WORLD VILLAGE LOCATION

The World Village will be located on the ground floor, in Hall 7 of the RAI congress centre. For a detailed map of the venue, click on the following link: http://www.rai.nl/en/route/

RAI congress centre
RAI Amsterdam
Europaplein
ML 1078 GZ
PO Box 77777
NL 1070 MS Amsterdam
Tel: +31 (0) 20 549 1212
Fax: +31 (0) 20 646 4469
Website: http://www.rai.nl/en/

Hall map overviews
See also a virtual tour through the venue at:
http://www.rai.nl/en/organising/Your-Location/Pages/Map.aspx
The RAI is ideally located for visitors who come by car. It is situated alongside the Amsterdam’s A10 orbital motorway (exit S109) and has its own underground car parks. This means that the RAI is easily accessible for visitors coming from the Netherlands or abroad. All the main motorways can be reached without difficulty from the orbital motorway.

Numerous signboards indicate repeatedly to the RAI. During large exhibitions orange signs displaying "P RAI" will direct you to additional parking places. From there a free shuttle bus will bring you to the RAI.

**Route planner navigation data:**

**By train**
The Amsterdam RAI railway station is 300 metres from the RAI and has direct connection with Duivendrecht, Amsterdam Amstel, Amsterdam Zuid and Schiphol railway stations, which are linked to the international InterCity network. Follow the signs Amsterdam RAI when you leave the station.

**By tram, metro and bus**
Tram route 4 between the centre of Amsterdam, Amsterdam Centraal and the RAI (stop at Europaplein). From the Amstel railway station you can reach the RAI via metro 51 or bus route 15. Metro 51 also runs to Amsterdam Central Station.

**By car**
Directly on approaching Amsterdam via the motorway A1, A2 or A4 and entering the ring road (A10), the RAI is indicated on the signboards. Amsterdam RAI is located along-side the ring road (exit S109). From the exit the route to the car parks is indicated.

**By plane**
Amsterdam RAI is only a 15 minute journey away from Amsterdam Schiphol Airport by car, taxi and public transport. Visit Schiphol.nl for up-to-date flight information, airport services, connecting forms of transport to the RAI and travel tips.
Hall map overviews
See also a virtual tour through the venue at:
http://www.rai.nl/en/organising/Your-Location/Pages/Map.aspx

When you click on the link an overview plan of the RAI opens. Click there on the hall you need to get to know better to open an interactive view of that hall with a 360 degree view.

OPENING HOURS

The World Village is open and accessible for all participants from Sunday, 27th September until Wednesday, 30th September according to the following schedule:
- Sunday, 27th September: 08:00 – 18:00
- Monday, 28th September: 08:00 – 18:00
- Tuesday, 29th September: 08:00 – 18:00
- Wednesday, 30th September: 08:00-12:00

ONSITE SET-UP

Moving in and set up:
Saturday, 26th September, from 12:00 to 19:00. We request that all moving in and set up is finalised by 19:00.

DISMANTLING

Wednesday 30th September, from 12:00-18:00. As there are still scientific sessions and presentations in the World Village on the Wednesday morning, we ask that you do not pack up your hot desk/stand before 12.00.

LIST OF PARTICIPATING ORGANISATIONS/SOCETIES

http://www.erscongress.org/practical-information/world-village.html

REGISTRATION

As indicated in previous correspondence, we provide you with 2 complimentary registrations to our congress for the representatives of your Society/Organisation who will participate in our World Village. We have registered the representatives you gave us and registration confirmation has been emailed by our registration partner K.I.T.
The registration badges will be available for pick up at the VIP section of the registration desk.

Please note that any additional registration required for your Society/Organisation will need to be made online at full price through our website: http://www.erscongress.org/registration/registration-fees.html. No additional, free registrations will be issued.

For assistance with the registration please contact K.I.T Group
ERS 2015c/o K.I.T Group
Kurfürstendamm 71
10709 Berlin
Germany
Tel: +49 30 24603220
Fax: +49 30 24603399
Email: ers2015registration@kit-group.org

WORLD VILLAGE PROGRAMME

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If you scheduled a presentation in the World Village programme we ask you to be in the central auditorium 10 mns before the start of the session. The auditorium will be equipped with the standard AV equipment needed for the talks.

Online programme: http://www.erscongress.org/about-ers2015/world-village.html

## DECORATION

A few guidelines to be respected to ensure total success:
- Please respect the boundaries of your assigned spaces.
- Please respect security and fire guidelines (cf. below paragraph about the security).
- Technical equipment for the display of music and/ or films may be used under the condition that the sound level is moderate and does not disturb the next hot desk/stand. The ERS reserves the rights to stop those activities at any time.
- We thank you for keeping your hot desk/stand space as neat as possible during the entire World Village event.

## CATERING

- National food items, such as cookies, candies and chocolates can be given away but not sold.
- Consumption and distribution of alcohol is forbidden.
- Catering can be organised through the RAI Amsterdam. Please contact Mr Oliver Heinke directly in regards to your needs and requirements:

  **Mr Oliver Heinke**  
  Head of Exhibition / Member of the Board  
  INTERPLAN  
  Congress, Meeting & Event Management AG  
  Landsberger Straße 155, 80687 Munich, Germany  
  Phone: +49 (0)89 - 54 82 34 39  
  Fax: +49 (0)89 - 54 82 34-45  
  E-mail: o.heinke@interplan.de  
  www.interplan.de

## HOT DESK STAFFING

- Whenever possible desks should be staffed, however as previously communicated, please note that we do not require for the desks to be manned at all times.
- If possible booth staff/society representatives should be present for the ERS presidents’ visit on Monday 28th September, 14:30-15:30.

## STAND STAFFING

- We require that the stand spaces be manned at all times during the entire World Village event. If possible booth staff/society representatives should be present for the ERS presidents’ visit on Monday 28th September, 14:30-15:30.
INTERNET CONNECTION

Internet connections will be available in the World Village entire area. We will set up an access point and monitor your system to provide you with the best possible signal throughout the World Village event.

SHIPPING INSTRUCTIONS

SCHENKER DEUTSCHLAND AG has been appointed as official forwarding agent. This means that all participating Societies and Organisations must arrange the loading / unloading and transportation of promotional material to / from their desk space/stand space in the World Village with SCHENKER DEUTSCHLAND AG.

Please contact SCHENKER for delivery time slots:

Schenker Deutschland AG
Paul-Henri-Spaak-Str. 8, Tor 21
81829 Munich
Germany

Contact: Mr Thomas Ernst
Phone +49 (0)89 949 24 308
Fax: +49 (0)89 949 24 339
Email thomas.ernst@dbschenker.com

Direct truck deliveries with Schenker warehouse (recommended)
Please consign all docs and waybills for your exhibits to:
“World Village”
“Hall 7 – desk/stand no “
Europaplein 2-22/P9
1078 GZ Amsterdam (NL)

Important arrival dates:
- Goods from European Union
  - by truck / by courier: 23.09.2015
  - By consol shipments to warehouse 23.09.2015
- Goods from outside the European Union:
  - By consol shipments to warehouse 21.09.2015
  - By courier 21.09.2015
  - By air to airport Amsterdam (Code: AMS) 21.09.2015

*** Important information for patient organisations ***
Please note: If you are a patient organisation sharing the ELF and patient organisation stand, please address to World Village, Hall 7, ELF Stand no 7.1, Europaplein 2-22/P9, 1078 GZ Amsterdam (NL).

Address for direct delivery without Schenker warehouse:
“World Village ”
c/o ERS 2015
“Hall 7 – desk/stand no “
“Onsite contact person” “phone number”
Europaplein 2-22/P9
1078 GZ Amsterdam (NL)

Notify:
Schenker Deutschland AG
Mr. Thomas Ernst
Please send a pre-advice to Schenker Munich office latest 3 days prior arrival date.
Rev. 01/2013 Schenker Deutschland AG
Paul-Henri-Spaak-Str. 8
4 81829 München
Please note that deliveries sent directly to the address of the ‘RAI Amsterdam’ will be returned directly!
Full details of the requirements for customs clearance and customs formalities are available from the official agents. Please note, that a pro-forma invoice will be obligatory for freight coming from outside the European Union.

For further detailed information, please refer to: Shipping Instructions_Delivery Address_ERS15_Schenker.pdf

PRINTING & ADDITIONAL ORDERS

If you wish to order the onsite printing of your promotional material or if you wish to order any additional equipment, please contact Mr Oliver Heinke who will support you with your various requests.

Oliver Heinke
Head of Exhibition / Member of the Board
INTERPLAN
Congress, Meeting & Event Management AG
Landsberger Straße 155, 80687 Munich, Germany
Phone: +49 (0)89 - 54 82 34 39
Fax: +49 (0)89 - 54 82 34-45
E-mail: o.heinke@interplan.de
www.interplan.de

SECURITY

- Fire alarms, hydrants, fire extinguishers and the signs denoting their locations may not be removed, obscured or blocked off
- Emergency exits, escape routes and access to the machine and equipment rooms may not be closed, blocked off or restricted by material belonging to the Society/Organisation.

SAFEGUARDING

Your Society must make provision for the safeguarding of their goods, material, equipment and display at all times. General overall guard service will be provided by the ERS for the duration of the World Village (including set-up and dismantling), but the guard service will not be responsible for personal injury, nor loss and/or damage to any property from any cause. Furnishing this service shall not be construed to be any assumption of obligation or duty with respect to the protection of the property of the Society/Organisation, which shall at all times be the sole responsibility of each participating Society/Organisation. The ERS and the RAI Amsterdam shall not be liable for any act or omission of such security guards.

INSURANCE DISCLAIMER

The European Respiratory Society (ERS), K.I.T GmbH Berlin and RAI Amsterdam accept no liability for injuries and/or losses of whatever nature incurred by participants and/or accompanying persons, nor for loss or damage to their properties, materials, luggage and/or personal belongings. Please check the validity of your own insurance.
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1003 Lausanne
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