

Industry Symposia Manual

Dear Supporter,

We are happy to present you with the Industry Symposia Manual for the **33rd Annual Meeting of the European Society of Paediatric and Neonatal Intensive Care (ESPNIC)** which will take place in **Rome, Italy** on **11-14 June 2024**.

Venue address:

Palazzo dei Congressi

Piazzale Kennedy – 00144 Rome RM

Viale della Pittura,50 – 00144 Rome RM

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. 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 kencheva@kenes.com

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

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

IMPORTANT NOTE – ITALIAN REGULATIONS

Every pharmaceutical company (not applicable for medical device producers) that wishes to join ESPNIC 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 April 2024 (no later than 70 days prior to the Meeting).

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 Meeting.

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@twi-team.it / alupidi@twi-team.it

Tel: +39 06 44249321

Via Arrigo Davila 130

00179 ROME – Italy

Action Item (Please refer to your signed contract)	Deadline	Contact Person
Staff Hotel Reservation	As soon as possible	https://hotels.kenes.com/congress/ESPNIC24 or kencheva@kenes.com
Payment of Invoice Balance	Must be received in full one week prior to the Meeting	Pazit Hochmitz phochmitz@kenes.com
Symposium Final Program	As soon as possible and no later than Wednesday, 01st May	
Promotional E-mail Blast (pre and joint)	Wednesday, 08th May	
Post E-mail Blast	Monday, 13th May	
Text for Push Notifications for Mobile app	Thursday, 16th May	
Mobile app adverts	Thursday, 16th May	
Badge Scanner/ Lead Retrieval System	Wednesday, 29th May	To reserve your Scanners, please refer to the on-line Exhibitor's Portal
AV– scheduling Tech rehearsal, placing orders for extra AV for the Sponsored Symposia and AV for Meeting rooms ONSITE	Thursday, 30th May	Mike Perchig nest@nest-av.com
Symposium Stage set up changes and Meeting room Set up changes	Monday, 13th May *No changes will be accepted after this date	asinapova@kenes.com

Placing orders for Voting/ 'Ask the Speaker' and other Technology Products and Services	As early as possible, preferably before Monday, 29th April	Jimena Meymar jmeymar@kenes.com
Hostesses & Temporary Staff Hire	Monday, 13th May	Marina Maiolatesi Tel: +39/0633250564 +39/3356299737 P.livia 04453851000 email: marina.millenium@outlook.it
Catering Services	Friday, 24th May *No orders after this date will be accepted	Palombini For order form, please click here Contact emails: a.daquanno@palombini.com and d.melis@palombini.com
Shipping & Material Handling Services		
Door to door	Please contact Merkur Expo Logistics	Mrs. Patricia Zintel Tel.: + 49 (0) 6173 966 95 13 Cell: + 49 (0) 170 2229525 Email: patricia.zintel@merkur-expo.com
Airfreight shipments		
Shipment via Frankfurt Warehouse	No later than No later than Monday 03rd June	
Direct to the Venue	Subject to time slot, only full load trucks NB! Please note there should be a person from your side to receive your Deliveries	

*Timetable and halls are subject to changes. The most updated timetable is published on the [Meeting website](#).

Important notes:

- Industry Symposia are not included in main event CME/CPD credit.
- Please coordinate when you would like to set up the hall prior to the start of your Symposium with **Aleksandra Sinapova**. 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 [ESPNIC 2024 Website](#).

Catering

- Catering is **exclusive** to **Palombini** 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 note that in case you order lunch boxes, you need to require waiters (number of waiters depend on the number of lunch boxes you order) – they will take care of distribution and pick up any waste regarding catering after the service. Please also notice that the cost covers the waiter's assistance for no more than 7 hours

- Please note that an additional charge will be applied for cleaning the hall immediately following the session.
- **Please foresee a break following the symposium of at least 30 minutes to clean the hall.**
- If you are planning to have catering 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.

Speaker's Expenses

ESPNIC 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 Meeting.

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 Meeting 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

Symposium Promotion

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

- **Meeting 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 33rd Annual Meeting of the European Society of Paediatric and Neonatal Intensive Care”**, which will take place in Rome, Italy 11 – 14 June, 2024

In addition, it is not permitted to use the **ESPNIC 2024 logo** on any of the symposia materials. **Coming soon.** For more detailed plans [click here](#)



- 24" Confidence monitor on the head table, showing the same PowerPoint images projected on the screen.
- Countdown Timer Monitor in front of the lectern.
- Laptop computer for PowerPoint presentations, including English version of Windows and Office, USB port, sound card – networked to the Speakers' Ready Room.
- Wireless PowerPoint slide advancer (as back-up, we recommend using the cursor of the laptop computer as a pointer).
- A. (sound) system, which covers the hall and the stage, including microphones for the lectern, head table and 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.

HallDC/Guerrini:

- Front projection screens, image of H1.7 X W3 meters approx.
- Data projector, 5000 ansi-lumens.
- 24" Confidence monitor on the head table, showing the same PowerPoint images projected on the screen.
- Countdown Timer Monitor in front of the lectern.
- Laptop computer for PowerPoint presentations, including English version of Windows and Office, USB port, sound card – networked to the Speakers' Ready Room.
- Wireless PowerPoint slide advancer (as back-up, we recommend using the cursor of the laptop computer as a pointer).
- A. (sound) system, which covers the hall and the stage, including microphones for the lectern, head table and 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.

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 meeting 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 Meeting Audio Visual Coordinator, Mike Perchig at: nest@nest-av.com. Please note that an extra charge might incur. 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** – 180×240 px, JPG Format

Please [click here](#) in order to provide above requested information as soon as possible and no later than

Wednesday, 01st May, if you need any assistance, please contact the Industry Coordinator: **Aleksandra Sinapova** at asinapova@kenes.com.

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.Mobile App Push Notification

For supporters entitled to a push notification as per their signed contract, kindly submit the text by **Thursday,16th May** to asinapova@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 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 by **Thursday,16th May**.

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. 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 at asinapova@kenes.com no later than **Monday 13th May**.

4. Post Congress Exclusive E-mail Blast

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, 13th May**.

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

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.

5. 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 Coordinator: Aleksandra Sinapova at asinapova@kenes.com no later **Wednesday, 08th May**.

Important notes for both Pre and Post meeting Mailshots:

- In case the webmail is promoting a sponsored session, please include the following disclaimer: *This session is not included in main event CME/CPD credits.*
- It is not allowed to use the society logo.
- The event's banner will be added to the webmail's header by Kenes.
- The "From" field will be "ESPNIC 2024 Supporters".
- The exact launch date will be determined by Kenes in due course.
- The E-mail Blast will be sent out to the preregistered delegates who have agreed to receive promotional material from supporters.

Content received after the deadline may be processed for an additional fee. 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. (Please refer to Section 4: Symposia Session Halls Onsite).
 - Digital branding of the screen in Hall A is allowed – please contact the AV coordinator, Mr. Mike Perchig (e-mail: nest@nest-av.com)

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.

Wi-Fi

Free Wi-Fi will be available at the event 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 contact the Industry Coordinator Aleksandra Sinapova at asinapova@kenes.com

Meeting Rooms / Hospitality Rooms

Supporters interested in renting a meeting room during **ESPNIC 2024 Annual Meeting** should contact Industry Liaison & Sales, **Teresa Casillas Seoane** at: tseoane@kenes.com

- A/V is not included in the price and can be ordered from Congress A/V coordinator.
 - Contact: Mike Perchig
 - E-mail: nest@nest-av.com

- Kindly specify the name of the Sponsor/Exhibitor when approaching
- F&B is not included in the price and can be ordered directly from the catering.
- For order form, please click [here](#)
- Emails: daquanno@palombini.com and d.melis@palombini.com
- Kindly specify the name of the Sponsor/Exhibitor when approaching

Meeting room Setup changes deadline: Monday, 13th May (No changes will be accepted after this date.)

Blackout Policy

ESPNIC kindly requests that all congress supporters (sponsors, exhibitors, special interest groups and other stakeholders) respect the ESPNIC 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 Meeting 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. **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 :Wednesday, 29th May

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 Coordinator, **Aleksandra Sinapova** at asinapova@kenes.com **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 for any language** are available in two options. The conventional approach involves local interpreters and the use of headphone receivers. Alternatively, we offer a cutting-edge AI-powered solution. With this innovative method, participants can access live translations and captions seamlessly by scanning a QR code on their mobile phones.

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, 29th April**. Orders received after the deadline will incur rush fees.



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 meeting.

Contact details:

Merkur Expo Logistics GmbH

Mrs. Patricia Zintel

Mobile: + 49 (0) 170 2229525

Email: patricia.zintel@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 meeting. 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 ESPNIC 2024 Annual Meeting 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

Mrs. Patricia Zintel

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

Cell: + 49 (0) 170 2229525

Email: patricia.zintel@merkur-expo.com

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

Kristina Encheva

E-mail: kencheva@kenes.com

Industry Coordinator

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

Teresa Casillas Seoane

Tel: T: +41 22 908 0488 | F: +972 3 9727544 ext: 544

Email: tseoane@kenes.com

Registration Specialist

Youcef Zaiter

E-mail: reg_espnic24@kenes.com

Product Marketing Coordinator

Jimena Meymar

E-mail: jmeymar@kenes.com

Contractors:

Catering

Palombini

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

E-mails: a.daquanno@palombini.com and d.melis@palombini.com

Onsite Logistic Agent, Material Handling & Customs Clearance Agent

Merkur Expo Logistics GmbH

Patricia Zintel

Mobile: + 49 (0) 170 2229525

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

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

Hostesses & Temporary Staff Hire

Marina Maiolatesi

Tel: +39/0633250564 – +39/3356299737

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