SYMPOSIUM TECHNICAL MANUAL
Dear Sponsor,

We are happy to present to you the International Neuromodulation Society’s 14th World Congress INS19 supporters’ Symposium Manual.

This manual covers important information and is designed to assist you 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.

The International Neuromodulation Society’s 14th World Congress INS19 will take place on 25-30 May 2019 Sydney, Australia.

A block of rooms has been reserved for the INS19 congress 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 Sydney and wish you a successful Symposium.

Kind regards,

Petya Valkova

Industry Coordinator
TABLE OF CONTENTS

SECTION 1: SYMPOSIUM RELATED CONTACT INFORMATION

- Kenes contacts and Contractors contacts

SECTION 2: DEADLINES TABLE

SECTION 3: TIMETABLES

- Symposia Timetable
- Technical rehearsal

SECTION 4: SYMPOSIUM SESSION HALLS

- Hall Technical Details
- Location and Layout
- Audio – visual (AV) Equipment
- Data presentations

SECTION 5: SYMPOSIUM PROMOTION

- Symposium Title and Program
- Final Program Advertising
- Symposium Signage
- Bag Inserts, Display images and Symposium materials

SECTION 6: MISCELLANEOUS INFORMATION

- Catering / coffee breaks and lunches
- Parking / waste disposal / Wi-Fi.
- Meeting / Hospitality Rooms

SECTION 7: INNOVATIVE PRODUCTS

SECTION 8: LEAD RETRIEVAL WIRELESS BARCODE READERS

- Mini Scanner

SECTION 9: SHIPPING, TARIFFS, MATERIAL HANDLING AND SHIPPING LABELS
SECTION 1:

SYMPOSIUM RELATED CONTACT INFORMATION

CONGRESS ORGANIZER
Kenes Group
Rue François-Versonnex 7
1207 Geneva, Switzerland
Tel: +41 22 908 0488
Email: ins19@kenes.com

INDUSTRY COORDINATOR
Ms. Petya Valkova
Kenes International
Email: pvalkova@kenes.com

SPONSORSHIP AND EXHIBITION SALES
Ms. Victoria Eskenazi
Tel: +41 22 908 0488 ext. 986
Email: yeskenaz@kenes.com

PROGRAM COORDINATOR
Ms. Stephanie Orzech
Tel: +41 22 908 0488 ext. 955
Email: sOrzech@kenes.com

AUDIO VISUAL COORDINATOR
FOR EXTRA AV ORDER AND TECHNICAL REHEARSALS
Mr. Mike Perchig
E-mail: nest@nest-av.com

REGISTRATION
Ms. Netta Dafne
Tel: +41 22 908 0488 Ext: 576
Email: ndafne@kenes.com

ACCOMODATION
Ms. Irina Sapir
Tel: +41 22 908 0488 Ext: 998
E-mail: isapir@kenes.com

FREIGHT HANDLING & ONSITE LOGISTIC AGENT
MERKUR Expo Logistics GMBH
Ms. Zehavit Akerman
Tel: +49 6173 966 95 28
Mobile: +972 52 5114982
Email: akerman@merkur-expo.com
Web site: www.hermes-exhibitions.com

CONGRESS DATES:
Saturday 25 MAY till Thursday 30 MAY 2019

CONGRESS WEBSITE
You are welcome to visit the Congress website for updated information regarding the INS Congress and Exhibition.
CONTRACTORS CONTACTS

THE SYDNEY CONVENTION AND EXHIBITION CENTRE (ICC SYDNEY)
Ms. Brooke Campbell
Tel.: +61 2 9215 7100
Email: bcampbell@iccsydney.com
www.iccsydney.com.au

CATERING SERVICES, CLEANING, TELECOMUNICATIONS & INTERNET
Ms. Brooke Campbell
Tel.: +61 2 9215 7100
Email: bcampbell@iccsydney.com

FURNITURE HIRE AND SIGNAGE
Exponet
Mr. David Molden
Mobile: +61 2 9645 7000
Email: christine@exponet.com.au

HOSTESSES AND TEMPORARY STUFF
Event-Crew Australia
(online booking)
Email: contact@event-crew.com.au
Tel: +61 424 491 700

PLANTS & FLORAL ARRANGEMENTS
Jodie McGregor Flowers
email: flowers@jodie.com.au
<table>
<thead>
<tr>
<th>ACTION ITEM</th>
<th>DEADLINE</th>
<th>CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotel Reservation for Staff</td>
<td>As soon as possible</td>
<td>Ms. Irina Sapir Tel: + 41 22 908 0488 Ext: 998 E-mail: <a href="mailto:isapir@kenes.com">isapir@kenes.com</a></td>
</tr>
<tr>
<td>Company profile</td>
<td>As soon as possible</td>
<td></td>
</tr>
<tr>
<td>Mini scanners</td>
<td>Friday, 10 May 2019</td>
<td></td>
</tr>
<tr>
<td>Symposium Program</td>
<td>Wednesday, 20 March 2019</td>
<td>Via Kenes Exhibitor's Portal <a href="https://exhibitorportal.kenes.com">https://exhibitorportal.kenes.com</a></td>
</tr>
<tr>
<td>Program Book Advertisement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-blast/Mailshot</td>
<td>Friday, 5 April 2018</td>
<td></td>
</tr>
<tr>
<td>Advertisement on Mobile app</td>
<td>Friday, 5 April 2018</td>
<td></td>
</tr>
<tr>
<td>Push notifications</td>
<td>Monday, 15 April 2018</td>
<td></td>
</tr>
<tr>
<td>Audio Visual Equipment</td>
<td>Wednesday, 1 May 2019</td>
<td>Mr. Mike Perchig E-mail: <a href="mailto:nest@nest-av.com">nest@nest-av.com</a></td>
</tr>
<tr>
<td>Furniture rental and signage</td>
<td>Wednesday, 1 May 2019</td>
<td>Exponet - Mr. David Molden Mobile: + 0419 697 546 Email: <a href="mailto:david@exponet.com.au">david@exponet.com.au</a></td>
</tr>
<tr>
<td>Catering &amp; Beverage</td>
<td>Friday, 10 May 2019</td>
<td>Brooke Campbell Email: <a href="mailto:bcampbell@iccsydney.com">bcampbell@iccsydney.com</a></td>
</tr>
<tr>
<td>Plants and floral orders</td>
<td>Monday, 13 May 2019</td>
<td>Jodie McGregor Flowers email: <a href="mailto:flowers@jodie.com.au">flowers@jodie.com.au</a></td>
</tr>
<tr>
<td>DELIVERY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Goods - Direct Deliveries</td>
<td>Please contact MERKUR Expo Logistics GMBH</td>
<td>Ms. Zehavit Akerman Tel: + 49 6173 966 95 28 Mobile: + 972 52 5114982 Email: <a href="mailto:akerman@merkur-expo.com">akerman@merkur-expo.com</a> Web site: <a href="http://www.hermes-exhibitions.com">www.hermes-exhibitions.com</a></td>
</tr>
<tr>
<td>Bag inserts, display images, Shipping &amp; Material Handling Services</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SECTION 3: SYMPOSIA TIMETABLE

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Company name</th>
<th>type</th>
<th>Hall Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, 28 May 2019</td>
<td>12:35-13:35</td>
<td>Abbott</td>
<td>Industry Session: Lunch Symposium</td>
<td>Parkside Ballroom 1</td>
</tr>
<tr>
<td>Wednesday, 29 May 2019</td>
<td>12:35-13:35</td>
<td>Stimwaves Technologies</td>
<td>Industry Session: Lunch Symposium</td>
<td>Parkside Ballroom 1</td>
</tr>
</tbody>
</table>

Timetable & Halls are subject to changes. The most updated timetable will be published on the congress website.

**Important notes:**
This event is supported, in part, by funding from industry. All support is managed in strict accordance with CME/CPD accreditation criteria and standards for commercial support. Industry Sponsored Symposia are organized by industry and **not included in the main event CME/CPD credit offering**.
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 Meeting.

**Technical rehearsal**
We strongly recommend scheduling a technical rehearsal in the hall itself and testing the Presentations during that rehearsal. Please make arrangements directly with the Meeting Audio Visual Coordinator, Mike Perchig at: nest@nest-av.com
Technical rehearsal is offered free of charge; however, additional charges may apply, depending on hall availability and rehearsal requirements.
SECTION 4: SYMPOSIA SESSION HALL

All symposia sessions will be held in Parkside Ballroom 1 Hall.

Technical Details - Parkside Ballroom 1

<table>
<thead>
<tr>
<th>Hall Capacity &amp; Layout</th>
<th>390 persons in Cabaret style set-up.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ceiling Height</td>
<td>4.5 meters</td>
</tr>
<tr>
<td>Stage Dimensions</td>
<td>7.3m W x 2.4m D x 0.4m H</td>
</tr>
<tr>
<td>Speaker Lectern</td>
<td>Digital lectern projecting the name of the speaker and the Logo (1080 x 1920px) JPG/PNG/MP4 portrait format</td>
</tr>
<tr>
<td>Head Table</td>
<td>W 180sm H 75 sm</td>
</tr>
<tr>
<td></td>
<td>Sufficient seating for up to 6 persons</td>
</tr>
<tr>
<td></td>
<td>clothed trestle tables</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 Ms. Petya Valkova at pvalkova@kenes.com.
In order to support you in the best possible way, please inform us if you plan any branding or change of set up in the hall. This information is invaluable. We recommend arriving to your Symposium at least 15 minutes prior to the start, where a member of the Logistics Team will be available should you need any assistance.

Please coordinate directly with Ms. Petya Valkova pvalkova@kenes.com about set-up times and requirements.

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 INS19 website (click here).
In-Hall Furniture all Halls

Lectern

Your logo/custom holding slide can be displayed here if provided. ICC Sydney logo on a black background will be displayed here as default.

**LECTERN DIGITAL SIGNAGE SPECIFICATIONS**

- **ASPECT RATIO**: 9:16
- **DIMENSIONS**: 1080 (w) pixels x 1920 (h) pixels
- **FILE FORMATS**: JPG, PNG or MP4 (H264)

Please note: no branding is to be placed over ICC Sydney’s logo or digital signage screen. Costs apply for any damages caused to lecterns.

Head Table
Data Presentations / Audio-Visual (AV) Equipment

- 2 x Data projectors, at least 8000 lumens each, incl. all the required cabling.
- Using the White wall in the front as a Projection surface, image of 3.6 meters wide in 16:9 ratio.
- 40” Confidence monitor in front of the head table, showing the same PowerPoint image as being projected on the main front projection 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).
- Portrait Plasma screen in front of the lectern, facing the audience, projecting a PPT with the Logo slide of the Sponsor *
- P.A. (sound) system, which covers the hall and the stage, including 3 wired microphones (head table, lectern), 2 wireless hand-held microphones for Questions & Answers, 1 wireless headset microphone, connection to sound from computers (mini Pl plug) at the lectern and stands for the microphones. Audio monitors for the lectern and the head table.
- 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 the Parkside Ballroom 1, 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), in order to design the images according to the required resolution.

The “virtual” banner can include the title of the Symposium and the name and logo of the Sponsor.
SECTION 5: SYMPOSIUM PROMOTION

Symposium Title and Programme

If have not yet provided your complete program details, please submit the confirmed program via the Exhibitor Portal no later than **Wednesday, 27 March 2019**. The proposed program should include:

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

If there are any changes to your symposium title or program, please inform the Industry Coordinator, Ms. Petya Valkova no later than **Wednesday, 27 March 2019** E-mail: pvalkova@kenes.com

Final Programme Advertising

For supporters entitled to adverts in the final program as per their signed contract, please submit the file via the Exhibitor Portal no later than **Wednesday, 27 March 2019** 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 A5 advert dimensions for the final program.

**COLOR**

CMYK
(all colors converted to PROCESS)

**FILE FORMATS**

PDF - PRESS settings
EPS - 300 dpi at size to be printed
JPG - 300 dpi at size to be printed

Vector files:
ILLUSTRATOR (ai) - include fonts or convert fonts to paths
FREEHAND (fh) - include fonts or convert fonts to paths
Full Page specs

AD for Size A5

Half Page specs
Symposium Signage (optional)

Symposium supporters have the option to create promotional signage according to the below guidelines. The symposium signage should be produced by the company.

Please note that it is not permitted to use the INS logo on any of the symposium materials.

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

Session Hall Signage

1. **Self-Standing Sign**
   Promotional signs can be placed outside the hall where an industry session is taking place only for the duration of the session. **Self-standing sign** in front of the hall: Maximum dimensions: W100cm x H200cm

2. **Stage Banners** - The following may be displayed (provided by the Supporter):
   - 1 x free standing vertical sign can be placed on/next to the stage. Maximum dimensions: W120cm x H220cm
   - 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).

3. **Self-standing signage**
   No promotional signage are to be placed around registration area

Please note:
You may not place signage advertising your symposium in any other locations except as coordinated with the industry coordinator prior the Conference. You need an approval if the chosen signage location is different prior the Conference.

Promotional signs can be placed outside the hall where an industry session is taking place. Please remember that any non CME handouts, banners or other promotional material must be removed from a meeting room (and in front) if a CME session follows after the non CME session.

Bag Inserts, Display Items and Symposium Material
A quantity of **1200** inserts is required.

To assure the safe and timely arrival of your inserts and inclusion in the congress bag production line, please contact

**MERKUR Expo Logistics GMBH**
Ms. Zehavit Akerman
Email: akerman@merkur-expo.com
Inserts need to arrive at the venue on Friday, May 24, 2019 for inclusion in the congress bags. Packages should be labelled 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.

MERKUR Expo Logistics GMBH is the Official Freight Forwarder agent for INS 2019. 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 MERKUR Expo to coordinate the time schedule for unloading of freight into the venue.

Please note:
Any deliveries made directly to the venue without going through the official Meeting shipping agent, will be at the supporter’s own risk. If they do not arrive on time or are mislaid, the Meeting organizers and official Meeting shipping agent will not take any responsibility.
For additional shipping / delivery options direct to the venue, please refer to SECTION 9: Shipping, Tariffs.
SECTION 6: MISCELLANEOUS INFORMATION

Catering
If you are considering having catering together with the symposium, outside the hall, please note that food and drinks are allowed to be taken into the symposium halls. If you order catering services additional cleaning is required. Please book in advance with the venue. The catering in International Convention Centre Sydney is exclusive, and should be requested 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: ICC Sydney Exhibitor Services
Email: exhibitionservices@iccsydney.com

All food and beverage requests must be ordered through the official caterer.
Kindly place your order no later than Friday, 10 May 2019.

Parking
There are several parking areas around the venue. For more information take a look at the following link.

Waste Disposal
Please note that it is the supporter 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 Meeting organizers at the expense of the supporter concerned.

Wi-Fi
Free WIFI will be available at INS 2019 Congress; however please be aware that as a public Wi-Fi, the capacity is always limited. Should you have any internet-based activities during your symposium, please let us know in advance and we will send you a quote for dedicated Wi-Fi or internet line.
Contact person: Ms. Petya Valkova at pvalkova@kenes.com

Meeting Rooms / Hospitality Rooms
Supporters interested in renting a meeting room during INS 2019 should contact Ms. Victoria Eskenazi at: veskenaz@kenes.com.
SECTION 7: INNOVATIVE PRODUCTS FOR SYMPOSIUM SESSIONS

Innovative Products for Symposium Sessions - 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:

- **Webcasting, Synchronized Video/Audio/PowerPoint Recording, Live Streaming** and many more products designed for capturing and recording symposium content.
- **Voting with Keypads** and web-based interaction platforms such as: **Voting via the congress app, Q&A via Congress App ('Ask the Speaker')** and more products designed for increasing participant’s interaction during symposium sessions.
- **Translation services in any language**: We can provide the traditional solution of building a translation booth in the session hall and hiring headphone receivers. Alternatively, we offer **app translation** with remote interpreters. In this case the participants stream the translation through an app on 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 that all suppliers and product solutions must be arranged through Kenes Group. There is no option to contract product solutions from alternative third-party suppliers. If a product solution is not offered by Kenes Group, an alternative third-party supplier can be contracted with prior authorization from Kenes Group.*
SECTION 8: LEAD RETRIEVAL WIRELESS BARCODE READERS

Barcode Readers can be a helpful tool for receiving contact information about participants who attend your symposium. Barcode readers may be rented in advance no later than Friday, 10 May 2019.

The Mini Scanner

- No editing capabilities
- Basic participant info
- Pocket size
- Cost per unit - USD 300 + 4% credit card charges

To order Mini Scanner please refer to the online Exhibitor’s Portal

https://exhibitorportal.kenes.com

This portal includes fields and order forms for Supporter and Exhibitors’ services such as: company profile and company logo submission, additional exhibitor badge orders, booth drawing submission and lead retrieval/scanner orders.

If further assistance is required to place your order, or you have not received your login details please contact the Industry Coordinator, Ms. Petya Valkova at pvalkova@kenes.com

For payments made by credit card, an additional 4% service charge will be added.
SECTION 9: DELIVERY & LOGISTIC SERVICES, SHIPPING, TARIFFS, MATERIAL HANDLING

MERKUR Expo Logistics GMBH has been appointed as the official on-site agent to handle all in and out shipment for this Congress to handle in and out services with the following services: Customs clearance, delivery, freight forwarding and onsite services.

MERKUR Expo Logistics GMBH
Ms. Zehavit Akerman
Tel: +49 6173 966 95 28
Mobile: +972 52 5114982
Email: akerman@merkur-expo.com
Web site: www.hermes-exhibitions.com

On site Handling

For security, insurance, and efficiency reasons, MERKUR Expo Logistics GMBH is the sole official agent to handle cargo inside the venue. Kindly note that the official agent is the exclusive agent for move in and move out of the venue. Supporters 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.

Bag 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.

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

For INS 2019 Shipping Instructions, including Tariffs, Material Handling and please contact MERKUR Expo Logistics GMBH. Labels will be send on demand.

It is very important to put the correct label on boxes. The labeling instructions are mentioned at the end of this manual. In order to follow up your shipment and to confirm arrival on time, we kindly ask you to provide the Official Freight Coordinator with the following information prior to shipping:

1. Number of pieces (pallets, boxes, cartons, etc.)
2. Way of transport (road freight, currier services, airfreight, ocean)
3. Airway bill number

For any questions/clarifications, please contact the Official Freight Coordinator of the Symposium:
MERKUR Expo Logistics GMBH
Ms. Zehavit Akerman