

Industry Manual

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.

Symposia Title and Programme

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

Industry Symposia Timetable


[Click here](#) to see the Industry symposia timetable.**Important notes:**

- Industry Symposia are **not** included in main meeting CME/CPD credits.
- In order to support you in the best possible way, **please share your plans and requirements with us**. This information is invaluable for the success of your session. Please liaise directly with the Industry Coordinator.
- We recommend arriving early to **set up the hall** prior to the start of your Symposium. A member of the Kenes Operational team will be available onsite should you need any assistance.
- **Handouts** are allowed to be distributed at the entrance to the Symposium hall; however, it is NOT permitted to

place material on the seats inside the hall.

- Printed tent cards placed on the head table are allowed and should be produced and provided by supporter.
- We ask presenters to follow the time schedule precisely in order for the day's events to run smoothly. An updated programme can be found on the event website.

Symposia Sessions Halls Onsite

Head Table in Vevey	
<p>Total Head table Dimensions: TBAcm Length x TBA cm width x TBAcm height.</p>	<p>Sufficient seating for up to TBA people</p>  <p>Please inform us about the number of speakers you expect.</p> <p>*</p>

The lunch symposiums will take place in the **Hall Vevey** (400pax) on the upper floor.



Ground Floor – entrance

Lower floor – exhibition & registration

Upper floor – session halls, cloakroom

Catering/ F&B

- Catering is **exclusive** to the venue and should be ordered in advance. Supporters who wish to order food and beverages for their symposium and/or meeting/hospitality room are welcome to do so directly with the catering team. If you wish to order catering please contact ssstoyanova@kenes.com
- Catering menu can be found [here](#).
- Please check with the Industry Coordinator if food and drinks can be taken into the symposium halls (excluding hot dishes).
- If you are considering having catering together with the symposium, please note that an additional charge will be applied for cleaning the hall immediately following the session.
- Please check with the Industry Coordinator if lunch and refreshments will be served daily in the Exhibition Hall according to the event timetable.
- If you are planning to have catering/lunch boxes together with the symposium, it is recommended to indicate in all publications that lunch/refreshment will be served as long this is not contradicting the supporter's internal compliance policy.

Speaker's Expenses

As indicated in the sponsorship agreement, the supporting company, in addition to the support fee, must cover all speakers' expenses, including registration fees, accommodation and travel expenses. This also applies in the case where the

Sponsored Symposium speakers have already been invited by the Meeting.

AV

We strongly recommend scheduling a technical rehearsal in the hall itself and testing the Presentations during that rehearsal. Please make arrangements directly with the **Meeting Audio Visual Coordinator – Mike Perchig** at nest@nest-av.com

A technical rehearsal is offered free of charge; however additional charges may apply, depending on hall availability, rehearsal requirements and overtime of the technicians. **Vevey Hall, WSSFN 2024**

- 3 x front projection screens, image of H7 X W13 feet approx..each.
- 3 x Data projectors, 7500 ansi-lumens each.
- Seamless Data/Video switcher and all necessary cabling
- Video camera, to capture the face of the speaker at the lectern for live close-circuit projection during Q&A Discussions.
- 46" Confidence monitor in front of the head table, showing the same PowerPoint & Video images as projected in the large picture-in-picture "window" on the central screen.
- Laptop computer for PowerPoint presentations, including English version of Windows and Office, USB port, sound card – located at the lectern and networked to the Speakers' Ready Room.
- Designed lectern with a Portrait 42" Plasma screen installed in each front, facing the audience, projecting a PPT with the name of the speaker (see photo below)*.
- Wireless PowerPoint advancer
- Countdown Timer Monitor in front of the lectern.
- A. (sound) system, which covers the hall and the stage, including wired microphones (head table, lectern, Questions & Answers) with stands (floor/table), 1 wireless headset microphone and connection for sound

- from computers (mini PL plug) at the lectern.
- Audio monitors for the lectern and the head table.
- Lighting system, illuminating the lectern and the head table.
- Colorful Lighting on stage
- 3 x AV technicians to operate the above-mentioned systems

For demonstration only (the photo of the lectern was taken in a different Venue)

The Sponsor's "virtual" banner in front of the lectern will be projected.

Please contact the Audio-Visual Coordinator, Mr. Mike Perchig (e-mail: nest@nest-av.com), in order to design the images according to the required resolution.

The "virtual" banner can include the title of the Symposium and the name and logo of the Sponsor.

Product Theatre, WSSFN 2024

- 2 x 80" Plasma screens on high floor stands
- Laptop computer for PowerPoint presentations, including English version of Windows and Office, USB port, sound card – located at the lectern, stand-alone.
- Wireless PowerPoint advancer
- A. (sound) system, which covers the seating area, including a wired microphone and connection for sound from computers (mini PL plug) at the lectern, a wireless hand-held microphone on a floor stand for questions and a wireless headset microphone
- AV technician to operate the above-mentioned systems (ready 20 minutes before the session begins)

NB! Deadline to order any extra AV is 12th of August 2024 Please bring the PowerPoint presentation/s on USB Memory stick and load it on one of the Meeting computers in the Speakers' Ready Room during Speakers' Ready Room opening hours

and no later than **2 hours before the start of the Symposium.**

As previously mentioned, we strongly recommend scheduling a technical rehearsal and testing the presentations during the rehearsal. Please make arrangements directly with the Meeting Audio Visual Coordinator. If you are using a PowerPoint presentation (or any other PC-based application), please note that you have to deliver it on a USB Memory stick to one of the technicians in the Speakers' Ready Room as soon as you arrive at the Venue in the morning – and at least 2 hours before the start of the session.

Please note that only meeting computers are used in the session halls. These are supplied with Office 2019 (at least) and the native ratio of the projection on the screens in the halls is 16:9. The meeting will not be able to support lecture slides presented on personal computers.

If you include video clips in your PowerPoint presentation, be sure to test it with the technician in the Speakers' Ready Room at least 2 hours before the start of the session or as soon as you arrive at the venue in the morning. Please make sure to check it with the technician in the session hall where your lecture is taking place, during a coffee or lunch break prior to your session, at least 30 minutes before the start of the session – even after checking it in the Speakers' Ready Room. To use MAC presentations on the PC compatible meeting computer, please note that you need to prepare it according to the instructions below, before taking it to the speaker room:

Convert it to PowerPoint or PDF. Use a common font, such as Arial, Times New Roman, Verdana etc. (Special characters might be changed to a default font on a PowerPoint-based PC). Insert the images as JPG files (and not TIF, PNG or PICT – these images will not be visible on a PowerPoint based PC).

As previously mentioned, we strongly recommend scheduling a technical rehearsal and testing the presentations during the

rehearsal. Please plan directly with the Meeting Audio Visual Coordinator.

Symposium Signage (Optional)

Symposium supporters have the option to create signage promoting their symposium according to the below guidelines. The symposium signage should be produced by the supporter. Please make sure to follow the guidelines specified at the beginning of this section.

1. Self-Standing Sign at the Entrance

One stand-alone sign to be placed at the entrance of the session hall 30 minutes prior to the sessions published start time.

Please make sure to indicate the following disclosure on the sign: ***This session is not included in main event CME/CPD credits.***

2. Stage Banners

- 1 x free standing vertical sign to be placed on/next to the stage. Maximum dimensions: 150cm wide x 250cm high.
- 1 x horizontal sign placed in front the head table facing audience.
- 1 x vertical sign placed in front of the speakers' lectern facing audience.

The Supporter is entitled to place one sign (W85cm x H200cm) advertising the **Symposium on the day of the session only**. The sign may be placed in the *exhibition* area during exhibition opening hours. Please liaise onsite with the Industry Coordinator and Exhibition Manager regarding exact time and location. **Notice:** Due to CME/CPD accreditation criteria, you may not place signage advertising your symposium in any other locations unless coordinated with Kenes staff onsite.

Symposium Badges

Each symposium organiser is entitled up to 10 Symposium badges which allow access to their Industry Session only. These

badges will not display individual names.

Symposium badges will be prepared ***upon request only*** and can be collected at the Registration desk 2 hours prior to start of your Industry session. Symposium Badges needs to be returned to the Registration desk after the session has ended.

Wi-Fi

Free Wi-Fi will be available at the meeting venue. Please be aware that public Wi-Fi capacity is limited. Therefore, it is restricted to email and web browsing activity. Should you require Wi-Fi or an internet line during your symposium, please let us know in advance and we will send you a quote.

Waste Disposal

Please note that it is the supporter's responsibility to leave the session hall in a clean and tidy manner once the session has finished. Any items such as leaflets, banners, roll-ups must be removed from the hall at the end of the session. Any discarded waste, including promotional material, left behind will be removed by the event's organisers at the expense of the supporter concerned.

Badge Scanner/ Lead Retrieval System

Lead Retrieval Wireless Barcode Readers can be a helpful tool for receiving contact information about participants who attend your session.

We are pleased to offer you the "K-Lead" Application. Supporters can download the "K-Lead" app onto *their own* smart phone or tablet and transform their device into an instant, easy lead retrieval system and capture participants' contact information with a quick scan of their badge.

Barcode readers may be rented in advance via the Exhibitors' Portal no later than **1st August 2024**. The advantages of the "K-Lead" application:

- Effortless process using registration badge barcode.
- **Quickly** capture lead information by scanning the barcode

on attendees' badges.

- Application is available for download from Apple store or Google play: "K-Lead App".
- Cost per unit – USD **750** (excluding 4% credit card charges fees, excluding VAT if applicable).

Please Note:

- **Device is not included. The Application should be installed on your company/personal device (tablet/smart phone).**
- In accordance with the **general data protection regulation** (GDPR), Kenes Group has updated its privacy policy. You can view our updated privacy notice [here](#). Kenes will not share delegate's personal data with third parties without their consent.
Please note that similarly to sharing a business card, presenting a delegate badge for scanning at exhibition booths or industry symposia constitutes an expression of consent to share their personal details with the company that is scanning their badge so that it may contact them in the future.
- Barcodes on delegate's badges contain contact information as supplied by the delegate or the agency responsible for the registration process of the delegate. We regret that in some cases, such as when group registration is completed by a company, we may not be in possession of the full contact details.
- In addition, please note that neither Kenes Group nor the Organising Committee is responsible for the content of the information.

The Application should be installed on your company/personal device (tablet/smart phone). Operational information will be sent in due course.

To order "K-Lead" Application, please access the Exhibitor's Portal <https://exhibitorportal.kenes.com>

Onsite rate of USD 850 will be applied for orders received after above deadline.

Blackout Policy

We respectfully request that all supporters (sponsors, exhibitors, special interest groups, and other stakeholders) comply with the congress blackout policy and refrain from holding organized meetings or events above 8 pax in parallel to the scientific program.

Innovative Products for Industry Symposia Onsite

Maximize your Participant Experience – Use our innovative technologies for your Symposium! Kenes is proud to deliver a wide variety of quality onsite technology products and services.

We offer:

- **Live Streaming** and many more products designed for capturing and recording symposium content.
- **Voting, Evaluations,** and more products designed for increasing participants' interaction during symposium sessions.
- **Translation services for any language:** We can provide the traditional solution with local interpreters and hiring headphone receivers. Alternatively, we offer *app translation* with remote interpreters. In this case the participants stream the translation through an app on their smartphones.

We also provide tailor made customized solutions – contact us to make it happen!

For more onsite products opportunities and price quotes – [Click Here](#)

PLEASE NOTE: All product solutions are offered exclusively by Kenes Group.

Please contact us to discuss your needs and our relevant

solutions.

Please submit your order **6 weeks prior to the event**. Orders received after the deadline will incur rush fees.

Deliverables - Specs and Guidelines

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.

Deadline: Monday, 12th August

Specs:

- Single sided
- 96.52 sm W x 205.74 sm H

* Allowed to promote industry activities (session/symposia, exhibition, etc.)

* Company logo allowed;

* **NOT allowed** to promote a product;

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