



27.

Środkowoeuropejska Wystawa
Produktów Stomatologicznych

Central European
Dental Exhibition

Poznań, Poland, 20–22. 09. 2018

Regulations regarding access to lecture/presentation time in educational forums at the CEDE 2018 exhibition

1. Thematic educational forums will be made available for the needs of lectures, presentations and showings organized by exhibitors/joint exhibitors at CEDE 2018 in the following exhibition pavilions:
 - a) **Pavilion 7 – Dental Club** (35 seats)

Topics of lectures/presentations: all aspects of restorative dentistry, endodontics, periodontology, implant placement, prosthetics, diagnostics and aesthetic dentistry. The forum will be a place in which lecturers connected with exhibitors will be able to convey practical knowledge on specific materials, tools, instruments, programmes and procedures.
 - b) **Pavilion 8 – Business Dental Forum** (40 seats)

Topics of lectures/presentations: management, medical law, marketing, communication with the patient, public relations and social media. The tasks of the Business Dental Forum include, among others, presenting new ways of promoting services, addressing the most serious legal problems in the field, as well as knowledge transfer in relation to building a competitive advantage for a dental office.
 - c) **Pavilion 8A – Digital Forum – Dentistry 3.0** (43 seats)

Topics of lectures/presentations: modern technologies used in dental offices, most importantly digital equipment, 3D, CAD/CAM, lasers and biomaterials.
2. Each forum is equipped with the following:
 - a screen
 - a sound system,
 - a headset microphone, a handheld wireless microphone
 - a rostrum
 - a laptop
 - a wireless remote controlThe staff provided for each forum will include:
 - a technical support person
 - a person responsible for scanning ID badges of persons attending the forum
 - a supervisor
3. The logotype of the sponsor of a forum may be placed on the wall inside of the forum. The dimensions of the logotype should be consistent with the technical drawing of the forum. The sponsor's logotype will also feature in the forum programme.
4. Lecture time in the educational forums is only available, on payment of the required fee, to registered Exhibitors of CEDE 2018.
5. The time allotted to a single lecture or presentation may not exceed 30 minutes. No break is provided for between consecutive lectures.
6. The net cost of a 30-minute lecture/presentation is EUR 400.
7. Entry to the lectures is free of charge to all registered participants of CEDE. The lecturer/representative of the Exhibitor may ask participants attending the lecture to let their data from ID/free entry card be scanned by the forum supervisor; the data of these persons will be transferred to the Exhibitor within 7 days of the conclusion of the exhibition.
8. An exhibitor can order a maximum of 3 lectures/presentations in one day. The presentations of one Exhibitor may not be joined together in one block. The minimum break between two consecutive lectures/presentations of the same Exhibitor is 30 minutes.
9. The topic of a lecture/presentation must be approved by members of the Scientific Council of the Polish Dentistry Union Congress. Exhibitors will be informed whether their proposed topics have been approved or rejected within 14 days of the Council receiving the lecture/presentation and its summary.
10. An order should be submitted on an **S** form – available in an on-line version in the Exhibitor Panel on the website www.cede.pl (tab: Exhibitor Zone/Exhibitor panel).
11. The final deadline for sending materials – the topic, summary (250 words), name and surname of the lecturer as well as the CV of the lecturer: 20 June 2018. If the applicant fails to submit all the materials by the established deadline the order will be annulled and all fees reimbursed.

12. An order made after 20 June 2018 will be accepted subject to the availability of free lecture time and the possibility of obtaining approval for the lecture materials from the Scientific Council. The inclusion of information about the lecture/lectures in the congress publications will depend on the date the order is submitted as well as the technical possibilities (dates for printing materials).
13. The educational forums may only be used by the registered Exhibitor who has placed an order and paid the fee for the time allotted for the lecture/presentation. Allowing a third party to make use of this allotted time is not permitted.
14. Information regarding the Exhibitor’s lecture/presentation should be provided by filling out in the Sz Form available in the Exhibitor Panel on the website www.cede.pl (tab: Exhibitor/Exhibitor Panel)
15. Information about the lecture/presentation provided by the Exhibitor will be included in the following publications:

Place of publication of information on lecture/lectures	scope of information
Website www.cede.pl	Name of Exhibitor, name and surname of lecturer/lecturers, CV and photo of lecturer/lecturers, topic of lecture, summary in Polish, place and time of lecture
CEDE mobile app	Name of Exhibitor, name and surname of lecturer, summary of the lecture, place and time of lecture
„Plan your stay for CEDE” (printed material)	Name of Exhibitor, topic of lecturer, place and time of lecture
Brochure containing forum programme distributed among CEDE participants	Name of Exhibitor, topic of lecture, lecturer, time and place of training
CEDE 2018 catalogue – printed version distributed to participants	Name of Exhibitor, topic of lecture, place and time of lecture
Noticeboard featuring programme included in each forum structure	Name of Exhibitor, topic of lecture/training, time and place of training
Website cedenews.pl	Within the framework of general promotion of CEDE 2018 and Polish Dentistry Union Congress
Press materials	Within the framework of general promotion of CEDE 2018 and Polish Dentistry Union Congress
Materials of media partners of forums	Details currently being determined

TECHNICAL INSTRUCTIONS

Computers available in lecture forums support PowerPoint 2010, with the following file extensions ppt, .pptx, .pps, .ppsx. PDF format is also accepted.

If you use any software other than Microsoft PowerPoint for Windows (e.g. OpenOffice, PowerPoint for Mac, Keynote), please convert your presentation into Microsoft PowerPoint for Windows PC.

If you use Mac computers, please bring your own computer, which will be connected to the lecturer stand. Please also bring with you any required Mac/VGA or Mac/HDMI adaptors.

VIDEO FILES

Windows 7: .wmv; .avi; .mpeg; .mpg; .asf



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Apple MAC: .mov; .avi; .mpeg2; .mpeg4; .swf

!!!! Please make sure that video files have been recorded on a flash drive, CD or DVD. Please do not leave video files on computers at home/in the office. Copying presentations does not mean automatically copying a file/files of a video!!!

SCREEN FORMAT **16:9**, resolution **HD** or Full HD