32ND INTERNATIONAL PAPILLOMAVIRUS CONFERENCE
In conjunction with AOGIN 2018
OCTOBER 2-6, 2018 | SYDNEY, AUSTRALIA

SYMPOSIUM
TECHNICAL MANUAL
Dear Sponsors,

This Symposium Technical Manual contains important information designed to assist you in preparing for the 32nd International Papillomavirus Conference (IPVC) which will take place October 2-6, 2018 at the International Convention Centre Sydney.

This manual covers important information and is designed to assist you 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.

A block of rooms has been reserved for the IPVC 2018 congress participants and exhibitors at a discounted rate. Hotel reservations can be made via the congress website Please [click here](#).

Please do not hesitate to contact us for further information or assistance. We look forward to welcoming you in Sydney and wish you a successful meeting and Exhibition.

Best Regards,

**Stephanie Heurtier**

Exhibition & Industry Coordinator
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>SECTION 1: Symposium Related Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Kenes and Contractors Contacts</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECTION 2: Deadlines Table</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SECTION 3: Timetables</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Symposia Timetable</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECTION 4: Symposium Session Halls</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Hall Technical Details</td>
</tr>
<tr>
<td>• Location and Layout</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 5: Supplied AV</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SECTION 6: Symposium Promotion</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Symposium Title</td>
</tr>
<tr>
<td>• Final Program Advertising</td>
</tr>
<tr>
<td>• Symposium Invitation Bag Inserts</td>
</tr>
<tr>
<td>• Symposium Signage</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECTION 7: Miscellaneous Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Catering</td>
</tr>
<tr>
<td>• Meeting / Hospitality Rooms</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECTION 8: Innovative Products</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SECTION 9: Shipping, Tariffs, Material Handling and Shipping Labels</th>
</tr>
</thead>
</table>
SECTION 1: SYMPOSIUM RELATED CONTACT INFORMATION

Congress Organizer
Kenes International
Rue François-Versonnex 7
1207 Geneva, Switzerland
Tel: +41 22 908 0488
Fax: +41 22 906 9140
Email: ipvc18@kenes.com

Registration
Ms. Anna Stoycheva
Kenes International
Tel: + 41 22 908 0488 Ext: 585
Email: astoycheva@kenes.com

Industry Manager
Ms. Stephanie Heurtier
Kenes International
Tel: +41 22 9080488 Ext: 965
Email: sheurtier@kenes.com

Freight Handling & Onsite Logistic Agent
Hermes-Merkur
Ms. Zehavit Akerman
Tel: +49 69 747 848
Mobile: +972 52 511 4982
Email: zehavitak@hermes-exhibitions.com

Sponsorship and Exhibition Sales
Ms. Klinta Stala
Kenes International
Tel: +31 20 763 0108
Email: kstala@kenes.com

Audio Visual Coordinator
For Extra AV Order and Technical Rehearsals
Mr. Mike Perchig
E-mail: nest@nest-av.com

Program Coordinator
Ms. Alixandria Shulman
Tel: +972 3 9727940
Email: ashulman@kenes.com

Venue Address:
International Convention Centre Sydney
14 Darling Drive,
Sydney, NSW 2000,
Australia
Telephone: +61 2 9215 7100
Website: www.iccsydney.com.au

Website
For updated information regarding Congress, please visit the website https://ipvc2018.org
# SECTION 2: DEADLINES TABLE

<table>
<thead>
<tr>
<th>SUBMISSION OF FORMS</th>
<th>DEADLINES</th>
<th>CONTACT PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotel Reservation for Staff</td>
<td>As soon as Possible</td>
<td>Ms. Irina Sapir</td>
</tr>
<tr>
<td>Badge Order</td>
<td>Monday August 27</td>
<td>Via Kenes Exhibitor’s Portal</td>
</tr>
<tr>
<td>Lead Retrieval Wireless Barcode Readers Order</td>
<td></td>
<td><a href="https://exhibitorportal.kenes.com">https://exhibitorportal.kenes.com</a></td>
</tr>
<tr>
<td>Eblast (for approval by Scientific Committee)</td>
<td></td>
<td>Ms. Stephanie Heurtier</td>
</tr>
<tr>
<td>Symposium Program (for approval by Scientific Committee)</td>
<td>Monday August 27</td>
<td>Email: <a href="mailto:sheurtier@kenes.com">sheurtier@kenes.com</a></td>
</tr>
<tr>
<td>Program Book Advertisement (for approval by Scientific Committee)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Push Notification</td>
<td>Monday September 10</td>
<td></td>
</tr>
<tr>
<td>Bag insert (for approval by Scientific Committee)</td>
<td>Monday August 27</td>
<td>Ms. Zehavit Akerman</td>
</tr>
<tr>
<td>Delivery bag insert</td>
<td>Monday October 01st</td>
<td>Email: <a href="mailto:zehavitak@hermes-exhibitions.com">zehavitak@hermes-exhibitions.com</a></td>
</tr>
<tr>
<td>Catering Service</td>
<td>Tuesday September 11</td>
<td><a href="#">Online service</a></td>
</tr>
<tr>
<td>Shipping &amp; Material Handling Services</td>
<td>Please refer to Shipping Instructions in Section 09 for detailed shipping deadlines</td>
<td></td>
</tr>
</tbody>
</table>
SECTION 3: TIMETABLES (SUBJECT TO CHANGE)

In order to support you in the best possible way, please inform us if you plan any branding or change of set up in the hall. This information is invaluable. We recommend arriving to your Symposium approx. 15 minutes prior to the start, where a member of the Logistics Team will be available should you need any assistance.

Please coordinate directly with Ms. Stephanie Heurtier sheurtier@kenes.com about set-up times and requirements.

If a technical rehearsal inside the hall is required, please contact the AV Coordinator, Mr. Mike Perchig 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 IPVC website by clicking here.

### Symposia Timetable

<table>
<thead>
<tr>
<th>Sponsor</th>
<th>Date</th>
<th>Session Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medscape</td>
<td>Wednesday October 3rd, 2018</td>
<td>13:00-14:30</td>
<td>C4.4</td>
</tr>
<tr>
<td>Cepheid</td>
<td>Thursday, October 4th, 2018</td>
<td>7:45 – 9:15</td>
<td>C4.4</td>
</tr>
<tr>
<td>Seegene</td>
<td>Thursday, October 4th, 2018</td>
<td>7:45 – 9:15</td>
<td>C4.9</td>
</tr>
<tr>
<td>BD Diagnostics</td>
<td>Thursday, October 4th, 2018</td>
<td>13:30-15:00</td>
<td>C4.4</td>
</tr>
<tr>
<td>Hologic</td>
<td>Thursday, October 4th, 2018</td>
<td>18:00 – 19:30</td>
<td>C4.9</td>
</tr>
<tr>
<td>Roche</td>
<td>Friday, October 5th, 2018</td>
<td>13:00 – 14:30</td>
<td>B1</td>
</tr>
</tbody>
</table>
SECTION 4: SYMPOSIA SESSION HALLS

Hall B3

Situated Convention Centre Level 5

Technical Details

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hall Capacity &amp; Layout</td>
<td>900 persons in theatre</td>
</tr>
<tr>
<td>Ceiling Height</td>
<td>9 m (from the floor)</td>
</tr>
<tr>
<td>Stage dimensions</td>
<td>9.76m x 6.1m 610mm height</td>
</tr>
<tr>
<td>Speaker Lectern Banner dimensions</td>
<td>please refer to section In Hall Furniture</td>
</tr>
<tr>
<td>Head Table Banner Dimensions</td>
<td>W 60 cm H 75 cm L 1.8 m</td>
</tr>
<tr>
<td>Banner Dimensions</td>
<td>one table seats 3 pax maximum.</td>
</tr>
<tr>
<td></td>
<td>10mm Foam board or similar rigid material is recommended for branding the table and lectern.</td>
</tr>
</tbody>
</table>
Hall B1

Situated Convention Centre Level 5

Technical Details

<table>
<thead>
<tr>
<th>Hall Capacity &amp; Layout</th>
<th>1000 persons in theatre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ceiling Height</td>
<td>9 m (from the floor)</td>
</tr>
<tr>
<td>Stage dimensions</td>
<td>9.76m x 6.1m 610mm height</td>
</tr>
<tr>
<td>Speaker Lectern Banner dimensions</td>
<td>Branding lectern in Hall B1 will be done digitally</td>
</tr>
<tr>
<td>Head Table Banner Dimensions</td>
<td>W 60 cm H 75 cm L 1.8 m</td>
</tr>
<tr>
<td></td>
<td>one table seats 3pax maximum.</td>
</tr>
<tr>
<td></td>
<td>10mm Foam board or similar rigid material is recommended for branding the table and lectern.</td>
</tr>
</tbody>
</table>
Hall C4.4

Situated Convention Centre Level 4

Axonometric cutaway view of Level 4 Convention Centre

Technical Details

<table>
<thead>
<tr>
<th>Hall Capacity &amp; Layout</th>
<th>300 persons in theatre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ceiling Height</td>
<td>5 m (from the floor)</td>
</tr>
<tr>
<td>Speaker Lectern Banner dimensions</td>
<td>please refer to section In Hall Furniture</td>
</tr>
<tr>
<td>Head Table Banner Dimensions</td>
<td>W 60 cm</td>
</tr>
<tr>
<td></td>
<td>one table seats 3pax maximum.</td>
</tr>
<tr>
<td></td>
<td>10mm Foam board or similar rigid material is recommended for branding the table and lectern.</td>
</tr>
</tbody>
</table>
Hall C4.9

Situated Convention Centre Level 4

Axonometric cutaway view of Level 4 Convention Centre

<table>
<thead>
<tr>
<th>Technical Details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Hall Capacity &amp; Layout</td>
<td>150 persons in theatre</td>
</tr>
<tr>
<td>Ceiling Height</td>
<td>5 m (from the floor)</td>
</tr>
<tr>
<td>Speaker Lectern Banner dimensions</td>
<td>please refer to section In Hall Furniture</td>
</tr>
<tr>
<td>Head Table Banner Dimensions</td>
<td>W 60 cm  H 75 cm  L 1,8 m</td>
</tr>
<tr>
<td></td>
<td>one table seats 3pax maximum.</td>
</tr>
<tr>
<td></td>
<td>10mm Foam board or similar rigid material is recommended for branding the table and lectern.</td>
</tr>
</tbody>
</table>

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

For alternative/additional stage setting please contact Ms. Stephanie Heurtier

sheurtier@kenes.com
SECTION 5: SUPPLIED AV

Grand Ballroom B3

• Front projection screen (projected image of W7.30 x H4.50 meters / projection ratio of 16:9)
• Data projector, at least 10000 ansi-lumens – including all the necessary cables between the projector and the lectern.
• 40” Confidence monitor in front of the head table, showing the same PowerPoint image as being projected on the main front projection screen.
• Laptop computer for PowerPoint presentations, located at the lectern and networked to the Speakers’ Ready Room.
• Laser pointer, combined with a PPT advancer (as back-up, we recommend using the cursor of the laptop computer as a pointer).
• P.A. (sound) system, which covers the hall, including 6 wired microphones (2 head table, 2 lectern, 2 Questions & Answers), 1 wireless hand-held microphone for questions, 1 wireless headset microphone and connection to sound from computers (mini PL plug) at the lectern.
• Audio monitors on stage.
• Lighting system, illuminating the lectern and the head table.
• 2 AV technicians to operate the above-mentioned systems.

Ballroom B1

Large front projection screen, image of 14 meters wide (see sample photo below)*.
2 x High-powered Data projectors to create the panoramic background image and to project the PowerPoint & Video images as picture-in-picture “windows” on the screen.
Data/Video control system, including a seamless Data/Video switcher and all necessary cabling (opening picture-in-picture "windows" on the main screen, adding titles of the speakers, etc.). Video camera, to capture the face of the speaker at the lectern for live close-circuit projection during presentations.
40” Confidence monitor in front of the head table, showing the same PowerPoint image as being projected on the main front projection screen.
Laptop computer for PowerPoint presentations, located at the lectern and networked to the Speakers’ Ready Room.
Vertical 40” Plasma screen in front of the lectern, facing the audience, projecting a presentation with the name of the speaker and logo (see photo below)*.
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, including 6 wired microphones (2 head table, 2 lectern, 2 Questions & Answers), 1 wireless hand-held microphone for questions, 1 wireless headset microphone and connection to sound from computers (mini PL plug) at the lectern.
Audio monitors for the lectern and the head table on the stage.
Lighting system, illuminating the lectern and the head table.
Colorful Lighting along the stage.
4 x AV technicians to operate the above-mentioned systems

For demonstration only

For Sponsors’ Symposia being held in Ballroom B1, the company “virtual” banners in front of the lectern and on the Panoramic screen will be projected. Please contact the Audio-Visual Coordinator, Mr. Mike Perchig (e-mail: nest@nest-av.com), in order to design the images according to the required resolution. The “virtual” banners can include the title of the Symposium and the name and logo of the Sponsor.

Hall C4.4

- Using the White wall as a Projection surface
- 2 x Data projectors, at least 6000 ansi-lumens each (dual Projection, same image on each) – including all the necessary cables between the projectors and the lectern.
- 40” Confidence monitor in front of the head table, showing the same PowerPoint image as being projected on the main front projection screen.
- Laptop computer for PowerPoint presentations, located at the lectern and networked to the Speakers’ Ready Room.
- Laser pointer, combined with a PPT advancer (as back-up, we recommend using the cursor of the laptop computer as a pointer).
- P.A. (sound) system, which covers the hall, including 3 wired microphones (1 head table, 2 lectern), 2 wireless hand-held microphones for questions, 1 wireless headset microphone and connection to sound from computers (mini PL plug) at the lectern.
- AV technician to operate the above-mentioned systems.
Hall C4.9

- Using the White wall as a Projection surface
- Data projectors, at least 6000 ansi-lumens – including all the necessary cables between the projector and the lectern.
- 40” Confidence monitor in front of the head table, showing the same PowerPoint image as being projected on the main front projection screen.
- Laptop computer for PowerPoint presentations, located at the lectern and networked to the Speakers’ Ready Room.
- Laser pointer, combined with a PPT advancer (as back-up, we recommend using the cursor of the laptop computer as a pointer).
- P.A. (sound) system, which covers the hall, including 3 wired microphones (1 head table, 2 lectern), 1 wireless hand-held microphone for questions, 1 wireless headset microphone and connection to sound from computers (mini PL plug) at the lectern.
- AV technician to operate the above-mentioned systems.
In-Hall Furniture

Lectern

![Image of Lectern]

SMART LECTERN BRANDING SPECIFICATIONS

Add an additional 50mm padding to the top of your artwork.

TOP VIEW ANIMATION OF SMART LECTERN

Head table

![Image of Head Table]

1800 mm

750 mm
Congress Floor Plan

Welcome to ICC Sydney Venue Plans. Navigate through the venue’s rooms to find information relating to layouts, rigging, pits and floor boxes and projector locations. This document is an interactive PDF to help you find the information you require:

SECTION 6: SYMPOSIUM PROMOTION

Symposium Session Title
If there are any changes to your Sponsored Session title or program, or you have not yet provided your complete program details, please inform Ms. Stephanie Heurtier at: sheurtier@kenes.com, no later than Monday August 27, 2018 with speakers’ names + titles

Symposium Invitation Bag Inserts
Should you be entitled to a bag insert per your contract, please follow the below procedure should you wish to promote your symposium activities.

- Please email the invitation draft (including graphic design) prior to printing for approval at: sheurtier@kenes.com no later than Monday August 27, 2018
- There is no size restriction for the invitation; however, we recommend that the invitation does not exceed standard A4 dimensions.
- A quantity of 1500 inserts is requested.

To assure the safe and timely arrival of your inserts and inclusion in the congress bag production line, please follow the instructions for Insert shipping included in SECTION 09: Shipping Instructions of this Manual.

Inserts / Display material need to arrive at the venue no later than 09:00 on Monday, October 1st 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 the event.

Hermes-Exhibition and Projects, Ltd. is the Official Freight Forwarder agent for IPVC 2018. 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 to coordinate the time schedule for unloading of freight into the venue.

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.
Final Program Advertising
For sponsors entitled to adverts in the final program as per their signed contract, please email adverts no later than Monday August 27, 2018 to Ms. Stephanie Heurtier at: sheurtier@kenes.com in one of the following formats A5
Resolution no less than 300 dpi at size to be print: EPS, Illustrator or PDF (Press settings), AI and FH include fonts or convert font to paths. Color CMYK (all colors converted to PROCESS)

Please refer to the diagram for advert dimensions for the final program.
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 signs may be displayed (and provided by the Supporter):

1. Session Hall Signage
   - Self-Standing Sign (optional)
     - 1 x stand-alone sign to be placed at the entrance of the session hall approx., day prior the symposium.
   - 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. (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 two signs (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 if necessary.
SECTION 7: MISCELLANEOUS INFORMATION

Catering
The catering in International Convention Centre Sydney is exclusive. Order for food and beverages for symposium please contact Ms. Brooke Campbell Tel: +61 2 9215 7120
Here is the link:
Email: bcampbell@iccsydney.com

Please advise the Meeting Planner, Ms. Stephanie Heurtier sheurtier@kenes.com in advance if you will be providing lunch to participants during your symposium.

Coffee Breaks and Lunches
For your information, refreshments (included in the registration fee) will be served in the Exhibition area during official coffee breaks. Lunches are provided for participants in the Exhibition area.

Meeting / Hospitality Rooms
Sponsors interested in hiring a meeting or hospitality room during IPVC 2018, should please contact Ms. Klinta Stalal Email: kstala@kenes.com
Rooms are available on a first come first served basis
SECTION 8: INNOVATIVE PRODUCTS

Maximize 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, Synchronized 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.

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

For more onsite products opportunities and price quotes, please [click here](mailto:).
SECTION 09: 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

Delivery & Logistic Services
Hermes/Merkur Ltd. has been appointed as the official forwarding agent and clearance agent for this Congress and offers the following services: Customs clearance, delivery to the stand, freight forwarding, manpower & trolleys for un-loading/loading during build-up and dismantling, storage of empty crates, transportation to and from the Exhibition hall.

For security, insurance, and efficiency reasons, Hermes/Merkur is the sole official agent to handle cargo inside the venue.
Kindly note that the official agent is the exclusive agent for move in and move out of the venue. Supporters are free to deliver their goods or to pick their goods up from outside the venue. Those who use their own facilities up to the venue are requested to coordinate their time schedule and unloading of their cargo into the venue with the official logistics agent.

Insurance of Goods
All cargo should be insured from point of origin.

Inserts and Display Materials
Please note that all materials entering the venue incur a handling charge. This includes materials for inserts to the Congress bags and display. To receive a price quote for handling and to assure arrival of your materials, please be sure to contact Ms. Zehavit Akerman: zehavitak@hermes-exhibitions.com

Please Note: All advanced shipments and deliveries to the Hermes/Merkur warehouse, including by courier, must be coordinated with Hermes.