



TECHNICAL EXHIBITION MANUAL
FOR EBJIS 2025
SPONSORS & EXHIBITORS

EBJIS2025

43rd Annual Meeting of the European
Bone & Joint Infection Society

11-13 SEPTEMBER 2025
BOLOGNA • ITALY

www.ebjis2025.org #EBJIS2025



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GENERAL INFORMATION

Organisation

European Bone and Joint Infection Society (EBJIS).

www.ebjis.org

www.ebjis.org/ebjis2025/

EBJIS Conference Organiser

CAP Partner, www.cap-partner.eu

Nordre Fasanvej 113, 2000 Frederiksberg, Denmark

Tel.: +45 7020 0305

Email: ebjisconference@cap-partner.eu

Sponsorship & Exhibition Manager: Rikke Hellung at rh@cap-partner.eu

Registration Manager: Line Wincens Nielsen at lwn@cap-partner.eu

Conference Manager: Lene Winther Hagelskjær at lwh@cap-partner.eu

Dates

The conference dates are from Thursday 11 September to Saturday 13 September.

The EBJIS pre-course on Spinal Infections is held at the venue on Wednesday 10 September (separate ticket).

The exhibition build-up is Wednesday, 10 September.

Official language

The official conference language is English.

CONFERENCE VENUE



Bologna Congress Center / Palazzo dei Congressi

Piazza della Costituzione, 4/a

40128 Bologna

Italy

Find more information about the venue here: <https://www.bolognacongresscenter.com/en/>

Getting there

The venue has easy access to the airport (less than 8 km) and public transportation such as bus and train.

Distance from the city Centre: 3,8 km.

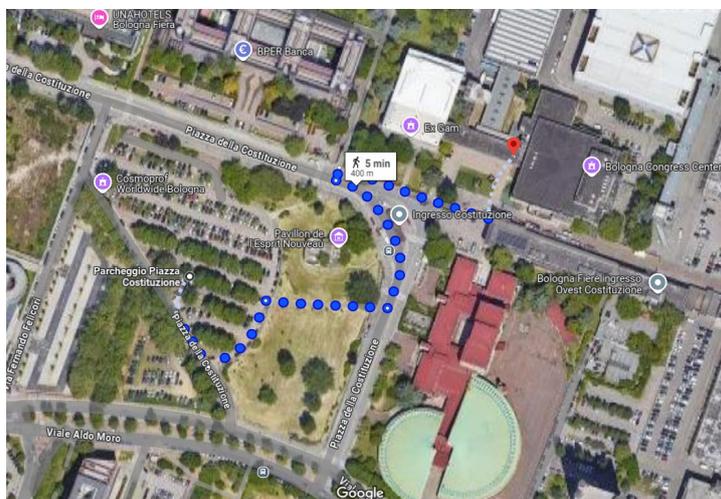
From railway station: 3,3 km.

From airport: 7,8 km.

See map and directions here: <https://ebjis.org/ebjis2025/2025-general-information/>.

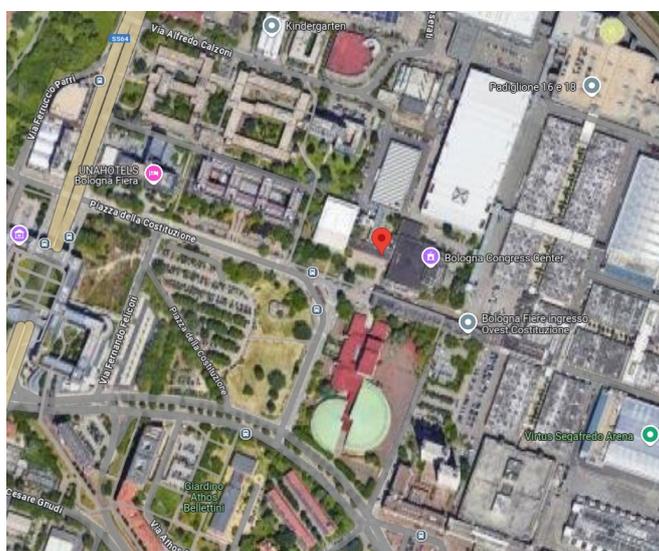
Parking

There are private parking areas around the venue. The nearest payment parking is a few hundred meters away, visit [Parcheggio Piazza Costituzione](#).



Entrance for unloading & loading stand materials

During the build-up and dismantling periods, you must access the venue at Piazza Costituzione 4/a for unloading and loading. Vehicles should not exceed 20 metres in length.



Virtual tour

You can find a great virtual tour of the venue which gives a good impression of the rooms here: <https://www.bolognacongresscenter.com/en/palazzo-dei-congressi-2/>.

EVENT SCHEDULE

	Date	Time
Build-up exhibition	10 September	07:00-22:00
Dismantling	13 September	14:00-18:00
Registration is open	10 September	15:00-17:00
	11 September	07:30-18:30 and during the conference hours.

Event	Date	Exhibition hours	Programme hours
	11 September	08:15-16:20	08:30-18:35
Welcome reception	11 September	18:40-20:00 (<i>optional; ticket included in registration.</i>)	
	12 September	08:15-16:30	08:30-17:30
Conference dinner	12 September	20.00-00.00 (<i>Admission to the dinner is by pre-booked ticket only. These can be purchased through the online registration.</i>)	
	13 September	08:15-14:00	08:45-14:00

Welcome reception

Date: Thursday, 11 September.

Time: 18:40-20:00.

Place: Exhibition area at conference venue.

The welcome reception will begin immediately after the daily programme concludes.

Food and drinks will be served in the exhibition area, providing an excellent opportunity to network with delegates. You may choose to staff your booth or instead engage with attendees in a relaxed and informal setting. The reception is included in the registration fee for everyone. Please make sure to register in advance.

Conference dinner

Date: Friday, 12 September

Time: 20:00-00:00

Place: Palazzo Re Enzo (Address: Piazza del Nettuno).

There will be bus transportation organised for the dinner and return afterwards.

Price: 80 EUR

Note: The dinner is not included in the registration fee but can be purchased separately through the online registration. All participants are welcome to attend the conference dinner.

SPONSOR & EXHIBITOR REGISTRATION

According to the level of your sponsorship or exhibition you have several complementary exhibitor badges and sponsor delegate badges included. Please contact us if you are unsure how many individuals you may register complimentary.

If you have any questions regarding your registration, please contact **Registration Manager, Line Wincens Nielsen**, lwn@cap-partner.eu.

Registrations must be made through the online system. Firefox or Google Chrome are recommended to use as the registration system works better in these browsers.

To start the registration process, you need to create an account if you don't already have an account. The system will automatically recognize your email address if an account already exists in the system. You can request a password-reset if you have forgotten your password. Please do not create a new account using a different email address.

Link to registration: <https://ebjis.org/ebjis2025/registration/>.

Once you have logged in to the registration system, click the module 'Individual Registration'. During the registration, green buttons will guide you through the remaining steps. Registrations can be made either for yourself or for someone else, please choose the relevant participant type from the dropdown menu:

1. Choose "Exhibitor (code required)" and enter your company name below *or*
2. Choose "Sponsor delegate: free delegate (code required)" and enter your company name below.
3. You will now be able to register further participants if needed or proceed to finalize your registration.
4. After you have completed the payment step you will see a summary of your registration.
5. To finish the process and confirm the registration click the green 'Finish' registration button.

Completion of the registration process will create an automated email confirmation. Please check your SPAM filter if you do not receive it in your regular inbox.

Please note:

- Coffee and lunch breaks are included in all registrations as well as the welcome reception.
- Participants with exhibitor badge cannot enter the scientific sessions.
- The badge must be visible during the entire conference.
- All badges are personal and cannot be shared.

Additional registration badges

You may purchase additional registration badges through the online registration system.

Exhibition-only registrations are available at a fixed price of 250 EUR. Pricing for full registration badges varies according to the registration period. Please see the schedule below for more information or find a full overview here: <https://ebjis.org/ebjis2025/registration/>.

Category	Early bird until and incl. 1 July 2025	Regular fee 2 July – 25 August	Late & onsite fee 26 August – 13 September
Non-member	670 EUR	760 EUR	800 EUR

The deadline for registration of all sponsors and exhibitors is Friday, 8 August 2025

EXHIBITION

Stand equipment

A wide range of equipment for your stand can be ordered through Immaginazione which is a local company and collaborator to venue, please see separate catalogue online under “Plan Your Exhibition”:

<https://ebjis.org/plan-your-exhibition/>.

Ordering and payment must be made directly to the supplier. Please fill out the required forms online and send via email. For questions regarding ordering equipment, please contact: gioia@immaginazione.net.

- Operating heights: Maximum building height of the stands is 2.5 meters for all stands.
- Loadbearing capacity: The exhibition areas have a loadbearing capacity of 300 kg/m².
- It is forbidden to fix any material to the floor using adhesives and/or glue of any kind.
- The EBJS Organiser or the venue will not be responsible whatsoever in relation to any theft, loss or damage that may occur.

The deadline for ordering exhibition equipment is Friday, 18 July 2025.

Electricity

There will be one power plug (16A) at each booth. In case you want to buy extra electricity, please see separate **Form A** online under “Plan Your Exhibition”: <https://ebjis.org/plan-your-exhibition/>.

Wi-Fi

There is free Wi-Fi at the venue. Cabled internet can be purchased beforehand through CAP Partner. If needed, please fill out **Form B** online under “Plan Your Exhibition”: <https://ebjis.org/plan-your-exhibition/>.

Additional opening hours

If requested, additional time for preparing your stand can be purchased by filling out **Form C** online under “Plan Your Exhibition”: <https://ebjis.org/plan-your-exhibition/>.

AV

A selection of AV add-ons can be found online in **Form D** online under “Plan Your Exhibition”: <https://ebjis.org/plan-your-exhibition/>.

The deadline for ordering additional electricity, cabled internet, additional opening hours, and/or AV is Friday, 15 July 2025. Please inform ea@cap-partner.eu if you request any of the above-mentioned add-ons.

Catering

Please note that catering must be ordered through the venue. To place an order, please send an email to sede@lacionagroup.it. Order at the latest three weeks before the conference in case you plan on bringing in any own branded beverages, food, coffee, etc.

Please read more online under “Plan Your Exhibition”: <https://ebjis.org/plan-your-exhibition/>.

Booth cleaning

Stand cleaning can be booked through the venue, please see separate form online under “Plan Your Exhibition”: <https://ebjis.org/plan-your-exhibition/>. Cleaning of the aisles is included for all exhibitors.

DELIVERIES & SHIPPING

DSV Solutions Italy has been appointed as the official freight and on-site handling contractor for EBJS 2025 in Bologna.

DSV Solutions Italy offers:

- Delivery of materials directly at the stand on-site
- Collection and storage of empty packaging material
- Return shipment of goods after the conference
- Custom clearance

Shipping instructions, tariffs, and labels for stand material and bag inserts are attached and can also be found and downloaded under “Plan Your Exhibition:” <https://ebjis.org/plan-your-exhibition/>.

Contact information for DSV Solutions Italy

Information regarding shipment will be uploaded to the conference website in June 2025.

General shipping instructions

Further instructions:

- Please add the name of the conference, date, exhibitor’s name, and booth number on all stand material.
- The venue cannot provide boxes, tape, or plastic to wrap. All exhibitors must bring this themselves or book through DSV Solutions Italy in advance.
- All the paperwork must be done by the owner of the items or by DSV Solutions Italy.
- The venue nor the conference organiser is responsible for the loss of any item.

The deadline for delivery of materials is [TBA on the conference website](#)

INDUSTRY SYMPOSIA

If you have an industry symposium included in your sponsorship, please inform us about the agenda and the speakers in advance for approval. Please send the agenda including the symposium title, speakers names, and presentation titles to rh@cap-partner.eu.

The agenda will be uploaded to the conference website and conference app.

The deadline for sending the agenda for industry symposia is [Friday, 20 June](#)

BRANDING

To get more visibility of your brand or company at the venue you can book further branding.

Examples of available opportunities:

- Lounge area
- Signage
- Step stickers



Please contact Sponsorship & Exhibition Manager, Rikke Hellung at rh@cap-partner.eu to get more information about the possibilities and cost or if you have an idea for another type of branding.

PROMOTIONAL MATERIAL

To help promote EBJIS 2025 we encourage you to download our web banner, PowerPoint, and brochure for your event calendar and share in your network. Please follow EBJIS on social media (mainly on LinkedIn) and help us spread the knowledge of EBJIS. Kindly use #EBJIS and #EBJIS2025.

You can download from this link: <https://ebjis.org/ebjis2025/2025-promotional-materials/>.

LEAD RETRIEVAL APP

You will have the possibility to book a lead retrieval scanning app to collect contact details of the visitors at your stand. The App can be downloaded for iOS and Android phones and devices and works by scanning the QR-codes on delegates' badges. The App makes it faster and easier to follow up on potential clients during and after the conference and has several additional functionalities, allowing you, for example, to immediately send material to interested clients. After the conference you will receive a final report.

You also have the possibility to upload brochures and product materials in your app profile so you can easily and quickly send product information to the delegates.

COST (ex. VAT) STANDARD rate:

1st app license: € 250

Additional app license: € 125.

For ordering license(s) for the lead retrieval app, please write an email to Rikke Hellung at rh@cap-partner.eu.

CONFERENCE APP

This year, the EBJIS Executive Committee and Local Organising Committee have decided to have a conference app instead of a printed programme book.

The app will include all information about the conference: programme, abstracts, e-posters, a sponsor and exhibitor directory, floorplan, Q&A, and much more.

Adverts

Due to a greater focus on sustainability, all adverts will be visible in the conference app. More information about the format of the adverts will be provided closer to the conference.

ACCOMMODATION

Codan Consulting has been appointed the official hotel booking agent for the EBJIS 2025 and will be happy to assist you with hotel reservations or other related arrangements.

Hotel rooms of different categories at reduced rates are available for the participants at EBJIS 2025. See more info at this link: <https://ebjis.org/ebjis2025/accommodation/>

For any questions related to accommodation, please contact Codan Consulting directly:

Codan Consulting

Provaznicka 11

110 00, Praha 1, Czech Republic

Telephone: +420 601 026 251

Email: info@codan-consulting.com

Contact: Jitka Langova

OVERVIEW OF DEADLINES

Agenda for industrial symposia	20 June
Ordering add-ons (see page 7)	15 July
Ordering exhibition equipment	18 July
Exhibitor and sponsor delegate registration	8 August
Adverts for app (Format to be confirmed)	11 August
PowerPoint slide show for onside breaks	11 August
Ordering licenses for lead retrieval app	29 August
Delivery of stand materials	TBA

CONTACT INFORMATION



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www.cap-partner.eu



We look forward to welcoming you at EBJIS 2025 in Bologna!