

ATTD-ASIA

1ST ASIAN CONFERENCE ON
**INNOVATIVE THERAPIES FOR
DIABETES MANAGEMENT**

18-20 NOVEMBER 2024, SINGAPORE

attdasia.kenes.com | [#ATTDASIA24](https://twitter.com/ATTDASIA24)



Industry Manual

Dear Supporter,

We are happy to present you with the ATTD Asia 2024 Industry Symposia Manual which will take place in **Singapore on 18 - 20 November 2024.**

Venue address:

*Raffles City Convention Centre
Swissotel The Stamford
2 Stamford Road
178882 Singapore*

This manual covers important information and is designed to assist in preparing for your Industry Session. 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.

Please forward this manual to everyone who is working on this project.

Exhibitors and Supporters Portal

Each supporter will receive an e-mail with login details to access the Portal. The Portal enables supporters to:

- Submit a company logo and profile
- Submit deliverables as per contract
- Order lead retrievals/scanners

The login details will be sent to the person signing the contract. This person is responsible for passing on the login details to third parties if needed.

Access to all Portal services will be available only after submission of your company profile and logo.

Only deliverables as indicated in your contract, should be submitted via the Portal. Items not included in your contract will not be processed.

Lastly, Kenes Group is offering participants and supporters special rates for various hotels in Berlin.

Information, pictures, location and rates are available on the hotel accommodation page:

[click here](#) or email us at aivanova@kenes.com

Please do not hesitate to contact me for further information or assistance.

We look forward to welcoming you in Singapore and wish you a successful Industry Session!

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Section 1: Symposium Related Contact Information

Kenes Contacts:

Conference Organiser

Kenes Group

Rue François-Versonnex 7

1207 Geneva, Switzerland

Tel: +41 22 908 0488

Fax: +41 22 906 9140

Hotel Sales Manager

Anna Ivanova

Tel: +41 22 908 0488 Ext: 292 | E-mail: aivanova@kenes.com

Industry Coordinators

Stephanie Stoyanova

Tel: +41 22 908 0488 Ext: 251 | E-mail: sstoyanova@kenes.com

Audio Visual Coordinator

Mike Perchig

E-mail: nest@nest-av.com

Industry Liaison & Sales

Judit Gondor

Tel: +41 22 908 0488 Ext: 531 | E-mail: jgondor@kenes.com

Registration Specialist

Youcef Zaiter

Tel: +41 22 908 0488 Ext. 255 | E-mail: reg_attdasia@kenes.com

Product Marketing Coordinator

Jimena Meymar

E-mail: jmeymar@kenes.com

Contractors:

Catering

Stephanie Stoyanova

E-mail: sstoyanova@kenes.com

Onsite Logistic Agent, Material Handling & Customs Clearance Agent

Merkur Expo Logistics GmbH

Marco Dinges

E-mail: marco.dinges@merkur-expo.com



Merkur is the **exclusive** handler inside the venue.

Hostesses & Temporary Staff Hire

Valencia Yap

E-mail: valencia@refix.sg

Section 2: Deadlines Table

Action Item (Please refer to your signed contract)	Deadline	Contact Person
Staff Hotel Reservation	As soon as possible	Anna Ivanova aivanova@kenes.com
Payment of Invoice Balance	Must be received in full one week prior to the Conference	Pazit Hochmitz phochmitz@kenes.com
Symposium Final Program (for approval by Scientific Committee)	As soon as possible and no later than Tuesday, 1st October	
Advertisement inside the Mini Program book	Tuesday, 1st October	
Promotional E-mail Blast (Exclusive and Joint)	Wednesday, 9th October	
Text for Push Notifications for Mobile app	Wednesday, 9th October	
Mobile app adverts	Wednesday, 9th October	
K-Lead Retrieval System 	Monday, 07th October	To reserve your Scanners, please refer to the on-line Exhibitor's Portal
Placing orders for Voting/ 'Ask the Speaker' and other Technology Products and Services 	As early as possible, preferably before Thursday, 3rd October	Jimena Meymar jmeymar@kenes.com
Hostesses & Temporary Staff Hire	Please communicate directly with the company	Valencia Yap valencia@refix.sg
Catering Services	Monday, 23rd September	Stephanie Stoyanova sstoyanova@kenes.com
Audio Visual – scheduling Tech rehearsal	Please directly contact the AV coordinator	Mike Perchig nest@nest-av.com
Audio Visual – placing orders for extra AV for the Sponsored Symposia and AV for Meeting rooms ONSITE	As early as possible and no later than Thursday, 25th October Orders received after the deadline might incur rush fees	Mike Perchig nest@nest-av.com
Symposium Stage set up changes and Meeting room Set up changes	Wednesday, 16th October *No changes will be accepted after this date	sstoyanova@kenes.com
Shipping & Material Handling Services		
LATEST ARRIVAL DEADLINES Documentation Deadline (Dry Goods)	7 working day prior arrival Please ship your goods to arrive in Singapore	Merkur Expo Logistics GmbH Marco Dinges Mobile: +49 (0) 175 5880292 marco.dinges@merkur-expo.com
Airfreight shipments at Singapore airport	11 – 13 November 2024	
Courier (Less than 50kgs)	12 – 14 November 2024	

Section 3: Industry Symposia Timetable*

Company Name	Date	Time	Location
Medtronic	Mon, 18th November	15:40 - 16:40	Sophia Hall
Dexcom	Mon, 18th November	18:00 – 19:00	Sophia Hall
Changsha Sinocare	Tue, 19th November	09:45 – 10:45	Moor Hall
Abbott	Tue, 19th November	11:10 – 12:10	Sophia Hall
Syai	Tue, 19th November	17:10 - 18:10	Hullet Hall
Biomea Fusion	Tue, 19th November	17:10 - 18:10	Moor Hall
Lilly	Wed, 20 th November	10:00 – 11:00	Sophia Hall
Tandem	Wed, 20 th November	11:15 – 12:15	Olivia Hall

Timetable and halls are subject to changes. The most updated timetable is published on the [Conference website](#).

Important notes:

- Industry Symposia are not included in the main Conference CME/CPD credits.
- Please coordinate when you would like to set up the hall prior to the start of your Symposium with **Stephanie Stoyanova**. 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.
- Printed tent cards placed on the head table are allowed and should be produced and provided by Supporter.
- 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 [ATTD Asia 2024 Website](#).

Catering

- Catering is **exclusive** to **Swissotel The Stamford** and should be ordered in advance. Supporters who wish to order food and beverages for their symposium, meeting/hospitality room or exhibition booth, are welcome to do so via contacting the Industry Coordinator - sstoyanova@kenes.com
- Food and drinks are allowed to be taken into the symposium halls (excluded hot dishes). If you are considering catering together with the symposium, please note that additional charge will be applied for cleaning the hall immediately following the session.
- 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 as

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 Symposium speakers have already been invited by the Conference.

this is not contradicting the supporter's internal compliance policy.

Technical Rehearsal Onsite

We strongly recommend scheduling a technical rehearsal in the hall itself and testing the Presentations during that rehearsal. Please make arrangements directly with the Conference Audio Visual Coordinator, Mike Perchig at: nest@nest-av.com

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

Section 4: Symposia Session Halls Onsite

Hall Name	Location	Hall Capacity	Hall Layout
Sophia Hall	Level 4	350	Theatre
Olivia Hall	Level 4	300	Theatre
Hullet Hall	Level 4	130	Theatre
Moor Hall	Level 4	130	Theatre

*For a 3D tour of the venue, please click [here](#).

Head Table in All Halls

- Total Head table Dimensions: W **1830 mm** x H **780 mm** (Includes 1 table module)
- If you are interested in branding the head table, please contact stoyanova@kenes.com, to check whether this will be possible and to coordinate the production. The venue holds exclusivity on branding.



Sufficient seating for up to **3 people**

***Please inform us about the number of speakers you expect.**

Speakers Lectern in Sophia Hall

- Vertical 40" Plasma screen in front of the lectern, facing the audience, projecting a PPT with the Logo slide of the Conference
- **(1080 x 1920px) ; JPG portrait format**
- For branding it with your own image, please contact the Audio-Visual Coordinator, Mr. Mike Perchig (e-mail: nest@nest-av.com) and coordinate it with him.
- The “virtual” banner can include the title of the Symposium and the name and logo of the Sponsor (if you decide to provide your own branding)
- **Self-printed branding is not permitted.**

For demonstration only.



Speakers Lectern in Olivia Room; Hullet Room; Moor Room

- Regular Lectern
- Self-printed branding is not permitted.
- If you are interested in branding, please contact sstoyanova@kenes.com



For alternative/additional arrangements please contact the Industry Coordinator at sstoyanova@kenes.com.

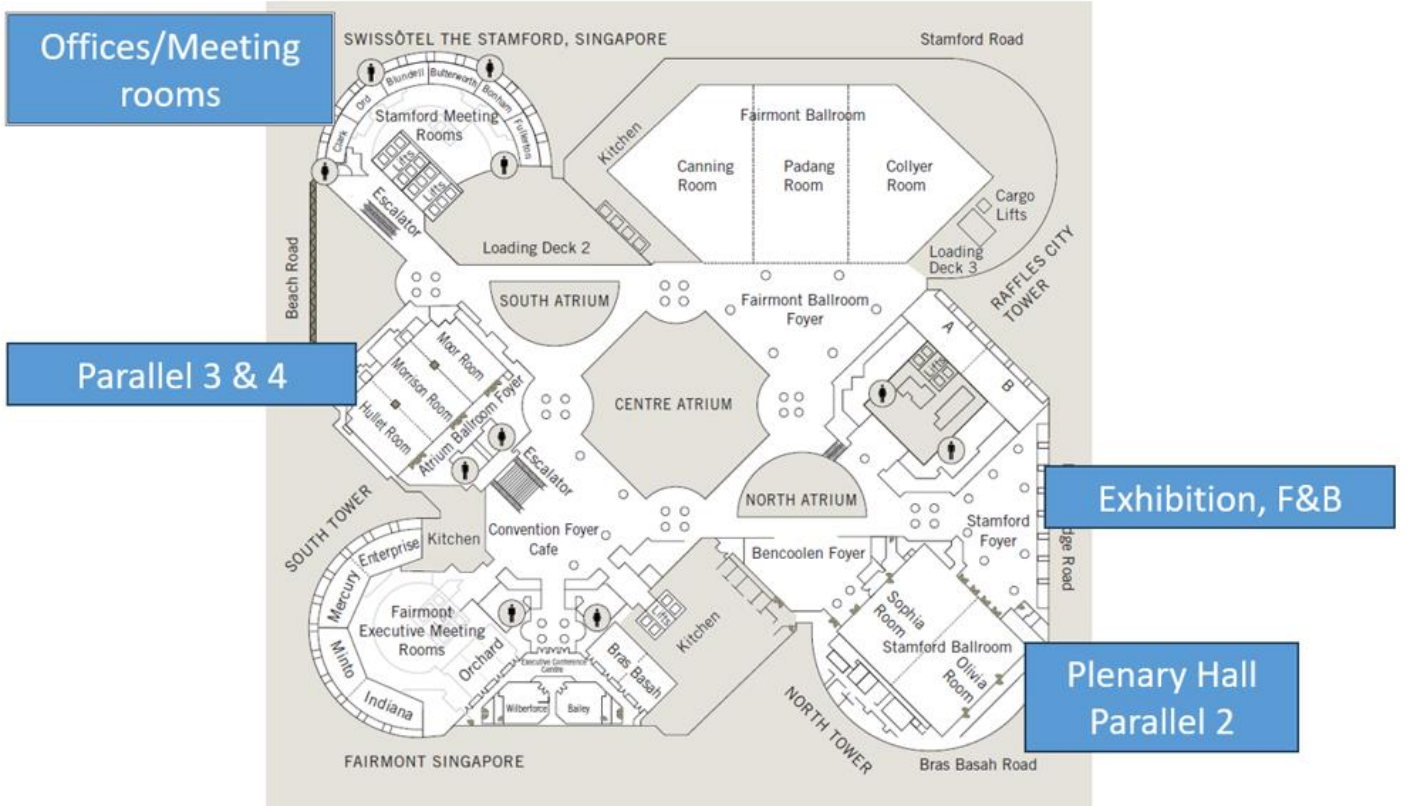
All stage change requests must be communicated in advance with the Industry Coordinator to ensure that there is sufficient time between sessions for implementation.

Symposium Stage set up deadline: Wednesday, 16th October, 2024

(No changes will be accepted after this date.)

Location and Layout

Click [HERE](#) for hall visuals.



Audio-Visual (AV) Equipment

Hall Sophia, ATTD 2024 Conference

- Large front projection screen, image of H3 X W5.4 meters approx. (16.9 ratio)
- Data projector to create the background image and to project the PowerPoint & Video images as picture-in-picture “windows” on the screen (previous item).
- Data/Video control system, including a seamless Data/Video switcher and all necessary cabling (opening picture-in-picture "windows" and adding titles of the speakers on the central screen, etc.) - see photo below *
- Video camera, to capture the face of the speaker at the lectern for live close-circuit projection during presentations.
- Confidence monitor in front of the head table, showing the same PowerPoint & Video images as projected in the large picture-in-picture “window” on the central screen.
- Countdown Timer Monitor in front of the lectern.
- 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.
- Designed lectern with a Portrait Plasma screen installed in each front, facing the audience, projecting a PPT with the name of the speaker (see photo below)*.
- Wireless PowerPoint advancer/clicker (we recommend using the cursor of the laptop computer as a pointer).
- P.A. (sound) system, which covers the Hall, including wired microphones for the lectern and the head table, wireless microphones on stands in the aisles for questions, 1 wireless headset microphone and connection to 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
- 3 x AV technicians to operate the above-mentioned systems



For demonstration only (the photos were taken in different Venues)

The Sponsor's "virtual" banners on the Panoramic screen and 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" banners can include the title of the Symposium and the name and logo of the Sponsor.

Hall Olivia, ATTD 2024 Conference

- Front projection screen, image of H3 X W5.4 meters approx. (16.9 ratio)
- Data projector, incl. all the required cabling, for projecting the PowerPoint on the screen (previous item).
- Confidence monitor in front of the head table, showing the same image as projected on the main front projection screen.
- Countdown Timer monitor in front of the lectern.
- 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.
- Wireless PowerPoint advancer/clicker (we recommend using the cursor of the laptop computer as a pointer).
- P.A. (sound) system, which covers the Hall, including wired microphones for the lectern and the head table, wireless microphones on stands in the aisles for questions, 1 wireless headset microphone and connection to 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.
- 2 AV technicians to operate the above-mentioned systems

Hall Moor, ATTD 2024 Conference

- Front projection screen, image of H1.5 X W2.7 meters approx. (16.9 ratio)
- Data projector, incl. all the required cabling, for projecting the PowerPoint on the screen (previous item).
- Confidence monitor on the head table, showing the same image as projected on the main front projection screen.
- Countdown Timer monitor in front of the lectern.
- 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.
- Wireless PowerPoint advancer/clicker (we recommend using the cursor of the laptop computer as a pointer).
- P.A. (sound) system, which covers the Hall, including wired microphones for the lectern and the head table, wireless microphones on stands in the aisles for questions, 1 wireless headset microphone and connection to sound from computers (mini PL plug) at the lectern.
- AV technician to operate the above-mentioned systems

Deadline for **extra AV** orders is **Thursday, 25th October**

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

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 – and at least 1 hour before the start of the session.

Please note that the Computers for the Presentations will be supplied with Office 2019 (at least) and the native ratio of the projection on the screens in the halls is 16:9.

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).

As previously mentioned, we strongly recommend scheduling a technical rehearsal and testing the presentations during the rehearsal. Please plan directly with the Meeting Audio Visual Coordinator.

Symposium Promotion Onsite

Due to CME/CPD accreditation criteria for this Conference, the following rules apply:

- **Conference banner** should NOT be used in any promotional materials created by the supporter.
- Materials created by companies should NOT utilize the main event marketing look and feel.
- When promoting your symposium, please always indicate on any of your promotional materials **“This session is not included in the main event CME/CPD credits”**
- When promoting your symposium, you are allowed to use the phrase: **“Official symposium of The 1st Asian Conference on Advanced Technologies & Treatments for Diabetes”, which will take place in Singapore 18 – 20 November, 2024**

In addition, it is not permitted to use the **ATTD Asia 2024 logo** on any of the symposia materials.

Session Agenda for Onsite and Virtual

The final session agenda should include the following information:

- Session Title (up to 110 characters including spaces)
- Session Description (up to 200 words, you can also include hyperlinks inside of it)
- 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
- 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** – 180x240 px, JPG Format

Please [click here](#) in order to provide above requested information as soon as possible and no later than **Tuesday, 1st October**, if you need any assistance please contact the Industry Coordinator: Stephanie Stoyanova at sstoyanova@kenes.com

If you wish to live stream your session from the Hall to the platform, please contact our Product Marketing Team at jmeymar@kenes.com

Kindly refer only to the relevant items in accordance with your sponsorship agreement.

Section 5: PROMOTIONAL ITEMS

This section includes guidelines which will assist you to prepare promotional items related to your industry sessions, however, ***kindly refer only to the relevant items in accordance with your sponsorship agreement.***

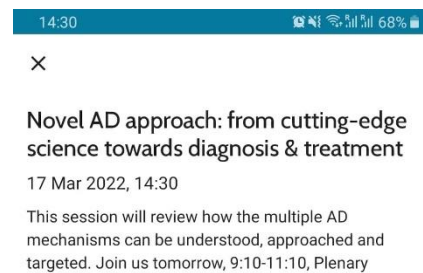
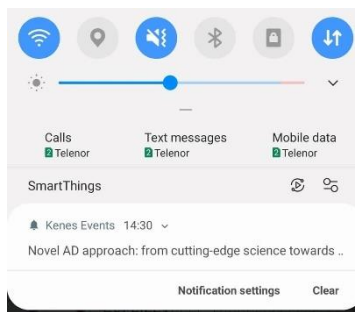
Guidelines to follow when creating your promotional items and content:

- When creating adverts for **mobile app, program book and mailshots** is allowed to promote product, symposia, or company promotion. Only when promoting symposia please add the following text inside: ***This session is not included in main Conference CME/CPD credits***

1. Mobile App Push Notification

For supporters entitled to a push notification as per their signed contract, kindly submit the text by **Wednesday, 9th October** to stoyanova@kenes.com according to below guidelines:

- Message Title – Maximum **40** characters including spaces
- Message body - Maximum **140** characters including spaces
- Preferred date and exact local time, please coordinate with your industry coordinator
- *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.**



2. Mobile App Advert

For Supporters sponsoring the App please send via email to sstoyanova@kenes.com by **Wednesday, 9th October**.

File format: PNG or JPG (up to 800 KB)

Size: 780 x 1688px



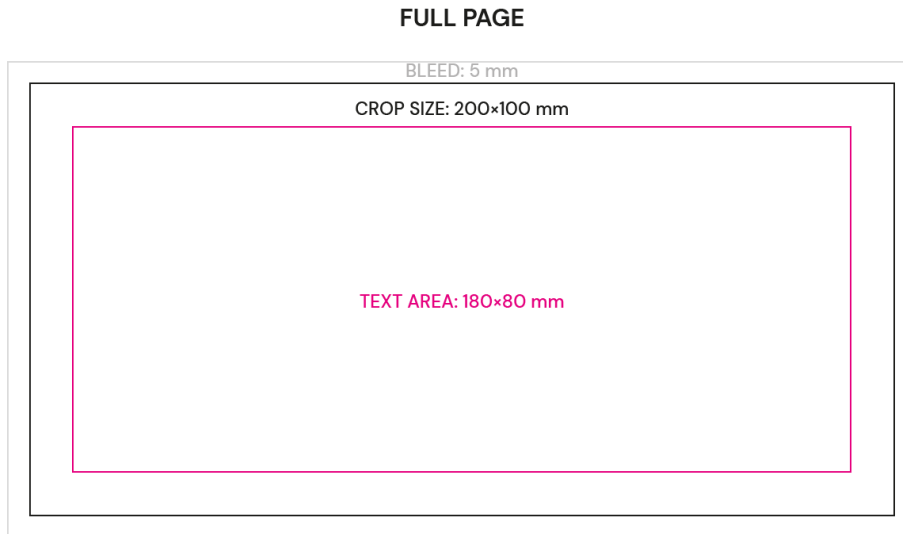
We recommend avoiding using small text, so the advert could be readable when displayed on a mobile screen. Kindly note that the ad is a static image and is not clickable.

3. Program Book Advertisement

For Sponsors entitled to adverts in the printed program book as per their signed contract, please submit the file to sstoyanova@kenes.com no later than **Tuesday, 1st October** in one of the following formats at a resolution no less than **300 dpi: EPS, Illustrator, JPG or PDF**.

Please refer to the diagram here under for advert dimensions for the final program.

Printing space: 200 mm x 100mm; please prepare 5mm bleed space from all sides for printing.



FORMATS ACCEPTED: PDF OR 300DPI JPEG

4. Promotional Email Blast – Exclusive

Sponsors entitled to an Industry Mailshot as per their signed contract, please [click here](#) for the design requirements. Please make sure to forward these guidelines to your web-designer/programmer. Please upload the HTML version of your mailshot and other relevant files together in zip folder and send us everything with the **subject line** to Stephanie Stoyanova at sstoyanova@kenes.com no later than **Wednesday, 9th October**

** In the case where the supporter cannot provide a compliant HTML file, they may provide an image and it will be coded to HTML for an additional charge of USD 250.*

5. Post Conference Email Blast - Exclusive

The exclusive e-mail blast will be sent out to pre-registered participants who have agreed to receive promotional material from supporters.

Please advise us the exact launch date of the Post Conference E-mail Blast by **Wednesday, 9th October**

[Click here](#) to download the design requirements. These guidelines should be forwarded to your web-designer/programmer.

Please send the required file(s) to the Industry Coordinator Stephanie Stoyanova at sstoyanova@kenes.com along with the **subject line**.

Important notes for both Pre and Post, Joint Mailshots:

- In case the webmail is promoting a sponsored session, please include the following disclaimer:
This session is not included in main event CME/CPD credits.
- It is not allowed to use the society logo.
- The event's banner will be added to the webmail's header by Kenes.
- The "From" field will be "ATTD Asia 2024 Supporters".
- The exact launch date will be determined by Kenes in due course.
- The E-mail Blast will be sent out to the preregistered delegates who have agreed to receive promotional material from supporters.
- Content received after the deadline may be processed for an additional fee.

6. Joint E-mail Blast

For the joint e-mail blast, please prepare two files according to the following specifications:

- 1 Banner/Image Format: JPEG Width: 300 pixels Height: 250 pixels
- 1 PDF or any website (to be linked to the banner/image)

Please send the required file(s) to the Industry Coordinator: Stephanie Stoyanova at sstoyanova@kenes.com no later than **Wednesday, 9th October**

The exact launch date of the joint e-mail blast will be advised closer to the Conference. It will be sent out to the preregistered participants who have agreed to receive promotional material from supporters.

Symposium Signage Onsite (Optional)

Symposium supporters have the option to create signage promoting their symposium according to the below guidelines. **The symposium signage should be produced by the supporter.**

1. Session Hall Signage

➤ Self-Standing Sign at the Entrance

One stand-alone sign to be placed at the entrance of the session hall **30 minutes** prior to the sessions published start time. Please make sure to indicate the following disclosure on the sign: ***This session is not included in main Conference CME/CPD credits***

➤ Stage Banners

- 1 x free standing vertical sign to be placed on/next to the stage. Maximum dimensions: 150cm wide x 250cm high.
- Banner placed in front the head table facing audience. **(For dimensions, please refer to Section 4: Symposium Session Hall).**
- Digital branding of the screen in Hall A is allowed - please contact the AV coordinator, Mr. Mike Perchig (e-mail: nest@nest-av.com)

➤ Digital Lectern

- There will be a designed “digital” lectern in the Plenary Hall (Hall A). (Please refer to Section 4: Symposia Session Halls Onsite).
- The “virtual” banner can include the title of the Symposium and the name and logo of the Sponsor- please contact the AV coordinator, Mr. Mike Perchig (e-mail: nest@nest-av.com)

2. Self-standing signage in the Exhibition Area

The Supporter is entitled to place one sign (**W85cm x H200cm**) advertising the **Symposium on the day of the session only**. The sign may be placed in the *exhibition* area during exhibition opening hours. **Please liaise onsite with the Kenes Staff.**

Please note:

Due to CME/CPD accreditation criteria, you may not place signage advertising your symposium in any other locations unless coordinated with Kenes staff onsite.

Section 6: Miscellaneous Information

Wi-Fi

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

Please approach sstoyanova@kenes.com

Meeting Rooms / Hospitality Rooms

Supporters interested in renting a meeting room during ATTD Asia 2024 Conference should contact Industry Liaison & Sales, Mrs. Judit Gondor at: jgondor@kenes.com

- A/V is not included in the price and can be ordered from Congress A/V coordinator.
 - Contact: Mike Perchig
 - E-mail: nest@nest-av.com
 - Kindly specify the name of the Sponsor/Exhibitor when approaching
 - Deadline for orders is **Thursday, 25th October**

- F&B is not included in the price and can be ordered directly from the catering.
 - Contact: Stephanie Stoyanova
 - Email: sstoyanova@kenes.com

Meeting room Setup changes deadline: Wednesday, 16th October 2024

(No changes will be accepted after this date.)

Blackout Policy

ATTD Asia kindly requests that all congress supporters (sponsors, exhibitors, special interest groups and other stakeholders) respect the ATTD Asia blackout policy and refrain from holding organized meetings or events for more than 8 people during the annual meeting scientific program.

Waste Disposal

Please note that it is the supporter's 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.

Onsite 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.

Catering

Catering is **exclusive to the Raffles City Convention Center Swissotel The Stamford** and should be ordered 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 **Stephanie Stoyanova** at sstoyanova@kenes.com

For your information, refreshments, and lunches (included in the registration fee) will be served in the exhibition area as per times scheduled in the scientific program.

Hostesses & Temporary Staff Hire

You can order via Valencia Yap at valencia@refix.sg

Section 7: Lead Retrieval Wireless Barcode Reader

Lead Retrieval Wireless Barcode Readers can be a helpful tool for receiving contact information about participants who attend your symposium. We are pleased to offer you the K-Lead Application. 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 symposium 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 license – **USD 750** (excluding 4% credit card charges fees, excluding VAT if applicable)

NB! Please note device is not included.

Order deadline is 7th October 2024

Onsite price is USD 850 (excluding 4% credit card charges fees, excluding VAT if applicable)

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: USD 800 (excluding 4% credit card charges fees, excluding VAT if applicable).

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 in the Exhibitor's Portal <https://exhibitorportal.kenes.com>
- ***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>

Section 8: Innovative Products for Industry Symposia Onsite

Maximize your Participant Experience - Use our innovative technologies for your Symposium

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

- **Live Streaming** and many more products designed for capturing and recording symposium content.
- **Voting, Evaluations,** and more products designed for increasing participant's interaction during symposium 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 by **Thursday, 3rd October**. Orders received after the deadline will incur rush fees.



Section 9: Shipping Instructions

Kindly note that *Merkur Expo Logistics GmbH* is the sole official on-site agent nominated by *Kenes Group* to handle all in/out shipments arriving at this Conference.

Contact details:

Merkur Expo Logistics GmbH

Mr. Marco Dinges

Mobile: +49 (0) 175 5880292

Email: marco.dinges@merkur-expo.com

Range of services:

- Transport, national or international
- Temporary or permanent customs clearances
- Coordination of deliveries, delivery time slot management
- Unloading, delivery to the hall/exhibition-stand, forklifting
- Storage of empty boxes and crates during the event
- Accessible storage for brochures and give-away items during the event
- On-site assistance and supervision

The shipping instructions at the end of this manual are provided to assist with your preparation for the correct and timely dispatch of materials to the Conference. Please follow the instructions closely.

The shipping instructions includes:

- Shipping Instructions
- Tariff
- Material Handling Form
- Shipping Labels

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

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

Supporters may choose to use their own services to deliver their goods to the venue door. However, no other company is permitted to deliver, operate, and handle goods inside the venue.

Merkur has the responsibility of receiving and handling all materials for a fee as published on the “Tariff” section at the end of this manual. Handling rates are based on the incoming weight of shipments.

***Merkur Expo Logistics* must receive the payment before forwarding freight.**

In order to receive a price quote for handling and to assure arrival of your materials, please be sure to complete the “Pre-advice” form included in the shipping instructions.

Shipments sent directly to the venue prior to 17th November will be refused by Swissotel The Stamford

Insurance of Goods

All cargo should be insured from point of origin.

To view the **full ATTD Asia 2024 Conference Shipping Instructions**, including Tariffs, Material Handling please select the relevant links:

➤ [Shipping Instructions](#)

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

For any questions/clarifications, please contact:

Merkur Expo Logistics GmbH

Mr. Marco Dinges

Mobile: +49 (0) 175 5880292

Email: marco.dinges@merkur-expo.com