Dear Supporter,

We are happy to present you with the ICCAD 2015 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 *11th International Congress on Coronary Artery Disease (ICCAD 2015)* takes place on **November 29 – December 2, 2015** at the **Firenze Fiera - Palazzo dei Congressi**

Firenze Fiera  
Palazzo dei Congressi  
Piazza Adua 1  
50123 Florence  
Italy

A block of rooms have been reserved for the ICCAD 2015 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 **Florence** and wish you a successful Symposium.

Kind Regards,

**Udi Kanner**  
Meeting Planner
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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: www.iccad.kenes.com

Kenes Contacts
Meeting Planner
Mr. Udi Kanner
Tel: +41 22 908 0488 Ext 552
Email: ukanner@kenes.com

Program Coordinator
Ms. Ilana Eliav
Tel: +41 22 908 0488 Ext 510
Email: ieliav@kenes.com

AV Coordinator
Mr. Mike Perchig
Email: nest@nest-av.com

Sponsorship & Exhibition Specialist
Ms. Daniela Bloch
Tel: +41 22 908 0488 Ext 913
Email: dbloch@kenes.com

Registration Manager
Ms. Netta Dafne
Tel: +41 22 908 0488 Ext 576
Email: ndafne@kenes.com
Contractors Contacts

FURNITURE HIRE & HOSTESSES
Firenze Fiera S.p.A.
Ms. Rossana Sormanni
Tel: +39 055 4972.211
Email: sormanni@firenzefiera.it

SIGNAGE
SSD GRAFICHE
Mr. Francini Sandro
Tel: +39 (055) 605505
Email: sandro@ssdgrafiche.it

CATERING
Gerist srl
Ms. Elisabetta Andrei
Tel: +39 (055) 4633692
Email: e.andrei@gerist.it
### SECTION 2: Deadlines Table

<table>
<thead>
<tr>
<th>Service</th>
<th>Deadline</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment of Invoice Balance</td>
<td>Must be received in full one week prior to the Congress</td>
<td>Ms. Pazit Hochmitz <a href="mailto:phochmitz@kenes.com">phochmitz@kenes.com</a></td>
</tr>
<tr>
<td>Staff Hotel Reservation</td>
<td>As soon as possible</td>
<td>Ms. Noa Ragol <a href="mailto:nragol@kenes.com">nragol@kenes.com</a></td>
</tr>
<tr>
<td>Lead Retrieval Wireless Barcode Readers Order</td>
<td>Tuesday, November 10, 2015</td>
<td>Mr. Udi Kanner <a href="mailto:ukanner@kenes.com">ukanner@kenes.com</a></td>
</tr>
<tr>
<td>Symposium Logo slide</td>
<td>Start of the congress</td>
<td>Mr. Mike Perchig <a href="mailto:nest@nest-av.com">nest@nest-av.com</a></td>
</tr>
<tr>
<td>Graphics &amp; Printing</td>
<td>Tuesday, November 10, 2015</td>
<td>Mr. Francini Sandro <a href="mailto:sandro@ssdgrafiche.it">sandro@ssdgrafiche.it</a></td>
</tr>
<tr>
<td>Catering Services</td>
<td>Monday, August 24, 2015</td>
<td>Ms. Elisabetta Andrei <a href="mailto:e.andrei@gerist.it">e.andrei@gerist.it</a></td>
</tr>
<tr>
<td>Shipping</td>
<td>Tuesday, November 10, 2015</td>
<td>Mr. Udi Kanner <a href="mailto:ukanner@kenes.com">ukanner@kenes.com</a></td>
</tr>
</tbody>
</table>
**SECTION 3: Timetables**

<table>
<thead>
<tr>
<th>Supporter</th>
<th>Date</th>
<th>Session Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>STEALTH BIO THERAPEUTICS</td>
<td>Monday, November 30, 2015</td>
<td>13:00-14:00</td>
<td>Auditorium</td>
</tr>
<tr>
<td>SANOFI AND REGENERON</td>
<td>Tuesday, December 01, 2015</td>
<td>13:00-14:00</td>
<td>Auditorium</td>
</tr>
</tbody>
</table>

**Registration Timetable * **

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday, November 29, 2015</td>
<td>16:00-19:00</td>
</tr>
<tr>
<td>Monday, November 30, 2015</td>
<td>08:00-17:30</td>
</tr>
<tr>
<td>Tuesday, December 01, 2015</td>
<td>08:00-17:30</td>
</tr>
<tr>
<td>Wednesday, December 02, 2015</td>
<td>08:00-12:45</td>
</tr>
</tbody>
</table>

* Registration hours are subject to change.

In order to set up the Hall prior to the start of your Symposia, we would recommend arriving to your Symposium **30 minutes** before the symposium begins, 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 ICCAD 2015 website by clicking here.
SECTION 4: Symposia Session Hall

Auditorium

<table>
<thead>
<tr>
<th>Hall Technical Details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Hall Capacity &amp; Layout</td>
<td>1000 pax Auditorium style (fixed)</td>
</tr>
<tr>
<td>Ceiling Height</td>
<td>at least 5.5 meters above the stage</td>
</tr>
<tr>
<td>Speaker Lectern Banner dimensions</td>
<td>W</td>
</tr>
<tr>
<td>Banner dimensions</td>
<td>NA - Electronic Banner as can be seen under the AV section on pages 9 &amp; 10</td>
</tr>
<tr>
<td>Head Table Banner Dimensions</td>
<td>W</td>
</tr>
<tr>
<td>Banner Dimensions</td>
<td>682cm</td>
</tr>
</tbody>
</table>

The general stage setting includes 1 speaker lectern and a head table accommodating up to 9 persons.

Sufficient seating for up to 9 persons. Branding of the head table is possible – please contact SSD GRAFICHE (Page 4)
SECTION 5: Supplied AV

Auditorium

- Large front projection screen, image of H5 x W6.70 meters.
- 2 x High-powered Data projectors (Main and back-up) to project the PowerPoint & Video images on the screen.
- 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 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)*.
- Wireless PowerPoint advance/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 lectern, 2 head table, 2 Questions & Answers) with stands (floor/table), 1 wireless tie-clip microphone and connection to sound from computers (mini PL plug) at the lectern.
- Audio monitors on stage, for the lectern and the head table.
- Lighting system, illuminating the lectern and the head table.
- Colorful Lighting for atmosphere in the front of the Hall.
- 3 x AV technicians to operate the above-mentioned systems
*For demonstration only*

For Sponsors' Symposia being held in the Auditorium, the company “virtual” banners 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” banner can include the title of the Symposium, the name and logo of the Sponsor and the name and logo of the Congress.
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 ieliav@kenes.com as soon as possible.

Final Program Advertising

For Supporters entitled to adverts in the final program as per their signed contract, and have not yet provided the program book advert, please email adverts to Ms. Ilana Eliav ieliav@kenes.com as soon as possible.

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 Mr. Udi Kanner at ukanner@kenes.com, no later than Tuesday, 10 November, 2015
2. The bag insert should not exceed standard A4 dimensions, double sided.
3. A quantity of 500 inserts is requested.

Inserts / Display material need to arrive at the venue no later than 08:00 on Sunday, 29 November, 2015 for inclusion in the congress 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 the event.
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.

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

1. **Session Hall Signage**
   - Self-Standing Sign (optional) - The following may be displayed (and provided by the Supporter)
     - 1 x standalone 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. Auditorium 1 will be equipped with vertical Plasma screen in front of the lectern. (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. Please make sure to bring your own easels.
SECTION 7: Lead Retrieval Wireless Barcode Readers

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

K-LEAD Scanner

Unique opportunity to use our advanced iPod touch lead retrieval system, enabling Sponsors 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:

- 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.

- Furthermore, 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 the bar code reader, we are still unable to forward his contact details.

In order to reserve your Lead Retrieval Wireless Barcode Reader, please return the Order Form on the following page.
Order Form - Lead Retrieval Wireless Barcode Reader

Please complete the following Order Form. Please note, if the system is not returned to the Exhibition Manager one hour after the exhibition closing hour, an additional € 2000.00 charge will be made to your credit card.

In accordance with the security measures taken by credit card companies, please complete the following form in your own handwriting and sign.

Please mail this form no later than Tuesday, November 10, 2015 to the attention of Udi Kanner at ukanner@kenes.com.

Number of K-LEAD Scanners Requested: ____________________ (€ 400.00 per unit)

Number of Mini Scanners Requested: ____________________ (€ 300.00 per unit)

Company Name: ________________________________

Email Address: ________________________________

Telephone Number: ________________________________

Card Type: Visa / MasterCard / AMEX: ________________________________

Credit Card Number: ________________________________

Expiration Date: ________________________________

Security Digits (on the back of the credit card): ________________________________

Name of Card Holder: ________________________________

Date: ________________________________

SIGNATURE of Card Holder: ________________________________