



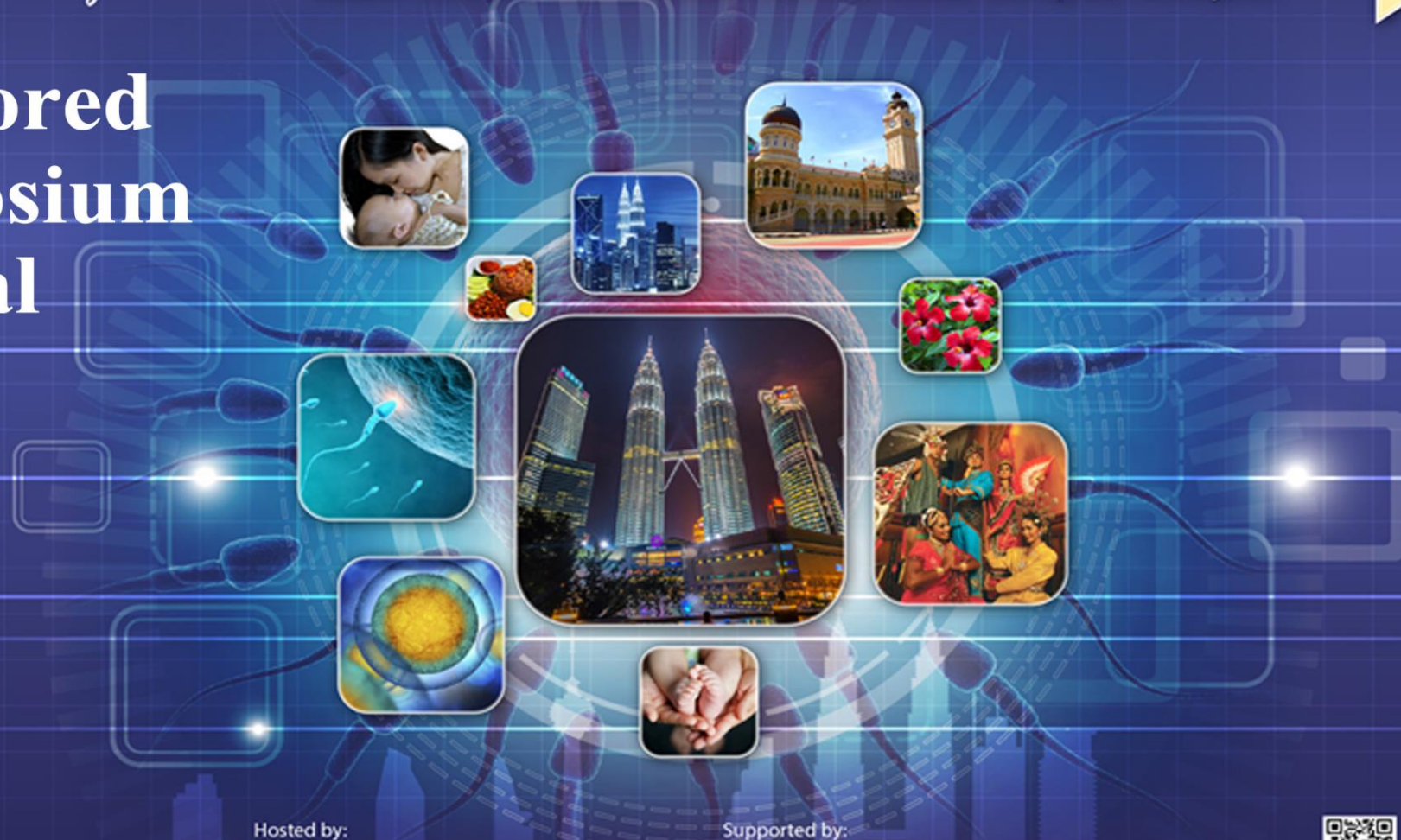
The 7th Congress of the Asia Pacific Initiative on Reproduction

30 March - 2 April 2017

Kuala Lumpur Convention Centre, Kuala Lumpur, Malaysia

SAVE
the
DATE

Sponsored Symposium Manual



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www.aspire2017.com

Dear Supporter,

We are happy to present you with the ASPIRE 2017 Supporters 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 of the information presented. It will take you very little time now, and could save you a great deal of time later.

The **7th Congress of the Asia Pacific Initiative on Reproduction** takes place on **30 March – 2 April 2017** at the **Kuala Lumpur Convention Centre, Kuala Lumpur, Malaysia**

*Kuala Lumpur Convention Centre (KLCC)
Jalan Pinang 50450 Kuala Lumpur Wilayah Persekutuan
Kuala Lumpur, Malaysia*

A block of rooms have been reserved for the ASPIRE 2017 congress participants and supporters at a discounted rate. Hotel reservations can be made via the congress website at <http://aspire2017.com/accommodation/>

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

Kind Regards,

Sarawanwalai (Sara) Komolsil

Meeting Planner

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SECTION 1: Symposium Related Contact Information

Congress Organizer

Kenes MP Asia PTE LTD.

2nd Floor PICO Creative Centre
20 Kallang Avenue
Singapore 339411
Tel: +65 6292 0732
Fax: +65 6292 4721

Kenes Contacts

Meeting Planner

Ms. Sarawanwalai (Sara) Komolsil

Tel: +662 7487881 Ext. 115

Mobile: +66 81 985 1640

skomolsil@kenes.com

Program Coordinator

Ms. Becky Ben Ami

Tel: +41 22 9080488 Ext. 842

Email: bbenami@kenes.com

Sponsorship & Exhibition Specialist

Ms. Wannapa Pureemahawong

Tel : +662 748 7881 Ext. 116

wpureemahawong@kenes.com

Registration Manager

Ms. Sari Berkowitz

Tel: +41 22 908 0488 Ext 571

Email: sberkowitz@kenes.com

Contractors Contacts

**BOOTH CONSTRUCTION AND
FITTINGS,
FURNITURE HIRE, CARPET,
ELECTRICITY AND SIGNAGE
Pico International (M) Sdn. Bhd.**

Ms. Syen Yap Si Yen

Tel: +60 3 6275 5990 Ext.375

Mobile: +60 16 391 6707

siyen.yap@pico.com

**CUSTOMS CLEARANCE, Shipping,
Advance Warehousing & Material
Handling**

Agility Fairs & Events – Singapore

Mr. Michael Ng

Tel: +65.6571 5602

Mobile +65.9362.0768

MNg@agility.com

**Hostesses Service
And Temporary Staff**

EPS

Ms. Jeenee, Au

Tel: +60 3 6144 6056

Mobile: +6012 385 1238

jeenee@eps.net.my

**AUDIO & VISUAL Supplier
Excelsis Conceptz PTE LTD.**

Mr. Bernard Heng

Mobile: +65 9818 8412

bernard@excelsisconceptz.com.sg

VENUE ADDRESS:

**Kuala Lumpur Convention Centre
(KLCC)**

Jalan Pinang 50450 Kuala Lumpur
Wilayah Persekutuan Kuala Lumpur,
Malaysia

www.klccconventioncentre.com

SECTION 2: Deadlines Table

	Deadline	Contact Person
Staff Hotel Reservation	As soon as possible	http://aspire2017.com/accommodation/
Lead Retrieval Wireless Barcode Readers Order	Thursday, February 16 2017	Ms. Sarawanwalai (Sara) Komolsil Email: skomolsil@kenes.com
Symposium Program (for approval by Scientific Committee)	Friday, January 13, 2017	Ms. Becky Ben Ami E-mail: bbenami@kenes.com
Program Book Advertisement (for approval by Scientific Committee)	Friday, January 13, 2017	Ms. Becky Ben Ami E-mail: bbenami@kenes.com
Draft of Bag Insert for Approval (for approval by Scientific Committee)	Thursday, February 16 2017	Ms. Sarawanwalai (Sara) Komolsil Email: skomolsil@kenes.com
Hostesses	Thursday, March 16 2017	Ms. Jeene Au Email: jeene@eps.net.my
Shipping & Material Handling Services	Please refer to Shipping Instructions on page 17 for detailed shipping deadlines	Mr Michael Ng MNg@agility.com

SECTION 3: Timetables

Symposia Timetable			
Supporter	Date	Session Time	Location
PERKINELMER	March 31, 2017	10:45-12:15	Conference Hall 1
MERCK	March 31, 2017	13:30-15:00	
FERRING	April 1, 2017	10:30-12:00	
ABBOTT	April 1, 2017	13:00-14:30	

Registration Timetable*	
Thursday, March 30	07h30 – 18h00
Friday, March 31	07h00 – 18h00
Saturday, April 1	07h00 – 18h00
Sunday, April 2	07h15 – 14h00

* Registration hours are subject to change.

In order to set up the Hall prior to the start of your Symposium, we would recommend arriving to your Symposium at least **30 minutes** before the symposium begins, 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 AV Coordinator, Mr. Bernard Heng at bernard@excelsisconceptz.com.sg

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 ASPIRE 2017 website at <http://aspire2017.com/>

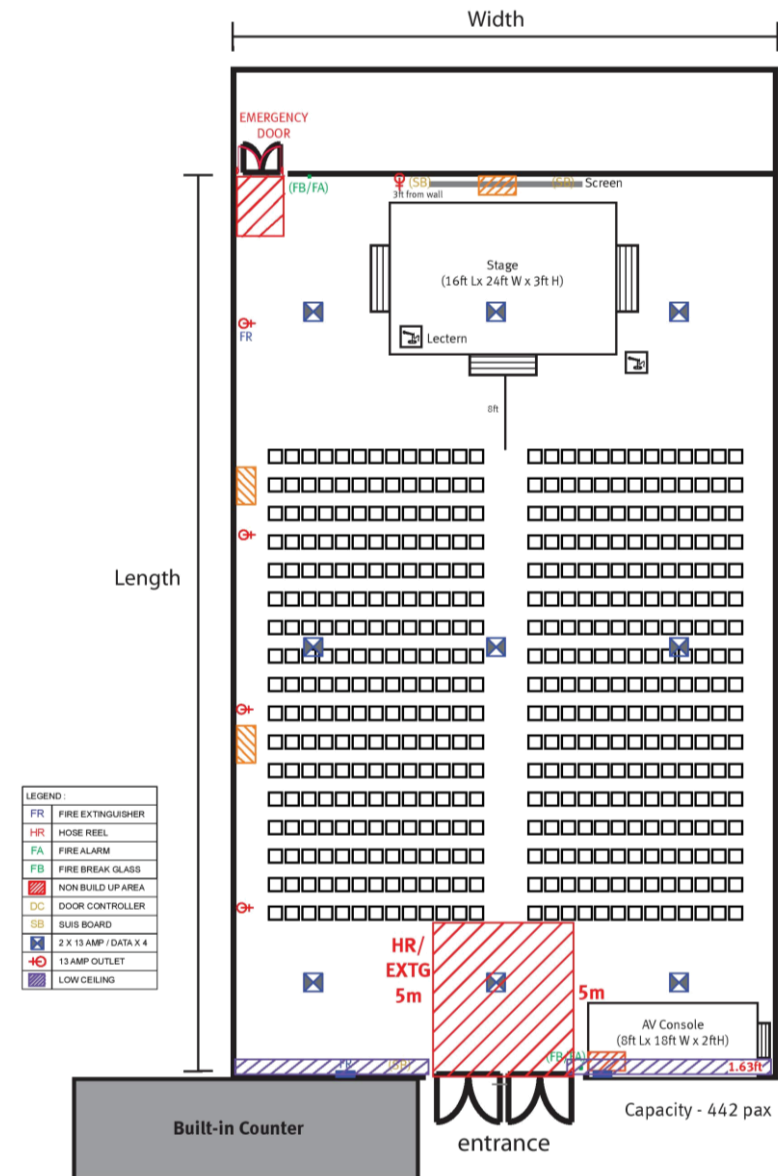
SECTION 4: Symposia Session Hall

CONFERENCE HALL 1

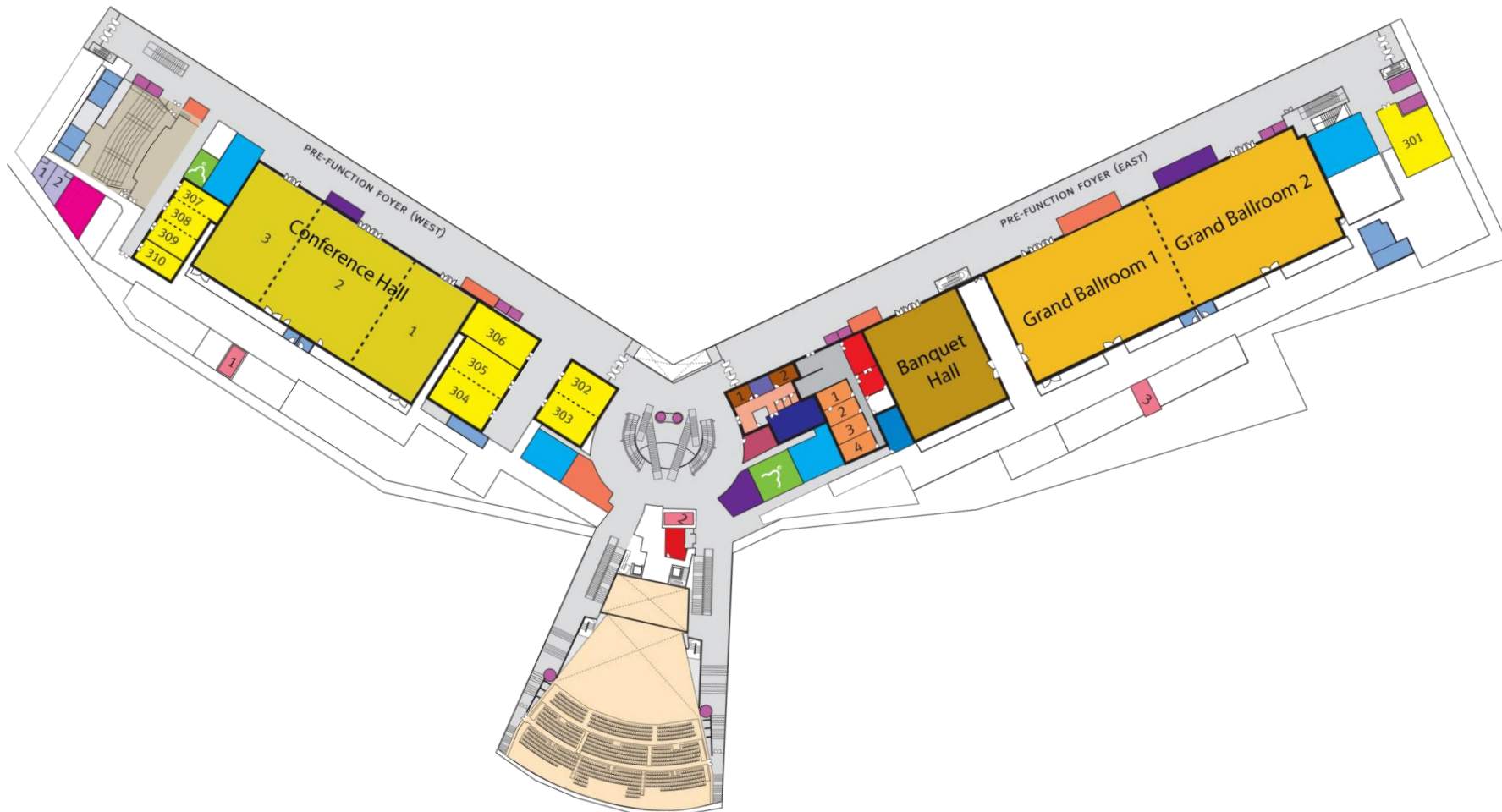
Hall Technical Details		
Hall Capacity & Layout	442 pax Theater style	
Hall Size	L:29.38m x W: 17.57m x H:9.0m	
Stage Size	L:4.8m x W:7.3m x H:0.9m	
Screen Size	In-house 3m x 4m	
Projection Aspect Ratio	4:3 Display	
Speaker Podium Banner dimensions	W	H
	51cm	102cm
Head Table Banner Dimensions	W	H
	1.8m	0.74m
Sufficient seating for up to 3 persons per table. 5mm Foam board or similar rigid material is recommended for branding the table.		

The general stage setting includes 1 speaker podium and a head table **accommodating up to 3 persons per table.**

For alternative/additional stage setting please contact
Ms. Sarawanwalai (Sara) Komolsil at: skomolsil@kenes.com



Congress Floor Plans:



SECTION 5: Supplied AV

Conference Hall 1 of the ASPIRE 2017

- Podium with 1 unit microphone
- 3 units of Table microphones for head table
- 2 units Floor microphone with stand for Q&As
- 2 units of Wireless handheld microphone for roving purpose
- 1 unit of Wireless clicker with laser pointer
- 1 unit of Confidence monitor screen in front of stage
- 1 unit of Countdown timer in front of stage
(timing can be controlled from console)
- 1 unit of Laptop
- AV Console on duty

SECTION 6: Symposium Promotion

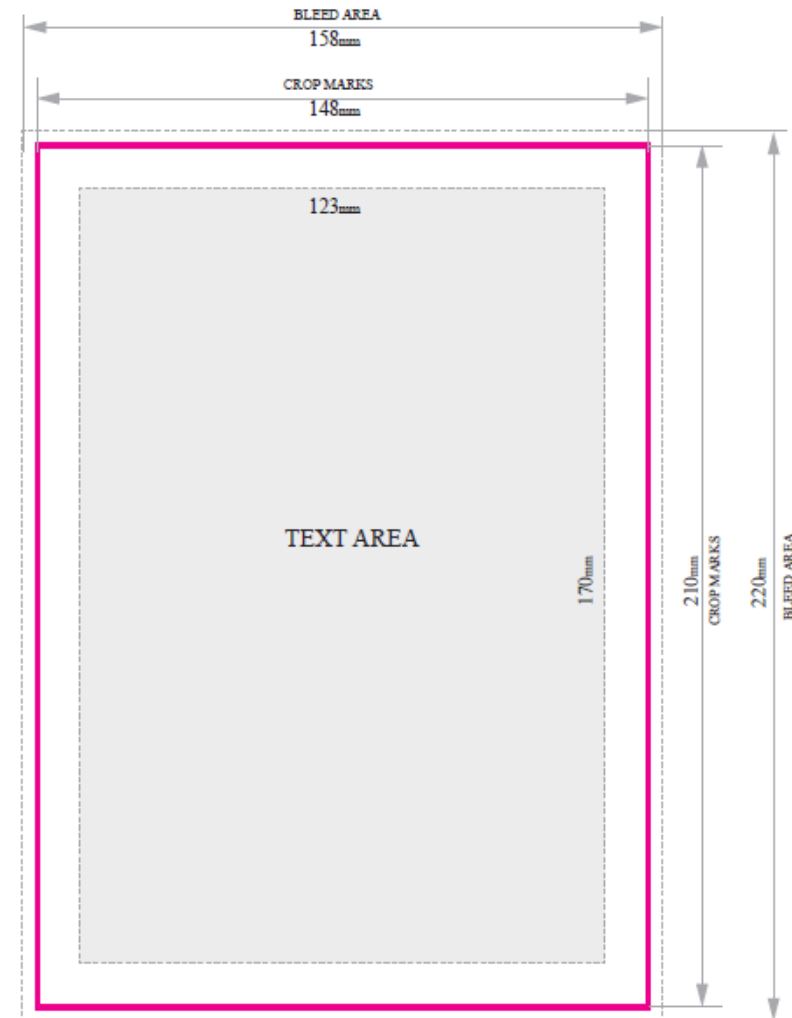
Symposium Title

If there are any changes to your Symposium title or program, or you have not yet provided your complete program details, please inform **Ms. Becky Ben Ami** at bbenami@kenes.com Friday, January 13 2017.

Final Program Advertising

For Supporters entitled to adverts in the final program as per their signed contract, please email adverts to **Ms. Becky Ben Ami** at bbenami@kenes.com by Friday, January 13 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 program are A5. Please refer to the diagram on the right for advert dimensions for the final program.

A5 size
148mm X 210mm



FILE FORMAT

PDF - High Quality or PRESS settings

Symposium Invitation Bag Inserts (Cont.)

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. Sarawanwalai (Sara) Komolsil** at skomolsil@kenes.com , as soon as possible.
2. The bag insert should not exceed standard A4 dimensions, double sided.
3. A quantity of **1,000** inserts is requested.

Inserts / Display material need to arrive **must** be sent to the official freight forwarder no later than Friday, March 24 2017 for inclusion in the congress bags. Packages should be labeled accordingly with the supporters company's name and the name of the responsible person (who will be in the event), and the name and date of the event. This also applied to local delivery as the organizer, neither KLCC will accept to receive the materials on bag packing day. *Any late submission will be featured on congress material table.*

AGILITY FAIRS & EVENTS LOGISTICS PTE LTD is the Official Freight Forwarder agent for the ASPIRE 2017 Congress and Exhibition. To ensure the smooth unloading and arrival of your material into the venue, we recommend using the Official Freight Forwarder services. Supporters who choose to use their own services to deliver their goods to the venue door or warehouse are still required to contact Hermes in order to coordinate the time schedule for unloading of freight into the venue.

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 official congress shipping agent will not take any responsibility.

For shipping / delivery options to the venue, please refer to **SECTION 8: Shipping, Tariffs, Material Handling and Shipping Labels.**

Symposium Signage

Symposium supporters have the option to create promotional signage according to the below guidelines. All symposium signage should be produced by the company.

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

1. Session Hall Signage

- Self-Standing Sign (optional) - The following may be displayed (and provided by the Supporter)
 - 1 x standalone sign to be placed at the entrance of the session hall *only* 30 minutes prior to the sessions published starting 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).
 - 1 x Banner in front of the speakers lectern facing the audience. (For dimensions see SECTION 4: Symposium Session Halls).

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 Meeting Planner prior the installation. Please make sure to bring your own easels.

SECTION 7: Lead Retrieval Wireless Barcode Readers

Lead Retrieval Wireless Barcode Readers are a helpful tool for collecting participants contact information.

Mini Scanner

- No editing capabilities
- Basic participant info
- Pocket size
- Cost per unit - **USD 300 + 4% CC charge**



Please Note:

- Attendee data is supplied by each participant or the agency responsible for the registration process of that participant. We regret that in some cases data may be incomplete, such as when group registration is completed by a third party, we may not be in possession of the full contact details.
- Data provided will only include the information of participants who have agreed to share their details with 3rd parties. The data of participants who have not agreed to this, will not be provided.
- Kenes International and the Organizing Committee encourage attendees to provide thorough information, however cannot be responsible for the quality and content of such data.
- Furthermore, in some cases, the participant does not give his permission to transfer his contact details to any other party. Therefore, although he was scanned by the bar code reader, we are still unable to forward his contact details.
- In order to reserve your Lead Retrieval Wireless Barcode Reader, please complete the order form on page 14. We will send you a link to the Exhibitors' Portal, including your personal login details. Deadline for ordering scanners: **Thursday, February 16 2017**.

Order Form -Lead Retrieval Wireless Barcode Reader

Please complete the following Order Form. Please note that if the system is not returned one hour after the exhibition closing hour, an additional \$1500 (USD) charge will be made to your credit card.

In accordance with the security measures taken by credit card companies, Please complete the following form in your own handwriting and sign. Please mail this form before **Thursday February 16, 2017** to the attention of Sarawanwalai (Sara) Komolsil at: skomolsil@kenes.com

Number of Mini Scanners Requested: _____ (\$300 + 4% CC surcharge per unit)

Company Name: _____

Email Address: _____

Telephone Number: _____

Card Type: Visa / MasterCard / AMEX: _____

Credit Card Number: _____

Expiration Date: _____

Security Digits (on the back of the credit card): _____

Name of Card Holder: _____

Date: _____

SIGNATURE of Card Holder: _____

SECTION 8: Shipping, Tariffs, Material Handling and Shipping Labels

CUSTOMS CLEARANCE, FREIGHT & MATERIAL HANDLING

Agility Fairs & Events – Singapore

Mr. Michael Ng

Tel: +65.6571 5602

Mobile +65.9362.0768

MNq@agility.com

Delivery & Logistic Services

AGILITY FAIRS & EVENTS LOGISTICS PTE LTD has been appointed as the official forwarding agent and clearance agent for this Congress and 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.

For security, insurance, and efficiency reasons, **AGILITY FAIRS & EVENTS LOGISTICS PTE LTD Limited** is the sole official agent to handle cargo inside the venue.

Stand builders are prohibited from using trolleys during set-up and dismantling periods.

Kindly note that the official agent is the exclusive agent for move in and move out of the venue.

Exhibitors and stand builders are free to deliver their goods or to pick their goods up from outside the venue. Those who use their own facilities up to the venue are requested to coordinate their time schedule and unloading of their cargo into the venue with the official logistics agent.

Insurance of Goods

All cargo should be insured from point of origin.

CASE MARKING / LABELING

All cases and packages must be clearly marked as follows:

ASPIRE 2017

c/o **AGILITY LOGISTICS SDN BHD**

Name of Exhibitor :
Stand Numbers :
Case Numbers :
Gross Weight/Net Weight:
Dimensions :

SHIPMENT VIA ADVANCE WAREHOUSE

Local suppliers, or customs cleared goods can send their goods to advance ware house as per the following delivery address:

AGILITY LOGISTICS SDN BHD

No. 2, Block B, Jalan Bumbung, Sek U8, Perindustrian Bukit Jelutong,
40150 Shah Alam, Selangor Darul Ehsan. Malaysia
(Fairs & Events Unit)

Tel: +603 7841 8888 Fax: +603 7842 3295

For: ASPIRE 2017

ARRIVAL DEADLINES

To ensure the timely delivery of your exhibits customs cleared to the exhibition site to coincide with the move-in schedule, all shipments must arrive from **March 20 – 27, 2017**