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**ADMINISTRATIVE INSTRUCTIONS**

**FOR THE MILENG COE INDUSTRY DAY 2018**

**DATE: 4<sup>th</sup> May 2018**

1. **General.** This letter is intended to provide additional information related to MILENG COE Industry Day 2018.

a. MILENG COE will host the Industry Day 2018, on Wednesday 5<sup>th</sup> Dec 2018, between 0930 – 1500 hours, in the Gymnasium, within the barracks of the German Army Engineer Training Centre (Pionierkaserne auf der Schanz), in Ingolstadt, on Manchinger Strasse 1.

b. Industry Day 2018 is organised in conjunction with the Information Exchange Seminar (IES, 4<sup>th</sup> – 6<sup>th</sup> Dec 2018) and the MILENG COE intends to host a symposium connected to the seminar having as a topic: **MILENG capabilities in support of sustainment and resilience**. The exact format of the symposium is still to be analysed and will be decided at a later date.

Any company whose products fit to the above mentioned topic may have the possibility to brief the overall audience from these events (Industry Day and IES) promoting therefore their assets and their trends and innovations in these particular fields of expertise.

MILENG COE retains the right to select the companies who will brief during the symposium based on their nature of products who must fit to the topic, the time available and the number of the companies willing to brief during the symposium.

For this, the following guidance are provided:

- in the registration form, the companies may apply to attend the symposium as a briefer or as a visitor;
- if a company applied to brief during the symposium is expected to send the topic of the briefing and the requested time to be allocated, to MILENG COE Points of Contact, NLT 30<sup>th</sup> Sep 2018;
- MILENG COE will collect all the requests and will prepare a draft agenda including the companies and time allocations for each company NLT 31<sup>st</sup> Oct 2018; the draft agenda will be sent to these companies for feedback by that date;
- By 27<sup>th</sup> Nov 2018, the presentations for the symposium as well as the name of the briefers are to be sent to MILENG COE Points of Contact. A final Agenda will be prepared and distributed by the MILENG COE by the end of Nov 2018.

c. The MILENG COE will host a reception in the form of a Meet & Greet/Icebreaker, on 4<sup>th</sup> Dec 2018, between 1830 – 2000, in the Gymnasium, within the barracks of the German Army Engineer Training Centre (Pionierkaserne auf der Schanz), in Ingolstadt, on Manchinger Strasse 1.



The MILENG COE is looking forward for companies who wish to sponsor this event. These companies may bring dedicated promoting materials and advertisements which may be visible to the overall audience. Other details and terms of sponsorship may be further discussed and prepared by getting in contact with the MILENG COE POCs.

d. The MILENG COE will organize a lunch for all participants, on Wednesday 5<sup>th</sup> Dec 2018, between 1130 – 1300 hours, in close vicinity of the Industry Day location.

e. MILENG COE will plan for a non hosted dinner for all participants on Wednesday 5<sup>th</sup> Dec 2018, between 1900 – 2200 hours, in Ingolstadt or in vicinity of Ingolstadt (exact location - TBD).

**All events will take place in conjunction with the MILENG COE`s Information Exchange Seminar (IES) attendees.**

## 2. Details regarding the Industry Day.

During the Industry Day, attendance may be in the form of Vendors or Visitors. This choice will be done by marking the respective fields during the registration process. Anyone can apply also to attend the symposium by marking the respective field during the registration process.

Industry Day will offer the companies who applied to attend the event as vendors, two possible platforms for exhibition:

- **an indoor platform**, where the following booth sizes may be selected during the registration process:
  - 2 x 4 m;
  - 2 x 6 m;
  - 2 x 8 m;
  - 2 x 10 m;

The calculated price will be 60 Euro / square meter.

The indoor platform is in the Gymnasium, within the barracks.

- **an outdoor platform**, where a number of places may be selected during the registration process:

One place will be considered for one piece of equipment and will have aprox. 20 square meter. The calculated price will be 100 Euro / each requested place.

The outdoor platform is in front of the Gymnasium.

**Companies` representatives who are only visiting** the event and willing also to attend the social events, will have to cover the costs for these social events, such as:

- the costs for the Meet & Greet / Icebreaker (20 Euro / person), on 4<sup>th</sup> Dec 2018 between 1830 – 2000 hours, in the same location the Industry Day will be hosted the next day;
- the costs for the Non-hosted dinner (40 Euros / person), on Wednesday 5<sup>th</sup> Dec 2018, between 1900 – 2200 hours, in Ingolstadt or in vicinity of Ingolstadt. This will include also the transportation needs for which the MILENG COE will be responsible.



## 3. Planning.

- a. In order to facilitate planning, it would be appreciated if your display material could be pre-positioned on the premises of the MILENG COE, on Tuesday 4<sup>th</sup> Dec 2018 between 0800 - 1600 hours. The intend is to have both indoor and outdoor platforms ready by the 1600 hours on that day.
- b. MILENG COE with the support provided by the hired Event Firm will set up the indoors booths with different sizes as the companies requested in the registration form. The indoor booths will be constructed using white walls (height = 2.5 m, width = 1 m) and they will have a standard equipment of a bench (Length = 3 m, width = 0,3 m) and of a table (Length = 3 m, width = 0,9 m). Power plugs and sockets to allow electrically operated equipment to be connected to the primary alternating current will be provided. You can use the booths walls to hang up display panels or to stick some displays on them using removable tape only. It is not allowed to perform any drills and holes in the walls. All other additional equipment a company would like to have in the booths (for example audio video capabilities) will be the company`s individual responsibility. It is possible that our Event Firm may handle these additional requests within their means and capabilities but this must be a direct negotiation between the company interested and the Event Firm.  
POC from our Event Firm will be provided by MILENG COE POCs when requested.
- c. Dismantlement of your booths can commence as soon as the exhibition ends and it would be appreciated if all your material will be removed from the site not later than 1000 hours on 6<sup>th</sup> Dec 2018.
- d. Please be aware that we have no possibility to store your equipment / material.

## 4. Directions.

- a. Arrival by Air.  
The recommended airport is Munich (MUC). The Airport Shuttle Bus, Ingolstadt Express - X 109 – [http://www.invg.de/InfoBox\\_weiter\\_fliegen](http://www.invg.de/InfoBox_weiter_fliegen) leaves every 60 min from the Airport to Ingolstadt ZOB. Travel time is approx. 60 minutes. The ticket price is €22.00 one-way and €35.00 for a return ticket. The MILENG COE is unable to provide transport from the ZOB to your accommodation.
- b. Arrival by train.  
Ingolstadt can also be reached by DB ICE train or regional trains. All information related to train connections and schedules can be found at <http://www.bahn.de>.
- c. Arrival by car.  
Leave the Autobahn A9 at Exit 62 INGOSTADT SÜD and then follow directions to Ingolstadt. The barracks main gate is approx. 400m from the highway on the right side (Manchinger Str. 1).

## 5. Accommodation.

MILENG COE is unable to provide accommodation for the Industry Day participants. Booking accommodation will be the solely responsibility of the participating parties.



## 6. Limitations and constrains.

The MILENG COE`s Industry Day 2018 require accurate preparation and companies should be aware of the following limitations and planning constraints:

- a. Costs for transferring materials from nations to/from MILENG COE will fall on companies' responsibility.
- b. All customs and shipping related issues are the full responsibility of participating companies and MILENG COE will not be involved in any tax exemptions or movement / transportation of any goods or services regardless of the regions they are coming from.
- c. The MILENG COE will not be responsible for any damage and loss which may occur to the systems, equipment and personnel during the transportation of material / equipment, during the exhibition and during the dismantlement after the event is closed.
- d. Exhibited equipment and material security fall under the responsibility of the participating companies.
- e. Access to the barracks is granted with respect of the list provided to the Guards by the MILENG COE, without being necessary any special badge from the guests. Any form of identification should be enough. The list is created based on the details covered by the registration process.
- f. Parking area will be organized in front of the Gymnasium.

## 7. Financial remarks.

MILENG COE will send invoices to all registered participants not later than 16<sup>th</sup> Nov 2018.

We kindly ask you to pay your fees by transferring your money to our bank account within 2 weeks after receiving the invoices.

**For international / national transfer:**

Hallertauer Volksbank e.G.

IBAN: DE 51 7219 1600 0309 6561 62

BIC: GENODEF1PFI

Purpose:ID – 2018

Please ensure you specify "sender pays applicable bank fees", so that the full amount of your costs is deposited in our account. After the event, if overpayments are identified and a reimbursement is justified, the MILENG COE will action a refund by transfer.

**8. Further details** such as the indoor and outdoor floor plans will be provided to all registered companies within the Final Admin Instructions, by the end of Nov 2018.

## 9. MILENG COE Points of contact:

<b>OF 3 (ROU A) Ovidiu DAMIAN: Support Branch Chief</b>	<b>OF 2 (DEU A) Frank BÄR: Logistics Chief and Security Officer</b>
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