

May 2018

Dear Supporter,

We are happy to present you with the ICS 2018 Supporters Symposia Manual. The 48th Annual Meeting of the International Continence Society will take place on **28-31 August 2018** at the **Pennsylvania Convention Center (PCC)**, Philadelphia, U.S.

Venue Address:

1101 Arch St., Philadelphia, PA. 19107

Tel: +1 215-418-4700 or 1-800-428-9000

Website <https://www.paconvention.com/>

This manual covers important information and is designed to assist in preparing for your Symposium. We trust that you will find it helpful and suggest that you read all of the information presented. It will take you very little time now and could save you a great deal of time later.

A block of rooms has been reserved for the ICS 2018 Annual Meeting participants and supporters at a discounted rate. Hotel reservations can be made via the meeting website:

<https://hotel.kenes.com/en/congress/ICS18>

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

We look forward to welcoming you in Philadelphia and wish you a successful Meeting and Symposium.

Warm regards,
Sharon Gamliel
Industry Coordinator

Table of Contents

Section 1: Symposium Related Contact Information	3
➤ Kenes Contacts	
➤ Contractors Contacts	
Section 2: Deadlines Table	5
Section 3: Timetable	6
➤ Symposia Timetable	
➤ Important notes	
➤ Technical rehearsal	
➤ Badges	
Section 4: Symposia Session Halls	7
➤ Hall Technical Details	
➤ Location and Layout	
➤ Audio-visual (AV) Equipment	
➤ Data Presentations	
Section 5: Symposium Promotion	13
➤ Symposium Title and Programme	
➤ Final Programme Advertising	
➤ Symposium Signage	
➤ Bag Inserts	
➤ Display items (for unmanned display table) and Symposium material	
Section 6: Miscellaneous Information	16
➤ Catering	
➤ Parking	
➤ Waste Disposal	
➤ Wi-Fi	
➤ Meeting Rooms/Hospitality Rooms	
Section 7: Lead Retrieval Wireless Barcode Readers	17
Section 8: Innovative Products for Symposium Sessions	18
Section 9: Shipping Instructions	19

Section 1: Symposium Related Contact Information

Kenes Contacts

Meeting Organiser

Kenes Group

Rue François-Versonnex 7
1207 Geneva, Switzerland
Tel: +41 22 908 0488
Fax: +41 22 906 9140
E-mail: ics@kenes.com

Hotel Sales Manager

Nati Glick

Tel: +41 22 908 0488 Ext: 948 | E-mail: nglick@kenes.com

Industry Coordinator

Sharon Gamliel

Tel: +41 22 908 0488 Ext: 562 | E-mail: sgamliel@kenes.com

Audio Visual Coordinator

Mike Perchig

E-mail: nest@nest-av.com

Industry Liaison & Sales Associate

Frederiek Strating

Tel: +31 20 763 0512 | E-mail: fstrating@kenes.com

Exhibition Manager

Michal Lelcuk

Tel: +41 22 9080488 Ext: 523 | E-mail: mlelcuk@kenes.com

Programme Coordinator

Stephanie Orzech

Tel: +41 22 908 0488 Ext: 955 | E-mail: sOrzech@kenes.com

Registration Manager

Keren Abuhasira

Tel: +41 22 908 0488 Ext: 513 | E-mail: kabuhassira@kenes.com

Contractor Contacts

Freight, Material Handling, Graphics, Furniture Hire, Floral arrangements and plants
Vista Convention Services

Michelle Aguiar

Tel: +215 418-2015 | E-mail: MAguiar@Vistacs.com



Food & Beverage:

Bernard Carpenter

Sales Manager - ARAMARK/SFS

Tel: +1-215-418-2233 | E-mail: Carpenter-Bernard@aramark.com



Section 2: Deadlines Table

Action Item (As per sponsorship contract)	Deadline	Contact Person
Staff Hotel Reservation	As soon as possible	Nati Glick: nglick@kenes.com
Payment of Invoice Balance	Must be received in full one week prior to the Meeting	Pazit Hochmitz phochmitz@kenes.com
Symposium Final Programme (for ICS approval)	As soon as possible and no later than Monday, 25 June	Via Exhibitor's Portal https://exhibitorportal.kenes.com
Programme Book Advertisement (for ICS approval)	Wednesday, 13 June	Each sponsor/exhibitor has been contacted with login details to access the Exhibitor's Portal. Main contact person: Sharon Gamliel sgamliel@kenes.com
Bag Insert (for ICS approval)	Wednesday, 13 June	
Lead Retrieval Wireless Barcode Readers Order	Friday, 3 August	
Graphics	Monday, 6 August Orders after deadline date will be subject to an additional fee	Vista Convention Services South vistasouth@vistacs.com
Furniture Hire	Discounted rates until: Friday, 10 August	
Floral arrangements and plants	Friday, 10 August	
Catering Services	Tuesday, 31 July Late fee will apply for orders received after the deadline	Bernard Carpenter Carpenter-Bernard@aramark.com
Shipping & Material Handling Services		
Shipment via Vista Warehouse Goods should be custom cleared!	Not before Wed, 25 July No later than Friday, 17 August	Vista Convention Services South vistasouth@vistacs.com
Direct to the Venue	Monday, 27 August Must coordinate in advance	Sharon Gamliel sgamliel@kenes.com

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.

Section 3: Timetable

Wednesday, 29 August

Company Name	Strat	End	Location
Astellas	17:45	18:45	Hall B

Thursday, 30 August

Company	Strat	End	Location
Ferring Pharmaceuticals	07:30	08:30	Hall D
Avadel	17:00	18:00	Hall D

Friday, 31 August

Company	Strat	End	Location
TBA	08:00	09:00	Hall H

The timetable with the companies' names will be published on the Meeting website.

Important notes:

- Timetable & Halls are subject to changes.
- Industry Session not included in main Meeting CME/CPD credit
- In order to set up the hall prior to the start of your Symposium, we would recommend arriving to your Symposium 15 minutes prior to the symposium start time, where a member of the Logistics Team will be available should you need any assistance.
- 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 ICS 2018 website ([click here](#))

Technical rehearsal

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

Technical rehearsal during the Meeting hours is offered free of charge; however, additional charges may apply, depends on the availability of the allocated Hall and on rehearsal requirements.

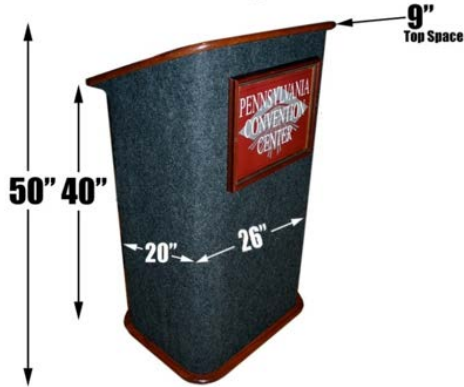

Badges

Each company is entitled to 10 Symposium badges which allow access to its symposium only (Individual names will not appear on the badges). Symposium badges can be collected 2 hours prior to the session from the Onsite Registration Desk and should be returned to the desk after the session ends.

Section 4: Symposia Session Halls

Hall Technical Details				
Hall Name	Hall Capacity	Hall Layout	Location	Dimensions (Gross Sq. FT.)
Hall H	110	Theatre	Level 200	1450
Hall A	900	Theatre	Level 300	11,620
Hall B	400	Theatre	Level 200	8,058
Hall C	250	Theatre	Level 200	3,713
Hall D	280	Theatre	Level 200	

Speaker Lectern in Hall A
<p>The supporter “virtual” banner will be projected in front of the lectern. 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 and logo of the supporter.</p>

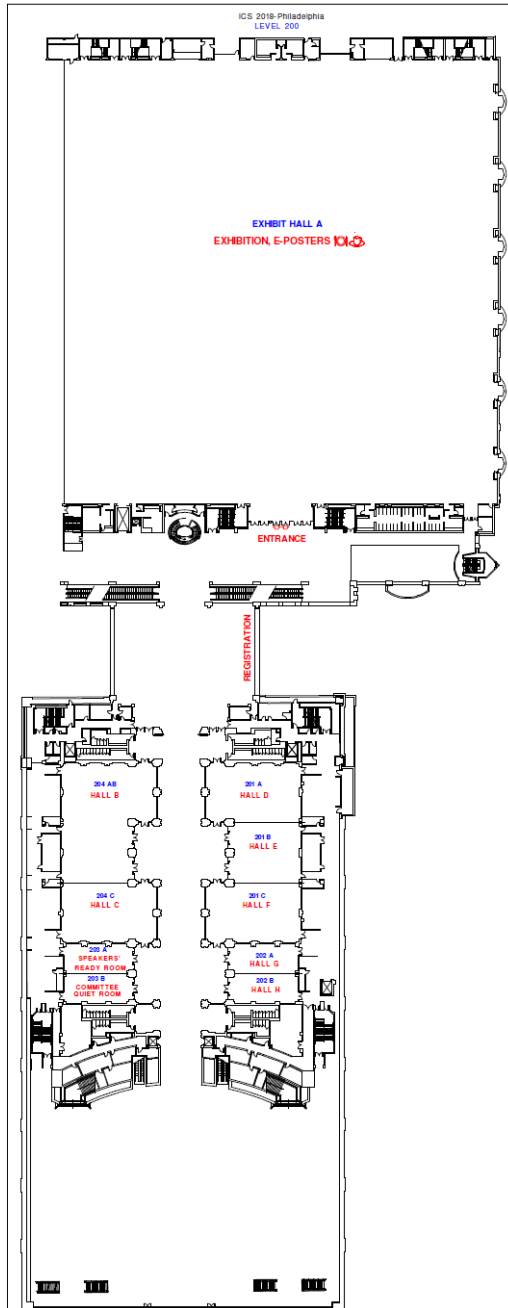
Speaker Lectern in All Halls, Except Hall A	
<ul style="list-style-type: none"> ➤ Lectern Banner Dimensions: <u>Width:</u> 26 inches <u>Height:</u> 50 inches ➤ ¼ inch Foam board or similar rigid material is recommended for branding. ➤ All branding materials must be constructed of flameproof material or treated with an approved flame proofing solution. ➤ Any branding done will need to use velcro or command strips (not tape or glue that might damage the material or leave residue). 	
Head Table in All Halls	
<ul style="list-style-type: none"> ➤ Head table Banner Dimensions: <u>Width:</u> 8 feet <u>Height:</u> 30 inches ➤ ¼ inch Foam board or similar rigid material is recommended for branding. ➤ Any branding done will need to use velcro or command strips (not tape or glue that might damage the material or leave residue). ➤ All branding materials must be constructed of flameproof material or treated with an approved flame proofing solution. 	<p>Sufficient seating for up to 4 persons</p>  <p>Picture shown is for illustration purpose only.</p>

The general stage setting includes 1 speaker lectern and a head table accommodating up to 4 persons. For alternative/additional arrangements please contact Sharon Gamliel at: sgamliel@kenes.com .

Banners should be arranged by the sponsored company.

Location and Layout

200 Level



Please [click here](#) for Downloadable Floor Plans

Please [click here](#) for Interactive Maps

Audio-visual (AV) Equipment

Hall A

- Central front projection screen, image of 24 feet wide (projection ratio of 16:9).
- Data projector (at least 15000 ansi-lumens, resolution of 1920x1080) to project the PowerPoint presentations on the central screen (previous item – see photo below).
- Lateral front projection screen, image of 10 feet wide (projection ratio of 16:9).
- Data projector (at least 6500 ansi-lumens, resolution of 1920x1080) to project the Video/face of speaker on the lateral screen (previous item – see photo below).
- Data/Video control system, including a seamless Data/Video switcher and all necessary cabling
- Fixed video camera, to capture the face of the speaker at the lectern for live close-circuit projection during presentations.
- 42" Confidence monitor in front of the head table, showing the same PowerPoint image as being projected on the large picture-in-picture "window" on the main front projection screen.
- Laptop computer for PowerPoint presentations, 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 presentation with the name of the speaker and logo (see 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 10 wired microphones (4 head table, 2 lectern, 4 Questions & Answers) with stands (floor/table), 1 wireless tie-clip/headset microphone and connection to sound from computers (mini PL plug) at the lectern.
- Audio monitors for the lectern and the head table on the stage.
- Lighting system, illuminating the lectern and the head table.
- Colorful Lighting along the stage.
- 3 x AV technicians to operate the above-mentioned systems.



For demonstration only

For Sponsors' Symposia being held in Hall A, the company "virtual" banner in front of the lectern 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" banners can include the title of the Symposium and the name and logo of the Sponsor.

Hall B:

- 2 x front projection screens, image of at least 12 feet wide each (projection ratio of 16:9).
- 2 x Data projectors (each : at least 4500 ansi-lumens, resolution of at least 1024x768) to project the PowerPoint presentations on the screens (previous item).
- 40" Confidence monitor in front of the head table, showing the same PowerPoint image as being projected in the main front projection screen.
- Laptop computer for PowerPoint presentations, 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 and the stage, including 6 wired microphones (2 head table, 1 lectern, 3 Questions & Answers) with stands (floor/table), 1 wireless tie-clip/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.
- 1 x AV technician to operate the above-mentioned systems.

Hall C and Hall D - in each:

- Front projection screen, image of at least 12 feet wide (projection ratio of 16:9).
- Data projector (at least 4500 ansi-lumens, resolution of at least 1024x768) to project the PowerPoint presentations on the screen (previous item).
- Laptop computer for PowerPoint presentations, 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 and the stage, including 5 wired microphones (2 head table, 1 lectern, 2 Questions & Answers) with stands (floor/table), 1 wireless tie-clip/headset microphone and connection to sound from computers (mini PL plug) at the lectern.
- 1 x AV technician to operate the above-mentioned systems

Hall H:

- Front projection screen, image of at 10 feet wide (projection ratio of 16:9).
- Data projector (at least 3500 ansi-lumens, resolution of at least 1024x768) to project the PowerPoint presentations on the screen (previous item).
- Laptop computer for PowerPoint presentations, 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 and the stage, including 3 wired microphones (1 head table, 1 lectern, 1 Questions & Answers) with stands (floor/table), 1 wireless tie-clip/headset microphone and connection to sound from computers (mini PL plug) at the lectern.
- 1 x AV technician to operate the above-mentioned systems.

Data Presentations

Please bring the PowerPoint presentation/s (or any other PC based application) on USB Memory stick and load it on one of the Meeting computers in the Speakers' Ready Room during Speakers' Ready Room opening hours and no later than 30 minutes before the start of the Symposium.

If using own laptop for Presentation (PC compatible or Mac) please refer to the Meeting website, under 'Instructions for Oral Presentations', where the full instructions will be published.

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

Section 5: Symposium Promotion

Symposium Title and Programme

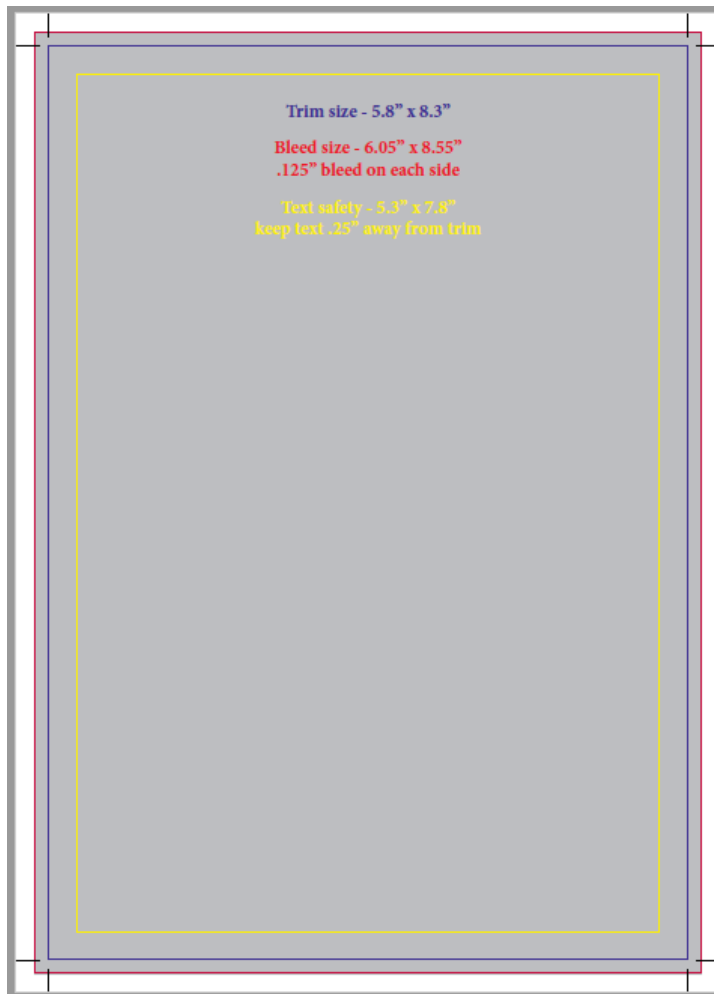
If there are any changes to your symposium title or programme, or you have not yet provided your complete programme details, please inform Ms. Sharon Gamliel at: sgamliel@kenes.com, no later than **Monday, 25 June**. The proposed programme should include:

- Symposium title
- Date, time and hall name
- Chair name, e-mail and country
- Speaker lecture titles, speaker name, email and country

Final Programme Advertising

For supporters entitled to adverts in the final programme **as per their signed contract**, please email adverts to Ms. Sharon sgamliel@kenes.com no later than **Wednesday, 13 June** in one of the following formats at a resolution no less than 300 dpi: EPS, Illustrator, JPG or PDF.

Please refer to the diagram hereunder for advert dimensions for the final programme.



Trim size - 5.8" x 8.3"

Bleed size - 6.05" x 8.55"

.125" bleed on each side

Text safety - 5.3" x 7.8"

keep text .25" away from trim

Symposium Signage (Optional)

Symposium supporters have the option to create promotional signage according to the below guidelines. **The symposium signage should be produced by the company. Please note that it is not permitted to use the ICS logo on any of the symposia materials.**

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

1. Session Hall Signage

➤ Self-Standing Sign

One stand-alone sign (33”w x 78”h) to be placed at the entrance of the session hall 30 minutes prior to the sessions published start time.

➤ Stage Banners - The following may be displayed (and provided by the Supporter):

- 1 x free standing vertical sign to be placed on/next to the stage. **Maximum dimensions: 60”w x 98”h**
- 1 x horizontal sign placed in front the **head table** facing audience. (For dimensions, please refer to Section 4: Symposium Session Hall).
- 1 x Vertical sign placed in front of the speakers’ **lectern** facing audience, except for Hall A (For dimensions, please refer to Section 4: Symposium Session Hall).

2. Self-standing signage

The Supporter is permitted to place one sign (33”w x 78”h) advertising the Symposium on the day of the session only. The sign may be placed in the **registration area**. Please liaise onsite with Kenes staff.

Please note:

You may not place signage advertising your symposium in any other locations except as coordinated with Kenes staff 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:

1. Please email the final artwork prior to printing for ICS approval to the Industry Coordinator - Ms. Sharon Gamliel at sgamliel@kenes.com, no later than **Wednesday, 13 June**.
2. The bag insert should not exceed a double side of standard A4 dimensions.
3. A quantity of **2,200 inserts** is requested. We recommend checking with us the latest registration numbers before printing.
4. Bag inserts need to arrive at the venue **no later than 09:00am on Monday, August 27, 2018** for inclusion in the meeting bags.

Important notes regarding Bag Inserts delivery:

- *Vista Convention Services South* is the official Freight Forwarder for the ICS 2018 Annual Meeting and Exhibition. To ensure the smooth arrival of your Bag Inserts and inclusion in the Meeting bags, we strongly recommend sending the Bag Inserts in advance to *Vista warehouse* no later than **Friday, August 17, 2018**. For further shipping instructions to the warehouse, please refer to Section 9: Shipping Instructions.
- Supporters who will prefer to deliver their Bag Inserts directly to the PA Convention Center must coordinate the delivery in advance with the Organiser. Please contact the Industry Coordinator, Ms. Sharon Gamliel at sgamliel@kenes.com
- Bag Inserts arriving at the PA Convention Center prior to Sunday, August 26th may be refused by the venue.
- Packages should be labeled accordingly. For labels, please refer to page 19.

Display items (for unmanned display table) and Symposium material

Please note, it is possible to hand out material for your Symposium as participants enter the symposium hall, however, it is NOT permitted to place material on the chairs inside the hall.

Symposium material (such as flyers, banners, roll-ups) and Display items (for unmanned display table) need to arrive at the venue no later than **Monday, August 27, 2018**.

To ensure the smooth unloading and arrival of your materials, we strongly recommend sending the Symposium materials in advance to *Vista warehouse* no later than **Friday, August 17, 2018**. For further shipping instructions to *Vista warehouse*, please refer to Section 9: Shipping Instructions.

Supporters who prefer to deliver their symposium material directly to the PA convention center are still required to contact Vista in order to coordinate the time schedule for unloading of freight into the venue. Show site shipments will be received beginning 8:00am—5:00pm on Monday, August 27, 2018. Shipments arriving at the PA Convention Center prior to Sunday, August 26th may be refused by the venue. Packages should be labeled accordingly. For labels, please refer to page 19.

Please note:

Any deliveries made directly to the venue without going through the official Freight Forwarder, will be at the supporter's own risk. If they do not arrive on time or are mislaid, the meeting organisers and official meeting Freight Forwarder will not take any responsibility.

For full shipping instructions please refer to Section 9: Shipping Instructions.

Section 6: Miscellaneous Information

Catering

Catering is exclusive to **Aramark Culinary Services** and should be requested 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 the caterer:

Bernard Carpenter

Tel: +1-215-418-2233

carpenter-bernard@aramark.com

All food and beverage requests must be ordered through the official caterer. No food or beverage including candy, logo water, etc., are allowed in the Pennsylvania Convention Center without approval from Aramark/SFS and appropriate waiver/corkage fees.

kindly place your order no later than **Tuesday, 31 July 2018**.

All orders received after the deadline will be processed after all on-time ordered have been completed and a 10% late charge will be applied.

Parking

There are many parking options—both garages and lots—conveniently located within blocks of the Pennsylvania Convention Center. The rates for parking along the perimeter of the building vary. We recommend that you contact the [Philadelphia Parking Authority](#) for the closest lots and garages and for the current rate schedules to assist with planning your visit. Please [click here](#) for list of other parking lots and garages in the Convention Center District. These lots are not affiliated with the Pennsylvania Convention Center, but they are located within walking distance of the venue.

Waste Disposal

Please note that it is the supporter 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 organisers at the expense of the supporter concerned.

Wi-Fi

Free WIFI will be available at the ICS 2018 Meeting; however please be aware that as a public Wi-Fi the capacity is always limited. Should you have any internet-based activities during your symposium, please let us know in advance and we will send you a quote for dedicated Wi-Fi.

Contact person: Sharon Gamliel sgamliel@kenes.com

Meeting Rooms / Hospitality Rooms

Supporters interested in renting a meeting room during ICS 2018 should contact Ms. Frederiek Strating at: fstrating@kenes.com

Section 7: Lead Retrieval Wireless Barcode Readers

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 no later than **Friday, August 3, 2018**.

The Mini Scanner

- No editing capabilities
- Basic participant info
- Pocket size
- Cost per unit - **USD 400** + 4% credit card surcharge



Please Note:

- Barcodes on participants' badges contain contact information as supplied by the registrant or the agency responsible for the registration process of that participant. 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 some cases, the participant does not give his permission to transfer his contact details to any other party. Therefore, although he was scanned by your barcode reader we are unable to forward his contact details.
- Kenes Group and the Organising Committee encourage attendees to provide thorough information, however cannot be responsible for the quality and content of such data.

In order to reserve your Mini Scanner, please log into the Kenes Exhibitors' Portal
<https://exhibitorportal.kenes.com>

This portal includes fields and order forms for Supporter and Exhibitors' services such as: company profile and company logo submission, additional exhibitor badge orders, booth drawing submission and lead retrieval/scanner orders.

If further assistance is required to place your order, or you have not received your login details please contact the Exhibition & Industry Coordinator, Sharon Gamliel at sgamliel@kenes.com

Section 8: Innovative Products for Symposium Sessions

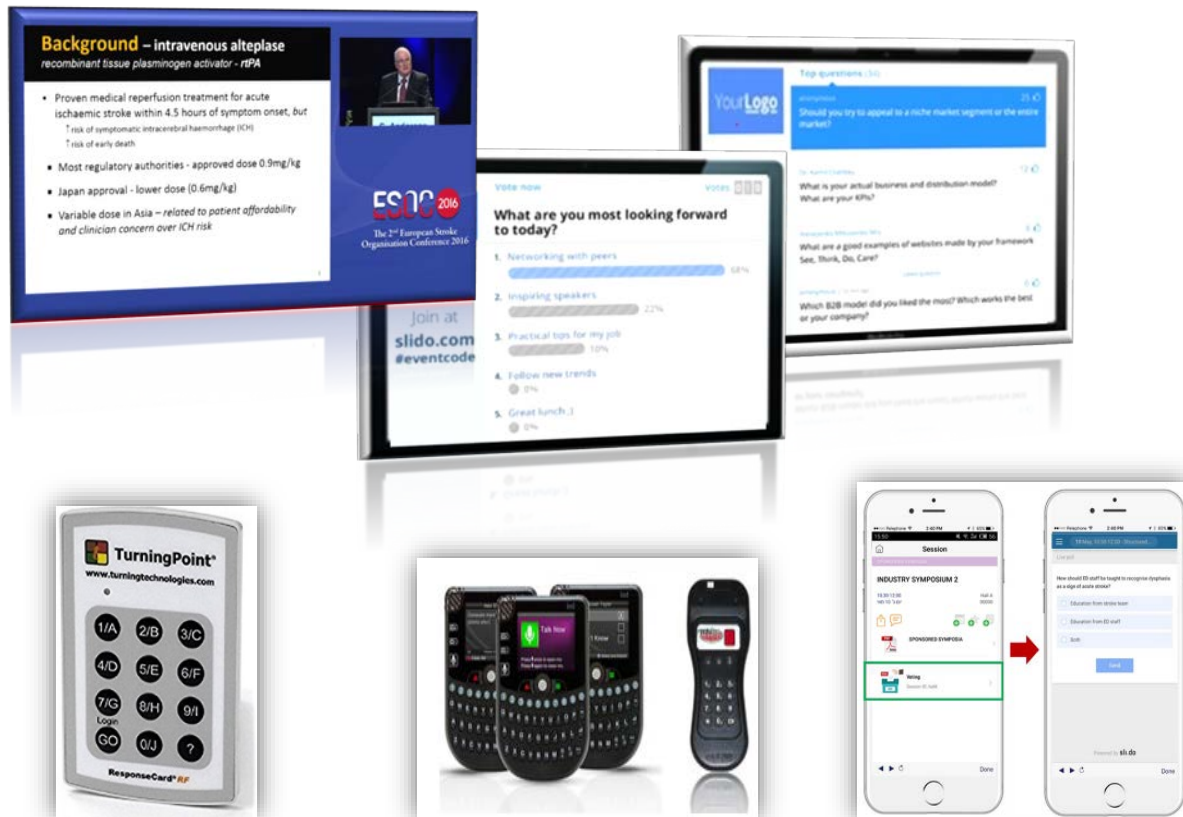
Maximize your Participant Experience – Use our innovative technologies for your Symposium

Kenes is proud to deliver a wide variety of quality onsite technology products and services. We offer:

- **Webcasting, Synchronized Video/Audio/PowerPoint Recording, Live Streaming** and many more products designed for capturing and recording symposium content.
- **Voting with Keypads** and web based interaction platforms such as: **Voting via the Meeting app, Q&A via meeting App ('Ask the Speaker')** and more products designed for increasing participant's interaction during symposium sessions.

We also provide tailor made customized solutions – [contact us](#) to make it happen!

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



Section 9: Shipping Instructions

Vista Convention Services South have been appointed as the sole logistics agent for ICS 2018. For any questions and clarifications, please contact *Vista* directly:

Customer Service

Vista Convention Services South

6901 NW 26th Avenue

Miami, FL 33147

Tel: (305) 673-1123

Fax: (305) 673-8713

Email: vistasouth@vistacs.com

Please [click here](#) for shipping instructions and payment information

It is very important to put the correct label on boxes:

Shipping Labels

[Bag Inserts Shipping Label - Advance Warehouse](#)

Bag Inserts Shipping Label – Directly to Showsite – Please e-mail sgamliel@kenes.com

[Display Table Shipping Label - Advance Warehouse](#)

[Display Table Shipping Label - Directly to Showsite](#)

[Symposium Materials Shipping Label - Advance Warehouse](#)

[Symposium Materials Shipping Label - Directly to Showsite](#)