



30. JAHRESTAGUNG

**DER DEUTSCHEN  
TRANSPLANTATIONS-  
GESELLSCHAFT**

07. - 09. OKTOBER 2021 / STUTTGART

Exhibition and Sponsorship  
Manual



[www.dtg2021.de](http://www.dtg2021.de)

## Exhibition and Sponsorship Manual

Please note, that this translation has only been provided to you for your convenience. Please request the original in German language for a binding document.

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## 1. Changes regarding previous conferences

Due to the still uncertain situation regarding the existing pandemic, the 30th Annual Meeting of the German Transplantation Society will be organised as a **hybrid congress**, with the focus on the face-to-face event. Therefore, the conference as well as the industry exhibition will take place both in the Filderhalle and on a virtual platform.

## 2. Summary of important deadlines

<b>Materials for virtual exhibition booth</b>	<b>30.08.2021</b>
<b>Materials for conference app</b>	<b>30.08.2021</b>
<b>Programme of symposia</b>	<b>01.09.2021</b>
<b>Files for promotional slides</b>	<b>01.09.2021</b>
<b>Ordering additional services (additional waste disposal, additional cleaning, hostess service):</b>	<b>01.09.2021</b>
<b>Ordering electrical connections</b>	<b>18.09.2021</b>
<b>Ordering booth equipment</b>	<b>18.09.2021</b>
<b>Registration of booth personnel</b>	<b>20.09.2021</b>
<b>Service fee for changes in bookings</b>	<b>from 21.09.2021</b>
<b>Ordering catering</b>	<b>27.09.2021</b>

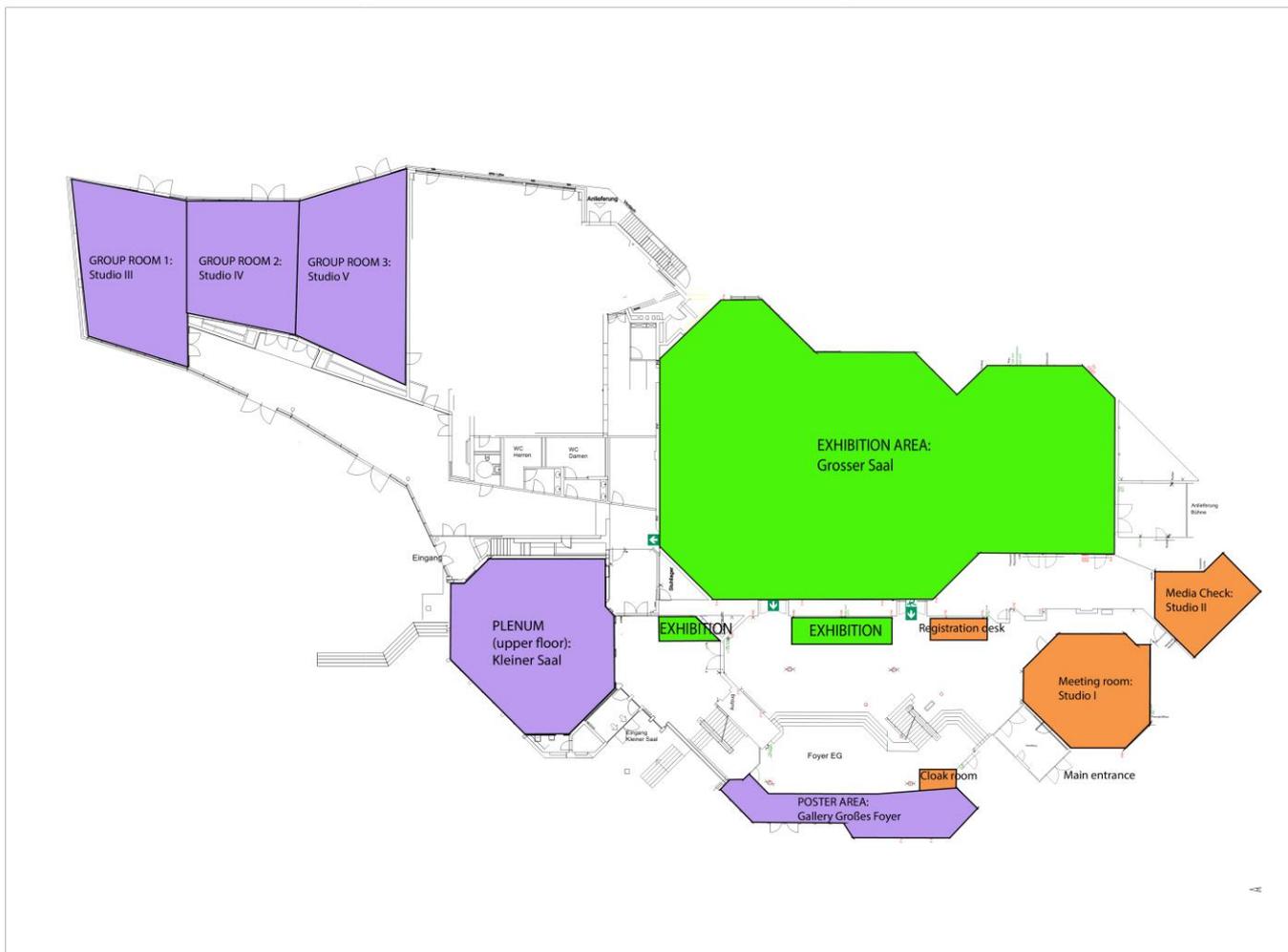
### 3. Venue, industrial exhibition

#### Venue

Filderhalle Kongress- und Tagungszentrum  
Bahnhofstraße 61  
70771 Leinfelden-Echterdingen, Germany  
<https://filderhalle.de/>

#### Industrial Exhibition

The industrial exhibition is located in the "Foyer" and "Großer Saal".



*Filderhalle, preliminary room overview*

## 4. Information on booth spaces

For information on the **positioning and number of your booth**, please see the document [Ausstellungsplan \(PDF\)](#) on the conference website [www.dtg2021.de](http://www.dtg2021.de) in the section "Ausstellung & Sponsoring", tab "[Pläne & Formulare](#)".

The booth spaces will be marked by the organiser. Booths have to be built on the assigned booth space only. The exhibitor has to expect minor deviations in size or positioning of the booth.

Individual advertising outside the booth space (e.g. distribution of flyers or mounting of posters) is solely allowed with the organizer's prior permission.

### Floor Covering

The floor in the "Großen Saal" is parquet. In the Foyer is a grey tile flooring. The floor coverings are to be treated with reasonable care.

It is permitted to lay one's own floor coverings, provided that the material complies with DIN 4102 (fire behaviour of building materials and components) or EN 13501-1, and does not hinder the opening of doors and access to escape routes. Carpeting and other flooring must be laid in an accident-proof manner (especially with regard to the risk of slipping, tripping or falling), must not protrude beyond the stand boundary and must be removable without leaving any residue. Adhesive markings, carpet fixings and the like may only be made with special carpet installation tape that can be removed without leaving any residue. Any soiling that is not removed (also applies to substances such as oils, greases, paints and the like) will be removed at the exhibitor's expense.

Self-adhesive carpet tiles are not permitted. The floors may not be painted or covered in any other way. Furniture brought in must be provided with felt glides or similar materials to protect the floor from damage.

Anchors and fixings in the floor are not permitted. The placement of damp or soaking objects is prohibited. Any moisture that escapes must be removed immediately. When setting up refrigerators and mobile counters, a water-impermeable collecting device must be provided.

Heavy loads, lifting materials and boxes may only be transported in the halls with rubber-tyred trolleys or lift trucks, whereby skid marks caused by rubber abrasion must be avoided. If a lift truck is required, it must be brought along.

### Maximum Floor Load

The maximum floor loading is 250 kg per m<sup>2</sup>. Point loading should be avoided in any case.

### Lighting

The general lighting at the Filderhalle might not be sufficient to effectively illuminate every single booth. The exhibitor has to take care of individual lighting of his booth in order to secure best visibility. In general, we recommend the installation of additional lights at the booth.

### Ceiling and construction height, suspensions

The **maximum construction height** in the „Großer Saal“ is **2,50 m**. In the „Großes Foyer“ (main entrance area) the permissible construction height is **2,30 m**.

**Suspensions** are NOT possible within the exhibition area.

### Cleaning and security services

Standard “daily waste” will be disposed of during the nightly cleaning if it is placed clearly visible in front of the booth after the closing of the exhibition in the evening. If a huge amount of waste is produced during the conference, K.I.T. Group reserves the right to subsequently invoice the disposal costs to the exhibitor. This also applies if the exhibitor leaves hazardous waste at the premises. **Additional waste disposal** needs to be ordered separately. If required, please contact the conference organisation K.I.T. Group GmbH Dresden directly **until 01.09.2021** at the latest at [info@dtg2021.de](mailto:info@dtg2021.de).

The exhibitors must ensure that all materials (ornamentation, packaging, decorations etc.) as well as fixtures and superstructures brought to the venue by himself or his sub-contractors are completely removed at the end of the event. According to the principles of the "Kreislaufwirtschafts- und Abfallgesetz" (KrW-/AbfG = Act for Promoting Closed Substance Cycle Waste Management and Ensuring Environmentally Compatible Waste Disposal), the production of waste materials should be avoided as far as possible through choosing reusable materials. Wastes that cannot be avoided must be disposed of in an environmentally sound manner (recycling rather than disposal). The exhibitors are obliged to make an effective contribution to this goal and to practice waste separation as indicated on the collecting boxes.

Waste bins that are made of flammable materials may not be used on the booths. The organizer must be notified if larger amounts of combustible wastes are produced.

The disposal of solid or liquid wastes via the sewers (toilets, drains, ponds) is strictly forbidden. Mobile catering facilities that use greases and oils are generally prohibited. Any environmental damage/ contaminations on the site of the premise (e.g. through leaked petrol, oil, hazardous substances) must be reported to K.I.T. Group immediately.

During the daily **cleaning**, only common areas will be cleaned. **Individual booth cleaning** needs to be ordered separately. If required, please contact the conference organisation K.I.T. Group GmbH Dresden directly **until 01.09.2021** at the latest at [info@dtg2021.de](mailto:info@dtg2021.de).

After the set-up the Filderhalle will perform a basic cleaning. Materials, that remain outside of the booth at that time, will be removed at the costs of the exhibitor.

Outside of the conference hours, especially during night-time, a **general security service** will be provided by the organizer, who will overlook the whole reception and exhibition area. The organizer does not assume any liability for loss or damage of goods. The Filderhalle is authorised to take actions that are required for security and surveillance reasons. The exhibitor is responsible for the separated surveillance of the booth and exhibits. Individual booth surveillance needs to be ordered separately. If required, please contact the conference organisation K.I.T. Group GmbH Dresden directly **until 01.09.2021** at the latest at [info@dtg2021.de](mailto:info@dtg2021.de).

During the conference hours, no security service will be provided by the organizer. Exhibitors are asked to keep their booths permanently occupied and to particularly protect goods, which are at risk of theft. Exhibitors are kindly asked to only leave the booth during set-up and dismantling after the exhibits have been loaded or handed over to the freight forwarder. If that is not possible, it is advisable to hire a security guard.

## 5. General guidelines and safety rules

The exhibitor complies with safety rules provided by police, fire fighters, TÜV and other relevant authorities. All erection and dismantling work may only be carried out within the scope of the applicable regulations of the occupational health and safety laws, trade laws and laws with respect to places of public assembly. The exhibitor and its service companies are responsible for observing these regulations. The exhibitor and its service companies must ensure that no reciprocal risks arise with other exhibitors and their service companies during the set-up and dismantling work. They must appoint a coordinator wherever necessary to coordinate the work. In the event of infringements of the statutory regulations, the organizer, the Filderhalle and the pertinent authorities can order the work to be stopped.

Fire alarms, water supply stations, hydrants, fire extinguishers and leads, smoke flaps, activation points for smoke extraction devices, smoke detectors as well as supply and exhaust air openings for the heating and ventilation system, their signs as well as the green emergency exit signs must be accessible and visible at all times; they may not be blocked, concealed behind hangings or otherwise rendered unrecognisable. Exits, hall aisles, corridors, emergency exits and escape hatches must be kept clear at all times. Escape routes, exit doors, escape hatches and their markings may not be blocked, concealed by hangings or otherwise rendered unrecognisable. It must be ensured that doors along escape routes can be completely opened with ease from the inside. Halls may not be blocked by objects at any time. All corridors serve as escape routes in an emergency.

The access roads and entrances to the Filderhalle must be kept clear as escape routes and may not be blocked by setup material, means of transport, vehicles, components or other objects. Any

illegally parked vehicles, trailers will be removed at the owner's expense (even without prior warning).

The Filderhalle and persons authorized by it exert the householder's rights at the exhibition grounds. The organiser reserves the right to expel persons from the venue and/ or pronounce a house ban if they act contrary to the conditions of participation or do not adhere to any rules set by the organiser or by the Filderhalle. The Filderhalle and persons authorized by it, police force, fire brigade and other supervisory authorities must be granted free access to the booths at any time.

There is a smoking ban throughout the entire venue at all times.

Due to fire protection laws, usage of open light or fire, flammable liquids or gases, pyrotechnic objects, explosives and other dangerous materials at the booth is not allowed at any time.

Mineral oils (gasoline, petroleum, etc.) or methylated spirit may not be used for cooking, heating or other purposes. All electrical devices that generate heat or become hot must be mounted on non-flammable, heat-resistant and asbestos-free bases as a special protection. Depending on the generated heat, there must be a sufficiently large distance to flammable substances, fire alarms and sprinkler heads. Lamps may not be mounted on decorations or similar materials. Electric cookers and other equipment that is potentially hazardous if operated unsupervised must be switched off at the end of every day after the event. The organiser and the Filderhalle must be informed in writing of the use of any hot plate. It is recommended to provide suitable and tested fire extinguishers on the booths.

The exhibitor is neither allowed to hammer nails or drill hooks into walls, columns or other parts of the venue nor to anchor or paste something on them. No objects may be rested against walls, pillars, mirrors and other fixtures. The exhibitor is obliged to re-establish the initial conditions of the exhibition space after dismantling the booth. The exhibitor will be held liable for any damages of ceilings, walls, the floor and installation facilities. Adhesive tapes have to be removed without any residues. Damages or contaminations in the rooms of the Filderhalle, its equipment, including the outdoor area, caused by the exhibitor or his vicarious agents have to be reported to the Filderhalle in all cases immediately.

Works causing noise and dirt, e.g. sawing and grinding, as well as laying wiring are not allowed. Any kind of welding, cutting, soldering, defrosting and abrasive cutting work at the venue is prohibited. Only personnel appointed by the Filderhalle is allowed to install connections to the utility network in certain areas. Water and wastewater installations are not possible. The exhibitor is responsible for electric installations within the booth area, which have to comply with the current regulations established by the German Association for Electrical, Electronic & Information Technologies (VDE).

The operation of acoustic systems as well as any kind of audio-visual presentation by the exhibitor requires the approval of the organizer and must be applied for in writing. The permission of the 'Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte' (GEMA) is

required for any kind of music playback in accordance with the statutory regulations (copyright law). Music that is played back without being registered with GEMA can lead to claims for damages from GEMA.

Decorations of natural plant deco may only be used in the rooms when fresh. The Filderhalle decides on any exceptions. If it is being noted, that plants during the event are drying out and are thus highly flammable, they need to be removed immediately. Trees need to be knot-free up to 50 cm above the floor. Deciduous and coniferous trees can only be used with damp root clumps. Bamboo, reed, hay, straw, bark mulch, turf or other similar materials do not usually meet the aforementioned requirements. It is not permitted to bring animals onto the premises.

The use of balloons filled with safety gas and other flying objects as well as the use of fog machines or laser systems are prohibited. Furthermore, the use of spray guns and nitro lacquers is forbidden.

Any additional requirements or exemptions from the above-mentioned regulations need to be approved in written form by the organizer well in advance. The organiser is to be informed about additional requests in good time. Rented booths and equipment have to be treated with care and handed back in proper condition.

The exhibitor can be held liable for any personal or material damage caused by him or his vicarious agents. Neither K.I.T. Group GmbH Dresden nor the Filderhalle take any responsibility or liability for damages or losses at the booths or of the exhibits. All exhibitors are advised to arrange appropriate insurances for their exhibits.

Please also consider the general terms and conditions mentioned in the exhibitor contract.

### **Rules regarding booth construction**

All exhibitors are obliged to adapt the booth planning to suit constructional facts and conditions of the venue and to inform themselves on the location and dimensioning of any structures or other facilities on their stand, in particular columns, fire alarms, wall hydrants, the routing of utility channels, ventilation systems, floor unevenness, etc. Supports, wall projections, partition walls, electrical power supply distribution boxes and fire-fighting equipment as well as other technical equipment are part of the assigned booth space. The organizer cannot assume any liability for the accuracy of the dimensions given in floor and booth plans.

Booth constructions are not allowed to exceed the allocated booth area. Lighting fixtures and signage must not extend beyond the booth space. The organizer reserves the right to invoice any additional space used. The rear and/or visible sides of booth constructions and sides adjacent to neighbouring stands must be kept smooth and of a neutral colour (e.g. white or light grey).

Exhibition booths including installations and exhibits as well as advertising media are to be built soundly so that there is no risk to life and health or to safety and public order. The exhibitor is responsible for the structural safety of the booth and may have to produce evidence thereof.

Please consider the VStättVO (Operator Liability Regulation) with respect to the requirements on booth safety. The exhibitor will be held liable for any damage resulting from infringements of these rules.

Generally accessible areas that border directly on lower-lying areas must be surrounded with railings if there is a risk of falling.

Assuming that the technical guidelines are observed when designing and erecting one-storey exhibition booths with a maximum height of 2,50 m, there is no need to submit for approval. For all exhibition booths exceeding 2,50 m and special constructions and/or structures, **permits must be submitted** on request for approval. Please send stand drawings of solid building stands until **23.08.2021** directly to the conference organisation K.I.T. Group GmbH Dresden at [info@dtg2021.de](mailto:info@dtg2021.de).

Booths must always be open at the top. Stand ceilings must be regarded as being open if no more than 50% of their horizontal surface is closed, in terms of square metres (in the case of sloping ceilings, in terms of the projection surface).

For building constructional systems made of glass or acryl glass, only security glass may be used. Edges of glass panes must be worked or protected in such a manner that they pose no danger of injury. Structural elements fabricated entirely from glass shall be marked at eye level at any time and have to comply with the technical rules for the usage of glass constructions for fall protection („Technische Regeln für die Verwendung von absturzsichernden Verglasungen - TRAV“).

Materials that are easily flammable and drip or form toxic gases when burnt may not be used to build the booth. All materials employed at the booth must be flame resistant (at least B1 according to DIN 4102-1 or class C according to DIN EN 13501-1). The property 'flame resistant' can only be achieved subsequently for part of these materials with a flame retardant. The flame retardant that is used must be officially approved. Special requirements may be set for load-bearing parts of the structure in individual cases for safety reasons. The confirmation of the flame resistance and/or impregnation in accordance with the regulations must be kept on the booth for inspection at any time.

Products which have no CE –certificate of conformity and which do not meet the requirements of § 4 sect. 1 or 2 of the German Equipment and Product Safety Act (Gesetz über technische Arbeitsmittel und Verbraucherprodukte - GPSG), may only be exhibited if a visible sign clearly indicates that they do not satisfy these requirements and can only be purchased inside the European Union when the corresponding agreement has been reached. During any demonstration, the necessary precautions must be taken to protect persons.

Superstructures, equipment, furnishings, decorations (materials) that are brought into the place of assembly and which do not satisfy these regulations or the Operator Liability Regulation (VStättVO), may not be set-up in the place of assembly and may have to be removed or modified at the exhibitor's expense. This also applies if the replacement is carried out by the organizer. For

cause, in particular in the case of severe safety deficiencies, booths may be closed partially or fully.

**Please observe the applicable hygiene regulations of the state of Baden-Württemberg when constructing your stand! As an exhibitor, you are responsible for complying with these.**

## 6. Logistics

### Set-up, dismantling and opening hours

Set-up and dismantling have to be carried out and finished during the below-mentioned periods. If you require additional construction times, please contact K.I.T. Group GmbH Dresden ([info@dtg2021.de](mailto:info@dtg2021.de)) in due time. The expenses and costs arising thereby will have to be borne by the exhibitor.

Booths not removed in time will be disposed of at the costs of the exhibitor. Liability of K.I.T. Group or the Filderhalle is excluded.

<b>Set-up times</b>	Wednesday, 06.10.2021	08:00 – 18:00 h	
<b>Opening hours</b>	Thursday, 07.10.2021	07:30 – 18:30 h	r
	Friday, 08.10.2021	07:30 – 17:30 h	
	Saturday, 09.10.2021	08:00 – 13:30 h	
<b>Dismantling times</b>	Saturday, 09.10.2021	14:00 – 15:00 h	only minor, low-noise works within the booth
		15:00 – 20:00 h	dismantling of booths

Please note that all times are preliminary and might be changed slightly due to organisational requirements.

### Directions and delivery for booth constructors

#### General Information:

Deliveries may only be made during the above-mentioned construction periods. In order to ensure a smooth flow of traffic during the construction and dismantling periods and the duration of the event, traffic regulations and traffic management rules must be observed.

**Loading and unloading of trucks** is possible via the access road to the main entrance as well as to the delivery area of the stage ramp. **Smaller vehicles** can additionally use the delivery via the access road to the Panorama Hall (access via Bahnhofstraße - Dreimorgenstraße - Lessingstraße). Detailed directions can be found on the conference website in the section "Ausstellung & Sponsoring", tab [Pläne & Formulare](#).

Due to the spatial conditions, loading and unloading of vehicles is only possible in **specific time slots**. These will be communicated separately to exhibitors in good time depending on stand size and location (more information [info@dtg2021.de](mailto:info@dtg2021.de)).

All vehicles may only drive to the loading areas for loading and unloading and must be removed immediately after loading. A maximum of only one truck may stop in the access road to the main entrance and stage ramp. Parking in the loading area is prohibited. Engines must always be switched off during waiting times.

Please note that **lifting or rolling trolleys** must be brought along by yourself if required. Trolleys brought along must be fitted with plastic or rubber tyres. Brake marks due to rubber abrasion must be avoided and removed if necessary.

### **Delivery of materials in advance**

Materials required for booths may be sent directly to the Filderhalle starting from 04.10.2021. Due to actuarial reasons and other events that take place at the Filderhalle before, deliveries cannot be accepted before this date.

**We recommend to arrange deliveries on the very day of the set-up with your freight forwarder/ courier service.** Ideally one of your employees is able to receive the delivery on-site.

**Delivery address:** Filderhalle Convention & Event Center  
Bahnhofstraße 61  
70771 Leinfelden-Echterdingen, Germany

The following information has to be **displayed clearly visible** on every item of the delivery, otherwise the shipment cannot be identified and thus will not be accepted (also see the plain shipment label on [www.dtg2021.de](http://www.dtg2021.de) in the section "Ausstellung & Sponsoring", tab "Pläne & Formulare"):

Event:	DTG 2021
Date:	07. – 09.10.2021
Exhibitor:	[ <i>your company name</i> ]
Booth number:	[ <i>your booth number</i> ]
Contact Person:	[ <i>name of your employee on-site (incl. mobile number)</i> ]
Content:	booth material
Scope of delivery:	box [ <i>serial packing number</i> ] of [ <i>total amount of items</i> ]

Courier services and forwarding agents have to be informed about the title of the event "DTG 2021" in order to enable the Filderhalle to identify the delivery.

### **Disposal of packaging waste and empties**

It is expressly requested that packaging waste/empties etc. be taken away by your stand construction companies after assembly and dismantling. It is not permitted to leave materials behind in the Filderhalle. Materials left behind will be disposed of at the exhibitor's expense at an increased charge without checking their value.

No empties may be stored in the stands, outside the stands, in the Filderhalle or on its outside grounds during the duration of the congress. Any empties must be removed as quickly as possible. Any empties produced during assembly and dismantling must be removed after work has been completed on the stand.

### **Collection of booth materials after the conference**

Stand materials must be collected from the stand directly after dismantling on 09.10.2021. Only smaller packages may be stored until 11.10.2021 at the latest. The exhibitor is responsible for the transportation of any material from the booth to the loading zone. Furthermore, the exhibitor has to take care of scheduling the pick-up and correct labelling of boxes for the freight forwarder to be able to identify the boxes.

## **7. Ordering additional services**

Please note, that power supply, furniture and technical equipment as well as individual catering are not included in the exhibition space rental fee. These services must be ordered separately at the exhibitor's expense (see below).

### **Ordering Catering**

Please note, that the Filderhalle has the exclusive catering rights in full for beverages and food:

Contact: Convention & Event Center  
FILDERHALLE Leinfelden-Echterdingen GmbH  
Claudia Heid  
E-Mail: [c.heid@le-mail.de](mailto:c.heid@le-mail.de)  
Telefon: 0049 711 758575 337

Exhibitors offering food and drinks for immediate consumption must use washable reusable crockery and cutlery, glasses and reusable tablecloths. The use of plastics (also recyclable) and cardboard tableware (also compostable, uncoated) must be avoided. Serving from cans or disposable bottles is not desired. Please refrain from using edible tableware due to the high production costs. Furthermore, edible tableware is food; and for ethical reasons its use is not justifiable, as it is often disposed of in the waste.

**Deadline for ordering catering: 27.09.2021**

### **Ordering furniture and equipment**

Orders for stand furniture and equipment can be placed via TEM Festival GmbH. Please use the order form at [www.dtg2021.de](http://www.dtg2021.de) under the heading Ausstellung & Sponsoring in the [Pläne & Formulare](#) tab.



www.dtg2021.de

## 30. JAHRESTAGUNG DER DEUTSCHEN TRANSPLANTATIONSGESELLSCHAFT

07. - 09. OKTOBER  
2021 / STUTTGART

If you do not find what you are looking for on the forms, please contact TEM Festival GmbH directly with a detailed description of your needs:

Contact: TEM Festival GmbH  
Tel.: +49 30 5770212 0  
E-Mail: [DTG2021@t-e-m.de](mailto:DTG2021@t-e-m.de)

### **Deadline for ordering booth furniture: 14.09.2021**

Orders after this date can only be accepted after reconfirmation and with a 30% late payment surcharge.

### **Ordering connections**

Electrical connections can be ordered through TEM Festival GmbH. Please use the order form at [www.dtg2021.de](http://www.dtg2021.de) under the heading Ausstellung & Sponsoring in the [Pläne & Formulare](#) tab.

The exhibitor is responsible for self-installation on the stand. It is recommended that TEM Festival GmbH also be commissioned for work inside the stands.

Contact: TEM Festival GmbH  
Tel.: +49 30 5770212 0  
E-Mail: [DTG2021@t-e-m.de](mailto:DTG2021@t-e-m.de)

The exhibitor is responsible for returning the connection adapters and terminals.

Water connections within the exhibition area are, unfortunately, not possible.

Wireless internet (limited network bandwidth) will be provided free of charge for all participants and exhibitors on-site.

### **Deadline for ordering connections: 14.09.2021**

### **Hiring booth cleaning and stand security**

Please contact the conference organisation K.I.T. Group GmbH Dresden directly at [info@dtg2021.de](mailto:info@dtg2021.de) if you require individual stand security and cleaning as well as hostesses and set-up assistants.

Please submit your request as soon as possible so that we can plan your staffing needs in the best possible way.

### **Deadline for hiring of supporting staff: 01.09.2021**

### **Reservation of meeting rooms**

A meeting room is available in the Filderhalle, which can be rented for meetings. If you need a meeting room during the DTG Annual Conference, please contact the congress organisation with your request. ([info@dtg2021.de](mailto:info@dtg2021.de)).



## 8. Conference app

For the **company profile** in the event app, please send us your company logo, a continuous text (approx. 100 words) and the respective link **until 30.08.2021** at the latest to [info@dtg2021.de](mailto:info@dtg2021.de).

If you have booked the option of a **push message**, please send us the relevant content at least **one week before the sending date**, that has been agreed with you in order to guarantee a timely sending. The messages can consist of continuous text and links - images, graphics and other colour design elements cannot be inserted for technical reasons.

## 9. Promotional Slides

If you have booked a **promotional slide** or the integration of a **one-minute video clip** in the break slides or if this service is included in your booked service package, please send us your slide (aspect ratio 16:9) as a PDF, .jpg, .png or ppt file, or the video clip (aspect ratio 16:9, between 1280x720 and 1920x1080 px, max. 3 Mbit/s) as MP4 **until 01.09.2021** at the latest to [info@dtg2021.de](mailto:info@dtg2021.de).

## 10. Industry Symposia

If you have booked an industry symposium or it is included in your sponsorship package, please send the title as well as the programme of your symposium to [info@dtg2021.de](mailto:info@dtg2021.de) **by 01 September 2021 at the latest**. Please consider that the smooth implementation of your industry symposium may be at risk if the organizer does not receive the information in time.

After the scientific secretariat has approved the title and programme of your symposium, the symposium will be included in the online programme. If you send us a PDF document of your symposium, we can include this document in the online programme. The organizer will not conduct any further announcements of the sponsor's symposium – additional promotional activities have to be organized by the sponsor. Placing signs and banners within the conference venue is only allowed directly before your symposium and only in front of the allocated room.

The **time slot and room allocation** for your symposium can be found in the online programme at [www.dtg2021.de](http://www.dtg2021.de) The organizer may slightly change room and time due to organizational requirements, if necessary. Sponsors may access their room 15 minutes prior to and after their symposium for preparations and follow-up. The allocated time slots have to be strictly adhered to and may only be exceed if the organizer is consulted before. If the room set-up is changed during the symposium, the initial set-up needs to be restored when leaving the room.

The sponsor may use the technical conference equipment that is installed in the room (sound system incl. microphone at lectern, microphone for questions from audience and microphone for

session chair, data projector and screen for aspect ratio 16:9, presentation laptop with presentation management system and laser pointer). Further technical requirements have to be discussed with the conference organizer in due time and ordered at extra costs.

Please note that K.I.T. Group does not make any arrangements for the speakers of the industry symposia. I.e. **registration, travel expenses, etc. for the symposium speakers must be arranged by the sponsors themselves**. All speakers or visitors to the symposium must be registered for the conference according to the applicable fee table.

During lunch breaks, a general conference catering will be provided by the organizer. Individual catering orders for the symposium need to be placed separately at extra costs (see "Ordering catering").

## 11. Virtual Exhibition

The stand price includes a basic presence on the virtual platform. Content to be shown in the exhibition stands (logo, company description, contact details, promotional video) must be sent to [info@dtg2021.de](mailto:info@dtg2021.de) **until 30.08.2021**. Costs incurred for created videos etc. must be borne by the exhibitor or sponsor themselves.

## 12. Registration of (booth) staff

All delegates and all booth personnel (who intend to visit sessions) need to register via the [online registration form](#), which can be found on the conference website. Registration must be made until **4 October 2021 the latest**.

For companies with more than 5 free registrations, registration of stand personnel via an Excel list is possible. However, this only applies to pure stand personnel. If speakers for the symposia are only present for the symposium, they can also be registered as usual via the company name list.

Please send the Excel spreadsheet with the following information to [info@dtg2021.de](mailto:info@dtg2021.de) until **20.09.2021**:

- Surname
- Name
- Title (if applicable)
- Sex
- Company/ institution and department
- Address (street, city, country)
- E-mail
- Remark, that there is no interest in scientific sessions



www.dtg2021.de

## 30. JAHRESTAGUNG DER DEUTSCHEN TRANSPLANTATIONSGESELLSCHAFT

07. - 09. OKTOBER  
2021 / STUTT GART

For rebookings and changes **after the deadline, a processing fee** of EUR 10.00 plus VAT per participant will be charged. Cancellations after this date will be charged in full.

Exhibiting companies receive a certain number of free registrations depending on the size of their stand. Regarding free registrations, there is no difference between booth staff and other participants. Free registrations receive the same services as regularly registered participants.

Further registrations are charged as follows:

- booth staff: participation in the whole conference 160.00 € plus V.A.T.  
day ticket 100.00 € plus V.A.T.
- scientific participants: according to the registration fees listed at [www.dtg2021.de](http://www.dtg2021.de)

All registered persons (conference participants as well as company/booth staff) have access to the scientific programme, the industry exhibition and catering. There are no "exhibition only" tickets.

It is the exhibitor's duty to inform the registered personnel about the privacy statement of K.I.T. Group GmbH Dresden as well as the storing of the above-mentioned dates in line with the DTG annual meeting. The participant agrees by the act of registration to the privacy statement of K.I.T. Group GmbH Dresden.

### 13. Reservation of hotel rooms

Room allotments have been pre-reserved in hotels around the venue for participants and exhibitors of the DTG Annual Conference. At [www.dtg2021.de](http://www.dtg2021.de) you will find a booking link to the hotel booking portal HRS under the heading Anreise & Hotel in the Hotelreservierung tab.

Available hotels incl. facilities and prices as well as booking conditions and the platform for group bookings (from 10 persons) can also be found on the booking platform.

### 14. Contact

If you have further questions or require additional information, please contact:

Anja Schröter

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01099 Dresden

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E-Mail: [info@dtg2021.de](mailto:info@dtg2021.de)

