



# EAS

## 92<sup>nd</sup> Congress

26-29 May 2024 | Lyon, France



# EAS

European  
Atherosclerosis  
Society

[eas-congress.com/2024/](https://eas-congress.com/2024/)

## EAS 2024 – INDUSTRY MANUAL



Dear Sponsor,

We are happy to present the Industry Symposia Manual of EAS 2024 which will take place from 26-29 May 2024 at the Centre de Congrès de Lyon.

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.

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

### **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 documents for the acquired items.

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.

Please do not hesitate to contact us for further information or assistance.

We look forward to welcoming you in Lyon and wish you a successful and fruitful meeting!

Victor Mota  
Exhibition and Industry coordinator  
[Vmota@kenes.com](mailto:Vmota@kenes.com)



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## Section 1: Symposium Related Contact Information

### Kenes Contacts:

#### Dates

Sunday 26 – Wednesday 29 May, 2024

<p><b>Congress Organizer</b>  <b>Kenes Group</b>  Rue François-Versonnex 7  1207 Geneva, Switzerland  Tel:+41229080488  Fax:+41229069140  Email: <a href="mailto:eas2024@kenes.com">eas2024@kenes.com</a></p>	<p><b>Registration</b>  Ms. Nerea Esteban  <b>Kenes Group</b>  Email: <a href="mailto:reg_eas24@kenes.com">reg_eas24@kenes.com</a></p>
<p><b>Exhibition Manager</b>  Mr. Victor Mota  <b>Kenes Group</b>  Tel: +34 661 34 80 09  Email: <a href="mailto:vmota@kenes.com">vmota@kenes.com</a></p>	<p><b>Freight Handling &amp; Onsite Logistic Agent</b>  <b>Merkur Expo Logistics GmbH</b>  Gernot Iven  <a href="mailto:gernot.iven@merkur-expo.com">gernot.iven@merkur-expo.com</a></p>
<p><b>Sponsorship and Exhibition Sales</b>  Teresa Seoane  <b>Kenes Group</b>  Email: <a href="mailto:tseoane@kenes.com">tseoane@kenes.com</a></p>	<p><b>Official Builder</b>  D&amp;P  <a href="mailto:exhibitors@dparchi.com">exhibitors@dparchi.com</a></p>
<p><b>Hotel Accommodation</b>  Petya Elenkova  <b>Kenes Group</b>  E-mail: <a href="mailto:pelenkova@kenes.com">pelenkova@kenes.com</a></p>	<p><b>Venue Address</b>  Centre de Congres de Lyon  50 Quai Charles de Gaulle, 69006 Lyon,  Francia  <a href="https://www.ccc-lyon.com/en">https://www.ccc-lyon.com/en</a></p>



## Section 2: Deadlines Table

Action Item (Please refer to your signed contract)	Deadline	Contact Person
Staff Hotel Reservation	As soon as possible	<a href="https://hotels.kenes.com/congress/EAS24">https://hotels.kenes.com/congress/EAS24</a>
Payment of Invoice Balance	Must be received in full <b>one week prior</b> to the Meeting	<b>Pazit Hochmitz</b> <a href="mailto:phochmitz@kenes.com">phochmitz@kenes.com</a>
Symposium Final Program (for approval by Scientific Committee)	<b>Tuesday, 19 March</b>	Please send by email in the requested specifications to Industry Coordinator: <a href="mailto:vmota@kenes.com">vmota@kenes.com</a> or through the Exhibitor Portal
Advertisement inside the Program book	<b>Tuesday, 19 March</b>	
Promotional E-mail Blast (pre and post)	<b>2 weeks before the scheduled date</b>	
Text for Push Notifications for Mobile app	<b>Wednesday, 1 May</b>	
Mobile app adverts	<b>Wednesday, 1 May</b>	
<b>Badge Scanner/ Lead Retrieval System</b> <i>Kenes Exclusive</i>	<b>Friday, 10 May</b>	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 <i>Kenes Exclusive</i>	As early as possible, preferably before <b>Friday, 26 April</b>	<b>Olaya Espejo</b> <a href="mailto:oespejo@kenes.com">oespejo@kenes.com</a>
Hostesses & Temporary Staff Hire	<b>Early bird - Friday, 3 May</b> <b>Deadline – Friday 17, May</b>	<a href="mailto:expo@ccc-lyon.com">expo@ccc-lyon.com</a>
Catering Services	<b>Friday 26, April</b>	<a href="mailto:sophie.frances@ccc-lyon.com">sophie.frances@ccc-lyon.com</a>
Audio Visual – scheduling Tech rehearsal	Please directly contact the AV coordinator	<b>Mike Perchig</b> <a href="mailto:nest@nest-av.com">nest@nest-av.com</a>
Audio Visual - placing orders for extra AV for the Sponsored Symposia and AV for Meeting rooms <b>ONSITE</b>	As early as possible and no later than Monday, May 18 <sup>h</sup> <i>Orders received after the deadline will incur rush fees</i>	<b>Mike Perchig</b> <a href="mailto:nest@nest-av.com">nest@nest-av.com</a>
<b>Shipping &amp; Material Handling Services</b>		
Door to door	Please contact Merkur Expo Logistics no later than May 18	<b>Gernot Iven</b> <a href="mailto:gernot.iven@merkur-expo.com">gernot.iven@merkur-expo.com</a>
Airfreight shipments		
Shipment via Advance Warehouse		
Direct to the Venue	Subject to time slot only full load trucks	





## Section 3: Industry Symposia Timetable

An updated scientific timetable can be found on the [EAS 2024 website](#)

### Important notes:

- Please coordinate when you would like to set up the hall prior to the start of your Symposium with **Victor Mota**. 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.

### Catering

- Catering is **exclusive** to **the Venue** and should be ordered in advance by contacting [sophie.frances@ccc-lyon.com](mailto:sophie.frances@ccc-lyon.com) **no later than Friday, 26 April**.
- 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.

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### 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.*

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### Technical Rehearsal Onsite

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



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Visual Coordinator, Mike Perchig at: [nest@nest-av.com](mailto: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.



## Section 4: Symposia Session Halls Onsite

### Symposia Session Halls Onsite – Technical details

Hall	Capacity	Set-up
Auditorium Lumier	885	Theatre
Forum 3 / Parallel 1	750	Theatre
Forum 2 / Parallel 2	550	Theatre
Forum 1 / Parallel 3	550	Theatre

Head Table and lectern	
<b>*Please inform us about the number of speakers you expect.</b>	Head table and lectern dimensions will be released soon.





## Location and Layout

Rooms are located in the ground floor. You can make a virtual tour on the following link  
<https://www.ccc-lyon.com/en/tour-360>

## Audio-Visual (AV) Equipment

*Information will follow up on a later stage.*

## 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).

## Technical Rehearsal Onsite

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, Mike Perchig at: [nest@nest-av.com](mailto:nest@nest-av.com)

## Symposium Title and Program



If hasn't been done yet. Please submit the final symposium programme using [the attached Agenda format](#) via email to [vmota@kenes.com](mailto:vmota@kenes.com) as early as possible and no later than Tuesday, 19 March. 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 words.
- Speaker **Photo** – 180x240 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](mailto:vmota@kenes.com)

### Symposium Promotion

- **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 EAS 2024”, which will take place in Lyon, France 26 – 29 May, 2024. This session is not included in main event CME/CPD credits

In addition, it is not permitted to use the **EAS 2024** on any of the symposia materials.



## 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

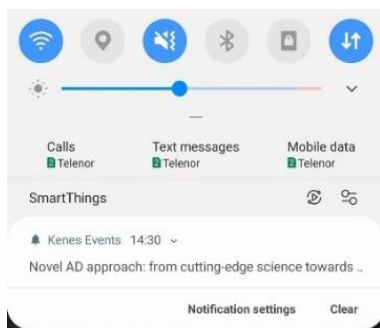
- All promotional items must be sent to [vmota@kenes.com](mailto:vmota@kenes.com) in advance, in order to proceed with the committees approval.
- Meeting banner should NOT be used in any promotional materials created by the supporter.
- Materials created by companies should NOT utilize the main event marketing look and feel.
- When promoting your symposium, you are allowed to use the phrase: “Official symposium of EAS 2024”, which will take place in Lyon, France 26 – 29 May, 2024. **This session is not included in main event CME/CPD credits**

In addition, it is not permitted to use the **EAS 2024** on any of the symposia materials.

#### 1. Mobile App Push Notification

For supporters entitled to a push notification as per their signed contract, kindly submit the text **Wednesday, 1<sup>st</sup> May** to [vmota@kenes.com](mailto: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.**





## 2. Mobile App Advert

For Supporters sponsoring the App please send via email to [vmota@kenes.com](mailto:vmota@kenes.com)

**Deadline: Wednesday, 1<sup>st</sup> May**

**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.



## 3. 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](mailto: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 “EAS 2024 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 Signage Onsite (Optional)

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

### 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.

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

**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.

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

\*Please keep in mind the guidelines above



## Section 6: Miscellaneous Information

### 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](mailto:vmota@kenes.com)

### Meeting Rooms / Hospitality Rooms

Supporters interested in renting a meeting room during **EAS 2024** should contact Industry Liaison & Sales, **Mrs. Teresa Seoane** at: [tseoane@kenes.com](mailto:tseoane@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 Meeting organizers at the expense of the supporter concerned. Extra cleaning services can be ordered to the Venue by contacting [expo@ccc-lyon.com](mailto:expo@ccc-lyon.com)

### Hostesses & Temporary Staff Hire

To hire hostesses for your session, please contact [expo@ccc-lyon.com](mailto:expo@ccc-lyon.com)

### 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 **the Venue** and should be ordered in advance by contacting [sophie.frances@ccc-lyon.com](mailto:sophie.frances@ccc-lyon.com) no later than Friday, 26 April.





## Section 7: Badge Scanner/Lead Retrieval System

### 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, 10<sup>th</sup> May 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](mailto:vmota@kenes.com)



## Section 8: Innovative Products for Industry Symposia Onsite

### 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 Friday 26 April. Orders received after the deadline will incur rush fees.





## Section 9: Shipping Instructions

### Delivery & Logistic Services

Merkur Expo Logistics GmbH has been appointed the official forwarding agent and clearance agent for EAS 2024 Congress. We offer 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 **is** the exclusive agent nominated by the organizer for move in and move out and handling of empties.

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.

Merkur Expo Logistics

Gernot Iven T.: +49 (0) 6173 966 95-10

M.: +49 (0) 175 5880290

E: [gernot.iven@merkur-expo.com](mailto:gernot.iven@merkur-expo.com)

Full instructions can be found [here](#).