Dear Sponsor,

We are happy to present you with the ICS 2013 Symposia Manual.

This manual contains important information and is designed to assist you in preparing your company for the symposium. We trust that you will find it helpful. We warmly suggest that you read all the information presented. It will not take much of your time now and could save you a great deal of time as the symposium date approaches and while on site.

For your convenience, the manual has been divided into sections:

Section 1: Contact Persons & General Information
Section 2: Timetables
Section 3: Symposia Halls
Section 4: Audiovisual (AV) Equipment
Section 5: Advertising
Section 6: Advertising the Satellite throughout the Meeting
Section 7: Registration & Accommodation
Section 8: Session & Miscellaneous Information
Section 9: Shipping Information & Instructions

We are happy to assist with any additional services that you may require.

We wish all of us a successful Meeting and symposium.

Best regards,

Mrs. Michal Lelcuk
Technical Manager

Tel: +41 22 9080488 Ext 523
Fax: +41 22 9069140
Email: mlelcuk@kenes.com
Site: www.kenes.com
## Table of Contents

### Section 1: CONTACT PERSONS & GENERAL INFORMATION
- Meeting Project Manager 4
- Technical manager 4
- Audio Visual Coordinator 4
- Accommodation Manager 4
- Catering 4
- Registration Manager 5
- Shipments & Freight Forwarding 5
- Technical Manager 5
- Venue 5
- Website 5

### Section 2: TIMETABLES
- Symposia Schedule 6

### Section 3: SYMPOSIUM HALL
- Hall Data 13
- Photographs 14

### Section 4: AUDIOVISUAL (AV) EQUIPMENT
- Equipment Details 15

### Section 5: ADVERTISING
- Industry Sponsored Satellite Symposia
  Invitation for Inclusion in Participants Bags 20
- Advertisements for the Final Program 20

### Section 6: ADVERTISING THE SATELLITE THROUGHOUT THE CONGRESS
- Signs for Symposia 21

### Section 7: REGISTRATION & ACCOMMODATION
- Group Registration Policy 22
- Group Registration Form 24
Section 8: SESSION & MISCELLANEOUS INFORMATION

- Catering 26
- Coffee Break and Lunches 26
- Lead Retrieval Wireless Barcode Reader 26
- Local Agent
- Meeting/ Hospitality rooms 29
- Site visit 29

Section 9: SHIPPING

- Inserts for Participant Bags 39
- Shipping Instructions
- Tariff
- Material Handling Form
- Labels
SECTION 1: CONTACT PERSONS & GENERAL INFORMATION

Meeting Project Manager
Mr. Bastiaan Schot
Tel: +31 20 763 0513 ext: 113
Fax: +31 20 763 0511
Mobile: +972 54 678 7869
E-mail: bschot@kenes.com

Technical Manager
Ms. Michal Lelcuk
Tel: +41 22 908 0488 ext: 523
Fax: +41 22 732 2850
Mobile: +972 54 678 7823
E-mail: mlelcuk@kenes.com

Audio Visual Coordinator
Mr. Mike Perchig
E-mail: nest@nest-av.com

Accommodation Manager
Ms. Jessica Laski
Tel: +41 22 908 0488 ext: 944
Fax: +41 22 906 9140
Email: rgavrieli@kenes.com

Catering
Ms. Laura Lopez
CCIB Catering
Tel: +34 93 356 13 60
Fax: +34 93 356 13 73
Email: ilopez@ccibcatering.es
Website: www.ccibcatering.es

Registration Manager
Ms. Daniela Bloch
Tel: +41 22 908 0488 ext: 976
Fax: +41 22 906 9140
Email: dbloch@kenes.com

Shipments and Freight Forwarding
Hermes/Merkur
Ms. Zehavit Akerman
Tel: +49 6173 966 9528
Mobile: +972 52 511 4982
Email: Zehavitak@hermes-exhibitions.com
Sponsorship & Exhibition Sales Liaison Manager
Ms. Maya Yatsiv
Tel: +41 22 908 0488 ext: 947
Fax: +41 22 906 9140
Email: myatsiv@kenes.com

Venue
Centre Convencions Internacional Barcelona
Plaça de Willy Brandt 11-14
08019 Barcelona, Spain
Ms. Gemma Llamas
Tel: +34.93.230.10.00
Email: gllamas@ccib.es
Website: www.ccib.es

Website
For updated information about the Congress please visit:
www.ics-meeting.com
SECTION 2: TIMETABLES

Halls available for Sponsors Satellite Symposia:

<table>
<thead>
<tr>
<th>Hall</th>
<th>Seats Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditorium</td>
<td>2500</td>
</tr>
<tr>
<td>111</td>
<td>340</td>
</tr>
<tr>
<td>113</td>
<td>700</td>
</tr>
</tbody>
</table>

Major Sponsors Symposia Schedule

<table>
<thead>
<tr>
<th>Company</th>
<th>Hall</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ferring</td>
<td>111</td>
<td>Tuesday, August 27</td>
<td>17:30-19:00</td>
</tr>
<tr>
<td>Astellas</td>
<td>Auditorium</td>
<td>Wednesday, August 28</td>
<td>17:45-19:00</td>
</tr>
<tr>
<td>Allergan</td>
<td>113</td>
<td>Thursday August 29</td>
<td>17:30-19:00</td>
</tr>
</tbody>
</table>

Industry Sponsored Satellite Symposia

For the updated timetable, please visit the Congress website at: [http://www2.kenes.com/ics/sci/Pages/PreliminaryTimetable.aspx](http://www2.kenes.com/ics/sci/Pages/PreliminaryTimetable.aspx)

Please note: The hall may be used for set up and branding 15 Minutes before the session begins. For any special requests or for additional set up time please approach Mrs. Michal Lelcuk at: mlelcuk@kenes.com

If rehearsal is required, please make arrangements directly with the Congress AV coordinator, Mr. Mike Perchig at: nest@nest-av.com.

We ask that presenters follow the time schedule precisely in order that the day’s events may run smoothly.
### Auditorium

<table>
<thead>
<tr>
<th></th>
<th>2500 pax auditorium style</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Capacity</strong></td>
<td>2500 pax auditorium style</td>
</tr>
<tr>
<td><strong>Speaker Lectern</strong></td>
<td>60 cm wide x 103 cm high</td>
</tr>
<tr>
<td></td>
<td>Vertical 42” Plasma screen in front of the lectern, projecting the name of the speaker and the Logo</td>
</tr>
<tr>
<td><strong>Head Table</strong></td>
<td>Three modules will be used measuring together 360 cm wide x 75 cm high, seating 6 people.</td>
</tr>
</tbody>
</table>

For Sponsors’ Symposia being held in the Auditorium, the company “virtual” banner in the hall and the Logo banner in front of the lectern will be projected.

Please contact the AV 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 name and logo of Sponsoring company, the title/name of the Symposium and the name/Logo of the Meeting.

**Please Note:** The Technical Manager must be advised as to how many speakers will be seated on the stage by August 1, 2013. Please send this information to: Mrs. Michal Lelcuk at: mlelcuk@kenes.com

The general stage setting includes a front projection screen, 1 speaker lectern and head table. If a different setting of the stage is required, please contact Mrs. Michal Lelcuk at: mlelcuk@kenes.com to make arrangements.
Hall (111)

<table>
<thead>
<tr>
<th></th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capacity</td>
<td>340 pax theater style</td>
</tr>
<tr>
<td>Speaker Lectern</td>
<td>60 cm wide x 103 cm high</td>
</tr>
<tr>
<td>Head Table</td>
<td>Two modules will be used measuring together 240 cm wide x 75 cm high, seating 6 people.</td>
</tr>
</tbody>
</table>

**Please Note:** The Technical Manager must be advised as to how many speakers will be seated on the stage by: August 1, 2013. Please send this information to: Mrs. Michal Lelcuk at: mlelcuk@kenes.com

The general stage setting includes a front projection screen, 1 speaker lectern and head table. If a different setting of the stage is required, please contact Mrs. Michal Lelcuk at: mlelcuk@kenes.com to make arrangements.
**Please Note:** The Technical Manager must be advised as to how many speakers will be seated on the stage by: August 1, 2013. Please send this information to: Mrs. Michal Lelcuk at: mlelcuk@kenes.com

The general stage setting includes 2 front projection screens, 1 speaker lectern and head table. If a different setting of the stage is required, please contact Mrs. Michal Lelcuk at: mlelcuk@kenes.com to make arrangements.
Pictures of Lectern and Head Table for all Halls

120 cm x 75 cm for a single module
Auditorium

- Panoramic front projection screen – panoramic image of at least W16xH7 m’.
- Edge-blending Data/Video control system, including all necessary VGA cabling to the laptop computer at the lectern, laptop computer as a back-up/control and a seamless Data/Video switcher at the AV Control desk, and high-powered Data projectors (at least 15000 ANSI-lumens each).
- Video camera to capture the face of the speaker at the lectern for live close-circuit projection.
- 42" Confidence monitor in front of the head table, showing the same image as being projected on the central “window” on the main screen (see previous item).
- 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, projecting the name of the speaker and the Logo.
- 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, including 13 wired microphones (3 head table, 2 lectern, 8 Q&A) 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.
- 4 English speaking AV technicians to operate the above-mentioned systems.

For Sponsors’ Symposia being held in the Auditorium, the company “virtual” banner in the hall and the Logo banner in front of the lectern will be projected.

Please contact the AV 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 name and logo of Sponsoring company, the title/name of the Symposium and the name/Logo of the Meeting.
• Front projection screen, image of at least H3.00xW4.00 m².
• Data projector, at least 4500 ansi-lumens - incl. the necessary VGA cables between the projector and laptop computer at the lectern.
• 32” Confidence monitor in front of the head table, showing the same PowerPoint image as being projected on the main front projection screen.
• 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.
• 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, incl. at least 6 wired microphones (2 head table, 1 lectern, 3 Q&A) with stands (floor/table), 1 wireless tie-clip microphone and connection to sound from computers (mini PL plug) at the lectern.
• Small Lighting system, illuminating the lectern.
• AV technician to operate the above-mentioned systems.

Halls 113

• 2 x front projection screens, image of at least H3.00xW4.00 m² each.
• 2 x Data projectors at least 4500 ansi-lumens each - incl. the necessary VGA cables between the projectors and laptop computer at the lectern.
• 32” Confidence monitor in front of the head table, showing the same PowerPoint image as being projected on the main front projection screen.
• 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.
• 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, incl. at least 6 wired microphones (2 head table, 1 lectern, 3 Q&A) 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.
• AV technician to operate the above-mentioned systems.
SECTION 5: ADVERTISING

INDUSTRY SPONSORED SATELLITE SYMPOSIUM INVITATION FOR INCLUSION IN PARTICIPANT BAGS

Should you wish to promote your ICS activities, the organizers will be happy to insert invitations into the participant bags.

- Please e-mail the draft of your invitation (including graphic design) for approval to: Ms. Raya Van Hugten at: rvanhugten@kenes.com prior to printing.
- There is no size restriction for the invitation. However, we recommend that the invitation does not exceed A4 size.
- Kindly note, 3000 congress bags will be prepared.

Printed invitations need to be shipped according to the attached shipping instructions.

Please note these important dates:

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Door to door shipments ready for pick up (EEC countries)</td>
<td>Aug 8, 2013</td>
</tr>
<tr>
<td>Airfreight shipments</td>
<td>Aug 17, 2013</td>
</tr>
<tr>
<td>Arrival to Barcelona airport</td>
<td>Aug 17, 2013</td>
</tr>
<tr>
<td>Shipment via Barcelona warehouse</td>
<td>Aug 22, 2013</td>
</tr>
<tr>
<td>Shipment via Germany warehouse</td>
<td>Aug 15, 2013</td>
</tr>
</tbody>
</table>

Please Note: In order to assure receipt of sent materials, our official shipping agent, Hermes/Merkur, must receive the Pre-Advise found at the end of this manual. Please complete this form and return it to: zehavit@hermes-exhibitions.com

You will then receive confirmation of your material arrival.

All shipments and deliveries, including by courier, must be coordinated with Hermes/Merkur.

ADVERTISEMENTS FOR FINAL PROGRAM

- The ICS 2013 program book will be 160 mm wide x 220 mm high. The advert area is 132 mm (width) and 200 mm (height). Please visit the following link to view advert instructions: http://www2.kenes.com/Manuals/Documents/ICS_2013_160x220_print_specs.pdf
- Deadline for submission is July 25, 2013. Please send as an e-mail attachment to: Ms. Raya Van Hugten at: rvanhugten@kenes.com PDF, JPG or EPS files.
SECTION 6: ADVERTISING THE SATELLITE THROUGHOUT THE CONGRESS

**Signs for Symposia**
The organizers provide 1 roll up sign for all sponsored symposia as follows:

a) 1 sign, size 88 cm wide x 205 cm high, to be placed at the entrance of the session hall.
The sign is to include: name of symposium, logo of sponsoring company and the ICS logo.

b) During the symposium, your company may produce and place in the session hall additional signs:
   • 1 x free standing vertical sign to be placed on the stage inside the session hall measuring up to 150 cm wide x 250 cm high.
   • 1 x horizontal sign placed on the head table. Note: the exact measurements are found in Section 3.
   • 1 x vertical sign placed on the Speaker’s Lectern. Note: the exact measurements are found in Section 3.
   • Please note that for Auditorium hall: a 42” Confidence monitor in front of the head table, showing the same image as being projected on the central “window” on the main screen

*For Sponsors’ Symposia being held in the Auditorium the company’s sign in the hall may be projected. Please email a digital format of your sign to: nest@nest-av.com
The sign can include: name of symposium, name and logo of sponsoring company and the ICS logo.

**Poster Board**
You will be allocated a poster board to advertise your satellite.
The board will be situated in a prominent position.
Size of poster cannot exceed 0.85 m. wide x 1.20 m. high.
Mounting: from Monday, August 26, 2013

**Satellite Information Sign**
You are allowed to place three roll ups, 0.85 m. wide x 2.05 m. high or self standing signs advertising your Satellite Symposia at the designated places **ON THE DAY OF YOUR SATELLITE ONLY**.

Please coordinate with the Technical Manager Onsite.

Please note:
You may not place signage advertising your symposium in any other locations except as noted above.
SECTION 7: REGISTRATION & ACCOMMODATION

GROUP REGISTRATION
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/e-mail and complete the attached group registration form together with your payment.

For your convenience, please find the group registration form at the end of this section.

For more information about group registration or accommodation, please contact:
Mrs. Daniela Bloch at: Dbloch@kenes.com
In order to facilitate your group registration, please complete this form together with the payment and return by fax to ICS 2012 Registration Department, fax: +41 22 906 91 40 or email to: dbloch@kenes.com

In order to benefit from the early registration fees, please ensure the signed form and payment is received before June 10, 2013.

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 names no later than July 25, 2013. Name changes will be permitted free of charge until August 05, 2013. 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 before the official opening of the Meeting. Groups’ representatives are welcome to coordinate a personal meeting with Ms. Daniela Bloch at: dbloch@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 July 25, 2013.

Please note that we cannot guarantee the availability of Conference materials for additional on-site registrations.

Cancellation policy:
All cancellations must be faxed or electronically mailed.
Refund of registration fees will be made as follows:
- Cancellations received until June 09, 2013 – full refund
- Cancellations received between June 10 and July 18, 2013 – 50% will be refunded.
- After July 19, 2013 – no refund will be made.

Fees for participants (Members and Non-Members) include:
- Entrance to the Meeting sessions and Exhibition
- Annual Meeting publications
- Welcome Reception on Tuesday, 27 August 2013
- Lunches and coffee breaks from Wednesday, 28 August - Friday 30 August 2013
- Meeting CME credits

Participant fees do not include participation in the Workshops for which additional registration is required

Fees for Workshops include:
- Admission to the relevant Workshop
- All relevant Workshop material
- Workshop CME credits
- Coffee breaks and lunch on the day of the particular Workshop

Company __________________ Signature __________________ Date __________________.
### Registration Fees
Registration Fees in EUR (Fees apply to payments received prior to the deadlines)

<table>
<thead>
<tr>
<th>Category</th>
<th>Early fee (up to &amp; including 9 June 2013)</th>
<th>Late fee (10 June - 18 August, 2013)</th>
<th>On site (from 19 August, 2013)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Participants – ICS Member*</td>
<td>€ 450</td>
<td>€ 525</td>
<td>€ 600</td>
</tr>
<tr>
<td>Full Participants – Non-Member</td>
<td>€ 600</td>
<td>€ 675</td>
<td>€ 825</td>
</tr>
<tr>
<td>Nurses / Physiotherapists / Trainees – ICS Member*</td>
<td>€ 265</td>
<td>€ 325</td>
<td>€ 390</td>
</tr>
<tr>
<td>ICS Annual Dinner Subject to availability</td>
<td></td>
<td>€ 115</td>
<td></td>
</tr>
<tr>
<td>Additional Guest ticket for the Welcome Reception</td>
<td></td>
<td>€ 110</td>
<td></td>
</tr>
<tr>
<td>Physiotherapists’ Round Table &amp; Dinner</td>
<td></td>
<td>€ 40</td>
<td></td>
</tr>
<tr>
<td>Physiotherapists - what do they do?</td>
<td>Complimentary (Pre-Registration required)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Workshops – Registration for Workshops is only available to participants registered for the Annual Meeting

| Workshops – ICS Member* | € 50 | € 50 | € 90 |
| Workshops – Non-Member | € 90 | € 90 | € 150 |
| Meet the Expert Session | € 10 | | |
| Nurses’ Session | € 25 | | |
| Pelvic Floor Exercise Class | € 10 | | |

*ICS Members who wish to benefit from the reduced registration rates must have renewed their membership for 2013 before registering for the Annual Meeting. Only valid ICS members as of 18 August, 2013 at 00:00:00 (GMT+1) will be entitled to the reduced rate and this is subject to confirmation by the ICS office. To learn more about ICS membership and become an ICS member, please visit [www.icsoffice.org](http://www.icsoffice.org) and follow the links to the membership page.
Group Registration details:
No. of registrations required: __________ Required category: _____________________________
This form was submitted by:

Company name: ____________________________.
Contact person: ____________________________.
Full Billing Address ________________________________________________________________
________________________________________________________________________
VAT number (mandatory): ____________________________

Chosen payment method (Bank transfer/VISA/AMEX/MC) ________________________________
(E-mail): ____________________________
Signature ____________________________
Date ____________________________
SECTION 8: SESSION & MISCELLANEOUS INFORMATION

Catering
The catering in the CCIB is exclusive and needs to be requested in advance.
• CCIB has strict exclusivity on all kind of food and beverages provision on the venue. Thus, all the exhibitors and clients who want to bring in their own material will have to pay for the corresponding fee.
Please inform the CCIB in advance.

For all enquiries, please contact GL Events CCIB or fill in the catering order forms 12# - 17#.

Sponsors who wish to order food and beverages for their symposium, meeting/hospitality room or exhibition booth, are welcome to do so directly with the CCIB Caterer:

Laura Lopez
Catering Project Manager
Tel: +34 93 356 1360
Fax: +34 93 356 1373
Email: llopez@ccibcatering.es
Website: www.ccibcatering.es

Coffee Break and Lunches
Coffee and lunch (included in the registration fee) will be served in the exhibition and in the foyer area during official breaks.
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/cr3500.html](http://www.codecorp.com/cr3500.html)

Barcode readers may be rented in advance (€280) per system for the duration of the congress.

Please Note:
Barcode readers may be rented in advance (€280) per system for the duration of the congress.

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 Management Desk on:
Monday, August 26, 2013 from 12:00.

- The lead retrieval system needs to be returned to the Exhibition Management Desk on:
Friday, August 30, 2013 by 12:00.

In order to reserve your Lead Retrieval Wireless Barcode Reader, please find on the following page credit card order form. Please return the order form by **July 22, 2013**, directly to Ms. Elianne Baran Ganot at: [eganach@kenes.com](mailto:eganach@kenes.com) or fax this form to the attention of Ms. Elianne Baran Ganot: +41 22 732 2850.
Thank you for your order of the lead retrieval wireless barcode reader. We hope that you will find this system an enhancement to your Meeting experience.

Please fill out this form which provides us with your credit card details. Your card will be charged (€280) for each system you order. Please note that if the system is not returned to the Exhibition Management desk by Saturday, August 30, 2013 by 16:00, an additional charge €1500, 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.

If you are in need of any assistance while on site, please approach the Exhibition Management Desk.

Number of lead retrieval wireless barcode readers requested: ________

**Authorization for Credit Card Charges**

We authorize Kenes International – Organizers of Congresses to make the charge of (€280) for each lead retrieval wireless barcode reader ordered for the 43rd Annual Meeting of the International Continence Society, which will take place in Barcelona, Spain, August 26 - 30, 2013.

Credit Card details to be charged:

Number: ................................................................. Expiration date: ....................................

Name of Card holder: ..............................................................................

E-mail address: ........................................................................................

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

Telephone number: ..........................................................

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

Date: ................................... SIGNATURE of Card holder: ........................................

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.

To order: Please fax/e-mail this form before Monday, July 22, 2013 to the attention of: Ms. Elianne Baran Ganot at: +41 22 732 2850 or eganach@kenes.com
LOCAL AGENT: Transportation, Hostesses and Social Events
Sponsors who need assistance organizing events, transportation, hostesses or any other local arrangements may contact the local agent:

Paula de Sebastian Garcia-Sicilia
Project Manager

Tel: +34 91 3612600 Ext. 214
Fax: +34 91 355 9208
Email: psebastian@kenes.com
Site: www.tilesakenes.com

MEETING / HOSPITALITY ROOMS
Sponsors interested in renting meeting or hospitality rooms during ICS should please contact Ms. Maya Yatsiv at: myatsiv@kenes.com. Rooms are available on a first come first served basis.

SITE VISIT
Sponsors interested in visiting the CCIB prior to ICS should coordinate the visit with:
Ms. Anna Salinas
Tel: +34.93.230.10.00
Email: asalinas@ccib.es
Website: www.ccib.es
SECTION 9: SHIPPING INFORMATION & INSTRUCTIONS

For any question regarding shipping and on site services, you are welcome to contact the official shippers: Ms. Zehavit Akerman: zehavitak@hermes-exhibitions.com

The shipping instructions include the following information:
- shipping instructions
- tariff
- material handling form
- labels

INSERTS FOR PARTICIPANT BAGS
Printed invitations need to be shipped according to the attached shipping instructions.

Please note these important dates:

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Door to door shipments ready for pick up (EEC countries)</td>
<td>Aug 8, 2013</td>
</tr>
<tr>
<td>Airfreight shipments</td>
<td></td>
</tr>
<tr>
<td>Arrival to Barcelona airport</td>
<td>Aug 17, 2013</td>
</tr>
<tr>
<td>Shipment via Barcelona warehouse</td>
<td>Aug 22, 2013</td>
</tr>
<tr>
<td>Shipment via Germany warehouse</td>
<td>Aug 15, 2013</td>
</tr>
</tbody>
</table>

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 correct labels on the boxes and to mention:

INSERTS FOR THE BAGS

For any question regarding shipping and onsite services, you are welcome to contact the official shippers: Ms. Zehavit Akerman: zehavitak@hermes-exhibitions.com

Insurance of Goods
All cargo should be insured from point of origin.

Insert and Display Materials
Please note that all materials entering the venue incur a handling charge. This includes materials for inserts to the meeting bags and display.

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.

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