



WORLD FEDERATION OF NEUROLOGY

ACCELERATING THE PACE OF CHANGE



DUBAI

WCN 2019

XXIV WORLD CONGRESS OF NEUROLOGY

DUBAI, UNITED ARAB EMIRATES, OCTOBER 27-31 2019

Industry Symposia Manual



WWW.WCN-NEUROLOGY.COM



Updated version
August 2019

Dear Supporter,

We are happy to present you with the WCN 2019 Industry Symposia Manual. The 24th World Congress of Neurology 2019 (WCN 2019) will take place in Dubai, UAE.

Venue address:

Dubai World Trade Centre

Sheikh Zayed Rd

Tel: +971 4 332 1000

Venue website: <https://www.dwtc.com>

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 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.

Exhibitor Portal

Each supporter has received an e-mail with login details to access the Exhibitor Portal. The Exhibitor 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 a third party 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 specially reduced rates for various hotels in Dubai. Information, pictures, location and rates are available on the hotel accommodation page: <https://hotels.kenes.com/congress/WCN19> or email us at booking@kenes.com .

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

We look forward to welcoming you in Dubai and wish you a successful Symposium.

Warm regards,
Sharon Gamliel
Industry Coordinator



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Section 1: Symposium Related Contact Information

Kenes Contacts:

Congress Organizer

Kenes Group

Rue François-Versonnex 7

1207 Geneva, Switzerland

Tel: +41 22 908 0488

Fax: +41 22 906 9140

E-mail: wcn@kenes.com

Hotel Sales Manager

Nati Glick

Tel: +41 22 908 0488 Ext: 948 | E-mail: nglick@kenes.com

Industry Coordinator

Sharon Gamliel

Tel: +41 22 908 0488 Ext: 562 | E-mail: sgamliel@kenes.com

Industry Liaison & Sales Associate

Judit Gondor

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

Exhibition Manager

Michal Lelcuk

Tel: +41 22 908 0488 Ext: 523 | E-mail: MLelcuk@kenes.com

Audio Visual Coordinator

Mike Perchig

E-mail: nest@nest-av.com

Registration Specialist

Diyana Yosifova

Tel: +359 878626907 | E-mail: dyosifova@kenes.com

Product Marketing Coordinator

Dalit Librider

Tel: +41 22 908 0488 Ext 546 | E-mail: dlibrider@kenes.com



Contractors:

Catering / Lectern & Head table Branding

Dubai World Trade Centre

Nuraan Solomon

E-mail: Nuraan.Solomon@dwtc.com

Asya Gerasimova

E-mail: Asya.Gerasimova@dwtc.com

Catering is **exclusive** to *Dubai World Trade Centre*.

Material Handling, Onsite Logistic Agent & Customs Clearance Agent

Merkur Expo Logistics GmbH

Zehavit Akerman

Tel: +49 6173 966 95 28

E-mail: Akerman@merkur-expo.com

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

Graphics & Signage

GES

Tel: +971 4 885 5448

Online ordering: <https://ordering.ges.com/000700837>

E-mail: wcn2019@ges.com | graphicsuae@ges.com

Graphics & Signage are **exclusive** to GES (except for items exclusive to the venue)

Hostesses & Temporary Staff Hire

Hostex

Tel: +971 50 645 5652 | +971 50 651 6794

Website: <https://www.hostex.agency/>

Photographer

Denis Abbonato

Tel: +33 6 87 46 65 43

E-mail: denisabbonatophoto@gmail.com

Website: <https://www.denisabbonato.com>

Plants & Floral Arrangements

Blooms (DWTC)

Tel: +971 4 332 1255



Section 2: Deadlines Table

Action Item (as per signed contract)	Deadline	Contact Person
Staff Hotel Reservation	As soon as possible	Nati Glick nglick@kenes.com
Payment of Invoice Balance	Must be received in full one week prior to the Congress	Pazit Hochmitz phochmitz@kenes.com
Symposium Final Program (for approval by Scientific Committee)	As soon as possible and no later than Monday, August 26	Via Exhibitor's Portal https://exhibitorportal.kenes.com Each supporter has received login details to access the Exhibitor's Portal. For queries please contact sgamliel@kenes.com
Printed Program Book Advert	Wednesday, September 04	
Promotional Email Blast – Exclusive	Monday, September 09 <i>Content received after the deadline will incur rush fees</i>	
Mobile App Advertisement	Monday, September 23	
Push Notification Text	Thursday, October 03	
Lead Retrieval Barcode Readers [Exclusive to Kenes Group]	Friday, October 18	
Voting/Webcasting/Synchronized Video/Audio/PowerPoint Recording, Live Streaming and other technology products/services [Exclusive to Kenes Group]	As early as possible and no later than Monday, September 23 <i>Orders received after the deadline will incur rush fees</i>	
Graphics, Signage, self-standing signs (i.e. Roll-up) [Exclusive to GES]	Thursday, October 03	GES wcn2019@ges.com graphicsuae@ges.com Online ordering: https://ordering.ges.com/000700837
➤ Catering Services ➤ Lectern/Head Table Branding [Exclusive to DWTC]	Thursday, October 03 <i>After this deadline, prices will automatically increase and items availability will not be guaranteed.</i>	Dubai World Trade Centre Nuraan Solomon & Asya Gerasimova Nuraan.Solomon@dwtc.com Asya.Gerasimova@dwtc.com
Florist	Thursday, October 03	Blooms (DWTC) Tel: +971 4 332 1255
Hostesses & Temporary Staff Hire	Thursday, October 03	Hostex https://www.hostex.agency/
Shipping & Material Handling Services		
Shipment via Merkur warehouse	Direct to the Venue (will be allowed only on 25 & 26 October)	Every type of shipment to WCN 2019 MUST be coordinated and communicated with Ms. Zehavit Akerman from Merkur Akerman@merkur-expo.com



Section 3: Symposia Timetable

Sunday, October 27, 2019

Company	Time	Hall
Roche	13:00 - 14:30	Sheikh Rashid A
Novartis	13:00 - 14:30	Sheikh Rashid B

Monday, October 28, 2019

Company	Time	Hall
Teva Pharmaceutical Industries	13:00 - 14:30	Sheikh Rashid B
Biogen	13:00 - 14:30	Sheikh Rashid A

Tuesday, October 29, 2019

Company	Time	Hall
Avexis	13:00 - 14:30	Sheikh Rashid A
TBA	13:00 - 14:30	TBA

Wednesday, October 30, 2019

Company	Time	Hall
Eli Lilly	13:00 - 14:30	Sheikh Maktoum D

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

Important notes:

- Industry Symposia are not included in main Congress CME/CPD credit.
- Food and drinks can be taken into the symposium halls. Please take into consideration that lunch buffet will be served in the Exhibition hall during Industry Symposia; therefore, we recommend serving lunch boxes, desert or any kind of refreshments of your choice at the entrance of the symposium hall.
- 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 can be distributed at the entrance to the Symposium hall; however, it is NOT permitted to place material on the chairs inside the hall.
- We ask presenters to follow the time schedule precisely in order that the day's events may run smoothly. An updated scientific timetable can be found on the [WCN 2019 Congress Website](#).

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 Congress.



Section 4: Symposia Session Halls

Hall Technical Details			
	Hall Capacity	Hall Layout	Location
Sheikh Rashid A	450 Seats	Theatre	Ground Floor
Sheikh Rashid B	300 Seats	Theatre	Ground Floor
Sheikh Maktoum D	650 Seats	Theatre	Ground Floor

Location and Layout

Please [click here](#) for Ground Floor layout in pdf format.

Speaker Lectern in All Halls	
<p>Lectern branding is allowed and exclusive to DWTC. In order to receive a quote and submit an order, please e-mail: Nuraan Solomon Nuraan.Solomon@dwtc.com & Asya Gerasimova Asya.Gerasimova@dwtc.com</p>	

Head Table in All Halls	
<p>Head Table branding is allowed and exclusive to DWTC. In order to receive a quote and submit an order, please e-mail: Nuraan Solomon Nuraan.Solomon@dwtc.com & Asya Gerasimova Asya.Gerasimova@dwtc.com</p>	<p>Sufficient seating for up to 3 persons</p>

The general stage setting includes 1 speaker lectern and a head table accommodating up to 3 persons. For alternative/additional arrangements please contact Sharon Gamliel at: sgamliel@kenes.com (fees might incur).

Printed tent cards on the head table are optional and should be produced and provided by Supporter.

Technical Rehearsal

We strongly recommend scheduling a technical rehearsal in the hall itself and testing the Presentations during that rehearsal. Please make arrangements directly with the Congress 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 and rehearsal requirements.



Audio-Visual (AV) Equipment

Sheikh Maktoum D

- Front projection screens, image of H4.5 X W8 meters.
- Data projector, at least 10000 ansi-lumens, incl. all the required cabling.
- 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 Windows and Office, USB port, sound card – located at the lectern and networked to the Speakers' Ready Room.
- Wireless PowerPoint advancer with a Laser pointer (as back-up, we recommend using the cursor of the laptop computer as a pointer).
- Countdown Timer monitor in front of the lectern, operated by the technician at the AV Control desk
- P.A. (sound) system, which covers the hall and the stage, including 7 wired microphones (2 head table, 1 lectern, 4 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 for the lectern and the head table.
- Lighting system, illuminating the lectern and the head table.
- 2 x AV technicians to operate the above-mentioned systems.

Sheikh Rashid A

- Front projection screens, image of H3.2 X W5.6 meters.
- Data projector, at least 8000 ansi-lumens, incl. all the required cabling.
- 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 Windows and Office, USB port, sound card – located at the lectern and networked to the Speakers' Ready Room.
- Wireless PowerPoint advancer with a Laser pointer (as back-up, we recommend using the cursor of the laptop computer as a pointer).
- Countdown Timer monitor in front of the lectern, operated by the technician at the AV Control desk
- P.A. (sound) system, which covers the hall and the stage, including 6 wired microphones (2 head table, 1 lectern, 3 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 for the lectern and the head table.
- AV technician to operate the above-mentioned systems.



Sheikh Rashid B

- Front projection screens, image of H3.2 X W5.6 meters.
- Data projector, at least 8000 ansi-lumens, incl. all the required cabling.
- 19" Confidence monitor on the head table, showing the same PowerPoint image as being projected on the main front projection screen.
- Laptop computer for PowerPoint presentations, including Windows and Office, USB port, sound card – located at the lectern and networked to the Speakers' Ready Room.
- Wireless PowerPoint advancer with a Laser pointer (as back-up, we recommend using the cursor of the laptop computer as a pointer).
- Countdown Timer monitor in front of the lectern, operated by the technician at the AV Control desk.
- P.A. (sound) system, which covers the hall and the stage, including 5 wired microphones (2 head table, 1 lectern, 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 for the lectern and the head table.
- AV technician to operate the above-mentioned systems.

Data Presentations

Please bring the PowerPoint presentation/s on USB Memory stick and load it on one of the Congress computers in the Speakers' Ready Room during Speakers' Ready Room opening hours and no later than 2 hours before the start of the Symposium.

If using own laptop for Presentation (PC compatible or Mac) please refer to the Meeting website, under 'Instructions for Oral Presentations', where the full instructions will be published.

As previously mentioned, we strongly recommend scheduling a technical rehearsal and testing the Presentations during the rehearsal. Please make arrangements directly with the Congress Audio Visual Coordinator, Mike Perchig at: nest@nest-av.com



Section 5: Symposium Promotion

Due to accreditation criteria for this Congress, which is CME certified, the following rules must apply:

- Companies must not use the congress banner in any promotional materials they create.
- 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 the following disclosure: **“This session is not included in the main event CME/CPD credit”**
- When promoting your symposium, you are allowed to use the phrase: “Official symposium of the 24th World Congress of Neurology 2019 which will be held from 27-31 October 2019, in Dubai, UAE”

Symposium Title and Program

Please submit the final symposium program via the Exhibitor Portal as early as possible and no later than **Monday, August 26**. The proposed program should include:

- Symposium title
- Please specify the symposium date, time and hall name
- Chair(s) details: name, country and e-mail address
- Topics/lecture titles + Speakers details: name, country and e-mail address

In case of changes to your symposium title or program, please contact the Industry Coordinator at: sgamliel@kenes.com.

Mobile App Advertisement

Should you be entitled to a mobile app advertisement as per your contract, please submit the advert in **PDF format** to the Industry Coordinator by email no later than **Monday, September 23**.

Email: sgamliel@kenes.com.

(A simple PDF. There are no other requirements).

We recommend avoiding using small text, so the advert can be readable when displayed on a mobile screen.

Promotional Email Blast – Exclusive

For supporters entitled to an e-mail blast as per their signed contract, kindly submit the files by **Monday, September 9**, via the Exhibitor Portal. Please [click here](#) to download the mailshot design requirements. These guidelines should be forwarded to your web-designer/programmer.

Content received after the deadline may be processed for an additional fee of USD 500.

Final Program Book Advertising

For supporters entitled to adverts in the printed program book as per their signed contract, please submit the file via the Exhibitor Portal no later than **Wednesday, September 04** according to the following specifications:

PDF format, press quality, CMYK only, fonts and images embedded.

Please refer to the following diagram for the advert dimensions in the final program:



DUBAI

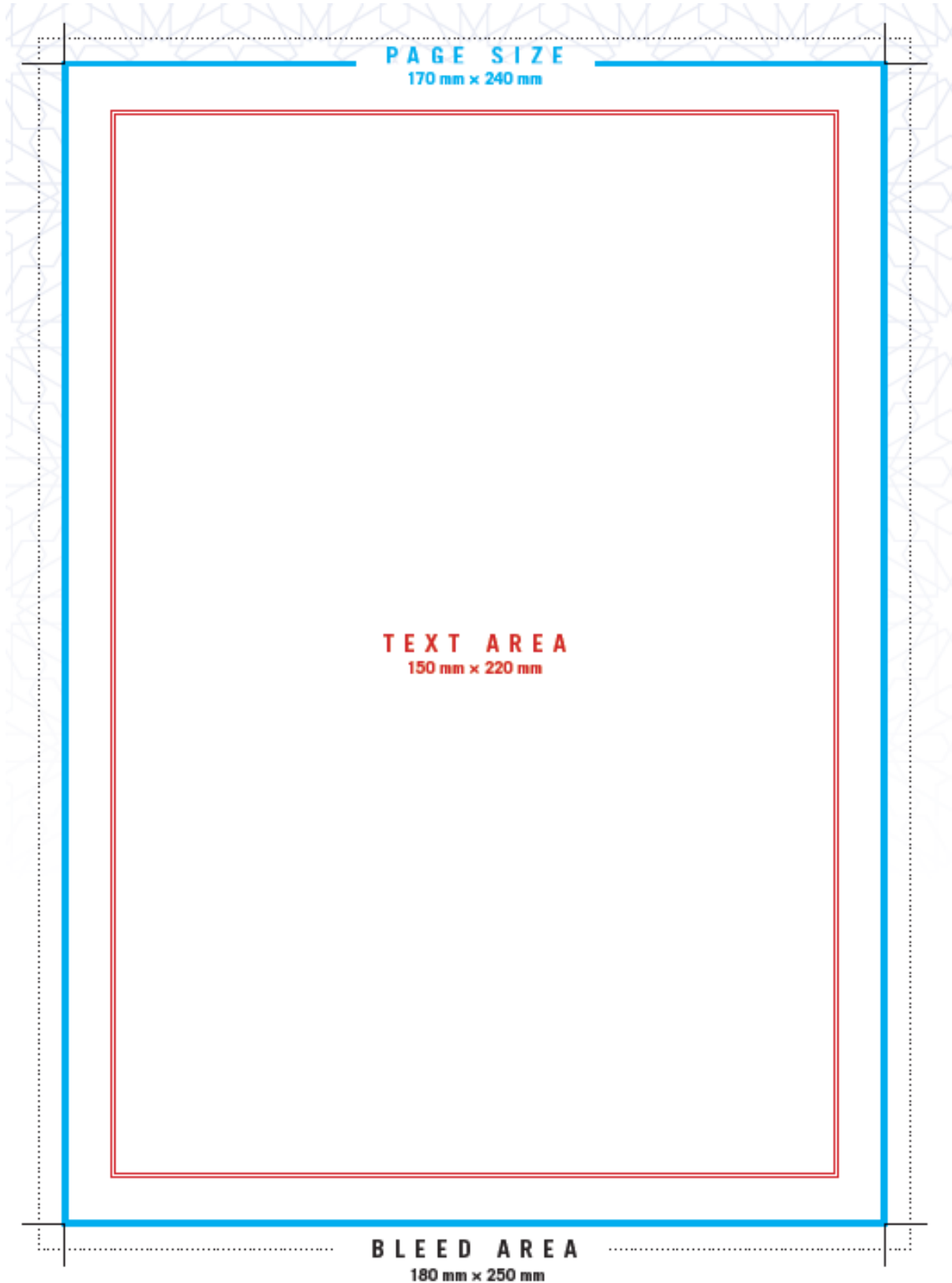
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Push Notifications

For supporters entitled to a push notification as per their signed contract, kindly submit the text **by Thursday, October 3**, via the Exhibitor Portal.

Message Title - max 90 characters including spaces.

Message body - max 140 characters including spaces.

Push notifications will be sent out during breaks in order not to disturb the participants who are inside the halls. To view the list of breaks please refer to the [scientific program](#).

The final schedule will be determined closer to the congress, considering other push notifications.

Symposium Signage (Optional)

Symposium supporters have the option to create signage promoting their symposium according to the below guidelines. Signage (for example: roll-ups) is exclusive to GES, excluding lectern and head table banners which are exclusive to DWTC. Production of signage and banners should be arranged and covered 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 Congress CME/CPD credit***

➤ Stage Banners -

- 1 x self-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 [Exclusive to DWTC].
- 1 x vertical sign placed in front of the speakers' lectern facing audience. [Exclusive to DWTC].

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 Industry Coordinator and Exhibition Manager.

The deadline to submit the artwork for signage is **Thursday, October 03**.

The relevant contact details can be found on page 5.

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

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 *Dubai World Trade Centre* 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 *Dubai World Trade Centre*:

Contact persons:

Nuraan Solomon & Asya Gerasimova

E-mail: Nuraan.Solomon@dwtc.com | Tel: +97143086177

E-mail: Asya.Gerasimova@dwtc.com | Tel: +97143086311

Please take into consideration that a lunch buffet will be served in the Exhibition Hall during Industry Symposia as per the times scheduled in the scientific program (included in the registration fee); therefore, we recommend serving lunch boxes, dessert or any kind of refreshments of your choice at the entrance of the symposium hall. Kindly place your order by **Thursday, October 03**

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 Congress organizers at the expense of the supporter concerned.

Wi-Fi

Free WIFI will be available at WCN 2019 Congress; however please be aware that as public Wi-Fi, the capacity is always limited. Should you have any internet-based activities during your symposium, please let us know in advance and we will send you a quote for dedicated Wi-Fi or an internet line.

Contact person: Sharon Gamliel. E-mail: sgamliel@kenes.com

Meeting Rooms / Hospitality Rooms

Supporters interested in renting a meeting room during WCN 2019 Congress should contact Ms. Judit Gondor at: jgondor@kenes.com



Section 7: Lead Retrieval Wireless Barcode Readers

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 Exhibitor's Portal no later than **Friday, October 18**.

The Mini Scanner

- Pocket size
- No editing capabilities
- Basic participant info
- Cost per unit - **USD 350 + 4% credit card charges**
- Available for the duration of the symposium only



Please Note:

- In light of the new data protection regulation recently enacted in Europe, Kenes Group has updated its privacy policy. You can view our updated privacy notice [here](#).
Kenes will not share delegates' personal data with third parties without their consent.
Please note that similar to sharing a business card, presenting a 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 the company may contact them in the future.
- The barcodes on the delegates' 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 Organizing Committee is responsible for the content of the information.

In order to reserve your Mini Scanner, please log into the Kenes Exhibitors' Portal

<https://exhibitorportal.kenes.com>

If further assistance is required to place your order, or you have not received your login details please contact the Exhibition & Industry Coordinator, Sharon Gamliel at sgamliel@kenes.com



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Section 8: Innovative Products for Industry Symposia

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:

- **Webcasting, Synchronized Video/Audio/PowerPoint Recording, Live Streaming** and many more products designed for capturing and recording symposium content.
- **Voting with Keypads** and web-based interaction platforms such as: **Voting via the Congress app, Q&A via Congress App ('Ask the Speaker')** and more products designed for increasing participant's interaction during symposium sessions.
- **Translation services in any language:** We can provide the *traditional solution* of building a translation booth in the session hall 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.

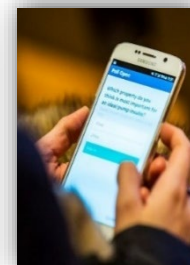
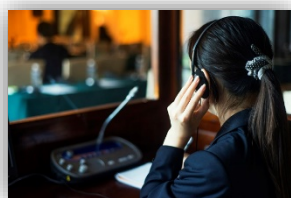
We also provide tailor made customized solutions – [contact us](#) to make it happen!

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 by **Monday, September 23**. 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 to this Congress.

Contact details:

Merkur Expo Logistics GmbH

Ms. Zehavit Akerman

Tel: +49 69 747 848

E-mail: Akerman@merkur-expo.com

Range of services:

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

The shipping instructions ([click here](#)) are provided to assist with your preparation for the correct and timely dispatch of materials to the Congress. **Please follow the instructions closely.**

Direct delivery to the venue is NOT recommended. We strongly recommend shipping via Merkur warehouse (fees will incur). Direct delivery to the venue (custom cleared goods, local companies) can be arranged only during the set-up period (Friday, October 25 and Saturday, October 26th) - subject to time slot, onsite unloading/loading order.

Shipments sent directly to the venue prior to Friday, October 25th will be refused by the venue.

Insurance of Goods

All cargo should be insured from point of origin.

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

For any questions/clarifications, please contact Ms. Zehavit Akerman from *Merkur*

Tel: +49 69 747 848

Mobile: +972 52 511 4982

E-mail: Akerman@merkur-expo.com