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Annual Congress
European
Accounting
Association



LUISS 

EUROPEAN ACCOUNTING
ASSOCIATION (EAA)
CONGRESS 2025



LUISS 

SPONSORS & EXHIBITORS' MANUAL

LUISS | EAA 2025 Congress
Rome, 28th - 30th May, 2025

LUISS 

Dear Exhibitor,

This is your Technical Manual for the "**EAA Annual Congress 2025**". The event will be held from **Wednesday 28th to Friday 30th May 2025** at the **Università Luiss Guido Carli**. It brings together all the information you will need in order to make your presence as an exhibitor at EAA 2025 a real success. It gives you all details about:

- ▶ the characteristics of your exhibition space
- ▶ contacts of our suppliers, should you need further equipment and/or furniture
- ▶ the rules to follow

Please read this guide carefully and return the information required before the deadlines indicated.

It is important that this guide is sent to the person in charge of the logistics of your booth.

We wish you a good preparation for your participation, and we are at your disposal to help you.

We look forward to meeting you in Rome.

The Congress Secretariat
eea2025@thetriumph.com

| SUMMARY

1. CONGRESS VENUE AND DATES
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3. LOGISTIC SERVICES/GOODS DELIVERY
4. MAP EXHIBITION AREA
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6. EXHIBITOR ASSISTANCE
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1 | CONGRESS VENUE AND DATES

CONGRESS VENUE, EXHIBITION VENUE AND DATES

Università Luiss Guido Carli

Viale Romania, 32

00197 Rome - Italy

28th - 30th May, 2025

2 | EXHIBITION SPACE SET-UP AND DISMANTLING

BOOTHS' SET-UP AND DISMANTLING

Setting-up:
28th May from 08.00 to 12.00

Dismantling:
30th May from 15.30 to 18.00

	Wednesday 28th May	Thursday 29th May	Friday 30th May
BOOTH SET-UP			
All Exhibitors	08.00-12.00		
EXHIBITION OPENING			
Exhibitor Opening	13.00-19.00	08.30-17.30	08.30-15.30
DISMANTLING AND MOVE-OUT			
All Exhibitors			15.00-18.00

ACCESS TO THE SETTING-UP AREA

In order to gain access the Exhibition Area to the “LUISS» for setting-up/dismantling of your stand you must pick-up your badge in advance at the Registration desk.

3 | LOGISTIC SERVICES/GOODS DELIVERY

- Any materials must arrive between 19-23 May 2025, 7.00 to 21.00. See the contact information below and must be clearly marked 'EAA 2025 Congress exhibition space – 28-30 May 2025' and the name of the exhibitor:

Campus Luiss

Viale Romania 32,
00197, Rome
Italy
c.a. Valentina Scarpa Bonazza Buora
Phone +39 349 4410403

- Please note that the congress staff will not pick up any deliveries from any post office or delivery center. The exhibitors are responsible for sending their material back to their offices (for example, for and by ordering delivery and preparing documents for shipment).

DISMANTLING

- Exhibitors are expected to dismount their own exhibition stand and arrange for the return shipment of any remaining exhibition material, if necessary, at the end of the exhibition. The pickup address for any shipments is the same as the delivery address. Please arrange the return shipment with your courier not later than **May 30th at 18.00**. The organizers and the Congress venue will not be responsible for goods collected after that date.
- Local organizers will not print or produce any materials for the exhibitors, nor will they move around the materials between the congress locations.

DOCUMENTS REQUIRED

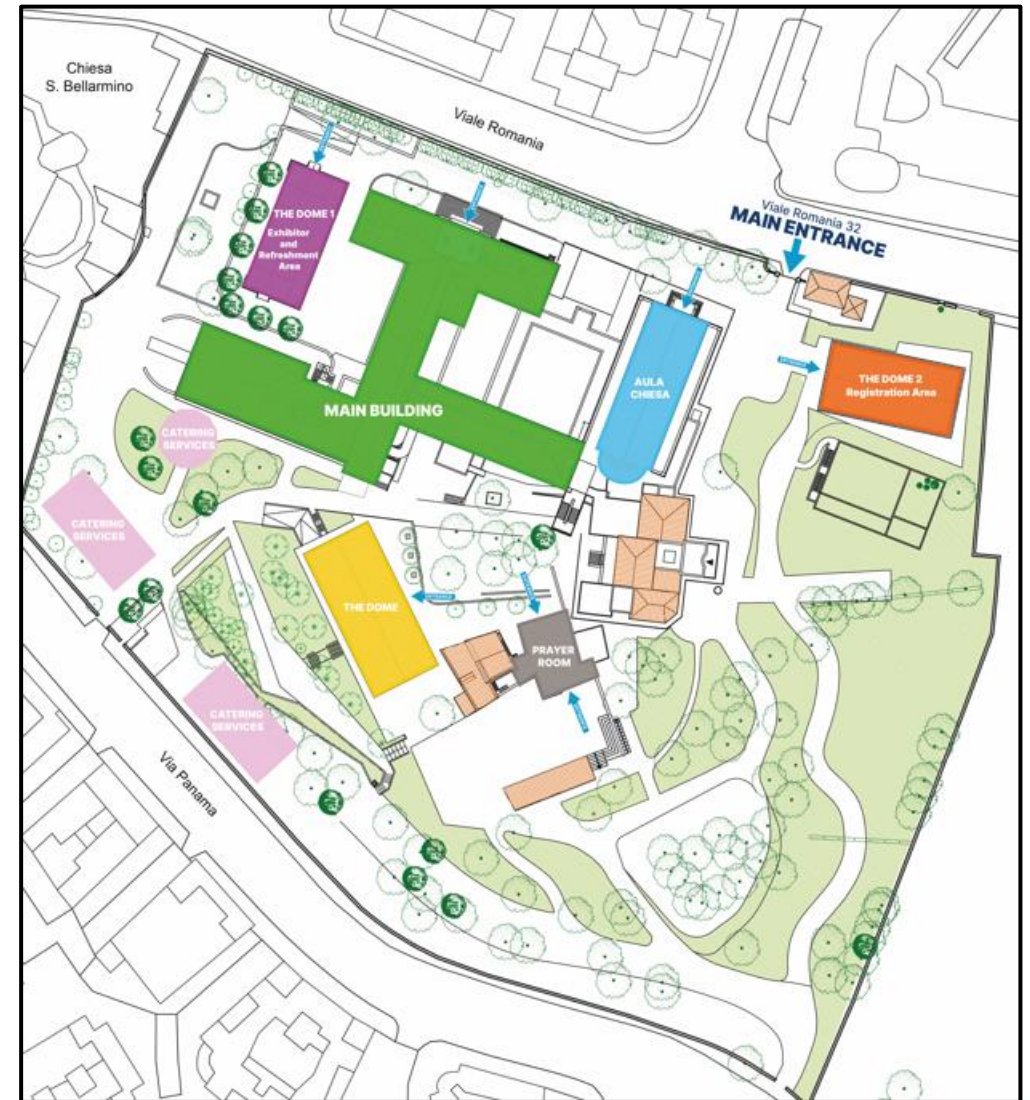
In order to receive Luiss' approval for setting up, you are required to send a picture of the materials / equipment / booth you are going to set up in your exhibition area by May 5th.

4 | MAP EXHIBITION AREA

The Exhibition and Refreshment Area has been placed in The Dome 1, a space dedicated to Exhibitors where refreshments will be available during the day.

This area is strategically located, just between the main building where Sessions will take place and the Catering area to ensure maximum visibility and attendee flow.

Floor	Meeting Room #
MAIN BUILDING	
0	From AT01 to AT03
1	From A101a to A106
2	From A201 to A211 (Aula Grande)
3	From A302 to A309
4	From A401 to A409
AULA POLIVALENTE - Prayer Room	
THE DOME	
0	TD0 and TDE
1	From TD1 to TD2
THE DOME 1 - Exhibitor and Refreshment Area	
THE DOME 2 - Registration Area	
AULA CHIESA	



5 | EXHIBITON SPACE CHARACTERISTICS

Each space includes:

- 3m x 2m raw space;
- 1 table and two chairs;
- an electrical outlet
- 2 Exhibitor badges

The exhibitor badge gives access to:

- All lunches and Coffee breaks;
- Welcome Cocktail on Wednesday, 28th May;
- Gala dinner on the 30th May
- Congress gift

6 | EXHIBITOR ASSISTANCE

Should Exhibitors lack of their own equipment, they can request it by applying directly with the official supplier of EAA2025 as specified below. Please place your order in advance and check with the supplier the related deadline.

- **Gadget:**

PROMOS SRL

Angelo Michele Sfregola

Phone: +39 339 7716353 | Email: a.sfregola@promosonline.it

- **Brochures, furniture, roll-up, printed materials etc.:**

Arkè Exhibiton

Dario Conchione

Phone: +39 338 6712694 | Email: dario.conchione@gmail.com

- **Leads retrievals and technical services:**

WH Factory

Samuele Lanfredini

Phone: +39 335 1520468 | Email: s.lanfredini@whfactory.it

THANKS

See you in LUISS, Rome!

May 28th – 30th, 2025