

ESOC 2016

10-12 May, Barcelona

The 2nd European Stroke Organisation Conference 2016

10-12 May, 2016 | Barcelona, Spain

→ www.ESOC2016.com

i Kenes International Organizers of Congresses S.A.
7, rue François-Vernonnet, 1207 Geneva, Switzerland
Tel: +41 22 908 0488 | Fax: +41 22 906 9140



ESOC 2016 ~ SUPPORTED SYMPOSIA MANUAL

Dear Supporter,

We are happy to present you with the ESOC 2016 Supporters Symposia Manual. 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.

The **European Stroke Organisation Conference** takes place on **May 10-12, 2016** at the **Centre Convencions Internacional de Barcelona (CCIB), Barcelona, Spain.**

Centre Convencions Internacional de Barcelona (CCIB)
Plaça de Willy Brandt 11-14
08019 Barcelona, Spain
Tel: +34 932 301 000
Fax: +34 932 301 001
www.ccib.es

A block of rooms have been reserved for the ESOC 2016 conference participants and supporters at a discounted rate. Hotel reservations can be made via the conference website. Please [click here](#).

Please do not hesitate to contact me for further information or assistance. We look forward to welcoming you in Barcelona and wish you a successful Symposium.

Warm regards,

Raquel Lewis
Meeting Planner

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SECTION 1: Symposium Related Contact Information

Conference Organiser

Kenes International

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

Kenes Contacts

Meeting Planner

Ms. Raquel Lewis

Tel: +41 22 908 0488 Ext: 813
Email: rlewis@kenes.com

Audio Visual Coordinator

Mr. Mike Perchig

E-mail: nest@nest-av.com

Programme Coordinator

Ms. Jennifer Simon

Tel: +41 22 908 0488 Ext: 940
Email: jsimon@kenes.com

Senior Account Manager

Mr. Marcel Dekker

Tel: +31 20 763 0102
Email: mdekker@kenes.com

Support & Exhibition Specialist

Mrs. Judit Gondor

Tel: +41 22 9080488 Ext: 531
Email: jgondor@kenes.com

Exhibition Manager

Mrs. Michal Lelcuk

Tel: +41 22 9080488 Ext: 523
Email: mlelcuk@kenes.com

Registration Manager

Ms. Osher Shouker

Tel: +41 22 908 0488 Ext: 841
Email: oshouker@kenes.com

Contractors Contacts

**BOOTH CONSTRUCTION AND FITTINGS,
FURNITURE HIRE AND SIGNAGE**

Grupo MARVA

Elena Calpe

Tel: +34 913 675 428

Fax: +34 913 671 976

Email: elena.calpe@grupomarva.com

FREIGHT HANDLING & ONSITE LOGISTIC AGENT

Hermes-Exhibition and Projects, Ltd.

Ms. Zehavit Akerman

Tel: +49 69 747 848

Mobile: +972 52 511 4982

Email: zehavitak@hermes-exhibitions.com

**TELECOMS, ELECTRICAL FITTINGS,
WIRELESS ACCESS, INFORMATION TECHNOLOGY,
CLEANING, SECURITY, PARKING**

GL events CCIB

Exhibitor Services Department

Email: stands@ccib.es

CATERING & BEVERAGE

CCIB F&B

Exhibition Stands

Email: stands@ccib.es

Industry Symposia and Meetings

Myriam Muñoz

Email: myriam.munoz@fbccib.es

SECTION 2: Deadlines Table

Action Item	Deadline	Contact Person
Staff Hotel Reservation	As soon as possible	Registration and Accommodation Team eso2016_reg@kenes.com
Lead Retrieval Wireless Barcode Readers Order	Tuesday, April 5, 2016	Raquel Lewis rlewis@kenes.com
Payment of Invoice Balance	Must be received in full one week prior to the Conference	Bat-Sheva Quinn bquinn@kenes.com
Symposium Programme (for approval by Scientific Committee)	Monday, February 15, 2016	Jennifer Simon jsimon@kenes.com
Programme Book Advertisement (for approval by Scientific Committee)	Monday, March 14, 2016	Jennifer Simon jsimon@kenes.com
Draft of Bag Insert for Approval (for approval by Scientific Committee)	Monday, April 4, 2016	Raquel Lewis rlewis@kenes.com
Catering Services	Tuesday, April 12, 2016	CCIB F&B myriam.munoz@fbccib.es
Shipping & Material Handling Services	Thursday, April 28, 2016	Zehavit Akerman zehavitak@hermes-exhibitions.com

SECTION 3: Timetables

Tuesday 10 May						
Time	Hall A Room 116/117	Hall B Room 115	Hall C Room 114	Hall D Room 113	Hall E Room 112	Hall F Room 111
12:30 – 14:00		Bayer	Medtronic	Penumbra	Boehringer Ingelheim	Amgen
18:00 – 19:30		Takeda	Stryker	EVER Neuro Pharma		
Wednesday 11 May						
Time	Hall A Room 116/117	Hall B Room 115	Hall C Room 114	Hall D Room 113	Hall E Room 112	Hall F Room 111
12:45 – 14:15	Astra Zeneca	Bayer Pharm AG	Medtronic	BMS & Pfizer Alliance	Boehringer Ingelheim	Daiichi Sankyo
Thursday 12 May						
Time	Hall F Room 111	Hall G Room 133/134				
13:15 – 14:15		St Jude Medical				

In order to set up the hall prior to the start of your Symposium, we would recommend arriving to your Symposium 30 minutes prior to the event start time, where a member of the Logistics Team will be available should you need any assistance.

If a technical rehearsal in the hall itself is required, please make arrangements directly with the Conference Audio Visual Coordinator, Mike Perchig at: nest@nest-av.com.

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 ESOC 2016 website by [clicking here](#).

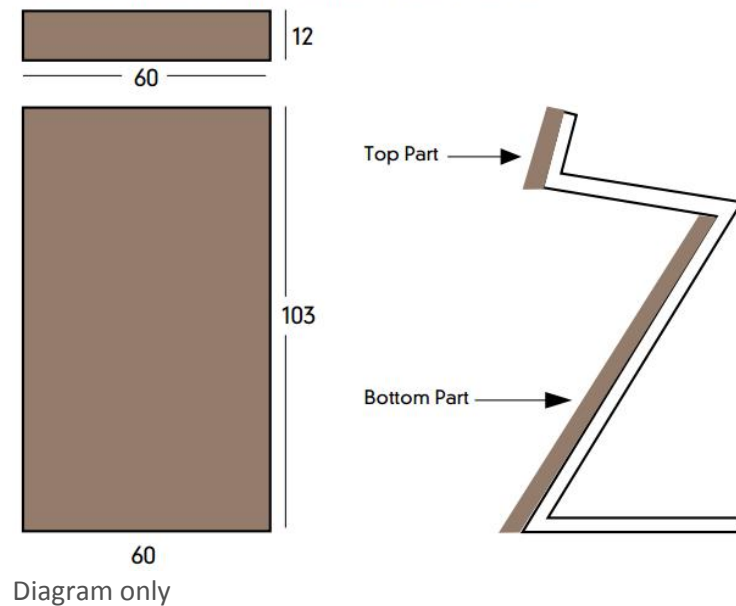
SECTION 4: Symposia Session Halls

Hall A (Hall 116+117 of the CCIB):

For Symposia taking place in **Hall A** on **level one**.

Hall Technical Details		
Hall Capacity & Layout	1100 Theatre	
Hall Dimensions	28m x 44.6m x 5.7m (l x w x h)	
Stage	Wooden Stages 40 cm high with 20 cm step	
Speaker Lectern Branding	Dimensions showed on diagram	
Head Table Banner Dimensions	W	H
	240 cm (2 units of 120 cm)	75 cm
	<p>Sufficient seating for up to 4 persons. 1 cm foam board or similar rigid material is recommended for branding the table and lectern.</p>	

Size: Top Part 60 x 12 cm // Bottom Part 60 x 103 cm



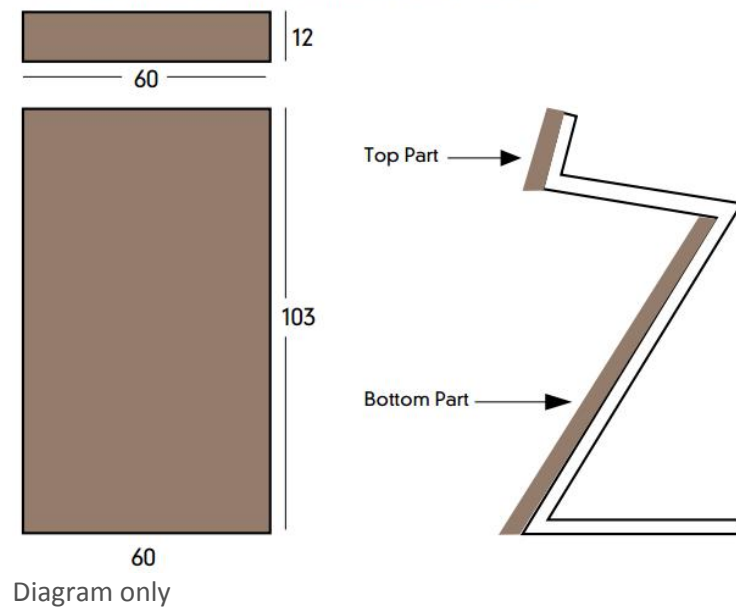
The general stage setting includes 1 speaker lectern and a head table **accommodating up to 4 persons**. For alternative/additional stage setting please contact Raquel Lewis at: rlewis@kenes.com.

Hall E (Hall 112 of the CCIB):

For Symposia taking place in **Hall E** on **level one**.

Hall Technical Details		
Hall Capacity & Layout	700 Theatre	
Hall Dimensions	28m x 29.6m x 5.7m (l x w x h)	
Stage	Wooden Stages 40 cm high with 20 cm step	
Speaker Lectern Branding	Dimensions showed on diagram	
Head Table Banner Dimensions	W	H
	240 cm (2 units of 120 cm)	75 cm
	<p>Sufficient seating for up to 4 persons. 1 cm foam board or similar rigid material is recommended for branding the table and lectern.</p>	

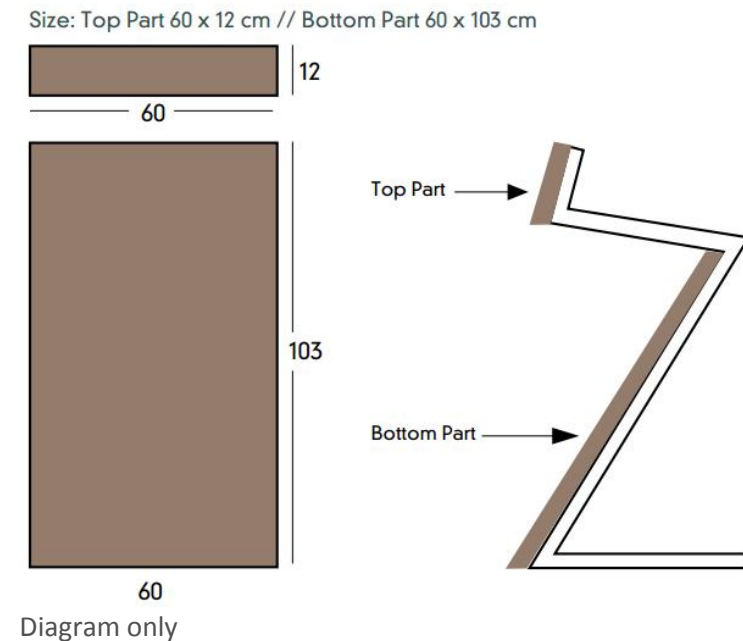
Size: Top Part 60 x 12 cm // Bottom Part 60 x 103 cm



The general stage setting includes 1 speaker lectern and a head table **accommodating up to 4 persons**. For alternative/additional stage setting please contact Raquel Lewis at: rlewis@kenes.com.

Hall B (Hall 115 of the CCIB), Hall C (Hall 114 of the CCIB), Hall D (Hall 113 of the CCIB) and Hall F (Hall 111 of the CCIB):
For Symposia taking place in Halls B, C, D or F on level one.

Hall Technical Details		
Hall Capacity & Layout	300 Theatre	
Hall Dimensions	28m x 14.4m x 5.7m (l x w x h)	
Stage	Wooden Stages 40 cm high with 20 cm step	
Speaker Lectern Branding	Dimensions showed on diagram	
Head Table Banner Dimensions	W	H
	240 cm (2 units of 120 cm)	75 cm
	Sufficient seating for up to 4 persons. 1 cm 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 Raquel Lewis at: rlewis@kenes.com.

Hall G (Hall 133+134 of the CCIB):

For Symposia taking place in **Halls G** on **level one**.

Hall Technical Details		
Hall Capacity & Layout	120 Theatre	
Hall Dimensions	12.8m x 15.1m x 3.7m (l x w x h)	
Speaker Lectern Branding	Dimensions showed on diagram	
Head Table Banner Dimensions	W	H
	120 cm	75 cm
	Sufficient seating for up to 2 persons. 1 cm foam board or similar rigid material is recommended for branding the table and lectern.	

Size: Top Part 60 x 12 cm // Bottom Part 60 x 103 cm

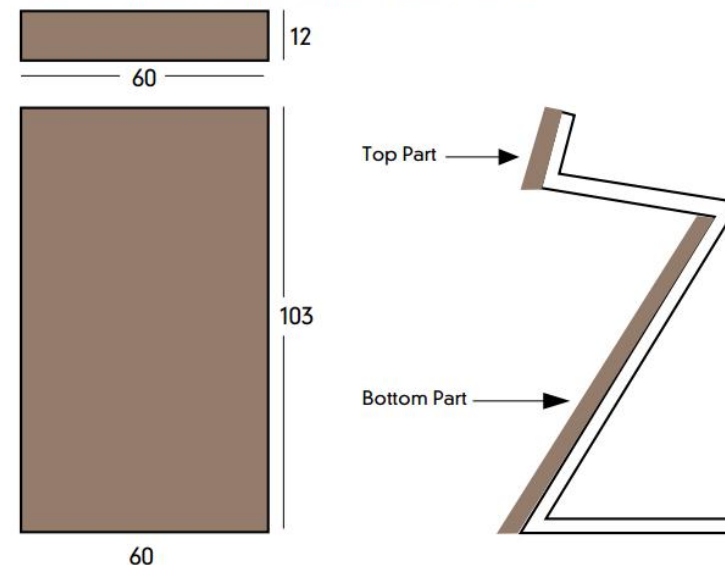


Diagram only

The general stage setting includes 1 speaker lectern and a head table **accommodating up to 2 persons**. For alternative/additional stage setting please contact Raquel Lewis at: rlewis@kenes.com.

Audiovisual (AV) Equipment

Hall A (Hall 116+117 of the CCIB) and Hall E (Hall 112 of the CCIB):

The following will be available in each room:

- Front projection screen, image of at least H4.00 x W5.40 meters.
- Data projector, at least 8000 ansi-lumens - incl. the necessary cables between the projector and the laptop computer at the lectern.
- 42" Confidence monitor in front of the head table, showing the same image as being projected on the main front projection screen.
- Laptop computer for PowerPoint presentations, including English version of Windows, English version of Office, DVD drive, USB port, sound card
 - 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, incl. at least 6 wired microphones (2 head table, 1 lectern, 3 Q&A) with stands (floor/table), 1 wireless tie-clip microphone and connection to sound from computers (mini PL plug) at the lectern.
- An Audio monitor for the lectern and an Audio monitor for the lectern.
- Lighting system, illuminating the lectern and the head table.
- 2 x AV technicians to operate the above-mentioned systems.

The sponsor's logo/image may be projected on main screen during walk-in. Please contact the AV Coordinator, Mr. Mike Perchig at: nest@nest-av.com in order to design the images according to the required resolution.

Hall B (Hall 115 of the CCIB), Hall C (Hall 114 of the CCIB), Hall D (Hall 113 of the CCIB) and Hall F (Hall 111 of the CCIB):

The following will be available in each room:

- Front projection screen, image of at least H3.00 x W4.00 meters.
- Data projector, at least 4500 ansi-lumens - incl. the necessary cables between the projector and the laptop computer at the lectern.
- 32" Confidence monitor in front of the head table, showing the same image as being projected on the main front projection screen.
- Laptop computer for PowerPoint presentations, including English version of Windows, English version of Office, DVD drive, USB port, sound card – 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, incl. at least 5 **wired** microphones (2 head table, 1 lectern, 2 Q&A) with stands (floor/table), 1 wireless tie-clip microphone and connection to sound from computers (mini PL plug) at the lectern.
- An Audio monitor for the lectern and an Audio monitor for the lectern.
- Lighting system, illuminating the lectern and the head table.
- 1 x AV technician to operate the above-mentioned systems.

The sponsor's logo/image may be projected on main screen during walk-in. Please contact the AV Coordinator, Mr. Mike Perchig at: nest@nest-av.com in order to design the images according to the required resolution.

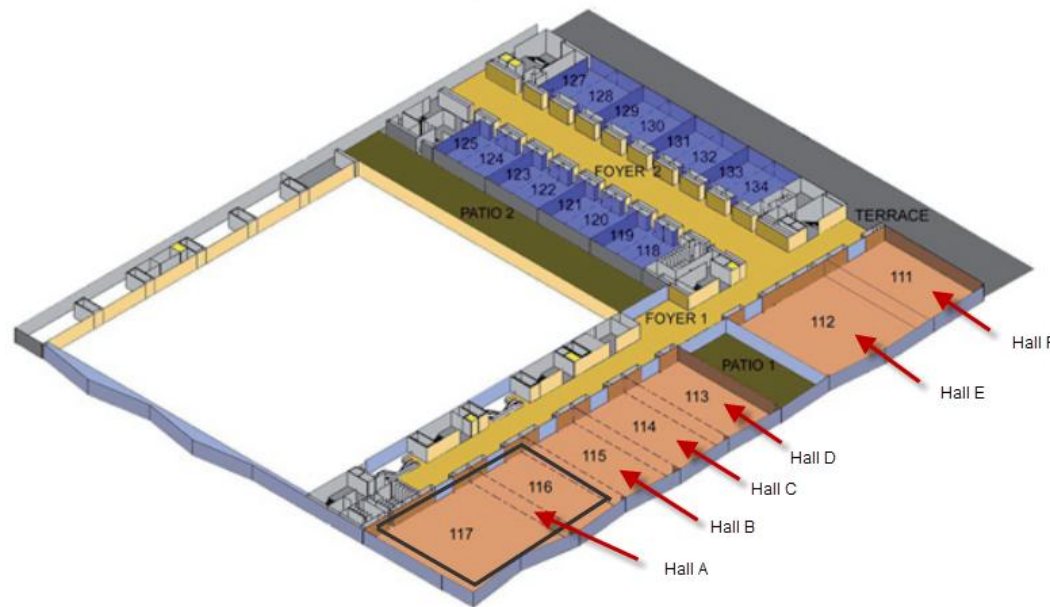
Hall G (Hall 133+134 of the CCIB):

The following will be available in each room:

- 2 x front projection screens, image of at least H2.25xW3.00 meters each.
- 2 x Data projectors, at least 4500 ansi-lumens - incl. the necessary cables between the projector and the laptop computer at the lectern.
- Laptop computer for PowerPoint presentations, including English version of Windows, English version of Office, DVD drive, USB port, sound card – 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, incl. 3 wired microphones (head table, lectern, Q&A) with stands (floor/table), 1 wireless headset microphone and connection to sound from computers (mini PL plug) at the lectern.
- 1 x AV technician to operate the above-mentioned systems.

The sponsor's logo/image may be projected on main screen during walk-in. Please contact the AV Coordinator, Mr. Mike Perchig at: nest@nest-av.com in order to design the images according to the required resolution.

Level 1 Floor plan - CCIB



MEETING ROOM 111	420 M ²
MEETING ROOM 112	844 M ²
MEETING ROOM 113	430 M ²
MEETING ROOM 114	420 M ²
MEETING ROOM 115	420 M ²
MEETING ROOM 116	420 M ²
MEETING ROOM 117	878 M ²
MEETING ROOMS 118-134	16 x 95 M ²
FOYER 1	1295 M ²
FOYER 2	1008 M ²
TERRACE	1198 M ²

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. Jennifer Simon at: jsimon@kenes.com, no later than **Monday, February 15, 2016**.

Final Programme Advertising

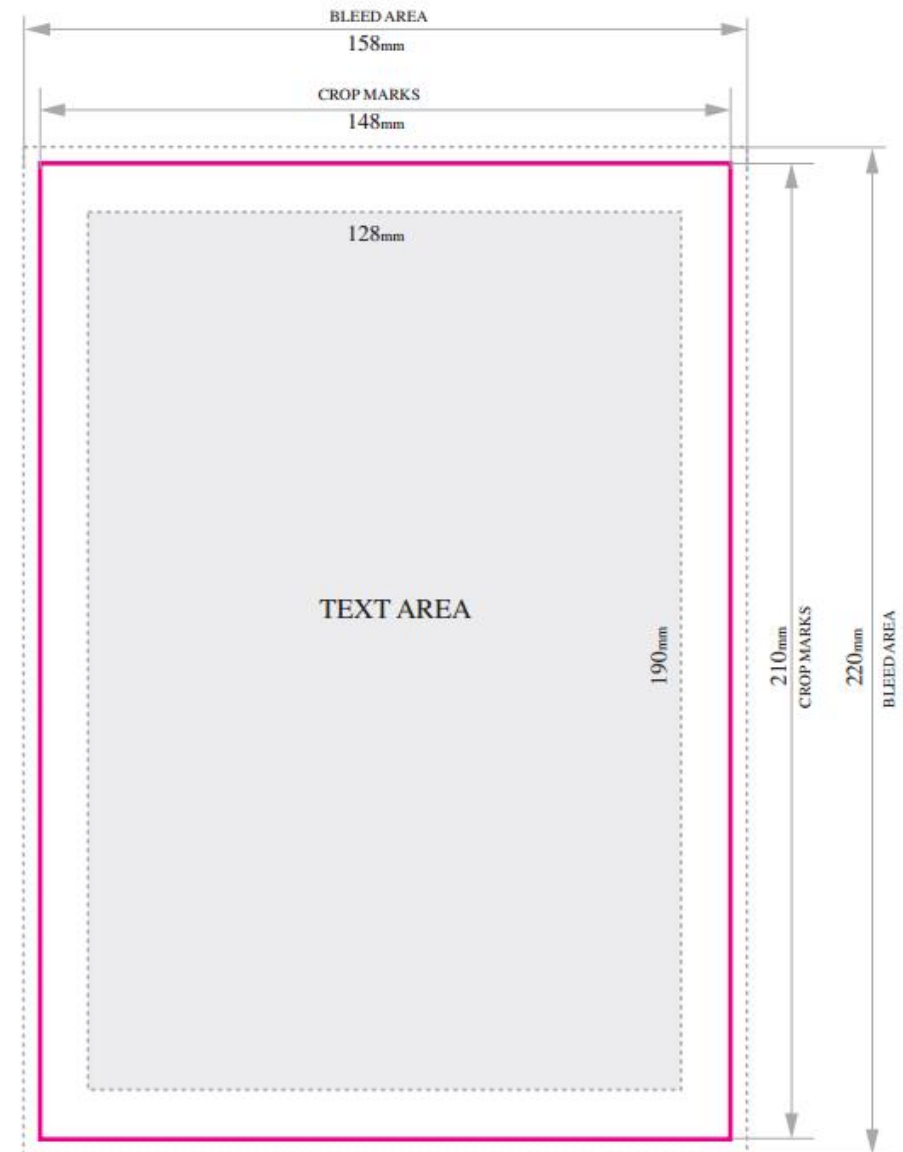
For supporters entitled to adverts in the final programme as per their signed contract, please email adverts to Jennifer Simon at: jsimon@kenes.com no later than **Monday, March 14, 2016** in one of the following formats at a resolution no less than 300 dpi: EPS, Illustrator, JPG or PDF.

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

Symposium Invitation Bag Inserts

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

1. Please email the invitation draft (including graphic design) prior to printing for approval to Raquel Lewis at: rlewis@kenes.com no later than **Monday, April 4, 2016**.
2. The bag insert should not exceed standard A4 dimensions.
3. At this time we predict that a quantity of **3,500** inserts are required.



Inserts/Display material need to arrive at the venue no later than **09:00h on Sunday, May 8, 2016** for inclusion in the conference bags. Packages should be labeled accordingly with the supporters company's name and the name of the responsible person (who will be in the event), and the name and date of event.

Hermes-Exhibition and Projects, Ltd. is the Official Freight Forwarder agent for the ESOC 2016 Conference and Exhibition. To ensure the smooth unloading and arrival of your material into the venue, we recommend using the Official Freight Forwarder services. Supporters who choose to use their own services to deliver their goods to the venue door or warehouse are still required to contact Hermes in order to coordinate the time schedule for unloading of freight into the venue.

Please note:

Any deliveries made directly to the venue without going through the official conference shipping agent, will be at the supporters own risk. If they do not arrive on time or are mislaid, the conference organisers and official conference shipping agent will not take any responsibility.

For additional shipping / delivery options direct to the venue, please refer to **SECTION 8: Shipping, Tariffs, Material Handling and Shipping Labels**.

Symposium Signage

Symposium supporters have the option to create promotional signage according to the below guidelines. All symposium signage should be produced by the company. Please note that it is not permitted to use the ESOC logos 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 to be placed at the entrance of the session hall 30 minutes prior to the sessions published start time.

- **Stage Banners (optional)** - 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:** 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 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 the Meeting Planner. **Please make sure to bring your own easels.**

Please note:

You may not place signage advertising your symposium in any other locations except as coordinated with Raquel Lewis onsite.

SECTION 6: Session & Miscellaneous Information

Catering

Catering is exclusive to **CCIB F&B**, 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 CCIB:

CCIB F&B

Myriam Muñoz

Email: myriam.munyo@fbccib.es

All food and beverage requests must be ordered through the official caterer.

Meeting Rooms / Hospitality Rooms

Supporters interested in renting a meeting room during the ESOC 2016 should contact Ms. Judit Gondor at: jgondor@kenes.com.

SECTION 7: Lead Retrieval Wireless Barcode Readers

Lead Retrieval Wireless Barcode Readers are a helpful tool for collecting participants contact information.

K-LEAD - State of the Art Lead Retrieval System

Unique opportunity to use our advanced iPod touch lead retrieval system, enabling exhibitors to enhance their database by securing valuable leads for further marketing and communication.

- Compact and intuitive design
- Sleek iPod touch with customized scanner
- Effortless process using registration badge barcode
- Option for pre-installed survey tailored to exhibitor needs
- Ability to insert exhibitor comments for each lead
- Immediate information retrieval online
- Secure use and password protected
- Package includes hardware and software with on-site support
- Use of device for full duration of exhibition
- Cost per unit - **€ 400**

For further details, please [click here](#).



Mini Scanner

- No editing capabilities
- Basic participant info
- Pocket size
- Cost per unit - € 300



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 or third party, we may not be in possession of the full contact details.
- Kenes International 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 Lead Retrieval Wireless Barcode Reader or Mini Scanner, please log into the NEW 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, 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 Manager Michal Lelcuk at mlelcuk@kenes.com.

SECTION 8: Shipping, Tariffs, Material Handling and Shipping Labels

For any questions/clarifications, please contact the Official Freight Coordinator of the Symposium:

Hermes-Merkur

Ms. Zehavit Akerman

Tel: +49 69 747 848

Mobile: +972 52 511 4982

Email: zehavitak@hermes-exhibitions.com

The shipping instructions include the following information:

- Shipping Instructions
- Tariff
- Material Handling Form
- Labels

Inserts for participant bags

Please note: **To assure that your insert will be distributed to the delegates, a sample of the insert needs to be sent to Raquel Lewis no later than April 4, 2016 at: rlewis@kenes.com**

Inserts will be distributed to the delegates from the Conference bags counter (insert to be provided by Supporter).

In order to follow up your shipment and to confirm arrival on time, we kindly ask you to provide the Official Freight Coordinator with the following information prior to shipping:

- 1) Number of pieces (pallets, boxes, cartons, etc.)
- 2) Way of transport (road freight, carrier services, airfreight, ocean)
- 3) Airway bill number

It is very important to put the correct label (green) on boxes and to mention INSERTS FOR THE BAGS. The marking instructions are mentioned at the end of this manual.

Shipments sent directly to the venue will be refused by the Centre Convencions Internacional de Barcelona (CCIB).

Hermes is the exclusive handler inside the venue. No other company is permitted to handle cargo within the venue.

Please note that companies, stand builders & PR companies may make their own arrangements to deliver and retrieve goods directly to the warehouse/venue entrance.

Hermes-Merkur has the responsibility of receiving and handling all materials for a fee as published on the enclosed Material Handling page. Exhibitors are free to choose their own courier for delivery and pickup of their materials when sending to the warehouse.

Handling rates are based on the incoming weight of shipments. For rate information, see the MATERIAL HANDLING SERVICE AND RATES order form at the end of this manual. **Hermes-Merkur must have payment before forwarding freight.**

For any questions/clarifications, please contact the Official Freight Coordinator of the Symposium: zehavitak@hermes-exhibitions.com

Insurance of Goods

All cargo should be insured from point of origin.

Insert and Display Materials

Please note that all materials entering the venue incur a handling charge. This includes materials for inserts to the Congress bags and display. In order to receive a price quote for handling and to assure arrival of your materials, please be sure to complete the “Pre-Advise” form included in the shipping instructions.

To view the full ESOC 2016 Shipping Instructions, including Tariffs, Material Handling and Shipping Labels please select the relevant links:

Shipping Instructions	Shipping Labels
Shipping Instructions – Inserts and Display Material Material Handling and Payment Confirmation Form	Bag Inserts Shipping Label – Air Freight Bag Inserts Shipping Label – Warehouse Display Material Shipping Label – Air Freight Display Material Shipping Label – Warehouse