

Dear Supporter,

We are happy to present you with the **MDS 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 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, as it contains useful information about the Conference.

For your convenience, the manual has been divided into sections:

- Section 1: Symposium Related Contact Information**
- Section 2: Deadlines Table**
- Section 3: Timetable**
- Section 4: Symposia Session Halls**
- Section 5: Innovative Products for Symposium Sessions**
- Section 6: Symposia sessions**
- Section 7: Miscellaneous Information**
- Section 8: Shipping Instructions**

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

We look forward to welcoming you and wish you a successful symposium and Exhibition.

Best Regards,

ORNA GILBOA

Senior Project Manager



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Section 1: Symposium Related Contact Information

Dates

Thursday, 5 March until Friday, 5 March 2020.

Secretariat

Kenes Group

Rue François-Versonnex 7 1207

Geneva, Switzerland

Tel: +41 22 908 0488

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E-mail: rpinkas@kenes.com

Senior Project Manager

Mrs. Orna Gilboa

Tel: +41 22 9080488

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Registration & Hotel Accommodation

Ms. Keren Abuhassira

Tel: +41 22 908 0488 ext.: 7019

E-mail: [: kabuhassira@kenes.com](mailto:kabuhassira@kenes.com)

Sponsorship and Exhibition Sales Contact

Noa Freilich Pollack

Tel: +41 22 9080488

E-mail: nfreilich@kenes.com

Venue

Dan Panorama Tel Aviv

10 Kaufman St

Tel Aviv 61501

Israel

Website

For updated information regarding the Conference, please visit the website:

<https://mds2020.kenes.com/>



Section 2: Deadlines Table

| Submission of Exhibition Forms | Deadlines | Tick Box Upon Completion |
|--|---|--------------------------|
| Hotel Reservation for Staff | As soon as possible | |
| Symposium Final Programme (for approval by Scientific Committee) | January 20 | |
| Programme Book Advertisement (for approval by Scientific Committee) | January 20 | |
| Furniture Rental | Immediately | |
| Stand Cleaning, Telecommunications, Electricity & Electrical Application | Immediately | |
| Badge Order | Immediately | |
| Lead Retrieval Wireless Barcode Reader | Immediately | |
| Payment of Invoice Balance | Must be received in full before 1 st day of the symposia | |

Section 3: Section 3: Timetable

An updated Scientific Timetable can be found on the website ([click here](#))

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.
- In order to set up the hall prior to the start of your Symposium, we recommend arriving to your Symposium hall 15 minutes prior to start time, where a member of the Logistics team will be available to assist.
- We ask presenters to follow the time schedule precisely in order that the day's events may run smoothly.

Technical rehearsal

We strongly recommend scheduling a technical rehearsal in the hall itself and testing the Presentations during that rehearsal. Please plan directly with the Congress Audio Visual Coordinator, Mike Perchig at: nest@nest-av.com



Symposium Badges

Your company is entitled to 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.

| Symposia Timetable | | | |
|--------------------|-------------------------|--------------|----------|
| Supporter | Date | Session Time | Location |
| Celgen | Thursday, March 5, 2020 | Afternoon | Hall A |
| Novartis | Thursday, March 5, 2020 | Lunch | Hall A |

Section 4: Symposia Session Halls

| Hall Technical Details | | | |
|------------------------|---------------|---------------|-------------|
| Hall Name | Hall Capacity | Hall Layout | Location |
| Hall A | 200 | 200 Classroom | First Level |

Hall A

| | | | |
|-----------------|---|----------|--|
| Hall Capacity | Mix / Theatre and Classroom (130 Classroom & 50 Theater) | | |
| Ceiling Height | 10 meters (above stage) | | |
| Stage | 7.2 X 3.6 meters | | |
| Speaker Lectern | Electronic (see A/V in hall) | | |
| Head Table | 140 W | 0.70cm H | |
| | Sufficient seating for up to 3 persons *. module is 1.40m wide x 0.70cm high. 5mm Foam board or similar rigid material is recommended for branding. | | |



Printing should be arranged by the sponsored company.

A/V in Hall

Hall Israel A, MDSR 2020 Conference

- Large front projection screen, image of H X W7 meters approx.
- Data projector, at least 9000 ansi-lumens, to project the PowerPoint image on the screen.
- 42" Confidence monitors in front of the head table, showing the same PowerPoint image as projected on the central screen.
- Laptop computer for PowerPoint presentations, including English version of Windows and Office, USB port, sound card – located at the lectern.
- Vertical 42" 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 6 wired microphones (2 head table, 1 lectern, 3 Questions & Answers) with stands (floor/table), 1 wireless headset microphone and connection to sound from computers (mini PL plug) at the lectern.
- Lighting system, illuminating the lectern and the head table.
- AV technician to operate the above-mentioned systems.



For demonstration only (taken in other Venue)

For Sponsors' Symposia being held in the Plenary 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](mailto: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



Section 5: Innovative Products for Symposium Sessions

Lead Retrieval Application

Lead Retrieval Application is a helpful tool for receiving contact information about participants who visit your symposium.



Lead Retrieval App **(no device is included)**.

The Application should be installed on your company/personal device.

The advantages of the new application:

- Effortless process using registration badge barcode.
- Ability to insert exhibitor's comments for each lead.
- Immediate information retrieval online.
- Application is available for download from Apple store or Google play: "Kenes K-Lead App".
- Cost per unit – **USD 100**

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 addition, please note that neither Kenes International nor the Organizing Committee is responsible for the content of the information.

Furthermore, in some cases, the participant does not give his permission to transfer his contact details to any other party.

Therefore, although he visited your booth and was scanned by your barcode reader, we are unable to forward you his contact details.

Data Protection Information included for our registrants

In light of the new data protection regulation recently enacted in Europe, Kenes Group has updated its privacy policy.

Kenes will not share your personal data with third parties without your consent.

Please note that similarly to sharing a business card, presenting your delegate badge for

scanning at exhibition booths or industry symposia constitutes an expression of consent to share your personal details with the company that is scanning your badge so that it may contact you in the future.

You can submit your order through the **Kenes Exhibitor's Portal**.



<https://exhibitorportal.kenes.com>

The Exhibition Manager will contact you with the link to the Exhibitor's Portal, including your personal login details.

Deadline: Immediately

Symposium Title and Programme

The proposed programme should include:

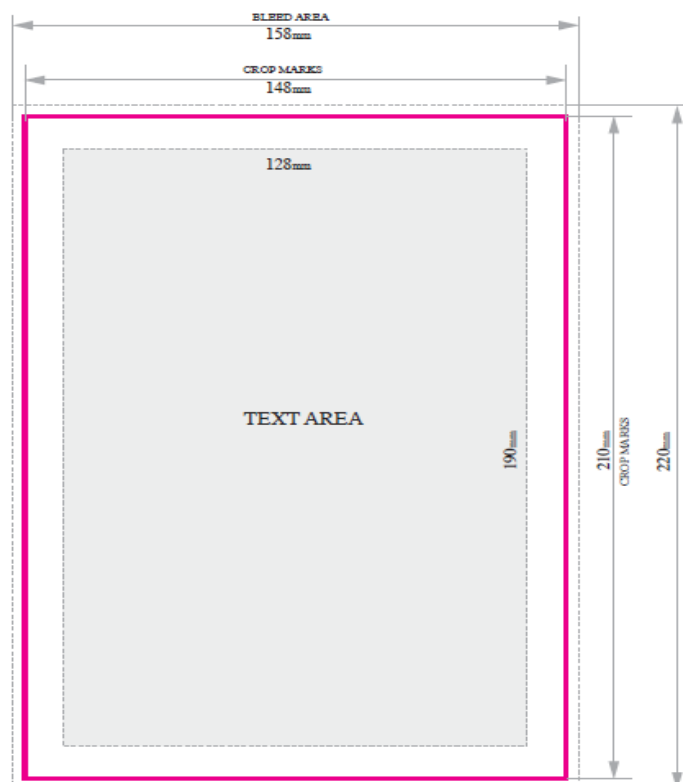
- Symposium title
- Date, time and hall name
- Chair name, e-mail and country
- Speaker lecture titles, speaker name, email and country

Final Programme Advertising

For supporters entitled to adverts in the final programme as per their signed contract, please email adverts to Regina Pinkas: rpinkas@kenes.com no later than:

Januray 20 ,2020 in one of the following formats at a resolution no less than 300 dpi: EPS, Illustrator, JPG or PDF.

Please refer to the diagram hereunder for advert dimensions for the final programme.



Section 6: Symposia sessions

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. The following may be displayed (and provided by the Supporter):

1. Session Hall Signage

- **Self-Standing Sign**
One stand-alone sign to be placed at the entrance of the session hall 30 minutes prior to the sessions published start time.
- **Stage Banners (optional)** - The following may be displayed (and provided by the Supporter
 - 1 x 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 portrait 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 1 sign (W50cm x H70cm or 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 Symposium Coordinator. **Please make sure to bring your own easels or roll up.**

Please note:

You may not place signage advertising your symposium in any other locations except as coordinated with **Orna Gilboa** onsite.



Section 7: Miscellaneous Information

For support please contact:

Mrs. Orna Gilboa

Tel: +41 22 9080488

Email: ogilboa@kenes.com

Catering

The catering in the hotel is exclusive and needs to be requested in advance.

If you require catering for your stand, please contact:

Email: ogilboa@kenes.com

Audio-Visual Equipment, Electrical Hook Ups:

Guy Yankelevich

Sales Manager

Dan Panorama Hotel

Teichman Perchig International Ltd.

Mobile : +972-35355565

Dan.gil@gil-teichman.com

Section 8: Shipping Instructions

shipping Goods, Insert and Display Materials

Please note that all materials entering the venue incur a handling charge. This includes materials for inserts to the Conference bags and display.

