

INDUSTRY SYMPOSIA MANUAL

Dear Sponsor,

We are happy to present the Industry Symposia Manual of ISPPD-13 which will take place from 17-20 March 2024 at the Cape Town International Convention Centre (CTICC).

This manual covers important information and is designed to assist in preparing for your Industry Symposium and help you with your items acquired. We trust that you will find it helpful and suggest that you read all the information presented. It will take you very little time now and could save you a great deal of time later.

We look forward to welcoming you in Cape Town and wish you a successful and fruitful meeting!**Exhibitors and Supporters Portal**

Each supporter will receive an e-mail with login details to access the Portal. The Portal enables supporters to:

- Submit company logo and profile
- Order lead retrieval (badge scanners)
- Order exhibitor badges
- Submit deliverables as per contract

The login details will be sent to the person signing the contract. This person is responsible for passing on the login details to third party if needed.

Access to all Portal services will be available only after submission of your company profile and logo. Only deliverables as indicated in your contract, should be submitted via the Portal. Items not included in your contract will not be processed.**Kenes Contacts:**

Conference Organiser

Kenes Group

Rue François-Versonnex 7
1207 Geneva, Switzerland
Tel: +41 22 908 0488

Industry Coordinator

Victor Mota

M: +34 661 34 80 09| E-mail: vmota@kenes.com

Industry Liaison & Sales

Sherwin Gentle

E-mail: sgentle@kenes.com

Hotel Accommodation

Tami Vidra

E-mail: tvidra@kenes.com

Audio Visual Coordinator

Mike Perchig

E-mail: nest@nest-av.com

Registration Specialist

Marina Rodríguez

E-mail: reg_isppd24@kenes.com

Product Marketing Coordinator

Jimena Meymar

E-mail: jmeymar@kenes.com

Contractors:

Catering

Exclusive to the Venue confexquotes@cticc.co.za

Onsite Logistic Agent, Material Handling & Customs Clearance Agent

Merkur Expo Logistics GmbH

Irit Sofer

Tel: +972 52 8890 129|E-mail: irit.sofer@merkur-expo.com

Merkur is the **exclusive** handler inside the venue.

Hostesses & Temporary Staff Hire

confexquotes@cticc.co.za

Action Item (Please refer to your signed contract)	Deadline	Contact Person
Staff Hotel Reservation	As soon as possible	Tami Vidra tvidra@kenes.com
Payment of Invoice Balance	Must be received in full one week prior to the Meeting	Pazit Hochmitz phochmitz@kenes.com
Symposium Final Program (for approval by Scientific Committee)	Friday, 12 January	Please send by email in the requested specifications to Industry Coordinator: vmota@kenes.com or through the Exhibitor Portal
Advertisement inside the Program book	Monday, 5 February	
Promotional E-mail Blast (pre and post)	2 weeks before the scheduled date	
Text for Push Notifications for Mobile app	Friday, 1 March	
Mobile app adverts	Friday, 1 March	
Badge Scanner/ Lead Retrieval System	Friday, 8 March	To reserve your Scanners, please refer to the on-line Exhibitor's Portal
Placing orders for Live streaming/ Voting/ 'Ask the Speaker' and other Technology Products and Services	As early as possible, preferably before Friday, 1 September	Jimena Meymar jmeymar@kenes.com
Hostesses & Temporary Staff Hire	Friday, 8 March	Deveena Naiker (Ms) deveenana@turnersconferences.co.za
Catering Services	Friday, March 1	confexquotes@cticc.co.za
Audio Visual – scheduling Tech rehearsal	Please directly contact the AV coordinator	Mike Perchig nest@nest-av.com

Audio Visual – placing orders for extra AV for the Sponsored Symposia and AV for Meeting rooms ONSITE		As early as possible and no later than Monday, March 4 th <i>Orders received after the deadline will incur rush fees</i>		Mike Perchig nest@nest-av.com		
Shipping & Material Handling Services						
Door to door		Please contact Merkur Expo Logistics		Irit Sofer Irit.sofer@Merkur-expo.com		
Airfreight shipments						
Shipment via Advance Warehouse						
Direct to the Venue		Subject to time slot only full load trucks				
Company Name	Day	Starting Time	Ending Time	Hall	Capacity	Set-up
Serum Institute of India	Sunday, 17/03/2024	16:00	17:00	Ballroom West	650 Pax	Theatre
Pfizer	Monday, 18/03/2024	8:00	9:00	Ballroom West	650 Pax	Theatre
Pfizer	Monday, 18/03/2024	12:40	14:10	Ballroom West	650 Pax	Theatre
MDS	Tuesday, 19/03/2024	12:40	14:10	Ballroom West	650 Pax	Theatre
GSK	Thursday, 20/03/2024	8:00	9:00	Meeting room 1.40	280 Pax	Theatre

Timetable and halls are subject to changes. The most updated timetable is published on the [Meeting website](#).

Catering

- Catering is **exclusive** to the **Venue** and should be ordered no later than **Friday, 1 March** by contacting confexquotes@cticc.co.za
- Supporters who wish to order food and beverages for their symposium, meeting/hospitality room or exhibition booth, are welcome to do so directly with them.
- Food and drinks are allowed to be taken into the

symposium halls (excluded hot dishes). If you are considering having catering together with the symposium, please note that additional charge will be applied for cleaning the hall immediately following the

Technical Rehearsal

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.

Speakers' 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 Conference

Hall	Capacity	Set-up
Ballroom West	650 Pax	Theatre
Meeting room 1.40	280 Pax	Theatre

Rooms are located in the ground floor. You can make a virtual tour on the following link
<https://www.cticc.co.za/cticc-1-2-virtual-tour/>

 **TBA**

Presentations Upload Onsite

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 – and at least 2

hours before the start of the session.

Please note that the computers, used for showing the Presentations in the session halls, are being supplied with Office 2019 (at least) and the native ratio of the projection on the screens in the halls is 16:9.

If you include video clips in your PowerPoint presentation, be sure to test it with the technician in the Speakers' Ready Room as soon as you arrive at the venue.

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.

IMPORTANT NOTE FOR MACINTOSH USERS

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 Conference Audio Visual Coordinator, Mike Perchig at: nest@nest-av.com If hasn't been done yet. Please submit the final symposium programme using [the attached Agenda format](#) via email to vmota@kenes.com **as early as possible and no later than Friday 12 January**. The proposed programme should include:

- Session Title (up to 110 characters including spaces)
- Session Description (up to 200 words, you can also include hyperlinks inside of it)
- 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
- Speaker/ Moderator Bio and Photo (please see specs below)

Please see below specs for Speaker Bio and Photo.

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

In case of changes to your symposium title or Programme *after submission*, please update the Industry Coordinators: **Victor Mota** vmota@kenes.com

If you wish to have Technology Products and Services for your session, for further information and costs, please contact Jimena Meymar by e-mail: jmeymar@kenes.com This section includes guidelines which will assist you to prepare promotional items related to your industry sessions, however, ***kindly refer only to the relevant items in accordance with your sponsorship agreement.***

Guidelines to follow when creating your promotional items and content

- All promotional items must be sent to vmota@kenes.com in advance, in order to proceed with the committees approval.
- Meeting banner should NOT be used in any promotional materials created by the supporter.
- Materials created by companies should NOT utilize the

main event marketing look and feel.

- When promoting your symposium, you are allowed to use the phrase: “Official symposium of ISPPD-13”, which will take place in Cape Town, South Africa 17 – 20 March, 2024. **This session is not included in main event CME/CPD credits**

In addition, it is not permitted to use the **ISPPD-13 logo** on any of the symposia materials.

Mobile App Push Notification

For supporters entitled to a push notification as per their signed contract, kindly submit the text **Friday, 1st March to vmota@kenes.com** according to below guidelines:

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

Preferred date and exact local time, please coordinate with your industry coordinator.

- *Note the final schedule will be determined closer to the meeting, considering other push notifications.
- **Push notifications will be sent out during breaks in order not to disturb the participants who are inside the halls.**

Virtual platform Push notifications

For supporters entitled to a push notification as per their signed contract, kindly submit the text **Friday, 1st March to vmota@kenes.com** according to below guidelines:

- Message Title – Maximum **40 characters** including spaces.
- Message body – Maximum **140 characters** including spaces.
- Preferred date and exact local time, please coordinate

with your industry coordinator.

- Hyperlinks can be included in the message body (link for an specific session can not be created)
- *Note the final schedule will be determined closer to the meeting, considering other push notifications.

Mobile App Advert

For Supporters sponsoring the App please send via email to vmota@kenes.com

Deadline: Friday, 1st March

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

Size: **780px x 1688px**

We recommend avoiding using small text, so the advert could be readable when displayed on a mobile screen.

Program Book Advertisement

For Sponsors entitled to adverts in the printed program book as per their signed contract, please submit the file by e-mail to the Industry Coordinator: **Victor Mota** vmota@kenes.com

No later than **Monday 5 February 2024** one A6 Size with one of the following formats at a resolution no less than 300 dpi: EPS, Illustrator, JPG or PDF.

Printing space: 105 mm x 148.5 mm; please prepare 3mm bleed space from all sides for printing.

Promotional Email Blast – Exclusive

Sponsors entitled to an Industry Mailshot as per their signed

contract, please [click here](#) for the design requirements. Please make sure to forward these guidelines to your web-designer/programmer. Please upload the HTML version of your mailshot and other relevant files together in zip folder and send us everything with the **subject line to Victor Mota vmota@kenes.com** later than **2 working weeks before your scheduled date for send out of your mailshot.**

You are free to use the [following templates.](#)

Important notes for both Pre and Post meeting Mailshots:

- It is not allowed to use the society logo.
- The event's banner will be added to the webmail's header by Kenes.
- The "From" field will be "ISPP2-13 Supporters".
- The exact launch date will be determined by Kenes in due course.
- The E-mail Blast will be sent out to the preregistered delegates who have agreed to receive promotional material from supporters.
- Content received after the deadline may be processed for an additional fee.

Symposium supporters have the option to create signage promoting their symposium according to the below guidelines.

Session Hall Signage

- **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.
- 1 x free standing vertical sign to be placed on/next to the stage. Maximum dimensions: 85cm wide x 200cm high.

Self-standing signage in the Exhibition Area

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 Kenes Staff.

Due to CME/CPD accreditation criteria, you may not place signage advertising your symposium in any other locations unless coordinated with Kenes staff onsite

Wi-Fi

Free Wi-Fi will be available at the event venue. Please be aware that public Wi-Fi capacity is limited. Therefore, it is restricted to email and web browsing activity. Exclusive wired internet and Wi-Fi connection can be ordered through the industry coordinator vmota@kenes.com

Meeting Rooms / Hospitality Rooms

Supporters interested in renting a meeting room during **ISPPD-13** should contact Industry Liaison & Sales, **Mr. Sherwin Gentle** at: sgentle@kenes.com

Important:

ISPPD kindly requests Meeting Organizers to refrain from scheduling meetings with more than 30 participants during Plenary Sessions, including Industry Symposia, or at the same time as ISPPD-13 social event.

Please take note of the following schedule:

- Sunday, 17 March 18:15-19:15 – Welcome Reception
- Monday, 18 March 19:00 – 20:30 – Early Career Networking Night
- Monday, 18 March – 06:30 – 07:30 – Sputum Cup
- Tuesday, 19 march – 19:30 – 23:00 – Banquet Dinner

Waste Disposal

Please note that it is the supporter's responsibility to leave the symposium session hall in a clean and tidy manner once your symposium has finished. Any items such as leaflets, banners, roll-ups must be removed from the hall at the end of your session. Any discarded waste, including promotional material, left behind will be removed by the Meeting organizers at the expense of the supporter concerned. Extra cleaning services can be ordered to the Venue by contacting confexquotes@cticc.co.za

Hostesses & Temporary Staff Hire

To hire hostesses for your session, please contact confexquotes@cticc.co.za

Catering

- Catering is **exclusive** to the **Venue** and should be ordered no later than Friday, 1 March by contacting confexquotes@cticc.co.za
- Supporters who wish to order food and beverages for their symposium, meeting/hospitality room or exhibition booth, are welcome to do so directly with them.
- Food and drinks are allowed to be taken into the symposium halls (excluded hot dishes). If you are considering having catering together with the symposium, please note that additional charge will be applied for cleaning the hall immediately following the

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.**WHAT IS K-LEAD APP?**

Lead Retrieval systems are a helpful tool for receiving participants' contact information when they visit your booth or attend your symposium. The information obtained by lead

retrieval system enables Exhibitors and symposium to enhance their database by securing valuable leads for further marketing and communication.

HOW DOES IT WORK?

Exhibitors and supporters can download the “K-Lead” app onto their **own smart phone or company tablet** and transform their device into an instant, easy lead retrieval system and capture participants’ full contact information with a quick scan of their badge (Exact operational guidelines will be shared in due course).

The advantages of the “K-Lead” application:

- Effortless process using registration badge barcode.
- Allows to immediately view the leads information.
- Ability to insert exhibitor’s comments for each lead
- Ability to quickly scan delegates as they enter the session hall by using the “Quick Scan” function
- Application is available for download from Apple store or Google play: “K-Lead App”.

COST

Cost per license – **EUR 600** (excluding 4% credit card charges fees, excluding VAT if applicable) **device is not included.**

Order deadline is Friday, 1st March 2024.

HOW TO PLACE AN ORDER?

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

Login details to the Portal have already been sent to the primary contact listed in our system upon signing the sponsorship agreement.

IMPORTANT TO KNOW

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 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, 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 Organizing Committee is responsible for the content of the information.

If further assistance is required to place your order, or you have not received your login details please contact the Exhibition & Industry Coordinator, Victor Mota vmota@kenes.com**Maximize your Participant Experience – Use our innovative technologies for your Symposium**

At Kenes, we take pride in enhancing your symposium experience through our innovative technologies. Our wide array of quality onsite technology products and services are designed to maximize participant engagement and interaction during symposium sessions.

We offer:

- **Live Streaming Services:** Elevate your symposium further by leveraging our live streaming services. Extend your reach beyond the physical venue and connect with a global audience in real-time.
- **Voting, Evaluations, and More:** Our products are tailored to increase participant interaction, ensuring a dynamic and engaging symposium experience.
- **Translation Services in any Language:** Choose between traditional methods involving local interpreters and headphone receivers or opt for our cutting-edge AI-powered solution. With the latter, participants can effortlessly access live translations and captions by scanning a QR code on their mobile phones.


We understand that each symposium is unique. [Contact us](#) to discuss your specific requirements, and we'll create a customized solution to meet your needs.

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 by Wednesday 31 January. Orders received after the deadline will incur rush fees.

 Merkur Expo Logistics GmbH has been appointed the official forwarding agent and clearance agent for all Kenes meetings. We offers the following services: customs clearance, delivery to the booth, freight forwarding, manpower & trolleys for unloading/loading during build-up and dismantling, storage of empty crates, transportation to and from the Exhibition Hall. For security, insurance, and efficiency reasons, Merkur Expo Logistics is the sole official agent to handle cargo inside

the venue. Booth builders are prohibited from using trolleys during set-up and dismantling periods.

Kindly note that Merkur the official agent is the exclusive agent for move in and move out of the venue.

Exhibitors and booth builders are free to deliver their goods or to pick their goods up from outside the venue. Those who use their own facilities up to the venue are requested to coordinate their time schedule and unloading of their cargo into the venue with Merkur.

Insurance of Goods

All cargo should be insured from point of origin.

Exhibition Goods and Display Materials

Please note that all materials entering the venue incur a handling charge. To receive a price quote for handling and to assure arrival of your materials, please be sure to complete the "Pre-advice" form.

Please Note: All advanced shipments and deliveries to the Merkur warehouse, including by courier, must be coordinated with them.

Contact Details:

Merkur Expo Logistics GmbH

Irit Sofer M.:+972-52-8890129

E.: irit.sofer@merkur-expo.com

Buildup	March 16 08:00-22:00 March 17 08:00-12:00
Meeting dates	March 17-20, 2024
Breakdown	March 20 16:30-22:00
SERVICE	DEADLINE

Airfreight shipments	All shipments destined for the "ISPPD-13" should arrive CAPE TOWN AIRPORT (CPT), South Africa no later than – COURIER: <u>14 DAYS</u> BEFORE THE EVENT
Courier shipments	Courier Guidelines – please avoid courier services wherever possible
Exhibition goods – Advance warehouse	Delivery of goods o 5 DAYS before the Event Deliveries from the Advanced Warehouse to the Venue, will be a paying service. See quote. Please contact us for delivery details

For shipping instructions, invoice, customs declaration requirements please contact Merkur There is an increasing number of fraudulent websites that are attempting to impersonate MNF 2023. **All official communications about the MNF Conference are managed by Kenes Group.** Please exercise caution if contacted by other organizations claiming to represent MNF. For any questions about sponsorship please contact Teresa Seoane, Industry Liaison & Sales Associate, at tseoane@kenes.com[printfriendly current="yes"]