



MASCC/ISOO

ANNUAL MEETING ON SUPPORTIVE CARE IN CANCER

22-24 JUNE
WASHINGTON DC, USA

SUPPORTIVE CARE
MAKES EXCELLENT
CANCER CARE POSSIBLE



2017

Dear Supporter,

We are happy to present you with the MASCC/ISOO 2017 Technical Symposia Manual. This manual covers important information and is designed to assist in preparing for your Symposium. We trust that you will find it helpful and suggest that you read all the information presented. It will take you very little time now, and could save you a great deal of time later.

The Annual Meeting on Supportive Care Cancer (MASCC/ISOO) to be held in USA, Washington (DC), from 22 to 24, June 2017.

Omni Shoreham Hotel

2500 Calvert Street NW

Washington, District Of Columbia 20008, USA

Phone: (202) 234-0700

Concierge: (202) 756-5173

Website: [here](#)

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

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

Warm regards,

Orna Gilboa

Meeting Planner



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SECTION 1: Symposium Related Contact Information

Organiser & Secretariat

Kenes International
Organisers of Congresses
S.A.
MASCC/ISOO 2017
Annual Meeting
Secretariat
7, rue François-Versonnex
1207 Geneva, Switzerland
E-mail: mascc@kenes.com

Kenes Contact

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

Programme Coordinator

Ms. Merel Van Hulten
E-mail: mvanhulten@kenes.com

Hotel Accommodation

Mr. Elad Kurtz
E-mail: ekurtz@kenes.com
Website:
<http://hotel.kenes.com/en/congress/mascc17>

Registration

Individual and Group Registration (10 participants and more) please contact:
Sari Berkowitz, Registration
Specialist
Email: sberkowitz@kenes.com

A/V coordinator

Mr. Mike Perchig
Email: nest@nest-av.com

Customs Clearance & Freight Handling Agent

Vista Convention Services South
Ms. Vivian Garcia
6901 NW 26th Avenue
Miami, FL 33147
Office: 305-673-1123
Fax: 305-673-8713
E-mail: VGarcia@Vistacs.com
Website: www.vistacs.com

Catering Services / Exhibition Services Department

Omni Shoreham Hotel
2500 Calvert Street NW
Washington, District Of Columbia 20008, USA
Jeff Horton
202-756-5134 direct
jhorton@omnihotels.com

Website: You are welcome to visit the Conference website: www.mascc2017.kenes.com



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SECTION 2: Deadlines Table

	Deadline	Contact Person
Symposium Programme (for approval by Scientific Committee)	Thursday, March 31, 2017	Ms. Merel Van Hulten mvanhulten@kenes.com
Staff Hotel Reservation	As soon as possible	Ms. Teresa Casillas Seoane tseoane@kenes.com
Payment of Invoice Balance	Must be received in full one week prior to the Congress	Noa Freilich Pollack nfreilich@kenes.com
Programme Book Advertisement (for approval by Scientific Committee)	Thursday, May 4, 2017	Ms. Merel Van Hulten mvanhulten@kenes.com
Draft of Bag Insert for Approval (for approval by Scientific Committee)	Thursday, May 4, 2017	Ms. Merel Van Hulten mvanhulten@kenes.com
Catering Services	Thursday, May 4, 2017	Jeff Horton jhorton@omnihotels.com

SECTION 3: Timetables

Symposia Timetable			
Supporter	Date	Session Time	Location
Helsinn	Thursday June 22 nd , 2017	12:15PM-13:45PM	Ambassador Ballroom
Tesaro	Friday June 23 rd , 2017	12:30PM – 02:00PM	Palladian Ballroom

To set up the hall prior to the start of your Symposia, we would recommend arriving to your Symposium early, where a member of the Logistics Team will be available should you need any assistance.

If a technical rehearsal in the hall is required, please contact the A/V Mr. Mike Perchig

Email: nest@nest-av.com

We ask presenters to follow the time schedule precisely in order that the day's events may run smoothly.

An updated Scientific Timetable can be found on the MASCC 2017 website by [clicking here](#).



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Registration Timetable *	
Thursday, 22 June	07:00AM - 08:00PM
Friday, 23 June	07:30AM - 07:30PM
Saturday, 24 June	06:30AM- 04:00PM

*Registration hours are subject to change.

SECTION 4: Symposia Session Hall

Ambassador Hall Technical Details	
Hall Capacity & Layout	~450 persons in Theatre
Stage Dimensions	8' x 16' x 24''
Speaker Lectern Banner dimensions	<p style="text-align: center;">Podiums 25.5''</p> <p style="text-align: center;">18'' Outside lip</p>
Head Table Banner Dimensions	<p>182cm x 75cm and 70cm high</p> <p>Sufficient seating for up to 3 persons.</p> <p>10mm Foam board or similar rigid material is recommended for branding the table and lectern.</p> <p>For additional seating at the head table please contact Orna Gilboa: Ogilboa@kenes.com</p>



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Palladian Ballroom: Hall Technical Details	
Hall Capacity & Layout	~496 persons in Theatre
Stage Dimensions	8' x 16' x 16''
Speaker Lectern Banner dimensions	<p style="text-align: center;">Podiums</p> <p style="text-align: center;">25.5"</p> <p style="text-align: center;">2" x 7/8"</p> <p style="text-align: center;">2 3/4"</p> <p style="text-align: center;">24.5"</p> <p style="text-align: center;">4'</p> <p style="text-align: center;">3 ft</p> <p style="text-align: center;">17"</p> <p style="text-align: center;">18" Outside lip</p> <p style="text-align: center;">Signs should be no more than 16" wide by 10" high and should never cover the Omni Shoreham Hotel Logo. Any signs or organizational logos must be attached by Velcro. If there is any damage to the Hotel logo, the group will be assessed a charge.</p>
Head Table Banner Dimensions	<p>182cm x 75cm and 70cm high</p> <p>Sufficient seating for up to 3 persons.</p> <p>10mm Foam board or similar rigid material is recommended for branding the table and lectern.</p> <p>For additional seating at the head table please contact Orna Gilboa: Ogilboa@kenes.com</p>



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Diplomat Ballroom: Hall Technical Details	
Hall Capacity & Layout	~398 persons in Theatre
Stage Dimensions	8' x 16' x 16''
Speaker Lectern Banner dimensions	<p style="text-align: center;">Podiums</p> <p style="text-align: center;">Signs should be no more than 16" wide by 10" high and should never cover the Omni Shoreham Hotel Logo. Any signs or organizational logos must be attached by Velcro. If there is any damage to the Hotel logo, the group will be assessed a charge.</p>
Head Table Banner Dimensions	<p>182cm x 75cm and 70cm high</p> <p>Sufficient seating for up to 3 persons.</p> <p>10mm Foam board or similar rigid material is recommended for branding the table and lectern.</p> <p>For additional seating at the head table please contact Orna Gilboa: Ogilboa@kenes.com</p>



SECTION 5: Supplied AV- TBA.

For immediate response please feel free to contact Mike Perchig A/V coordinator at: nest@nest-av.com

SECTION 6: Symposium Promotion

Symposium Title

Please send your Symposium title and complete programme details to Ms. Merel Van Hulten at mvanhulten@kenes.com, by **March 30th, 2017**

Final Programme Advertising

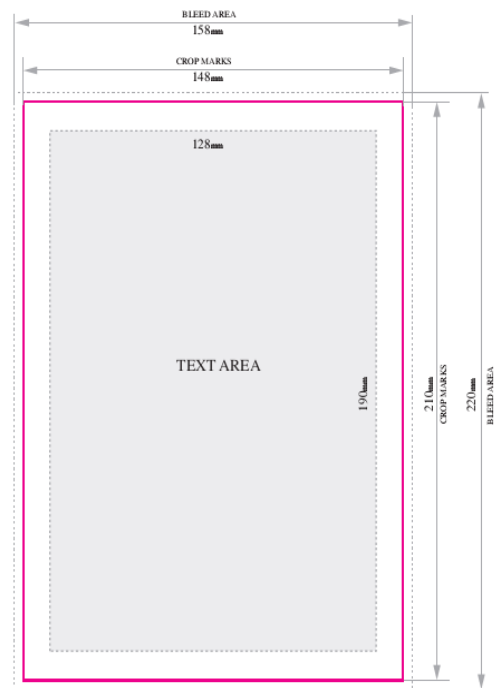
For Supporters entitled to adverts in the final programme as per their signed contract,

Please e-mail adverbs to Merel Van Hulten at: mvanhulten@kenes.com, no later than **May 4th, 2017**

in one of the following formats at a resolution no less than 300 dpi: EPS, Illustrator, JPG or PDF.

The adverts dimensions for the final programme are A5.

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



Symposium Invitation Bag Inserts

Should you be entitled to a bag insert as per your contract, please follow the below procedure:

1. Please email the invitation draft (including graphic design) prior to printing for approval to Ms. Merel Van Hulten at mvanhulten@kenes.com, no later than **May 5th 2017**
The bag insert should not exceed standard A4 dimensions.
2. A quantity of **1200** inserts is requested.
Inserts / Display material need to arrive **not before Monday May 22, 2017 and no later June 14, 2017 by 03:30PM**
For inclusion in the congress bags. Packages should be labeled accordingly with the supporter company's name, the name of the responsible person (who will be in the event), and the name and date of event.



Please note: Any deliveries made directly to the venue without going through the official congress shipping agent, will be at the supporters own risk. If they do not arrive on time or are mislaid, the congress organizers and the official congress shipping agent will not take any responsibility.

Symposium Signage

Symposium supporters have the option to create promotional signage per the below guidelines. All symposium signage should be produced by the company. Please note that it is not permitted to use the MASCC/ISOO logo on any of the symposia materials.

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

1. Session Hall Signage

- Self-Standing Sign
One standalone sign to be placed at the entrance of the session hall 15 minutes prior to the sessions published start time.
- Stage Banners (optional) - The following may be displayed (and provided by the Supporter)
 - 1 x free standing vertical sign to be placed on/next to the stage. Maximum dimensions: W150cm x H250cm.
 - 1 x horizontal sign placed in front the head table facing audience. (For dimensions, see SECTION 4: Symposium Session Halls).
 - standard banner should be produced by the Sponsor see SECTION 4: Symposium Session Hall s

2. Free standing signage

The Supporter is permitted to place one sign (W50cm X H70cm or W85cm X H200cm) advertising the Symposium on the day of the session only. The sign may be placed in the registration area. Please coordinate with the On-site Manager. Please make sure to bring your own easels.



SECTION 7: Lead Retrieval Wireless Barcode Readers

K- Lead Retrieval App

We are happy to let you know that we have launched a new app for lead retrieval capturing participants. K-Lead Retrieval App is a helpful tool for collecting Participants contact information.

K-Lead Retrieval App (NO DEVICE is included)

The Application should be installed on your company/personal device.

The advantages of the new application:

- Effortless process using registration badge barcode.
- Ability to insert exhibitor's comments for each lead.
- Immediate information retrieval online.
- Application is available for download from Apple store or Google play: "K"
- Cost per unit – **US\$425**



The mini scanner is still offered and highly recommended for the symposia:

The Mini Scanner

- No editing capabilities
- Basic participant info
- Pocket size
- **Cost per unit- US\$ 320**





Please Note:

Barcodes on participants' badges contain contact information as supplied by the registrant or the agency responsible for the registration process of that participant. We regret that in some cases, as when group registration is completed by a company, we may not be in possession of the full contact details.

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

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

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

Mini Scanners may be picked up onsite at the Exhibition Manager Desk.

Earliest pick up time is Wednesday, June 27 after 12:00 (noon).

The Mini Scanners need to be returned to the Exhibition Manager's Desk on Saturday, June 30, by 13:00

To reserve your Links to the K-Lead Retrieval App and mini Scanners, please refer to the online Exhibitor's Portal



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Please [Click here](#) for all shipping instruction