

2<sup>nd</sup> International Conference on  
**Microbial Food and Feed Ingredients**  
Technical Manual



16-18 November 2021  
Copenhagen · Denmark

**IFM**

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## CONFERENCE VENUE – The Marble hall

Marble Hall  
Copenhagen University Department of Food Science  
Thorvaldsensvej 40  
1871 Frederiksberg

## Official language

The official conference language is English.

## Parking

There are not any allocated parking space at the Marble Hall. All spaces by the Marbel Hall are for public use, please be aware of the public parking fee.

## Timing

Event details	Date		Hours
Build up	Tuesday	16 november	12:00 - 17:00
Exhitbition	Tuesday	16 november	17:30 - 20:00
Exhitbition	Wednesday	17 november	08:30 - 17:30
Exhitbition	Thursday	18 november	10:00 - 14:00
Dismantling	Thursday	18 november	14:15 - 18:00

### Please note:

The welcome reception will take place in the exhibition area on 16 November from 17:30 - 20:00. Therefore your stand must ready at 17:00.

## CONTACT INFORMATION MIFFI 2021

Conference Secretariat – CAP Partner  
Nordre Fasanvej 113  
2000 Frederiksberg, Denmark  
Charlotte Vedsted  
Tel.: +45 7020 0305  
E-mail: [cv@cap-partner.eu](mailto:cv@cap-partner.eu)



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## Stand approval

Maximum Building height: 2,50 meters

## Electricity

1x 230V/10A is included

## Catering

Lunch, coffee breaks and welcome reception are included in the exhibition fee.

## WiFi

Available free of charge

## Walls, carpet, furniture and AV

The exhibition space will include 1 table (60x120 cm) and 2 chairs. If you do not need the complementary table and two chairs, please let us know. If you need walls, carpet, furniture or AV this can be ordered via our supplier Holmud who have set up an online shop for the event (<https://holmud.dk>). Fill out the form on the front page and you will be registered as an user and will receive login by email.

It is also possible to bring or ship your own furniture and AV. In this case, please see shipping information on next page.

### **The deadline for ordering via Holmud is 26 October 2021.**

For orders received after this date a 25% late order fee will be added. To ensure delivery, the invoice has to be paid in due time

### **Contact**

If you need further information, please contact Holmud by phone +45 44 91 80 44 or by mail: [holmud@holmud.dk](mailto:holmud@holmud.dk). You also can visit [www.holmud.dk](http://www.holmud.dk), if you need further inspiration.



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## Shipping address

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

University of Copenhagen  
Driftsafdelingen  
Bülowsvej 21  
1870 Frederiksberg  
Mrk: KU FOOD – Miffi Conference, Marmorhallen - *company name*

*For larger shipments:*

Marble Hall  
Copenhagen University Department of Food Science  
Thorvaldsensvej 40  
1871 Frederiksberg  
Mrk: KU FOOD – Miffi Conference, Marmorhallen - *company name*

Please ensure larger shipments to be delivered on the day of build up before 12 o' clock.

## Delivery

Monday-Thursday 7:00-15:30  
Friday 7:00-15:00

## Please note:

The exhibitor must organize return shipment. It is the exhibitor's responsibility to add return labels on all items.



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## Symposium info deadline

Please bring slides for your presentation on the day of the conference.  
Information about topics and speakers should be sent beforehand.

Deadline: October 25 to Charlotte Vedsted at [cv@cap-partner.eu](mailto:cv@cap-partner.eu).

## Adverts

Specifications:

The format is 210 x 297 mm for a full page  
Format: print-ready PDF in 300 dpi CMYK. Bleed: 3 mm

Deadline: October 25 to Charlotte Vedsted at [cv@cap-partner.eu](mailto:cv@cap-partner.eu)

Adverts are incl. for Gold Sponsors and partners.

## Inserts

Inserts are incl. for partners.

Inserts are to be sent to CAP Partner at the latest by the November 10.

Conference Secretariat – CAP Partner  
Nordre Fasanvej 113  
2000 Frederiksberg, Denmark



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## Registration

### How to register free participants included in your sponsorship/exhibition

Sponsors are asked to register their free participants through the [Online Registration](#) for MiFFI 2021

Please choose the correct type of sponsor (Partner/Gold sponsor, Silver/Bronze sponsor or Supporter). It is mandatory to indicate the sponsor company name. Thereafter add registration ticket and relevant social events tickets to your order. Please follow your order through in order to register and receive a registration confirmation.

Kindly note: We reserve the right to change your registration if your status and amount of free registrations does not correspond with the MiFFI sponsor list.

Each sponsor participant can register themselves using above instructions. Please remember, that all registrations require a personal email address, full name, company, address, and country.

**Registration deadline for sponsors: October 25, 2021**

Please note that if you have not registered before or on October 25, 2021, we cannot guarantee available dinner tickets for the conference dinner.

For questions related to registration, please contact Mille Skovbjerg at [ms@cap-partner.eu](mailto:ms@cap-partner.eu)



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Overview of important information and deadlines	Supporter	Bronze	Silver sponsor	Gold sponsor	Partner	<input checked="" type="checkbox"/>
Exhibition space size	No	3. sqm.	6 sqm.	8 sqm.	12 sqm.	<input type="checkbox"/>
Logo i program	Yes	Yes	Yes	Yes	Yes	<input type="checkbox"/>
Logo on web site	Yes	Yes	Yes	Yes	Yes	<input type="checkbox"/>
Comp. Registration incl. <b>Deadline: Oct. 25</b>	1	2	2	5	8	<input type="checkbox"/>
Advert in programme <b>Deadline: Oct. 25</b>	No	No	No	Yes	Yes	<input type="checkbox"/>
Insert <b>Deadline: Nov. 10</b>	No	No	No	No	Yes	<input type="checkbox"/>
Logo on break slides	No	No	No	No	Yes	<input type="checkbox"/>
Discount – add. registration	No	15% discount	15% discount	25% discount	25% discount	<input type="checkbox"/>
Symposium <b>Deadline: Oct. 25</b>	No	No	No	NO	30 min.	<input type="checkbox"/>
Dinner incl. <b>Deadline: Oct. 25</b>	No	No	No	5	8	<input type="checkbox"/>
Roll up i reg. area (60 cm x 200 cm)	No	No	Yes	Yes	Yes	<input type="checkbox"/>



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