Technical Industry Manual

38th Annual Meeting of the European Society for Paediatric Infectious Diseases

Organised jointly by ESPID and the ESPID Foundation

Rotterdam, The Netherlands
25-30 May 2020
Dear Supporter,

We are happy to present you with the ESPID 2020 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 information presented. It will take you very little time now and could save you a great deal of time later.

The 38th Annual Meeting of the European Society for Paediatric Infectious Diseases will take place between **May 25-30, 2020** in Rotterdam, The Netherlands.

**De Doelen**
Schouwburgplein 50, 3012 CL Rotterdam

[https://www.dedoeleniccrotonn.nl/](https://www.dedoeleniccropthen.nl/)

A block of rooms has been reserved for the ESPID 2020 Meeting participants and supporters at a discounted rate. Hotel reservations can be made via the Meeting website:

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

Warm regards,

Yulia Rijinsky

Exhibition & Industry Coordinator
# Table of Contents

**Section 1: Symposium Related Contact Information** 3  
- Kenes Contacts  
- Contractors Contacts

**Section 2: Deadlines Timetable** 4

**Section 3: Timetable** 5  
- Symposia Timetable  
- Important notes  
- Technical rehearsal  
- Badges

**Section 4: Symposia Session Halls** 6  
- Hall Technical Details  
- Location and Layout  
- Audio-visual (AV) Equipment

**Section 5: Symposium Promotion** 11  
- Symposium Title and Programme  
- Final Programme Advertising  
- Symposium Signage  
- Display Items and Symposium Material

**Section 6: Miscellaneous Information** 14  
- Catering  
- Parking  
- Waste Disposal  
- Meeting Rooms/Hospitality Rooms

**Section 7: RFID System** 15

**Section 8: Innovative Products for Symposium Sessions** 16

**Section 9: Shipping, Tariffs, Material Handling and Shipping Labels** 17
Section 1: Symposium Related Contact Information

Meeting 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
Lena Vertsner
Tel: +41 22 908 0488 Ext: 948 | E-mail: lvertsner@kenes.com

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

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

Industry Liaison & Sales Associate
Marta Enes
E-mail: menes@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 Timetable

<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>Lena Vertsner</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:lvertsner@kenes.com">lvertsner@kenes.com</a></td>
</tr>
<tr>
<td>Payment of Invoice Balance</td>
<td>Must be received in full one week prior to the Meeting</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 the Scientific Committee)</td>
<td>Thursday, April 2, 2020</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 the Scientific Committee); Mailshots</td>
<td>Thursday, April 2, 2020</td>
<td>All agendas/ads/push notifications/mailshots to be submitted via the Exhibitors Portal</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="https://exhibitorportal.kenes.com">https://exhibitorportal.kenes.com</a></td>
</tr>
<tr>
<td>RFID System</td>
<td>Monday, April 13, 2020</td>
<td>Denitsa Yordanova</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:dyordanova@kenes.com">dyordanova@kenes.com</a></td>
</tr>
<tr>
<td>Innovative Products</td>
<td>Monday, April 6, 2020</td>
<td>A-BOOTH</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jasper Van Honk</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:jasper@a-booth.nl">jasper@a-booth.nl</a></td>
</tr>
<tr>
<td>Graphics, Floral Orders, Furniture Hire</td>
<td>Friday, April 24, 2020</td>
<td>A-BOOTH</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Zehavit Akerman</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:jasper@a-booth.nl">jasper@a-booth.nl</a></td>
</tr>
<tr>
<td>Catering Services</td>
<td>Monday, April 13, 2020</td>
<td>Khan Ta</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:K.Ta@dedoelen.nl">K.Ta@dedoelen.nl</a></td>
</tr>
</tbody>
</table>

### Shipping & Material Handling Services

| Door to door shipments:                               | Please contact Merkur Zehavit Akerman              | Zehavit Akerman                                      |
|                                                       |                                                   | akerman@merkur-expo.com                              |
| Airfreight shipments:                                 | Please contact Merkur Zehavit Akerman              |                                                    |
| Shipment via Germany warehouse                        | No later than Wednesday, May 20, 2020 by 12:00      |                                                    |

*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 to participate in the Meeting Scientific Programme.*
### Section 3: Session Timetable

#### Monday, May 25th

<table>
<thead>
<tr>
<th>Time</th>
<th>Duration</th>
<th>Session</th>
<th>Location</th>
<th>Sponsor</th>
</tr>
</thead>
<tbody>
<tr>
<td>09:00 - 10:30</td>
<td>90 min</td>
<td>Industry Symposium 1</td>
<td>Willem Burger Zaal</td>
<td>Reserved</td>
</tr>
<tr>
<td>10:45 - 12:15</td>
<td>90 min</td>
<td>Industry Symposium 2</td>
<td>Willem Burger Zaal</td>
<td>Reserved</td>
</tr>
<tr>
<td>13:00 - 14:30</td>
<td>90 min</td>
<td>Industry Symposium 3</td>
<td>Willem Burger Zaal</td>
<td>GSK</td>
</tr>
<tr>
<td>14:45 - 16:15</td>
<td>90 min</td>
<td>Industry Symposium 4</td>
<td>Willem Burger Zaal</td>
<td>Pfizer</td>
</tr>
<tr>
<td>16:45 - 18:15</td>
<td>90 min</td>
<td>Industry Symposium 5</td>
<td>Willem Burger Zaal</td>
<td>Pfizer</td>
</tr>
<tr>
<td>18:30 - 20:00</td>
<td>90 min</td>
<td>Industry Symposium 6</td>
<td>Willem Burger Zaal</td>
<td>MSD</td>
</tr>
</tbody>
</table>

#### Tuesday, May 26th

<table>
<thead>
<tr>
<th>Time</th>
<th>Duration</th>
<th>Session</th>
<th>Location</th>
<th>Sponsor</th>
</tr>
</thead>
<tbody>
<tr>
<td>08:30 - 10:00</td>
<td>90 min</td>
<td>Industry Symposium 7</td>
<td>Grote Zaal</td>
<td>Sanofi</td>
</tr>
<tr>
<td>10:15 - 11:45</td>
<td>90 min</td>
<td>Industry Symposium 8</td>
<td>Grote Zaal</td>
<td>GSK</td>
</tr>
<tr>
<td>12:15 - 13:45</td>
<td>90 min</td>
<td>Industry Symposium 9</td>
<td>Grote Zaal</td>
<td>MSD</td>
</tr>
<tr>
<td>14:45 - 16:15</td>
<td>90 min</td>
<td>Industry Symposium 10</td>
<td>Grote Zaal</td>
<td>Pfizer</td>
</tr>
</tbody>
</table>

#### Friday, May 29th

<table>
<thead>
<tr>
<th>Time</th>
<th>Duration</th>
<th>Session</th>
<th>Location</th>
<th>Sponsor</th>
</tr>
</thead>
<tbody>
<tr>
<td>14:15 - 15:45</td>
<td>90 min</td>
<td>Industry Symposium 11</td>
<td>Willem Burger Zaal</td>
<td>Pfizer</td>
</tr>
<tr>
<td>16:00-17:30</td>
<td>90 min</td>
<td>Industry Symposium 12</td>
<td>Willem Burger Zaal</td>
<td></td>
</tr>
</tbody>
</table>
Once the slots are confirmed, the timetable with the company name will be published on the website

**Important notes:**

- **Timetable & Halls are subject to changes.**
- Industry Sessions are 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 to ensure that the day’s events may run smoothly. An updated Scientific Timetable can be found on the ESPID2020 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>Willem Burger Zaal</td>
</tr>
</tbody>
</table>

### Speaker Lectern in Willem Burger Zaal

- Lectern Banner - 101cm (h) x 40,5 cm (w)

### Head Table in Willem Burger Zaal

- Head table Banner Dimensions: 160w x 80h cm, front panel 148,5w x 40h cm, 2 seats per table
  *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 2 head tables accommodating up to 4 persons. For alternative/additional arrangements please contact Yulia Rijinsky at: rrijinsky@kenes.com.

**Printing should be arranged by the sponsoring company.**
<table>
<thead>
<tr>
<th>Hall Technical Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hall Capacity</strong></td>
</tr>
<tr>
<td>Grote Zaal</td>
</tr>
</tbody>
</table>

**Speaker Lectern in Grote Zaal**

Lectern Banner – *will be branded digitally*

- 101cm (h) x 40,5 cm (w)

**Head Table in Grote Zaal**

- Head table Banner Dimensions: 160w x 80h cm, front panel 148,5w x 40h cm, 2 seats per table
  * 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).

Sufficient seating for up to 2 persons
Audio-visual (AV) Equipment

Willem Burger Zaal and Grore Zaal of the ESPID 2020 Meeting

TBA

Data Presentations

All Sponsors must coordinate a time slot of bringing the Presentations to the AV technician in the allocated Hall, preferably during your allocated Technical rehearsal – please contact:

Mike Perchig at: nest@nest-av.com

* (if you have not provided your slides in advance, please upload them at the hall itself through the AV technician)
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: yrijinsky@kenes.com, no later than Thursday, April 2, 2020. 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 yrijinsky@kenes.com no later than Thursday, April 2, 2020 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 Thursday, April 2, 2020

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 Thursday, April 2, 2020

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). **Lectern in Grote Zaal will be branded digitally.**

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 **exhibition** 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 **Wednesday, May 20, 2020 by 12:00.** 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 Meeting.
Merkur-Exhibition and Projects, Ltd. is the Official Freight Forwarder agent for the ESPID 2020 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 Merkur 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 Meeting shipping agent, will be at the supporters own risk. If they do not arrive on time or are mislaid, the Meeting organisers and official Meeting 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. Please inform us if you wish to make catering orders prior to placing an order. 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 De Doelen:

Khanh Ta
K.Ta@dedoelen.nl

*No F&B can be taken inside the hall!

Parking
Information regarding parking can be found via the following website:
https://parkereninrotterdam.nl/en/

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 Meeting organisers at the expense of the supporter concerned.
Section 7: RFID System for attendance tracking

RFID readers will be placed at the entrance to the symposia hall.

Delegates will scan their badge upon hall entrance.

After the Meeting, we will send you the data of those who attended your symposium and scanned their badge.

The cost is **Euro 900.00** for the entire symposium.

You will no longer need to hire hostesses and order multiple mini scanners.
Section 8: Innovative Products for Symposium Sessions
Maximise 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, Synchronised 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 Meeting app,** Q&A via Meeting App (‘Ask the Speaker’) and more products designed for increasing participant’s interaction during symposium sessions.

- **Translation services in any language**: we can provide the traditional solution with local interpreters and hiring headphone receivers. Alternatively, we offer **app translation** with remote interpreters. In this case the participants stream the translation through an app on their smartphones.

We also provide tailor made customised solutions – **contact us** to make it happen!

For more onsite products opportunities and price quotes - **Click Here**

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

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

We also provide tailor made customised solutions – **contact us** to make it happen!

For more onsite products opportunities and price quotes - **click Here**

**Deadline: April 6, 2020**
Section 9: Shipping Instructions

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

Merkur
Ms. Zehavit Akerman
Tel: +49 69 747 848
Mobile: +972 52 511 4982
E-mail: akerman@merkur-expo.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

Merkur 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.

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. Merkur must have payment before forwarding freight.

For any questions/clarifications, please contact the Official Freight Coordinator of the Symposium: akerman@merkur-expo.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 2020 Shipping Instructions, including Tariffs, Material Handling and Shipping Labels please click here.