

# General Information

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## Exhibitor's Portal

Login details to access the Portal will be sent to the company representative once the contract is signed.

The Portal enables exhibitors and supporters to:

- Submit company logo and profile
- Order lead retrieval (badge scanners)
- Order extra exhibitor badges
- Submit booth drawing (applicable “Space Only” booths)
- Submit lettering for Facia sign (applicable for “Shell Scheme” booths)
- Submit other deliverables as per sponsorship agreement

### Notes:

- The login details will be sent to the person signing the contract. This person is responsible for passing on the login details to a third party if needed (one user per company).
- The contract holder will be charged with any purchase made by their employee, stand builder or agency, unless requested otherwise in writing.
- Access to all Portal services will be available *only* after submission of your company logo and profile.
- Please note that access to the portal allows the user to see information from previous transactions made by your company with Kenes Group.

- Only deliverables as indicated in your contract, should be submitted via the Portal. Items that are not included in your contract will not be processed.
- Keep the Exhibitor's Portal link together with your login information on hand for future reference.

## Exhibitor Timetable

Coming soon.

## Exhibition – Deadlines and Key Dates

Below are estimated deadlines. The exact deadlines will be published in due course.

Action Item	Deadline
Company logo and profile	As soon as possible
Booth design for approval (For 'Space Only' booths)	6 weeks prior to the event
Text for Fascia (Shell Scheme booths only)	4 weeks prior to the event
Dedicated Wi-Fi / Internet*	4 weeks prior to the event
Lead Retrieval Barcode Readers Order*	2 weeks prior to the event <b><i>Onsite rate will be applied for order received after the deadline</i></b>
Extra Exhibitor badges	2 weeks prior to the event
Hostesses & Temporary Staff Hire,	6 weeks prior to the event
Security*	6 weeks prior to the event

Rigging* ('space only' booths)	4-5 weeks prior to the event  <b><i>After the deadline surcharge might be applied. Stock upon availability</i></b>
Electricity order*	
Furniture Rental	
Shell Scheme Extras	
Graphics/Signage	
Daily Booth Cleaning	
In-booth Catering*	
Plants & Floral decorations	
Telecommunications and AV Equip. (Screens, Laptop, Desktop)	
Shipment via <b>Germany</b> advance warehouse	Approx. 1 week prior to the event

\*Exclusive service to Kenes / the venue

## Lead Retrieval/Badge Scanners

Lead Retrieval systems are a helpful tool for receiving participants' contact information when they visit your booth. The information obtained by lead retrieval system enables Exhibitors to enhance their database by securing valuable leads for further marketing and communication.

We are pleased to offer you the "K-Lead" Application: exhibitors 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' full contact information with a quick scan of their badge. The advantages of the "K-Lead" application:

- Effortless process using registration badge barcode.
- Allows to immediately view the leads information.
- Ability to insert exhibitor's comments for each lead.
- Application is available for download from Apple store

or Google play: "K-Lead App".

- Cost per unit – **EUR 600** (excluding 4% credit card charges fees, excluding VAT if applicable)

**The Application should be installed on your company/personal device (tablet/smart phone).** Operational information will be sent in due course.

To order "K-Lead" Application, please access the Exhibitor's Portal <https://exhibitorportal.kenes.com>

**Deadline: 2 weeks prior to the event**

**Onsite rate of EUR 750 will be applied for order received after above deadline. Please note:**

- **Device is not included. The Application should be installed on your company/personal device (tablet/smart phone).**
- In accordance with the **general data protection regulation** (GDPR), Kenes Group has updated its privacy policy. You can view our updated privacy notice [here](#). Kenes will not share delegate's personal data with third parties without their consent.  
Please note that similarly to sharing a business card, presenting delegate badge for scanning at exhibition booths or industry symposia constitutes an expression of consent to share their personal details with the company that is scanning their badge so that it may contact them in the future.
- Barcodes on delegate's badges contain contact information as supplied by the delegate or the agency responsible for the registration process of the delegate. We regret that in some cases, as when group registration is completed by a company, we may not be in possession of the full contact details.
- In addition, please note that neither Kenes Group nor the Organising Committee is responsible for the content of the information.

## Exhibitor Badges

- Each exhibiting company is entitled to free exhibitor badges. The amount of free exhibitor badges is stated in your contract and determined by your booth size.  
Two exhibitor badges will be given for the first 9 sqm booked, and one additional badge for each 9 sqm thereafter.
- Exhibitor badges allow free access to the exhibition area, refreshments served as indicated in the programme timetable and access to the Welcome Reception.
- Access to VP for Hybrid Meeting should be added here.
- Exhibitors with an Exhibitor Badge are **not** eligible to receive CME/CPD credits and will not appear in the World Map feature (List of participants).
- Exhibitor badges are generic and state **the name of the company only**, in order that they may be used interchangeably between staff members. **Therefore, there is no need to submit individual names.**
- Exhibitor badges can be collected at the registration desk **on-site** during registration opening hours (they will not be mailed in advance).
- Exhibitors are required to access the Exhibitor's Portal and provide the name of **the company they wish to be displayed on the badges** (otherwise the company name as appear on your application form will be printed on the badge).
- **Extra exhibitor badges** may be purchased online through the Exhibitor's Portal, at additional cost. Companies may purchase a maximum number of exhibitor badges as follows:
  - Booths of up to 60sqm – 15 exhibitor badges
  - Booths larger than 60sqm – 25 exhibitor badges

### Notes:

- Deadline for ordering additional exhibitor badges via

the exhibitor portal: **2 weeks prior to the event.**

- Please make sure that your company profile has been submitted via the Exhibitor's Portal *before* placing an order.

All company representatives are required to wear exhibitor badges to access the exhibition. Company representatives not wearing their badges will not be allowed to access the exhibition. Exhibitor badges are for the use of company personnel manning the booth and should not be used to bring visitors to the exhibition. Stand builders and staff must wear service passes during the entire set-up and dismantling period. Service Passes are free of charge and may be collected from the Exhibition Manager Desk on-site.

## **Space Only Booths**

Exhibitors using independent contractors are required to submit the following for approval **6 weeks prior to the event.**

- A scaled drawing (scaled 1:200 DWG), including elevation views of the proposed booth to be built.
- Electrical connections – a list of all appliances.
- Other utility connections such as water and drainage are subject to availability and must be checked with the Exhibition Manager prior to submitting the designs.
- The name and contact details of their construction company.

Please submit the files through the Kenes Exhibitor's Portal: <https://exhibitorportal.kenes.com>. **Design Guidelines:**

- All exhibits are to be displayed to avoid blocking aisles, obstructing adjoining booths, or damaging the premises. Exhibition material that is placed outside the booth will be removed at the exhibitor's expense.
- **Exhibitors are kindly requested to allow sufficient see-through areas that ensure clear views of surrounding exhibits. Entire sideways walls will not be approved.**

- **Island booths** should be partly accessible on all “open” sides. Requests to be partially exempt from this rule should be submitted in writing to the Exhibition Manager.
- Construction finish must be perfect in all the booth’s visible areas, including rear sides.
- **Raised floor/platform:** please note that if your booth has a platform higher than 4.5 cm, you are required to provide a ramp for handicapped access. The platform sides must be closed and finished neatly. The platform edges must be safe, secured and easily visible.
- **All structural back walls of adjacent booths must be properly decorated. Back Walls (reversed side) over 2.5m in height must be finished in white or grey.**
- A back wall of a booth (including shell scheme booths) cannot be used by other exhibitors.
- Advertising on the boundary with other booths is prohibited.
- **Multilevel** structures are **not permitted**.
- Arches, bridges or similar construction connecting two or more booths are not permitted.
- The **maximum building height** will be published at a later stage.
- Information regarding **ceiling rigging** will be published at a later stage.

## Shell Scheme Booths

- All basic shell scheme booths will be designed and built by the official stand contractor.
- Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths. Exhibitors wishing to remove or change the location of any standard equipment within the shell scheme booth should indicate clearly on the location plan and forward it together with clear instructions to

the official stand contractor and the Exhibition Manager **4 weeks prior to the event.**

- No free-standing stand-fitting or display(s) may exceed **the height of the shell scheme structure** or extend beyond the boundaries of your booth. This includes company names, advertising materials, flags and logos provided by the exhibitor.
- It is not allowed under any circumstances to cut, nail or drill into or through the walls, fascia, floor or ceiling.
- Please do not use any adhesive products that may leave marks or cause damage to the panels and booth structure. **Booth must be returned in the same condition in which it was received. Any damage to booth structure will be invoiced to the exhibitor.**
- No painting is allowed; no usage of nails or screws.
- Double sided tape can be used to affix lightweight items as long as it does not leave mark or cause damage to the panels and booth structure. Velcro can be used as well (male & female).
- It is possible to use fishing line (nylon) to hang pictures etc.
- An exhibitor occupying a **booth at the corner** can request to close the additional side(s). If the official stand contractor and the Exhibition Manager is not being notified in writing **4 weeks prior to the event**, it will be assumed that the exhibitor will have opening on the additional side(s).
- A back wall of a booth (any booth type) cannot be used by other exhibitors.
- Excess stock, literature or packing cases may not be stored on, around or behind booths, unless contained within a lockable storeroom.

Maximum of **21 characters** (including spaces) may be written on your fascia (applicable for a 9 sqm booths).

Please submit lettering for fascia via the [Exhibitor's Portal](#)



no later than 4 weeks prior to the event.

If you wish to print your company logo on the board, instead of your company name or in addition to the name, this can be ordered at additional cost via the official stand contractor.

**If text for your fascia is not received by the official deadline, we will provide you with a fascia title as per your application form.**

## **Booth Services**

The organiser will arrange for general cleaning of the exhibition premises prior to the opening of exhibition and daily prior to opening thereafter (excluding exhibit booths and displays).

**Daily booth cleaning** can be ordered directly with venue. Complimentary Wi-Fi will be provided by the meeting during official meeting days at most areas.

This public Wi-Fi connection is limited for basic web browsing or checking emails.

Should you have any internet-based feature/device/activity at your booth (for example: product demonstrations), we strongly recommend ordering a dedicated internet connection for your booth (wireless or wired connection) to guarantee a consistent internet connection inclusive of technical support.

Wired internet and Wi-Fi connection may be ordered through Kenes **4 weeks prior to the event.**

**Please contact the Exhibition Manager.**

### **Important:**

- **Please be advised private Wi-Fi networks installations in the booth are not allowed.**
- **The venue and the organiser reserve the rights to discontinue any activity which interfere with the hall Wi-Fi coverage.**
- **Technical support:** we will ensure that the service you purchased is functioning as it should, however we cannot troubleshoot or repair issues with client-provided

equipment.

- The exhibitor is responsible for following legal, ethical, moral and generally accepted internet and e-mail conduct when communicating across the meeting's network. The venue reserves the right to disconnect and/or limit a user's right to or use of the network if rules and conditions are not respected.
- Please do not leave any bags, boxes, suitcases or any type of product unattended at any time, whether inside or outside the exhibition area.
- Neither the venue nor the organiser can accept responsibility for the security of the booths and their contents. The venue as well as the organiser are not liable for any possible loss, theft and/or damage occurred during the rental period of any private property or goods. Exhibitors are fully responsible for the security of their booth and equipment.
- If you wish to hire security for your booth, this can be done via the venue.

The venue **exclusively** offers food, beverage and catering services.

Absolutely no food or beverage from outside the venue is allowed into the premises without prior written approval from the venue. This includes bottled water.

Exhibitors who wish to order food and beverages for their booth are welcome to do so directly with the venue.

The exhibitor should consider the space available on the booth to store and display the requested deliveries. For ordering waste removal please contact the venue directly. Short-term storage of materials left over after assembly (empty boxes, crates, cases, palettes etc.) should be coordinated with *the official logistic agent* (payable service).

**Under no circumstances may packing materials of any kind be left in the aisles, on the booths, around or behind the**

## **booths.**

Please contact *the official logistic agent* with information on sizes and number of parcels, size and storage period.

**Shipments sent directly to the venue prior to the set-up period, will be refused by the venue.**

Once the event & dismantling are over, the *venue* shall not be held responsible for the safekeeping and/or storage of any items left in the building. If *the venue* takes care of the removal of these items, it will be charged to the exhibitor.

## **Shipping Instructions**

Coming soon. The delivery and removal of materials and goods for the exhibition booths is allowed only by the official freight forwarder.

Please be advised that neither the organiser nor the venue can accept deliveries on an exhibitor's behalf and arrangements must be made for a stand/company representative to be available when deliveries are made.

Deliveries may not be made prior to the first set-up day. Any deliveries prior to this date, or off the official working hours, **will not be accepted**. Please refer to the Shipping Instructions for the deliveries address.

As a courtesy to the delegates and your fellow exhibitors, deliveries or the removal of any equipment to/from booth must be made 30 minutes before or after exhibition opening hours.

## **Rules and Regulations**

It is not permitted to bring animals into the venue.

- During the period of build-up and dismantling, it is prohibited to consume **alcoholic beverages** in the working area as well as to perform work under the influence of alcohol and drugs.
- The Exhibitors and contractors are required to wear the necessary personal **protective equipment** such as safety

footwear, protective helmets, eye protection, and hand protection required by the specific work activity.

- The use of cutting machines, welding machines, sanders and a spray guns is strictly forbidden.

No person under the age of 18 years can be admitted to the Exhibition, either during build-up, opening days or breakdown. This rule also applies to Exhibitors' children and must be strictly enforced to comply with the safety regulations of the exhibition. Use of compressed gases is not allowed. Exhibitors are liable for all damage caused to floors, walls, and pillars during the installation, Exhibition, and dismantling periods. No adhesive stickers and fixtures of any kind are allowed on floors, walls, and pillars. It is obligatory to collect and dispose of all material during the build-up or dismantling of the event.

When the dismantling period is over, the exhibitor loses any right to claim losses or damage to property left behind. Any costs incurred by the venue in removing this property will be charged to the exhibitor.

- Stand material and fittings must be non-flammable or impregnated with fire-retardant chemicals.
- As a general rule, easily inflammable synthetic substances, foam polyester, and no fireproof straw and reeds are prohibited.

Exhibitors must be insured against fire.

- It is the responsibility of the stand holder to ensure the health, safety and welfare of all employees, contractors and visitors as far as is reasonably practicable throughout the event.
- It is recommended that the stand holders appoint a supervisor for the stand, with the specific responsibility for ensuring the health & safety of their staff and stand builders. It is advisable that a Risk

Assessment is completed for the stand and submitted to the organisers.

Hanging of posters, banners or decals, stickers or similar items, on the walls, floors, ceilings, or pillars within or outside the installations of the venue are not allowed without a prior written authorisation.

- Exhibitors are required to take out appropriate Insurance. Third part liability insurance is obligatory. It remains the Exhibitors full responsibility to insure themselves appropriately.
- Neither the organisers nor the venue, their representatives or agents will be held responsible for any loss or damage to exhibitor's property. Exhibitors must take precautions to protect their property against pilferage.
- The organisers do not provide insurance for exhibitors and their property. The exhibitor is responsible for his property and person and for the property and persons of his employees through full and comprehensive insurance and shall hold harmless the organisers for any and all damage claims arising from theft and those perils usually covered by a fire and extended-coverage policy. Therefore, you are obliged to have a **public liability insurance** that covers all injuries to persons and damages that might cover in connection with the exhibition.
- Exhibitors are personally liable for all expenses incurred by the organisers or by third parties in regard to technical services provide.
- We also recommend that you have additional coverage against loss or damage to exhibition material during transport and during exhibition times. Please make arrangements for insurance coverage through your company's insurer.
- Exhibitors are responsible for all property damage as

well as any loss or injury caused by their property, agents or employees. Companies will indemnify the organisers against all claims and expenses arising from any damages.

- If for any reason whatsoever the Exhibition needs to be abandoned, postponed, or altered in any way, either in whole or part, or if the organisers find it necessary to change the dates of the Exhibition, the organisers shall not be liable for any expenditures, damages or loss incurred in connection with the Exhibition.
- The organisers shall further not be liable for any loss which the Exhibition or Exhibition contractors may incur due to the intervention of any authority which prevents or restricts the use of the venue or any part thereof in any manner whatsoever.
- Safety and Security of Material. Please do not leave any bags, boxes or suitcases unattended at any time, whether inside or outside the exhibition area. The organisers and venue cannot accept liability for loss of or damage to private property or goods.
- The organisers will provide security guard service in the exhibition hall during off-show hours. Neither The **venue** nor the organisers can accept responsibility for the security of the stands and their contents and for damage to, or theft of any goods. Exhibitors are fully responsible for the security of their stand and equipment.
- In general, the use of sound equipment/music in booths is permitted as long as the noise level does not disrupt the activities of neighbouring exhibitors.
- Speakers and other sound devices should be positioned to direct sound inward (to be contained within the booth) rather than outward (toward aisles and other exhibitor booths).
- It is difficult to establish decibel level restrictions.

If an exhibitor or attendee is standing within ~3 meters of an exhibitor's booth and cannot carry on a normal voice-level conversation, the noise source is too loud.

- Live music is not allowed.
- The organisers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is too loud
- The organisers reserve the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.
- Exhibitors are reminded that third party copyrights should not be infringed. The organisers have no copyright responsibility in respect of any exhibiting company.

Proper dispensation must be obtained and any royalties due, paid prior to the use of materials. Should any copyright dispute arise, the organisers will not be liable for any resulting loss or damages, sustained by any exhibitor or third party.

- All demonstrations or instructional activities must be confined to the limits of the Exhibition booth.
- Advertising material and signs may not be distributed or displayed outside the exhibitor's booth.
- Advertising activities must not cause obstructions or disturbances in the gangways or at neighbouring booths.
- The Exhibition Manager reserves the right to require the exhibitor to discontinue any activity, noise, or music that is deemed objectionable.
- Exhibitors are responsible for the removal of all refuse/waste from the exhibition area.
- Any discarded waste, including promotional material, left behind will be removed by the organisers at the expense of the exhibitor concerned.

Special effects lighting, live music, smoke and laser projection may not be used in the stands.

No permission will be given for projection in the aisles or on the walls of the hall. The venue operates a NO SMOKING policy in ALL halls. **Participation by exhibitors is dependent upon compliance with all rules, regulations and conditions stated herein.**

## Industry Symposia Timetable

Industry symposia timetable will be published on event website under "Support & Exhibit" tab. **Important notes:**

- Industry Symposia are **not** included in main meeting CME/CPD credit.
- 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.
- We recommend arriving early to **set up the hall** prior to the start of your Symposium. A member of the Kenes Operational team will be available should you need any assistance.
- **Handouts** are allowed be distributed at the entrance to the Symposium hall; however, it is NOT permitted to place material on the seats 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 programme can be found on the event website.

## Catering / F&B

- Catering is **exclusive** to the venue and should be ordered in advance. Supporters who wish to order food and beverages for their symposium and meeting/hospitality room are welcome to do so directly with them. Contact information will be shared in due course.



- Food and drinks can be taken into the symposium halls (excluded hot dishes).
- If you are considering having catering together with the symposium, please note that additional charge will be applied for cleaning the hall immediately following the session.
- Please take into consideration that lunch and refreshments will be served in the Exhibition Hall according to the event timetable.
- 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.

## **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 Meeting.*

## **AV**

We strongly recommend scheduling a technical rehearsal in the hall itself and testing the Presentations during that rehearsal. Please make arrangements directly with the Meeting Audio Visual Coordinator.

A technical rehearsal is offered free of charge; however additional charges may apply, depending on hall availability and rehearsal requirements. Please bring the PowerPoint presentation/s on USB Memory stick and load it on one of the Meeting computers in the Speakers' Ready Room during Speakers' Ready Room opening hours and no later than **2 hours before the start of the Symposium.**

As previously mentioned, we strongly recommend scheduling a technical rehearsal and testing the presentations during the rehearsal. Please make arrangements directly with the Meeting Audio Visual Coordinator. 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 in the morning – and at least 2 hours before the start of the session.

Please note that only meeting computers are used in the session halls. These are supplied with Office 2019 (at least) and the native ratio of the projection on the screens in the halls is 16:9. The meeting will not be able to support lecture slides presented on personal computers.

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. 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 Signage (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. Please make sure to follow the guidelines specified at the beginning of this section.

### 1. 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 event CME/CPD credit.***

### 2. Stage Banners

- 1 x free standing vertical sign to be placed on/next to the stage. Maximum dimensions: 150cm wide x 250cm high.
- 1 x horizontal sign placed in front the head table facing audience.
- 1 x vertical sign placed in front of the speakers' lectern facing audience.

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 Industry Coordinator and Exhibition Manager regarding exact time and location. **Notice:** Due to CME/CPD accreditation criteria, you may not place signage advertising your symposium in any other locations unless coordinated with Kenes staff onsite.

## Symposium Badges

Each symposium organiser is entitled up to 10 Symposium badges which allow access to their Industry Session only. These badges will not display individual names.

Symposium badges will be prepared ***upon request only*** and can be

collected at the Registration desk 2 hours prior to start of your Industry session. Symposium Badges needs to be returned to the Registration desk after the session has ended.

## **Wi-Fi**

Free Wi-Fi will be available at the meeting 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.

## **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 meeting organisers at the expense of the supporter concerned.

## **Badge Scanner/Lead Retrieval System**

Lead Retrieval Wireless Barcode Readers can be a helpful tool for receiving contact information about participants who attend your symposium. Barcode readers may be rented in advance via the Exhibitors' Portal no later than **2 weeks prior the event**.

We are pleased to offer you the "K-Lead" Application: exhibitors 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. The advantages of the "K-Lead" application:

- Effortless process using registration badge barcode.
- **Quickly** capture lead information by scanning the barcode on attendees' badge.
- Application is available for download from Apple store

or Google play: "K-Lead App".

- Cost per unit – EUR **600** (excluding 4% credit card charges fees, excluding VAT if applicable).

**The Application should be installed on your company/personal device (tablet/smart phone).** Operational information will be sent in due course.

To order "K-Lead" Application, please access the Exhibitor's Portal <https://exhibitorportal.kenes.com>

Onsite rate of EUR 750 will be applied for order received after above deadline.**Please Note:**

- **Device is not included. The Application should be installed on your company/personal device (tablet/smart phone).**
- In accordance with the **general data protection regulation** (GDPR), Kenes Group has updated its privacy policy. You can view our updated privacy notice [here](#). Kenes will not share delegate's personal data with third parties without their consent.  
Please note that similarly to sharing a business card, presenting delegate badge for scanning at exhibition booths or industry symposia constitutes an expression of consent to share their personal details with the company that is scanning their badge so that it may contact them in the future.
- Barcodes on delegate's badges contain contact information as supplied by the delegate or the agency responsible for the registration process of the delegate. We regret that in some cases, as when group registration is completed by a company, we may not be in possession of the full contact details.
- In addition, please note that neither Kenes Group nor the Organising Committee is responsible for the content of the information.

## **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 in any language:** We can provide the traditional solution with local interpreters and hiring headphone receivers. Alternatively, we offer *app translation* with remote interpreters. In this case the participants stream the translation through an app on their smartphones.

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 **6 weeks prior to the event**. Orders received after the deadline will incur rush fees.