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GOVERNMENT



The 12th APVRS

Congress of Asia-Pacific Vitreo-retina Society

SEOUL 2018

December 14 - 16

Coex Convention and Exhibition Center, Korea

Exhibitor Manual



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1. General Information

1-1. The 12th APVRS Seoul 2018

Date & Time December 14-16, 2018

Venue Coex Convention and Exhibition Center , Seoul, Republic of Korea

Host Asia-Pacific Vitreo-retina Society (APVRS)

The Korean Retina Society (KRS)

Program Overview

	Dec 14 (Day 1 Friday)	Dec 15 (Day 2 Saturday)	Dec 16 (Day 3 Sunday)
08:30-10:00	Scientific Sessions (08:30-10:00)	Scientific Sessions (08:30-10:00)	Scientific Sessions (08:30-10:00)
10:00-10:30	Break	Break	Break
10:30-12:00	Scientific Sessions (10:30-12:00)	Scientific Sessions (10:30-12:00)	Scientific Sessions (10:30-12:00)
12:00-12:20	Break	Break	Break
12:20-13:20	Lunch Symposiums (S)* (12:20-13:20)	Lunch Symposiums (S)* (12:20-13:20)	Lunch Symposiums (S)* (12:20-13:20)
13:20-13:40	Break	Break	Break
13:40-15:10	Registration Scientific Sessions (13:40-15:10)	Registration Scientific Sessions (13:40-15:10)	Registration Scientific Sessions (13:40-15:10)
15:10-15:30	Break	Break	Break
15:30-16:30	Opening Ceremony Tano Lecture (15:30-16:30)	Constable Lecture International Award Lecture Hyung-Woo Kwok Lecture (15:30-16:30)	
16:30-17:00	Break	Break	
17:00 -18:30	Scientific Sessions (17:00-18:30)	Scientific Sessions (17:00-18:30)	
18:30-19:30			
19:30-21:30	Presidential Dinner (19:30 - 21:30)	Congress Party (19:30 - 21:30)	

This Program could be changed by host

Profile of Attendance

The 12th APVRS Congress is expected to bring together over 1,200 delegates. With a very strong scientific program, we are confident of excellent attendance at the 12th APVRS Congress.

Below is a summary of the attendance record of previous APVRS congresses:

Year	Host Country	Attendance Figure	Number of Countries
2017	Kuala Lumpur, Malaysia	1,568	36
2016	Bangkok, Thailand	1,658	44
2015	Sydney, Australia	1,063	37
2013	Nagoya, Japan	2,323	33
2012	Hong Kong	1,572	38
2011	Hyderabad, India	800	35

Host



About Asia-Pacific Vitreo-retina Society (APVRS)

The Asia-Pacific Vitreo-retina Society (APVRS) was founded in 2006 with the mission to assist in the development of the vitreo-retinal subspecialty in the Asia-Pacific region, to provide a platform for good integration of skills and knowledge of vitreo-retinal specialists, and to promote and disseminate eye care information about vitreo-retinal diseases and related issues to the general public.

Learn more about the APVRS at www.apvrs.org.



About the Korean Retina Society (KRS)

Since the establishment of the Korea Retina Society (KRS) in 1984, KRS has made remarkable progress thanks to the dedication and tremendous support of its members. Over the past 30 years, KRS has continued to grow and has established itself as a leading ophthalmological organization in Korea, with the weight of history and tradition. The number of regular society members now reaches 340. In addition, in recent years, KRS members have continued to foster the reputation and elevate the prominence of KRS, bringing us closer to become a truly international society.

Congress Objectives

- To showcase the most important and cutting-edge clinical and research studies and outline new trends in the diagnosis and treatment of vitreo-retinal diseases.
- To provide a platform for fruitful scientific exchange, presentation of high-quality, original scientific studies and research.
- To promote the exchange of expertise and to disseminate the most updated clinical practice and international gold standards.
- To give delegates an opportunity to network, make and renew friendships.
- To keep delegates updated on industry research and developments.

Program

Chaired by Dr Paisan Ruamviboonsuk, the scientific program will cover 12 important areas in the field of vitreo-retina. Each invited symposium will be coordinated by an Asia-Pacific coordinator, an international coordinator and a host coordinator, who are experts in the topics to be discussed. They will work together to engineer a world-class vitreo-retina program. There will be instruction courses for general ophthalmologists and trainees. Coordinator information will be available at <http://2018.apvrs.org/scientific-program/>.

Over the 3-day program of the 12th APVRS Congress, we will foster interaction in a number of innovative ways and encourage dialogue through plenary sessions, free paper presentations, poster sessions, instruction courses and keynote lectures. We also plan to transmit plenary sessions live via our APVRS Facebook page to viewers in other halls and those who may not be able to attend.

Website

The 12th APVRS Congress website contains all details relating to the Congress. It will be updated from time to time. Please visit it regularly at <http://2018.apvrs.org>.



2. Exhibition

2-1. Venue

Coex Convention and Exhibition Center

The 12th APVRS Congress will take place in Coex Convention and Exhibition Center, Gangnam-gu, Seoul, Republic of Korea.



COEX offers a gateway to Korean culture. Situated next to Bongeun Temple and connected directly to the Coex Starfield Mall, it also provides our guests with the chance to connect to both ancient history and modern pop culture. It is propelled by the opening of SM Town, Korean pop music, and the designation of Gangnam as a Special Tourist Zone.



2. Exhibition

2-2. Application Details

Reservation

Booth application form will be accepted until all available booths are reserved.

Deadline for payment (refer to Sponsorship Prospectus)

- . Deposit: 50% of the total participation fee should to be paid when you apply
- . The balance (the other 50%): To be paid no later than September 30 in 2018

Method of payment

- All payments should be payable to the following accounts.

* **Bank handling charge must be absorbed by the payer.**

KOREA

Bank Name:	Shinhan Bank
Branch Name:	Garak-dong
Account Number (KRW):	100-032-668602
Account Number (USD):	180-008-112115
Name of the Account:	The Korean Retina Society (APVRS)
Bank Address:	120, 2-Ga, Taepyung-ro, Chung-gu, Seoul, South Korea
Swift Code:	SHBKKRSE

HONG KONG

Bank Name:	Hang Seng Bank
Account Number (USD):	363-355744-222
Name of the Account:	Asia-Pacific Vitreo-Retina Society
Bank Address:	83 Des Voeux Road, Central, Hong Kong
Swift Code:	HASE HKHH XXX

Booth Assignment

In principle, booths will be allocated to exhibitors in order of application. The APVRS has the authority to make adjustments if necessary for efficient management.

Exhibitors shall not raise any objection to the allocation of booth location.

The APVRS may change the locations of booths if necessary even after allocation is initially made, and exhibitors shall not raise any objection, such as claim for compensation, etc.

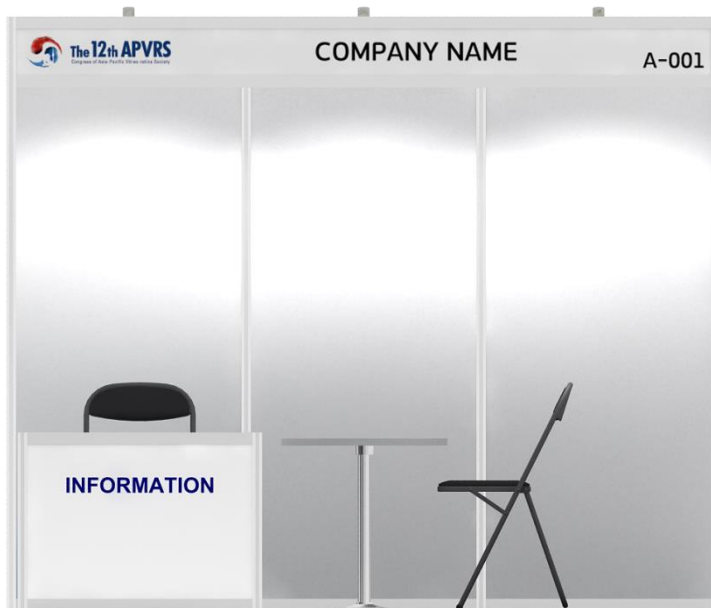


2. Exhibition

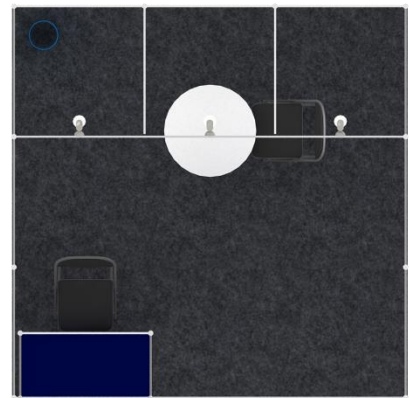
2-3. Exhibition Booth

Standard Booth

The APVRS will provide a STANDARD SHELL SCHEME PACKAGE to exhibitors requiring a complete display booth for the exhibit space.



2443(W) x 2443(D) x 2443(H)



List of items included:

- Fascia with exhibitors' name in English
- Shell scheme booth
- Carpeted booth floor
- 2 units of folding chairs
- 1 unit of information desk
- 1 unit of round table
- 1 unit of 1Kw power socket
- 3 unit of 40w fluorescent light
- 1 unit of waste paper basket

Note:

Please note that only 1 information desk, 2 chairs and 1 trash bin will be provided even though exhibitors use more than 1 booth.

For those who want to attach graphic sheet inside basic package, please submit [Form #9] to ezpmp Co., Ltd.

Independent Booth (Space only booth)

Exhibitors who have booked "Space Only" sites may use a contractor by their own choice. The contractor companies should be registered only by Convention Exhibition Center (COEX) subject to the following rules :

- a. Confirmation and submission of stand layout plan and design in triplicate to the APVRS's Office no later than November 20, 2018 together with the name, address, and contact names of their selected contractor. This is to prevent costly alterations on site being required by the Landlord and the Organizer
- b. No structure may exceed a height of 3 meters unless plans are submitted and approved by COEX and the organizer
- c. No part of any structure may extend beyond the boundaries of the site allocated.
- d. No suspensions are to be from the ceiling of Exhibition Halls, nor may any fixing be to the floor, walls or any other part of the building.
- e. A suitable floor covering such as a carpet must be provided for all stands.
- f. The back and side walls will not be provided to the booth "SPACE ONLY".
- g. A minimum back wall must be provided except in the case of an island or peninsula stand.
- h. Where "Space Only" booth walls exceed 2.4m in height and about on to a package Booth the rear surfaces must be decorated above that level by the "Space Only" exhibitor.
- i. Please decorate your booth while you are moving in.
All materials used in booth decoration must be non-flammable in accordance with COEX regulations. If exhibitors have to bring tools or materials that pose a fire danger into the exhibition halls for unavoidable reasons, the exhibitors shall notify the APVRS of specifications in advance and must get the prior approval of the APVRS and COEX.

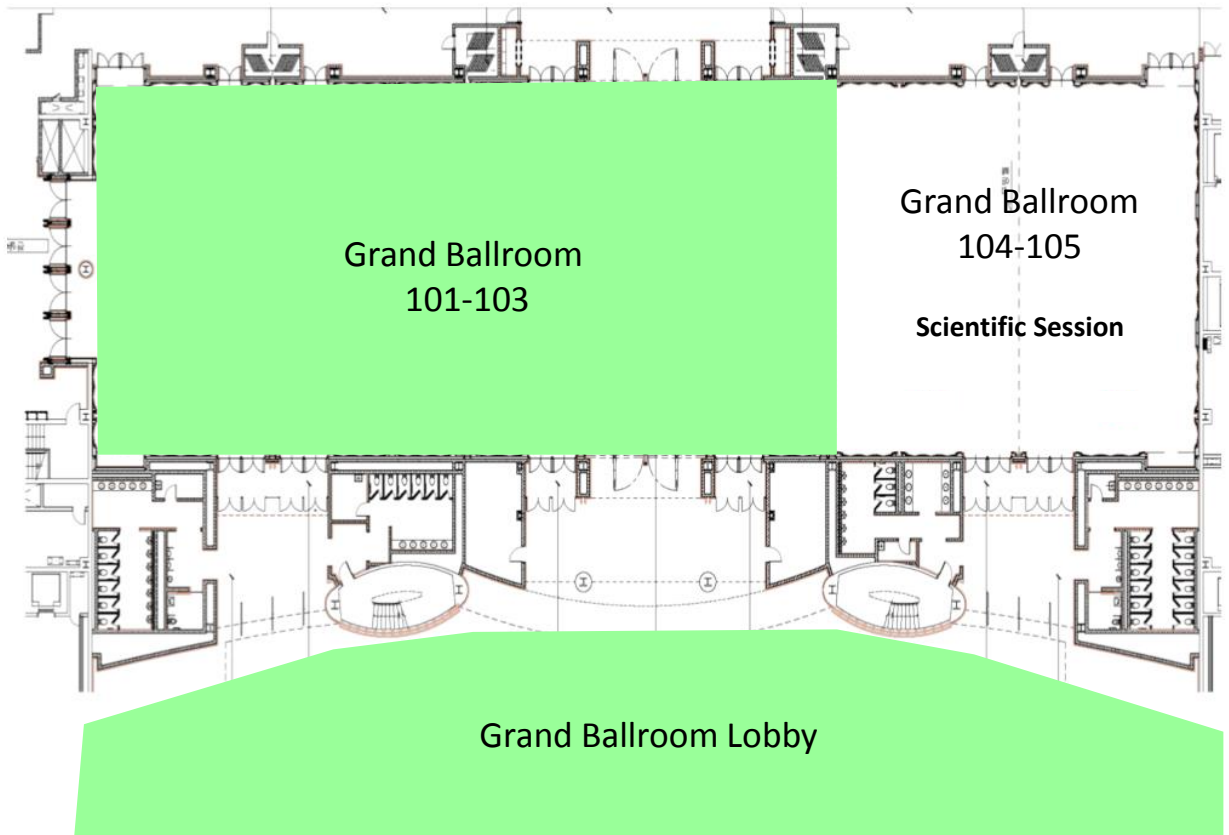
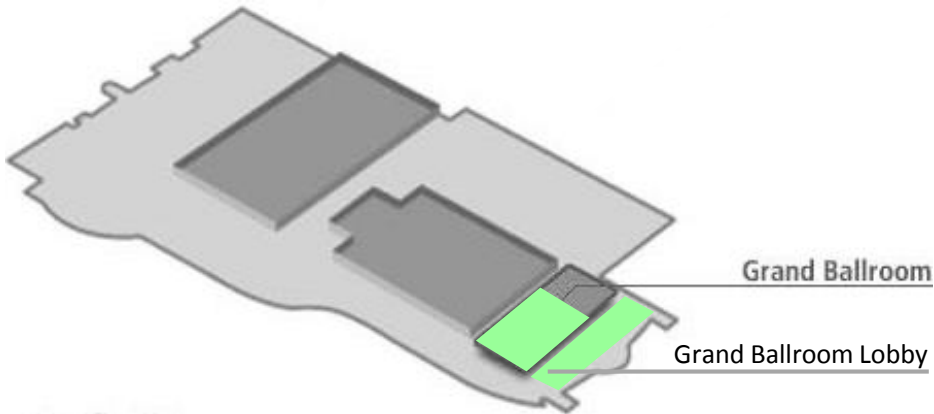
Use of paint and electric tools such as electric saws, grinders and compressors is not permitted in the exhibition halls. All booths shall be assembled with pre-fabricated parts.



2. Exhibition

2-4. Location of Exhibition Hall

Coex Grand Ballroom 101-103 and Lobby

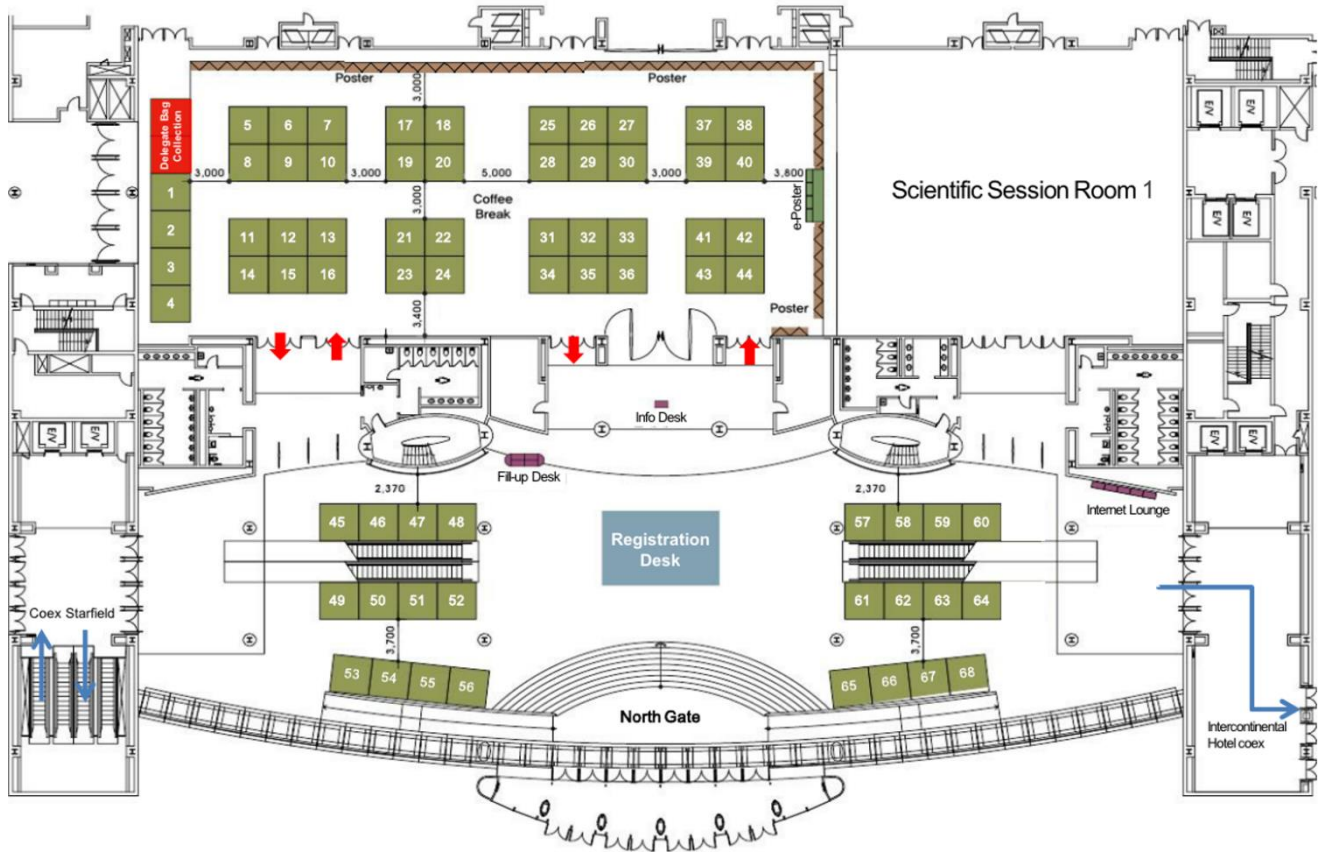




2. Exhibition

2-4. Location of Exhibition Hall

Floorplan



2. Exhibition

2-5. Exhibition Booth Installation

Application for exhibition space must be made on the official Application Form with full payment. All applications received by the deadline will be arranged in order of priority and spaces will be assigned accordingly. Applications submitted without full payment will not be assigned spaces until payments are received.

Date and Time

•Exhibitors in the Grand Ballroom 104-105

Official Contractor Build-up : 08:00-17:00, Dec 13, 2018 (Thursday)

Outside Contractor Build-up : 10:00-17:00, Dec 13, 2018 (Thursday)

Exhibitor move-in : 17:00-19:00, Dec 13, 2018 (Thursday)

•Exhibitors on the Grand Ballroom Lobby

** The Grand Ballroom Lobby is a space for everyone to use, so exhibitors can not construct booths during working time (09:00-18:00)*

Official Contractor Build-up : 22:00-24:00, Dec 12, 2018 (Wednesday)

00:00-03:00, Dec 13, 2018 (Thursday)

Outside Contractor Build-up : 00:00-04:00, Dec 13, 2018 (Thursday)

Exhibitor move-in : 17:00-19:00, Dec 13, 2018 (Thursday)

Exhibitor hours : 08:00-18:40, Dec 14, 2018 (Friday)
08:00-18:40, Dec 15, 2018 (Saturday)
08:00-15:30, Dec 16, 2018 (Sunday)

Tear down : After 15:30, Dec 16, 2018 (Sunday)



2. Exhibition

2-6. Limitations and Prohibitions

Height and Weight of Structures

Height limit allowed for booth construction is **3 meters**. Any structures including exhibits over **0.5 tone per sqm**.

Prohibited Actions

- Trying to punch to shell scheme and basic packages
- Making damages by using any tools such as staples to shell scheme and basic packages
- Using any additional installation or attachment of adhesive materials at shell schemes and basic packages
- Trying to attach posters and brochures to the wall by using tools leaving any sticky mark. (For example, 3M spray adhesive)

Any additional installation or attachment of adhesive materials at the panels of booth without the permission is strongly prohibited. If any sticky mark is left on the panels or the panels became unusable, the compensation fee will be charged on site. (1 Panel Per KRW 44,000)

Sound Restrictions

In case other exhibitors or visitors complain of the excessive noise coming from a neighboring exhibitor, APVRS will control the sound level to keep the show site comfortable for exhibitors and visitors regardless of the aforementioned limitation.

Hazardous Materials

In principle, hazardous materials such as explosives, spark-producing apparatus, liquefied petroleum gas, or flammable gas shall not be permitted in the exhibition halls.

If the above-stated materials are necessary for exhibitors' demonstration at a minimum level, exhibitors should obtain prior permission from the APVRS and Coex.

Selling of Exhibits

Selling of exhibits in the exhibition halls shall not be permitted under any circumstance during the show period.

Usage of the Space outside Exhibitors Booth

No events are permitted in the passageways in the vicinity of exhibitors' booth nor shall any materials including exhibits be left outside exhibitors' booth.

Also, exhibitors shall be prohibited from attaching materials to the walls and ceiling of the exhibition halls.



Responsibility for Property

Exhibitors' staff shall prepare their display starting from 07:30 in each day of the show, which will be open for visitors from 08:00 to 18:40.

Exhibitors and their staff will not be permitted in the exhibition hall after the Show hours. To the best of its ability, the APVRS will provide 24-hour security service for exhibits during the Show period and during the preparation/removal period by means of security guard patrols. However, since the APVRS can not assume responsibility for fire, theft, loss of property or other damage beyond its control, exhibitors should take proper care of their property by taking out insurance.

Restoration

Exhibitors are responsible for removing their installation materials and restoring the exhibition area to its original condition during the removal period.

Especially, trash caused by construction or removal of exhibitors booth should be removed by the exhibitors. If exhibitors do not abide by to this rule, charges for trash removal will be imposed.

General Security

The APVRS will take every reasonable precaution to ensure the safety of exhibits and Exhibitors' property, including the operation of closed circuit television, static guards and mobile patrols. However, the ultimate responsibility for the safe-keeping of all items rests with the Exhibitor and he should therefore take out adequate insurance cover against theft or damage and provide lock-up storage on his stand for small and valuable items.

The most critical time for security is during the hours immediately following the final closing of the Exhibition. At that time stands should not be left unattended until all valuable or portable items have been secured or removed.

Fire precaution and preservation

The Exhibitor must ensure that all his staffs are aware of the location of the nearest fire alarm and fire extinguisher and that they are conversant with their use. Any person seeing an outbreak of fire, however slight, must make immediate use of the fire alarm system and subsequently use every endeavor to quench or contain the outbreak by use of fire extinguishers and removal of goods in the vicinity, while at all times doing nothing to cause panic or alarm.

2. Exhibition

2-8. General Services

Electricity

Electric installation of shell scheme booth is free of charge, 1 kw per booth, for 220V or 220V single-phase or three-phase supply, during the Show period. If exhibitors require additional electricity, they shall submit the [Form #02] to ezpmp Co.Ltd.

Electric Power shall be supplied from 08:00 until 18:40 during the show period (Dec 14-Dec 16). If exhibitors need a 24-hour uninterrupted power source for normal functioning of equipment, the exhibitors must notify the official contractor by November 20 in 2018. Exhibitors requiring 110V might need install a transformer at their own expense.

Compressed Air

For small requirements, exhibitors are recommended to provide a portable electric compressor. For heavier requirements, it is possible to arrange a supply through the Exhibition Hall service ducts by indicating pressure and rate of delivery required in the [Form #02- Facilities].

Water and Drainage

Connections to the Exhibition Hall water and drainage system can be made available by indicating all the requirements in the [Form #02- Facilities].

Stand Cleaning

It is responsibility of the Exhibitor to maintain his stand in a neat and tidy condition while the Exhibition is open to visitors.

The APVRS will arrange for all parts of the Exhibition, including stands and gangways, to be thoroughly cleaned prior to the opening of the Exhibition and subsequently each day, out of Exhibition hours. This cleaning, for which no charge will be made, will comprise the sweeping of floors, dusting of furniture and the removal of normal domestic rubbish. It will not include the cleaning of exhibits, which remains the Exhibitor's responsibility, or the removal of excessive waste materials generated by an Exhibitor's demonstration. Any need for the clearance of such industrial waste must be indicated to the APVRS in advance of the event in order that arrangements may be made for its removal. A small charge may be made for this service.

2. Exhibition

2-9. Parking

Parking

- A complimentary parking ticket will not be provided for exhibitors during exhibition period. Please purchase a parking ticket at the parking customer service center behind Devil's Door (1st Floor). (Tel: +82-2-6002-7130)

Classification	Details
Fare	<ul style="list-style-type: none"> • Car: KRW2,400 at the initial 30minutes/ KRW1,200 per 15minutes / KRW4,800 per hour) • Truck (over 2.5t): twice as fare of cars • Coach: Not available in COEX Parking lot (Available in Tancheon parking lot) <p>※ Day ticket for Exhibitors</p> <ul style="list-style-type: none"> • KRW24,000 per day (Need 2 daily ticket for 2.5ton trucks) • Tickets are not available for visitors. • Purchase is available at parking customer service center. • This ticket is available for only single use.
Note	<ul style="list-style-type: none"> • Parking is available for 3 hours without charge during preparation and dismantling period (One vehicle, Single time, One day)



3. Freight Forwarder

3-1. Shipping Instruction

General Information

KEMI-LEE CO., LTD. has duly been nominated for a sole official freight contractor of providing comprehensive range of services include customs clearance, transportation, on-site handling and re-export arrangements handled by our fully equipped and experienced team of executives, supervisors and works for **The 12th Congress of APVRS.**

Please refer to the shipping details on the below for each exhibitor's better understanding and it will guide the individuals.

For more information of "The 12th Congress of APVRS" please feel free to contact us :

KEMI-LEE CO., LTD.

37, Seongsui-ro 22-gil, (Seongsu-dong 2ga, Arkvally Rm.201) Seongdong-gu, Seoul, Korea

Tel : +82-2-561-5269 / Fax : +82-2-553-8458

Attn. : Ms. Lauren Jeong

E-mail : lauren@kemi-lee.co.kr / overseas@kemi-lee.co.kr

Courier Shipment

- Please note that the convention center or venue and the organizer will not accept or take responsibility for any international courier consigned to yourself at the venue or the organizers.
- **Courier shipments must be shipped as noted under consignee address (KEMI-LEE CO.,LTD) direct to Korea.**
- Courier shipments must be shipped under DDP(Delivered Duty Paid) term and clearly marked on two sides (front and back). If not, we don't guarantee to deliver to booth on time.

Arrival Deadlines

- Copy of Documentations : 5 Days Prior to shipments arrival
- **SEA Shipments arrival / Deadline : Busan seaport / 5th Dec 2018**
- **AIR Shipments arrival / Deadline : ICN airport / 5th Dec 2018**
- **Courier Shipments arrival / Deadline : Kemi-Lee office / 5th Dec 2018**

Consignee Instructions

The terms of freight should be **“FREIGHT PREPAID”** and consigned as follows for all exhibits.

Ⓐ CONSIGNEE

KEMI-LEE CO., LTD.

Arkvally Rm. 20, 37 Seongsui-ro 22-gil,

Seongdong-gu, Seoul, Korea (ZIP Code : 04798)

Tel : +82-2-561-5269 / Fax : +82-2-553-8458

Attn. : Ms. Lauren Jeong

Ⓑ NOTIFY

EXHIBITION NAME : The 12th Congress of APVRS

EXHIBITOR NAME :

GOODS DESCRIPTION :

Documentation

- Commercial Invoice & Packing List : 1 Copy
- BL or AWB or Courier Bill : 1 Copy
- E-mail : lauren@kemi-lee.co.kr

Packing Cases & Case Marking

- All cases, crates, or cartons must be clearly marked on two sides (front and back)
- Skidded or containerized cargo should be individually labeled with label marks which indicate below information.

EXHIBITION NAME : The 12th Congress of APVRS

EXHIBITOR NAME :

BOOTH NO. :



Important Contact Information

SECRETARIAT

APVRS Secretariat

Phone: (852) 3943-5889

Fax: (852) 2715-9490

E-mail: secretariat@apvrs.org

Local SECRETARIAT

ezpmp Co., Ltd

Phone: (+82) 2-6918-2550

E-mail: apvrs2018_ex@ezpmp.co.kr

EXHIBITION VENUE

Coex Convention and Exhibition Center

Phone: (852) 3943-5889

Fax: (852) 2715-9490

E-mail: mjcho@coex.co.kr

OFFICIAL BOOTH CONTRACTOR

ezpmp Co., Ltd

Phone: (+82) 2-6918-2550

E-mail: apvrs2018_ex@ezpmp.co.kr

OFFICIAL FREIGHT FORWARDER

KEMI-LEE CO., LTD

Phone: (+82) 2-561-5269

Fax: (+82) 2-553-8458

E-mail: lauren@kemi-lee.co.kr,
overseas@kemi-lee.co.kr