



**The 12th Annual Oxford  
Bone Infection Conference**

**27 - 28 March 2025  
Oxford, United Kingdom**

Oxford Bone Infection  
**OBIC**  
Conference

**OBIC 2025  
[www.obic.org.uk](http://www.obic.org.uk)**

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## **TECHNICAL EXHIBITOR MANUAL**

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**Welcome to OBIC2025!**

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## GENERAL INFORMATION

### Organisation

Oxford Bone Infection Conference (OBIC)  
Bone Infection Unit (BIU) is part of Oxford University Hospitals (OUH)

### Conference Organiser

CAP Partner  
Nordre Fasanvej 113  
2000 Frederiksberg, Denmark  
Tel.: +45 7020 0305  
E-mail: [info@cap-partner.eu](mailto:info@cap-partner.eu)  
[www.cap-partner.eu](http://www.cap-partner.eu)

### Contacts

Sponsorship & Exhibition: Elis Xavier: [ex@cap-partner.eu](mailto:ex@cap-partner.eu)  
Project Manager: Lene Winther Hagelskjær: [lwh@cap-partner.eu](mailto:lwh@cap-partner.eu)  
Registration Manager: Rikke Blæsborg: [rb@cap-partner.eu](mailto:rb@cap-partner.eu)

### Dates

Thursday, 27 March to Friday, 28 March  
Set-up of exhibition from Wednesday, 26 March at 13:00 (GMT)

### Official language

The official conference language is English.

### CPD credit points

The OBIC2025 conference has been accredited with 11 CPD credit points.

### Ethical MedTech

OBIC 2025 is compliant with the European Ethical MedTech, Code of Ethical Business Practice.  
See Conference Vetting System: <https://cvs.solutions.iqvia.com/event/detail/EMT-24-00465>

### Conference venue

Oxford Examination Schools  
75-81 The High Street  
Oxford, OX14BG, United Kingdom

At their website [www.venues.ox.ac.uk/venues/examination-schools](http://www.venues.ox.ac.uk/venues/examination-schools)) you can watch a virtual tour of the of the house.

The exhibition area will be in the North Writing School and the plenary in the South Writing School.  
Breakout rooms are located on Ground floor.



*The main entrance of the Examination Schools.*



*The Plenary room at the Examination Schools.*

### Parking & travel

There is no car parking at the venue. Car parks are available across the city and the nearest one is St. Clements.

Information on accessing the venue by train, bus or car can be found on the website of the venue, [click here](#)

There is easy access from Heathrow airport to Oxford with convenient busses. Tickets can be bought in advance. For fares, timetables, tickets and info [click here](#)

### Accommodation

At the conference website, you can find links to hotels nearby and classic Oxford colleges recommended by OBIC. For more information: <https://obic.org.uk/accommodation/>

### Promotional materials

To help promoting OBIC2025, we encourage you to use the OBIC2025 banner for your event calendar, branding, posts on LinkedIn, and at your networking community.

The web banner and flyer can be downloaded at the conference website on:

<https://obic.org.uk/promotional-materials/>

## EVENT SCHEDULE

### Build-up exhibition

Wednesday, 26 March at **13:00-19:00**

and

Thursday, 27 March from **6:00 AM to 8:00 AM**.

Registration opens for all on 27 March at 08:00 AM where coffee & tea will be served at the exhibition hall.

### Event hours

	Registration opens:	Programme hours:	Exhibition hours, mandatory:
<b>Thursday, 27 March</b>	08:00	9:00-17:00	08:30-16:15
Drinks reception (open for all, included the fee)		17:00-18:30	(Optional attendance)
<b>Friday, 28 March</b>	08:00	08:30-16:00	*8:00-14:15

### Dismantling

Friday, 28 March at 16:00-18:00.

**\*NOTE:** There is no break from 14:10 till the conference ends at 16:00. It is optional if you want to start (quietly) dismantling after the lunch break at 14:10 or wait till the conference ends at 16:00.

### Link to programme

<https://obic.org.uk/programme/>

### Social events

Drinks reception

Date: Thursday, 27 March

Time: 17:00-18:30

Place: Exhibition and poster area at conference venue.

The reception is included in the registration fee for all and will be a good opportunity to mingle with delegates. Drinks and snacks will be served.

### Conference dinner

Date: Thursday, 27 March

Time: 19.30-22.30

Place: Balliol College

Tickets for the dinner can be bought through the online registration.

## BADGE REGISTRATION

Please register via the online registration system at below link so we can prepare your name badge accordingly:

<https://cappartner.eventsair.com/obic2025/registration-sponsor-exhibitor>

All badges are personal and must be worn at all times during the entire conference.

If you have any questions regarding your registration, please contact Registration Manager, Rikke Blæsberg, at [rb@cap-partner.eu](mailto:rb@cap-partner.eu).

Deadline for registering all sponsors is **3 March**.

## ADVERTISEMENT

If you are entitled to an advertisement in the final programme book, please send it as a **PDF** to Lene Winther Hagelskjær: [lwh@cap-partner.eu](mailto:lwh@cap-partner.eu)

Advert specifications:

**Full page:** border-to-border, 170 mm (w) x 240 mm (h) + (5 mm cropmarks)

**½ page:** border-to-border, 170 mm (w) x 120 mm (h) + (5 mm cropmarks)

Deadline for sending the advertisement is **24 February**.

## LEAD RETRIEVAL

Within your sponsorship package you have a number of free licenses for the lead retrieval app where you can scan the badges of the attendees. The badge scanner should be used on your own devices.

The badge scanner can be used both at your exhibition booth and at the entrance for industry symposium.

Scan the QR code on the delegates badges (with their approval) and get a daily excel report with name, contact, affiliation, and country of the delegates. After the conference you will receive a final report.

You also have the possibility to upload brochures and product materials in your app profile so you can easily and quickly send product information to the delegates.

It is also possible to purchase additional licenses if required.

**Please send an e-mail to Elis Xavier at [ex@cap-partner.eu](mailto:ex@cap-partner.eu)** with the name and e-mail address of the person(s) who should receive the log-in credential for using the licence(s).

Deadline for informing name and e-mail address is **3 March**.

## SHIPPING: DELIVERY & PICK-UP

Please state 'OBIC2025', date, exhibitor's name, and booth number on all stand material sent to the venue.

Packages can be delivered to the venue from:

**not before Monday, 24 March** – and preferable closer to the event if possible.

### Address:

Oxford University Event Venues Examination Schools  
Att. OBIC2025, (and company name)  
75-81 High Street  
Oxford, OX1 4BG  
United Kingdom

### Please note:

- Your shipped materials will be placed at your booth in advance of the build-up times on 26 March
- Please arrange return shipping with pick-up **no later than Monday, 31 March but preferable Friday, 28 March in the afternoon between the dismantling times at 16:00-18:00**
- Each item must be labelled clearly with the shipping address and the courier given the shipper's name, not the venues
- The venue cannot provide boxes, tape, or plastic to wrap. All exhibitors must provide this themselves
- The venue nor OBIC are responsible for loss of any item

## IMPORTANT INFORMATION FOR ALL EXHIBITORS

- The venue is of a historical grade and must be protected from damage
- All stands, staging and lighting must be a minimum **distance of 0,5 meter (18 inches) from the walls** throughout the entire room for protection
- Refrain from fixing anything to the walls or using candles
- Do not obstruct any access, emergency exit routes, or doorways for safety reasons
- The floor at the exhibition area is covered with dark grey carpet
- The exhibition area is located at the North School on 1<sup>st</sup> floor. Only a small lift is accessible
- The venue does not have any forklift trucks or lifting equipment to take large or heavy items
- Exhibitors must remove all rubbish and equipment at the end of the event on their own expense
- The Conference Organiser or the venue will not be responsible whatsoever in relation to any theft, loss or damage that may occur and recommend that exhibitors ensure their booths for their full value
- There is no event parking for exhibitors on-site at the venue

### Electricity & adapters

Since the venue is a historical building with a sensitive electrical system, everything that is plugged into the mains **must have an up-to-date PAT (Portable Appliance Testing) test certificate** to avoid serious consequences (fire etc.). Therefore, there will be 1 extension cable provided by the venue free of charge at each stand which you must use. **Remember to bring adapter(s) if you don't have a British socket!**

## Storage

Please note that storage is limited.

## Wi-Fi

There is free Wi-Fi at the venue, and you need to log-in to use it.

**Username:** ExamSchoolsWifi

## EXHIBITION EQUIPMENT SUPPLIER

The venue has standard furniture such as regular chairs and tables which we offer free of charge for each booth.

Please contact Lene at [lwh@cap-partner.eu](mailto:lwh@cap-partner.eu) if you wish to order any of this.

The deadline for ordering furniture from the venue is **10 March**.

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If you wish to order any special exhibition equipment, please contact **SD Displays**. Invoicing will be handled directly with SD Displays.

For more information about the possibilities, please visit their website: <https://www.sd-displays.co.uk/>.

E-mail: [info@sd-displays.co.uk](mailto:info@sd-displays.co.uk) (kindly write OBIC2025 in the subject line)

Deadline for ordering exhibition equipment from SD Displays is **10 March**.

## OVERVIEW OF DEADLINES

Advertisement (if any)	24 February
Ordering lead retrieval app license	3 March
Badge registration of staff	3 March
Ordering standard furniture for booth	10 March
Ordering exhibition equipment from SD Display	10 March
Shipping materials to venue (earliest)	24 March
Pick-up materials from venue (latest)	31 March

**We look forward to welcoming you in Oxford!**