

Deliverables – Specs & Deadlines

The information presented here is subject to change.

Final guidelines and deadlines will be as published in the Industry Symposia Manual you will receive approximately 3 months prior to the event.

Dear Supporter,

This page contains specifications and guidelines for various deliverables and is designed to assist you in preparing for the event.

The deadlines indicated are estimated. The exact deadlines will be published in the manuals in due course.

Due to accreditation criteria, which is CME certified, the following rules must apply:

- Materials created by companies should NOT utilize the main event marketing look and feel.
- As the event is CME/CPD accredited, due to the accreditation criteria, when promoting a sponsored session, please indicate on your promotional materials the following disclaimer: **“This session is not included in the main event CME/CPD credits”**
- Companies must not use meeting banner in any promotional materials they create without prior consent.
- Companies must not use society logo in any promotional materials they create without prior consent.

- [Prospectus](#)
- [Information for Sponsors & Exhibitors](#)

- [Exhibitor's Portal](#)

PRESENCE

Deadline: As early as possible and no later than 5th of July 2024. The proposed programme should include:

- Session Title (up to 110 characters including spaces)
- Session Description (up to 200 words. Hyperlinks can be included).
- Speaker Presentations Titles
- Timing – duration of each speaker presentation and full timing of the agenda
- Speaker/Moderator Full Name
- Speaker/ Moderator Country
- Speaker/ Moderator E-mail
- Speaker/ Moderator Affiliation (optional)
- Speaker/ Moderator Bio and Photo (please see specs below)

Please see below specs for Speaker Bio and Photo.

- Speaker **Bio** – up to 200 words.
- Speaker **Photo** – 180×240 px, JPG Format

ADVERTISE

Deadline: Thursday, 1st August

File format: PNG or JPG (up to 800 kb)

Size: 780 x 1688 px **We recommend avoiding using small text, so the advert can be readable when displayed on a mobile screen.**

* Allowed to promote industry activities (session/symposia, exhibition, etc.); company logo allowed; **NOT allowed** to promote a product

*When promoting a sponsored session, please include the following disclaimer: *"This session is not included in main*

event CME/CPD credit". **Deadline:** Thursday, 1st August **Specs:**

- **Message Title** – **Maximum 40 characters** including spaces
- **Message body** – **Maximum 140 characters** including spaces

Important:

- Please make sure to indicate **company name** either on the title or in the message body.
- **Please specify your preferred date and time** (local time) when submitting the text.

We will do our best to accommodate this request. The final schedule of the push will be determined closer to the event, considering the overall push notifications schedule of the event.

- Push notifications will be sent out during **official breaks only** in order not to disturb the participants who are inside session halls when sessions are taking place. The updated programme timetable including list of breaks can be found on the event website under "Scientific Programme" page.
- Kindly note:
 - **Push Notifications are sent only to participants who download the app and accept to receive notifications.
 - **Push notifications look different across various browsers, device types, and operating systems.

Bag inserts are to be printed and delivered to the venue by the supporter.

* Allowed to promote industry activities (session/symposia, exhibition, etc.); company logo allowed; **NOT allowed** to promote a product

General guidelines:

- **Final artwork** (prior to printing) for approval: Thursday, 1st August .
- The bag insert should not exceed a double side of

standard A4 dimensions.

- When promoting a sponsored session, please include the following disclaimer: *"This session is not included in main event CME/CPD credit"*.
- Quantity of inserts varies from event to event. We recommend checking the latest registration numbers with the Industry Coordinator, *before production*.
- Inserts which do not arrive at the venue by the **appointed day and time** will not be included in the event bags.

General Guidelines for Shipping the bag inserts:

- To ensure the safe and timely arrival of your inserts, we strongly recommend sending the inserts via the **warehouse** (fees will incur). Further details can be found in the in the Shipping Instructions.
- Packages should be labelled (Green Label) with the supporting company name, name of the responsible person (who will be onsite), and the name and date of the event. Please also make sure to state 'Bag Inserts' on all packages. This Green Label can be found in the Shipping Instructions.
- Supporters may deliver the Inserts directly to the venue door. Please note that all materials entering the venue incur a handling charge (including bag inserts and display items). No other company is permitted to deliver operate, and handle goods inside the venue.
- Any deliveries made directly to the venue without going through the official logistics agent, will be at the supporter's own risk. If they do not arrive on time or are mislaid, Kenes and official logistics agent will not take any responsibility.