



EuCAP 2021
ONLINE

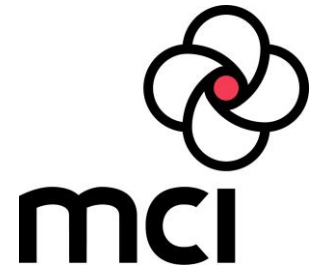
15th European Conference
on Antennas and Propagation

2021

March 22–26, 2021

Technical Manual

15th European Conference
on Antennas and Propagation



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1. Contacts

1.1 Congress Organisation	MCI Deutschland GmbH MCI Germany – Berlin Markgrafenstrasse 56 10117 Berlin Germany	Exhibition & Sponsoring T: +49 30 204 590 E: eucaap-sponsoring@mci-group.com
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2. Congress Hours

Meeting & Exhibition Hours	MON, March 22nd, 2021 09:00 a.m. – 07:00 p.m.
	TUE, March 23rd, 2021 10:00 a.m. – 05:00 p.m.
	WED, March 24th, 2021 10:00 a.m. – 05:00 p.m.
	THU, March 25th, 2021 10:00 a.m. – 05:00 p.m.
	FRI, March 26th, 2021 09:00 a.m. – 06:00 p.m.

3. Deadlines

19th February 2021 – Advert in digital programme book
– Short company description

01st March 2021 – Upload for content of virtual goodie bag

4. Planning of Sponsoring Items

4.1 Advert in programme book

Each sponsoring company will be entitled to insert an advert in the digital programme book according to their level.

The digital programme book contains all the essential points on the structure of and general information concerning the conference i.e. session content and times etc. The main programme is available to all participants online.

→ Booking and Ad closing date: **19th February 2021**

→ Media dimensions: [1/1 inside page](#), [1/2 inside page](#)

Sponsorship Level	Advert included
Platinum	1/1 page
Gold	1/2 page
Silver	1/2 page
Bronze	1/2 page

Please send your advert via email until **19th February 2021** to: eucap-sponsoring@mci-group.com

4.2 Company description

Each sponsoring company will be presented in the digital programme book with their company logo and a short company profile.

The company profile should be no longer than 150 words in total. Please send your description via email until **19th February 2021** to: eucap-sponsoring@mci-group.com

4. Planning of Sponsoring Items

4.3 Insert in digital goodie bag

The congress participant will receive an EuCAP congress digital goodie bag.

Each sponsoring company will be entitled to create a digital goodie bag. Depending on your sponsoring level you do have a certain number of items included:

Sponsorship Level	Included goodie bag items
Platinum	3
Gold	2
Silver	1
Bronze	1

To create your items (e.g. voucher, discount etc.) each level sponsor will receive an email-invitation with access to the goodie bag in the beginning of February 2021.

After the set up is done and the items are approved the goodie bag will be sent to the congress delegates before the congress starts.

Please create your items until **1st March, 2021**.

5. Badges

5.1 Online Delegate Passes

Each sponsoring company will be entitled to a specific number of complimentary online delegate passes, giving access to the digital hospitality lounges of the sponsors and the scientific sessions:

Sponsorship Level	Included complementary online delegate pass
Platinum	5
Gold	3
Silver	2
Bronze	2
Digital Hospitality Lounge - only -	2

All delegate passes will be personalized and can be given to company staff members as well as to speakers of your own industry workshop.

The registrations will be done via EuCAP 2021 site with a special “guest code” by each sponsoring company themselves.

The guest code will be sent to each sponsoring company automatically via email, **approximately in the second week of February 2021**.

For the registration you can enter your personal page where you will find a link to the registration area. In the registration area you can enter your guest code in the appropriate field.

Every delegate needs to be registered individually by entering your guest code.

For further details please check the email once you have received it.

5. Badges

5.2 Online stand personnel passes

Each owner of a Digital Hospitality Lounge will be entitled to a specific number of complimentary stand personnel passes, giving access to the Digital Hospitality Lounges of the sponsors:

	Included complimentary online stand personnel passes
Digital Hospitality Lounge Owner	3

All online stand passes will be personalized.

The registrations will be done via EuCAP 2021 site with a special “guest code” by each sponsoring company themselves.

The guest code will be sent to each sponsoring company automatically via email, **approximately in the second week of February 2021**.

For the registration you can enter your personal page where you will find a link to the registration area. In the registration area you can enter your guest code in the appropriate field.

Every online stand personnel needs to be registered individually by entering your guest code.

For further details please check the email once you have received it.

Additional stand personnel passes can be purchased at the following rate:

- Additional online stand personnel pass: 150,00 € + VAT

For registering additional stand personnel passes the process is the same as for the complimentary passes: You'll receive a guest code as well.

For further details please check the email once you have received it.

Terms & Conditions

Conditions of booking and payment on sponsoring packages and exhibition space

The full amount of the booked items is due 30 days after the date of invoice.

Exhibition space assignment and allocations

EuCAP 2021 can with prior notification adjust the virtual floor plan and stand locations accordingly. The virtual exhibition space allocation will be booked on a first-come, first-serve basis. Preferences can be submitted.

Exhibits and appliances

Attractive, informative and attention-getting exhibitions are encouraged. No one should approach a virtual competitor booth without disclosing their company affiliation.

Data protection

Information provided by exhibitors and sponsors during the preparation of the conference will be processed jointly by EuCAP 2021 and used for the purpose of the goods and services ordered, and for billing accounts.

Use of EuCAP logo

Use of the EuCAP 2021 logo on promotional literature is not permitted. However, sponsors may use the EuCAP 2021 logo on promotional souvenir give-aways provided that prior permission is obtained from EuCAP 2021.

Cancellation

In case of cancellation no refund can be made. EuCAP 2021 reserves the right to cancel any event in case of force majeure.

An event of force majeure means each contingency that is not caused by one of the parties, was unforeseeable at the time of the conclusion of this agreement and renders the further performance of the obligations under this agreement for the conference organizers, EurAAP impossible or substantially more onerous. Events of force majeure are in any case, but not limited to the following events: acts of God, armed conflicts, social unrest, criminal offence, diseases and epidemic, electricity and telecommunications interruption, economic factors, accidents and governmental measures.

EurAAP shall, as soon as practicable but in any event not later than 10 business days from the date at which EurAAP becomes aware of such event of force majeure, expressly notify the exhibitor/sponsor of the occurrence of the event of force majeure as well as of its intent to invoke this clause by email to the email address provided at the registration of the exhibitor/sponsor. EurAAP shall, as soon as practicable but in any event not later than 10 business days after the occurrence of each a) and b) below, provide notice to the exhibitor/sponsor:

a) the cessation of an event of force majeure; and b) its ability to recommence performance of its obligations under this agreement

Terms & Conditions

EurAAP has the right to immediately alter or cancel the conference or any arrangements, timetables, plans or other items relating directly or indirectly to EurAAP. EurAAP shall be relieved from any contractual or extra-contractual liability as from the occurrence of the event of force majeure.

In case of partial or full cancellation of the virtual event due to an event of force majeure, EurAAP will take all reasonable efforts to mitigate the effect of the event of force majeure on its obligations.

Furthermore, with the exception of any wilful damage or gross negligence committed by EurAAP, EurAAP shall not at any time be liable for any direct or indirect damage suffered by the company, consequential and immaterial damage, caused including by failure to comply with any provision of this document. The information that you provide to EurAAP will be used to ensure we provide you with products and services that best meet your needs. This may include the promotion of EurAAP products and services by post and /or electronic means. Your information will also be used to produce event materials, including badges.

By signing the contract the Exhibitors /sponsor states that the policy is understood and that he agrees with it.