



THE 16TH INTERNATIONAL CONFERENCE ON
**ADVANCED TECHNOLOGIES &
TREATMENTS FOR DIABETES**

BERLIN

22-25 FEBRUARY 2023, BERLIN & ONLINE



**Tech Fair Guidelines for
your presentation**

Dear Tech Fair Supporter and Exhibitor,

We are happy to present you with the ATTD 2023 Tech Fair Guidelines which will take place in **Berlin, Germany** on **22 - 25 February 2023**.

Venue address:

City Cube Berlin

Messedamm 26

14055

Berlin, Germany

<https://www.messe-berlin.de>

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 Berlin.

Information, pictures, location and rates are available on the hotel accommodation page:

[click here](#) 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 Berlin and wish you a successful Industry Session!

Table of Contents

Section 1: Symposium Related Contact Information

- Kenes Contacts
- Contractors Contacts

Section 2: Tech Fair Timetable

- Tech Fair Timetable
- Video presentation for Online
- Audio-visual (AV) Equipment
- Location and Layout
- Audio-visual (AV) Equipment
- Presentations Upload
- Symposia promotion (virtual and onsite)
- Symposium Title and Program (virtual and onsite)

Section 3: Miscellaneous Information

- Wi-Fi
- Meeting Rooms/Hospitality Rooms
- Parking
- Waste Disposal

Section 4: 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

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Industry Coordinators

Stephanie Stoyanova

Tel: +41 22 908 0488 Ext: 251 | E-mail: sstoyanova@kenes.com

Aleksandra Sinapova

Tel: +41 22 908 0488 Ext: 217 | E-mail: asinapova@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_attd23@kenes.com

Onsite Logistic Agent, Material Handling & Customs Clearance Agent

Merkur Expo Logistics GmbH

Mrs Irit Sofer

Mobile: +972-52-8890129

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

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

Section 2: Technology Fair Presentations Onsite and Online

(*Will be shared shortly after full confirmation of the supporting companies)

Company Name	Date	Time	Location
Balance Heath	THU, 23.02.2023	10:00 - 10:10	Product theatre Area in The Exhibition
DiabetesWise	THU, 23.02.2023	10:10 - 10:20	
Diatech	THU, 23.02.2023	10:20 - 10:30	
DN Care	THU, 23.02.2023	12:00 - 12:10	
Glaice	THU, 23.02.2023	12:10 - 12:20	
GluCare	THU, 23.02.2023	12:20 - 12:30	
HARALD AI	THU, 23.02.2023	12:30 - 12:40	
HEAL.Med	THU, 23.02.2023	12:40 - 12:50	
Health Training Lab	THU, 23.02.2023	12:50 - 13:00	
MedTech Concept	THU, 23.02.2023	14:30 - 14:40	
Open MedDev	THU, 23.02.2023	14:40 - 14:50	
Replica Health	THU, 23.02.2023	14:50 - 15:00	
SmartStart	FRI, 24.02.2023	10:00 - 10:10	
Spotlight-AQ	FRI, 24.02.2023	10:10 - 10:20	
BoydSense	FRI, 24.02.2023	10:20 - 10:30	
Diabeloop	FRI, 24.02.2023	12:00 - 12:10	
dotCOOL	FRI, 24.02.2023	12:10 - 12:20	
Inreda	FRI, 24.02.2023	12:20 - 12:30	
Meala	FRI, 24.02.2023	12:30 - 12:40	
Pharmasens	FRI, 24.02.2023	12:40 - 12:50	
RSP Systems	FRI, 24.02.2023	12:50 - 13:00	
Fitterfly	FRI, 24.02.2023	14:30 - 14:40	

*The most updated timetable is published on the [Conference website](#).

Video recording for the Virtual Platform

Please provide us with 1 pre-recorded 10 mins video with the following specs:

The video file should be submitted to us by **Monday, January 30th**

Self-Recording specs: *Format:* mp4, 720P, h.264 (x.264); *Audio:* AAC LC 128Kbps

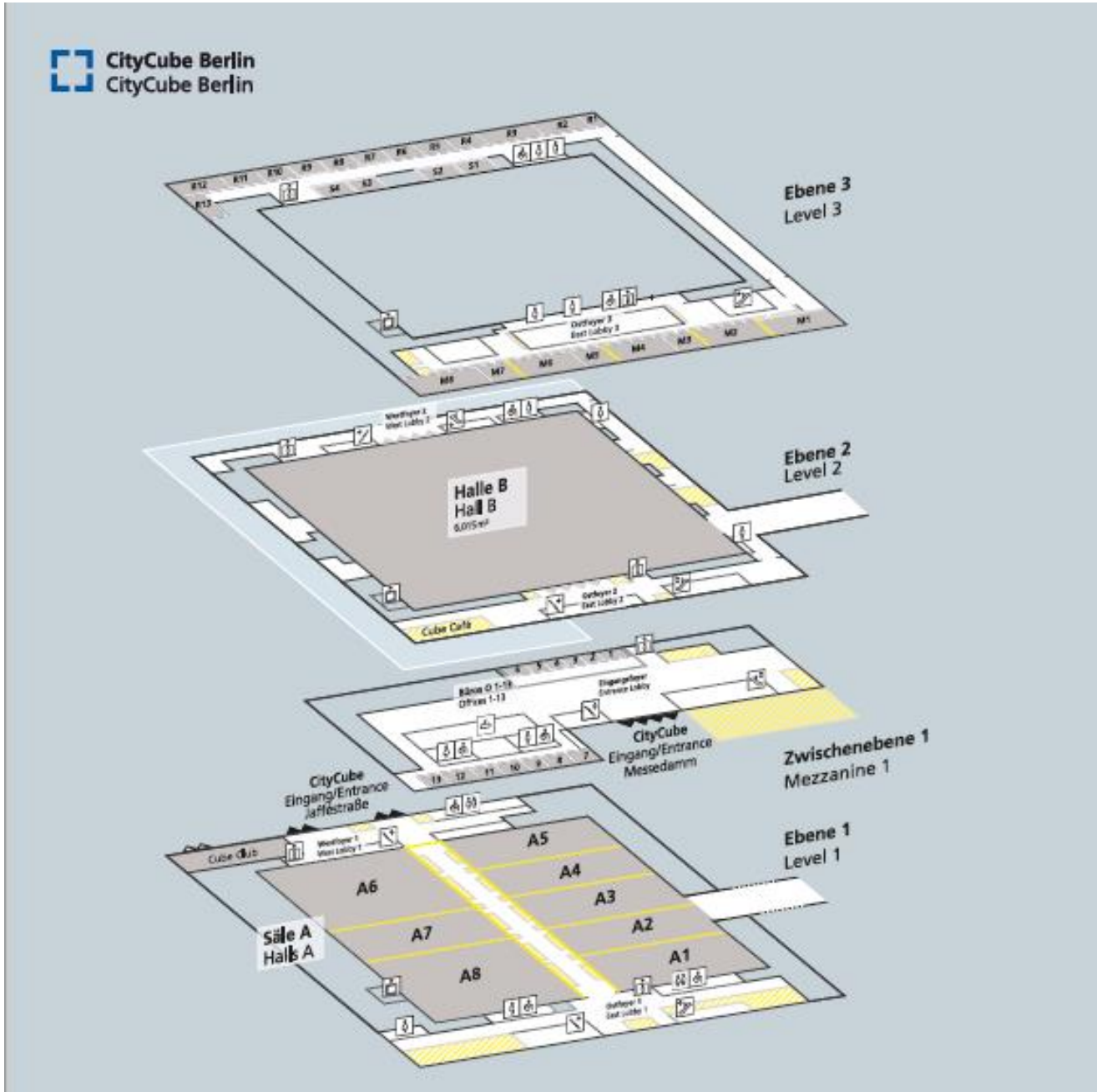
Max file size: 220 Mb

Please record in a horizontal format, not vertical.

The video file can be shared via email or any other cloud-based platform.

Location and Layout

Click [HERE](#) for hall visuals.



Audio-Visual (AV) Equipment

Coming soon

Presentations Upload Onsite

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).

IMPORTANT NOTE FOR MACINTOSH USERS

To use MAC presentations on the PC compatible conference computer, please note that you need to prepare it according to the instructions below, before taking it to the speaker room:

- Convert it to PowerPoint or PDF. Use a common font, such as Arial, Times New Roman, Verdana etc. (Special characters might be changed to a default font on a PowerPoint-based PC).
- Insert the images as JPG files (and not TIF, PNG or PICT – these images will not be visible on a PowerPoint based PC).

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

Symposium Promotion 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 16th International Conference on Advanced Technologies & Treatments for Diabetes”**, which will take place in **Berlin, Germany 22 – 25 February, 2023**

In addition, it is not permitted to use the **ATTD 2023 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**)
- Speaker Presentations Titles
- Timing - duration of each speaker presentation and full timing of the agenda
- Speaker Full Name
- Speaker Country
- Speaker E-mail
- Speaker Affiliation
- Speaker 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 **Monday, 09th January**, if you need any assistance please contact the Industry Coordinators: Stephanie Stoyanova at sstoyanova@kenes.com and Aleksandra Sinapova at asinapova@kenes.com

Section 3: Miscellaneous Information

Wi-Fi

Free Wi-Fi will be available at the Congress venue. Please be aware that public Wi-Fi capacity is limited. Therefore, it is restricted to email and web browsing activity.

Meeting Rooms / Hospitality Rooms

Supporters interested in renting a meeting room during ATTD 2023 Conference should contact Industry Liaison & Sales, Mrs. Judit Gondor at: jgondor@kenes.com

Please be advised that you are not allowed to place any self-standing signage or tables in front of any of the meeting rooms due to emergency routes and restrictions.

Waste Disposal

Please note that it is the supporter's responsibility to leave the Product Theatre in a clean and tidy manner once your presentation has finished. Any items such as leaflets, banners, roll-ups must be removed from the hall at the end of your presentation. Any discarded waste, including promotional material, left behind will be removed by the Conference organizers at the expense of the supporter concerned.

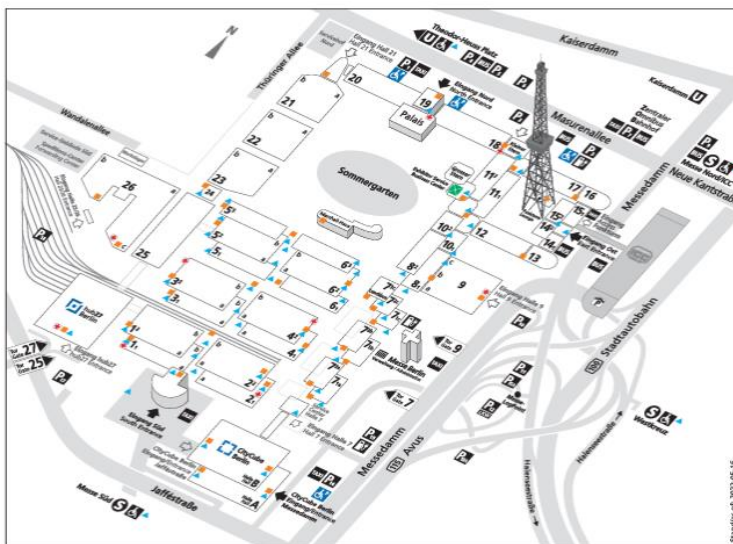
Parking (for car or small van – hand-carry items only)

There are a few car parks around the **Messe Berlin**. Please see the “P” symbol in the map.

Berlin ExpoCenter City

Messe Berlin

Messegelände • Exhibition Grounds



Notruf / Emergency call
T +49 30 3038 2222

- Behindertengerechte Toilette**
Handicapped-accessible restrooms
- Behindertengerechter Aufzug**
Handicapped-accessible elevators
- Behindertengerechter Eingang**
Handicapped-accessible entrance
- Erste Hilfe**
First aid
- Sonderparkplatz**
Special car park
- Taxistandplatz**
Taxi rank

Bitte beachten Sie:
je nach Größe und Art der Veranstaltung sind nur bestimmte Eingänge, Erste-Hilfe-Stationen, Toiletten und Aufzüge in Betrieb.

Please note:
The availability of entrances, first aid stations, restrooms and elevators depends on the exhibition type and size.

Section 4: Shipping Instructions

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

Contact details:

Merkur Expo Logistics GmbH

Mrs. Irit Sofer

Mobile: +972-52-8890129

Email: irit.sofer@merkur-expo.com

Range of services:

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

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

The shipping instructions includes:

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

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

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

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

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

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

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

Shipments sent directly to the venue prior to Monday, February 20th will be refused by Messe Berlin.

Insurance of Goods

All cargo should be insured from point of origin.

To view the **full ATTD 2023 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