



AAT-AD/PD™
FOCUS MEETING 2020
VIENNA, AUSTRIA

**SPONSORED
SYMPOSIUM MANUAL**

**ADVANCES IN ALZHEIMER'S
AND PARKINSON'S THERAPIES
AN AAT-AD/PD™ FOCUS MEETING**

2-5 APRIL 2020 | VIENNA, AUSTRIA
www.aat-adpd.kenes.com



ADVANCES IN ALZHEIMER'S AND PARKINSON'S THERAPIES AN AAT-AD/PD™ FOCUS MEETING



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Dear Supporter,

We are happy to present you with the AAT-AD/PD™ 2020 Industry Symposia Manual. AAT-AD/PD™ 2020 will take place in Vienna, Austria on 2-5 April 2020.

Venue address:

Austria Center Vienna

Bruno-Kreisky-Platz 1

Vienna

Tel.: +43-1-260 69-0

Venue website: <https://www.acv.at>

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 an e-mail with login details to access the Exhibitor Portal. The Exhibitor 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 specially reduced rates for various hotels in Vienna. Information, pictures, location and rates are available on the hotel accommodation page: [click here](#) or email us at booking@kenes.com (Kindly also refer to page 19 of this manual and review the section with our advise and recommendations on green practice and consider the environment when planning your travel).

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

We look forward to welcoming you in Vienna and wish you a successful Symposium.

Warm regards,
Alixandria Shulman
Industry Coordinator

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Section 1: Symposium Related Contact Information

Kenes Contacts:

Meeting Organiser

Kenes Group

Rue François-Versonnex 7

1207 Geneva, Switzerland

Tel: +41 22 908 0488

Fax: +41 22 906 9140

E-mail: aatadpd@kenes.com

Hotel Sales Manager

Irina Sapir

Tel: +41 22 908 0488 Ext: 998 | E-mail: isapir@kenes.com

Industry Coordinator & Exhibition Manager

Alixandria Shulman

Tel: +972 3 9727940 Ext 940 | E-mail: ashulman@kenes.com

Audio Visual Coordinator

Mike Perchig

E-mail: nest@nest-av.com

Industry Liaison & Sales - Team leader

Victoria Eskenazi

Tel: +972-3-9727986 Ext 986 | E-mail: veskenazi@kenes.com

Registration Specialist

Adi Braunstein

Tel: +972 3 9727398 Ext 398 | E-mail: azur@kenes.com

Product Marketing Coordinator

Denitsa Yordanova

Tel: +359 88 3453919 Ext 295 | E-mail: dyordanova@kenes.com

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Contractors:

Catering

Motto Catering GmbH

Motto Catering Online Order Form: shop.motto-catering.at

E-mail: webshop@mottogroup.at

Tel: + 43 1 585 2303 20 [During working days and office hours: 9am-5pm]

Catering is **exclusive** to *Motto Catering GmbH*.

Onsite Logistic Agent, Material Handling & Customs Clearance Agent

Merkur Expo Logistics GmbH

Zehavit Akerman

Tel: +49 6173 966 95 28

Mobile: +972 52 511 4982

E-mail: Akerman@merkur-expo.com

Merkur is the **exclusive** handler inside the venue.

Hostesses & Temporary Staff Hire

Impacts Catering Solutions GmbH

Katharina Buresch

Tel: +43 1 402 0808 310

Mobile: +43 664 886 37 534

E-mail: buresch@impacts.at

Website: www.impacts.at

Branding of Headtable /Rollups/Graphics/Signage/Printing Services

cPoint GmbH

Tel: + 43 1 319 69 99 6

E-mail: info@cpoint.services

Website: www.cpoint.services

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Section 2: Deadlines Table

Action Item (Please refer to your signed contract)	Deadline	Contact Person
Staff Hotel Reservation	As soon as possible	Irina Sapir isapir@kenes.com
Payment of Invoice Balance	Must be received in full one week prior to the Meeting	Pazit Hochmitz phochmitz@kenes.com
Symposium Final Program (for approval by Scientific Committee)	As soon as possible	Via Exhibitor Portal
Advertisement inside the E-Program book	As soon as possible	https://exhibitorportal.kenes.com
Promotional E-mail Blast (Exclusive/Joint)	Monday, 24 February	Each supporter has received login details to access the Exhibitor's Portal.
E-Advertisement in the Mobile App	As soon as possible	
Text for Push Notifications	Monday, 9 March	For queries please contact
Badge Scanner/ Lead Retrieval System	Monday, 17 February	ashulman@kenes.com
Placing orders for Voting/Recording/ 'Ask the Speaker' and other Technology Products and Services	As early as possible and no later than Monday, 24 February <i>Orders received after the deadline will incur rush fees</i>	Denitsa Yordanova dyordanova@kenes.com
Branding of Headtable / Rollups/ Signage/ Printing Services/ Graphics	Monday, 24 February <i>Artwork should be submitted before Monday, 02 March</i>	cPoint GmbH info@cpoint.services
Hostesses & Temporary Staff Hire	Monday, 9 March	Katharina Buresch buresch@impacts.at
Catering Services	Monday, 9 March <i>Orders received after the deadline might incur additional fees and items availability might not be guaranteed.</i>	Motto Catering Webshop: shop.motto-catering.at webshop@mottogroup.at
AV – scheduling Tech rehearsal, placing orders for extra AV for the Sponsored Symposia and AV for Meeting rooms	Monday, 16 March	Mike Perchig nest@nest-av.com
Shipping & Material Handling Services		
Door to door	Please contact Merkur	Zehavit Akerman Akerman@merkur-expo.com
Airfreight shipments		
Shipment via Germany warehouse	No later than Friday, March 27	
Direct to the Venue	Wednesday, April 1	

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Section 3: Industry Symposia Timetable

Thursday, April 2, 2020

Company Name	From	To	Location
Biogen	14:05	16:00	Hall E

Friday, April 3, 2020

Company Name	From	To	Location
Roche	11:05	13:00	Hall E
Roche	15:40	16:40	Hall E

Saturday, April 4, 2020

Company Name	From	To	Location
GreenValley	11:05	13:00	Hall E
Suven	15:35	16:45	Hall E

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

Important notes:

- Industry Symposia are not included in main Meeting CME/CPD credit.
- We recommend arriving early to set up the hall prior to the start of your Symposium. A member of the Kenes Operational team will be available should you need any assistance.
- 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. Kindly refer to page 19 of this manual and review the section with our advise and recommendations on green practice and consider the environment when planning your symposium.
- 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 [AAT-AD/PD™ 2020 Meeting Website](#).
- Food and drinks can be taken into the symposium halls (excluded hot dishes).
- Please take into consideration that a light lunch will be served in the Exhibition area simultaneously to the Industry Supported Session; therefore, we recommend serving lunchboxes or any kind of refreshments of your choice at the entrance of the symposium hall.
Additional charge of €250 +VAT (if applicable) will be applied for cleaning the hall immediately following the session (mandatory service).

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- 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 does not contradict the supporter's internal compliance policy.

Speaker's 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 Meeting.

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

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



Section 4: Symposia Session Halls

Symposia Halls - Technical Details				
Hall Name	Location	Hall Capacity	Hall Layout	Stage
Hall E	Level 0	1100	Theatre	Fixed stage (1107sqm)

Head Table in All Halls	
<ul style="list-style-type: none"> ➤ Head table Dimensions: 2 x table modules. Dimensions of each table: W 140 x H 73 x D 60 cm ➤ Each table has two A2 advertising spaces. Dimensions of each space: W 42 x H 59.4 cm (A2) ➤ Foam board (10mm recommended) or similar rigid material is recommended for branding. ➤ Any branding done will need to use double-sided Velcro (not tape or glue that will leave residue). ➤ For branding options, you may contact cPoint. Contact details can be found on page 4 or 5. 	<p>Sufficient seating for up to 4 persons</p> 

The general stage setting in all halls includes 1 speaker lectern (digitally branded) and a head table accommodating up to **4 persons**. For alternative/additional arrangements (fees may be incurred) please contact Alixandria Shulman at: ashulman@kenes.com.

Branding the head table is optional and should be arranged in advance by the sponsoring company.

Branding of the lectern will be done digitally by AV technician in hall.

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Location and Layout

Please click on each level for full floor plan in PDF format:

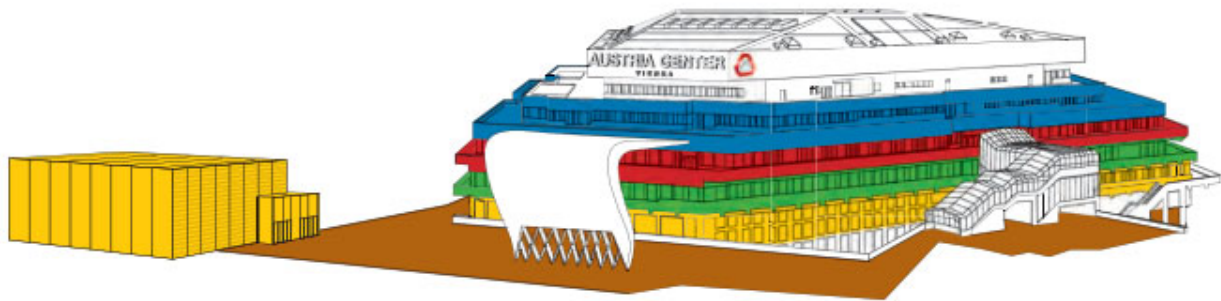
[Brown level \(Level -2\)](#)

[Yellow level \(Level 0\)](#)

[Green level \(Level 1\)](#)

[Red level \(Level 2\)](#)

[Blue level \(Level 3\)](#)



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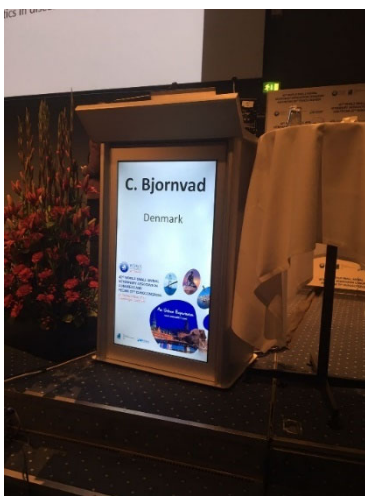


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Audio-Visual (AV) Equipment

Hall E:

- 2 x lateral main front projection screens, image of H4 X W7 meters approx. each
- 2 x Data projectors, 14000 ansi-lumens each, to project the image on the main screens
- Central front projection screen, image of H2.25 X W meters approx.
- Data projector, 10000 ansi-lumens, to project the image on the central screen
- Data/Video control system, including seamless Data/Video switchers and all necessary cabling (during Presentations : PowerPoint on the main screens, Video face of speaker on the central screen / during Q&A discussions : Video face of speaker on the main screens, Logo on the central screen / see photo below)
- Fixed video camera, to capture the face of the speaker at the lectern for live close-circuit projection.
- 40" Confidence monitor in front of the head table, showing the same PowerPoint & Video images as projected on the main screens.
- Laptop computer for PowerPoint presentations, including English version 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)*.
- 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 9 wired microphones (3 head table, 2 lecterns, 4 Questions & Answers) with stands (floor/table), 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.
- Lighting system, illuminating the lectern and the head table.
- Colorful Lighting on stage
- 4 x English speaking AV technicians to operate the above-mentioned systems.



For demonstration only (images taken in other venues)

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For Sponsors' Symposia being held in Hall E, the company "virtual" banners in front of the lectern and on the central screen (as describe above) 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

Presentations Upload

Please approach the Onsite Speakers' Ready Room at **least 4 hours before your session** in order to upload the slides.

We strongly recommend visiting the [Technical Requirements and Instructions for Oral Presenters](#) page to prepare your slides accordingly.

- Please note that **Presenter mode** will not be available during your presentation. Please print your notes in advance or come to the Speaker Ready Room and we will print them for you.
- If your session is recorded (webcasting or live streaming), please note you must use the Meeting computers.
- You may use your own computer for the presentation. Please bring your computer to the session hall where your lecture is taking place during one of the breaks prior to your session, and at least 1 hour before the start of the session.

Onsite Speakers' Ready Room opening hours will be published on the [Technical Requirements and Instructions for Oral Presenters](#) page.

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Section 5: Symposium Promotion

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

- **Meeting banner** should NOT be used in any promotional materials created by the supporter.
- Materials created by companies should NOT utilise 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 AAT-AD/PD™ Focus Meeting 2020”**, which will take place in Vienna, Austria on 2-5 April 2020.

In addition, it is not permitted to use the **AAT-AD/PD™ logo** on any of the symposia materials.

Symposium Title and Program

Please submit the final symposium Program via the [Exhibitor Portal](#) as early as possible. The proposed

Program should include:

- Symposium title
- Chair(s) details: name, country and e-mail address
- Topics/lecture titles + Speakers details: name, country and e-mail address
- Please specify the symposium date, time and hall name

In case of changes to your symposium title or Program, please contact the Industry Coordinator at: ashulman@kenes.com.

Mobile App Advertisement

Should you be entitled to a mobile app advertisement as per your contract, please submit the advertisement via the [Exhibitor Portal](#) as early as possible.

File format: PNG or JPG (up to 2 MB)

Width: 1500 pixels

Height: 2000 pixels

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

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”**

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Push Notification

For supporters entitled to a push notification as per their signed contract, kindly submit the final push notification via the [Exhibitor Portal](#) as early as possible.

The text by **Monday, 9 March** according to below guidelines:

- Message title: max 90 characters including spaces.
- Message body: max 140 characters including spaces.
- Launch date and time: when submitting the text, please also indicate when you wish the push notification to be sent out. Push notifications will be sent out **only during breaks** in order not to disturb the participants who are inside the session halls. To view the list of breaks please refer to the [Scientific Program](#). The final schedule will be determined closer to the Meeting, considering other push notifications. We will do our utmost to accommodate your request.

Promotional E-mail Blast - Joint

Supporters who are entitled to Joint E-mail Blast as per their signed contract, are kindly requested to submit the files until **Monday, 24 February** and to follow the guidelines below:

- Please prepare 2 files according to the following specifications:
 - One Banner/Image**
Format: JPEG
Dimension: 300X250
Width: 300 pixels
Height: 250 pixels
 - One A5 PDF (this file will be linked to the banner/image)**
Format: PDF
A5 size
- Please send these 2 files to Industry Coordinator via email. E-mail: ashulman@kenes.com
- The exact launch date will be determined by *Kenes* in due course. The Mail Blast will be sent out to the pre-registered delegates who have agreed to receive promotional material.

Promotional Email Blast – Exclusive

For supporters entitled to an exclusive e-mail blast as per their signed contract, kindly submit the files via the [Exhibitor Portal](#) as early as possible.

Please [click here](#) to download the e-mail blast design requirements. These guidelines should be forwarded to your web-designer/Programr.



Symposium Signage (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.

Please refer to page 19 of this manual and review the section with our advise and recommendations on green practice and consider the environment when planning your symposium.

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 Meeting 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. (For dimensions, please refer to Section 4: Symposium Session Hall).
- Branding of the lectern will be done digitally.

2. 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 Industry Coordinator and Exhibition Manager.

For branding options and costs, you may contact **cPoint**. Contact details can be found on page 4 or 5.

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

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 **Motto Catering GmbH** and should be ordered in advance. Supporters who wish to order food and beverages for their symposium, meeting/hospitality room or exhibition booth, are welcome to do so directly with **Motto Catering GmbH**:

Motto Catering webshop: shop.motto-catering.at

E-mail: webshop@mottogroup.at

Tel: +43 1 5852303 20 [During working days and office hours: 9am-5pm]

Please take into consideration that lunch will be served in the Exhibition Hall before Industry Symposia (included in the registration fee). Therefore, we recommend serving lunch boxes or any kind of refreshments of your choice at the entrance of the symposium hall.

Kindly place your order in advance and no later than **Monday, 9 March**.

Orders received after the deadline might incur additional fees and items availability might not be guaranteed

Note: additional charge of €250 will be applied for cleaning the hall immediately following the session mandatory service.

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 contradicts the supporter's internal compliance policy.

Wi-Fi

Free Wi-Fi will be available at the Meeting 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, please let us know in advance and we will send you a quote.

Contact person:

Alixandria Shulman at ashulman@kenes.com

Meeting Rooms / Hospitality Rooms

Supporters interested in renting a meeting room during AAT-AD/PD™ 2020 Meeting should contact Industry Liaison & Sales, Ms. Victoria Eskenazi at: veskenazi@kenes.com

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Parking (for car or small van – hand-carry items only)

The Austria Center Vienna car park is open 24 hours a day. The entrance height is limited to 2 meters. Please [click here](#) for full information regarding parking and costs.

Please note that there are also slight restrictions in the parking decks due to construction works.

Tel: +43 1 26069-0

E-mail: parken@acv.at

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 Meeting organisers at the expense of the supporter concerned.

Kindly refer to page 19 and review the section with information on waste prevention and waste separation and our advise on green practice when planning your symposium.

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Section 7: Badge Scanner/Lead Retrieval System

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 Exhibitors' Portal no later than **Monday, 17 February**.

The Mini Scanner

- Pocket size
- Quickly capture lead information by scanning the barcode on attendees' badge
- Cost per unit - **€ 400** + 4% credit card charges
- Available for the duration of the symposium only
- Note: no editing capabilities.



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 delegates' personal data with third parties without their consent.
Please note that similar to sharing a business card, presenting a 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 the company may contact them in the future.
- The barcodes on the delegates' 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.

In order to reserve your Mini Scanner, please log into the Kenes Exhibitors' Portal

<https://exhibitorportal.kenes.com>

If further assistance is required to place your order, or you have not received your login details please contact the Exhibition & Industry Coordinator, Alixandria Shulman at ashulman@kenes.com



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Section 8: Innovative Products for Industry Symposia

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 Meeting app, Q&A via Meeting 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 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 **Monday, 24 February**. Orders received after the deadline will incur rush fees.





Section 9: Green Initiative

We are committed to carrying out this Meeting according to the Guideline of the Austrian Ecolabel for Green Meetings and Green Events. In this context we try to save resources, avoid waste, and act in an environmentally conscious way in all fields. **We kindly ask you to contribute to this initiative and take note of the following guidelines:**

Information about travel:

- Take advantage of the good public connection to Vienna and the Meeting venue, Austria Center. On <http://www.oebb.at/en> you can easily book train tickets, whilst on <https://www.flixbus.com> you can book bus tickets. Look out for offers e.g. the “Sparschiene” tickets.
- You can find more information about the local public connections and how to reach the Austria Center at the following [link](#). Plan your trip with the [route finder of the Wiener Linien](#).
- If you come to the venue by car or plane, you can compensate your emissions here: www.co2.myclimate.org or any other platform.
- Other ideas: Organise carpools, use a bicycle to commute to the Meeting grounds or walk from your accommodation.

Information about accommodation:

- We would appreciate it if you and your staff members spend the night in an environmentally certified hotel. You can directly contact our colleague Irina Sapir at isapir@kenes.com, who will recommend you a certified hotel for your stay or accommodation within walking distance of the venue.

Information on waste prevention and waste separation:

You are obliged to comply with the waste concept at this event. Please try to avoid as much waste as possible:

- Reduce the volume of the material to be transported and to be stored as far as possible.
- Use reusable, environmentally friendly decoration for your symposium. The materials for which the symposia organisers are responsible for (roll-ups, banners, etc.) must be re-usable and should be re-used.
- Any printed products of relevance to the event are to be produced according to the principle of minimum resource expenditure: small number of copies, small printing format, double-sided copies, replacement by electronic carriers, mail services, internet, apps etc.

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- Avoid mass distribution of flyers or other printed matter, hand out printed matter only upon request, or give preference to electronic information transfer (e.g. indication of links for download, etc.). Reuse the remaining brochures at other events.
- If you are to print flyers or other materials, use 100% recycling paper or at least paper bleached completely without the use of chlorine (TFC) for the required printed matter, or commission a certified printing company with the printing job according to the guidelines of the Austrian Eco-label.
- Return your symposium badges/name tags at the registration desk after the symposium.

Contact for questions regarding the Green Initiative:

Dimana Atanasova, datanasova@kenes.com



Section 10: 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 Meeting.

Contact details:

Merkur Expo Logistics GmbH

Ms. Zehavit Akerman

Tel: +49 69 747 848

Mobile: +972 52 511 4982

E-mail: akerman@merkur-expo.com

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 Meeting. 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:

1. Number of pieces (pallets, boxes, cartons, etc.)
2. Way of transport (road freight, currier services, airfreight, ocean)
3. 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* must have payment before forwarding freight.**

ADVANCES IN ALZHEIMER'S AND PARKINSON'S THERAPIES AN AAT-AD/PD™ FOCUS MEETING

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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.

Shipments sent directly to the venue prior to Monday, 1 April will be refused by Austria Center Vienna.

Insurance of Goods

All cargo should be insured from point of origin.

To view the **full AAT-AD/PD™ 2020 Meeting Shipping Instructions**, including Tariffs, Material Handling please select the relevant link:

Shipping Labels must be attached to all boxes. Please [click here](#) for Shipping Labels

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

For any questions/clarifications, please contact Ms. Zehavit Akerman from *Merkur*.

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Mobile: +972 52 511 4982

E-mail: Akerman@merkur-expo.com