Symposium Manual
Dear Supporter,

We are happy to present you with the MDS 2017 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 of the information presented. It will take you very little time now, and could save you a great deal of time later.


Palacio de Congresos de Valencia
Avda. Cortes Valencianas, nº 60
46015 Valencia
Spain
www.palcongres-vlc.com

A block of rooms have been reserved for the MDS 2017 symposium participants and supporters at a discounted rate. Hotel reservations can be made via the congress website. Please click here.

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

Kind Regards,

Olivia Fine

Meeting Planner
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**Congress Organizer**
**Kenes International**
Rue François-Versonnex 7
1207 Geneva, Switzerland
Website: [www.mds2017.kenes.com](http://www.mds2017.kenes.com)

**Kenes Contacts**
Meeting Planner
**Ms. Olivia Fine**
Tel: +41 22 908 0488 Ext: 827
Email: ofine@kenes.com

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

Program Coordinator
**Ms. Daniella Sofer**
Tel: +1 484 4332446
Email: dsofer@kenes.com

Senior Account Manager
**Mr. Perry Gil-Ran**
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Email: pgilran@kenes.com

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Email: nfreilich@kenes.com

Registration Manager
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Contractors Contacts

BOOTH CONSTRUCTION AND FITTINGS, FURNITURE HIRE, CARPET AND ELECTRICITY
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FREIGHT HANDLING & ONSITE LOGISTIC AGENT
Hermes-Exhibition and Projects, Ltd.
Ms. Zehavit Akerman
Tel: +49 69 747 848
Mobile: +972 52 511 4982
Email: zehavitak@hermes-exhibitions.com

STAND CATERING & BEVERAGE
GOURMET CATERING & ESPACIOS VALENCIA
Ms. Elena Cerveró
Tel: +34 96 317 94 25
Email: elena.cervero@gourmetcatering.es

SECURITY, HOSTESSES & STAND CLEANING
Palacio de Congresos de Valencia
Ms. Desiree Pardines
Tel.: +34 96 317 94 00
Fax: +34 96 317 94 01
Email: dpardines@palcongres-vlc.com
### SECTION 2: Deadlines Table

<table>
<thead>
<tr>
<th>Service</th>
<th>Deadline</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Hotel Reservation</td>
<td>As soon as possible</td>
<td>Ms. Karen Erez <a href="mailto:kerez@kenes.com">kerez@kenes.com</a></td>
</tr>
<tr>
<td>Lead Retrieval Wireless Barcode Readers Order</td>
<td>Tuesday, 11 April, 2017</td>
<td>Ms. Olivia Fine <a href="mailto:ofine@kenes.com">ofine@kenes.com</a></td>
</tr>
<tr>
<td>Payment of Invoice Balance</td>
<td>Must be received in full one week prior to the Congress</td>
<td>Ms. Pazit Hochmitz <a href="mailto:phochmitz@kenes.com">phochmitz@kenes.com</a></td>
</tr>
<tr>
<td>Symposium Program</td>
<td>Tuesday, 20 March, 2017</td>
<td>Ms. Daniella Sofer <a href="mailto:dsofer@kenes.com">dsofer@kenes.com</a></td>
</tr>
<tr>
<td>Program Book Advertisement</td>
<td>Tuesday, 4 April, 2017</td>
<td>Ms. Daniella Sofer <a href="mailto:dsofer@kenes.com">dsofer@kenes.com</a></td>
</tr>
<tr>
<td>Draft of Bag Insert for Approval</td>
<td>Tuesday, 4 April, 2017</td>
<td>Ms. Olivia Fine <a href="mailto:ofine@kenes.com">ofine@kenes.com</a></td>
</tr>
<tr>
<td>Symposium Logo slide</td>
<td>Tuesday, 25 April, 2017</td>
<td>Ms. Olivia Fine <a href="mailto:ofine@kenes.com">ofine@kenes.com</a></td>
</tr>
<tr>
<td>Catering Services</td>
<td>Tuesday, 11 April, 2017</td>
<td>Ms. Elena Cervero <a href="mailto:elena.cervero@gourmetcatering.es">elena.cervero@gourmetcatering.es</a></td>
</tr>
<tr>
<td>Shipping &amp; Material Handling Services</td>
<td>Please refer to Shipping Instructions in section 8 for detailed shipping deadlines</td>
<td>Ms. Zehavit Akerman <a href="mailto:zehavitak@hermes-exhibitions.com">zehavitak@hermes-exhibitions.com</a></td>
</tr>
</tbody>
</table>
SECTION 3: Timetables

<table>
<thead>
<tr>
<th>Symposia Timetable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supporter</td>
</tr>
<tr>
<td>Thursday, May 4, 2017</td>
</tr>
<tr>
<td>Novartis</td>
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<tr>
<td>Friday, May 5, 2017</td>
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<tr>
<td>Celgene</td>
</tr>
</tbody>
</table>

In order to set up the session hall prior to the start of your Symposium, we would recommend arriving to your Symposium between 20 – 30 minutes earlier, where a member of the Logistics Team will be available should you need any assistance. Please coordinate directly with Olivia Fine ofine@kenes.com about set-up times and requirements.

If a technical rehearsal in the hall itself is required, please make arrangements directly with the Congress Audio Visual Coordinator, Mr. 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 MDS 2017 website by clicking here.
SECTION 4: Symposia Session Halls

Auditorium 1

<table>
<thead>
<tr>
<th>Hall Technical Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hall Capacity &amp; Layout</td>
</tr>
<tr>
<td>Ceiling Height</td>
</tr>
<tr>
<td>Hall Dimensions</td>
</tr>
<tr>
<td>Speaker Lectern Banner dimensions</td>
</tr>
<tr>
<td>N/A - Electronic Banner</td>
</tr>
<tr>
<td>Head Table Banner Dimensions</td>
</tr>
</tbody>
</table>

Sufficient seating for up to 2-3 persons.

10mm Foam board or similar rigid material is recommended for branding the table.

The general stage setting includes 1 speaker lectern and a head table accommodating up to 2-3 persons.

For alternative/additional stage setting please contact Olivia Fine at: ofine@kenes.com.

*For demonstration only*
Auditorium 3

<table>
<thead>
<tr>
<th>Hall Technical Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hall Capacity &amp; Layout</strong></td>
</tr>
<tr>
<td><strong>Ceiling Height</strong></td>
</tr>
<tr>
<td><strong>Hall Size</strong></td>
</tr>
<tr>
<td><strong>Speaker Lectern Banner dimensions</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Head Table Banner Dimensions</strong></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

The general stage setting includes 1 speaker lectern and a head table **accommodating up to 2-3 persons**.

For alternative/additional stage setting please contact Olivia Fine at: ofine@kenes.com.

Sufficient seating for up to 2-3 persons.
10mm Foam board or similar rigid material is recommended for branding the table.
SECTION 5: Supplied AV

Aud. 1 of the MDS 2017

- 1 Video projector: Barco HDF-W30LP FLEX. 3 chip DLP, Resolution WUXGA (1920X 1200) or similar
- Zoom Lens
- Screen maximum sizes will be 11 x 4 (It can increase length until 6m) -Matrix 16 x 20 4K/UHD @60 Hz
- 1 Camera Panasonic AG-UX180 EJ 4K full HD to capture the face of the speaker or similar
- Video recorder HDR-70
- 2 Head tables with built in Data monitor.
- 4 Wired microphone SENNHEISER / audience Q&A
- 46” flat data monitor in front of the lectern
- Laser pointer (RED, green one is forbidden in Europe)
- Laptop at lectern
- Line Array Event 210-A-DAS Audio Electro-acoustic system Similar photo:-2 sound monitors BEHRINGER (1 for the lectern and 1 for headtable) -Sound control console Yamaha LS9 32 channels
- 2 Wireless headset microphones SENNHEISER
- 2 Wireless hand-held microphones SENNHEISER / audience Q&A. -2 PHANTOM microphone for the lectern
- 4 DCN microphone for the headtable
- 1 intercom base ALTAIR WBS202 and 6 belt pack
- Audio PC connection at the lectern and in the AV Control Desk
- Lighting system, illuminating the lectern and the head table.
- 4 x AV technicians to operate the above-mentioned systems.
For demonstration only*

For Sponsors’ Symposia being held in Aud. 1, 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, the name and logo of the Sponsor and the name and logo of the Congress.
Aud. 3 of the MDS 2017 Congress

- 1 Data projector laser 1 chip DLP, 8K Ansilumens or similar. Resolution WUXGA (1920X 1200) or similar
- Optical zoom WUXGA (2.4-4.7:1) or similar
- Screen maximum sizes will be 3.5m x 2.8m or similar
- Matrix 16 x 20 4K/UHD @60 Hz or similar
- 1 Camera Panasonic AG-UX180EJ 4K full HD or similar
- 1 Video mixer full HD SE-2200 or similar
- Video recorder HD-SD SDI hdr-70 or similar
- 2 Head tables with built in Data monitor
- Laser pointer (RED, green one is forbidden in Europe)
- PA BOSE system
- Sound control console YAMAHA O2R
- 1 Wireless headset microphones SENNHEISER
- 2 Wireless microphone SENNHEISER / audience Q&A on stand in the aisles
- 2 PHANTOM microphone for the lectern -2 DCN microphone for the head table
- 1 Wired intercom system
- Audio PC connection at the lectern and in the AV Control Desk
- Lighting system, illuminating the lectern and the head table
- 2 x AV technicians to operate the above-mentioned systems.

For Sponsors’ Symposia being held in Aud. 2, the company “virtual” banner on the Panoramic screen will be projected. Please contact the Audio-Visual Coordinator, Mr. Mike Perchig (e-mail: nest@nest-av.com), to design the images per the required resolution. The “virtual” banner can include the title of the Symposium, the name and logo of the Sponsor and the name and logo of the Congress.
SECTION 6: Symposium Promotion

Symposium Title

If there are any changes to your Symposium title or program, or you have not yet provided your complete program details, please inform Ms. Daniella Sofer at dsofer@kenes.com no later than Tuesday, 28 March, 2017.

Final Program Advertising

For Supporters entitled to adverts in the final program as per their signed contract, please email adverts to Ms. Daniella Sofer at dsofer@kenes.com no later than Tuesday, 4 April, 2017 in one of the following formats at a resolution no less than 300 dpi: EPS, Illustrator, JPG or PDF.

Please refer to the adjacent diagram for advert dimensions for the final program.

Symposium Invitation Bag Inserts

Should you be entitled to a bag insert as per your contract, please follow the below procedure:

1. Please email the invitation draft (including graphic design) prior to printing for approval to Ms. Olivia Fine at ofine@kenes.com, no later than Tuesday, 4 April, 2017.
2. The bag insert should not exceed standard A4 dimensions.
3. A quantity of 1000 inserts is requested.
Inserts / Display material need to arrive at the venue no later than **09:00 on Tuesday, 2 May, 2017** for inclusion in the congress bags. Packages should be labeled accordingly with the supporters’ company’s name and the name of the responsible person (who will be in the event), and the name and date of the event.

Hermes-Exhibition and Projects, Ltd. is the Official Freight Forwarder agent for the MDS 2015 Symposium 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 Hermes in order to coordinate the time schedule for unloading of freight into 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.

Please note:

Any deliveries made directly to the venue without going through the official congress shipping agent, will be at the supporters own risk. If they do not arrive on time or are mislaid, the congress organizers and official congress shipping agent will not take any responsibility.

For additional shipping / delivery options direct to the venue, please refer to **SECTION 8: Shipping, Tariffs, Material Handling and Shipping Labels.**
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.

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

1. **Session Hall Signage**
   - Self-Standing Sign (optional) - The following may be displayed (and provided by the Supporter)
     - 1 x stand-alone 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).
     - 1 x Banner in front of the speakers’ lectern facing the audience. (For dimensions see SECTION 4: Symposium Session Halls). Applicable in Auditorium 2 only. Auditorium 1 will be equipped with vertical Plasma screen in front of the lectern

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.
SECTION 7: Lead Retrieval Wireless Barcode Readers

Lead Retrieval Wireless Barcode Readers are a helpful tool for collecting participants contact information.

K-Lead app

NEW State of the art 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 - €400

Mini Scanner

- No editing capabilities
- Basic participant info
- Pocket size
- Cost per unit - €300

Please Note:

- Attendee data is supplied by each participant or the agency responsible for the registration process of that participant. We regret that in some cases data may be incomplete, such as when group registration is completed by a third party, we may not be in possession of the full contact details.
Data provided will only include the information of participants who have agreed to share their details with 3rd parties. The data of participants who have not agreed to this, will not be provided.

Kenes International and the Organizing Committee encourage attendees to provide thorough information, however cannot be responsible for the quality and content of such data.

Furthermore, in some cases, the participant does not give his permission to transfer his contact details to any other party. Therefore, although he was scanned by the bar code reader, we are still unable to forward his contact details.

To reserve your Lead Retrieval Wireless Barcode Reader, please refer to the online Exhibitor and Sponsor's Portal

Please [click here](#) to log in to the Portal.
SECTION 8: Shipping, Tariffs, Material Handling and Shipping Labels

CUSTOMS CLEARANCE, FREIGHT & MATERIAL HANDLING
Herмес-Exhibition and Projects, Ltd.
Ms. Zehavit Akerman
Tel: +49 69 747 848
Mobile: +972 52 511 4982
Email: zehavitak@hermes-exhibitions.com

Delivery & Logistic Services
Herмес/Merkur Ltd. has been appointed as the official forwarding agent and clearance agent for this Symposium and offers the following services:
Customs clearance, delivery to the stand, freight forwarding, manpower & trolleys for un-loading/loading during build-up and dismantling, storage of empty crates, transportation to and from the Exhibition hall.
For security, insurance, and efficiency reasons, Herмес/Merkur is the sole official agent to handle cargo inside the venue.
Stand builders are prohibited from using trolleys during set-up and dismantling periods.
Kindly note that the official agent is the exclusive agent for move in and move out of the venue.
Exhibitors and stand builders are free to deliver their goods or to pick their goods up from outside the venue. Those who use their own facilities up to the venue are requested to coordinate their time schedule and unloading of their cargo into the venue with the official logistics agent.

Insurance of Goods
All cargo should be insured from point of origin.

Exhibition Goods, Inserts and Display Materials
Please note that all materials entering the venue incur a handling charge. This includes materials for inserts to the Congress bags and display.
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.

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

In order to assure receipt of sent materials, Hermes must receive the Pre-Advise form. Please complete this form and return it to: Ms. Zehavit Akerman: zehavitak@hermes-exhibitions.com. You will then receive confirmation of your material arrival.

To view the full MDS 2017 Shipping Instructions, including Tariffs, Material Handling and Shipping Labels please select the relevant links below:

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