



**CDC 2024**  
63<sup>rd</sup> IEEE Conference  
on Decision and Control

MILAN, ITALY

DECEMBER 16-19, 2024



# SPONSORSHIP PROSPECTUS

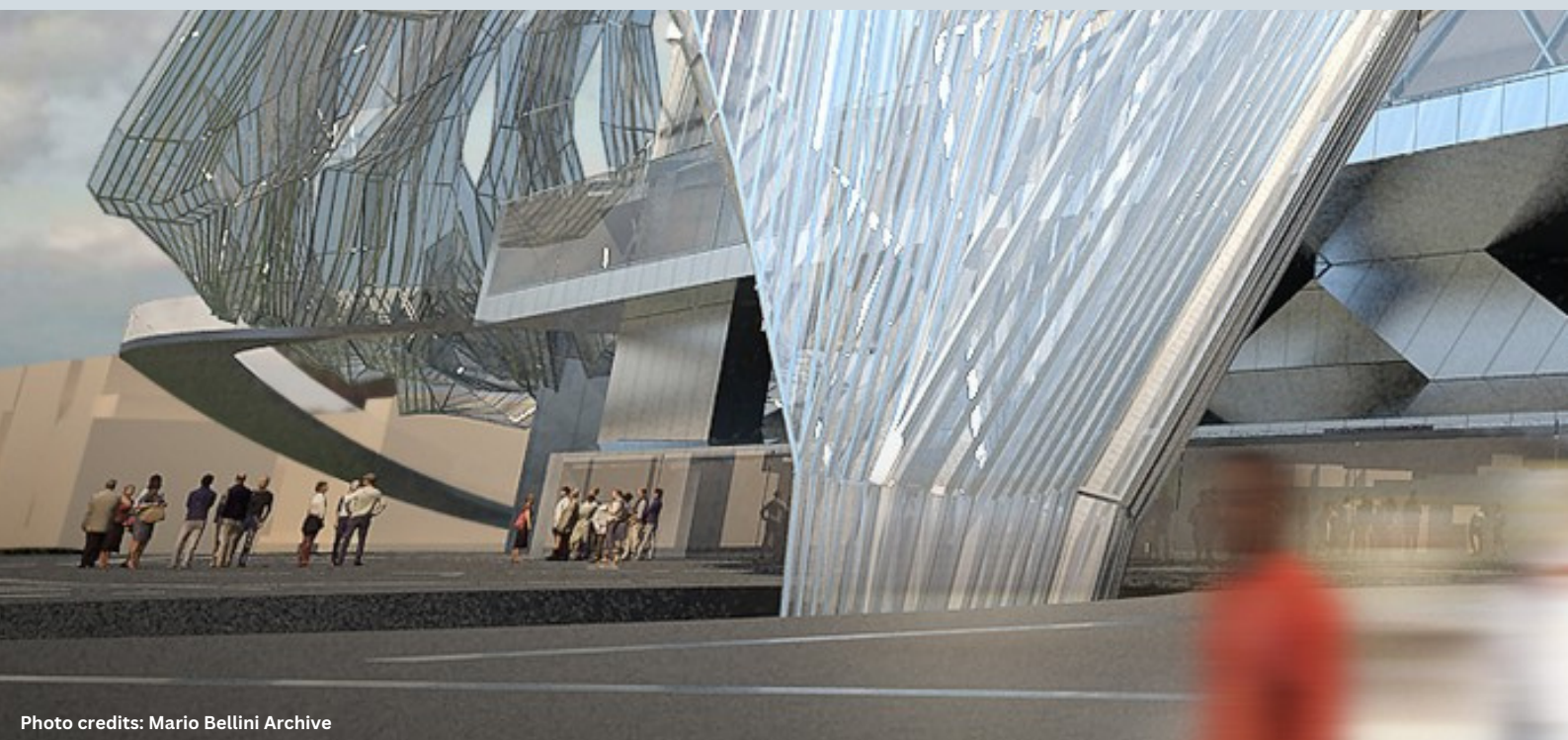


Photo credits: Mario Bellini Archive

<https://cdc2024.ieeecss.org>



## About

The 63rd IEEE Conference on Decision and Control will be held Monday through Thursday, 16-19 December 2024 at the Milano Congressi (MiCo) Conference Centre, Milan, Italy. Technical workshops will open the Conference on Sunday, 15 December 2024.

The CDC is recognized as the premier scientific and engineering conference dedicated to the advancement of the theory and practice of systems and control. It annually brings together an international community of researchers and experts in the field of automatic control to discuss new results, perspectives on future developments, and innovative applications relevant to decision-making, systems and control.

The 63rd CDC will feature contributed and invited papers, as well as workshops and tutorial sessions. The IEEE CDC is hosted by the IEEE Control Systems Society (CSS).

With over 1,500 expected delegates from all over the world (both from the Academy and the Industry), CDC2024 offers an excellent opportunity to reach a large international audience. IEEE CDC2024 combines a central exhibition area with an exhaustive scientific programme that allows dialogue with leaders in the field. The interesting social programme will then grant sponsor a further opportunity to network with all delegates and speakers.

Milan, hosting city for the 2024 edition, is one of the largest metropolitan areas in Italy and in Europe. It is known as Italy's fashion, food, architecture and art capital, whose history dates back thousands of years. Museums and art galleries, including some of the most important collections in the world, with major works by Leonardo da Vinci, will welcome CDC's guests.

**We look forward to seeing you in Milan!**







## Sponsorship packages

CDC2024 provides four exhibitor and promotional sponsor packages: Bronze, Silver, Gold and Platinum sponsorship.

Benefits and cost of each package are summarized below.

	Diamond sponsor	Platinum sponsor	Gold sponsor	Silver sponsor	Bronze sponsor
	€35,000	€10,000	€ 6,000	€ 3,000	€ 1,500
Exhibition space	6mx2m	6mx2m	6mx2m	3mx2m	roll-up banner*
Conference registrations included	6	3	2	1	-
Invitations to VIP Reception	4	2	1	-	-
Logo on the website and programme book	yes	yes	yes	yes	yes
Insert in the delegate bag*	4-page brochure or gadget*	4-page brochure or gadget*	4-page brochure *	1-page flyer*	1-page flyer*
Acknowledgement as co-sponsor for one coffee break	yes	yes	-	-	-
Acknowledgement as one Special Sponsored session	yes	yes	yes	-	-
Advertisement in the programme book	yes (full page)	yes (full page)	yes (half-page)	-	-
Acknowledgement as one Sponsored Workshop	yes	yes	-	-	-
Special Customized Activities	yes	-	-	-	-

All amounts are net of VAT, if applicable.

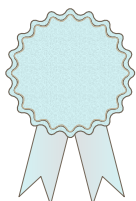
\*Material must be provided by the sponsor and shipped to the venue.



### **Diamond sponsorship - euro 35,000**

Diamond Sponsorship package includes:

- 6 x 2 m exhibition space
- 6 conference registrations
- 4 invitations to VIP reception
- Company logo and link on CDC2024 website and on programme book, clearly labelled as Platinum Sponsor
- 4-page brochure or customized gadget to be included in the delegate bag distributed to all attendees
- Acknowledgement as co-sponsor for one coffee break
- Acknowledgement as one Special Sponsored Session
- Acknowledgement as one Sponsored Workshop
- One full page advertisement in the programme book



### **Platinum sponsorship - euro 10,000**

Platinum Sponsorship package includes:

- 6 x 2 m exhibition space
- 3 conference registrations
- 2 invitations to VIP reception
- Company logo and link on CDC2024 website and on programme book, clearly labelled as Platinum Sponsor
- 4-page brochure or customized gadget to be included in the delegate bag distributed to all attendees
- Acknowledgement as co-sponsor for one coffee break
- Acknowledgement as one Special Sponsored Session
- Acknowledgement as one Sponsored Workshop
- One full page advertisement in the programme book



### **Gold sponsorship - euro 6,000**

Gold Sponsorship package includes:

- 6 x 2 m exhibition space
- 2 conference registrations
- 1 invitation to VIP reception
- Company logo and link on CDC2024 website and on programme book, clearly labelled as Gold Sponsor
- 4-page brochure to be included in the delegate bag distributed to all attendees
- Acknowledgement as one Special Sponsored Session
- Half-page advertisement in the programme book



### **Silver sponsorship - euro 3,000**

Silver Sponsorship package includes:

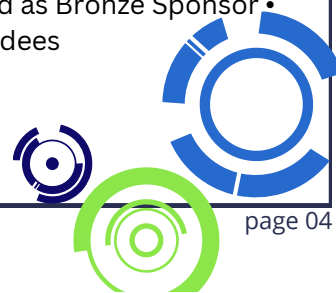
- 3 x 2 m exhibition space
- 1 conference registration
- Company logo and link on CDC2024 website and on programme book, clearly labelled as Silver Sponsor
- 1-page flyer to be included in the delegate bag distributed to all attendees



### **Bronze sponsorship - euro 1,500**

Bronze Sponsorship package includes:

- Possibility to have one roll-up banner in the registration/catering area
- Company logo and link on CDC2024 website and on programme book, clearly labelled as Bronze Sponsor
- 1-page flyer to be included in the delegate bag distributed to all attendees





## Other sponsorships

Item	fee	notes
ONE coffee break	€ 2,500	Exclusive • logo and QR code on all catering tables
Welcome reception -- Mon. 16 Dec. 2024	€ 2,000	Maximum 3 sponsors • logo and QR code on all catering tables • roll-up banner in the catering area
Conference Banquet -- Wed. 18 Dec. 2024	€ 5,000	Exclusive • logo and QR code on banquet menu placed on tables • roll-up banner in the banquet area
Farewell reception -- Thu 19 Dec. 2024	€ 2,000	Maximum 3 sponsors • logo and QR code on all catering tables • roll-up banner in the catering area
Delegate bags	€ 4,500	Exclusive • Company logo on the Conference bag
Delegate lanyards	€ 3,000	Exclusive • Company logo, along with CDC2024 one, on the lanyards
Pens	€ 1,500	Exclusive • Company customized pens to be distributed to all delegates
Notepads (A5 format)	€ 2,000	Exclusive • Company logo, along with CDC2024 one, on the notepads distributed to all delegates
Charging station	€ 3,500	Exclusive • Company logo on one of the charging stations made available to delegates along the venue



## **Sponsorship info**

All sponsors will have their name and logo published on the Conference website (with direct link to the company website) and on the programme book.

### **Sponsored material**

All material customized envisaged by the sponsorship (including roll-up banners, flyers, brochures, gadgets, pens, notepads, lanyards, and bags) is not included in the fee and must be provided by the Sponsor and shipped or made available to the Secretariat at the Conference venue no later Thursday 12 December 2024.

Production costs for the above material can be requested to the Secretariat by email to [CDC2024@theoffice.it](mailto:CDC2024@theoffice.it). The relevant cost will be added to sponsorship fee.

All materials layout and graphics must be submitted to CDC2024 Organizing Committee for approval.

Bags/Lanyards/Notepads must have both CDC2024 logo/graphics and the company logo.

### **Sponsored session**

A Special Sponsored session will be granted to the sponsor during one lunch break to be agreed. The session can be open to all delegates or upon invitation; in this latter case, the sponsor will be in charge of managing invitations and access, keeping in mind that access to the premises is allowed to registered participants only.

### **Sponsored workshop**

A Sponsored workshop will be granted to the sponsor on Sunday 15 December 2024. The workshop can be open to all delegates or upon invitation; in this latter case, the sponsor will be in charge of managing invitations and access, keeping in mind that access to the premises is allowed to registered participants only.

### **Customized Sponsored activity**

A customized activity for the sponsor to grant visibility and promotion will be specifically designed.



## Information for exhibitors

Exhibition area will be located in a central position of the MiCo, close to plenaries and sessions rooms. Coffee breaks will also be organized nearby so as to grant the highest visibility to exhibitors and maximize networking with very large audiences.

Exhibition will run from Mon. 16 December to Thu. 19 December 2024, and it will be accessible to all delegates all day, according to conference opening times.

Sunday 15 Dec.	from 10 AM to 4PM - booths set up
Monday 16 Dec.	from 9 AM to 6PM
Tuesday 17 Dec.	from 9 AM to 6PM
Wednesday 18 Dec.	from 9 AM to 6PM
Thursday 19 Dec.	from 9 AM to 3PM - dismantling by 5PM

Bookings available from 20 November 2023

- Exhibitor booking available until 20 June 2024
- Other sponsorship booking no later than 20 June 2024





### Sponsorship Booking

	Item	fee
	Diamond Sponsorship	€ 35,000
	Platinum Sponsorship	€ 10,000
	Gold Sponsorship	€ 6,000
	Silver Sponsorship	€ 3,000
	Bronze Sponsorship	€ 1,500
	ONE coffee break  Please select day and time Mon. 16 Dec            AM            PM Tue. 17 Dec            AM            PM Wed. 18 Dec            AM            PM Thu. 19 Dec            AM            PM	€ 2,500 each
	Welcome reception -- Mon. 16 Dec. 2024	€ 2,000
	Conference Banquet -- Wed. 18 Dec. 2024	€ 5,000
	Farewell reception -- Thu 19 Dec. 2024	€ 2,000
	Delegate bags	€ 4,500
	Delegate lanyards	€ 3,000
	Pens	€ 1,500
	Notepads (A5 format)	€ 2,000
	Charging station	€ 3,500
	<b>TOTAL</b>	

All amounts are net of VAT (of applicable).





## Terms and Conditions

All exhibitors are equal regardless of size and should be given an equal opportunity, within reason, to present their products in the most effective manner to the audience.

### Packages and exhibition spaces

1. CDC2024 will provide the following: delegate passes, space and equipment, as specified.
2. Each single space is 3 meters (length) x 2 meters (width) and includes all equipment detailed. No discount will be made for items/services not utilized. Sponsors may request other booth equipment or furnishing to the Organizing Secretariat.
3. No promotional material shall be placed outside the assigned space. Any attention-arousing devices (such as noisemakers, flashing lights, movies, music, videos, screens etc.) shall not hinder scientific programme nor other companies activity.
4. Representatives of exhibitor shall remain in their space when working. In no case aisles can be used for this purpose.
5. Any layout other than the one provided shall be requested or submitted to the Organizing Secretariat for approval.
6. Space location will be assigned by the Organizers.
7. CDC2024 Organizers reserves the right to change space location, layout, size and equipment, or to change exhibition times, at any time in case of organizational urgent needs.
8. If equipment or machinery is to be installed and used, a thoroughly description of the apparel and of its usage, along with conformity document and safety regulation must be submitted for approval.
9. All Shipping details will be communicated in due time by the Organizing Secretariat. The Sponsor is in charge of all customs duties and formalities, shipping costs.
10. Exhibitor shall not sublease any part of the space rented to another organization. Space may be occupied by the registered company only.
11. Exhibitor may distribute samples and promotional material directly related to their products at their space; no food or beverages can be distributed.
12. Every precaution should be taken by exhibitor to protect their materials, equipment or products used or displayed. The organizers disclaim any responsibility or liability for damage to or loss of any exhibitor's equipment or products.
13. Spaces can be set up on Sunday 15 December 2024 from 10AM to 4PM; dismantling must be completed by Thursday 19 December 2024 by 5PM. All materials must be packed and removed no later than this deadline. Any material left with no specific instructions will be removed and disposed.
14. All materials for the booth must be handled by the Sponsor staff. The Sponsor is in charge of handling and storage of material during Exhibition.

15. The electrical supply to booths (220V – European plug) shall be distributed for lighting purposes and for supplying office machinery. The use of appliances other than those intended for office use is strictly prohibited. The display of working electrical appliances must be requested and authorized by Organizers and the Venue. In the event that the Company requires a special power supply, this must be requested to Organizers for approval and quotation at least 30 (thirty) days before the event. The Company must use high quality materials and electrical appliances with suitable characteristics, which comply with existing CEI Regulations.

16. It is forbidden to - use electrical tools and machinery during set up to build furnishings at the stand - use inflammable glue, varnish and /or paint - use forklifts - introduce motorized vehicles into the pavilions - introduce refrigerators and cooling devices or radiating heaters - use combustible compressed or liquid gas - use inert gas canisters of any size and/or capacity - use temporary ceilings to partially cover exhibition and congress spaces - introduce inflatable structures or balloons which use inflammable gas - access the exhibition and congress areas with motorized vehicles in general - cover in any way, even partially, the mobile or fixed fire fighting devices of the exhibition and congress structures and the signs indicating emergency exits, forbidden activities and limitations - have set-up and dismantling personnel for the exhibition and congress spaces present after agreed opening times - leave the electricity on at the booth and/or in the exhibition space without the presence of personnel and, in any case, outside of the opening hours of the event - use loudspeakers or any other source of sound which could create disturbance - introduce materials and/or products to the exhibition spaces which are dangerous, bad smelling, or which could cause damage or annoyance to the others - obstruct internal and/ or external corridors and emergency exits with any, during set-up, dismantling and the event - use equipment or fixtures which do not comply with current safety regulations and legislation - tamper with or damage in any way the furnishings or premises of the venue

**Social events** All signage on tables included in the sponsorship of social events will be provided by CDC2024. Any other promotional material shall be submitted for approval and provided by the Sponsor.

**Sponsored materials** All supplies (notepads, pens, lanyards, flyers, etc.) will be provided by the Sponsor. Materials can also be provided by CDC2024 and production costs will be added to the cost of sponsorship.



Details for shipment of sponsored materials will be communicated in due time by the Organizing Secretariat. The Sponsor is in charge of all customs duties, formalities, and shipping costs.

#### **Reservation and payment**

Sponsorship booking will be open from 20 November 2023 to 20 June 2024. Payment shall be made via bank transfer to CDC2024 bank account:

Bank account: 00106851159

Account holder: the office srl

Bank: UniCredit

IBAN: IT96Q0200802230000106851159

BIC/SWIFT: UNCRITM10PA

Invoice for sponsorships will be issued by the Organizing Secretariat: The office srl Via San Nicolò 14 34121 Trieste – Italy VAT IT00636740326.

Invoicing details must be properly provided upon booking and cannot be changed once invoice is issued. All amounts indicated in the Sponsorship Prospectus are net of 22% VAT, which will be added if applicable.

**General rules** It is forbidden to - Smoke and bring alcoholic beverages inside the Conference venue - Light fires or use naked flames inside the Conference venue - Introduce any hazardous material or substances - Animals are not allowed within the Conference venue. CDC2024 has full authority in interpreting and enforcing all the rules set forth herein. CDC2024 reserves the right to refuse the registration to any Sponsor which does not comply with the rules set for herein. English is the official language of CDC2024. No other language will be used for communication. All sponsorship materials must be drafted in English.

**Liability** - Sponsor hereby agrees to indemnify, hold harmless and defend CDC2024 Organizers and Secretariat, and their respective staff from and against any and all liability, responsibility, loss, damage, cost, or expense of any kind whatsoever as they arise (including but not limited to court costs, interest and attorney's fees) which they may incur in, suffer, be part to, or be required to pay, incident to or arising directly or indirectly from any intentional or negligent act or omission or breach of these Terms and Conditions, or violation of any national law by the Sponsor or any of its staff. Sponsor assumes full liability for the actions of its staff and contractors, whether acting within or without the scope of their authority, and agrees to indemnify, hold harmless, and defend Organizers, attendees and any other entity as expenses arise, from liability resulting directly or indirectly, or jointly, from other causes which arise because of the acts or omission of its

staff or contractors whether acting within or without the scope of their authority.

**Insurance** - CDC2024 does not cover product and property insurance of the Sponsor. The Company is liable for all the material and direct damages and losses suffered by goods and personal effects of its staff. During the exhibition, the booth shall be watched by the Company staff or authorized personnel and goods or items shall never be left unattended. Sponsor is recommended to obtain their own insurance to be in effect during the dates of the Conference, including set-up and dismantling days.

**Cancellation and refund** - Any sponsorship cancellation requests must be submitted in written to the Organizing Secretariat via email to: CDC2024@theoffice.it. Cancellation received: - Before and on 20 June 2024: 70% of the sponsorship will be refunded - After and on 21 June 2024: no refund is envisaged.

**Force majeure** - In case the Conference is postponed due to force majeure, the sponsorship can be moved to the new Conference dates; if the Sponsor decides not to confirm the sponsorship, 15% of the full sponsorship will be charged. In case the Conference is cancelled due to force majeure, 5% of the full sponsorship will be charged. By force majeure it is meant any circumstances beyond the reasonable control of the parties signing the agreement and preventing CDC2024 from holding the Conference as scheduled. Force Majeure may include, for example, (i) war (whether declared or not), hostilities, invasion, act of foreign enemies, extensive military mobilization; (ii) civil war, riot, rebellion and revolution, military or usurped power, insurrection, act of terrorism, sabotage or piracy; (iii) currency and trade restriction, embargo, sanction; (iv) act of authority whether lawful or unlawful, compliance with any law or governmental order, expropriation, seizure of works, requisition, nationalization; (v) plague, epidemic, natural disaster or extreme natural event; (vi) explosion, fire, destruction of equipment, prolonged breakdown of transport, telecommunication, information system or energy; (vii) general labor disturbance such as boycott, strike and lock-out, go-slow, occupation of factories and premises.

**Applicable law** - In the event of any claim or dispute the parties, Italian law shall be applied and the competent court will be Milan Court. Sponsor accepts with no reserve these Terms and Conditions. CDC2024 reserves the right to modify these Terms, giving prompt notice to the Sponsor, who shall accept the new updated version.



## Booking confirmation and invoicing details

Company full name

Full address

ZIP code

City

Country

VAT/Tax registration number

PEC o Codice Unico SDI (for Italian Companies only)

Contact name

Contact email address

Total amount for sponsorship  
(VAT excl. if applicable)

Invoice for sponsorships will be issued by the Organizing Secretariat: The office srl Via San Nicolò 14 34121 Trieste – Italy VAT IT00636740326.

Payment shall be made via bank transfer to CDC2024 bank account:

Bank account: 00106851159

Account holder: the office srl

Bank: UniCredit

IBAN: IT96Q0200802230000106851159

BIC/SWIFT: UNCRITM10PA

All amounts indicated in the Sponsorship Prospectus are net of 22% VAT, which will be added if applicable.

I confirm the above booking and amounts. I have read, understood and agreed the Prospectus and relevant Terms and Conditions.

Date

Full name

Representing (Company)

As (role)

Signature