Industry Manual

Dear Sponsor,

For **Industry Symposia Session related items**, kindly contact **Jenna Cummins**, CMP — Executive Director of Business Development at the **GOG Foundation**, at: jcummins@gog.org

For all the other deliverables included in your contract/sponsorship package, and **not related to the Industry Symposia,** kindly contact the Kenes Industry Coordinator, Oana Giurgiu at: ogiurgiu@kenes.com

Please do not hesitate to contact us for any information or assistance.[accordion_father][accordion_son size="18″ borderwidth="0px 0px 1px 0px" title="Venue Address & Directions" bgclr="#16b18a" clr="#ffffff"]Convention Center Dublin, Ireland
Spencer Dock; North Wall Quay
Dublin 1 D01 T1W6; Ireland
How to get there[/accordion_son][accordion_son size="18″ borderwidth="0px 0px 1px 0px" title="Industry: Key dates & Deadlines" bgclr="#16b18a" clr="#ffffff"]

Action Item (Please refer to your signed contract)	Deadline	Contact Person
Staff Hotel Reservation	Please check the webpage	https://igcsmeeting.com/book-your-hotel/ or email us to kresnick@kenes.com
Meeting room Set-up changes	Monday, September 16th	**Industry Coordinator Oana Giurgiu** ogiurgiu@kenes.com

Text for Push Notifications (in Mobile App)
Registration Confirmation Email Banner
Advertisement inside the e-Book *(not the ones included in the Industry Symposia pack, that are managed by GOG)*

[/accordion_son][accordion_son size="18″ borderwidth="0px 0px 1px 0px" title="Industry Symposia Timetable" clr="#ffffff" bgclr="#16b18a"]**Industry Symposia schedule** is available online here:

https://igcsmeeting.com/prospectus/industry-supported-symposia/

Timetable and halls are subject to changes.

Industry symposia will be recorded onsite and become available to be viewed 'on-demand' via the IGCS 2024 Platform *after* the Meeting. **The industry sessions are not live-streamed**.

<u>Blackout Policy</u>

We respectfully request that all supporters comply with the **Meeting Blackout Policy** and refrain from holding organized meetings or events in parallel to the (scientific program).

Blackout times include **plenary sessions** (they are labeled Plenary 01 – 04, Presidential Plenary) and **industry supported symposia** during lunchtime.

[Click here](#) to view the meeting program, and to ensure that your meeting time does not conflict with one of the blackout times.[/accordion_son][accordion_son size="18″ borderwidth="0px 0px 1px 0px" title="Catering for meeting rooms rental" bgclr="#16b18a" clr="#ffffff"]

- If you wish to order Catering for your meeting room, please contact CCD (**exclusive** service provided by the venue) to place your order: michealamcilkenny@theccd.ie / Macken@theccd.ie

- **Deadline: Wednesday, September 18th** (after this date, late fee applies)

[/accordion_son][accordion_son size="18″ borderwidth="0px 0px 1px 0px" title="Symposia Session Halls" clr="#ffffff" bgclr="#16b18a"]The **Industry Sessions** will take place in the **Liffey A & The Liffey B halls** (first floor).
The Product Theatre sessions, will take place in the Exhibition area.

[/accordion_son][accordion_son size="18″ borderwidth="0px 0px 1px 0px" title="Promotional Items" bgclr="#16b18a" clr="#ffffff"]Please note that the below information only refer to those items that are **not part of the Industry Symposium package,** as these are managed directly by GOG, and you should arrange it directly with GOG.

If you have purchased one of the below items, or your Support package includes it, you should consider the following specifications (as per your contract):

1. **E-book Advert**

Sponsors entitled to advert in the E-Book, as per the support package (Platinum or Gold), please send the file, **no later than Monday, September 16th,** via email to ogiurgiu@kenes.com in one of the following formats at a **resolution no less than 300 dpi: A5 (148 x 210 mm/ 5.82 × 8.26 in).**

2. **Push Notification in the Mobile App**

Sponsors entitled to a Push Notification in the mobile App, as per their signed contract, please send the following, **no later than Monday, September 16th,** via email to ogiurgiu@kenes.com

Message Title — Maximum 40 characters including spaces
Message body — Maximum 140 characters including spaces

Important:
Please make sure to indicate company name either on the title or in the message body. Please specify your preferred date and time (local time) when submitting the text.
We will do our best to accommodate this request. The final schedule of the push will be determined closer to the event, considering the overall push notifications schedule of the event.
Push notifications will be sent out during official breaks only in order not to disturb the participants who are inside session halls when sessions are taking place.
The updated program timetable including list of breaks can be found on the event website under "Scientific Program" page.

Kindly note:
**Push Notifications are sent only to participants who download the app and accept to receive notifications.
**Push notifications look different across various browsers, device types, and operating systems.

3. Registration Confirmation Email Banner
Specs and guidelines: **640px wide and 90px height; JPEG/PNG**
Product promotion is not allowed.
Please add this disclosure in the bottom:
Industry Support Disclosure
This event is supported, in part, by funding from industry. All support is managed in strict accordance with CME/CPD accreditation criteria and standards for commercial support.[/accordion_son][accordion_son size="18″ borderwidth="0px 0px 1px 0px" title="Miscellaneous Information" bgclr="#16b18a" clr="#ffffff"]**Wi-Fi for Industry Meeting Rooms**
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 for your meeting room, please let us know in advance and we will send you a quote.

Contact person: Oana Giurgiu, email: ogiurgiu@kenes.com

Meeting Rooms / Hospitality Rooms

Supporters interested in renting a meeting room during **IGCS 2024,** should contact Industry Liaison & Sales, **Mrs. Marieta Tseneva** at: mtseneva@kenes.com. You may reserve a room for the full week of the meeting, and you may request a meeting time between 7 am-7 pm.

Please note: Meeting rooms require approval by IGCS.

The program is subject to change. If the program changes after your request is approved and impacts your scheduled meeting, we will contact you.

Reminder, IGCS is offering preferred meeting times from **7 to 8 am on Thursday, October 17 and 7:30 – 9:00am on Friday, October 18**. All requests are encouraged to schedule meetings during these times. Requests outside of those timeslots may not be approved.

IGCS will be enforcing **blackout times**, during which you will not be allowed to book a meeting room due to conflict with the scientific programming. Blackout times include **plenary sessions** (they are labeled Plenary 01 – 04, Presidential Plenary) and **industry supported symposia during lunchtime**.

Before submitting your request, please check the program to ensure that your preferred meeting time does not conflict with one of the blackout times.

The program can be found here: https://igcsmeeting.com/program-at-a-glance/

Meeting room Setup changes deadline: Monday, September 16ᵗʰ (No changes will be accepted after this date)

Housing

Kenes Group is offering participants and supporters special rates for various hotels in Dublin. Information, pictures, location and rates are available on the hotel accommodation

page: click here or email us at kresnick@kenes.com

Catering for Meeting rooms
If you wish to order catering for your **meeting room**, please directly contact: Ms. Micheala Mcilkenny and Ciara Macken at: michealamcilkenny@theccd.ie / Ciara.Macken@theccd.ie
Please always CC: ogiurgiu@kenes.com.
Catering is **exclusive** to **the venue.**

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