



24th EUROPEAN CONGRESS OF PSYCHIATRY

Madrid, Spain 12-15 March 2016
www.epa-congress.org



Dear Supporter,

We are happy to present you with the EPA 2016 Sponsor 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 24th European Congress of Psychiatry (EPA 2016), takes place on **12-15 March 2016** at the **Madrid, Spain**.

Venue Address:

Palacio Municipal de Congresos
Campo de las Naciones
Avda. Capital de España Madrid
28042 - Madrid – Spain

A block of rooms have been reserved for the EPA 2016 Congress participants and Sponsors at a discounted rate. Hotel reservations can be made via the congress website. Please <https://hotel.kenes.com/en/congress/EPA16#>

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

Warm regards,

Mor Keidar
Meeting Planner



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SECTION 1: Symposium Related Contact Information

Congress Organizer

EPA 2016

Kenes International

Rue François-Versonnex 7
1207 Geneva, Switzerland

Tel: +41 22 908 0488

Fax: +41 22 906 9140

Email: epa@kenes.com

Website: www.epa-congress.com

Kenes Contacts

Meeting Planner

Mrs. Mor Keidar

Tel: +41 22 9080488 Ext 919

Email: mkeidar@kenes.com

Programme Coordinator

Ms. Ilana Eliav

Tel: +41 22 908 0488 Ext 510

Email: ieliav@kenes.com

Sponsorship & Exhibition Specialist

Mrs. Carolina Barbosa Groenendal

Tel: +31 20 763 01 01

Email: cgroenendal@kenes.com

Registration Manager

Registration Department

Tel: +41 22 908 0488

Email: reg_epa16@kenes.com



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Contractors Contacts

Furniture Hire, Graphic, Flowers and Plants

Servis - Exhibition Solution

Mrs. Belen Blanco

Tel: +34 91 669 94 80

Email: exhibitorservices@servisgroup.es

Online Ordering System/Boutique:

<https://servisboutique.com/epa16/en/>

To place your online orders, please access the **Boutique** with your login details which you will get once you register in the online boutique.

Stand Catering

In order to arrange catering for your Sponsored Symposia, please contact the official caterer **Aramark**

Beatriz de la Vara

Tel: +34 626 671 404 (6951)

Email: delavara-beatriz@aramark.es

Hostesses, Temporary Staff, Stand Security

Workout Events

Ms. Sara Sola

Tel: +34 91 395 25 99

Fax : +34 913 990 065

Email: sara@workout-events.com

www.workout-events.com

Internet

HoistGroup

Mrs. Valeria Peronace

Tel: 34 91 1980725

Mobile: +39 347 540 3914

Email: valeria.peronace@hoistgroup.com;

event.solutions@hoistgroup.com

Customs Clearance & Freight Handling

Hermes-Merkur

Ms. Zehavit Akerman

Tel: +49 69 747 848

Mobile: +972 52 511 4982

Email: Zehavitak@Hermes-Exhibitions.com



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SECTION 2: Deadlines Table

	Deadline	Contact Person
Staff Hotel Reservation	As soon as possible	Mrs. Shirley Raphaely sraphaely@kenes.com
Lead Retrieval Wireless Barcode Readers Order	Tuesday, March 1, 2016	Ms. Mor Keidar mkeidar@kenes.com
Payment of Invoice Balance	Must be received in full one week prior to the Congress	
Symposium Program (for approval by Scientific Committee)	Tuesday, February 16, 2016	Ms. Ms. Ilana Eliav ieliav@kenes.com
Program Book Advertisement (for approval by Scientific Committee)	Tuesday, February 16, 2016	Ms. Ms. Ilana Eliav ieliav@kenes.com
Draft of Display Table Leaflet for Approval (for approval by Scientific Committee)	Tuesday, March 1, 2016	Ms. Mor Keidar mkeidar@kenes.com
Symposium Logo slide	Tuesday, March 1, 2016	Ms. Mor Keidar mkeidar@kenes.com
Shipping & Material Handling Services	Shipment via Germany warehouse No later than Friday, March 4, 2016	Hermes-Merkur Ms. Zehavit Akerman Zehavitak@Hermes-Exhibitions.com



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SECTION 3: Timetables

Symposia Timetable			
Supporter	Date	Session Time	Location
SHIRE	Sunday, March 13th, 2016	13:15 – 14:45	Madrid
Ferrer	Monday, March 14th, 2016	13:15 – 14:45	Londres
Servier	Sunday March 13th 2016	13:15 – 14:45	Rome

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 need any assistance.

If a technical rehearsal in the hall is required, please contact the meeting Planner, Mor Keidar at mkeidar@kenes.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 EPA 2016 website by

Registration Timetable *	
Saturday, March 12	08:00 – 19:30
Sunday, March 13	07:00 – 18:45
Monday, March 14	07:30 – 18:45
Tuesday, March 15	07:30 – 17:00



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SECTION 4: Symposia Session Halls

Rome, Madrid, Londres

For Symposia taking place in **these halls**, the Hall will be referred to as **Rome/ Madrid/ Londres** in all conference publications and directional sig

Hall Technical Details		
Hall Capacity & Layout	Rome, Madrid 290 pax Londres 200 pax	
Stage Dimensions	For Head Table 200 cm x 330 cm	For Lectern 200 cm x 165 cm
Speaker Lectern Banner dimensions	W	H
	55 cm	109 cm
Head Table Banner Dimensions	W	H
	310 cm (155 cm x 2 units)	72 cm
	Sufficient seating for up to 3 persons. 10mm Foam board or similar rigid material is recommended for branding the table and lectern.	

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

For alternative/additional stage setting please contact Mor Keidar at: mkeidar@kenes.com.



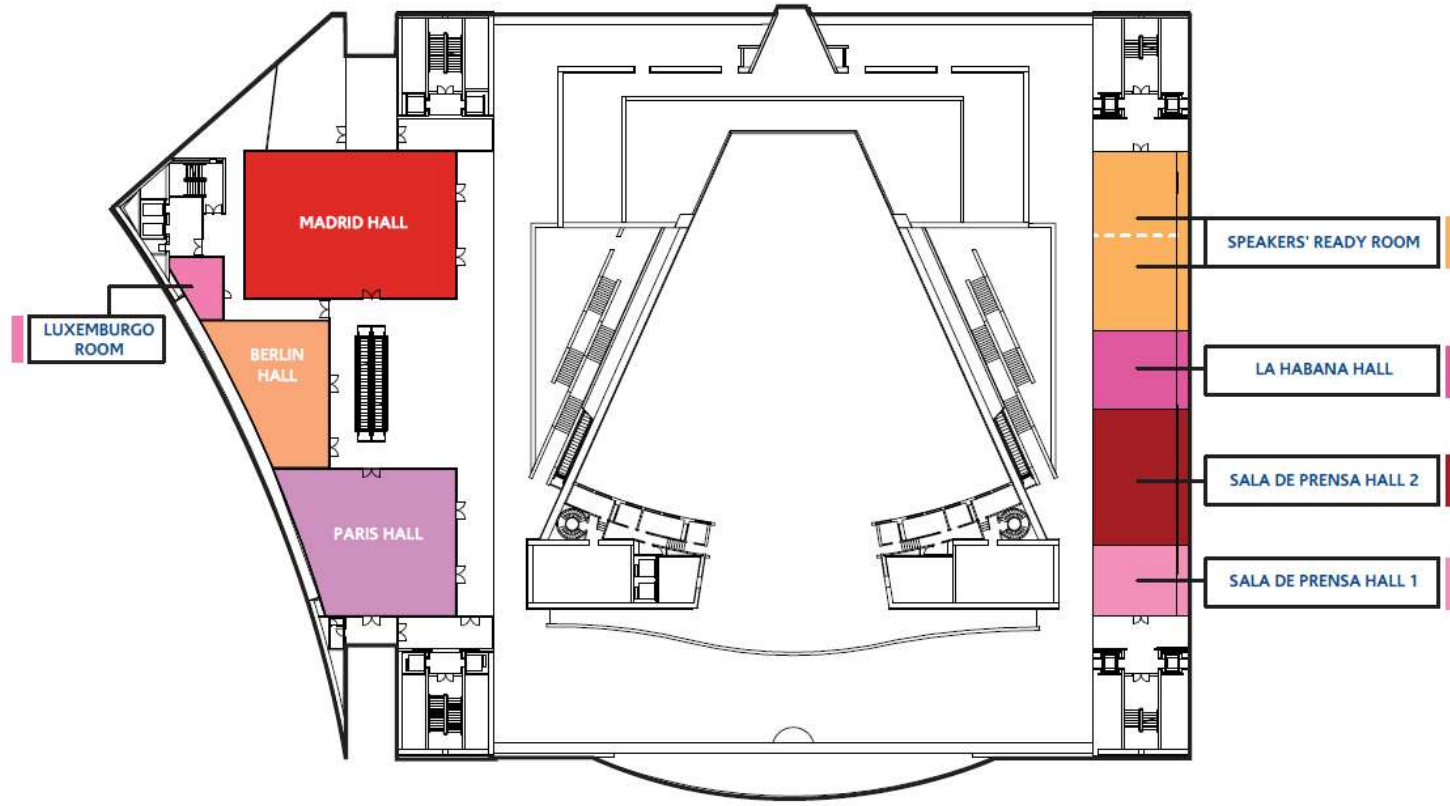
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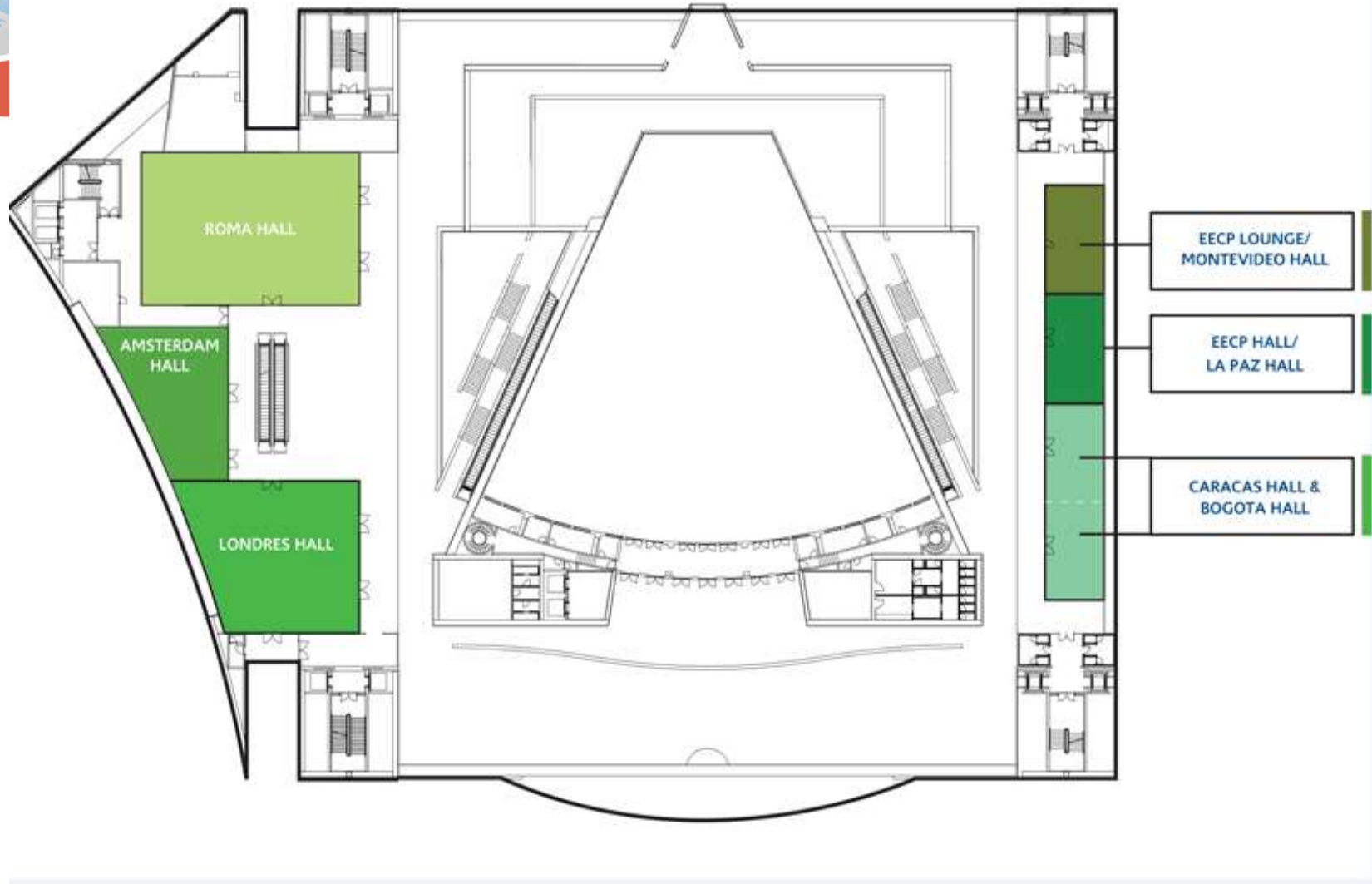
Location and Layout

FLOOR 1





FLOOR 2





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SECTION 5: Supplied AV

Halls Madrid and Roma

- Central front projection screen, image of at least W3.2xH2.4 meters.
- Data projector, at least 4000 ansi-lumens - incl. the necessary cable between the projector and the laptop computer at the lectern.
- 32" Confidence monitor in front of the head table, showing the same image as being projected on the main screen.
- Laptop computer for PowerPoint presentations, including English versions of Windows and Office, DVD drive, USB port, sound card – located at the lectern and networked to the Speakers' Ready Room.
- Laser pointer (as back-up, we recommend using the cursor of the laptop computer as a pointer).
- P.A. (sound) system which covers the hall, incl. 5 wired microphones (2 head table, 1 lectern, 2 Q&A) with stands (floor/table), 1 wireless tie-clip microphone and connection to sound from computers (mini PL plug) at the lectern.
- Audio monitors, for the lectern and the head table.
- Lighting system, illuminating the lectern.
- English speaking AV technician to operate the above-mentioned systems.

Halls Londres

- Central front projection screen, image of W3.2xH2.4 meters.
- Data projector, at least 4000 ansi-lumens - incl. the necessary cable between the projector and the laptop computer at the lectern.
- Laptop computer for PowerPoint presentations, including English versions of Windows and Office, DVD drive, USB port, sound card – located at the lectern and networked to the Speakers' Ready Room.
- Laser pointer (as back-up, we recommend using the cursor of the laptop computer as a pointer).



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- P.A. (sound) system which covers the hall, incl. 5 wired microphones (2 head table, 1 lectern, 2 Q&A) with stands (floor/table), 1 wireless tie-clip microphone and connection to sound from computers (mini PL plug) at the lectern.
- English speaking AV technician to operate the above-mentioned systems.

The Symposium Logo slide may be projected on the main screen during walk-in throughout the Symposium. Please send this file as a JPEG in 4:3 Format to Ms. Mor Keidar at mkeidar@kenes.com

To order any additional AV items during your symposium, please contact Ms. Mor Keidar at mkeidar@kenes.com



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SECTION 6: Symposium Promotion

Symposium Title

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

Final Program Advertising

For Supporters entitled to adverts in the final program as per their signed contract, please email adverts to Ms. Ilana Eliav at ieliav@kenes.com. In one of the following formats at a resolution no less than 300 dpi: EPS, Illustrator, JPG or PDF.

Please refer to the adjacent diagram for advert dimensions for the final program.

Symposium Invitation Table of Display Leaflets

Should you be entitled to a Display Table leaflet as per your contract, please follow the below procedure:

1. Please email the invitation draft (including graphic design) prior to printing for approval to Ms. Mor Keidar at mkeidar@kenes.com, no later than **Tuesday, March 1, 2016**.
2. The Display Leaflet should not exceed standard A4 dimensions.

Display material need to arrive at the venue no later than **Friday, 11 March at 09:00** for inclusion in the Display Leaflet table. 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.



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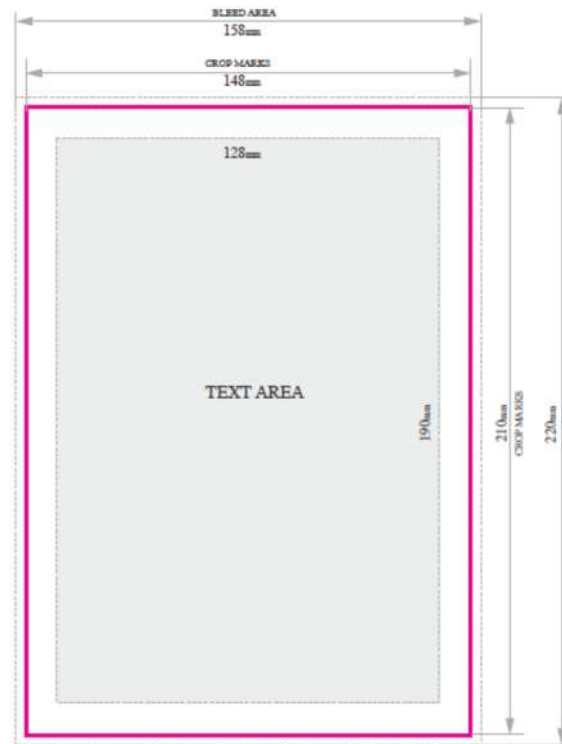
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Please note:

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.**





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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**

One stand alone sign to be placed at the entrance of the session hall 15 minutes prior to the sessions published start time.

- **Stage Banners (optional)** - The following may be displayed (and provided by the Supporter)

- 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. (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.



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SECTION 7: Catering

The catering options for your Symposium please contact: Delavara-Beatriz@aramark.es

We highly suggest serving lunch boxes during your Symposium.

Kindly note that the congress participants are not provided with free lunch.



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SECTION 8: 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
- 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 - € 400.00 + 4% CC charges



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



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Mini Scanner

- No editing capabilities
- Basic participant info
- Pocket size
- Cost per unit - € 300.00 + 4% CC charges



Please Note:

- Attendee data is supplied by each 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.
- 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.



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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** 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 **Tuesday, Friday, March 1st** to the attention of **Mor Keidar** at mkeidar@kenes.com.

Number of K-LEAD Scanners Requested: _____ (€ 400.00 + 4% CC charges per unit)

Number of Mini Scanners Requested: _____ (€ 300.00 + 4% CC charges 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: _____



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SECTION 9: Shipping, Tariffs, Material Handling and Shipping Labels

CUSTOMS CLEARANCE & FREIGHT HANDLING

Hermes-Merkur

Ms. Zehavit Akerman

Tel: +49 69 747 848

Mobile: +972 52 511 4982

Email: Zehavitak@Hermes-Exhibitions.com

Hermes-Merku is the Official Freight Forwarder agent for the EPA 2016 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-Merku in order to coordinate the time schedule for unloading of freight into the venue.

EPA 2016 Shipping Instructions, including Tariffs, Material Handling and Shipping Labels may be found at the end of the manual.