



## 3DBODY.TECH 2022 - INFORMATION AND DETAILS FOR ONSITE EXHIBITORS

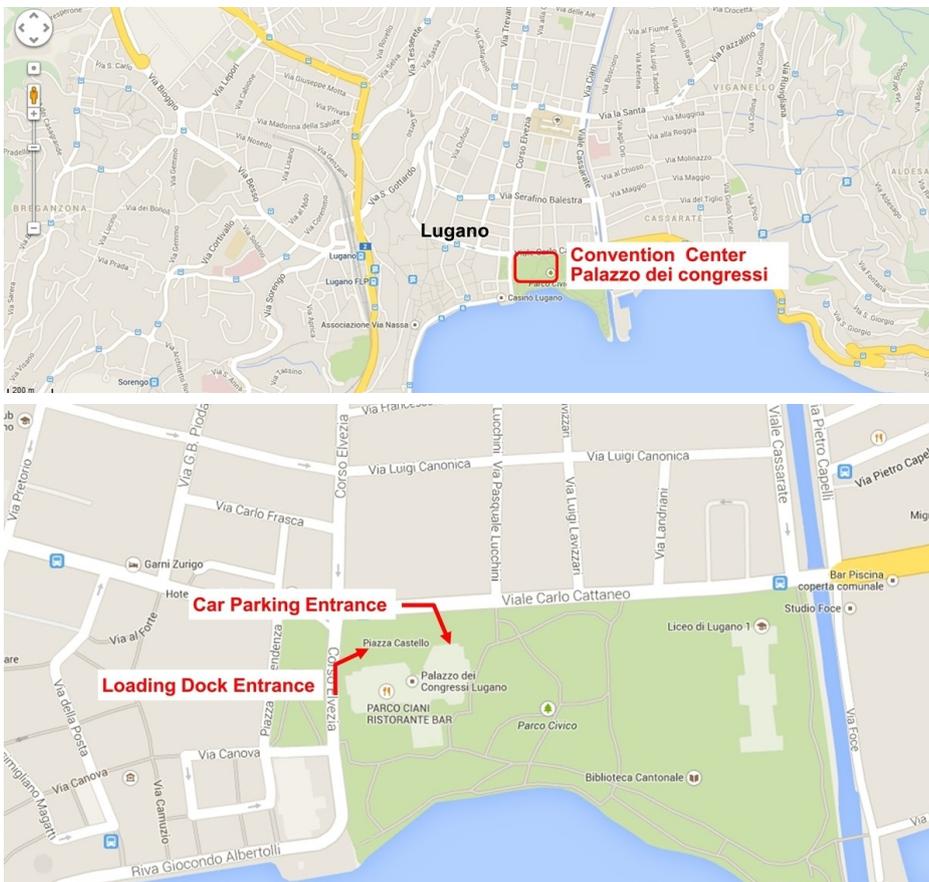
### 1. VENUE, ADDRESS, PARKING, LOADING DOCK

The venue of the conference and exhibition is the Lugano Convention Center - Palazzo dei Congressi.  
Address:

Palazzo dei Congressi  
Piazza Indipendenza 4  
6900 Lugano  
Switzerland  
[www.luganoconventions.com](http://www.luganoconventions.com)  
Tel. +41.58.866.66.30

A large parking is available just under the convention center for cars and vans with maximal height of 2.2m.  
Parking day tickets will be available at the welcome desk for the price of 20CHF.

More detailed information about Lugano, access and travel are available at the following link:  
[www.3dbody.tech/venue.html](http://www.3dbody.tech/venue.html)



The conference and exhibition will take place at the first floor (level +1) of the convention center.

The exhibition will take place in the Room B2/3.

For unloading equipment and material, vehicles may be parked on the square in front of the convention center, the main entrance with a normal elevator or the loading dock with freight elevator may be used.

The dimensions of the freight elevator are:

**1.49m wide, 2.14m deep, 2.15m height; the doors are 1.2m wide, 2m height.**

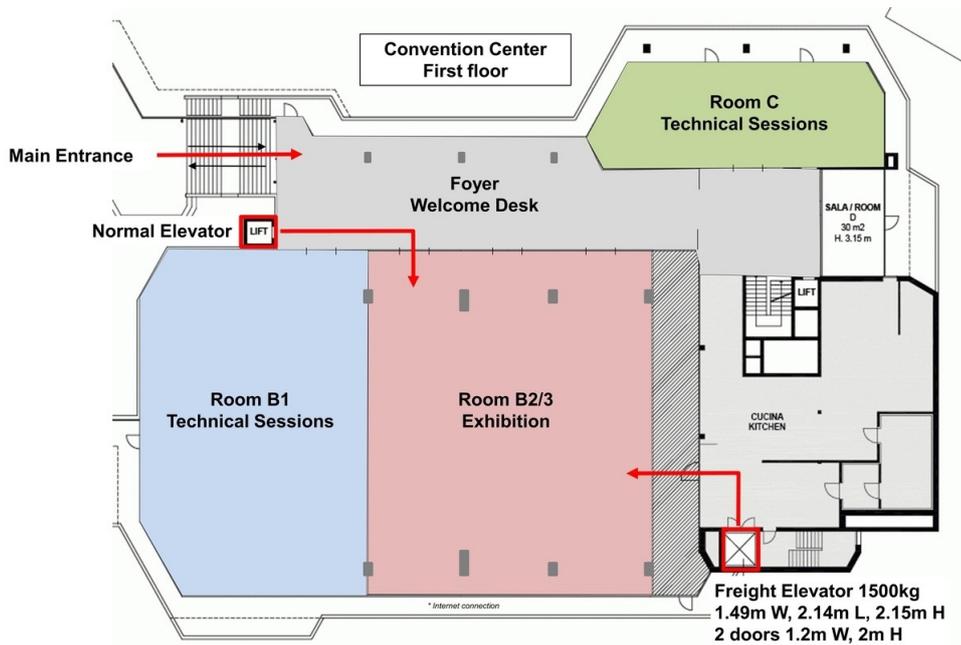
For large equipment/material: please plan accordingly the packing of your equipment/material so that everything can fit in the freight elevator. If required, we suggest to use multiple separate packages/boxes.

**The congress center does not have transportation carts/pallet jacks/fork lifts.**

For large equipment/material to be unloaded from trucks and loaded back: forks lifts and/or pallet jacks should be ideally arranged and organized by your transportation service. In special cases, we may use rental services for such equipment. In such cases, please contact us in advance.



Small boxes may find storage place at the exhibition room, whereas large boxes/cranes/etc. should be stored in a storage room and/or storage space with a fixed fee of 50CHF per cubic meter.



## 2. INFRASTRUCTURE FOR EXHIBITORS

The week before the conference you will receive the final plan of the exhibition with the assigned spaces. The exhibition area will be naked, uniquely tables (170x85cm h74cm), chairs and electric plug will be provided. Please bring with you all the other required equipment and material.

Please remind that only a single electric plug (Swiss 3-poles, Type J, 250V 10A) will be available. You should bring with you the required electric cable extensions, multiplexers and adapters for the Swiss 3-poles plug ([https://en.wikipedia.org/wiki/SN\\_441011](https://en.wikipedia.org/wiki/SN_441011)).

Note: the convention center does not allow signs or materials to be affixed to the walls, columns or doors.

Internet: a dedicated closed WiFi connection with 500Mbps download and upload speed will be provided to all exhibitors (an open connection will be available for all attendees).

Additional infrastructure will be available upon request and has to be ordered in advance.

Please contact us in case you wish to order one of the following items:

- Special electric power connections
- Wired LAN Internet (500Mbps), cost 100 CHF (Swiss francs)
- Panels 1.2x2m, cost 150 CHF (Swiss francs)
- High tables, cost 30CHF (Swiss francs), high chairs, cost 25CHF (Swiss francs)
- TV/Monitor 65", with floor stand/support, installation included, cost approx 750-1000 CHF (Swiss francs)

### 3. SETTING UP AND TEAR DOWN OF EXHIBITION

The time for setting up the exhibition is: **Monday 24th October, from 12:00 until 18:00** (later if required).

The exhibition will end on **Wednesday 26th Oct., at 16:00**. Time for **dismount until 19:00** (later if required).

Incoming/outgoing of material/equipment (details see next section):

- incoming: Monday 24th October
- outgoing: Wednesday 26th October after 16:00.

### 4. INCOMING/OUTGOING MATERIAL/EQUIPMENT

Due to limited personnel and storage space, it is **not recommended** to deliver material/equipment before the set-up day of the exhibition (Mon. 24 Oct.) and to keep stored items/equipment after the conference. This would be possible uniquely as exception, please contact us or the convention center in such cases.

The address for shipments is:

Palazzo dei Congressi  
3DBodyTech  
Piazza Indipendenza 4  
6900 Lugano  
Switzerland

Contact details:

[www.luganoconventions.com](http://www.luganoconventions.com)  
Tel. +41.58.866.66.30

Please mention the conference name 3DBodyTech.

Please be advised that all shipment costs, customs and import taxes have to be paid prior to delivery, the venue will not accept any C.O.D. (Collect on Delivery) shipment.

For receiving material/equipment during the set-up day of the exhibition Monday 24th October and for sending material/equipment after the end of the exhibition on Wednesday 26th, it is strongly recommended that a responsible person will be present at the venue at the moment of arrival and departure of the items/equipment in order to avoid problems with documents/carnets/etc.. Please organize accordingly the arrival and departure of your items/equipment and provide the carrier with a mobile phone where you can be reached at the venue.

Please consider the terms for import/export (import taxes, VTA, etc.) for your material/equipment. Please note that Switzerland is part of the Schengen area but is not part of European Union.

ATA Carnet:

we strongly recommend all exhibitors to apply for a ATA Carnet. The ATA Carnet is an international customs and temporary import-export document, which simplify the customs procedures.

### 5. RESPONSIBILITY AT THE CONFERENCE VENUE

The exhibitor is fully responsible for the equipment/material exhibited at the venue.

It is specifically understood that the exhibitor assumes responsibility and liability for any damage caused by its equipment/material.

The exhibition area will be open during all conference hours, coffee breaks and lunch breaks.

It will be closed and locked at the end of the day.

### 6. BADGES WITH QR CODE

The badges of all the participants of 3DBODY.TECH will have on the back side a QR code with the participant's contact details (VCARD Version 3). Please install a proper QR code reader on your mobile devices in order to scan the QR code and to collect digitally the contact details of participants. A sample QR code is imaged here below, it will be printed with approx. 5x5cm size.



## 7. TRAVEL AND ACCOMMODATION

Hotels and other accommodation in Lugano may be searched and reserved individually. More detailed information about Lugano, access and travel are available at the following link: [www.3dbody.tech/venue.html](http://www.3dbody.tech/venue.html)

## 8. ONLINE CONFERENCE PLATFORM

The 3DBODY.TECH 2022 online conference platform is accessible to all onsite and online attendees, speakers, exhibitors.

The online conference platform allows to access live streams, recorded contents, group discussions and to use tools for networking with other online and onsite attendees, speakers, exhibitors.

An overview of the functionalities of the online conference platform is available at the following page: [www.3dbody.tech/platform.html](http://www.3dbody.tech/platform.html)

Please note that **only registered participants** can access the online conference platform and actively communicate with other participants with messaging, chat, 1-to-1 video calls. The different exhibitor packages include at least **1 full registration**, which gives access also to the online conference platform. Please note that staff registrations do not have access to the online conference platform. Please contact us if additional registrations or upgrades are required.

Details for accessing the online conference platform will be sent by email after your registration is confirmed. Please keep this information. The online conference platform will be accessible from **24 Oct. 2022**.

## 9. COMPANY AND PARTICIPANTS PROFILES ON THE ONLINE PLATFORM

You will receive separate links to edit/update the profiles of your company and your registered participants. These can be edited/updated as soon as you receive the links, even before the platform is accessible. These can also be edited/updated inside the online conference platform as soon as it is accessible.

Each **registered participants** (full onsite or online registrations) will receive an individual email with an individual link to edit/update the profile. The email address provided in the registration form or sent us later will be used to identify each participant. Note: email addresses are not published, nor visible in the platform.

The following details can be edited/updated/added to your **participant profile**:

- Personal information: picture, biography, contact, social media
- Documents, external links
- Preferences/settings (only inside the online conference platform)

You will also receive an email with an individual link to edit/update the **company profile**. We have already added some basic information to your company profile, as it is stated on our website. You are free to change/update all the information and details.

The following contents can be edited/updated/added to your **company profile**:

1. Company name, email, description, logo
2. A single video: a video URL has to be provided (e.g. vimeo, Youtube)
3. A call-to-action button: text and a URL has to be provided
4. Contact details and social media
5. Documents: doc, ppt, pdf, jpg, png, maximal size 20MB
6. List of external links

Please contact us, if you have not received the emails with the links for editing/updating the profiles.

## 10. ONSITE PRESENTATION AT TECHNICAL SESSIONS

All the onsite exhibitor packages include at least one onsite presentation at a technical session.

Presentation slots are attributed to exhibitors based on FCFS policy and upon availability in the program. We have scheduled presentations in selected technical sessions based on the topic of the presentations.

We need to receive from you **for each presentation** the following information and data:

1. The presentation title and if possible a summary/abstract
2. Name of the speaker/presenter (note: he/she has to be a registered participant)

At the link below, you can download the updated 3DBODY.TECH 2022 Conference Program. Please note that changes in the conference program, technical sessions and schedule are possible until the week before the conference.

Conference program: [https://www.3dbody.tech/docs/3dbody2022\\_program.pdf](https://www.3dbody.tech/docs/3dbody2022_program.pdf)

Please inform us if you wish to **make changes**: change of schedule, cancel a presentation, request additional presentation slot(s).

## 11. AUDIO/VIDEO CONSENT AND RELEASE FORM

Presentations at the conference will be stored, recorded and/or streamed online. Additionally, videos at the exhibition floor will be recorded and/or streamed online. Exhibitors and presenters/speakers have therefore to submit a signed consent and release form.

Please fill, sign and send us the consent and release form available at the link below.

Note: multiple topics/presentations may be listed in a single form.

[https://www.3dbody.tech/docs/3dbody2022\\_consentform.pdf](https://www.3dbody.tech/docs/3dbody2022_consentform.pdf)

## 12. SCHEDULED LIVE-STREAM DEMONSTRATIONS FROM THE EXHIBITION FLOOR - Upon availability

In order to show the exhibition to online participants, live-stream demonstrations will be scheduled for each onsite exhibitor separately. A video crew will go to the exhibitor at the scheduled time, record and live stream the demonstration/presentation onto the online conference platform.

Live-stream sessions are attributed to exhibitors based on FCFS policy and upon availability in the program. Priority will be given to GOLD exhibitors (firstly) and SILVER exhibitors (secondly).

Please inform us if you wish to **make changes** or to **cancel** your scheduled live-stream session.

Notes: all recordings will be uploaded onto the online conference platform, so that attendees can re-watch them later. The platform will be available with all recorded contents for 30 days after the conference.

## 13. SCHEDULED LIVE-STREAM SESSION FROM YOUR HQS/OFFICES - Upon availability

Alternatively to the live-stream demonstration from the exhibition floor, you can opt for a live-stream session from your HQs/offices.

Each exhibitor live-stream session is **30 minutes long** and **self-managed** by the exhibitor.

It can be ideally used for **live demonstrations from your offices**, showcasing your products, solutions, e.g. 3D/4D body/face/foot scanners, processing software, application software, use cases, etc.

The session will be live streamed onto the online conference platform, as well projected on a large screen on the onsite exhibition room. In this way, both online and onsite attendees can watch it live and post comments/questions.

**Live-stream session set-up** (with details for Zoom Pro):

You are free to use your preferred live stream method and provider.

We recommend to use Zoom Pro (1 standard Pro license), as we are sure that it works well in the platform.

We will provide the 3 details needed for streaming live onto the platform: **Stream URL**, **Key**, **Page URL**.

In Zoom Pro you can setup the live stream by "Using a Custom Service" with the 3 data we will provide you. A guide is available at the following link:

<https://support.zoom.us/hc/en-us/articles/115001777826-Live-Streaming-Meetings-or-Webinars-Using-a-Custom-Service>

At the scheduled day and time, you can start the live stream in Zoom and begin your live demonstration.

Important: you will **NOT need to invite participants** to join your Zoom session, attendees will see the session directly on the online conference platform.

Please do **record your live session** (Zoom offer this possibility) and send us a copy of the video (mp4) or provide us with a video url (e.g. vimeo, YouTube).

The provided recording will be uploaded onto the online conference platform, so that attendees can re-watch it later. Note: the platform will be available with all recorded contents for 30 days after the conference.

## 14. CONTACT

For further information and questions you can contact the conference office:

Conference office: HOMETRICA CONSULTING - Dr. Nicola D'Apuzzo  
Contrada Maggiore 2, CH-6612 Ascona, Switzerland  
Tel.: +41.91.791.5524

Conference email: [info@3dbody.tech](mailto:info@3dbody.tech)

Conference venue: Palazzo dei Congressi Lugano  
[www.luganoconventions.com](http://www.luganoconventions.com)  
Tel. +41.58.866.66.30