



Industry Supported Sessions

General Information

The information presented here is subject to change.

Final guidelines and deadlines will be as published in the Industry Sessions Manual you will receive approximately 3 months prior to the event.

For any questions related to the content of these guidelines, please contact the Industry Coordinator **Diyana Yosifova** at dyosifova@kenes.com

Industry Supported Session Title and Programme

Deadline: As early as possible and no later than 2 months prior. Please submit the final session programme using [the Agenda format](#) via email to the Industry Coordinator **Diyana Yosifova** at dyosifova@kenes.com.

The proposed programme should include:

- Session Title (up to 110 characters including spaces)
- Session Description (up to 200 words. Hyperlinks can be included).
- 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 (optional)
- 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

In case of changes to your session title and/or programme after submission, please contact the Industry Coordinator **Diyana Yosifova** at dyosifova@kenes.com.

Industry Supported Sessions – Important Notes

- Industry Sessions are **not** included in main event CME/CPD credits.
- In order to support you in the best possible way, **please share your plans and requirements with us**. This information is invaluable for the success of your session. Please liaise directly with the Industry Coordinator.
- We recommend arriving early to **set up the hall** prior to the start of your session. A member of the Kenes Operational team will be available onsite should you need any assistance.
- **Handouts** are allowed to be distributed at the entrance to the session hall; however, it is NOT permitted to place material on the seats inside the hall.
- Printed tent cards placed on the head table are allowed and should be produced and provided by the supporter.
- We ask presenters to follow the time schedule precisely in order for the day's events to run smoothly. An updated programme can be found on the [event website](#).



Catering/ F&B

- Catering is **exclusive** to the Official Catering Agency and should be ordered in advance.
- Supporters who wish to order food and beverages for their session and/or meeting/hospitality room are welcome to do so directly with the catering team.
- **Contact information will be shared in due course.**
- Please check with the Industry Coordinator if food and drinks can be taken into the session halls (excluding hot dishes).
- If you are considering catering together with the session, please note that an additional charge will be applied for cleaning the hall immediately following the session.
- Please check with the Industry Coordinator if lunch and refreshments will be served daily in the Exhibition Hall according to the event timetable.
- If you are planning to have catering/lunch boxes together with the session, it is recommended to indicate in all publications that lunch/refreshment will be served as long as this is not contradicting the supporter's internal compliance policy.

Speaker's 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 session speakers have already been invited by the Meeting.



Lead Retrieval/Badge Scanners: K-Lead Application

Lead Retrieval Wireless Barcode Readers can be a helpful tool for receiving contact information about participants who attend your session. We are pleased to offer you the K-Lead App. Supporters can download the K-Lead app onto *their own* smart phone or tablet and transform their device into an instant, easy lead retrieval system and capture participants' contact information with a quick scan of their badge.

Advantages of the K-Lead application:

- **Seamless Integration:** Download directly to your device; no extra hardware needed!
- **Effortless Scanning:** Quickly scan attendee badges to capture leads.
- **Customizable Notes:** Add personal comments to each lead for better follow-up.
- **"Quick Scan" Function:** Ability to quickly scan delegates as they enter the session hall.
- **Instant Access:** Get real-time lead information for immediate engagement.
- **Universal Compatibility:** Download from the **Apple Store** or **Google Play** using "Kenes K-Lead App".

Cost per unit: EUR 700 (excl. 4% credit card fee and VAT if applicable) / **Device NOT included!**

Deadline: 2 weeks prior to the meeting / Onsite rate of EUR 850 after above deadline.

Unlock the Power of K-Lead Plus:

- **Automated Follow-up Emails:** Immediately after scanning, send personalized emails to every lead. Make every connection count without lifting a finger!
- **Tailored Email Customization:** Craft the perfect message with customizable subject lines, email content, and signatures. Attach PDFs to add a polished, personal touch that stands out.
- **Timely Engagement:** Say goodbye to the hassle of manual follow-ups. K-Lead Plus handles it by sending tailored emails right after each scan, keeping your brand top of mind.
- **Trackable Insights:** Monitor how your emails perform with engagement metrics. Learn what works and refine your strategies for maximum impact, ensuring you're always improving.
- **Compatibility:** K-Lead Plus requires at least one K-Lead license purchased.

Cost for K-Lead Plus: EUR 750

Key Notes for K-Lead and K-Lead Plus:

- **Device Not Included:** The application must be installed on your personal or company device (tablet/smartphone).
- **Reliable Data:** Participant badge barcodes carry contact details as provided by registrants or their agencies. Note: Group registration may contain generalized information.
- **Content Responsibility:** Information content is managed by the registrant or their agency, not Kenes Group or the Organizing Committee.
- **Easy Reservation:** Secure your Wireless Barcode Reader by returning the completed credit card form.
- **GDPR Compliance:** We've updated our [privacy policy](#) in compliance with GDPR. Your personal data won't be shared without consent. Presenting your badge for scanning implies consent to share your details.
- By purchasing the K-Lead and the K-Lead Plus, Exhibitors and Sponsors agree to Data Processing Agreement.

How to order K-Lead and K-Lead Plus? -> Please access the Exhibitor's Portal <https://exhibitorportal.kenes.com>



Innovative Products for Industry Supported Sessions Onsite

Maximize your Participant Experience – Use our innovative technologies for your session!

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

- **Session Recording** and many more products designed for capturing and recording session content.
- **Voting, Evaluations**, and more products designed for increasing participants' interaction during 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 **6 weeks prior to the event**.

Orders received after the deadline will incur rush fees.



AV

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. A technical rehearsal is offered free of charge; however additional charges may apply, depending on hall availability, rehearsal requirements and overtime of the technicians.

Data Presentations

Please bring the PowerPoint presentation/s 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 **2 hours before the start of the session**.

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.

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 only meeting computers are used in the session halls. These are supplied with Office 2019 (at least) and the native ratio of the projection on the screens in the halls is 16:9. The meeting will not be able to support lecture slides presented on personal computers.

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).



Session Signage (Optional)

Supporters with industry supported sessions have the option to create signage promoting their session according to the below guidelines. The session signage should be produced by the supporter.

Session Hall Signage

Self-Standing Sign at the Entrance

1 x stand-alone sign can be placed at the entrance of the session hall 15 minutes prior to the session's published start time. Maximum dimensions: W85cm x H200cm.

Stage Banner

1 x free standing vertical sign can be placed on/next to the stage. Maximum dimensions: W150cm x H250cm.

Self-Standing Signage in the Exhibition Area

The Supporter is entitled to place one sign advertising their industry supported session **on the day of the session only**. Maximum dimensions: W85cm x H200cm. The sign may be placed in the Exhibition area during the Exhibition opening hours. Please liaise onsite with the Industry Coordinator and Exhibition Manager regarding exact time and location.

Notice: Due to CME/CPD accreditation criteria, the following rules apply:

- You may not place signage advertising your session in any other locations unless coordinated with Kenes staff onsite.
- Please make sure to indicate the following disclosure on the signs:
This session is not included in main event CME/CPD credits.

Session Badges

Each industry supported session organiser is entitled to up to 10 session badges which allow access to their Industry Session only. These badges will not display individual names.

Industry supported session badges will be prepared **upon request only** and can be collected at the Registration desk 2 hours prior to the start of your Industry session. Session Badges need to be returned to the Registration desk after the session has ended.

Wi-Fi

Free Wi-Fi will be available at the meeting 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 session, please let us know in advance and we will send you a quote.

Waste Disposal

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