Dear Sponsor,

We are happy to present you with 2nd Joint Congress of the INS European Chapters (eINS 2021) Supporters’ Symposium Manual.

This manual covers important information and is designed to assist you in preparing for your symposium. 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.

The 2nd Joint Congress of the INS European Chapters (eINS 2021) takes place from September 2\textsuperscript{nd} to September 4\textsuperscript{th}, 2021 at the Palais des Congress Paris, France

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

Kind regards,

\textbf{STEPHANIE STOYANOVA}
Exhibition and Industry Coordinator

E: \texttt{sstoyanova@kenes.com} | T: +41 22 908 0488 Ext 251 | M: +359 886 34 6603
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SECTION 1: SYMPOSIUM RELATED CONTACT INFORMATION

Kenes Contacts

CONGRESS ORGANIZER
Kenes International
Rue François-Versonnex 7
1207 Geneva, Switzerland
Tel: +41 22 908 0488
Fax: +41 22 906 9140
Email: eins@kenes.com

INDUSTRY & EXHIBITOR COORDINATOR
Ms. Stephanie Stoyanova
Kenes Group
Tel: +41 22 9080488 Ext: 251
Email: sstoyanova@kenes.com

PROGRAM COORDINATOR
Ms. Stephanie Orzech
Tel: +41 22 9080488 Ext. 955
Email: sorzech@kenes.com

AUDIO VISUAL COORDINATOR
FOR EXTRA AV ORDER AND TECHNICAL REHEARSALS
Mr. Mike Perchig
E-mail: nest@nest-av.com

INDUSTRY LIAISON AND SALES ASSOCIATE
Ms. Victoria Eskenazi
Tel: +41 22 9080488 Ext.986
Email: veskenazi@kenes.com

REGISTRATION MANAGER
Ms. Shirley Milner
Kenes Group
Email: reg_eins21@kenes.com
CONTRACTORS CONTACT

CATERING SERVICES
RAYNIER MARCHETTI
E-mail: congres@rayniermarchetti.fr
www.rayniermarchetti.fr

CLEANING, TELECOMMUNICATIONS & INTERNET,
PLANTS & FLORAL ARRANGEMENTS
PALAIS DES CONGRES DE PARIS
Mr. Olivier Teillet
Tel: 01 40 68 16 16
E-mail: olivier.teillet@viparis.com
Web Shop: https://www.viparisstore.com

FURNITURE HIRE AND SIGNAGE
Ms. Cindy Ibarra
Tel: +33 1 34 84 84 84
E-Mail: exhibitors@dparchi.com

HOSTESSES AND TEMPORARY STAFF
Emmanuelle Lebreton
Tel: + 33(0)1 70 38 28 80
Mobile: +33(0)6 72 93 00 27
E-mail: elebreton@mahola-hotesses.fr
www.mahola-hotesses.fr

FREIGHT HANDLING & ONSITE LOGISTIC AGENT
Hermes-Merkur
Mr. Bernd Blum
Tel:
+4961739669511
Mobile: +491755880291
E-mail: bernd.blum@merkur-expo.com
### SECTION 2: DEADLINES TABLE

<table>
<thead>
<tr>
<th>SUBMISSION OF FORMS</th>
<th>DEADLINES</th>
<th>CONTACT</th>
</tr>
</thead>
</table>
| Badge Order                          | Wednesday, August 11th 2021             | Via Kenes Exhibitor’s Portal  
|                                      |                                        | [https://exhibitorportal.kenes.com](https://exhibitorportal.kenes.com) |
| Lead Retrieval Wireless Barcode Readers Order |                                        |                                                                         |
| Symposium Program                    | Please advise if there are changes in your program as soon as possible. | Via Kenes Exhibitor’s Portal  
| (for approval by Scientific Committee) |                                        | [https://exhibitorportal.kenes.com](https://exhibitorportal.kenes.com) |
| Push Notification                     | Friday, August 13th 2021                |                                                                         |
| App Advert                           | Please advise if there are changes in your mobile adverts as soon as possible. | Email: [congres@rayniermarchetti.fr](mailto:congres@rayniermarchetti.fr) |
| (for approval by Scientific Committee) |                                        |                                                                         |
| Catering Service                     | Please contact directly the Catering Company to advise you for deadlines. | Email: [exhibitors@dparchi.com](mailto:exhibitors@dparchi.com)           |
| Furniture Hire, Signage              | Friday, August 20th 2021  
|                                      | 20 % Surcharges will apply after the deadline | **The D&P Exhibitors services department**  
|                                      |                                        | Cindy Ibarra  
|                                      |                                        | Tel: +33 1 34 84 84 84  
|                                      |                                        | Email: [exhibitors@dparchi.com](mailto:exhibitors@dparchi.com)           |
| Shipping & Material Handling Services | Please refer to Shipping Instructions in Section 10 for detailed shipping deadlines |                                                                         |
SECTION 3: TIMETABLES (SUBJECT TO CHANGE)

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Date</th>
<th>Time</th>
<th>Hall Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abbott</td>
<td>Thursday, 2nd Sep</td>
<td>10:30-19:30</td>
<td>Amphitheatre Bordeaux</td>
</tr>
<tr>
<td>Medtronic</td>
<td>Friday, 3rd Sep</td>
<td>07:30-08:30</td>
<td>Hall 342 A</td>
</tr>
<tr>
<td>Boston Scientific</td>
<td>Friday, 3rd Sep</td>
<td>13:00-14:00</td>
<td>Hall 342 A</td>
</tr>
<tr>
<td>Stirwave (Product Theatre)</td>
<td>Friday, 3rd Sep</td>
<td>17:05-17:35</td>
<td>Exhibition Hall</td>
</tr>
<tr>
<td>Industry and Innovation session</td>
<td>Saturday, 4th Sep</td>
<td>17:00-17:55</td>
<td>Amphitheatre Havane</td>
</tr>
</tbody>
</table>

Important notes:

➢ Industry Symposia are not included in main Conference CME/CPD credit.
➢ Food and drinks are allowed to be taken into the symposium halls (excluded hot drinks).
➢ We recommend arriving early to set up the hall prior to the start of your Symposium and according to availability of the Hall, as can be seen in the most updated timetable. 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.
➢ 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 E-INS 2021 Congress Website.
➢ If you are planning to have catering/lunch boxes 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.
➢ In order to support you in the best possible way, please share with us your plans and requirements. This information is invaluable. Please coordinate directly with the Industry Coordinator.
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.

In order to support you in the best possible way, please inform us if you plan any branding or change of set up in the hall. This information is valuable. We recommend arriving to your Symposium approx. 15 minutes prior to the start, where a member of the Logistics Team will be available should you need any assistance.

Please coordinate directly with Ms. Stephanie Stoyanova sstoyanova@kenes.com about set-up times and requirements.

We strongly recommend having a technical rehearsal in the hall itself and testing the Presentations during that rehearsal. Technical rehearsal during the Conference hours is offered free of charge (Note: additional charges may apply, depends on the availability of the allocated Hall during off-program hours and on extra AV orders). Please make arrangements directly with the Audio Visual Coordinator of the Conference, Mike Perchig at: nest@nest-av.com (CC above)

If you prefer not scheduling a technical rehearsal, please let us know as well by return email. 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 eINS website by clicking here
SECTION 4: SYMPOSIA SESSION HALLS

Amphitheatre Bordeaux

3D tour of Amphitheatre Bordeaux:
https://tourmkr.com/F13nQOhpmg/31165074p&216.41h&90.00t

Bordeaux Amphitheatre

<table>
<thead>
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<th>Technical Details</th>
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<tbody>
<tr>
<td>Hall Capacity &amp; Layout</td>
</tr>
<tr>
<td>Stage Dimensions</td>
</tr>
<tr>
<td>Head Table</td>
</tr>
<tr>
<td>Dimensions for branding:</td>
</tr>
</tbody>
</table>

The general stage setting includes 1 speaker lectern and a head table accommodating up to 4 persons.
For alternative/additional stage setting please contact Ms. Stephanie Stoyanova sstoyanova@kenes.com

Please be advised that Food & Beverages are not allowed in the Amphitheatre Bordeaux.
Lectern and Head table

For Sponsors’ Symposia being held in Amphi Bordeaux, the company “virtual” banner in front of the lectern and 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” banner can include the title of the Symposium and the name and logo of the Sponsor.
Room 342A (3rd Floor)

**picture is for demonstration only**

<table>
<thead>
<tr>
<th>Technical Details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Hall Capacity &amp; Layout</td>
<td>60 persons in Cabaret style</td>
</tr>
<tr>
<td>Ceiling Height</td>
<td>4,30 m</td>
</tr>
<tr>
<td>Hall Dimensions</td>
<td>16 x 10.5 m</td>
</tr>
<tr>
<td>Head Table</td>
<td>Sufficient seating for up to 2 persons, if you require bigger one, please let us know.</td>
</tr>
<tr>
<td><strong>Dimensions for branding:</strong></td>
<td>If you wish to brand it, please prepare banner with the following size 1.45m x 0.55m</td>
</tr>
</tbody>
</table>

The general stage setting includes 1 speaker lectern and a head table accommodating up to 2 persons.

For alternative/additional stage setting please contact Ms. Stephanie Stoyanova

stoyanova@kenes.com
Stage in 342A:
6 éléments + 2 escaliers

In-Hall Furniture

- **Lectern**

The front panel can be personalized by a visual with the dimensions 1.11 x 0.6 m.
• Head table
SECTION 5 SUPPLIED AV

In order to support you in the best possible way, please contact the AV Coordinator, Mr. Mike Perchig Mr. Mike Perchig nest@nest-av.com

Amphi Bordeaux

- Large front projection screen, image of H4.5 X W8 meters approx.
- Data projector, at least 14000 ansi-lumens, incl. all the required cabling.
- Seamless Data/Video switcher at the AV Control desk
- Fixed video camera, to capture the face of the speaker at the lectern for live close-circuit projection during discussions.
- 40” Confidence monitors in front of the head table, showing the same image as projected on the main front projection screen.
- Laptop computer for PowerPoint presentations, including English version of Windows and Office, USB port, sound card – 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 PPT with the name of the speaker (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 6 wired microphones (4 head table, 2 lectern) with stands (floor/table), 3 wireless hand-held microphones for Questions & Answers (with floor stands), 1 wireless headset microphone and connection for 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.
- Colorful Lighting on stage
- 4 x AV technicians to operate the above-mentioned systems.

For Sponsors’ Symposia being held in Amphi Bordeaux, the company “virtual” banner in front of the lectern and 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” banner can include the title of the Symposium and the name and logo of the Sponsor.
Hall 342 A

- Front projection screen, image of H2.25 X W4 meters approx.
- Data projector, 5000 ansi-lumens, incl. all the required cabling.
- 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, including English version of Windows and Office, 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 and the stage, including 4 wired microphones (2 head table, 1 lectern, 1 Questions & Answers) 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

Data Presentations

Please approach the Onsite Speakers’ Ready Room at least 4 hours before your session in order to upload the slides.

We strongly recommend visiting Instructions for Oral Presenters page to prepare your slides accordingly.

- Please note that Presenter mode will not be available during your presentation. Please print your notes in advance or come to the Speaker ready stations and we will print them for you.
- If your session is recorded (webcasting or live streaming), please note you must use the conference computers.
- You may use your own computer for the presentation. In this case we still cannot support Presenter mode. Please bring your computer to the session hall where your lecture is taking place during a coffee or lunch break prior to your session, and at least 1 hour before the start of the session.

Onsite Speakers’ Ready Room Hours will be published on the “Instructions for Oral Presenters” page

As previously mentioned, we strongly recommend scheduling a technical rehearsal and testing the Presentations during the rehearsal. Please plan directly with the Conference Audio Visual Coordinator, Mike Perchig at: nest@nest-av.com
SECTION 6: SYMPOSIUM PROMOTION

Deliverables submission
Symposium Title and Program If have not yet provided your complete program details, please submit the confirmed program via the Exhibitor Portal.

The proposed program should include:
– Symposium title
– Date, time and hall name
– Chair(s) name, e-mail and country
– Speaker(s) lecture titles, speaker name, e-mail and country

If there are any changes to your symposium title or program, please inform, Ms. Stephanie Stoyanova, E-mail: sstoyanova@kenes.com

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

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
  - The following may be displayed (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, please refer to Section 4: Symposium Session Hall).
    ➢ 1 x vertical sign placed in front of the speakers’ lectern facing audience (For dimensions, please refer to Section 4: Symposium Session Hall).

Mobile App Push Notification
For Supporters entitled to App Push Notification as per their signed contract, please upload the text to the Exhibitor Portal no later than Friday, August 13, 2021.
  • Title - Max 75 characters including spaces.
  • Body - Max 140 characters including spaces.
  • Preferred date and exact local time

*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.

Mobile App Advert (Rotating banner)
For Supporters entitled to App Advert (Rotating banner) please upload the image to the Exhibitor Portal or send via email to sstoyanova@kenes.com, please advise us if there are any changes.
  • 2400 x 600px up to 2MB, JPEG or PNG and you can also provide us an URL to which we can link this advert when you click on it.
SECTION 7: Miscellaneous Information

Catering

It is highly recommended to order catering service to your session to maximize your session attendance.

The catering in the Palais des Congres 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. Please contact congres@rayniermarchetti.fr for further details.

Please advise the Exhibition and Industry coordinator Ms. Stephanie Stoyanova sstoyanova@kenes.com in advance if you will be providing lunch to participants during your symposium.

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.

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 Conference organizers at the expense of the supporter concerned.

Coffee Breaks and Lunches

For your information, refreshments (included in the registration fee) will be served in Bar Arlequin during official coffee breaks. No Lunches are provided for participants in the Exhibition area.

Meeting / Hospitality Rooms

Sponsors interested in hiring a meeting or hospitality room during e-INS 2021, should please contact Ms. Victoria Eskenazi at veskenazi@kenes.com Rooms are available on a first come first served basis.

HOSTESSES AND TEMPORARY STAFF

Emmanuelle Lebreton
Tel: + 33(0)1 70 38 28 80
Mobile: +33(0)6 72 93 00 27
E-mail: elebreton@mahola-hotesses.fr
www.mahola-hotesses.fr
SECTION 9: LEAD RETRIEVAL WIRELESS BARCODE READER

Lead Retrieval Wireless Barcode Readers are a helpful tool for receiving contact information about participants who visit your booth or attend your symposium.

Lead Retrieval Application (device not included)
The Application should be installed on your personal device.

The advantages of the new application:
• Effortless process using registration badge barcode.
• Ability to insert exhibitor’s comments for each lead.
• Immediate information retrieval online.
• Application is available for download from Apple store or Google play: "Kenes K-Lead App”.
• Cost per unit - €400.00 + 4% CC charges

The Mini Scanner

• No editing capabilities
• Basic participant info
• Pocket size
• Cost per unit- €300 +VAT + 4% CC surcharge

Please Note:

• Attendee data is supplied by each participant or the agency responsible for the registration process of that participant. We regret that in some cases data may be incomplete, such as when group registration is completed by a third party, we may not be in possession of the full contact details

• Data provided will only include the information of participants who have agreed to share their details with 3rd parties. The data of participants who have not agreed to this, will not be provided. Therefore, although he was scanned by the bar code reader, we are still unable to forward his contact details.

• Kenes International and the Organizing Committee encourage attendees to provide thorough information, however, cannot be responsible for the quality and content of such data.

To reserve your Lead Retrieval Wireless Barcode Reader, please refer to the online Exhibitor and Sponsor’s Portal
Please Click Here to log in the portal
Deadline: Wednesday August 11th, 2021
SECTION 10: SHIPPING, TARIFFS, MATERIAL HANDLING AND SHIPPING LABELS

CUSTOMS CLEARANCE, FREIGHT & MATERIAL HANDLING
Hermes-Exhibition and Projects, Ltd.

Mr. Bernd Blum
Tel: +49 617 396 69 511
Mobile: +49 175 588 02 91
Email: bernd.blum@merkur-expo.com

Delivery & Logistic Services
Hermes/Merkur Ltd. has been appointed as the official forwarding agent and clearance agent for this Congress and offers the following services: Customs clearance, delivery to the stand, freight forwarding, manpower & trolleys for un-loading/loading during build-up and dismantling, storage of empty crates, transportation to and from the Exhibition Hall.

For security, insurance, and efficiency reasons, Hermes/Merkur is the sole official agent to handle cargo inside the venue.
Kindly note that the official agent is the exclusive agent for move in and move out of the venue. Supporters are free to deliver their goods or to pick their goods up from outside the venue. Those who use their own facilities up to the venue are requested to coordinate their time schedule and unloading of their cargo into the venue with the official logistics agent.

Insurance of Goods
All cargo should be insured from point of origin.

Please Note: All advanced shipments and deliveries to the Hermes/Merkur warehouse, including by courier, must be coordinated with Hermes.

In order to assure receipt of sent materials, Hermes must receive the Pre-Advise form. Please complete this form and return it to:
Mr. Bern Blum: bernd.blum@merkur-expo.com
You will then receive confirmation of your material arrival