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**SPONSOR AND EXHIBITOR
INFORMATION BOOKLET**

DMB ANNUAL CONFERENCE

13th November 2024

PARIS

27th Edition

DMB – DATA MANAGEMENT BIOMEDICAL:
The French speaking Biomedical Data Management Association





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DMB, the French Biomedical Data Management Association, organizes its Annual Conference on **13th, November 2024**, at the Maison Internationale (Cité Internationale Universitaire) in Paris.

Each year, this event gathers more than 200 professionals from the clinical research industry.



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A. DMB information

DMB address

13, rue Camille Desmoulins
F-92441 Issy-les-Moulineaux Cedex, France

www.dmb-asso.org

contact@dmb-asso.com



B. Event address

CITE INTERNATIONALE UNIVERSITAIRE DE PARIS

27 Boulevard Jourdan
75014 PARIS

Contact :

Audrey Rakover audrey.rakover@ciup.fr

Phone : +33 1 44 16 64 60



1. Access Map and directions

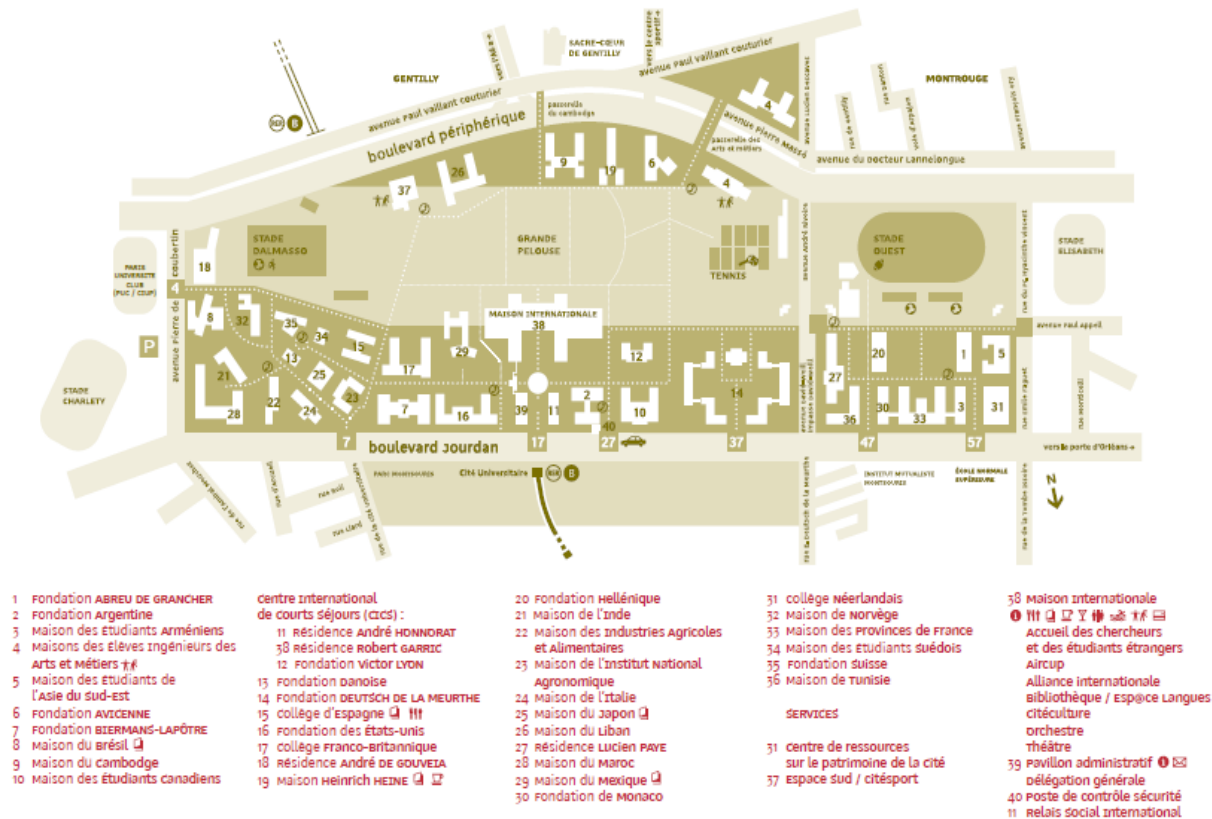
The Cité Internationale is an international university campus consisting of several houses. DMB will welcome you on the 1st floor of the main building of the International House, located 17, boulevard Jourdan.

The Maison Internationale 'International House' is a "mini replica" of the Fontainebleau Castle and was built in the 1930s. This is the fourth building with this name to have emerged after New York (1924), Berkeley (1930) and Chicago (1932). It was funded thanks to a grant from the American philanthropist John D. ROCKEFELLER Jr. For more information: http://www.ciup.fr/fr/les_maisons/maison_internationale





2. Site map:



3. How to access Cité Universitaire Internationale?

By car: take the south peripheric, exit “Porte d’Orléans” or “Porte de Gentilly”. Entrance for cars is at 27 boulevard Jourdan, this is reserved access for clients. Paiement will be required for more than 5 cars.

Public parking space is also available at Charley parking (8 min walk from Cité Universitaire Internationale)

By RER: Line RER B and stop at “Cité Universitaire”, you will be just in front of main entrance.

By Metro: Line 4, stop at “Porte d’Orléans”

By Tram: Line T3, stop at “Cité Universitaire”, you will be just in front of main entrance.

For more information, please have a look at:

www.ratp.fr (translated in different languages). You can easily download an interactive map, the metro and bus maps and find other useful and practical information.



C. Logistic of the event day

1. Global Timelines

Sponsors' and exhibitors' reception desk will open at **07:30 am**.

Reception desk for participants will open at **08:00 am**.

The event will start at **09:00am**.

Dedicated reception tables will be available to welcome participants' categories. It will be mandatory to have a badge before entering the exhibitor hall.

2. Sponsorship options:

First come / First served Sponsorship, validated once payment is made.

Exhibitors	Conference sponsorships
PLATINUM WITH EVENING GATHERING EVENT	Honorat room guaranteed <ul style="list-style-type: none"> • Pop-up stand allowed • Space available for the booth: 3 tables and 3 chairs • 2 free registrations to conferences (lunch &/ or dinner incl.) • Logo on introduction slides during conference • Branding of the dinner room and buffet of the post conference gathering event (Limited to one)
PLATINUM	Honorat room guaranteed <ul style="list-style-type: none"> • Pop-up stand allowed • Space available for the booth: 3 tables and 3 chairs • 2 free registrations to conferences (lunch &/ or dinner incl.) • Logo on introduction slides during conference
GOLD	Honorat room guaranteed <ul style="list-style-type: none"> • Pop-up stand allowed • 2 free registrations to conferences (lunch &/ or dinner incl.) • Space available for the booth: 2 tables and 2 chairs
SILVER	Wilson room <ul style="list-style-type: none"> • Pull-up banner allowed • 1 free registration to conferences (lunch &/ or dinner incl.) • One table, 1 chair
Other sponsorship options	Limit to one per type: <ul style="list-style-type: none"> • Conference bags • Lanyards • Pens • Writing pads • Conference bag inserts: for a one-page A4 insert* • Company logo and brochures displayed on tables during coffee breaks and networking lunch time * • Company logo featured on the conference badge * Documents, pens, notebooks, bags, and all equipment to be printed at sponsor's expenses

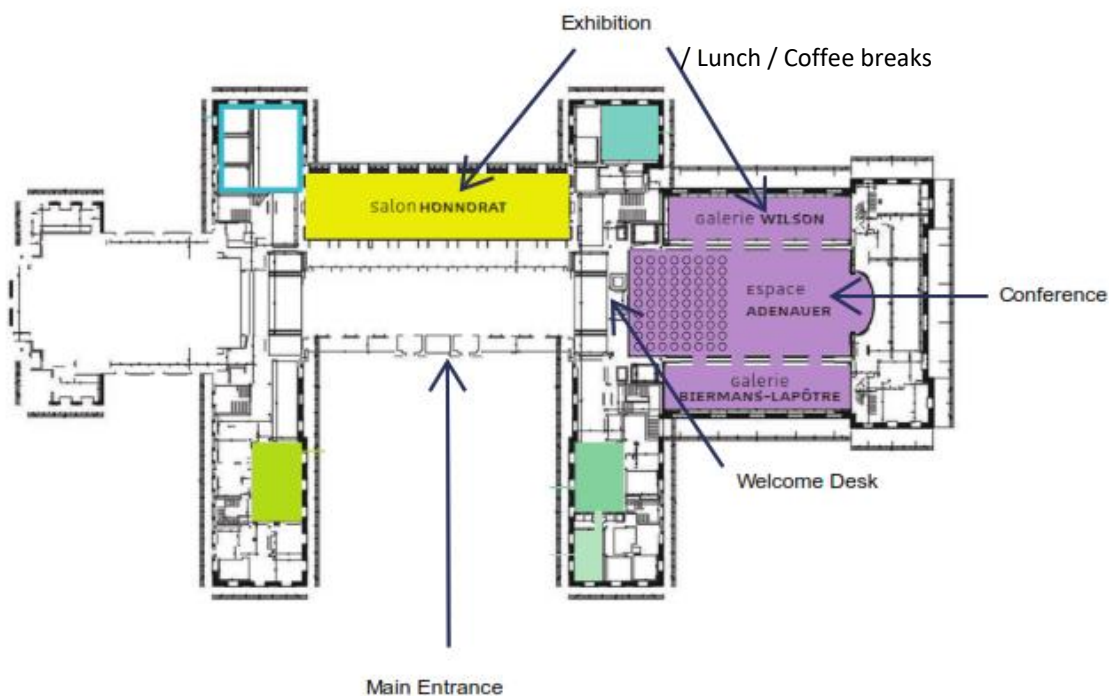


Connect to [Sponsor Subscription Form - HelloAsso](#) for more information about the price of each category.

3. Rooms description

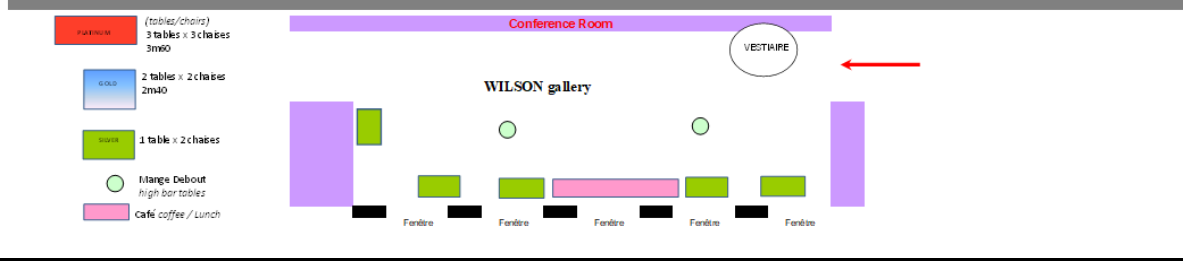
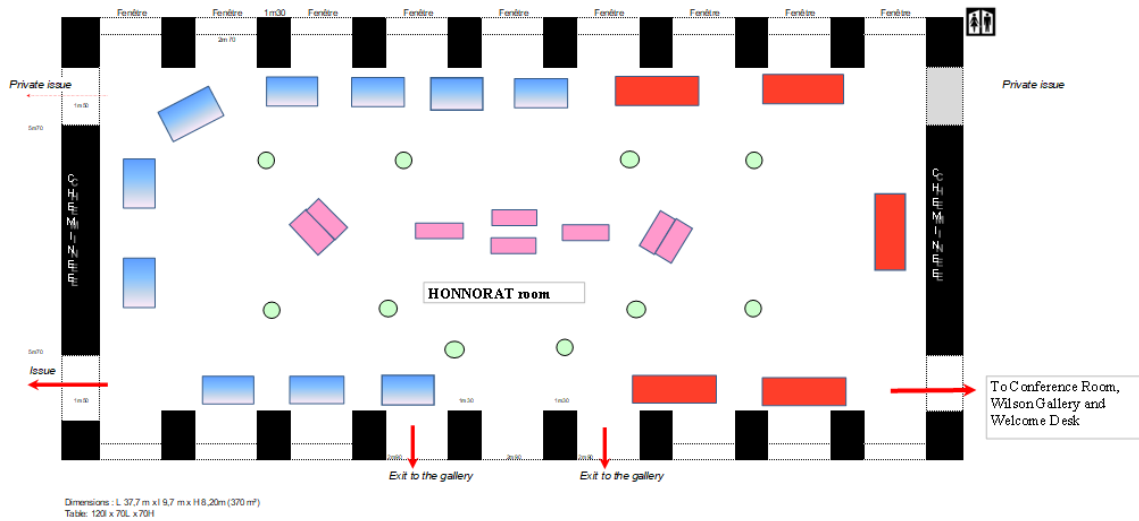
The DMB reception desk, conference rooms, exhibition, lunch and dinner areas are all located on the 1st floor.

Function	Room name
Reception	RECEPTION DESK
Exhibition Halls	HONNORAT and WILSON
Conference room	ADENAUER
Buffet room	HONNORAT
Dinner room	GULBENKIAN (to be confirmed)





Sponsoring Plan example:





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Entrance Hall



ADENAUER (Conference room)





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HONNORAT (Exhibition Hall and Buffet Area)





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WILSON (Exhibition Hall)





D. Technical aspects

1. Material delivery:

You can deliver all your material on the day before the event. Ensure that '**DMB - 13 Nov 24**' and '**Name of your Company**' are clearly printed and visible on the material

MATERIAL delivery address	Cité Internationale Universitaire de Paris Service Colloques et Congrès 1 ^{er} étage – Salon APPELL A l'attention de Audrey Rakover Conférence DMB 27 boulevard Jourdan 75014 PARIS Conferences and Seminars Service Cloakroom of entrance hall Ground floor
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Please don't forget to inform the Cité Internationale Universitaire (Audrey Rakover) about your shipment and the number of packages by sending an email to:
Audrey RAKOVER Audrey.RAKOVER@ciup.fr
Cc: contact@dmb-asso.com

2. Material installation :

On **Nov 13th**, you can arrive at **7:30 am** to start the installation of your material. A DMB representant will be there to show you where you will be located. **Please contact the Cité Internationale Universitaire ahead of the event to ensure your material has been received correctly.**

1- Authorized exhibition material :

On the booth area, you will be provided with several tables and chairs, depending on your exhibition package. Each table is 217 cm long x 80 cm wide x 70 cm high and comes with tablecloth.

You are only allowed to bring one pop up stand (PLATINUM and GOLD packages), or one pull-up banner (SILVER package). You can bring one laptop per table, some documentation, and goodies. Bring your own power extension cables as the venue doesn't provide any. **No additional exhibition material will be accepted on the day, unless agreed before with DMB representant.**



Should you need more chairs or specific material (e.g. monitor, additional pull-up banners), please send your request to contact@dmb-asso.com at least **3 weeks before the event**, otherwise we can't guarantee you will have the possibility to install the additional material on the day.

2- Stands dismantling and material pick-up :

No stand can be dismantled before the end of the last coffee break in the afternoon. You will need to **tear everything down before 6:30pm**. Please make sure your booth area is cleaned before you leave.

You will need to arrange yourself for a courier to pick up your exhibition material on the day, **before 8:00pm**. No storage possible overnight.

3- Other :

Please bring electric extensions with you. Should you need to use other material than a laptop (TV etc...), please inform Audrey Rakover and contact@dmb-asso.com about the electric power you need or about any other material you will bring.

A free WIFI internet network will be available. Codes will be provided upon your arrival.

It is not allowed to use any thumbtacks, nails, screw or adhesive on the floor and columns or on any furniture.

To unload the material you bring, allow carts and all necessary equipment. Carts will be available for you to unload your equipment. No on-site technician will be present to help you unload or install equipment. If you need to enter with your car to unload material on the DMB conference morning, please provide us with your car registration number **2 weeks before** the event max. Entrance will be located at 27 Boulevard Jourdan, Paris 14ème for material unloading only.

Thank you for sending your company logo in high resolution to contact@dmb-asso.com at least **5 weeks before** the event.

Please also provide the names and emails of persons who will benefit from the complementary tickets for the conference and lunch / dinner during the day before **November, 4th**.

If you need further information, please contact DMB as soon as possible.



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E. BOOKING ORDER

Please register at the following link **before September, 13th 2024**:

[Sponsor Subscription Form - HelloAsso](#)

You can directly purchase and pay online with cards. For other types of payment, please register via the HelloAsso form and use the following code at check-out "EXTERNAL24".

We will reach out to you separately and will proceed with invoicing.

Your booth, other sponsorship options and the posting of your company's logo on DMB's event website, newsletters, and on onsite marketing material will be confirmed **only upon reception of full payment by DMB treasurer**.

**Thank you for your participation to this important event of
Data Management in France.**

**Looking forward to welcoming you,
Warm regards,**

The organization committee



Appendix – Back-up registration form

SPONSOR/EXHIBITOR BOOKING FORM - PARIS 13th November 2024

Company Name.....

Company address.....

Attendee °1

First name..... Name

Job Title.....

Attendee °2 (PLATINUM and GOLD only)

First name..... Name

Job Title.....

Postal address.....

Email address.....

Direct phone:

Sponsorship option(s) taken: please *tick the box*

Options	Conference sponsorships
PLATINUM WITH EVENING GATHERING EVENT	
PLATINUM	
GOLD	
SILVER	
Other sponsorship options	<i>Please indicate which one you choose</i>

Total amount: