

Industry Manual

Dear Supporter,

We are happy to present you with the SIOp 2022 Industry Symposia Manual which will take place in Barcelona, Spain on September 28 – October 1, 2022

Venue address:

**International
Barcelona
Convention
Center**

Plaça de Willy
Brandt, 11-14
08019 Barcelona,
Spain
<https://ccib.es/en/>

This manual covers important information and is designed to assist in preparing for your Industry Session. 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.

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
- 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.

Lastly, Kenes Group is offering participants and supporters special rates for various hotels in Barcelona. Information, pictures, location and rates are available on the hotel accommodation page: [click here](#).

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

We look forward to welcoming you in Barcelona and wish you a successful Industry Session!



INTERNATIONAL SOCIETY OF PAEDIATRIC ONCOLOGY
BARCELONA, SPAIN | SEPTEMBER 28 - OCTOBER 1, 2022

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Section 1: Symposium Related Contact Information

Kenes Contacts:

Congress Organiser

Kenes Group

Rue François-Versonnex 7

1207 Geneva, Switzerland

Tel: +41 22 908 0488

Fax: +41 22 906 9140

Industry Coordinator

Yulia Rijinsky

Tel: +41 22 908 0488 Ext: 995 | E-mail: yrijinsky@kenes.com

Audio Visual Coordinator

Mike Perchig

E-mail: nest@nest-av.com

Industry Liaison & Sales

Sherwin Gentle

Tel: +41 22 908 0488 Ext: 328 | E-mail: sgentle@kenes.com

Registration Specialist

Shirley Milner

E-mail: reg_siop22@kenes.com

Product Marketing Coordinator

Jimena Meymar

E-mail: jmeymar@kenes.com



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Contractors:

Catering

Centre de Convencions Internacional de Barcelona (CCIB)

E-mail: satellites@ccib.es

Order forms: [click here](#)

Onsite Logistic Agent, Material Handling & Customs Clearance Agent

Merkur Expo Logistics GmbH

Mrs Irit Sofer

Mobile: +972-52-8890129

E-mail: irit.sofer@merkur-expo.com

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


Hostesses & Temporary Staff Hire

Centre de Convencions Internacional de Barcelona (CCIB)

E-mail: satellites@ccib.es

Order forms: [click here](#)

Section 2: Deadlines Table

Action Item (Please refer to your signed contract)	Deadline	Contact Person
Payment of Invoice Balance	Must be received in full one week prior to the Conference	Pazit Hochmitz phochmitz@kenes.com
Symposium Final Program (subject to approval by Scientific Committee)	As soon as possible and no later than 17.08.22	Please send by email in the requested specifications to Industry Coordinators: yrijinsky@kenes.com
Advertisement inside the program book/e-book (Subject to approval by Scientific Committee)	01.08.22 (Thursday)	
Promotional E-mail Blast (Exclusive and Joint)	17.08.22	
Text for Push Notifications for Mobile app	17.08.22	
K-lead app	30.08.22	To reserve your k-lead, please refer to the on-line Exhibitor's Portal
Placing orders for Voting/ 'Ask the Speaker' and other Technology Products and Services	 As early as possible, preferably before 18.08.22 (Thursday)	Jimena Meymar jmeymar@kenes.com
Hostesses & Temporary Staff Hire	Monday, September 5, 2022	Centre de Convencions Internacional de Barcelona (CCIB) E-mail: satellites@ccib.es Order forms: click here
Catering Services		
AV – scheduling Tech rehearsal, placing orders for extra AV for the Sponsored Symposia and AV for Meeting rooms ONSITE	Please directly contact the AV coordinator	Mike Perchig nest@nest-av.com
Shipping & Material Handling Services		
Door to door	Please contact Merkur	Irit Sofer Irit.sofer@Merkur-expo.com
Airfreight shipments	Expo Logistics	
Shipment via Advance Warehouse	No later than September 20th, 2022	
Direct to the Venue	Subject to time slot	

Section 3: Industry related sessions

Company Name	Date	Time	Location	Session details
Ology Medical Education	28.09.22	12:00 – 13:30	Hall 113/114	Coming soon
Alexion Pharma GmbH	29.09.22	11:50-13:20	Hall 113/114	Coming soon
Y-mAbs	30.09.22	12:50 – 14:20	Hall 112	Coming soon
Fennec Pharmaceuticals	01.10.22	12:25-13:25	Hall 112	Coming soon

Timetable and halls are subject to changes. The most updated timetable is published on the [Conference website](#).

Important notes:

- Industry Symposia are not included in main Congress CME/CPD credit.
- Please coordinate when you would like to set up the hall prior to the start of your Symposium with Industry Coordinator. A member of the Kenes Operational team will be available should you need any assistance.
- Handouts can be distributed at the entrance to the Symposium Hall; however, it is **NOT** permitted to place material on the chairs inside the hall.
- 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 that the day's events may run smoothly. An updated scientific timetable can be found on the [SIOp 2022 Website](#).

Catering

- Catering is **exclusive** to **CCIB** and should be ordered 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 them.
- Food and drinks are allowed to be taken into the symposium halls (excluded hot dishes). If you are considering having catering together with the symposium, please note that additional charge will be applied for cleaning the hall immediately following the session.
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- If you are planning to have catering/lunch boxes together with the symposium, it is recommended to indicate in all publications that lunch/refreshment will be served as long this is not contradicting the supporter's internal compliance policy.

Speaker's 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 Conference.

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 Congress 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 and rehearsal requirements.

Section 4: Industry Session Halls

Technical Details				
Hall Name	Location	Hall Capacity	Hall Layout	
Hall 112	P1 Floor	500	Theater	


Technical Details				
Hall Name	Location	Hall Capacity	Hall Layout	
Hall 113+114	P1 Floor	700	Theater	

Head Table in Hall 112	
<ul style="list-style-type: none"> ➤ Head table Dimensions: W 120 x H 75 x D 70 cm (2 x table modules-W120 cm each) ➤ For Head Table branding, please refer to the *note below 	<p style="text-align: center;">2 x table modules-W120 cm each</p>  <p style="text-align: right;">Sufficient seating for up to 4 people *Please inform us about the number of speakers you expect.</p>

- Subject to a change- will be confirmed soon.

Head Table in Hall 113&114	
<ul style="list-style-type: none"> ➤ Head table Dimensions: W 120 x H 75 x D 70 cm (3 x table modules-W120 cm each) ➤ For Head Table branding, please refer to the *note below 	<p style="text-align: center;">3 x table modules-W120 cm each</p>  <p style="text-align: right;">Sufficient seating for up to 6 people *Please inform us about the number of speakers you expect.</p>

- Subject to a change- will be confirmed soon.

Speakers Lectern	
<ul style="list-style-type: none"> ➤ Lectern Banner Dimensions: <u>Width: 60 cm</u> <u>Height: 120 cm</u> <u>Depth: 42 cm</u> ➤ For Lectern branding, please refer to the *note below 	

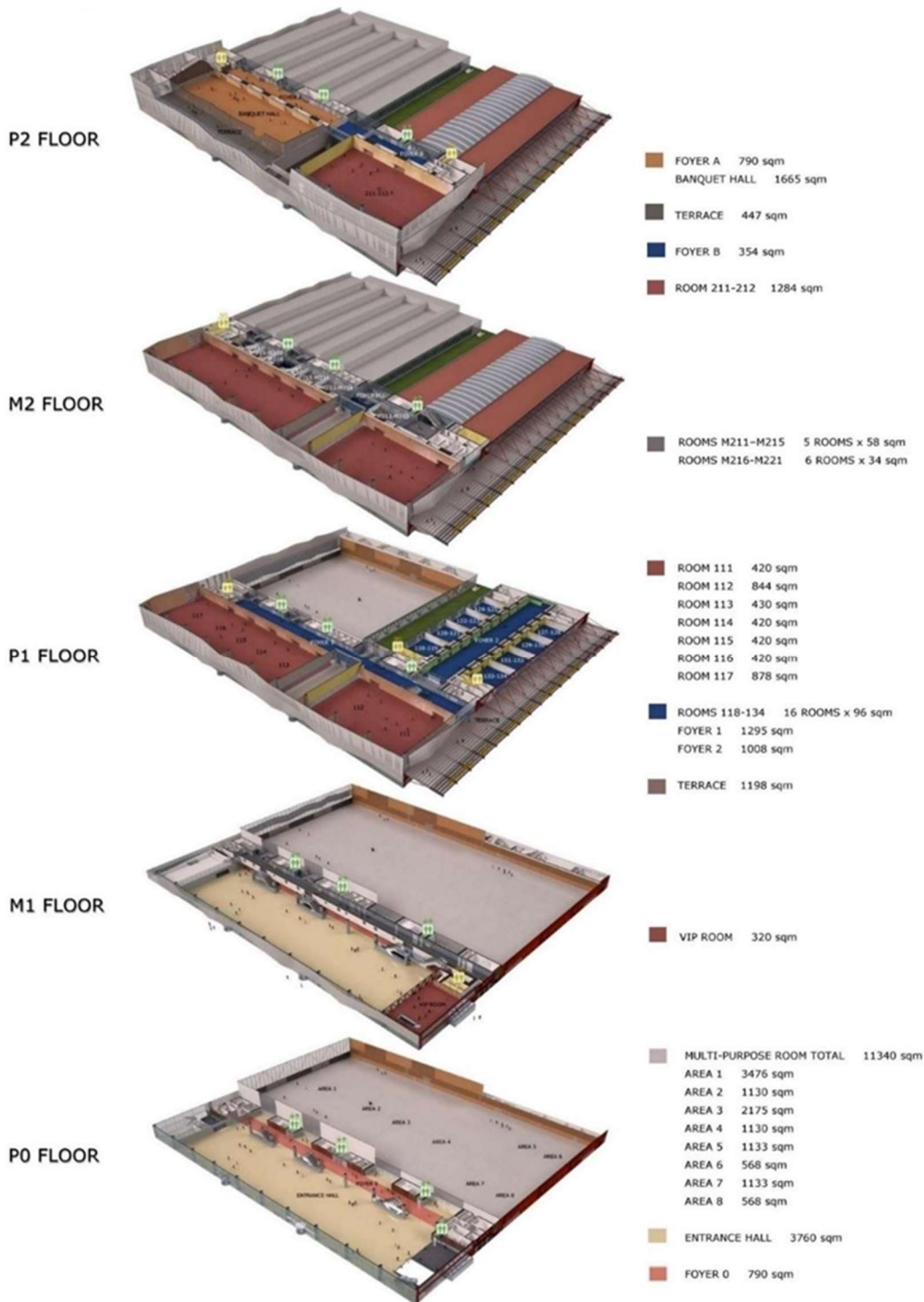
For alternative/additional arrangements please contact the Industry Coordinator at yrijinsky@kenes.com

Please note that the head table and lectern will be branded with the general congress branding.

***If you are interested to have your own company branding, please contact the venue at satellites@ccib.es as they hold exclusivity on providing branding services. They will be able to propose to you a self-standing signage, which will be placed in front of the head table and lectern . The reason is that the congress branding cannot be removed because it will be damaged.**

Location and Layout

Please [click here](#) for the venue virtual Tour





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Audio-Visual (AV) Equipment Onsite

Room 112/113/114

- *Front projection screen, image of H3.3 X W6 meters approx. (16:9 ratio)
- *Data projector, at least 12000 ansi-lumens, incl. all the required cabling, for projecting the PowerPoint/Video on the main screen (previous item).
- *40" Confidence monitor in front of the head table, showing the same image as projected 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.
- *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, including 6 wired microphones (2 head table, 1 lectern, 3 Questions) 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.
- *2 AV technicians to operate the above-mentioned systems

Presentations Upload

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 session.

Please note that only conference computers are used in the session halls. These are supplied with Office 2019 (at least) and the native ratio of the projection on the screens in the halls is 16:9. The Conference will not be able to support lecture slides presented on personal computers.

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 session or as soon as you arrive at the venue in the morning. Please make sure to check it with the technician in the session hall where your lecture is taking place, during a coffee or lunch break prior to your session, at least 30 minutes before the start of the session – 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).

As previously mentioned, we strongly recommend scheduling a technical rehearsal and testing the Presentations during the rehearsal. Please plan directly with the Conference Audio Visual Coordinator, Mike Perchig at: nest@nest-av.com

Symposium Promotion

Due to CME/CPD accreditation criteria for this Congress, the following rules apply:

- **Congress banner** should NOT be used in any promotional materials created by the supporter.
- Materials created by companies should NOT utilize the main event marketing look and feel.
- When promoting your symposium, please always indicate on any of your promotional materials **“This session is not included in the main event CME/CPD credit”**
- When promoting your symposium, you are allowed to use the phrase: **“Official symposium of The SIOP 2022 Congress”**, which will take place in Barcelona, Spain September 28-October 1, 2022

In addition, it is not permitted to use the **SIOP 2022 logo** on any of the symposia materials.

Session Agenda

The final session agenda should include the following information:

- Session Title (up to 110 characters including spaces)
- Session Description (up to 200 words, you can also include hyperlinks inside of it)
- 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
- 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** – 180x240 px, JPG Format

Please provide the above requested information as soon as possible and no later than **17.08.22** via email to yrijinsky@kenes.com

Section 5: PROMOTIONAL ITEMS

This section includes guidelines which will assist you to prepare promotional items related to your industry sessions, however, *kindly refer only to the relevant items in accordance with your sponsorship agreement.*

Guidelines to follow when creating your promotional items and content:

When creating adverts for **mobile app, program book and mailshots** is allowed to promote product, symposia, or company promotion. Only when promoting symposia please add the following text inside: ***This session is not included in main Congress CME/CPD credit***

1. Mobile App Push Notification

For supporters entitled to a push notification as per their signed contract, kindly submit the text by **17.08.22** to yrijinsky@kenes.com according to below guidelines:

- Message Title – Maximum 75 characters including spaces
- Message body - Maximum 140 characters including spaces
- Preferred date and exact local time, please coordinate with your industry coordinator
- *Note the final schedule will be determined closer to the conference, considering other push notifications.
- **Push notifications will be sent out during breaks in order not to disturb the participants who are inside the halls.**

2. Promotional Email Blast – Exclusive

Sponsors entitled to an Industry Mailshot as per their signed contract, please [click here](#) for the design requirements. Please make sure to forward these guidelines to your web-designer/programmer. Please upload the HTML version of your mailshot and other relevant files together in zip folder and send us everything with the **subject line** to Yulia Rijinsky at yrijinsky@kenes.com no later than **17.08.2022**

**** In the case where the supporter cannot provide a compliant HTML file, they may provide an image and it will be coded to HTML for an additional charge of € 250.***



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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.

1. Session Hall Signage

➤ Self-Standing Sign at the Entrance

One stand-alone sign to be placed at the entrance of the session hall 30 minutes prior to the sessions published start time. Please make sure to indicate the following disclosure on the sign:

This session is not included in main Congress CME/CPD credit

➤ Stage Banners

- 1 x free standing vertical sign to be placed on/next to the stage. Maximum dimensions: 150cm wide x 250cm high.
- Banner 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 in the Exhibition Area

The Supporter is entitled 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 during exhibition opening hours. Please liaise onsite with the Kenes Staff.

Please note:

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

Section 6: Miscellaneous Information

Wi-Fi

Free Wi-Fi will be available at the Conference venue. Please be aware that public Wi-Fi capacity is limited. Therefore, it is restricted to email and web browsing activity. Should you require Wi-Fi or an internet line during your symposium, please let us know in advance and we will send you a quote.

Contact person: **Yulia Rijinsky** yrijinsky@kenes.com

Meeting Rooms / Hospitality Rooms

Supporters interested in renting a meeting room during **SIOP 2022 Congress** should contact Industry Liaison & Sales, Mr. **Sherwin Gentle** at: sgentle@kenes.com

Waste Disposal

Please note that it is the supporter's 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 Congress organizers at the expense of the supporter concerned.

Onsite Badges

Each supporter is entitled to 10 Symposium badges which allow access to the supporter's symposium only (Individual names will not appear on the badges). Symposium badges can be collected 2 hours prior to the session from the Registration Desk and should be returned to the desk after the session ends.

Catering

Catering is **exclusive** to **Centre de Convencions Internacional de Barcelona (CCIB)** and should be ordered 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 **Centre de Convencions Internacional de Barcelona (CCIB)**

Email: satellites@ccib.es

Order forms: [click here](#)

For your information, refreshments and lunches (included in the registration fee) will be served in the exhibition area as per times scheduled in the scientific programme.

Kindly place your order no later than **September 5, 2022**



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Hostesses & Temporary Staff Hire

Supporters who wish to order hostess services for their symposium, are welcome to do so directly with **Centre de Convencions Internacional de Barcelona (CCIB)**

Email: satellites@ccib.es

Order forms: [click here](#)

Parking (for car or small van – hand-carry items only)

There are no parking facilities for at the venue. There are a few car parks around the CCIB Please see the symbol in the map bellow.

Please click [here](#) for parking options around the venue.

Section 7: Lead Retrieval System

► Lead Retrieval Wireless Barcode Reader

K-Lead Application at additional cost (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".

Please Note:

- **Device is not included. The Application should be installed on your company/personal device (tablet/smart phone).**
- In accordance with the **general data protection regulation** (GDPR), Kenes Group has updated its privacy policy. You can view our updated privacy notice [here](#). Kenes will not share delegate's personal data with third parties without their consent. Please note that similarly to sharing a business card, presenting delegate badge for scanning at exhibition booths or industry symposia constitutes an expression of consent to share their personal details with the company that is scanning their badge so that it may contact them in the future.
- Barcodes on delegate's badges contain contact information as supplied by the delegate or the agency responsible for the registration process of the delegate. 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 Group nor the Organising Committee is responsible for the content of the information.

To order K-Lead please refer to the online Exhibitor's Portal

<https://exhibitorportal.kenes.com>

Deadline: August 30, 2022

Section 8: Innovative Products for Industry Symposia Onsite

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:

- **Voting, Evaluations,** 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 customized 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.

Please submit your order by **August 18th 2022** Orders received after the deadline will incur rush fees.





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Section 9: Shipping Instructions

Kindly note that *Merkur Expo Logistics GmbH* is the sole official on-site agent nominated by *Kenes Group* to handle all in/out shipments arriving to this Conference.

Contact details:

Merkur Expo Logistics GmbH

Mrs. Irit Sofer

Mobile: +972-52-8890129

Email: irit.sofer@merkur-expo.com

Range of services:

- Transport, national or international
- Temporary or permanent customs clearances
- Coordination of deliveries, delivery time slot management
- Unloading, delivery to the hall/exhibition-stand, forklifting
- Storage of empty boxes and crates during the event
- Accessible storage for brochures and give-away items during the event
- On-site assistance and supervision

The shipping instructions at the end of this manual are provided to assist with your preparation for the correct and timely dispatch of materials to the Conference. Please follow the instructions closely.

The shipping instructions includes:

- Shipping Instructions
- Tariff
- Material Handling Form
- Shipping Labels

In order to follow up your shipment and to confirm arrival on time, we kindly ask you to provide the official shipping agent with the following information prior to shipping:

- Number of pieces (pallets, boxes, cartons, etc.)
- Way of transport (road freight, courier services, airfreight, ocean)
- Airway bill number

Supporters may choose to use their own services to deliver their goods to the venue door. However, no other company is permitted to deliver, operate, and handle goods inside the venue.

Merkur has the responsibility of receiving and handling all materials for a fee as published on the "Tariff" section at the end of this manual. Handling rates are based on the incoming weight of shipments.

***Merkur Expo Logistics* must receive the payment before forwarding freight.**

In order to receive a price quote for handling and to assure arrival of your materials, please be sure to complete the "Pre-advice" form included in the shipping instructions.



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Shipments sent directly to the venue prior to 26th September will be refused by CCIB

Insurance of Goods

All cargo should be insured from point of origin.

To view the **full SIOp2022 Congress Shipping Instructions**, including Tariffs, Material Handling please select the relevant links:

➤ [Shipping Instructions](#)

Please Note: All advanced shipments and deliveries to the Merkur warehouse, including by courier, must be coordinated with Merkur Expo Logistics.

For any questions/clarifications, please contact:

Merkur Expo Logistics

Contact: Mrs Irit Sofer

Mobile: +972-52-8890129

E-mail: irit.sofer@merkur-expo.com