





EVENT MANUAL

interspeech2025.org



UNIVERSITY OF TWENTE.

INTERSPEECH 2025

Dear Exhibitors and Sponsors,

A warm welcome to Rotterdam, the Netherlands, and thank you for being a valued part of Interspeech 2025! We are thrilled to host you at our beautiful and spacious venue, Ahoy Conference Centre.

Your support and participation are essential to the success of Interspeech, and we are committed to ensuring you have a rewarding and enjoyable experience. To help you prepare, we have compiled this Exhibitor & Sponsor Manual, which contains all the practical details you may need before and during the conference—including logistics, setup guidelines, contact points, and on-site services.

FAIR AND INCLUSIVE SPEECH SCIENCE AND TECHNOLOGY

This year's theme, "Fair and Inclusive Speech Science and Technology," celebrates the richness and diversity of speech across individuals and languages. Your contributions help bring this vision to life, and we look forward to sharing this exciting journey with you.

Thank you once again for your support. We look forward to seeing you in Rotterdam!

The general (co-)chairs: Odette Scharenborg Khiet Truong Catharine Oertel

TECHNICAL PARTNER - IMPROVE

Dear Participant,

You are participating in Interspeech 2025. Ahoy is the location where the conference and exhibition will take place. The technical support and facilities are provided by Improve. To help you with the preparation, we have created this technical manual.

Improve

Creating an atmosphere is our profession. We have been doing this for more than 30 years: through decoration, mood lighting and projection. Together with partners who share our passion. For companies and institutions that recognise our passion and who inspire us with their passion. We never stop talking about light and image. Light conceals or accentuates, light inspires, makes you happy. After all these years, we are inspired by it again and again.

What can we do for you?

Improve supplies all technical facilities at Interspeech 2025. From powerpoint to multimedia presentation, on a plasma screen or large-screen projection screen.

Do you have any questions after reading this? Please contact us. You can find all contact details on the following page.

Kind regards,

Antoinette Wijffels Director Improve

CONTACT DETAILS

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rjan Altena Technical Facilities - content		info@improve.nl	+31(0)15 262 03 31

Venue

Rotterdam Ahoy Conference Centre Ahoyweg 10 3084 BA Rotterdam

INTERSPEECH TIME TABLE

Pre-conference		
Sunday, August 17th	08.30 - 18.30 h 10.00 - 17.30 h 12.00 - 18.00 h 13.00 - 17.00 h	Venue (DOCKS 1st floor) open to visitors for Tutorials Venue (Entrance Area) open to visitors Speech Science Festival Build-up for all exhibitors (ROTTERDAM, 3rd floor) Venue (Entrance Area) open for pre-registration Interspeech 2025
Monday, August 18th	08.00 - 10.00 h	Build-up for all exhibitors
Conference & Exhitbition opening times		
Monday, August 18th	07.00 h 07.30 - 17.00 h 08.30 - 18.30 h 18.30 - 20.30 h	Venue doors open Registration desks open (Entrance Area) Conference program Welcome Reception (ROTTERDAM, 3rd floor)
Tuesday, August 19th	07.30 h 08.00 - 17.00 h 08.30 - 18.00 h 19.30 - 22.30 h	Venue doors open Registration desks open (Entrance Area) Conference program Student & Reviewer Reception (external: Hoek van Holland)
Wednesday, August 20th	07.30 h 08.00 - 17.00 h 08.30 - 18.00 h 19.00 - 23.00 h	Venue doors open Registration desks open (Entrance Area) Conference program Conference Party (external: Stadshaven Brouwerij)
Thursday, August 21th	07.30 h 08.00 - 17.00 h 08.30 - 17.00 h	Venue doors open Registration desks open (Entrance Area) Conference program
Breakdown		
Thursday, August 21th	17.00 - 23.00 h	Dismantling stands

ACCESSIBILITY AHOY

Public transport

Rotterdam Ahoy is easily accessible by bus, metro, and train. From the Zuidplein bus and metro station you can walk to Ahoy in just 5 minutes!





You can now easily check in and out with your bank card on both the metro and the train. Read more about OVpay www. ovpay.nl/en

By bike

A dutch way of transport: come by bike! Healthy, easy and sustainable. You can easily park your bike in our free (unsupervised) bike parking area at the front of Ahoy. Are you coming by train and do you want to travel further from Rotterdam Central Station? Then try a shared bike or shared scooter! Rotterdam has many providers and there are always a few ready for you at the large arrival locations.

www.rotterdam.nl/deelvervoer

Taxi

Do you want to take a taxi ride? There is a taxi stand at the Forecourt of Ahoy. Here, certified taxis from Rotterdam taxi companies are waiting for you. During large-scale events, there are often dozens of taxis already lined up; ordering is often unnecessary, and you can simply get in.

Are you ordering an UBER or a Bolt? These usually wait at Twentestraat. Be sure to check in advance where you will be picked up.

Kiss and Ride

Are you being dropped off or picked up? Then navigate to the front of Ahoy. Here, traffic controllers will direct you to a temporary parking spot where the driver can drop you off and pick you up (a maximum of 15 minutes of waiting at the Kiss and Ride).

Navigation address: Jacob Kleiboerweg 80 3084 BA Rotterdam

By car

You can reach Rotterdam Ahoy via the Rotterdam South Ring (A15). If there are any special conditions or roadworks, this is often indicated on the Rotterdam Ahoy website. Before you get in the car, always check vanAnaarBeter or Rotterdam Onderweg to avoid any unpleasant surprises.

<u>www.vananaarbeter.nl | www.rotterdam.nl/rotterdam-bereikbaar</u>

With more than 2,500 parking spaces, Ahoy offers plenty of room for parking your car. Parking at Ahoy costs €19.50 per event day. Our parking spaces are accessible via Ahoyweg and Zuiderparkweg. Via Ahoyweg generally allows for the quickest parking.

Disabled parking spaces

Do you have a disabled/handicapped parking permit (the blue card)? Then you are always entitled to a parking space at Ahoy. We have 18 handicapped parking spaces at the beginning of our large parking area. Even when the parking lot is marked as "FULL," we will find a spot for you.

Unfortunately, we cannot guarantee a parking space close to the entrance, but we will do our best to assist you as much as possible.

Electric cars

Unfortunately, there are no charging stations for electric cars available at Rotterdam Ahoy. There are electric charging stations available in Q-park Zuidplein.

www.q-park.nl/nl-nl/parkeren/rotterdam/zuidplein-1/

DISABLED VISITORS

Rotterdam Ahoy has several facilities for disabled visitors. These include an area for taxis in front of the main entrance which can also be used to drop off disabled visitors. We have wheelchairs available free of charge at the porter's lodge in Ahoy Plaza (please bring your ID as a security).

There is lift access throughout the venue. Our disabled toilet facilities are fitted with an alarm. We also have special seats available for people with disabilities.

Every disabled visitor can take place alongside one companion on the wheelchair platform. This person is primarily responsible for the welfare of the disabled person. The companion must also be in possession of an admission ticket. Users of the wheelchair spaces can enter the Ahoy Arena via the Arena entrance.

HEARING LOOP

Information will follow.

QUIET ROOM

Need a break from the buzz? The Quiet Room is a peaceful space for rest, reflection, or prayer. Please respect the silence and allow others to enjoy the calm. No phone calls, conversations, or meetings in this area.

LOCKERS

During Interspeech 2025 you can store your valuable items in a locker for a fee. Bringing in non folding umbrellas, large and cumbersome items, especially suitcases, backpacks, and bags larger than A4 size and thicker than 10 cm (including wheels, handles, and front and side pockets), do not fit in the lockers. Therefore, we recommend not bringing these items with you.

Are you bringing a stroller/buggy to the event? Please inquire on-site with a service staff member or security guard about storage options. The location varies for each event and is not monitored. Leaving your belongings is entirely at your own risk.

The management is not liable for theft and/or the loss of clothing or other items.

LOST & FOUND

The Lost & Found items will be at the Registration desks at the Entrance Area.

NURSING ROOM

We offer a comfortable and private Nursing Room for breastfeeding and pumping. This quiet space is designed to support parents during their visit. Please follow posted guidelines to ensure a respectful and clean environment for everyone.

FIRST AID

The first aid post is located in the Plaza of Rotterdam Ahoy. For help, you can report to them directly. In case of emergency, you should also contact the first aid post directly. They will contact the doorman and the relevant emergency services.

The first aid post can be reached by phone at +31 (0)10 293 34 10.

ALCOHOL

Visitors under the age of 18 are not permitted to purchase and/ or consume alcohol in and on the Ahoy grounds.

Furthermore, visitors aged 18 and over are not permitted to sell/provide alcohol to visitors under the age of 18. Visitors aged between 18 and 25 are required to show their ID if requested to do so by Ahoy bar staff.

It is prohibited to enter or be present at Ahoy in a state of intoxication.

SMOKING

Rotterdam Ahoy is a non-smoking location. Smoking inside is strictly prohibited. Smoking, incl. E-smoking / vaping, is only allowed in the designated smoking areas outside. Ahoy reserves the right to remove visitors who smoke inside the building.

DRUGS

The possession, use and trade of soft and hard drugs is strictly prohibited.

IN CASE OF EMERGENCY

During the periods of build-up, show days and breakdown Interspeech will provide general surveillance of the exhibition areas regarding fire ssafety and other emergencies.

In case of an emergency please inform +316 28 31 08 60. Any emergency will be coordinated from there.

Otherwise please call the emergency number 112.

CONFERENCE PROTOCOLS

Badge

During Conference days it is <u>mandatory</u> to wear your badge visible at all times.

Stand Occupation

Each exhibitor is responsible for manning its rented stand with at least one person during the opening hours of the conference.

Distribution of materials

As you prepare to distribute flyers or brochures, please consider sustainable alternatives. Opt for digital versions when possible, and only print what you truly need. Together, we can reduce waste and make a positive impact—one leaflet at a time.

Music & Sound levels

To ensure a pleasant experience for all attendees and exhibitors, please be mindful of your sound levels. Keep music and audio at a moderate volume and avoid continuous playback. Let's work together to create a welcoming and professional atmosphere on the exhibition floor.

Laser light

If you are exhibiting laser features, make sure it is contained inside your stand boundaries. It is not permitted to project any lighting effect on walls, ceilings and/or flooring.

WI-FI POLICY

During build-up, show days and breakdown there will be a designated Wi-Fi for Interspeech exhibitors and visitors.

Installing or operating personal Wi-Fi or wireless devices that propagate wireless signal at the 2.4Ghz of 5Ghz frequency bands is strictly prohibited. Such devices can interfere with the overall Wi-Fi service provided at the venue.

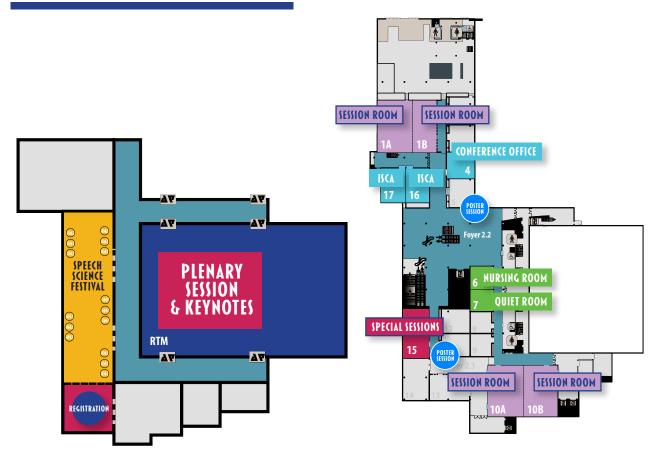
To ensure the best experience for everyone in the venue, Ahoys IT-team reserve the right to identify and deactivate any unauthorised wireless network.

If you require to install your own Wi-Fi, as an exceptional case, you will need to submit a formal request to Interspeech. Each request will be reviewed and either accepted or declined.

CONGRESS MAP - AHOY

INTERSPEECH 2025

Ground floor



INTERSPEECH 2025 2nd floor (DOCKS)

Foyer 3.2 **SESSION ROOM** SESSION ROOM 7 ISCA SESSION ROOM SPEAKER SERVICE CENTER **SESSION ROOM** IT SHOW & TELL EXHIBITION **SPONSORS** LOUNGE & CATERING DELIKES AREA

INTERSPEECH 2025
3th floor (Rotterdam + PORTS)

BUILD UP & BREAKDOWN INFORMATION

The Exhibition & Sponsor booths are on the third floor. The supply and removal of materials during construction and dismantling must be done according to the instructions of Improve/Ahoy.

Early access

The build-up times are mentioned in the table on page 05. If you need more time please contact Improve.

Shipments prior to the show

Deliveries for Interspeech 2025 can be made to Improve:

Rotterdamseweg 270 2628 AT, DELFT, The Netherlands

Deliveries can only be made as from Friday August 08 until Thursday August 14. Opening times are 09.00 - 17.00 h.

Please state the name of the exhibiting company and Interspeech 2025 on all deliveries.

Please inform the Interspeech 2025 Organisation about your deliveries by e-mail beforehand (PCO@Interspeech2025.org) and Improve (info@improve.nl)!

Note that neither the Rotterdam Ahoy Conference Centre, Improve, nor the Organisers of the Conference can be held responsible for the delivered exhibition material.

Traffic buffering

During the construction days, you and your suppliers can park for free on the expedition site of Hall 1 (P4). You must report to the entrance of the expedition site, after which one of the parking employees will direct you to the correct transport door and an available parking space. We kindly but urgently request that you remove (lorry) cars and/or trailers from the expedition site after construction, as parking is NOT permitted here during the fair.

During showdays you pay €19.50 for a parking space on P1 for a passenger car. If you want to leave your truck and/or trailer near Ahoy after construction, it is best to look at the website www.truckparkingrotterdam.nl.

Rotterdam low emission (ZE) zone

The ZE-zone is a demarcated area within which only zeroemission vehicles (without emission of harmful substances through the exhaust) are permitted. This concerns all vans and trucks intended for the transport of goods. Known to the RDW under vehicle categories N1, N2 and N3.

From 1 July 2025, you can receive a fine. The amount of the fines is 120 euros for vans. 310 euros for trucks.

Does your van or truck not have access to zero-emission zones (ZE zones)? Then you may be able to get an exemption. This can be for a day or for a longer period.

https://www.rdw.nl/ontheffing-zero-emissie/aanvragen

Storage of empty cases

Packing cases must be removed from the exhibition area and can be stored in a designated area near the exhibition space at the Rotterdam Ahoy Conference Centre.

Security during build up and breakdown

The doors of the venue will be closed after the Conference days, but please ensure you take all your belongings with you when leaving your stand at the end of the day.

Waste disposal

Please remember to dispose of any waste from your stand before leaving the venue. Kindly use the designated bins. Thank you for keeping the space clean.

<u>SAFETY</u>

Fire and safety

Written permission, if granted, of the Interspeech 2025 organisation is required for use of the following in the building:

- Equipment for demonstration purposes, cooking, frying or baking with gas or electricity
- · Compressed or liquid gases
- Flammable liquids.

Please inform the Interspeech 2025 organisation if you are bringing large/heavy/not standard materials.

Fire Regulations Ahoy

Fire safety regulations regarding stand construction and exhibiting in Rotterdam Ahoy.

The use of flammable substances and materials for the construction and (furnishing) of stand walls as well as for decorative materials is only permitted if these have been impregnated to be fire-resistant. A certificate of the impregnated materials, reinforced by a recognised impregnation company, must be present at the stand at all times.

It is not permitted to have highly flammable or explosive substances, gasses and dangerous goods, including radiationhazardous goods or chemical pesticides, present on the stand or to light open fires or devices, appliances, stoves, fireplaces, gas bottles and the like.

It is not permitted to install shielding, such as ceilings or other objects that shield the installations, under a sprinkler system and/or smoke detection without additional fire extinguishing agent and smoke detection. Exceptions to this are subject to strict regulations and are only permitted in compliance with these conditions, which can be requested from the lessor. Exceptions are only permitted after obtaining the approval of the lessor.

Hazardous substances and materials

The use of hazardous substances should be avoided, the use of alternatives is strongly recommended. For exhibiting devices with ionizing radiation or radioactive sources, the exhibitor should contact the organization. The organization will determine under which conditions one may exhibit in consultation with the fire brigade and the labor inspectorate. The exhibitor must have a permit in accordance with the Nuclear Energy Act. This permit must be requested from the responsible Ministry. When using a spraying installation, one must take into account possible toxic spray/gases. The exhibitor must request approval for this from the organizer.

EXHIBITION - OPTIONS



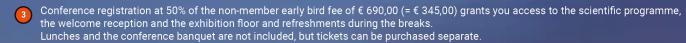


EXHIBITION OPPORTUNITIES

	START-UP €1.750	OPTION A €3.500	OPTION B € 5.900	OPTION C € 9.500	OPTION D € 12.500	
Exhibition booth	4 sqm	6 sqm	8 sqm	10 sqm	12 sqm	
Carpet	included	included	included	included	included	
Printed banner 1	1.1m width x 3.0m height	1.1m width x 3.0m height	2.4m width x 4.0m height	2.4m width x 4.0m height	2.4m width x 4.0m height	
Standing table	1	1	1	1	2	
High chairs	2	2	2	2	4	
Seating	-	-	-	congress seat	cozy seat	
Power socket	1x 220V (6 plugs)	1x 220V (6 plugs)	1x 220V (6 plugs)	2x 220V (6 plugs)	2x 220V (6 plugs)	
WiFi	included	included	included	included	included	
Digital screen	-	1x 55 inch	1x 65 inch	1x 65 inch	1x 65 inch	
Spotlight	included	included	included	included	included	
Exhibition passes 2	1	1	2	3	4	
Extra Exhibition passes 2	-	1	2	3	4	
Conference registration at a 50% discount (early bird)	-	1	2	3	4	
Refreshments & lunch	included	included	included	included	included	
Welcome reception	included	included	included	included	included	
Logo positioned on the exhibitor page of the conference website	√	1	√	1	/	
Logo positioned on the exhibitor page in the conference app	✓	1	√	✓	✓	
Logo positioned in the floorplan	✓	✓	✓	✓	✓	
Use of the official conference brand/exhibitor status title	√	✓	✓	✓	✓	

Custom artwork needs to be delivered according to specification. Help with artwork design is optional.

Exhibition passes grant access to the exhibition floor only (not to the scientific programme) and include lunches, refreshments during breaks and is your ticket to the welcome reception. Additional Exhibition Passes can be (limited) purchased at € 250,00 per pass.





EXHIBITION - TECHNICAL FACILITIES

Below you will find a description of the technical facilities and additional possibilities.

Power supply

We can supply the required power points for each stand. Depending on the booth you have ordered, a number of 220V connections (3 kW) is included. We ask you to indicate on the form which equipment you use in your stand.

The standard power supply in the Rotterdam Ahoy Conference Centre is 220V. 380 Volt is available on request.

Printed backdrop

All booths are fitted with a standard printed backdrop of 6 meters height. In this standard back-drop there will be room for a picture-in-picture printed section of you custom artwork. Sizes are depending on the booth you have ordered.

The deadline for custom artwork is July 20th. If you are interested please contact Improve for delivery specifications.

Lighting

We ensure that your stand is highlighted.

AV facilities (sound/video)

Each screen has a HDMI-connection. A HDMI-cable will be avalaible, please bring your own transition piece if your laptop/tablet has otherwise.

On request and for a fee, we can provide various extra AV equipment in your stand, such as an extra digital screen, monitor, small sound system, laptop, etc.

Furniture

All booths have a standing table, high chair and carpet. Depending on the booth size you will have extra furniture.

Internet connection

Ahoy offers its visitors and customers the opportunity to be online via a WiFi network. Anyone with a WiFi-equipped laptop, telephone or PDA can use the wireless network. If you need wired internet connection please contact Improve.



SPONSORSHIP OPPORTUNITIES

	PLATINUM €40.000	DIAMOND €30.000	GOLD €20.000	SILVER €10.000	BRONIE €7.500	ISCA - SAC EVENTS € 3.000	NAMED ² MINORITY TRAVEL GRANT €2.500	NAMED TRAVEL GRANT € 1.000	SMALL BOOTH AT SCIENCE FAIR € 1.000	REGULAR BOOTH AT SCIENCE FAIR €1.500
Number of opportunities	2	4	6	Unlimited	Unlimited	3	Unlimited	Unlimited	Unlimited	Unlimited
Exhibition booth	12 sqm	10 sqm	8sqm	6sqm	6sqm	Startup booth (6sqm)			Startup booth (4sqm)	Startup booth (6sqm)
Exhibition Staff Passes	4	4	4	3	2					
Registrations (includes Welcome Reception & Dinner)	6	5	4	3	2					
PROMOTIONAL / BRAND INCLUSIONS										
Acknowledgment at the Opening and Closing Ceremony	1	1	1	1	1		✓	✓		
Advertisement within the onsite programme	1 Full Inside Cover	1 Full Inside Page	1 Half Inside Page	Logo on sponsor page	Logo on sponsor page	Logo and link in the advertisement of the event(s)				
Listing within the Sponsor Section of the Website & digital platforms	√	√	√	√	√	Logo and link in the advertisement of the event(s)	Logo and link on travel grant page	Logo and link on travel grant page		
Logo positioned on the home page of the conference website	✓	✓	1	1						
Company logo on official sponsor signage and materials onsite	1	√	1	1	1					
Promotional material on sponsors table in the registration area	√	1	1	1	1	✓				
Use of the official conference brand/ sponsorship status title	1	1	1	1	1	1				



Support the attendance of a member of a minority group of your choice at Interspeech 2025 through the official ISCA Travel Grant Programme. This grant will cover registration, travel and lodging during the conference. Persons in receipt of the bursary programme will be an awardee of an oral or poster presentation at the conference.

³ Support attendance of a person at Interspeech 2025 through the official ISCA Travel Grant Programme. Your support can either benefit 2 people from within Europe or 1 person from outside Europe and will cover their registration and a part of their travel and/or accommodation. Persons in receipt of the bursary programme will be an awardee of an oral or poster presentation at the conference.





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SPONSOR BOOTH - TECHNICAL FACILITIES

Own stand construction

Own stand construction means that you place your own stand on the exhibition floor. If you have decided together with the organization what your stand will look like, we would like to receive a drawing or impression so that we can check whether it is possible to place your stand in the building (we then pay attention to heights etc.).

We need the following information from you as soon as possible:

- · Floor plan, dimensions and visualisation of your stand
- Technical data, such as electricity connection(s) etc.
- Contact details of the stand (incl. mobile number)

Requirements

Your stand must meet all legal requirements in the field of temporary construction and safety, in addition, as a location we adhere to the NEN standards, specifically the NEN 8020 and NEN 1010.

Rigging

Hanging items from the ceiling is only possible in consultation with Improve.

Height

The maximum height of the stands is 5 meters.

Standard booth

The sponsors get the same booth design as the exhibitors, if they don't bring a booth themselves, depending on the sponsor package. On page 19 you will find a description of the technical facilities and additional possibilities.

Stand design via Improve

If desired, we can make a design, proposal and quotation for you. For this, please contact Improve.

POSTER SESSION - TECHNICAL FACILITIES

We will have digital poster boards at Interspeech! No more hassle with travelling with poster tubes, no more unsuccessful attempts at removing the folds in your poster, or stressing out trying to find a local print shop. See the impression.

Please design a large vertical portrait image file, which will be displayed on a LCD-screen 9:16 format. Your poster must be an image-file (.png of .jpg extension, no .pptx) in 9:16 format (1.080 pixels width & 1.920 pixels height).

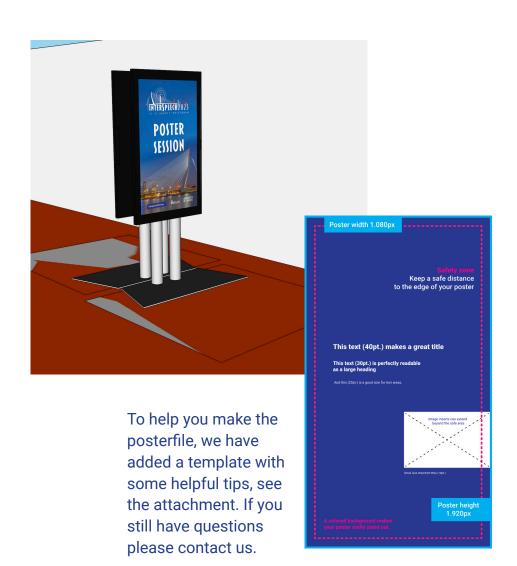
Poster submission

Please send your poster to info@improve.nl and make sure you use the following name:

[sessionnumber]-[postersession]-[presentertime-without-punctuation-marks]-[presentername]

Example: **S01-P01-1100-Name**

The deadline to submit your poster is August 1st.



SPEECH SCIENCE FESTIVAL - TECHNICAL FACILITIES

Below you will find a description of the technical facilities and additional possibilities for the Speech Science Fair.

Power supply

6 plugs 220V connections (3 kW) is included. We ask you to indicate which equipment you use in your booth. Larger power supply is available on request.

Printed backdrop

All science fair booths are fitted with a standard printed backdrop of 1,5 x 4 meters height. If you would like to have custom artwork, please contact Improve for delivery specifications.

Lighting

We ensure that your science fair booth is highlighted.

AV facilities

On request and for a fee, we can provide various AV equipment in your stand, such as an extra digital screen, monitor, small sound system, laptop, etc.

Screens will have a HDMI-connection. A HDMI-cable will be

available, please bring your own transition piece if your laptop/ tablet has otherwise

Furniture

One standing table including one high chair is included.





GET IN TOUCH

If you have any questions, please contact PCO@interspeech2025.org



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LIABILITY & INSURANCE

Insurance

The exhibitor takes part in the exhibition entirely at his/her own risk. The Organisers of the Interspeech 2025 conference, the management of the Rotterdam Ahoy Conference Centre, the local authorities and the suppliers accept no liability for any loss or damage sustained or occasioned from any cause whatsoever.

It is recommended that all exhibitors take out insurance against third party risks.

The exhibitor shall be responsible for the security of his/her stand and exhibits and it is recommended to pay close attention to the exhibits during the stand construction and dismantling periods. Valuable objects, which may easily be removed, should be locked away when the stand is not manned. Neither the Organisers of the Interspeech 2025 conference nor the Rotterdam Ahoy Conference Centre accept any responsibility for goods damaged or stolen from exhibits.

Liability

The exhibitor acknowledges that he/she has no right to lodge damage claims against the organisers should the proceeding of the conference and/or associated exhibition be hindered or prevented by unforeseen political or economic events or by force majeure.