

Industry Symposia Manual

Dear Supporter,

We are happy to present you with the **WPA World Congress of Psychiatry Industry Symposia Manual**, which will take place in **Stockholm, Sweden**, from **23-26 September 2026**

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.

Youcef Zaiter

Exhibitions Manager & Industry Coordinator

E: yzaiter@kenes.com | M: +34 657977165



Exhibitors and Supporters Portal

Each exhibitor/supporter has received an e-mail with login details to access the Portal.

The Portal enables Supporters and Exhibitors to:

- Submit Company logo and profile
- Order exhibitor badges
- Order Lead retrieval (Badge scanners)
- Submit booth drawing (for “Space Only” booths)
- Submit other deliverables as per contract

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

Important Notes:

- The login details have been 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.

Industry - Key Dates & Deadlines

Action Item	Deadline	Contact Person
Staff Hotel Reservation	As soon as possible	WCP26 - Kenes Group or email Alejandra Villafaina at: avillafaina@kenes.com
Payment of Invoice Balance	Must be received in full no later than one week prior to the Conference	FP&A Team accountsreceivables@kenes.com
Symposium Final Program (for approval by Scientific Committee)	As soon as possible and no later than Friday, 31 July	
Advert in the Mobile App	Wednesday, 12 August	
Promotional E-mail Blast (Exclusive/Joint)	Wednesday, 12 August	Youcef Zaiter yzaiter@kenes.com
Text for Push Notifications	Wednesday, 26 August	
Badge Scanner/Lead Retrieval System Kenes Exclusive	Wednesday, 09 September <i>Onsite rate will be applied for orders received after this deadline</i>	
Placing orders for Live Streaming, Voting / Ask the Speaker/ Evaluation and other Technology Products and Services Kenes Exclusive	As early as possible and no later than Wednesday, 26 August <i>Orders received after the deadline will incur rush fees</i>	Olaya Espejo oespejo@kenes.com

By **19 August**

Standard catering menu and prices apply.

20 August to 17 September

Late order menu with limited choice and a 30% surcharge.

From 18 September

On-site menu only with a 50% surcharge.

Payment deadline: 8 September

All orders must be paid in full. After this date, credit card payment only

Marielle Hellgren

Mässrestauranger AB

WCP.catering@massrestauranger.se

Meeting Room [Click Here](#)

Industry Session [Click Here](#)

Catering Services

Hostesses & Temporary Staff Hire

TBC

TBC

Furniture / Graphics & Signage

TBC

TBC

Dedicated Wi-Fi / Wired Internet for Meeting Rooms

TBC

TBC

Exclusive

AV - scheduling Tech rehearsal, placing orders for extra AV for the Sponsored Symposia and AV for Meeting rooms

As early as possible and no later than Wednesday, 26 August

Orders received after the deadline will incur rush fees

Mike Perchig

nest@nest-av.com

Deadline Shipping & Material Handling Service

Air freight - ARN Airport	Pre-alert & Documents: 7 working days before arrival at Stockholm - ARN airport. Cargo: Latest arrival at Stockholm - ARN Airport: 3 working days before stand delivery for EU shipments and 7 working days from non EU countries.
Pre-show / post-show warehouse handling	Courier companies cannot do the customs clearance of shipments for events or exhibitions as they need an importer with a Swedish tax ID. Please avoid sending cargo with them. In case you send cargo through courier companies get in touch with us in advance. DSV Lorena Perdomo lorena.perdomo@dsv.com Mobile: +34 627582484 Office: +34 930260837
Road freight direct to venue	Pre-alert & Documents: 5 working days before arrival at DSV Stockholm warehouse. Cargo: latest arrival at DSV Stockholm warehouse: 3 working days before stand delivery.

[Sponsored Symposia Timetable](#)

Industry Supported Symposia session timetable: TBC

Important notes:

- Industry Supported Symposia are **not** included in main Congress CME/CPD credits.
- 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 Youcef Zaiter at yzaiter@kenes.com
- 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 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. We encourage supporters to consider digital alternatives, minimizing paper waste.
- 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 for the day's events may run smoothly. The updated scientific program can be found on the [WPC Congress Website](#)**

[Sponsored Symposia Hall](#)

Symposia Hall - Technical Details

Hall Name	Location	Area	Hall Capacity	Hall Layout
Hall A2	Ground Level	450 m2	430-500	Theater

Click [here](#) for a virtual look at the hall.

Speaker Lectern in Hall A2

Details will be updated and available soon for dimensions of lectern and branding opportunities.

Speakers Head table in Hall A2

Details will be updated and available soon for dimensions of tables and branding opportunities. There will be two tables with seating for up to 4 speakers.

[Sponsored Symposia Agenda](#)

Please submit the final symposium programme using [the attached Agenda format](#) via email to yzaiter@kenes.com **as early as possible and no later than 5 weeks prior to the meeting.** The proposed programme should include:

- 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)

In case of changes to your symposium title or Programme *after submission*, please update the Industry Coordinator: **Youcef Zaiter** at yzaiter@kenes.com

[Lead Retrieval Options](#)

“K-lead” Application - Badge Scanner

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 "Klead Pro"

Cost per unit: EUR 750 (excluding 4% credit card charges fees, excluding VAT if applicable).

Device is NOT included!

Deadline: Wednesday, September 09, 2026

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: 350 Euro

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 K-Lead Plus, Exhibitors and Sponsors agree to [Data Processing Agreement](#).

How to order K-Lead and K-Lead Plus? -> These services are available to purchase from the Exhibitor's Portal <https://exhibitorportal.kenes.com>

API integration

Do you want to use your own scanning device or app? Need real-time API integration?

We're excited to introduce our new API-sharing service that seamlessly integrates delegate data from our events directly into your CRM. No more manual data entry—just instant, secure, and accurate lead transfer.

How it works:

Instant API Access – Scan delegate badges using your own app and retrieve full attendee details.

Real-Time Sync – Automatically update your CRM.

CRM Compatibility – Integrates with major CRM systems like Salesforce, HubSpot, and Microsoft Dynamics.

Data Accuracy – Ensure accurate, up-to-date delegate info, reducing manual entry errors.

Custom Mapping – Adapt data fields to fit your CRM's structure.

Secure & Compliant – Advanced encryption ensures data protection.

Analytics & Reporting – Gain insights on leads and engagement.

If you are interested in the API Integration service, **These services are available to purchase from the Exhibitor's Portal** <https://exhibitorportal.kenes.com>

[Catering](#)

The **official caterer of the venue, Mässrestauranger AB**, is the exclusive provider of all food and beverage services for industry-sponsored sessions at WCP26. **External catering is not permitted.**

Ordering

All catering orders for industry-sponsored sessions or meeting rooms must be placed **directly with the official caterer by email** WCP.catering@massrestauranger.se

The organiser does not place, process, or manage catering orders on behalf of sponsors.

Menus & Deadlines

- **Orders placed by 19 August**

Standard industry session menu and standard prices apply.

- **Orders placed from 20 August to 17 September**

Late order menu applies with limited choice and a 30 percent surcharge.

- **Orders placed from 18 September**

On-site menu only with a 50 percent surcharge.

Industry Session Menu [CLICK HERE](#)

Meeting Room Menu [CLICK HERE](#)

Payment Terms

- All catering orders must be **paid in full by 8 September**.
- After this date, **credit card payment only** will be accepted.
- All orders must be paid **before the event begins**.

Important Notes

- Catering arrangements and service logistics, including any required crowd-control solutions, are coordinated directly by the caterer.
- **Food and drinks** are allowed to be taken into the symposium halls.
- Requests for barista services, coffee machines, or other special catering services must be discussed directly with the caterer and will be quoted based on requirements.

[Innovative Products for Industry Symposia](#)

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

***PLEASE NOTE:** All product solutions are offered exclusively by Kenes Group.*

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

We offer:

- **Recording, Live Streaming** and many more products designed for capturing and recording symposium content.
- **Ask the Speaker, 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 contact us to discuss your needs and our relevant solutions.

Please submit your order by **August 21st**. Orders received after the deadline will incur rush fees.



[Audio-Visual \(AV\) onsite](#)

Basic Av package in Hall A2

- Front projection screen, image of H3 X W5 meterst approx.
- Data projector, at least 11000 ansi-lumens
- 40" Confidence monitor in front of the head table, showing the same PowerPoint image as projected in the main 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 slide advancer (as back-up, we recommend using the cursor of the laptop computer as a pointer).
- P.A. (sound) system, which covers the hall and the stage, including microphones for the lectern, head table and questions 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.
- AV technician to operate the above-mentioned systems.

[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 Conference Audio Visual Coordinator, Mike Perchig at: nest@nest-av.com A 20-minute technical rehearsal is offered free of charge; however additional charges may apply, depending on hall availability, rehearsal requirements and overtime of the technicians.

[Presentation 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 1 hour before the start of the symposium**.

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 symposium** or as soon as you arrive at the Venue in the morning. Please make sure to check it with the technician in the symposium hall where your lecture is taking place, during a coffee or lunch break prior to your symposium, at least 30 minutes before the start of the symposium – 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).

[Promotional Items](#)

Symposium Promotion

This section includes guidelines which will assist you to prepare promotional items related to your

industry symposium, 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 promoting your symposium, please always indicate on any of your promotional materials: **This session is not included in main event CME/CPD credit.**
- Meeting banner should NOT be used in any promotional materials created by the supporter.
- Materials created by companies should NOT utilise the main event marketing look and feel.
- In addition, it is not permitted to use the WCP 2026 logo on any of the symposia materials.
- When promoting your symposium, you are allowed to use the phrase: **Official Symposium of WCP2026.**

1. Mobile App Push Notification

For supporters entitled to a push notification as per their signed contract, kindly submit the text no later than **Wednesday 26 August** via email to yzaiter@kenes.com according to below guidelines:

Message Title – Maximum 40 characters including spaces

Message body – Recommended 140 characters including spaces

- 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

Please send the file no later than **Wednesday, 12 August**, via email to yzaiter@kenes.com

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

Size: 780 x 1688px

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

3. Promotional Email Blast - Exclusive/Post

Sponsor's 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 a zip folder and send us everything with the subject line to Youcef Zaiter at:

yzaiter@kenes.com no later than **Wednesday, 12 August**

Important notes:

- In case the webmail is promoting a sponsored session, please include the following disclaimer:
This session is not included in the 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 2026 Supporters".
- The exact launch date will be determined by Kenes in due course but we will aim to accommodate your date request if possible.
- 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 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.

Symposium Hall Sinage

Self-Standing Sign at the Entrance

1 x free standing vertical sign can be placed at the entrance of the symposium hall 30 minutes prior to the symposium published start time. Maximum dimensions: 85cm wide x 200cm high.

Please make sure to indicate the following disclosure on the sign: ***This session is not included in main event CME/CPD credits.***

Stage Banners

1 x free standing vertical sign can be placed on/next to the stage. Maximum dimensions: 150cm wide x 250cm high.

Sinage in the Exhibition Area

Self-Standing Sign

The Supporter is entitled to place 1 x free standing vertical sign (85cm wide x 200cm high) advertising the **Symposium on the day of the symposium 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.

Please make sure to indicate the following disclosure on the sign: ***This session is not included in main event CME/CPD credits.***

Miscellaneous Information

Symposium Badges

Each symposium organizer is entitled up to 10 Symposium badges which allow access to their Industry Session only.

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

Complimentary Wi-Fi will be provided by the Congress during official Congress days at most areas. This Wi-Fi connection is limited for basic web browsing or checking e-mails.

Should you require Wi-Fi or an internet line during your symposium or for your meeting room, please contact Workman at henrik.axberg@workman.se

Meeting Rooms / Hospitality Rooms

Supporters interested in renting a meeting room during WCP 2026 Congress should contact Industry Liaison & Sales, Ms. Petya Yoncheva at pyoncheva@kenes.com

Supporters, who have rented a meeting room: please contact the Industry coordinator Youcef Zaiter yzaiter@kenes.com with your preferred setup for the room and how many participants are expected.

Meeting room Setup changes deadline: TBC

- **AV** can be ordered from the Conference AV coordinator.
 - Kindly contact Mike Perchig at nest@nest-av.com.
 - **Deadline** for ordering AV for your meeting room is: TBC (*orders received after the deadline will incur 25% rush fees, subject to items availability*)
 - Kindly specify the name of the Sponsor/Exhibitor when approaching the AV coordinator.
- **F&B** is not included in the price and can be ordered directly from the Catering Agency.
 - Catering is **exclusive** to **Mässrestauranger AB** and should be ordered in advance.
 - For catering orders for small meeting rooms, please refer to this [Order Form](#).
 - **Deadline: TBC**
 - E-mail: WCP.catering@massrestauranger.se
 - Kindly specify the name of the Sponsor/Exhibitor when approaching the Caterer.

Waste Disposal

Please note that it is the supporter's responsibility to leave the symposium session hall in a clean and tidy manner once the symposium has finished. Any items such as leaflets, banners, roll-ups must be removed from the hall at the end of the session. Any discarded waste, including promotional material, left behind will be removed by the conference organizers at the expense of the supporter

concerned.

[Speakers' 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 WPA 2026 Congress.

[Shipping Instructions](#)

Delivery & Logistics

The [Shipping instructions](#) are designed to assist you with the movement of exhibits and stand materials for WCP 2026.

Failure to comply with these instructions and deadlines may cause unnecessary delays in handling/clearance and additional expenses being incurred.

For security, insurance, and efficiency reasons, **DSV** is the *exclusive* agent nominated by the organiser for move-in and move-out handling of empties for the conference.

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

WCP 2026 Shipping instruction: [available here](#)

For security, insurance, and efficiency reasons, **DSV** 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.

Insurance of Goods

All cargo should be insured from the point of origin.

Exhibition Goods and Display Materials

Please note: All advanced shipments and deliveries to the **DSV** warehouse, including by courier, must be coordinated with **DSV**.

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

For the tariff, please [click here](#).

For the quotation form, please click here.

Freight Handling & Customs Clearance Agent

DSV

Lorena Perdomo

lorena.perdomo@dsv.com | Mobile +34 627582484 | Office: +34 930260837 | www.dsv.com