Dear Sponsor,

We are happy to present you with the 18th Biennial Meeting of the World Society for Stereotactic and Functional Neurosurgery (WSSFN), 24-27 June 2019, Hilton NYC, New York, USA Supporters’ Symposium Manual.

This manual covers important information and is designed to assist you 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 18th Biennial Meeting of the World Society for Stereotactic and Functional Neurosurgery (WSSFN), takes place from 24-27 June 2019, at the Hilton New York Hotel, USA.

A block of rooms has been reserved for the WSSFN 2019 congress participants and supporters at a discounted rate. Hotel reservations can be made via the congress website. Please click here.

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

Kind regards,

Yulia Rijinsky
Industry Coordinator
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SECTION 1: Symposium Related Contact Information

**Congress Organizer**  
Kenes International  
Rue François-Versonnex 7  
1207 Geneva, Switzerland  
Tel: +41 22 908 0488  
Fax: +41 22 906 9140  
E-mail: wssfn@kenes.com

**Industry & Exhibitor Coordinator**  
Ms. Yulia Rijinsky  
Tel: +41 22 9080488 Ext.995  
E-mail: vrijinsky@kenes.com

**Meeting Planner**  
Ms. Belberova  
Tel: +359 894 450 982  
E-mail: ebelberova@kenes.com

**Programme Coordinator**  
Ms. Jaime Kirzner  
Tel: +41 22 9080488 Ext. 561  
E-mail: jkirzner@kenes.com

**Audio Visual Coordinator**  
For extra AV order and technical rehearsals  
Mr. Mike Perchig  
E-mail: nest@nest-av.com

**Industry Liaison and Sales Associate**  
Ms. Klinta Stala  
Tel: +31 20 7630108  
E-mail: kstala@kenes.com

**Registration Manager**  
Ms. Adi Braunstein  
Tel: +41 22 908 0488 ext. 398  
E-mail: azur@kenes.com

**Group Hotel Reservation**  
Ms. Shirley Raphaely  
Tel: +41 22 9080488 ext. 586  
E-mail: sraphaely@kenes.com
Catering Services/Cleaning/Parking
Ms. Charlene Gay
Tel: +1 212 261 5927
E-mail: Charlene.Gay@Hilton.com

Furniture Hire/Signage/Shipping
Ms. Jenny Murphy & Ms. Rebecca Fafara
E-Mail: Jenny.Murphy@freemanco.com; Rebecca.Fafara@freeman.com
### SECTION 2: Deadlines Table

<table>
<thead>
<tr>
<th>Submission of Forms</th>
<th>Deadlines</th>
<th>Contact Person</th>
</tr>
</thead>
</table>
| Hotel Reservation for Staff                              | As soon as possible                           | **Ms. Shirley Raphaely**  
Tel: +41 22 9080488 ext. 586  
E-mail: sraphaely@kenes.com |
| Badge Order                                              | Monday, June 10, 2019                          |                                                                                |
| Eblast (for approval by Scientific Committee)            | Monday, May 20, 2019                           |                                                                                |
| Symposium Programme (for approval by Scientific Committee)| As soon as possible                          | **Via Kenes Exhibitor’s Portal**  
[https://exhibitorportal.kenes.com](https://exhibitorportal.kenes.com) |
| Final Program Advertisement (for approval by Scientific Committee) | As soon as possible                          |                                                                                |
| Mobile App Advertisement                                 | Monday, May 20, 2019                           |                                                                                |
| Lead Retrieval Wireless Barcode Readers Order            | Thursday, May 16, 2019                         |                                                                                |
| Bag inserts (for approval by Scientific Committee)       | Monday, May 20, 2019                           |                                                                                |
| Catering Service                                         | As soon as possible                           | **Ms. Charlene Gay**  
Email: Charlene.Gay@Hilton.com |
| Furniture Hire, Signage, Shipping                        | Monday, June 3, 2019                           | **Ms. Jenny Murphy & Ms. Rebecca Fafara**  
Email: Jenny.Murphy@freemanco.com; Rebecca.Fafara@freemanco.com |
| Shipping & Material Handling Services                    | Please refer to Shipping Instructions in section 8 for detailed shipping deadlines |                                                                                |
| Payment of Invoice Balance                                | Must be received in full by before the conference opens | **Ms. Klinta Stala**  
Tel: +31 20 7630108  
E-mail: kstala@kenes.com |
SECTION 3: Timetables (subject to change)

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Company</th>
<th>Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, June 24</td>
<td>12:15 - 13:15</td>
<td>Elekta</td>
<td>Nassau</td>
</tr>
<tr>
<td></td>
<td>12:15 - 13:15</td>
<td>Voyager</td>
<td>Grand Ballroom West</td>
</tr>
<tr>
<td>Tuesday, June 25</td>
<td>12:15 - 13:15</td>
<td>Boston Scientific</td>
<td>Mercury</td>
</tr>
<tr>
<td></td>
<td>12:15 - 13:15</td>
<td>Medtronic</td>
<td>Nassau</td>
</tr>
<tr>
<td>Wednesday, June 26</td>
<td>12:15 - 13:15</td>
<td>Abbott</td>
<td>Grand Ballroom West</td>
</tr>
<tr>
<td></td>
<td>12:15 - 13:15</td>
<td>Insightec</td>
<td>TBA</td>
</tr>
<tr>
<td>Thursday, June 27</td>
<td>12:30 - 13:30</td>
<td>Brainlab</td>
<td>Nassau</td>
</tr>
<tr>
<td></td>
<td>12:30 - 13:30</td>
<td>Alpha Omega</td>
<td>TBA</td>
</tr>
</tbody>
</table>

In order to support you in the best possible way, please inform us if you plan any branding or change of set up in the hall. This information is invaluable. We recommend arriving to your Symposium approx. 20 minutes prior to the start, where a member of the Logistics Team will be available should you need any assistance.

Please coordinate directly with Ms. Yulia Rijinsky yrijinsky@kenes.com about set-up times and requirements.

If a technical rehearsal is required, please contact the AV Coordinator, Mr. Mike Perchig nest@nest-av.com

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

An updated Scientific Timetable can be found on the WSSFN website by clicking here.
SECTION 4: Symposia Session Halls

Grand Ballroom West
(For Symposia taking place in the Grand Ballroom West Hall, the Hall will be referred to as Grand Ballroom West in all Symposia publications and directional signage.)

<table>
<thead>
<tr>
<th>Hall Capacity</th>
<th>585 Theatre Style</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ceiling Height</td>
<td>24ft</td>
</tr>
<tr>
<td>Speaker Lectern</td>
<td>Hilton Podium Measurement: 44” High x 25” Wide</td>
</tr>
<tr>
<td>Head Table</td>
<td>72”W 30”H</td>
</tr>
<tr>
<td></td>
<td>Sufficient seating for up to 4 persons *. Two modules will be used. Each module is 72” wide x 30” height. 3mm Foam board or similar rigid material is recommended for branding.</td>
</tr>
</tbody>
</table>

The general stage setting includes 1 speaker lectern and a head table accommodating up to 4 persons.

For alternative/additional stage setting please contact Ms. Yulia Rijinsky rrijinsky@kenes.com

Hall Grand Ballroom West
For Sponsors’ Symposia being held in **Grand Ballroom West**, the company “virtual” banners in front of the lectern and on the Panoramic screen will be projected.

Please contact the Audio-Visual 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 title of the Symposium, the name and logo of the Sponsor and the name and logo of the Congress.
Nassau
(For Symposia taking place in the **Nassau** Hall, the Hall will be referred to as **Nassau** in all Symposia publications and directional signage.)

<table>
<thead>
<tr>
<th>Hall Capacity</th>
<th>200 Theatre Style</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ceiling Height</td>
<td>10ft</td>
</tr>
<tr>
<td>Speaker Lectern</td>
<td>Hilton Podium Measurement: 44” High x 25” Wide</td>
</tr>
<tr>
<td>Head Table</td>
<td>72”W x 30”H</td>
</tr>
</tbody>
</table>

*Sufficient seating for up to 2 persons*. Two modules will be used. Each module is **72” wide x 30” height**.

3mm Foam board or similar rigid material is recommended for branding.

The general stage setting includes 1 speaker lectern and a head table accommodating up to 2 persons.

For alternative/additional stage setting please contact Ms. Yulia Rijinsky yrijinsky@kenes.com
**Mercury**
(For Symposia taking place in the **Mercury** Hall, the Hall will be referred to as **Mercury** in all Symposia publications and directional signage.)

<table>
<thead>
<tr>
<th>Hall Capacity</th>
<th>400 Theatre Style</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ceiling Height</td>
<td>10ft</td>
</tr>
<tr>
<td>Speaker Lectern</td>
<td>Hilton Podium Measurement: 44” High x 25” Wide</td>
</tr>
<tr>
<td>Head Table</td>
<td>72”W</td>
</tr>
</tbody>
</table>

Sufficient seating for up to 4 persons *. Two modules will be used. Each module is 72” wide x 30” height. 3mm Foam board or similar rigid material is recommended for branding.

The general stage setting includes 1 speaker lectern and a head table accommodating up to 4 persons.

For alternative/additional stage setting please contact Ms. Yulia Rijinsky vrijinsky@kenes.com
Venue Floor plans

Function Space

Concourse, Lobby, Second and Third Floors connected by escalators and elevators. Escalators connect Hotel Areas, Americas Hall I and Americas Hall II.

Second Floor

Floor plans of the second floor, including areas like the loading dock, service elevator, Rhinelander Gallery North, Promenade, Murray Hill West, and more.
THIRD FLOOR

AMERICA'S HALL FOYER
WEST PROMENADE
GRAND BALLROOM FOYER
GRAND BALLROOM EAST FOYER
GRAND BALLROOM SUITE
GRAND BALLROOM EAST

ROTUNDA
MERCURY BALLROOM
PETIT TRIANON
TRIANON BALLROOM

STAGE
STAGE
}

18TH BIENNIAL
MEETING OF THE
WORLD SOCIETY FOR
STEREOTACTIC AND
FUNCTIONAL NEUROSURGERY
JUNE 24-27
2019

HILTON MIDTOWN
NEW YORK CITY
SECTION 5 Supplied AV

Audio Visual Coordinator
For extra AV order and technical rehearsals
Mr. Mike Perchig
E-mail: nest@nest-av.com

Grand Ballroom West
• Front projection screens, image of H12.5 X W20 feet.
• Data projector, 8000 ansi-lumens, incl. all the required cabling.
• 23” Confidence monitor on the head table, showing the same PowerPoint image as being projected on the main front projection screen.
• Laptop computer for PowerPoint presentations, including Windows and Office, 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 and the stage, including 6 wired microphones (1 head table, 1 lectern, 4 Questions & Answers) with stands (floor/table), 1 wireless tie-clip microphone and connection to sound from computers (mini PL plug) at the lectern.
• Audio monitors for the lectern and the head table.
• Lighting system, illuminating the lectern and the head table.
• 2 x AV technicians to operate the above-mentioned systems

Mercury Hall
• Front projection screens, image of H9 X W16 feet.
• Data projector, 6500 ansi-lumens, incl. all the required cabling.
• 23” Confidence monitor on the head table, showing the same PowerPoint image as being projected on the main front projection screen.
• Laptop computer for PowerPoint presentations, including Windows and Office, 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 and the stage, including 5 wired microphones (1 head table, 1 lectern, 3 Questions & Answers) with stands (floor/table), 1 wireless tie-clip microphone and connection to sound from computers (mini PL plug) at the lectern.
• AV technician to operate the above-mentioned systems

Nassau Hall
• Front projection screens, image of H5.5 X W10 feet.
• Data projector, 4500 ansi-lumens, incl. all the required cabling.
• Laptop computer for PowerPoint presentations, including Windows and Office, 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 and the stage, including 3 wired microphones (1 head table, 1 lectern, 1 Questions & Answers) with stands (floor/table), 1 wireless tie-clip microphone and connection to sound from computers (mini PL plug) at the lectern.
• AV technician to operate the above-mentioned systems
SECTION 6: Symposium Promotion

Symposium Title and Program
Please submit the final symposium program via the Exhibitor Portal as early as possible.

The proposed program should include:
- Symposium title
- Date, time and hall name
- Chair(s) name, e-mail and country
- Speaker(s) lecture titles, speaker name, e-mail and country

Final Program Book Advertising
For supporters entitled to adverts in the printed program book as per their signed contract, please submit the file via the Exhibitor Portal no later than Monday, May 20, 2019 according to the following specifications:
PDF format, press quality, CMYK only, Fonts and images embedded.

Page Size: 148 mm x 210mm
Text Area: 142 mm x 204 mm
Bleed Area: 154 mm x 216 mm
Mobile App Advertisement
Should you be entitled to a mobile app advertisement per your contract, please send the file in pdf format to the Meeting Planner by email no later than Monday, May 20, 2019.

We recommend avoiding using small text, so the advert could be readable when displayed on a mobile screen.

Promotional E-Blast
For Supporters entitled to an Industry Mailshot as per their signed contract, please refer to the Mailshot Design Requirements and make sure to forward these guidelines to your web designer/programmer.

Please upload the HTML version of your mailshot and other relevant files together with the requested mailshot subject line to the Exhibitor Portal no later Monday, May 20, 2019.

Mobile App Push Notification
For Supporters entitled to App Push Notification as per their signed contract, please upload the text to the Exhibitor Portal no later than Monday, May 20, 2019.

- Title - Max 90 characters including spaces
- Body - Max 140 characters including spaces
- Preferred date and exact local time

To upload your Deliverables, please refer to the online Exhibitor and Sponsor’s Portal
Please Click Here to log in the portal
Symposium Invitation Bag Inserts
Should you be entitled to a bag insert per your contract, please follow the below procedure should you wish to promote your symposium activities.

- Please email the invitation draft (including graphic design) prior to printing for approval to Yulia Rijinsky at: yrijinsky@kenes.com no later than June 22, 2019
- There is no size restriction for the invitation; however, we recommend that the invitation does not exceed standard A4 dimensions.
- A quantity of 1100 inserts is requested.

Bag Inserts / Display material need to arrive at the venue no later than on Saturday, June 22, 2019 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.

Important Notes Regarding Shipping of Bag Inserts:
- 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 conference. Please also make sure to state ‘Bag Inserts’ on all packages.

Place a label on the package as per below instructions:
Yulia Rijinsky
Company Name
C/O Hilton New York
1335 Avenue of the Americas
New York, New York 10019
ATTN: Package Room
Hold for guest arrival
Delivery destination & date
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 signs may be displayed (and provided by the Supporter):

1. Session Hall Signage
   - Self-Standing Sign (optional)
     - 1 x stand-alone sign to be placed at the entrance of the session hall approx. 30 minutes prior to the sessions published start time.
   - Stage Banners (optional)
     - 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 On-site Manager. Please make sure to bring your own easels if necessary.
SECTION 7: Miscellaneous Information

Catering
The catering in the venue is exclusive and needs to be requested in advance. Sponsors who wish to order food and beverages for their symposium, meeting/hospitality room are welcome to do so directly with the venue caterer. Please order the needed F&B via the following link - https://newyorkhilton.boomerecommerce.com/Pages/Security/Login.aspx?ReturnUrl=%2f

Please advise Ms. Yulia Rijinsky yrijinsky@kenes.com in advance if you will be providing lunch to participants during your symposium.

Coffee Breaks and Lunches
For your information, refreshments (included in the registration fee) will be served in the Exhibition area during official coffee breaks. Industry Sponsored lunches are provided for participants in the Session Halls.

Meeting / Hospitality Rooms
Sponsors interested in hiring a meeting or hospitality room during WSSFN 2019, should please contact Klinta Stala via kstala@kenes.com
Rooms are available on a first come first served basis.
SECTION 8: Innovative Products

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:
• **Webcasting, Synchronized Video/Audio/PowerPoint Recording, Live Streaming** and many more products designed for capturing and recording symposium content.

• **Voting with Keypads** and web based interaction platforms such as: **Voting via the congress app, Q&A via Congress App (‘Ask the Speaker’)** and more products designed for increasing participant’s interaction during symposium sessions.

We also provide tailor made customized solutions – [contact us](mailto:) to make it happen!

For more onsite products opportunities and price quotes, please [click here](mailto:).
SECTION 9: 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.

Lead Retrieval Application (device not included)
The Application should be installed on your personal device.

The advantages of the new application:
• Effortless process using registration badge barcode.
• Ability to insert exhibitor’s comments for each lead.
• Immediate information retrieval online.
• Application is available for download from Apple store or Google play: "Kenes K-Lead App".
• Cost per unit – USD 450.00 + 4% CC charges

The Mini Scanner

• No editing capabilities
• Basic participant info
• Pocket size
• Cost per unit- USD 350 +VAT + 4% CC surcharge

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. Therefore, although he was scanned by the bar code reader, we are still unable to forward his contact details.

• Kenes International and the Organizing Committee encourage attendees to provide thorough information, however cannot be responsible for the quality and content of such data.

To reserve your Lead Retrieval Wireless Barcode Reader, please refer to the online Exhibitor and Sponsor’s Portal
Please Click Here to log in the portal
Deadline: Thursday, May 16, 2019
SECTION 10: Shipping, Tariffs, Material Handling and Shipping labels

Warehouse Shipping Address:
Exhibiting Company Name / Booth #____________
WSSFN 2019
C/O FREEMAN
909 Newark Turnpike
Kearny, NJ 07032

Freeman will accept crated, boxed or skidded material beginning Tuesday, May 28, 2019 at the above address. Material arriving after Monday, June 17, 2019 will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108" H x 93" W. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 2:30 PM. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (201) 299-757

Show Site Shipping Address:
Exhibiting Company Name / Booth #____________
WSSFN 2019
C/O FREEMAN
New York Hilton Midtown
1335 Avenue of the Americas
New York, NY 10019

Freeman will receive shipments at the exhibit facility beginning at 6:00 AM on Sunday, June 23, 2019.
Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor. Certified weight tickets must accompany all shipments. If required, provide your carrier with this phone number: (201) 299-7575.

Please note:
All items and materials that must be brought into the facility are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors. Refer to the material handling form for charges for the service.

Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Freeman for your quoted rates and rules applicable to disposal of your exhibit properties.
Labels

Labels can be found via the following link: