

THE 17TH INTERNATIONAL CONFERENCE ON

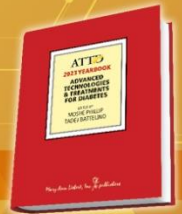
ADVANCED TECHNOLOGIES & TREATMENTS FOR DIABETES

6-9 MARCH 2024, FLORENCE & ONLINE

FLORENCE

MARK YOUR CALENDAR

attd.kenes.com



**Industry Manual
Hybrid Version**

Dear Supporter,

We are happy to present you with the **ATTD 2024** Industry Symposia Manual which will take place in **Florence, Italy on 06-09 March 2024**.

Venue Address

Firenze Fiera

Fortezza da Basso

Viale Filippo Strozzi 1, 50129

<https://www.firenzefiera.it/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 Florence. Information, pictures, location and rates are available on the hotel accommodation page:

[click here](#) or email us at avianova@kenes.com

Please do not hesitate to contact me for further information or assistance.

We look forward to welcoming you in Florence and wish you a successful Industry Session!

IMPORTANT NOTE – ITALIAN REGULATIONS

Every pharmaceutical company (not applicable for medical device producers) that wishes to join ATTD 2024 as a sponsor/exhibitor or a group of participants, must present a request of participation at the Italian Ministry of Health Agency (AIFA).

The request is obligatory for all companies and should be completed by December 2023 (no later than 70 days prior to the Conference).

In order to apply, the company needs to obtain a SIS code. Should the company not have one, the process of getting the code takes additional 25-30 days. Please take this into consideration when starting your application process.

This request of participation process will take place through a local agency acting as provider and point of coordination for every pharmaceutical company taking part in the Conference.

PLEASE NOTE: Kenes International is not involved in this procedure. It is the pharmaceutical companies' sole responsibility to adhere to the above regulations directly via the local agent.

Further details are available from AIFA
(Agenzia Italiana del Farmaco – Tel. +39 06 5978401)
Web: www.agenziafarmaco.gov.it/en

Our agent's details are:

TWT srl

Gianni Frontani / Anna Lupidi

Email: gfrontani@tw-team.it / alupidi@tw-team.it

Tel: +39 06 44249321

Via Arrigo Davila 130

00179 ROME – Italy

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:

Conference 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

Aleksandra Sinapova

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

Stephanie Stoyanova

Tel: +41 22 908 0488 Ext: 251 | E-mail: sstoyanova@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_attd24@kenes.com

Product Marketing Coordinator

Jimena Meymar

E-mail: jmeymar@kenes.com

Contractors:

Catering

Gerist Ricevimenti

For catalogue, please click [here](#)

For order form, please click [here](#)

Onsite Logistic Agent, Material Handling & Customs Clearance Agent

Merkur Expo Logistics GmbH

Mrs Patrici Zintel

Mobile: + 49 (0) 6173 966 95 13

E-mail: patricia.zintel@merkur-expo.com

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

Hostesses & Temporary Staff Hire

Coming soon

Section 2: Deadlines Table

Action Item (Please refer to your signed contract)	Deadline	Contact Person
Staff Hotel Reservation	As soon as possible	Anna Ivanova aivanova@kenes.com
Payment of Invoice Balance	Must be received in full one week prior to the Conference	Pazit Hochmitz phochmitz@kenes.com
Symposium Final Program (onsite and virtual) (for approval by Scientific Committee)	As soon as possible and no later than Thursday, 01st February	Aleksandra Sinapova asinapova@kenes.com and Stephanie Stoyanova sstoyanova@kenes.com
Program book advert	Thursday, 01st February	
Promotional E-mail Blast (Exclusive and Joint)	Tuesday, 06th February	
Promotional Post E-mail Blast	Tuesday, 13th February	
Text for Push Notifications	Thursday, 08th February	
Mobile app adverts	Thursday, 08th February	
Onsite Bag Inserts for approval of design	Tuesday, 06th February	
K-Lead Retrieval System 	Tuesday, 20th February	
Placing orders for Voting/ 'Ask the Speaker' and other Technology Products and Services 	As early as possible, preferably before Monday, 05th February	Jimena Meymar jmeymar@kenes.com
Hostesses & Temporary Staff Hire	Coming soon	Coming soon
Catering Services	Monday, 26th February	Gerist Ricevimenti For catalogue, please click here For order form, please click here
AV – scheduling Tech rehearsal, placing orders for extra AV for the Sponsored Symposia and AV for Meeting rooms ONSITE	Please directly contact the AV coordinator	Mike Perchig nest@nest-av.com
Shipping & Material Handling Services		
Door to door	Please contact Merkur	Merkur Expo Logistics Mrs Patricia Zintel Mobile: + 49 (0) 170 2229525 E-mail: patricia.zintel@merkur-expo.com
Airfreight shipments		
Shipment via Frankfurt Advance warehouse	Monday, 26th February	
Direct to the Venue	Subject to time slot NB! Please note there should be a person from your side to receive your Deliveries	

Section 3: Industry Symposia Timetable

Company Name	Date	Time	Location	Session Details
Sanofi	Wed,06th March	13:00-14:30	TBA	Coming Soon
Abbott	Wed,06th March	14:40-16:10	TBA	Coming Soon
Dexcom	Wed,06th March	14:40-16:10	TBA	Coming Soon
Embecta	Wed,06th March	14:40-16:10	TBA	Coming Soon
Insulet	Wed,06th March	14:40-16:10	TBA	Coming Soon
Vertex	Wed,06th March	14:40-16:10	TBA	Coming Soon
Roche	Wed,06th March	16:20-17:50	TBA	Coming Soon
Medtronic	Thu,07th March	10:30-12:00	TBA	Coming Soon
Medtronic	Thu,07th March	13:00-12:30	TBA	Coming Soon
Dexcom	Thu,07th March	14:40-16:10	TBA	Coming Soon
Sanofi	Thu,07th March	16:40-18:10	TBA	Coming Soon
Dexcom	Fri,08 th March	08:30-09:20	TBA	Coming Soon
Medtronic	Fri,08 th March	9:30-10:30	TBA	Coming Soon
Ypsomed	Fri,08 th March	9:30-10:30	TBA	Coming Soon
Abbott	Fri,08 th March	11:00-12:30	TBA	Coming Soon
Novo Nordisk	Fri,08 th March	15:15-16:45	TBA	Coming Soon
Ascensia	Fri,08 th March	17:15-18:45	TBA	Coming Soon
Medtronic	Fri,08 th March	17:15-18:45	TBA	Coming Soon

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 the main Conference CME/CPD credit.
- Please coordinate when you would like to set up the hall prior to the start of your Symposium with **Aleksandra Sinapova** and **Stephanie Stoyanova**. 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 2024 Website](#).

Catering

- Catering is **exclusive** to **Gerist Ricevimenti** 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 (**only breakfast/lunch boxes**).
- **Please foresee a break following the symposium of at least 45 minutes to clean the hall.**
- Please note that an additional charge will be applied for cleaning the hall immediately following the session.
- If you are planning to have catering together with the symposium, it is recommended to indicate in all publications that breakfast/lunch boxes will be served as long this is not contradicting the supporter's internal compliance policy.

Speaker's Expenses

ATTD 2024 will not cover Industry session(s) speaker 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 and have made prior travel arrangements independently.

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 Conference 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, rehearsal requirements and overtime of the technicians.

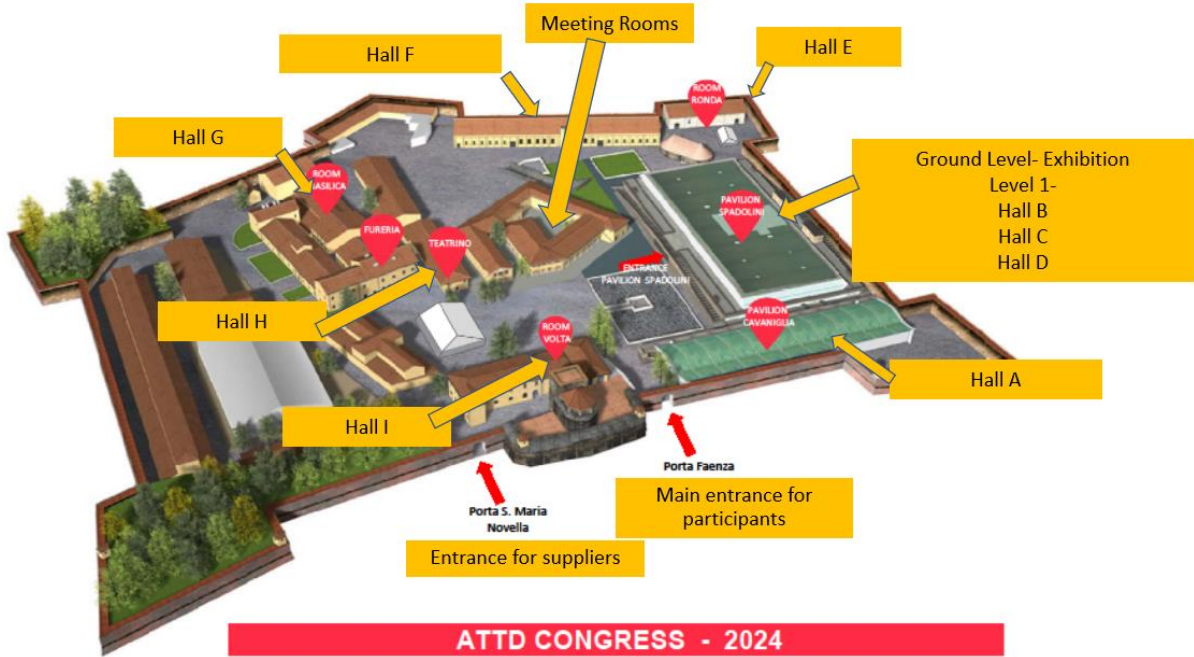
Section 3.1: Technology Fair Presentations Onsite

Coming Soon

Section 4: Symposia Session Halls Onsite

Coming Soon

Location and Layout



[Click here](#) for more photos.

Audio-Visual (AV) Equipment

Coming Soon

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 conference computers in the Halls are being supplied with Office 2019 (at least) and the native ratio of the projection on the screens in the halls is 16:9.

If you include video clips in your PowerPoint presentation, be sure to test it with the technician in the Speakers' Ready Room 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 Conference, 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 17th International Conference on Advanced Technologies & Treatments for Diabetes**”, which will take place in **Florence, Italy 06-09 March 2024**.

In addition, it is not permitted to use the **ATTD 2024 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 **Thursday, 01st February**, if you need any assistance please contact the Industry Coordinators: Aleksandra Sinapova at asinapova@kenes.com and Stephanie Stoyanova at sstoyanova@kenes.com.

If you wish to live stream your session from the Hall to the platform, please contact our Product Marketing Team at jmeymar@kenes.com

Section 5: PROMOTIONAL ITEMS

This section includes guidelines which will assist you to prepare promotional items related to your industry sessions, however, **kindly refer only to the relevant items in accordance with your sponsorship agreement.**

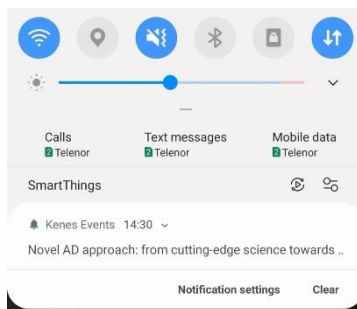
Guidelines to follow when creating your promotional items and content:

- When creating adverts for **mobile app, program book and mailshots** is allowed to promote product, symposia, or company promotion. Only when promoting symposia please add the following text inside: ***This session is not included in main Conference 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 Conference CME/CPD credit***

1. Mobile App Push Notification

For supporters entitled to a push notification as per their signed contract, kindly submit the text by **Thursday, 08th February** to asinapova@kenes.com and sstoyanova@kenes.com according to below guidelines:

- Message Title – Maximum **40** 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 and asinapova@kenes.com and sstoyanova@kenes.com by **Thursday, 08th February**.

File format: PNG or JPG (up to 800 KB)

Size: 780 x 1688px



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

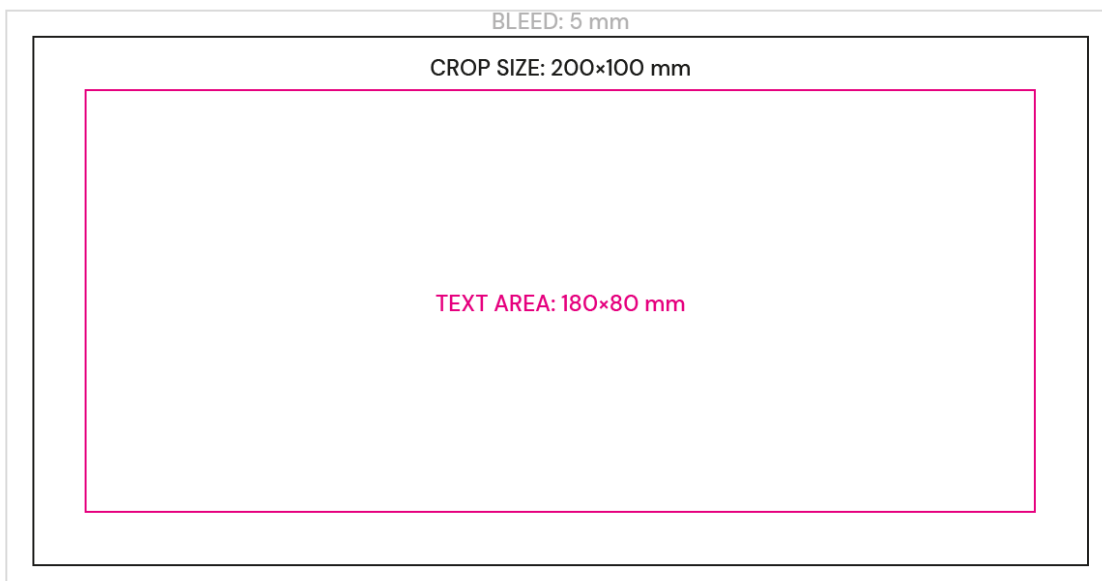
3. Mini Program Book Advertisement

For Sponsors entitled to adverts in the printed program book as per their signed contract, please submit the file to asinapova@kenes.com and sstoyanova@kenes.com no later than **Thursday, 01st February** 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: 200 mm x 100mm; please prepare 5mm bleed space from all sides for printing.

FULL PAGE



FORMATS ACCEPTED: PDF OR 300DPI JPEG

4. 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 **Tuesday, 06th February** via email to asinapova@kenes.com and stoyanova@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 **3000** inserts is requested. Please check the latest registration numbers with the Industry Coordinator before printing.
- Bag inserts must arrive at the advanced warehouse **Monday, February 26^h** 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 Monday, February 26th** to be included in the Conference bags.
- Please send us who is the sender of your package, including full name and contact details.
- **Merkur** is the official logistic agent for the **ATTD 2024 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 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 misled, the conference organizers and official logistics agent will not take any responsibility.

5. 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 Aleksandra Sinapova and Stephanie Stoyanova at asinapova@kenes.com and sstoyanova@kenes.com no later than **Tuesday, 06th February**.

** 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.*

6. Post Conference 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 **Tuesday, 13th February**.

[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 Aleksandra Sinapova at asinapova@kenes.com and sstoyanova@kenes.com along with the **subject line**.

7. 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 PDF or any website (to be linked to the banner/image)

Please send the required file(s) to the Industry Coordinators: Aleksandra Sinapova and Stephanie Stoyanova at asinapova@kenes.com and sstoyanova@kenes.com and no later than **Tuesday, 06th February**.

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 Conference 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. (Dimensions - Coming Soon).

➤ Digital Lectern

- There will be a designed “digital” lectern in the Plenary Hall (Hall A) (Dimensions - Coming soon).
- The “virtual” banner can include the title of the Symposium and the name and logo of the Sponsor.
- Additional cost may be involved, please contact our AV Coordinator.

2. Self-standing signage in the Exhibition Area

The Supporter is entitled to place one sign (**W85cm x H200cm**) advertising the **Symposium on the day of the session only**. The sign may be placed in the *exhibition* area during exhibition opening hours. Please liaise onsite with the Kenes Staff.

Please note:

Due to CME/CPD accreditation criteria, you may not place signage advertising your symposium in any other locations unless coordinated with Kenes staff onsite.

Section 6: Miscellaneous Information

Wi-Fi

Free Wi-Fi will be available at the Conference venue. Please be aware that public Wi-Fi capacity is limited. Therefore, it is restricted to email and web browsing activity. Should you require Wi-Fi or an internet line during your symposium, please let us know in advance and we will send you a quote.

Please approach asinapova@kenes.com and sstoyanova@kenes.com.

Meeting Rooms / Hospitality Rooms

Supporters interested in renting a meeting room during ATTD 2024 Conference should contact Industry Liaison & Sales, Mrs. Judit Gondor at: jgondor@kenes.com

Important:

ATTD kindly requests that all congress supporters (sponsors, exhibitors, special interest groups and other stakeholders) respect the ATTD blackout policy and refrain from holding organized meetings or events for more than 8 people during the annual meeting scientific program.

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 Gerist Ricevimenti** 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 **Gerist Ricevimenti**

For catalogue, please click [here](#)

For order form, please 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 program.

Hostesses & Temporary Staff Hire

Coming Soon

Section 7: Badge Scanner/ Lead Retrieval System

WHAT IS K-LEAD APP?

Lead Retrieval systems are a helpful tool for receiving participants' contact information when they visit your booth or attend your symposium. The information obtained by lead retrieval system enables Exhibitors and symposium to enhance their database by securing valuable leads for further marketing and communication.

HOW DOES IT WORK?

Exhibitors and supporters can download the "K-Lead" app onto their **own smart phone or company tablet** and transform their device into an instant, easy lead retrieval system and capture participants' full contact information with a quick scan of their badge (Exact operational guidelines will be shared in due course).

The advantages of the "K-Lead" application:

- ✓ Effortless process using registration badge barcode.
- ✓ Allows to immediately view the leads information.
- ✓ Ability to insert exhibitor's comments for each lead
- ✓ Ability to quickly scan delegates as they enter the session hall by using the "Quick Scan" function
- ✓ Application is available for download from Apple store or Google play: "K-Lead App".

COST

Cost per license – **EUR 600** (excluding 4% credit card charges fees, excluding VAT if applicable) **device is not included.**

Order deadline is Tuesday, 20th February

HOW TO PLACE AN ORDER?

To order "K-Lead" Application, please access the Exhibitor's Portal <https://exhibitorportal.kenes.com>

Login details to the Portal have already been sent to the primary contact listed in our system upon signing the sponsorship agreement.



IMPORTANT TO KNOW

In accordance with the **general data protection regulation** (GDPR), Kenes Group has updated its privacy policy. You can view our updated privacy notice [here](#).

Kenes will not share delegate's personal data with third parties without their consent.

Please note that similarly to sharing a business card, presenting delegate badge for scanning at exhibition booths or industry symposia constitutes an expression of consent to share their personal details with the company that is scanning their badge so that it may contact them in the future.

Barcodes on delegate's badges contain contact information as supplied by the delegate or the agency responsible for the registration process of the delegate. We regret that in some cases, as when group registration is completed by a company, we may not be in possession of the full contact details.

In addition, please note that neither Kenes Group nor the Organizing Committee is responsible for the content of the information.

If further assistance is required to place your order, or you have not received your login details please contact the Exhibition & Industry Coordinators, **Aleksandra Sinapova** and **Stephanie Stoyanova** at asinapova@kenes.com and sstoyanova@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](#) to make it happen!

For more onsite products opportunities and price quotes - [Click Here](#)

PLEASE NOTE: All product solutions are offered exclusively by Kenes Group.

Please contact us to discuss your needs and our relevant solutions.

Please submit your order by **Monday, 05th February**. 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

Patricia Zintel

Tel.: + 49 (0) 6173 966 95 13

Cell: + 49 (0) 170 2229525

E-Mail: patricia.zintel@merkur-expo.com

For shipping instructions and tariff please [click here](#).

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.

Insurance of Goods

All cargo should be insured from point of origin.

To view the **full ATTD 2024 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:

Patricia Zintel

Tel.: + 49 (0) 6173 966 95 13

Cell: + 49 (0) 170 2229525

E-Mail: patricia.zintel@merkur-expo.com