

# EFNS STOCKHOLM 2012

## Symposia Technical Manual



**16<sup>TH</sup> CONGRESS OF THE EUROPEAN  
FEDERATION OF NEUROLOGICAL SOCIETIES**  
STOCKHOLM, SWEDEN, SEPTEMBER 8-11, 2012

**HOST**



Organised in co-operation with the Swedish Neurology Society



Co-sponsored by the European  
Section of the Movement  
Disorder Society (MDS-ES)



Co-sponsored by the  
European Federation  
of Autonomic  
Societies (EFAS)



Co-sponsored by the  
World Federation of  
Neurology (WFN)

**CO-SPONSORSHIP**

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**IMPORTANT DEADLINES:**

- **July 10, 2012**  
Receipt of company logo for printing in the Exhibitors' and Sponsors' Programme and acknowledgement sign (to be emailed to: [tlessick@kenes.com](mailto:tlessick@kenes.com)). Should be sent in eps, illustrator, jpg or pdf format 300 dpi.
- **July 16, 2012**  
Receipt of invitation for your satellite (pdf version to be emailed to: [Mueller@efns.org](mailto:Mueller@efns.org) and [tlessick@kenes.com](mailto:tlessick@kenes.com))
- **September 5, 2012 between 08:00-12:00**  
Arrival of printed satellite invitations to be inserted into the Congress bags.

## Section 1: CONTACT PERSONS & GENERAL INFORMATION

### Project Manager

Ms. Iris Ben-Zeev  
Telephone: +41 22 908 0488 ext. 528  
Fax: +41 22 906 9140  
Mobile: +972 54 678 7828  
E-mail: [ibenzeev@kenes.com](mailto:ibenzeev@kenes.com)

### Technical and Exhibition Manager

Ms. Sarit Mor  
Telephone: +41 22 908 0488 ext. 563  
Fax: +41 22 906 9140  
Mobile: +972 54 678 7850  
Enquiries E-mail: [tfox@kenes.com](mailto:tfox@kenes.com)

### Accommodation

Ms. Efrat Kilinski  
Telephone: +41 22 908 0488 ext. 963  
Fax: +41 22 906 9140  
E-mail: [ekilinski@kenes.com](mailto:ekilinski@kenes.com)

### Audio-Visual Coordinator

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

### Catering

Catering is exclusive to Mässrestauranger AB at Stockholmsmässan.  
Website: <http://www.massrestauranger.se/home-en>

For satellite symposia and room catering, all inquiries should be made directly to the caterer at: [parkside@massrestauranger.se](mailto:parkside@massrestauranger.se)

### Congress Secretariat

Ms. Tammy Lessick  
Senior Associate Project Manager  
EFNS 2012  
1-3 Rue du Chantepoulet, PO Box 1726  
CH-1211 Geneva 1  
Switzerland  
Telephone: +41 22 908 0488 ext. 518  
Fax: +41 22 906 9140  
E-mail: [tlessick@kenes.com](mailto:tlessick@kenes.com)

### Congress Website

For updated information about the Congress, please visit: [www.efns.org/efns2012](http://www.efns.org/efns2012)

### **EFNS Head Office**

Ms. Elisabeth Müller  
Executive Director  
EFNS Head Office  
Breite Gasse 4-8, A-1070 Vienna  
Telephone: +43 1 889 05 03 11  
Fax: +43 1 889 05 03 13  
E-mail: [mueller@efns.org](mailto:mueller@efns.org)  
Website: <http://www.efns.org>

### **Registration - Groups**

Ms. Olga Volodarsky  
Telephone: +41 22 908 0488 ext. 976  
Fax: +41 22 906 9140  
E-mail: [ovolodarsky@kenes.com](mailto:ovolodarsky@kenes.com)

### **Registration – Individual**

Ms. Shani Zohar  
Telephone: +41 22 908 0488 ext. 539  
Fax: +41 22 906 9140  
E-mail: [szohar@kenes.com](mailto:szohar@kenes.com)

### **Shipments & Freight Forwarding**

HERMES-MERKUR  
Telephone: +49 6173 966 3528  
Fax: +49 6173 966 3529  
Mobile: +972 52 511 4982  
+972 52 889 0129  
E-mail: [zehavitak@hermes-exhibitions.com](mailto:zehavitak@hermes-exhibitions.com)  
[Irit@Hermes-Exhibitions.com](mailto:Irit@Hermes-Exhibitions.com)

### **Venue**

Ms. Niddi Siven  
Event Manager Congresses & Guest Events  
Stockholmsmässan SE-125 80  
Stockholm, Sweden  
Telephone: +46 8 749 4100  
Fax +46 8 99 1135  
Direct +46 8 749 4254  
E-mail: [niddi.siven@stockholmsmassan.se](mailto:niddi.siven@stockholmsmassan.se)  
[eventservice@stockholmsmassan.se](mailto:eventservice@stockholmsmassan.se)  
Website: [www.stockholmsmassan.se](http://www.stockholmsmassan.se)



## Section 2: TIMETABLE AND GENERAL LAYOUT

The symposia will take place in the Stockholmsmässan Congress Centre.  
In all Congress publications, the halls will be referred to as:

**Hall A2, Hall A4, Hall A6, and Hall A8**

Please refer to the halls as such in your printed material.

### General Congress Layout



## Symposia Timetable

<b>SATURDAY, SEPTEMBER 8, 2012</b>
<b>Hall A2</b> 800 pax
<b>17:00-18:30</b> Janssen Satellite Symposium: Alzheimer's disease progression: Advancing our understanding

<b>SUNDAY, SEPTEMBER 9, 2012</b>			
<b>Hall A2</b> 800 pax	<b>Hall A4</b> 800 pax	<b>Hall A6</b> 800 pax	<b>Hall A8</b> 800 pax
<b>13:00-14:30</b> Abbott and Britannia Satellite Symposium: Is earlier initiation of continuous dopaminergic stimulation (CDS) therapy beneficial in advanced Parkinson's disease? A debate	<b>13:00-14:30</b> Lundbeck/Merz Satellite Symposium: Challenges and opportunities in Alzheimer's disease	<b>13:00-14:30</b> Pfizer Satellite Symposium: Clinical challenges in neuropathic pain	<b>13:00-14:30</b> GSK Satellite Symposium: Retigabine: Mapping the next steps in focal epilepsy
	<b>17:30-19:00</b> GE Healthcare Satellite Symposium: The value of knowing: early and accurate diagnosis of dementia	<b>17:30-19:00</b> Genzyme Satellite Symposium: Addressing unmet needs in rare diseases and Multiple sclerosis- diagnostic challenges and novel treatment strategies	<b>17:30-19:00</b> UCB Satellite Symposium: What do Parkinson's disease and diamonds have in common?

<b>MONDAY, SEPTEMBER 10, 2012</b>			
<b>Hall A2</b> 800 pax	<b>Hall A4</b> 800 pax	<b>Hall A6</b> 800 pax	<b>Hall A8</b> 800 pax
<b>13:00-14:30</b> Teva-Lundbeck Satellite Symposium: Optimizing symptomatic control in Parkinson's disease			<b>13:00-14:30</b> Novartis Satellite Symposium: Improving outcomes in Alzheimer's disease with high dose cholinesterase inhibitor therapy
<b>17:30-19:00</b> Nutricia Satellite Symposium: Targeting synapse loss- clinical evidence for a new approach in early Alzheimer's disease	<b>17:30-19:00</b> Takeda Satellite Symposium: Post-stroke cognitive impairment: a future path	<b>17:30-19:00</b> Orion Satellite Symposium: Importance and relevance of levodopa dosing on motor complications in Parkinson's disease	

### Section 3: SATELLITE SYMPOSIA HALLS

#### Hall A2, Hall A4, Hall A6, and Hall A8

Capacity	800 seats in theatre style
Ceiling Height	7 meters from the floor
Stage	At least 10 meters wide x 3 meters deep x 0.40 meter high*
Speaker Lectern	Vertical 42" Plasma screen in front of the lectern projecting the name of the speaker and the logo. (See photo on page 8)
Head Table	3.6 meters wide x 0.76 meter high- <i>for branding</i> . (3x modules will be used. Each module measures 1.20 meters wide x 0.76 meter high- <i>for branding</i> .) 6 people can sit at this table. Should you need more seating space, please contact us as noted below.**

**Please Note:**

\*These measurements are gross dimensions. We will advise you of the actual available space after we finalize the decoration specifications of the stage.

\*\*The secretariat, Tammy Lessick at: [tlessick@kenes.com](mailto:tlessick@kenes.com) as well as Tsiyva Fox at: [tfox@kenes.com](mailto:tfox@kenes.com) must be advised as to how many speakers will be seated on the stage by August 9, 2012.

The general stage setting includes Congress general decoration, projection screens, 1 speaker lectern and head table. If a different setting of the stage is required, please contact Ms. Tsiyva Fox at: [tfox@kenes.com](mailto:tfox@kenes.com) to make arrangements.



**Symposia Hall-(for illustration purposes only)**



**Head table-(for illustration purposes only)**



**Lectern-with plasma screen  
(for illustration purposes only)**



## Section 4: AUDIOVISUAL (AV) EQUIPMENT

For each Hall (Halls A2, A4, A6, A8):

- 2 x front projection screens, image of at least 4.20 m' H x 5.60 m' W each.
- 2 x Data projectors, at least 5000 ansi-lumens each - including the necessary VGA cables between the projectors and the laptop computer at the lectern.
- 32" Confidence monitor in front of the head table, showing the same image as being projected on the main screens.
- Laptop computer for PowerPoint presentations, including English version of Windows 7, English version of Office 2010, DVD drive, USB port, sound card – located at the lectern and networked to the Speakers' Ready Room.
- Vertical 42" Plasma screen in front of the lectern, facing the audience, projecting a PPT with the name of the speaker ( see photo on page 8 )<sup>\*</sup>.
- Green 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 ( Audio monitor for the lectern and the head table ), including 8 **wired** microphones ( 2 head table, 2 lectern, 4 Question & Answer ) with stands ( floor/table ), 1 wireless tie-clip microphone and connection to sound from computers ( mini PL plug ) at the lectern.
- Lighting system, illuminating the lectern and the head table.
- 2 x English speaking AV technicians to operate the above-mentioned systems.

<sup>\*</sup> The Symposium Logo may be projected in front of the lectern during the entire Symposium. Please contact the AV 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" banner can include the name and logo of Sponsoring Company, the title/name of the Symposium and the name/Logo of the Meeting.

**If you would like to arrange for any additional AV equipment (i.e. additional microphones, audio and/or video recording, voting system, simultaneous translation system, etc.), time slot for rehearsals, AV equipment for small meetings, etc., please contact Mr. Mike Perchig, the Audio-Visual Coordinator, directly at: [nest@nest-av.com](mailto:nest@nest-av.com)**

## Section 5: PROMOTING YOUR SATELLITE SYMPOSIUM PRIOR TO THE CONGRESS

- **Mailing List of pre-registered participants**

You are entitled to a set of postal labels, free of charge, for all pre-registered participants, to enable you to send out material and promote your satellite symposium to interested parties.

Please advise us if you are interested in receiving these labels. If so, please supply us with the contact name and address to where we should send the labels.

The labels will be sent approximately one month prior to the date of the Congress.

They will be sent on mailing labels for one time use, and NOT as a list by e-mail. The mailing list is restricted and may only be used to promote your EFNS satellite activities.

The list will include registered participants who have not opted out of the promotion list.

- **Satellite Symposium invitation for inclusion in participants bags**

Should you wish to promote your satellite symposium, the organizers will be happy to insert an invitation into participant bags free of charge.

- a) Please e-mail the pdf draft of your invitation (including graphic design) **prior to printing** for approval to: Ms. Lisa Müller at: [mueller@efns.org](mailto:mueller@efns.org) no later than July 16, 2012. We recommend that the invitation does not exceed A4 size. Preferred size: A5.  
**Please send the final corrected version of the invitation to both Lisa Müller at [mueller@efns.org](mailto:mueller@efns.org) and Tammy Lessick at [tlessick@kenes.com](mailto:tlessick@kenes.com).**
- b) Once the invitation is approved, please send **5,500** invitations as per the shipping instructions at the end of the manual. Please make sure to mark all boxes clearly with the green label: "INSERTS FOR PARTICIPANTS BAGS – EFNS 2012". Please make sure to send this material separately from any exhibition material.  
Your invitations must arrive to the venue no later than September 5, 2012 between 08:00-12:00.
- c) Please supply the name, e-mail and mobile telephone number of the contact person in charge of this material, in case of any on site problems, to:  
Ms. Tammy Lessick at: [tlessick@kenes.com](mailto:tlessick@kenes.com).

**\*\*Please Note: All shipments and deliveries, including those sent by courier, must be coordinated with Hermes. Please find detailed instructions in the "Shipping" section of this manual.**

## Section 6: PROMOTING YOUR SATELLITE SYMPOSIUM AT THE CONGRESS

- **Distribution of material at hall**

A table will be placed outside the satellite symposium halls for distribution of material.

- **Poster Board**

You will be allocated a poster board to advertise your satellite symposium.

The board will be situated at the entrance of the exhibition area.

Size of poster cannot exceed 85 cm wide x 120 cm high.

Mounting: Saturday, September 8, 2012

The poster will be on display throughout the Congress.

- **Satellite Symposium Information Signs**

You are allowed to place three roll-up signs measuring a maximum of 1 m wide x 2.25 m high to advertise your satellite symposium at the designated places **ON THE DAY OF YOUR SATELLITE SYMPOSIUM ONLY** and not on the days prior to the event.

Designated areas = 1 sign near the registration area and 2 additional signs to be placed while on site.

- **Company logo**

The logo of your company will appear in various Congress publications. In order to ensure good quality, please make sure to send us the logo in eps, illustrator, jpg or pdf format – 300 dpi.

The logo must be received by July 10, 2012 to Ms. Tammy Lessick at:

[tlessick@kenes.com](mailto:tlessick@kenes.com)

**It is the Sponsor's responsibility to review and comply with the local authorities' "Regulations of Practice on the Promotion of Medicines: EFPIA (European Federation of Pharmaceuticals Industries & Associations) [www.efpia.org](http://www.efpia.org) and IFMPA (International Federation of Pharmaceutical Manufacturers & Associations) [www.ifpma.org](http://www.ifpma.org)."**

**These regulations are generally relevant to the promotion of products by means of advertisements, posters, distribution of give-aways, etc.**



## Section 7: SIGNS FOR SATELLITE SYMPOSIA

Please note the following decoration which Kenes International will provide and which you may create for your symposium.

- a) Kenes International will provide 1 sign for each satellite symposium:  
size 0.88 meter width x 2.04 meters high, to be placed at the entrance of the session hall.  
The sign will include: name of satellite symposium, logo of sponsoring company and the EFNS logo.
- b) During the satellite symposium, your company is allowed to place in the session hall 2 additional signs.  
-1 free standing vertical sign to be placed on the stage inside the session hall measuring up to 1.50 meters wide x 2.50 meters high  
-1 horizontal sign placed on the head table.  
Note: the exact measurements are found in Section 3 on page 7.
- c) As noted in Section 3 on page 7, in front of the lectern there will be a 42” vertical plasma screen projecting the name of the speaker and a logo image. Please contact the AV Coordinator, Mr. Mike Perchig (e-mail: [nest@nest-av.com](mailto:nest@nest-av.com)) in order to design the image according to the required resolution. The “virtual” banner may include the name of symposium and the name and logo of the sponsoring company.



## Section 8: MISCELLANEOUS INFORMATION

### Catering

Catering is exclusive to Mässrestauranger AB at Stockholmsmässan, website: <http://www.massrestauranger.se/home-en>

For satellite symposia and room catering, all inquiries should be made directly to the caterer at: [parkside@massrestauranger.se](mailto:parkside@massrestauranger.se)

### Entry Passes For Your Staff To Your Satellite Hall

In order to receive special entry passes for staff to access your Satellite Symposium Hall (only), please send a list of the staff names to

Ms. Shani Zohar at: [szohar@kenes.com](mailto:szohar@kenes.com) no later than Thursday, August 23, 2012.

Special badges will be prepared and may be picked up from the registration desk.

### Lead Retrieval Wireless Barcode Reader

Lead Retrieval Wireless Barcode Readers are a helpful tool for receiving contact information about participants who visit your booth or attend your symposium. For further information about barcode readers, please visit the following website:

<http://www.codecorp.com/assets/manual/C004387-06-CR3500-user-manual.pdf>

Barcode readers may be rented in advance at the rate of €300 per system for the duration of the congress.

### 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.

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 on site at the Exhibition Manager's Desk. Earliest pick up time is in the morning of Saturday, September 8, 2012. The lead retrieval system needs to be returned to the Exhibition Manager's Desk on Tuesday, September 11 by 15:00.

In order to reserve your Lead Retrieval Wireless Barcode Reader, please find on the following page a credit card order form. Before August 9, 2012, please fax this form to the attention of: Ms. Tsivya Fox at: +41 22 906 9140.

**EFNS 2012 Lead Retrieval Wireless Barcode Reader Order Form**

Thank you for your order of the lead retrieval wireless barcode reader. We hope that you will find this system an enhancement to your Congress experience.

Please fill out this form which provides your credit card details. Your card will be charged €300 for each system you order. Please note that if the system is not returned to the Exhibitor Manager's Desk on Tuesday, September 11 by 15:00, an additional €1500 charge will be made to your credit card.

In accordance with the security measures taken by credit card companies, please complete the following form in your own handwriting and sign.

Please fax this form before August 9, 2012 the attention of: Tsivya Fox at: +41 22 906 9140.

If you are in need of any assistance while on-site, please contact the Exhibition Manager, Sarit Mor at: +972 54 678 7850.

Number of lead retrieval wireless barcode readers requested: \_\_\_\_\_

Authorization for Credit Card Charge

We authorize Kenes International – Organizers of Congresses to make the charge of €300 for each lead retrieval wireless barcode reader ordered for the EFNS 2012 Congress to be held in Stockholm, Sweden, September 8-11, 2012.

Credit Card details to be charged:

Company Name: .....

Card Number: .....

Expiration Date: .....

Name of Card holder: .....

Address: (as per Credit card records): .....

E-mail address: .....

Telephone number: .....

Security digits (on the back of the credit card).....

Date: .....

Company VAT number: .....

SIGNATURE of Card holder: .....

**Manpower**

You will be provided with 1 hostess at the Hall entrance to supervise participant flow and 1 technical assistant to help you 30 minutes prior to your satellite symposium.

If additional manpower is required (i.e. hostesses for registration or distribution of materials, please feel free to contact directly):

Mr. Torbjörn Erkers

E-mail: [torbjorn.erkers@stockholmsmassan.se](mailto:torbjorn.erkers@stockholmsmassan.se)

**Press guidelines**

- Members of the press must register for the congress. They will receive a press badge.
- Members of the press may attend the congress lectures on a complimentary basis.
- A press room will be available.
- Press releases by companies must be received for approval by EFNS Head Office not later than 14 days before the beginning of the congress, and EFNS will answer within 7 days.
- Companies may place their press releases in the press room.
- Embargo policy: Companies may not place a press release prior to discussion of the relevant topic / product in the satellite symposium.
- Press room cannot be sponsored by industry

## **Section 9: REGISTRATION & ACCOMMODATION**

### **Group Registration Policy**

Group Registration procedure will be valid for a minimum of 10 participants and up.

To facilitate your group registration, you are requested to return the signed policy by fax and complete the following group registration form together with your payment.

For more information about group registration, please contact Ms. Olga Volodarsky at: [ovolodarsky@kenes.com](mailto:ovolodarsky@kenes.com)

For more information about group accommodation, please contact Ms. Efrat Kilinski at: [ekilinski@kenes.com](mailto:ekilinski@kenes.com)



EFNS EUROPEAN FEDERATION OF  
NEUROLOGICAL SOCIETIES

16TH CONGRESS OF THE EUROPEAN FEDERATION OF NEUROLOGICAL SOCIETIES

**EFNS STOCKHOLM 2012**

STOCKHOLM, SWEDEN, SEPTEMBER 8 - 11, 2012



## GROUP REGISTRATION POLICY AND FORM

The group registration process is valid for a minimum of 10 delegates or more.

In order to facilitate your group registration, please complete this form together with the payment and return by fax to fax number: +41 22 9069140 or [ovolodarsky@kenes.com](mailto:ovolodarsky@kenes.com) attn: Ms. Olga Volodarsky.

In order to benefit from the early registration fees, please ensure the signed form and payment is received **before June 18, 2012**.

At this stage the name list of delegates is not required; you are welcome to register your group by stating number of participants only and send us the **FINAL names** no later than **August 10, 2012**. Please do not send preliminary name lists.

Name changes (up to 15% of total participants) will be permitted free of charge until **August 20, 2012**. After this date, any name change will be subject to EUR 20 charge per name.

**On site Pre-Registration pick up** for groups will be available upon request; Groups' representatives are welcome to coordinate a personal meeting with Ms. Olga Volodarsky, [ovolodarsky@kenes.com](mailto:ovolodarsky@kenes.com). At this meeting you will receive the registration kits and Meeting bags with the printed Meeting material. We recommend booking this meeting before **August 15, 2012**.

Payment is accepted by credit card or bank transfer. Credit card payment is subject to additional 4% commission.

### Cancellation policy:

- Cancellations received up and including **June 18, 2012** – full refund less €35 handling fee.
- Cancellations received between **June 19, 2012** to **August 9, 2012** – 50% will be refunded.
- After **August 10, 2012** – no refund will be made.

### Fees for Congress Participants include:

- Participation in scientific sessions
- Visit of the exhibition
- Abstract CD-ROM of the Congress
- A certificate of attendance
- Opening session and welcome reception
- Three lunches
- Coffee during breaks

Company \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_.

## EFNS 2012- Group registration form

**Registration Fees** in Euro including VAT 25% (Fees apply to payments received prior to the deadlines)

	<b>Early bird</b> Until June 18, 2012	<b>Regular</b> From June 19, 2012	<b>On-site</b> From September 3, 2012
<b>Members of European national neurological societies, individual EFNS members</b>	<b>€545</b>	<b>€620</b>	<b>€655</b>
<b>Non Member</b>	<b>€635</b>	<b>€665</b>	<b>€700</b>
<b>Residents and students*</b>	<b>€325</b>	<b>€345</b>	<b>€360</b>
<b>Teaching courses and hands-on courses**</b>	<b>€ 30</b>	<b>€30</b>	<b>€40</b>
<b>Printed Final Programme (can be requested by August 8, 2012)****</b>	<b>€10</b>		
<b>Scientific Smorgasbord dinner: Computers meet images - brain function, structure and the patient**</b>	<b>€50</b>		
<b>History of Neurology Tour**</b>	<b>€40</b>		
<b>Additional Guest Ticket to the Welcome Reception</b>	<b>€50</b>		

\* Student registration form must be accompanied by a letter from the head of department confirming their status and/or a valid student card. EFNS members from Eastern European countries, which are not members of the EU may apply for residents' registration fee. EFNS associate members, i.e. members of the national neurological societies of Algeria, Egypt, Jordan, Lebanon, Libya, Morocco, Tunisia and Syria, may apply for residents' registration fee.

\*\* Limited number, "first come – first served" basis

\*\*\*\* This year EFNS is featuring paperless scientific programme that can be downloaded on smartphones and tablets. The full scientific programme will be posted online on the Congress website.

A printed 'Program at a Glance' will be distributed onsite to all registered participants.

The printed Final Programme can be purchased for 10 Euro if pre ordered by no later than 8 August, 2012.

### Group Registration details:

Required category: \_\_\_\_\_ No. of registrations required: \_\_\_\_\_

Pharmaceutical company: \_\_\_\_\_

### This form was submitted by:

Company name: \_\_\_\_\_.

Contact person: \_\_\_\_\_.

VAT number (mandatory): \_\_\_\_\_

Chosen payment method (Bank transfer/VISA/AMEX/MC) \_\_\_\_\_

(E-mail): \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_





## Section 10: SHIPPING

Please find at the end of this manual the full shipping instructions and labels for sending your items. Please take note that the color and title of the label is a correct marker for the materials you are sending.

### **INSERTS FOR PARTICIPANT BAGS**

Inserts for participant bags should arrive to the Congress venue no later than September 5, 2012 between 08:00-12:00.

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

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

It is very important to put the right labels on the boxes and to mark: "FOR INSERTION INTO PARTICIPANTS BAGS – EFNS 2012". Labels and marking instructions are found at the end of this manual.

For any question regarding shipping and on site services you are welcome to contact:

Ms. Zehavit Akerman: [zehavitak@hermes-exhibitions.com](mailto:zehavitak@hermes-exhibitions.com)

Ms. Irit Sofer: [Irit@Hermes-Exhibitions.com](mailto:Irit@Hermes-Exhibitions.com)

**EFNS 2012**  
**September 8-11**  
**Stockholm**

**Shipping Instructions for Bag Inserts**

Dear Exhibitor/Stand Builder,

Hermes-Merkur is the official handling agent for ENES congresses in 2012. We are a full door to door service company. As such, we are pleased to update you regarding arrangements for shipping, international freight forwarding, customs clearance and onsite services.

**Onsite Handling**

Due to security, insurance and organizer policy, Hermes-Merkur 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.

**Contact Details:**

Hermes  
Contact: Ms. Zehavit Akerman  
Tel: + 49 6173 966 95 28  
Mobile: +972 52 511 4982  
E-mail: [zehavitak@hermes-exhibitions.com](mailto:zehavitak@hermes-exhibitions.com)  
[Zehavit.akerman@merkur-expo.com](mailto:Zehavit.akerman@merkur-expo.com)

**Please note these important dates:**

<b>SERVICE</b>	<b>DEADLINE</b>
Door to door shipments <i>ready for pick up</i>	August 21, 2012
Airfreight shipments Arrival to Frankfurt airport	August 24, 2012
Shipment via <b>Frankfurt</b> warehouse	August 28, 2012
Inserts for the bags - Direct deliveries to Congress venue	September 5, 2012 from 08:00-12:00

**Insert Shipments**

Inserts must be packed, labeled and sent according to the appropriate category (see below). Please use only the attached **Green** labels. Please do not mix different types of shipments in one box.

**Label: Insert-for participant bags**

**Services, Delivery Address & Shipping Instructions**

**1. Door to Door Shipments**

We are offering to pick up shipments from any requested address up to venue delivery.

**2. Airfreight Shipments**

Please send all airfreight shipments to Frankfurt airport only. Airway bill (AWB) must be sent prepaid and consigned to:

**Consignee:**

Merkur Expo Logistics GmbH  
65760 Eschborn – Germany  
Tel: +49 6173 966 95 11  
Att: Mr. Bernd Blum

Notify:

Congress name \_\_\_\_\_

Name of Exhibitor \_\_\_\_\_

Stand no. \_\_\_\_\_

**IMPORTANT** !!! Please do not send any airfreight shipment unless you receive very specific instructions for invoices, packing list, etc.

**Documents:**

Original AWB, BL + Proforma invoice must be received 2 working days prior to goods arrival.

**3. Shipment via Frankfurt Warehouse**

**Warehouse address:**

Merkur Expo Logistics GmbH  
Schmitt Peterslahr  
Erlenstrasse 1 – 9  
56587 Oberhonnefeld  
Germany  
Att: Mr. Dirk Dewald  
Tel: +49 2634 95 44 50

**4. Direct Deliveries to Congress Venue**

**Domestic Cargo /courier shipments / full load trucks**

- ❖ **Inserts for the bags** will be accepted only on  
September 5, 2012 from 08:00-12:00

**Delivery Address:**

Stockholmsmässan  
Mässvägen 1, Älvsjö  
Stockholmsmässan AB  
125 80 Stockholm, Sweden  
**FOR : EFNS 2012 congress**  
Att: Mr. Bernd Blum  
Tel: +49 175 5880 291

In all ways of shipping, including **courier shipment**, please be sure to send us a pre-advise with the full details of the shipment: courier company, number of pieces and tracking number.

**Shipments will be accepted in the show site by our representative starting from the first move in date. Shipments arriving before this time will not be accepted.**

**Payment terms**

In order to ensure move in/out of your shipment/s, please complete and sign the attached material handling form/payment confirmation and return it to our attention. Please note that your signature will be used as payment guarantee based on the general tariff.

Please notify "Hermes - Merkur" immediately about any requirements relating to invoices. All invoices must be settled by exhibitors/contractors and agents **in advance** of the congress. In case of non-payment of invoices, shipments will be held in storage until the invoices are paid in full.

**Please note that all payments are in €.**

Any services not outlined in the attached tariff will be quoted on an individual basis.

**Terms and conditions**

All orders are accepted exclusively on the basis of the German forwarders terms and conditions (ADSp).

**We wish you a successful experience!**  
**Hermes – Merkur**



Dear Exhibitor / Stand Builder / PR Company,  
Please return the below form duly filled in to HERMES.  
E-mail: [zehavitak@hermes-exhibitions.com](mailto:zehavitak@hermes-exhibitions.com)

## Pre advise - Material handling form & payment confirmation

<b>Congress name</b>	
<b>Exhibitor name if applicable</b>	
<b>Stand # if applicable</b>	

	<b>Insert</b>	<b>Marketing</b>	<b>Exhibition Goods</b>
<b>Frankfurt Advance Warehouse</b>			
<b>Direct to Venue</b>			
<b>Door to Door</b>			

### Company details responsible for shipping

**Publisher**

**Stand Builder**

**PR Company**

**Contact person**

**Tel**

**E-Mail address**

### SHIPMENT INFORMATION

<b>Purchase order #</b>	
<b>Truck size</b>	
<b>Courier tracking #</b>	
<b>Airway bill number (AWB #)</b>	
<b>Number of pieces</b>	
<b>Weight in Kg</b>	
<b>CBM</b>	

### PAYMENT CONFIRMATION



This is to confirm that the payment for handling the above cargo will be covered by our company.

COMPANY NAME \_\_\_\_\_ VAT No.: \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

ZIP \_\_\_\_\_ STATE \_\_\_\_\_

CONTACT \_\_\_\_\_ PHONE \_\_\_\_\_ FAX \_\_\_\_\_

[E-M@IL](#) \_\_\_\_\_

P. Order # \_\_\_\_\_

Credit card number \_\_\_\_\_ VISA / DINERS / MASTER CARD

Name of holder \_\_\_\_\_

Security code \_\_\_\_\_ Validity, month \_\_\_\_\_ year \_\_\_\_\_

**The credit card number is only for guarantee.**

**Important!**

**We cannot guarantee services for any cargo arrival without a pre-advise and payment confirmation!**

**INSERTS**  
**For participant bags**

**Air freight shipments**

Exhibitor or company name

Stand / Booth Number if  
relevant

Contact Person

Mobile Phone

Merkur Expo Logistics  
GmbH  
65760 Eschborn –  
Germany

Tel: +49 6173 966 95 11

Att: Mr. Bernd Blum

**Congress :EFNS 2012 - Stockholm, Sweden**

Box \_\_\_\_\_ out of \_\_\_\_\_

## INSERTS

via warehouse

Domestic Cargo / Courier Shipments

Exhibitor or company name

Stand/ Booth Number if  
relevant

Contact Person

Mobile Phone

HERMES -  
MERKUR

**Congress EFNS 2012 - Stockholm, Sweden**

Schmitt Peterslahr

Erlenstrasse 1 – 9

56587 Oberhonnefeld, Germany

At: Mr Dirk Dewald

Tel: +49 2634 95 44 50

Box \_\_\_\_\_ out of \_\_\_\_\_

## INSERTS Direct to venue

**Domestic Cargo / Courier Shipments**

Exhibitor or company name

Stand/ Booth Number if  
relevant

Contact Person

Mobile Phone

**Congress EFNS 2012 - Stokholm**

Stockholmsmässan  
Mässvägen 1, Älvsjö  
Stockholmsmässan AB  
125 80 Stockholm, Sweden  
Att: Mr. Bernd Blum  
Tel: +49 175 5880 291

Box \_\_\_\_\_ out of \_\_\_\_\_

**MARKETING/ PROMOTIONAL MATERIAL**

**For the congress unmanned display**

**Air freight shipments**

Exhibitor's Name

Contact Person

Mobile Phone

Merkur Expo Logistics

GmbH

65760 Eschborn –

Germany

Tel: +49 6173 966 95 11

Att: Mr. Bernd Blum

**Congress : EFNS 2012 - Stockholm, Sweden**

Box \_\_\_\_\_ out of \_\_\_\_\_



**MARKETING/ PROMOTIONAL MATERIAL**  
**For the congress unmanned display**

Via warehouse

Exhibitor's Name

Contact Person

Mobile Phone

**Congress EFNS 2012 - Stockholm, Sweden**

Schmitt Peterslahr

Erlenstrasse 1 – 9

56587

Oberhonnefeld

Germany

Att: Dirk Dewald

Tel: +49 2634 95 44 50

Box \_\_\_\_\_ out of \_\_\_\_\_

**MARKETING/ PROMOTIONAL MATERIAL**  
**For the congress unmanned display**  
**Direct to venue**

Exhibitor's Name

Contact Person

Mobile Phone

**Congress EFNS 2012 - Stockholm, Sweden**

Stockholmsmässan

Mässvägen 1, Älvsjö

Stockholmsmässan AB

125 80 Stockholm, Sweden

Att: Bernd Blum

Mobile : +49-175-5880 291

Box \_\_\_\_\_ out of \_\_\_\_\_