

The top banner features a dark blue background on the left with several white wind turbines. On the right, there is a stylized, layered landscape in shades of blue and tan, representing a coastline or seabed. The main title is centered in white text.

The 11th International Conference on Scour and Erosion

Copenhagen, Denmark
September 17-21, 2023

**PRACTICAL INFORMATION FOR
SPONSORS AND EXHIBITORS**

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ICSE11 Welcomes You!

Dear Sponsors and Exhibitors,

We are thrilled to present the ICSE11 Technical Manual, where you can find general and practical information for exhibiting at Hotel Scandic Copenhagen, 17th – 21st of September 2023.

This guide includes all relevant information about the ICSE11 conference exhibition and is designed to assist you in planning for your participation at the conference.

Please forward this manual to anyone involved in the ICSE11 conference, including your stand builder contractor, in case you decided not to follow our recommendations.

We look forward to welcoming you to Copenhagen and wish you all a successful conference.

Best regards,

On behalf of the ICSE11 Organizing Committee

Rikke Hellung

ICSE-11 secretariat

Exhibition Manager

GENERAL INFORMATION

Local Organizing Committee

Website: icse11.org

Conference chairs:

- Vice President Thor Ugelvig Petersen, PhD (NIRAS)
- PhD. Senior Hydraulic Engineer Martin Dixen (DHI Group)
- Professor Erik Damgaard Christensen (DTU)

Further members:

- Head of Dep. Coastal and Offshore, Klavs Bundgaard (NIRAS)
- Head of Section, Coastal and Offshore, Signe Schløer (NIRAS)
- PhD. Senior Hydraulic Engineer Anders Wedel Nielsen (DHI Group)
- PhD. Senior Hydraulic Engineer Bjarne Jensen (DHI Group)
- PhD, Director Offshore Structures Karsten Lindegård Jensen (DHI Group)
- Professor David R. Fuhrman (DTU)
- Associate Professor Stefan Carstensen (DTU)
- Senior Researcher Bjarke Eltard Larsen (DTU)

Congress organiser

ICSE11 secretariat:

c/o CAP Partner

Nordre Fasanvej 113

2000 Frederiksberg, Denmark

Tel.: +45 7020 0305

Contact person: Rikke Hellung

E-mail: rh@cap-partner.eu

Direct: +45 3842 9564

General

The official congress language is English.

Link to [Programme](#) – preliminary programme will be published before 1 July 2023.

CONFERENCE VENUE

The conference will be held at:

Scandic Copenhagen

Vester Søgade 6,
1601 Copenhagen

[Hotel Website](#)

Centrally located, contemporary hotel with impressive views of the Lakes and Copenhagen skyline. The hotel is within walking distance from the railway station and metro, the city hall, and the Tivoli Gardens.



Travelling to Copenhagen

Currency: DKK

Credit cards: All major credit cards are accepted; however, some places will prefer cash payment, especially for small amounts.

How to get there

Copenhagen airport is easily accessible from all major European cities. The metro and train, which is located just above the terminal, will take the participants from the airport to central Copenhagen in just 10-15 minutes.

The hotel is within walking distance of Vesterport and central railway station.

From Copenhagen airport by taxi

Takes around 20-25 minutes from the airport.

By car

If you are traveling by car you can plan your [route](#) via online planning.

Parking

The hotel/venue does not have its own parking facilities but there are plenty of parking options and below the hotel is parking through Q-PARK. Price per day is 250 DKK.

Accommodation

We have reserved rooms at the conference venue Scandic Copenhagen Hotel. You can book your rooms [here](#).

Prices for a single room at the hotel is 1,495 DKK. This includes breakfast with organic, vegan, and lactose-free selections, free Wi-Fi, face Stockholm toiletries, *Press Reader* – 5.000 digital papers & magazines, and access to fitness facilities.

We have a limited number of rooms at Scandic Copenhagen so be fast to reserve this. Please do not wait with the hotel booking until the last moment, September is high season for conferences in Copenhagen.

EXHIBITION

Venue stands & logistics

The exhibition of ICSE-11 takes place in the Northern and Western lounge of the hotel, where all the meeting- and conference rooms are located.

The following is included in your stand booking:

- 1 power outlet
- 1 conference table (60x120cm) no tablecloth
- 1 chair
- Wi-Fi
- Cleaning before the start of the exhibition/ event everyday

Maximum height for building stands is **3 meters**.

It is not allowed to use nails/screws or anything similar that possibly could damage the walls/ floors or interior of the hotel.

No roll ups or other marketing material is allowed outside of the stand area.

Extra equipment is available at an extra fee. Such extra equipment is ordered by sending an e-mail to meeting.copenhagen@scandichotels.com latest 20 days before the exhibition/event. Terms of payment should also be arranged in advance.

Scandic Copenhagen contact

If you have questions, feel free to contact the conference Department:

Meeting.copenhagen@scandichotels.com

+45 33757125

Buildup & Dismantling

Set up and tear down is agreed during these times:

Setup: Sunday 17th of September 2023 at 14.00 – 17.00.

Tear down: Wednesday 20th of September 2023 at 15.30 – 19.00.

There will not be any Scandic staff available during the hours mentioned above. It is possible to rent staff á 500,- DKK pr. hour incl. VAT (min. 5 hours). Please contact meeting.copenhagen@scandichotels.com at the latest 2 weeks before the event if you wish to book staff.

Food and beverages

Food and beverages to be served from the stand must be agreed with the venue. The venue offers various food and beverages options, please email meeting.copenhagen@scandichotels.com at the latest 2 weeks before the event for an offer. It is not allowed to walk around between the stands with tastings.

Garbage handling

Before the exhibition area opens, all empty boxes and waste must be removed from the area. It is not allowed to keep empty boxes etc. visible at the stand for safety reasons.

Safety

For safety reasons it is not allowed to change a stand location, either before or during the event, this can happen only after written agreement with Scandic Copenhagen and organizer of the exhibition. Stands must never block emergency exits and all exhibitors are kindly asked to respect the markings indicating the corners of the stand. We do not recommend letting things of value stand at the booth when it is unattended. Please note that the hotel is not liable for any theft or damage to the stand and/or equipment.

Stand builder Holmud

You can either build your own stand or have a contractor to help you. For the second option, please refer to our partner **Holmud**. They have more than 50 years of experience in building exhibitions and are ready to help you with any materials or customization of your stand.

A well decorated stand gives your company better visibility.

Link: <https://exposhop.holmud.dk/>

Username: After your first contact, you will receive a personal login from Holmud ExpoShop.

The deadline for ordering equipment is **27th of August 2023**, three weeks before event start. Orders received after this date can be charged 25% extra.

Examples from the ExpoShop:

Home / Basic Shell Scheme / 6060 / 2x3 meter shell scheme



6060 / 2x3 meter shell scheme

3.185,00 kr. – 4.565,00 kr. excl. VAT

2x3 meter basic shell scheme.
Constructed in aluminum profiles with inserted white wall plates and a stand height of 2,5 meter.

Available with or without lighting and power supply.
If you choose a stand with lighting, it comes with 2 spotlights and 1 3-socket socket w/ 1kW power supply

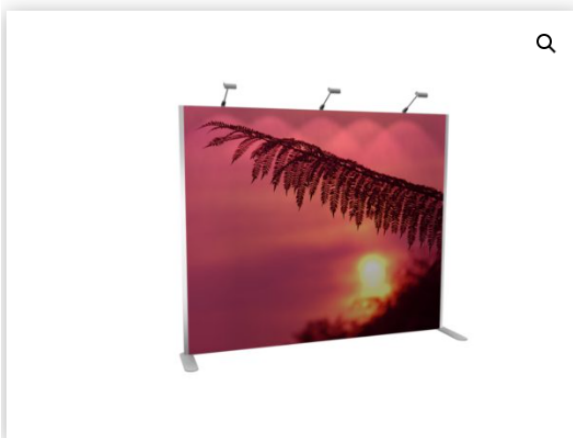
Choose the **stand type** from the drop-down menu with the amount of stand side with wall construction and whether you want lighting.

Standtype 2 sides with wall construction: Front and right side open – With illumination

Back and left side with wall construction. Right side and front of stand is open. Delivered with power supply and illumination.

4.565,00 kr. excl. VAT

Home / GraphicWalls / 8103-L / Graphic Wall – 3 meter – with illumination



8103-L / Graphic Wall – 3 meter – with illumination

9.450,00 kr. excl. VAT

Graphic wall – 3 meter wide and 2,5 meter high.

Constructed with graphic frame for textile banner with digital print.

Delivered with 3 spotlights. Requires ordering of basic power supply item No. 3401, if power supply is not included in stand rental.

Print ready file must be forwarded to grafik@holmud.dk no later than 3 weeks before event start. The files must be marked with event, stand No. and company.

Guidelines for print files:
Format: vectorized EPS or PDF
Texts/fonts converted to curves/outlined/vectorised
Colors: CMYK
Files saved as single pages (not 2 or more pages in 1 file)
Resolution: Min. 80 dpi (1:1)
File size: 2930x2480 mm + 5 mm Bleed (WxH)
Additional desktop work will be charged by DKK 995 per hour.

Event schedule

Sunday 17th September	Time
Exhibition build-up	14:00 – 17:00
Conference short courses	14:00 – 17:00
Welcome reception	17:00 – 19:00 (Northern Lounge)
Monday 18th September	Exhibition Day 1
Registration from	7:45
Opening and welcoming speech	8:30 – 9:00
Session and daily programme	9:00 – 17:15
Tuesday 19th September	Exhibition Day 2
Registration from	08:30
Session and daily programme	09:00 – 17:15
Wednesday 20th September	Exhibition Day 3
Registration from	08:30
Session and daily programme	9:00 – 15:15
Exhibition dismantling	15:30 – 19:00
Gala Dinner & Award Ceremony	*19:00 – 24:00 Langelinie Pavilion
Thursday 21st September	
Technical tours outside venue	10:00 – 14:00

Lunch break is 12:30 – 13:45 in the northern and western lounge. Coffee breaks every day at 10:30 – 11:00 and 15:15 – 15:45.

Social events & tours

	Date	Time
Welcome Reception – Northern Lounge	17 th September (Sun)	17:00 – 19:00
Gala Dinner & Award Ceremony	20 th September (Wed)	*19:00 – 24:00
Technical Tours	21 st September (Thu)	10:00 – 14:00

Welcome reception is included in your registration and take place at the venue.

Gala Dinner is a ticketed event at the historic Langelinie Pavilion overlooking the Copenhagen Harbor. Purchase of tickets can be done online together with our [registration](#). Read more about [Gala Dinner](#) and details on price, venue, and address.

*Boat transportation leaving from the stop called "Kalvebod Bølge/Marriott" at 18:00, see details online.

INDUSTRY SYMPOSIUM

Instructions

Please send an introduction text, describing your industry symposium (maximum 250 words) to rh@cap-partner.eu by **02 June 2023**. If you are presenting an industry symposium, this text will also serve as your proposal to be reviewed by the Programme Committee.

EXHIBITOR REGISTRATION

Registration is open so please go to the link below to register all participants as soon as possible. You register by clicking on this link [Registration](#), then go to individual registration and follow the guide. You can also purchase a ticket to Gala Dinner at the same time.

Registration deadline for exhibitor and sponsor participants is **4th September 2023**.

Complimentary registrations

You are entitled to the following number of registrations:

Sponsorship type	Number of full registrations*	Extra registration badges
Platinum Sponsorship	10	7.700 DKK
Gold Sponsorship	5	7.700 DKK
Silver Sponsorship	2	7.700 DKK
Bronze Sponsorship	2	7.700 DKK
Exhibitor	2	7.700 DKK

* Full registration with access to all areas and sessions

Information Required

Kindly note:

- Each registration requires a name, e-mail address, institution, and country.
- It is not possible to register or purchase passes that are “no name”.
- Each stand personnel can register themselves using the above instructions. It is also possible to register others.

You get your badges at the welcoming reception on Sunday the 17th of September where registration opens at the ICSE11 registration desk and at any time during the following congress days.

Important note:

- A company’s own badge or business card will not be accepted instead of the official congress badge. Individuals who do not have badges will not be admitted into the congress area.

SHIPPING AND DELIVERIES

Direct delivery option to venue.

Shipment before the event

It is possible to ship material, documents and/or anything you might need for your exhibition before the event. Please make sure it arrives earliest two days prior to the event, so 15th of September 2023 at the earliest. Please be advised we do not receive any shipments during the weekend. So, the only day for shipment to arrive is Friday the 15th of September.

Shipments to Scandic Copenhagen must be marked as follows:

**CAP Partner
c/o Scandic Copenhagen,
Vester Soegade 6
DK – 1601 Copenhagen V
Denmark**

Shipment after the event

It is possible to ship material, documents and/or anything you might need for your exhibition after the event. Please make sure the exhibitor has the printed label and documents for the shipment with them to the event.

- The shipment must be labelled and wrapped correctly.
- Please be advised we do not schedule any pick-ups during the weekend.

DSV

It is possible to get shipping handled by DSV, please contact Rikke Hellung rh@cap-partner.eu for details.

BRANDING OPPORTUNITIES

To get more visibility you can book further branding of your company, choose from a range of options or contact Rikke Hellung at rh@cap-partner.eu

See the branding catalogue for details on:

- Lanyards
- Conference bags
- Notepaper & Pen
- Advertise in programme

Promotional materials

Tell your world about the congress. You are free to use the below [banners](#) for your event calendar and to share with your network and customers.



IMPORTANT DATES

Deadline	Applies to...
02 June 2023	Sending symposium
27 August 2023	Holmud ExpoShop order deadline
28 August 2023	Print deadline – advertisements, logos, company description
04 September 2023	Exhibitor & Sponsor registration deadline
15 September 2023	Shipment receiving date at venue

SCANDIC COPENHAGEN PRACTICAL INFORMATION

Dear Exhibitor

Thank you for choosing Scandic Copenhagen.
The following is a bit of practical information

When you set up your stands, please remember the following:

- 1.. Please stay within the marked/ agreed area.
- 2.. Never block a fireexit or fire extinguising equipment.
- 3.. If you have questions, please come to the "Meeting Service" desk.

When you dismantel your stand, please remember the following:

- 1.. Come to the "Meeting Service"-Desk for payment of any rental equipment, furniture or tablecloths, unless you have a clear agreement of us sending you the invoice.
- 2.. Please leave the Scandic extension cable on the floor.
- 3.. Please leave any rented equipment, ie. cafetables, chairs, etc. on the stand.
- 4.. Please take your own garbage, brochures, paper, plastic, cardboard, boxes etc. with you, before you leave.
- 5.. If you re having your materials picked up by a courier, please place them in the back of the exhibition room, or ask at the "Meeting Service" desk. Make sure your company name is clearly marked on ALL items.

Courier Pick-up: Pick up is to take place on the same day the exhibit is closing. If you need your material to be picked up later, please come see us at the Meeting Service desk.

If you have any questions regarding how to mark your materials, please contact the Concierge at the lobby.

Sincerely
Team Scandic Copenhagen

Scandic