Dear Supporter,

We are happy to present you with the CORA 2015 Supporters Symposia Manual. 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 of the information presented. It will take you very little time now, and could save you a great deal of time later.

The Third International Congress on Controversies in Rheumatology & Autoimmunity will take place on September 28-30, 2015 at the Park Plaza Westminster Bridge London, UK.

A block of rooms have been reserved for congress participants and sponsors at a discounted rate. Hotel reservations can be made via the congress website by clicking here.

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

We look forward to welcoming you in London and wish you a successful Congress and Exhibition.

Warm regards,

MARC LAWRENCE
Technical Project Coordinator
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The Third International Congress on Controversies in Rheumatology & Autoimmunity will take place on September 28-30, 2015 at the Park Plaza Westminster Bridge London, UK.

Park Plaza Westminster Bridge London
200 Westminster Bridge Road
SE1 7UT London
United Kingdom

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Warm regards,

MARC LAWRENCE
Technical Project Coordinator
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SECTION 1: Symposium Related Contact Information

**Congress Organizer**

**Kenes International**

7, rue Francois-Versonnex

C.P. 6053

1211 Geneva 6

Switzerland

Tel: +41 22 908 0488

Fax: +41 22 906 9140

Website: [www.cora.kenes.com](http://www.cora.kenes.com)

**Kenes Contacts**

Senior Meeting Planner

**Mr. Marc Lawrence**

Tel: +41 22 908 0488 Ext 985

Email: mlawrence@kenes.com

Sponsorship & Exhibition Specialist

**Ms. Noa Freilich Pollack**

Tel: +41 22 908 0488 Ext 900

Email: nfreilich@kenes.com

Registration Specialist

**Ms. Liat Shemer**

Tel: +41 22 908 0488 Ext 816

Email: lshemer@kenes.com

Accommodation Specialist

**Ms. Teresa Casillas Seoane**

Tel: +41 22 908 0488 Ext 394

Email: tseoane@kenes.com
## SECTION 2: Deadlines Table

<table>
<thead>
<tr>
<th>Deadline Description</th>
<th>Contact Person</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment of Invoice Balance</td>
<td>Pazit Hochmitz</td>
<td><a href="mailto:phochmitz@kenes.com">phochmitz@kenes.com</a></td>
</tr>
<tr>
<td>Staff Hotel Reservation</td>
<td>Teresa Casillas Seoane</td>
<td><a href="mailto:tseoane@kenes.com">tseoane@kenes.com</a></td>
</tr>
<tr>
<td>Wireless Barcode Readers Order</td>
<td>Marc Lawrence</td>
<td><a href="mailto:mlawrence@kenes.com">mlawrence@kenes.com</a></td>
</tr>
<tr>
<td>Symposium Programme (for approval by Scientific Committee)</td>
<td>Ilana Eliav</td>
<td><a href="mailto:ieliav@kenes.com">ieliav@kenes.com</a></td>
</tr>
<tr>
<td>Program Book Advertisement (for approval by Scientific Committee)</td>
<td>Ilana Eliav</td>
<td><a href="mailto:ieliav@kenes.com">ieliav@kenes.com</a></td>
</tr>
<tr>
<td>Draft of Bag Insert for Approval</td>
<td>Marc Lawrence</td>
<td><a href="mailto:mlawrence@kenes.com">mlawrence@kenes.com</a></td>
</tr>
<tr>
<td>Symposium Logo slide</td>
<td>Marc Lawrence</td>
<td><a href="mailto:mlawrence@kenes.com">mlawrence@kenes.com</a></td>
</tr>
<tr>
<td>Graphics &amp; Printing</td>
<td></td>
<td><a href="mailto:congress2@ges.com">congress2@ges.com</a></td>
</tr>
<tr>
<td>Catering Services</td>
<td>Aurelie Radureau</td>
<td><a href="mailto:aradureau@pphe.com">aradureau@pphe.com</a></td>
</tr>
<tr>
<td>Shipping &amp; Material Handling</td>
<td></td>
<td><a href="mailto:zehavitak@hermes-exhibitions.com">zehavitak@hermes-exhibitions.com</a></td>
</tr>
</tbody>
</table>
SECTION 3: Timetables

In order to set up the Hall prior to the start of your Symposia, we would recommend arriving to your Symposium early, where a member of the Logistics Team will be available should you require any assistance.

If a technical rehearsal is required, please contact the AV Coordinator, Mike Perchig at nest@nest-av.com.

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 congress website by clicking here.

*Registration hours are subject to change.*

---

### Symposia Timetable

<table>
<thead>
<tr>
<th>Supporter</th>
<th>Date</th>
<th>Session Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Covidien and Medtronic</td>
<td>Monday, September 28, 2015</td>
<td>18:30 – 20:00</td>
<td>Hall B</td>
</tr>
<tr>
<td>Fractyl</td>
<td>Tuesday, September 29, 2015</td>
<td>13:00 – 14:00</td>
<td>Hall B</td>
</tr>
<tr>
<td>IMP (on behalf of Novo Nordisk)</td>
<td>Tuesday, September 29, 2015</td>
<td>15:00 – 16:30</td>
<td>Hall B</td>
</tr>
<tr>
<td>Metacure</td>
<td>Tuesday, September 29, 2015</td>
<td>19:45 – 21:00</td>
<td>Hall B</td>
</tr>
</tbody>
</table>

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### Registration Timetable

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, September 28, 2015</td>
<td>07:00 – 20:30</td>
</tr>
<tr>
<td>Tuesday, September 29, 2015</td>
<td>07:00 – 20:00</td>
</tr>
<tr>
<td>Wednesday, September 30, 2015</td>
<td>07:30 – 15:00</td>
</tr>
</tbody>
</table>

---

### Contact Details

<table>
<thead>
<tr>
<th>Task</th>
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<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment of Invoice Balance</td>
<td>Must be received in full one week prior to the Congress</td>
<td>Pazit Hochmitz <a href="mailto:phochmitz@kenes.com">phochmitz@kenes.com</a></td>
</tr>
<tr>
<td>Staff Hotel Reservation</td>
<td>As soon as possible</td>
<td>Ms. Teresa Casillas Seoane <a href="mailto:tseoane@kenes.com">tseoane@kenes.com</a></td>
</tr>
<tr>
<td>Lead Retrieval Wireless Barcode Readers Order</td>
<td>Monday, August 31, 2015</td>
<td>Mr. Marc Lawrence <a href="mailto:mlawrence@kenes.com">mlawrence@kenes.com</a></td>
</tr>
<tr>
<td>Symposium Programme (for approval by Scientific Committee)</td>
<td>Friday, August 7, 2015</td>
<td>Ms. Ilana Eliav <a href="mailto:jeliav@kenes.com">jeliav@kenes.com</a></td>
</tr>
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<td>Program Book Advertisement (for approval by Scientific Committee)</td>
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</tr>
<tr>
<td>Catering Services</td>
<td>Monday, August 31, 2015</td>
<td>Ms. Aurelie Radureau <a href="mailto:aradureau@pphe.com">aradureau@pphe.com</a></td>
</tr>
<tr>
<td>Shipping &amp; Material Handling Services</td>
<td>Please refer to Shipping Instructions on page 18 for detailed shipping deadlines</td>
<td>Ms. Zehavit Akerman <a href="mailto:zehavitak@hermes-exhibitions.com">zehavitak@hermes-exhibitions.com</a></td>
</tr>
</tbody>
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<tr>
<td>Tuesday, September 29, 2015</td>
</tr>
<tr>
<td>Wednesday, September 30, 2015</td>
</tr>
</tbody>
</table>

* Registration hours are subject to change.
SECTION 4: Symposia Session Hall

Plaza Suites 10-13

For Symposia taking place in Plaza Suites 10-13, the Hall will be referred to as HALL B in all conference publications and directional signage.

<table>
<thead>
<tr>
<th>Hall Technical Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hall Capacity &amp; Layout</td>
</tr>
<tr>
<td>Ceiling Height</td>
</tr>
<tr>
<td>Hall Dimensions</td>
</tr>
<tr>
<td>Speaker Lectern Banner dimensions</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Head Table Banner Dimensions</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

The general stage setting includes 1 speaker lectern and a head table accommodating up to 3 persons.

For alternative/additional seating set up, please contact Marc Lawrence at: mlawrence@kenes.com.
Location and Layout
(Please note: the diagram is not to scale and is for illustrative purposes only)
SECTION 5: Supplied AV

- Plaza Suites 10-13 Hall B
  - Front projection screen, image of W3.00xH2.25 meters (projection ratio of 4:3).
  - Data projector (4500 ansi-lumens, resolution of 1024 x 768) to project the PowerPoint presentations on the screen.
  - 2 Relay screens, 46" each, installed on high stands halfway along the lateral walls, showing the same PPT image as being projected on the main screen.
  - 32" LCD screen in front of the head table (comfort monitor), showing the same PPT image as being projected on the main screen and the Relay screens.
  - Laptop computer for PowerPoint presentations, including English version of Windows and Office, DVD drive, USB port, sound card—with a monitor/mouse/keyboard at the lectern and networked to the Speakers’ Ready Room.
  - Laser pointer (as backup, we recommend using the cursor of the laptop computer as a pointer).
  - P.A. (sound) system, which covers the hall, including 3 wired microphones (head table, lectern, Q&A) with stands (floor/table), 1 wireless tie-clip microphone and connection to sound from computers (mini PL plug) at the lectern.
  - 1x AV technician to operate the above-mentioned systems.
SECTION 6: Symposium Promotion

If there are any changes to your Symposium title or program, or you have not yet provided your complete program details, please inform Ms. Ilana Eliav at ieliav@kenes.com, no later than Friday, August 7, 2015.

Final Program Advertising

For Supporters entitled to adverts in the final program as per the signed contract, please email adverts to Ms. Ilana Eliav at ieliav@kenes.com, no later than Friday, August 7, 2015, in one of the following formats at a resolution no less than 300 dpi: EPS, Illustrator or PDF. Please refer to the adjacent diagram for advert dimensions for the final program.

Symposium Invitation Bag Inserts

Should you be entitled to a bag insert as per your contract, please follow the below procedure:

1. Please email the invitation draft (including graphic design) prior to printing for approval to Mr. Marc Lawrence at mlawrence@kenes.com, no later than Monday, August 31, 2015.
2. The bag insert should not exceed standard A4 dimensions, double sided print.
3. A quantity of 8000 inserts is requested.

SECTION 5: Supplied AV

Plaza Suites 10-13 - Hall B

- Front projection screen, image of W3.00xH2.25 meters (projection ratio of 4:3).
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2. The bag insert should not exceed standard A4 dimensions, double sided print.

3. A quantity of 800 inserts is requested.
Inserts / Display material need to arrive at the venue no later than **09:00 on Sunday, September 27, 2015** for inclusion in the congress bags. Packages should be labeled accordingly with the supporters company’s name and the name of the responsible person (who will be in the event), and the name and date of event.

Hermes-Exhibition and Projects, Ltd. is the Official Freight Forwarder agent for the 3rd World Congress on Interventional Therapies for Type 2 Diabetes & DSS II and Exhibition. To ensure the smooth unloading and arrival of your material into the venue, we recommend using the Official Freight Forwarder services. Supporters who choose to use their own services to deliver their goods to the venue door or warehouse are still required to contact Hermes in order to coordinate the time schedule for unloading of freight into the venue.

Companies, stand builders & PR companies may make their own arrangements to deliver and retrieve goods directly to the warehouse/venue entrance.

Please note:
Any deliveries made directly to the venue without going through the official congress shipping agent, will be at the supporters own risk. If they do not arrive on time or are mislaid, the congress organizers and official congress shipping agent will not take any responsibility.

For additional shipping / delivery options direct to the venue, please refer to **SECTION 8: Shipping, Tariffs, Material Handling and Shipping Labels.**
Deliveries Direct to Venue (not through official shipping agent, Hermes-Exhibition and Projects, Ltd)
Deliveries will be accepted by the Park Plaza Westminster Bridge London from the 24th September 2015. All materials must be addressed to:

Park Plaza Westminster Bridge London
200 Westminster Bridge Road
SE1 7UT London
United Kingdom

Please ensure that all items are clearly labelled with the following information:

- Name of your company:
- Name of the event:
- Date of the event:
- Main room of the event:
- For the Attention of Aurelie Radureau:
- Part number: (e.g.: part 1 of 6)

This should be printed in large print (point size 28 or larger) on an A4 piece of paper and stuck on every individual box being delivered. Please click here for a label template.

- Please make all deliveries sent no earlier than 2 working days prior to your event. The venue will of course receive deliveries on a Friday for events to be held on a Monday (or Tuesday if following a Bank Holiday).
- Please ensure that all deliveries are scheduled to arrive between 10.00am and 4.00pm on the date of delivery.
- Please ensure to advise your event manager of exactly how many items will be delivered, date of delivery and the name of your delivery company in advance of the delivery date so that they advise the relevant departments who can be prepared to receive and store the items in readiness for your arrival.
- Please pass the above details on to any 3rd party who is working on your behalf so that the venue can ensure that their deliveries are managed in the appropriate manner.
Lead Retrieval Wireless Barcode Readers are a helpful tool for collecting participants contact information.

**K-LEAD Scanner**

Unique opportunity to use our advanced iPod touch lead retrieval system, enabling exhibitors to enhance their database by securing valuable leads for further marketing and communication.

- Compact and intuitive design
- Sleek iPod touch with customized scanner
- Effortless process using registration badge barcode
- Option for pre-installed survey tailored to exhibitor needs
- Ability to insert exhibitor comments for each lead
- Immediate information retrieval online
- Secure use and password protected
- Package includes hardware and software with on-site support
- Use of device for full duration of exhibition
- Cost per unit - $435.00

For further details, please [click here](#).

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Please be advised that should the above not be adhered to, then regrettably, due to the volume of general deliveries the hotel receives the Loading Bay may have to turn your delivery away. Should this occur then the hotel will not be responsible for any associated costs incurred by you.

**Symposium Signage**

Symposium supporters have the option to create promotional signage according to the below guidelines. All symposium signage should be produced by the company.

The following may be displayed (and provided by the Supporter):

1. **Session Hall Signage**
   - **Self-Standing Sign (optional)** - The following may be displayed (and provided by the Supporter)
     - 1 x stand alone sign to be placed at the entrance of the session hall 15 minutes prior to the sessions published start time.

   - **Banners (optional)** - The following may be displayed (and provided by the Supporter)
     - 1 x free standing vertical sign to be placed behind/next to the lectern. **Maximum dimensions**: W150cm x H250cm
     - 1 x horizontal sign placed in front the head table facing audience. (For dimensions, see [SECTION 4: Symposium Session Halls](#)).
     - 1 x Banner in front of the speakers lectern facing the audience. (For dimensions see [SECTION 4: Symposium Session Halls](#)).

2. **Free standing signage**
   The Supporter is permitted to place one sign (W50cm X H70cm or W85cm X H200cm) advertising the Symposium on the day of the session only. The sign may be placed in the registration area. Please coordinate with the On-site Manager. Please make sure to bring your own easels.
SECTION 7: Lead Retrieval Wireless Barcode Readers

Lead Retrieval Wireless Barcode Readers are a helpful tool for collecting participants contact information.

K-LEAD Scanner

Unique opportunity to use our advanced iPod touch lead retrieval system, enabling exhibitors to enhance their database by securing valuable leads for further marketing and communication.

- Compact and intuitive design
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- Effortless process using registration badge barcode
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- Secure use and password protected
- Package includes hardware and software with on-site support
- Use of device for full duration of exhibition
- Cost per unit - $435.00

For further details, please click here.
Mini Scanner

- No editing capabilities
- Basic participant info
- Pocket size
- Cost per unit - $325.00

Please Note:

- Attendee data is supplied by each participant or the agency responsible for the registration process of that participant. We regret that in some cases data may be incomplete, such as when group registration is completed by a third party, we may not be in possession of the full contact details.

- Data provided will only include the information of participants who have agreed to share their details with 3rd parties. The data of participants who have not agreed to this, will not be provided.

- Kenes International and the Organizing Committee encourage attendees to provide thorough information, however cannot be responsible for the quality and content of such data.

In order to reserve your Lead Retrieval Wireless Barcode Reader, please return the Order Form on the following page.
Order Form - Lead Retrieval Wireless Barcode Reader

Please complete the following Order Form. Please note, if the system is not returned to the Exhibition Manager one hour after the exhibition closing hour, an additional $2000.00 charge will be made to your credit card.

In accordance with the security measures taken by credit card companies, please complete the following form in your own handwriting and sign.

Please mail this form no later than Monday, August 31, 2015 to the attention of Marc Lawrence at mlawrence@kenes.com.

**Number of K-LEAD Scanners** Requested: __________________________ ($435.00 per unit)

**Number of Mini Scanners** Requested: __________________________ ($325.00 per unit)

Company Name: __________________________________________________________

Email Address: ____________________________________________________________

Telephone Number: _______________________________________________________

Card Type: Visa / MasterCard / AMEX: _______________________________________

Credit Card Number: ______________________________________________________

Expiration Date: __________________________________________________________

Security Digits (on the back of the credit card): _____________________________

Name of Card Holder: ______________________________________________________

Date: ________________________________

**SIGNATURE** of Card Holder: ________________________________
SECTION 8: Shipping, Tariffs, Material Handling and Shipping Labels

CUSTOMS CLEARANCE, FREIGHT & MATERIAL HANDLING

Hermes-Exhibition and Projects, Ltd.

Ms. Zehavit Akerman

Tel: +49 69 747 848
Mobile: +972 52 511 4982
Email: zehavitak@hermes-exhibitions.com

Hermes-Exhibition and Projects, Ltd. is the Official Freight Forwarder agent for the 3rd World Congress on Interventional Therapies for Type 2 Diabetes & DSS II Congress and Exhibition. To ensure the smooth unloading and arrival of your material into the venue, we recommend using the Official Freight Forwarder services. Supporters who choose to use their own services to deliver their goods to the venue door or warehouse are still required to contact Hermes in order to coordinate the time schedule for unloading of freight into the venue.

Hermes is the exclusive handler inside the venue. No other company is permitted to handle cargo within the venue.

Please note that companies, stand builders & PR companies may make their own arrangements to deliver and retrieve goods directly to the warehouse/venue entrance.

To view the full Shipping Instructions, including Tariffs, Material Handling and Shipping Labels, please select the relevant links on the following page: