

Q&A for Technical Visits

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Answers to frequently asked questions for **CONGRESS** **ATTENDEES**

How can I sign up for a technical visit?

Congress visitors can use the ITS Congress app to sign up for technical visits.

How much does a technical visit cost?

Most are free of charge, for half-day or day trips a small fee may be raised.

In which languages are technical visits offered?

All technical visits are provided in English.

Answers to frequently asked questions for a **TECHNICAL VISIT APPLICATION**

What is a technical visit?

Technical visits supplement the standard conference programme with on-site visits in Hamburg, the surrounding region, and throughout Germany. They offer trade visitors the opportunity to take a behind-the-scenes look at companies, institutions and research institutes. The same tour can be repeated max. two times over the congress period. Technical visits that take longer than three hours incl. travel to and from the venue may take place as day trips or half-day trips either before or after the congress. No more than 30 participants are permitted.

What is the format of a technical visit?

Technical visits are guided tours to ITS-relevant companies, research institutes, institutions, start-ups or similar locations. A technical visit that takes place during the congress may last up to three hours. However, technical visits can also be offered as half-day/day trips (if the venue is situated further away) either before or after the congress.

Who is the target group for a technical visit?

ITS Congress 2021 trade visitors. More than 15,000 trade visitors are expected to attend the trade fair and the congress. Thursday, 12 October 2021 is a public day, when non-trade visitors will also be able to attend the congress.

What added value does a technical visit provide?

The congress offers a broad-based and unique platform for the presentation of technological innovations in the field of ITS.

Technical visits are a highlight of the programme and supplement the trade congress and trade exhibition taking place at the same time. They will thus provide trade visitors with a particularly intensive/interactive introduction to the projects. The programme can be customised – from the pick-up to the drop-off – and offers every opportunity to fascinate and inspire trade visitors.

How can I apply to host a technical visit?

Send a completed application form to techvisits@its2021.hamburg. Anyone expressing interest by contacting techvisits@its2021.hamburg will be provided with the application form. It is not available to download on the website.

What is the deadline for applications?

The deadline for applications is Friday, 30 October 2020.

What is the selection process for technical visits and when will the selection be announced?

The host is responsible for the selection of the technical visits. A selection will be made by assessing technical visits according to the following criteria. The relevant contacts will be notified of the outcome in late December 2020.

Criteria: novelty factor, travel time and distance, maximum number of participants, costs for participants.

Is it possible to charge an entrance fee for a technical visit?

Yes, a technical visit provider may cover some of its costs through tickets. However, ticket prices should be kept as low as possible to enable all visitors to attend. The costs must be indicated on the application form.

Can the general public take part in a technical visit?

Thursday, 12 October 2021 is a public day, when non-trade visitors will also be able to attend the congress.

How many times can a technical visit be repeated?

The same tour can be repeated max. two times over the congress period.

When must technical visits take place and what is their permitted duration?

A technical visit taking place during the congress will generally last 2–3 hours. However, a technical visit can also be offered as a half-day/day trip (if the venue is situated further away) either before or after the congress. The same tour can be repeated max. two times over the congress period.

What is the permitted travel time for a technical visit?

A technical visit taking place during the congress (11–15/10/2021) should not require more than 30 min. of travel time. A technical visit taking place either before or after the congress should be discussed with ITS Hamburg 2021 GmbH in advance. techvisits@its2021.hamburg

Where do the shuttles depart from and who is their operator?

The planning and organisation of shuttles must be discussed with ITS Hamburg 2021 GmbH techvisits@its2021.hamburg.

During the congress, trips will depart from the outdoor area B2. The meeting point for participants is in hall B2, in the meet-and-greet lounge.

Trips outside the opening hours of the congress should depart from Hamburg Messe und Congress Zentrum, East Entrance.

What is the maximum number of permitted participants for a technical visit?

As a rule, no more than 30 participants are permitted. Larger visits are possible on request, but precise information must be provided regarding the shuttle service.

In which language must technical visits be offered?

All technical visits must be offered in English.

How can trade visitors sign up for a technical visit?

Trade visitors can sign up for a technical visit via the ITS Congress app.

Can guests/customers be invited to take part in technical visits?

Yes. Registration to take part in a technical visit is only possible via the ITS Congress app. Customers/delegations can be registered via the ITS Congress app so that the required capacities for a specific slot can be reserved.

What are the responsibilities of a project manager in charge of a technical visit?

- A detailed description of the planned technical visit incl. personnel management, demonstrations, desired schedule/date, specific arrangements (ID checks, accessibility, food and drink etc.) must be sent to ITS 2021 Hamburg GmbH.
- Description of the contents of the technical visit for the congress programme.
- The project manager must provide a presentation of the technical visit in advance, subject to consultation with ITS Hamburg 2021 GmbH. This is part of the application form.
- Participants' safety and insurance.
- Must be present throughout the technical visit.

Will a special preparation meeting be held for the selected technical visits?

The project manager must provide a presentation of the technical visit in advance, subject to consultation with ITS Hamburg 2021 GmbH. Please contact the ITS Hamburg 2021 GmbH team by email in case of any technical visit-related questions: techvisits@its2021.hamburg

Is there a central contact person to handle any questions relating to technical visits?

Please contact the ITS Hamburg 2021 GmbH team by email in case of any technical visit-related questions: techvisits@its2021.hamburg