

Industry Symposia Manual

Dear Supporter,

We are happy to present you with the **WCP 2025** Industry Symposia Manual which will take place in Prague, Czech Republic, from **October 5-8, 2025**.

The Industry manual contains important information, deadlines, and next steps for your preparation to ensure a successful event.

Please read the manual thoroughly and **share the manual with everyone working on this project.**

Wishing you a successful event,

Oana Giurgiu

Exhibition & Industry Manager

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

- Submit your company logo and profile
- Submit deliverables as per contract
- Order lead retrieval Application (Badge scanners App)

To access the Portal, please [click here](#).

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.

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

Action Item	Deadline	Contact Person
Staff Hotel Reservation	As soon as possible	Anna Ivanova aivanova@kenes.com WCP25 – Kenes Group
Payment of Invoice Balance	Must be received in full one week prior to the Meeting	Pazit Hochmitz phochmitz@kenes.com
Symposium Final Programme (for approval by Scientific Committee)	As soon as possible and no later than Friday, 15 August	
Symposium Stage set-up changes/ Meeting room Set-up changes	Friday, 15 August	Please send by email the requested specifications to Industry Coordinator: Oana Giurgiu ogiurgiu@kenes.com
Promotional E-mail Blast (Exclusive and Joint)	Monday, 25 August	
Mobile app adverts	Monday, 25 August	
Text for Push Notifications for Virtual Platform/Mobile App	Monday, 8 September	Oana Giurgiu ogiurgiu@kenes.com
Badge Scanner App/ Lead Retrieval System	Monday, 22 September	Online via Exhibitor's Portal https://exhibitorportal.kenes.com
Placing orders for Voting/ 'Ask the Speaker' and other Technology Products and Services	Monday, 25 August	Olaya Espejo oespejo@kenes.com
Hostesses & Temporary Staff Hire	Please directly contact the company	Hostesky Ivana Dupalova dupalova@hostesky.cz
Internet (Wi-Fi and Wired) *for meeting rooms	Friday, 5 September	Oana Giurgiu ogiurgiu@kenes.com
Catering Services * Exclusive to the venue	Please directly contact the provider	Zatise Catering jitka.zahradkova@zatisigroup.cz
AV – scheduling Tech rehearsal, placing orders for extra AV for the Sponsored Symposia & meeting rooms	Thursday, 11 September	Mike Perchig nest@nest-av.com
Shipping & Material Handling Services		
Door to door		
Airfreight shipments	Please contact <i>Merkur Expo Logistics</i>	Merkur Expo Logistics GmbH Mr. Ian Heiringhoff Email: ian.heiringhoff@merkur-expo.com
Shipment via Advance Warehouse		for Shipping Instructions - click here
Direct to the Venue	Subject to time slot NB! Please note there should be a person from your side to receive your Deliveries.	Shipping instructions

Industry Symposia:

[Click here](#) to see the Industry Symposia timetable

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

Important notes:

- Industry Supported Sessions are **not** included in the main Conference CME/CPD credit.
- In order to support you in the best possible way, please share your plans and requirements with us. This information is invaluable for the success of your symposium. Please coordinate directly with the Industry Coordinator Oana Giurgiu at: ogiurgiu@kenes.com
- We recommend arriving at least 15 min prior to the start of your Symposium, to check the setup. A member of the Kenes Operational team will be available onsite should you need any assistance.
- Handouts are allowed to 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 scientific timetable can be found on the [WCP25 website](#).

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 Industry Symposium speakers have already been invited by WCP 2025.*

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.

- Catering is an **exclusive** service, provided by **Zatise Catering**, and should be ordered in advance.
- Supporters who wish to order **Lunch Box for their symposium**, or **catering for their meeting room**, please contact Jitka at: jitka.zahradkova@zatisigroup.cz
- Food and drinks are allowed to be taken into the symposium halls (**only lunch boxes**).
- If you are planning to have catering together with the symposium, it is recommended to indicate in all publications that lunch boxes will be served, as long this is not contradicting the supporter's internal compliance policy.

Industry Symposia Halls:

Panorama Hall Technical Details

Panorama Hall Location	Level 1
Hall Capacity	400 seats max
Hall Layout	Theatre
Central Stage	6m W x 2m D

South Hall 1A Technical Details

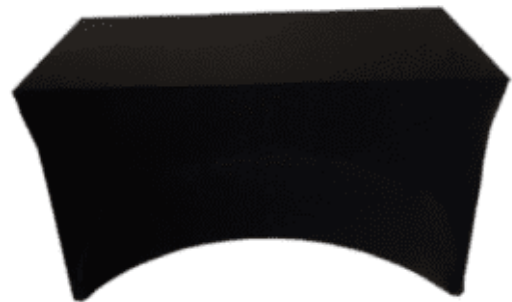
South Hall 1A Location	Level 1
Hall Capacity	180 seats max
Hall Layout	Theatre
Right Stage	1m W x 2m D
Left Stage	3m W x 2m D

Head-Table in Panorama Hall and South Hall 1A

Sufficient seating for
up to **6 people**

- Total head-table Dimensions: W 260 cm x H 76 cm (Includes 2 table modules)
- **Each module dimensions:** W 130 cm x H 76 cm
- For head-table branding, please refer to the ***note** below

The head-table will have WCP25 branding. **Self-branding is not permitted**



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

Lectern in Panorama Hall and South Hall 1A

- **Lectern Dimensions:**

- Width: 70 cm
- Height: 110 cm

The lectern will be branded with general congress branding. **Self-branding is not permitted.**



For demonstration only

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

Please note that the head table and lectern will be branded with the general WCP Congress branding.

*** If you are interested to have your own company branding for the head table or lectern, please contact Exposale at: expo@exposale.cz & Josef.Svec@exposale.cz**

Please note that Exposale holds exclusivity on providing branding services.

They will be able to propose to you a signage that will be attached to the congress branding in the way that it won't be damaged. The reason is that the conference branding cannot be removed as it can be easily damaged.

For alternative/additional stage arrangements (fees may be incurred) please contact Oana Giurgiu at ogiurgiu@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: Friday, 15 August (No changes will be accepted after this date) WCP 2025 will take place at Prague Congress Center.

[Click here](#) for a 360 Virtual Tour.

The **Industry Sessions** will take place in Panorama Hall and South Hall 1A, both located at Level

1. Audio-Visual (AV) Equipment

Hall Panorama:

- 2 x front projection screens, image of H2.25 X W4 meters approx. each (16.9 ratio)
- 2 x 6000 a.l. Data projectors, incl. all the required cabling, for projecting the PowerPoint on the screens.
- 40" Confidence monitor in front of the head table, showing the same image as projected on the main front projection screens.
- 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).
- A. (sound) system, which covers the hall and the stage, including wired microphones for the head table, lectern and Questions & Answers with stands (floor/table), 1 wireless headset microphone and connection to sound from computers (mini PL plug) at the lectern.
- Lighting system, illuminating the lectern and the head table.
- 2 x AV technicians to operate the above-mentioned systems

Hall South 1A

- Front projection screen, image of H2.25 X W4 meters approx. (16.9 ratio)
- 6000 a.l. Data projector, incl. all the required cabling, for projecting the PowerPoint on the screens.
- 40" Confidence monitor in front of the head table, showing the same image as projected on

the main front projection screen.

- Laptop computer for PowerPoint presentations, including English version of Windows and Office, USB port, sound card – located at the lectern and networked to the Speakers' Ready Room.
- Wireless PowerPoint advancer/clicker (we recommend using the cursor of the laptop computer as a pointer).
- A. (sound) system, which covers the hall and the stage, including wired microphones for the head table, lectern and Questions & Answers with stands (floor/table), 1 wireless headset microphone and connection to sound from computers (mini PL plug) at the lectern.
- AV technician to operate the above-mentioned systems

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 in the morning – and at least 2 hours before the start of the session.

Please note that congress computers in the Halls are being 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 conference 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 note that an extra charge might incur.

Please plan directly with the Conference Audio Visual Coordinator, Mike Perchig at: nest@nest-av.com

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** – 180×240 px, JPG Format

Please [click here](#) in order to provide above requested information as soon as possible and no later than **Friday, 15 August**.

If you need any assistance please contact the Industry Coordinator at: ogiurgiu@kenes.com

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 Congress CME/CPD credit***
- When creating adverts for External and Internal lobby flags in the virtual platform is allowed to promote symposia or company promotion. Only when promoting symposia please add the following text inside: ***This session is not included in main Congress CME/CPD credit***
- Congress 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.

1.Mobile App Push Notification

For supporters entitled to a push notification as per their signed contract, kindly submit the text by **Monday, 25 August** to ogiurgiu@kenes.com according to below guidelines:

- Message Title – Maximum 40 characters including spaces
- Message body – Maximum 140 characters including spaces

Important:

- Please specify your preferred date and time (local time) when submitting the text.
- We will do our best to accommodate this request. The final schedule of the push will be

determined closer to the event, considering the overall push notifications schedule of the event.

- Push notifications will be sent out during official breaks only, in order not to disturb the participants who are inside the session halls when sessions take place.
- We recommend keeping push notifications short and concise. The goal is to get the most important information across quickly and encourage participants engagement.
- Please make sure to indicate company name either on the title or in the message body.
- Kindly note that push notifications look different across the various browsers, device types and operating systems.

2.Mobile App Advert

For Supporters sponsoring the App, please send the file **no later than Monday, 25 August** via email to ogiurgiu@kenes.com

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

Size: **780px x 1688px**

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



3. 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 Oana Giurgiu at: ogiurgiu@kenes.com no later than **Monday, 25 August**.

Important notes:

- 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 “WCP 2025 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.

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. Maximum dimensions: **85cm wide x 200cm high**.

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

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 credit.

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 (please refer to Section: Symposia Hall).

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: Oana Giurgiu.

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.**Wi-Fi**

Free Wi-Fi will be available at the Congress 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. Contact person: Oana Giurgiu, email: ogiurgiu@kenes.com

Meeting Rooms / Hospitality Rooms

Supporters interested in renting a meeting room during WCP 2025, should contact Industry Liaison & Sales, Ms. Petya Yoncheva: pyoncheva@kenes.com

Blackout Policy:

WCP kindly requests that all congress supporters (sponsors, exhibitors, special interest groups and other stakeholders) respect the WCP 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 **Zatisi Catering** and should be ordered in advance. Supporters who wish to order Lunch box for their symposium / food and beverages for the meeting room, are welcome to do so directly with **Zatisi**.

For orders, contact: jitka.zahradkova@zatisigroup.cz

Hostesses & Temporary Staff Hire

Directly contact Ivana Dupalova: dupalova@hostesky.cz Lead Retrieval Wireless Barcode App 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.

The 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".

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

Cost per unit: **EUR 700** (4% credit card charges fees, excluding VAT if applicable).

There is NO device included!

Deadline: Monday, 22 September

Onsite rate of EUR 850 will be applied for order received after above deadline.

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: EUR 750

Key Notes for K-Lead and K-Lead Plus:

- **Device is 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> **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!

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, 25 August**. Orders received after the deadline will incur rush fees.



Shipping Instructions:

The shipping instructions include the following information:

- **Shipping Instructions** – [click here](#)
- **Labels, Order forms, Tariff** – [click here](#)

Merkur has been appointed the official forwarding agent and clearance agent for this Congress and offers the following services: customs clearance, delivery to the stand, freight forwarding, manpower & trolleys for un-loading/loading during build-up and dismantling, storage of empty crates, transportation to and from the Exhibition Hall.

For security, insurance, and efficiency reasons, Merkur is the sole official agent to handle cargo inside the venue.

Booth builders are prohibited from using trolleys during set-up and dismantling periods.

Kindly note that the official agent is the exclusive agent for move in and move out of the venue.

Exhibitors and Booth builders are free to deliver their goods or to pick their goods up from outside the venue. Those who use their own facilities up to the venue are requested to coordinate their time schedule and unloading of their cargo into the venue with the official logistics agent.

All cargo should be insured from point of origin.

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

Contact information:

Mr. Ian Heiringhoff

Email: ian.heiringhoff@merkur-expo.com

For shipping instructions and tariff please [click here](#).

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.*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 Coordinator

Oana Giurgiu

E-mail: ogiurgiu@kenes.com

Audio Visual Coordinator

Mike Perchig

E-mail: nest@nest-av.com

Industry Liaison & Sales

Petya Yoncheva

E-mail: pyoncheva@kenes.com

Registration Specialist

Youcef Zaiter

E-mail: yzaiter@kenes.com

Product Marketing Coordinator

Olaya Espejo

E-mail: oespejo@kenes.com

Contractors:

Catering

Zátiší Catering

E-mail: jitka.zahradkova@zatisigroup.cz

*Catering service is **exclusive** to the venue (Zátiší Catering)

Internet / Wi-fi for meeting rooms:

Industry Coordinator

Oana Giurgiu

E-mail: ogiurgiu@kenes.com

Onsite Logistic Agent, Material Handling & Customs Clearance Agent

Merkur Expo Logistics GmbH

Ian Heiringhoff

E-mail: ian.heiringhoff@merkur-expo.com

Hostesses & Temporary Staff Hire

Hostesky

Ivana Dupalova

E-mail: dupalova@hostesky.cz