



TECHNICAL EXHIBITOR MANUAL

Welcome to OBIC 2026!

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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
www.cap-partner.eu

Contacts

Sponsorship & Exhibition: Rikke Hellung: rh@cap-partner.eu
Project Manager: Lene Winther Hagelskjær: lwh@cap-partner.eu
Registration Manager: Sara Rodenkam Petersen: srp@cap-partner.eu

Dates

Conference: Monday, 13 April 2026 to Tuesday, 14 April 2026
Set-up of exhibition: Sunday, 12 April 2026, 13:00–18:30 (GMT, local time)

Official language

The official conference language is English.

CPD credit points

The OBIC 2026 conference has been accredited with 11 CPD credit points.

Ethical MedTech

Approval for OBIC 2026 under the European Ethical MedTech Code of Ethical Business Practice is currently pending.

Conference venue

Oxford Examination Schools
75-81 The High Street
Oxford, OX1 4BG, United Kingdom

On their website www.venues.ox.ac.uk/venues/examination-schools) you can watch a virtual tour of the venue.

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.

[Find more information about travel 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 promote OBIC 2026, we encourage you to use the OBIC 2026 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

Exhibition build-up

Sunday, 12 April at **13:00-18:30**

and

Monday, 13 April 2026, 06:00–08:00.

Registration opens for all on 13 April at 08:00 AM where coffee & tea will be served in the exhibition hall.

Event hours

	Registration opens:	Programme hours:	Exhibition hours, mandatory:
Monday, 13 April	08:00	9:00-17:00	08:30-16:15
Drinks reception (open for all, included in the fee)		17:00-18:30	(Optional attendance)
Conference dinner (additional ticket required)		19:30–22:30	
Tuesday, 14 April	08:00	08:30–15:35	*8:00-13:35

Dismantling

Tuesday, 14 April at 15:30-18:00.

***NOTE:** There is no break from 13:35 till the conference ends at 15:35. It is optional if you want to start (quietly) dismantling after the lunch break at 13:35 or wait till the conference ends at 15:35.

Timings are subject to change.

Link to programme

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

Social events

Drinks reception

Date: Monday, 13 April

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: Monday, 13 April at 19:30–22:30.

Place: Sheldonian Theatre

Everyone, including sponsor participants, are welcome to buy tickets for the dinner.

BADGE REGISTRATION

Sponsors and exhibitors must register all stand personnel and free registrations through the online registration system, corresponding to the number of badges included in their sponsorship package.

To get your included registrations you must use your individual company code, which you will receive in a separate email.

REGISTER HERE: <https://cappartner.eventsair.com/obic-2026/reg-sponsexh>

Please note:

- We recommend using Firefox or Google Chrome, as the registration system performs best in these browsers.
- Upon completing the registration process, you will receive an automated email confirmation. Please check your spam or junk folder if it does not appear in your inbox.
- All badges are personal and must be worn at all times during the conference.
- Symposium speakers must also be registered.
- During registration, sponsors have the option to purchase tickets for the conference dinner, scheduled for Monday, 13 April.
- The deadline for registering all sponsors is **1 April**.

If you have any questions regarding your registration, please contact Registration Manager, Sara Rodenkam Petersen: srp@cap-partner.eu

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

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 **1 March**

LEAD RETRIEVAL

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 Rikke Hellung rh@cap-partner.eu: with the name and e-mail address of the person(s) who should receive the login credentials for using the licence(s).

Deadline for informing name and e-mail address is **1 April**

SHIPPING: DELIVERY & PICK-UP

Please state '**OBIC 2026**', date, exhibitor's name, and booth number on all stand material sent to the venue.

Packages can be shipped directly to venue. Delivery can arrive from Wednesday 08 April.

Pick-up: return shipment is the exhibitor's own responsibility. Collection by no later than 16 April.

Address:

Oxford University Event Venues Examination Schools
Att. OBIC 2026, (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 12 April 2026.
- 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.
- Neither the venue nor the OBIC organisers are responsible for loss of any item.
- Return shipment must be marked clearly for pick-up.

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 1st 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 at 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.
- 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 Rikke at rh@cap-partner.eu if you wish to order any of this.

The deadline for ordering furniture from the venue is **1 April**.

SD Displays

If you need to order any special equipment or furniture for your exhibition, we co-operate with the supplier 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 (kindly write OBIC 2026 in the subject line) – Deadline 1 April.

OVERVIEW OF DEADLINES

Advertisement (if any)	1 March 2026
Ordering lead retrieval app license	1 April 2026
Badge registration of staff	1 April 2026
Ordering standard furniture for booth	1 April 2026
Ordering exhibition equipment from SD Displays	1 April 2026
Shipping materials to venue (earliest)	08 April 2026
Pick-up materials from venue (latest)	16 April 2026

We look forward to welcoming you in Oxford!