Industry Symposia Manual

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Industry Supported Sessions Guide

Industry Supported Sessions Timetable
Industry supported sessions timetable is published on EAPS 2024 Congress website – [click here](#)

Important notes:

- Industry supported sessions are ***not*** included in main congress CME/CPD credits.
- In order to support you in the best possible way, **<u>please share your plans and requirements with us</u>**. This information is invaluable for the success of your session. Please coordinate directly with the Industry Coordinator, Hanna Safier. E-mail: hsafier@kenes.com
- We recommend arriving early to **set up the hall** prior to the start of your session. 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 session hall; however, it is NOT permitted to place material on the seats inside the hall.
  On the same note, we encourage supporters to reduce paper waste by choosing digital alternatives.
- Printed tent cards placed on the head table are allowed and should be produced and provided by the supporting company.
- The speakers are kindly requested to **<u>follow the time schedule precisely</u>** in order for the day's events may run smoothly. The updated scientific program can be found on the [EAPS 2024 Congress Website](#)

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 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 rehearsal requirements and overtime of the technicians.

Data Presentations

If you are using a PowerPoint presentation (or any other PC-based application), please bring the PowerPoint presentation/s on USB Memory stick and load it on one of the Congress computers in the **Speakers' Ready Room** during Speakers' Ready Room opening hours and no later than **2 hours before the start of the session**.

Please note that the laptops in the halls are being provided 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 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 congress computer, please note that you need to prepare it according to the instructions below, before taking it to the Speakers' Ready 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 Congress Audio Visual Coordinator, Mike Perchig at: nest@nest-av.com

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Symposia Session Halls
 click here for venue 360 virtual tour and select the relevant hall.

Hall Name	Level	Hall Capacity	Hall Layout	Hall Tour
Hall F	Level 0 (Ground level)	~1000 pax	Theater Style	Click here
Hall E1	Level 0 (Ground level)	~450 pax	Theater Style	Click here
Hall E2	Level 0 (Ground level	~450 pax	Theater Style	Click here
Hall M	Level 1	~350 pax	Theater Style	Click here

For alternative stage setting and/or different set-up (fees will incur), please contact the Industry Coordinator at: hsafier@kenes.com

Branding the head table and Lectern is optional and should be arranged in advance by the supporting company.

Hall F		
Speaker Lectern	Designed lectern with a Portrait 46″ Plasma screen installed in the front panel, facing the audience, projecting a PPT with the name of the speaker. The Sponsor's "virtual" banners on the Panoramic screen and 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.	
Head Table	There will be 2 head tables on the stage (1 table can accomodate 3 people). Size for branding for each table: 203.5 (width) X 72CM (height). If you are interested to have your own company branding for the head table, please contact as soon as possible *STANDout*. Contact person: Yulia Bondar E-mail: yuliya.bodnar1@standout.eu In case you do not wish to brand the head table, kindly note that the general congress branding will be displayed.	 The image shown is for illustration purposes only. **The triple head table can accommodate 3 persons**

Hall E1, Hall E2, Hall M		
Speaker Lectern	If you are interested to have your own company branding for the lectern, please contact as soon as possible *STANDout*. Contact person: Yulia Bondar E-mail: yuliya.bodnar1@standout.eu In case you do not wish to brand the lectern, kindly note that the general congress branding will be displayed.Branding size: 46CM (width) X 80.5CM (height))	

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Head Table	There will be 1 head tables on the stage (1 table can accomodate 3 people). Size for branding for triple table: 203.5 (width) X 72CM (height). If you are interested to have your own company branding for the head table, please contact as soon as possible *STANDout*. Contact person: Yulia Bondar E-mail: yuliya.bodnar1@standout.eu In case you do not wish to brand the head table, kindly note that the general congress branding will be displayed.	The triple table can accommodate 3 persons.

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Audio-Visual (AV) Equipment

Hall F

- Large front projection screen, image of H4 X W12 meters (see photo below)*.
- 2 x High-powered Data projectors (main and back-up) to create the panoramic background image and to project the PowerPoint & Video images as picture-in-picture "windows" on the screen.
- Data/Video control system, including a seamless Data/Video switcher and all necessary cabling (opening picture-in-picture "windows" and adding titles of the speakers on the central screen, etc.).
- Video camera, to capture the face of the speaker at the lectern for live close-circuit projection during presentations.
- 42" 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 46″ 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 to sound from computer (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.
- 4 x AV technicians to operate the above-mentioned systems (incl. a camera operator).
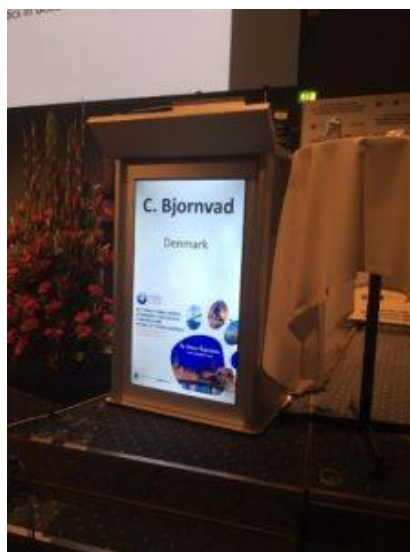
*For demonstration only (taken in different Venues during other Congresses)

The Sponsor's "virtual" banners on the Panoramic screen and 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.

Hall E1 and Hall E2

- Front projection screens, image of H3.4 X W6 meters.
- Data projector, 12000 ansi-lumens.
- 42" Confidence monitor in front of the head table, showing the same PowerPoint image as projected on the main 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.
- Lectern. Size for branding the lectern is: 80.5X46cm (see photo above)*
- 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 to sound from computer (mini PL plug) at the lectern.
- Audio monitors for the lectern and the head table.
- Lighting system, illuminating the lectern and the head table.
- 2 x AV technicians to operate the above-mentioned systems.

Hall M

- Front projection screens, image of H1.70 X W meters.
- Data projector, 4500 ansi-lumens.
- 65" Delay monitor installed halfway along the lateral wall, showing the same PowerPoint image as projected on the main screen.
- 24" Confidence monitor on the head table, showing the

same PowerPoint image as projected on the main 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.
- Lectern. Size for branding the lectern is: 80.5X46cm (see photo above)*
- 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 to sound from computer (mini PL plug) at the lectern.
- AV technician to operate the above-mentioned systems.

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Industry Supported Sessions – Promotion
Due to accreditation criteria for this Congress, which is CME certified, the following rules must apply:

Guidelines to follow when creating your promotional items and content:

- **EAPS logo** 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 session, please always indicate on any of your promotional materials "**This session is not included in the main event CME/CPD credits**".
- When promoting your session, you are allowed ⬚to use the phrase: "**Official *Symposium/Meet the Expert* of the 10th Congress of the European Academy of Paediatric Societies**".

Session Signage (Optional)

Supporters have the option to create signage promoting their session according to the below guidelines. The session signage should be produced and be brought onsite by the supporter. Please make sure to follow the guidelines specified at the beginning of this section.

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 event CME/CPD credits.***

   - **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 speaker's' lectern facing audience.

2. **Self-standing signage in the Exhibition Area**

The Supporter is entitled to place one sign (W85cm x H200cm) advertising the **session 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 & Exhibition Manager regarding exact time and location.

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

Notice:
Due to CME/CPD accreditation criteria, you may not place signage advertising your session in any other locations unless

coordinated with Kenes staff onsite.

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Head Table, Lectern Branding, Self Standing Signs/Roll ups
STANDout
Yuliya Bodnar
Tel: +431727206227
Mobile: +4367682326227
E-mail: yuliya.bodnar1@standout.eu
[STANDout Webshop](#)

Deadline for submitting artwork: **Wednesday 11 September**

Plants & Floral Arrangements
STANDout
Yuliya Bodnar
Tel: +431727206227
Mobile: +4367682326227
E-mail: yuliya.bodnar1@standout.eu
[STANDout Webshop](#)

Deadline: Wednesday 11 September

Hostesses & Temporary Staff Hire
easystaff human & resources GmbH
Alexander Joham
Mobile: +43 664 882 27 221
E-mail: a.joham@easystaff.at

Deadline for placing orders: Monday, 4 September
After this deadline, hiring staff on short notice might be challenging.

Catering / F&B

Catering is exclusive to **Motto Catering GmbH** and should be

ordered in advance. Supporters who wish to order food and beverages for their session, meeting/hospitality room or exhibition booth, are welcome to do so directly with the caterer.
Contact person: Michael Höfner at: m.hoefner@mottogroup.at

Deadline for placing catering orders : **Monday, 7 October**

Food and drinks are allowed to be taken into the session halls (excluded hot dishes). If you are considering having catering together with the session, please note that additional charge will be applied for cleaning the hall immediately following the session.

Please take into consideration that **lunch will NOT be provided by the Congress**.

If you are planning to have catering/lunch boxes together with the session, 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.

[Motto Catering Webshop](#)

[Guidelines for CATERING WEBSHOP orders](#)

Wi-Fi
Free Wi-Fi will be available at the congress 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 session, please let us know in advance and we will send you a quote.

Meeting Rooms / Hospitality Rooms
Supporters interested in renting a meeting room during EAPS 2024 Congress should contact Industry Liaison & Sales, **Petya Yoncheva.**
Tel: +41 22 908 0488 Ext. 216 | E-mail: pyoncheva@kenes.com

Blackout Policy
EAPS kindly requests that all congress supporters (sponsors, exhibitors, special interest groups and other stakeholders) respect the blackout policy and refrain from holding organized large meetings, events or other activities during the congress hours and overlap with the congress program.

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 congress organisers at the expense of the supporter concerned.
We encourage supporters to reduce paper waste by choosing digital alternatives.

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Lead Retrieval Wireless Barcode Reader

Lead Retrieval Wireless Barcode Readers can be a helpful tool for receiving contact information about participants who attend your symposium. We are pleased to offer you the K-Lead Application.

Supporters can download the K-Lead app onto their own smartphone 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.

Advantages of the K-Lead application:

- **Seamless Integration**: Download directly to your device; no extra hardware needed!

- **Effortless Scanning**: Quickly scan attendee badges to capture leads.
- **Customizable Notes**: Add personal comments to each lead for better follow-up.
- **"Quick Scan" Function:** Ability to quickly scan delegates as they enter the symposium hall.
- **Instant Access:** Get real-time lead information for immediate engagement.
- **Universal Compatibility**: Download from the Apple Store or Google Play using "Kenes K-Lead App.

Cost per unit: EUR 700 (excluding 4% credit card charges fees, excluding VAT if applicable).
Device is NOT included!

Deadline: Friday, 11 October

Onsite rate of EUR 850 will be applied for order received after above deadline.

How to order K-Lead and K-Lead Plus? -> Please access the Exhibitor's Portal https://exhibitorportal.kenes.com

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Shipping Instructions

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

Contact details:
Merkur Expo Logistics GmbH
Ms. Irit Sofer
Mobile: +972-52-8890129
E-mail: irit.sofer@merkur-expo.com

For full Shipping Instructions [CLICK HERE](#)

We strongly recommend sending your materials to the Merkur

<u>warehouse.</u>

<u>Deadline to ship via advance warehouse: Thursday, 10 October.</u>

Sending your goods via the advance warehouse has an additional cost, but by doing so you make sure that your items arrive safely and on time to the event.
In order to follow up on your shipment and to confirm arrival on time, we kindly ask you to provide the official shipping agent – Merkur – with the following information prior to shipping:

1. Number of pieces (pallets, boxes, cartons, etc.)
2. Way of transport (road freight, courier, airfreight, ocean)
3. Airway bill number

<u>Shipments sent directly to the venue prior to Wednesday, 16 October will be rejected by the venue.</u>

Supporters may choose to use their own services to deliver their goods to the venue door (but not before Wednesday, 16 October). 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 (please refer to the full [shipping instructions).](#) Handling rates are based on the incoming weight of shipments.

In order 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.

Kindly note that all shipments should be insured from point of origin.

 *****   **We wish you a successful session !** *****