



INDICATIONS FOR RAUGM 2016 EXHIBITORS

Exhibitors

Companies and academic institutions

- **Stand personnel registration**

You must fill "Registro para expositores RAUGM 2016" Google Form (<https://goo.gl/forms/F6345SYFcGa4F91D3>) with data of the personnel responsible of the exhibit stand before October 16th, 2016 in order to successfully complete registration. All reserved spaces include two registrations, except for spaces: P1, P2 and those assigned to Institutional Sponsors, these spaces includes four registrations.

- **Registration of extra staff**

The registration of extra personnel has a cost of \$2,500.00 pesos + taxes and it can be made through the RAUGM 2016 registration page: <https://p9.secure.hostingprod.com/@www.ugm.org.mx/raugm/ssl/participantes/signin.php>. It is imperative to confirm the extra personnel names and e-mail to Alejandro Rodríguez (alekz_igf@hotmail.com).

- **Stand installation**

The exhibition area will be available from Saturday, October 29th, 2016 at 12:00 pm for stand installation. Reserved spaces include a skirted table and two chairs, along with an 110V electric outlet. Except spaces P1 and P2 each of which include four chairs, two tables and two electric outlets.

Stands must be correctly installed before our Icebreaker on Sunday October 30th, 2016 at 19:30 hrs.

- **Scheduling technical presentations**

During the meeting you can scheduled a technical presentation of your company or institution. Available schedules are during lunch breaks, the entire week of the meeting. If you wish to reserve a space please confirm your participation by providing presentation full name and your preferred schedule (preferably consider two possible options), for inclusion in the overall program please contact Alejandro Rodríguez (alekz_igf@hotmail.com). Presentations will have a maximum duration of one hour.

- **Stand removal**

Stands can be uninstal on Friday, November 4th, 2016 at 14:00 hours. Your space must be vacant on November 4th at 19:00 hrs. Material not removed may result in additional charges from the hotel for the use of space outside the contracted schedule. In this case, expenses will be charged to the exhibitor.

**Best regards,
RAUGM 2016 organizing committee.**