THE 15TH INTERNATIONAL CONFERENCE ON
ADVANCED TECHNOLOGIES & TREATMENTS FOR DIABETES
BARCELONA
27-30 APRIL 2022, BARCELONA & ONLINE

Industry Manual
Hybrid Version
Dear Supporter,

We are happy to present you with the ATTD 2022 Industry Symposia Manual which will take place in Barcelona, Spain on 27th - 30th April 2022.

Venue address:
**International Barcelona Convention Center**
Plaça de Willy
Brandt, 11-14
08019 Barcelona, Spain
[https://ccib.es/en/](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
- Submit deliverables as per contract
- 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. Only deliverables as indicated in your contract, should be submitted via the Portal. Items not included in your contract will not be processed.

Lastly, Kenes Group is offering participants and supporters special rates for various hotels in Paris. Information, pictures, location and rates are available on the hotel accommodation page: [click here](https://ccib.es/en/) or email us at aivanova@kenes.com

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!
Table of Contents

Section 1: Symposium Related Contact Information
➢ Kenes Contacts
➢ Contractors Contacts

Section 2: Deadlines Table

Section 3: Symposia Timetable
➢ Industry Symposia Timetable
➢ Important notes
➢ Speaker’s Expenses
➢ Technical rehearsal

Section 4: Symposia Session Halls
➢ Symposia Session Halls – Technical Details
➢ Location and Layout
➢ Audio-visual (AV) Equipment
➢ Presentations Upload
➢ Symposia promotion (virtual and onsite)
➢ Symposium Title and Program (virtual and onsite)

Section 5: Promotional Items
➢ Program book Advert
➢ Mobile App Advertisement
➢ Push Notification (virtual and onsite)
➢ Bag inset (virtual and onsite)
➢ Promotional E-mail Blast – Joint
➢ Promotional Email Blast – Exclusive
➢ Symposium Signage

Section 6: Miscellaneous Information
➢ Badges
➢ Catering
➢ Wi-Fi
➢ Meeting Rooms/Hospitality Rooms
➢ Parking
➢ Waste Disposal

Section 7: Badge Scanner/Lead Retrieval System
Section 8: Innovative Products for Industry Symposia (onsite and virtual)

Section 9: Shipping Instructions
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

**Hotel Sales Manager**  
Anna Ivanova  
Tel: +41 22 908 0488 Ext: 292 | E-mail: aivanova@kenes.com

**Industry Coordinators**  
Stephanie Stoyanova  
Tel: +41 22 908 0488 Ext: 251 | E-mail: sstoyanova@kenes.com  
Anna Apostolova  
Tel: +41 22 908 0488 Ext: 272 | E-mail: aapostolova@kenes.com

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

**Industry Liaison & Sales**  
Judit Gondor  
Tel: +41 22 908 0488 Ext: 531 | E-mail: jgondor@kenes.com

**Registration Specialist**  
Tsvetina Berova  
Tel: +41 22 908 0488 Ext. 255 | E-mail: reg_attd22@kenes.com

**Product Marketing Coordinator**  
Denitsa Yordanova  
Tel: +41 22 908 0488 Ext 295 | E-mail: dyordanova@kenes.com
**Contractors:**

**Catering**
Centre de Convencions Internacional de Barcelona (CCIB)
E-mail: satellites@ccib.es
Order forms: click here

**Onsite Logistic Agent, Material Handing & 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 form: click here
# Section 2: Deadlines Table

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Deadline</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Hotel Reservation</td>
<td>As soon as possible</td>
<td>Anna Ivanova <a href="mailto:aivanova@kenes.com">aivanova@kenes.com</a></td>
</tr>
<tr>
<td>Payment of Invoice Balance</td>
<td>Must be received in full one week prior to the Conference</td>
<td>Pazit Hochmitz <a href="mailto:phochmitz@kenes.com">phochmitz@kenes.com</a></td>
</tr>
<tr>
<td>Virtual Platform Branding</td>
<td>Wednesday, 30th March</td>
<td>Please send by email in the requested specifications to Industry Coordinators: <a href="mailto:sstoyanova@kenes.com">sstoyanova@kenes.com</a> and <a href="mailto:aapostolova@kenes.com">aapostolova@kenes.com</a></td>
</tr>
<tr>
<td>Waiting Room Branding – Virtual Platform</td>
<td>Monday, 6th April</td>
<td></td>
</tr>
<tr>
<td>Symposium Final Program (onsite and virtual) (for approval by Scientific Committee)</td>
<td>As soon as possible and no later than Friday, 25th March</td>
<td></td>
</tr>
<tr>
<td>Advertisement inside the Program book</td>
<td>Monday, 21st March</td>
<td></td>
</tr>
<tr>
<td>Promotional E-mail Blast (Exclusive and Joint)</td>
<td>Monday, 28th March</td>
<td></td>
</tr>
<tr>
<td>Text for Push Notifications for Mobile app and Virtual Platform</td>
<td>Monday, 11th April</td>
<td></td>
</tr>
<tr>
<td>Virtual Bag Inserts</td>
<td>Monday, 11th April</td>
<td></td>
</tr>
<tr>
<td>Mobile app adverts</td>
<td>Monday, 21st March</td>
<td></td>
</tr>
<tr>
<td>Onsite Bag Inserts</td>
<td>Monday, 21st March</td>
<td></td>
</tr>
<tr>
<td>Badge Scanner/Lead Retrieval System</td>
<td>Wednesday, 23rd March</td>
<td>To reserve your Scanners, please refer to the on-line Exhibitor’s Portal</td>
</tr>
<tr>
<td>Placing orders for Voting/‘Ask the Speaker’ and other Technology Products and Services</td>
<td>As early as possible, preferably before Friday, 25th March</td>
<td>Denitsa Yordanova <a href="mailto:dyordanova@kenes.com">dyordanova@kenes.com</a></td>
</tr>
<tr>
<td>Hostesses &amp; Temporary Staff Hire</td>
<td>EARLY BIRD DEADLINE March 14, 2022 (6 weeks before the set-up). All the orders placed and confirmed before the Early Bird Deadline will get a 10% discount (hostesses, security, waiter, cleaning and other staff service will not be included on this discount)</td>
<td></td>
</tr>
<tr>
<td>Catering Services</td>
<td>REGULAR DEADLINE: Deadline for sending forms April 5, 2022. A 20% surcharge will be applied to orders received after the deadline. 100% of the order form shall be invoiced at receipt. DEADLINE FOR SENDING FORMS / NEW ORDERS: The deadline for asking for new services will be April 11, 2022. After this date no more requests will be accepted. Order forms received will not be considered without the full payment. During set-up/event days, new requests will be accepted according to availability, and payment will be done at the same time of ordering. Two weeks before the event, cancellations or changes will no longer be accepted, a 100% of the cost will be charged.</td>
<td>Centre de Convencions Internacional de Barcelona (CCIB) E-mail: <a href="mailto:satellites@ccib.es">satellites@ccib.es</a> Order form for catering: <a href="mailto:click">click here</a> Order form for other services: <a href="mailto:click">click here</a></td>
</tr>
<tr>
<td>AV – scheduling Tech rehearsal, placing orders for extra AV for the Sponsored Symposia and AV for Meeting rooms ONSITE</td>
<td>Please directly contact the AV coordinator</td>
<td>Mike Perchig <a href="mailto:nest@nest-av.com">nest@nest-av.com</a></td>
</tr>
</tbody>
</table>

### Shipping & Material Handling Services

| Door to door | Please contact Merkur Expo Logistics | Irit Sofer [irit.sofer@Merkur-expo.com](mailto:irit.sofer@Merkur-expo.com) |
| Airfreight shipments | | |
| Shipment via Advance Warehouse | No later than Monday, April 18th, 2022 | |
| Direct to the Venue | April 25th, Subject to time slot | |
### Section 3: Industry Symposia Timetable for Onsite

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Session details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Terumo</td>
<td>Wed, 27.04.2022</td>
<td>14:30 - 16:00</td>
<td>Virtual only</td>
<td>[Click here]</td>
</tr>
<tr>
<td>Abbott</td>
<td>Wed, 27.04.2022</td>
<td>14:30 - 16:00</td>
<td>Hall 114</td>
<td>[Click here]</td>
</tr>
<tr>
<td>Ascensia</td>
<td>Wed, 27.04.2022</td>
<td>14:30 - 16:00</td>
<td>Hall 113</td>
<td>[Click here]</td>
</tr>
<tr>
<td>Tandem Diabetes Care</td>
<td>Wed, 27.04.2022</td>
<td>14:30 - 16:00</td>
<td>Hall 115</td>
<td>[Click here]</td>
</tr>
<tr>
<td>Lilly US</td>
<td>Wed, 27.04.2022</td>
<td>16:15 - 17:45</td>
<td>Hall 113</td>
<td>[Click here]</td>
</tr>
<tr>
<td>Sciarc GmbH</td>
<td>Wed, 27.04.2022</td>
<td>16:15 - 17:45</td>
<td>Hall 114</td>
<td>[Click here]</td>
</tr>
<tr>
<td>Glooko Inc.</td>
<td>Wed, 27.04.2022</td>
<td>16:15 - 17:45</td>
<td>Hall 115</td>
<td>[Click here]</td>
</tr>
<tr>
<td>LifeScan</td>
<td>Wed, 27.04.2022</td>
<td>16:15 - 17:45</td>
<td>Hall 118</td>
<td>[Click here]</td>
</tr>
<tr>
<td>Medtronic International Trading Sarl</td>
<td>Thu, 28.04.2022</td>
<td>10:30 - 12:00</td>
<td>Plenary Hall</td>
<td>[Click here]</td>
</tr>
<tr>
<td>Medtronic International Trading Sarl</td>
<td>Thu, 28.04.2022</td>
<td>13:00 - 14:30</td>
<td>Hall 113</td>
<td>[Click here]</td>
</tr>
<tr>
<td>Abbott</td>
<td>Thu, 28.04.2022</td>
<td>13:00 - 14:30</td>
<td>Hall 112</td>
<td>[Click here]</td>
</tr>
<tr>
<td>Dexcom</td>
<td>Thu, 28.04.2022</td>
<td>15:00 - 16:30</td>
<td>Plenary Hall</td>
<td>[Click here]</td>
</tr>
<tr>
<td>Novo Nordisk</td>
<td>Thu, 28.04.2022</td>
<td>16:40 - 18:00</td>
<td>Hall 112</td>
<td>[Click here]</td>
</tr>
<tr>
<td>Lilly (EU)</td>
<td>Fri, 29.04.2022</td>
<td>08:00 - 08:50</td>
<td>Hall 113</td>
<td>[Click here]</td>
</tr>
<tr>
<td>Medtronic International Trading Sarl</td>
<td>Fri, 29.04.2022</td>
<td>09:00 - 10:00</td>
<td>Hall 111</td>
<td>[Click here]</td>
</tr>
<tr>
<td>Dexcom</td>
<td>Fri, 29.04.2022</td>
<td>09:00 - 10:00</td>
<td>Hall 112</td>
<td>[Click here]</td>
</tr>
<tr>
<td>Novo Nordisk</td>
<td>Fri, 29.04.2022</td>
<td>10:30 - 12:00</td>
<td>Plenary Hall</td>
<td>[Click here]</td>
</tr>
<tr>
<td>Sanofi</td>
<td>Fri, 29.04.2022</td>
<td>15:00 - 16:30</td>
<td>Plenary Hall</td>
<td>[Click here]</td>
</tr>
<tr>
<td>Ypsomed AG</td>
<td>Fri, 29.04.2022</td>
<td>16:40 - 18:00</td>
<td>Hall 118 (Onsite only)</td>
<td>[Click here]</td>
</tr>
<tr>
<td>Insulet</td>
<td>Fri, 29.04.2022</td>
<td>18:15 - 19:45</td>
<td>Hall 112</td>
<td>[Click here]</td>
</tr>
<tr>
<td>Dexcom</td>
<td>Sat, 30.04.2022</td>
<td>08:00 - 08:50</td>
<td>Hall 112</td>
<td>[Click here]</td>
</tr>
</tbody>
</table>

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 **Stephanie Stoyanova** and **Anna Apostolova**. 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 [ATTD 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.

➢ 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.

➢ 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.

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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.

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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 3.1: Technology Fair Presentations Onsite

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Session Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMF Medical</td>
<td>Thursday, 28th April</td>
<td>10:00 – 10:10</td>
<td>Exhibition Area</td>
<td>[Click here]</td>
</tr>
<tr>
<td>Omnia APS</td>
<td>Thursday, 28th April</td>
<td>10:10 – 10:20</td>
<td>Exhibition Area</td>
<td>[Click here]</td>
</tr>
<tr>
<td>Capillary Biomedical</td>
<td>Thursday, 28th April</td>
<td>10:20 – 10:30</td>
<td>Exhibition Area</td>
<td>[Click here]</td>
</tr>
<tr>
<td>Diabeloop</td>
<td>Thursday, 28th April</td>
<td>12:10 – 12:20</td>
<td>Exhibition Area</td>
<td>[Click here]</td>
</tr>
<tr>
<td>Digital Diabetes Analytics</td>
<td>Thursday, 28th April</td>
<td>12:20 – 12:30</td>
<td>Exhibition Area</td>
<td>[Click here]</td>
</tr>
<tr>
<td>GluCare Health</td>
<td>Thursday, 28th April</td>
<td>12:30 – 12:40</td>
<td>Exhibition Area</td>
<td>[Click here]</td>
</tr>
<tr>
<td>Levicure</td>
<td>Thursday, 28th April</td>
<td>12:40 – 12:50</td>
<td>Exhibition Area</td>
<td>[Click here]</td>
</tr>
<tr>
<td>Integrated Medical Sensors</td>
<td>Thursday, 28th April</td>
<td>14:30 – 14:40</td>
<td>Exhibition Area</td>
<td>[Click here]</td>
</tr>
<tr>
<td>Lumen</td>
<td>Thursday, 28th April</td>
<td>14:40 – 14:50</td>
<td>Exhibition Area</td>
<td>[Click here]</td>
</tr>
<tr>
<td>Panda Insight</td>
<td>Thursday, 28th April</td>
<td>14:50 – 15:00</td>
<td>Exhibition Area</td>
<td>[Click here]</td>
</tr>
<tr>
<td>PharmaSens AG</td>
<td>Friday, 29th April</td>
<td>10:00 – 10:10</td>
<td>Exhibition Area</td>
<td>[Click here]</td>
</tr>
<tr>
<td>Undermyfork</td>
<td>Friday, 29th April</td>
<td>10:10 – 10:20</td>
<td>Exhibition Area</td>
<td>[Click here]</td>
</tr>
<tr>
<td>PVR med d.o.o</td>
<td>Friday, 29th April</td>
<td>10:20 – 10:30</td>
<td>Exhibition Area</td>
<td>[Click here]</td>
</tr>
<tr>
<td>Sensotrend</td>
<td>Friday, 29th April</td>
<td>12:10 – 12:20</td>
<td>Exhibition Area</td>
<td>[Click here]</td>
</tr>
<tr>
<td>SNAQ</td>
<td>Friday, 29th April</td>
<td>12:20 – 12:30</td>
<td>Exhibition Area</td>
<td>[Click here]</td>
</tr>
<tr>
<td>PKvitality</td>
<td>Friday, 29th April</td>
<td>12:30 – 12:40</td>
<td>Exhibition Area</td>
<td>[Click here]</td>
</tr>
<tr>
<td>HEAL.med</td>
<td>Friday, 29th April</td>
<td>12:40 – 12:50</td>
<td>Exhibition Area</td>
<td>[Click here]</td>
</tr>
<tr>
<td>uMotif</td>
<td>Friday, 29th April</td>
<td>14:30 – 14:40</td>
<td>Exhibition Area</td>
<td>[Click here]</td>
</tr>
<tr>
<td>Hedia</td>
<td>Friday, 29th April</td>
<td>14:40 – 14:50</td>
<td>Exhibition Area</td>
<td>[Click here]</td>
</tr>
<tr>
<td>DiappyMed</td>
<td>Friday, 29th April</td>
<td>14:50 – 15:00</td>
<td>Exhibition Area</td>
<td>[Click here]</td>
</tr>
<tr>
<td>Insulclock</td>
<td>Saturday, 30th April</td>
<td>10:40 – 10:50</td>
<td>Exhibition Area</td>
<td>[Click here]</td>
</tr>
<tr>
<td>MyVitale</td>
<td>Saturday, 30th April</td>
<td>10:50 – 11:00</td>
<td>Exhibition Area</td>
<td>[Click here]</td>
</tr>
</tbody>
</table>
Section 4: Symposia Session Halls Onsite

All sessions will be recorded uploaded in the Virtual Platform in the VOD section after the session ends. If you wish to live stream your session from the Hall to the platform, please contact our Product Marketing Team at dyordanova@kenes.com

<table>
<thead>
<tr>
<th>Hall Name</th>
<th>Location</th>
<th>Hall Capacity</th>
<th>Hall Layout</th>
<th>3D view</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hall 111</td>
<td>P1 Floor</td>
<td>320</td>
<td>Theatre</td>
<td>Click here</td>
</tr>
<tr>
<td>Hall 112</td>
<td>P1 Floor</td>
<td>700</td>
<td>Theatre</td>
<td>Click here</td>
</tr>
<tr>
<td>Hall 113</td>
<td>P1 Floor</td>
<td>320</td>
<td>Theatre</td>
<td>Click here</td>
</tr>
<tr>
<td>Hall 114</td>
<td>P1 Floor</td>
<td>320</td>
<td>Theatre</td>
<td>Click here</td>
</tr>
<tr>
<td>Hall 115</td>
<td>P1 Floor</td>
<td>320</td>
<td>Theatre</td>
<td>Click here</td>
</tr>
<tr>
<td>Hall 116 (Plenary)</td>
<td>P1 Floor</td>
<td>1100</td>
<td>Theatre</td>
<td>Click here</td>
</tr>
<tr>
<td>Hall 118</td>
<td>P1 Floor</td>
<td>120</td>
<td>Theatre</td>
<td>Click here</td>
</tr>
</tbody>
</table>

Head Table in Hall 116 (Plenary Hall) and Hall 112

- Head table Dimensions: W 360 x H 75 x D 55 cm (Includes 3 table modules)
- For Head Table branding, please refer to the *note below

![](image)

*Sufficient seating for up to 6 people*

Digital Speakers Lectern in Plenary Hall

- Vertical 42" Plasma screen in front of the lectern, facing the audience, projecting a PPT with the name of the speaker.
- 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
- Self-branding is not permitted.

*Please inform us about the number of speakers you expect.*
The general stage setting in the 112/116 (Plenary) rooms includes 1 speaker lectern and a head table accommodating up to 6 persons.

The general stage setting in the 111/113/114/115/118 rooms includes 1 speaker lectern and a head table accommodating up to 4 persons.

For alternative/additional arrangements please contact the Industry Coordinators at sstoyanova@kenes.com and aapostolova@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 (in case the lectern is not digital). The reason is that the conference branding cannot be removed because it will be damaged.
Location and Layout

Please click here for the venue virtual Tour
Audio-Visual (AV) Equipment Onsite

Plenary Hall: Hall 116+117

- Large front projection screen in the center/front, image of H4.5 X W8 meters approx. (16:9 ratio)
- Data projector, 14000 ansi-lumens, incl. all the required cabling, for projecting the PowerPoint/Video on the main screen (previous item).
- 2 x front projection screens in the center/right & left image of H2.25 X W4 meters approx. (16:9 ratio) each.
- 2 x Data projectors, 6000 ansi-lumens, incl. all the required cabling, for projecting the Video face of speaker/Logo on the side screens (previous item) - see sample photo below.
- Front projection screens on the sides, image of H3X W54 meters approx. (16:9 ratio) each.
- 2 x Data projectors, 9000 ansi-lumens, incl. all the required cabling showing on the side screens (previous item) the same image as projected on the main front projection screen.
- Seamless Data/Video switchers at the AV Control desk
- Fixed video camera, to capture the face of the speaker at the lectern for live close-circuit projection during discussions.
- 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.
- Vertical 42” Plasma screen in front of the lectern, facing the audience, projecting a PPT with the name of the speaker - see sample photo below.
- Laser pointer (as back-up, we recommend using the cursor of the laptop computer as a pointer).
- P.A. (sound) system, which covers the Hall and the stage, including 8 wired microphones (2 head table, 2 lecterns, 4 for Questions) with stands (floor/table), 1 wireless headset microphone and connection for 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.
- Colorful Lighting along the front of the Hall.
- 3-4 x AV technicians to operate the above-mentioned systems.

For demonstration only (taken in other Venues)
For Sponsors’ Symposia being held in Hall 116+117, the company “virtual” banner in front of the lectern will be projected – and optionally the Logo slide of the company can be projected on the other screens during walk-in and on the screens in the center/right & left during Q&A Discussion.

Please contact the Audio-Visual Coordinator, Mr. Mike Perchig (e-mail: nest@nest-av.com), in order to design the images according to the required resolution.

The “virtual” banners can include the title of the Symposium and the name/logo of the Sponsor

**Hall 112**

- 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

**Hall 111, 113, 114 & 115**

- Front projection screen, image of H2.8 X W5 meters approx. (16.9 ratio)
- Data projector, at least 7500 ansi-lumens, incl. all the required cabling, for projecting the PowerPoint/Video on the main screen (previous item).
- 21” Confidence monitor on 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 5 wired microphones (2 head table, 1 lectern, 2 Questions) with stands (floor/table), 1 wireless headset microphone and connection to sound from computers (mini PL plug) at the lectern.
- AV technician to operate the above-mentioned systems
Hall 118 + Hall 119

- 2 x front projection screens, image of H1.70 X W3 meters approx. (16.9 ratio) each
- Data projector, 4500 ansi-lumens each, incl. all the required cabling, for projecting the PowerPoint/Video on the main screens (previous item).
- 21” Confidence monitor on 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 3 wired microphones (1 head table, 1 lectern, 1 Question) with stands (floor/table), 1 wireless headset microphone and connection to sound from computers (mini PL plug) at the lectern.
- 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 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

**TECHNOLOGY FAIR**

There will be an area with a podium and chairs dedicated to the Technology Fair Session in the Exhibition Area. In this area a data projection and a small Sound system will be provided by the Organizers. Speakers will need to bring their presentation to the technician at the Technology Fair Area in order to upload it on the laptop there. The technician will be there about **20 minutes prior** to each session. If you wish to use your own laptop, please make sure the laptop has a HDMI port (not VGA).
Symposium Promotion Onsite and Virtual

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

➢ Conference 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 15th International Conference on Advanced Technologies & Treatments for Diabetes”, which will take place in Barcelona, Spain 27 – 30 April, 2022

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

Session Agenda for Onsite and Virtual

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 click here in order to provide above requested information as soon as possible and no later than Wednesday, March 23rd, if you need any assistance please contact the Industry Coordinators: Stephanie Stoyanova at sstoyanova@kenes.com and Anna Apostolova at aapostolova@kenes.com

All sessions will be recorded and uploaded in the Virtual Platform in the VOD section after the session ends.
If you wish to live stream your session from the Hall to the platform, please contact our Product Marketing Team at dyordanova@kenes.com
Virtual Room Branding Package – Relevant only for fully Virtual sessions or in occasion of Live Streaming purchased.

The price for all four elements is **2500 EUR + VAT**, if you want to include it, please contact sstoyanova@kenes.com and aapostolova@kenes.com

1. **Waiting Room Branding**
   *Applicable for pre-recorded with live Q&A and pure live session formats.*

   This is the first slide participants will see when entering the session virtual room, while waiting for the symposium to begin (the virtual room is accessible 5 min prior to the start time of the session).

   **Specifications:** MP4, 1920x1080, up to 5 mins  
   [Click here](#) to view example.

2. **Live Q&A Video**
   *Applicable only for pre-recorded with live Q&A session format*

   This slide will be shown when switching from the pre-recorded presentation/s to the live Q&A segment of the session, to avoid seeing a black screen during this transition.

   **Specifications:** MP4, 1920x1080, up to 5 mins  
   [Click here](#) to view an example.

3. **“Thank You” Slide (End of Session Slide)**
   *Applicable for pre-recorded with live Q&A and pure live session formats.*

   This slide will be shown at the end of the session following the Q&A segment, and can be used to refer the audience to your booth or company website etc. (Note: the slide is not clickable)

   **Specifications:** 1920/1080 pixels, JPEG  
   [Click here](#) to view an example.

4. **Company logo**
   *Applicable for pre-recorded with live Q&A and pure live session formats.*

   This logo will be shown on the top right corner of the video player.

   **Specifications:** 32 x 32 pixels, PNG/JPEG

The files for virtual room branding should be sent by e-mail to the Industry Coordinators: Stephanie Stoyanova at sstoyanova@kenes.com and Anna Apostolova at aapostolova@kenes.com by **Monday, April 6th**.
Session Attendance Tracking for Virtual Platform:

Each supporter will receive the contact details of participants who clicked on the session and agreed to share their details (First name, last name, and e-mail).

Two reports will be shared: one immediately after the Conference, and the second report will be shared 3 months after the Conference.

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
➢ When creating adverts for External and Internal lobby flags in the virtual platform is allowed to promote 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. Virtual Platform or Mobile App Push Notification

For supporters entitled to a push notification as per their signed contract, kindly submit the text by Monday, April 11th to sstoyanova@kenes.com and aapostolova@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. Mobile App Advert

For Supporters sponsoring the App please send via email to sstoyanova@kenes.com and aapostolova@kenes.com by Monday, 21st March.

File format: PNG or JPG (up to 2 MB)
Size: 1500 x 2000px

We recommend avoiding using small text, so the advert could be readable when displayed on a mobile screen.

3. Virtual Platform - Internal lobby logos/flags, external lobby flags

Specs will be provided upon request and customized.
Deadline: Wednesday, 30th March

🔥 Tip: Keep your file catchy, clear and concise! Try to avoid letters, use large logo...

Due to compliance, it is not allowed to include a Product logo in the external lobby flags or internal lobby banners and logos.

This can be done in the Exhibition area if you have a flag or banner there.

In internal lobby and external lobby just brand logo is allowed: The company Brand name i.e.: Pfizer, Novartis, Teva

Product logo (actual product/medicine name itself) may appear in the Exhibition area (Industrial area) if you have advertisement space there.
4. Mini Program Book Advertisement

For Sponsors entitled to adverts in the printed program book as per their signed contract, please submit the file to sstoyanova@kenes.com and aapostolova@kenes.com no later than Monday, March 21st in one of the following formats at a resolution no less than 300 dpi: EPS, Illustrator, JPG or PDF.

Please refer to the diagram here under for advert dimensions for the final program.

**Printing space: 9 cm x 4.5 cm, of one rectangular, which equals to 1 advert**

5. Virtual Bag Inserts

The bag insert should be in PDF format and not should not exceed 2 MB.

When promoting your Symposium, please include the following disclosure: *This session is not included in main conference CME/CPD credit*

Please submit the final artwork no later than Monday, 11th April by e-mail to the Industry Coordinators: Stephanie Stoyanova and Anna Apostolova at sstoyanova@kenes.com and aapostolova@kenes.com
6. Onsite Bag Inserts

Bag inserts are to be printed and delivered by the supporter. Should you be entitled to a bag insert as per your contract, please follow the below procedure:

Please submit the final artwork (prior to printing) for approval no later than Monday, 21st March via email to sstoyanova@kenes.com and aapostolova@kenes.com

The bag insert should not exceed a double side of standard A4 dimensions.

When promoting your Symposium, please include the following disclosure: This session is not included in main conference CME/CPD credit

A quantity of 2500 inserts is requested. We recommend checking the latest registration numbers with the Industry Coordinator, before printing.

Bag inserts must arrive at the advanced warehouse no later than April 18th to be included in the Conference bags.

Important Notes Regarding Shipping of Bag Inserts:

➢ Bag inserts must arrive at the advanced warehouse no later than April 18th to be included in the Conference bags.

➢ Merkur is the official logistic agent for the ATTD 2022 Conference. To assure the safe and timely arrival of your inserts, we strongly recommend sending the inserts via Merkur warehouse (fees will incur). Further details can be found in the Shipping Instructions.

➢ Packages should be labeled (Green Label) with the supporting company name, name of the responsible person (who will be onsite), and the name and date of the event. Please also make sure to state ‘Bag Inserts’ on all packages.

➢ Supporters may deliver the Inserts directly to the venue door. Please note that all materials entering the venue incur a handling charge (including bag inserts and display items). No other company is permitted to deliver operate, and handle goods inside the venue.

➢ Any deliveries made directly to the venue without going through the official logistics agent, will be at the supporter’s own risk. If they do not arrive on time or are mislaid, the conference organizers and official logistics agent will not take any responsibility.
7. **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 Stephanie Stoyanova and Anna Apostolova at sstoyanova@kenes.com and aapostolova@kenes.com no later than **Monday, 28th March**.

*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.*

7. **Post Congress Email Blast - Exclusive**

The exclusive e-mail blast will be sent out to pre-registered participants who have agreed to receive promotional material from supporters.

Please advise us the exact launch date of the Post Conference E-mail Blast by **Monday, 28th March**.

Click here to download the design requirements. These guidelines should be forwarded to your web-designer/programmer.

Please send the required file(s) to the Industry Coordinators Stephanie Stoyanova and Anna Apostolova at sstoyanova@kenes.com and aapostolova@kenes.com along with the **subject line**.

8. **Joint E-mail Blast**

For the joint e-mail blast, please prepare two files according to the following specifications:

- 1 Banner/Image Format: JPEG Width: 300 pixels Height: 250 pixels
- 1 A5 PDF (to be linked to the banner/image)

Please send the required file(s) to the Industry Coordinators: Stephanie Stoyanova and Anna Apostolova at sstoyanova@kenes.com and aapostolova@kenes.com no later than **Monday, 28th March**.

The exact launch date of the joint e-mail blast will be advised closer to the Conference. It will be sent out to the preregistered participants who have agreed to receive promotional material from supporters.
Symposium Signage Onsite (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).
   ▪ For sessions held in Rooms 112/113/114 - 1 x horizontal sign placed in front the head table facing audience. (For dimensions, please refer to Section 4: Symposium Session Hall - supplier exclusivity by CCIB).
   ▪ For Sponsors’ Symposia being held in Plenary Hall the is a special set up - For alternative/additional arrangements (such a head table) please contact the Industry Coordinators at sstoyanova@kenes.com and aapostolova@kenes.com
   ▪ 1 x vertical sign placed in front of the speakers’ lectern facing audience. (For dimensions, please refer to Section 4: Symposium Session Hall).
   ▪ For Sponsors’ Symposia being held in Plenary Hall the company “virtual” banner in front of the lectern and 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.
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.

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**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.

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**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:
Stephanie Stoyanova and Anna Apostolova at  [sstoyanova@kenes.com](mailto:sstoyanova@kenes.com) and  [aapostolova@kenes.com](mailto:aapostolova@kenes.com)

**Meeting Rooms / Hospitality Rooms**
Supporters interested in renting a meeting room during ATTD 2022 Conference should contact Industry Liaison & Sales, Mrs. Judit Gondor at:  [jgondor@kenes.com](mailto:jgondor@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 Conference 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 form: 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.

EARLY BIRD DEADLINE: March 14, 2022 (6 weeks before the set-up). All the orders placed and confirmed before the Early Bird Deadline will get a 10% discount (hostesses, security, waiter, cleaning and other staff service will not be included on this discount)

REGULAR DEADLINE: Deadline for sending forms April 5, 2022. A 20% surcharge will be applied to orders received after the deadline. 100% of the order form shall be invoiced at receipt.

DEADLINE FOR SENDING FORMS / NEW ORDERS:
The deadline for asking for new services will be April 11, 2022. After this date no more requests will be accepted. Order forms received will not be considered without the full payment. During set-up/event days, new requests will be accepted according to availability, and payment will be done at the same time of ordering.

Two weeks before the event, cancellations or changes will no longer be accepted, a 100% of the cost will be charged.

Note: please note that additional charge might be applied for cleaning the hall immediately following the session.

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: Badge Scanner/Lead Retrieval System

Lead Retrieval Wireless Barcode Readers can be a helpful tool for receiving contact information about participants who attend your symposium. Barcode readers may be rented in advance via the Exhibitors’ Portal no later than **Wednesday, 23rd March.**

The Mini Scanner

- Pocket size
- Quickly capture lead information by scanning the barcode on attendees’ badge
- Cost per unit - **€ 300 + 4% credit card charges**
- Available for the duration of the symposium only
- Note: no editing capabilities.

Please Note:

- Considering the new data protection regulation recently enacted in Europe, Kenes Group has updated its privacy policy. You can view our updated privacy notice [here](#).
  Kenes will not share delegates’ personal data with third parties without their consent. Please note that similar to sharing a business card, presenting a 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 the company may contact them in the future.
- The barcodes on the delegates’ 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 Organizing Committee is responsible for the content of the information.

In order to reserve your Mini Scanner, please log into the Kenes Exhibitors’ Portal [https://exhibitorportal.kenes.com](https://exhibitorportal.kenes.com)

If further assistance is required to place your order, or you have not received your login details please contact the Exhibition & Industry Coordinators, Stephanie Stoyanova and Anna Apostolova at [sstoyanova@kenes.com](mailto:sstoyanova@kenes.com) and [aapostolova@kenes.com](mailto:aapostolova@kenes.com)
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:

- **Live Streaming** and many more products designed for capturing and recording symposium content.

- **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](mailto:contactus@kenes.com) to make it happen!

For more onsite products opportunities and price quotes - [Click Here](https://www.kenes.com)

**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 **Monday, 21st March**. Orders received after the deadline will incur rush fees.
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, currier 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.

**Shipments sent directly to the venue prior to Monday, 25th April will be refused by CCIB**
Insurance of Goods
All cargo should be insured from point of origin.

To view the full ATTD 2022 Conference 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