A Exhibition related Items

1. Dates and Location

<table>
<thead>
<tr>
<th>Conference</th>
<th>Saturday, November 05 to Saturday, November 12, 2022</th>
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<tbody>
<tr>
<td>Exhibition</td>
<td>Monday, Nov 7, 2022 (see below), through Thursday, Nov 10, 2022</td>
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<td>Venue</td>
<td>MiCo, Milano Convention Centre</td>
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<td>Conference Location is the North Hall - Access from GATE 14 - Via Gattamelata, 20149 Milano MI, Italy</td>
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<td><a href="http://www.micomilano.it/en">www.micomilano.it/en</a></td>
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2. Important dates in 2022

| January 2022 | Online exhibitor registration opens                     |
| July 2022    | Exhibitor Manual distributed                           |
| August 2022  | Abstract submission open for Exhibitor Technical Sessions |
| October 01   | Last day to submit a technical presentation request    |
| November 7   | Exhibitor setup begins                                 |
| November 9   | Exhibitor Technical Sessions                           |
| November 10  | Exhibition dismantling                                |

3. Tentative 2022 Exhibition Schedule

| Monday, 7 Nov | Decorator Set up – 8 AM to 12 noon |
|              | Exhibitor Set up – 12 noon to 6 PM  |
| Tuesday, 8 Nov| Exhibitor Set up – 7 AM to 11 AM   |
|              | Decorator clean-up – 11 AM to 12 noon|
|              | Exhibition Open for attendees – Noon to 7:30 PM,      |
|              | with Refreshment break – Mid afternoon               |
|              | Exhibitor Reception starting at 6 PM                 |
| Wednesday, 9 Nov| Exhibition Open for attendees – 9 AM to 6 PM.       |
|                | Refreshment breaks – mid morning and mid afternoon   |
| Thursday, 10 Nov| Exhibition Open for attendees – 9 AM to 4 PM.        |
|                | Refreshment breaks – mid-morning and mid-afternoon   |
|                | Exhibition dismantling and removal - 4 PM -11 PM     |

4. Booth size

A single booth space is 10 ft x 10 ft (3.0 m x 3.0 m)

Adjacent booths may be combined for multi-booth spaces, for example, a double booth is 10 ft x 20 ft. Some booths have been reserved as double booths.

5. Staff registration

Each booth space comes with
- One full conference registration with admittance to the NSS MIC RTSD Technical Program and
- Two staff registrations with admittance to the exhibition area only.
We will send you codes via e-mail in early August 2022 for you to register your staff for free. Please deploy the codes among your staff team or use the codes on your own if you are in charge of the staff registration.

Additional staff registration(s) may be requested by e-mail from August 2022. Exhibit Staff are not permitted in the technical sessions. However, Staff registrations may be upgraded to full registrations for the difference in these registration fees, including the early registration discount when applicable.

All requests regarding staff registration should be addressed to:
EventClass GmbH, phone: +49 351 30900031, e-mail: ieee@eventclass.com

6. Shipping

Exhibit materials may not be sent directly to the MiCo in Italy. It is recommended that a broker be used to receive your freight, process through customs and deliver to the conference when needed. Exhibitors are responsible for all contracts and charges for these services. The official Freight Forwarder at MiCo is Expotrans:

Expotrans
+39 02 36669600 / +39 02 92956098
logistica.onsite@expotrans.net
https://www.expotrans.net/en/mico

Exhibitors can use the services offered by Expotrans or use couriers. If they use couriers, they have to schedule deliveries when they will be onsite during official set up days. MiCo will not accept shipments for the booths.

7. Furnishing & Booth Equipment

The conference has contracted with Fiera Milano Congressi (MiCo) to supply the booths and any furniture and fixtures you may need in your booth during the exhibition. You will contract and pay directly to MiCo. for all purchases from them.

MiCo will send you a username and password in July 2022 to access the special website for the Exhibitor Services for the 2022 IEEE NSS MIC RTSD.

The exhibition will be managed by Tommaso Bandera (nssmic2022@fieramilanocongressi.it)

For any questions about the webshop, assistance on orders or general information about the venue, please contact: nssmic2022@fieramilanocongressi.it

8. What is included in your rental

Each booth space includes:

- 8.2 ft / 2.5 m high walls (Aluminum frame with white infill panels)
- 118.1 in x 8.7 in / 3 m x 0.22 m identification sign
- Two energy-efficient track lights per 9 m² booth
- Carpeted floor (“Beige”, “Blu Volturno” or “Rosso Cardinale”; other colors are available at €7,00/sqm)
- Electric power (1 kW at 220 V 50 Hz)

9. Virtual Booth

The 2022 IEEE NSS MIC RTSD conference is proposed to run as a "hybrid conference". We expect to welcome the majority of participants on-site. However, we also want to give you the chance to get in contact with participants who are joining the conference virtually.

Therefore, we provide the possibility for each company with a booth to run a virtual booth in parallel.

Please refer to the exhibitor prospectus for details. To staff your virtual booth with digital content you will receive access to an online form which will be available in July 2022. All of your registered staff members will get access to the back end of your virtual booth at the appropriate date.
10. Contact
General request regarding the exhibition should be addressed to:
Ron Keyser, e-mail: ronkeyser@ieee.org

B Event and Other Sponsorship Packages
Exhibitors can further enhance their visibility to conference attendees by taking advantage of a variety of sponsorship opportunities (such as trainee grants, special events, conference bags, lanyards and other promotional items). For complete details on how your organization could participate, please contact Ron Keyser, PhD, Exhibits Committee Chair, ronkeyser@ieee.org

C Exhibitor Technical Sessions
You should not miss the opportunity to further increase your visibility to the scientific community by participating in the Exhibitor Technical Sessions, which will be held in a meeting room with the main sessions on Wednesday, November 9, 2022.

These presentations should be aimed at providing basic technical information on the usage and/or performance of a product or service. Each talk will be allocated 18 min including presentation and discussion. These talks will be scheduled in line with the other scientific technical sessions and will be fully integrated with the main conference program, encouraging greater attendee awareness and participation.

Presentation time slot and title must be submitted on the conference website before October 01, 2022. The number of talks will be limited, so submit your request early to avoid being left out! During the exhibition a Technology Transfer Program will also be organized, giving the opportunity to the scientific community participating in the conference and to you to discuss how best industry can profit from the technological developments carried out in academia.

1. Time slots
   - Time slots are available on a first come, first served basis
   - Twenty-four time slots are scheduled
   - You must submit an abstract to reserve your selected time slot
   - The time slot cannot be changed after the abstract has been submitted

2. Abstract submission process
   - Available from July 04, 2022
   - The deadline is October 01, 2022
   - Link to submission system: https://www.eventclass.org/contxt_ieee2022/
     Once you have created your account, please go to submissions → submit a new contribution → select Exhibitor Technical Sessions → start submission and follow the instructions which will be given online.

3. Abstract layout / Required data
   - Author(s)
   - Affiliation(s)
   - Title of your submission
   - Content (max. 2 000 characters)
   - Limited to one abstract (presentation) per exhibitor
4. Presentation Layout

- Your presentations should be aimed at providing basic technical information on the usage and performance of a product or service.
- Sales presentations should be avoided.
- Each talk will be 18 minutes in length (questions or discussion included).
- From October 24, 2022, you will be asked to submit your presentation online.
- Please upload your presentation before November 7, 2022.
- You can select to have your presentation available in the conference program or not during the upload. If selected, your presentation will be available in the online program about 1 hour after your talk.

5. Our recommendation

Please have your abstract prepared before you start the submission process. Create your personal account as shown in the submission process. We expect that the most preferable time slots will be taken quickly.

6. Contact

General request regarding the Exhibitor Technical Session should be addressed to:

Dr. Ron Keyser, e-mail: ronkeyser@ieee.org