# Index

<table>
<thead>
<tr>
<th>Section</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome Address</td>
<td>04 - 05</td>
</tr>
<tr>
<td>Venue</td>
<td>06</td>
</tr>
<tr>
<td>Registration Fees</td>
<td>07</td>
</tr>
<tr>
<td>General Information</td>
<td>08 - 09</td>
</tr>
<tr>
<td>Scientific Grid</td>
<td>10 - 12</td>
</tr>
</tbody>
</table>

## EXHIBITORS MANUAL

<table>
<thead>
<tr>
<th>Section</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Contact Details &amp; Deadlines</td>
<td>14</td>
</tr>
<tr>
<td>Floor Map Exhibition</td>
<td>15 - 17</td>
</tr>
<tr>
<td>Exhibition &amp; Logistic Information</td>
<td>18 - 22</td>
</tr>
<tr>
<td>Industry Lunch Workshops</td>
<td>23</td>
</tr>
</tbody>
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Dear Colleagues, Friends, and Members of the SECEC family,

In September 2018, Geneva will be holding the 28th Congress of the European Society for Surgery of the Shoulder and the Elbow (SECEC-ESSSE).

On behalf of the Swiss Orthopaedics And Elbow Surgery Expert’s Group, we are very excited to welcome back the congress in Switzerland for the first time since 1988 when Norbert Gschwend, one of the founding fathers of SECEC, together with Christian Gerber, hosted the congress in Bern. Switzerland has been historically influential in orthopedic progress and nowadays is one of the top two best countries in the world for medical care. Geneva is Europe’s leading city break destination, very well connected: It is the smallest international city of the world and counts as one of the safest town in the heart of the EU.

Geneva’s unique identity fits perfectly within the original mission of SECEC: high scientific standard, cooperation within the orthopedic community, continuous training and innovations. The congress will take place in the iconic and luxurious CICG conveniently located just off the Place des Nations (UN) and within easy reach of the city center.

I am looking forward to welcoming you and sharing experience and expertise during the congress as well as traditional Swiss customs and hospitality at a variety of very special social events.

Welcome to Geneva!

Alexandre Lädermann
Congress President
Dear Friends and Colleagues,

We are delighted to bring our 28th Congress to the historic city of Geneva.

Geneva is the home of the World Health Organization, and is therefore an ideal setting for our Society to consider and debate the important issues of delivering healthcare for musculoskeletal disease and for the conditions affecting the shoulder and elbow in particular.

SECEC, in keeping with the World Health Organization, aims to provide affordable treatment and safe surgery for the injuries and disabilities we encounter. The advances in technology inevitably have an economic cost to our society and global healthcare. We also share the ambitions of promoting evidence based policies and education to improve surgical standards and outcomes for our patients.

We are confident that Alex Laedermann and his colleagues will organize an excellent meeting that will define our current and future practice.

Please contribute and participate in this debate by joining us in this great city.

Roger Emery
President SECEC
SECEC-ESSSE CONGRESS
EUROPEAN SOCIETY FOR SURGERY OF THE SHOULDER AND THE ELBOW
GENEVA 2018 • SWITZERLAND • SEPTEMBER 19-22

LOCAL ORGANIZING COMMITTEE

Alexandre Lädermann
Alain Farron

VENUE

CICG
International Conference Center
Rue de Varembé 17,
1211 Genève, Switzerland
http://www.cicg.ch/

MAIN CONTACT DETAILS

SECEC HEADQUARTERS
European Society for Surgery of the Shoulder and Elbow
Secretary: Sylvie Noël
69 Bd des Canuts
69004 Lyon
M. +33 683 17 86 13
sececoffice@gmail.com

TECHNICAL SECRETARIAT
General Information
Registration - Exhibition - Sponsorship
SECEC Meetings - TORRES PARDO
Nàpols, 187 2º
08013 Barcelona, Spain
Tel. +34 93 246 35 66
Fax. +34 93 231 79 72
info@secec-meetings.org

LOCAL PCO
Accommodation - Social Events - Tours & Excursions
SYMPORG SA
Rue Rousseau 30
1201 - Genève
Switzerland
Tel. +41(0)22 839 84 84
info@symporg.ch

DELIVERY STORAGE MATERIALS A INTERLOGISTICS
INTER EXPOLOGISTICS LTD.
30 route François Peyrot
CH-1218 Grand Saconnex / Geneva. Switzerland
Contact: Mr. David Strippoli
Email: david.strippoli@iel.ch; info@iel.ch
Telephone: +41 (0) 22 798 13 28
www.iel.ch

OFFICIAL BUILDING COMPANY
PROEXPO Genève
ch. Champs-Prévost 22,
CH-1214 Vernier, Geneva
Phone : +41 22 777 73 04
Web : www.proexpo.ch
Email : marie@proexpo.ch
**REGISTRATION FEES**

**MEMBERS (access to the full congress – SECEC and EUSSER sessions)**

<table>
<thead>
<tr>
<th></th>
<th>Before June 30th</th>
<th>After July 1st</th>
<th>On site</th>
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<tbody>
<tr>
<td>Members</td>
<td>475€</td>
<td>560€</td>
<td>595€</td>
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**NON MEMBERS (access to the full congress – SECEC and EUSSER sessions)**

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<th>Before June 30th</th>
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<tbody>
<tr>
<td>Non Members</td>
<td>595€</td>
<td>680€</td>
<td>700€</td>
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**RESIDENTS (access to the full congress – SECEC and EUSSER sessions)**

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<tbody>
<tr>
<td>Residents</td>
<td>330€</td>
<td>360€</td>
<td>390€</td>
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**EUSSER sessions**

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<th>Before June 30th</th>
<th>After July 1st</th>
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<tbody>
<tr>
<td>EUSSER</td>
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<tr>
<td>Friday and Saturday</td>
<td>140€</td>
<td>160€</td>
<td>180€</td>
</tr>
<tr>
<td>Including workshop on Saturday</td>
<td>170€</td>
<td>190€</td>
<td>210€</td>
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</tbody>
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The participant’s registration includes documentation, certificate of attendance, coffee breaks, access to the industrial exhibition, lunch on Saturday 22nd, opening ceremony and welcome cocktail.

**Gala Dinner**: 120€

**Welcome Cocktail (For non delegates)**: 60€

**Cancellation Policy**:
- 25% refund for those cancellations received before July 31st 2018
- No refund for those cancellations received after August 1st 2018
GENERAL INFORMATION

REGISTRATION & ABSTRACT SUBMISSION
www.secec2018.com

CAR PARKING
Parking area available at the Congress venue

WIRELESS INTERNET ACCESS
WiFi Internet access area will be available at the Congress.

SOCIAL EVENTS
Welcome Cocktail
SECEC 2018 Welcome Cocktail will be held on Wednesday, 19th late afternoon after the Opening Ceremony.
(included in the registration fee)

Gala Dinner
SECEC 2018 Gala Dinner will be held on Friday, September 21st evening.
(not included in the registration fee)

ACCOMMODATION DETAILS
Accommodation details are available at the website and further announcements.

ECO-FRIENDLY
SECEC is a paperless, sustainable and environmental friendly Congress encouraging the use of recyclable material.

SMOKING
SECEC 2018 is a non-smoking congress.

IMPORTANT DATES
Deadline for abstract submission: February 15th 2018
Deadline for early registration: July 1st 2018

REGISTRATION DESK
Participants can pick up their personal Congress material at the registration desk, which will be open as follows
Wednesday, 19th September: 15.30 - 19.30 h
Thursday, 20th September: 07.15 - 18.00 h
Friday, 21st September: 07.15 - 17.30 h
Saturday, 22nd September: 07.15 - 16.00 h
The Congress Secretariat will be available to assist you during the Congress.
Please do not hesitate to contact this office for help or advice.

ATTENDANCE
The Congress usually attracts between 1.500 and 1.800 people from all over Europe and from all over the world.
GENERAL INFORMATION

NAME BADGES
Participants and accompanying persons are obliged to wear the official Congress name badges on all Congress occasions.

EXHIBITION
Access to the exhibition is free for registered participants. The exhibition will be open on 19 - 22 September 2018 during the congress hours.

LUNCH AND REFRESHMENTS
Lunches are not included in the participants’ registration fee. Coffee, tea will be available in the exhibition area during the breaks.

CERTIFICATE OF ATTENDANCE
Participants will receive a certificate of attendance at the Congress.

LIABILITY
By registering for the Congress and/or by participating in the exhibition joined to the Congress, participants and exhibitors agree that SECEC/ESSSE, the Organising Committee or the Congress Secretariat do not assume any responsibility for damage or injuries to persons or property during the Congress. Participants and exhibitors are advised to organize their own health, travel and personal insurances.

LETTER OF INVITATION
Upon request, the Chairman of the Local Organising Committee will be pleased to send a personal letter of invitation to registered participants so as to enable participants to obtain visas for attending the Congress. These invitation letters cannot be considered as an offer of financial support by the organisers.
## Preliminary Scientific Grid

### Wednesday, September 19th

<table>
<thead>
<tr>
<th>Time</th>
<th>Room 1</th>
<th>Room 2</th>
<th>Room 3</th>
<th>Room 4</th>
<th>Room 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>17:45 - 19:15 h</td>
<td>OPENING CEREMONY</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19:15 - 20:30 h</td>
<td>WELCOME RECEPTION</td>
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<table>
<thead>
<tr>
<th>Time</th>
<th>Room 1</th>
<th>Room 2</th>
<th>Room 3</th>
<th>Room 4</th>
<th>Room 5</th>
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</thead>
<tbody>
<tr>
<td>07:30 - 08:45 h</td>
<td>SYMPOSIUM 1</td>
<td>ICL 3</td>
<td>ICL 2</td>
<td>ICL 1</td>
<td>JSES SESSION 1</td>
</tr>
<tr>
<td>09:00 - 10:30 h</td>
<td>Is there still a place for anatomic shoulder arthroplasty in 2018? P. Collin (France)</td>
<td>Difficulties risks and complications in shoulder arthroscopy. L. Lafosse (France)</td>
<td>Ask the registries C. Torrens (Spain)</td>
<td>Updates in total elbow arthroplasty J. Kiss (Hungary)</td>
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<tr>
<td>10:30 - 11:00 h</td>
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<tr>
<td>11:00 - 12:15 h</td>
<td>Scientific Session 1</td>
<td>Scientific Session 2</td>
<td>Scientific Session 2</td>
<td>Scientific Session 4</td>
<td></td>
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<tr>
<td></td>
<td>ROTATOR CUFF 1</td>
<td>MISCELLANEOUS 1</td>
<td></td>
<td>BASIC SCIENCE</td>
<td></td>
</tr>
<tr>
<td>12:15 - 12:45 h</td>
<td>SECEC 2018 GUEST LECTURE</td>
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<tr>
<td>14:30 - 16:00 h</td>
<td>Scientific Session 3</td>
<td>Scientific Session 4</td>
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<td></td>
<td>ELBOW FRACTURES</td>
<td>BASIC SCIENCE</td>
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<tr>
<td>16:00 - 16:30 h</td>
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<tr>
<td>16:30 - 18:00 h</td>
<td>Scientific Session 5</td>
<td>Scientific Session 6</td>
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<tr>
<td></td>
<td>ELBOW INSTABILITY</td>
<td>ELBOW 1</td>
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<td>18:00 h</td>
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<td></td>
<td>Free evening</td>
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### Thursday, September 20th

<table>
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<td>OPENING CEREMONY</td>
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<td>19:15 - 20:30 h</td>
<td>WELCOME RECEPTION</td>
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<th>Room 3</th>
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<th>Room 5</th>
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<tbody>
<tr>
<td>07:30 - 08:45 h</td>
<td>SYMPOSIUM 1</td>
<td>ICL 3</td>
<td>ICL 2</td>
<td>ICL 1</td>
<td>JSES SESSION 1</td>
</tr>
<tr>
<td>09:00 - 10:30 h</td>
<td></td>
<td>Difficulties risks and complications in shoulder arthroscopy. L. Lafosse (France)</td>
<td>Ask the registries C. Torrens (Spain)</td>
<td>Updates in total elbow arthroplasty J. Kiss (Hungary)</td>
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<td>10:30 - 11:00 h</td>
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### Preliminary Scientific Grid

**Friday, September 21st**

<table>
<thead>
<tr>
<th>Time</th>
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<th>Room 4</th>
<th>Room 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>07.30 - 08.45 h</td>
<td>ICL 4 Glenoid replacement in total shoulder arthroplasty P. Raiss (Germany)</td>
<td>ICL 6 Interactive demonstration of clinical examination and radiographic assessment of glenohumeral instability M. Zumstein (Switzerland)</td>
<td>ICL 5 Traumatic conditions of the radial humeral joint R. Van Riet (Belgium)</td>
<td>JSES SESSION 2</td>
<td></td>
</tr>
<tr>
<td>09.00 - 10.30 h</td>
<td>SYMPOSIUM 2 Healthcare economics E. Calvo (Spain)</td>
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<td></td>
<td>Coffee Break</td>
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<td>10.30 - 11.00 h</td>
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<tr>
<td>11.00 - 12.00 h</td>
<td>National Societies Best Paper Prize</td>
<td>Scientific Session 7 REHABILITATION</td>
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<tr>
<td>12.00 - 12.30 h</td>
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<td>12.40 - 14.10 h</td>
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<tr>
<td>14.15 - 15.45 h</td>
<td>Scientific Session 8 ROTATOR CUFF 2</td>
<td>Scientific Session 9 ELBOW 2</td>
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<td>15.45 - 16.15 h</td>
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<tr>
<td>16.15 - 17.45 h</td>
<td>Scientific Session 10 REVERSE SHOULDER ARTHROPLASTY 1</td>
<td>Scientific Session 11 MISCELLANEOUS 2</td>
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<td>17.45 - 19.15 h</td>
<td>SECEC GENERAL ASSEMBLY</td>
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<tr>
<td>20.30 h</td>
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<td><strong>SECEC 2018 - Gala Dinner</strong></td>
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**SECEC 2018 - Gala Dinner**
### Preliminary Scientific Grid

<table>
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<th>Room 3</th>
<th>Room 4</th>
<th>Room 5</th>
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<tbody>
<tr>
<td>07:30 - 08:45 h</td>
<td>Scientific Session 12 ANATOMIC SHOULDER ARTHROPLASTY</td>
<td>ICL 7 Effects on clinical and radiographic outcomes of the different design of reverse shoulder arthroplasty G. Merolla (Italy)</td>
<td>ICL 8 Chronic elbow dislocations V. Stevanovic (Serbia)</td>
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<tr>
<td>09:00 - 10:30 h</td>
<td>EUSSER SYMPOSIUM</td>
<td>EUSSER SYMPOSIUM</td>
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<tr>
<td>10:30 - 11:00 h</td>
<td>Coffee Break</td>
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<tr>
<td>11:00 - 11:50 h</td>
<td>AWARD SESSION</td>
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<tr>
<td>12:00 - 12:50 h</td>
<td>INVITED SOCIETIES SESSION</td>
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<tr>
<td>12:50 - 13:40 h</td>
<td>Lunch Break at the Exhibition Area</td>
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<tr>
<td>13:40 - 15:15 h</td>
<td>Scientific Session 13 REVERSE SHOULDER ARTHROPLASTY 2</td>
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<tr>
<td>15:15 - 16:15 h</td>
<td>Scientific Session 14 NEW TECHNIQUES, TIPS &amp; TRICKS</td>
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<tr>
<td>16:15 h</td>
<td>Closing Remarks</td>
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</tr>
<tr>
<td>16:30 - 17:30 h</td>
<td>EUSSER SYMPOSIUM WORKSHOPS (15:00-16:00h)</td>
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<tr>
<td></td>
<td>EUSSER SYMPOSIUM WORKSHOPS (16:30-17:30h)</td>
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</tbody>
</table>
INDEX

MAIN CONTACT DETAILS & DEADLINES 14
FLOOR MAP EXHIBITION 15-17
EXHIBITION & LOGISTIC INFORMATION 18-22
INDUSTRY LUNCH WORKSHOPS 23
DEADLINES

REGISTRATION
Early Bird Registration: July 1st 2018

CONGRESS PROGRAM
Company details
Please submit the following information for your catalogue entry:
Company name – Logo - address – phone – fax – e-mail - www
Please underline the letter of your company name under which you want
to be listed alphabetically.

Text on company and / or products
Maximum length of text: 100 words max.
Typewrite first capital and then the rest lowercase letters
No italic / bold letters.
Deadline to submit this information: July 20th
Sent to: info@secec-meetings.org & gerard@oy-design.com

WORKSHOPS
Programme
Companies are requested to submit the content of the workshop
Title / Short description (100 words) / Timetable: Lectures + Speaker -
Country
Deadline to submit this information: July 31st
Sent to: info@secec-meetings.org

Final number of attendees and type of lunch box
Deadline to submit this information: August 31st
Sent to: info@secec-meetings.org

BOOTHs - Free design
Exhibitors must submit project plans for the Venue approval
Deadline to submit this information: August 18th
Sent to: info@secec-meetings.org

BAG INSERTS
1500 Flyers - Material to be included in the congress bags should be
shipped to Torres Pardo Head Office - Att. Ms Mireia Pedrals /
Laura Bravo
SECEC insert
Deadline to submit this information: August 18th

ADVERTISEMENTS (A4 vertical)
Advertisements to be included in the congress program should be sent
to info@secec-meetings.org & gerard@oy-design.com
Deadline to submit this information: August 18th

MAIN CONTACT DETAILS

SECEC HEADQUARTERS
European Society for Surgery
of the Shoulder and Elbow
Secretary: Sylvie Noël
69 Bld des Canuts
69004 Lyon
M. +33 683 17 86 13
sececoffice@gmail.com

TECHNICAL SECRETARIAT
General Information
Registration - Exhibition - Sponsorship
SECEC Meetings - TORRES PARDO
Nàpols, 187 2º
08013 Barcelona, Spain
Tel. +34 93 246 35 66
Fax. +34 93 231 79 72
info@secec-meetings.org

LOCAL PCO
Accommodation - Social Events -
Tours & Excursions
SYMPORG SA
Rue Rousseau 30
1201 - Genèva
Switzerland
Tel. +41(0)22 839 84 84
info@symporg.ch

OFFICIAL BUILDING COMPANY
PROEXPO Genève
ch. Champs-Prévost 22,
CH-1214 Vernier, Geneva
Phone : +41 22 777 73 04
Web : www.proexpo.ch
Email : marie@proexpo.ch

DELIVERY STORAGE MATERIALS A INTERLOGISTICS
INTER EXPLOLOGISTICS LTD.
30 route François Peyrot
CH-1218 Grand Saconnex / Geneva. Switzerland
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### SECEC-ESSSE Congress

**Geneva 2018 • Switzerland • September 19-22**

<table>
<thead>
<tr>
<th>Booth</th>
<th>Company</th>
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<tbody>
<tr>
<td>2</td>
<td>Orthopedics</td>
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<td>3-4</td>
<td>Zimmer Biomet</td>
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<td>5</td>
<td>Arthrex</td>
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<td>6</td>
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<td>Materialise</td>
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<td>9</td>
<td>ConMed</td>
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<td>DePuy Synthes</td>
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<td>10B</td>
<td>ACS</td>
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<td>11</td>
<td>Smith &amp; Nephew</td>
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<tr>
<td>12</td>
<td>Exactech</td>
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<td>13-14</td>
<td>Lima Corporate</td>
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<td>15</td>
<td>medartis</td>
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<td>16-17</td>
<td>Mathys</td>
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<td>18</td>
<td>Itec Medical</td>
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<td>19</td>
<td>Medacta</td>
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<td>20</td>
<td>Orthospace</td>
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<td>21</td>
<td>Idosys</td>
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<td>22</td>
<td>FX Solutions</td>
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<td>23</td>
<td>Parcus Medical</td>
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<td>24</td>
<td>DJO Global</td>
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<td>25</td>
<td>Permedica Orthopaedics</td>
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**Booths**

- Booth 2
- Booth 3-4
- Booth 5
- Booth 6
- Booth 7
- Booth 7B
- Booth 8
- Booth 9
- Booth 10
- Booth 10B
- Booth 11
- Booth 12
- Booth 13-14-15
- Booth 16-17
- Booth 18
- Booth 19
- Booth 20
- Booth 21
- Booth 24
- Booth 25
- Booth 26
- Booth 27
- Booth 28-29
- Booth 30
EXHIBITION & LOGISTIC INFORMATION

SET UP & DISMANTLING

Booth construction and set-up
- Tuesday 18 September 07.00-19.00 h
- Wednesday 19 September 07.00-14.00 h

Exhibition Hours
- Wednesday 19 September 16.00-21.30 h
- Thursday 20 September 07.30-18.30 h
- Friday 21 September 07.30-18.30 h
- Saturday 22 September 07.30-16.00 h

Stand Dismantling
- Saturday 22 September 16.00-23.00 h

CICG will charge you for extra hour after the scheduled timetable - either set up or dismantling, we kindly ask you to keep this message in mind and send it forward to your builders.

Set up / dismantling passes

The non-venue personnel, including set-up crews and suppliers of booth materials must be accredited by the venue. All the non-venue personnel must provide their ID/Passport to the Venue’s reception to get an accreditation badge that must be worn and visible at all times while they are at the venue.

Set up - Main entrance

Depending on the vehicle and the transported material, the Venue will indicate you the discharge area.
EXHIBITION & LOGISTIC INFORMATION

Exhibition management desk
An Exhibition Management Desk will be located at the entrance of the Exhibition Area:
Tuesday, 18 September 2018    08.00 – 20.00 h
Wednesday, 19 September 2018     08.00 – 19.00 h

Accident Prevention
All escape and emergency routes in the CICG Geneva - Centre International de Conférences Genève must be kept clear at all times, including during set-up and breakdown. In the event of non-compliance the Venue shall exercise its property rights.

Surveillance Swiss Data Protection law
Exhibitors are recommended not to leave the stands unattended during opening time and to cover with a cloth or to lock up the exhibited products or equipments before leaving the venue. An identification badge is required for all participants to enter the congress venue and circulate during the congress. CICG and the technical secretariat may refuse or expel any person whose behaviour or clothing is considered incompatible with the congress image or who refuses to comply with the local safety rules.

SHIPPING AND FORWARDING INSTRUCTIONS

The Official Shipping and Site Handling Contractor is:

INTER EXPOLOGISTICS Ltd.
30 ROUTE FRANÇOIS PEYROT
CH-1218 GRAND SACONNEX / GENEVA
SWITZERLAND
TELEPHONE: +41 (0) 22 798 13 28
WWW.IEL.CH
E-MAIL: info@iel.ch or david.strippoli@iel.ch
CONTACT: Mr David Strippoli

INTER EXPOLOGISTICS LTD agent in your country
In order to assist in the smooth transfer of your booth fitting material and exhibits, Inter Expologistics have set up a world-wide network of freight forwarders who are experienced in the movement of goods to and from exhibitions. Whilst the use of these forwarders is by no means mandatory, Inter Expologistics recommend their services to you.
SHIPPING INSTRUCTIONS

All goods should be clearly consigned as follows:

**BY AIR / COURIER**
INTER EXPOLOGISTICS LTD.

30 ROUTE FRANÇOIS PEYROT
CH-1218 GRAND SACONNEX, GENEVA
FOR SECEC 2018
EXHIBITOR NAME ....................
STAND NUMBER .....................
PIECE..........OF...........PIECES

Goods to reach Geneva Airport not later than Sunday September 16th 2018

Courier Company might have difficulties locating your stand on site and there may be difficulties in receiving your courier shipments. To avoid this, it is advisable to consign the goods to the Inter Expo Logistics Airport address. You will be liable for customs and handling charges but this ensures your goods are delivered to your stand.

**BY TRUCK:**
INTER EXPOLOGISTICS LTD.
PALEXPO
30 ROUTE FRANÇOIS PEYROT
CH-1218 GRAND SACONNEX, GENEVA
FOR SECEC 2018
EXHIBITOR NAME ....................
STAND NUMBER .....................
PIECE..........OF...........PIECES

Goods to reach Palexpo not later than Friday September 14th 2018

Customs

Booth fitting material and exhibits can be imported duty free on a temporary basis against either a ATA carnet or a Customs Bond which Inter ExpoLogistics can supply against payment of a bond fee.

Printed matters such as catalogues for free distribution at SECEC 2018 can be imported duty-free. This also refers to CD-ROM catalogues.

However, give-aways such as pens, lighters, T-shirts, etc. are subject to the payment of duties and VAT. So does any kind of foodstuff or alcoholic beverage.

Therefore, it is advisable to contact Inter ExpoLogistics Ltd. Before shipping such goods in order to obtain precise details about the charges you will have to pay.

It is important to know that the CICG [Centre International de Congrès de Genève] facilities do not have their own Customs Office. Swiss import customs formalities have therefore to be performed at the Airport, Truck or Rail Terminals or at the Swiss border entry points. Please allow sufficient time for these formalities and therefore respect the above deadlines. It is important in this respect to liaise with Inter ExpoLogistics.
Documents required
Commercial invoices and packing lists (they can be combined in one document) 5-fold, indicating quantity and exact nature of goods, gross and net weight and value for each item shipped, as well as weight and dimensions of each package in the shipment. A separate invoice should be made out for printed matter and give-aways.

Delivery terms
All consignments must be sent on freight prepaid terms.

Insurance
Handling of stand material and exhibits on site is at the exhibitor’s risk. The same applies should goods disappear on-site. It is therefore strongly recommended that insurance is taken out to cover the above risks. Inter-Expologistics will supply such insurance only on receipt of a written request from the exhibitor.

Return transport
Return transport will be organised by Inter Expologistics who will contact each exhibitor separately.

Empties
All empties will be removed from the stand as promptly as possible, at the latest on Tuesday morning September 19th 2018 and stored at the risks of the exhibitors. After the show, they will be returned to the stands. Please allow sufficient time for their return to your stand. Do not plan too early departures. Please make sure all empties are labelled showing your name and your booth number.

Services offered by INTER EXPOLOGISTICS LTD
- Customs clearance / Storage of empty packing cases
- Transport to and from Geneva Airport/Truck & Rail terminals
- Trucking to and from the CICG / Insurance (transport - storage)

Your Contacts at INTER EXPOLOGISTICS LTD
david.strippoli@iel.ch manuel.mazzini@iel.ch roberto.fumani@iel.ch nicolas.strippoli@iel.ch

General
All transactions undertaken by Inter Expologistics Ltd. are carried out under the “General Conditions” of the Swiss Freight Forwarding and Logistics Association (CG SPEDLOGSWISS) latest versions. Place of jurisdiction is Geneva. [Copy of GC is available on request].

The name of the event (SECEC 2018), booth number, number of packages and sender must be clearly visible on the delivered items / packing list. We will not accept any deliveries that cannot be clearly assigned to a specific event or purpose.
EXHIBITION & LOGISTIC INFORMATION

STORAGE OF MATERIALS
As the venue does not have a storage room big enough for all companies, Inter ExpoLogistics LTd. will be taking care of the delivery of materials to the corresponding stands, and picking it up after stand dismantling.
Please take into account that no material can be stored at the venue during the congress, and materials delivered to the venue will not be coordinated by the congress organization, so we do not guarantee their good storage or delivery to the corresponding stand.

BOOTHS

Free design
Exhibitors must submit project plans for the CICG’s approval.
Deadline to submit this information: August 18th
Sent to: info@secec-meetings.org
Maximum height: 2.25 m on the first floor and 3.5 m on the main floor
PROEXPO Geneve will evaluate, together with the CICG if the projects are in conformity with the Venue requirements. (E.g.: Max Buildings Heights).
If you need an electrical installation you can book it through PROEXPO Geneve directly.

Shell scheme booths provided by the organization
They include: lighting at 50 w/sqm, electrical supply (500w), carpeting, 1 table and 3 chairs for 9 sqm, fascia board for company name (max 20 standard letter characters), lacquered contour, lacquered side, dotted white wall. height: 2.5 m the main floor and 2.25 m on the first floor.

Any additional material such as Furniture, Audiovisual equipment, etc. can be ordered through PROEXPO GENEVE.

Electricity
Please download the Electricity Order Form at the congress website under “Sponsorship”.

Cleaning
CICG provides general cleaning services of the exhibition hall prior to the opening of the congress as well as daily cleaning of aisles and common areas within the exhibition. Meanwhile the daily cleaning service of stands must be ordered apart.
Please download the Specific Cleaning Order Form at the congress website under “Sponsorship”.
EXHIBITION & LOGISTIC INFORMATION

F&B Food & Beverage
No food and beverage from external suppliers is permitted into CICG’s F&B requests for the booths should be ordered through Fabienne Pizzera. f.pizzera@miprestaurants.com

Lunch-Boxes for the Workshops will be handled by Torres Pardo, as part of the scientific program. They should be ordered via info@secec-meetings.org within the corresponding deadline.
Deadline to submit this information: August 31st
Send to: info@secec-meetings.org

Exhibitor Badges
Each exhibiting company is entitled to a certain number of free exhibitor badges as follows: Owners, representatives and employees of exhibition firms will receive 3 exhibitor badges for every 9 sqm free of charge. The exhibitor badge must be worn at all times during the conference.

The exhibitor badge will allow access to the exhibition, to the coffee breaks, as well as to the welcome reception, and the scientific sessions. Exhibitor badges give no access to the conference dinner.
Exhibitor badges are no named, only Company’s name will appear there. It means that the list of entire staff - names - is not needed.

Literature distribution
We would ask you to restrict any literature distribution to the confines of your own stand. Noise and disturbances Exhibitors will avoid public address, audio, video presentations or background music that can disturb conversation and work in them adjacent booths.

LIABILITY
By registering for the Congress and/or by participating in the exhibition joined to the Congress, participants and exhibitors agree that SECEC-ESSSE, the Organising Committee or the PCO do not assume any responsibility for damage or injuries to persons or property during the Congress. Participants and exhibitors are advised to organize their own health, travel and personal insurances. If the exhibition has to be cancelled or changed due to unforeseen events, or general “force majeure”, exhibitors will receive a 25% refund on the exhibition and sponsorship reservations confirmed.
EXHIBITION & LOGISTIC INFORMATION

CONGRESS PROGRAM
The Congress Program will be handed out to each congress participant
The catalogue entry in the congress program is free of charge.

The exhibition catalogue:
- Leads the conference participants through the exhibition
- Shows the exhibition layout with the exhibition booths
- Lists all exhibitors in alphabetical and numerical order
- Presents all exhibitors with their full address details as well as with company and/or Service description

Please submit the following information for your catalogue entry:
Company name - Logo - address - phone - fax - e-mail - www
Please underline the letter of your company name under which you want to be listed alphabetically!

Text on company and / or products
Maximum length of text: 100 words max.
Typewrite first capital and then the rest lowercase letters
Letter size: 12 point. 2.50 cm from left and right. No italic / bold letters.
Deadline to submit this information: July 20th
Sent to: info@secec-meetings.org & gerard@oy-design.com
LUNCH WORKSHOPS (INDUSTRY SPONSORED)

Workshops (WS) will be held at the following rooms:
- Level 1: 15, 16, 18
- Level 0: 2, 3, 4
- Level 3: 5, 6

All the rooms are easily reached from the exhibition area.
- Access to the room: 1.5 hour before the WS starts (+ no activities held at the WS Rooms after the WS).
- Within the scientific programme, at the end of the morning sessions, with a maximum duration of one 1.5 hours.
- The Workshops are considered as a private event of the company, so the company will invite the attendees.
- The price includes rental of the meeting room, AV standard set-up: screen, videoprojector, computer, mega phony (two table micros, one podium micro and two hand micros) and one AV technician.
- The company is able to present products (aimed at improving quality, care and patient service), either by means of a series of conferences and a discussion forum, or with a practical session demonstrating the placement and use of medical material.
- The symposium programme, with subjects, speakers and timetables, will be included in the scientific programme of the SECEC - ESSSE Congress.
- As the Venue does not allow to eat inside the rooms, it will be served a finger buffet outside each room.

https://cicg.ch/fr/organisateur/nos-centres/le-cicg

Programme
Companies are requested to submit the content of the workshop
Title / Short description (100 words) / Timetable: Lectures + Speaker - Country
Deadline to submit this information: July 31st
Sent to: info@secec-meetings.org

20th September 2017
Lunchbox € 21.00 per piece

Option 1:
1 vegetarian salad in individual packaging
Quinoa with vegetables
1 sandwich
Cut in 2 pieces & served on trays
Turkey, gruyère cheese and mustard sauce
Grilled vegetables – vegetarian & vegan
1 dessert
Red fruit panna cotta
1 still mineral water
1 coffee or 1 tea

Option 2:
1 vegetarian salad in individual packaging
Greek salad with feta & olives
1 sandwich
Cut in 2 pieces & served on trays
Tomato, mozzarella and pesto sauce
Raw vegetables – vegetarian & vegan
1 dessert
Chocolate pie
1 still mineral water
1 coffee or 1 tea

21st September 2017
Lunchbox € 21.00 per piece

Option 1:
1 vegetarian salad in individual packaging
Mixed salad
1 sandwich
Cut in 2 pieces & served on trays
Dried beef meat and gruyère cheese
Tofu and tomato – vegetarian & vegan
1 dessert
Fruit pie
1 still mineral water
1 coffee or 1 tea

Option 2:
1 vegetarian salad in individual packaging
Cucumber with yogurt sauce and herbs
1 sandwich
Cut in 2 pieces & served on trays
Tuna mousse with salad
Humus – vegetarian & vegan
1 dessert
Chocolate mousse
1 still mineral water
1 coffee or 1 tea

FINAL number of attendees and type of lunch box
Deadline to submit this information: August 31st
Sent to: info@secec-meetings.org