

Industry Symposia Manual

Dear Supporter,

We are happy to present you with the ESPID 2026 Industry Symposia Manual.

ESPID 2026 44th Annual Meeting of the European Society for Paediatric Infectious Diseases will take place from **1 to 5 June 2026** in the beautiful city of Bologna, Italy

Venue:

Bologna Congress Center - Palazzo dei Congressi

Piazza della Costituzione 4/a, 40128 Bologna, Italy.

<https://maps.app.goo.gl/r1P17f2AuPzmLdUn6>

[Bolognafiere - BolognaFiere Group](#)

This manual covers important information and is designed to assist in preparing for your Symposium or other visibility at ESPID 2026. 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.

For further support, please don't hesitate to contact us:

Oana Giurgiu

Exhibition & Industry Coordinator

E: ogiurgiu@kenes.com



Exhibitors and Supporters Portal

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

- Submit a company logo and profile
- Submit deliverables as per contract
- Order lead retrievals/scanners

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.

Lastly, Kenes Group is offering participants and supporters special rates for various hotels in Bologna. Information, pictures, location and rates are available on the hotel accommodation page:

[Hotels ESPID26](#) or email us at mnedyalkova@kenes.com

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

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

Contact Information

Kenes Contacts:

Conference Organizer

Kenes Group

Rue François-Versonnex 7

1207 Geneva, Switzerland

Tel: +41 22 908 0488

Industry Coordinator & Exhibition Manager

Oana Giurgiu

Tel: +34 659 064 921 | E-mail: ogiurgiu@kenes.com

Industry Liaison & Sales

Nikol Karabelova

E-mail: nkarabelova@kenes.com

Hotel Accommodation

Milena Nedyalkova

E-mail: mnedyalkova@kenes.com

[Hotels ESPID26](#)

Audio Visual Coordinator

Mike Perchig

E-mail: nest@nest-av.com

Registration Specialist

Angel Todorov

E-mail: reg_espid26@kenes.com

Programme Coordinator

Adi Braunstein

E-mail: abraunstein@kenes.com

Product Marketing Coordinator

Olaya Espejo

E-mail: oespejo@kenes.com

Contractors:

Catering

Bologna Fiere

E-mail: gestionefb@bolognafiere.it

Onsite Logistic Agent, Material Handling & Customs Clearance Agent

Merkur Expo Logistics

Patricia Zintel - Patricia.Zintel@merkur-expo.com

Mobile: + 49 (0) 170 2229525

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

Hostesses & Temporary Staff Hire

Bologna Fiere

*Orders via: [Bologna Fiere webshop](#)

*you need to register first

Graphics & Signage

Bologna Fiere official provider - please contact the Industry Coordinator

E-mail: ogiurgiu@kenes.com

Industry - Deadlines & Key Dates

Action Item <i>Please refer only to items included in your agreement</i>	Deadline	Contact Person
Staff Hotel Reservation	As soon as possible	Milena Nedyalkova mnedyalkova@kenes.com Hotels ESPID26
Payment of Invoice Balance	Must be received in full one week prior to the Meeting	FP&A Team accountsreceivables@kenes.com
Symposium Final Programme (for approval by Scientific Committee)	As soon as possible and no later than Monday, 6 April 2026	
Symposium Stage set-up changes/ Meeting room Set-up changes	Monday, 28 April 2026	Please send by email the requested specifications to Industry Coordinator: Oana Giurgiu ogiurgiu@kenes.com
Promotional E-mail Blast (Exclusive and Joint)		
Text for Push Notifications for Virtual Platform/ Mobile App	Monday, 4 May 2026	
Mobile app adverts		
Advertisement on Meeting Mailshot	Friday, 1 May 2026	
Placing orders for Voting/ 'Ask the Speaker' and other Technology Products and Services Kenes Exclusive	Friday, 1 May 2026	Olaya Espejo oespejo@kenes.com
Lead Retrieval App (badge scanner App) Kenes Exclusive	Friday, 15 May 2026	Online via Exhibitor's Portal https://exhibitorportal.kenes.com
Internet (Wi-Fi and Wired) !!Important: SSID options are very LIMITED and it will be offered based on the request timeline!!	Monday, 4 May 2026	Oana Giurgiu ogiurgiu@kenes.com
Hostesses & Temporary Staff Hire		Bologna Fiere webshop *you need to register first
Graphics & Signage Furniture	Monday, 4 May 2026 For graphics, deadline is 30 April to submit the artwork	Oana Giurgiu ogiurgiu@kenes.com Bologna Fiere gestionefb@bolognafiere.it *please cc ogiurgiu@kenes.com in all your requests
Catering Services *Exclusive to the venue		
AV - scheduling Tech rehearsal, placing orders for extra AV for the Sponsored Symposia and meeting rooms AV	Monday, 4 May 2026 <i>Orders received after the deadline may incur rush fees</i>	Mike Perchig nest@nest-av.com
Shipping & Material Handling Services		

Door to door		Merkur Expo Logistics GmbH Patricia Zintel - Patricia.Zintel@merkur-expo.com Mobile: + 49 (0) 170 2229525 Click here for Shipping instructions Merkur is the exclusive handler inside the venue.
Airfreight shipments	Please contact <i>Merkur Expo Logistics</i>	
Shipment via Advance Warehouse		
Direct to the Venue	Subject to time slot	
Sponsored Symposia Timetable		

Supporter symposia and Product Theater sessions timetable are [available here](#)

Important notes:

- Industry Supported Symposia and Product Theater sessions are **not** included in main Conference CME/CPD credits.
- In order to support you in the best possible way, **please share your plans and requirements with us**. This information is invaluable for the success of your symposium. Please coordinate directly with the Industry Coordinator Oana Giurgiu at: ogiurgiu@kenes.com
- We recommend arriving at least 15 min prior to the start of your Symposium, to check the set-up. A member of the Kenes Operational team will be available onsite should you need any assistance.
- **Handouts** are allowed to be distributed at the entrance to the Symposium hall; however, it is NOT permitted to place material on the seats inside the hall. We encourage supporters to consider digital alternatives, minimizing paper waste.
- Printed tent cards placed on the head table are allowed and should be produced and provided by supporter.
- **We ask presenters to follow the time schedule precisely in order for the day's events may run smoothly. The updated scientific program can be found on the [ESPID 2026 website](#)**

Speaker's Expenses

ESPID 2026 will not cover Industry session(s) speaker 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 and have made prior travel arrangements independently.

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 Conference 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.

Symposium Agenda (title and program)

If you have already finalized the speakers who will give a talk in your symposium, **please share with us their details as soon as possible**. Kindly submit **the speakers' names no later than 8 weeks prior to the Meeting**. Please specify country and email address for each speaker.

Please submit the final symposium program using the [attached Agenda format](#) via email to the Industry Coordinator Oana Giurgiu at: ogiurgiu@kenes.com as early as possible and no later than **6 weeks prior to the conference**.

Please note that the content, faculty, and program of the symposium is subject to the review and approval by the Organizers as done for the previous years.

The final agenda should include the following:

- Session Title (up to 110 characters including spaces)
- Session Description (up to 200 words. Hyperlinks can be included).
- Speaker Presentations Titles
- Timing - duration of each speaker presentation and full timing of the agenda
- Speaker/Moderator Full Name
- Speaker/ Moderator Country
- Speaker/ Moderator E-mail
- Speaker/ Moderator Affiliation (optional)
- Speaker/ Moderator Bio and Photo (please see specs below)

Please see below specs for Speaker Bio and Photo.

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

In case of any changes to your symposium title or program after the initial submission, please update the Industry Coordinator Oana Giurgiu at: ogiurgiu@kenes.com

For the **Product Theater session**, please send to ogiurgiu@kenes.com the following:

- Session Title (up to 110 characters including spaces)
- Session Description (up to 200 words)
- Speaker full name, country, bio & photo (optional).

Lead Retrieval Options

“K-Lead” Application - Barcode Scanner Application

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* smart phone or tablet and transform their device into an instant, easy lead retrieval system and capture participants' contact information with a quick scan of their badge.

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 750 (excluding 4% credit card charges fees, excluding VAT if applicable).

Device is NOT included!

Deadline: Friday, 15 May 2026

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

Unlock the Power of K-Lead Plus:

- **Automated Follow-up Emails:** Immediately after scanning, send personalized emails to every lead. Make every connection count without lifting a finger!
- **Tailored Email Customization:** Craft the perfect message with customizable subject lines, email content, and signatures. Attach PDFs to add a polished, personal touch that stands out.
- **Timely Engagement:** Say goodbye to the hassle of manual follow-ups. K-Lead Plus handles it by sending tailored emails right after each scan, keeping your brand top of mind.
- **Trackable Insights:** Monitor how your emails perform with engagement metrics. Learn what works and refine your strategies for maximum impact, ensuring you’re always improving.
- **Compatibility:** K-Lead Plus requires at least one K-Lead license purchased.

Cost for K-Lead Plus: EUR 350

Key Notes for K-Lead and K-Lead Plus:

- **Device Not Included:** The application must be installed on your personal or company device (tablet/smartphone).
- **Reliable Data:** Participant badge barcodes carry contact details as provided by registrants or their agencies. Note: Group registration may contain generalized information.
- **Content Responsibility:** Information content is managed by the registrant or their agency, not Kenes Group or the Organizing Committee.
- **Easy Reservation:** Secure your Wireless Barcode Reader in the Exhibitor’s Portal <https://exhibitorportal.kenes.com>.
- **GDPR Compliance:** We’ve updated our [privacy policy](#) in compliance with GDPR. Your personal data won’t be shared without consent. Presenting your badge for scanning implies consent to share your details.
- By purchasing the K-Lead and K-Lead Plus, Exhibitors and Sponsors agree to [Data Processing Agreement](#).

How to order K-Lead and K-Lead Plus? -> These services are available to purchase from the Exhibitor’s Portal <https://exhibitorportal.kenes.com>

API Integration

Do you want to use your own scanning device or app? Need real-time API integration?

We’re excited to introduce our new API-sharing service that seamlessly integrates delegate data from our events directly into your CRM. No more manual data entry—just instant, secure, and accurate lead transfer.

How it works:

- Instant API Access – Scan delegate badges using your own app and retrieve full attendee details.
- Real-Time Sync – Automatically update your CRM.
- CRM Compatibility – Integrates with major CRM systems like Salesforce, HubSpot, and Microsoft Dynamics.
- Data Accuracy – Ensure accurate, up-to-date delegate info, reducing manual entry errors.
- Custom Mapping – Adapt data fields to fit your CRM's structure.
- Secure & Compliant – Advanced encryption ensures data protection.
- Analytics & Reporting – Gain insights on leads and engagement.

If you are interested in the API Integration service, please contact the Industry Coordinator at ogiurgiu@kenes.com for more information.

Catering / F&B

- Catering is **exclusive** to **Bologna Fiere** and should be ordered in advance.
- **Only lunch boxes** are allowed to be taken into the symposium hall.
- Supporters who wish to order **any Catering for their symposium or any food and beverages for their meeting/hospitality room** are welcome to do so directly with **Bologna Fiere** at: gestione fb@bolognafiere.it
- **Deadline: Monday, 4 May 2026**
Orders received after the deadline are subject to availability
- Lunch box stations will be placed at the hall entrance, to be handled before entering the hall.
- If you are considering having catering during the symposium, please note that a cleaning fee will be included in the quote .
- Please take into consideration that lunch and refreshments will be served in the Exhibition Hall according to the Meeting timetable ([click here](#) for the most updated timetable).
- If you are planning to offer catering together with the symposium, it is recommended to indicate this in all publications (as long as it is in line with the supporter's internal compliance policy).

Sponsored Symposia Recording and Live Streaming

Sponsored symposia will be recorded onsite and become available to be viewed 'on-demand' via the ESPID 2026 Virtual Platform *after* the Meeting.

It takes us up to **72 hours** to process the recording and send it to the supporter for review and approval before uploading to the virtual platform. Once approved, it takes us up to 24 hours to upload the recording to the virtual platform.

Product Theater sessions are onsite only – they are **not** recorded and **not** live-streamed.

If you wish to have the session also live streamed, for further information and costs, please contact Olaya Espejo at e-mail: oespejo@kenes.com

Symposia Halls – Technical Details and Setup

Sala Europa: Technical Details

Hall Technical Details

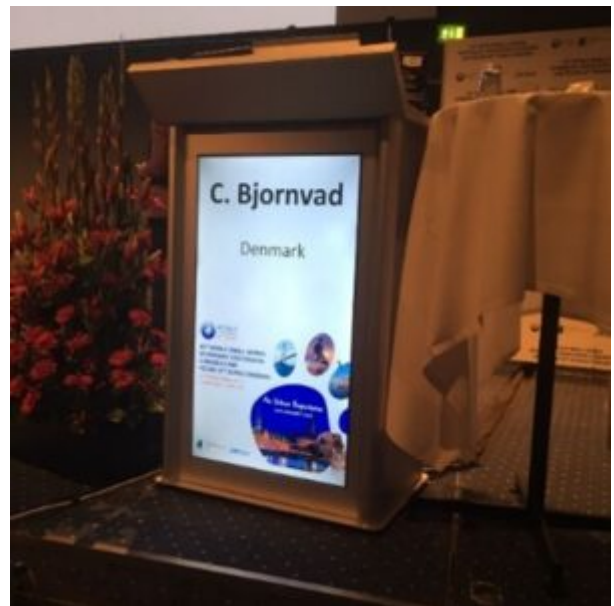
Hall Location	First floor
Hall Capacity	850-1100 pax
Hall Layout	Fixed Auditorium
Hall Size	1420 sqm

Please note that the Product Theatre session will be held:

- **On Monday, June 1, 2026 in the Foyer Europa (at the entrance of Sala Europa - ground floor)**
- **From Tuesday, June 2 - Friday, June 5 in the Exhibition hall (Paviglione 19)**

Speaker Lectern in Sala Europa

- Vertical 43" Plasma screen in front of the lectern, facing the audience, projecting a PPT with the name of the speaker.
- Lectern will be branded digitally at no extra cost.
- The "virtual" banner can include the title of the Symposium and the name and logo of the Sponsor
- **Self-branding is not permitted**
- Please contact the Audio-Visual Coordinator, Mr. Mike Perchig (email: nest@nest-av.com), in order to design the images according to the required resolution.



For demonstration only (the photo was taken in a different venue)

Head Table in Sala Europa

- The head table will be branded with the general meeting branding.
- If you are interested to have your own company branding note that this is optional and should be arranged in advance and covered by the sponsoring company.
- Due to the time constraints between the sessions and the specifics of the branding, changing the default conference branding is **not** recommended. However, if you prefer to have your own company branding for the head table, please contact the Industry Coordinator Oana Giurgiu at ogiurgiu@kenes.com to discuss the options.
- Self-branding of the head table is not permitted.
- Size of head table branding: TBC soon

PIPs Screen in Sala Europa

- In addition to the above, in Sala Europa it will be possible to digitally brand the **PIPs Panoramic screen** (for dimensions, please refer to Section: Audio-Visual (AV) Equipment)
- Please contact the Audio-Visual Coordinator, Mr. Mike Perchig (email: nest@nest-av.com), in order to design the images according to the required resolution.



For demonstration only (the photo was taken in a different venue)

Stage Setup in Sala Europa

The default stage setting in Sala Europa includes 1 digital speaker lectern, 1 head table and chairs for up to 6 speakers (exact number of chairs is TBC).

For alternative stage setting and/or different set-up, please contact Oana Giurgiu at ogiurgiu@kenes.com (depending on the requirements, additional fees may incur).

Branding of Head Tables & Lecterns in Symposium Halls

Please note that all **head tables and lecterns** in the symposium halls will be branded with the **official Meeting branding**.

Optional Sponsor Branding:

Sponsors interested in applying their own branding to the head table and lectern must arrange this **in advance** and cover all related costs.

Sala Europa

- **Lectern:** The lectern in Sala Europa will feature **digital branding** at no extra cost. To coordinate the design and resolution requirements, please contact the **Audio-Visual Coordinator**, Mr. Mike Perchig: nest@nest-av.com.
- **PiP Screen:** The PiP screen in Sala Europa will also feature **digital branding** at no extra cost. For specifications and coordination, please contact Mr. Mike Perchig: nest@nest-av.com.
- **Head table:** Please see details below

Head table in Sala Europa:

The official branding provider for the **head table** is **Immaginazione** (venue's official builder).

Due to the limited time available between sessions and the complexity of the branding setup, replacing the default conference branding is **not recommended**.

However, if a sponsor wishes to apply their own branding, the following terms apply:

- The **additional branding** must be **provided and fully funded** by the sponsor.
- All branding materials must be **ordered through Immaginazione**, the official branding provider. Please contact ogiurgiu@kenes.com for more details.

Artwork Submission Deadline: Thursday, 30 April – All branding artwork must be submitted to **Immaginazione** by this date.

For a quote and further details, please contact the Industry Coordinator Oana Giurgiu at ogiurgiu@kenes.com to discuss the options.

Halls Location and Layout

[Click here](#) for a Virtual Tour of the venue – Sala Europa.

Below you can see the floorplan for the ground floor (piano terra) and 1st floor (piano primo) where Sala Europa is located.



Audio-Visual (AV) Equipment Onsite

Basic AV Package in Sala Europa

- Large front projection screen in the center, image of at least H4.5 x W12 meters approx (see photo below)*.
- 2 x High-powered Data projectors (edge-blended) 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.
- 2 x 21” Confidence monitors on the head table, showing the same PowerPoint & Video images as projected in the large picture-in-picture “window” on the central screen.
- Countdown Timer monitor in front of the lectern, operated by the technicians at the AV Control desk.
- 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 43” Plasma screen installed in each front, facing the audience, projecting a PPT with the name of the speaker (see photo below)*.
- Wireless PowerPoint advancer/clicker (we recommend using the cursor of the laptop computer as a pointer).
- A. (sound) system, which covers the hall and the stage, including wired microphones for the head table, lectern and Questions & Answers with stands (floor/table), 1 wireless headset microphone and connection to sound from computers (mini PL plug) at the lectern.
- Audio monitors for the lectern and the head table.
- Lighting system, illuminating the lectern and the head table.
- Colorful Lighting on stage.
- 4 x AV technicians to operate the above-mentioned systems.



For demonstration only (taken in other Venues)

For Sponsors’ Symposia being held in Sala Europa, the company “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” banners can include the title of the Symposium and the name and logo of the Sponsor.

AV for the Product Theatre sessions

- 2 x 75" Plasma screens on high floor stands.
- Laptop computer for PowerPoint presentations, including English version of Windows and Office, USB port, sound card - located at the lectern.
- Wireless PowerPoint advancer/clicker (we recommend using the cursor of the laptop computer as a pointer).
- A. (sound) system, which covers the area, including a wired microphone and connection to sound from computers (mini PL plug) at the lectern and a wireless microphone.
- AV technician to operate the above-mentioned systems.

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 Conference Audio Visual Coordinator, Mike Perchig at: nest@nest-av.com. A 20-minute technical rehearsal is offered free of charge; however additional charges may apply, depending on hall availability, rehearsal requirements and overtime of the technicians.

Presentations Upload Onsite

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 symposium**.

Please note that the Computers for the Presentations will be 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 **at least 2 hours before the start of the symposium** or as soon as you arrive at the Venue in the morning. Please make sure to check it with the technician in the symposium hall where your lecture is taking place, during a coffee or lunch break prior to your symposium, at least 30 minutes before the start of the symposium - 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:

- 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).

Promotional Items

Please refer to the Deliverables section on the website: [ESPID26 Deliverables](#)

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

Please submit all relevant items as per the guidelines below via email to the Industry Coordinator Oana Giurgiu at: ogiurgiu@kenes.com

Symposium Signage (Optional)

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

The symposium signage should be produced by the supporter.

Please make sure to follow the guidelines specified at the beginning of this section.

Symposium Hall Signage

Self-Standing Sign at the Entrance

1 x free standing vertical sign can be placed at the entrance of the symposium hall **15 minutes** prior to the symposium published start time. Maximum dimensions: 85cm wide x 200cm high.

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 can be placed on/next to the stage. Maximum dimensions: 150cm wide x 250cm high.

Digital Lectern

In Sala Europa there will be a designed “digital” lectern (for dimensions, please refer to Section: Symposia Halls - Technical Details and Setup).

The “virtual” banner can include the title of the Symposium and the name & logo of the Sponsor.

PiP screen

In addition to the above, in Sala Europa, it will be possible to digitally brand the PiP screen (for dimensions, please refer to Section: Audio-Visual (AV) Equipment)

Signage in Other Areas

For morning sessions taking place on Monday, 1 June & Tuesday, June 2:

The Supporter is entitled to place one sign (W85cm x H200cm) advertising the Symposium, in **Foyer Europa** (at the entrance of Sala Europa, at ground floor)

The banner can be placed **from the opening hours in the morning until the end of the symposium. Please make sure to remove the banner after the symposium.** Please liaise onsite with the Industry Coordinator regarding the exact location.

For afternoon sessions taking place on Monday, 1 June:

The Supporter is entitled to place one sign (W85cm x H200cm) advertising the Symposium, in **Foyer Europa** (at the entrance of Sala Europa, at ground floor)

The banner can be placed **from noon (starting 12:40) until the end of the symposium.** Please make sure to remove the banner after the symposium. Please liaise onsite with the Industry

Coordinator regarding the exact location.

For afternoon sessions taking place on Tuesday, June 2:

The Supporter is entitled to place one sign (W85cm x H200cm) advertising the Symposium, in **the Exhibition Hall** (Paviglione 19)

The banner can be placed **from noon (starting 12:40) until the end of the symposium**. Please make sure to remove the banner after the symposium. Please liaise onsite with the Industry Coordinator regarding the exact location.

For sessions taking place on Wednesday, Thursday and Friday (3,4,5 June)

The Supporter is entitled to place one sign (W85cm x H200cm) advertising the Symposium **on the day of the symposium only**. The sign may be placed in the *exhibition area* during exhibition opening hours, and the same schedule would apply: Morning sessions can place it until the end of symposium; Afternoon sessions can place it from 12:40 until end of symposium.

Please liaise onsite with the Industry Coordinator and Exhibition Manager regarding exact time and location. And please make sure to remove the banner after the symposium.

Notice:

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

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

Miscellaneous Information

Symposium Badges

Each symposium organizer is entitled up to 10 Symposium badges which allow access to their Industry Session only. These badges will not display individual names.

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

Wi-Fi

ESPID will provide free Wi-Fi access to all visitors, suitable for basic web browsing. Should you require an internet connection for your exhibition booth or meeting room, we would recommend ordering a dedicated connection, at an extra cost, to guarantee a high-quality service inclusive of technical support.

For ordering Internet, please contact the Industry Coordinator Oana Giurgiu at ogiurgiu@kenes.com.

Important notes:

- Please be advised that all WLAN networks will be created exclusively by the official Internet provider.
- The Organizers/Venue retain the right to shut down any WLAN networks created individually.
- Please be advised that creating private Wi-Fi network at the booths or meeting rooms is not

allowed.

- The Venue and the Organizers reserve the rights to discontinue any activity which interfere with the hall Wi-Fi coverage.

If you have any questions related to the dedicated internet lines, please contact the Industry Coordinator Oana Giurgiu at ogiurgiu@kenes.com.

Meeting Rooms / Hospitality Rooms

Supporters interested in renting a meeting room during ESPID 2026 Conference should contact Industry Liaison & Sales, Ms. Nikol Karabelova at: nkarabelova@kenes.com

Supporters, who have rented a meeting room: please contact the Industry coordinator Oana Giurgiu at ogiurgiu@kenes.com with your preferred setup for the room and how many participants are expected.

Meeting room Setup changes deadline: Monday, 28 April 2026

- **AV** is not included in the price and can be ordered from the Conference AV coordinator.
 - Kindly contact Mike Perchig at nest@nest-av.com.
 - **Deadline** for ordering AV for your meeting room is: **Monday, 4 May 2026** (*orders received after the deadline may incur rush fees, subject to items availability*)
 - Kindly specify the name of the Sponsor/Exhibitor when approaching the AV coordinator.
- **F&B** is not included in the price and can be ordered directly from the Catering Agency.
 - Catering is **exclusive** to **Bologna Fiere** and can be ordered via email to: gestioneffb@bolognafiere.it
 - **Deadline: Monday, 4 May 2026** (*orders received after the deadline are subject to items availability*)
 - Kindly specify the name of the Sponsor/Exhibitor when approaching the Caterer.

Parking

[Click here](#) for Bologna Fiere parking information.

Waste Disposal

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

Hostesses & Temporary Staff Hire

Supporters who wish to order hostess services for their symposium, are welcome to do so directly with the company mentioned in [Bologna Fiere webshop](#)

VIVAEVENTS

E-mail: matteo.marchesini@vivaevents.it

Blackout Policy

We respectfully request that all supporters (sponsors, exhibitors, special interest groups, and other stakeholders) comply with the Meeting blackout policy and refrain from holding organized meetings or events in parallel to the scientific program. [Click here](#) to view the Meeting program.

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 ESPID 2026 Meeting.

Innovative Products for Industry Symposia

Maximize your Participant Experience - Use our innovative technologies for your Symposium

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

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 for any language** are available in two options. The conventional approach involves local interpreters and the use of headphone receivers. Alternatively, we offer a cutting-edge AI-powered solution. With this innovative method, participants can access live translations and captions seamlessly by scanning a QR code on their mobile phones.

We also provide tailor made customized solutions - [contact us](#) to make it happen!

For more onsite products opportunities and price quotes - link will be shared in due course.

Please contact us to discuss your needs and our relevant solutions.

Please submit your order by **Friday, 1 May 2026**. Orders received after the deadline will incur rush fees.



Photography Packages

Professional Event Photography Packages

Enhance your brand presence with high-quality, professional photography of your booth and sponsored sessions. Our expert photographer will capture the best moments, providing you with premium images to use for marketing, social media, and post-event promotion.

□ Booth Photography Package

Showcase your booth in the best light with a dedicated photoshoot. Ideal for branding, PR, and post-event marketing.

□ up to 30 high-resolution images of your booth from all angles (no people)+with attendees interacting

□ Symposium Photography Package

Capture the impact of your sponsored symposium with dynamic, high-quality images of key moments.

□ A minimum of 15 high-resolution images featuring speakers, stage, and engaged audience

□+□ Combined Booth & Symposium Photography Package (Best Value!)

Get the full coverage experience with a special discounted package combining booth and symposium photography.

□ up to 30 high-resolution images of your booth from all angles (no people)+with attendees interacting

□ A minimum of 15 high-resolution images from your sponsored symposium

□ *Limited availability - book your photography package in advance to ensure your brand is captured at its best!*

Interested in booking a Photo Package with us? -> Contact the Industry Coordinator at

ogiurgiu@kenes.com

Shipping Instructions

Delivery & Logistic Services

Failure to comply with these instructions and deadlines, may cause unnecessary delays in handling / clearance and additional expenses being incurred.

For security, insurance, and efficiency reasons Merkur is the *exclusive* agent nominated by the organizer for move in and move out handling of empties for the conference.

Insurance of Goods

All cargo should be insured from point of origin.

[Click here for Shipping instructions](#)

Freight Handling & Customs Clearance Agent

Merkur Expo Logistics GmbH

Patricia Zintel - Patricia.Zintel@merkur-expo.com

Mobile: + 49 (0) 170 2229525

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

- Submit a company logo and profile
- Submit deliverables as per contract
- Order lead retrievals/scanners

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.

Lastly, Kenes Group is offering participants and supporters special rates for various hotels in Bologna. Information, pictures, location and rates are available on the hotel accommodation page:

[Hotels ESPID26](#) or email us at mnedyalkova@kenes.com

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

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

Kenes Contacts:

Conference Organizer

Kenes Group

Rue François-Versonnex 7

1207 Geneva, Switzerland

Tel: +41 22 908 0488

Industry Coordinator & Exhibition Manager

Oana Giurgiu

Tel: +34 659 064 921 | E-mail: ogiurgiu@kenes.com

Industry Liaison & Sales

Nikol Karabelova

E-mail: nkarabelova@kenes.com

Hotel Accommodation

Milena Nedyalkova

E-mail: mnedyalkova@kenes.com

Hotels ESPID26

Audio Visual Coordinator

Mike Perchig

E-mail: nest@nest-av.com

Registration Specialist

Angel Todorov

E-mail: reg_espid26@kenes.com

Programme Coordinator

Adi Braunstein

E-mail: abraunstein@kenes.com

Product Marketing Coordinator

Olaya Espejo

E-mail: oespejo@kenes.com

Contractors:

Catering

Bologna Fiere

E-mail: gestione fb@bolognafiere.it

Onsite Logistic Agent, Material Handling & Customs Clearance Agent

Merkur Expo Logistics

Patricia Zintel - Patricia.Zintel@merkur-expo.com

Mobile: + 49 (0) 170 2229525

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

Hostesses & Temporary Staff Hire

Bologna Fiere

*Orders via: **Bologna Fiere webshop**

**you need to register first*

Graphics & Signage

Bologna Fiere official provider - please contact the Industry Coordinator

E-mail: ogiurgiu@kenes.com

Action Item

***Please refer only to items
included in your agreement***

Deadline

Contact Person

Staff Hotel Reservation	As soon as possible	Milena Nedyalkova mnedyalkova@kenes.com Hotels ESPID26
Payment of Invoice Balance	Must be received in full one week prior to the Meeting	FP&A Team accountsreceivables@kenes.com
Symposium Final Programme (for approval by Scientific Committee)	As soon as possible and no later than Monday, 6 April 2026	
Symposium Stage set-up changes/ Meeting room Set-up changes	Monday, 28 April 2026	Please send by email the requested specifications to Industry Coordinator: Oana Giurgiu ogiurgiu@kenes.com
Promotional E-mail Blast (Exclusive and Joint)		
Text for Push Notifications for Virtual Platform/ Mobile App	Monday, 4 May 2026	
Mobile app adverts		
Advertisement on Meeting Mailshot	Friday, 1 May 2026	
Placing orders for Voting/ 'Ask the Speaker' and other Technology Products and Services	Friday, 1 May 2026	Olaya Espejo oespejo@kenes.com
Kenes Exclusive		
Lead Retrieval App (badge scanner App)	Friday, 15 May 2026	Online via Exhibitor's Portal https://exhibitorportal.kenes.com
Kenes Exclusive		
Internet (Wi-Fi and Wired)		
!!Important: SSID options are very LIMITED and it will be offered based on the request timeline!!	Monday, 4 May 2026	Oana Giurgiu ogiurgiu@kenes.com
Hostesses & Temporary Staff Hire		Bologna Fiere webshop <i>*you need to register first</i>
Graphics & Signage	Monday, 4 May 2026	Oana Giurgiu ogiurgiu@kenes.com
Furniture	For graphics, deadline is 30 April to submit the artwork	Bologna Fiere gestioneffb@bolognafiere.it <i>*please cc ogiurgiu@kenes.com in all your requests</i>
Catering Services		
*Exclusive to the venue		
AV - scheduling Tech rehearsal, placing orders for extra AV for the Sponsored Symposia and meeting rooms AV	Monday, 4 May 2026 <i>Orders received after the deadline may incur rush fees</i>	Mike Perchig nest@nest-av.com
Shipping & Material Handling Services		
Door to door		Merkur Expo Logistics GmbH Patricia Zintel - Patricia.Zintel@merkur-expo.com Mobile: + 49 (0) 170 2229525 Click here for Shipping instructions Merkur is the exclusive handler inside the venue.
Airfreight shipments	Please contact <i>Merkur Expo Logistics</i>	
Shipment via Advance Warehouse		
Direct to the Venue	Subject to time slot	

Supporter symposia and Product Theater sessions timetable are [available here](#)

Important notes:

- Industry Supported Symposia and Product Theater sessions are **not** included in main

Conference CME/CPD credits.

- In order to support you in the best possible way, **please share your plans and requirements with us**. This information is invaluable for the success of your symposium. Please coordinate directly with the Industry Coordinator Oana Giurgiu at: ogiurgiu@kenes.com
- We recommend arriving at least 15 min prior to the start of your Symposium, to check the set-up. A member of the Kenes Operational team will be available onsite should you need any assistance.
- **Handouts** are allowed to be distributed at the entrance to the Symposium hall; however, it is NOT permitted to place material on the seats inside the hall. We encourage supporters to consider digital alternatives, minimizing paper waste.
- Printed tent cards placed on the head table are allowed and should be produced and provided by supporter.
- **We ask presenters to follow the time schedule precisely in order for the day's events may run smoothly. The updated scientific program can be found on the [ESPID 2026 website](#)**

Speaker's Expenses

ESPID 2026 will not cover Industry session(s) speaker 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 and have made prior travel arrangements independently.

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 Conference 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.

If you have already finalized the speakers who will give a talk in your symposium, **please share with us their details as soon as possible**. Kindly submit **the speakers' names no later than 8 weeks prior to the Meeting**. Please specify country and email address for each speaker.

Please submit the final symposium program using the [attached Agenda format](#) via email to the Industry Coordinator Oana Giurgiu at: ogiurgiu@kenes.com as early as possible and no later than **6 weeks prior to the conference**.

Please note that the content, faculty, and program of the symposium is subject to the review and approval by the Organizers as done for the previous years.

The final agenda should include the following:

- Session Title (up to 110 characters including spaces)
- Session Description (up to 200 words. Hyperlinks can be included).
- Speaker Presentations Titles

- Timing – duration of each speaker presentation and full timing of the agenda
- Speaker/Moderator Full Name
- Speaker/ Moderator Country
- Speaker/ Moderator E-mail
- Speaker/ Moderator Affiliation (optional)
- Speaker/ Moderator Bio and Photo (please see specs below)

Please see below specs for Speaker Bio and Photo.

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

In case of any changes to your symposium title or program after the initial submission, please update the Industry Coordinator Oana Giurgiu at: ogiurgiu@kenes.com

For the **Product Theater session**, please send to ogiurgiu@kenes.com the following:

- Session Title (up to 110 characters including spaces)
- Session Description (up to 200 words)
- Speaker full name, country, bio & photo (optional).

“K-Lead” Application - Barcode Scanner Application

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* smart phone or tablet and transform their device into an instant, easy lead retrieval system and capture participants’ contact information with a quick scan of their badge.

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 750 (excluding 4% credit card charges fees, excluding VAT if applicable).

Device is NOT included!

Deadline: Friday, 15 May 2026

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

Unlock the Power of K-Lead Plus:

- **Automated Follow-up Emails:** Immediately after scanning, send personalized emails to every lead. Make every connection count without lifting a finger!
- **Tailored Email Customization:** Craft the perfect message with customizable subject lines, email content, and signatures. Attach PDFs to add a polished, personal touch that stands out.
- **Timely Engagement:** Say goodbye to the hassle of manual follow-ups. K-Lead Plus handles it

by sending tailored emails right after each scan, keeping your brand top of mind.

- **Trackable Insights:** Monitor how your emails perform with engagement metrics. Learn what works and refine your strategies for maximum impact, ensuring you're always improving.
- **Compatibility:** K-Lead Plus requires at least one K-Lead license purchased.

Cost for K-Lead Plus: EUR 350

Key Notes for K-Lead and K-Lead Plus:

- ***Device Not Included:*** The application must be installed on your personal or company device (tablet/smartphone).
- ***Reliable Data:*** Participant badge barcodes carry contact details as provided by registrants or their agencies. Note: Group registration may contain generalized information.
- ***Content Responsibility:*** Information content is managed by the registrant or their agency, not Kenes Group or the Organizing Committee.
- ***Easy Reservation:*** Secure your Wireless Barcode Reader in the Exhibitor's Portal <https://exhibitorportal.kenes.com>.
- ***GDPR Compliance:*** We've updated our [privacy policy](#) in compliance with GDPR. Your personal data won't be shared without consent. Presenting your badge for scanning implies consent to share your details.
- By purchasing the K-Lead and K-Lead Plus, Exhibitors and Sponsors agree to [Data Processing Agreement](#).

How to order K-Lead and K-Lead Plus? -> These services are available to purchase from the Exhibitor's Portal <https://exhibitorportal.kenes.com>

API Integration

Do you want to use your own scanning device or app? Need real-time API integration?

We're excited to introduce our new API-sharing service that seamlessly integrates delegate data from our events directly into your CRM. No more manual data entry—just instant, secure, and accurate lead transfer.

How it works:

- Instant API Access – Scan delegate badges using your own app and retrieve full attendee details.
- Real-Time Sync – Automatically update your CRM.
- CRM Compatibility – Integrates with major CRM systems like Salesforce, HubSpot, and Microsoft Dynamics.
- Data Accuracy – Ensure accurate, up-to-date delegate info, reducing manual entry errors.
- Custom Mapping – Adapt data fields to fit your CRM's structure.
- Secure & Compliant – Advanced encryption ensures data protection.
- Analytics & Reporting – Gain insights on leads and engagement.

If you are interested in the API Integration service, please contact the Industry Coordinator at ogiurgiu@kenes.com for more information.

- Catering is **exclusive** to **Bologna Fiere** and should be ordered in advance.
- **Only lunch boxes** are allowed to be taken into the symposium hall.
- Supporters who wish to order **any Catering for their symposium or any food and beverages for their meeting/hospitality room** are welcome to do so directly with **Bologna**

Fiere at: gestione fb@bolognafiere.it

- **Deadline: Monday, 4 May 2026**

Orders received after the deadline are subject to availability

- Lunch box stations will be placed at the hall entrance, to be handled before entering the hall.
- If you are considering having catering during the symposium, please note that a cleaning fee will be included in the quote .
- Please take into consideration that lunch and refreshments will be served in the Exhibition Hall according to the Meeting timetable ([click here](#) for the most updated timetable).
- If you are planning to offer catering together with the symposium, it is recommended to indicate this in all publications (as long as it is in line with the supporter's internal compliance policy).

Sponsored symposia will be recorded onsite and become available to be viewed 'on-demand' via the ESPID 2026 Virtual Platform *after* the Meeting.

It takes us up to **72 hours** to process the recording and send it to the supporter for review and approval before uploading to the virtual platform. Once approved, it takes us up to 24 hours to upload the recording to the virtual platform.

Product Theater sessions are onsite only - they are **not** recorded and **not** live-streamed.

If you wish to have the session also live streamed, for further information and costs, please contact Olaya Espejo at e-mail: oespejo@kenes.com

Sala Europa: Technical Details

Hall Technical Details

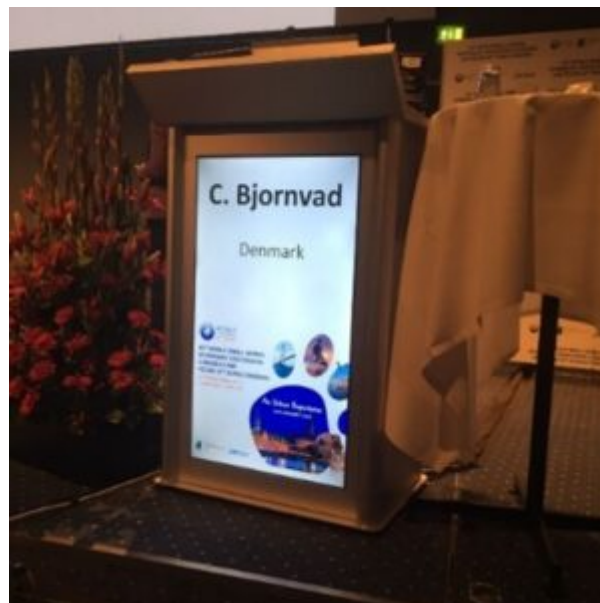
Hall Location	First floor
Hall Capacity	850-1100 pax
Hall Layout	Fixed Auditorium
Hall Size	1420 sqm

Please note that the Product Theatre session will be held:

- **On Monday, June 1, 2026 in the Foyer Europa (at the entrance of Sala Europa - ground floor)**
- **From Tuesday, June 2 - Friday, June 5 in the Exhibition hall (Paviglione 19)**

Speaker Lectern in Sala Europa

- Vertical 43" Plasma screen in front of the lectern, facing the audience, projecting a PPT with the name of the speaker.
- Lectern will be branded digitally at no extra cost.
- The "virtual" banner can include the title of the Symposium and the name and logo of the Sponsor
- **Self-branding is not permitted**
- Please contact the Audio-Visual Coordinator, Mr. Mike Perchig (email: nest@nest-av.com), in order to design the images according to the required resolution.



For demonstration only (the photo was taken in a different venue)

Head Table in Sala Europa

- The head table will be branded with the general meeting branding.
- If you are interested to have your own company branding note that this is optional and should be arranged in advance and covered by the sponsoring company.
- Due to the time constraints between the sessions and the specifics of the branding, changing the default conference branding is **not** recommended. However, if you prefer to have your own company branding for the head table, please contact the Industry Coordinator Oana Giurgiu at ogiurgiu@kenes.com to discuss the options.
- Self-branding of the head table is not permitted.
- Size of head table branding: TBC soon

PIPs Screen in Sala Europa

- In addition to the above, in Sala Europa it will be possible to digitally brand the **PIPs Panoramic screen** (for dimensions, please refer to Section: Audio-Visual (AV) Equipment)
- Please contact the Audio-Visual Coordinator, Mr. Mike Perchig (email: nest@nest-av.com), in order to design the images according to the required resolution.



For demonstration only (the photo was taken in a different venue)

Stage Setup in Sala Europa

The default stage setting in Sala Europa includes 1 digital speaker lectern, 1 head table and chairs for up to 6 speakers (exact number of chairs is TBC).

For alternative stage setting and/or different set-up, please contact Oana Giurgiu at ogiurgiu@kenes.com (depending on the requirements, additional fees may incur).

Branding of Head Tables & Lecterns in Symposium Halls

Please note that all **head tables and lecterns** in the symposium halls will be branded with the **official Meeting branding**.

Optional Sponsor Branding:

Sponsors interested in applying their own branding to the head table and lectern must arrange this **in advance** and cover all related costs.

Sala Europa

- **Lectern:** The lectern in Sala Europa will feature **digital branding** at no extra cost. To coordinate the design and resolution requirements, please contact the **Audio-Visual Coordinator**, Mr. Mike Perchig: nest@nest-av.com.
- **PiP Screen:** The PiP screen in Sala Europa will also feature **digital branding** at no extra cost. For specifications and coordination, please contact Mr. Mike Perchig: nest@nest-av.com.
- **Head table:** Please see details below

Head table in Sala Europa:

The official branding provider for the **head table** is **Immaginazione** (venue's official builder).

Due to the limited time available between sessions and the complexity of the branding setup, replacing the default conference branding is **not recommended**.

However, if a sponsor wishes to apply their own branding, the following terms apply:

- The **additional branding** must be **provided and fully funded** by the sponsor.
- All branding materials must be **ordered through Immaginazione**, the official branding provider. Please contact ogiurgiu@kenes.com for more details.

Artwork Submission Deadline: Thursday, 30 April – All branding artwork must be submitted to **Imaginazione** by this date.

For a quote and further details, please contact the Industry Coordinator Oana Giurgiu at ogiurgiu@kenes.com to discuss the options.

[Click here](#) for a Virtual Tour of the venue – Sala Europa.

Below you can see the floorplan for the ground floor (piano terra) and 1st floor (piano primo) where Sala Europa is located.



Basic AV Package in Sala Europa

- Large front projection screen in the center, image of at least H4.5 x W12 meters approx (see photo below)*.
- 2 x High-powered Data projectors (edge-blended) 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.
- 2 x 21" Confidence monitors on the head table, showing the same PowerPoint & Video images as projected in the large picture-in-picture "window" on the central screen.
- Countdown Timer monitor in front of the lectern, operated by the technicians at the AV Control desk.
- 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 43" Plasma screen installed in each front, facing the audience, projecting a PPT with the name of the speaker (see photo below)*.
- Wireless PowerPoint advancer/clicker (we recommend using the cursor of the laptop computer as a pointer).
- A. (sound) system, which covers the hall and the stage, including wired microphones for the head table, lectern and Questions & Answers with stands (floor/table), 1 wireless headset microphone and connection to sound from computers (mini PL plug) at the lectern.
- Audio monitors for the lectern and the head table.
- Lighting system, illuminating the lectern and the head table.
- Colorful Lighting on stage.
- 4 x AV technicians to operate the above-mentioned systems.



For demonstration only (taken in other Venues)

For Sponsors' Symposia being held in Sala Europa, the company "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" banners can include the title of the Symposium and the name and logo of the Sponsor.

AV for the Product Theatre sessions

- 2 x 75" Plasma screens on high floor stands.
- Laptop computer for PowerPoint presentations, including English version of Windows and Office, USB port, sound card – located at the lectern.
- Wireless PowerPoint advancer/clicker (we recommend using the cursor of the laptop computer as a pointer).
- A. (sound) system, which covers the area, including a wired microphone and connection to sound from computers (mini PL plug) at the lectern and a wireless microphone.
- AV technician to operate the above-mentioned systems.

We strongly recommend scheduling a technical rehearsal in the hall itself and testing the Presentations during that rehearsal. Please make arrangements directly with the Conference Audio Visual Coordinator, Mike Perchig at: nest@nest-av.com. A 20-minute technical rehearsal is offered free of charge; however additional charges may apply, depending on hall availability, rehearsal requirements and overtime of the technicians.

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 symposium**.

Please note that the Computers for the Presentations will be 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 **at least 2 hours before the start of the symposium** or as soon as you arrive at the Venue in the morning. Please make sure to check it with the technician in the symposium hall where your lecture is taking place, during a coffee or lunch break prior to your symposium, at least 30 minutes before the start of the symposium – 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:

- 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).

Please refer to the Deliverables section on the website: [ESPID26 Deliverables](#)

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

Please submit all relevant items as per the guidelines below via email to the Industry Coordinator Oana Giurgiu at: ogiurgiu@kenes.com

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

The symposium signage should be produced by the supporter.

Please make sure to follow the guidelines specified at the beginning of this section.

Symposium Hall Signage

Self-Standing Sign at the Entrance

1 x free standing vertical sign can be placed at the entrance of the symposium hall **15 minutes** prior to the symposium published start time. Maximum dimensions: 85cm wide x 200cm high.

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 can be placed on/next to the stage. Maximum dimensions: 150cm wide x 250cm high.

Digital Lectern

In Sala Europa there will be a designed “digital” lectern (for dimensions, please refer to Section: Symposia Halls – Technical Details and Setup).

The “virtual” banner can include the title of the Symposium and the name & logo of the Sponsor.

PiP screen

In addition to the above, in Sala Europa, it will be possible to digitally brand the PiP screen (for dimensions, please refer to Section: Audio-Visual (AV) Equipment)

Signage in Other Areas

For morning sessions taking place on Monday, 1 June & Tuesday, June 2:

The Supporter is entitled to place one sign (W85cm x H200cm) advertising the Symposium, in **Foyer Europa** (at the entrance of Sala Europa, at ground floor)

The banner can be placed **from the opening hours in the morning until the end of the symposium**. Please make sure to remove the banner after the symposium. Please liaise onsite with the Industry Coordinator regarding the exact location.

For afternoon sessions taking place on Monday, 1 June:

The Supporter is entitled to place one sign (W85cm x H200cm) advertising the Symposium, in **Foyer Europa** (at the entrance of Sala Europa, at ground floor)

The banner can be placed **from noon (starting 12:40) until the end of the symposium**. Please make sure to remove the banner after the symposium. Please liaise onsite with the Industry Coordinator regarding the exact location.

For afternoon sessions taking place on Tuesday, June 2:

The Supporter is entitled to place one sign (W85cm x H200cm) advertising the Symposium, in **the Exhibition Hall** (Paviglione 19)

The banner can be placed **from noon (starting 12:40) until the end of the symposium**. Please make sure to remove the banner after the symposium. Please liaise onsite with the Industry Coordinator regarding the exact location.

For sessions taking place on Wednesday, Thursday and Friday (3,4,5 June)

The Supporter is entitled to place one sign (W85cm x H200cm) advertising the Symposium **on the day of the symposium only**. The sign may be placed in the *exhibition area* during exhibition opening hours, and the same schedule would apply: Morning sessions can place it until the end of symposium; Afternoon sessions can place it from 12:40 until end of symposium.

Please liaise onsite with the Industry Coordinator and Exhibition Manager regarding exact time and location. And please make sure to remove the banner after the symposium.

Notice:

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

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

Symposium Badges

Each symposium organizer is entitled up to 10 Symposium badges which allow access to their Industry Session only. These badges will not display individual names.

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

Wi-Fi

ESPID will provide free Wi-Fi access to all visitors, suitable for basic web browsing. Should you require an internet connection for your exhibition booth or meeting room, we would recommend ordering a dedicated connection, at an extra cost, to guarantee a high-quality service inclusive of technical support.

For ordering Internet, please contact the Industry Coordinator Oana Giurgiu at ogiurgiu@kenes.com.

Important notes:

- Please be advised that all WLAN networks will be created exclusively by the official Internet provider.
- The Organizers/Venue retain the right to shut down any WLAN networks created individually.
- Please be advised that creating private Wi-Fi network at the booths or meeting rooms is not allowed.
- The Venue and the Organizers reserve the rights to discontinue any activity which interfere with the hall Wi-Fi coverage.

If you have any questions related to the dedicated internet lines, please contact the Industry Coordinator Oana Giurgiu at ogiurgiu@kenes.com.

Meeting Rooms / Hospitality Rooms

Supporters interested in renting a meeting room during ESPID 2026 Conference should contact Industry Liaison & Sales, Ms. Nikol Karabelova at: nkarabelova@kenes.com

Supporters, who have rented a meeting room: please contact the Industry coordinator Oana Giurgiu at ogiurgiu@kenes.com with your preferred setup for the room and how many participants are expected.

Meeting room Setup changes deadline: Monday, 28 April 2026

- **AV** is not included in the price and can be ordered from the Conference AV coordinator.
 - Kindly contact Mike Perchig at nest@nest-av.com.
 - **Deadline** for ordering AV for your meeting room is: **Monday, 4 May 2026** (*orders received after the deadline may incur rush fees, subject to items availability*)
 - Kindly specify the name of the Sponsor/Exhibitor when approaching the AV coordinator.
- **F&B** is not included in the price and can be ordered directly from the Catering Agency.
 - Catering is **exclusive** to **Bologna Fiere** and can be ordered via email to: gestionefb@bolognafiere.it
 - **Deadline: Monday, 4 May 2026** (*orders received after the deadline are subject to items availability*)
 - Kindly specify the name of the Sponsor/Exhibitor when approaching the Caterer.

Parking

[Click here](#) for Bologna Fiere parking information.

Waste Disposal

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

Hostesses & Temporary Staff Hire

Supporters who wish to order hostess services for their symposium, are welcome to do so directly with the company mentioned in [Bologna Fiere webshop](#)

VIVAEVENTS

E-mail: matteo.marchesini@vivaevents.it

Blackout Policy

We respectfully request that all supporters (sponsors, exhibitors, special interest groups, and other stakeholders) comply with the Meeting blackout policy and refrain from holding organized meetings or events in parallel to the scientific program. [Click here](#) to view the Meeting program.

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 ESPID 2026 Meeting.

Maximize your Participant Experience - Use our innovative technologies for your Symposium

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

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 for any language** are available in two options. The conventional approach involves local interpreters and the use of headphone receivers. Alternatively, we offer a cutting-edge AI-powered solution. With this innovative method, participants can access live translations and captions seamlessly by scanning a QR code on their mobile phones.

We also provide tailor made customized solutions - [contact us](#) to make it happen!

For more onsite products opportunities and price quotes - link will be shared in due course.

Please contact us to discuss your needs and our relevant solutions.

Please submit your order by **Friday, 1 May 2026**. Orders received after the deadline will incur rush fees.



Professional Event Photography Packages

Enhance your brand presence with high-quality, professional photography of your booth and sponsored sessions. Our expert photographer will capture the best moments, providing you with premium images to use for marketing, social media, and post-event promotion.

□ Booth Photography Package

Showcase your booth in the best light with a dedicated photoshoot. Ideal for branding, PR, and post-event marketing.

□ up to 30 high-resolution images of your booth from all angles (no people)+with attendees interacting

□ Symposium Photography Package

Capture the impact of your sponsored symposium with dynamic, high-quality images of key moments.

□ A minimum of 15 high-resolution images featuring speakers, stage, and engaged audience

□+□ Combined Booth & Symposium Photography Package (Best Value!)

Get the full coverage experience with a special discounted package combining booth and symposium photography.

□ up to 30 high-resolution images of your booth from all angles (no people)+with attendees interacting

□ A minimum of 15 high-resolution images from your sponsored symposium

□ *Limited availability - book your photography package in advance to ensure your brand is captured at its best!*

Interested in booking a Photo Package with us? -> Contact the Industry Coordinator at ogiurgiu@kenes.com

Delivery & Logistic Services

Failure to comply with these instructions and deadlines, may cause unnecessary delays in handling / clearance and additional expenses being incurred.

For security, insurance, and efficiency reasons Merkur is the *exclusive* agent nominated by the organizer for move in and move out handling of empties for the conference.

Insurance of Goods

All cargo should be insured from point of origin.

[Click here for Shipping instructions](#)

Freight Handling & Customs Clearance Agent

Merkur Expo Logistics GmbH

Patricia Zintel - Patricia.Zintel@merkur-expo.com

Mobile: + 49 (0) 170 2229525

There is an increasing number of fraudulent websites that are attempting to impersonate ESPID. **All official communications about the ESPID Conference are managed by Kenes Group.** Please exercise caution if contacted by other organizations claiming to represent ESPID. For any questions about sponsorship please contact Victoria Eskenazi, Industry Liaison & Sales Associate, at veskenazi@kenes.com