

# EXHIBITOR MANUAL



V CONGRESSO IBERO - AMERICANO DE PESQUISA QUALITATIVA EM SAÚDE  
CONGRESO IBEROAMERICANO DE INVESTIGACIÓN CUALITATIVA EN SALUD

*Circulação de saberes e desafios em saúde*  
*Circulación de conocimiento y los desafíos en salud*  
11-13 OUTUBRO 2012  
ISCSP - UTL, LISBOA

## IMPORTANT INFORMATION

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Dear Exhibitor,

Thank you for the interest to participate as exhibitor during the V Ibero-american Congress on Qualitative Health Research, taking place between 11 and 13 October 2012, in Lisboa, Portugal. This congress represents an excellent opportunity to contact and network with an international community of researchers, health professionals and students from the Ibero-american cultures and languages (Portuguese and Castilian).

The Manual presents practical information for exhibitors about the congress and the venue that we hope will assist you when preparing your participation. We have also added some general information about Lisboa that we hope will prove useful when planning your visit to the city.

Please familiarize yourself with the general content and information. For any additional information or assistance you might need, please do not hesitate to contact the congress secretariat.

We look forward to welcoming you to Lisboa in October!

## CONGRESS INFORMATION

### Congress Venue

Instituto Superior de Ciências Sociais e Políticas da Universidade Técnica de Lisboa (ISCSP-UTL)

Address:

Rua Almerindo Lessa, Monsanto

1300-663 Lisboa, Portugal

T: +351 21 361 94 30

F: +351 21 361 94 42

[www.iscsp.utl.pt/](http://www.iscsp.utl.pt/)

### Exhibition hours

Set-up:	10 October 2012	15h00 – 18h00
Exhibition	11-12 October 2012	09h00 – 18h00
Exhibition	13 October 2012	09h00 – 12h:00
Tear-down:	13 October 2012	after the Closing Ceremony (12h30)

### Payment

Full payment of exhibition cost due should be made until 1 August 2012 to the congress secretariat Leading – Your Congress Organiser. Please note that only exhibitors will fully paid exhibition fee will be allowed to set up their material/stand on 10 October 2012.

### Contact Person

Each exhibitor should inform, until 1 August 2012, full contact details and the name of the person responsible to set-up and dismantle the exhibition stand/material.

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## **Delivery of exhibition goods/material before the congress**

Due to logistics exhibition goods/material can only be accepted for storage during the week 1 to 5 October 2012.

Delivery address for exhibition goods/material:

Attention: Pesquisa Qualitativa 2012 /Secretariat

Address:

Rua Almerindo Lessa, Monsanto

1300-663 Lisboa, Portugal

T: +351 21 361 94 30

F: +351 21 361 94 42

## **Set-up**

Exhibitors will have access to the exhibition area for set up on 10 October between 15h00-18h00.

## **Tear-down**

No dismounting of exhibition stands will take place before the end of the Closing Ceremony on 13 October 2012.

## **Exhibitor Support Desk**

The Exhibitor Support will be located in the exhibition area. Support staff will be available at this desk from 15h00 on 10 October 2012.

## **Exhibitor Badges**

The names of the representatives present during the congress should be informed until 1 August 2012 to the congress secretariat on email: [secretariado@pesquisaqualitativa2012.com](mailto:secretariado@pesquisaqualitativa2012.com)

Access to the congress and exhibition is limited to persons identified with a congress badge. Please make sure to always carry your badge visible. Please contact the support desk or secretariat should you have lost or left your badge behind somewhere. The cost of producing a new badge is 15€.

## **Exhibition Plan**

The congress organiser reserves the right to adjust the set up and locations of the table top exhibiton according to the space available for the exhibition at the venue.

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## General Information

### Accessibility

Lisbon International Airport (Portela) is located close to the city centre (7 km), about 15-20 minutes transfer to most of the centrally located hotels. The Airport is served by daily direct flights operated by the traditional air lines as well as by many of the low cost companies operating in Europe.

\*) Lisbon Airport is not connected to the Underground System (Metro). However, there is an Airport shuttle bus (AeroBus) with several stops in the city centre. (last stop: Cais do Sodré)

Average duration of a selection of flights to Lisboa:

- Rio de Janeiro: 9,5 hrs
  - São Paulo: 9,5 hrs
  - Madrid : 50 min
  - Mexico City: 13 hrs
  - Bogotá: 15 hrs
  - Toronto: 9 hrs
- ...and from Sidney: 22 hrs

### Public Transportation

The joint fleet of the two public transportation companies Carris (buses and trams) and Metro (underground) covers the entire city with regular bus and tram routes as well as underground lines.

### Taxis

Taxis are widely used by the locals, and in comparison to the taxi fares in other countries, the Lisbon taxis are still to be considered a rather inexpensive means of transportation.

The city is served by 3,500 taxis, and a taxi ride from the airport to the city centre should cost between € 8 and € 15. The usual urban taxi fares are:

Day: 2.00 € + 0.40 €/km

Telephone booking: 0.80 €

Night, weekend and holidays: 2.50 € + 0.48 €/km

### Climate

The average maximum daily temperature and average minimum temperature in the Lisbon area in October are 22°C / 64 F (high) and 12°C / 52 F (low). Please take in consideration that Lisbon is located by the river and the ocean, and therefore can be windy in the late afternoon or evening. A sweater or a ladies pashmina may be necessary.

### Currency

Portugal is a member of the European Monetary System, and the previous currency Escudo was replaced by the Euro on 1 January 2002.

### Electric Current

Portuguese standard is the European type 2 pin sockets with 220 volts AC at 50 cycles. The phase 380 volt current is normally available in meeting rooms and exhibition halls.

### Exchange

Major credit cards are accepted in most hotels, shops and restaurants. Travellers' cheques and currency can be changed at exchange bureaux or at hotel receptions. Automatic changing and cash dispensing machines linked to international networks are also widely available.

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## Health Requirements

With the exception of vaccination certificates for persons coming from areas where yellow fever is endemic, at the present there are no special health requirements.

## Hotel Check in/out Policy

Normal check in time at hotels is 15h00. The established check out time is 12h00. Should you need guaranteed occupancy before 13h00 on the day of your arrival, the previous night should be reserved.

## Medical Care

Clinics and hospitals provide 24 hrs emergency service. The national emergency phone number is 112. Hotels have a doctor on call through the reception. Reciprocal E.C. cover is available at out-patient departments, otherwise private consultation fees are charged.

## Sales Tax

Sales tax (VAT) is included in prices quoted. For non E.U. residents, tax free shopping schemes are available in many shops, which give substantial savings to visitors.

## Local Time

The local time in Portugal is GMT +1 (the same time as in Dublin, London).

## Passport and Visa

Travelers are required to carry a valid Passport or identification card (European Union citizens). A VISA is not necessary for travelers from the European Union, the USA and Canada and the majority of countries. For detailed information travelers should contact the Portuguese Embassy, Consulate in your country or your travel agency.

## Shopping

General opening hours of shops are 10h00 to 13h00 and 15h00 to 19h00, from Monday to Friday, and from 10h00 to 13h00 on Saturdays, except on national holidays. Shopping Centre: open every day from 10h00 to 23h00.

## Pharmacies

The general opening hours of pharmacies are from 09h00 to 19h00 (some close for lunch from 13h00 to 15h00) and on Saturdays from 09h00 to 13h00. Night opened pharmacies are identified with an illuminated green cross. More information on pharmacies with additional opening hours on the website: [www.farmaciasdeservico.net](http://www.farmaciasdeservico.net).

## National emergency number

The national emergency number is 112

## Smoking

The Portuguese law, in accordance with Regulations in force in the majority of European Countries and the USA, does not allow smoking in any public transportation or in any closed public areas. (Some restaurants, bars and discotheques may have a designated smoking area).

Please contact the congress secretariat for any additional information you might need.

Leading –Your Congress Organiser

Largo da Lagoa, 15 F

2795-116 Linda-a-Velha | Portugal

E-mail: [secretariado@pesquisaqualitativa2012.com](mailto:secretariado@pesquisaqualitativa2012.com)

T: + 351 21 771 26 37 | F: +351 21 771 26 39