



Dear Supporter,

We are happy to present you with the MASCC/ISOO 2015 Technical 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 Annual Meeting on Supportive Care Cancer (MASCC/ISOO) to be held in Australia, Adelaide, from 23 to 25, June 2016.

**Adelaide Convention Centre**

North Terrace, Adelaide  
South Australia 5000  
Australia  
Telephone +61 8 8212 4099

A block of hotel rooms has been reserved for the MASCC/ISOO Meeting participants and supporters at a discounted rate. Hotel reservations can be made via the congress website. Please [click here](#).

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

**Warm regards,**

**Orna Gilboa**

**Meeting Planner**



# MASCC/ISOO

## ANNUAL MEETING ON SUPPORTIVE CARE IN CANCER

Adelaide, Australia | 23-25 June, 2016



# Australia



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### SECTION 1: Symposium Related Contact Information

#### Organiser & Secretariat

Kenes International Organisers of  
Congresses S.A.  
MASCC/ISOO 2016 Annual  
Meeting Secretariat  
7, rue François-Versonnex  
1207 Geneva, Switzerland  
E-mail: [mascc@kenes.com](mailto:mascc@kenes.com)

#### Kenes Contact

Meeting Planner  
Ms. Orna Gilboa  
Tel: +41 22 908 0488 ext.976  
E-mail: [ogilboa@kenes.com](mailto:ogilboa@kenes.com)

#### Programme Coordinator

Ms. Merel Van Hulten  
E-mail: [mvanhulten@kenes.com](mailto:mvanhulten@kenes.com)

#### Hotel Accommodation

Mr. Elad Kurtz  
E-mail: [ekurtz@kenes.com](mailto:ekurtz@kenes.com)  
Website:  
<http://hotel.kenes.com/en/congress/mascc16>

#### Registration

Individual and Group Registration (10  
participants and more) please contact:  
Ms. Dana Daabul  
E-mail: [ddaabul@kenes.com](mailto:ddaabul@kenes.com)  
E-mail: [reg\\_mascc16@kenes.com](mailto:reg_mascc16@kenes.com)

#### A/V coordinator

Mr. Mike Perchig  
Email: [nest@nest-av.com](mailto:nest@nest-av.com)

#### Customs Clearance & Freight Handling Agent

Hermes Exhibitions & Projects Ltd.  
Ms. Zehavit Akerman  
Tel: +49 69 747 848  
Tel: +972 8 914 6382  
Mobile: +972 52 511 4982  
E-mail: [ZehavitAk@Hermes-Exhibitions.com](mailto:ZehavitAk@Hermes-Exhibitions.com)  
Website: [www.hermes-exhibitions.com](http://www.hermes-exhibitions.com)

#### Adelaide Convention Centre

Ms. Jasmine Pohl  
Exhibitions Coordinator  
Telephone: (61 8) 8210 6774  
Email: [Jasmine.Pohl@avmc.com.au](mailto:Jasmine.Pohl@avmc.com.au)  
Website: [www.adelaidecc.com.au](http://www.adelaidecc.com.au)

#### Catering Services

The catering in the ACC is exclusive and needs to be requested in advance. ACC has strict exclusivity on all kind of food and beverages provision on the venue.

#### Exhibition Services Department

Adelaide Convention Centre  
GPO Box 2669  
Adelaide, South Australia, 5001, Australia  
Tel: (+61 8) 8212 4099; Fax: (+61 8) 8210 6750  
Email: [exhibitions@avmc.com.au](mailto:exhibitions@avmc.com.au)

**Website:** You are welcome to visit the Conference website: <http://www.mascc2016.kenes.com/>



## SECTION 2: Deadlines Table

	Deadline	Contact Person
Symposium Programme (for approval by Scientific Committee)	Tuesday, March 31, 2016	Ms. Merel Van Hulten <a href="mailto:mvanhulden@kenes.com">mvanhulden@kenes.com</a>
Staff Hotel Reservation	As soon as possible	Ms. Teresa Casillas Seoane <a href="mailto:tseoane@kenes.com">tseoane@kenes.com</a>
Payment of Invoice Balance	Must be received in full one week prior to the Congress	Ms. Maya Ravinsky <a href="mailto:cmysiv@kenes.com">cmysiv@kenes.com</a> <a href="mailto:myatsiv@kenes.com">myatsiv@kenes.com</a>
Programme Book Advertisement (for approval by Scientific Committee)	Thursday, May 5, 2016	Ms. Merel Van Hulten <a href="mailto:mvanhulden@kenes.com">mvanhulden@kenes.com</a>
Draft of Bag Insert for Approval (for approval by Scientific Committee)	Thursday, May 5, 2016	Ms. Merel Van Hulten <a href="mailto:mvanhulden@kenes.com">mvanhulden@kenes.com</a>
Lead Retrieval Wireless Barcode Readers Order	Thursday, May 5, 2016	Ms. Orna Gilboa <a href="mailto:ogilboa@kenes.com">ogilboa@kenes.com</a>
Catering Services	Thursday, May 5, 2016	Joanne Wood <a href="mailto:Joanne.Wood@avmc.com.au">Joanne.Wood@avmc.com.au</a>
<b>Cargo Deadlines</b>		



### SECTION 3: Timetables

Symposia Timetable

Supporter	Date	Session Time	Location
Merck	Thursday, June 23 <sup>rd</sup> , 2016	11:30 - 13:00	Hall M
Teva	Friday, June 24, 2016	08:00 - 09:00	Hall L
Mundipharma	Friday, June 24, 2016	08:00 - 09:00	Hall M
Helsinn	Friday, June 24, 2016	12:30 - 14:00	Hall M
Tesaro	Friday, June 24, 2016	17:45 - 18:45	Hall L

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 A/V Mr. Mike Perchig

Email: [nest@nest-av.com](mailto: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 MASCC 2016 website by [clicking here](#).

Registration Timetable \*

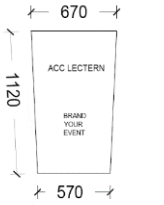
Thursday, 23 June	07:00 - 21:00
Friday, 24 June	07:30 - 18:45
Saturday, 25 June	07:30 - 16:00

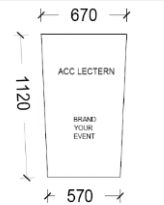
\*Registration hours are subject to change.





#### SECTION 4: Symposia Session Hall

Hall L Technical Details	
Hall Capacity & Layout	~550 persons in Theatre
Stage Dimensions	TBA
<b>Speaker Lectern</b>  <small>Adelaide Convention Centre - Lectern Dimensions</small>	40" Plasma screen <b>W cm - 670 Top, 570 bottom H cm112</b> 10mm Foam board or similar rigid material is recommended for branding the table and lectern. For additional seating at the head table please contact Orna Gilboa : <a href="mailto:Ogilboa@kenes.com">Ogilboa@kenes.com</a>
Banner dimensions	180cm x 75cm and 70cm high
Head Table Banner Dimensions	<b>Sufficient seating for up to 3 persons.</b> 10mm Foam board or similar rigid material is recommended for branding the table and lectern. For additional seating at the head table please contact Orna Gilboa : <a href="mailto:Ogilboa@kenes.com">Ogilboa@kenes.com</a>

Hall M Technical Details	
Hall Capacity & Layout	~550 persons in Theatre
Stage Dimensions	TBA
<b>Speaker Lectern</b>  <small>Adelaide Convention Centre - Lectern Dimensions</small>	40" Plasma screen <b>W cm - 670 Top, 570 bottom H cm112</b> 10mm Foam board or similar rigid material is recommended for branding the table and lectern. For additional seating at the head table please contact Orna Gilboa : <a href="mailto:Ogilboa@kenes.com">Ogilboa@kenes.com</a>
Banner dimensions	180cm x 75cm and 70cm high
Head Table Banner Dimensions	<b>Sufficient seating for up to 3 persons.</b> 10mm Foam board or similar rigid material is recommended for branding the table and lectern. For additional seating at the head table please contact Orna Gilboa : <a href="mailto:Ogilboa@kenes.com">Ogilboa@kenes.com</a>



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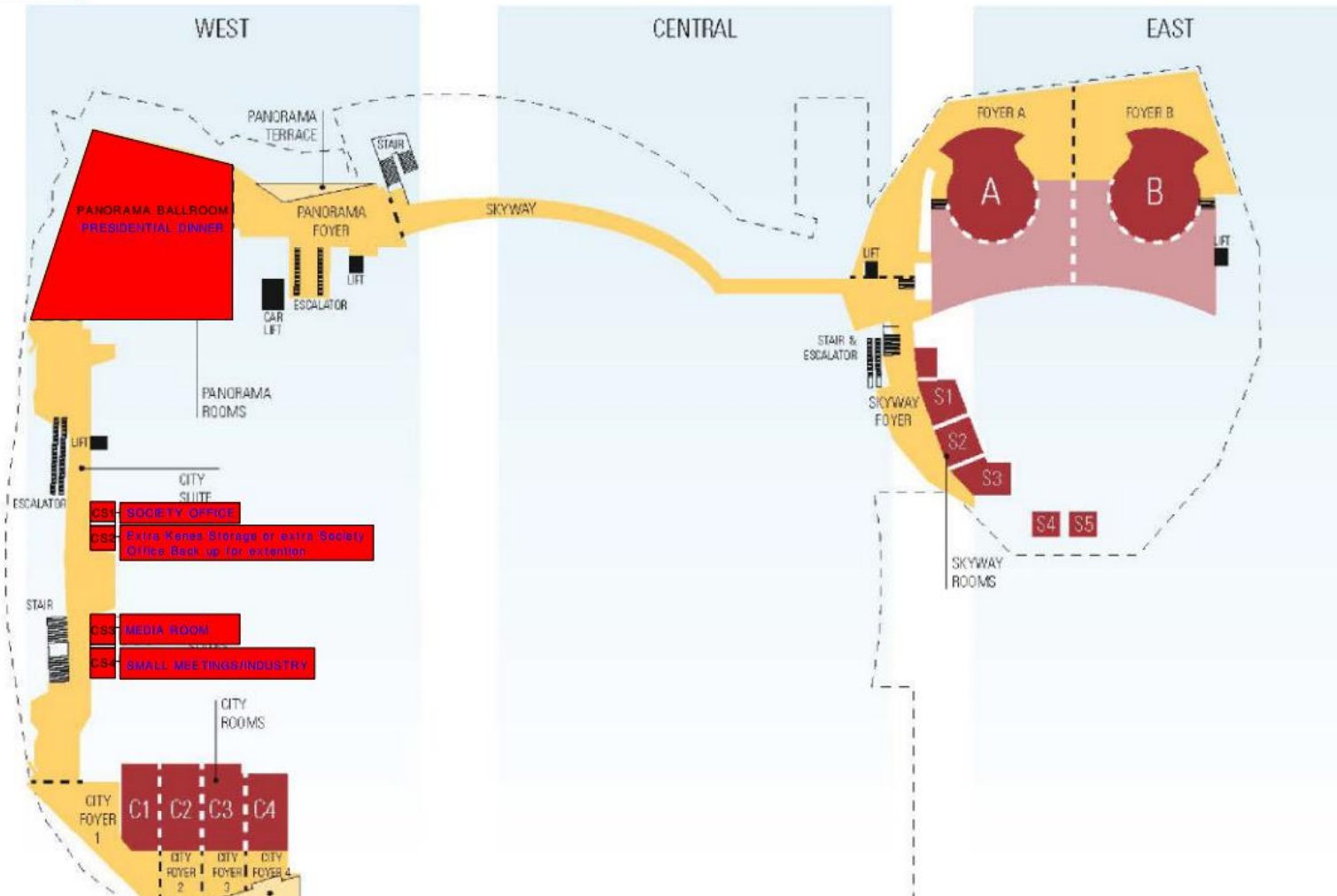
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## UPPER LEVEL





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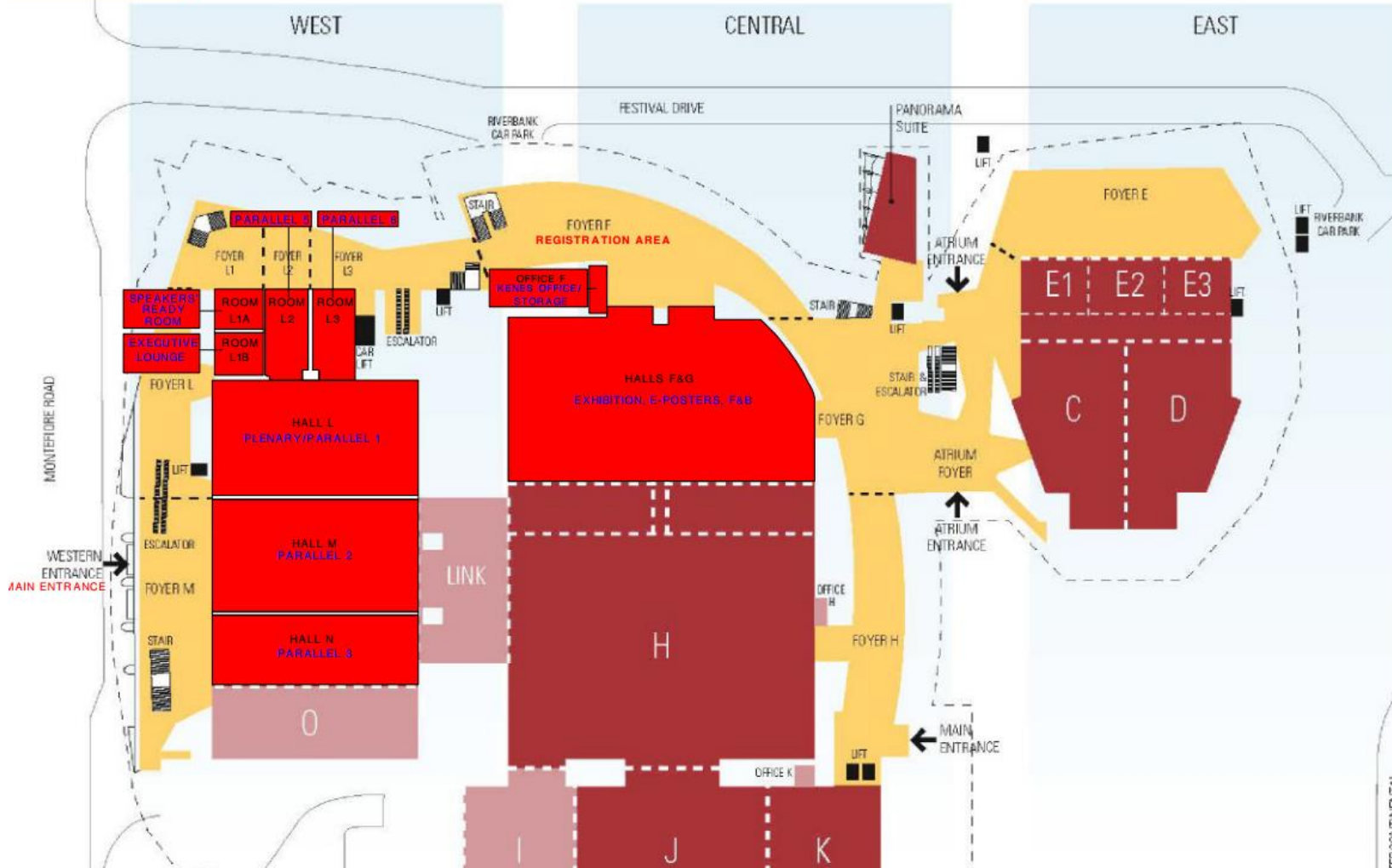
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## GROUND LEVEL







# MASCC/ISCOO

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SUPPORTIVE CARE IN CANCER

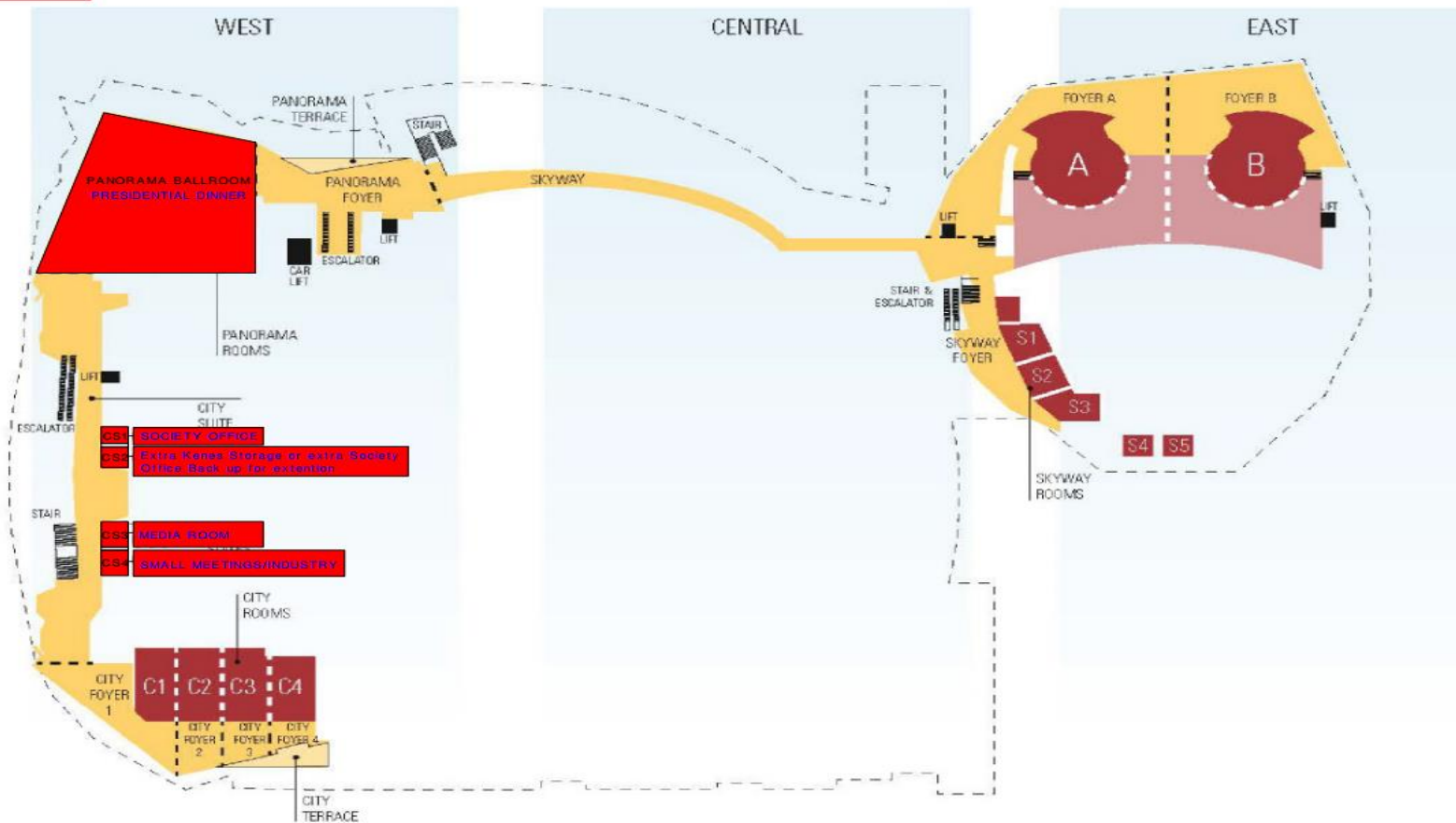
Adelaide, Australia | 23-25 June, 2016



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## UPPER LEVEL





# MASCC/ISCOO

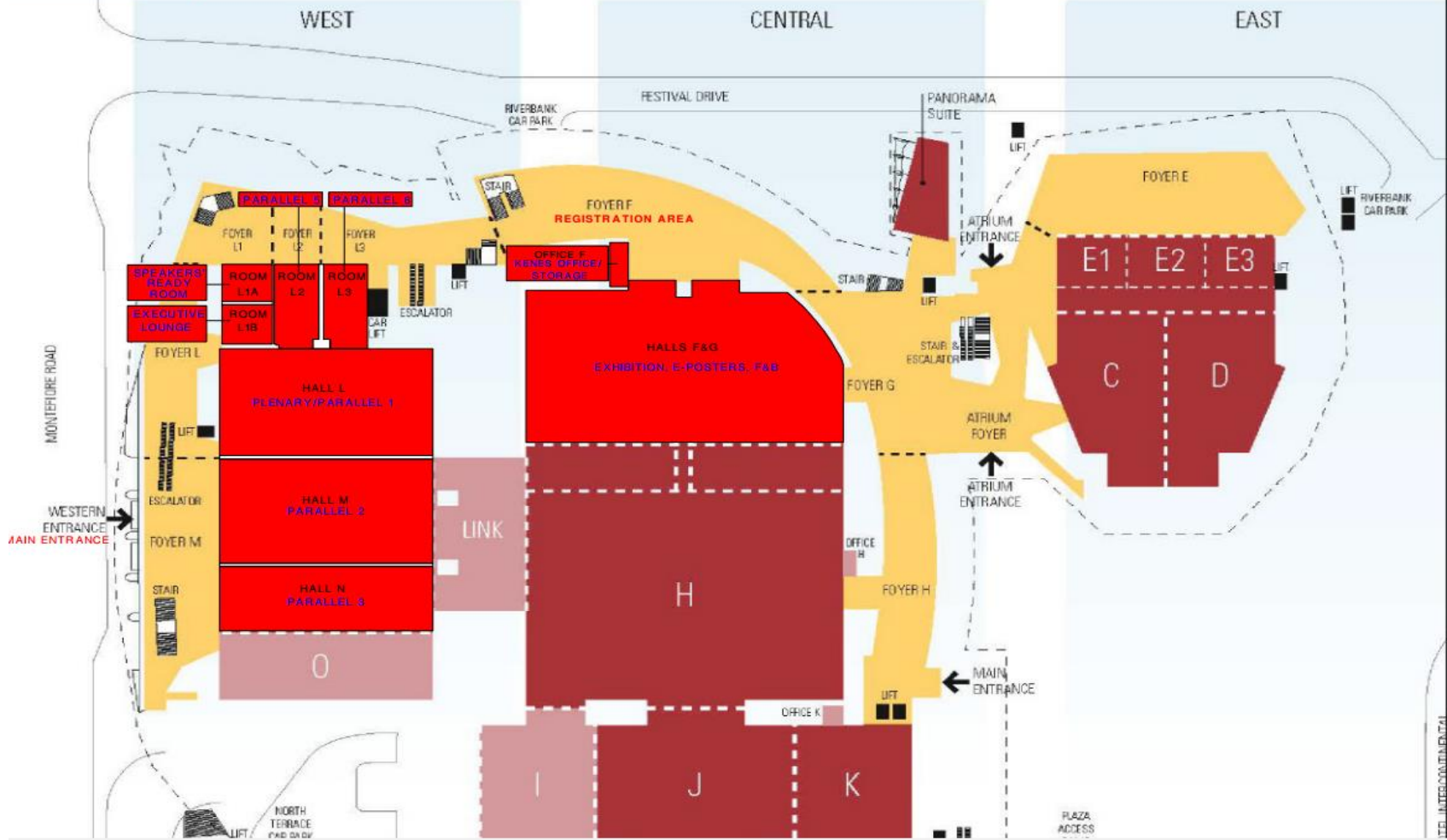
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## GROUND LEVEL





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SUPPORTIVE CARE IN CANCER

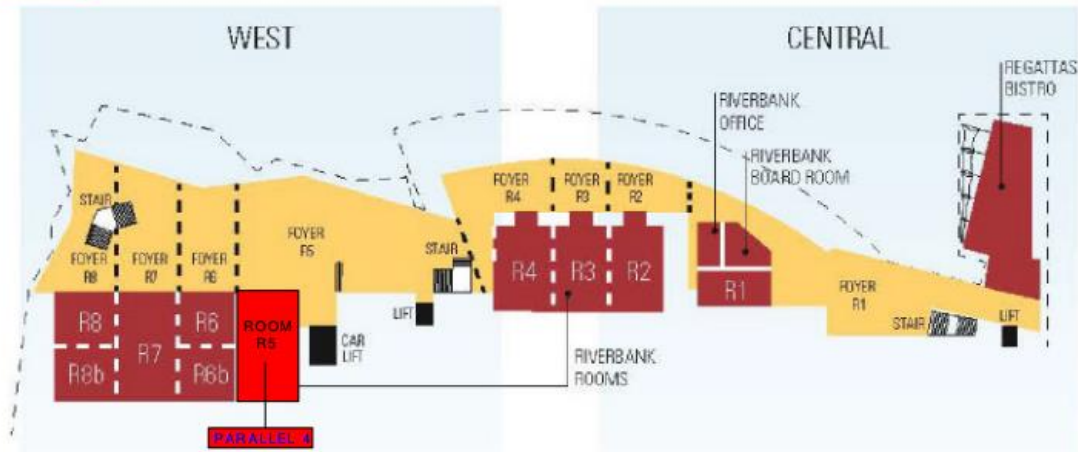
Adelaide, Australia | 23-25 June, 2016



Australia



## LOWER LEVEL





# MASCC/ISCOO

ANNUAL MEETING ON  
SUPPORTIVE CARE IN CANCER

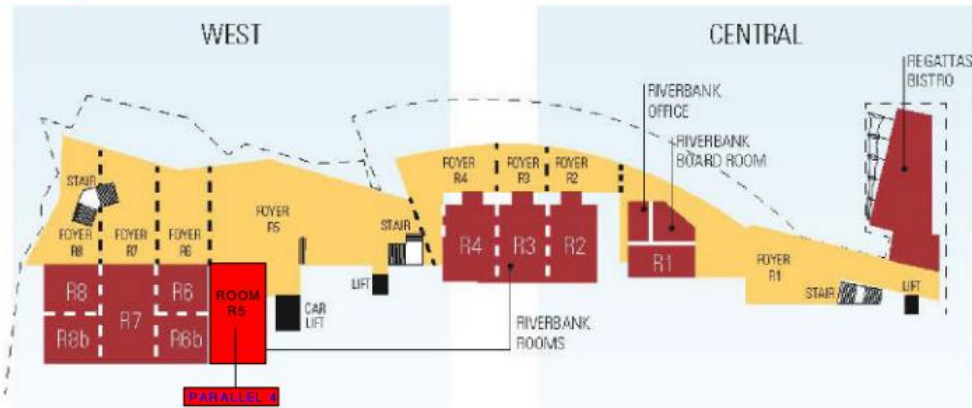
Adelaide, Australia | 23-25 June, 2016



Australia



## LOWER LEVEL







## SECTION 5: Supplied AV

### Hall L of the MASCC 2016

- Central front projection screen, image of W30xH16.9 feet (16:9 Projection ratio).
- Data projector, at least 15000 ansi-lumens - incl. the necessary cable between the projector and the laptop computer at the lectern.
- Data/Video control system, including a seamless Data/Video switcher and all necessary cabling.
- Fixed 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, including English versions of Windows and Office, USB port, sound card – 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 PPT with the name of the speaker (see photo below - resolution of 1920x1080)\*.
- 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 and the stage, including 6 **wired** microphones ( 4 head table, 2 lectern ), 6 wireless hand-held microphones for Q&A with floor stands, 1 wireless tie-clip/lapel 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 and the head table.
- Colorful Lighting along the rear of the stage.
- 3 x AV technicians to operate the above-mentioned systems (Lighting/Audio Operator, Vision Switch/Computer Operator, Audio Assist/Stage Manager Operator)



For Sponsors' Symposia being held in Hall L, the company "virtual" banner in front of the lectern will be projected.

Please contact the Audio-Visual Coordinator, Mr. Mike Perchig (e-mail: [nest@nest-av.com](mailto: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, the name and logo of the Sponsor and the name and logo of the Congress.



### Hall M,N of the MASCC 2016

- Central front projection screen, image of W20xH11.25 feet.
- Data projector, at least 6500 ansi-lumens - incl. the necessary cable between the projector and the laptop computer at the lectern.
- 40" 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, 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. 4 **wired** microphones (2 head table, 2 lectern) with stands, 3 wireless hand-held microphones for Q&A with floor stands, 1 wireless tie-clip/lapel 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 and the head table.
- AV technician to operate the above-mentioned systems.

### **SECTION 6: Symposium Promotion**



### Symposium Title

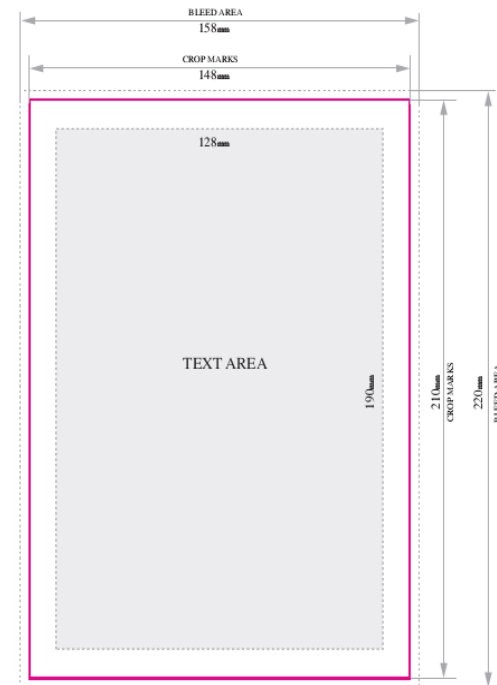
Please send your Symposium title and complete programme details to Ms. Merel Van Hulten at [mvanhulden@kenes.com](mailto:mvanhulden@kenes.com), by **March 31st**.

### Final Programme Advertising

For Supporters entitled to adverts in the final programme as per their signed contract, Please email adverts to Ms. Merel Van Hulten at [mvanhulden@kenes.com](mailto:mvanhulden@kenes.com), no later than **May 5th**.

in one of the following formats at a resolution no less than 300 dpi: EPS, Illustrator, JPG or PDF. The adverts dimensions for the final programme are A5.

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



### 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 Ms. Merel Van Hulten at [mvanhulden@kenes.com](mailto:mvanhulden@kenes.com), no later than **April 30 2016**. The bag insert should not exceed standard A4 dimensions.
2. A quantity of **1200** inserts is requested. Inserts / Display material need to arrive at the venue no later **June 17, 2016** by 16:00





For inclusion in the congress bags. Packages should be labeled accordingly with the supporter company's name, the name of the responsible person (who will be in the event), and the name and date of event.

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 the official congress shipping agent will not take any responsibility.

### **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. Please note that it is not permitted to use the MASCC/ISOO logo on any of the symposia materials.

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

#### **1. Session Hall Signage**

- Self-Standing Sign  
One standalone 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).



- standard banner should be produced by the Sponsor see SECTION 4: Symposium Session Hall s

- 

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.

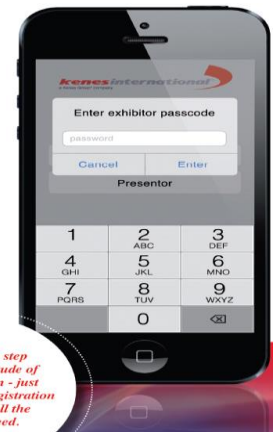


## SECTION 7: Lead Retrieval Wireless Barcode Readers

### K-LEAD - State of the Art Lead Retrieval System

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- US\$ 435**



*One simple step for a multitude of information - just scan the registration badge for all the data you need.*

### The Mini Scanner

- No editing capabilities
- Basic participant info
- Pocket size





- **Cost per unit- US\$ 325**

**Please Note:**

Barcodes on participants' badges contain contact information as supplied by the registrant or the agency responsible for the registration process of that participant. 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.

Furthermore, in some cases, the participant does not give his permission to transfer his contact details to any other party.

Therefore, although he visited your booth and was scanned by your barcode reader, we are unable to forward you his contact details.

In addition, please note that neither Kenes International nor the Organizing Committee is responsible for the content of the information.

The system may be picked up onsite at the Exhibition Manager Desk.

Earliest pick up time is Wednesday, June 22 after 16:00.

The lead retrieval system needs to be returned to the Exhibition Manager's Desk on Saturday, June 25, by 13:00

**[To reserve your Lead Retrieval Wireless Barcode Reader, please refer to the on line Exhibitor's Portal](#)**





## **SECTION 8: Shipping, Tariffs, Material Handling and Shipping Labels.**

### **CUSTOMS CLEARANCE & FREIGHT HANDLING**

#### **Hermes-Merkur**

#### **Ms. Zehavit Akerman**

Tel: + 49 6173 966 95 28

Mobile: +972 52 511 4982

Email: [zehavitak@hermes-exhibitions.com](mailto:zehavitak@hermes-exhibitions.com)

Hermes - Merkur is the sole handling agent for the coming "MASCC/ISOO 2016" congress in Adelaide. 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 - Merkur 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 MASCC 2016 Shipping Instructions, including Tariffs, Material Handling and Shipping Labels please [click here](#)

**The shipping instructions include the following information:**

- Handling Rates
- Labels
- Material Handling Form
- Shipping Instructions

#### **Delivery & Logistic Services**

Hermes Exhibitions & Projects Ltd. has been appointed 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 Exhibitions & Projects Ltd is the sole official agent to handle cargo inside the venue.** Stand builders are prohibited from using trolleys during set-up and dismantling periods.

Kindly note that the official agent is the exclusive agent for move in and move out of the venue.

Exhibitors and stand builders 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.

#### **Exhibition Goods, Insert 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.

In order to receive a price quote for handling and to assure arrival of your materials, please be sure to complete the “Pre-Advise” form included in the shipping instructions.



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

In order to assure receipt of sent materials, Hermes, must receive the Pre-Advise form found I the shipping instructions.

Please complete this form and return it to Zehavit Akerman: [ZehavitAk@Hermes-Exhibitions.com](mailto:ZehavitAk@Hermes-Exhibitions.com) ,you will then receive confirmation of your material arrival.

Shipping Instructions	Shipping Labels
<a href="#">Shipping Instructions – Inserts and Display Material</a> <a href="#">Material Handling and Payment Confirmation Form</a>	<a href="#">Bag Inserts Shipping Label – Air Freight</a> <a href="#">Bag Inserts Shipping Label – Warehouse</a> <a href="#">Display Material Shipping Label – Air Freight</a> <a href="#">Marketing Promotional Material Shipping Label –Warehouse</a> <a href="#">Marketing Promotional Material Shipping Label –Airport</a>