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Technical Exhibition Manual

EFOA 2025

Enteric Fistula and Open Abdomen

28 – 29 August | Copenhagen | Denmark

EFOA 2025

Enteric Fistula and Open Abdomen
International Symposium

28-29 August
Copenhagen · Denmark

www.efoa2025.org

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GENERAL INFORMATION

EFOA 2025 International Symposium

Marja Boormeester

Amsterdam UMC
Dept. of Surgery, Netherlands

Nadia Henriksen

Bispebjerg Hospital
Dept. of Surgery, Denmark

Tina Gaarder

Oslo University Hospital
Dept. of Traumatology, Norway

EFOA Symposium Organiser

CAP Partner, www.cap-partner.eu
Nordre Fasanvej 113, 2000 Frederiksberg, Denmark
Tel.: +45 7020 0305
Email: lha@cap-partner.eu

Sponsorship & Exhibition Manager: Katerina Vicen at kv@cap-partner.eu

Registration Manager: Line Wincen Nielsen at lwn@cap-partner.eu

Conference Manager: Lærke Haumann Andersen at lha@cap-partner.eu

Dates

The Symposium dates are from Thursday 28 August to Friday 29 August.
The exhibition build-up is Wednesday, 27 August 16:00-18:00 and Thursday, 28 August 06:30-08:00 CEST.

Official language

The official Symposium language is English.

SYMPOSIUM VENUE



Address

Scandic Spectrum
Kalvebod Brygge 10
2100 Copenhagen V
Denmark

Find more information about the venue here:

<https://www.scandichotels.dk/hoteller/danmark/kobenhavn/scandic-spectrum>.

Getting there

The venue has easy access to the airport (less than 9 km) and public transportation such as metro, bus, and train.

Distance from the city Centre: 1,2 Km.

From railway station: 1,1 Km.

From airport: 8,8 Km.

See map and directions here: <https://efoa2025.org/accommodation/>.

Parking

You can, for a fee, park in the parking garage under the hotel. Please be aware that parking cannot be reserved in advance. The price is 35 DKK an hour and 300 DKK for a weekday pass.

Gallery

Please find a gallery of the Symposium venue here:

<https://www.scandichotels.com/hotels/denmark/copenhagen/scandic-spectrum/conferences-meetings-events>.

Entrance for unloading & loading stand materials

During the build-up and dismantling periods, we recommend accessing the Symposium venue via the main entrance for unloading and loading. However, if you are bringing larger items, please employ the entrance on Mitchellsgade. Vehicles should not exceed 20 metres in length.

EVENT SCHEDULE

	Date	Time		
Build-up exhibition	27 August	16:00-18:00		
Build-up exhibition	28 August	06:30-08:00		
Dismantling	29 August	13:30-15:30		
Registration is open	28 August	08:00-17:00 and during the Symposium hours.		
	Date	Exhibition hours	Programme hours	
Symposium	28 August	08:00-17:00	08:30-17:00	
Symposium	29 August	08:30-13:30	08:30-15:30	
	Date	Time		
Dinner	28 August	19:00-23:00 <i>(optional; ticket is not included in registration)</i>		
Swim in the harbour	29 August	07:00-07:30 <i>(optional; for the brave)</i>		

EXHIBITOR REGISTRATION

Please note that each exhibitor is entitled to two complimentary exhibitor badges as part of their sponsorship package. Additional badges may be purchased at a cost of 2,980 DKK (400 EUR) each.

If you have any questions regarding your registration, please contact Registration Manager, Line Wincses Nielsen: lnw@cap-partner.eu.

Registrations must be made through the online system and Firefox or Google Chrome are recommended to use as the registration system works better in these browsers.

To start the registration process, you need to create an account.

Link to registration: <https://cappartner.eventsair.com/efoa-2025/sponsorexhibitor>

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

Completion of the registration process will create an automated email confirmation. Please check your SPAM filter if you do not receive it in your regular inbox. Coffee- and lunch breaks are included in all registrations. Dinner Thursday, 28 August is not included but can be purchased when registering.

- Participants with exhibitor badge are allowed to enter the scientific sessions.
- The badge must be visible during the entire conference.
- All badges are personal and cannot be shared.

The deadline for registration of all exhibitors is Friday, 8 August.

EXHIBITION

Stand equipment

All exhibition stands include a table, two chairs, electricity and Wi-Fi.

- Operating heights: Maximum building height of the stands is 2 meters for all stands.
- It is forbidden to fix any material to the floor using adhesives and/or glue of any kind.
- The EFOA 2025 organizer or the venue will not be responsible whatsoever in relation to any theft, loss or damage that may occur.

Electricity

There will be one power plug (230V/20A) at each stand.

Wi-Fi

Available free of charge.

DELIVERIES & SHIPPING

If you need to ship equipment for your stand ahead of the Symposium, please employ the following shipping address. Shipments can be received from Thursday, 14 August 2025.

Scandic Spectrum

Kalvebod Brygge 10
2100 Copenhagen V
Denmark

EFOA 2025 Symposium, Scandic Spectrum, *company name*.

Att: Philip Knudsen

To reduce delivery mistakes, please contact us with the details of your shipment, such as the amount, size, and delivery date. **If you plan to bring any items weighing more than 20 kg or that are particularly bulky,**

please inform us in advance so we can ensure the appropriate equipment for you to move them. This also applies to any items you intend to bring on the day of the Symposium. A freight elevator will be available onsite if needed. Please note that the exhibitor must organise a return shipment and add return labels to all items.

HANDS-ON WORKSHOP (if included in your sponsorship package)

We envision the workshops as a refreshing break from the lecture sessions—an opportunity for participants to engage in hands-on activities and explore products (to the extent possible). We also hope the workshops will foster collaboration and strengthen the networking aspect of the Symposium.

To support your planning and promotion efforts, we are providing a template that you can fill out and use directly to advertise your workshop. With your consent, we would also like to feature your workshop on the official Symposium website. Participants will be encouraged to register for workshops in advance, and we will share the participant lists with you 7–10 days prior to the Symposium.

We rely on your creativity to make the workshops a great experience. We hope you will be able to make them truly hands-on and will support your efforts to the extent we can. We also know that adding a competitive element or a scoreboard always helps. If you have an idea, we are also happy to reach out to the Co-Chairs to give their feedback to validate it.

Time: During the 90-minute lunch break (30 min reserved for lunch at the start).

Length: 2 (two) 20-minute hands-on workshops during lunch break on Day 1.

Place: *Meeting 10* next to the exhibition – a total of 5 stations in the room.

Format: Focus is on the hands-on element, can be facilitated by company representatives or surgeons, creativity welcome.

Participants: 10 participants per station and workshop (i.e. 20 participants in total).

If you have a hands-on workshop included in your sponsorship, please fill out the template in advance for approval. The template must include:

- Workshop title.
- Name of speakers/facilitators.
- Agenda.
- Products and/or materials used.
- 100-150 words description.

Please send the template to kv@cap-partner.eu and remember to inform the EFOA Symposium Organiser if you require additional equipment for your workshop.

The deadline for sending the agenda for the workshop is Monday, 21 July.

PROMOTIONAL MATERIAL

If you have not already done so, please send your logo in vector format to kv@cap-partner.eu no later than Thursday, 31 July 2025. The logo will be used for printed materials.

Moreover, to help promote EFOA 2025 we encourage you to share an overall brochure of the Symposium. If you have not received the brochure per email, please reach out to kv@cap-partner.eu. We kindly advise you to follow EFOA on LinkedIn and help us spread the knowledge of EFOA 2025. Please use #EFOA and #EFOA2025.

The deadline for sending your company logo in vector format is Thursday, 31 July.

PRE-CONGRESS DELEGATES LIST

To the extent that we have participants consent, we will share the participant list one month before the Symposium.

ACCOMMODATION

We have negotiated a discounted price at two hotels for all EFOA 2025 attendees. An overview of the hotels and more information can be found here: <https://foa2025.org/hotel-booking/>.

Please book your accommodation online via the links provided and enter the applicable discount code if required. Copenhagen is a very popular destination, and we encourage you to make your reservations early before the hotels sell out.

Be aware that hotel resellers and travel agencies may contact you with offers, they are not endorsed by or affiliated with EFOA 2025.

OVERVIEW OF DEADLINES

Agenda for hands-on workshop	21 July 2025
Logo in vector format	31 July 2025
Exhibitor registration	8 August 2025
Delivery of stand materials <i>from</i>	14 August 2025

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CONTACT INFORMATION



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We look forward to welcoming you at EFOA 2025 in Copenhagen!