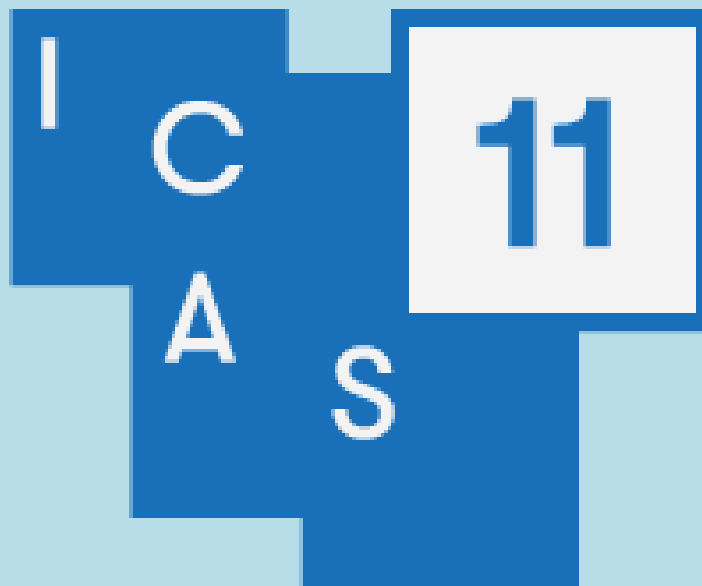


ICAS 11

16-19 July 2019

Leiden, The Netherlands

EXHIBITOR'S MANUAL



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[The International Convention of Asia Scholars](#) (ICAS) is the most inclusive international gathering in the field of Asian Studies. ICAS attracts participants from over 75 countries to engage in global dialogues on Asia that transcend boundaries between academic disciplines and geographic areas.

The meeting place for the eleventh edition of ICAS is [Leiden, the Netherlands](#). ICAS 11 is co-organised by the [International Institute for Asian Studies](#), [GIS Asie](#) (French Academic Network for Asian Studies) and [Leiden University](#).

TRAVEL AND ACCOMODATION

Please book your accommodation as soon as possible as hotels near the convention venue are filling up rapidly. We have blocked a number of rooms at a few [selected hotels](#); if these are no longer available please check the hotel websites directly or consult online hotel booking sites such as booking.com, trivago.com, agoda.com, hotels.com, or airbnb.com. There is no need to stay in Leiden itself as distances between various cities in the Netherlands are small. However, if you stay in another city such as The Hague, Delft, Amsterdam, Haarlem, Hoofddorp, etc. make sure to stay near a train or bus station so that you limit your commute time. The convention venue is a 15 minute walk from Leiden Central station.

VENUE

The convention will take place at various locations in the city of Leiden, all at walking distance from each other. The main locations are:

[Kamerlingh Onnes Building](#) (KOG), Law Faculty of Leiden University
[Lipsius Building](#), Humanities Faculty of Leiden University
[Pieterskerkplein](#) (Peter's Church Square)

REGISTRATION

Pre-registration will take place on Monday 15 July 2019 on the church square, from 3pm-6pm (tentative). On 16-19 July the registration desks will be located in the KOG and Lipsius Buildings. Please sign-in at the desk to receive your badge, conference bag and programme book.

Each booth comes with 1 free registration. Each booth also offers the option to register 1 additional person at a discounted fee of 150 Euros. If you have not yet registered 'your additional person', please do so [here](#) so that we can add their name to our list of participants and generate a badge for them.

EXHIBITION AREA

The ICAS 11 Asian Studies Book Fair and Exhibition will be located in both the KOG and Lipsius Buildings. Unlike expansive conference centres, these buildings are informal, definitely more charming, yet unfortunately slightly less forgiving in terms of space. This

means that the distribution of booths will not be as uniform as you might be used to. The exhibition floorplan and your assigned booth will be sent to you as soon as possible. All presentations, panels and roundtables will be taking place in these 2 buildings, and so both locations are equally accessible and attractive for exhibitors. In addition, in both locations the exhibition booths will be located directly adjacent to the canteen and coffee points, ensuring maximum foot traffic.

MOVE-IN / MOVE-OUT / OPENING HOURS

Move-in: Monday 15 July, 3pm-6pm
(Upon appointment only: Tuesday 16 July, 8.30am-9.30am)

Move-out: Friday 19 July, 3pm-6pm

Exhibition opening hours:

Tuesday 16 July 2019: 9.30am – 3.45pm

Wednesday 17 July 2019: 8.30am – 5pm

Thursday 18 July 2019: 8.30am – 5pm

Friday 19 July 2019: 8.30am – 3pm

(These times coordinate with the panel/roundtable and break hours to maximize visitors at booths. On Tuesday, the opening ceremony starts at 4pm)

BOOTH FURNITURE

The standard configuration for each booth will be a skirted table (approx. 80x180cm), 2 chairs, and a backdrop on which you can attach posters.

We also offer the option to replace the table with a high round standing table plus 2 high stools, if that is a better format for your needs. Please let us know your preference so we can design the floorplan more efficiently.

Please contact us if you require additional furniture (at extra cost). Options will be limited as space is limited, but most things can be discussed!

SHIPPING

We have decided to not work with a freight forwarder/advanced warehouse, in order to keep costs down for exhibitors. Instead we are receiving and storing all materials at our own offices in Leiden, and will deliver these to your booth on time for move-in on the Monday afternoon.

We will not be responsible for any issues such as customs, import fees, etc. Please use a courier which will act as your customs broker, and have all fees billed to you directly.

Inform your courier that materials can only be delivered on Monday to Friday, from 9am-5pm. Materials should arrive between 24 June and 12 July 2019. Please email us the details (# of packages and weights) in advance so we know what to expect.

A small handling fee will be charged based on the weight of materials sent:

10 Euros per 10 kilograms (or part thereof).

No individual package may weigh more than 20 kilograms.

Send your materials to:

ICAS 11 Exhibition
[Exhibitor name]
Rapenburg 59
2311 GJ Leiden
The Netherlands
(Tel# +31-71-5272227)

FOOD AND BEVERAGES DURING ICAS 11

Morning break: 10.45am-11.15am

Lunch break: 1pm-2.45pm

Afternoon break: 4.30pm-5pm

During the breaks you will receive the highest traffic at your booth, but coffee and tea will be served near your booth so you will not have to go far to pour yourself a drink. Coffee/tea is included in your registration fee.

There are various options for lunch (not included in registration fee). The KOG and Lipsius buildings both have a small canteen, located adjacent to the booths.

On the Pieterskerkplein (church square), located exactly between the KOG and Lipsius buildings, we are organising a Food Truck Festival, focusing on both Asian and typical Dutch cuisine. This will be open between 11am-8pm. The festival will also feature a number of market stalls, providing some nice distraction and entertainment.

A large number of cafés and restaurants in the immediate vicinity will gladly welcome you for lunch throughout the late morning and afternoon. A map of eating establishments and supermarkets will be provided with your programme book.

CANCELLATIONS

Cancellation of registration must be submitted in writing or via email and is valid only with acknowledgement of receipt by the ICAS Secretariat.

Cancellation fees are dependent on the notice given:

If cancellation occurs less than 45 days prior to the start of the event, the cancellation fee is 100% of the registration fee.

If cancellation occurs between 90 days and 45 days prior to the start of the event, the cancellation fee is 50% of the registration fee.

If cancellation occurs more than 90 days prior to the start of the event, the cancellation fee is €25 for administrative costs.