

INDUSTRY MANUAL



**55TH CONGRESS
OF THE
INTERNATIONAL
SOCIETY OF
PAEDIATRIC
ONCOLOGY
OTTAWA, CANADA
OCTOBER 11-14,
2023**

SAVE THE DATE



#SIOPcongress

Congress Website: SIOP-Congress.org

Society Website: SIOP-Online.org

Dear Supporter,

We are happy to present you with the SIOP 2023 Industry Symposia Manual which will take place in Ottawa, Canada on October 11-14, 2023.

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 Ottawa.

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 Ottawa and wish you a successful Industry Session!

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INTERNATIONAL SOCIETY OF PAEDIATRIC ONCOLOGY
OTTAWA, CANADA | OCTOBER 11-14, 2023

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

Sandra Silva

E-mail: reg_siop23@kenes.com

Product Marketing Coordinator

Jimena Meymar

E-mail: jmeymar@kenes.com

Contractors:

Catering

Shaw Centre

Gregory Giek

E-mail: GGiek@Shaw-Centre.com

Advance receiving/delivery to the booth/empties

GES

E-mail: serviceinfo@ges.com

For catalogue please click [here](#)

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

Customs clearance/freight forwarding

ConsultExpo

Jeff Labbé

jeffl@consultexpoinc.com

514-709-0739

www.consultexpoinc.com/forms/

Hostesses & Temporary Staff Hire

BBW

Sheila Wong

E-mail: swong@bbwinternational.com

T: 888-51 STAFF (517-8233) ext 104

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 24.08.23 | 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) | 31/8/23 | |
| Promotional E-mail Blast (Exclusive and Joint) | 24.08.23 | |
| Mini Program advert | 11/8/23 | |
| Text for Push Notifications for Mobile app | 24.08.23 | |
| K-lead app | 06.09.23 | 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 28.08.23 | Jimena Meymar jmeymar@kenes.com |
| Catering Services | September 14, 2023 | Shaw Centre Gregory Giek E-mail: GGiek@Shaw-Centre.com |
| 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 |

Kenes Exclusive

Shipping & Material Handling Services

| | | |
|---|--|---|
| Advance receiving/delivery to the booth/empties | | <p>GES E-mail: serviceinfo@ges.com For catalogue please click here GES is the exclusive handler inside the venue.</p> |
| Customs clearance/freight forwarding | | <p>ConsultExpo Jeff Labbé jeffl@consultexpoinc.com 514-709-0739 www.consultexpoinc.com/forms/</p> |

Section 3: Industry related sessions

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 2023 Website](#).

Catering

- Catering is **exclusive** to **Shaw Center** and should be ordered in advance. Supporters who wish to order food and beverages for their meeting/hospitality room or industry sessions, are welcome to do so directly with them. **No catering of any kind is allowed to be served in the booth.**
- If you plan to offer Catering in your session, we suggest publishing it in your advertisements.

Technical Rehearsal Onsite

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.

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 | |
| Canada 3 Hall -Plenary | 3 rd fl. | 1200 | Theater | |


| Technical Details | | | | |
|-------------------|---------------------|---------------|-------------|--|
| Hall Name | Location | Hall Capacity | Hall Layout | |
| 213-215 Hall | 2 nd fl. | 600 | Theater | |
| 206-208 Hall | 2 nd fl. | 500 | Theater | |
| 205-207 Hall | 2 nd fl. | 300 | Theater | |
| 203 Hall | 2 nd fl. | 190 | Theater | |
| 210 Hall | 2 nd fl. | 190 | Theater | |
| 201 Hall | 2 nd fl. | 150 | Theater | |
| 204 Hall | 2 nd fl. | 100 | Theater | |


Location and Layout

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

| Head Table in Plenary Hall -Canada 3 Hall | |
|--|---|
| <p>➤ For Head Table branding, please refer to the *note below</p> | <p>2 x table modules- each table is :Width 96 inches (244 cms) x Depth 30 inches (76 cms) x Height 30 inches (76 cms)</p> <p>Sufficient seating for up to 3 people per table</p> <p>*Please inform us about the number of speakers you expect.</p> |

| Head Table in the rest of the Halls |
|-------------------------------------|
|-------------------------------------|

| | |
|--|---|
| <p>➤ For Head Table branding, please refer to the *note below</p> | <p>2 x table modules-each table is Width 72 inches (183 cms) x Depth 30 inches (76 cms) x Height 30 inches (76 cms) Sufficient seating for up to 2 people per table *Please inform us about the number of speakers you expect.</p>  |
|--|---|

| Speakers Lectern | |
|--|---|
| <ul style="list-style-type: none"> ➤ Lectern Banner Dimensions: <u>Width: 29' (74 cm)</u> <u>Height: 51' (129 cm)</u> <u>Depth: 21.5 (55 cm)</u> ➤ For Lectern branding, please refer to the *note below ➤ For Lectern branding in the Plenary Hall- please contact nest@nest-av.com as there will be a digital lectern in that hall. ➤ Please note that signage cannot be affixed to the podium as the podium wrap is sensitive to adhesives. There are hooks on the inside of the podiums and a sign can be suspended from them with fishing wire to hang over the front. |  |

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 GES at serviceinfo@ges.com For Catalogue please click [here](#) .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. Please note that GES is exclusive for this service.

Audio-Visual (AV) Equipment Onsite

Hall 213-215, SIOP 2023

- 2 x front projection screens, image of 20 feet wide/ratio of 16:9 each.
- 2 x Data projectors, 11000 ansi-lumens approx. each.
- 40" Confidence monitor in front of the head table, showing the same PowerPoint image as projected on the main screens.
- 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).
- Countdown Timer monitor in front of the lectern, operated by the technicians.
- P.A. (sound) system, which covers the hall and the stage, including 7 wired microphones (2 head table, lectern, 4 Questions & Answers) with stands (floor/table), 1 wireless headset microphone and connection to sound from computers (mini PL plug) at the lectern. 1
- Audio monitor for the lectern and the head table on stage.
- Lighting system, illuminating the lectern and the head table.
- All the required cabling.
- 2 x AV technicians to operate the above-mentioned systems.

Hall 206-208, SIOP 2023

- 2 x front projection screens, image of 14 feet wide/ratio of 16:9 each.
- 2 x Data projectors, 7500 ansi-lumens approx. each.
- 40" Confidence monitor in front of the head table, showing the same PowerPoint image as projected on the main screens.
- 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).
- Countdown Timer monitor in front of the lectern, operated by the technicians.
- P.A. (sound) system, which covers the hall and the stage, including 6 wired microphones (2 head table, lectern, 3 Questions & Answers) with stands (floor/table), 1 wireless headset microphone and connection to sound from computers (mini PL plug) at the lectern. 1
- Audio monitor for the lectern and the head table on stage.
- Lighting system, illuminating the lectern and the head table.
- All the required cabling.
- 2 x AV technicians to operate the above-mentioned systems.

Hall 205-207, SIOP 2023

- 2 x front projection screens, image of 14 feet wide/ratio of 16:9 each.
- 2 x Data projectors, 7500 ansi-lumens approx. each.
- 40" Confidence monitor in front of the head table, showing the same PowerPoint image as projected on the main screens.
- 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).
- Countdown Timer monitor in front of the lectern, operated by the technicians.
- P.A. (sound) system, which covers the hall and the stage, including 5 wired microphones (2 head table, lectern, 2 Questions & Answers) with stands (floor/table), 1 wireless headset microphone and connection to sound from computers (mini PL plug) at the lectern. 1 to
- Audio monitor for the lectern and the head table on stage.
- Lighting system, illuminating the lectern and the head table.
- All the required cabling.
- 1 x AV technician to operate the above-mentioned systems.

Hall 203, SIOP 2023

- Front projection screens, image of 11 feet wide/ratio of 16:9.
- Data projector, 550 ansi-lumens approx. .
- 28" Confidence monitor on the head table, showing the same PowerPoint image as projected on the main 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).
- Countdown Timer monitor in front of the lectern, operated by the technicians.
- P.A. (sound) system, which covers the hall and the stage, including 4 wired microphones (2 head table, lectern, 1 Questions & Answers) with stands (floor/table), 1 wireless headset microphone and connection to sound from computers (mini PL plug) at the lectern. 1 to
- Lighting system, illuminating the lectern and the head table.
- All the required cabling.
- 1 x AV technician to operate the above-mentioned systems.

Presentations Upload Onsite

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 – and at least 1 hour before the start of the session.

Please note that the computers, used for showing the Presentations in the session halls, are being supplied with Office 2019 (at least) and the native ratio of the projection on the screens in the halls is 16:9.

If you include video clips in your PowerPoint presentation, be sure to test it with the technician in the Speakers' Ready Room as soon as you arrive at the venue.

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 meeting 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 Meeting 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 2023 Congress”**, which will take place in Ottawa, Canada October 11-14, 2023

In addition, it is not permitted to use the **SIOP 2023 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 **24.08.23** 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 **24.08.23** 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 **24.08.23**

**** 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.***

3. Mini printed book- advertisement:

Sponsors entitled to an Mini program advert as per their signed contract, please [click here](#) for the design requirements. Please send the advert to Yulia Rijinsky at yrijinsky@kenes.com no later than **August 11th**.

4. E-book- advertisement:

Sponsors entitled to an e-book advert as per their signed contract, please [click here](#) for high quality of photos/tables.

Dimensions 8.5 x 11 inches (215.9 x 279.4 mm).

Note since it's an e-book, you can have an interactive content (links, animations..)

Please send the advert to Yulia Rijinsky at yrijinsky@kenes.com no later than **August 31**.

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 toSection 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.

ENCORE

Marissa Mair

Marissa.mair@encoreglobal.com

For orders click [here](#)

Meeting Rooms / Hospitality Rooms

Supporters interested in renting a meeting room during **SIOP 2023 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 **Shaw Center** and should be ordered in advance. Supporters who wish to order food and beverages for their meeting/hospitality room or industry session, are welcome to do so directly with:

Shaw Centre

Gregory Giek

E-mail: GGiek@Shaw-Centre.com

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 **Monday, September 11**

Hostesses & Temporary Staff Hire

BBW

Sheila Wong

E-mail: swong@bbwinternational.com

T: 888-51 STAFF (517-8233) ext 104

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

Two indoor parking garages, operated by REEF Parking, provide 1,500 spaces beneath the Shaw Centre and CF Rideau. Please contact REEF Parking directly for host parking options or general information: 613-234-6526.

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: 06.09.23

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 28th 2023** Orders received after the deadline will incur rush fees.



Section 9: Shipping Instructions

Customs Clearance and Shipping Instructions

ConsultExpo has been appointed the official customs and shipping provider for this conference. *ConsultExpo* offers the following services: customs clearance and freight forwarding. For assistance with your customs and/or shipping needs please reach out to Jeff Labbé jeffl@consultexpoinc.com Mobile: 514-709-0739. ConsultExpo forms can be found at: www.consultexpoinc.com/forms/ and also in the GES service catalogue: please click [here](#). If shipping via a courier, please complete the ConsultExpo forms and return to Jeff along with the courier's tracking number.

Please note advance receiving, delivery to the booth, empties are handled by GES. For the GES service catalogue please click [here](#) or for questions reach out to serviceinfo@ges.com

Deliveries

The delivery and removal of materials and goods for the exhibition booths is allowed only by the official service contractor GES.

Please be advised that neither the organiser nor the *ShawCenter* can accept deliveries on an exhibitor's behalf and arrangements must be made for a booth/company representative to be available when deliveries are made.

Please refer to the Shipping Instructions for the deliveries address. Deliveries may not be made prior to the stated date. Any deliveries prior to this date, or off the official working hours, **will not be accepted**.

As a courtesy to the delegates and your fellow exhibitors, deliveries or the removal of any equipment to/from booth must be made 30 minutes before or after exhibition opening hours.