

OPTICA

Advancing Optics and Photonics Worldwide

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OSA

EXHIBITOR SERVICES MANUAL

Digital Holography and Three-Dimensional Imaging Topical Meeting

01 – 04 August 2022

Robinson College, Cambridge University
Cambridge, UK

A Hybrid Meeting Format – In Person and Virtual

optica.org/DH

Welcome!

Thank you for participating in the 2022 Digital Holography and Three-Dimensional Imaging Topical Meeting at Cambridge University, Cambridge, UK. This Exhibitor Service Manual includes important information and deadlines to help you prepare for the meeting. Please distribute this manual to anyone who will be attending the meeting to staff your company's exhibit.

If you have any questions or need more information regarding the logistics, please contact Exhibit Operations at exhibits@Optica.org.

Health and Safety Practices

Vaccinations and masks are required for all in-person participants.

Requirements

- Vaccinations — All in-person meeting attendees, exhibitors, vendors and staff must be fully vaccinated* and show proof of vaccination and photo ID. No exceptions.
- Masks — It is strongly recommended that all in-person meeting attendees, exhibitors, vendors and staff wear a mask in meeting venues at all times.

* Fully vaccinated is defined as 14 days or more after an individual has received the second dose in a 2-dose series OR a single-dose vaccine OR after receipt of another [vaccine validated by the World Health Organization](#) (WHO).

For more information, please visit the [Meeting website](#).

Key Contacts

Key Contacts provide various services that help make the Meeting run smoothly. Information, order forms and rates for services and items are found in this exhibitor service manual. Order early to take advantage of discount rates, and to ensure that you receive the items you require. On-site orders, and in some cases, orders received after the deadline, are subject to increased charges and are not processed until after advance orders have been filled.

Exhibit Operations & Logistical Services exhibits@optica.org	Exhibit Sales and Promotional Opportunities sales@optica.org	Exhibit Space Accounts, Exhibit Space Payments, Invoices, or Primary Contact Changes accounts@optica.org
Exhibitor Registration ExhibitorReg@optica.org	Exhibitor Hotel Room Reservations Hotel and Travel	Air Freight & Customs/Import Shipping ICAT +1 443.459.8071 expo@icatlogistics.com icatexpo.com
Shipping to Venue Soniya Sawant, Sales Account Manager +44 (0)1223 330699 sus20@robinson.cam.ac.uk	Venue Robinson College Cambridge University, Cambridge, UK Grange Rd, Cambridge CB3 9AN, United Kingdom	

Currency

The **British Pounds (GBP)** is the currency of the United Kingdom, but credit cards are widely accepted. Check the [latest currency exchange](#).

Important Deadlines

Deadline Date	Item
26 July 2022	Robinson College Begins Accepting Booth Shipments

Exhibit Schedule – Syndicate Room

Date	Time
Sunday, 31 July Welcome Reception**	17:30 – 19:00
Monday, 01 August Exhibitor Move-in Coffee Break with Exhibits	07:30 – 09:30* 10:00 – 10:30 15:45 – 16:15
Tuesday, 02 August Coffee Break with Exhibits Banquet (Corpus Christi College Dining Hall) **	10:00 – 10:30 15:45 – 16:15 19:30 – 22:30
Wednesday, 03 August Coffee Break with Exhibits	15:30 – 16:00
Thursday, 04 August Coffee Break with Exhibits Exhibitor Move-out	15:30 – 16:00 16:01

*All exhibits must be completely installed by 09:30 on **01 August**.

**Special Events:

- Exhibitors are invited to attend the Welcome reception. One (1) complimentary reception ticket for each EXT/EXU badge holder is included per 10'x10' booth space purchase. Additional tickets may be purchased at the cost of **GBP 75** per person. EXP will have to pay the Guest ticket fee of **GBP 75** for admission.
- EXT/EXU are invited to attend the Banquet on Tuesday, 02 August. We charge a **GBP 15** RSVP fee per ticket.

Exhibiting companies' booth staff members are not required to remain at their display for the entire Conference; **however, booths should be staffed during Exhibit, Coffee Breaks and Poster Session hours listed above.** Attendee traffic patterns vary for each meeting. Most attendees will visit the Exhibits for the coffee breaks and poster sessions, and then they will return to the sessions. Please secure your booth when unattended as attendees have access to the Exhibit Area during breaks. Exhibit traffic is limited during other times. Reach out to attendees and schedule meetings, extend yourself for extra time and/or attend the sessions.

Booth Display Details

The Exhibits, poster sessions, and coffee breaks will all take place in the Syndicate Room. Booth floor/space assignments are determined by show management based on the date and order that space contracts were received.

Booth displays include the following:

- (1) One table, size:140cm x 69cm
- (2) Two Chairs
- Access to one (1) power socket

Your display must fit completely within your 10' x 10' booth space. In the front half of the booth (from aisle), the total height of all materials must not exceed 4 feet; in the back half, the total height must be no higher than 8 feet. There will be no pipe & drape provided.

Decorations and/or signage may not be attached to or hung from any permanent structure. OPTICA highly recommends removing valuables from your exhibit when it is unattended. Overnight security services are *not* provided by OPTICA.

Booth Requirements

Internet services

For your convenience, complimentary wireless Internet will be available in the exhibit area for checking emails only, not for downloading or connecting to your office. On the following pages you will find information on how to log into the wifi on-site. Please keep this information handy.



**RC-Wifi and RC-Wifi-Secure
Device Registration Webpage**

**RC-Wifi-Secure Password is
robinson**



If you are having trouble registering
your device on

RC-Wifi or RC-Wifi-Secure

- 1) Turn off mobile data if using a mobile
- 2) Connect to RC-Wifi or RC-Wifi-Secure
- 3) Turn off private addressing if using a mobile
- 4) Open your web browser and go to

www.robinson.cam.ac.uk/setup

If you have a Raven account, click 'Register my device with a Raven Account'. If you don't have a Raven account please choose the 'Register my device with an Email account' option.




Robinson College Computer Registration System

[Register my device with a Raven Account](#)
(If you are a new student you can get your CRSid and passwords [here](#))

[Register my device with an Email account](#)

After you have entered your Raven details or email address, please enter your personal details on this screen below. Member type is required, please select **conference delegate**. The House/Staircase and Room Number are not required fields.



Robinson College Computer Registration System

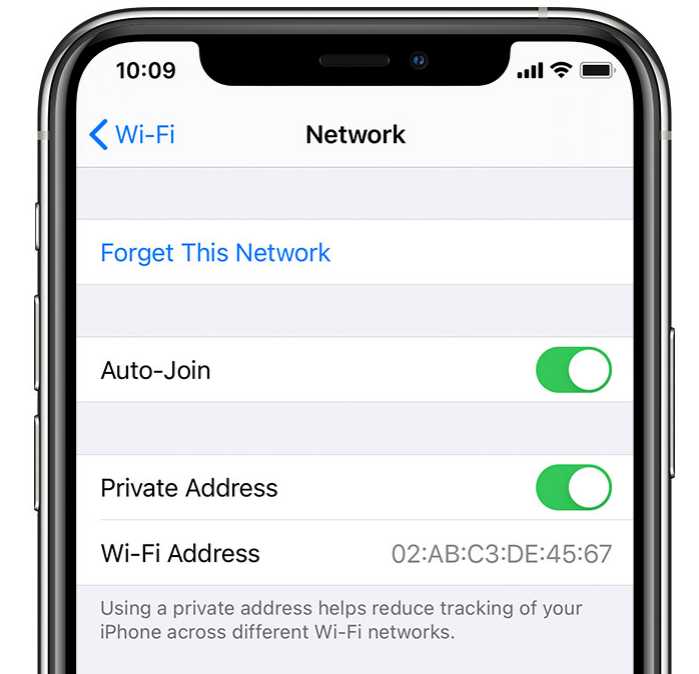
Initials/Firstname	Last Name
<input type="text"/>	<input type="text"/>
Email Address	Member Type
<input type="text"/>	<input type="text" value="Please select an option"/>
House/Staircase	Room Number
<input type="text"/>	<input type="text"/>

I agree to the Robinson IT acceptable usage policy, and those of Cambridge University and JANET.

How to turn private addressing off for RC-wifi network

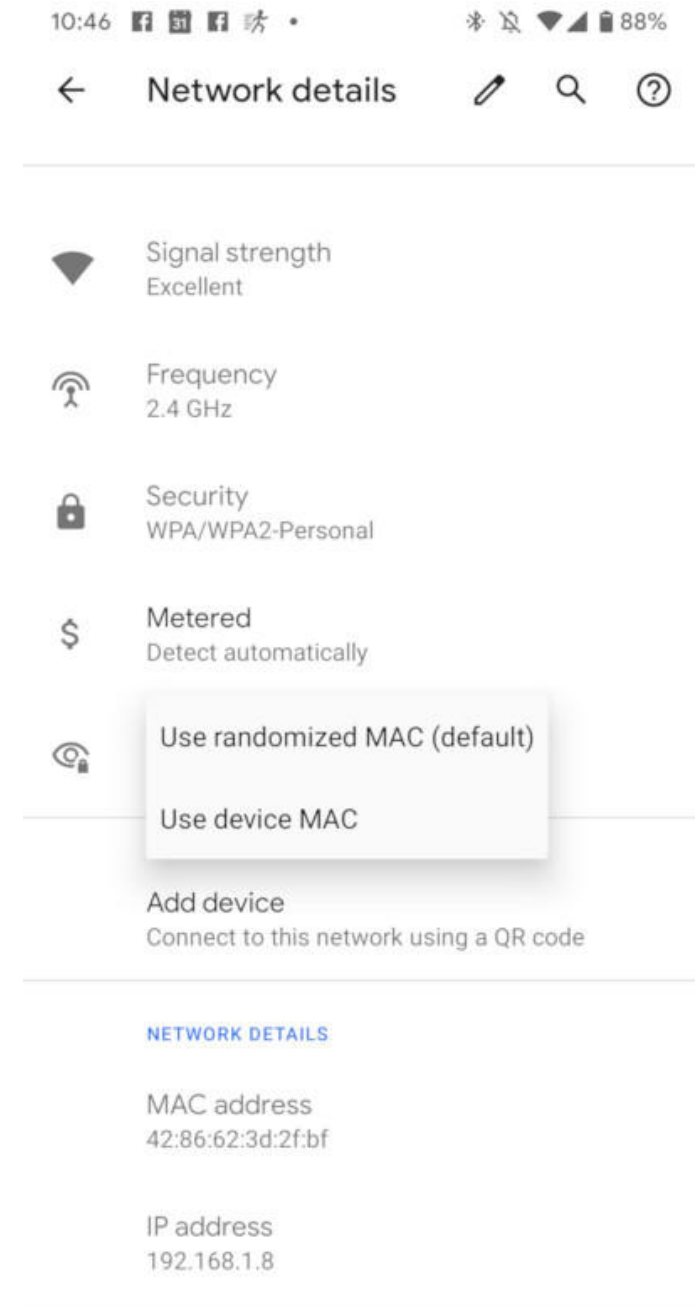
Apple iPhone, iPad or iPod touch

- 1) Open the Settings app, then tap Wi-Fi.
- 2) Tap on RC-wifi.
- 3) Tap the information button ⓘ next to the RC-wifi network.
- 4) Tap Private Address off.



Android

- 1) Open the Settings app.
- 2) Tap Network & Internet.
- 3) Tap Wi-Fi.
- 4) Tap on RC-wifi
- 5) Tap the gear icon.
- 6) Tap Advanced.
- 7) Tap Privacy.
- 8) Tap Use device MAC.



Security

Security will not be provided by OPTICA to monitor the Exhibit Area during exhibit hours or overnight. Show management strongly recommends that you take any valuable equipment (i.e. laptops, small components, or other materials) with you or secure them each night. It is also recommended that you bring a drape or cloth to cover your table each night. Each exhibitor is required to have adequate insurance levels, and basic precautions should be taken. Please do not store valuables under the table, or leave valuable objects such as phones, cameras, etc. on your table unless the booth is staffed.

Neither Show Management nor Cambridge University are responsible for lost or stolen items.

Shipping Guidelines

Inbound Shipping – Robinson College Porters lodge

Venue Address:

Optica Conference / Exhibitor Name
Robinson College
Porters Lodge
Grange Road
Cambridge, CB3 9AN
United Kingdom

The Venue begins to accept deliveries for the event from **26 July onwards**. For more information please contact Soniya Sawant, Sales Account Manager at sus20@robinson.cam.ac.uk or +44 (0)1223 330699.

Preferred Customs Broker

ICAT EXPO Logistics is OPTICA's Preferred Vendor for international shipping for the 2022 Advanced Photonics Congress. All shipments traveling internationally **MUST** use a customs broker. Show Management is not responsible for any shipments that may be stopped at customs or for any additional charges that may be incurred for international shipments. Additional information about ICAT EXPO Logistics is included in this manual.



ICAT

expo

A Division of ICAT Logistics, Inc.

Trade Show & Event Solutions

OFFICIAL EXPEDITED AND INTERNATIONAL CARRIER FOR:

2022 DIGITAL HOLOGRAPHY & 3D IMAGING

Exhibition Dates: 01-04 AUGUST 2022

Show Location: ROBINSON COLLEGE, CAMBRIDGE, UK
OPTICA, WASHINGTON, DC

SHOW AND EVENT SERVICES:

- 24-hour on-call personnel
- Next Day and Second Day
- Deferred (3-5 day transit)
- Economy solutions
- Dedicated trucks and vans
- Air ride equipped vehicles
- Oversized and heavy equipment
- Order entry and real-time tracking

VALUE-ADDED SERVICES:

- Personal Account Manager
- On-site show management
- Pre-printed labels and forms
- Designated show warehouse
- Short or long-term warehousing
- International customs clearance
- Packaging, crating, and pad wrap
- Annual trade show planning

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+1.443.459.8071

One Call, Right Solution...**DONE!**

LEARN MORE AT WWW.ICATLOGISTICS.COM



ICAT Expo Quote Request Form

Schedule a shipment or get a quote using any of the following options:

CALL: +1.888.933.4228 OR +1.443.459.8071

FAX: +1.443.459.8182

WEB: www.icatconnect.com

EMAIL: expo@icatlogistics.com

Shipper Contact

Phone # / Fax #

Email

PLEASE NOTE: All rates are quoted in USD.

FROM		TO	
Company:		Company:	
Event Name:		Event Name:	
Facility Name:		Facility Name:	
Booth #:		Booth #:	
Address:		Address:	
City, State, Zip		City, State, Zip	
Contact:		Contact:	
Phone:	Fax:	Phone:	Fax:

Pick Date:	Time:	Delivery Date:	Time:
Special Instructions:			

Pieces	Description of Articles, Special Marks and Exceptions	Weight (Subject to change)	Length x Width x Height	All Risk Insurance
	Crates			
	Cartons			
	Fiber Cases/Trunks			
	Skids (Please provide piece count per skid)			
	Carpet			
	Carpet Padding			
	TOTALS			

Important Insurance Information
PLEASE READ NOW!

Minimum cargo liability agreed to be not more than \$0.50/lb. or \$50.00 whichever is greater, unless a higher amount is declared and additional All Risk Insurance charges paid thereon. Contact ICAT Expo sales rep to discuss the benefits of purchasing additional insurance.

SERVICE REQUESTED (check one)

Next Day
Second Day
3-5 Day (Deferred)
Van Line Service
Other: _____
Request pre-printed address labels

Signature

ICAT Account #

American Express

Visa

MasterCard

Discover

Account Number

Exp. Date

Please only put last 4 digits (we'll call for the rest)

Cardholder's Name

Date

Comments:

For your convenience, this authorization to charge your credit card is provided for advance orders and any additional amounts incurred as a result of show site orders placed by your ICAT Expo account rep. Please complete the information above. **ICAT Terms & Conditions apply to all shipments.**

Registration

Exhibitor Staff Name Badges

Pre-register your exhibit personnel now to avoid having to stand in line to register onsite! Signing up as an exhibiting company for the Digital Holography and Three-Dimensional Imaging Topical Meeting does **NOT** automatically register you or your booth personnel for the Conference. **Exhibiting company staff cannot register online.** To gain access to the exhibit area during set up and breakdown times or prior to show hours, all participating companies' booth staff must have a name badge. Please complete the exhibitor/sponsor badge registration form included in this manual for each attending booth staff member, and sent it directly to ExhibitorReg@optica.org.

Each exhibiting company receives three (3) complimentary badges. **A completed Exhibitor/Sponsor Badge**

Registration form must be submitted for each person staffing a booth.

- One (1) Exhibitor Full Congress Badge (EXT) – includes access to all technical sessions, exhibits, the Congress reception and access to papers on Optics InfoBase.
- Two (2) Exhibit Booth Personnel Badges (EXP) – access to the exhibit area only

If additional badges are needed, each person must purchase an Exhibitor Full Congress Upgrade Badge (EXU) for GBP 630 before or on 05 July (GPB 655 afterward).

The Exhibitor/Sponsor Badge Registration form can be found in this Manual. Completed forms must be sent to Exhibit Operations at ExhibitorReg@optica.org

On-site Hours

The Registration Desk will be located on the Registration area and will be open during the following hours for your exhibiting company's staff to pick up their badges:

Sunday, 31 July	Monday, 01 August	Tuesday, 02 August	Wednesday, 03 August	Thursday, 04 August
14:30– 17:30	07:00– 17:00	07:00– 17:00	07:00– 17:00	07:00 – 16:30

2022 Digital Holography and Three-Dimensional Imaging Topical Meeting**An Optica Hybrid Meeting * 01 – 04 August
EXHIBITOR PRE-REGISTRATION FORM
www.optica.org/DH****A: REGISTRANT INFORMATION** One person per form; copy form for additional registrants.
ALL questions MUST be answered to process your registration.

FIRST (GIVEN) NAME		LAST (FAMILY) NAME	
COMPANY/PROFESSIONAL AFFILIATION		JOB TITLE	
WORK ADDRESS			
CITY	STATE/PROVINCE	POSTAL CODE	COUNTRY
TELEPHONE		EMAIL	
EMERGENCY CONTACT NAME		EMERGENCY CONTACT PHONE	

Job Sector: (Choose one.)

☐ Industry/For Profit ☐ Academia/Non-Profit ☐ Government ☐ Retired ☐ Other: _____**B: DEMOGRAPHIC INFORMATION**

Making progress toward a diverse, equitable and inclusive community is a core value of Optica. Data serves as a critical component for transparency and measuring progress. Show Management is collecting the following data for reporting aggregated metrics and to help identify areas of improvement.

I. Gender Identity:

☐ Prefer not to answer ☐ Woman ☐ Man ☐ Self Identify _____

II. Which categories describe you? Choose all that apply to you:

- ☐ Prefer not to answer
- ☐ Asian – For example: Asian Indian, Chinese, Filipino, Japanese, Korean, Vietnamese
- ☐ Black or African Descent – For example: Ethiopian, Haitian, Jamaican, Nigerian, Somalian
- ☐ Indigenous – For example: Aboriginal, American Indian or Alaska Native, First Nation
- ☐ Latinx – For example: Brazilian, Colombian, Cuban, Dominican, Mexican, Puerto Rican, Salvadoran
- ☐ Middle Eastern or North African – For example: Algerian, Egyptian, Iranian, Lebanese, Moroccan, Syrian
- ☐ White or European Descent – For example: English, French, German, Irish, Italian, Polish
- ☐ Some other race, ethnicity, or origin, please specify: _____

C: EVENT INFORMATION

I. Do you plan to attend the Welcome Reception (17:30 - 19:00 on Sunday, 31 July)?

(One ticket is included with each Exhibitor Full Meeting (EXT/EXU) registration. Extra Guest tickets are available for purchase under Section E: Registration Add-Ons.)

☐ Yes ☐ No ☐ Not applicable, I will attend the meeting virtually.

II. Do you plan to attend the Banquet (17:30 - 20:30 on Tuesday, 02 August)?

(One ticket is included with each Exhibitor Full Meeting (EXT/EXU) registration. Selecting "Yes" does not guarantee your reservation. You must add the "Banquet RSVP Fee" item under Section E: Registration Add-Ons. Space is limited; Extra Guest tickets are not available.)☐ Yes ☐ No ☐ Not applicable, I will attend the meeting virtually.

III. Do you require specific aids or services in order to fully participate in this meeting?

☐ Visual ☐ Audio ☐ Mobile ☐ Other: _____

IV. Do you have special dietary needs?

☐ Vegetarian ☐ Vegan ☐ Gluten-Free ☐ Other: _____

V. By submitting your registration data for this meeting, you are providing show management permission to contact you regarding this specific event, future events, and its products/services. You can unsubscribe from email or print communications at any time upon request.

☐ I understand and accept this statement.**D: MEETING REGISTRATION**

Rates listed below do not include a 20% VAT required by the United Kingdom. This amount will be added to your registration fee upon payment.

Exhibitor Full Meeting Registration:

Exhibit Hall access during move-in, event days, move out. Access to all content (in-person, virtual or on demand) including Technical Sessions, Plenary Sessions, Poster Sessions, and Special Events. Also includes access to Technical Digest Papers and Postdeadline Papers.

Exhibitor Full Meeting (EXT)	Before/On 05 July <input type="checkbox"/> GBP 0	After 05 July <input type="checkbox"/> GBP 0
One (1) allotted per exhibitor contracted agreement		

Exhibitor Full Meeting Upgrade (EXU)	<input type="checkbox"/> GBP 525	<input type="checkbox"/> GBP 655
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Exhibit Booth Personnel (EXP):

Exhibit Hall access during move-in, event days, move out. Access to the Plenary Sessions and Poster Sessions on the Exhibit Floor. Each company can register up to two (2) EXP.

☐ GBP 0**E: REGISTRATION ADD-ONS**Banquet RSVP Fee x GBP 15
(EXT/EXU please pay the RSVP Fee. Not available for EXP)Welcome Reception Extra Guest Ticket x GBP 75
(EXP need to pay to attend the Reception)

Optica Foundation Donation (optional) GBP _____

20% U.K. VAT GBP _____
Added to base registration fee and Welcome Reception Extra Guest Ticket only

TOTAL PAYMENT GBP _____

F: PAYMENT INFORMATION

Payment must accompany form to complete processing. All payments must be in British Pounds (GBP). Your full name and address should be typed or printed clearly on your wire transfer/bank draft. Checks and Money Orders are not accepted for this meeting. American Express, Discover, and Diners Club Credit Cards are not accepted for this meeting.

Payment Option 1:☐ Wire transferBank of America
1501 Pennsylvania Avenue NW
Washington DC 20013SWIFT: BOFAUS3N
ABA# 0260-0959-3
Optica Account# 20 867 84 287**Note:** Wire transfer should include the registrant's name, invoice number and DH Topical Meeting 2022. Fax any supporting documents to Accounts Receivable, Optica, fax number +1.202.416.1450. Please incorporate any bank fees associated with your wire transfer. The registrant is responsible for these fees.**Payment Option 2:**☐ VISA ☐ Mastercard

CARD NUMBER EXP. DATE CVV

CARD HOLDER'S NAME AS IT APPEARS ON THE CARD

I authorize Optica to charge the total payment indicated on this form to my credit card.

CARD HOLDER'S SIGNATURE

DATE

Refund Policy: A GBP 60 service charge will be assessed for processing refunds. Requests for refunds that are received by Tuesday, 12 July 2022, will be honored. All refund requests must be made in writing. No refunds will be honored after this date. Please contact Customer Service at <http://optica.org/help> or +1 202.416.1907 with questions regarding registration. All Optica Foundation donations are final and will not be refunded.

Promotional Opportunities

Maximize your company's meeting presence through the unique sponsorships available at the Digital Holography and Three-Dimensional Imaging Topical Meeting. Increase your company's visibility among qualified attendees while utilizing a cost-effective way to gain a competitive advantage. Don't miss your chance to reach hundreds of attendees! To take advantage of a sponsorship opportunity, please email exhibitsales@Optica.org.

Hotel and Travel

Robinson College, University of Cambridge

Robinson College provides a very high standard of accommodation and is justifiably proud of its 4 star Campus Visit England rating.

Internet access is free of charge. All of our bedrooms have internet access via Wi-Fi or wired network point. Residents will need to provide their own laptop computer and Ethernet cable for connection to the wired network point. Ethernet cables can be purchased from the Porters Lodge.

Check In: 13:00, Check Out: 09:30. [Click here](#) for information on hotel reservations, travel and transportation, and letters of invitation and visa information.

Room Rates:

Single	GBP 75
VAT per night	20% (<i>taxes are subject to change</i>)

Please Note:

Housing poachers are companies offering discounted hotel rates and may claim to be working with the Digital Holography and Three-Dimensional Imaging Topical Meeting. Some companies may be reselling rooms they have secured from another source. They may require fully pre-paid, non-refundable rates, subject to steep change fees.

Show Management has NO affiliation with these organizations and in no way endorses their services. Reservations made through these "pirate" agencies or companies will be at your own risk. These companies are contacting you by phone (and in some cases email). Please note that the Digital Holography and Three-Dimensional Imaging Topical Meeting does not provide them with any contact information.

If you are contacted by any non-official vendors, always ask them to send you details in writing and please provide exhibits@Optica.org with the details regarding these calls or emails. We will follow up aggressively with them. This includes outside companies offering hotel rooms, listings in show directories as well as more standard items for your booth such as A/V or internet.

Travel and Transportation

[About Cambridge](#)

[Visa Information](#)