

The 36th International Conference of the System Dynamics Society, Reykjavík, Iceland

August 6-10, 2018

SHIPPING and EXHIBITOR SPACE INFORMATION

If you plan to exhibit at the conference, or if you will be shipping items to the conference venue, you will find important information below.

A SHIPPING INFORMATION

Shipments to the University of Iceland WILL BE ACCEPTED ONLY during the FIVE BUSINESS DAYS (5) before the conference: Monday, Tuesday, Wednesday, Thursday, and Friday (July 30- August 3). Shipments will be accepted on Mon- Thurs. from 8:30 AM until 5:00 PM, and on Friday from 8:30 AM until 4:00 PM.

Exhibitors would be best served using a freight handling company, such as Fedex or DHL.

EXHIBIT ITEMS should be labeled for shipping to the conference venue as follows:

University of Iceland

Háskólatorg - Service desk

Attn. SDS

Sæmundargata 4

101 Reykjavík

ICELAND

ISDC August 6-10, 2018

HOLD FOR: receiver's name (participant or organization representative)

Be sure each box contains a complete return address as well as the number of boxes in the shipment. (i.e., Box 1 of 2; Box 2 of 2).

All exhibit items delivered will be stored free of charge in the university's Háskólatorg building.

Unless you make other arrangements, exhibitors are responsible for unpacking, setting up, repacking, and return-shipping of exhibit items. The University of Iceland, conference organizers, and staff are NOT responsible for these tasks. In addition, the University of Iceland, conference organizers and staff assume no liability for packages (equipment, goods, displays, or other materials) that arrive or fail to arrive at the university. Packages being shipped out of the conference venue must be prepaid, addressed, labeled, and ready for shipment.

The Conference desk staff can assist with a shipping pickup by a courier (Monday, August 6-Friday, August 10).

For more specific ON-SITE exhibitor needs information contact the building manager of Háskólatorg - Service desk (see item C below).

B EXHIBITOR SPACE

1. Set Up in Exhibit Area:

Monday, August 6, 1:00 PM to 6:00 PM. Tables will be identified with exhibitors' names and a number. (Registration begins on Monday, August 6, starting at 1:00 PM. The conference officially commences on Tuesday morning, August 7.)

2. Breakdown in Exhibit Area:

Thursday, August 9, 6:00 PM to 8:00 PM.

*Begin breakdown **only after** the last plenary session on Thursday.

Conference volunteers (and carts, upon request) will be available to facilitate moving exhibit items during set up

and breakdown.

3. Table Information and Location:

All level sponsors will be provided with two chairs and either a rectangular table (120cm x 60 cm) or round table (140cm). Dynamic Partners will be given preferred table placement, followed by Conference Partners, Champion Sponsors, Supporting Sponsors, and then Exhibitor Sponsors. If you have not done so already, please let Roberta know right away if you require exhibit space or not. (If possible, exhibit area layout with table numbers will be sent before the conference starts, otherwise signs will be on the tables to help you identify your space when you arrive.)

4. Equipment and Technology:

- Electricity – one outlet – will be provided at no cost.
- Complimentary Wireless Internet access on campus has been arranged by the Society. *For participants with eduroam access:* The University of Iceland recommends using eduroam to connect to the university's wifi.
- Other audio visual (AV) items and services will not be provided or arranged by the university or the Society. Individual exhibitors are responsible for any extra or special needs beyond the table, chairs, internet and electricity provided.

5. Security

The **Háskólatorg Service desk** will be locked and the building will be secured with an alarm. Our conference will NOT be the only activity at the university and exhibit space will be in an area that is NOT secured each evening. Exhibit space will be in common areas and accessible by conference participants as well as others in the university before and after conference hours. Exhibit furnishings such as the tables, chairs, and booths will remain in the exhibit space around the clock. We recommend that you remove anything of value when your area is not staffed. Valuables, such as exhibit materials and equipment should be locked overnight. The Society will have a secure room ("Conference Office") nearby the exhibit hall that will have limited storage area; it will be locked overnight. The Conference Office will be available from August 6 through August 10, 3:00 PM, at which time the Conference Office will be shut-down. Neither the Society nor the university will be responsible for any theft.

Conference volunteers (and carts, upon request) will be available daily to facilitate moving of exhibit items if needed.

C Háskólatorg Service desk CONTACT INFORMATION for specific ON-SITE exhibitor needs questions

Háskólatorg - Service desk

Bjarni Grétar: Tel. + 354-525-5249

Anna Birna: Tel. + 354-525-5800

Email: Bjarni Grétar bgb@hi.is

When emailing the Bjarni Grétar, please copy Roberta Spencer [office@systemdynamics.org] for a crosscheck.

D OTHER QUESTIONS

For all other questions (other than on-site exhibitor needs items) please contact Roberta Spencer only [office@systemdynamics.org].

We look forward to seeing you at the conference!

Thank you for your support, The Conference Organizing Team