

TWO GREAT
REASONS TO
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ROME THIS
AUTUMN

ciosummit
HIMSS Europe
6 - 7 OCTOBER 2014

EUROPEAN
TELEMEDICINE
CONFERENCE
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FOR EXHIBITORS

Detailed information regarding the conference, exhibition and services can be found in this document.

For further enquiries, please contact the CIO + ETC Summit 2014 Service Team whose individual contact details you can find on the **Contacts** page. Alternatively you can contact Kerry Lewis-Zovi on the details below:

Kerry Lewis-Zovi
Exhibits Manager
+353 (0) 868 066 558
klewis@himss.org

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EXHIBITION SCHEDULE

SET UP

5 October, Sunday 16:00 – 22:00 (All Exhibitors)

OPENING HOURS

6 October, Monday 08:30 – 18:00

7 October, Tuesday 08:30 – 18:30 (Reception from 18:30 - 19:30)

8 October, Wednesday 08:30 – 16:00

BREAKDOWN

8 September, Wednesday 16:00 – 20:00

For the breakdown, exhibitors are welcome to remove items from their stand which are hand held. There is no vehicle access though until 18:30.

The above information is still to be confirmed, however it will finalized and updated shortly. Please ensure that you check back regularly to keep track of any updates. Alternatively, please contact Kerry Lewis-Zovi at klewis@himss.org if you have any doubts.

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Deadline Checklist

The follow table details deadline dates that are relevant to you and your participation at the CIO + ETC Summit. Please review these dates carefully and put them into your diary.

Due Date	To do
July 2014	Exhibitor and Client Badge Registration is Open
12 September 2014	Hard line Internet order now due – important!
12 September 2014	Logo and Graphic artwork submission for kiosk backdrop
22 September 2014	The following online order forms are due to either the venue or Merlo Rent Srl: Furniture, AV equipment, Signage services Catering, Specific Cleaning, Electrical and Security requirements
22 September 2014	Kiosk Space released if 100% of kiosk balance is not paid
26 September 2014	Don't forget to register your Exhibitor and Client Badges! Register now
29 September 2014	Submit company profile to be uploaded onto the event website to amolnar@himss.org or kewis@himss.org
3 October 2014	Deadline date for all deliveries to be sent to the venue
5 October 2014	CIO + ETC Summit 2014 move-in begins
6 – 8 October 2014	CIO + ETC Summit 2014 open days
31 October 2014	Exhibitor survey due

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CONTACT LIST

CONFERENCE & EXHIBITION ORGANISING TEAM



Sales & Sponsorship:

Sean Roberts
sroberts@himss.org
+ 49 30 46 7777 350

Sponsorship fulfillment:

Anett Molnar
amolnar@himss.org
+44 7412 979 354

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Inés Burton García
iburton@himss.org
+49 30 46 7777 332

Programme Information:

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+49 34 13 3395 314

Logistics & Registration Enquiries:

Ela Staniuk
estaniuk@himss.org
+49 30 46 7777 344

Exhibition:

Kerry Lewis-Zovi
klewis@himss.org
+353.86.80.66.558

Venue Contact:

Chiara Padovani
chiara.padovani@parcodeiprincipi.com
+39 06 854 42599

Exhibition Service Provider:

Merlo Rent Srl
Sara Portioli
s.portioli@merlorentsrl.it
+39 06 990 4700

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REGISTRATION

Online badge registration is open and will remain open through the duration of the conference. Exhibitors will be able to make changes, additions, edits to exhibitor badges. However you will require your initial reference number and email address used for the registration in order to do this.

Pre-registered badges can be picked up onsite beginning on Monday, 6 October 2014. Badges will not be mailed in advance.

Please find to follow a link to the registration page where you will find all of the details you require to complete your registration:

<https://www.eiseverywhere.com/ereg/newreg.php?eventid=90991&categoryid=798965>

EXHIBITOR BADGE REGISTRATION SCHEDULE

July 2014 Exhibitor Badge Registration Opens online

EXHIBITOR BADGE REGISTRATION HOURS:

Monday, 6 October 2014	08:30 – 18:00
Tuesday, 7 October 2014	08:30 – 18:00
Wednesday, 8 October 2014	08:00 – 16:00

TYPES OF BADGES

- Exhibitor Badges, complimentary as part of your package
- Additional Exhibitor Badges, for purchase
- Networking reception ticket, for purchase

EXHIBITOR BADGES

- Allow access into Exhibit Hall during move-in/move-out
- Allow access into Exhibit Hall one hour prior to show opening and one hour after show closes
- Allow access into all education sessions
- One tote bag per company
- Exhibitor badges are issued to company kiosk personnel and are designated for those individuals that are representing your company on the exhibit floor
- Complimentary registrations as per your sponsorship level.
- Badges will only be printed with the company name listed on the exhibit application
- Each company may purchase additional exhibitor and client badges for €295 + VAT

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LOST BADGES

- Lost badges may be duplicated for €35 + VAT per replacement badge.
- Only one duplicate badge will be made per registrant.

For questions regarding Exhibitor and Full Conference Badge Registration, please contact either:

Ela Staniuk
International Programme Associate
estaniuk@himss.org
+49 30 46 7777 344

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DELIVERIES

Freight Forwarding & Logistics

There is no Freight and Delivery Logistics company appointed for this event.

Please note: you can send your deliveries directly to the venue where they will be held in a storage room ready for you to collect when you arrive onsite. However, it is important to note that deliveries sent directly to the venue can only be received five (5) days prior to the conference date: Monday 29th September.

To summarise:

- Deliveries can only arrive to Parco dei Principi from Monday 29th September onwards (5 working days prior to the event start date).

Deliveries must be marked as follows:

- o FAO: recipient of package and MOBILE telephone number for that person please
- o HIMSS Europe – CIO & ETC Summit 2014
- o Company Name:
- o Kiosk Number (if applicable) or Final Destination of package(s)
- o How many boxes, or items make up the delivery
- o Delivery address is: C/O PARCO DEI PRINCIPI, VIA MERCADANTE 15 – 00198 ROME - ITALY
- All deliveries will be held in a storage room on Level -1 opposite the Ruspoli room. You may collect your package upon your arrival to the hotel. If there are any queries, then please contact me as I will ask the venue to log all deliveries and hand me the log sheet.
- Please note that deliveries will only be accepted between the hours of 07:00 – 15:00 from Monday - Friday

Parco dei Principi Grand Hotel & Spa

Via G. Frescobaldi, 5 - 00198 Roma, Italia

Tel +39 06 854 42599 - Fax +39 06 8845104 - P.I.00272650631

e-mail: chiara.padovani@parcodeiprincipi.com

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TECHNICAL SERVICES

VENUE:

Parco dei Principi are the service provider looking after all of the following services at the CIO + ETC Summit 2014.

- Specific Kiosk Cleaning (general cleaning included)
- Specific Kiosk Security
 - We strongly advise that you do not leave valuable items, or pieces of equipment on your kiosk unattended, or once exhibit halls hours are closed.
- Internet services
 - Hardline internet is available per kiosk at a cost of €250 + VAT for the event
 - Wifi is available, but it is NOT strong and so the hard line is recommended
- Parking spaces (not at the hotel)

Each of services detailed above is listed on the VENUE FORM which is within the Exhibitors Page of the website. Please complete this form and return it to Chiara Padovani via email at chiara.padovani@parcodeiprincipi.com by the deadline given.

EXHIBITS SERVICE CONTRACTOR:

The Official Exhibitor Kiosk Contractor for exhibition related services is **Merlo Rent Srl**. For each individual service you will find a corresponding PDF form on this website for you to complete and return.

- Furniture, Electrical & Price List
- Electrical
 - Please note that a power socket costs €18 + VAT. Please either complete their form or, contact them directly to place an order. Each kiosk comes with one power socket.
- Floral (to follow shortly)
- Signage – please contact Merlo Rent Srl directly for a bespoke quote to suit your requirements. Please find a PDF of example signs and prices for your information on the website under the Exhibitors page.

For any further queries, please contact Sara Portioli from **Merlo Rent Srl** at: s.portioli@merlorentsrl.it or by calling their office on 00 39 06 990 4700

AV Services are provided by Mondial Technica. Their order form is on the exhibitor webpage.

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7 - 8 OCTOBER 2014



KIOSK RULES AND REGULATIONS

1. SINGLE KIOSK

This is a kiosk which is made up of a front 1000mm counter and a 2500mm high by 1500mm wide backdrop. Both elements will be backlit. Please see sample kiosk document.

The kiosk is set upon a space of 4sq.m

You will need to provide your logo to be displayed on the counter and a graphic to be displayed on the backdrop.

Dimensions for artwork: 1700mm x 2700 mm (please ensure to leave a 150mm bleed all around)

No additional stand build is permitted within this space. A pop banner may be permitted, once approval is given by the organisers.

The kiosk comes with a single power socket

2. DOUBLE KIOSK

This is a kiosk which is made up of a front 1000mm counter and a 2500mm high by 2000mm wide backdrop. Both elements will be backlit. Please see sample kiosk document.

The kiosk is set upon a space of 6sq.m

You will need to provide your logo to be displayed on the counter and a graphic to be displayed on the backdrop.

Dimensions for artwork: 2200mm x 2700mm (please ensure to leave a 150mm bleed all around)

No additional stand build is permitted within this space. A pop banner may be permitted, once approval is given by the organisers.

The kiosk comes with a single power socket

3. HANGING SIGNS

The hanging of banners is not permitted in the Parco dei Principi.

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7 - 8 OCTOBER 2014



KIOSK RULES AND REGULATIONS

4. HEALTH & SAFETY

Please ensure that the following Health and Safety guidelines are brought to the attention of all exhibitors and contractors:

- The need to maintain emergency exits and keep gangways clear (through build, open and breakdown periods).
- Knowledge of the fire and emergency evacuation procedures, location of the assembly point for the relevant part of the building.
- Good housekeeping must be maintained throughout build, open and breakdown to allow any potential hazards to be easily identifiable.
- The consumption of alcohol is not permitted on the exhibition floor during the build and break down periods of an event. The use of drugs or smoking is strictly prohibited throughout the duration of the event.
- All portable power equipment must be used only for the purpose for which it was designed and the correct safety guards and devices must be fitted and used. All such equipment must have up to date evidence of PAT testing. Trailing power leads must be kept to a minimum and not across gangways. Petrol and diesel powered equipment must not be used within the venue.
- No operating of machinery or vehicle of any type is allowed in the exhibition hall.

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6 - 7 OCTOBER 2014

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7 - 8 OCTOBER 2014



RULES & REGULATIONS

It is important to comply with the rules and regulations as an exhibitor at the CIO + ETC Summit 2014. As this is a new venue there are naturally changes in policies for participants. Therefore, please be sure to read through all the rules and regulations found in the documents below.

General Rules and Regulations

HIMSS is committed to the success of all exhibiting companies. Our intent is to have a professional and balanced marketplace during the CIO + ETC Conference. Therefore, all exhibitors are expected to adhere to all rules and regulations stated in this service manual and on the back of your exhibit space contract. Objectionable activity will be reviewed by HIMSS management and may be ceased or changed at any time during the course of the exhibition.

Building Regulations

You have been allocated either a double or single kiosk within the exhibit hall, with a front counter. No other form of alternative stand building is permitted at this event. Please note: no stand building is permitted at this venue. You are required to exhibit within the kiosk and counter that you are provided. Pop up banners may be permitted once they are first sent to Kerry Lewis–Zovi for approval.

No nails or screws shall be driven or holes drilled in the floors, walls, doors, pillars or other parts of the structure of the venue exhibit halls or any part of the building.

Demonstrations & Marketing Activities

Exhibitor demonstrations and all marketing/promotional activities must be conducted within the confines of your kiosk space. Demonstrations should not obstruct the aisles nor prevent access to nearby kiosks. Any activity that results in the obstruction of aisles, or prevents ready access to nearby exhibitors' kiosks, or produces sound levels that exceed 75 decibels, will result in a loss of exhibitor points after the first warning. If you intend to conduct any activity that will attract large numbers of attendees, you must purchase enough kiosk space and orient your kiosk structures so that the crowd can be accommodated within your kiosk space. Distribution of pamphlets, brochures, etc. must take place within your kiosk space only. Orders may be taken during the normal activity on the exhibit floor but retail sales are not permitted.

Direct Selling

Exhibitors are required to remain in their own kiosk space during exhibit hours. Solicitation outside your kiosk in any way is strictly prohibited. Orders may be taken during the normal activity on the exhibit floor in your purchased kiosk space, but retail sales are not permitted.

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6 - 7 OCTOBER 2014

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7 - 8 OCTOBER 2014



Subletting

Exhibitors may not assign, sublet, or share their exhibit space with another business or firm unless approval has been obtained in writing from HIMSS. Exhibitors must show goods or services manufactured or dealt in by them in the regular course of business. Should an article of a non-exhibiting firm be required for operation or demonstration in an exhibitor's display, identification of such article shall be limited to the usual and regular nameplates, imprint, or trademark under which same is sold in the general course of business.

Sound/Noise

The use of megaphones, loudspeakers, or public address systems by exhibitors is prohibited. The decibel level of sound emitting from your kiosk must not exceed 75 at the edge of the stand. Speakers must face into the exhibit kiosk itself and not into the aisles or into neighboring exhibits. Live music is prohibited in the exhibit hall. HIMSS reserves the right to determine at what point sound constitutes interference with other exhibitors and it must be discontinued.

Compressed Gas and Inflatables

Use of compressed gas or any inflatables is not permitted in the Parco dei Principi.

Move-out/Dismantling

No move-out or dismantling is permitted before 18:00 on Wednesday, 8 October 2014. Early move-out will result in a loss of exhibitor points.

Unpaid Kiosk Balances

Final kiosk payment is due no later than Friday 19 September 2014. On Monday 22 September 2014, unpaid kiosk spaces will be released. Any company with an unpaid balance will have their freight and/or deliveries refused by HIMSS until the balance is paid in full. If your badges are denied due to your failure to pay the balance on your kiosk, HIMSS cannot be held responsible.

Children

No persons under the age of 18 are allowed on show floor at any time.

Smoking

Smoking is not permitted by HIMSS or the Parco dei Principi in any location within the venue at any stage.

Food & Beverage

Parco dei Principi is the sole catering provider at the CIO + ETC Summit. No unauthorized food and beverage company are allowed to provide to exhibits, or sponsors at the event.

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7 - 8 OCTOBER 2014



Property

All persons, including the Delegates, Exhibitors, Sub-Contractors and their personnel, who bring property, equipment and/or goods into or into the Venue do so at their sole risk and expense. HIMSS and Parco dei Principi do not accept them into its charge or responsibility.

HIMSS or Parco dei Principi are not responsible or liable for:

- a. any theft, loss, deterioration or other damage in respect of any goods, property or equipment brought into the Venue; and/or
- b. the safekeeping of any property in the Venue whether or not the property is deposited with Parco dei Principi

Please note that if any rules and regulations here as well as the back of your exhibit space contract are violated, a loss of exhibitor points will occur.

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FAQs

Q. What are the show dates for the CIO + ETC Summit 2014, Rome?

A. 6 – 8 October 2014

Q. What are scheduled exhibition hours for set up, opening and breakdown?

A.

SET UP

5 October, Sunday 16:00 – 22:00 (All Exhibitors)

OPENING HOURS

6 October, Monday 08:00 – 18:00

7 October, Tuesday 08:30 – 18:00

8 October, Wednesday 08:30 – 16:00

BREAKDOWN

8 October, Wednesday 18:00 – 22:00

Q. When does exhibitor badge registration open online?

A.: Exhibitor badge registration opened in July 2014.

Q. How many delegate attendees are expected to visit the conference?

A.: We would expect to see around 400 delegates.

Q. What kind of attendees will be at this conference?

A. Presenting and attending will be healthcare professionals, who have the buying power for their organizations- providers, payers, suppliers, policy-makers, and government officials. There will also be clinicians, directors, administrators, informatics professionals, and academicians.

Q: How do I become a corporate member?

A. For information on becoming a corporate member, please contact:

Sean Roberts - sroberts@himss.org - + 49 30 46 7777 350

Q. How is the weather in Rome?

A. In October, the average temperature is a high of 18 degrees C and a low of 10 degrees C.

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CONFERENCE
7 - 8 OCTOBER 2014



FAQs

Q. What is the closest airport to Parco dei Principi, Rome?

A. Roma Fiumicino international airport is about 30 km from the city centre and is well connected by highway and express train service.

Q. Do I need a visa to enter Italy?

A. All Nationals from the EU countries, Switzerland, Norway, Iceland or Liechtenstein do not require a visa to enter. You need to hold a valid ID card or passport.

To find out if, as a foreign national, you need a visa to enter Italy, you can consult the visa database ([LINK to the website](#)) on this website. Click on the question “Do you need a visa?” and then complete the fields for Nationality, Residence, Duration of Stay and Reason for Visit. This will take you to a page with information on whether you need a visa to enter Italy and information on the application requirements. Please note, this information is not exhaustive and is intended as guidance only.

Q. If I do need a visa, who do I contact to receive my Letter of Invitation?

A. To receive an official Letter of Invitation, please register and pay for the conference and then email Ela Staniuk. HIMSS Europe can only provide a Letter of Invitation and proof of conference registration. We are not able to apply for a visa on your behalf.

Q. What kind of currency do I use?

A. EURO

Q. What is the attire for the conference?

A. Business