

Industry Manual

We are happy to present you with the **ATTD Asia 2025** Industry Symposia Manual which will take **09 -11 December 2025** the **Suntec Singapore Convention & Exhibition Centre** in **Singapore**.

Venue Address:

Suntec Singapore Convention & Exhibition Centre

1 Raffles Boulevard, Suntec City

Singapore 039593

Website: <https://www.evasuntec.com/>

This manual covers important information and is designed to assist in preparing for your Industry Session. 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.

For further support, please don't hesitate to contact us:

Aleksandra Sinapova

Exhibition & Industry Coordinator



E: asinapova@kenes.com | M: +359 895 76 0548

Exhibitors and Supporters Portal

Each supporter will receive an e-mail with login details to access the Portal. The 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 special rates for various hotels in Rio De Janeiro. Information, pictures, location and rates are available on the hotel accommodation page: [click here](#) or email us at vdimova@kenes.com.

Please do not hesitate to contact me for further information or assistance.
We look forward to welcoming you to Singapore and wish you a successful Industry Session!

Industry -Deadline and Key Dates

Action Item (Please refer to your signed contract)	Deadline	Contact Person
Staff Hotel Reservation	As soon as possible	Viktoria Dimova vdimova@kenes.com or https://hotels.kenes.com/congress/ATTDASIA25
Payment of Invoice Balance	Must be received in full one week prior to the Conference	Pazit Hochmitz phochmitz@kenes.com
Symposium Final Program (for approval by Scientific Committee)	As soon as possible and no later than Tuesday, 21st October	
Program book advert	Tuesday, 21st October	
Promotional E-mail Blast (Exclusive and Joint)	Tuesday, 28th October	Aleksandra Sinapova asinapova@kenes.com
Promotional Post E-mail Blast	Tuesday, 28th October	
Text for Push Notifications	Tuesday, 04th November	
Mobile app adverts	Tuesday, 04th November	
Onsite Bag Inserts for approval of design	Tuesday, 28th October	
K-Lead Retrieval System	Thursday, 20th November	To reserve your Scanners, please refer to the on-line Exhibitor's Portal https://exhibitorportal.kenes.com
AV- scheduling Tech rehearsal, placing orders for extra AV for the Sponsored Symposia and AV for Conference rooms ONSITE	Monday, 17th November	Mike Perchig nest@nest-av.com
Placing orders for Voting/ 'Ask the Speaker' and other Technology Products and Services	As early as possible, preferably before Friday, 31st October	Olaya Espejo oespejo@kenes.com
Hostesses & Temporary Staff Hire	Coming soon	
Catering Services for meeting rooms	Thursday, 20th November <i>*Please note that for late orders, the catering company reserves the right not to accept them</i>	Suntec For Catalogue, please click HERE <i>* Please note that the min order is 3 platters.</i> Please send your order to bibiana.lau@suntecsingapore.com
Catering Services for sessions	Thursday, 20th November <i>*Please note that for late orders, the catering company reserves the right not to accept them</i>	Suntec For Catalogue, please click HERE <i>Minimum order of 50 boxes per location</i> • Service time ONLY 1 hour between 1000hrs-1200hrs or 1500hrs-1700hrs Please send your order to bibiana.lau@suntecsingapore.com
Shipping & Material Handling Services		

Air freight (Singapore airport)	Pre-alert & Documents: 7 days prior to consignment arrival Cargo: 7 days prior to move-in	DSV Olimpia Rodrigalvarez Email: olimpia.rodrigalvarez@dsv.com Lorena Perdomo Email: lorena.perdomo@dsv.com
Sea freight (Singapore port only)	Pre-alert & Documents: 7 days prior to consignment arrival Cargo: 10 days prior to move-in	For shipping instructions please click HERE
Road freight via warehouse	Pre-alert & Documents: 7 days prior to consignment arrival Cargo: 7 days prior to move-in	
Industry Symposia Timetable		

<https://icid2026.wp03admin.kenes.com/industry-supported-sessions-timetable-2/>

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

Important notes:

- **Industry Symposia are not included in the main Conference CME/CPD credit.**
- Please coordinate when you would like to set up the hall prior to the start of your Symposium with **Aleksandra Sinapova**. 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.
- 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 [ATTD Asia 2025 Website](#).

Speaker's Expenses

ATTD ASIA 2025 will not cover Industry session(s) speaker 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 Conference and have made prior travel arrangements independently

Technical Rehearsal Onsite

We strongly recommend scheduling a technical rehearsal in the hall itself and testing the Presentations during that rehearsal (up to 20 min). Please make arrangements directly with the Conference 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, rehearsal requirements and overtime of the technicians.

Catering

- Catering is **exclusive** to **Suntec** and should be ordered in advance. Supporters who wish to order food and beverages for their symposium or/and meeting room are welcome to do so directly with them

Catering for meeting rooms:

Suntec

For Catalogue, please click [HERE](#)

** Please note that the min order is 3 platters.*

Contact person: bibiana.lau@suntecsingapore.com

Catering for industry sessions:

Suntec

For Catalogue, please click [HERE](#)

Minimum order of 50 boxes per location

- *Service time ONLY 1 hour between 1000hrs-1200hrs or 1500hrs-1700hrs*

Contact person: bibiana.lau@suntecsingapore.com

- Food and drinks are allowed to be taken into the symposium halls. No buffet is allowed.
- **Please foresee a break following the symposium of at least 30 minutes to clean the hall.**
- Please note that an additional charge might be applied for cleaning the hall immediately following the
- If you are planning to have catering together with the symposium, it is recommended to indicate in all publications that breakfast/lunch boxes will be served as long this does not contradict the supporter's internal compliance policy.

Symposia Sessions Halls Onsite

Coming soon

Location and Layout



Audio-Visual (AV) Equipment Onsite

Coming soon

Presentations Upload Onsite

If you are using a PowerPoint presentation (or any other PC-based application), please note that you have to deliver it on a USB Memory stick to one of the technicians in the Speakers' Ready Room as soon as you arrive at the Venue in the morning - and at least 1 hour before the start of the session.

Please note that Conference computers in the Halls are being supplied with Office 2019 (at least) and the native ratio of the projection on the screens in the halls is 16:9.

If you include video clips in your PowerPoint presentation, be sure to test it with the technician in the Speakers' Ready Room at least 2 hours before the start of the session or as soon as you arrive at the venue in the morning. Please make sure to check it with the technician in the session hall where your lecture is taking place, during a coffee or lunch break prior to your session, at least 30 minutes before the start of the session – even after checking it in the Speakers' Ready Room.

IMPORTANT NOTE FOR MACINTOSH USERS

To use MAC presentations on the PC compatible Conference computer, please note that you need to prepare it according to the instructions below, before taking it to the speaker room:

- Convert it to PowerPoint or PDF.
- Use a common font, such as Arial, Times New Roman, Verdana etc. (Special characters might be changed to a default font on a PowerPoint-based PC).
- Insert the images as JPG files (and not TIF, PNG or PICT – these images will not be visible on a PowerPoint based PC).

As previously mentioned, we strongly recommend scheduling a technical rehearsal and testing the Presentations during the rehearsal. Please note that an extra charge might incur.

Please plan directly with the Conference Audio Visual Coordinator, Mike Perchig at: nest@nest-av.com

Symposium Promotion Onsite and Virtual

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

- **ATTD ASIA Logo** should NOT be used in any promotional materials created by the supporter.
- Materials created by companies should NOT utilize 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 2nd Asian Conference on Innovative Therapies for Diabetes Management (ATTD-ASIA 2025)”**, which will take place in **Singapore , 09-11 December 2025.**

In addition, it is not permitted to use the **ATTD ASIA 2025 logo** on any of the symposia materials.

Session Agenda for Onsite and Virtual

The final session agenda should include the following information:

- Session Title (up to 110 characters including spaces)
- Session Description (up to 200 words, you can also include hyperlinks inside of it)
- Speaker Presentations Titles
- Timing – duration of each speaker presentation and full timing of the agenda
- Speaker/Moderator Full Name
- Speaker/ Moderator Country
- Speaker/ Moderator E-mail
- Speaker/ Moderator Affiliation
- Speaker/ Moderator Bio and Photo (please see specs below)

Please see below specs for Speaker Bio and Photo.

- Speaker **Bio** – up to 200 words.
- Speaker **Photo** – 180×240 px, JPG Format

Please [click here](#) in order to provide above requested information as soon as possible and no later than **Tuesday, 21st October** if you need any assistance please contact the Industry Coordinator: Aleksandra Sinapova at asinapova@kenes.com.

Promotional Items

This section includes guidelines which will assist you to prepare promotional items related to your industry sessions, however, ***kindly refer only to the relevant items in accordance with your sponsorship agreement.***

Guidelines to follow when creating your promotional items and content:

- When creating adverts for **mobile app, program book and mailshots** is allowed to promote product, symposia, or company promotion. Only when promoting symposia please add the following text inside: ***This session is not included in main Conference CME/CPD credit***
- When creating adverts for External and Internal lobby flags in the virtual platform is allowed to promote symposia or company promotion. Only when promoting symposia please add the following text inside: ***This session is not included in main Conference CME/CPD credit***

1.Mobile App Push Notification

For supporters entitled to a push notification as per their signed contract, kindly submit the text by **Tuesday, 04th November** to asinapova@kenes.com according to below guidelines:

- Message Title – Maximum **40** characters including spaces
- Message body – Maximum **140** characters including spaces
- Preferred date and exact local time, please coordinate with your industry coordinator
- *Note the final schedule will be determined closer to the Conference, considering other push notifications.
- **Push notifications will be sent out during breaks in order not to disturb the participants who are inside the halls.**



2. Mobile App Advert

For Supporters sponsoring the App please send via email to and asinapova@kenes.com by **Tuesday, 04th November**.

File format: PNG or JPG (up to 800 KB)

Size: 780 x 1688px



Kindly be advised that the advertisement is presented as a static image; therefore please ensure your design does not include any clickable URLs. Also, for optimal readability on mobile devices, we suggest avoiding small text.

3. Mini program book advert

For Sponsors entitled to adverts in the printed program book as per their signed contract, please submit the file to asinapova@kenes.com no later than **Tuesday, 21st October** in one of the following formats at a resolution no less than **300 dpi: EPS, Illustrator, JPG or PDF**.

Please refer to the diagram below for advert dimensions for the final program.

Printing space: 200 mm x 100mm; please prepare 5mm bleed space from all sides for printing.



4. Bag inserts

Bag inserts are to be printed and delivered by the supporter.

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

- Please submit the **final artwork** (prior to printing) for approval no later than **Tuesday, 28th October** via email to asinapova@kenes.com
- The bag insert should not exceed a double side of standard **A4 dimensions**.
- **When promoting your Symposium, please include the following disclosure: *This session is not included in main Congress CME/CPD***
- Please check the latest registration numbers with the Industry Coordinator before

Important Notes Regarding Shipping of Bag Inserts:

- Bag inserts must arrive at the venue **no later than Monday, 08th December** to be included in the Conference bags.
- Please inform us who the sender of your package is, including full name and contact details.
- **DSV** is the official logistic agent for the **ATTD ASIA 2025 Conference**. To ensure the safe and timely arrival of your inserts, we strongly recommend sending the inserts via **DSV warehouse** (fees will incur). Further details can be found in the in the [Shipping](#)
- Packages should be labeled with the supporting company name, name of the responsible person (who will be onsite), and the name and date of the event. Please also make sure to state 'Bag Inserts on all packages.
- Direct deliveries to the venue **MUST be** coordinated **in advance** with **DSV**. Please share with **DSV** the full delivery details such as sender name, number of boxes, tracking number, weight, dimensions. Please note that all materials entering the venue incur a handling charge (including bag inserts and display items). No other company is permitted to deliver operating, and handle goods inside the venue
- Any deliveries made directly to the venue without going through the official logistics agent will be at the supporter's own risk. If they do not arrive on time or are misled, the Congress organizers and official logistics agent will not take any responsibility.

5. Exclusive Pre and Post Email Blast

Sponsors entitled to an Industry Mailshot as per their signed contract, please [click here](#) for the design requirements. Please make sure to forward these guidelines to your web-designer/programmer. Please upload the HTML version of your mailshot and other relevant files together in zip folder and send us everything with the **subject line** to **Aleksandra Sinapova** at asinapova@kenes.com no later than **Tuesday, 28th October**.

To ease your design process, we've created some 'ready-to-use' HTML templates that you can modify to suit your specific needs. These templates are designed to align with the design guidelines detailed in the PDF. Feel free to request these templates at any time.

5. Joint E-mail Blast

For the joint e-mail blast, please prepare two files according to the following specifications:

- 1 Banner/Image Format: JPEG Width: 300 pixels Height: 250 pixels
- 1 PDF or any website (to be linked to the banner/image)

Please send the required file(s) to the **Industry Coordinator: Aleksandra Sinapova** at asinapova@kenes.com and no later than **Tuesday, 28th October**.

The exact launch date of the joint e-mail blast will be advised closer to the Conference. It will be sent out to the preregistered participants who have agreed to receive promotional material from supporters.

Important notes for both Pre and Post, Joint Mailshots:

- In case the webmail is promoting a sponsored session, please include the following disclaimer:
This session is not included in main event CME/CPD credits.
- It is not allowed to use the ATTD ASIA logo.
- The event's banner will be added to the webmail's header by Kenes.
- The "From" field will be "ATTD ASIA 2025 Supporters".
- The E-mail Blast will be sent out to the preregistered delegates who have agreed to receive promotional material from supporters.
- Content received after the deadline may be processed for an additional fee.

Symposium Signage Onsite (Optional)

Symposium supporters have the option to create signage promoting their symposium according to the guidelines below. The symposium signage should be produced by the supporter.

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 Conference 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 of the head table facing audience. (Please refer to Section 4: Symposia Session Halls Onsite).

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 Kenes Staff.

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.

Miscellaneous Information

Wi-Fi

Free Wi-Fi will be available at the Conference 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 contact directly the venue:

Suntec

Click [HERE](#) for available options and pricing

E-mail: telecom@suntecsingapore.com

Meeting Rooms / Hospitality Rooms

Supporters interested in renting a meeting room during WCN 2025 Conference should contact **Industry Liaison & Sales, Judit Gondor** at: jgondor@kenes.com

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 Conference organizers at the expense of the supporter concerned.

Onsite 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.

Hostesses & Temporary Staff Hire

Coming soon

Badge Scanner/ Lead Retrieval System

Lead Retrieval systems are a helpful tool for receiving participants' contact information when they visit your booth. Information obtained by the lead retrieval system enables Exhibitors to enhance their database by securing valuable leads for further marketing and communication.

We are pleased to offer you the "K-Lead" Application. Exhibitors can download the "K-Lead" app onto their own smart phone or tablet and transform their device into an instant, easy lead retrieval system and capture participants' full contact information with a quick scan of their badge.

Advantages of the **K-Lead application**:

- **Seamless Integration:** Download directly to your device; no extra hardware needed!
- **Effortless Scanning:** Quickly scan attendee badges to capture leads.
- **Customizable Notes:** Add personal comments to each lead for better follow-up.
- **“Quick Scan” Function:** Ability to quickly scan delegates as they enter the symposium hall.
- **Instant Access:** Get real-time lead information for immediate engagement.
- **Universal Compatibility:** Download from the Apple Store or Google Play using “Kenes K-Lead App”.

Cost per unit: 750 USD (excluding 4% credit card charges fees, excluding VAT if applicable).

Device is NOT included!

Deadline: Thursday, 20th November

Onsite rate of 850 USD will be applied for order received after above deadline.

Unlock the Power of K-Lead Plus:

- **Automated Follow-up Emails:** Immediately after scanning, send personalized emails to every lead. Make every connection count without lifting a finger!
- **Tailored Email Customization:** Craft the perfect message with customizable subject lines, email content, and signatures. Attach PDFs to add a polished, personal touch that stands out.
- **Timely Engagement:** Say goodbye to the hassle of manual follow-ups. K-Lead Plus handles it by sending tailored emails right after each scan, keeping your brand top of mind.
- **Trackable Insights:** Monitor how your emails perform with engagement metrics. Learn what works and refine your strategies for maximum impact, ensuring you're always improving.
- **Compatibility:** K-Lead Plus requires at least one K-Lead license purchased.

Cost for K-Lead Plus: 800 USD

Key Notes for K-Lead and K-Lead Plus:

- **Device Not Included:** The application must be installed on your personal or company device (tablet/smartphone).
- **Reliable Data:** Participant badge barcodes carry contact details as provided by registrants or their agencies. Note: Group registration may contain generalized information.
- **Content Responsibility:** Information content is managed by the registrant or their agency, not Kenes Group or the Organizing Committee.
- **Easy Reservation:** Secure your Wireless Barcode Reader in the Exhibitor's Portal <https://exhibitorportal.kenes.com>.
- **GDPR Compliance:** We've updated our [privacy policy](#) in compliance with GDPR. Your personal data won't be shared without consent. Presenting your badge for scanning implies consent to share your details.
- By purchasing the K-Lead and the K-Lead Plus, Exhibitors and Sponsors agree to [Data Processing Agreement](#).

How to **order K-Lead and K-Lead Plus?** -> Please access the **Exhibitor's Portal**
<https://exhibitorportal.kenes.com>

Innovative Products for Industry Symposia Onsite

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:

- **Live Streaming** and many more products designed for capturing and recording symposium content.
- **Voting, Evaluations**, and more products designed for increasing participant's interaction during symposium sessions.
- **Translation services for any language** are available in two options. The conventional approach involves local interpreters and the use of headphone receivers. Alternatively, we offer a cutting-edge AI-powered solution. With this innovative method, participants can access live translations and captions seamlessly by scanning a QR code on their mobile phones.

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 **Friday, 31st October**. Orders received after the deadline will incur rush fees.



Shipping Instructions

DSV Fairs & Events Spain has been nominated as the official freight & onsite handling contractor for this conference.

For safety, insurance, and efficiency reasons, DSV are the **sole official contractor** to handle cargo inside the venue.

DSV offers the following services:

Customs clearance, delivery to the stand, freight forwarding, manpower & trolleys for unloading/loading during build-up and dismantling, storage of empty crates, transportation to and from the Exhibition Hall and onsite supervision.

Deliveries and Shipments

If you need to deliver materials for your session, please coordinate with **DSV**, the official on-site logistics provider appointed by Kenes Group. All in/out shipments for this conference must be handled exclusively by **DSV**.

Important!!!

Courier:

Courier companies (FedEx, UPS, DHL, etc.) cannot do the customs clearance of shipments for events or exhibitions as they need an importer with local country tax ID. Please avoid sending cargo with

them.

We do **NOT recommend** shipping materials such as brochures, flyers, bag inserts, lanyards, and small gifts via international courier due to customs regulations and entry restrictions of such items. We suggest producing these materials locally in Buenos Aires if possible.

In case you send goods through courier companies get in touch with DSV in advance to ensure a viability and a smooth clearance.

Please contact **DSV** for tailor made instructions.

Any deliveries made directly to the venue without going through DSV, will be at the exhibitor's own risk. If goods do not arrive on time or are mislaid, the organizers and DSV will not take any responsibility.

Exhibitors who choose to proceed with direct deliveries must strictly adhere to the following guidelines:

Direct deliveries to the venue be coordinated **in advance** with DSV. **Contact person:** Olimpia Rodrigalvarez E-mail: olimpia.rodrigalvarez@dsv.com and Lorena Perdomo - lorena.perdomo@dsv.com

- All deliveries must have a **special label** attached. These labels can be obtained from DSV.
- Please be advised that neither the organiser nor the venue can accept deliveries on an exhibitor's behalf and arrangements must be made for a booth/company representative to be available when deliveries are made.
- As a courtesy to the delegates and your fellow exhibitors, deliveries or the removal of any equipment to/from booth must be made 30 minutes before or after exhibition opening hours.

DSV

Olimpia Rodrigalvarez - olimpia.rodrigalvarez@dsv.com

Office: +34 954325842

Mobile +34 628930293

Lorena Perdomo - lorena.perdomo@dsv.com

Office: +34 930260837

Mobile +34 627582484

For **shipping instructions** please click [HERE](#)

Contact Information

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- Submit a company logo and profile
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Lastly, Kenes Group is offering participants and supporters special rates for various hotels in Rio De Janeiro. Information, pictures, location and rates are available on the hotel accommodation page: [click here](#) or email us at vdimova@kenes.com.

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

We look forward to welcoming you to Singapore and wish you a successful Industry Session!

Action Item (Please refer to your signed contract)	Deadline	Contact Person
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Sea freight (Singapore port only)	Pre-alert & Documents: 7 days prior to consignment arrival Cargo: 10 days prior to move-in	DSV Olimpia Rodrigalvarez Email: olimpia.rodrigalvarez@dsv.com Lorena Perdomo lorena.perdomo@dsv.com Email:
Road freight via warehouse	Pre-alert & Documents: 7 days prior to consignment arrival Cargo: 7 days prior to move-in	For shipping instructions please click HERE

<https://icid2026.wp03admin.kenes.com/industry-supported-sessions-timetable-2/>

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For Catalogue, please click [HERE](#)

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Contact person: bibiana.lau@suntecsingapore.com

Catering for industry sessions:

Suntec

For Catalogue, please click [HERE](#)

Minimum order of 50 boxes per location

- Service time **ONLY 1 hour between 1000hrs-1200hrs or 1500hrs-1700hrs**

Contact person: bibiana.lau@suntecsingapore.com

- Food and drinks are allowed to be taken into the symposium halls. No buffet is allowed.
- **Please foresee a break following the symposium of at least 30 minutes to clean the hall.**
- Please note that an additional charge might be applied for cleaning the hall immediately following the
- If you are planning to have catering together with the symposium, it is recommended to indicate in all publications that breakfast/lunch boxes will be served as long this does not contradict the supporter's internal compliance policy.

Coming soon



Coming soon

Presentations Upload Onsite

If you are using a PowerPoint presentation (or any other PC-based application), please note that you have to deliver it on a USB Memory stick to one of the technicians in the Speakers' Ready Room as soon as you arrive at the Venue in the morning – and at least 1 hour before the start of the session.

Please note that Conference computers in the Halls are being supplied with Office 2019 (at least) and the native ratio of the projection on the screens in the halls is 16:9.

If you include video clips in your PowerPoint presentation, be sure to test it with the technician in the Speakers' Ready Room at least 2 hours before the start of the session or as soon as you arrive at the venue in the morning. Please make sure to check it with the technician in the session hall where your lecture is taking place, during a coffee or lunch break prior to your session, at least 30 minutes before the start of the session – even after checking it in the Speakers' Ready Room.

IMPORTANT NOTE FOR MACINTOSH USERS

To use MAC presentations on the PC compatible Conference computer, please note that you need to prepare it according to the instructions below, before taking it to the speaker room:

- Convert it to PowerPoint or PDF.
- Use a common font, such as Arial, Times New Roman, Verdana etc. (Special characters might be changed to a default font on a PowerPoint-based PC).
- Insert the images as JPG files (and not TIF, PNG or PICT – these images will not be visible on a PowerPoint based PC).

As previously mentioned, we strongly recommend scheduling a technical rehearsal and testing the Presentations during the rehearsal. Please note that an extra charge might incur.

Please plan directly with the Conference Audio Visual Coordinator, Mike Perchig at: nest@nest-av.com

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

- **ATTD ASIA Logo** should NOT be used in any promotional materials created by the supporter.
- Materials created by companies should NOT utilize 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 2nd Asian Conference on Innovative Therapies for Diabetes Management (ATTD-ASIA 2025)”**, which will take place in **Singapore , 09-11 December 2025.**

In addition, it is not permitted to use the **ATTD ASIA 2025 logo** on any of the symposia materials.

The final session agenda should include the following information:

- Session Title (up to 110 characters including spaces)
- Session Description (up to 200 words, you can also include hyperlinks inside of it)
- Speaker Presentations Titles
- Timing – duration of each speaker presentation and full timing of the agenda
- Speaker/Moderator Full Name
- Speaker/ Moderator Country
- Speaker/ Moderator E-mail
- Speaker/ Moderator Affiliation
- Speaker/ Moderator Bio and Photo (please see specs below)

Please see below specs for Speaker Bio and Photo.

- Speaker **Bio** – up to 200 words.
- Speaker **Photo** – 180×240 px, JPG Format

Please [click here](#) in order to provide above requested information as soon as possible and no later than **Tuesday, 21st October** if you need any assistance please contact the Industry Coordinator: Aleksandra Sinapova at asinapova@kenes.com.

This section includes guidelines which will assist you to prepare promotional items related to your industry sessions, however, ***kindly refer only to the relevant items in accordance with your sponsorship agreement.***

Guidelines to follow when creating your promotional items and content:

- When creating adverts for **mobile app, program book and mailshots** is allowed to promote product, symposia, or company promotion. Only when promoting symposia please add the following text inside: ***This session is not included in main Conference CME/CPD credit***
- When creating adverts for External and Internal lobby flags in the virtual platform is allowed to promote symposia or company promotion. Only when promoting symposia please add the following text inside: ***This session is not included in main Conference CME/CPD credit***

1.Mobile App Push Notification

For supporters entitled to a push notification as per their signed contract, kindly submit the text by

Tuesday, 04th November to asinapova@kenes.com according to below guidelines:

- Message Title – Maximum **40** characters including spaces
- Message body – Maximum **140** characters including spaces
- Preferred date and exact local time, please coordinate with your industry coordinator
- *Note the final schedule will be determined closer to the Conference, considering other push notifications.
- **Push notifications will be sent out during breaks in order not to disturb the participants who are inside the halls.**



2. Mobile App Advert

For Supporters sponsoring the App please send via email to and asinapova@kenes.com by **Tuesday, 04th November**.

File format: PNG or JPG (up to 800 KB)

Size: 780 x 1688px



Kindly be advised that the advertisement is presented as a static image; therefore please ensure your design does not include any clickable URLs. Also, for optimal readability on mobile devices, we suggest avoiding small text.

3. Mini program book advert

For Sponsors entitled to adverts in the printed program book as per their signed contract, please submit the file to asinapova@kenes.com no later than **Tuesday, 21st October** in one of the following formats at a resolution no less than **300 dpi: EPS, Illustrator, JPG or PDF.**

Please refer to the diagram below for advert dimensions for the final program.

Printing space: 200 mm x 100mm; please prepare 5mm bleed space from all sides for printing.



4. Bag inserts

Bag inserts are to be printed and delivered by the supporter.

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

- Please submit the **final artwork** (prior to printing) for approval no later than **Tuesday, 28th October** via email to asinapova@kenes.com
- The bag insert should not exceed a double side of standard **A4 dimensions**.
- **When promoting your Symposium, please include the following disclosure: *This session is not included in main Congress CME/CPD***
- Please check the latest registration numbers with the Industry Coordinator before

Important Notes Regarding Shipping of Bag Inserts:

- Bag inserts must arrive at the venue **no later than Monday, 08th December** to be included in the Conference bags.
- Please inform us who the sender of your package is, including full name and contact details.
- **DSV** is the official logistic agent for the **ATTD ASIA 2025 Conference**. To ensure the safe and timely arrival of your inserts, we strongly recommend sending the inserts via **DSV warehouse** (fees will incur). Further details can be found in the in the [Shipping](#)
- Packages should be labeled with the supporting company name, name of the responsible person (who will be onsite), and the name and date of the event. Please also make sure to state 'Bag Inserts on all packages.
- Direct deliveries to the venue **MUST be** coordinated **in advance** with **DSV**. Please share with **DSV** the full delivery details such as sender name, number of boxes, tracking number, weight, dimensions. Please note that all materials entering the venue incur a handling charge (including bag inserts and display items). No other company is permitted to deliver operating, and handle goods inside the venue
- Any deliveries made directly to the venue without going through the official logistics agent will be at the supporter's own risk. If they do not arrive on time or are misled, the Congress organizers and official logistics agent will not take any responsibility.

5. Exclusive Pre and Post Email Blast

Sponsors entitled to an Industry Mailshot as per their signed contract, please [click here](#) for the design requirements. Please make sure to forward these guidelines to your web-designer/programmer. Please upload the HTML version of your mailshot and other relevant files together in zip folder and send us everything with the **subject line** to **Aleksandra Sinapova** at asinapova@kenes.com no later than **Tuesday, 28th October**.

To ease your design process, we've created some 'ready-to-use' HTML templates that you can modify to suit your specific needs. These templates are designed to align with the design guidelines detailed in the PDF. Feel free to request these templates at any time.

5. Joint E-mail Blast

For the joint e-mail blast, please prepare two files according to the following specifications:

- 1 Banner/Image Format: JPEG Width: 300 pixels Height: 250 pixels
- 1 PDF or any website (to be linked to the banner/image)

Please send the required file(s) to the **Industry Coordinator: Aleksandra Sinapova** at asinapova@kenes.com and no later than **Tuesday, 28th October**.

The exact launch date of the joint e-mail blast will be advised closer to the Conference. It will be sent out to the preregistered participants who have agreed to receive promotional material from supporters.

Important notes for both Pre and Post, Joint Mailshots:

- In case the webmail is promoting a sponsored session, please include the following disclaimer:
This session is not included in main event CME/CPD credits.
- It is not allowed to use the ATTD ASIA logo.
- The event's banner will be added to the webmail's header by Kenes.
- The "From" field will be "ATTD ASIA 2025 Supporters".
- The E-mail Blast will be sent out to the preregistered delegates who have agreed to receive promotional material from supporters.
- Content received after the deadline may be processed for an additional fee.

Symposium supporters have the option to create signage promoting their symposium according to the guidelines below. The symposium signage should be produced by the supporter.

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 Conference 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 of the head table facing audience. (Please refer to Section 4: Symposia Session Halls Onsite).

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 Kenes Staff.

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.

Wi-Fi

Free Wi-Fi will be available at the Conference 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 contact directly the venue:

Suntec

Click [HERE](#) for available options and pricing

E-mail: telecom@suntecsingapore.com

Meeting Rooms / Hospitality Rooms

Supporters interested in renting a meeting room during WCN 2025 Conference should contact **Industry Liaison & Sales, Judit Gondor** at: jgondor@kenes.com

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 Conference organizers at the expense of the supporter concerned.

Onsite 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.

Hostesses & Temporary Staff Hire

Coming soon

Lead Retrieval systems are a helpful tool for receiving participants' contact information when they visit your booth. Information obtained by the lead retrieval system enables Exhibitors to enhance their database by securing valuable leads for further marketing and communication.

We are pleased to offer you the "K-Lead" Application. Exhibitors can download the "K-Lead" app onto their own smart phone or tablet and transform their device into an instant, easy lead retrieval system and capture participants' full contact information with a quick scan of their badge.

Advantages of the **K-Lead application**:

- **Seamless Integration:** Download directly to your device; no extra hardware needed!
- **Effortless Scanning:** Quickly scan attendee badges to capture leads.
- **Customizable Notes:** Add personal comments to each lead for better follow-up.
- **"Quick Scan" Function:** Ability to quickly scan delegates as they enter the symposium hall.
- **Instant Access:** Get real-time lead information for immediate engagement.
- **Universal Compatibility:** Download from the Apple Store or Google Play using "Kenes K-Lead App."

Cost per unit: 750 USD (excluding 4% credit card charges fees, excluding VAT if applicable).

Device is NOT included!

Deadline: Thursday, 20th November

Onsite rate of 850 USD will be applied for order received after above deadline.

Unlock the Power of K-Lead Plus:

- **Automated Follow-up Emails:** Immediately after scanning, send personalized emails to every lead. Make every connection count without lifting a finger!
- **Tailored Email Customization:** Craft the perfect message with customizable subject lines, email content, and signatures. Attach PDFs to add a polished, personal touch that stands out.
- **Timely Engagement:** Say goodbye to the hassle of manual follow-ups. K-Lead Plus handles it by sending tailored emails right after each scan, keeping your brand top of mind.
- **Trackable Insights:** Monitor how your emails perform with engagement metrics. Learn what works and refine your strategies for maximum impact, ensuring you're always improving.
- **Compatibility:** K-Lead Plus requires at least one K-Lead license purchased.

Cost for K-Lead Plus: 800 USD

Key Notes for K-Lead and K-Lead Plus:

- **Device Not Included:** The application must be installed on your personal or company device (tablet/smartphone).
- **Reliable Data:** Participant badge barcodes carry contact details as provided by registrants or their agencies. Note: Group registration may contain generalized information.
- **Content Responsibility:** Information content is managed by the registrant or their agency, not Kenes Group or the Organizing Committee.
- **Easy Reservation:** Secure your Wireless Barcode Reader in the Exhibitor's Portal <https://exhibitorportal.kenes.com>.
- **GDPR Compliance:** We've updated our [privacy policy](#) in compliance with GDPR. Your personal data won't be shared without consent. Presenting your badge for scanning implies consent to share your details.
- By purchasing the K-Lead and the K-Lead Plus, Exhibitors and Sponsors agree to [Data Processing Agreement](#).

How to **order K-Lead and K-Lead Plus?** -> Please access the **Exhibitor's Portal**

<https://exhibitorportal.kenes.com>

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:

- **Live Streaming** and many more products designed for capturing and recording symposium content.
- **Voting, Evaluations,** and more products designed for increasing participant's interaction during symposium sessions.
- **Translation services for any language** are available in two options. The conventional approach involves local interpreters and the use of headphone receivers. Alternatively, we offer a cutting-edge AI-powered solution. With this innovative method, participants can access

live translations and captions seamlessly by scanning a QR code on their mobile phones.

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 **Friday, 31st October**. Orders received after the deadline will incur rush fees.



DSV Fairs & Events Spain has been nominated as the official freight & onsite handling contractor for this conference.

For safety, insurance, and efficiency reasons, DSV are the **sole official contractor** to handle cargo inside the venue.

DSV offers the following services:

Customs clearance, delivery to the stand, freight forwarding, manpower & trolleys for un-loading/loading during build-up and dismantling, storage of empty crates, transportation to and from the Exhibition Hall and onsite supervision.

Deliveries and Shipments

If you need to deliver materials for your session, please coordinate with **DSV**, the official on-site logistics provider appointed by Kenes Group. All in/out shipments for this conference must be handled exclusively by **DSV**.

Important!!!

Courier:

Courier companies (FedEx, UPS, DHL, etc.) cannot do the customs clearance of shipments for events or exhibitions as they need an importer with local country tax ID. Please avoid sending cargo with them.

We do NOT recommend shipping materials such as brochures, flyers, bag inserts, lanyards, and small gifts via international courier due to customs regulations and entry restrictions of such items. We suggest producing these materials locally in Buenos Aires if possible.

In case you send goods through courier companies get in touch with DSV in advance to ensure a viability and a smooth clearance.

Please contact **DSV** for tailor made instructions.

Any deliveries made directly to the venue without going through DSV, will be at the exhibitor's own risk. If goods do not arrive on time or are mislaid, the organizers and DSV will not take any responsibility.

Exhibitors who choose to proceed with direct deliveries must strictly adhere to the following

guidelines:

Direct deliveries to the venue be coordinated **in advance** with DSV. **Contact person:** Olimpia Rodrigalvarez E-mail: olimpia.rodrigalvarez@dsv.com and Lorena Perdomo – lorena.perdomo@dsv.com

- All deliveries must have a **special label** attached. These labels can be obtained from DSV.
- Please be advised that neither the organiser nor the venue can accept deliveries on an exhibitor's behalf and arrangements must be made for a booth/company representative to be available when deliveries are made.
- As a courtesy to the delegates and your fellow exhibitors, deliveries or the removal of any equipment to/from booth must be made 30 minutes before or after exhibition opening hours.

DSV

Olimpia Rodrigalvarez – olimpia.rodrigalvarez@dsv.com

Office: +34 954325842

Mobile +34 628930293

Lorena Perdomo – lorena.perdomo@dsv.com

Office: +34 930260837

Mobile +34 627582484

For **shipping instructions** please click [HERE](#)

Kenes Contacts:

Congress Organiser

Kenes Group

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1207 Geneva, Switzerland

Tel: +41 22 908 0488

Fax: +41 22 906 9140

Hotel Sales Manager

Viktoria Dimova

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Industry Coordinator

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Audio Visual Coordinator

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Industry Liaison & Sales

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Registration Specialist

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Product Marketing Coordinator

Olaya Espejo

E-mail: oespejo@kenes.com

Contractors:

Catering

Suntec

bibiana.lau@suntecsingapore.com

Onsite Logistic Agent, Material Handling & Customs Clearance Agent

DSV

Olimpia Rodrigalvarez - olimpia.rodrigalvarez@dsv.com

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

Hostesses & Temporary Staff Hire

Coming soon