90TH EAS CONGRESS

MILAN ITALY | May 22-25, 2022

eas-congress.com/2022

INDUSTRY SYMPOSIA MANUAL

Dear EAS 2022 Supporter,

We are happy to present you with the EAS 2022 Industry Symposia Manual which will take place in **Milan, Italy** on **22nd - 25th May, 2022**.

Venue address:
MiCO – Milano Convention Center
Piazzale Carlo Magno, 1, 20149
Milano MI, Italy
https://www.micomilano.it/en

This manual covers important information and is designed to assist in preparing for your Industry Session. 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.

Please forward this manual to everyone who is working on this project.

Exhibitors and Supporters Portal

Each supporter have already received an e-mail with login details to access the Portal. The Portal enables supporters to:
➢ Submit deliverables as per contract
➢ Order lead retrievals/scanners

The login details are sent to the person signing the contract. This person is responsible for passing on the login details to third party if needed.
Only deliverables as indicated in your contract, should be submitted via the Portal. Items not included in your contract will not be processed.

Lastly, Kenes Group is offering participants and supporters special rates for various hotels in Milan. Information, pictures, location, and rates are available on the hotel accommodation page:
click here or email us at isapir@kenes.com

Please do not hesitate to contact me for further information or assistance.
We look forward to welcoming you in Barcelona and wish you a successful Industry Session!

ANNA TOLOEVA
Exhibition Manager and Industry Coordinator
E-mail: aapostolova@kenes.com | M: +359 895 760 571

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Section 1: Symposium Related Contact Information

Kenes Contacts:

Congress Organiser
Kenes Group
Rue François-Versonnex 7
1207 Geneva, Switzerland
Tel: +41 22 908 0488
Fax: +41 22 906 9140

Hotel Sales Manager
Irina Sapir
Tel: +972 52 234 1609 | E-mail: isapir@kenes.com

Industry Coordinator
Anna Toloeva
Tel: +41 22 908 0488 Ext: 272 | E-mail: aapostolova@kenes.com

Audio Visual Coordinator
Mike Perchig
E-mail: nest@nest-av.com

Industry Liaison & Sales
Maris Orescovic
Tel: +41 22 9080488 Ext.311| E-mail: moreskovic@kenes.com

Registration Specialist
Tsvetina Berova
Tel: +41 22 908 0488 Ext. 255 | E-mail: reg_attd22@kenes.com

Product Marketing Coordinator
Jimena Meymar
Tel: +34 910 969 821 | E-mail: jmeymar@kenes.com

Contractors:

Catering
Compass Group Italia S.p.A.
Silvia Bonichini
E-mail: catering.mico@compass-group.it
For catalogue, please click here.

Onsite Logistic Agent, Material Handing & Customs Clearance Agent
Merkur Expo Logistics GmbH
Mrs Irit Sofer
Mobile: +972-52-8890129
E-mail: irit.sofer@merkur-expo.com
Merkur is the **exclusive** handler inside the venue.

Furniture Rental / Graphic Printing / Signage/ Hostesses & Temporary Staff Hire/ Plants & Floral Arrangements
MiCo – Milano Convention Center
The above services and others can be ordered and pay for through The Exhibitor Services Website:
E-mail: eas2022@fieramilanocongressi.it
Order form: click here
Username and Password has been sent by email to the primary contact person.

Section 2: Deadlines Table

Action Item (Please refer to your signed contract)	Deadline	Contact Person
Staff Hotel Reservation	As soon as possible	Irina Sapir, isapir@kenes.com
Payment of Invoice Balance	Must be received in full one week prior to the Conference	Pazit Hochmitz, phochmitz@kenes.com
Symposium Final Program (onsite and virtual) (for approval by Scientific Committee)	**Wednesday, 13th April**	Please send by email in the requested specifications to Industry Coordinator: sstoyanova@kenes.com
Advertisement inside the Program book	**Friday, 29th April**	
Promotional E-mail Blast (Exclusive and Joint)	**Monday, 2nd May**	
Text for Push Notifications for Mobile app and Virtual Platform	**Monday, 2nd May**	
Mobile app adverts	**Monday, 2nd May**	
Onsite Promotional Material (Flyers)	**Monday, 2nd May**	
Badge Scanner/ Lead Retrieval System *Kenes Exclusive*	**Friday, 6th May**	To reserve your Scanners, please refer to the on-line Exhibitor's Portal
Placing orders for Voting/ 'Ask the Speaker' and other Technology Products and Services *Kenes Exclusive*	As early as possible, preferably before **Friday, 13th May**	Jimena Meynar jmeymar@kenes.com
Hostesses & Temporary Staff Hire Catering Services	Deadline for Orders: **May 12, 2022** Order placed starting from **May 12**, are subject to 10 % increase. Order placed starting from **May 21** are subject to a 20 % increase *Please remember that any sent order is confirmed only after the payment*.	**MiCo – Milano Convention Center** E-mail: eas2022@fieramilanocongressi.it Order form for catering: click here Order form for other services: click here
AV – scheduling Tech rehearsal, placing orders for extra AV for the Sponsored Symposia and AV for Meeting rooms **ONSITE**	Please directly contact the AV coordinator	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 Italy Advance warehouse	**Wednesday, 18th May - No later**	
Exhibition goods - Direct deliveries to Congress venue	**Subject to time slot**	

*Please refer to the items included in your sponsorship agreement only.

Section 3: Industry Symposia Timetable for Onsite

Company Name	Date	Time	Location	Session details
Novartis	Mon, 23.05.2022	07:30 - 08:15	Attilio Maseri - Blue room	Click here
Novartis	Mon, 23.05.2022	13:30 - 14:15	Attilio Maseri - Blue room	Click here

Timetable and halls are subject to changes. The most updated timetable is published on the Conference website.

Important notes:

➢ **Industry Symposia are not included in main Congress CME/CPD credit.**
➢ Please coordinate when you would like to set up the hall prior to the start of your Symposium with **Anna Toloeva at aapostolova@kenes.com** . A member of the Kenes Operational team will be available should you need any assistance.
➢ Handouts can be distributed at the entrance to the Symposium Hall; however, it is **NOT** permitted to place material on the chairs 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 that the day's events may run smoothly. An updated scientific timetable can be found on the EAS 2022 Website.

Catering

➢ Catering is **exclusive** to **MiCo** and should be ordered in advance. 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 session.
➢ 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 Conference.

Technical Rehearsal Onsite

We strongly recommend scheduling a technical rehearsal in the hall itself and testing the Presentations during that rehearsal. Please plan directly with the Congress 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 and rehearsal requirements.

Section 4: Symposia Session Halls Onsite

All sessions will be recorded and uploaded in the **Virtual Platform** in the **VOD** section after the session ends.

If you wish to live stream you session from the Hall to the platform, please contact our Product Marketing Team at jmeymar@kenes.com

Symposia Halls - Technical Details				
Hall Name	**Location**	**Hall Capacity**	**Hall Layout**	**3D view**
Attilio Maseri - Blue room	Level +1	450	Theatre	Click here

Head Table in Attilio Maseri - Blue room	
➢ Head table Dimensions: Width: **586,50 cm** Height: **81 cm** (Includes 3 table modules) ➢ For Head Table branding, please refer to the ***note** below	Sufficient seating for up to 6 **people** ***Please inform us about the number of speakers you expect.**
Speakers Lectern in Attilio Maseri - Blue room	
➢ Lectern Banner Dimensions: Width: **54 cm** Height: **127 cm** For Lectern branding, please refer to the ***note** below	

➢ The general stage setting in **Attilio Maseri - Blue** room includes 1 speaker lectern and a head table accommodating up to 6 persons.

For alternative/additional arrangements please contact the **Industry Coordinator** at aapostolova@kenes.com

Please note that the head table and lectern will be branded with the general congress branding.

*If you are interested to have your own company branding, please contact the venue at eas2022@fieramilanocongressi.it as they hold exclusivity on providing branding services. They will be able to propose to you a self-standing signage, which will be placed in front of the head table and lectern. The reason is that the conference branding cannot be removed because it will be damaged.

Location and Layout

Please click here for the venue virtual Tour
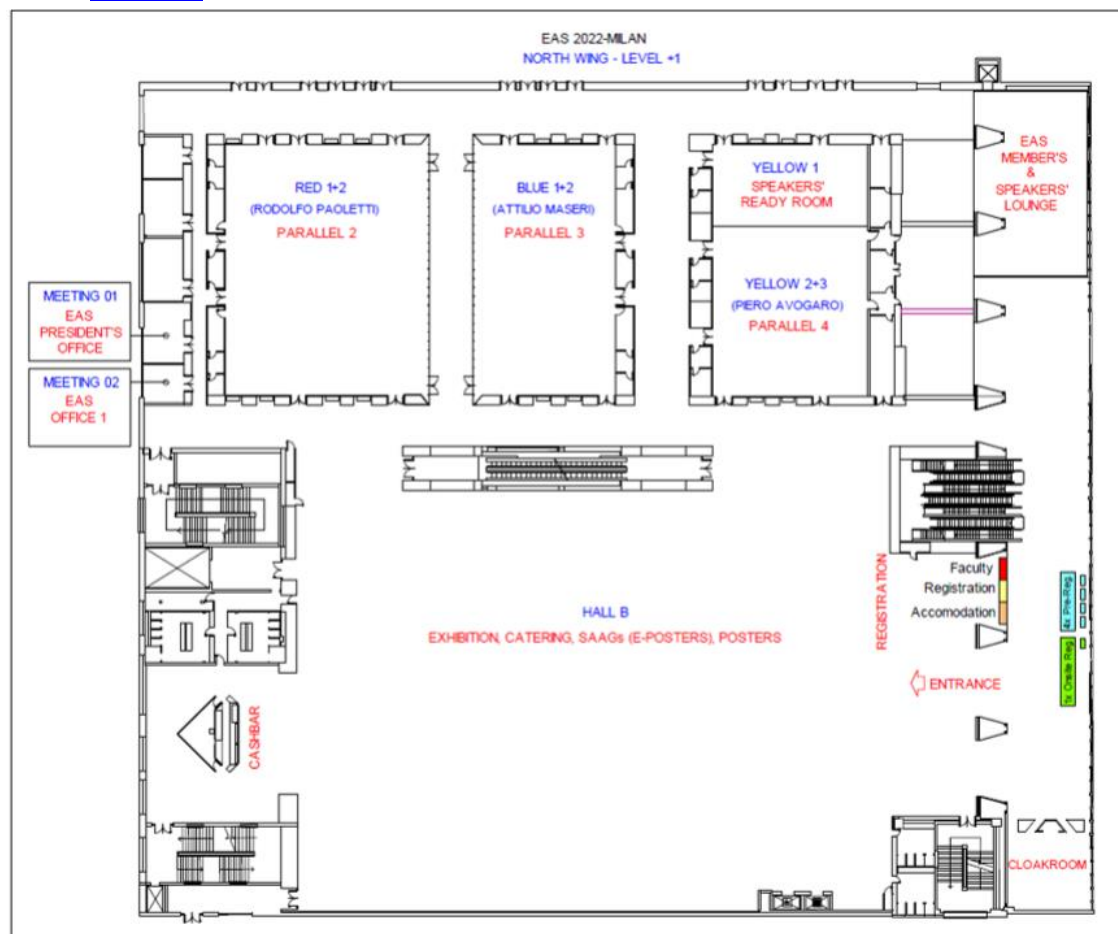
Audio-Visual (AV) Equipment Onsite

Attilio Maseri - Blue room

- ➢ 2 x front projection screen, image of H2.8 X W5.0 meters approx. (16:9 ratio) each.
- ➢ 2 x Data projectors, 7000 lumens each, incl. all the required cabling, for projecting the PowerPoint/Video on the main screens (previous item).
- ➢ 42" Confidence monitors in front of the head table, showing the same image as projected on the main front projection 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.
- ➢ Laser pointer (as back-up, we recommend using the cursor of the laptop computer as a pointer).
- ➢ P.A. (sound) system, which covers the Hall, including 6 wired microphones (2 head table, 1 lectern, 3 Questions) with stands (floor/table), 1 wireless headset microphone and connection to sound from computers (mini-PL plug) at the lectern.
- ➢ Audio monitor for the lectern and the head table on stage.
- ➢ Stage Lighting, illuminating the lectern and the head table.
- ➢ AV technician to operate the above-mentioned systems

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 in the morning – and at least 2 hours before the start of the session or the evening before in case of a morning session.

Please note that only conference 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 Conference 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.

IMPORTANT NOTE FOR MACINTOSH USERS

To use MAC presentations on the PC compatible conference computer, please note that you need to prepare it according to the instructions below, before taking it to the speaker room:

1.   Convert it to PowerPoint or PDF.

2.   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).

3.   Insert the images as JPG files (and not TIF, PNG or PICT – these images will not be visible on a PowerPoint based PC).

Symposium Promotion Onsite and Virtual

Due to CME/CPD accreditation criteria for this Congress, the following rules apply:

➢ **Conference 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, please always indicate on any of your promotional materials "**This session is not included in the main event CME/CPD credit**"
➢ When promoting your symposium, you are allowed to use the phrase: "**Official symposium of 90th Congress on European Atherosclerosis Society**", which will take place in Milan, Italy 22 – 25 May 2022

In addition, it is not permitted to use the **EAS 2022 logo** on any of the symposia materials.

Session Agenda for Onsite and Virtual

The final session agenda should include the following information:

➢ 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 words.
➢ Speaker **Photo** – 180x240 px, JPG Format

Please provide above requested information as soon as possible and no later than **Wednesday, 13ᵗʰ April**, if you need any assistance, please contact the Industry Coordinator: Anna Toloeva at aapostolova@kenes.com

All sessions will be recorded and uploaded in the **Virtual Platform** in the **VOD** section after the session ends after companies' approval.

If you wish to live stream you session from the Hall to the platform, please contact our Product Marketing Team at jmeymar@kenes.com

Kindly refer only to the relevant items in accordance with your sponsorship agreement.

Virtual Room Branding Package – Relevant only for fully Virtual sessions or in occasion of Live Streaming purchased.

The price for all four elements is **2500 EUR + VAT**, if you want to include it, please contact aapostolova@kenes.com

1. **Waiting Room Branding**
   Applicable for pre-recorded with live Q&A and pure live session formats.

   This is the first slide participants will see when entering the session virtual room, while waiting for the symposium to begin (the virtual room is accessible 5 min prior to the start time of the session).
   Specifications: **MP4, 1920x1080, up to 5 mins**
   Click here to view example.

2. **Live Q&A Video**
   Applicable only for pre-recorded with live Q&A session format

   This slide will be shown when switching from the pre-recorded presentation/s to the live Q&A segment of the session, to avoid seeing a black screen during this transition.
   Specifications: **MP4, 1920x1080, up to 5 mins**
   Click here to view an example.

3. **"Thank You" Slide (End of Session Slide)**
   Applicable for pre-recorded with live Q&A and pure live session formats.

   This slide will be shown at the end of the session following the Q&A segment, and can be used to refer the audience to your booth or company website etc. (Note: **the slide is not clickable)**
   Specifications: **1920/1080 pixels, JPEG**

   Click here to view an example.

4. **Company logo**
   Applicable for pre-recorded with live Q&A and pure live session formats.
   This logo will be shown on the top right corner of the video player.
   Specifications: **32 x 32 pixels, PNG/JPEG**

The files for virtual room branding should be sent by e-mail to the Industry Coordinator: **Anna Toloeva** at aapostolova@kenes.com by **Friday, 13th May.**

Session Attendance Tracking for Virtual Platform:

Each supporter will receive the contact details of participants who clicked on the session and agreed to share their details (First name, last name, and e-mail).

Two reports will be shared: one immediately after the Conference, and the second report will be shared 3 months after the Conference.

Section 5: PROMOTIONAL ITEMS

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:

➢ When creating adverts for **mobile app, program book and mailshots** is allowed to promote product, symposia, or company promotion. Only when promoting symposia please add the following text inside: *This session is not included in main Congress CME/CPD credit*
➢ When creating adverts for External and Internal lobby flags in the virtual platform is allowed to promote symposia or company promotion. Only when promoting symposia please add the following text inside: *This session is not included in main Congress CME/CPD credit*

1. Virtual Platform or Mobile App Push Notification

For supporters entitled to a push notification as per their signed contract, kindly submit the text by **Monday, May 2nd** to aapostolova@kenes.com according to below guidlines:

➢ Message Title – Maximum 75 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 conference, considering other push notifications.
➢ **Push notifications will be sent out during breaks in order not to disturb the participants who are inside the halls**.

2. Mobile App Advert

For Supporters sponsoring the App please send via email to aapostolova@kenes.com
by **Monday, 2nd May.**

File format: PNG or JPG (up to 2 MB)
Size: 1500 x 2000px

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

3. Mini Program Book Advertisement

For Sponsors entitled to adverts in the printed program book as per their signed contract, please submit the file to aapostolova@kenes.com no later than **Monday, May 2nd** in one of the following formats at a resolution no less than 300 dpi: EPS, Illustrator, JPG or PDF.

Please refer to the diagram here under for advert dimensions for the final program.

AD for Size
100X140

BLEED AREA
110mm

CROP MARKS
100mm

84mm

FRAME AD

124mm

140mm CROP MARKS

150mm BLEED AREA
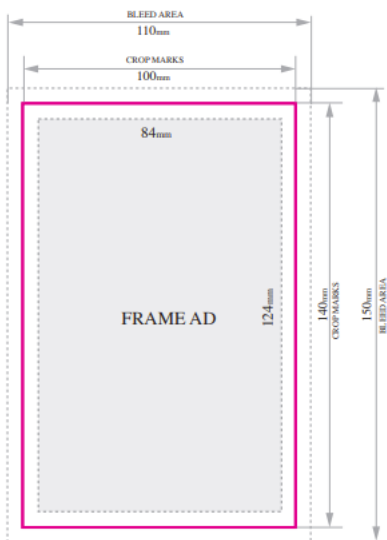
4. Promotional Flyers

Promotional Flyers are to be printed and delivered by the supporter. Should you be entitled to a promotional flyer as per your contract, please follow the below procedure:

Please submit the **final artwork** (prior to printing) for approval no later than **Monday, 2nd May** via email to aapostolova@kenes.com
The promotional flyers should not exceed a double side of standard A4 dimensions.
When promoting your Symposium, please include the following disclosure: *This session is not included in main conference CME/CPD credit*
A quantity of **1800 flyers** is requested. We recommend checking the latest registration numbers with the Industry Coordinator, before printing.
Bag inserts must arrive at the advanced warehouse **no later than May 18th**.

Important Notes Regarding Shipping of Bag Inserts:

➢ Flyers must arrive at the advanced warehouse **no later than May 18th** to be included in the Conference bags.

➢ *Merkur* is the official logistic agent for the **EAS 2022 Congress**. To assure the safe and timely arrival of your inserts, we strongly recommend sending the inserts via *Merkur* **warehouse** (fees will incur). Further details can be found in the in the Shipping Instructions.

➢ Packages should be labeled (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 'Promotional Flyers' on all packages.

➢ Supporters may deliver the Flyers directly to the venue door. Please note that all materials entering the venue incur a handling charge (including the flyers). 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, the conference organizers and official logistics agent will not take any responsibility.

5. **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 Anna Toloeva at aapostolova@kenes.com no later than **Monday, 2nd May.**

* In the case where the supporter cannot provide a compliant HTML file, they may provide an image and it will be coded to HTML for an additional charge of € 250.

7. Post Congress Email Blast - Exclusive

The exclusive e-mail blast will be sent out to pre-registered participants who have agreed to receive promotional material from supporters.

Please advise us the exact launch date of the Post Conference E-mail Blast by **Friday 13th May**

Click here to download the design requirements. These guidelines should be forwarded to your web-designer/programmer.

 Please send the required file(s) to the Industry Coordinator Anna Toloeva at aapostolova@kenes.com along with the **subject line.**

8. Joint E-mail Blast

For the joint e-mail blast, please prepare two files according to the following specifications:

➢ 1 Banner/Image Format: JPEG Width: 300 pixels Height: 250 pixels
➢ 1 A5 PDF (to be linked to the banner/image)

Please send the required file(s) to the Industry Coordinator: Anna Toloeva at aapostolova@kenes.com no later than **Monday, 2nd May.**

The exact launch date of the joint e-mail blast will be advised closer to the Conference. It will be sent out to the preregistered participants who have agreed to receive promotional material from supporters.

Symposium Signage Onsite (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.

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

   ➢ **Stage Banners**

   ▪ 1 x free standing vertical sign to be placed on/next to the stage. Maximum dimensions: 150cm wide x 250cm high.
   ▪ Banner placed in front the head table facing audience. (For dimensions, please refer to Section 4: Symposium Session Hall).
   ▪ 1 x vertical sign placed in front of the speakers' lectern facing audience. (For dimensions, please refer toSection 4: Symposium Session Hall).

2. **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.

Please note:

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

Section 6: Miscellaneous Information

Wi-Fi

Free Wi-Fi will be available at the Conference 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.
Contact person: aapostolova@kenes.com

Meeting Rooms / Hospitality Rooms

Supporters interested in renting a meeting room during **EAS 2022 Congress** should contact **Industry Liaison & Sales**, **Mrs. Maris Oreskovic** at: morescovic@kenes.com

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 Conference organizers at the expense of the supporter concerned.

Onsite Badges

Each supporter is entitled to 10 Symposium badges which allow access to the supporter's symposium only (Individual names will not appear on the badges). Symposium badges can be collected 2 hours prior to the session from the Registration Desk and should be returned to the desk after the session ends.

Catering

Catering is **exclusive** to **MiCo – Milano Convention Center** and should beordered in advance. Supporters who wish to order food and beverages for their symposium, meeting/hospitality room or exhibition booth, are welcome to do so directly with **Centre de MiCo – Milano Convention Center**

E-mail: eas2022@fieramilanocongressi.it
Order form: click here

For your information, refreshments, and lunches (included in the registration fee) will be served in the exhibition area as per times scheduled in the scientific program.

Deadline for Orders: May 12, 2022

Order placed starting from **May 12**, are subject to 10 % increase.

Order placed starting from **May 21** are subject to a 20 % increase

Please remember that any sent order is confirmed only after the payment.

Hostesses & Temporary Staff Hire
 Supporters who wish to order hostess services for their symposium, are welcome to do so directly with
MiCo – Milano Convention Center
E-mail: eas2022@fieramilanocongressi.it
Order form: click here

Parking (for car or small van – hand-carry items only)
MiCo – Milano Convention Center has Parking area which it close to GATE 13 – via Gattamelata. During building up days Exhibitors can use this area to park their vehicles for free, following the opening hours, and just the time to load/unload vehicles.
During Event days the price for Participants will be (€ 15,00/car/day). The capacity is 140 car spaces.
Participants use the parking, exit GATE 13 and enter through GATE 14 which is the main entrance of the Congress. Overnight parking is not allowed.

Section 7: Badge Scanner/Lead Retrieval System
Lead Retrieval Wireless Barcode Readers can be a helpful tool for receiving contact information about participants who attend your symposium. Barcode readers may be rented in advance via the Exhibitors' Portal no later than **Friday, 6th May.**

The Mini Scanner

- Pocket size
- Quickly capture lead information by scanning the barcode on attendees' badge
- Cost per unit **- € 300 +** 4% credit card charges
- Available for the duration of the symposium only
- Note: no editing capabilities.

Please Note:

➢ Considering the new data protection regulation recently enacted in Europe, Kenes Group has updated its privacy policy. You can view our updated privacy notice here.
Kenes will not share delegates' personal data with third parties without their consent.
Please note that similar 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 the company may contact them in the future.
➢ The barcodes on the delegates' 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.

To reserve your Mini Scanner, please log into the Kenes Exhibitors' Portal
https://exhibitorportal.kenes.com

If further assistance is required to place your order, or you have not received your login details please contact the Exhibition & Industry Coordinator, Anna Toloeva at aapostolova@kenes.com

Section 8: 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 participant's interaction during symposium sessions.

- **Translation services in 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 – morescovic@kenes.com

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 **Friday, 13ᵗʰ May.** Orders received after the deadline will incur rush fees.

Section 9: Shipping Instructions

Kindly note that *Merkur Expo Logistics GmbH* is the sole official on-site agent nominated by *Kenes Group* to handle all in/out shipments arriving to this Conference.
Contact details:

Merkur Expo Logistics GmbH
Mrs. Irit Sofer
Mobile: +972-52-8890129
Email: irit.sofer@merkur-expo.com

Range of services:
- ➢ Transport, national or international
- ➢ Temporary or permanent customs clearances
- ➢ Coordination of deliveries, delivery time slot management
- ➢ Unloading, delivery to the hall/exhibition-stand, forklifting
- ➢ Storage of empty boxes and crates during the event
- ➢ Accessible storage for brochures and give-away items during the event
- ➢ On-site assistance and supervision

The shipping instructions at the end of this manual are provided to assist with your preparation for the correct and timely dispatch of materials to the Conference. Please follow the instructions closely.
The shipping instructions includes:
- ➢ Shipping Instructions
- ➢ Tariff
- ➢ Material Handling Form
- ➢ Shipping Labels

To follow up your shipment and to confirm arrival on time, we kindly ask you to provide the official shipping agent with the following information prior to shipping:
- ➢ Number of pieces (pallets, boxes, cartons, etc.)
- ➢ Way of transport (road freight, currier services, airfreight, ocean)
- ➢ Airway bill number

Supporters may choose to use their own services to deliver their goods to the venue door. However, no other company is permitted to deliver, operate, and handle goods inside the venue.
Merkur has the responsibility of receiving and handling all materials for a fee as published on the "Tariff" section at the end of this manual. Handling rates are based on the incoming weight of shipments.
***Merkur Expo Logistics* must receive the payment before forwarding freight.**
To receive a price quote for handling and to assure arrival of your materials, please be sure to complete the "Pre-advice" form included in the shipping instructions.

<u>Shipments sent directly to the venue prior to Monday, 18th May will be refused by MiCo</u>

Insurance of Goods

All cargo should be insured from point of origin.

To view the **full EAS 2022 Congress Shipping Instructions**, including Tariffs, Material Handling please select the relevant links:

➢ Shipping Instructions

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

For any questions/clarifications, please contact:

Merkur Expo Logistics

Contact: Mrs Irit Sofer

Mobile: +972-52-8890129

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