

Dear Tech Fair Exhibitor,

Thank you again for supporting the **15th International Conference on Advanced Technologies & Treatments for Diabetes** which will take place Hybrid, from **April 27 - 30, 2022**.

Please send via email to the Industry Coordinator the below requested information for your 10 minutes slot as soon as possible and not later than **Wednesday, 23rd March**.

If you need any assistance please contact the Industry Coordinators, Stephanie Stoyanova at sstoyanova@kenes.com and Anna Apostolova at aapostolova@kenes.com

Note: Deliverables should be uploaded according to your sponsorship agreement only.

Session Agenda for Onsite and Virtual Platform

The final session agenda should include the following information:

- Presentation title Title
- Speaker Full Name
- Speaker Country
- Speaker E-mail
- Speaker Affiliation
- Speaker Bio and Photo (please see specs below)

Please see below specs for Speaker Bio and Photo.

- Speaker **Bio** – up to 200 words.
- Speaker **Photo** – 180x240px, JPG Format

Please check your time slot for your Tech Fair Presentation ONSITE [here](#).

Video recording for the Virtual Platform

Please provide us with 1 pre-recorded 10 mins video with the following specs:

The video file should be submitted to us by **Friday, April 8th**

Self-Recording specs:

Format: mp4, 720P, h.264 (x.264)

Audio: AAC LC 128Kbps

Max file size: 220 Mb

Please record in a horizontal format, not vertical.

The video file can be shared via email or any other cloud-based platform.

Onsite Exhibition

Exhibitors and Supporters Portal

Each exhibitor/supporter has received an e-mail with login details to access the Portal. The Portal enables Exhibitors and Supporters to:

- Submit Company logo and profile
- Order Lead retrieval (Badge scanners)
- Order exhibitor badges
- Facia sign lettering (for “Shell Scheme” booths)
- Submit other deliverables as per contract

Link to access the Portal <https://exhibitorportal.kenes.com>

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 logo and profile.
- Only deliverables as indicated in your contract, should be submitted via the Portal. Items not included in your contract will not be processed.
- **We strongly recommend reading the Full Exhibition Manual [here](#) to find more information about orders, shipping and rules and regulations.**

Exhibition Timetable

Set-up	Monday, April 25 th	10:00 – 20:00 (Space Only stands) *Safety shoes are mandatory
	Tuesday, April 26 th	08:00 – 20:00 (All stands types) *Safety shoes are mandatory
	Wednesday, April 27 th	08:30 – 13:00 Decoration Only
Opening Hours	Wednesday, April 27 th	18:30 – end of Networking Reception
	Thursday, April 28 th	09:30-15:30
	Friday, April 29 th	09:30-15:30
	Saturday, April 30 th	10:00-13:30
Dismantling	Saturday, April 30 th	13:45 – 22:00 *Safety shoes are mandatory *All shell scheme booths are required to be on time for dismantling from the hour that it is written that it starts, so that they can pack their materials and after that the official builder is being able to dismantle their booth.

Important notes:

- Timetable is subject to change.
- Empty crates and packaging material must be removed after set-up and no later than **Tuesday, April 26th at 19:30.**
- All aisles must be clear of exhibits and packaging materials to enable cleaning at all times.
- Please note that all exhibitors should be in their booth 30 minutes before the official opening hour.
- **SAFETY SHOES ARE A “MUST” during set-up dates: 25th and 26th April (also for Shell Scheme exhibitors!).** Access to the exhibition hall will NOT be allowed without safety shoes. Safety Shoes are always compulsory when: design stand builders are working on the space; construction materials are on the aisles; machinery (forklifts, cherry pickers are on the space). For further information, make sure to review the section **“Safety Rules inside CCIB Facilities”**
- **Access without SAFETY SHOES is allowed only during the decoration time – 27th April from 08:30 am.** No safety Shoes are compulsory when: aisles are empty (no construction material); main set up doors are closed, and no ore machinery will be on the space (only transpalets allowed); during this time stand builder can be working inside the booth; this time is for exhibitors to start decorating their booths.
- **All exhibitors should be at their booths 30 minutes before the official opening hour.**
- Dismantling of the booths before the official hour is not permitted.
- It is the exhibitor’s responsibility to dispose of all materials after dismantling. Any equipment, display aid or other material left behind after **Saturday, April 30th at 23:00** will be considered discarded and abandoned. Any charges incurred for waste removal will be sent to the exhibitor.
- Please note that delegates will be in the Exhibition area to reach the Posters area which may be active before and after the Exhibition opening hours.
- Please do not leave any visible valuable articles at your booth. In addition, please consider hiring extra security for your booth before\after Exhibition operating hours if needed.

Please Submit a signed copy of CCIB Safety Rules ([click here](#)) by **Wednesday, April 13th** via email to sstoyanova@kenes.com

Please Submit list of staff who will be working during booth set up/ dismantling period ([Click here](#)) by **Wednesday, April 13th** via email to sstoyanova@kenes.com

Welcome Reception

On **Wednesday, April 27th** you are cordially invited to the **Opening Ceremony** held in **Hall 116** at **18:00** and to the **Networking Reception** held in the **Exhibition Hall** from **19:00**, Exhibitors are asked to please man their booths during the Networking Reception in the Exhibition Halls.

Exhibition Floor Plan

The floor plan has been designed to maximize the exhibitor's exposure to the delegates.
For most updated floor plan and list of exhibitors, please [click here](#)

List of Exhibitors

Please see all exhibitors listed here: <https://attd.kenes.com/confirmed-sponsors-and-exhibitors/>

Access to the Exhibition Hall during Set-up and Dismantling

Everyone must be fully registered to enter the exhibition hall during set-up and dismantling periods.

Access to the CCIB will be granted based on list of names that will be provided to the CCIB by the organizers.

For this reason, stand builders/contractors/exhibitors must register in advance all of the personnel that are required to be on-site during set-up and dismantling periods.

The following information should be submitted to the Exhibition Managers, by email, no later than **Wednesday, April 13th** to stoynova@kenes.com and aapostolova@kenes.com

Full name and Passport numbers

Name of the exhibit company

Name of the contractor/stand builder

Booth number

The CCIB will provide visible identification, valid only for set-up or dismantling.

It is not necessary for persons with an Exhibitor Badge to additionally issue a set-up and dismantling pass.

Make sure to pre-register all personnel in order to avoid delays once you arrive on-site.

Fascia Sign

*Maximum of 21 characters (including spaces) may be written on your fascia. Please submit lettering for fascia via the Exhibitor's Portal by **Monday, March 14th, 2022**

You can submit your design/Facia on the Exhibitors' Portal: <https://exhibitorportal.kenes.com>

Each exhibitor will be contacted with login details to access the Exhibitor's Portal.

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

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

Technical Information and Regulations for Shell Schemes Booths

- All basic shell scheme booth will be designed and built by the CCIB – the official stand contractor.
- Exhibitors are not allowed to make any alterations to the structure of the booths or remove any integral parts from the booths. Exhibitors wishing to remove or change the location of any standard equipment within the booth should indicate clearly on the location plan and forward it together with clear instructions to the official stand contractor and the Exhibition Manager before **Thursday, March 31st, 2022**.
- No free-standing stand-fitting or display(s) may exceed a height of **2.5m** or extend beyond the boundaries of your booth. This includes company names, advertising materials, flags and logos provided by the exhibitor.
- It is not allowed under any circumstances to cut, nail or drill into or through the walls, facia, floor or ceiling.
- Please do not use any adhesive products that may leave marks or cause damage to the panels and booth structure. Booth must be returned in the same condition in which it was received. Any damage to booth structure will be invoiced to the exhibitor.
- It is possible to use fishing line (nylon) to hang pictures etc.
- An exhibitor occupying a booth at the corner can request to close the additional side(s). If the official stand contractor and the Exhibition Manager is not being notified in writing before **Thursday, March 31st, 2022**– it will be assumed that the exhibitor will have opening on the additional side(s).
- A back wall of a booth (any booth type) cannot be used by other exhibitors.
- Shell scheme booths will be provided with a blue carpet. If an exhibitor wishes to change the color of the carpet in the booth, additional cost may be incurred. Please contact the CCIB – the official stand contractor.
- Excess stock, literature or packing cases may not be stored on, around or behind booths, unless contained within a lockable storeroom.
- Exhibitors requiring additional equipment may contact the CCIB – the official stand contractor – as per published deadlines (see section “Deadlines & Key dates”).

IMPORTANT: Safety Rules inside CCIB Facilities (Compulsory)

Safety Rules inside CCIB Facilities (Compulsory) – [CLICK HERE](#)

Every employee, third party employee and autonomous staff must be aware and follow the above Safety Rules inside CCIB Facilities before doing any type of work in the event.

Each exhibiting company should sign this document and send it by e-mail to the Exhibition Managers at sstoyanova@kenes.com and aapostolova@kenes.com no later than **Wednesday, April 13th, 2022**.

Emergency instructions – please [click here](#) and [click here](#) to read more.

GENERAL REGULATIONS OF EXPOSITION IN THE CCIB please [click here](#) to read them.

COVID-19

Please click [HERE](#) for information about traveling to Barcelona and measures for COVID-19 in Barcelona.

We strongly recommend reading the Full Exhibition Manual [here](#).

Stand fitting \ Graphics and Signage\ Booth construction

***Electricity\ Cleaning Services \ *Rigging*Security\ Plants & Floral Arrangements*In-Booth Catering**

The CCIB

E-mail: stands@ccib.es

For catalogue, please click [here](#).

For order form please click [here](#)

**Exclusive to the CCIB*

Freight Handling & Customs Clearance Agent

Hermes/Merkur

Mrs. Irit Sofer

Mobile: +972-52-8890129

Email: irit.sofer@merkur-expo.com

Website: www.hermes-exhibitions.com

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

Virtual Exhibition

We would like to share the guidelines and specifications for uploading the related booth deliverables that will enrich the participants' experience.

The final day to upload booth deliverables is **Thursday, April 7th, 2022**

A surcharge of **400 EUR** will apply for submitting booth materials after this deadline.

Deliverables should be submitted via the *Kenes Exhibitor's Portal* – [click here](#)

Note: Deliverables should be uploaded according to your sponsorship agreement only.

 **Tip: Prepare your files in advance!**

Please read the following guidelines carefully and strictly follow them when creating your files. Before you start uploading booth materials we recommend defining in advance where you would like to place each file within your virtual booth and placing all files in accessible folder/s.

Booth QA & Editing

In case wish to make any changes *after* submitting the deliverables, please use the Kenes Exhibitor's Portal. Approximately 14 days prior to the Conference, you will be able view your booth and adjust the needed fields.

The last day to make minor changes to the booth is **Friday, April 15th, 2022**.

Important: we cannot guarantee that changes submitted after the deadline (Friday, April 15th, 2022) will be executed. For changes that can be executed, a surcharge of 400 EUR will apply (per change).

During the live Conference days, it will not be possible to make any updates to the booth, therefore kindly finalize and confirm your booth by the published deadline.

VIRTUAL SMALL BOOTH:

The **Small** virtual booth includes the following elements:

The **Small** virtual booth includes the following elements:

- Top banner (usually company logo)
- 1 screen
- 1 banner
- Counter
- 1:1 chat (including video chat)
- Badge swipe feature (Lead Retrieval)
- **1 Video** in the “Video” section on the left-hand side bar
- **1 Document** in the “Documents” section on the left-hand side bar
- **1 Link** in the “Useful links” section on the left-hand side bar



Booth Visual Elements: Specifications for Small Booth

Top Banner	588X76px - PNG or JPEG file
Screen image	222X136px - PNG or JPEG file or GIF
Banner image	91X192px - PNG or JPEG or GIF file
Counter image	235X55px - PNG or JPEG file

For the counter image, we recommend providing transparent image or transparent logo (with no background).

All images listed above are clickable and can be linked to an external URL. The external URL may host a video, PDF or specific website of your choice (not necessarily videos).

To generate a URL, simply go to “Videos & Documents” tab, upload the relevant files (PDF or MP4) and convert each file to URL by clicking on “Insert”.

Tip: Clearly design your booth graphics

The screens/banners are the first thing participants see when they enter your booth; therefore, the graphics should be a clean design and represent your brand.

When designing the images, try to **avoid using small text** and encourage participants to click on the images. For example: if you are planning to link a video, it is best to implement the play icon [▶] as part of the image design so participants will know to click on the icon and watch the video.

You may also use the same image as the hyperlink, which will be enlarged once clicked.

Booth Colour

There are several booth colours available which you will be able to view in the booth selection carousel in the portal. You will be required to select the preferred colour via the Kenes Exhibitor's Portal.

Booth Assets (images)

There is the option to hyperlink the booth screens to an external URL when clicking on it. The external URL may host a video, PDF, or specific website of your choice.

To generate a URL, simply go to "Videos & Documents" tab, upload the relevant files (PDF or MP4) and convert each file to URL by clicking on "Insert".

Please click on each asset on the chosen template in order to design the booth.

Disclaimer

Exhibitors have the option to display a disclaimer or any text of their choice which will appear one time only, when a participant enters your booth for the first time. You may submit the text (up to 200 words) via the Kenes Exhibitor's Portal. It is possible to include hyperlink to an external website if needed.

Badge Swipe

When participants click on the "Badge Swipe" button their contact details will be automatically shared with the exhibiting company.

Booth Resources: Documents, Videos & Useful Links

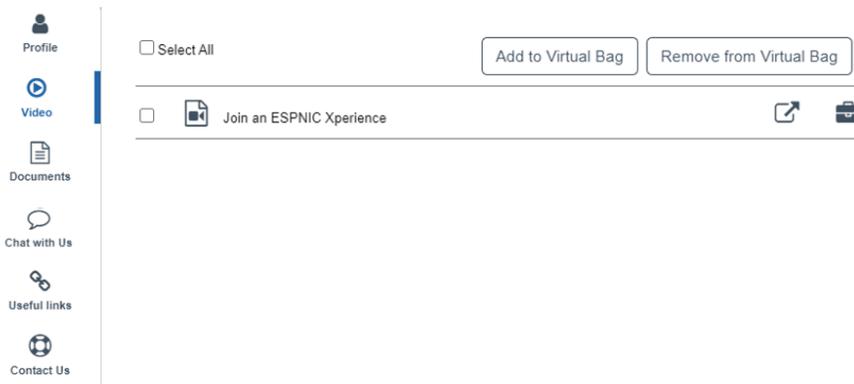
In this section you will be able to share your company profile, documents, brochures, video, and useful links with participants, according to your sponsorship agreement.



Video (MP4 file) may be uploaded and can be watched from the “Video” section, you can also put titles up to 40 characters to your files.

When clicking “open”, the video will be displayed as a pop up on the same page.

Participants may view the video/s and/or add them to their Virtual Bag* for a later review



A PDF document may be uploaded and will be viewable from the “Documents” section, you can put titles up to 40 characters to your files.

When clicking “open”, the document will be displayed as a pop up on the same page.

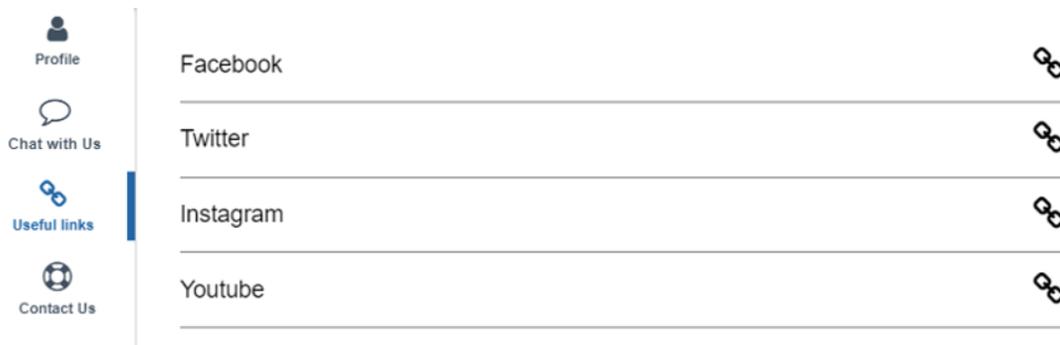
Participants may view these documents and/or add them to their Virtual Bag* for a later review or download.



***Virtual Bag:** Participants will be able to collect files from various booths and save them to their Virtual Bag by clicking on the “Add to Virtual Bag” button (bag icon) as shown in above screenshots. This helps them store documents for future reference. These saved documents (PDFs) can be downloaded at a later stage by clicking on the “Virtual Bag” tab in the top navigation bar.



In the “Useful Links” section you may add links to your company website, social media pages or any additional links of your choice, according to the allotment indicated on your sponsorship agreement, you can put titles up to 40 characters to name your useful links.



Additional videos, links and documents can be added at an extra cost. Please contact Judit Gondor, Industry Liaison & Sales Associate, for pricing and booking. E-mail: jgondor@kenes.com

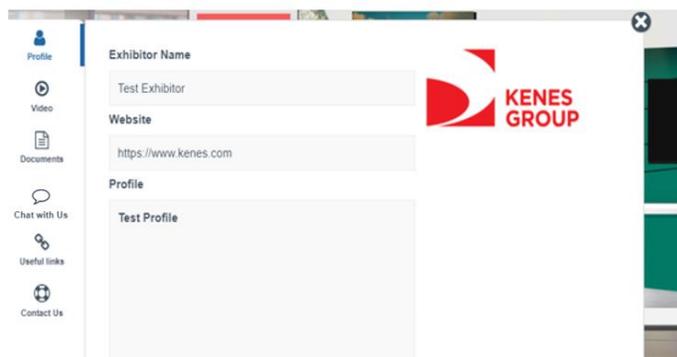
Tip: Keep your file names catchy, clear, and concise!

File names are visible! Name your documents and video/s in a way that will attract your audience and encourage them to click on the file. The participants will learn more about the documents and videos, or how your product/service can benefit them, from the file name. Simple file names are key to catching one’s attention! Please keep in mind that the limit of the length of all documents /videos/ useful links is 40 characters.

Company Profile



Your company profile and logo will appear in the left-hand side bar. Your company profile should include up to 120 words. If an updated version is required or if not already submitted, this may be uploaded via the Kenes Exhibitor’s Portal.

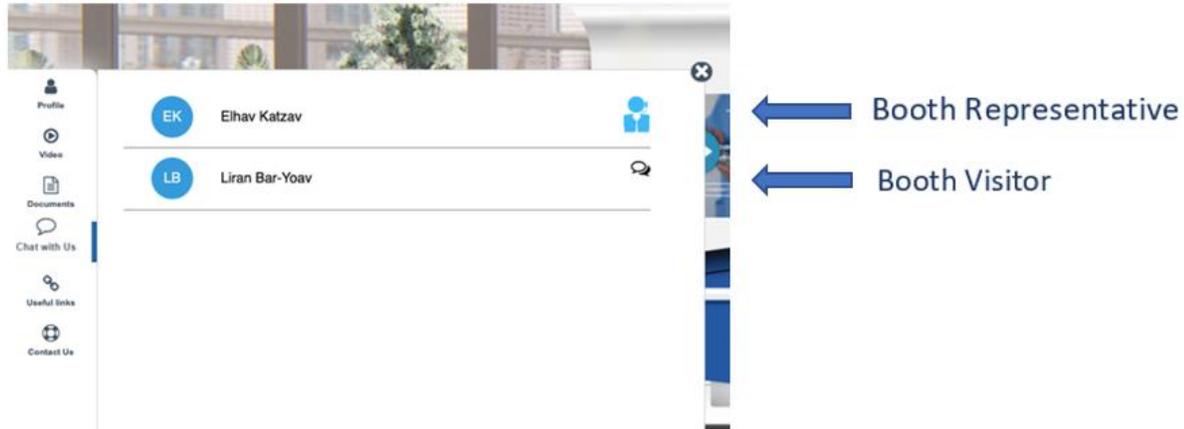


Booth Chat Feature

(Applicable only for exhibiting companies which requested to have their booth chat feature activated)



Exhibitors can connect with participants by joining multiple simultaneous chat discussions with live booth visitors. By clicking on “Chat with Us”, you will be able to see who is visiting your booth in real

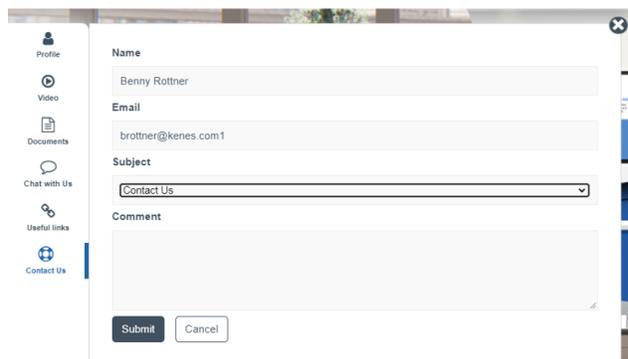


Tip: Retrieve leads by approaching participants who are visiting your booth

- In order to initiate a conversation with another participant, click on the name of the participant you wish to speak to, and type your message. **It is recommended to open a second tab with all chat discussions open, in order to conduct multiple conversations easily, and have access to all available chat features at the tip of your hands!**
Keep both the exhibitor company booth and the chat bar open to stay connected.
- Your ongoing chat conversations will appear on the left-hand bar.
- Type a message or initiate an audio or a video call.
- **Top tip!** Activate chat notification to be notified each time you receive a direct message. A short user guide will be shared closer to the conference.



Participants can contact the exhibiting company by sending a message via the “Contact Us” button. This tool is especially useful when booth representative is offline. The messages will be sent to the email address provided in the Kenes Exhibitor’s Portal. To optimize the handling of incoming inquiries, you have the option to also provide a dropdown categories menu so users can share the reason they are contacting the company.

A screenshot of a "Contact Us" form. The form has a sidebar on the left with icons for Profile, Video, Documents, Chat with Us, Useful links, and Contact Us (highlighted). The main form area contains fields for Name (Benny Rottner), Email (brottner@kenes.com1), Subject (Contact Us), and a large text area for Comment. At the bottom are "Submit" and "Cancel" buttons.

Exhibitor Registrations

Each exhibiting company is entitled to free exhibitor registrations. The amount of free exhibitor registrations is stated in your sponsorship agreement.

Exhibitor registrations allow full access to the entire virtual platform and will be identified with the letter “E” (Exhibitor) after their name and Company name. The names will appear as follows:

First Name Last Name COMPANY NAME (E)

This will allow participants to easily identify them within the virtual platform.

Please be advised that healthcare professionals authorised to prescribe prescription medicines will be recognised with the letter “P” (Prescriber) indicated after their names.

You will be contacted by the Registration Manager closer to the event to submit the individual names.

Additional exhibitor badges may be purchased at the rate of **EUR 100** per registration as follows:

- Small and Medium Virtual Booths – up to 10 exhibitor registrations
- Large and Premium Virtual Booths – up to 20 exhibitor registrations

Exhibitors with an Exhibitor Badge are not eligible to receive CME/CPD credits and will not appear in the World Map feature (List of participants).

For reserving additional exhibitor badges, please contact the **Registration Manager, Tsvetina Berova** at reg_attd22@kenes.com

Exhibition Timetable & Booth Staffing

Applicable for exhibiting companies which have requested to have their booth chat feature activated

Times in the programme are indicated in CET – Central European Time. Tuesday, March 8, is the opening day. Please keep in mind that the exhibition is open 24/7 and access is available to all registered participants in all time zones. Although not limited, the recommended booth staffing hours are as per the Live Sessions schedule as indicated in the [Conference Scientific Programme](#).

Please bear in mind that registered participants will have access to the virtual platform and can still visit your virtual booth up to 3 months following the event.

Exhibitor registration(s) should be allocated to the person(s) who will be staffing the booth during the live conference days. Kindly note that all inquiries that come through the “Contact Us” feature will be automatically forwarded to their e-mail address.

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

We look forward to welcoming you to the Virtual Conference!

Warm regards,

Stephanie Stoyanova & Anna Apostolova
Exhibition Manager & Industry Coordinator



sstoyanova@kenes.com | aapostolova@kenes.com