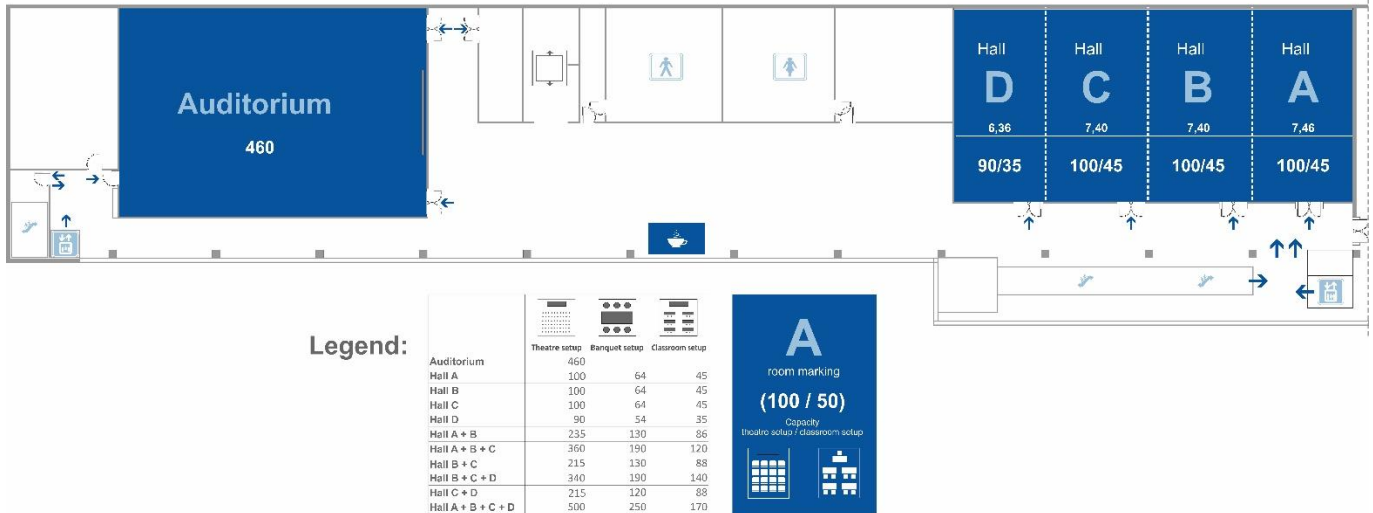


The lecture halls are located on level 2 in the EXPO hall.

## Level 2 LECTURE HALLS



### Rental price of the lecture halls includes:

- lighting of the hall
- heating/air conditioning
- equipment: chairs (theatre setup) or tables and chairs (classroom setup), presidium table, screen, disinfectants
- sound system: 2 wire microphones (handheld)
- AV equipment: 5000 ANSI lumens projector

### Rental price does not include:

- technical staff
- security
- additional power sockets / connections to those that are standard in the room.

Additional equipment of the lecture hall should be ordered individually from the Organiser.

### Lecture halls pricelist

Lecture Hall	Capacity*		Rental net price per hour
	Theatre setup 	Classroom setup 	
Hall A	100	45	140 EUR
Hall B	100	45	140 EUR
Hall C	100	45	140 EUR
Hall D	90	35	130 EUR

\* The given number of people is based on the size of the hall, but does not include sanitary restrictions, which may apply during the event.

**Prior to placing an order, please check the availability of the lecture hall.**

Information about hall availability can be found at [www.cede.pl/en/exhibitors/lecture-halls/](http://www.cede.pl/en/exhibitors/lecture-halls/)

It is possible to combine lecture halls in variants: A+B, A+B+C, A+B+C+D, B+C, B+C+D, C+D. Please contact the Organizer in order to establish the terms and conditions of renting and available variants.

Lecture hall rental confirmation will be sent by e-mail with a proforma invoice, which is the basis for payment.

After receiving a confirmation of the lecture hall rental, the **Sz Form** will be activated in the [Exhibitor's Panel](#), allowing to enter information about the planned lecture.

### Terms and regulations of lecture halls rental by CEDE 2023 Exhibitors

For the purposes of lectures and trainings organised by CEDE 2023 exhibitors, lecture halls are on level 2 in the EXPO hall.

1. Lecture hall rental offer is available only to registered CEDE 2023 exhibitors.
2. Only the Exhibitor who placed the order and paid the rental fee may use the lecture hall. It is not allowed to share the hall/halls with other entities/third parties.
3. The hall rental order should be submitted on the **S Form** – available online in the [Exhibitor's Panel](#) at [www.cede.pl](http://www.cede.pl). The halls are rented in hourly blocks.
4. The hall tenant bears the rental costs in accordance with the pricelist established by the Organiser. The hall rental fee is charged at the hourly rate specified in the pricelist. The exhibitor is entitled to additional 15 minutes for preparation prior to the lecture and 15 minutes after. The hours of key collection and return to the supervisor are each time confirmed by the exhibitor in the rental report. In case of rental time extension (confirmed in the protocol), the Exhibitor shall be charged with the costs of additional lease time according to the binding rates.
5. After receiving a confirmation of the hall rental, the Exhibitor shall provide information about the training by filling in the **Sz Form** available in the [Exhibitor's Panel](#) at [www.cede.pl](http://www.cede.pl). The speakers given in the **Sz Form** will be provided with badges entitling to exhibition entrance. The badges will be included in the materials received by the Exhibitor.
6. The hall rental fee includes information about the lecture in the following publications:

Location/materials	Scope	Deadline
Website: <a href="http://www.cede.pl">www.cede.pl</a>	Organiser, name and surname of the speaker/speakers, CV and photo of the speaker/speakers, title, location, hours and lecture description, cost if any.	01.09.2023
Social media: facebook, instagram	Lecture information: title, speaker, benefits in 3 points, Graphics: 1080x1080px, jpg, png, Facebook video: MP4, MOV, 1280x720px, 16:9, max 4GB, max 90 sec. Instagram video: MP4 (H.264, AAC, 3500kbps, 30fps), max 60 sec., 1080 x 1920px	01.09.2023
CEDE 2023 Pocket Programme and Exhibition floorplan (added to the participant's ID)	Organiser, name and surname of the speaker/speakers, title, location and hours	14.08.2023
CEDE 2023 mobile app	Organiser name and logotype, name, surname and CV of the speaker/ speakers, title, description, location and hours of the lecture, organiser's stand number	14.08.2023
Information banners in the exhibition area	Organiser, name and surname of the speaker/speakers, title, location and hours	01.09.2023

Information about company lectures will also be included in newsletters.

Social media materials should be sent by e-mail to [info@exactus.pl](mailto:info@exactus.pl)

Information submitted after the deadlines given above will not be included in a given publication.

7. Application for participation in the lecture/training does not entitle the participant to enter the CEDE 2023 exhibition area, including the lecture hall. Any invitations issued by the lecture organiser (Exhibitor) are not an admission document to the CEDE 2023 exhibition.

Each lecture participant is required to register at [www.cede.pl](http://www.cede.pl) in the on-line system for exhibition visitors or on site in order to generate a free entry card entitling to enter the CEDE 2023 exhibition.

8. Each lecture organiser receives a banner to be placed on their website with a direct link to order a free entry card to the CEDE 2023 exhibition.

9. The lecture organiser is obliged to provide all participants with the following information:

- CEDE 2023 exhibition entrance rules (requirement to generate a free entry card),
- place – hall number,
- date, time and lecture duration,
- participants onsite registration form – if required.

10. Payment terms, cancellations

a) Payment for the lecture halls rental should be made on the basis of a proforma invoice sent to the e-mail address. If the payment is not made within the time limit specified in the proforma invoice, the organiser has the right to cancel the unpaid order.

**After June 20, 2023**, all overdue orders for the lecture halls rental are subject to cancellation.

b) Hall rental cancellation can be submitted **by June 20, 2023**. The advance payment will be returned after the Organiser receives confirmation of receipt of the corrective invoice and is provided with the account number to which the return should be made.