



13th BALKAN CONGRESS OF OTORHINOLARYNGOLOGY – HEAD AND NECK SURGERY

3rd CONGRESS OF CENTRAL AND WEST ASIAN ORL HNS ASSOCIATION

June 6-8, 2024 | Istanbul Technical University
Taşkişla Building Faculty of Architecture | İstanbul, Türkiye



INVITATION TO INDUSTRY

balkanorl2024.org • cwasosorl2024.org



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PRESIDENT'S WELCOME MESSAGE



On behalf of the Balkan Society of the Otorhinolaryngology - Head and Neck Surgery and Central and West Asia ORL&HNS Society, it is our pleasure to welcome you to the 13th Balkan Congress of Otorhinolaryngology – Head and Neck Surgery & 3rd Congress of Central and West Asian ORL HNS Association.

I wish to extend to you a very warm welcome to attend the event in the beautiful city of İstanbul, Türkiye, June 6-8, 2024.

“The Advances in otorhinolaryngology and head and neck surgery “, the prospective theme, will ensure the meeting relevancy to delegates attending from the Balkan countries, Central and West Asian countries and all over the world.

The congress format includes Keynote Lectures, Symposia, Round Tables, Panel Discussions, Video Sessions, Instructional Sessions, and Free Papers as well as Posters. This event will bring together at the same place and the same time scientists and clinicians from different countries, enabling the exchange of experience and ideas, making new friendships, and form collaborations.

In addition to the scientific program, we will provide a rich social program and opportunity for you and your fellows and friends, to feel the hospitality and rich cultural heritage of İstanbul.

Join us to make the Balkan ORL & CWASOS ORL 2024 Congress for the first time in İstanbul a success.

We are welcoming you to İstanbul.

Prof. Dr. Metin Önerci

President, 13th Balkan Congress of Otorhinolaryngology - Head and Neck Surgery & 3rd Congress of Central and West Asian ORL HNS Association



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CONGRESS INFORMATION

Congress Date

June 06-08, 2024

Congress Venue

Istanbul Technical University, Faculty of Architecture. Taşkişla Building.



Address: İTÜ Taşkişla Campus, 34437
Beyoğlu Taksim-Istanbul, Türkiye.

Campus Map: To display the location
on Google Maps please click [here](#) or
oread the QRcode.



Transportation: You can reach Taşkişla Campus by using public transportation vehicles coming to Taksim, Taksim - Hacı Osman metro line, Kabataş - Taksim funicular line. The campus is located at the eastern end of Taksim Gezi Park.

Official Website

<https://balkanorl2024.org/> and <https://cwasosorl2024.org/en/>

Please bookmark these websites. Primary importance will be given to the website, on every stage of preparation and operation of the congress, including the scientific program, registration and accommodation.

Official Language

Official language of the congress and of correspondence is English. There will be no simultaneous translation.



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Target Audience

Ear Nose and Throat (ENT) Surgery, Audiologists, Neurologists, Plastic Surgery, Microsurgery, and Pharmaceutical and Device Industry officials.

Coffee Breaks

Coffee breaks will be served in foyer of the Meeting Halls at the coffee break times.

Lunch

Lunch will be served in foyer of the Meeting Halls Lunch tickets are inserted in to the badges and will be asked during the service.

Name Badges

Please wear your name badges at all times during the Congress.

Certificate of Attendance:

Certificate of attendance will be available at the Congress Registration and Information Desk on June 07, 2024.

Sponsorship and Exhibition

An area for exhibition booths will be provided for the industry. For exhibition and industry related inquiries, please contact Serenas Group at info@orl2024.org

Letter of Invitation

On request, the Balkan ORL-2024 Organizational Secretariat, Serenas Tourism will be pleased to send letters of invitation to individual scientists. This letter, however, does not constitute any commitment by the Congress Organizers to cover registration fees, accommodation, travel expenses or other costs connected to the participation in the congress. Balkan ORL-2024 Organizational Secretariat will not be held responsible for visas not granted. The invitation letters will only be provided to those who have already paid their registration fees.

Registration and Information Desk

Registration and information desk for the Balkan ORL 2024 Istanbul Congress will be held at the foyer of the Main Building following hours:

June 05, 2024	12:00-18:00
June 06, 2024	08:30-20:30
June 07, 2024	08:30-17:30
June 08, 2024	08:30-17:30



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DATES TO REMEMBER

Please make sure to not miss any of our key dates and deadlines for your attendance to **13th Balkan Congress of Otorhinolaryngology – Head and Neck Surgery & 3rd Congress of Central and West Asian ORL HNS Association on June 6-8, 2024.**

New dates/deadlines may be added as we come closer to the dates so make sure to regularly check this page to not miss out on any opportunities!

What?	When?
Start Online Registration	December 01, 2023
Deadline for Online Abstract Submission	March 29, 2024
Notification of Abstract Acceptance	April 05, 2024
Deadline for Early Bird Congress Registration	April 15, 2024
Deadline for Cancellation of Hotel Booking	April 21, 2024
Deadline for Cancellation of Meeting Registration	April 21, 2024
The 13 th Balkan ORL & 3 rd CWASOS	June 06-08, 2024

VISA REQUIREMENTS

Visitors from certain countries require a valid visa for entry to Turkey. It is your responsibility to check the visa requirement status for your nationality and complete the proper visa procedures.

Please visit <http://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa> for visa requirements.

Online e visa service is available for the citizens of many countries.

Please visit <https://www.evisa.gov.tr/en/> for more information.



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PROGRAM OVERVIEW

June 05, 2024-Wednesday					
Cadaver Dissection Course					
Istanbul Experimental Research Development and Training Center (IDEA)					
Location: Mehmet Akif Ersoy Thoracic Cardiovascular Surgery Training and Research Hospital					
June 06, 2024-Thursday					
	Hall 1 / Rhinology	Hall 2 / Facial Plastic	Hall 3 / Otolaryngology	Hall 4 / Head and Neck / Laryngology	Hall 5 / General & Pediatric & Otolaryngology
08:30 - 09:00	Keynote Lecture / Instructional Course				
09:00 - 10:30	Panel / Round Table				
10:30 - 11:00	Coffee Break				
11:00 - 12:30	Panel / Round Table				
12:30 - 13:00	Key Not Lecture / Instructional Course / How I Do It				
13:00 - 14:00	Lunch Break				
14:00 - 15:30	Panel / Round Table				
15:30 - 16:00	Coffee Break				
16:00 - 17:00	Panel / Round Table				
17:00 - 18:00	Free Paper Session				
18:00 - 19:00	OPENING CEREMONY				
19:00 - 21:00	OPENING COCKTAIL				
June 07, 2024-Friday					
	Hall 1 / Rhinology	Hall 2 / Facial Plastic	Hall 3 / Otolaryngology	Hall 4 / Head and Neck / Laryngology	Hall 5 / General & Pediatric & Otolaryngology
08:30 - 09:00	Keynote Lecture / Instructional Course				
09:00 - 10:30	Panel / Round Table				
10:30 - 11:00	Coffee Break				
11:00 - 12:30	Panel / Round Table				
12:30 - 13:00	Key Not Lecture / Instructional Course / How I Do It				
13:00 - 14:00	Lunch Break				
14:00 - 15:30	Panel / Round Table				
15:30 - 16:00	Coffee Break				
16:00 - 17:00	Panel / Round Table				
17:00 - 18:00	Free Paper Session				
June 08, 2024-Saturday					
	Hall 1 / Rhinology	Hall 2 / Facial Plastic	Hall 3 / Otolaryngology	Hall 4 / Head and Neck / Laryngology	Hall 5 / General & Pediatric & Otolaryngology
08:30 - 09:00	Keynote Lecture / Instructional Course				
09:00 - 10:30	Panel / Round Table				
10:30 - 11:00	Coffee Break				
11:00 - 12:30	Panel / Round Table				
12:30 - 13:00	Key Not Lecture / Instructional Course / How I Do It				
13:00 - 14:00	Lunch Break				
14:00 - 15:30	Panel / Round Table				
15:30 - 16:00	Coffee Break				
16:00 - 17:00	Panel / Round Table				
17:00 - 18:00	Free Paper Session				



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ATTENDANCE

Congress Registration

Categories	Early Bird Registration Fee before April 15, 2024	Late Registration Fee starting April 15, 2024
Physicians	EUR 200	EUR 300
Company Representatives	EUR 200	EUR 300
Residents / Trainees	EUR 100	EUR 150

20% tax is included to the registration fees.

Congress Registration Fees Includes: Participation to all scientific sessions, printed materials, Certificate of attendance, Lunch and beverage, morning and afternoon coffee breaks with cookies on congress days.

Confirmation, Cancellations and Refunds:

- Payments can be conducted either by bank transfer or credit card.
- All cancellations must be made by sending an e-mail to info@orl2024.org
- If received by **April 21, 2024** the payment will be refunded in full.
- If received later than **April 21, 2024**, there will be no refund.
- Name change will be accepted up to 72 hours prior to the Meeting.
- As a matter of fact, while there would be full refund, there are often handling fees charged for processing the refund. Handling Fee: 50 € for per person (VAT is included) for each cancellation.
- All rates are subject to amendments without prior notice.
- All refunds, if any, will be processed after the Meeting.



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Cadaver Course Dissection Course:

Course duration is 1,5 days. It will be held in Istanbul Experimental Research Development and Training Center (IDEA).

Location: Mehmet Akif Ersoy Thoracic Cardiovascular Surgery Training and Research Hospital.

Facial Plastic Surgery: Rhinoplasty, Blepharoplasty, Mentoplasty, Skin cancer reconstruction, Facelift, Skin cancer reconstruction.

Endoscopic Sinus Surgery: Systematic nasal endoscopy, Unsinectomy - maxillary antrostomy, Frontal sinusotomy, Ethmoidectomy, Sphenoidotomy, Endoscopic DSR.

Temporal Bone Dissection: Cortical mastoidectomy, Posterior tympanotomy, Facial nerve decompression, Stapes surgery, Endolymphatic sac surgery, Translabrynthine approach.

Categories	Early Fee before April 15, 2024	Late Fee starting April 15, 2024
Rhinoplasty + Fascial Plastic Cadaver Dissection Course Note: Course quota is limited for 20 participants	EUR 1.500	EUR 1.700
Endoscopic Sinus Surgery Cadaver Dissection Course Note: Course quota is limited for 20 participants	EUR 500	EUR 700
Temporal Bone Cadaver Dissection Course Note: Full Booked	EUR 500	EUR 700

20% tax is included to the course fees.

Course Fee Includes: Certificate of attendance, lunch and beverage, morning and afternoon coffee breaks with cookies on course days.



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Accommodation

HOTELS	Cat.	Distance to Congress Venue	Early Bird Accommodation Fee before April 15, 2024		Late Accommodation Fee starting April 15, 2024	
			Single Room per night	Double Room per night	Single Room per night	Double Room per night
Grand Hyatt İstanbul Hotel	5*	250 meters & 5 min by walk	EUR 300	EUR 325	EUR 330	EUR 355
Divan İstanbul Hotel	5*	500 meters & 8 min by walk	EUR 245	EUR 265	EUR 275	EUR 295
Radisson Hotel İstanbul Harbiye	4*	700 meters & 11 min by walk	EUR 210	EUR 220	EUR 240	EUR 250
Nippon Hotel Taksim	4*	650 meters & 11 min by walk	EUR 170	EUR 180	EUR 200	EUR 210
Konak Hotel Taksim	4*	850 meters & 14 min by walk	EUR 145	EUR 165	EUR 175	EUR 195

- The room rates are in Euro (€). Service charge and 10%VAT, 2% accommodation tax are included to the accommodation fees.
- Additional nights will be added by daily rates.
- No refunds will be made for no-shows.

Confirmation, Cancellations and Refunds:

- Payments can be conducted either by bank transfer or credit card.
- The full payment is required in order to confirm your hotel reservation.
- All cancellations must be made by sending an e-mail to info@orl2024.org
- If received by **April 21, 2024** the payment will be refunded in full.
- If received later than **April 21, 2024**, there will be no refund.
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Transfer Service / Airport – Hotel - Airport

The two-way transfers (Airport-Hotel-Airport) of the participants who informed Serenas Tourism about on the details of their transfers shall be made at a cost of **90 €** in between of June 3 – 12, 2024, **per person**. The 20% VAT is included to the transfer fee.

Flight details should be given when the service of Meet, Assist & Transfer is requested.

For private transfers please contact Serenas Tourism.

Method of Payment for Registration, Accommodation and Transfer

Credit Card:

PLEASE CLICK BELOW FOR REGISTRATION AND ACCOMMODATION SYSTEM (OPS)



Payments shall be made in EURO (€). (No other currencies shall be accepted)

Payments can be made with credit cards (master card or visa) or through bank transfer.

The AMEX and Diners credit cards are not accepted for on line and on-site registration.

Bank Transfer:

Participants who pay their balance with a bank transfer are required to send the bank receipt copies to SERENAS Tourism via e-mail: info@orl2024.org

Information of Bank Transfer

Account Name : Serenas Uluslararası Turizm Kongre Organizasyon A.Ş

Bank Name : T. Garanti Bank A.Ş

Bank Swift Code : TGBATRISXXX

Bank EFT Code : 62

Branch Name : Ankara Ticari Şubesi

Branch Code : 170

Branch Address : Güvenerler Mahallesi Cinnah Caddesi No:2 Ankara, Türkiye

Euro IBAN : TR23 0006 2000 1700 0009 0912 67

TRL IBAN : TR52 0006 2000 1700 0006 2903 55



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CORRESPONDENCE

Get in touch with us !

Organizing Secretariat

Serenas International Tourism Congress Organization Inc.



Turan Gunes Bulvari 5. Cadde No: 13 06550 Yıldız,
Çankaya-Ankara, TURKIYE
info@orl2024.org / Phone: +90 312 440 50 11

Follow with us !

@balkanORL



Organizing Societies

**BALKAN SOCIETY
OF OTO-RHINO-LARYNGOLOGY**

**CENTRAL AND WEST ASIAN
ORL HNS SOCIETY**



<https://balkanent.org/>

<https://www.cwasos.com/>



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SPONSORSHIP OPPORTUNITIES

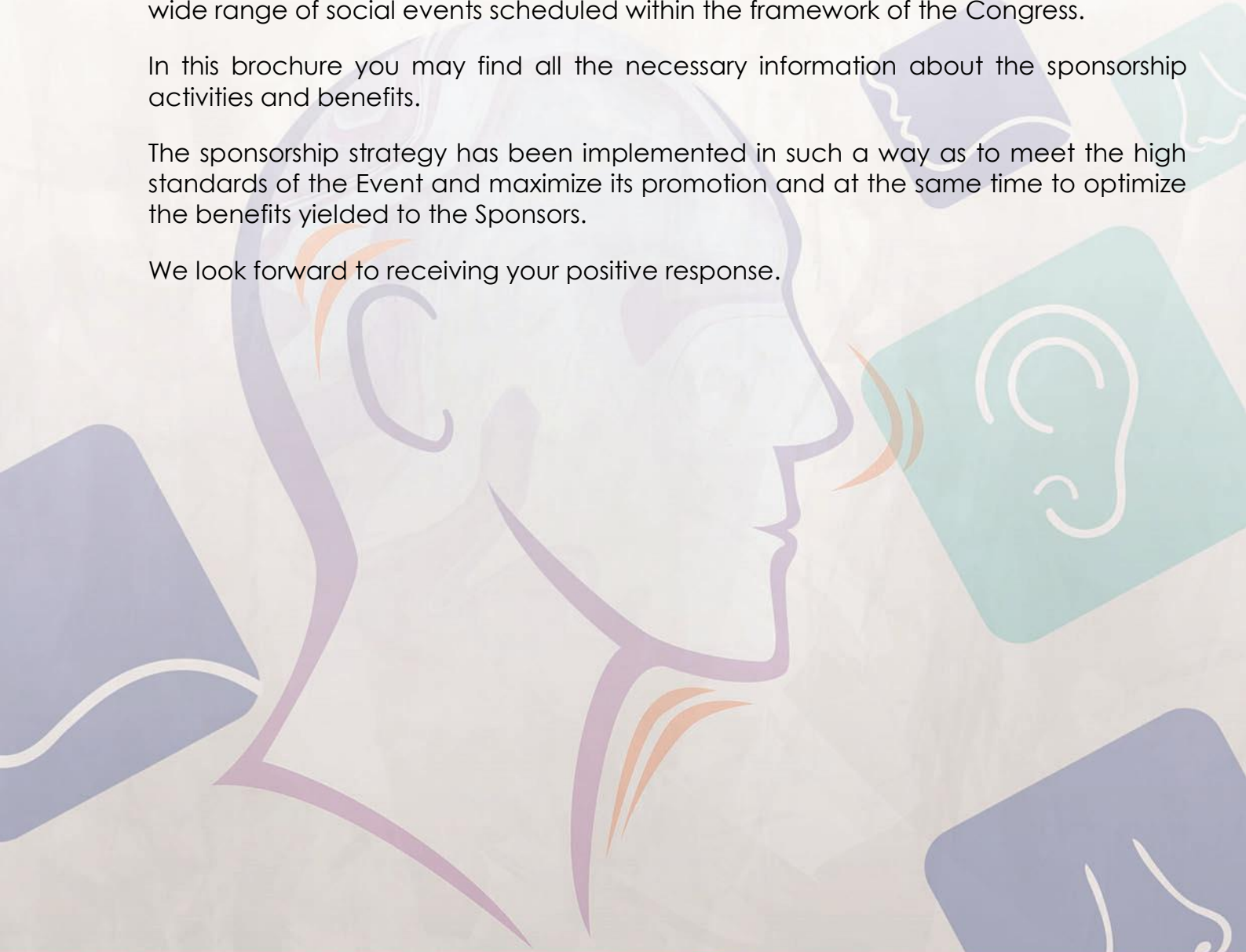
On behalf of the Organizing Committee, I would like to ask your financial support on this important scientific event.

Your decision to become a sponsor has strategic importance taking into consideration that this Congress will attract wide public/medical attention given the significance of its topics, the acknowledged professionals participating as well as the wide range of social events scheduled within the framework of the Congress.

In this brochure you may find all the necessary information about the sponsorship activities and benefits.

The sponsorship strategy has been implemented in such a way as to meet the high standards of the Event and maximize its promotion and at the same time to optimize the benefits yielded to the Sponsors.

We look forward to receiving your positive response.





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EXHIBITION AREA

Stand Rental Fee (6 Sqm): **EURO (€) 2.500 + 20 % VAT**

- o 1 unit of stand rental is comprised of min. 6m2 (3m x 2m) area.
- o **1 industry person will be free of charge.**



- The logo of the firm will be included on the web site of the congress and mini program as exhibitor.
- The requesting firms will be provided with modular stands (fair system).
- The plan of the exhibition area will be sent forthcoming days. For details, please contact Serenas Tourism.

INDUSTRY SATELLITE PRESENTATION

EURO (€) 4.000 + 20 % VAT

Symposia organized by companies, after consultation with and approval from the organizing committee will be presented as official satellite symposia, before the Congress, at the end of the day, or during lunch breaks.

Includes a room in the meeting center with the standard presentation equipment provided for all other meeting activities.



The Scientific Committee is requesting symposia themes for the program as early as possible to increase the possibility of having the symposium placed in your desired slot.



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KEYNOTE SPONSOR

EURO (€) 3.000 +20% VAT

Keynote Sponsor



Company name and logo posted on Congress website, with link to the sponsoring firm homepage. (The Organizing Committee will decide the specifications).

Additionally, sponsoring company name and logo will appear before the speaker.

NAME BADGE and LANYARD SPONSORSHIP

EURO (€) 5.000 + 20 % VAT



Print your organization name and logo on the back of the name badges and on the lanyard. By supporting the Congress name badge materials your organization will be entitled to:

- Recognition as a Supporter in the website.
- Name Badge and lanyard will be printed with your organization name and logo as well as the Congress logo
- All participants will receive a personalized badge and lanyard when collecting your registration documents.



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CONGRESS BAG

EURO (€) 6.000 + 20 % VAT



Company name and logo posted on Congress website, with link to the sponsoring firm homepage. (The Organizing Committee will decide the specifications).

Additionally, sponsoring firm name and logo is listed as the “Congress Bag Supporter” in Congress Program and Meeting “Thank You” Banner.

INSERT CONGRESS BAG

EURO (€) 1.000 + 20 % VAT

Inserts in Congress bags rate includes:

- Inclusion of one insert in Congress bags.

Materials to be inserted in the Congress bags are subject to agreement with and copy approval by the organizing committee. Design and printing of the inserts are responsibility of the sponsor company.



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CONGRESS HOSPITALITY SPONSORSHIP OPTIONS

PRESIDENTIAL DINNER

EURO (€) 20.000 + 20 % VAT

The sponsor will have an opportunity to support the Presidential Dinner. An appropriate recognition of sponsorship will be given. Attendees at the dinner will be the board committees of Societies from different countries, VIP's.

The sponsor will be recognized on banners bearing their company name, and receive acknowledgement during the function.

Presidential dinner with beverages on June 07, 2024 in Istanbul.

DINNER on the BOAT (with Bosphorus Tour)

EURO (€) 15.000 + 20 % VAT

The sponsor will be recognized on banners bearing their company name, and receive acknowledgement during the function.

Dinner on the Boat with Bosphorus Tour with beverages on June 08, 2024 at 19:30-23:00 hrs. The bus transfer will be provided by the organizer.

Special Requests

We are aware that sponsorship of any of the above items may not suit your current marketing aims. We are therefore willing to tailor a package to suit your objectives. All Social Events, Lunches and Coffee breaks are available for sponsorship. Please feel free to contact the Sponsorship Office to discuss your needs. Please write to info@orl2024.org



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ADDITIONAL OPPORTUNITIES AND ENHANCEMENTS

Smart Phone Applications

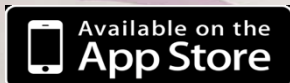
EURO (€) 10.000 + 20% VAT (IOS + Android)



Smart Phone Applications in **13th Balkan Congress of Otorhinolaryngology – Head and Neck Surgery & 3rd Congress of Central and West Asian ORL HNS Association** provides an easy access to updated and extensive information to congress participants in relation with the Meeting.

By means of phone applications which will be availed in Apple Store and Google Play Store in a very near future, users will have the opportunity to have instant access to general information on the symposium, hotels that they accommodate in, scientific and social activities within the scope of the symposium, instant program details, speech texts, verbal and posted notices in the symposium, photography from the symposium and interviews made with the lecturers and speakers. The applications which will be the easiest way to have access to information in relation with the symposium, will also provide opportunities to all participants to experience the symposium in an interactive manner by providing means to make instant notices regarding the symposium, to proceed surveys and questionnaires, and to participate in keypad activities in sessions with no need for any further equipment. The application which operates on iOS and Android systems which are the most extensively used phone and tablet PC operating systems worldwide and in Türkiye, will also be availed to be used free of charge by physicians, nurses and medical professionals, besides symposium participants. The symposium application can be used on all iOS and Android based phones and tablet PCs.

Smart Phone Applications in the **13th Balkan Congress of Otorhinolaryngology – Head and Neck Surgery & 3rd Congress of Central and West Asian ORL HNS Association** will also be a useful tool for companies that wish to have access to doctors prior to the meeting, during the event and later on, besides designated users. Facilities such as visual advertisements, questionnaires, on-session voting (without any need for keypad instrumentation), instant information, notices and advertising opportunities with 100 % effectiveness and accessibility are also among means provided by the application. Also, if you wish to make a notice for your planned activities during information and notification processes to participants, your activity will be entered in the user's diary which will enable the participant to follow up the activities from his/her diary.



iOS





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Opening Screen Advertising Space (Ad Area)

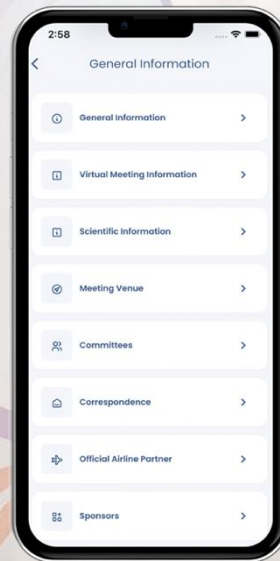
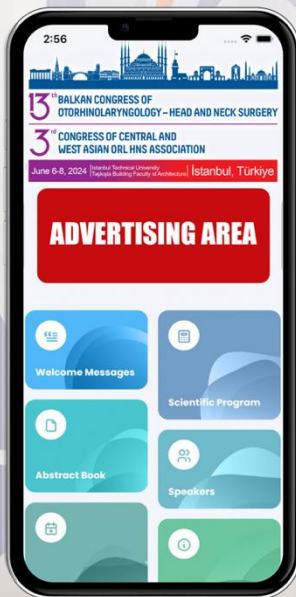
When the application is opened, visuals determined by the publisher (advertising company) will appear in full screen mode before the main menu. Visualization period will be 3 seconds.

- 1.500 x 2.400 px Splash Screen (png)
- 1.500 x 2.680 px Splash Screen (png)
- 1.500 x 3.260 px Splash Screen (png)
- 1.500 x 3.750 px Splash Screen (png)

'Bottom of the Screen' Advertising Area During Applications

The visuals determined by the advertising company will appear in following dimensions in the main menu screen and other application screens when application is opened. As long as the application is on, the visuals will be displayed in the determined ad area.

1.000 x min 150 – max 250 px





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ADDITIONAL SERVICES FOR MOBILE APPLICATION

General Notification – Free Text

A free text message will be transmitted via the application process to all participants using the applications, on the subject you wish to announce. Messages to be sent will be displayed on the screen of the phone or the tablet PC directly as a “Notification”.

Service fee per each notification will be **Euro (€) 1,500 + 20% VAT.**

General Notification – With Visuals (with company and/or product logo)

A message containing the company and product logo will be transmitted via the application process to all participants using the applications, on the subject you wish to announce. Messages to be sent will be displayed on the screen of the phone or the tablet PC directly as a “Notification”. Company and product logo contained in the notification will be displayed when the message is opened.

Service fee per each notification will be **Euro (€) 1,750 + 20% VAT.**

Questionnaire Applications

Questionnaires that will be open to all participants using the applications can be processed on any subject or matter your company wishes to obtain information. When the questionnaire is started, a notification will be made to all users regarding the questionnaire followed by the display of “Notification”, and the entry will be active in the ‘Questionnaires’ section in the main menu until the questionnaire is ended.

Service fee per each questionnaire application will be **Euro (€) 1,750 + 20% VAT.**

Interactives on-session voting's

Polling procedures will be provided via the congress application to enable more participants to answer your questions and for you to obtain more information in satellite symposium sessions which you will perform interactively. The application will easily be realized either without using a keypad system or by means of integration to the keypad system you are already using.

Service fee per each interactive on-session voting process will be **Euro (€) 2,500 + 20% VAT.**

Entering your activities in the user's diary

The recording of your activities which you wish to announce will be enabled in the user's diary when the notification message is displayed by the user and a display of these will be enabled in the daily, weekly or monthly planner of the user.

Service fee per each application for entering your activities in the user's diary will be **Euro (€) 1,500 + 20% VAT.**



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**3rd CONGRESS OF CENTRAL AND
WEST ASIAN ORL HNS ASSOCIATION**

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Taşkışla Building Faculty of Architecture | İstanbul, Türkiye



OVERALL SPONSORSHIP

Sponsorship Type

Rate

1- Stand Rental Fee	EURO (€) 2.500 +20% VAT
2- Industry Satellite Presentation	EURO (€) 4.000 +20% VAT
3- Keynote Sponsor	EURO (€) 3.000 +20% VAT
4- Name Badge and Lanyard Sponsorship	EURO (€) 5.000 +20% VAT
5- Congress Bag	EURO (€) 6.000 +20% VAT
6- Insert Congress Bag	EURO (€) 1.000 +20% VAT
7- Presidential Dinner	EURO (€) 20.000 +20% VAT
8- Dinner on the Boat (with Bosphorus Tour)	EURO (€) 15.000 +20% VAT
9- Smart Phone Applications	EURO (€) 10.000 +20% VAT
a. General Notification-Free Text / per each	EURO (€) 1.500 +20% VAT
b. General Notification- With Visuals / per each	EURO (€) 1.750 +20% VAT
c. Questionnaire Applications / per each	EURO (€) 1.750 +20% VAT
d. Interactive on-session voting's / per each	EURO (€) 2.500 +20% VAT
e. Entering your activities in the user's diary	EURO (€) 1.500 +20% VAT



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SPONSORSHIP INFORMATION

Application for Sponsorship

Application for sponsorship can be made in writing via e-mail.

Once an application is made a contract will be sent to you for completion. This contract should be signed and returned with a 50% deposit payment to the sponsorship/exhibition office address below.

Serenas Group

Address: Turan Gunes Bulvari 5. Cadde
No: 13 06550 Yildiz, Çankaya-Ankara, Turkiye
Phone : +90 312 440 50 11
E-mail : info@orl2024.org

Terms of Payment

- 50 % - with make a reservation.
- 50 % - before the 30 days start date of the Congress (May 06, 2024)
- All payments must be received before the start date of the Symposium.

Payment Methods

All payments must be done by bank transfer. Bank charges are the responsibility of the payee. Please make sure that the name of the Congress stated on the bank transfer. Bank details are given below in the title of "Sponsorship Account Numbers".

Cancellation Policy

Cancellation must be made in writing to: Serenas Group
The organizer shall retain:

- 10% of the agreed package amount if the cancellation is made more than 6 months prior to the Congress.
- 50% of the agreed package amount if the cancellation is made between 6 and 3 months prior to the Congress.
- 100% of the agreed package amount if the cancellation is made up to 3 months prior to the Congress.



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EXHIBITION INFORMATION

Venue and Exhibition Grounds:

The Congress will be held at the Istanbul Technical University, Faculty of Architecture. Taşkışla Building, Istanbul Türkiye.

The exhibition area is located in the foyer of the Meeting halls. Coffee and Tea breaks will be served daily in the exhibition area.

Congress Venue

Istanbul Technical University, Faculty of Architecture. Taşkışla Building.



Address: İTÜ Taşkışla Campus, 34437 Beyoğlu Taksim-Istanbul, Türkiye.

Campus Map: To display the location on Google Maps please click [here](#) or read the QRcode.



Transportation: You can reach Taşkışla Campus by using public transportation vehicles coming to Taksim, Taksim - Hacı Osman metro line, Kabataş - Taksim funicular line. The campus is located at the eastern end of Taksim Gezi Park.



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Exhibition Dates & Hours

Set up times

June 05, 2024 – Time info will be announced.

Dismantling / Breakdown times

June 08, 2024 by 18:00 hrs.

Exhibition open times:

June 06, 2024: 08:30 – 21:00

June 07, 2024: 08:30 – 17:30

June 08, 2024: 08:30 – 17:30

Important Notes:

- Empty crates and packaging material must be removed after set-up.
- All aisles must be clear of exhibits and packaging materials to enable cleaning.
- Dismantling of the stands before the official hour is not permitted.
- Any equipment, display aid or other material left behind on June 05, 2024 after 18:30 will be considered discarded and abandoned.
- It's not allowed smoking at the congress venue area.

Exhibition Registration

All exhibitors are required to register and will receive a badge displaying the exhibiting company name.

One exhibitor badge will be given for **every** 6 square meters booked.

Any additional exhibitors or company members will be charged as industry participant.



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Stand Information

A stand is a minimum of 6 square meters and the minimum rental fee is 4.000 Euro excluded 20% VAT.

Stand fee is only for floor space.

Please note that space rental does not include stand cleaning, shell scheme, electrics after using 1kw, electrical sockets, lighting, furniture.

- The maximum building height for exhibit stands is 2.80m.
- 2 tables and 2 chairs will be available for each stand area.
- Electricity will be provided for each stand areas. For the cost after using 1 KW electricity is daily 35 Euro + VAT %20
- Upon to requests, Hostess service fee for booths is 80 Euro + VAT %20
- Daily cleaning service fee for the stand is 40 Euro + VAT %20

Modular Stand (Fair System) Information:

All contracted exhibitors will receive an "Exhibitor's Manual" for possible orders of Modular stand, extra services and materials. These costs will be invoiced separately before the symposium. Information about modular stands and extra orders are given in the "Exhibitor's Manual".

Modular stand includes:

- Wall panels (2.34 h x 95.5 w).
- 1 Fascia board w. text of max. 15 letters.
- Spot light (1 each 3 sqm).

The organizer (Serenas Group) reserves the right to increase the stand rent in so far as, and to the extent in which taxes, VAT or other charges (including purchase tax or the like) according to law is imposed on exhibition material and/or stand rental.

Allocation of Exhibition Space

Space Allocation will be made on a "first-come first-served" basis.

A completed application form accompanied by advance payment should be mailed / faxed to ensure reservation of the desired location.

Upon receipt of the application form with payment, space will be confirmed and an invoice for the balance due will be mailed.

Please note that three alternative choices should be clearly indicated on the application form.

Space allocations will be made in the order in which application forms with payment are received.

Advance payment will be refunded if space is fully booked or space offered is not acceptable to exhibitors.



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Deliveries and Collection

Stand Material

Stand materials should be sent by **Wednesday, June 05, 2024** at ITU Taşkışla Campus, Istanbul.

The official custom services contractor **ExpoLOGIST Ltd** has a storage service until that date.

Deliveries will not be accepted at the ITU Taşkışla Campus, Istanbul before **June 05, 2024**. If you are intending to have goods delivered to your stand by outside contractors it is important that you arrange for a representative of your company to be at your stand to receive them.

The organizers cannot accept delivery of goods and cannot accept responsibility for any goods delivered to unstaffed stands.

We strongly advise all exhibitors who are sending valuable goods and items to the exhibition to send them by recorded or registered post.

Collection

If you are arranging for goods to be collected after the exhibition closes, we strongly advise you not to leave goods unattended at any time before they are collected. The Serenas Tourism and The Marmara Taksim Hotel, Istanbul do not accept responsibility for damage to stands or goods or the loss of any property on any stand or anywhere else in the exhibition.

Customs Clearance & Logistic Services

The **ExpoLOGIST Ltd** is sole appointed freight forwarder for international transportation, customs clearance, storage and on-site logistic services.

Deliveries will not be accepted to the meeting venue before June 05, 2024.

Please contact ExpoLOGIST Ltd for any kind of logistic services.

ExpoLOGIST Ltd

Attn: Mr. Ali ERDEM (e-mail: ali.erdem@expologist.com)

Phone: +90 533 464 2021 / +90 506 683 2797

Giyimkent, C3 Blok, 18.Sk., No: B194/122 Atısalanı - Esenler

TR-34235 ISTANBUL

Fax: +90 212 438 39 57



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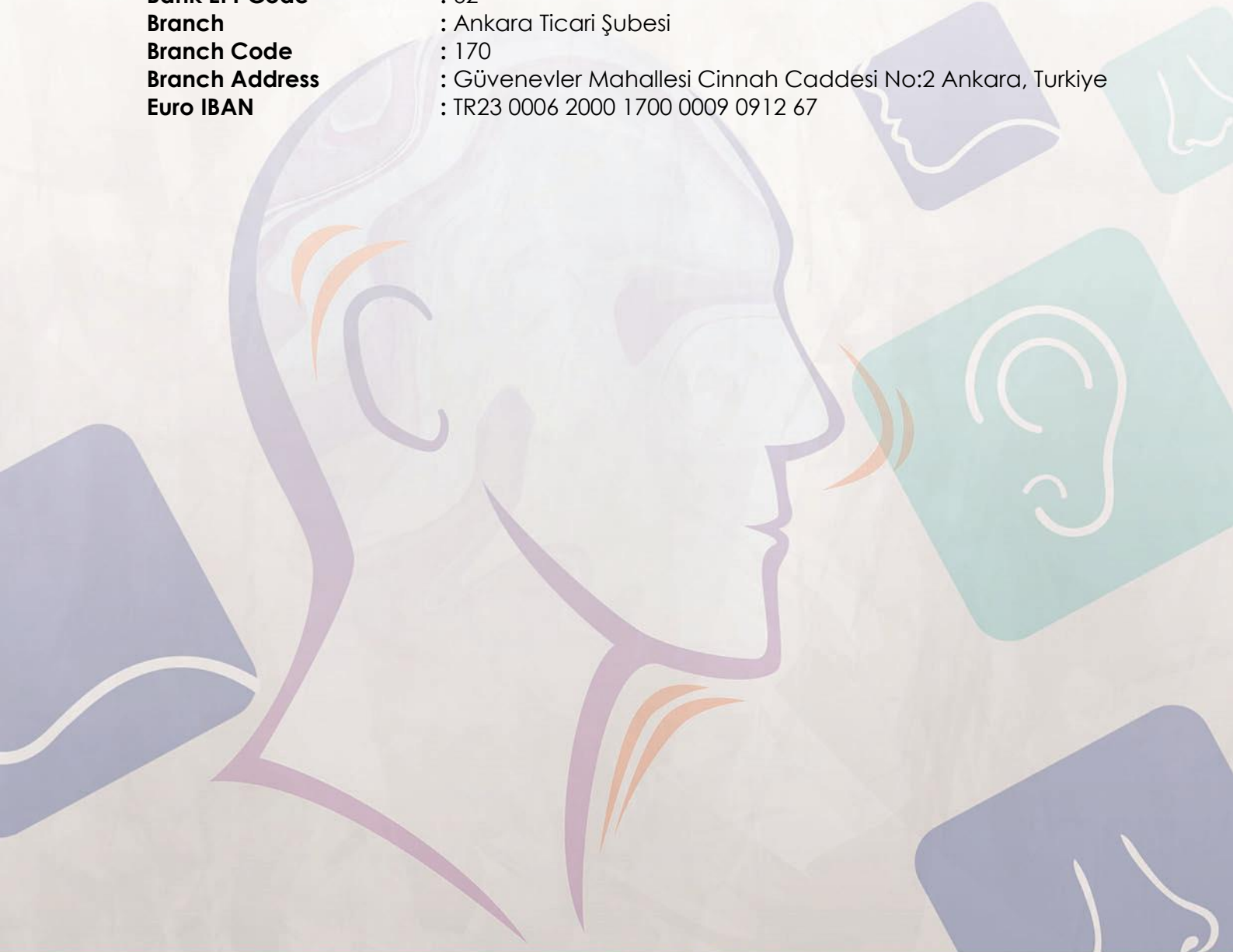
Food and Beverage Services

It's not allowed to bring food and beverages to the congress venue. Between the dates of June 05-08, 2024. The coffee breaks and lunch boxes will be served in the exhibition area at the coffee break and lunch times.

The Exhibitors who wish to order food and beverages for their exhibition booth are needed to contact Serenas Tourism.

Sponsorship Bank Account Number

Account Name	: Serenas Uluslararası Turizm Organizasyon A.Ş
Bank Name	: T. Garanti Bank A.Ş
Bank Swift Code	: TGBATRISXXX
Bank EFT Code	: 62
Branch	: Ankara Ticari Şubesi
Branch Code	: 170
Branch Address	: Güvenerler Mahallesi Cinnah Caddesi No:2 Ankara, Türkiye
Euro IBAN	: TR23 0006 2000 1700 0009 0912 67





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BOOKING FORM

Please indicate those areas in which you would like to support the **BALKAN ORL 2024**, Istanbul, TURKIYE. All items are offered subject to availability and to confirmation by the Organizers.

Please Print or Type

Company Name : _____

Mailing Address : _____

Street : _____ City: _____

Province / State : _____ Postal / Zip Code: _____

Country : _____

Telephone : _____ Fax: _____

E-mail : _____

Authorized by : _____

Signature : _____ Date: _____

SPONSORSHIP / ADVERTISING

Items Requested

Cost Euro (€)

TOTAL COST Euro (€) _____ **+ 20% VAT**

Preferred Space Area:

1st _____ 2nd _____ 3rd _____

Whenever possible, space will be assigned according to the Exhibitor's request; however, final assignments will be determined by the Exhibit Manager.



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PAYMENT PRODUCERS

□ Bank Transfer

Account Name : Serenas Uluslararası Turizm Organizasyon A.Ş
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Branch Code : 170
Branch Address : Güvenerler Mahallesi Cinnah Caddesi No:2 Ankara, Türkiye
Euro IBAN : TR23 0006 2000 1700 0009 0912 67
Remark : When making payment please ensure that any bank charges incurred in transferring at home and abroad are charged to your account.

Completed and signed Booking Forms must be forwarded to the **BALKAN ORL Organizing Secretariat-Serenas Group**.

Upon receipt of a signed Booking Form, entitlements will be confirmed in writing by the Organizing Secretariat, together with a TAX Invoice.

- Please send a deposit of 50% or the total amount due with this application.
- Payment in full must be made on or before **June 01, 2024**.
- For booking forms received after **April 21, 2024** full payment is required.
- In the event of cancellation, the organizer shall retain:
 - 10% of the agreed package amount if the cancellation is made more than 6 months prior to the Congress.
 - 50% of the agreed package amount if the cancellation is made between 6 and 3 months prior to the Congress.
 - 100% of the agreed package amount if the cancellation is made up to 3 months prior to the Congress.
- All amounts exclude 20% VAT. All money must be paid in Euro (€).
- Notices of cancellations are required in writing

Organizing Secretariat



Address : Turan Güneş Bulvarı, 5. Cadde, No:13, Yıldız, Çankaya, 06550 Ankara, Türkiye
Phone : + 90 312 440 50 11
E-mail : info@orl2024.org



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