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therapy & treatment

FRPT



FLASH
RADIOTHERAPY
& PARTICLE
THERAPY

2024

ROME, ITALY

4-6 DECEMBER 2024

www.FRPT-Conference.org | #FRPT2024

Industry Manual Hybrid Version

Dear Supporter,

We are happy to present you with the FRPT 2024 Industry Symposia Manual which will take on **04-06 December 2024 at Cardo Roma in Rome, Italy**

Venue address:

Cardo Roma

Viale del Pattinaggio 100

00144 Roma, Italy

<https://www.cardorome.com/>

This manual covers important information and is designed to assist in preparing for your Industry Session. 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.

Exhibitors and Supporters Portal

Each supporter will receive an e-mail with login details to access the Portal. The Portal enables supporters to:

- Submit a company logo and profile
- Submit deliverables as per contract
- Order lead retrievals/scanners

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 participants and supporters special rates for various hotels in Rome. Information, pictures, location and rates are available on the hotel accommodation page:

[click here](#) or email us at tvidra@kenes.com

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

We look forward to welcoming you in Rome and wish you a successful Industry Session!

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Section 1: Symposium Related Contact Information

Kenes Contacts:

Conference Organiser

Kenes Group

Rue François-Versonnex 7

1207 Geneva, Switzerland

Tel: +41 22 908 0488

Fax: +41 22 906 9140

Hotel Sales Manager

Tami Vidra

E-mail: tvidra@kenes.com

<https://hotels.kenes.com/congress/FRPT24>

Industry Coordinator

Aleksandra Sinapova

M: +359 895 76 0548 | E-mail: asinapova@kenes.com

Audio Visual Coordinator

Mike Perchig

E-mail: nest@nest-av.com

Industry Liaison & Sales

Nikol Karabelova

Tel: +41 22 908 0488 Ext: 293 | E-mail: nkarabelova@kenes.com

Registration Specialist

Ms. May Buzaglo

E-mail: reg_frpt24@kenes.com

Product Marketing Coordinator

Olaya Espejo

E-mail: oespejo@kenes.com

Contractors:

Onsite Logistic Agent, Material Handling

Merkur Expo Logistics

Markus Meyer

Email: markus.meyer@merkur-expo.com

Hostesses & Temporary Staff Hire

Marina Maiolatesi

Tel: +39/0633250564 +39/3356299737

P.ivia 04453851000

email: marina.millenium@outlook.it

IMPORTANT NOTE – ITALIAN REGULATIONS

Every pharmaceutical company (not applicable for medical device producers) that wishes to join FRPT 2024 as a sponsor/exhibitor or a group of participants, must present a request of participation at the Italian Ministry of Health Agency (AIFA).

The request is obligatory for all companies and should be completed by October 2024 (no later than 70 days prior to the Conference).

In order to apply, the company needs to obtain a SIS code. Should the company not have one, the process of getting the code takes additional 25-30 days. Please take this into consideration when starting your application process.

This request of participation process will take place through a local agency acting as provider and point of coordination for every pharmaceutical company taking part in the Conference.

PLEASE NOTE: Kenes International is not involved in this procedure. It is the pharmaceutical companies' sole responsibility to adhere to the above regulations directly via the local agent.

Further details are available from AIFA

(Agenzia Italiana del Farmaco – Tel. +39 06 5978401)

Web: www.agenziafarmaco.gov.it/en

Our agent's details are:

TWT srl

Gianni Frontani / Anna Lupidi



Email: gfrontani@tw-team.it / alupidi@tw-team.it

Tel: +39 06 44249321

Via Arrigo Davila 130

00179 ROME – Italy

Section 2: Deadlines Table

Action Item (Please refer to your signed contract)	Deadline	Contact Person
Staff Hotel Reservation	As soon as possible	https://hotels.kenes.com/congress/FRPT24 or email us to: tvidra@kenes.com
Payment of Invoice Balance	Must be received in full one week prior to the Conference	Pazit Hochmitz phochmitz@kenes.com
Virtual Platform Branding/Logo	Thursday 07th November	Please send by email in the requested specifications to Industry Coordinator: asinapova@kenes.com
Symposium Final Program (onsite and virtual) (for approval by Scientific Committee)	As soon as possible and no later than Thursday, 07th November	Please send by email in the requested specifications to Industry Coordinator: asinapova@kenes.com
Promotional E-mail Blast (Exclusive and Joint)	Thursday, 07th November	
Text for Push Notifications for Mobile app and Virtual Platform	Thursday, 07th November	
Mobile app adverts	Thursday, 07th November	
Lead Retrieval  System	Monday, 18th November	To reserve your Lead Retrieval, please refer to the on-line Exhibitor's Portal
Placing orders for Voting/ 'Ask the Speaker' and other Technology Products and Services 	As early as possible, preferably before Friday, 01st November	Olaya Espejo oespejo@kenes.com
Hostesses & Temporary Staff Hire	Please directly contact the company	Marina Maiolatesi Tel: +39/0633250564 +39/3356299737 P.via 04453851000 email: marina.millenium@outlook.it
Catering Services	Wednesday, 06th November <i>*Please note that for late orders, the catering company reserve the right not to accept them.</i>	Aleksandra Sinapova at asinapova@kenes.com For order form, please click here
AV – scheduling Tech rehearsal, placing orders for extra AV for the Sponsored Symposia and AV for Meeting Halls ONSITE	Please directly contact the AV coordinator	Mike Perchig nest@nest-av.com
Shipping & Material Handling Services		
Door to door shipments/Airfreight shipments	Monday, 06th November 8:30 AM To 4:00 PM	Merkur Expo Logistics Markus Meyer Email: markus.meyer@merkur-expo.com Mobile +39-333-3659454 For shipping instructions, please click here
Shipment via Frankfurt Advance warehouse	No later than Monday, 25th November	
Exhibition goods - Direct deliveries to Congress venue	Subject to time slot, only full load trucks	

Section 3: Industry Symposia Timetable for Onsite

Coming Soon

Timetable and halls are subject to changes. The most updated timetable is published on the [Conference website](#).

Important notes:

- Industry Symposia are not included in main Conference CME/CPD credit.
- In order to support you in the best possible way, please share your plans and requirements with us. This information is invaluable for the success of your symposium. Please coordinate directly with the Industry Coordinator at asinapova@kenes.com
- 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.
- Printed tent cards placed on the head table are allowed and should be produced and provided by Supporter.
- 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 [FRPT 2024 Website](#).

Catering

- Catering is **exclusive** to **Cardo Roma** and should be ordered in advance. Supporters who wish to order food and beverages for their symposium, meeting/hospitality Hall or exhibition booth, are welcome to do so directly with them.
- Food and drinks are allowed to be taken into the symposium halls (excluded hot dishes). If you are considering having catering together with the symposium, please note that additional charge will be applied for cleaning the hall immediately following the session.
- If you are considering having catering together with the symposium, please note that additional charge will be applied for cleaning the hall immediately following the session.
- If you are planning to have catering/lunch boxes together with the symposium, it is recommended to indicate in all publications that lunch/refreshment will be served as long this is not contradicting the supporter's internal compliance policy.
- Please note that we highly recommend ordering lunch bags, packed food or coffee break, no buffets in order to eliminate the mess that can happen inside the symposia hall.

Speaker's Expenses

FRPT24 will not cover Industry session(s) speaker expenses. 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 Conference.

Technical Rehearsal Onsite

We strongly recommend scheduling a technical rehearsal in the hall itself and testing the Presentations during that rehearsal. Please make arrangements directly with the Conference Audio Visual Coordinator, Mike Perchig at: nest@nest-av.com

A technical rehearsal is offered free of charge; however additional **charges may** apply, depending on hall availability, rehearsal requirements and over-time of the technicians.

Section 4: Symposia Session Halls Onsite

Coming soon

Location and Layout

For details, please [click here](#)

Audio-Visual (AV) Equipment Onsite

Coming soon

Presentations Upload Onsite

If you are using a PowerPoint presentation (or any other PC-based application), please note that you have to deliver it on a USB Memory stick to one of the technicians in the Speakers' Ready Room as soon as you arrive at the Venue in the morning – and at least 1 hour before the start of the session.

Please note that the Computers for the Presentations will be supplied with Office 2019 (at least) and the native ratio of the projection on the screens in the halls is 16:9.

If you include video clips in your PowerPoint presentation, be sure to test it with the technician in the Speakers' Ready Room at least 2 hours before the start of the session or as soon as you arrive at the venue in the morning. Please make sure to check it with the technician in the session hall where your lecture is taking place, during a coffee or lunch break prior to your session, at least 30 minutes before the start of the session – even after checking it in the Speakers' Ready Room.

IMPORTANT NOTE FOR MACINTOSH USERS

To use MAC presentations on the PC compatible congress computer, please note that you need to prepare it according to the instructions below, before taking it to the speaker room:

- Convert it to PowerPoint or PDF.
- Use a common font, such as Arial, Times New Roman, Verdana etc. (Special characters might be changed to a default font on a PowerPoint-based PC).
- Insert the images as JPG files (and not TIF, PNG or PICT – these images will not be visible on a PowerPoint based PC).

As previously mentioned, we strongly recommend scheduling a technical rehearsal and testing the Presentations during the rehearsal. Please plan directly with the Congress Audio Visual Coordinator, Mike Perchig at: nest@nest-av.com. Please note that an extra charge might incur

Symposium Promotion Onsite and Virtual

Due to CME/CPD accreditation criteria for this Conference, the following rules apply:

- **Conference banner** should NOT be used in any promotional materials created by the supporter.
- Materials created by companies should NOT utilize the main event marketing look and feel.
- When promoting your symposium, please always indicate on any of your promotional materials **“This session is not included in the main event CME/CPD credit”**
- When promoting your symposium, you are allowed to use the phrase: **“Official symposium of the 4th Flash Radiotherapy and Particle Therapy Conference (FRPT 2024),”**, which will take place in Rome, Italy **04th -06th December 2023**.

In addition, it is not permitted to use the **FRPT 2024 logo** on any of the symposia materials.

Session Agenda for Onsite and Virtual

Please submit the final symposium program using [the attached Agenda format](#) via email to asinapova@kenes.com as early as possible and no later than **Thursday, 07th November**. The proposed program should include:

- Session Title (up to 110 characters including spaces)
- Session Description (up to 200 words, you can also include hyperlinks inside of it)
- Speaker Presentations Titles
- Timing – duration of each speaker presentation and full timing of the agenda
- Speaker/Moderator Full Name
- Speaker/ Moderator Country
- Speaker/ Moderator E-mail
- Speaker/ Moderator Affiliation
- Speaker/ Moderator Bio and Photo (please see specs below)

Please see below specs for Speaker Bio and Photo.

- Speaker **Bio** – up to 200 words.
- Speaker **Photo** – 180x240 px, JPG Format

In case of changes to your symposium title or Program after submission, please update the Industry Coordinator: Aleksandra Sinapova at asinapova@kenes.com.

Section 5: PROMOTIONAL ITEMS

This section includes guidelines which will assist you to prepare promotional items related to your industry sessions, however, *kindly refer only to the relevant items in accordance with your sponsorship agreement.*

Guidelines to follow when creating your promotional items and content:

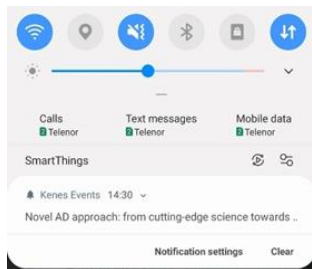
- When creating adverts for **mobile app and mailshots** is allowed to promote product, symposia, or company promotion. Only when promoting symposia please add the following text inside: ***This session is not included in main Conference CME/CPD credit***
- When creating adverts for External and Internal lobby flags in the virtual platform is allowed to promote symposia or company promotion. Only when promoting symposia please add the following text inside: ***This session is not included in main Conference CME/CPD credit***

1. Push Notification- Mobile App and Platform

For supporters entitled to a push notification as per their signed contract, kindly submit the text by **Thursday, 07th November** to asinapova@kenes.com according to below guidelines:

- Message Title – Maximum **40** characters including spaces
- Message body - Maximum **140** characters including spaces
- Preferred date and exact local time, please coordinate with your industry coordinator
- **Push notifications will be sent out during breaks in order not to disturb the participants who are inside the halls.**

*Note the final schedule will be determined closer to the conference, considering other push notifications.



2. Mobile App Advert

For Supporters sponsoring the App please send via email to asinapova@kenes.com by **Thursday, 07th November**.

File format: PNG or JPG (up to 800kb)

Size: 780 x 1688px



We recommend avoiding using small text, so the advert could be readable when displayed on a mobile screen.

3. Promotional Email Blast – Exclusive (Pre and Post)

The e-mail blasts will be sent out to pre-registered participants who have agreed to receive promotional material from supporters.

Sponsors entitled to an Industry Mailshot as per their signed contract, please [click here](#) for the design requirements. **Please make sure to forward these guidelines to your web-designer/program.** Please upload the **HTML version** of your mailshot and other relevant files together in zip folder and send us everything **with the subject line, no later than Thursday, 07th November** via email to asinapova@kenes.com.

Important notes:

- In case the webmail is promoting a sponsored symposium, please include the following disclaimer: ***This session is not included in main event CME/CPD credits.***
- It is not allowed to use the WCN logo. The congress banner will be added to the webmail's header by Kenes.
- The "From" field will be "FRPT 2024 Supporters."
- The exact launch date will be determined by Kenes in due course based on sponsorship level. The E-mail Blast will be sent out to the pre-registered delegates who have agreed to receive promotional material from supporters.

4. Joint E-mail Blast

For the joint e-mail blast, please prepare two files according to the following specifications:

- **1 Banner/Image Format: JPEG Width: 300 pixels Height: 250 pixels**
- **1 PDF** (to be linked to the banner/image mentioned above) or any **hyperlink** of your choice.

Please send the required file(s) to the Industry Coordinator: Aleksandra Sinapova at asinapova@kenes.com no later than **Thursday, 07th November**.

The exact launch date of the joint e-mail blast will be advised closer to the Conference. It will be sent out to the preregistered participants who have agreed to receive promotional material from supporters.

Symposium Signage Onsite (Optional)

Symposium supporters have the option to create signage promoting their symposium according to the below guidelines. The symposium signage should be produced by the supporter.

1. Session Hall Signage

➤ Self-Standing Sign at the Entrance

- **One stand-alone** sign to be placed at the entrance of the session hall 30 minutes prior to the sessions published start time.
Please make sure to indicate the following disclosure on the sign: ***This session is not included in main Conference CME/CPD credit***

➤ Stage Banners

- 1 x free standing vertical sign to be placed on/next to the stage. Maximum dimensions: 150cm wide x 250cm high.
- Banner placed in front the head table facing audience. (**More details are coming soon**).
- 1 x vertical sign placed in front of the speakers' lectern facing audience. (**More details are coming soon**).

➤ Self-standing signage in the Exhibition Area

The Supporter is entitled to place one sign (W85cm x H200cm) advertising the **Symposium on the day of the session only**. The sign may be placed in the *exhibition* area during exhibition opening hours. Please liaise onsite with the Kenes Staff.

Please note:

Due to CME/CPD accreditation criteria, you may not place signage advertising your symposium in any other locations unless coordinated with Kenes staff onsite.

Section 6: Miscellaneous Information

Wi-Fi

Free Wi-Fi will be available at the Conference venue. Please be aware that public Wi-Fi capacity is limited. Therefore, it is restricted to email and web browsing activity. Should you require Wi-Fi or an internet line during your symposium or in your meeting room, please contact asinapova@kenes.com

Meeting Halls / Hospitality Halls

Supporters interested in renting a meeting Hall during FRPT 2024 Conference should contact Industry Liaison & Sales, Mrs. Nikol Karabelova at: nkarabelova@kenes.com

- A/V is not included in the price and can be ordered from Congress A/V coordinator.
 - Contact: Mike Perchig
 - E-mail: nest@nest-av.com
 - Kindly specify the name of the Sponsor/Exhibitor when approaching

- F&B is not included in the price and can be ordered directly from the catering.
 - Email: **Aleksandra Sinapova** at asinapova@kenes.com
 - For order form, please [click here](#)
 - Kindly specify the name of the Sponsor/Exhibitor when approaching the caterer.
 -

Waste Disposal

Please note that it is the supporter's 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.

Onsite Badges

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

Catering

Catering is **exclusive** to the **catering company** and should be ordered in advance. Supporters who wish to order food and beverages for their symposium, meeting/hospitality Hall or exhibition booth, are welcome to do so with the Industry Coordinator at asinapova@kenes.com.

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

Hostesses & Temporary Staff Hire

Marina Maiolatesi

Tel: +39/0633250564 +39/3356299737

P.ivia 04453851000

email: marina.millenium@outlook.it

Parking

The **Cardo Roma** has very limited parking – via a lot so limited height restrictions under 5' – parking is based on first come/first serve and is valet parking at \$60 per night plus taxes.

Section7: Lead Retrieval Wireless Barcode Reader

Lead Retrieval systems are a helpful tool for receiving participants' contact information when they visit your booth. Information obtained by the lead retrieval system enables Exhibitors to enhance their database by securing valuable leads for further marketing and communication.

We are pleased to offer you the "K-Lead" Application. Exhibitors can download the "K-Lead" app onto their own smart phone or tablet and transform their device into an instant, easy lead retrieval system and capture participants' full contact information with a quick scan of their badge.

Advantages of the **K-Lead application**:

- **Seamless Integration:** Download directly to your device; no extra hardware needed!
- **Effortless Scanning:** Quickly scan attendee badges to capture leads.
- **Customizable Notes:** Add personal comments to each lead for better follow-up.
- **"Quick Scan" Function:** Ability to quickly scan delegates as they enter the symposium hall.
- **Instant Access:** Get real-time lead information for immediate engagement.
- **Universal Compatibility:** Download from the Apple Store or Google Play using "Kenes K-Lead App."

Cost per unit: 700 EUR (excluding 4% credit card charges fees, excluding VAT if applicable).

Device is NOT included!

Deadline: 2 weeks prior to the conference

Onsite rate of 850 EUR will be applied for order received after above deadline.

Unlock the Power of K-Lead Plus:

- **Automated Follow-up Emails:** Immediately after scanning, send personalized emails to every lead. Make every connection count without lifting a finger!
- **Tailored Email Customization:** Craft the perfect message with customizable subject lines, email content, and signatures. Attach PDFs to add a polished, personal touch that stands out.
- **Timely Engagement:** Say goodbye to the hassle of manual follow-ups. K-Lead Plus handles it by sending tailored emails right after each scan, keeping your brand top of mind.
- **Trackable Insights:** Monitor how your emails perform with engagement metrics. Learn what works and refine your strategies for maximum impact, ensuring you're always improving.
- **Compatibility:** K-Lead Plus requires at least one K-Lead license purchased.

Cost for K-Lead Plus: 750 EUR

Key Notes for K-Lead and K-Lead Plus:

- **Device Not Included:** The application must be installed on your personal or company device

(tablet/smartphone).

- **Reliable Data:** Participant badge barcodes carry contact details as provided by registrants or their agencies. Note: Group registration may contain generalized information.
- **Content Responsibility:** Information content is managed by the registrant or their agency, not Kenes Group or the Organizing Committee.
- **Easy Reservation:** Secure your Wireless Barcode Reader in the Exhibitor's Portal <https://exhibitorportal.kenes.com>.
- **GDPR Compliance:** We've updated our [privacy policy](#) in compliance with GDPR. Your personal data won't be shared without consent. Presenting your badge for scanning implies consent to share your details.
- By purchasing the K-Lead and the K-Lead Plus, Exhibitors and Sponsors agree to [Data Processing Agreement](#).

How to **order K-Lead and K-Lead Plus?** -> Please access the **Exhibitor's Portal**

<https://exhibitorportal.kenes.com>

Section 8: Innovative Products for Industry Symposia Onsite

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:

- **Live Streaming** and many more products designed for capturing and recording symposium content.
- **Voting, Evaluations**, and more products designed for increasing participant's interaction during symposium sessions.
- **Translation services in any language:** We can provide the traditional solution with local interpreters and hiring headphone receivers. Alternatively, we offer *app translation* with remote interpreters. In this case the participants stream the translation through an app on their 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.

Please submit your order by **Friday, 1st November**. Orders received after the deadline will incur rush fees.



Section 9: Shipping Instructions

Kindly note that *Merkur Expo Logistics GmbH* is the sole official on-site agent nominated by *Kenes Group* to handle all in/out shipments arriving to this congress.

Contact details:

Merkur Expo Logistics GmbH

Markus Meyer

Email: markus.meyer@merkur-expo.com

Mobile +39-333-3659454

Range of services:

- Transport, national or international
- Temporary or permanent customs clearances
- Coordination of deliveries, delivery time slot management
- Unloading, delivery to the hall/exhibition-stand, forklifting
- Storage of empty boxes and crates during the event
- Accessible storage for brochures and give-away items during the event
- On-site assistance and supervision

The shipping instructions at the end of this manual are provided to assist with your preparation for the correct and timely dispatch of materials to the congress. Please follow the instructions closely.

The shipping instructions includes:

- Shipping Instructions
- Tariff
- Material Handling Form
- Shipping Labels

In order to follow up your shipment and to confirm arrival on time, we kindly ask you to provide the official shipping agent with the following information prior to shipping:

- Number of pieces (pallets, boxes, cartons, etc.)
- Way of transport (road freight, courier services, airfreight, ocean)
- Airway bill number

Supporters may choose to use their own services to deliver their goods to the venue door. However, no other company is permitted to deliver, operate, and handle goods inside the venue.

Merkur has the responsibility of receiving and handling all materials for a fee as published on the “Tariff” section at the end of this manual. Handling rates are based on the incoming weight of shipments.

***Merkur Expo Logistics* must receive the payment before forwarding freight.**

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

Insurance of Goods

All cargo should be insured from point of origin.

To view the **full FRPT 2024 Annual Conference Shipping Instructions**, including Tariffs, Material Handling please select the relevant links:

- [Shipping Instructions](#)

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

For any questions/clarifications, please contact:

Merkur Expo Logistics

Markus Meyer

Email: markus.meyer@merkur-expo.com

Mobile +39-333-3659454