

WSPID 2017
10TH WORLD CONGRESS OF THE WORLD SOCIETY FOR
PEDIATRIC INFECTIOUS DISEASES



Dear Supporter,

We are happy to present you with the WSPID 2017 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 **10th World Congress of the World Society for Pediatric Infectious Diseases (WSPID 2017)** taking place on **December 2-5, 2017 at the Shenzhen Convention and Exhibition Center Fuhua Third Road Futian District Shenzhen, China.**

A block of rooms has been reserved for the WSPID 2017 congress participants and supporters at a discounted rate. Hotel reservations can be made via the congress website. Please [click here](#).

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

Warm regards,

ORNA GILBOA
Meeting Planner

WSPID 2017

10TH WORLD CONGRESS OF THE WORLD SOCIETY FOR
PEDIATRIC INFECTIOUS DISEASES



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SECTION 1: Symposium Related Contact Information

Congress Organizer

Kenes International

7, rue Francois-Versonnex

C.P. 6053

1211 Geneva 6

Switzerland

Tel: +41 22 908 0488

Fax: +41 22 906 9140

Website: wspid2017.kenes.com

AUDIO VISUAL COORDINATOR

Mr. Mike Perchig

Email: nest@nest-av.com

Kenes Contacts

Meeting Planner

Ms. Orna Gilboa

Tel: +41 22 908 0488 Ext 976

Email: ogilboa@kenes.com

Program Coordinator

Ms. Ilana Elihav

Email: ieliav@kenes.com

Industry Liaison & Sales Associate

Ms. Charlotte Lim

Email: clim@kenes.com

Exhibition Manager

Ms. Michal Lelcuk

Tel: +41 22 908 0488 ext. 921

E-mail: mlelcuk@kenes.com

Registration Manager

Ms. Netta Dafne

Tel: +41 22 908 0488 Ext 576

Email: ndafne@kenes.com

Accommodation Manager

Ms. Noa Ragol

Tel: +41 22 908 0488 Ext 524

Email: nragol@kenes.com



Contractors Contacts

FURNITURE HIRE & PRINTING

Milton Exhibits (Hong Kong) Limited

Ms. Didi Law / Ms. Shirley Yau

Tel: +852 3605 9637 / 9646 Fax: +852 3605 9589

Email: Didi Law didilaw@milton-hk.com

shirleyyau@milton-hk.com

CUSTOMS CLEARANCE, FREIGHT / MATERIAL HANDLING

Hermes-Exhibition and Projects, Ltd.

Ms. Zehavit Akerman

Tel: +49 69 747 848

Mobile: +972 52 511 4982

Email: zehavitak@hermes-exhibitions.com

HOSTESSES

Shenzhen Longwin Information Consultation

Co., Ltd Contact: Mr. Andes Gong

E-mail: longwin2004@aliyun.com

CATERING

SZCEC

Mr. Allen

Email: 945981600@qq.com

SECTION 2: Deadlines Table

	Deadline	Contact Person
Staff Hotel Reservation	As soon as possible	Ms. Noa Ragol nragol@kenes.com
Payment of Invoice Balance	Must be received in full one week prior to the Congress	Pazit Hochmitz phochmitz@kenes.com
Symposium Program (for approval by Scientific Committee)	Sunday, October 15, 2017	Ms. Ilan Eliav ieliav@kenes.com
Program Book Advertisement (for approval by Scientific Committee)	Sunday, October 15, 2017	Ms. Ilan Eliav ieliav@kenes.com
Lead Retrieval Wireless Barcode Readers Order	Wednesday, November 1st, 2017	Via Online Portal
Draft of Bag Insert for Approval (for approval by Scientific Committee)	Thursday, October 19, 2017	Via Online Portal
Catering Services	As soon as possible	Mr. Allen 945981600@qq.com
Shipping & Material Handling Services	Please refer to Shipping Instructions on page 20 for detailed shipping deadlines	Ms. Zehavit Akerman zehavitak@hermes-exhibitions.com



SECTION 3: Timetables

Symposia Timetable			
Supporter	Date	Session Time	Location
Sanofi Pasteur	Saturday, December 2, 2017	15:00-16:30	Plum Blossom Hall
Pfizer	Sunday, December 3, 2017	13:30-15:00	Bougainvillea Hall
GSK	Sunday, December 3, 2017	17:00-18:30	Bougainvillea Hall

In order to set up the Hall prior to the start of your Symposia, we would recommend arriving to your Symposium early, where a member of the Logistics Team will be available should you need any assistance.

If a technical rehearsal is required, please contact the AV 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 WSPID 2017 website by [clicking here](#).

Registration Timetable	
Saturday, December 2, 2017	09:30-20:00
Sunday, December 3, 2017	07:00-18:35
Monday, December 4, 2017	07:30-19:30
Tuesday, December 5, 2017	07:30-18:45

* Registration hours are subject to change.

SECTION 4: Plum Blossom Hall

For Symposia taking place in **Plum Blossom Hall**, the Hall name will be referred in all conference publications and directional signage.

Hall Technical Details		
Hall Capacity & Layout	1200 pax Theatre styled	
Hall Size	50X48x13	
Stage Dimensions	TBA	
Speaker Lectern Banner dimensions	W	H
	76cm	110cm
Head Table Banner Dimensions	W	H
	180cm	74cm
	Sufficient seating for up to 4-6 persons. 10mm Foam board or similar rigid material is recommended for branding the table.	



The general setting includes 1 speaker lectern and a head table **accommodating 4-6 persons**.
 For alternative/additional stage setting please contact Marc Lawrence at: ogilboa@kenes.com.

Bougainvillea Hall

For Symposia taking place in **Bougainvillea Hall** the Hall name will be referred in all conference publications and directional signage.

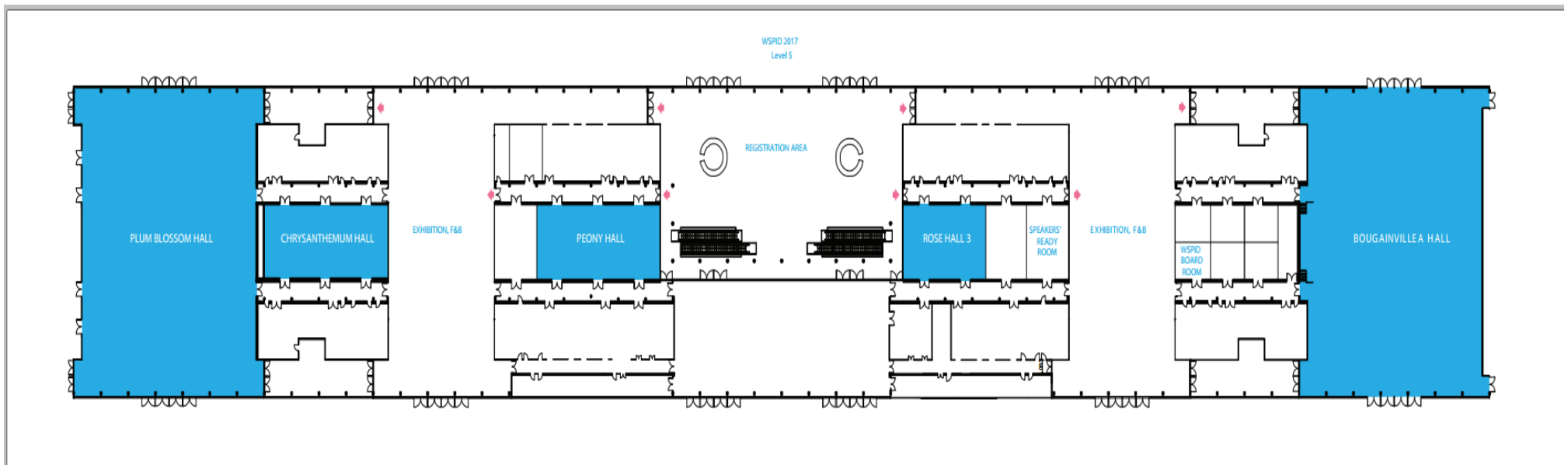
Hall Technical Details		
Hall Capacity & Layout	800 Theatre styled	
Hall Size	40X38.5	
Ceiling Height	3.5 ter	
Stage Dimensions	TBA	
Speaker Lectern Banner dimensions	W	H
	76cm	110cm
Head Table Banner Dimensions	W	H
	180cm	74cm
	Sufficient seating for up to 4-6 persons. 10mm Foam board or similar rigid material is recommended for branding the table.	



The general setting includes 1 speaker lectern and a head table **accommodating 4-6 persons**. For alternative/additional stage setting please contact Marc Lawrence at: ogilboa@kenes.com.

Location and Layout

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





SECTION 5: Supplied AV

Plum Blossom Hall

Audio-Visual package in each Hall will be published soon – in the meantime please feel free to contact the Audio-Visual Coordinator for any info you may require

AUDIO VISUAL COORDINATOR

Mr. Mike Perchig

Email: nest@nest-av.com



Bougainvillea Hall

Audio-Visual package in each Hall will be published soon – in the meantime please feel free to contact the Audio-Visual Coordinator for any info you may require

AUDIO VISUAL COORDINATOR

Mr. Mike Perchig

Email: nest@nest-av.com



SECTION 6: Symposium Promotion

Symposium Title

If there are any changes to your Symposium title or program, or you have not yet provided your complete program details, please inform Ms. Ilana Eliav at ieliav@kenes.com, no later than **Sunday, October 15, 2017**.

Final Program Advertising

For Supporters entitled to adverts in the final program as per their signed contract, please email adverts to Ms. Ilana Eliav at ieliav@kenes.com, no later than **Sunday, October 15, 2017** in one of the following formats at a resolution no less than 300 dpi: EPS, Illustrator, JPG or PDF.

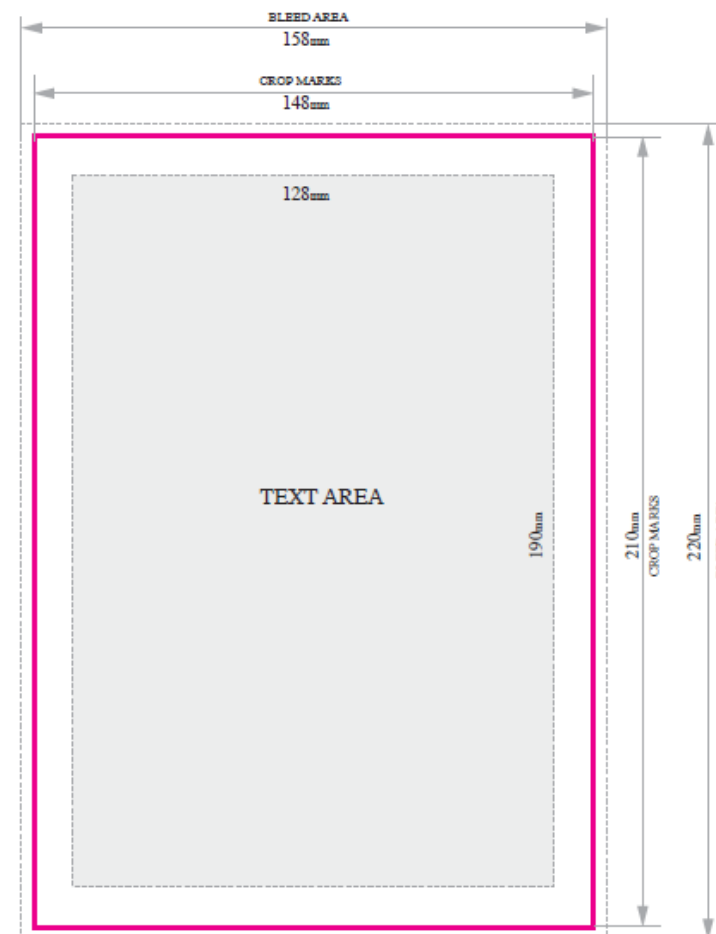
Please refer to the adjacent diagram for advert dimensions for the final program.

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 Orna Gilboa at ogilboa@kenes.com, no later than **Thursday, October 19, 2017**.
2. The bag insert should not exceed standard A4 dimensions.
3. A quantity of 1500 inserts is requested.

Inserts / Display material must arrive via our shipping courier for inclusion in the congress bags.
 Please contact Akerman, Zehavit Zehavitak@Hermes-Exhibitions.com for shipping instructions.



For Printed invitations shipping instructions, please contact Akerman, Zehavit Zehavitak@Hermes-Exhibitions.com for shipping instructions.

Hermes-Exhibition and Projects, Ltd. is the official Freight Forwarding agent for the WSPID 201 Meeting and Exhibition and is the exclusive agent for move in and move out of the venue during the Congress.

All shipments and deliveries, including by courier, must be coordinated with Hermes.

In order to receive a price quote for handling and to assure receipt of sent materials, please complete the “Material Handling and Payment Confirmation” form at the end of this manual and return to Ms. Zehavit Akerman at zehavitak@hermes-exhibitions.com. You will then receive confirmation of your material arrival.

If you have any questions relating to shipping, please contact Hermes on the details below :

Hermes-Exhibition and Projects, Ltd.

Ms. Zehavit Akerman

Tel: +49 69 747 848

Mobile: +972 52 511 4982

Email: zehavitak@hermes-exhibitions.com

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

For additional shipping / delivery information, please contact Akerman, Zehavit Zehavitak@Hermes-Exhibitions.com for shipping instructions.

Symposium Signage

Symposium organizers have the option to create promotional signage according to 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 stand alone 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 vertical sign placed 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 On-site Manager.

SECTION 7: MISCELLANEOUS INFORMATION

Catering

The catering in the venue is exclusive and needs to be requested in advance. The venue has strict exclusivity on all kind of food and beverages provision on the venue.

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

Coffee Break and Lunches

For your information, lunch, Coffee Breaks (included in the registration fee) will be served in the exhibition area during official breaks.

Meeting / Hospitality Rooms

Sponsors interested in hiring a meeting or hospitality room during WSPID 2017, should please contact Ms. Charlotte Lim : clim@kenes.com. Rooms are available on a first come first served basis.

SECTION 8: Mini Scanners

The Mini Scanner is highly recommended for the Symposia:

Mini Scanner

- No editing capabilities
- Basic participant info
- Pocket size
- Cost per unit - \$ 350



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.
- 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's Portal

Mini Scanners may be picked up onsite at the Exhibition Manager Desk. Earliest pick up time is Friday, December 1, 2017 after 12:00. The Mini Scanners need to be returned to the Exhibition Manager's Desk on Tuesday, December 5, 2017, by 15:00

SECTION 9: Shipping, Tariffs, Material Handling information

CUSTOMS CLEARANCE, FREIGHT & MATERIAL HANDLING

Hermes-Exhibition and Projects, Ltd.

Ms. Zehavit Akerman

Tel: +49 69 747 848

Mobile: +972 52 511 4982

Email: zehavitak@hermes-exhibitions.com

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