

**EMBO Conference on Meiosis**

27th August - 1st September 2017, Hvar, Croatia

# EXHIBITOR AND SPONSOR KIT

## **EMBO Conference on Meiosis**

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Hello,

We are pleased to announce and cordially invite you to join the **EMBO Conference on Meiosis 2017** which will take place in Hvar, Croatia between **27th August and 1st September 2017**. With this letter we would like to invite you to start planning your participation at the conference as an industrial exhibitor or sponsor of one of many different events that will occur during the conference.

Meiosis and sexual reproduction date back to the origin of eukaryotic cells. Evolutionarily derived from a mitotic division, meiosis has undergone a remarkable series of specializations. Starting out with a diploid chromosome content, meiosis ends up with haploid products, ready to fuel the cycle of sexual reproduction. On the way to losing half the nuclear content in a manner optimal for evolution, meiosis has accumulated a number of astounding tricks. The meiosis field tries to reveal the mechanisms behind those stunts, which will be addressed in this conference in a variety of organisms from yeast, plant and animal models to humans.

**The topics** will include establishment of cohesion, creation and repair of DNA double-strand breaks, formation of cross-overs, movement of chromosomes during the tumultuous stages of meiotic prophase, spindle assembly, kinetochore attachment, error-correction mechanisms, and consequences on fertility and aneuploidy.

We chose biophysics and modeling of meiosis as a special focus for the 2017 meeting, because it has potential to further vitalize and reshape an already vibrant field by bringing in new ideas and fermenting more interdisciplinary research. This focus will be embedded in a general framework of important meiotic topics.

Various options are available for exhibition and advertising in the ample exhibition space, immediately adjacent to the lecture and poster area. Information for exhibitors is attached. In case you find it interesting to join us at the conference, please fill in and send the attached registration form. For any further question concerning the exhibition and sponsoring, please contact the conference secretariat. Please note that the exhibition place is limited and will be attributed on a first come, first served basis.

If you do not see the perfect opportunity listed below, please contact [avidos@irb.hr](mailto:avidos@irb.hr) for a tailor made sponsorship package that meets your marketing requirements.

On a behalf of the organizer and co-organizers,

Yours sincerely, prof. dr. Iva Tolić, main organizer

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### LIST OF CONFERENCE SPEAKERS

**Alastair Goldman**

University of Sheffield, UK

**Andreas Hochwagen**

New York University, USA

**Anne Villeneuve**

Stanford University, USA

**Bela Novak**

University of Oxford, UK

**Bernard De Massy**

Institute of Human Genetics CNRS, France

**Denise Zickler**

University Paris-Sud, France

**Eric Greene**

Columbia University, USA

**Eva Hoffmann**

University of Copenhagen, Denmark

**Ewelina Bolcun-Filas**

The Jackson Laboratory, USA

**Jan Brugues**

Max Planck Institute of Molecular Cell Biology and Genetics, Germany

**Kikue Tachibana-Konwalski**

IMBA Institute of Molecular Biotechnology, Austria

**Mathilde Grelon**

Institute Jean-Pierre Bourgin INRA, France

**Melina Schuh**

The Max Planck Institute for Biophysical Chemistry, Germany

**Michael Lichten**

NIH National Cancer Institute, USA

**Monica Colaiacovo**

Harvard Medical School, USA

**Monique Zetka**

McGill University, Canada

**Nancy Kleckner**

Harvard University, USA

**Neil Hunter**

University of California, Davis, USA

**Nenad Pavin**

University of Zagreb, Croatia

**Raphael Mercier**

Institute Jean-Pierre Bourgin INRA, France

**Scott Keeney**

Memorial Sloan Kettering Cancer Center, USA

**Thomas Mayer**

University of Konstanz, Germany

**Tomoya Kitajima**

RIKEN Center for Developmental Biology, Japan

**Vasily Zaburdaev**

Max Planck Institute for the Physics of Complex Systems, Germany

**Wolfgang Zachariae**

Max Planck Institute of Biochemistry, Germany

**Yoshinori Watanabe**

University of Tokyo, Japan

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### INFORMATION FOR EXHIBITORS AND SPONSORS

The EMBO Conference on Meiosis is organized by Tolić Iva, Ruđer Bošković Institute, Zagreb, Croatia (RBI) and co-organized by Klein Franz, University of Vienna, Austria; Mezard Christine, Institut Jean-Pierre Bourgin, France; Dernburg Abby, University of California, Berkeley and Toth Attila, TU Dresden, Germany.

**Expected No. of Participants:** 220

**Expected Regional Distribution:** 10% Croatia, 90 % International

#### Exhibition Booth

1000 EUR

Benefits

6 m<sup>2</sup> standard exhibition booth

Information table (120 × 80 cm) with two chairs

1 complementary registration (pass is non-transferable)

Company logo and URL placed on the official conference website and in the Book of Abstracts

Electric plug (230V), WiFi

Prices are net amounts, VAT (25%) is excluded.

Exhibitors can install their own booth; in this case a preliminary graphic/plan is required. Standard booth is a space rental only. Back wall, side wall, technical equipment is not included.

For tailor made booth options (extra services, special size booth, etc.) please contact [avidos@irb.hr](mailto:avidos@irb.hr)

#### EXHIBITOR REGISTRATION FEE

The exhibition fee includes one full pass (access to scientific sessions, conference materials, lunches and dinners, refreshments during the day and the Gala Dinner.

#### APPLICATION DEADLINE

Deadline for application is **March 15, 2017**

#### MOVE-IN/MOVE-OUT

##### Move-in

27 August, 2017 10:00–15:00

Exhibitors are required to register at the registration desk. Exhibitors should finish any display installation by 15:00. No Exhibitor is allowed to transport or install show equipment after this time. No display allowed being dismantled or removed during the entire run of the Event.

##### Move-out

1 September, 2017 13:00–17:00

No Exhibitor is allowed to transport or deinstall show equipment before 13:00.

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### SPONSORSHIP OPPORTUNITIES

#### PLATINUM SPONSOR (Exclusive)

5000 EUR

- Platinum sponsorship is available only for one company
- 12m2 standard exhibition booth with the standard exhibition package (see page 3)
- Acknowledgement in media-releases, invitations and in the Program Brochure
- Acknowledgement during the Welcome party, Congress opening and Gala dinner
- 20 minutes of company presentation within the Congress program
- Enhanced placement of company's profile (max. of 300 words) on the official conference website
- 1 full page color advertisement in the Program Brochure (A4 back or A2, A3 inside covers)
- Insert into conference bag (two A4 literature inserts or one promotional product)
- Company description (max. of 300 words) with contacts in the Program Brochure
- Full Coffee Break sponsorship
- Equipment demonstrations
- Standard registration for 2 delegates

#### GOLDEN SPONSOR (MAX 2)

3000 EUR

- 6m2 standard exhibition booth with the standard exhibition package (see page 3)
- Company logo and URL placed on all corresponding materials, press releases and circular announcements
- Acknowledgement during the Welcome party, Congress Opening and Gala dinner
- 20 minutes of company presentation within the Congress program
- Company name and logo on banners located in the Poster Session area
- Company logo and URL placed on the official conference website and in the Book of Abstracts
- Company description (max. of 2 page) with contacts in the Book of Abstracts
- Acknowledgement during the Conference dinner
- Standard registration for 2 delegates

#### SILVER SPONSOR (MAX 3)

2000 EUR

- 4 m2 standard exhibition booth with the standard exhibition package (see page 3)
- Acknowledgement during the Welcome party and Congress Opening
- 10 minutes of company presentation within the Congress program
- Company name and logo on banners located in the Poster Session area
- Company logo and URL placed on the official conference website and in the Book of Abstracts
- Company description (max. of 1 page) with contacts in the Book of Abstracts
- Standard registration for 1 delegate

Prices are net amounts, VAT (25%) is excluded.

#### APPLICATION DEADLINE

Deadline for application is **February 15, 2017**

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### ADDITIONAL SPONSORSHIP OPPORTUNITIES

<b>BEST STUDENT POSTER (OPPORTUNITY TO SPONSOR BEST STUDENT POSTER FOR ONE OF TWO POSTER SESSIONS)</b>	<b>€ 500</b>
<ul style="list-style-type: none"><li>• Company name and logo on banners located in the Poster Session area</li><li>• Acknowledgement in the Book of Abstracts</li><li>• Company logo and URL placed on the official conference website</li><li>• Acknowledgement during the Conference dinner</li></ul>	
<b>CONFERENCE DINNER SPONSOR - EXCLUSIVE</b>	<b>€ 3,000</b>
<ul style="list-style-type: none"><li>• Acknowledgement during the Conference dinner</li><li>• Company logo and URL placed on the official conference website</li><li>• Company description (max. of 50 words) with contacts in the Book of Abstracts</li><li>• 2 Conference Dinner tickets</li></ul>	
<b>COFFEE BREAK SPONSOR (3 AVAILABLE)</b>	<b>€ 1000</b>
<ul style="list-style-type: none"><li>• Acknowledgement during the Conference dinner</li><li>• Company logo and URL placed on the official conference website</li><li>• Company description (max. of 50 words) with contacts in the Book of Abstracts</li></ul>	
<b>CONFERENCE BAG SPONSOR - EXCLUSIVE</b>	<b>€ 1000</b>
<ul style="list-style-type: none"><li>• Company logo (together with the conference logo) printed on each conference bag</li><li>• Company logo and URL placed on the official conference website</li><li>• Company description (max. of 50 words) with contacts in the Book of Abstracts</li><li>• Bags to be provided by the sponsor</li></ul>	
<b>LUNCH SPONSOR (3 AVAILABLE)</b>	<b>€ 2,000</b>
<ul style="list-style-type: none"><li>• Acknowledgement during the Conference dinner</li><li>• Company logo and URL placed on the official conference website</li><li>• Company description (max. of 50 words) with contacts in the Book of Abstracts</li></ul>	
<b>NOTEPAD AND PEN SPONSOR - EXCLUSIVE</b>	<b>€ 700</b>
<b>USB FLASH DRIVE SPONSOR - EXCLUSIVE</b>	<b>€ 700</b>
<ul style="list-style-type: none"><li>• This opportunity is exclusive and it is available for one company</li><li>• Abstracts will be distributed to all registered participants on USB flash drives</li><li>• Acknowledgement in the Program Brochure</li><li>• Company logo printed on USB flash drives</li><li>• USB flash drives to be provided by the sponsor</li></ul>	

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#### APPLICATION DEADLINE

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**ADVERTISING OPPORTUNITIES**

ADVERTISEMENT IN THE BOOK OF ABSTRACTS (ONE A4 PAGE) € 500

CONFERENCE BAG INSERT € 500

- Insert into Conference bag
- Maximum size of inserted brochure: A4
- The deadline for sending the brochure: **February 15, 2017**

ROLL-UP PLACEMENT / POSTER € 500

- Roll-up placement in the lecture rooms (Roll-up is provided by the sponsor)
- The deadline for sending the roll-up: **February 15, 2017**

Prices are net amounts, VAT (25%) is excluded.

**APPLICATION DEADLINE**

Deadline for application is **February 15, 2017**

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### TERMS AND CONDITIONS

#### 1. DEFINITIONS

In These terms and conditions, the following expressions shall have the following meanings:

- a) **Contract** means the contract made between the Organiser and the Exhibitor/Sponsor comprising a Booking Form and the terms and conditions contained herein;
- b) **Event** means the EMBO Conference on Meiosis in which you are participating;
- c) **Event Charge** means the payment to be made by the Exhibitor/Sponsor for the Exhibition space at, or the sponsorship of, the Event;
- d) **Exhibitor** means the company or person, its employees and agents applying for and being granted exhibition space at the Event;
- e) **Organiser** means the Ruđer Bošković Institute;
- f) **Sponsor** means the company or person, its employees and agents applying for and being granted sponsorship of the Event; and a reference to "Exhibitor/Sponsor" applies to both Exhibitors and Sponsors.

#### 2. EXHIBITION/SPONSORSHIP PACKAGES

All types of Exhibition/sponsorship packages are listed in the Exhibitor and Sponsor Kit under the section Information for Exhibitors and Sponsors.

Prices of the Exhibition/sponsorship packages excluded Value Added Tax at the standard rate (25%). Value Added Tax will be charged according to tax legislation.

#### 3. APPLICATION FOR EVENT SPACE AND PAYMENT

- a) Any person or company wishing to partake in either sponsoring the Event or exhibiting at the Event must apply to the Organiser's Application Form. The Application Form received without signature shall be rejected.
- b) Upon receipt of a completed Application Form the Organiser will confirm in writing whether or not it accepts an application. For the avoidance of doubt, the Organiser reserves the right to refuse any application without giving reasons for such decision.
- c) At the same time as the Organiser gives the confirmation referred to in 2. b) above it will, if it accepts an application, send an invoice for the full amount of the Event Charge.
- d) All EU companies with VAT number are required to provide their EU VAT number.
- e) Event payment is due within 15 days of invoice

date.

f) If the Exhibitor/Sponsor fails to pay the Event Charge within the time and manner referred to above, the Organiser may, in writing, cancel the exhibition space or sponsorship of the Exhibitor/Sponsor.

#### 4. TERMS OF BUSINESS

- a) The Organiser reserves the right to alter, amend or add to any part of the Contract by serving written notice on the Exhibitor/Sponsor, but no variation, amendment or addition to the Contract proposed by the Exhibitor/Sponsor shall be effective without agreement in writing by a director of the Organiser.
- b) No alteration, amendment, addition or waiver of any term or condition of the Contract shall operate to release the Exhibitor/Sponsor from the Contract.
- c) The Exhibitor/Sponsor shall not act as the agent of the Organiser, nor shall it have the power or authority to bind or make any commitment, statement or representation on behalf of the Organiser or to pledge the credit of the Organiser in any way. The Contract is not intended to constitute a partnership between the Organiser and the Exhibitor/Sponsor and, accordingly, the Organiser and the Exhibitor/Sponsor shall be responsible for their own respective commitments under the Contract.
- d) The Exhibitor/Sponsor shall not sublet the whole or any part of the exhibition stand or space allocated to it without the prior written consent of the Organiser.
- e) The Exhibitor/Sponsor shall not assign, transfer or otherwise dispose of all or any part of its rights in general in best interest of the Event.
- f) The sponsor, for itself and its employees, agents and representatives, agrees to abide by the foregoing rules and by any amendments that may be put into effect by the Organiser.

#### 5. EXHIBITS

- a) Exhibition space will be allocated on a first come, first served basis. We reserve the right to rearrange the floor-plan. There is no discount or refund for any facilities not used.
- b) All stands and their exhibits must be completed by the night before the Event is stated as being open, in accordance with the details provided by the Organiser, unless given prior notice to the contrary.
- c) Exhibits must not be removed and displays must not be dismantled, either partially or totally, before the closing time on the last day of the Event. All exhibits and display material must be removed as



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soon as possible thereafter and, in any event, by the time given by the Organiser.

d) The Exhibitor/Sponsor must ensure that all exhibits are properly protected so as to avoid danger to any person or persons visiting or taking part in the Event.

e) The Exhibitor/Sponsor will be required to ensure that its stand is staffed during the opening hours of the Event, and must not remove any equipment before the published closing time of any day of the Event.

f) Under no circumstances, may the Exhibitor/Sponsor alter or add to the external structure of the stands. Further interior design fittings, lighting and decoration may be added at the expense of the Exhibitor/Sponsor only if it continues to comply with all provisions of the Contract and any fire regulations or other relevant requirements of any local or other authority existing at the time of the Event (details of which the Exhibitor/Sponsor is deemed to have knowledge). In no circumstances will the total enclosure of any stand be permitted.

g) The Exhibitor/Sponsor will not, and will ensure that its employees or agents do not, interfere with the building in which the Event is held in any way whatsoever, and any damage caused by the act, omissions or negligence of the Exhibitor/Sponsor, its employees or agents will be the sole responsibility of the Exhibitor/Sponsor.

h) The Exhibitor/Sponsor shall be responsible for the removal from the site of the Event, and for the storage of, all crates, empty cartons and other packaging not required on the stand.

### **6. CONDUCT OF EXHIBITOR/SPONSORS**

a) The Exhibitor/Sponsor shall not bring any animal into the Event nor permit any animal to be brought into the Event without prior written consent of the Organiser.

b) The Exhibitor/Sponsor shall not insert any nail, screw or hook into any of the walls or woodwork in the Event site.

c) The Exhibitor/Sponsor shall not bring, or permit to be brought, any petrol or similar spirit or any other explosive or combustible material into the Event site. The Exhibitor/Sponsor shall not use any oil heaters, gas heaters or any appliance using a naked flame in the Event site unless it has the prior written approval of the Organiser and all safety regulations are complied with.

d) The reasonable use of microphones or any device which emits sound (including, without limitation, mobile phones) is permitted provided that such

devices are operated and controlled so as not to cause any annoyance to other exhibitors or visitors to the Event. The Organiser reserves the right to prohibit the use of such devices if, in the Organiser's opinion, an annoyance is being caused.

e) The Exhibitor/Sponsor shall not, and shall procure that all necessary employees, agents and connected third parties shall not, do permit or authorize to be done, any act or omission that may adversely affect the Organiser's reputation and goodwill, or otherwise may adversely affect the Event.

f) Exhibitors are required to wear their name badges during exhibition hours.

### **7. ADVERTISING MATERIAL**

a) For advertising the Exhibitor/Sponsor shall deliver all promotional materials (advertisement – in high resolution, company vector logo, company description, etc.) at last 30 days prior to the beginning of the Event, otherwise the Organiser does not take the responsibility for failure to publish advertising material.

b) The Exhibitor/Sponsor shall at all times take full responsibility for the contents of all printed matter or advertisements and the Organiser shall have no liability for the contents of any such material, whether or not subject to its prior approval.

### **8. INDEMNITY**

a) The Exhibitor/Sponsor shall be liable for and shall indemnify the Organiser, its employees and agents against any liability, loss, costs, expenses, claims or proceedings whatsoever arising out of or in connection with the acts or omission of the Exhibitor/Sponsor its agents and employees, including without limitation any breach, non-performance or non-observance of any obligation, duty or liability imposed on the Exhibitor/Sponsor either by the Contract or by operation of law provided always that this indemnity shall not apply in respect of personal injury or death to the extent due to the negligence of the Organiser or its employees.

b) The Organiser shall not be responsible for the safety of any exhibit or property belonging to the Exhibitor/Sponsor or to any other person, and shall not be liable for the loss, damage or destruction of the same by the theft or fire or any other cause whatsoever except to the extent that such loss or damage is caused by the negligence of the Organiser.

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### **9. POSTPONEMENT, ABANDONMENT AND CANCELLATION**

- a) The Organiser reserves the right, at any time, to change the date or venue of the Event or to cancel the Event if it deems necessary by reason of fire, flood, extreme weather conditions, acts of war or violence, malicious damage, explosion, earthquake, strike, civil disturbance, political unrest, labor dispute, power cut or event of force majeure or any other cause beyond the Organiser's control.
- b) In the event of any cancellation, abandonment or postponement pursuant to a) above, the Organiser shall reimburse the Event Charge to the Exhibitor/Sponsor subject to first deducting an amount to cover the Organiser's reasonable administration costs.
- c) In addition to a) above, the Organiser reserves the right to cancel or postpone the Event for commercial reasons, in which event the Organiser shall reimburse the Event Charge in full.
- d) In the event of the Exhibitor/Sponsor cancelling its participation in the Event cancellation will be accepted in writing only. Cancellation received before May 1, 2015 will entitle 50% refund of the payment. No refund will be possible after that.
- e) Any cancellation by the Exhibitor/Sponsor must be made in writing to the Organiser.
- f) The Organiser shall have absolute discretion to deal with any cancelled stand or sponsorship as it thinks fit.

### **10. TERMINATION**

- a) The Organiser reserves the right, at its sole discretion, to terminate the Contract by written notice to the Exhibitor/Sponsor following any breach of the Contract by the Exhibitor/Sponsor, or any disclosure in accordance with Clause 3 i).
- b) Following termination the Exhibitor/Sponsor shall

only be entitled to a refund of the Event Charge, or any part of it, provided that a replacement Exhibitor/Sponsor is found.

### **11. STATUTORY OBLIGATIONS**

The Exhibitor/Sponsor agrees, at all times to comply with all relevant Republic of Croatia and EU legislation, regulations, directives, orders or byelaws in force at the time of the Event including, without limitation, all regulations in respect of health and safety at work.

### **12. WHOLE AGREEMENT**

The Contract represents the entire understanding between the parties in relation to the subject matter hereof and (except in respect of any fraudulent misrepresentation) supersedes all agreements and representations made by either party, whether oral or written. The Contract shall prevail over any inconsistent terms and conditions relating to the subject matter of the Contract and any other agreement between the parties or referred to in correspondence or elsewhere and any conditions or stipulations to the contrary are hereby excluded and extinguished.

### **13. NO PRIVILEGE**

No provision of the Contract is intended to, or does confer, upon any third party any benefit or right enforceable at the option of that third party against either the Organiser or the Exhibitor/Sponsor (including, without limitation, any right arising pursuant to the provisions of the Contracts).

### **14. GOVERNING LAW**

This Contract shall be governed by, and construed in accordance with, Croatian Law and shall be subject to the exclusive jurisdiction of the Croatian Courts.

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### APPLICATION FORM

Ruđer Bošković Institute

Tel.: +385-1-4571 330 Fax: +385-1-4571 332

E-mail: [avidos@irb.hr](mailto:avidos@irb.hr)

company	
vat number	
address	
post code	
country	
telephone	
contact person	
e-mail	

DESCRIPTION	PRICE	TOTAL
Exhibition Booth	1000 EUR	
Platinum Sponsor (Exclusive)	4000 EUR	
Golden Sponsor (Max 2)	3000 EUR	
Silver Sponsor (Max 3)	2000 EUR	
Best Student Poster (opportunity to sponsor the best student Poster for one of two poster sessions)	€ 500	
Conference Dinner Sponsor - Exclusive	€ 3,000	
Coffee Break Sponsor (3 available)	€ 1,500	
Conference Bag Sponsor - Exclusive	€ 1,000	
Lunch Sponsor (3 Available)	€ 2,000	
Notepad And Pen Sponsor - Exclusive	€ 700	
Usb Flash Drive Sponsor - Exclusive	€ 700	
Advertisement In The Book Of Abstracts (One A4 Page)	€ 500	
Conference Bag Insert	€ 500	
Roll-Up Placement / Poster	€ 250	

Prices are net amounts, VAT (25%) is excluded.

By signing this form, we agree to comply with the terms and conditions, which we have read and understood.

Date

Signature

STAMP

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**PAYMENT INFORMATION  
FOR SPONSORS, EXHIBITORS AND ADVERTISERS**

Please, send your application form to the Ruđer Bošković Institute by e-mail.

According to the received application form, a pro-forma invoice will be issued. Sponsors, exhibitors, and advertisers are required to transfer the amount to our bank account.

**Bank details**

Name	Ruđer Bošković Institute
Address	Bijenička cesta 54, 10000 Zagreb
Bank	Zagrebačka Banka
Tax/VAT Number	HR69715301002
IBAN Code	HR6623600001101210403
Giro account	2360000-1101210403