Dear Supporter,

We are happy to present you with the ESPID 2019 Supporters Symposia Manual. This manual covers important information and is designed to assist in preparing for your Symposium. We trust that you will find it helpful and suggest that you read all of the information presented. It will take you very little time now, and could save you a great deal of time later.

The European Society for Paediatric Infectious Diseases Meeting takes place on **May 6-11, 2019** at the Ljubljana, Slovenia.

**Ljubljana Exhibition and Convention Centre**

Gospodarsko razstavišče

Dunajska cesta 18, 1000 Ljubljana, Slovenia

[http://www.gr-sejem.si/](http://www.gr-sejem.si/)

A block of rooms has been reserved for the ESPID 2019 meeting participants and supporters at a discounted rate. Hotel reservations can be made via the conference website: [https://hotel.kenes.com/en/congress/ESPID19](https://hotel.kenes.com/en/congress/ESPID19)

Please do not hesitate to contact me for further information or assistance. We look forward to welcoming you in Ljubljana and wish you a successful Symposium.

Warm regards,

Yulia Rijinsky

Exhibition & Industry Coordinator
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Section 1: Symposium Related Contact Information

Conference Organiser
Kenes International
Rue François-Versonnex 7
1207 Geneva, Switzerland
Tel: +41 22 908 0488
Fax: +41 22 906 9140
E-mail: espid@kenes.com

Hotel Sales Manager
Jessica Lasky
Tel: +41 22 908 0488 Ext: 948 | E-mail: jlassky@kenes.com

Exhibition Manager & Symposium Coordinator
Yulia Rijinsky
Tel: +41 22 908 0488 Ext: 995 | E-mail: vrijinisky@kenes.com

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

Industry Liaison & Sales Associate
Carolina Barbosa Carolina
E-mail: cgroenendal@kenes.com

Programme Coordinator
Alixandria Shulman
Tel: +41 22 908 0488 | E-mail: ashulman@kenes.com

Registration Manager
Diyana Yosifova
Tel: +41 22 908 0488 Ext: 7019 | E-mail: dyosifova@kenes.com
## Section 2: Deadlines Table

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Deadline</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Hotel Reservation</td>
<td>As soon as possible</td>
<td>Jessica Lasky</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:jlasky@kenes.com">jlasky@kenes.com</a></td>
</tr>
<tr>
<td>Payment of Invoice Balance</td>
<td>Must be received in full one week prior to the Conference</td>
<td>Pazit Hochmitz</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:phochmitz@kenes.com">phochmitz@kenes.com</a></td>
</tr>
<tr>
<td>Symposium Final Programme (for approval by Scientific Committee)</td>
<td>Thursday, February 14, 2019 Most Final deadline -February 28,2019</td>
<td>Main contact person: Yulia Rijinsky</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:yrijinsky@kenes.com">yrijinsky@kenes.com</a></td>
</tr>
<tr>
<td>Draft of Meeting App Advertisement (for approval by Scientific Committee);</td>
<td>Friday, March 8, 2019</td>
<td></td>
</tr>
<tr>
<td>Mailshots</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lead Retrieval Wireless Barcode Readers Order</td>
<td>Monday, March 25, 2019</td>
<td></td>
</tr>
<tr>
<td>Graphics, Hostesses, Floral Orders, Furniture Hire</td>
<td>Monday, April 1, 2019 50% surcharge will apply thereafter, and all orders</td>
<td>Mojca Slapnik</td>
</tr>
<tr>
<td></td>
<td>should be placed by 22/4/2019 the latest</td>
<td><a href="mailto:Mojca.Slapnik@gr-sejem.si">Mojca.Slapnik@gr-sejem.si</a></td>
</tr>
<tr>
<td>Catering Services</td>
<td>April 15, 2019</td>
<td>Natasa Prelog</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:natasa.prelog@vivo.si">natasa.prelog@vivo.si</a></td>
</tr>
</tbody>
</table>

### Shipping & Material Handling Services

- **Door to door shipments:** Please contact *Hermes* Zehavit Akerman
  - Zehavit Akerman
  - Zehavitak@Hermes-Exhibitions.com
- **Airfreight shipments:** Please contact *Hermes* Zehavit Akerman
  - Zehavit Akerman
  - Zehavitak@Hermes-Exhibitions.com
- **Shipment via Germany warehouse**
  - Monday, April 29,2019

*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.*
Section 3: Timetable

**MONDAY – May 6, 2019**

<table>
<thead>
<tr>
<th>Time</th>
<th>Hall A</th>
</tr>
</thead>
<tbody>
<tr>
<td>09:00 – 10:30</td>
<td>INDUSTRY SYMPOSIUM 1</td>
</tr>
<tr>
<td>10:45 – 12:15</td>
<td>INDUSTRY SYMPOSIUM 2</td>
</tr>
<tr>
<td>13:00–14:30</td>
<td>INDUSTRY SYMPOSIUM 3</td>
</tr>
<tr>
<td>14:45–16:15</td>
<td>INDUSTRY SYMPOSIUM 4</td>
</tr>
<tr>
<td>16:45–18:15</td>
<td>INDUSTRY SYMPOSIUM 5</td>
</tr>
<tr>
<td>18:30 – 20:00</td>
<td>INDUSTRY SYMPOSIUM 6</td>
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</tbody>
</table>

**TUESDAY – May 7, 2019**

<table>
<thead>
<tr>
<th>Time</th>
<th>Hall A</th>
</tr>
</thead>
<tbody>
<tr>
<td>08:00–09:15</td>
<td>INDUSTRY SYMPOSIUM 7</td>
</tr>
<tr>
<td>09:30–11:00</td>
<td>INDUSTRY SYMPOSIUM 8</td>
</tr>
<tr>
<td>11:30–13:00</td>
<td>INDUSTRY SYMPOSIUM 9</td>
</tr>
<tr>
<td>13:45–15:15</td>
<td>INDUSTRY SYMPOSIUM 10</td>
</tr>
</tbody>
</table>
**FRIDAY – May 10, 2019**

<table>
<thead>
<tr>
<th>Time</th>
<th>Hall A</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>14:00 - 15:30</td>
<td>INDUSTRY SYMPOSIUM 11</td>
<td>Granted to an institution by</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MedImmune/Sanofi Pasteur</td>
</tr>
<tr>
<td>15:45 - 17:15</td>
<td>INDUSTRY SYMPOSIUM 12</td>
<td>AVAILABLE</td>
</tr>
</tbody>
</table>

**Important notes:**

- **Timetable & Halls are subject to changes.**
- Industry Session not included in main meeting CME/CPD credit
- In order to set up the hall prior to the start of your Symposium, we would recommend arriving to your Symposium 15 minutes prior to the symposium start time, where a member of the Logistics Team will be available should you need any assistance.
- We ask presenters to follow the time schedule precisely in order that the day’s events may run smoothly. An updated Scientific Timetable can be found on the ESPID2019 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 Meeting Audio Visual Coordinator, Mike Perchig at: nest@nest-av.com

**Badges**

Each company is entitled to 10 Symposium badges which allow access to its symposium only (Individual names will not appear on the badges). Symposium badges can be collected 2 hours prior to the session from the Onsite Registration Desk and should be returned to the desk after the session ends.
Section 4: Symposia Session Hall

<table>
<thead>
<tr>
<th>Hall Technical Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hall Capacity</strong></td>
</tr>
<tr>
<td>Plenary Hall-Kocka Hall</td>
</tr>
</tbody>
</table>

**Speaker Lectern in Kocka Hall**

**Lectern Banner – Digital branding of the lectern**

Vertical 42" Plasma screen in front of the lectern, facing the audience, projecting a presentation with the name of the speaker and logo.

For Sponsors’ Symposia being held in the Kocka Hall, the company “virtual” banners 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.

**Head Table in Kocka Hall**

- Head table Banner Dimensions:
  - Head table front page – 160x80cm
  - Side page: 160x50cm*

  *dimensions refer to 1 table, while designing banner please consider # of tables that will be required

- 3mm Foam board is recommended for branding.

- Any branding done will need to use velcro or command strips (not tape or glue that will leave residue).

The general stage setting includes 1 speaker lectern and 3 head tables accommodating up to 6 persons.

For alternative/additional arrangements please contact Yulia Rijinsky at: rrijinsky@kenes.com.

Printing should be arranged by the sponsored company.
Location and Layout

Ground Floor

Level 1

*Kindly note that on May 6 the exhibition area will be still during its set up stage (decoration only), therefore the entrance to the symposium hall area will not be through Exhibition.

* Coffee and lunch breaks on May 6 will take place in the registration hall.
Audio-visual (AV) Equipment

Plenary Hall – Kocka Hall of the ESPID 2019 Meeting

- Large front projection screen, image of at least H6.5 X W14 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 in 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" on the central screen, adding titles of the speakers, etc.).
- 2 lateral front projection screens, image of at least H3 X W5 meters each – showing PowerPoint or Video/face of speaker.
- 2 x Data projectors for the lateral screens.
- Seamless Data/Video switcher and all necessary cabling, to switch between PowerPoint (during Presentations) and Video/face of speaker (during discussions)
• Fixed video camera, to capture the face of the speaker at the lectern for live close-circuit projection during presentations.
• 40” Confidence monitor in front of the head table, showing the same PowerPoint image as being projected in the large picture-in-picture “window” on the main front projection screen.
• Laptop computer for PowerPoint presentations, including English version of Windows and Office, USB port, sound card – located at the lectern and networked to the Speakers’ Ready Room.
• Vertical 42-46” Plasma screen in front of the lectern, facing the audience, projecting a PPT with the name of the speaker (see photo below)*.
• Laser pointer (as back-up, we recommend using the cursor of the laptop computer as a pointer).
• P.A. (sound) system, which covers the hall and the stage, including 11 wired microphones (4 head table, 2 lectern, 6 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 during other Meetings in different Venues)

For Sponsors’ Symposia being held in the Plenary Hall, the company “virtual” banners in front of the lectern and on the central Panoramic screen 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.
Data Presentations

Please bring the PowerPoint presentation/s (or any other PC based application) on USB Memory stick and load it on one of the Meeting computers in the Speakers' Ready Stations during Speakers' Ready Stations opening hours and no later than 1 hour before the start of the Symposium. If using own laptop for Presentation (PC compatible or Mac) please refer to the Meeting website, under ‘Instructions for Oral Presentations’, where the full instructions will be published. As previously mentioned, we strongly recommend scheduling a technical rehearsal and testing the Presentations during the rehearsal. Please make arrangements directly with the Meeting Audio Visual Coordinator, Mike Perchig at: nest@nest-av.com

Section 5: Symposium Promotion

Symposium Title and Programme

If there are any changes to your symposium title or programme, or you have not yet provided your complete programme details, please inform Ms. Yulia Rijinsky at: vrijinsky@kenes.com, no later than Thursday, February 14, 2018. The proposed programme should include:

- Symposium title
- Date, time and hall name
- Chair name, e-mail and country
- Speaker lecture titles, speaker name, email and country

Meeting App Advertising

For supporters entitled to adverts in the Meeting App as per their signed contract, please email adverts to Ms. Yulia Rijinsky at vrijinsky@kenes.com no later than Friday, March 8, 2019 in PDF format at a resolution no less than 300 dpi with a size of A5.
Industry Exclusive Mailshot

For Supporters entitled to an Industry Mailshot, as per their signed contract, please email the HTML version of your mailshot together with the mailshot subject line requested according to the Industry Mailshot Instructions to Ms. Yulia Rijinsky at yrijinsky@kenes.com no later than Friday, March 8, 2019

Industry Combined Mailshot
For Supporters entitled to a Combined Mailshot, as per their signed contract, please see the specs below and send it to Ms. Yulia Rijinsky at yrijinsky@kenes.com no later than Friday, March 8, 2019

1 banner/image
Banner/Image – JPEG
Dimension – 300X250
Width -300 pixels
Height – 250 pixels

1 A5 PDF
PDF – A5 size (to be linked to the banner/image)

Symposium Signage

Symposium supporters have the option to create promotional signage according to the below guidelines. The symposium signage should be produced by the company. Please note that it is not permitted to use the ESPID logo on any of the symposia materials.
The following may be displayed (and provided by the Supporter):

1. Session Hall Signage

Symposium supporters have the option to create promotional signage according to the below guidelines. All symposium signage should be produced by the company. Please note that it is not permitted to use the ESPID logo on any of the symposia materials.
The following may be displayed (and provided by the Supporter):

1. Session Hall Signage
   - Self-Standing Sign
   One standalone sign to be placed at the entrance of the session hall 15 minutes prior to the sessions published start time.
Stage Banners (optional) - The following may be displayed (and provided by the Supporter):

- 1 x free standing vertical sign to be placed on/next to the stage. **Maximum dimensions:** W150cm x H250cm.
- 1 x horizontal sign placed in front the head table facing audience. (For dimensions, please refer to Section 4: Symposium Session Hall).
- 1 x Vertical sign placed in front of the speakers’ lectern facing audience. (For dimensions, please refer to Section 4: Symposium Session Hall).

2. **Self-standing signage**

The Supporter is permitted to place one sign (W85cm x H200cm) advertising the Symposium on the day of the session only. The sign may be placed in the registration area. Please liaise onsite with the Industry Coordinator.

**Please note:**
You may not place signage advertising your symposium in any other locations except as coordinated with Yulia Rijinsky onsite.

**Symposium Material**

Please note, it is possible to hand out material for your Symposium as participants enter the symposium hall, however, it is **NOT** permitted to place material on the chairs inside the hall.

Symposium material need to **arrive at Germany Warehouse no later than Monday, April 29** Packages should be labeled accordingly with the supporter’s company’s name and the name of the responsible person (who will be onsite), and the name and date of conference.

Hermes-Exhibition and Projects, Ltd. is the Official Freight Forwarder agent for the ESPID 2019 Meeting and Exhibition. To ensure the smooth unloading and arrival of your material into the venue, we recommend using the Official Freight Forwarder services. Supporters who choose to use their own services to deliver their goods to the venue door or warehouse are still required to contact Hermes in order to coordinate the time schedule for unloading of freight into the venue.

**Please note:**
Any deliveries made directly to the venue without going through the official conference shipping agent, will be at the supporters own risk. If they do not arrive on time or are mislaid, the conference organisers and official conference shipping agent will not take any responsibility.

For additional shipping / delivery options direct to the venue, please refer to Section 9: Shipping, Tariffs, Material Handling and Shipping Labels.
Section 6: Miscellaneous Information

Catering
Catering should be requested in advance. Supporters who wish to order food and beverages for their symposium, meeting/hospitality room or exhibition booth, are welcome to do so directly with the GR Exhibition & Congress Centre Group:
VIVO

Natasa Prelog

Email: natasa.prelog@vivo.si

All food and beverage requests must be ordered through the official caterer.
Kindly place your order no later than April 15, 2019

Parking
Information regarding parking can be found via the following website:
http://www.ljubljanafair.com/visitus/parking/

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

Meeting Rooms / Hospitality Rooms
Supporters interested in renting a meeting room during ESPID 2019 should contact Ms. Carolina Barbosa Groenendal at: cgroenendal@kenes.com.
Section 7: Lead Retrieval Wireless Barcode Readers

Lead Retrieval Wireless Barcode Readers can be a helpful tool for receiving contact information about participants who attend your symposium. Barcode readers may be rented in advance no later than Monday, April 16, 2018.

The Mini Scanner

- No editing capabilities
- Basic participant info
- Pocket size
- Cost per unit - € 300

Please Note:

- Barcodes on participants' badges contain contact information as supplied by the registrant or the agency responsible for the registration process of that participant. 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 some cases, the participant does not give his permission to transfer his contact details to any other party. Therefore, although he was scanned by your barcode reader we are unable to forward his contact details.
- Kenes International and the Organising Committee encourage attendees to provide thorough information, however cannot be responsible for the quality and content of such data.

In order to reserve your Mini Scanner, please log into the Kenes Exhibitors’ Portal https://exhibitorportal.kenes.com

This portal includes fields and order forms for Supporter and Exhibitors’ services such as: company profile and company logo submission, additional exhibitor badge orders, booth drawing submission and lead retrieval/scanner orders.

If further assistance is required to place your order, or you have not received your login details please contact the Symposium Coordinator, Yulia Rijinsky at vrijinsky@kenes.com
Section 8: Innovative Products for Symposium Sessions

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

Kenes is proud to deliver a wide variety of quality onsite technology products and services. We offer:

- **Webcasting, Synchronized Video/Audio/PowerPoint Recording, Live Streaming** and many more products designed for capturing and recording symposium content.

- **Voting with Keypads** and web based interaction platforms such as: Voting via the conference app, Q&A via conference App (‘Ask the Speaker’) and more products designed for increasing participant’s interaction during symposium sessions.

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

For more onsite products opportunities and price quotes - [click Here](#)
Section 9: Shipping Instructions

For any questions/clarifications, please contact the Official Freight Coordinator of the Symposium:

Hermes-Merkur
Ms. Zehavit Akerman
Tel: +49 69 747 848
Mobile: +972 52 511 4982
E-mail: zehavitak@hermes-exhibitions.com

The shipping instructions include the following information:
- Shipping Instructions
- Tariff
- Material Handling Form
- Labels

It is very important to put the correct label on boxes. The marking instructions are mentioned at the end of this manual.

In order to follow up your shipment and to confirm arrival on time, we kindly ask you to provide the Official Freight Coordinator with the following information prior to shipping:
1. Number of pieces (pallets, boxes, cartons, etc.)
2. Way of transport (road freight, currier services, airfreight, ocean)
3. Airway bill number

Hermes is the exclusive handler inside the venue. No other company is permitted to handle cargo within the venue.

Please note that companies, stand builders & PR companies may make their own arrangements to deliver and retrieve goods directly to the warehouse/venue entrance.

Hermes-Merkur has the responsibility of receiving and handling all materials for a fee as published on the enclosed Material Handling page. Exhibitors are free to choose their own courier for delivery and pickup of their materials when sending to the warehouse.

Handling rates are based on the incoming weight of shipments. For rate information, see the Material Handling Service and Rates order form at the end of this manual. Hermes-Merkur must have payment before forwarding freight.

For any questions/clarifications, please contact the Official Freight Coordinator of the Symposium: zehavitak@hermes-exhibitions.com
Insurance of Goods
All cargo should be insured from point of origin.

Display Materials
Please note that all materials entering the venue incur a handling charge. In order to receive a price quote for handling and to assure arrival of your materials, please be sure to complete the “Pre-Advise” form included in the shipping instructions.

To view the full ESPID 2019 Shipping Instructions, including Tariffs, Material Handling and Shipping Labels please select the relevant links:

<table>
<thead>
<tr>
<th>Shipping Instructions</th>
<th>Shipping Labels</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipping Instructions and Payment Information</td>
<td>Exhibition goods – direct to venue</td>
</tr>
<tr>
<td>Material Handling Rates</td>
<td>Exhibition goods – via Germany warehouse</td>
</tr>
<tr>
<td></td>
<td>Marketing material – Air freight</td>
</tr>
<tr>
<td></td>
<td>Marketing material – Germany warehouse</td>
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</table>