



**OPTICA** | Formerly  
**OSA**

EXHIBITOR SERVICES MANUAL

# Optica High-Brightness Sources and Light-Driven Interactions Congress

12 – 14 March 2024

Austria Trend Hotel Savoyen Vienna

Vienna, Austria

# Optica High-Brightness Sources and Light-Driven Interactions Congress

## ***Welcome!***

Thank you for participating in the 2024 High-Brightness Sources and Light-Driven Interactions Congress at Austria Trend Hotel Savoyen Vienna, Vienna, Austria. This Exhibitor Services Manual includes important information and deadlines to help you prepare for the Congress. Please distribute this manual to anyone who will be attending the meeting to staff your company's exhibit.

If you have any questions or need more information regarding the logistics, please contact Exhibit Operations at [exhibits@optica.org](mailto:exhibits@optica.org).

## **Important Deadlines**

| <b>Deadline Date</b>    | <b>Item</b>   |
|-------------------------|---|
| <b>16 February 2024</b> | Congress App Listing Form Deadline                            |
| <b>17 February 2024</b> | Hotel Room Reservation Deadline                               |
| <b>26 February 2024</b> | Booth Services Orders Due                                     |
| <b>05 March 2024</b>    | Austria Trend Hotel Savoyen Vienna begins accepting shipments |

## **Congress App and Online Listing Form– Deadline: **Friday, 16 February****

The Congress App is a valuable marketing tool for your company. Each exhibiting company receives one free listing online (or “digital booth”), and in the Congress App. To ensure your company name, contact information, and product description is included in the Exhibitor Listings, complete the Congress App and Digital Booth Listing Instructions on the next page no later than **16 February 2024**.

# Optica High-Brightness Sources and Light-Driven Interactions Congress

## Congress App & Online Listing

### Online Listing Submission Deadline: Friday, 16 February 2024

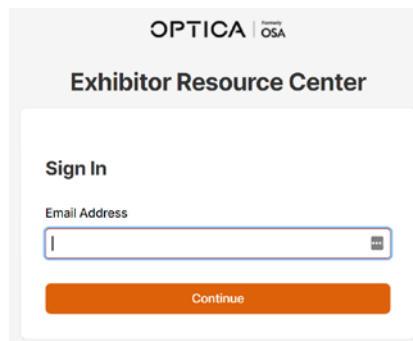
Any changes or submissions received after this deadline may not be reflected in the Congress App. Exhibiting companies may continue to submit changes to their Online Listing at any time. Should a company miss this deadline, only the contact information entered by the exhibitor in the online profile for the current year will appear. Information entered in previous years is not carried over. Management reserves the right to edit any submissions if necessary.

**\*\*\* Submissions must be done online. Email [exhibits@optica.org](mailto:exhibits@optica.org) if you have questions.\*\*\***

Each exhibiting company receives one free listing in the Congress App. In addition, each company will receive one (1) Online Listing and one (1) in the Congress App.

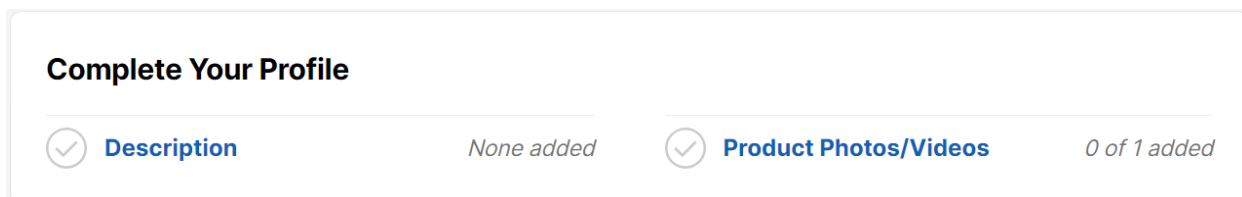
### Submission Instructions:

1. Go to <https://opticaevents2024.exh.mapyourshow.com> and log in to your Exhibitor Resource Center using your assigned credentials received by email from [service@mapyourshow.com](mailto:service@mapyourshow.com). Please contact [exhibitaccounts@optica.org](mailto:exhibitaccounts@optica.org) if you have not received your credentials.



The screenshot shows the 'Exhibitor Resource Center' sign-in page. At the top, it says 'OPTICA | OSA'. Below that is the title 'Exhibitor Resource Center'. Underneath is a 'Sign In' section with an 'Email Address' label and a text input field. Below the input field is an orange 'Continue' button.

2. Click on the "Description" button under Complete Your Profile to go to the submission site.



The screenshot shows the 'Complete Your Profile' section. It has a title 'Complete Your Profile' and two items listed below it. The first item is 'Description' with a checkmark icon and the text 'None added'. The second item is 'Product Photos/Videos' with a checkmark icon and the text '0 of 1 added'.

3. Under Company Information, enter Headquarter Information. Enter the company name, address, city, state/ province, postal code, country, telephone, Company Email, Company description, and applicable social media sites. Please enter Company Email and Company Description **as you wish attendees to see**. This should be a **general email** or an **information email, not your personal email**.



# Optica High-Brightness Sources and Light-Driven Interactions Congress

## Company Information

If changes/corrections to company name or address, please submit to Exhibit Sales Team at [exhibitsales@optica.org](mailto:exhibitsales@optica.org).

\* Indicates a required field

\* **Company Name**

**Address**




4. Click "Update Company Information" button once information entered.

### Edit Company Information

\* **Company Name**

\* **Address**

**City**

**State/Province**

**Postal Code/Zip Code**

\* **Country**

**Telephone**

**Fax**

\* **Company Email**

Please use the full URL for website

**Website**

**Facebook**

**Instagram**

**LinkedIn**

**Twitter**

**Company description**  40 Words Left

5. Where the submitted information will appear:

| Online Listing<br>(online only)   | Congress App                              |
|---|---|
| Headquarter Information (all information)                                       | Headquarter Information (all information) |
| Online Company Profile (all information)  | Online Company Profile (all information)  |
| <b>Categories</b>   |   |
| Products & Multi-Media<br><i>Gold &amp; Silver Online Listing upgrades only</i> | N/A                                       |

# Optica High-Brightness Sources and Light-Driven Interactions Congress

6. To ensure **complete** and **accurate** information for your listing in your Online Listing, please review and submit the following:

| Online Listing Features                | Standard Level | Silver Level | Gold Level |
|--|----------------|--------------|------------|
|  | Included       | USD 295      | USD 495    |
| Contact Information                    | ✓              | ✓            | ✓          |
| Booth Number                           | ✓              | ✓            | ✓          |
| Website                                | ✓              | ✓            | ✓          |
| Links to Social Media                  | ✓              | ✓            | ✓          |
| Product Categories                     | ✓              | ✓            | ✓          |
| 50-Word Company Description            | ✓              | ✓            | ✓          |
| Product Gallery Image with Description | 1              | 2            | 5          |
| Show Features                          | 1              | 2            | 5          |
| Event Online Contacts                  | 1              | 2            | 4          |
| Pieces of Collateral                   | -              | 2            | 4          |
| Show Offer                             | -              | 1            | 1          |
| Company Logo                           | -              | ✓            | ✓          |
| Exhibitor Scheduled Events             | -              | -            | 4          |
| Priority Placement in Search Results   | -              | -            | ✓          |
| Highlighted Booth with Corner Peel     | -              | -            | ✓          |

## Upgrade Your Online Listing

Be sure to stand out from your competition and give attendees more detail about your company offerings. An upgraded Online Listing is a great investment for maximum web exposure. Reach out to the Exhibit Sales Team to upgrade your Online Listing at [exhibitsales@optica.org](mailto:exhibitsales@optica.org).

## Sharing Your Exhibit Space with Another Division of Your Company?

There is a USD 250 fee for each Booth Share. To include separate printed and Online Listings for another division or branch of your company, please contact the Exhibit Sales Team at [exhibitsales@optica.org](mailto:exhibitsales@optica.org) to secure your Booth Share.

# Optica High-Brightness Sources and Light-Driven Interactions Congress

## Exhibit Schedule – Olympia Mancini 2

| Date  | Time            |
|---|-----------------|
| <b>Monday, 11 March</b>   |                 |
| Exhibitor Move-in   | 15:30 – 17:00*  |
| <b>Tuesday, 12 March</b>  |                 |
| Exhibitor Move-in   | 08:00 – 09:30*  |
| Coffee Break with Exhibitors  | 10:00 – 10:30   |
| Lunch with Exhibitors   | 12:30 – 13:30   |
| Joint Poster Session, Coffee Break and Light Hors d'Oeuvres with Exhibitors | 15:30 – 16:30   |
| <b>Wednesday, 13 March</b>  |                 |
| Coffee Break with Exhibitors  | 10:00 – 10:30   |
| Lunch with Exhibitors   | 12:30 – 13:30   |
| Coffee Break with Exhibitors  | 15:30 – 16:00   |
| Congress Reception (offsite location)                                       | 19:00 – 20:30** |
| <b>Thursday, 14 March</b>   |                 |
| Coffee Break with Exhibitors  | 10:00 – 10:30   |
| Lunch with Exhibitors   | 12:30 – 13:30   |
| Coffee Break with Exhibitors  | 15:30 – 16:00   |
| Exhibitor Move-out  | 16:00 – 18:15   |
| Farewell Toast  | 18:15 – 19:00   |
| Exhibitor Move-out  | 19:01 – 19:30   |

\*All exhibits must be completely installed by 9:30 on Tuesday, 12 March.

\*\***Special Events:** Exhibitors are invited to attend the Congress Reception at the Wiener Rathauskeller. Tickets may be purchased at the cost of EUR 10 per EXT/ EXU badge holder. Additional tickets may be purchased on-site at the cost of EUR 85 per EXP badge holder.

Exhibiting companies' booth staff members are not required to remain at their display for the entire Congress; **however, booths should be staffed during Exhibit, Coffee Breaks and Poster Session hours listed above.** Attendee traffic patterns vary for each meeting. Most attendees will visit the Exhibits for the coffee breaks and lunches that are located in the Exhibit Area, and then they will return to the sessions. Please secure your booth when unattended as attendees have access to the Exhibit Area during coffee breaks. **Exhibit traffic is limited during other times.** Reach out to attendees and schedule meetings, extend yourself for extra time and/or attend the sessions.

# Optica High-Brightness Sources and Light-Driven Interactions Congress

## Booth Display Details

The exhibits, poster sessions, and coffee breaks will all take place in Olympia Mancini 2. Booth floor/space assignments are determined by show management based on the date and order that space contracts were received.

Booth displays include the following:

- One (1) 120cm x 60cm table, skirted
- Two (2) chairs
- Company identification sign

Your display must fit completely within your 10' x 10' booth space. In the front half of the booth (from aisle), the total height of all materials must not exceed 4 feet; in the back half, the total height must be no higher than 8 feet. There will be no pipe & drape provided.

**Decorations and/or signage may not be attached to or hung from any permanent structure.** Optica highly recommends removing valuables from your exhibit when it is unattended. Overnight security services are *not* provided by Optica.

## Booth Requirements

### *AV, Electrical, and Telephone/ Internet Services*

Austria Trend Hotel Savoyen will be providing audio visual, electric services/power supply, internet, telephone and IT services for this Congress.

For any questions and requests, please reach Lora Vukovarac, Austria Trend Hotel Savoyen Event Manager, at [lora.vukovarac@austria-trend.at](mailto:lora.vukovarac@austria-trend.at) or +43 1.206.33.9103. **Booth orders are due on Monday, 26 February 2024.**

For your convenience, complimentary wireless internet will be available in the exhibit hall for checking emails only, *not* for downloading or connecting to your office.

## Security

Security will not be provided by Optica to monitor the Exhibit Area during exhibit hours or overnight. Show management strongly recommends that you take any valuable equipment (i.e. laptops, small components, or other materials) with you or secure them each night. It is also recommended that you bring a drape or cloth to cover your table each night. Each exhibitor is required to have adequate insurance levels, and basic precautions should be taken. Please do not store valuables under the table, or leave valuable objects such as phones, cameras, etc. on your table unless the booth is staffed. **Neither Show Management nor Hotel Savoyen Vienna are responsible for lost or stolen items.**

# Optica High-Brightness Sources and Light-Driven Interactions Congress

## Shipping Guidelines

### *Inbound Shipping – Direct Shipping*

If you plan to ship your booth materials directly Hotel Savoyen Vienna, please address your materials exactly as follows:

**Austria Trend Hotel Savoyen**  
**<Your company name>**  
**<Your booth/stand number>**  
**z.H.: Lora Vukovarac (OPTICA 24)**  
**Rennweg 16**  
**1030 Wien – AT**

**The hotel will begin accepting shipments no earlier than **Tuesday, 05 March 2024**.** Your booth materials will be stored in a secure location prior to the show and delivered to the exhibit area for move-in. If your booth staff needs to retrieve their booth materials prior to exhibit set-up time, they may contact the hotel's shipping manager, Lora Vukovarac at [lora.vukovarac@austria-trend.at](mailto:lora.vukovarac@austria-trend.at) or +43 1.206.33.9103. Please ensure shipments arrive by **Monday, 11 March, 2024**. **In case of a late arrival, we cannot guarantee a timely delivery to your booth.**

### *Outbound Shipping*

All outbound shipping arrangements must be made by exhibiting companies for pick up prior to leaving the Congress on the final day. Please bring your own tape and shipping labels to affix on your boxes to ship back to your office. Optica cannot take responsibility for any exhibiting company's booth materials left behind at Hotel Savoyen Vienna.

### *Preferred Customs Broker*

Airways Freight is Optica's Preferred Vendor for international shipping for the 2024 High-Brightness Sources and Light-Driven Interactions Congress. All shipments traveling internationally **MUST** use a customs broker. Show Management is not responsible for any shipments that may be stopped at customs or for any additional charges that may be incurred for international shipments. Additional information about Airways Freight is included in this manual.

NOTE: If you are shipping from outside of the U.S. to Hotel Savoyen Vienna and your shipment includes laser equipment for display, be sure to include [FDA Form 2877, Declaration of Imported Electronic Products Subject to Radiation Control Standards](#). Failure to include this form may result in your shipment being held up at U.S. Customs. For more information, click [here](#).

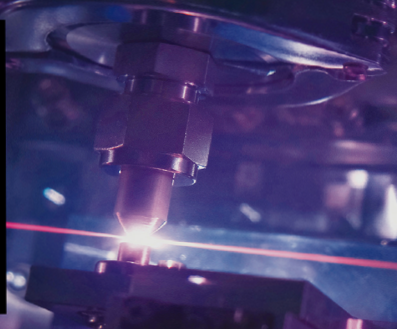


Event

# Optica High-Brightness Sources and Light- Driven Interactions Congress

12 - 14 March 2024

Hotel Savoyen Vienna  
Vienna, Austria



**"OFFICIAL INTERNATIONAL CARRIER"**

# **AIRWAYSFREIGHT**

**LAND • AIR • SEA**

- EXHIBITION SPECIALISTS
- 35+ YEARS IN EVENT SHIPPING
- ON-SITE REPRESENTATION
- AIR/OCEAN - DOOR TO VENUE
- AIR/OCEAN - VENUE TO DOOR RETURN
- US CUSTOMS ENTRY / EXIT SERVICES
- 24/7/365 AVAILABILITY



**REACH US EARLY AT:  
INTSHOWS@AIRWAYSFREIGHT.COM**

**+1 800.228.4220**

**USA & Canada +1 800.643.3525**  
**International +1 479.442.6301**  
**www.airwaysfreight.com**

# Optica High-Brightness Sources and Light-Driven Interactions Congress

## Registration

### *Exhibitor Staff Name Badges*

Pre-register your exhibit personnel now to avoid having to stand in line to register onsite! Signing up as an exhibiting company for the 2024 High-Brightness Sources and Light-Driven Interactions Congress does **NOT** automatically register you or your booth personnel for the Congress. **Exhibiting company staff cannot register online.** To gain access to the exhibit area during set up and breakdown times or prior to show hours, all participating companies' booth staff must have a name badge. Please complete the exhibitor/sponsor badge registration form included in this manual for each attending booth staff member, and send it directly to [ExhibitorReg@optica.org](mailto:ExhibitorReg@optica.org).

Each exhibiting company receives three (3) complimentary badges. **A completed Exhibitor/Sponsor Badge Registration form must be submitted for each person staffing a booth.**

- One (1) Exhibitor Technical Badge (EXT) – includes access to all technical sessions, exhibits, the Congress reception and access to papers on Optics InfoBase.
- Two (2) Exhibitor Personnel Badges (EXP) – access to the exhibit area only

**If additional badges are needed, each person must purchase an Exhibitor Full Congress Upgrade Badge (EXU) for EUR 715 before or on 21 February 2023 (EUR 915 afterward).**

The Exhibitor/Sponsor Badge Registration form can be found in this Manual. Completed forms must be sent to Exhibitor Registrations at [ExhibitorReg@optica.org](mailto:ExhibitorReg@optica.org).

### *On-site Hours*

The Registration Desk will be located in Olympia Mancini 2 and will be open during the following hours for your exhibiting company's staff to pick up their badges:

| Monday, 11 March | Tuesday, 12 March | Wednesday, 13 March | Thursday, 14 March |
|------------------|-------------------|---------------------|--------------------|
| 15:30 – 17:00    | 08:00 – 18:00     | 08:00 – 17:30       | 08:00 – 17:30      |

**2024 High-Brightness Congress**  
 Compact (EUV & X-ray) Light Sources (EUV/XRAY) \* High-Intensity Lasers and High-Field Phenomena (HILAS)  
 Mid-Infrared Coherent Sources (MICS)  
**An Optica In-Person Meeting \* 12-14 March**  
**EXHIBITOR PRE-REGISTRATION FORM**  
[www.optica.org/highbrightnessopc](http://www.optica.org/highbrightnessopc)

**A: REGISTRANT INFORMATION** One person per form; copy form for additional registrants.  
 ALL questions MUST be answered to process your registration.

Please send completed registration form to [ExhibitorReg@optica.org](mailto:ExhibitorReg@optica.org).

|                                  |                |                         |         |
|----------------------------------|----------------|-------------------------|---------|
| FIRST (GIVEN) NAME               |                | LAST (FAMILY) NAME      |         |
| COMPANY/PROFESSIONAL AFFILIATION |                | JOB TITLE               |         |
| WORK ADDRESS                     |                |                         |         |
| CITY                             | STATE/PROVINCE | POSTAL CODE             | COUNTRY |
| TELEPHONE                        |                | EMAIL                   |         |
| EMERGENCY CONTACT NAME           |                | EMERGENCY CONTACT PHONE |         |

**B: DEMOGRAPHIC INFORMATION**

Making progress toward a diverse, equitable and inclusive community is a core value of Optica. Data serves as a critical component for transparency and measuring progress. Show Management is collecting the following data for reporting aggregated metrics and to help identify areas of improvement.

**I. Gender Identity:**

Prefer not to answer     Woman     Man     Self Identify \_\_\_\_\_

**II. Which categories describe you? Choose all that apply to you:**

- Prefer not to answer
- Asian – For example: Asian Indian, Chinese, Filipino, Japanese, Korean, Vietnamese
- Black or African Descent – For example: Ethiopian, Haitian, Jamaican, Nigerian, Somalian
- Indigenous – For example: Aboriginal, American Indian or Alaska Native, First Nation
- Latinx – For example: Brazilian, Colombian, Cuban, Dominican, Mexican, Puerto Rican, Salvadoran
- Middle Eastern or North African–For example: Algerian, Egyptian, Iranian, Lebanese, Moroccan, Syrian
- White or European Descent – For example: English, French, German, Irish, Italian, Polish
- Some other race, ethnicity, or origin, please specify: \_\_\_\_\_

**C: TOPICAL MEETING SELECTION**

**I. Select the meeting you are PRIMARILY interested in attending (for statistical purposes only): (Choose one.)**

EUV/XRAY     HILAS     MICS

**II. Are you also interested in attending technical sessions in other topical meetings? (Choose all that apply.)**

EUV/XRAY     HILAS     MICS

**D: EVENT INFORMATION**

**I. Job Sector: (Choose one.)**

Industry/For Profit     Academia/Non-Profit     Government     Retired     Other: \_\_\_\_\_

**II. Do you plan to attend the Congress Reception (18:30 – 20:00 on Wednesday, 13 March)? (Choosing "Yes" does not guarantee your reservation. As an EXT, you must add the "Congress Reception RSVP Fee" item and as an EXP, you must add the "Congress Reception Extra Guest Ticket" item under Section F: Registration Add-Ons.)**

Yes     No

**III. Do you require specific aids or services in order to fully participate in this meeting?**

Visual     Audio     Mobile     Other: \_\_\_\_\_

**IV. Do you have special dietary needs?**

Vegetarian     Vegan     Gluten-Free     Other: \_\_\_\_\_

**V. By submitting your registration data for this conference, you are providing show management permission to contact you regarding this specific event, future events, and its products/services. You can unsubscribe from email or print communications at any time upon request.**

I understand and accept this statement.

**VI. I agree to share my registration information and email address with participating exhibitors or sponsors so I can receive information about products and technologies of potential interest. I understand that I can unsubscribe from communications at any time.**

- I give permission for my details to be provided to sponsors/exhibitors. (Recommended)
- I do not give permission for my details to be provided to sponsors/exhibitors.

**IX. By registering for this meeting, you are agreeing to abide by the Optica Code of Conduct Anti-Harassment Policy.** In order to preserve a climate that encourages both civil and robust scientific dialogue, we reserve the right to suspend or terminate participation for anyone who violates the Optica Code of Conduct. It is the policy of Optica that all forms of bullying, discrimination, and harassment, sexual or otherwise, are prohibited in any Optica events or activities including digital forums. Harassment consists of unwanted, unwelcomed and uninvited comments or behavior that demeans, threatens or offends another. Digital forum participants should report any comments or content that falls short of those community norms. For complete policy information visit [optica.org/codeofconduct](http://optica.org/codeofconduct).

I understand and accept this statement

**E: CONGRESS REGISTRATION**

**Exhibitor Full Congress Registration:**

The 2024 High-Brightness Conference is in-person only. Exhibit Hall access during move-in, exhibition days, and move out. Access to all content including Technical Sessions, Plenary Sessions, Poster Sessions, and Special Events. Also includes access to Technical Digest Papers and Postdeadline Papers.

|  |                               |                               |
|--|-------------------------------|-------------------------------|
| Exhibitor Technical Registration (EXT) | <input type="checkbox"/> FREE | <input type="checkbox"/> FREE |
|  | Before/On 21 February         | After 21 February             |

One (1) allotted per exhibitor contracted agreement

Exhibitor Full Conference Upgrade (EXU)  EUR 715     EUR 915

**Exhibit Booth Personnel (EXP):**

Exhibit Hall access during move-in, exhibition days, and move out. Each company can register up to two (2) EXP. Access to the Plenary Sessions, Poster Sessions on the Exhibit Floor and Special Events.

FREE

**F: REGISTRATION ADD-ONS**

Congress Reception RSVP Fee ..... x EUR 10  
 18:30 – 20:00 on Wednesday, 13 March

Congress Reception Extra Guest Ticket ..... x EUR 85  
 18:30 – 20:00 on Wednesday, 13 March

Optica Foundation Donation (optional) ..... EUR \_\_\_\_\_

**TOTAL PAYMENT ..... EUR \_\_\_\_\_**

**G: PAYMENT INFORMATION**

Payment must accompany form to complete processing. All payments must be in Euros. Your full name and address should be typed or printed clearly on your wire transfer/bank draft. Checks and Money Orders are not accepted for this meeting. American Express Credit Cards are not accepted for this meeting.

**Payment Option 1:**

Wire transfer

|   |  |
|---|--|
| Bank of America<br>1501 Pennsylvania Avenue NW<br>Washington DC 20013 | SWIFT: BOFAUS3N<br>ABA# 0260-0959-3<br>Optica Account# 20 867 84 287 |
|---|--|

**Note:** Wire transfer should include the registrant's name, invoice number and High-Brightness Congress 2022. Fax any supporting documents to Accounts Receivable, Optica, fax number +1.202.416.1450. Please incorporate any bank fees associated with your wire transfer. The registrant is responsible for these fees.

**Payment Option 2:**

VISA     Mastercard     Discover     Diner's Club

|             |           |     |
|-------------|-----------|-----|
| CARD NUMBER | EXP. DATE | CVV |
|-------------|-----------|-----|

CARD HOLDER'S NAME AS IT APPEARS ON THE CARD

I authorize Optica to charge the total payment indicated on this form to my credit card.

|                         |      |
|-------------------------|------|
| CARD HOLDER'S SIGNATURE | DATE |
|-------------------------|------|

**Refund Policy:** A EUR 66 service charge will be assessed for processing refunds. Requests for refunds that are received by **Wednesday, February 21 2024**, will be honored. All refund requests must be made in writing. No refunds will be honored after this date. Please contact Customer Service at <http://optica.org/help> or +1 202.416.1907 with questions regarding registration. All Optica Foundation donations are final and will not be refunded.

# Optica High-Brightness Sources and Light-Driven Interactions Congress

## Promotional Opportunities

Maximize your company's meeting presence through the unique sponsorships available at the 2024 High-Brightness Sources and Light-Driven Interactions Congress. Increase your company's visibility among qualified attendees while utilizing a cost-effective way to gain a competitive advantage. Don't miss your chance to reach hundreds of attendees! To take advantage of a sponsorship opportunity, please email [exhibitsales@optica.org](mailto:exhibitsales@optica.org).

## Hotel and Travel

**Reservation Deadline: *Saturday, 17 February 2024***

Optica has reserved special room rates at Hotel Savoyen Vienna. Click [here](#) for information on hotel reservations, travel and transportation, and letters of invitation and visa information.

### Room Rates:

|                |                     |
|----------------|---------------------|
| Single/ Double | EUR 165, per night* |
|----------------|---------------------|

\* includes breakfast and VAT

### Please Note:

Housing poachers are companies offering discounted hotel rates and may claim to be working with the 2024 High-Brightness Sources and Light-Driven Interactions Congress. Some companies may be reselling rooms they have secured from another source. They may require fully pre-paid, non-refundable rates, subject to steep change fees.

Show Management has NO affiliation with these organizations and in no way endorses their services.

Reservations made through these "pirate" agencies or companies will be at your own risk. These companies are contacting you by phone (and in some cases email). Please note that the 2024 High-Brightness Sources and Light-Driven Interactions Congress does not provide them with any contact information.

If you are contacted by any non-official vendors, always ask them to send you details in writing and please provide [exhibits@optica.org](mailto:exhibits@optica.org) with the details regarding these calls or emails. We will follow up aggressively with them. This includes outside companies offering hotel rooms, listings in show directories as well as more standard items for your booth such as A/V or internet.

# Optica High-Brightness Sources and Light-Driven Interactions Congress

## Health and Safety Practices

### *COVID testing*

- We strongly recommend you self-test before leaving home and upon arriving in the meeting location.
- The Optica website will be a resource for international attendees who may need to secure testing to return to their country, or for any attendee who is feeling unwell and would like to get tested.

### *Vaccinations*

- COVID vaccination records will not be required/checked onsite this year. However, we strongly encourage COVID vaccination and boosters, as vaccines are proven to reduce the threat of critical illness.
- We strongly encourage you to get your flu shot, if available to you in your country, to further reduce the threat of illness.

### *Masks*

- Masks will be available upon request on site.
- Mask wearing for Optica Meeting participants will be a matter of personal choice and preference, and we encourage everyone to be respectful of mask decisions made by other individuals. Wear a mask indoors if you are more comfortable; we ask that you respect those around you that choose to do so.
- We advise high-risk individuals, and those with family or colleagues who are at a higher risk of getting COVID, to wear a CDC-recommended mask, such as the N95 type.

### *Healthy habits*

- Wash hands frequently, including after utilizing washroom facilities.
- Use hand sanitizer.

### *More questions?*

If you have specific questions that are not addressed here, please contact [custserv@optica.org](mailto:custserv@optica.org).