

## SHOWROOM

### Presenting information materials during the 5<sup>th</sup> Zero Project Conference, 2016

During the conference there will be the opportunity to showcase your organization to the conference participants. **The showroom is placed within the conference facilities.** To be presented the best possible way, we advise to host your space within the Breaks.

There will be **approx. 50 cm space on a table** to present your brochures and a wall to hang your poster.

**Due to great interest, we advise to arrive at least 1 hour before the conference on February 10<sup>th</sup> or 11<sup>th</sup>.**



### SPECIFICATION

Please kindly specify via email to [office@zeroproject.org](mailto:office@zeroproject.org) the exact amount & size of material and poster you are intending to bring **before January 29<sup>th</sup> 2016.** Include your contact details.

**Also please prepare a sign (format: A4) mentioning your organization and country (example on the picture).**

### LEAFLETS/BROCHURES

**You have the chance to present brochures and leaflets. We advise not to bring more than two different leaflets of a max. amount of 50 pieces each.**

Leaflets/Brochures amount: .....

- sending or bringing .....

### POSTER

**There are some movable walls available to present posters. Due to the limited number of walls, we can only offer to hang 1 poster.**

#### Size of poster max:

- Portrait: Din A0 (841 x 1189mm)
- Landscape: Din A1 (594 x 841mm)

1 Poster with size: .....

- sending or bringing .....

### OTHER

If you are planning to show **videos or presentations at your laptop**, electric plugs are available. Please make sure:

- to take care of your belongings during the conference, and
- to put **valuable items in the cloakroom overnight (this is lockable!).**

### CONTACT

#### SENDING ITEMS

It is always best to bring information material directly to the conference. If this is not possible you can also send items. Please make sure they arrive no later than **January 29<sup>th</sup> 2016** at:

Zero Project  
 attn.: Mrs. Doris Neuwirth  
 Zero Project Conference Material  
 Aufeldgasse 17-23  
 3400 Klosterneuburg, Austria  
[office@zeroproject.org](mailto:office@zeroproject.org)

**Please write in BIG LETTERS your organization on the parcel to enable identification.**