



2025 IEEE Summer Topicals Meeting Series

21-23 July 2025 | Berlin, Germany

The IEEE Summer Topicals Meeting Series serves as an international forum to facilitate information exchange between various technical communities using or affected by rapidly growing areas of technology or “Hot Topics” related to the general field of Photonics. This intimate environment provides the opportunity to learn about emerging fields and to interact with the research and technology leaders. Historically, the conference hosts 4-7 individual topics and attracts 200+ participants with 30-50 participants attending each topic. This intimate environment of a small conference provides the opportunity to learn about emerging fields and to interact with the research and technology leaders.

PARTICIPATE IN SUMMERTOPICALS2025

Contact: Matthew Ramandi, m.ramandi@ieee.org

EXHIBITION SCHEDULE

Exhibitor Move In	Sunday, 20 July	1:00pm - 4:00pm
Exhibit Hours	Monday, 21 July	10:00am - 4:00pm
Exhibit Hours	Tuesday, 22 July	10:00am - 4:00pm
Exhibit Hours	Wednesday, 23 July	10:00am - 4:00pm
Exhibitor Move Out	Wednesday, 23 July	4:00pm

EXHIBITOR AND SPONSOR PACKAGES

	Table Top Display	Bronze Level	Silver Level	Gold Level
Full Attendee Conference Registration(s)	50 % registration discount	1	2	3
One 6' table, draped, 2 chairs, wastebasket, identification sign	✓	✓	✓	✓
Company logo, contact information and web link on conference website	✓	✓	✓	✓
Listed as exhibitor on conference mobile app	✓	✓	✓	✓
Listed as sponsor on website and conference mobile app		✓	✓	✓
Additional booth staff badge(s)		1	1	2
Company logo listed on conference signage		✓	✓	✓
One page ad to be distributed with conference materials			✓	✓
	\$1,500	\$2,500	\$5,000	\$7,500

ADDITIONAL SPONSORSHIP OPPORTUNITIES

- **Lanyard (\$1,500)** *exclusive sponsorship and production included*
 Company logo printed on the badge holder lanyard and distributed to all attendees.
- **Sunday Evening Social Sponsor (\$2,500)**
 Sponsor a reception Sunday evening to welcome conference attendees.
- **Travel Grant Sponsor (\$2,500)**
 Support a student/early-career researcher's attendee participation in this year's conference.
- **Logo Displayed in Conference Mobile App (\$1,000)**

EXHIBIT SPACE / SPONSOR APPLICATION / CONTRACT

1. Please read this contract carefully and print or type all information requested.
2. Complete, sign and send to: **Matthew Ramandi, m.ramandi@ieee.org**

Table top display charge is \$1,500 USD per table top. Additional booth badges are \$100. Make checks payable to: IEEE/SUM 2025 * Prices in US Dollars.

Sponsorship: **Table Top Exhibit \$1,500** **Bronze \$2,500** **Silver \$5,000** **Gold \$7,500**

Additional Sponsorship _____

COMPANY INFORMATION

Company Name _____

Mailing Address _____

City _____ State _____ Zip _____ Country _____

Telephone _____ Web Address _____

I have read and agree to the terms and conditions of this contract.

Signature _____ Date _____

Print Name _____ Title _____

CONTACT INFORMATION (will be advertised on the conference mobile app; you will be contacted for your company description)

Contact Name _____ Email Address _____

Telephone _____ Fax _____

Mailing Address *(If different from above)* _____

ADDITIONAL BOOTH STAFF (additional booth staff are \$100 per person)

Contact Name _____ Email Address _____

Contact Name _____ Email Address _____

Contact Name _____ Email Address _____

PAYMENT INFORMATION

Check Credit Card Wire Transfer

TERMS & CONDITIONS

1. Contract

This application, properly executed by Applicant (Exhibitor) shall upon written acceptance and notification of booths assigned by the IEEE Summer Topicals 2025 management constitute a valid and binding contract.

2. Assignment of Space

Assignment of space to exhibitors and those making application will be made in the order of date and time received. IEEE SUM 2025 will continue to receive applications and assign space, as it remains available, until shortly before the show opening date. In all cases, total booth payments must be received prior to show opening. IEEE SUM 2025 management reserves the right to reassign Exhibitor space in order to modify floor plan for overall benefit of the show.

3. Exhibit Rental Space Rate

Exhibit space rental includes materials and services described herein. Show price per 6' table top space contracted at \$1,500 USD

- 1 - full conference attendee registration
- 1 - 6' table, draped
- 2 - chairs
- 1 - wastebasket
- Exhibitor identification sign
- Company logo, contact information and web link on the website
- Listed as exhibitor on the conference mobile app

4. Payment Requirements & Cancellation Charges

Payment in full is required with submission of contract application. All cancellations must be made in writing prior to 17 June 2025. Refunds requested after 17 June 2025 cannot be guaranteed.

5. Exhibit Hours

A representative should man exhibit space during all times when Exhibition is officially open. Exhibit space must be maintained in a neat and orderly manner throughout the Exhibition. Exhibitors are responsible for removal of all materials used in their display. For specific hours of the exhibit, please refer to the exhibit schedule listed in the Exhibitor Prospectus and the conference website.

6. Losses or Damage

Exhibitor agrees that IEEE SUM 2025 shall not be liable for any damage or liability of any kind or for any loss, damage or injury to persons or property during the term of this agreement, from any cause whatsoever by reason of use, occupation and enjoyment of exhibit space by Exhibitor or any person thereon with the consent of Exhibitor, and that Exhibitor will defend, indemnify and save harmless, IEEE SUM 2025 from all liability whatsoever, on account of any such damage, or injury, whether or not caused by negligence of or breach of an obligation by Exhibitor or its employees or representatives. Exhibitor will be liable for all damages, or liability of any kind or for any loss, damage or injury to persons or any property during the show from any cause whatsoever by reason of use, occupation and enjoyment of exhibit space.

7. Exhibitor Registration

Each exhibiting company will receive one complimentary full conference attendee registration for each booth rental, including access to the conference mobile app, all technical sessions and social events. Additional Exhibit Booth Staff badges are \$100 USD. The exhibit booth staff will have access to the exhibit floor only.

8. Electricity

Any electrical needs for your exhibit booth will be the financial responsibility of each individual exhibitor.

9. Compliance

The Exhibitor assumes all responsibility for compliance with all pertinent ordinances, regulations and codes of duly authorized local, State and federal governing bodies concerning fire, safety and health, together with the rules and regulations of the operators and/or owners of the property wherein the Show is held.

10. Policy

It is further agreed that the Exhibitor will abide by and comply with rules and regulations concerning local customs that may apply, having agreements with the Show Facility or with authorized contractors employed by IEEE SUM 2025.