

May 2019

Dear Supporter,

We are happy to present you with the MASCC/ISOO 2019 Supporter Symposia Manual. The Annual Meeting on Supportive Care in Cancer takes place from June 21 to 23 2019, in San Francisco, USA.

Venue Address

HYATT REGENCY SAN FRANCISCO
5 Embarcadero Center, San Francisco, CA, 94111, USA
T: +1 415 788 1234
T: +1 888 591 1234 (Reservations)
W: <https://sanfrancisco.regency.hyatt.com/>

This manual covers important information and is designed to assist in preparing for your Symposium. We trust that you will find it helpful and suggest that you read all the information presented. It will take you very little time now and could save you a great deal of time later. **Please forward this manual to everyone who is working on this project.**

Exhibitor Portal

Each supporter will receive, if not already, an e-mail with login details to access the Exhibitor Portal. The Exhibitor Portal enables supporter to:

- Submit Company logo and profile
 - Submit deliverables as per contract
 - Order Lead retrieval/scanner
- The login details will be sent to the person signing the contract. This person is responsible for passing on the login details to third party if needed.
 - Access to all Portal services will be available only after submission of your company profile and logo.
 - Only deliverables as indicated in your contract, should be submitted via the Portal. Items not included in your contract will not be processed.

Lastly, Kenes Group is offering MASCC 2019 participants and supporters specially reduced rates for various hotels in San Francisco. Information, pictures, location and rates are available on the hotel accommodation page of the conference website: [Hotel Accommodation](#). Hotel reservations can be made via the conference website.

As indicated in the sponsorship agreement, the supporting company, in addition to the support fee, must cover all speakers' expenses, including registration fees, accommodation and travel expenses. This also applies in the case where the Sponsored Symposium speakers have already been invited by the Meeting.

Please do not hesitate to contact me for further information or assistance. We look forward to welcoming you in San Francisco and wish you a successful Symposium.

Warm regards,

Michal Lelcuk
Exhibition & Industry Coordinator

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Section 1: Symposium Related Contact Information

Meeting Organiser and Secretariat

Kenes Group

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E-mail: mascc@kenes.com

Exhibition Manager and Industry Symposia Coordinator

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Audio Visual Coordinator

Mr. Mike Perchig

E-mail: nest@nest-av.com

Product Marketing Coordinator

Ms. Dalit Librider

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

Industry Liaison & Sales Associate

Ms. Klinta Stala

T: +31 20 763 0108 | E: kstala@kenes.com

Registration Manager

Ms. Diyana Yosifova

00359 2 465 2893 ext. 7019
T: +359 2 4652893 | E: [dyosifova@kenes.com](mailto:djosifova@kenes.com)

Hotel Sales Manager

Ms. Shirley Raphaely

Tel: +41 22 908 0488 Ext: ext. 586 | E-mail: sraphaely@kenes.com

Meeting Planner

Ms. Margarita Toteva

Tel: T: +359 2 4197523 | E-mail: mtoteva@kenes.com

Senior Account Manager

Ms. Ira Hajdamacha

E-mail: irah@kenes.com

Section 2: Contractors

Catering

Ms. Margarita Toteva

Tel: T: +359 2 4197523

E-mail: mtoteva@kenes.com

Official Contractor

Furniture Hire / Graphic Printing / Signage/Plants & Floral Arrangements/Freight, Customs Clearance, Material Handling

Customer Service

KUB Tradeshow Support, LLC

19 North Texas Avenue

Orlando, FL 32805

Phone: (407) 985-3471

Fax: (407) 440-8458

Email: Vivian@kubtss.com

Hostesses Service

Hostesses Service

ActionFigures Convention Staffing

For Hostesses & Temporary Staff Hire please contact: danny@afstaffing.com

Section 3: Timetable

Symposia Timetable			
Supporter	Date	Session Time	Location
HELSINN	Saturday, June 22, 2019	12:05 - 13:35	*BayView Hall A-B
PAXMAN & DIGNITANA	Saturday, June 22, 2019	17:35- 18:45	*BayView Hall A-B

Timetable & Halls are subject to changes. The most updated time table will be published on the Meeting website: [Meeting website](#)

*please note change of hall from Pacific L-O to BayView Hall A-B

Important notes:

- Industry Session NOT included in main conference CME/CPD credit
- In order to set up the hall prior to the start of your Symposium, we would recommend arriving to your Symposium at least 15 minutes prior to the symposium start time, where a member of the Logistics Team will be available should you need any assistance.
- 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 [Meeting website](#)
- If you are considering having catering together with the symposium, please note that additional charge of €250 +VAT (if applicable) will be applied for cleaning the hall immediately following the session.
- Handouts can be distributed at the entrance to the Symposium hall, however, it is NOT permitted to place material on the chairs inside the hall.

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 Meeting Audio Visual Coordinator, Mike Perchig at: nest@nest-av.com

Technical rehearsal is offered free of charge; however additional charges may apply, depending on hall availability and rehearsal requirements.

Symposia Passes

Each company is entitled to 10 Symposium badges which allow access to its symposium only (Individual names will not appear on the badges). Symposium badges can be collected 2 hours prior to the session from the Onsite Registration Desk and should be returned to the desk after the session ends.



Registration opening hours (subject to change)

Date	Registration Opening Hours
Friday, June 21, 2019	07:00 - 20:00
Saturday, June 22, 2019	07:30 - 18:45
Sunday, June 23, 2019	07:30 - 16:15

Speakers Ready Room Opening Hours (subject to change)

Date	Speaker Ready Room Hours
Friday, June 21, 2019	07:00 – 18:15
Saturday, June 22, 2019	07:30 - 18:45
Sunday, June 23, 2019	07:00 - 16:00

Section 4: Symposia Session Hall

Hall Bayview A-B, Bay Level - Hall Technical Details		
Hall Capacity & Layout	350 seats in theater style	
Hall Size	4,895 Sqft. (454 sqm)	
Ceiling	Approx. 8'6" (2.6m)	
Stage Size	8'X18'x24"	
Lectern Banner Dimensions <ul style="list-style-type: none"> ➤ 3mm Foam board or similar rigid material is recommended for branding. ➤ Any branding done will need to use Velcro or command strips (not tape or glue that will leave residue). 	Width 0.56 m\22"	Height 1.2 m\47"
	 <p>For demonstrative only</p>	
Head Table Banner Dimensions <ul style="list-style-type: none"> ➤ 3mm Foam board or similar rigid material is recommended for branding. ➤ Any branding done will need to use Velcro or command strips (not tape or glue that will leave residue). <p> One table Sufficient seating for up to 3 persons</p>	Width 1,83m\6'	Height 0.76m\30"
	 <p>For demonstrative only</p>	

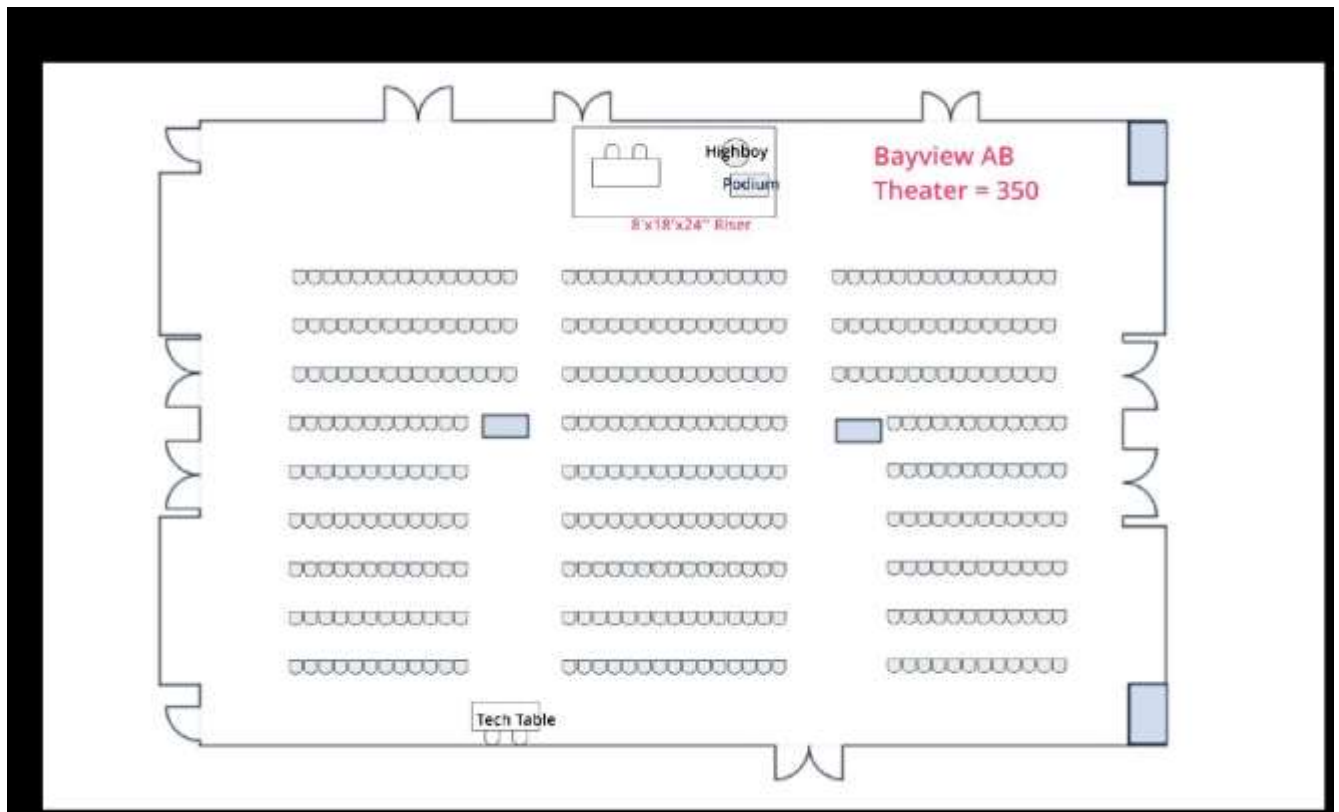
The general stage setting includes 1 speaker lectern and a head table accommodating up to 3 persons.
For alternative/additional arrangements please contact the Industry Coordinator, Michal Lelcuk at: mlelcuk@kenes.com

(Note: changing the general stage setting may incur charges).

Head table and Lectern banners should be arranged in advance by the supporting company.

The lectern and Head table can be produced also by the official stand contractor.
Contact details can be found on page 4

Location and Layout
Hall Bayview A-B, Bay Level



Audio-visual (AV) Equipment & Data Presentation

For information on Audio-visual (AV) and equipment in the hall please contact the Audio-Visual Coordinator, Mike Perchig at: nest@nest-av.com

Section 5: Symposium Promotion

Symposium Signage (Optional)

Symposium supporters have the option to create promotional signage according to the below guidelines. The symposium signage should be produced, provided and displayed by the supporter. **Please note that it is not permitted to use the MASCC/ISOO logo on any of the symposia materials.**

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

1. Session Hall Signage

➤ Self-Standing Sign

One stand-alone sign to be placed at the entrance of the session hall 30 minutes prior to the sessions published start time.

➤ Stage Banners (optional)

- 1 x free standing vertical sign to be placed on/next to the stage.
Maximum dimensions: W150cm x H250cm.
- 1 x horizontal sign placed in front the head table facing audience
- 1 x Vertical sign placed in front of the speakers' lectern facing audience

For dimensions, please refer to Section 4: Symposium Session Hall

2. Self-standing signage at the registration area

The Supporter is permitted to place one sign (W85cm x H200cm) advertising the Symposium on the day of the session only. The sign may be placed in the registration area during registration opening hours. Please liaise onsite with the Industry Coordinator.

Please note:

You may not place signage advertising your symposium in any other locations except as coordinated with Kenes staff onsite.

Symposium Material

Any deliveries made directly to the venue without going through the official conference shipping agent, will be at the supporter's own risk. If they do not arrive on time or are mislaid, the conference organizers and official conference shipping agent will not take any responsibility.

To view the full MASCC 2019 Shipping Instructions, including Tariffs, Material Handling and Shipping Labels please refer to the online [Exhibition Technical Manual](#)

Please note, it is possible to hand out material for your Symposium as participants enter the symposium hall, however, it is NOT permitted to place material on the chairs inside the hall.

Section 6: Miscellanies Information

Catering

Catering is **exclusive** to HYATT REGENCY SAN FRANCISCO and should be requested in advance. Supporters who wish to order food and beverages for their symposium, meeting/hospitality room or exhibition booth, are welcome to contact:

Ms. Margarita Toteva

Tel: T: +359 2 4197523

E-mail: mtoteva@kenes.com

For your information, refreshments (included in the registration fee) will be served in the exhibition area as per times scheduled in the scientific program.

All food and beverage requests must be ordered through Ms Margarita Toteva.

Kindly place your order as soon as possible.

Meeting Rooms / Hospitality Rooms

Supporters interested in renting a meeting room during MASCC 2018 should contact

Ms. Klinta Stala | T: +31 20 763 0108 | E: kstala@kenes.com

Parking

Access Route Map and Parking

Access map as well as information on parking can be found at: [Maps-Parking-Transportation](#)

Waste Disposal

Please note that it is the supporter 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.

Wi-Fi

Free WIFI will be available at MASCC 2019 Conference; however please be aware that as a public Wi-Fi, the capacity is always limited. Should you have any internet-based activities during your symposium, and for downloading the order form, please refer to the online [Exhibition Technical Manual](#)

Section 7: Wireless Barcode Readers

Lead Retrieval Wireless Barcode Readers can be a helpful tool for receiving contact information about participants who attend your symposium. Barcode readers may be rented in advance via the Exhibitor's Portal no later than Monday, June 10th 2019 (subject to availability)

The Mini Scanner

- Pocket size
- No editing capabilities
- Basic participant info
- Cost per unit - \$ 325 + 4% credit card charges



Please Note:

- In light of the new data protection regulation recently enacted in Europe, Kenes Group has updated its privacy policy. You can view our updated privacy notice [here](#).
Kenes will not share delegate's personal data with third parties without their consent.
Please note that similarly to sharing a business card, presenting delegate badge for scanning at exhibition booths or industry symposia constitutes an expression of consent to share their personal details with the company that is scanning their badge so that it may contact them in the future.
- Barcodes on delegate's badges contain contact information as supplied by the delegate or the agency responsible for the registration process of the delegate. We regret that in some cases, as when group registration is completed by a company, we may not be in possession of the full contact details.
- In addition, please note that neither Kenes Group nor the Organising Committee is responsible for the content of the information.

To reserve your Mini Scanner, please log into the Kenes Exhibitors' Portal
<https://exhibitorportal.kenes.com>

The Mini scanners need to be returned once the symposium ends.

If further assistance is required to place your order, or you have not received your login details please contact the Industry Coordinator, Michal Lelcuk at mlelcuk@kenes.com

Section 8: Innovative Products for Symposium Sessions

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

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

- **Webcasting, Synchronised Video/Audio/PowerPoint Recording, Live Streaming** and many more products designed for capturing and recording symposium content.
- **Voting with Keypads** and web-based interaction platforms such as: **Voting via the congress app, Q&A via Congress App ('Ask the Speaker')** and more products designed for increasing participant's interaction during symposium sessions.
- **Translation services in any language:** We can provide the *traditional solution* of building a translation booth in the session hall and hiring headphone receivers. Alternatively, we offer *app translation* with remote interpreters. In this case the participants stream the translation through an app on smartphones.

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

For more onsite products opportunities and price quotes - [Click Here](#)

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

Please contact us to discuss your needs and our relevant solutions.



Section 9: Shipping Instructions

For any questions/clarifications, please contact the Official Freight Coordinator of the Symposium:

Customer Service
KUB Tradeshow Support, LLC
19 North Texas Avenue
Orlando, FL 32805
Phone: (407) 985-3471
Fax: (407) 440-8458
Email: Vivian@kubtss.com

To view the full MASCC 2019 Shipping Instructions, including Tariffs, Material Handling and Shipping Labels please refer to the online [Exhibition Technical Manual](#)