35th Annual Meeting of the European Society for Paediatric Infectious Diseases

Organised jointly by ESPID and the ESPID Foundation

Symposia Technical Manual

Madrid, Spain, 23-27 May 2017

espid2017.kenes.com
Dear Supporter,

We are happy to present you with the ESPID Technical 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 35th Annual Meeting of the European Society for Pediatric Infectious Diseases will take place May 23-27, 2017 at the Palacio Municipal de Congresos in Madrid, Spain.

Address
Campo de las Naciones
Avda. Capital de España Madrid
28042 - Madrid – Spain
http://www.madrid-destino.com/es/espacios-y-eventos/instalaciones/palacio-municipal-de-congresos

A block of hotel rooms have been reserved for the ESPID 2016 Meeting participants and supporters at a discounted rate. Hotel reservations can be made via the Meeting website. Please click here.

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

Warm regards,
Yulia Rijinsky
Exhibition Manager
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SECTION 1: Symposium Related Contact Information

Meeting Organiser
Kenes International
Rue François-Versonnex 7
1207 Geneva, Switzerland
Tel: +41 22 906 9178
Fax: +41 22 732 2607
Email: ESPID@kenes.com
Website: www.ESPID-congress.com

Meeting Planner
Ms. Mor Kristal
Tel: +41 22 908 0488 Ext 554
Email: mkrystal@kenes.com

Programme Coordinator
Ms. Hadar Attas
Tel: +41 22 908 0488 Ext 970
Email: hattas@kenes.com

AV Coordinator
Mr. Mike Perchig
Email: nest@nest-av.com

Industry Liaison and Sales Associate
Ms. Carolina Barbosa Groenendal
Tel: +31 20 763 0101
Email: cgroenendal@kenes.com

Group Registration
Ms. Addi Gzanda
Tel: +41 22 908 0488 Ext 976
Email: agzanda@kenes.com

Hotel Accommodation
Mrs. Irina Sapir
Tel: +41 22 9080488 Ext. 998
Email: isapir@kenes.com
### SECTION 2: Deadlines Table

<table>
<thead>
<tr>
<th>Item</th>
<th>Deadline</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Symposium Programme</td>
<td>As soon as possible</td>
<td>Ms. Hadar Attas <a href="mailto:hattas@kenes.com">hattas@kenes.com</a></td>
</tr>
<tr>
<td>(for approval by Scientific Committee)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Hotel Reservation</td>
<td>As soon as possible</td>
<td>Mrs. Irina Sapir <a href="mailto:isapir@kenes.com">isapir@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>Ms. Carolina Barbosa Groenendal <a href="mailto:cgroenendal@kenes.com">cgroenendal@kenes.com</a></td>
</tr>
<tr>
<td>Draft of Meeting App Advert</td>
<td>Tuesday, April 25</td>
<td>Ms. Yulia Rijinsky <a href="mailto:yrijinsky@kenes.com">yrijinsky@kenes.com</a></td>
</tr>
<tr>
<td>(for approval by Scientific Committee)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lead Retrieval Application order</td>
<td>Tuesday, April 11</td>
<td>Ms. Yulia Rijinsky <a href="mailto:yrijinsky@kenes.com">yrijinsky@kenes.com</a></td>
</tr>
<tr>
<td>Catering Services</td>
<td>Friday, April 22</td>
<td>Delavara Beatriz <a href="mailto:delavara-beatriz@aramark.es">delavara-beatriz@aramark.es</a></td>
</tr>
<tr>
<td>Industry Mailshot – to send HTML version and subject line</td>
<td>Monday, April 24</td>
<td>Ms. Yulia Rijinsky <a href="mailto:yrijinsky@kenes.com">yrijinsky@kenes.com</a></td>
</tr>
<tr>
<td><strong>Cargo Deadlines</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Airfreight shipments – arrival to Frankfurt Airport</td>
<td>May 10, 2017</td>
<td>Ms. Zehavit Akerman <a href="mailto:zehavitat@hermes-exhibitions.com">zehavitat@hermes-exhibitions.com</a></td>
</tr>
<tr>
<td>Shipment via Germany warehouse</td>
<td>May 17, 2017</td>
<td></td>
</tr>
<tr>
<td>Direct Deliveries to Congress Venue</td>
<td>May 22, 2017</td>
<td></td>
</tr>
</tbody>
</table>
SECTION 3: Timetables

In order to set up the hall prior to the start of your Symposia, we would recommend arriving to your Symposium early, where a member of the Logistics Team will be available should you need any assistance.

If a technical rehearsal in the hall is required, please contact the AV Manager, Mike Perchig at nest@nest-av.com  

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 ESPID 2017 website by clicking here.
### Exhibition Timetable *

<table>
<thead>
<tr>
<th></th>
<th>Monday, May 22</th>
<th>09:00-20:00, Space only</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Tuesday, May 23</td>
<td>14:00-20:00, Shell</td>
</tr>
<tr>
<td><strong>Set up</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tuesday, May 23</td>
<td>08:00-22:00</td>
</tr>
</tbody>
</table>

|   | Wednesday, May 24 | 09:30-21:00            |
|   | Thursday, May 25  | 10:00-17:00            |
|   | Friday, May 26    | 10:00-17:00            |
| **Exhibition hours** |                |                        |

|   | Friday, May 26    | 17:00-24:00            |
| **Breakdown** |                |                        |

*Timetables are subject to change*
SECTION 4: Symposia Session Hall

<table>
<thead>
<tr>
<th>Hall A Technical Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hall Capacity &amp; Layout</td>
</tr>
<tr>
<td>Ceiling height</td>
</tr>
<tr>
<td>Stage Dimensions</td>
</tr>
<tr>
<td>Speaker Lectern</td>
</tr>
<tr>
<td>Banner dimensions</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Head Table Banner Dimensions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sufficient seating for up to 6 persons.</td>
</tr>
<tr>
<td>10mm Foam board or similar rigid material is recommended for branding the table and lectern.</td>
</tr>
</tbody>
</table>

The general stage setting includes 1 speaker lectern and a head table *accommodating up to 6 persons*. For alternative/additional stage setting please contact Yulia Rijinsky at yrijinsky@kenes.com
The general stage setting includes 1 speaker lectern and a head table accommodating up to 4 persons. For alternative/additional stage setting please contact Yulia Rijinsky at yrijinsky@kenes.com

<table>
<thead>
<tr>
<th>Madrid/Roma Halls Technical Details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Hall Capacity &amp; Layout</td>
<td>360 seats in theater</td>
</tr>
<tr>
<td>Ceiling height</td>
<td>3.50</td>
</tr>
<tr>
<td>Speaker Lectern Banner dimensions</td>
<td>W</td>
</tr>
<tr>
<td></td>
<td>TBA</td>
</tr>
<tr>
<td>Head Table Banner Dimensions</td>
<td>W</td>
</tr>
<tr>
<td></td>
<td>2 tables X 200cm = 400cm</td>
</tr>
</tbody>
</table>

Sufficient seating for up to 4 persons.
10mm Foam board or similar rigid material is recommended for branding the table and lectern.
Location and Layout

Ground Level
SECTION 5: Supplied AV

**Hall A**

- Large front projection screen, image of at least H7 X W11 meters (see photo below)*.
- High-powered Data projector 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" on the main screen, adding titles of the speakers, etc.).
- Fixed video camera, to capture the face of the speaker at the lectern for live close-circuit projection during presentations.
- 42” Confidence monitor in front of the head table, showing the same PowerPoint image as being projected on the main front projection screen.
- Laptop computer for PowerPoint presentations, located at the lectern and networked to the Speakers’ Ready Room.
- Vertical 42” Plasma screen in front of the lectern, facing the audience, projecting a presentation with the name of the speaker and logo (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 10 wired microphones (4 head table, 2 lectern, 4 Questions & Answers) with stands (floor/table), 1 wireless tie-clip microphone and connection to sound from computers (mini PL plug) at the lectern.
- Audio monitors for the lectern and the head table on the stage.
- Lighting system, illuminating the lectern and the head table.
- Colorful Lighting along the stage.
- 3 x AV technicians to operate the above-mentioned systems.

For Sponsors’ Symposia being held in the Hall A, the company “virtual” banners in front of the lectern and on the 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.
Madrid and Roma Halls (in each):

• Central front projection screen, image of at least W3.2xH2.4 meters.
• Data projector, at least 4000 ansi-lumens - incl. the necessary cable between the projector and the laptop computer at the lectern.
• 32" Confidence monitor in front of the head table, showing the same image as being projected on the main screen.
• Laptop computer for PowerPoint presentations, including English versions of Windows and Office, USB port, sound card – located at the lectern and networked to the Speakers’ Ready Room.
• 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, incl. 4 wired microphones (1 head table, 1 lectern, 2 Q&A) with stands (floor/table), 1 wireless tie-clip 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.
• English speaking AV technician to operate the above-mentioned systems.
SECTION 6: Symposium Promotion

Symposium Title
If there are any changes to your Symposium title or programme, or you have not yet provided your complete programme details, please inform Ms. Hadar Attas at hattas@kenes.com, as soon as possible.

Symposium 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, see SECTION 4: Symposium Session Halls).

2. Free standing signage
The Supporter is permitted to place one 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 coordinate with the On-site Manager. Please make sure to bring your own easels.
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 Tuesday, April 11 in PDF format at a resolution no less than 300 dpi with a size of A5.

Display Item Advertising
For Supporters entitled to a display item at the Display Area in the Exhibition, as per their signed contract, please email a soft copy of your display item to Ms. Yulia Rijinsky at yrijinsky@kenes.com no later than Tuesday, April 11 in PDF format and make sure to ship your flyers according to the shipping instructions (see page 20). We recommend to send 500 copies.

Industry 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 Monday, April 24
SECTION 7: Lead Retrieval Application and Mini Scanners

Lead Retrieval Application is a helpful tool for receiving contact information about participants who visit your booth or attend 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 are:

- 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 - € 400 + 4% CC charges

Mini Scanner

- No editing capabilities
- Basic participant info
- Pocket size
- Cost per unit - € 300 + 4% CC charges

You can submit your order through the Kenes Exhibitor’s Portal https://exhibitorportal.kenes.com by Tuesday, April 11, 2017. The Exhibition Manager will contact you with the link to the Exhibitor’s Portal, including your personal login detail.
section 8: shipping, tariffs, material handling and shipping labels

customs clearance & freight handling

hermes-merkur

ms. zehavit akerman

tel: + 49 6173 966 95 28
mobile: +972 52 511 4982
email: zehavitak@hermes-exhibitions.com

hermes - merkur is the sole handling agent for the coming espid 2017 meeting in madrid. 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 - merkur in order to coordinate the time schedule for unloading of freight into the venue.

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.
To view the full ESPID 2017 Shipping Instructions, including Tariffs, Material Handling and Shipping Labels please select the relevant links on the following page:

<table>
<thead>
<tr>
<th>Shipping Instructions</th>
<th>Shipping Labels</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipping Instructions – Inserts and Display Material</td>
<td>Symposia Material Shipping Label – Air Freight</td>
</tr>
<tr>
<td>Material Handling and Payment Confirmation Form</td>
<td>Symposia Material Shipping Label – Warehouse</td>
</tr>
</tbody>
</table>