

Sponsor Technical Manual



DMS ANNUAL CONGRESS

2025

10 NOVEMBER 2025

**MARMORHALLEN
COPENHAGEN · DENMARK**

TABLE OF CONTENTS

1. GENERAL INFORMATION	3
2. REGISTRATION	4
3. ALL ABOUT THE EXHIBITION	5
4. SHIPPING	6
5. FLASH TALK & E-BLAST INFO	7
6. PROMOTIONAL MATERIAL	8
7. SOCIAL EVENT	9
8. STAND BUILDING	10
9. THE DMS QUIZ	10
10. PACKAGES AT A GLANCE	11
11. DEADLINES OVERVIEW	12



1. GENERAL INFORMATION

CONFERENCE VENUE – THE MARBLE HALL

The Marble Hall (Marmorhallen)
University of Copenhagen
Thorvaldsensvej 40
1871, Frederiksberg
Denmark

OFFICIAL LANGUAGE

The official conference language is English.

PARKING

There are no allocated parking spaces at The Marble Hall for conference attendees. All surrounding areas are for public use, and standard parking rules apply.



2. REGISTRATION

All sponsors and exhibitors must register their complimentary staff passes via the [DMS Congress 2025 online registration system](#).

Please select the participant type “Sponsor” and enter your correct company name. A sponsor/exhibitor code is required, which will be shared with you shortly by email.

Each participant must register using a unique email address and provide their full name, company, address, and country. Once the form is completed, add the registration ticket to your order to finalise the registration.

Important:

- Avoid using the same email or account for multiple participants. The system will overwrite participant details associated with the account, replacing previous registration information. To avoid issues, please create a new login with a different email address for each participant.
- Registrations labeled as "no name" will not be accepted.
- We reserve the right to adjust registrations that do not align with the sponsorship or exhibitor agreement.

Participant badges will indicate whether the individual is registered as a sponsor or otherwise.

For questions about the registration, please contact **Line Winces Nielsen** at lwn@cap-partner.eu.

Registration deadline: [October 25](#)



3. ALL ABOUT THE EXHIBITION

EXHIBITION TIMING TABLE

Event details	Date		Hours
Build up	Monday	10 Nov 2025	08:00 - 10:00
Exhibition	Monday	10 Nov 2025	09:00 - 17:30
Dismantling	Monday	10 Nov 2025	17:30 - 18:30

Please note:

A reception will take place in the exhibition area on 10 November from 17:15 - 18:15.

BUILDING HEIGHT

Maximum stand height: 2.50 meters

ELECTRICITY

Standard supply: 1x 230V/10A

CATERING

Lunch, coffee breaks, and reception are included for all sponsors and exhibitors.

Wi-Fi

Wi-Fi is provided by the University of Copenhagen and is available free of charge.

FURNITURE

Each exhibition space includes one table (80 cm x 120 cm) and two chairs. If you plan to bring your own furniture, please inform Jakob Sandager at jj@cap-partner.eu.

4. SHIPPING

PRE-CONFERENCE SHIPPING ADDRESS

If you need to ship materials for your stand ahead of the conference, please send them to:

Lærke-Amalie Riisom /DMS 2025
University of Copenhagen Driftsafdelingen
Bülowsvej 21
1870 Frederiksberg
Denmark
Mark: KU FOOD – DMS Conference 2025, Marmorhallen + company name

Delivery Times:

Monday - Thursday 7:00-15:30

Friday 7:00-15:00

RETURN SHIPMENT

Exhibitors must arrange their own return shipments. Return labels should be prepared in advance, brought to the event, and securely attached to all parcels. Printing will not be available during the conference.

You may use Lærke-Amalie Riisom (Tel: +45 38 42 95 73) as the local contact for your carrier, but please note this person will not be on-site to assist. It is therefore essential that labels are complete and accurate.

Parcels must be ready for pickup starting the day after the conference and must be collected no later than **Wednesday, 12 November**. The organisers will not be able to further assist with return shipments beyond this date. Please ensure that all arrangements are made within the assigned timeframe.

5. FLASH TALK & E-BLAST INFO

FLASH TALK INFO

Submit your abstract (including topic and speaker names) via [this form](#).

Bring your presentation on a USB drive to the conference.

Detailed scheduling information will be sent via email.

Submission deadline: [October 10.](#)

E-BLAST

We use the MailChimp platform for all email blasts. A final draft will be sent to you for confirmation before distribution.

Submit the following materials via [this form](#).

- HTML code (preferred format)
- Images
- Links
- Logos, banners, etc.

Please find an e-blast example [here](#).

Submission deadline: [October 10.](#)

6. PROMOTIONAL MATERIAL

DIGITAL ADVERT SPECIFICATIONS

The digital advert will be a LinkedIn post from the DMS account. Please submit the content you wish to include in the advert to Jakob Sandager at jj@cap-partner.eu.

We recommend the digital advert highlights your activities at the conference.

The digital advert is subject to approval.

COMPANY LOGO

File format: .eps or .ai (vector format)

Deadline for all promotional material: **October 13**

LANYARDS

Lanyards must be sent to CAP Partner by **November 1**

Delivery Address:

Conference Secretariat – CAP Partner
Att: Jakob Sandager (DMS 2025)
Nordre Fasanvej 113, 1st Floor
2000 Frederiksberg, Denmark



www.dms.dk

7. SOCIAL EVENT

DMS CONGRESS DINNER

Venue: Madklubben (Food Club)

Sortedam Dossering 7C, Nørrebro, 2200 Copenhagen

Time: 18:30 – 21:00



The dinner includes a buffet and open bar (wine, beer, soda, lemonade, and sparkling/still water).

Participation is complimentary for Platinum, Gold and Silver sponsors (limited to the ticket quantity in your package).

It is important you use your discount code when registering.

Additional tickets must be purchased via the online portal.

Deadline for registering: 25 October

Please inform us of any dietary requirements during registration.

Due to limited availability, early booking is strongly advised.



8. STAND BUILDING

Sponsors may:

1. Build and bring your own, or
2. Order a custom-built stand from our partner: Compass Fairs

Compass Fairs is an experienced provider specialised in exhibition stand solutions and can assist with both standard materials and custom stand designs. A professionally built and well-decorated stand significantly improves your company's visibility and draws more attention from attendees.

Order here: [DMS Sponsor webshop](#)

Login: After your initial contact, Compass Fairs will provide you with a personal login for the ExpoShop.

Please note: Late orders incur a 25% express fee.

Deadline: [October 22.](#)


9. DMS QUIZ 2025

The DMS quiz is a long-standing tradition at the DMS Annual Congress to boost interaction and stand visits. Each company submits one multiple-choice question (3 options; mark the correct one) about your company or product. Attendees visit your stand to discuss and answer it, and those who get all questions right enter a prize draw.

If you haven't sent your question yet, please do so by [22 October 2025](#). After that date we can't include your company as a participant.



10. SPONSORSHIP AT A GLANCE

	PLATINUM SPONSORSHIP 24.000 DKK	GOLD SPONSORSHIP 18.000 DKK	SILVER SPONSORSHIP 12.000 DKK	Bronze SPONSORSHIP 8.500 DKK
EXHIBITION SPACE	12 m2	8 m2	6 m2	3 m2
REGISTRATION AND SOCIAL EVENTS				
Included badges	4	3	2	2
Extra badges discount (limited to)	15% (2)	12% (1)	10% (1)	-
Dinner tickets	4	3	2	-
PRESENTATION +				
Flash talk (integrated into the programme)	15 minutes	10 minutes	-	-
Banner in the registration area (optional)	✓	-	-	-
MARKETING, PROMOTION & LOGO PLACEMENT				
Pre-congress email blast	✓	✓	can be purchased	-
1 Digital Advert	✓	-	-	-
Lanyard supply priority (excl. production cost)	1°	2°	3°	-
Banner (Poster area /available areas)	-	✓	-	-
Logo displayed on congress break slides	✓	✓	✓	✓
logo and company profile on the congress website	✓	✓	✓	✓
ALSO INCLUDED				
1 Table , 2 chairs, and electricity	<div>INCLUDED FOR ALL</div> 			
Lunch and coffee breaks				
Participation in the congress quiz				

11. DEADLINES OVERVIEW

DMS Congress 2025		
<i>Event</i>	<i>Deadline</i>	<i>After deadline fee</i>
<i>General abstract submission</i>	1 Oct 2025	
<i>Early registration deadline</i>	1 Oct 2025	
<i>Flash talk information</i>	10 Oct 2025	
<i>Company E-blast</i>	10 Oct 2025	
<i>All promotional material</i>	13 Oct 2025	
<i>Stand building orders with Compass Fairs</i>	22 Oct 2025	25%
<i>Quiz</i>	22 Oct 2025	
<i>Dinner registration</i>	25 Oct 2025	
<i>Company registration</i>	25 Oct 2025	
<i>Lanyards</i>	1 Nov 2025	





**FOLLOW US ON SOCIAL
MEDIA**



**Search for The Danish
Microbiological Society**

**Use #DMS2025 when posting about
the congress!**

Danish Microbiological Society

www.dms.dk

info@dmselskab.dk

CONGRESS SECRETARIAT

CAP Partner

Nordre Fasanvej 113, 1. Sal

2000 Frederiksberg

www.cap-partner.eu

info@cap-partner.eu

Tel: +45 7020 0305