



12-15 September

**Dear ICS 2017 Annual Meeting Supporter,**

We are happy to present you with the ICS 2017 Symposia Manual.

This manual contains important information and is designed to assist you in preparing your company for your symposium. We trust that you will find it helpful. We warmly suggest that you read all the information presented. It will not take much of your time now and could save you a great deal of time as the symposium date approaches and while on site.

For your convenience, the manual has been divided into sections:

- Section 1:** Contact Persons & General Information
- Section 2:** Timetables
- Section 3:** Symposia Halls
- Section 4:** Audiovisual (AV) Equipment
- Section 5:** Advertising
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- Section 7:** Registration & Accommodation
- Section 8:** Session & Miscellaneous Information
- Section 9:** Shipping Information & Instructions

We are happy to assist with any additional services that you may require.  
We wish all of us a successful Meeting in Italy.

With kindest regards,

**Orna Gilboa**  
**Meeting Planner**



Tel: +41 22 9080488 Ext 976  
Fax: +41 22 9069174  
Email: [ogilboa@kenes.com](mailto:ogilboa@kenes.com)  
Site: [www.kenes.com](http://www.kenes.com)

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## **SECTION 1: CONTACT PERSONS & GENERAL INFORMATION**

### **Meeting Planner**

Mrs. Orna Gilboa

Tel: +41 22 908 0488 X 976

Fax: +41 22 906 9140

Email: [ogilboa@kenes.bom](mailto:ogilboa@kenes.bom)

### **Audio Visual & Communication Coordinator**

Mr. Mike Perchig

Email: [nest@nest-av.com](mailto:nest@nest-av.com)

### **Accommodation**

For **group bookings** (10 rooms or more) or if you have any special requirements:

Mr. Elad Kurtz

Hotel Sales Manager

Tel: +41 22 9080488 Ext. 925

Fax: +41 22 9069140

Email: [ekurtz@kenes.com](mailto:ekurtz@kenes.com)

### **Catering:**

The catering in the Fortezza Da Basso Congress Center is exclusive and needs to be requested in advance.

Sponsors who wish to order food and beverages for their symposium, meeting/hospitality room are welcome to do so directly with the Venue Caterer:

#### **Gerist srl**

Elisabetta Andrei

Tel: +39 055 4633692

Email: [e.andrei@gerist.it](mailto:e.andrei@gerist.it)



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#### **Registration Manager**

Ms. Netta Dafne, Registration Specialist

Tel: +41 22 908 0488 ext. 576 Fax: +41 22 906 9140

E-mail: [ndafne@kenes.com](mailto:ndafne@kenes.com); [reg\\_ics17@kenes.com](mailto:reg_ics17@kenes.com)

#### **Customs Clearance & Shipping:**

Hermes-Exhibition and Projects, Ltd.

Ms. Zehavit Akerman

Tel: +49 69 747 848 \ Tel: +972 8 914 6382

Mobile: +972 52 511 4982 E-mail: [ZehavitAk@Hermes-Exhibitions.com](mailto:ZehavitAk@Hermes-Exhibitions.com) Website:

[www.hermes-exhibitions.com](http://www.hermes-exhibitions.com)

#### **Booth Construction and Fittings, Furniture hire and signage**

##### **SEG**

Mr Ivaylo Alexiev

Tel: + 359 2 866 94 40

[ivoal@seg.bg](mailto:ivoal@seg.bg)

#### **Sponsorship & Exhibition Sales**

Sponsorship & Exhibition Specialist

Ms. Daniela Bloch Tel: +41 22 9080488 Ext 913 Fax: +41 22 906 9140

Email: [dbloch@kenes.com](mailto:dbloch@kenes.com)

#### **Annual Meeting Website**

For updated information about the ICS Annual Meeting please visit:

<http://www.ics.org/2017>



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## SECTION 2: TIMETABLES

Halls available for Sponsors Satellite Symposia:

Room	Seats Capacity in Theatre Style
Cavaniglia B	400
Spadolini C	300
Spadolini G	150

### *ICS 2017 Annual Meeting Symposia Schedules*

Company	Room	Date	Time
Laborie	Cavaniglia B	Wednesday, 13 September	07:30 – 08:30
Pierre Fabre	Cavaniglia B	Wednesday, 13 September	18:00 – 19:00
Ferring	Spadolini C	Thursday, 14 September	07:30 - 08:30
Promedon	Spadolini G	Thursday, 14 September	07:00 – 08:30
Astellas	Cavaniglia B	Thursday, 14 September	17:30 – 19:00

### *Industry Supported Satellite Symposia:*

For the updated detailed agendas, please visit the Meeting website at:

<http://www.ics.org/2017>

Please note: the hall may be used for set up and branding 15 minutes before the session begins. For any special requests or for additional set up time possibilities please approach the Meeting Planner: Mrs. Orna Gilboa at: [ogilboa@kenes.com](mailto:ogilboa@kenes.com)

If a technical rehearsal is required, please make arrangements directly with the Meeting Audio Video Supervisor, Mr. Mike Perchig at: [nest@nest-av.com](mailto:nest@nest-av.com).

In order to ensure that all events run smoothly, we ask that presenters to strictly follow the time schedule.

### SECTION 3: SYMPOSIA HALLS

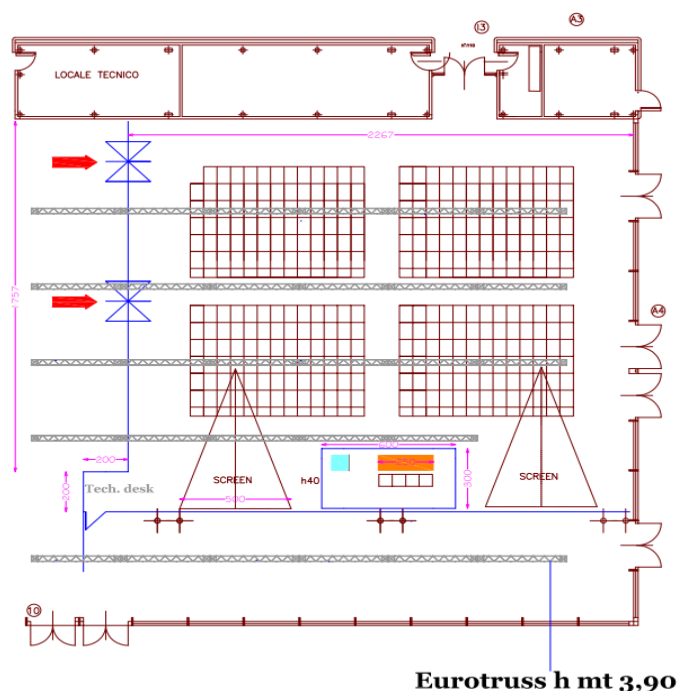
#### Cavaniglia B

Hall Technical Details		
Hall Capacity & Layout	Approx. 350 Theatre	
Ceiling Height	3.90 m	
Hall Dimensions	22.67x17.57 m	
Stage Dimensions	6.00	3.00
Speaker Lectern Banner dimensions	W	H
	0.79 m	1.10 m
Head Table Banner Dimensions	W	H
	2.50 m	0.75 m
	Sufficient seating for up to 4 persons. 10mm Foam board or similar rigid material is recommended for branding the table and lectern.	

The general stage setting includes 1 speaker lectern and a head table accommodating up to 4 persons. For alternative/additional stage setting please contact Orna Gilboa at: [ogilboa@kenes.com](mailto:ogilboa@kenes.com)

#### Location and Layout

(Please note: the diagram is not to scale and is for illustrative purposes only)



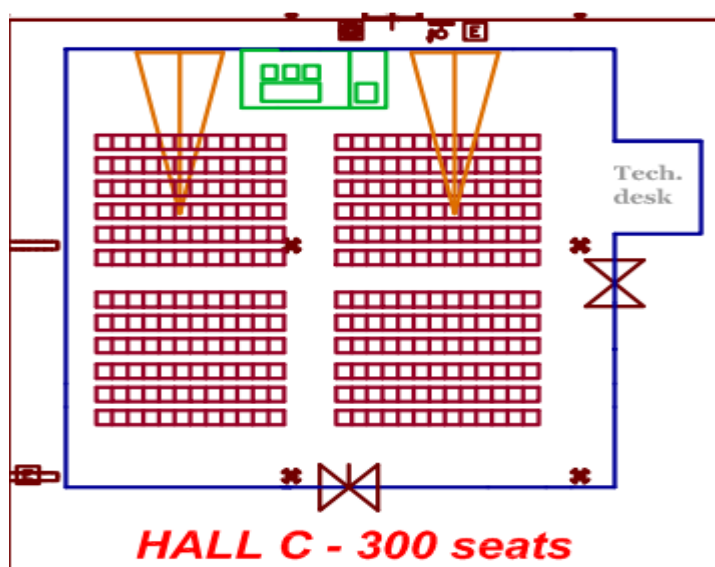
## Spadolini C

Hall Technical Details		
Hall Capacity & Layout	Approx. 300 Theatre	
Ceiling Height		
Hall Dimensions	20.00x20.00 m	
Stage Dimensions	7.00 m	3.00 m
Speaker Lectern Banner dimensions	W	H
	0.79 m	1.10 m
Head Table Banner Dimensions	W	H
	2.50 m	0.75 m
	Sufficient seating for up to 4 persons. 10mm Foam board or similar rigid material is recommended for branding the table and lectern.	

The general stage setting includes 1 speaker lectern and a head table accommodating up to 4 persons. For alternative/additional stage setting please contact Orna Gilboa at: [ogilboa@kenes.com](mailto:ogilboa@kenes.com)

## Location and Layout

(Please note: the diagram is not to scale and is for illustrative purposes only)



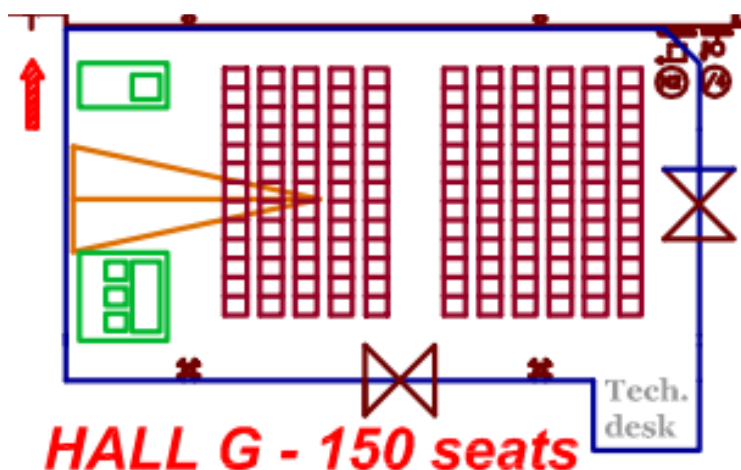
Spadolini G

Hall Technical Details		
Hall Capacity & Layout	Approx. 150 Theatre	
Ceiling Height		
Hall Dimensions	20.00x20.00 m	
Stage Dimensions	7.00 m	3.00 m
Speaker Lectern Banner dimensions	W	H
	0.79 m	1.10 m
Head Table Banner Dimensions	W	H
	2.50 m	0.75 m
	Sufficient seating for up to 4 persons. 10mm Foam board or similar rigid material is recommended for branding the table and lectern.	

The general stage setting includes 1 speaker lectern and a head table accommodating up to 4 persons. For alternative/additional stage setting please contact Orna Gilboa at: [ogilboa@kenes.com](mailto:ogilboa@kenes.com)

Location and Layout

(Please note: the diagram is not to scale and is for illustrative purposes only)



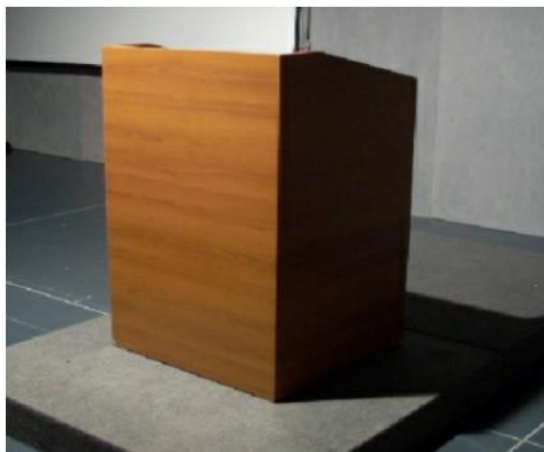


## In-Hall Furniture

Head Table: 2.00x0.70x0.75



Lectern: 0.79x1.10 m



**Please Note:** The Meeting Planner must be advised as to how many speakers will be seated on the head table by: August 28, 2016. Please send this information to: Mrs. Orna Gilboa at: [ogilboa@kenes.com](mailto:ogilboa@kenes.com)

The general Hall setting includes a front projection screen, 1 speaker lectern and a head table. If a different setting of the stage is required, please contact Mrs. Orna Gilboa at: [ogilboa@kenes.com](mailto:ogilboa@kenes.com).

**SECTION 4: AUDIOVISUAL (AV) EQUIPMENT****Cavaniglia B**

- 2 x front projection screens, projected image of H2.70 X W3.60 meters each.
- 2 x Data projectors – including all the necessary cables between the projectors and the lectern.
- 32" Confidence monitor in front of the head table, showing the same PowerPoint image as being projected on the main front projection screen.
- Laptop computer for PowerPoint presentations, located at the AV Control desk and networked to the Speakers' Ready Room – with a 15" Comfort monitor and a remote mouse on the lectern
- 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 ( 2 head table, 1 lectern ) with stands (floor/table), 2 wireless hand-held microphones for Questions & Answers with floor stands, 1 wireless tie-clip microphone and connection to sound from computers (mini PL plug) at the lectern.
- Audio monitor for the central stage of lectern and the head table.
- Lighting system, illuminating the lectern and the head table.
- 1 English speaking AV technician to operate the above-mentioned systems

**Spadolini C**

- 2 x front projection screens, projected image of H2.25 X W3.00 meters each.
- 2 x Data projectors – including all the necessary cables between the projectors and the lectern.
- 32" Confidence monitor in front of the head table, showing the same PowerPoint image as being projected on the main front projection screen.
- Laptop computer for PowerPoint presentations, located at the AV Control desk and networked to the Speakers' Ready Room – with a 15" Comfort monitor and a remote mouse on the lectern
- 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 ( 2 head table, 1 lectern ) with stands (floor/table), 2 wireless hand-held microphones for Questions & Answers with floor stands, 1 wireless tie-clip microphone and connection to sound from computers (mini PL plug) at the lectern.
- Audio monitor for the central stage of lectern and the head table.
- Lighting system, illuminating the lectern and the head table.
- 1 English speaking AV technician to operate the above-mentioned systems.



### **Spadolini G**

- Front projection screens, projected image of H2.25 X W3.00 meters.
- Data projector – including all the necessary cables between the projectors and the lectern.
- Laptop computer for PowerPoint presentations, located at the AV Control desk and networked to the Speakers' Ready Room – with a 15" Comfort monitor and a remote mouse on the lectern
- 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 ) with stands (floor/table), 1 wireless hand-held microphone for Questions & Answers with a floor stand, 1 wireless tie-clip microphone and connection to sound from computers (mini PL plug) at the lectern.
- 1 English speaking AV technician to operate the above-mentioned systems.

## SECTION 5: ADVERTISING

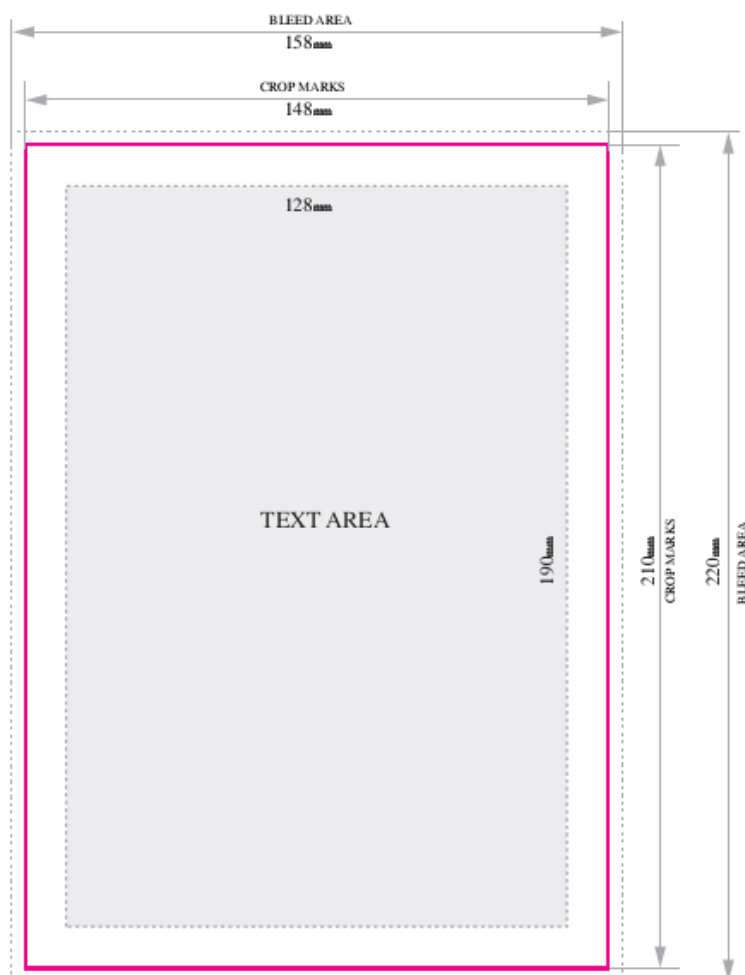
### Final Program Advertising

For Supporters **entitled** to adverts in the final program as per their signed contract, Please email adverts to Ms. Aliza Herman at [aherman@kenes.com](mailto:aherman@kenes.com), no later than **August 1, 2017**

in one of the following formats at a resolution no less than 300 dpi: EPS, Illustrator, JPG or PDF.

The adverts dimensions for the final program are A5.

Please refer to the adjacent diagram for advert dimensions for the final program.





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## BAG INSERTS

### Symposium Invitation Bag Inserts

Should you be entitled to a bag insert as per your contract, please follow the below procedure:

- Please email the invitation draft (including graphic design) prior to printing for approval to Ms. Aliza Herman at [aherman@kenes.com](mailto:aherman@kenes.com), no later than **August 1st, 2017**

The bag insert should not exceed standard A4 dimensions.

- A quantity of 2200 inserts is requested.  
Inserts material need to arrive at the warehouse no later than **September 6, 2017**.  
For inclusion in the congress bags. Packages should be labeled accordingly with the supporter's company's name, the name of the responsible person (who will be in the event), and the name and date of event.

Please make sure to label your shipping as **Insert!**

## DISPLAY ITEMS

Should you wish to promote your ICS activities; the organizers will be happy to place your invitations on the display desk.

- Kindly send the PDF file by e-mail to Ms. Aliza Herman at [aherman@kenes.com](mailto:aherman@kenes.com) by no **later than August 8<sup>th</sup> 2017** and please have in mind that you should print and ship 2200 bag inserts to the advance warehouse.
- Please note that no ICS nor Annual Meeting logos are allowed to be printed on any of your materials.
- Once you receive the approval of your PDF file, please proceed to printing and shipping instruction click [Here](#).

Please make sure to label your shipping as **Display!**

**Please Note:** To assure receipt of sent materials, our official shipping agent, Hermes

Ms. Zehavit Akerman

Tel: +49 69 747 848 \ Tel: +972 8 914 6382

Mobile: +972 52 511 4982 E-mail: [ZehavitAk@Hermes-Exhibitions.com](mailto:ZehavitAk@Hermes-Exhibitions.com) Website:

[www.hermes-exhibitions.com](http://www.hermes-exhibitions.com)



## **SECTION 6: ADVERTISING THE SATELLITE THROUGHOUT THE MEETING**

### **Signs for Symposia**

Symposium organizers have the option to create promotional signage per the below guidelines. All symposium signage should be produced by the company.

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

#### **1. Session Hall Signage**

- Self-Standing Sign (optional)
  - 1 x standalone sign (approx. W85cm x H200cm) to be placed at the entrance of the session hall approx. 30 minutes prior to the sessions published start time.
- **Stage Banners (optional)**
  - 1 x free standing vertical sign to be placed on/next to the stage. Maximum dimensions: W150cm x H250cm
  - 1 x horizontal sign placed in front the head table facing audience. (For dimensions, see SECTION 4: Symposium Session Halls).
  - 1 x digital banner in front of the speakers' lectern facing the audience. (For dimensions see SECTION 4: Symposium Session Halls).

#### **2. Free standing signage**

The Supporter is permitted to place one sign (W50cm X H70cm or W85cm X H200cm) advertising the Symposium on the day of the session only. The sign may be placed in the registration area. Please coordinate with Orna Gilboa: [ogilboa@kenes.com](mailto:ogilboa@kenes.com)  
Please make sure to bring your own easels.

**Please remember not to print the ICS nor ICS congress logos on those signs.**

**Please note: You may NOT place signage advertising your symposium in any other locations except as noted above.**



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## **SECTION 7: REGISTRATION & ACCOMMODATION**

### **GROUP REGISTRATION**

Group Registration procedure will be valid for a minimum of 10 participants and up. To facilitate your group registration, please contact:

Ms. Netta Dafne, Registration Specialist

Tel: +41 22 908 0488 ext. 576 Fax: +41 22 906 9140

E-mail: [ndafne@kenes.com](mailto:ndafne@kenes.com); [reg\\_ics17@kenes.com](mailto:reg_ics17@kenes.com)

## **SECTION 8: SESSION & MISCELLANEOUS INFORMATION**

### **Catering**

The catering in the Fortezza De Basso Congress Center is exclusive and need to be requested in advance.

Sponsors who wish to order food and beverages for their symposium, meeting / hospitality room are welcome to do so directly with the venue center:

**Gerist srl**

Elisabetta Andrei

Tel: +39 055 4633692

Email: [e.andrei@gerist.it](mailto:e.andrei@gerist.it)

Please inform and coordinate **Mrs. Daniela Bloch about** all your catering intentions in advance.

### **Coffee Break and Lunches**

For your information: Coffee breaks and lunches (included in the registration fee) will be served in the exhibition and in the foyer area during official breaks.

During the meeting a cash bar will be available at the exhibition hall during the exhibition hours.

### **Meeting / Hospitality Rooms**

Sponsors interested in renting a meeting or hospitality rooms during ICS should please contact Ms. Danila Bloch at: [dbloch@kenes.com](mailto:dbloch@kenes.com). Rooms are available on a first come first served basis.

### **Lead Retrieval Wireless Barcode Reader**

If you are inserted in hiring a wireless barcode reader, please use the link and user name and password form your exhibition portal. For any questions you may contact the exhibition manager:

Mrs. Yulia Rijinski [yrijinski@kenes.com](mailto:yrijinski@kenes.com)



#### **SECTION 9: SHIPPING INFORMATION & INSTRUCTIONS**

For any question regarding shipping and on site services, you are welcome to contact the official shippers: kindly review the detailed instruction [Here](#)

**It is very important to put the correct labels on the boxes you ship.**