



**Ministerial Conference on Nuclear Science, Technology and Applications and the Technical
 Cooperation Programme | 26–28 November 2024, Vienna, Austria**

EXHIBITION REQUEST FORM

Please fill in all fields and submit the duly completed form along with any relevant attachments to
MTCD-CSS-Exhibitions.Contact-Point@iaea.org

Full title of exhibition	<i>(to be included in the programme via the IAEA Conference and Meetings app)</i>	
Brief description for App	<i>(to be included in the programme via the IAEA Conference and Meetings app, 100-200 words)</i>	
Content of planned exhibition	<i>(for information)</i>	
Name of requestor (Member State; Organization or Company)	<i>(in full)</i>	
Requester's Name		
E-mail address		
Contact number		
Deadlines	To process your request, please ensure: (i) that all of the required information is provided; and (ii) that requests are submitted not later than Wednesday, 31 July 2024	
	Exhibitors will receive an email from Conference Services, notifying on the assigned space and providing detailed logistical information by no later than Friday, 16 August 2024	
Space assignments	(i) the maximum exhibition space assigned will be maximum <u>12 square meters</u> ; (ii) space includes power and WIFI; and (iii) exhibition will be organized in close vicinity to the conference rooms in the M-Building and Rotunda	
Professional booth	Please inform us if you will order a professional booth from a stand builder and equipment at your own expenses and responsibility. This information is needed in order to proceed with the assignment of exhibition spots.	
Hospitalities	No additional tables for catering can be provided at the designated exhibition space. In case a hospitality event is considered to be organized please contact MTCD-CSS-Exhibitions.Contact-Point@iaea.org for further guidance.	
Shipments	Shipments should be labelled and sent as indicated below: International Atomic Energy Agency Vienna International Centre (VIC) Wagramerstrasse 5 1400 Vienna, Austria	Shipment costs are to be paid by the exhibitors to and from the VIC and must be delivered to the above address between 18 and 22 November 2024. Shipment notification to be sent to MTCD-CSS-Exhibitions.Contact-Point@iaea.org indicating:
	Receiving Area F-364 ATTN: Erik Paniagua-Miranda (x21320) Exhibition CN-328 / your company name Box 1 of XX	<ul style="list-style-type: none"> • The expected date of arrival at the VIC; • The airway bill number or the name of the Vienna supplier; and • the number of boxes/parcels.