Sponsorship Prospectus
### Important Dates to Remember

<table>
<thead>
<tr>
<th>Event</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start of Exhibition Space Booking</td>
<td>16 December 2021</td>
</tr>
<tr>
<td>Start of Online Registration</td>
<td>17 January 2022</td>
</tr>
<tr>
<td>Start of Accommodation Booking</td>
<td>17 January 2022</td>
</tr>
<tr>
<td>Sponsorship Application Deadline Platinum Sponsor</td>
<td>21 January 2022</td>
</tr>
<tr>
<td>Sponsorship Application Deadline Gold Sponsor</td>
<td>4 February 2022</td>
</tr>
<tr>
<td>Sponsorship Application Deadline Silver Sponsor</td>
<td>18 February 2022</td>
</tr>
<tr>
<td>Early Exhibition Space Booking Deadline Bronze Sponsor</td>
<td>28 February 2022</td>
</tr>
<tr>
<td>Early Registration Fees Deadline</td>
<td>5 April 2022</td>
</tr>
<tr>
<td>Sponsorship Application Deadline Bronze Sponsor</td>
<td>4 March 2022</td>
</tr>
<tr>
<td>Circulation of Technical Manual</td>
<td>22 April 2022</td>
</tr>
<tr>
<td>Standard Registration Fees Deadline</td>
<td>22 July 2022</td>
</tr>
<tr>
<td>Onsite Registration</td>
<td>from 23 July 2022</td>
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### Congress Dates

26-29 July 2022
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<td>Terms &amp; Conditions</td>
<td>40–53</td>
</tr>
</tbody>
</table>
Dublin

Dublin is a vibrant, capital city, in a safe and stable country, a member of the European Union with an open society. The city is a UNESCO City of Literature, the home of Oscar Wilde, James Joyce and four Nobel Laureates for Literature. It is also home to the iconic Old Library of Trinity College, other outstanding libraries and cultural institutions that are all centrally located.

The Convention Centre Dublin is the location for the WLIC. It provides a world-class conference venue in the heart of the city with large auditoria, naturally-lit meeting rooms and spacious foyer areas offering stunning views and ample opportunities for networking.

Dublin boasts world class hotels providing top quality accommodation. There are currently more than 150 hotels and over 20,000 beds, all approved by the National Tourism Authority. The hotels range from a luxury 5 star experience to lower cost budget accommodation, including new purposebuilt student residences. Many additional rooms are expected to be available by 2022.

There are excellent transport connections between Dublin and elsewhere. The airport has an everexpanding network of flights to Europe, Middle East, Asia and North America. Travel within the island as a whole is facilitated by a comprehensive road and rail network. Dublin itself is well-served by public transport, easy to get around and easily walkable.
Dear Industry Partner,

The Irish National Committee is delighted to invite you to the 87th IFLA World Library and Information Congress (WLIC) taking place from 26 to 29 July 2022 in Dublin, Ireland. The WLIC in Dublin enjoys local and national Government support, engagement from librarians across all sectors, plus great commitment and enthusiasm throughout the country. The event will facilitate the exchange of experience and best practice between local, regional and international members of the profession, thereby providing useful insights and global comparisons to advance library innovation at home. Furthermore, contacts made at WLIC will last a lifetime and greatly enhance personal professional development.

Ireland has a large number and wide variety of libraries to visit and, being a relatively small island, libraries outside Dublin are easily accessible as well. We will be organising a range of guided tours - covering public, academic and special libraries, large and small, new and old. In addition, Ireland is an attractive destination for cultural tours and leisure activities more generally, for accompanying persons and for delegates wishing to extend their stay, either before or after the conference.

This is the first time the WLIC has been held in Ireland. There is huge excitement locally and it promises to be a week-long celebration of libraries and librarians. Most importantly, all Industry Partners are assured of our warm Irish hospitality, Céad Míle Fáilte - a Hundred Thousand Welcomes!

Philip Cohen
Chair of the Irish National Committee and Immediate Past President of the Library Association of Ireland

Marian Higgins
Co-Chair of the Irish National Committee and President of the Library Association of Ireland

Cathal McCauley
Co-Chair of the Irish National Committee and Vice President of the Library Association of Ireland
Important Information

Congress Organiser

IFLA
PO Box 95312
2509 CH The Hague, Netherlands
Tel.: +31 70 31 40884
Fax: +31 70 38 34827
Email: ifla@ifla.org
www.ifla.org

IFLA WLIC 2022 National Committee
Library Association of Ireland
Email: wlic2022@libraryassociation.ie

Congress Venue

CCD - The Convention Centre Dublin
Spencer Dock
North Wall Quay
Dublin 1
Ireland
www.theccd.ie

Congress Secretariat

WLIC 2022
c/o K.I.T. Group GmbH
Association & Conference Management
Kurfürstendamm 71
10709 Berlin, Germany
Tel.: +49 30 24 60 3 380
Fax: +49 30 24 60 3 200
Email: wlic2022@kit-group.org

Registration & Accommodation

c/o K.I.T. Group GmbH
Tel.: +49 30 24 60 3 380
Fax: +49 30 24 60 3 200
Email: wlic2022-registration@kit-group.org

Exhibition / Sponsoring

c/o K.I.T. Group GmbH
Tel.: +49 30 24 60 3 314
Fax: +49 30 24 60 3 200
Email: wlic2022-sponsorship@kit-group.org
<table>
<thead>
<tr>
<th><strong>Date</strong></th>
<th><strong>City / Country</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>26-29 July 2022</td>
<td>Dublin, Ireland</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Venue</strong></th>
<th><strong>Participants</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>CCD - The Convention Centre Dublin</td>
<td>1,500 - 2,000 expected</td>
</tr>
</tbody>
</table>
About IFLA

The International Federation of Library Associations and Institutions (IFLA) is unique in the reach of its membership, the breadth of its mission, and its ability to inspire, engage, enable and connect the global library field.

IFLA has a special role as the global voice of the library and information profession, and works both to represent libraries on the world stage, and to strengthen the ability of our member associations, institutions, and individuals to advocate for, and deliver, library and information services that improve lives. With over 1500 members in 140 countries, we serve a field who believes in and supports IFLA’s vision, mission and core values.

CORE VALUES
In pursuing these aims IFLA embraces the following core values:

1. the endorsement of the principles of freedom of access to information, ideas and works of imagination and freedom of expression embodied in Article 19 of the Universal Declaration of Human Rights
2. the belief that people, communities and organisations need universal and equitable access to information, ideas and works of imagination for their social, educational, cultural, democratic and economic well-being
3. the conviction that delivery of high quality library and information services helps guarantee that access
4. the commitment to enable all Members of the Federation to engage in, and benefit from, its activities without regard to citizenship, disability, ethnic origin, gender, geographical location, language, political philosophy, race or religion

OUR AIMS
IFLA is an independent, international, non-governmental, not-for-profit organisation. Our aims are to:

1. Promote high standards of provision and delivery of library and information services
2. Encourage widespread understanding of the value of good library & information services
3. Represent the interests of our members throughout the world

OUR VISION
A strong and united library field powering literate, informed and participative societies

OUR MISSION
To inspire, engage, enable and connect the global library field
Past WLIC Facts

Attendees by Continent (2019)

- **North America**: 15.7% (224 attendees)
- **Europe**: 51.7% (1,724 attendees)
- **Asia & Middle East**: 21.4% (524 attendees)
- **Africa**: 6.7% (82 attendees)
- **Australia/Oceania**: 2.5% (65 attendees)

Top 10 Countries Represented

**Wroclaw, 2017**
- Poland: 475
- United States: 390
- Germany: 176
- China: 131
- United Kingdom: 97
- France: 90
- Sweden: 78
- Russian Federation: 75
- Netherlands: 71
- Finland: 64

**Kuala Lumpur, 2018**
- Malaysia: 1,242
- United States: 248
- Singapore: 160
- China: 155
- Germany: 97
- Australia: 86
- Republic of Korea: 76
- Indonesia: 74
- Japan: 68
- France: 53

**Athens, 2019**
- Greece: 599
- United States: 390
- China: 237
- Nigeria: 143
- Germany: 125
- France: 93
- Russian Federation: 91
- Netherlands: 80
- Sweden: 80
- United Kingdom: 69
## WLIC Previous Congress Facts

### Congress Facts

<table>
<thead>
<tr>
<th>Date</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination</td>
<td>Wroclaw</td>
<td>Kuala Lumpur</td>
<td>Athens</td>
</tr>
<tr>
<td>Total Number of Attendees</td>
<td>3,034</td>
<td>3,390</td>
<td>3,333</td>
</tr>
<tr>
<td>Total Exhibition Space</td>
<td>761</td>
<td>784</td>
<td>713</td>
</tr>
<tr>
<td>Number of Exhibitors</td>
<td>71</td>
<td>71</td>
<td>67</td>
</tr>
<tr>
<td>Number of Sessions</td>
<td>248</td>
<td>249</td>
<td>278</td>
</tr>
<tr>
<td>Number of Plenary Sessions</td>
<td>3</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Number of Papers</td>
<td>221</td>
<td>220</td>
<td>223</td>
</tr>
</tbody>
</table>
The Convention Centre Dublin (The CCD) is Ireland’s first purpose-built international conference centre, located 15 minutes from Dublin Airport and situated in the heart of Dublin’s docklands. It was the first carbon neutral constructed convention centre in the world. The CCD’s contemporary design meets the highest standards of environmental sustainability, achieving the accreditation just one year after opening.

The CCD is a landmark building on Dublin’s skyline with its glass-fronted atrium providing visitors with panoramic views of the River Liffey, Dublin city centre and the Wicklow mountains. Its convenient city centre location and excellent transport links make The CCD easily accessible whether you are travelling from within Ireland, the UK, the US, mainland Europe, or indeed anywhere in the world.

Both international and national hotels and B&Bs are in close proximity, many within walking distance, and The CCD is close to major tourist attractions such as the Guinness Storehouse, museums and fine shopping and dining areas.

Since opening in 2010, the venue had hosted over 1,880 events and won 42 industry awards including ‘World’s Leading Meetings & Conference Centre 2017’ at the World Travel Awards and more recently, retaining the title of ‘Europe’s Leading Meetings & Conference Centre’ at the 26th annual World Travel Awards 2019.

The building offers 22 multi-functional rooms, including a 2,000 seat Auditorium with a full theatrical stage, 4,500 square metres of exhibition space, theatre capacity for 3,000 delegates in The Forum, intimate boardrooms, large and small halls and meeting rooms and six spacious foyer areas. The entire venue is finished to the highest specifications and incorporates industry leading technology and Wi-Fi throughout.
Destination

Dublin, Ireland

Dublin is Ready!
Effortlessly combining the traditional with the modern, the historic with the contemporary, and the dynamic with that famous Irish laid-back quality, Dublin is an exciting and inspirational city eager to extend a warm welcome to business tourists from across the globe. Scoring high on essential criteria such as accessibility, facilities and service, Dublin delivers in its own inimitable way.

Airport

Dublin Airport is one of Europe’s busiest airports, with more than 40 airlines flying to over 180 destinations. These include LA (one of 17 US cities with direct flights), Beijing, Hong Kong and Addis Ababa. Dublin Airport now offers services to over 30 airports in the UK and the ever-expanding European network services more than 100 airports. It recently underwent a €395 million investment programme, to include a new passenger terminal which will increase annual passenger capacity to over 30 million. Dublin Airport manages an average of 60,000 passengers per day, rising to 80,000 during the peak season, with more than 600 aircraft movements every day.

Major Airlines
Getting to Dublin is increasingly easy and popular with many airlines such as Etihad, Emirates and United Airlines opening new routes in the last two years. With the emergence of low-cost air-travel along with traditional international carriers it has never been easier or less expensive to travel to Dublin. Dublin is a hub for Ryanair flights around Europe and Aer Lingus links with the USA directly and via the JetBlue airline. In addition, US customs and immigration are based in Dublin - making travel to and from the USA very convenient.
Connection to Dublin

Dublin Ferry Ports
Even though Ireland is an island, access is easy by air or sea. Passengers arriving in Dublin have a choice of two disembarkation points, depending on which ferry company they use. Dublin Port is very centrally located, only minutes from Dublin city centre. Dun Laoghaire is situated to the south of the city, about 30 minutes from the city centre. There are excellent ferry connections daily from the UK and mainland Europe.

Taxi
There are thousands of taxis available in Dublin city, making it easy to travel around the city day or night. At The CCD we offer a direct dial taxi phone for visitors to use at our reception desk on the ground floor. Taxi fares in Dublin are regulated and tips are at your own discretion.

Getting Around Dublin City
- Dublin is compact and easily ‘walkable’.
- Almost 10,000 taxis.
- Buses: Dublin Bus operates the city’s bus routes running from 06:00-23:30.
- Train: DART, Suburban and Intercity Trains.
- LUAS: State-of-the-art light rail transit system.
- Cycling: Dublin City Bikes are an option for visitors interested in short-term city bike rental.
- An integrated public-transport card called the Leap Card is available allowing delegate’s access to all parts of the city by bus, DART or Luas. This is available at the arrivals hall in Dublin Airport.
Accommodation

Hotel Reservation
Information regarding the Congress will be frequently updated on the IFLA website. We recommend visiting the IFLA website regularly to keep up-to-date with the latest news and information regarding IFLA WLIC 2022: http://2022.ifla.org/

Please be aware of fake websites that try to sell hotel accommodation. Always make sure that you are on the original IFLA-owned website.

Reservations
All room reservations must be made directly with the hotel by sending the official hotel booking form with the booking code “IFLA 2022” and with full credit card details. The booking cannot be processed without the credit card details. Please take note that your hotel reservation is not complete if you don’t return the completed and signed form to the hotel of your choice. Please find the hotel overview and more information on the Congress website. Telephone reservations will not be accepted.

Changes & Cancellations
All changes and cancellations must be sent in writing (fax or email) to the hotel directly. For the exact cancellation dates please have a look at the relevant hotel booking form. After this date, the full value of the reservation indicated on the hotel reservation form will be charged under all circumstances. For a reduction in the length of stay or in the case of a no-show, no refunds will be made. No-shows will be released at 09:00 the following day, and the accommodation will not be refunded. If you have any changes please contact the hotel directly. If you do not have the contact details with you we will be happy to help you at the registration counters.

Confirmation & Invoice
The confirmation and the invoice of the hotel booking will be sent out by the hotel or given to you upon check-out.

Payment
All charges for accommodation and extra costs must be settled by each guest upon departure directly at the hotel. Please note that some rates may be subject to service charge and/or VAT. If you would like to pay in advance by bank transfer please contact the hotel directly.

Alternative Accommodation
Delegates and Exhibitors are welcome to book their own accommodation other than the accommodation service offered by the Congress Secretariat.
## Congress Outline

<table>
<thead>
<tr>
<th>Sunday, 24 July</th>
<th>Monday, 25 July</th>
<th>Tuesday, 26 July</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Council</td>
<td>Officers Briefing Regional Divisions</td>
<td>Opening Session</td>
</tr>
<tr>
<td>Regional Council</td>
<td>Advisory Committees</td>
<td>09:00 – 10:30</td>
</tr>
<tr>
<td>Finance &amp; Risk Committee</td>
<td>08:30 – 10:30</td>
<td>Exhibition Opening</td>
</tr>
<tr>
<td>Governing Board</td>
<td>Opening Session</td>
<td>10:30 – 11:00</td>
</tr>
<tr>
<td>08:30 – 17:00</td>
<td>10:30 – 17:30</td>
<td>Exhibition Hall open</td>
</tr>
<tr>
<td></td>
<td>Section Standing Committees</td>
<td></td>
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<tr>
<td></td>
<td>11:00 – 18:00</td>
<td>Exhibition Hall open</td>
</tr>
<tr>
<td></td>
<td>Caucus Meetings (TBC)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>18:00 – 20:00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Officers Reception</td>
<td></td>
</tr>
<tr>
<td></td>
<td>19:00 – 21:00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>President’s Lunch</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(by invitation only)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12:15 – 14:00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sessions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>13:45 – 18:00</td>
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</table>
## Congress Outline

<table>
<thead>
<tr>
<th>Wednesday, 27 July</th>
<th>Thursday, 28 July</th>
<th>Friday, 29 July</th>
</tr>
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<tbody>
<tr>
<td><strong>Sessions</strong> 08:30 – 12:45</td>
<td><strong>Sessions</strong> 08:30 – 12:45</td>
<td><strong>Professional Council Meeting</strong> 08:30 – 11:00</td>
</tr>
<tr>
<td><strong>Lunch Break</strong></td>
<td><strong>Lunch Break</strong></td>
<td><strong>Librar visits full-day &amp; half-day</strong></td>
</tr>
<tr>
<td><strong>Sessions</strong> 13:45 – 18:00</td>
<td><strong>Sessions</strong> 13:45 – 16:00</td>
<td><strong>Governing Board Meeting</strong> 13:00 – 17:00</td>
</tr>
<tr>
<td>**Exhibition Hall open 09:30 – 17:30</td>
<td>**Poster Session 12:00 – 14:00</td>
<td>**Exhibition Hall open 09:30 – 16:00</td>
</tr>
<tr>
<td><strong>Closing Session</strong> 16:00 – 17:30</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cultural Evening</strong> 19:00 – 23:00</td>
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</table>
Participating in WLIC 2022

Why should you sponsor WLIC 2022?
Industry involvement is one of the key elements in the success of the World Library and Information Congress 2022 (WLIC 2022). Your presence and contributions enhance the overall value of the Congress. The International Federation of Library Associations and Institutions (IFLA) offers you the opportunity to become a sponsor of the WLIC 2022 Annual Congress, enabling you to raise the recognition of your company while promoting endeavours.

On the following pages, various sponsorship options are listed, from which you may select different elements up to the amount of your company’s financial support.

Sponsorship Categories
Sponsorship provides a great means of broadening your competitive edge through improving your company’s image, prestige and credibility by supporting events that your target market finds attractive. You will find below a number of ways to enhance visibility and association with the Congress. There is no minimum amount required to be part of the World Library and Information Congress 2022. Sponsorship options are listed on the following pages where you can build an individual sponsorship package suited to your marketing needs. Your final contribution to the Congress determines your sponsorship level, which in turn provides you with more benefits.

Status will be allocated as follows:

<table>
<thead>
<tr>
<th>Status</th>
<th>Minimum Contribution</th>
<th>Deadline for Application*</th>
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<tbody>
<tr>
<td>Platinum Sponsor</td>
<td>25,000 EUR</td>
<td>21 January 2022</td>
</tr>
<tr>
<td>Gold Sponsor</td>
<td>20,000 EUR</td>
<td>4 February 2022</td>
</tr>
<tr>
<td>Silver Sponsor</td>
<td>15,000 EUR</td>
<td>18 February 2022</td>
</tr>
<tr>
<td>Bronze Sponsor</td>
<td>8,000 EUR</td>
<td>4 March 2022</td>
</tr>
<tr>
<td>Associate Sponsor</td>
<td>3,000 EUR</td>
<td>No deadline</td>
</tr>
</tbody>
</table>

*It is possible at any time after the Deadline for Application to become Sponsor of any category, however you won’t benefit from the priority choice entitlements on exhibition space and exclusive sponsorship items.
| Participating in WLIC 2022 |

<table>
<thead>
<tr>
<th>Spent on Sponsorship Items</th>
<th>25,000 EUR</th>
<th>20,000 EUR</th>
<th>15,000 EUR</th>
<th>8,000 EUR</th>
<th>3,000 EUR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Platinum Sponsor</td>
<td>Gold Sponsor</td>
<td>Silver Sponsor</td>
<td>Bronze Sponsor</td>
<td>Associate Sponsor</td>
</tr>
<tr>
<td>Priority choice exhibition space</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>4&lt;sup&gt;th&lt;/sup&gt;</td>
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<tr>
<td>Priority choice exclusive sponsorship items</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>4&lt;sup&gt;th&lt;/sup&gt;</td>
<td></td>
</tr>
<tr>
<td>Hospitality suite for duration of the Congress</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Discount on exhibition space</td>
<td>30%</td>
<td>20%</td>
<td>15%</td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td>Complimentary full participant registrations</td>
<td>6</td>
<td>4</td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Product demonstration</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>One Email Blast (HTML mailing) to registered delegates</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Logo on Congress website with link to your corporate website</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Logo on Congress website (no link)</td>
<td>✓</td>
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<tr>
<td>Use of Congress logo</td>
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Sponsorship Opportunities

<table>
<thead>
<tr>
<th>Spent on Sponsorship Items</th>
<th>25,000 EUR</th>
<th>20,000 EUR</th>
<th>15,000 EUR</th>
<th>8,000 EUR</th>
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<td></td>
<td>Platinum Sponsor</td>
<td>Gold Sponsor</td>
<td>Silver Sponsor</td>
<td>Bronze Sponsor</td>
<td>Associate Sponsor</td>
</tr>
<tr>
<td>Acknowledgement on social media upon confirming sponsorship</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Acknowledgement in Congress Pocket Programm</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Company name and logo on sponsors’ acknowledgement boards throughout venue</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

How to Book

Sponsorship items can be booked online via the Exhibition and Sponsorship Ordering System (ESOS®). For more details, please refer to pages 37–38 of the Sponsorship Prospectus.

Booking starts on 16 December 2021.

You can book space by registering your interest by clicking on the ESOS icon.
1. Symposia and Workshops

Product Demonstration

Holding a product demonstration is a great opportunity to raise your profile amongst library professionals. Reserve the Expo Pavilion / Tech Lab to launch your new product, showcase existing products and reinforce your product awareness to the Congress attendees. The Expo Pavilion / Tech Lab is available at pre-defined times throughout the day and will be located in the exhibition area. Please contact the Congress Secretariat for further details.

Benefits

- Present existing and new products.
- Raise awareness of your company and its role in libraries.
- Sponsor presentation will be listed on the Congress schedule.

The Expo Pavilion / Tech Lab is available for product demonstrations in 45 minute slots. There is no limit to the number of slots reserved by a single company.

Price: 1,900 EUR
Sponsorship Opportunities

Sponsored Case Studies
IFLA provides four slots of 30 minutes each for industry partners to jointly present case studies of successful collaboration with libraries. These will be part of the main programme of the WLIC and the outline is subject to approval by IFLA.

Benefits
• Raise awareness of your company and its role in libraries.
• Case study will be listed on the Congress schedule.

Price: 5,500 EUR

Industry Roundtable
Up to four industry representatives from different companies can join this moderated discussion on the following topic: „How can industry partners support future efforts of libraries and their communities towards greater equity, diversity and inclusion?“

The Discussion panel session will be in the main programme and takes 45 minutes on Day 2.

Benefit:
• Showcase thought leadership in the field

Price: 3,500 EUR
2. Congress Materials

Note Pads & Pens
Note pads and pens will be available to all delegates at the registration counter.

Benefit
• Sponsor’s logo on the pads & pens

Pieces: 1,500 - 2,000
Price: 2,500 EUR

Material to be provided by the sponsor.

Pocket Programme
As there will be no Congress Programme in 2022, the Pocket Programme will be the only printed source of information onsite. It will be inserted in the badge holder for all attendees.

Benefits
• Sponsor’s advertisement featured in the Pocket Programme.
• Sponsor’s logo featured on the Pocket Programme.

Pieces: 1,500 - 2,000
Price: 7,500 EUR

The Pocket Programme will be produced by the Congress Secretariat.
Congress eBag

Our eBag is the most crucial communication tool before, during and after the conference. As early as March 1st 2022, all registered congress participants will have direct access to their eBag, which is filled with numerous conference and association related information and regularly advertised. Industry partners can utilize this environment, which is highly relevant for all conference participants, to leave advertising materials, videos, information about their company presentations and even vouchers or to carry out simple surveys.

For a first impression, please follow this link.

With the virtual eBag insert, you enable participants to access content before, during and after the Congress. The virtual eBag insert will be published on the congress website, on the virtual platform, which will enable exhibitors and sponsors to expand their reach and commitment.

Types of eBag inserts:
- Information brochure
- Voucher
- Discount
- Subscribe
- Quizzes and Polls

**Price per insert:** 1,700 EUR

Exclusive Sponsorship:
- Sponsor’s logo on eBag Banner
- 3 eBag inserts

**Price:** 5,000 EUR

Non-exhibitors pay an additional 1,500 EUR.

*Layout must be submitted to the Congress Secretariat for approval.*
Sponsorship Opportunities

Badge Lanyards
Lanyards will be assigned to every delegate together with their badge.

Benefit
• Sponsor’s logo on Lanyards.

Pieces: 1,500 - 2,000
Price: 8,000 EUR

Lanyard design must be submitted to the Congress Secretariat for approval. The lanyards must be provided and delivered directly by the sponsor to the Congress venue. Delivery details will be given at a later stage.

Delegate Name Badges
Name badges will be assigned to every attendee.

Benefit
• Sponsor’s logo printed on badges.

Pieces: 1,500 - 2,000
Price: 6,000 EUR

Attendee name badges will be produced by the Congress Secretariat. The name badge will include the attendee’s name and country of residence.
Sponsorship Opportunities

Hand Sanitizers
Hand sanitizer dispensers with full graphic
• Including digital printing of complete stele (max. 2 m)
• Including distribution at different locations within the venue
• Including assembly/dismantling

Price: on request

3. Congress Services

Library Visits
Sponsor visits to local libraries in Dublin, Ireland

Benefits
• Sponsor acknowledgement in Pocket Programme
• Literature rack in Exhibition

Price: 5,000 EUR

Simultaneous Interpretation
Sponsor the translation of sessions during the Congress.

Benefits
• Acknowledgement of the sponsorship with your logo on the online platform, and on intersection slides in relevant rooms.
• IFLA Newsletter sponsors announcement

Price: On request
Sponsorship Opportunities

Congress Website
The Congress Website is the first point of contact for most attendees, providing comprehensive information on all Congress matters.

Benefit
• Sponsor’s logo will be placed on the pages relevant to the Congress, with text confirming that the website is sponsored by the company.

Price: 4,000 EUR

Speaker’s Preview Room
All speakers must report to the Speaker’s Preview Room to hand in their presentations. They can also edit and update their presentations here.

Benefits
• Sponsor’s logo will be placed on the Speaker’s Preview Room banners and signage.
• Sponsor’s logo may be used for screen saver and desktop design.
• Sponsors may lay out mouse pads for the speakers.
• Acknowledgement of the sponsorship on the website and pocket programme.

Price: 2,500 EUR

Mouse pads must be provided and delivered directly by the sponsor. Delivery details will be provided at a later stage.

Wi-Fi
Wireless internet access throughout the congress centre for all delegates and exhibitors during IFLA WLIC 2022.

Benefits
• Sponsor’s logo on WiFi login page
• Acknowledgement of the sponsorship

Price: On request
4. Communication

Email Blast
Send out your individual announcement for your session, exhibition booth or other information to all registered attendees.

Benefit
• Sponsor’s personal message to all attendees.

Price: 2,000 EUR

Email Blast will be sent out by the Congress Secretariat. Sponsor must provide email design, texts, pictures, etc., in HTML format with links to all graphics two weeks prior to the date the Email Blast is due to be sent out.

Water Stations
The Water Stations will be placed throughout the Congress venue.

Benefit
• Sponsor’s logo on each water station for high visibility.

Price: On request
5. Advertisement Opportunities Onsite

Raise your visibility onsite at the Congress centre with signage and banners. A range of custom-tailored opportunities are available on request.

**Directional Signage**
Have your company’s logo featured on all Directional Signage throughout the Congress venue.

**Benefit**
- Sponsor’s logo placed on all directional signage throughout the venue.

**Price:** 6,000 EUR

*Potentially add onsite branding opportunities. Details on request.*

**Poster Area**
A Poster Area for the use of attendees to view posters will be placed in the exhibition area.

**Benefits**
- Sponsors roll-ups at Poster counter.
- Sponsor acknowledgement on the website.

**Price:** On request

**Volunteer Shirts / Vests**
All volunteers will wear your logo as they carry out their duties for the duration of the Congress.

**Benefit**
- Sponsor’s logo placed on the volunteer’s shirts / vests.

**Pieces:** 400

**Price:** On request
Sponsorship Opportunities

Banners on Digital Platform
The digital platform OPADE will host sessions from the main programme as well as industry sessions. It will be available for all delegates.

Benefit
• Sponsor’s banner on the lobby page

Price: on request

6. Advertisements in Publications

The Pocket Programme will be the most essential publication for all attendees guiding them through the Congress. It includes information on presentations, satellite symposia, exhibitions and other activities.

Pocket Congress Programme (DIN A6 size)

<table>
<thead>
<tr>
<th>Position</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outside back cover</td>
<td>7,000 EUR</td>
</tr>
<tr>
<td>Inside front cover</td>
<td>6,000 EUR</td>
</tr>
<tr>
<td>Inside back cover</td>
<td>5,000 EUR</td>
</tr>
<tr>
<td>Full page inside</td>
<td>2,500 EUR</td>
</tr>
</tbody>
</table>

(upon availability)

Non-exhibitors pay an additional 1,500 EUR.
8. Social and Networking Events

Social events include meals and breaks that form a core part for the networking opportunities provided by IFLA WLIC 2022. Each event attracts a large number of attendees and sponsors can use this unique opportunity to network with attendees outside of their booth.

President’s Lunch

Between 50-80 key opinion leaders are invited to the President’s Lunch which consist of:

- IFLA President
- President-elect and past Presidents
- IFLA Honorary Fellows
- IFLA award winners
- Key National, Public and Academic Librarians
- Key members of the local community (e.g., Mayor, ministry representatives),
- Congress National Committee executive
- The representatives of the Platinum Congress Sponsor as well as others as agreed by the President.

Benefit:
The Sponsor can invite up to 10 guests.

Date: 26 July 2022
Time: 12:15 – 14:00
Price: 6,000 EUR
Sponsorship Opportunities

Officers Reception
A reception that is hosted each year to thank all the loyal volunteer officers who work very hard to accomplish IFLA’s missions and goals throughout the year.

<table>
<thead>
<tr>
<th>Date:</th>
<th>26 July 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time:</td>
<td>19:00</td>
</tr>
<tr>
<td>Price:</td>
<td>15,000 EUR</td>
</tr>
</tbody>
</table>

Benefit:
- The sponsor will be acknowledged and the company logo will be displayed during the event.

-----------------------------

Cultural Evening
The set-up of the Cultural Evening has varied greatly throughout the years. It is an event that is hosted for all Congress Delegates and it can vary from a theatre performance to a party with live music. Food is usually served buffet style. This is the primary networking event during the Congress.

Benefit:
- The sponsor will be acknowledged and the company logo will be displayed during the event.

<table>
<thead>
<tr>
<th>Date:</th>
<th>27 July 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time:</td>
<td>19:00</td>
</tr>
<tr>
<td>Price:</td>
<td>20,000 EUR</td>
</tr>
</tbody>
</table>

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Tour for accompanying persons
Delegates are welcome to register their partners as accompanying persons during the Congress. They are offered a special programme including a tour to experience highlights of the host city / country.

| Price:     | On request   |
Exhibition

Exhibition Space

This exhibition will provide a unique opportunity to promote your products, undertake research and promote services to researchers from all over the world.

The exhibition takes place at the CCD - The Convention Centre Dublin. It forms the hub of the Congress and provides an excellent opportunity for attendees to interact with exhibitors and familiarise themselves with the latest advances and innovations. In addition to the commercial exhibits and product demonstrations area, dedicated catering points will be provided to ensure maximum participant footfall through the Exhibition.

Exhibitor Benefits

- Complimentary Exhibitor Name Badges
- One full complimentary Congress Registration per stand

Exhibition Costs per square meter (net)

Minimum stand area ................................................................. 9 sqm
Early booth space booking .................................................... 420 EUR
(Until 28 February 2022)

Standard booth space booking .......................................... 445 EUR
(From 1 March 2022)

Booth Assignment

Exhibition space will be assigned on a ‘first-come, first-served’ basis within the respective sponsorship levels, according to the date of the exhibition space booking and the date of the receipt of the payment.
How to Book

Exhibition space can be booked via the Exhibition and Sponsorship Ordering System (ESOS®), as of 16 December 2021.

You can book space by registering your interest under the following link:

Exhibitor Registration

Free Exhibitor Badges are provided to Exhibitors based on the number of square metres purchased.

<table>
<thead>
<tr>
<th>Purchased Square Meters</th>
<th>Free Exhibitor Badges*</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 sqm</td>
<td>1</td>
</tr>
<tr>
<td>From 10 to 12 sqm</td>
<td>2</td>
</tr>
<tr>
<td>From 13 to 18 sqm</td>
<td>4</td>
</tr>
<tr>
<td>From 19 to 27 sqm</td>
<td>6</td>
</tr>
<tr>
<td>From 28 to 37 sqm</td>
<td>8</td>
</tr>
<tr>
<td>Above 37 sqm</td>
<td>10</td>
</tr>
</tbody>
</table>

*The Exhibitor Badge entitles:
• Full access to the Exhibition Area but not the general programme.
• Access to the Opening Ceremony and Exhibition Opening.

Detailed information will be given with the Exhibition Technical Manual and on ESOS®.

For information on general Congress registration, please refer to the Congress website:

https://2022.ifla.org/

Provisional Exhibition Opening Hours

Sunday, 24 July 2022  Exhibition setup ................................................................. 08:00 – 18:00

Monday, 25 July 2022  Exhibition setup ................................................................. 08:00 – 18:00

Tuesday, 26 July 2022  Exhibition light setup .......................................................... 08:00 – 09:00

.................................................................  Exhibition Opening ........................................... 10:30 – 11:00

.................................................................  Exhibition open ........................................... 11:00 – 17:30

Wednesday, 27 July 2022  Exhibition open .............................................................. 09:30 – 17:30

Thursday, 28 July 2022  Exhibition open .............................................................. 09:30 – 16:00

.................................................................  Exhibition dismantle ..................................... 16:30 – 24:00
Exhibition and Sponsorship Ordering System (ESOS®)

The Exhibition and Sponsorship Ordering System (ESOS®) is an online system whereby companies can book exhibition space and sponsorship items. From 22 April 2022, it will also be possible to purchase services and items for exhibition space, sponsored session or hospitality suites/meeting rooms, including furniture, technical equipment, decorations, installations, hostesses and cleaning. The Exhibition and Sponsorship Prospectus, with all details on exhibition space and sponsorship opportunities and the Terms & Conditions, is available as a PDF under “Downloads” in your ESOS® account.
How to use ESOS®

How to Use ESOS®

Please find below instructions on how to book exhibition space and sponsorship items through ESOS®.

Access to ESOS® and Sign Up
Please click here to log in to ESOS®.
• Sign up for an account to access ESOS®.
• Fill out the company data and assign yourself a password.
• If you are already registered, please use your email address and password.

How to Book Exhibition Space and Sponsorship Items
• Login to your ESOS® account.
• On the exhibitor and sponsor checklist click on the tasks “Book your exhibition space” to order exhibition space or “Sponsorship Opportunities” to order sponsorship items.
• Check if your order is correct, and click on “Continue”.
• The next page will lead you to a Request Summary. Check all details before clicking “Submit”. Please make sure that the invoice address is correct, as this cannot be changed after an invoice has been issued. To change your invoice address click on “Change Bill-To Contact”. Select the Payment Option.
• Please note that the Terms and Conditions stated in the Exhibition & Sponsorship Prospectus must be accepted before confirming your booking.
• Please note that your request is binding.

Confirmation and Invoicing
• You will receive the order confirmation by email for your records.
• The organisers will confirm the booking and issue an invoice after your order has been placed.
• You will be informed via email when the invoice is available. Please note that the invoice will not be automatically sent to you.

ESOS® Support
For questions and support, please contact:
Exhibition & Sponsorship Management / ESOS®
Email: wlic2022-sponsorship@kit-group.org

IFLA Hotline
Tel.: +49 30 24 60 3 314
## Registration Information

<table>
<thead>
<tr>
<th>Congress Registration</th>
<th>EARLY Fee until 5 April 2022, 24:00 CET</th>
<th>STANDARD Fee until 22 July 2022, 24:00 CET</th>
<th>ONSITE Fee from 23 July 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full Rate - Non Member</strong></td>
<td>770 EUR</td>
<td>900 EUR</td>
<td>1060 EUR</td>
</tr>
<tr>
<td><strong>Full Rate - IFLA Member</strong></td>
<td>560 EUR</td>
<td>680 EUR</td>
<td>805 EUR</td>
</tr>
<tr>
<td><strong>IFLA Non-salaried Affiliate</strong></td>
<td>280 EUR</td>
<td>325 EUR</td>
<td>355 EUR</td>
</tr>
<tr>
<td><strong>IFLA New Graduate Affiliate</strong></td>
<td>280 EUR</td>
<td>325 EUR</td>
<td>355 EUR</td>
</tr>
<tr>
<td><strong>Student</strong></td>
<td>280 EUR</td>
<td>325 EUR</td>
<td>355 EUR</td>
</tr>
<tr>
<td><strong>Accompanying Person</strong></td>
<td>370 EUR</td>
<td>450 EUR</td>
<td>535 EUR</td>
</tr>
<tr>
<td><strong>Day Ticket - IFLA Member</strong></td>
<td>280 EUR</td>
<td>340 EUR</td>
<td>405 EUR</td>
</tr>
<tr>
<td><strong>Day Ticket - Non-Member</strong></td>
<td>385 EUR</td>
<td>450 EUR</td>
<td>530 EUR</td>
</tr>
</tbody>
</table>

All prices, categories and dates are indicative and subject to change.

** IFLA membership number requested.

*** Student ID or official letter of University must be provided.
General Terms and Conditions (GTC) for Sponsors and Exhibitors

Event Name:
87th IFLA World Library and Information Congress

Organiser
IFLA
PO Box 95312
2509 CH The Hague, Netherlands
Tel.: +31 70 31 40884
Fax: +31 70 38 34827
Email: ifla@ifla.org
www.ifla.org

IFLA WLIC 2022 National Committee
Library Association of Ireland
Email: wlic2022@libraryassociation.ie

§1
Validity of the Terms and Conditions

These General Terms and Conditions of Business (hereinafter referred to as „GTC“) are an integral part of the contract and apply equally to participation as sponsor/exhibitor in virtual, hybrid or face-to-face events („event formats“). Unless expressly distinguished, the following terms and conditions shall apply to the acquisition of exhibition space and/or sponsoring elements in any event format (virtual, hybrid or presence event). The provision of the services offered by the Organiser is exclusively subject to these Terms and Conditions. The GTCs shall therefore also apply to future bookings for this event, even if this is not expressly mentioned again. Terms and conditions of the sponsor/exhibitor shall not apply under any circumstances, even if their validity is not separately objected to. Deviating or contradictory terms and conditions shall therefore only apply if they have been accepted in writing by [Organiser]. The General Terms and Conditions shall be deemed to have been confirmed and accepted by the sponsor/exhibitor at the latest upon provision of the services by the Organiser.

§2
General principles

2.1 The term „Organiser“ means [legal/natural person] including its managing directors and employees as well as directly or indirectly commissioned third parties and/or the commissioning specialist company.
2.2 The term „event“ and/or „event format“ shall equally denote any event, exhibition, conference or meeting organised by the Organiser in virtual, hybrid and/or face-to-face formats. The event format „presence event“ refers to events in which the content is predominantly conveyed by analogy. The event format hybrid event refers to events whose predominantly congruent contents are conveyed in a virtual and a presence format. The event format virtual event refers to events in which content is conveyed exclusively in digital form. The event and/or the event format are described in detail, in particular, in the Sponsors’ Handbook or the exhibition and sponsorship ordering system ESOS®.

2.3 In these General Terms and Conditions, „K.I.T. Group“ means K.I.T. Group GmbH and its affiliated companies, if services are provided by them.

2.4 „Sponsor/Exhibitor“ means the legal or natural person who has been granted exhibition space and/or rooms and/or sponsoring elements in any form for the purpose of supporting the event and includes its employees, affiliated companies, suppliers and agents.

2.5 „Venue“ means the local authority in or, in the case of the virtual or hybrid event, from which the event is held. The venue of the virtual event or the virtual part of the hybrid event shall, unless otherwise provided, be determined in principle by the registered office of the Organiser.

2.6 The term „event location“ means the exhibition hall, the event facility, the hotel and other buildings or structures (in particular the event location listed in the sponsor’s handbook) as well as any room and/or location at the event location within the sphere of influence of the Organiser for the purpose and duration of the event. In the case of a virtual or hybrid event, „event location“ means the virtual room (hereinafter referred to as „event room“) in which the event takes place and from which the contents of the event are made accessible.

2.7 The ESOS® (Exhibition and Sponsorship Ordering System) is an online booking system that brings together organisers, exhibitors, sponsors and other service providers on a digital platform and enables the acquisition of exhibition space and/or sponsoring elements as well as associated personnel services or the acquisition of objects for the implementation of the event presentation (in particular furniture, additional technical services, etc.).

2.8 The „Sponsorship Handbook“ is a document (digital and/or print) in which all sponsoring and exhibition opportunities offered within the framework of an event are listed together with their terms and conditions.

2.9 The „Service Manual“ is the document containing the conditions and detailed information for confirmed exhibitors and sponsors relating to the staging of the exhibition (e.g. on object bookings,
dates, technical guidelines, safety regulations, local
and on-site regulations, advertising restrictions,
construction specifications, etc.) as well as other
information on event staging.

§ 3

Booking

3.1 Application procedure
Applications for the booking of exhibition space
and/or sponsoring elements must always be
submitted via ESOS®. For this purpose, each
client must register in the ESOS® booking
system. The registration is free of charge and
does not trigger any obligation to order.

3.2 Confirmation of Booking
3.2.1 Each booking is binding upon confirmation
via ESOS®. The Organiser shall confirm the
booking within six (6) weeks after receipt of the
registration and issue an invoice/confirmation.
Taking into account the given booking situation
and the actual circumstances, the Organiser will
try to comply with the request of the Sponsor/
Exhibitor, but can under no circumstances
guarantee that the wishes of the Sponsor/
Exhibitor can be fully or partially complied with.

3.2.2 If the confirmation differs from the
sponsor’s/exhibitor’s application, the sponsor/
exhibitor will be informed by the Organiser of the
necessary changes. The sponsor/exhibitor may
then lodge an objection within ten (10) working
days. Excepted from this is the location or
positioning of the exhibition space (see section
4). If the Organiser does not receive an objection
within the aforementioned period, the booking is
deemed to have been confirmed by the sponsor/
exhibitor together with the changes.

3.2.3 The Organiser is entitled to accept or reject
registrations from Exhibitors and/or Sponsors for
technical (e.g. capacity exhaustion), legal (e.g. in
the event of default of payment) and factual (e.g.
outside the industry) reasons.

§ 4

General provisions for event formats

4.1 The Organiser is entitled from time to time
to supplement or amend the regulations and
provisions set out in these GTCs above and
below or to do what he deems necessary for
the proper execution of the event, provided
that such amendments or supplements do not
significantly affect the rights of the Sponsor/
Exhibitor within the framework of the booking.

4.2 In the event of differences of opinion regarding
the organisation and execution of the event, the
conduct and/or procedure before, during and
after the event, regarding set-up or operation of
advertising and/or other facilities, content and/or the
presentation of content etc., the Organiser alone is
entitled to decide how to proceed in the matter.

4.3 The Organiser reserves the right to change
the venue or location of the event without prior
notice, in particular if he considers this to be in
the interest of the event, as well as in the event
of the planned implementation being prevented for reasons outside his sphere of influence or for which he is not responsible.

4.4 In order to comply with the laws and public-law regulations applicable at the venue and at the event, the Sponsor/Exhibitor is recommended to contact the Organiser in good time for appropriate information.

4.5 Insofar as pharmaceutical products or medical technology products are presented by the Sponsor/Exhibitor, the Sponsor/Exhibitor undertakes to comply with the statutory regulations (e.g. competition and advertising law and the German Drug Advertising Act) as well as other self-imposed regulations and the codes of conduct affecting them (in particular FSA e. V., BVMed e. V., EFPIA, Medtech Europe, etc.) on the advertising and distribution of drugs or medical products. The sponsor/exhibitor is obligated to comply with all applicable disclosure rules and to this extent is also obliged to notify the Organiser. The Organiser cannot be held responsible for any omissions on the part of the Sponsor/Exhibitor. The sponsor/exhibitor shall indemnify the Organiser from any liability in this respect.

4.6 In any case, the Sponsor/Exhibitor shall ensure that his event-related advertising measures before, during and after the event at the venue are legally and ethically permissible and do not infringe the rights of third parties.

4.7 The Organiser reserves the sole and exclusive right and authority to decide in any event format which persons are granted access to which areas and at what times. The Organiser may at any time refuse access to the event location to persons within the meaning of the house rules or expel them from the event location.

4.8 In all event formats, the Organiser reserves the right to change allocated rooms, areas and times at any time.

4.9 If scientific topics and contents are affected, the sponsor/exhibitor is bound by the decisions and instructions of the Organiser, especially if changes, omissions or cancellations of lectures, presentations etc. should be necessary. Any influence or attempted influence by the sponsor/exhibitor on the scientific programme or parts thereof is strictly prohibited and will have no effect on the organisation and/or content of the meetings or presentations.

4.10 The Sponsor/Exhibitor authorises the Organiser to make, use and exploit for its advertising purposes any image and/or sound recordings made in connection with the event. The sponsor/exhibitor acknowledges that a claim for remuneration does not arise and waives any assertion of such claims in this respect. The sponsor/exhibitor permits the Organiser to reproduce and duplicate the images and recordings for use in newspapers, magazines or corresponding online services, social media
channels and websites for the purpose of reporting and advertising.

4.11 The Sponsor/Exhibitor has been informed and acknowledges that he is solely liable for all his expenses incurred in connection with the event, including in the event of termination by one of the parties.

4.12 If the Sponsor/Exhibitor does not act in accordance with these General Terms and Conditions in a material respect, the Organiser is entitled to expel the Sponsor/Exhibitor and to otherwise dispose of his entire exhibition space and/or his sponsoring options. However, the Sponsor/Exhibitor shall remain liable for any losses incurred by the Organiser as a result of this, all amounts paid by the Sponsor/Exhibitor shall be irretrievably forfeited to the Organiser.

4.13 The use of the name of the Organiser (full version, abbreviation, alias) and its logos in publications, advertising, signs, products, printed works, films, videos, other media, etc. without the express written permission of the Organiser is strictly prohibited. Unless the Organiser objects, the Sponsor/Exhibitor may use its official, full name (as listed in the official event publications) in connection with the event. The Sponsor/Exhibitor may establish a text link from his company’s website to the event’s website or apply to the Organiser for permission to use the event logo.

4.14 Use of the official event logo by the Sponsor/Exhibitor or third parties commissioned by him/her for signatures, publications of any kind, social media appearances and/or websites whose layout is similar to the official publications of the event is prohibited. For all other publications of the sponsor/exhibitor using the official event logo, as well as in any case of doubt, the consent of the Organiser must be obtained. In the event of infringements of this, the Organiser may charge the sponsor/exhibitor a usage fee in the amount of the rates customary in copyright infringement cases.

4.15 The Organiser must be named as the official Organiser of the event (e.g., conference, congress, convention, etc.); the Sponsor/Exhibitor, on the other hand, is deemed to be the Organiser of the industry event organised by him (e.g., symposium, workshop, etc.).

4.16 Smoking is not permitted at the event location in the context of the presence and/or hybrid event and in all other areas within the Organiser’s sphere of influence.

4.17 Children and animals are not permitted to enter the event in any event format without the express written approval of the Organiser.

4.18 The Sponsor/Exhibitor undertakes not to disclose confidential information about the business operations or affairs of the Organiser to third parties who are not his professional or statutory advisers or advisers approved by the Organiser in individual cases.
4.19 Both the Sponsor/ Exhibitor and the Organiser must ensure the protection of personal data. In addition to the provisions of Regulation (EU) 2016/679 (DSGVO) and the Federal Data Protection Act (BDSG) in their respective applicable versions, the data protection regulations and provisions of the country in which the event location is located shall also apply in particular. In particular, the Sponsor/Exhibitor undertakes that all data provided by the Organiser or generated in connection with the event will only be used for the specified purposes and that the rights of those affected by the data processing will be strictly observed. The Sponsor/Exhibitor shall also ensure that an identical obligation is concluded with any third parties commissioned (in particular subcontractors, subcontractors, service providers, etc.) for the data passed on to them (contract processing agreement).

4.20 In any event format, the making or production of image, sound and video recordings ("recordings") by persons or companies other than the Organiser’s officially appointed service providers during the set-up, dismantling and closing times of the exhibition is expressly prohibited; during these times, cameras and cameras are not permitted in the exhibition corridors. Recording equipment in mobile communication devices must be switched off. In case of suspicion of or actual violation, the Organiser may order safe storage for the above-mentioned period and, if necessary, carry it out himself. Only the Organiser may grant permission to have recordings made at or on a stand. These may only be carried out during the opening hours of the exhibition. Every sponsor/exhibitor is entitled to prevent alleged competitors from entering his stand or from taking photographs of his stand. Requests for permission to take photographs of a stand from outside the boundaries of this stand may only be refused by a sponsor/exhibitor if there is reason to fear a serious violation of the personal rights of third parties or the commission of a criminal offence. The Organiser has the sole right to decide on this matter.

4.21 By using these General Terms and Conditions, the Sponsor/ Exhibitor grants the Organiser and/or - if different - K.I.T. Group express permission to contact the Organiser - in particular in text form via e-mail or telephone - for the purpose of transmitting or presenting information and/or content about events or activities of similar nature or content by the participating specialist groups and/or for conducting customer surveys. The sponsor/exhibitor can revoke his permission at any time with effect for the future and demand the deletion or blocking of the personal data.

§ 5 Participation and support opportunities in the event formats
5.1 Sponsoring elements
By participating in the sponsoring, the sponsor/exhibitor supports the financing of the event. In return, the sponsor/exhibitor is given the opportunity to present the company, products and research results within the framework of
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the event - in particular by organising symposia and/or workshops. The terms and conditions of symposia and workshops may vary in terms of content, time and space and must be agreed separately when booking.

5.2 Advertising in official event publications
The Organiser can offer the sponsor/exhibitor various communication options in all event formats before, during and after the event. The sponsor/exhibitor is responsible for the unconditional compliance with the dates necessary for implementation and published in the sponsor’s handbook, the service handbook and in ESOS® (e.g. deadline for printing documents). Late submitted files can no longer be considered. Advertising must be approved by the Organiser before printing. In this case, the testing period shall be at least 2 weeks.

5.3 Exhibition area and/or exhibition space in all event formats

5.3.1 The booking of the exhibition space or the exhibition room shall be deemed to have been bindingly ordered by the Exhibitor upon confirmation by the Organiser.

5.3.2 The exhibition space or exhibition premises shall be allocated by the Organiser in the order of their timely receipt, i.e. the date of booking for the exhibition space or exhibition premises and the date of receipt of payment. Special requests of the Exhibitor may be considered in accordance with the existing booking situation but shall in no case constitute a condition of participation of the Exhibitor.

5.3.3 Changes to the duration and/or location of the exhibition do not entitle the Exhibitor to terminate the contract or to assert any claim for damages that may have arisen as a result.

5.3.4 The Exhibitor shall be informed of the location of the exhibition space or the exhibition room upon announcement of the exhibition space plan. The exhibition space plan also contains detailed information about the Exhibitor’s exhibition space. It is the Exhibitor’s responsibility to check this information before assembly.

5.3.5 Although every effort shall be made to maintain the published exhibition area plan, the Organiser is entitled to change the general layout of the exhibition at any time, in particular in order to ensure a harmonious construction of the exhibition. The Organiser is obliged to consult the Exhibitor before implementing any change and to make every effort to find a solution satisfactory to both parties. Any claims for damages by the Exhibitor in this respect are excluded. The Organiser shall have the sole right of disposition with regard to the design and arrangement of the exhibition. The Exhibitor is obliged to obtain the stand construction permit from the Organiser. Stand constructions without permission are not permitted and, if they are erected, must be removed from the exhibition immediately upon request.
5.3.6 Should it prove necessary to close the exhibition or the entire event on one or more days of the event or to change the opening hours of the exhibition in the respective event formats due to unforeseen external circumstances that can only be averted by the use of disproportionate means, the Organiser reserves the right to do so at its own discretion and without liability to the clients. Claims for damages by the Sponsor/Exhibitor are excluded in this respect.

5.3.7 The Sponsor/Exhibitor will be named on the website, the pocket programme and social media with his specified company name (company) as part of a basic entry. Entries in other event publications or in specific formats must be booked separately.

5.3.8 Flyers in all event formats may only be distributed at the exhibition stand or in a specially designated exhibition room.

5.4 Production of the exhibition stand and/or the exhibition space in all event formats

5.4.1 In the hybrid and presence event formats, four different stand types or their virtual equivalents are generally offered, depending on availability and conception: Row, corner, head and island stands. In the course of technical development, stand types in the virtual and hybrid event formats which deviate from these may be approved if they do not conflict with the harmonious overall appearance of the exhibition and do not cause disruption to third parties. The exhibitor has no right to demand approval of a particular type of stand.

5.4.2 When setting up and equipping the exhibition stand and/or exhibition space, the Exhibitor must comply with the public law regulations at the venue and in particular the technical guidelines of the respective venue. These are an integral part of the contract and are regularly included in the service manual of the event. The Exhibitor is obliged to obtain the technical guidelines from the technical service provider commissioned for the event. Any claims for the implementation of a stand design or for damages as a result of failure to observe the technical guidelines applicable at the venue are excluded. In the interest of all event participants, the commissioning of the exhibition stand or the exhibition space and/or the staging of the event itself may be prohibited if the technical guidelines applicable at the venue are not observed and defects found and reported in writing have not been rectified by the start of the event.

5.4.3 The Exhibitor accepts the safety regulations of the Organiser, the technical service provider commissioned with the production of the exhibition and the respective event location in all event formats of registration in ESOS® or a separate confirmation in text form (e-mail, letter, fax). The instructions of the Organiser, his agents and representatives must
§ 6 Procedure in the event of non-compliance
If the Sponsor/Exhibitor violates the regulations mentioned in sections 4 and 5, the Organiser may, after unsuccessful removal order, claim a contractual penalty of up to EUR 1,000 per day and violation. If the Sponsor/Exhibitor continues to fail to remedy the situation contrary to the terms of the contract after a warning has been issued and a contractual penalty has been imposed, the Organiser may exclude the Sponsor/Exhibitor from further participation in the event or take additional suitable measures necessary to ensure compliance with the General Exhibition Terms and Conditions and the peace and quiet of the event. In this respect, the Sponsor/Exhibitor waives the assertion of any claims against the Organiser.

§ 7 Method of payment/payment methods
7.1 All prices quoted are exclusive of statutory value-added tax and are generally valid for the duration of the event. Unless otherwise agreed, the fees can be determined and changed by the Organiser vis-à-vis the Sponsor/Exhibitor taking into account the market situation (e.g. drastically increased energy or logistics costs) and the expense (e.g. procurement problems due to loss of transport capacity) within the scope of verifiable reasonable discretion. The Organiser will inform the Sponsor/Exhibitor immediately of the planned measure. A right of withdrawal by the sponsor/exhibitor is excluded in this respect.

7.2 Unless otherwise agreed, the fees agreed for the services booked are due immediately. The sponsor/exhibitor is obliged to pay 100% of each invoice amount within the agreed due date without deductions. If the due date is exceeded, the sponsor/exhibitor is automatically in default. If payment is not received within the due date, the participation of the sponsor/exhibitor can be cancelled. It is the sole responsibility of the sponsor/exhibitor to check the invoice for factual and content-related correctness immediately after receipt and to inform the Organiser of any problems with orders or other obstacles to payment.

7.3 If more services (e.g. exhibition space or sponsoring elements) than originally requested are required and made available before or during the event, the additional amount due is due for payment immediately in each case. The Organiser reserves the right, particularly in the case of additional bookings immediately before and during the event, to provide services only against advance payment. If a sponsor/exhibitor does not meet his payment obligation, he will be invoiced for all costs incurred in the course of the procurement.

7.4 Payments can be made by bank transfer and - if agreed - by credit card. Unless otherwise agreed, payments must always be
made in EUR (€). Bank charges are not covered by the Organiser and must be paid in advance by the remitter in any case. In this respect, the Sponsor/Exhibitor undertakes to reimburse all bank transfer fees charged to the Organiser. For all payments, the bank details shown on the invoice must be used (alternatively the bank details in the event documents or in ESOS®).

7.5 All bank transfers must contain the name of the event, the company name (company) and the invoice number as the subject.

7.6 A fee of 2.50 EUR (€) shall be charged for each reminder sent after the payment deadline. The Organiser reserves the right to claim further damages caused by delay. The Sponsor/Exhibitor can prove that the delay has caused a lower financial loss.

7.7 If the Sponsor/Exhibitor is in arrears with payments, the Organiser is entitled to demand interest on arrears. The default interest rate may be higher if the Organiser can prove a higher interest charge.

8. Cancellation, non-participation, cancellation by sponsor/exhibitor, reduction of bookings in the event formats and withdrawal by the Organiser.

8.1 Cancellations must be sent in text form (e-mail, letter, fax) to the Organiser or - if different - K.I.T. Group:

K.I.T. Group GmbH
Kurfürstendamm 71
10709 Berlin
Germany
Email: wlic2022-sponsorship@kit-group.org
Fax: +49 30 24603 200

Cancellation of the booking is deemed to have been duly made upon receipt by the Organiser.

8.2 If the sponsor/exhibitor withdraws from the contract for reasons for which he is responsible (cancellation of participation), his payment obligation for ordered and confirmed services remains in force. In addition, the organiser shall be reimbursed for all expenses incurred up to the date of cancellation in the context of the provision of services, as well as any further costs that may result from the sponsor’s/exhibitor’s withdrawal.

8.3 If the withdrawal (cancellation) is successful by the dates below, the Sponsor/Exhibitor undertakes to pay the following cancellation fees:

Cancellation up to and including 15.02.2022: 60% of the total amount
Withdrawal/cancellation as of 16.02.2022: 100% of the total amount
8.4 Withdrawal (cancellation) is deemed to have occurred if the sponsor/exhibitor fails to appear at the event unannounced or announced („no-show“) and the requested services are not called for. In the event of a no-show, the sponsor/exhibitor remains obliged to pay the full amount due in accordance with the cancellation provisions. Further claims for remuneration and damages of the Organiser against the sponsor/exhibitor are not affected by this.

8.5 If the sponsor/exhibitor intends to assign all or part of the booked services to another company or institution, it is mandatory to obtain the Organiser’s approval in advance. The Organiser is not obliged to accept a substitute sponsor/exhibitor provided by the sponsor/exhibitor. The payment obligation of the sponsor/exhibitor according to 8.3 remains in full. In the event of acceptance, the original sponsor/exhibitor is obliged to pay an administrative fee of 10% of the total amount to the Organiser in the event of full or partial assignment.

8.6 The Organiser is entitled to withdraw if a) full payment for the booked services has not been received by the time specified in the invoice at the latest and the sponsor/exhibitor does not pay even after the expiry of a grace period set for him;

b) the booked services are not called up in time, i.e., within the transmission or set-up deadlines set by the Organiser;

c) the sponsor/exhibitor violates the house rules applicable at the venue, the technical guidelines and/or other event-related regulations applicable at the venue and does not cease his behaviour even after receiving a warning;

d) the conditions for the participation of the registered sponsor/exhibitor no longer exist or the Organiser subsequently becomes aware of reasons, the timely knowledge of which would have prevented the conclusion of a contract. This applies in particular to the opening of insolvency proceedings and the occurrence of insolvency on the part of the sponsor/exhibitor. The sponsor/exhibitor must inform the Organiser of the occurrence of these events without delay.

The Organiser may assert claims for compensation in the above-mentioned cases. The provision of 8.2 above shall apply accordingly.

§ 9
Warranty and compensation claims, cancellation of the event, limitation of liability, SARS-COVID-19 travel restrictions

9.1 Warranty claims and claims for damages of the Sponsor/Exhibitor shall be governed by the statutory provisions, unless otherwise agreed in these General Terms and Conditions. All claims must be asserted within the statutory limitation periods.

9.2 Claims by the Sponsor/Exhibitor against the Organiser for damages due to contractual and/or tortious claims are excluded to the extent permitted by law. Excluded from this are damages
arising from injury to life, limb or health if the Organiser is responsible for the breach of duty, and for other damages based on an intentional or grossly negligent breach of duty by the Organiser. A breach of duty by the Organiser is equivalent to that of a legal representative or vicarious agent.

9.3 If the event cannot take place or must be cancelled due to the existence of circumstances for which the Organiser is not responsible, or if the event must be cancelled due to circumstances for which the Organiser is not responsible, the Organiser shall be released from its obligation to perform. Sponsors/exhibitors with confirmed and paid services will receive a refund no later than 90 working days after the originally scheduled event date. The amount of reimbursement shall be limited to what has not yet been used on the part of the Organiser or to what the Organiser has received as a surrogate from third parties. The funds still available to this extent shall be divided among the sponsors/exhibitors on a pro rata basis. The organiser may deduct the costs incurred as a result of the production or provision of the supplies and services booked or arranged by the sponsor/exhibitor from the reimbursement up to the time of the occurrence of the prevention of the event for which it is not responsible. In such justified exceptional cases, the sponsor/exhibitor shall have no claim to a reduction in the contract price or to compensation for damages.

If the Organiser has to change, shorten or cancel an event that has already begun due to the occurrence of force majeure, the sponsor/exhibitor shall not be entitled to a refund or waiver of the agreed booking sum.

9.4 In addition, the Organiser reserves the right to make up the event within one year of the contractually agreed event date under the same conditions. In this case, the Sponsor/Exhibitor shall have no claim to rescission or termination of the contract, nor to reduction or repayment of the contributions paid. In this case, the sponsor/exhibitor shall only be entitled to claim damages if the Organiser or one of its vicarious agents is guilty of intent or gross negligence in the cancellation of the event.

9.5 If the Organiser is responsible for the cancellation of the event, the Sponsor/Exhibitor may claim reimbursement of the full amount of the contributions paid. However, further claims for damages against the Organiser shall only exist if the Organiser or one of its vicarious agents is guilty of intent or gross negligence.

9.6 The sponsor/exhibitor is liable for all damage caused by him, his organs, his servants, his
agents or his visitors. The sponsor/exhibitor is recommended to take out appropriate insurance for the items brought in by him. The Organiser accepts no liability for damage that has not occurred due to intentional or gross negligence on his part.

9.7 The Organiser shall make the necessary and reasonable efforts within the scope of due diligence to keep online downloadable content free of malware. The Organiser shall only be liable for damage caused to the User by the transmission of malware when using the Organiser’s websites in the event of intentional or grossly negligent failure to install the necessary and reasonable protective measures. The Organiser cannot guarantee trouble-free use of digital components in the event formats. Claims for expenses and/or damages against the Organiser in this regard are excluded.

9.8 If, due to the SARS-COVID-19 pandemic, an event ban or domestic or foreign travel bans or entry bans are ordered by the state at the venue of the presence part of an event prior to the start of the event and this makes it impossible for a sponsor/exhibitor to call up its booked service, for example to hold its symposium or operate its stand in terms of personnel, the sponsor/exhibitor may withdraw from the event of the symposium or the stand presence in whole or in part. Cases in which the personnel intended for the symposium or stand operation or the corresponding speakers would be subject to a state-ordered quarantine of at least 7 days upon entry into the country of the event location before the start of the event and/or return to the respective countries of origin after the event and such quarantine cannot be avoided by reasonable measures such as molecular biological tests (PCR tests) and/or vaccinations are equivalent to an impossibility due to travel restrictions according to sentence 1. In these cases, the Organiser is entitled to charge 10% of the booked sponsorship and/or exhibition costs including stand rental. In the aforementioned cases, the sponsor/exhibitor must prove the impossibility.

9.9 In the event of withdrawal by the Sponsor/Exhibitor pursuant to No. 9.8, any refunds or indemnities to be made by the Organiser can only be made insofar as the Operator of the Event Venue reimburses the Organiser for the payments already received or indemnifies the Organiser from the provision of agreed payments.

§ 10

Place of performance and jurisdiction

10.1 The place of performance for the event formats of the presence event or the presence part of the hybrid event shall depend on the event location.

The place of performance for the event formats virtual event and/or the virtual part of the hybrid event is Berlin.
10.2 The place of jurisdiction is - if the Sponsor/Exhibitor is a merchant and as far as permissible - Berlin. The law of the Federal Republic of Germany shall apply.

§ 11
Requirement of written form, severability clause, language and reservation of the right to change
11.1 Oral agreements have not been made. Changes and/or additions to these terms and conditions must be made in writing to be effective. This also applies to the waiver of the requirement of the written form.

11.2 Should individual provisions of these General Terms and Conditions of Business be and/or become invalid and/or impracticable, this shall not affect the remaining provisions. Rather, the parties undertake to replace the invalid and/or unenforceable provisions with legally valid and/or enforceable provisions that are economically equivalent to the invalid and/or unenforceable provisions. This also applies to any loopholes.

11.3 In the event of contradictions, questions of interpretation and/or ambiguities, the German-language version on which these General Terms and Conditions are based shall prevail over the English-language version.

11.4 The Organiser may make changes and/or additions to these General Terms and Conditions at any time, subject to the written form requirement. The Client shall be informed of such revisions from time to time. If the changes and/or amendments concern essential parts of the contract and if the rights of the client are significantly changed as a result, each client with an existing and paid booking will be informed separately with the possibility of approval.

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