***Trust in the Information Society***

**ITU Kaleidoscope Local Universities Exhibit 2015**

 **Guidelines**

This year’s Kaleidoscope programme will highlight ideas and research that will help ensure the Information Society’s growth in inclusivity and sustainability thanks to its trusted foundations. In parallel with plenary sessions on future Information and Communication Technologies (ICTs), the Local University Exhibit will be a unique opportunity to share ideas and ongoing projects in Spain’s academic circles, among industry representatives, who are experts on the standardization of ICTs, and academics.

The exhibition will take place at the Universitat Autònoma de Barcelona, Spain, on 9-11 December 2015.

If you are interested in exhibiting, please kindly fill in the **Exhibit Participation Form** below and return it to kaleidoscope@itu.int (with a copy to alessia.magliarditi@itu.int) by Friday 13 November 2015.

# **General information and time schedule**

* Exhibition space is limited and available on a first-come-first-serve basis.
* The installation of the exhibition material (Papers, projects, etc) can start on 9 December, from 8.30 hours to 10.30 hours.
* Dismantling should start on 11 December after 15 hours and must finish by 17 hours. Exhibitors should arrange for their equipment to be picked up on 11 December by 17:30 at the latest.

# **Description of exhibition facilities**

* Space allocated for each individual exhibition will be confirmed upon reception of all exhibitors’ requests.
* Panels, tables and chairs will be provided. Any other material and/or equipment **MUST** be provided by the participants (monitors, computers, supports for demos, projects, lights, etc). Please let us know what the requirements are by returning the form below.
* Personalized signage for exhibitors will **not** be provided. Exhibitors are responsible for preparing their own signage.
* Wireless LAN (WiFi) access will be available and setup instructions will be provided on site. Any special pc/network setup needs shall be signaled to kaleidoscope@itu.int as soon as possible (e.g. fixed IP addresses, firewall issues, etc).
* Power of 220 V is available with local standard power sockets.

# **Shipment of material**

For the shipment of material, exhibitors should contact their own transportation company as necessary. Please notify kaleidoscope@itu.int before your transportation company sends the equipment. It is recommended that shipments arrive **by Thursday 3 December**, at the latest.

A storage area is available for shipments arriving before the exhibition. Detailed information should be sent to kaleidoscope@itu.int as soon as you plan to ship your exhibition equipment. Please include dimension of equipment, weight etc.

**Shipment address**:

Your shipment must be addressed as follows to:

Xavier Saura
C/O Kaleidoscope Conference
Edifici Rectorat
Universitat Autònoma de Barcelona
08193 Bellaterra
Spain

**Exhibit Participation Form**

We will confirm the availability of the space requested. Please note that we may provide less space than requested to accommodate as many exhibitors as possible. Please return this form duly filled to kaleidoscope@itu.int (with a copy to alessia.magliarditi@itu.int) by Friday 13 November 2015.

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| --- |
| **University/Institution Name & Address:** |
| Address |  |
| Contact person |  |
| Phone Number (Office) |  |
| Mobile Number |  |
| E-mail address |  |
| Date and time of arrival to the exhibition venue |  |

|  |  |  |
| --- | --- | --- |
| **Exhibition requirements:****Please indicate the items you need for your stand** | **Description** | **Quantity** |
| Individual exhibition space required (Area, Length, Depth - we will confirm availability)  |  |  |
| Panels  a) one vertical panel including a board to stick posters | 190 cm H x 160 cm W |  |
|   |  |  |
| One table  |  *(about 140 x 80 cm)* |  |
| Chairs |  |  |
| Power supply | 220 V  |  |
| Power consumption expected for equipment:   |  |  |
| Type of material which will be displayed: (printed papers, brochures, demos…) |
| Please detail here any additional requirement; we can’t ensure it will be provided though: |
| The University/Institution will bring a Server:**(Yes)** **(No)** |  |  |
| **Dimension, weight of equipment** |  |  |
| **Storage required****(Yes)****(No)** |  |  |