted in the conference bag and distributed to each registered delegate onsite (approx. 250 pcs). The sponsor will be recognised by the company logotype on the pads and pens. Pads and pens to be produced and provided by the sponsor. Production cost is not included.

#### ADVERTISEMENT

##### Bag Insert

Insert of sponsor's item (1 leaflet/brochure) into the conference bags distributed to all delegates. Insert to be provided by sponsor. Production cost is not included.

#### Conference Website

- Company logotype recognized as Platinum sponsor and URL link to sponsor's website placed on the conference website start page
- Inclusion in the List of Sponsors & Exhibitors on the conference website [www.eaom2018.se](http://www.eaom2018.se)

#### Advertisement in the Final Program

- Company logotype recognized as platinum sponsor in the Final Program
- 1 full page 4-color advertisement on the back cover of the Final Program. Ad to be provided by the sponsor.
- Inclusion in the List of Sponsors & Exhibitors in the Final Program

#### List of Sponsors & Exhibitors signage

Company logotype recognized as platinum sponsor to be shown on a signage with the List of Sponsors & Exhibitors at the entrance of the conference hall.

#### Presented as Platinum sponsor at the opening of the Conference

#### COMPLIMENTARY REGISTRATIONS

- 4 complimentary full registration fees to the conference excl. conference dinner

## GOLD SPONSOR

SEK 45 000

*Available to an unlimited number of sponsors*

### EXHIBITION

- Exhibit space of **9 sqm** (3x3m) in the exhibition area (incl. table, chair, electricity)
- Exhibition space allocation will be made by the Conference organiser on a "first come, first served" basis after Platinum sponsor.

### PROGRAM OPTION

If still available, first option, after the Platinum sponsor, to buy the Pre-Symposium time slot (the cost is 25 000 sek, more info on page 7 below). If there is more than one gold sponsor, we work on a "first come, first served" basis.

### ADVERTISEMENT

#### Bag Insert

Insert of sponsor's item (1 leaflet/brochure) into the conference bags distributed to all delegates. Insert to be provided by sponsor. Production cost is not included.

### Conference Website

- Company logotype recognized as Gold sponsor and URL link to sponsor's website placed on the conference website start page
- Inclusion in the List of Sponsors & Exhibitors on the conference website [www.eaom2018.se](http://www.eaom2018.se)

### Advertisement in the Final Program

- Company logotype recognized as sponsor in the Final Program
- 1 full page 4-color advertisement in the Final Program. Ad to be provided by the sponsor.
- Inclusion in the List of Sponsors & Exhibitors in the Final Program.

### List of Sponsors & Exhibitors signage

Company logotype recognized as gold sponsor to be shown on a signage with the List of Sponsors & Exhibitors at the entrance of the conference hall.

### Presented as Gold sponsor at the opening of the Conference

### COMPLIMENTARY REGISTRATIONS

- 3 complimentary full registration fees to the conference excl. conference dinner.

## SILVER SPONSOR

SEK 35 000

*Available to an unlimited number of sponsors*

### EXHIBITION

- Exhibit space of **6 sqm** (3x2m) in the exhibition area (incl. table, chair, electricity)
- Exhibition space allocation will be made by the Conference organiser on a "first come, first served" basis after Gold and Platinum sponsors.

### ADVERTISEMENT

#### Bag Insert

Insert of sponsor's item (1 leaflet/brochure) into the conference bags distributed to all delegates. Insert to be provided by sponsor. Production cost is not included.

### Conference Website

- Company logotype recognized as Silver sponsor and URL link to sponsor's website placed on the conference website start page
- Inclusion in the List of Sponsors & Exhibitors on the conference website [www.eaom2018.se](http://www.eaom2018.se)

### Advertisement in the Final Program

- Company logotype recognized as silver sponsor in the Final Program
- 1 half page 4-color advertisement in the Final Program. Ad to be provided by the sponsor.
- Inclusion in the List of Sponsors & Exhibitors in the Final Program

### List of Sponsors & Exhibitors Signage

Company logotype recognized as silver sponsor to be shown on a signage with the List of Sponsors & Exhibitors at the entrance of the conference hall.

### Presented as Silver Sponsor at the opening of the Conference

### COMPLIMENTARY REGISTRATION

- 2 complimentary full registration fee to the conference excl. conference dinner

## BRONZE SPONSOR

SEK 25 000

*Available to an unlimited number of sponsors*

### EXHIBITION

- Exhibit space of 4 sqm (2x2m) in the exhibition area (incl. table, chair, electricity)
- Exhibition space allocation will be made by the Conference organiser on a "first come, first served" basis after Gold and Platinum sponsors.

### ADVERTISEMENT

#### Bag Insert

Insert of sponsor's item (1 leaflet/brochure) into the conference bags distributed to all delegates. Insert to be provided by sponsor. Production cost is not included.

#### Conference Website

- Company logotype recognized as Bronze sponsor and URL link to sponsor's website placed on the conference website start page
- Inclusion in the List of Sponsors & Exhibitors on the conference website [www.eaom2018.se](http://www.eaom2018.se)

### Advertisement in the Final Program

- Company logotype recognized as bronze sponsor in the Final Program
- 1 half page 4-color advertisement in the Final Program. Ad to be provided by the sponsor.
- Inclusion in the List of Sponsors & Exhibitors in the Final Program

### List of Sponsors & Exhibitors Signage

Company logotype recognized as bronze sponsor to be shown on a signage with the List of Sponsors & Exhibitors at the entrance of the conference hall.

### Presented as Bronze Sponsor at the opening of the Conference

### COMPLIMENTARY REGISTRATION

- 1 complimentary full registration fee to the conference excl. conference dinner

## EXHIBITION BOOTH

SEK 15 000

### EXHIBITION BOOTH

- Each exhibition booth measures **4 sqm** (2x2m) and includes a table, chair and electricity.
- Exhibition space allocation will be made by the Conference organiser on a "first come, first served" basis after Gold and Platinum sponsors.

### ADVERTISEMENT

- Inclusion in the List of Exhibitors on the congress website [www.eaom2018.se](http://www.eaom2018.se) (no logo)
- Company logotype recognized as exhibitor in the Final Program
- Inclusion in the List of Sponsors & Exhibitors in the Final Program

### COMPLIMENTARY REGISTRATION

- 1 complimentary full registration fee to the conference excl. conference dinner

## EXHIBITION

### *Available to all Sponsors & Exhibitors*

#### **EXTRA EXHIBITION SPACE      SEK 3 000/sqm**

There is a limited area for the exhibition at the venue. Extra Exhibition space can be ordered per square meter but is subject to availability.

Confirmation on ordering of extra space will be done when we know more exact number of companies and organisations that has signed up, this will be made in late spring 2018. We will do our utmost to accommodate the need for additional space. Extra exhibition space allocation will be made on a "first come, first served" basis.

#### **Allocation of exhibition space**

Exhibition space allocation will be made by the Conference organiser on a "first come, first served" basis.

Approximately 6 weeks before the conference start, exhibition spaces will be allocated and confirmed to the exhibitors.

#### **ADDITIONAL EXHIBITOR REPRESENTATIVES      SEK 1 500**

All the exhibitors' company representatives must be registered for the conference, and will receive a badge displaying the exhibiting company name.

The Sponsor & Exhibitor registration fee is SEK 1 500 excl. vat per registration, and includes entrance to exhibition, conference material, lunch, coffee breaks and welcome reception on Thursday evening (the conference dinner is not included in this price).

After signing of contract we will send you information about how to register company representatives and also the complementary registration/s included in your package.

## SOCIAL EVENTS

### **Welcome reception**

The Welcome reception will be held on Thursday 27<sup>th</sup> of September. This is hosted by the city of Gothenburg and are free of charge.

#### **Conference dinner      SEK 800**

A conference dinner will be held at Kajksjul 8 on Saturday 29<sup>th</sup> and this costs **SEK 800** excl. vat to attend for exhibitor representatives (it´s included in the complementary registration).

## SPONSOR ITEMS

### *Available to one Sponsor only. Platinum and Gold sponsor has first option until 1 March 2018.*

#### **PRE-SYMPOSIUM (30 min)      SEK 25 000**

**Thursday 27 September, Prel time 19.00-19.30**

One Company will be allowed to organise one exclusive Symposium in conjunction with the Conference, but inside the main scientific programme. There will be no parallel sessions at the same time. The organising company chooses the subject, as well as nominate speakers and chairpersons. In order to ensure that the Symposium meets the scientific standards of the conference, the organising committee reserves the right to approve or reject any application. The time allocated is the same as for the invited speakers.

Included:

- Session hall with standard AV equipment

Acknowledgment:

- Info about the symposium will be presented in the Program on the conference website
- E-mail marketing of the Symposium via the conference database. Ad to be produced and provided by Sponsor.
- Full details of the Symposium will be printed in the Final Program

### *Available to all Sponsors & Exhibitors*

Listed below are other opportunities available for your organisation to support the EAOM congress. Further information and costs are available upon request. All contributions to the success of this event are highly valued.

#### **Bag Insert - SEK 5 000**

Insert of sponsor's item (1 leaflet/brochure) into the conference bags distributed to all delegates. Insert to be provided by sponsor. Production cost is not included.

#### **Advertisement in the Final Programme**

Advertisement in the Final Programme/Abstract Book. Ad to be provided by the sponsor.

Full page      **SEK 10 000**  
Half page      **SEK 5 000**

#### **Chords/Lanyards for Name Badge – SEK 10 000 (available for 1 sponsor)**

The name badge attached to a neck chord/lanyard is worn by every registered delegate (approx. 250 pcs). Chords/lanyards will be produced by exhibitor/sponsor.

#### **Lunch or Coffee Break - SEK 5000 per break**

Complimentary lunches and coffee/tea with sandwiches/pastries will be served daily. The serving points will be located mainly in the exhibition area. Sponsors will be acknowledged with their company logo at each service station. Included: Catering and all logistics.

## TERMS AND CONDITIONS

### SPONSORSHIP & EXHIBITION

#### Conditions of Payment

100% of the total fee will be invoiced once the attached signed Sponsorship & Exhibition Contract has been received and confirmed. Conditions of payment mentioned on the invoice are valid. All payments must be received in full within 30 days of receipt of the invoice. If the payment is not received, the Exhibition space/Sponsorship/Sponsor Item may be sold to another company.

#### VAT

All prices listed are in SEK and exclude 25% VAT. For those companies outside Sweden but within the European Union that provide us with their VAT number, we will not apply VAT to your sponsoring or exhibition packages as this will be subject to reversed charge. For companies outside European Union, VAT is not applicable.

Social events are subject to VAT for all countries.

#### Production costs

Production costs, where applicable, are the responsibility of the Sponsor or Exhibitor. EAOM 2018 will not accept responsibility for late deliveries, and cannot guarantee the inclusion or distribution of sponsored items at EAOM 2018. Late deliveries, if accepted, may also attract late fees.

#### Refund and cancellation policy

The Exhibition and Sponsorship fee is refundable minus a 10% charge when the cancellation is made before 2018-01-01. For cancellations received after this date there will be no refund granted. If the Exhibitor/Sponsorship has been sourced from external suppliers and a contract signed, the costs incurred plus the corresponding charge (based on the above date) will be charged to the Exhibitor/Sponsor.

#### Assignment of Exhibition Space/Eligibility for Exhibition

Organisations wishing to apply for exhibition space must follow the standard criteria that only products and services in connection to the topic of the conference are allowed to be presented. The distribution of promotional materials is limited to the Exhibitor's rented area. Signs and banners at booths have to be directly linked to the name of the Exhibitor. It is strictly prohibited to distribute or place products and/or printed matters of a company that is not a Sponsor or Exhibitor. The Conference Organiser can interrupt any kind of promotion, which in their opinion could damage the Conference.

Exhibition space may be used only for exhibiting and advertising the Exhibitor's own products, not for the sale of any products. Any orders for products which are taken must be in accordance with regulations covering such orders. Advertising materials may be distributed only within the stand area. Companies that are not Sponsors or Exhibitors may not advertise in any form in the exhibition hall, in the entrances to the exhibition hall, or anywhere else in the Conference venue.

Sponsors and Exhibitors are required to check and ensure their own compliance with the relevant codes and regulations about advertising in Sweden and any other applicable rules and regulations from their home country. The Conference and its organisers will not accept any responsibility for non-compliance. All house rules at the venue will apply and be enforced. Exhibitors are fully liable for damages caused to third parties and property. All Exhibitors are recommended to have comprehensive third party liability insurance for their stands.

### AMENDMENTS TO THE GENERAL TERMS AND CONDITIONS

All matters not covered in these regulations, in general, in the Terms and Conditions, or in other EAOM 2018 publications are subject to the decision and control of the Conference Organisers. The Conference Organisers reserve the right to take such action and to make such changes, including changes to the "Terms and Conditions" as are considered necessary or desirable for the efficient and proper conduct of the exhibition. Any matters not specifically covered by the preceding terms and conditions shall be subject solely to the decision of the organiser. These terms and conditions may be amended at any time by the organiser, and all amendments so made shall be binding on Exhibitors/Sponsors equally with the foregoing terms and conditions.

### FINAL STIPULATIONS

In the event that the Conference cannot be held or will have to be changed due to events beyond the control of the Conference Organisers (force majeure) or due to events which are not attributable to wrongful intent or gross negligence of the Conference Organisers, the Conference Organisers cannot be held liable for any damages, costs, or losses incurred, such as transportation costs, accommodation costs, financial losses, etc.

Under these circumstances, the Conference Organisers reserve the right to either retain the entire fee and to use it for a future Conference, or to reimburse the Exhibitor/Sponsor after deducting costs already incurred for the organisation of the EAOM 2018 and which could not be recovered from third parties. Any company that disregards the directives of the Conference Organisers may be excluded from the exhibition by the Conference Organisers with immediate effect. Such companies are liable for the whole rental sum and for all incidental expenses including VAT.

In cases in which the Conference Organisers are indebted to the Exhibitor/Sponsor, the Exhibitor/Sponsor may demand compensation instead of cash payment only with the permission of the Conference Organisers. All oral agreements, special permissions and special arrangements are valid only upon receipt of written confirmation. In all cases of litigation the Exhibitor/Sponsor agrees to submit to the authorised court in Stockholm, Sweden. Electively, the Conference Organisers may choose to appeal to the court into whose jurisdiction the Exhibitor/Sponsor falls. Swedish law is to be used.