



3rd ASEAN REGIONAL CONFERENCE ON SCHOOL SAFETY

Bangkok, 3-4 April 2019

"ASEAN working together as One in making children in schools and communities resilient to disasters"

EXHIBITION GUIDE

A. Objectives

1. Exchange knowledge and share learnings on school safety programming and government leadership in school safety to strengthen ASEAN commitment to school safety;
2. Promote innovation and technology in promoting school safety in ASEAN region;
3. Showcase sound practices, case studies, publication, manuals, key messages on school safety endorsed and disseminated by ASEAN government;
4. Raise the awareness of school safety among the key stakeholders in ASEAN region.

B. Place/Location for the Exhibition

Hotel: TBD, Bangkok, Thailand

C. Schedule for Exhibition

1. 3 April 2019, 09.00 – 17.00
2. 4 April 2019, 09.00 – 17.00

D. Specification

1. Assigned exhibition spaces will be set up in an exhibition room next to the Conference room;
2. Each exhibit space will have an open area of approximately 2 x 2 metres. For each exhibitor, the Conference organisers will provide a desk of 50 cm x 150 cm, 2 chairs, and one power outlet;
3. No separator panels will be provided. Exhibitors are requested not to leave traces on the hotel walls;
4. Exhibitors should be responsible for bringing or arranging needed materials for their respective display. No mounting materials will be provided by the organisers.

E. Allowed Exhibited materials

1. Books, publications, newsletters/factsheets, reports, or other printed resource materials
2. Video (no laptop is provided. Please bring your own laptop);
3. Shared slide screen and projector will be provided in the middle of the room. Exhibitors can take turn to show video;
4. Promotional materials and giveaways (i.e. pens, notepads, merchandises, stationary, etc.)
5. Photos, posters, etc.
6. Stand banner (limited to one banner)

F. Display set-up



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1. Exhibitor is highly encouraged to prepare for the booth on 2 April 2019 starting at 9AM in the exhibition room;
2. Dismantling of the display will be done at the end of the conference, on 4 April 2019, at 17.00.

For further details and expression of interests to participate in the market place, please contact: Ms. Kamelia Octaviani (Kamelia_Octaviani@wvi.or.id) and Mr. Ryan Weoll (ryan.weoll@plan-international.org) by the **latest 15 March 2019**.

G. Space for Booths

1. The space will accommodate 10 exhibition booths which are designated for each ASEAN Member States
2. Additional 2-3 booths will be designated for Coalition of Schools Safety in the region and partners working together for school safety in ASEAN.

