

**48<sup>th</sup> Annual Congress  
27–29 May 2026 Prague**

Faculty of Finance and Accounting  
Prague University of  
Economics and Business



**Doctoral  
Colloquium  
May 23–26**

## Sponsors & Exhibitors' Manual

EAA 2026 Annual Congress  
27<sup>th</sup> to 29<sup>th</sup> May 2026

*Prague University of Economics and Business*

<https://eaa-online.org/congress-2026/>

*Dear Sponsor / Exhibitor,*

This is your Technical Manual for the "**EAA Annual Congress 2026**".

The Congress takes place from **Wednesday 27th to Friday 29th May 2026** (with the Early Bird Reception on 26<sup>th</sup> May 2026) and is hosted by Prague University of Economics and Business. This manual brings together all the information you will need in order to make your presence as a sponsor or an exhibitor at the Congress a real success. It gives you all details about:

- ▶ the characteristics of your exhibition space
- ▶ contacts of the University's Event Center for any questions related to facilitating your space
- ▶ 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 look forward to meeting you in Prague.

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# 1 | CONGRESS VENUE & DATES

## CONGRESS VENUE

**Prague University of Economics and Business**

(In Czech: Vysoká škola ekonomická v Praze)

**W. Churchill Sq. 1938/4**

**130 67 Prague 3 – Žižkov**

**Czech Republic**

Google maps: <https://maps.app.goo.gl/BpcFQuTKrs79say29>

## CONGRESS DATES

27<sup>th</sup> to Friday 29<sup>th</sup> May 2026

## PRE-CONGRESS PROGRAMME

26<sup>th</sup> May 2026

## 2 | EXHIBITOR ASSISTANCE

This manual is created in compliance with the University's fireworks, emergency and other safety rules. In case of events organised inside the campus, the Event Center (EC) is responsible for coordinating all the activities, including the booth placement, usage of electricity plug-ins etc. so that the compliance with the rules is ensured.

### MAIN CONTACTS

The EC person responsible for Exhibitors during the congress: Pavel Kolesár

The EC email: [ec@vse.cz](mailto:ec@vse.cz)

The EC phone: +420 602 108 121

*When communicating with the EC, please put in copy the congress chair (David Procházka): [prochazd@vse.cz](mailto:prochazd@vse.cz)*

# 3 | LOGISTICS

## PRIOR THE CONGRESS

- ▶ Any materials must be delivered to the congress venue (university campus – see the address in Section 1) between 18-22 May 2026 (each day between 09.00 to 16.00).
- ▶ Each box / package must be clearly marked by “*EAA 2026 Annual Congress – Event Center VŠE*” & *Exhibitors name*

## BOOTH'S SET-UP

- ▶ The boxes with booths and exhibition material will be delivered to the Exhibitors' Area on Tuesday 26<sup>th</sup> May by 13:00
- ▶ The exhibitors shall assemble their booth on Tuesday 26<sup>th</sup> May from 13:00 to 17:00
- ▶ The Exhibitors' Area coincides with the space designated for the Early Bird Reception. Accordingly, exhibitors are requested to install their roll-up banners in the allocated area by 17:00 on Tuesday, 26 May. Alternatively, if the same banner is intended for use throughout the Congress, it may be positioned directly at the exhibitor's booth.
- ▶ The exhibition material can be left in the booths overnight or it can be safely stored and locked in the rooms RB116 and RB103 adjacent to the Exhibitors' Area

## BOOTH'S DISMANTLING

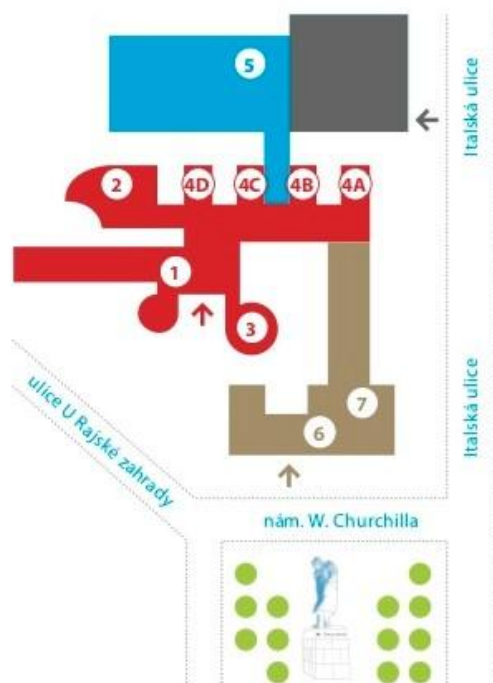
- ▶ The exhibitors shall dismantle their booth on Friday 29<sup>th</sup> May from 14:30 to 18:00
- ▶ The exhibitors are also expected to arrange for the return shipment of the booth and any remaining exhibition material, if necessary, not later than on Friday May 29<sup>th</sup> by 18:00. **Upon prior agreement with the EC**, the exhibitor's carrier may pick up the booth and material in the week following the congress (ie during the week 1<sup>st</sup> to 5<sup>th</sup> June).

## OTHER INFORMATION

- ▶ In order to receive the University's approval for setting up, you are required to send a picture of the materials / equipment / booth you are going to use by 12<sup>th</sup> May 2026
- ▶ The booth and materials can only be placed in the dedicated Exhibitors' Area and cannot be moved across the congress venue
- ▶ Local organisers will not print or produce any materials for the exhibitors
- ▶ Local organisers will not pick up any deliveries from any post office or delivery center. The exhibitors are responsible for sending their material to the university campus prior to the congress and ensure the return shipment to their offices at the of the Congress, including all documents necessary for shipment.

# 4 | MAP OF THE EXHIBITORS' AREA

Located in the Atrium of the Rajska Building (1<sup>st</sup> floor), the Exhibitors' Area will also host all coffee breaks. This strategic setup ensures maximum visibility and easy access for delegates to engage with exhibitors.



<b>NB</b>	<b>NEW BUILDING</b>
<b>GROUND FLOOR:</b> 1 Information Centre 2 Vencovskeho Auditorium 3 Likesova Auditorium 4 Lecture Halls A, B, C, D <b>FIRST FLOOR:</b> • Rector's Office • Faculty of Finance and Accounting <b>SECOND FLOOR:</b> • Faculty of International Relations <b>THIRD FLOOR:</b> • Faculty of Economics <b>FOURTH FLOOR:</b> • Faculty of Informatics and Statistics	
<b>SB</b>	<b>OLD BUILDING</b>
<b>GROUND FLOOR:</b> • Computer Centre 6 Book and Gift Store <b>MEZANIN:</b> 7 Library CIKS <b>FIRST AND SECOND FLOOR:</b> • Classrooms SB <b>THIRD FLOOR:</b> • Classrooms SB • Publishing House Oeconomica <b>FOURTH FLOOR:</b> • Classrooms SB	
<b>RB</b>	<b>RAJSKA BUILDING</b>
<b>FIRST FLOOR:</b> 5 RB 101 Auditorium and Lecture Halls RB 6 <b>SECOND FLOOR:</b> • Classrooms RB <b>THIRD FLOOR:</b> • Faculty of Business Administration • HR Department <b>FOURTH FLOOR:</b> • Faculty of Business Administration, Dean's Office <b>FIFTH FLOOR:</b> • Bursar's Office • International Studies Centre	
<b>IB</b>	<b>ITALSKA BUILDING</b>
<b>FIRST AND SECOND FLOOR:</b> • Canteens <b>THIRD FLOOR:</b> • Department of Science and Research • Sport Centre • Academic Club	



# 5 | EXHIBITON SPACE CHARACTERISTICS

- ▶ 3m x 2m raw space
- ▶ 1 table and two chairs
- ▶ An electrical outlet
- ▶ 2 Exhibitor badges
  - ▶ access to all lunches and coffee breaks
  - ▶ access to Welcome Reception on Wednesday 27<sup>th</sup> May
  - ▶ access to Gala Dinner on Friday 29<sup>th</sup> May
  - ▶ congress gift

- ▶ In case of the exhibitors (not the sponsors):
  - ▶ 1.5-hour access to a dedicated space (Rajská Building 2<sup>nd</sup> Floor, Škoda Hangout Corner) where the exhibitor's staff can directly meet the interested congress delegates (for exclusive presentations, meet and greet)



## Schedule of the exhibitors' meetings

<b>Exhibitor</b>	<b>Day</b>	<b>Time</b>
Cengage	Thursday 28 May	09:00-10:30
AccountingPod	Thursday 28 May	14:00-15:30
Ideagen	Friday 29 May	09:00-10:30
AICPA & CIMA	Friday 29 May	11:00-12:30

**THANKS FOR YOUR COOPERATION**

**See you in Prague!**