

Industry Manual

Dear Supporter,

We are happy to present you with the ESTS 2025 Industry Symposia Manual.

The 33rd Annual Meeting of the European Society of Thoracic Surgeons (**ESTS 2025**) which will take place on **May 25-27, 2025** in **Budapest, Hungary**.

This manual covers important information and is designed to assist in preparing for your Symposium. We trust that you will find it helpful and suggest that you read all the information presented. It will take you very little time now and could save you a great deal of time later.

Please forward this manual to everyone who is working on this project.

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

Yulia Rijinsky

Exhibition Manager

Email: yrijinsky@kenes.com

Each exhibitor/supporter has received an e-mail with login details to access the Portal. The Portal enables Supporters and Exhibitors to:

- Submit company logo and profile
- Order lead retrieval (badge scanners)
- Submit individual names for badges and order extra exhibitor badges
- Submit booth drawing (for "Space Only" booths)/Fascia sign lettering (for "Shell Scheme" booths)

Link to access the Portal <https://exhibitorportal.kenes.com>

Notes:

- The login details has been 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.

Kenes Contacts:

Conference Organizer

Kenes Group

Rue François-Versonnex 7

1207 Geneva, Switzerland

Tel: +41 22 908 0488

E-mail: ests@kenes.com

Industry Coordinator and Exhibition Manager

Yulia Rijinsky

Tel: +41 22 908 0488 Ext: 995 | E-mail: jrijinsky@kenes.com

Industry Liaison & Sales

Teresa Casillas Seoane

Tel: +41 22 908 0488 Ext: 544 | E-mail: tseoane@kenes.com

Hotel Accommodation

Karen Resnick

E-mail: kresnick@kenes.com

<https://hotels.kenes.com/congress/ests25>

Audio Visual Coordinator

Mike Perchig

E-mail: nest@nest-av.com

Registration Specialist

Viktoria Georgieva

Tel: +41 22 908 0488 | E-mail: reg_ests25@kenes.com

Programme Coordinator

Joanne Katz

Tel: +41 22 908 0488 Ext: 920 | E-mail: jkatz@kenes.com

Product Marketing Coordinator

Olaya Espejo

E-mail: oespejo@kenes.com

Contractors:

Catering

Hungexpo

Mr. Gergo KECSKEMETI

Email: kecskemeti.gergo@hungexpo.hu

[Order Form](#)

[Catering Catalogue](#)

Onsite Logistic Agent, Material Handling & Customs Clearance Agent

Merkur Expo Logistics GmbH

Merkur Expo Logistics

Mrs Astrid Weitmann

Email: astrid.weitmann@merkur-expo.com

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

Hostesses & Temporary Staff Hire

Hungexpo

Ms Frigyes NOVAK

Email: novak.frigyes@hungexpo.hu

Order Link for Hostesses & Temporary Staff Hire: ([catalogue](#))

Graphics & Signage

Hungexpo

Order link –[Click here](#)

Action Item <i>Please refer only to items which are included in your signed contract</i>	Deadline	Contact Person
Staff Hotel Reservation	As soon as possible	Karen Resnick kresnick@kenes.com https://hotels.kenes.com/congress/ests25
Payment of Invoice Balance	Must be received in full no later than 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, April 8, 2025	Yulia Rijinsky jrijinsky@kenes.com
Advert inside the Mini Program	Tuesday, April 1, 2025	
Advert in the Mobile App	Monday, April 21, 2025	
Promotional E-mail Blast (Exclusive)	Tuesday, April 1, 2025	
Text for Push Notifications	Monday, April 21, 2025	
Badge Scanner/Lead Retrieval System <i>Kenes Exclusive</i>	Tuesday, May 6, 2025 <i>Onsite rate will be applied for orders received after this deadline</i>	
Placing orders for Live Streaming, Voting / Ask the Speaker/ Evaluation and other Technology Products and Services <i>Kenes Exclusive</i>	Tuesday, April 8, 2025 <i>Orders received after the deadline will incur rush fees</i>	Olaya Espejo oespejo@kenes.com

Catering Services	Monday, 21 April <i>Orders received after the deadline will incur rush fees, subject to items availability</i>	Hungexpo Gergo KECSKEMETI ests@hungexpo.hu kecskemeti.gergo@hungexpo.hu Order Form
Hostesses & Temporary Staff Hire	Thursday, May 1	Hungexpo Frigyes NOVAK novak.frigyes@hungexpo.hu Order Forms: (catalogue)
Furniture / Graphics & Signage / Plants & Floral Arrangements	Upon request	Yulia Rijinsky jrijinsky@kenes.com
Dedicated Wi-Fi / Wired Internet for Meeting Rooms Exclusive		Click Here
AV – scheduling Tech rehearsal, placing orders for extra AV for the Sponsored Symposia and AV for Meeting rooms	As early as possible and no later than Friday, May 2 <i>Orders received after the deadline will incur rush fees</i>	Mike Perchig nest@nest-av.com
Shipping & Material Handling Services		
Door to door & Airfreight shipments	Please contact Merkur	Merkur Expo Logistics Astrid Weitmann Astrid.Weitmann@merkur-expo.com
Shipment via Germany Advance Warehouse	No later than May 15, 2025 <i>We highly recommend using this option</i>	
Exhibition goods – Direct deliveries to Conference venue only full load trucks	Subject to time slot Please contact Merkur	

Supported Symposia

Company	Date	Time (Budapest Local Time)	Hall	Symposium Details
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Astra Zeneca	Sun, May 25	12:00-13:00	Hall F1	Click Here
Medela	Sun, May 25	12:00-13:00	Hall F2	Click Here
Karl Storz	Sun, May 25	12:00-13:00	Hall F6	Click Here
Johnson& Johnson	Sun, May 25	12:00-13:00	Hall F7	Click Here
Johnson & Johnson	Mon, May 26	12:30-13:30	Hall F7	Click Here
Intuitive Surgical	Mon, May 26	12:30-13:30	Hall F1	Click Here
MSD	Mon, May 26	12:30-13:30	Hall F2	Click Here
Medtronic	Mon, May 26	12:30-13:30	Hall F6	Click Here
BMS	Tue, May 27	12:00-13:00	Hall F1	Click Here
Zimmer Biomet	Tue, May 27	12:00-13:00	Hall F2	Click Here
CMR Surgical	Tue, May 27	12:00-13:00	Hall F6	Click Here

Important notes:

- Industry Supported Sessions are **not** included in main conference CME/CPD credits.
- In order to support you in the best possible way, **please share your plans and requirements with us**. This information is invaluable for the success of your symposium. Please coordinate directly with the Industry Coordinator Yulia Rijinsky at: jrijinsky@kenes.com.
- We recommend arriving early to **set up the hall** prior to

the start of your Symposium. A member of the Kenes Operational team will be available onsite should you need any assistance.

- **Handouts** are allowed to be distributed at the entrance to the Symposium hall; however, it is NOT permitted to place material on the seats inside the hall. We encourage supporters to consider digital alternatives, minimizing paper waste.
- 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 for the day's events may run smoothly. The updated scientific program can be found on the [ESTS 2025 Conference Website](#).**
- **Blackout Policy:** we respectfully request that all supporters (sponsors, exhibitors, special interest groups, and other stakeholders) comply with the conference blackout policy and refrain from holding organized meetings or events in parallel to the scientific program. [Click here](#) to view the conference program

If you have already finalized the speakers who will give a talk in your symposium, **please share with us their details as soon as possible.** Please specify country and email address for each speaker.

Please submit the final symposium program using [the attached Agenda format](#) via email to the Industry Coordinator Yulia Rijinsky at: jrijinsky@kenes.com as early as possible and no later than **Tuesday, April 8, 2025.**

Please note that the content, faculty, and program of the symposium is subject to the review and approval by the Organizers.

ESTS policy with regards Industry speakers:

- **Committee members (that cannot speak in Industry sessions):** [Committee | ESTS 2025](#)

Please ensure your speakers are aware of above policy before accepting to talk in your symposium.

The proposed program should include:

- Symposium Title (up to 110 characters including spaces)
- Symposium Description (up to 200 words. Hyperlinks can be included).
- 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 (optional)
- 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

In case of any changes to your symposium title or program after the initial submission, please update the Industry Coordinator Yulia Rijinsky at: jrijinsky@kenes.com.

“K-Lead” Application – Barcode Scanner Application

Lead Retrieval Wireless Barcode Readers can be a helpful tool for receiving contact information about participants who attend your symposium.

We are pleased to offer you the K-Lead Application. Supporters 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’ 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: EUR 700 (excluding 4% credit card charges fees, excluding VAT if applicable).

Device is NOT included!

Deadline: 2 weeks prior to the conference

Onsite rate of EUR 850 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: EUR 750

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 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>

- Catering is **exclusive** to Hungexpo and should be ordered in advance.
- **Food and drinks** are allowed to be taken into the symposium halls.
- Supporters who wish to order **any Catering for their**

symposium or any food and beverages for their meeting/hospitality room are welcome to do so directly with Hungexpo. Kindly contact Gergo KECSKEMETI via kecskemeti.gergo@hungexpo.hu

- [Catering Order Form](#)

- **Deadline: Monday, 21 April**


Orders received after the deadline will incur rush fees, subject to items availability

- If you are considering having catering during the symposium, please note that additional charges will be applied for cleaning the hall immediately following the session.
- Please take into consideration that lunch and refreshments will be served in the Exhibition Hall according to the Conference timetable ([click here](#) for the most updated timetable).
- If you are planning to offer catering together with the symposium, it is recommended to indicate this in all publications (as long as it is in line with the supporter's internal compliance policy).

We strongly recommend scheduling a technical rehearsal in the hall itself and testing the Presentations during that rehearsal. 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. 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.

Symposia Halls – Technical Details				
Hall Name	Location	Area (sqm)	Hall Capacity	Hall Layout

Hall F1	Ground floor	230	200	Theater
Hall F3	Ground floor	230	200	Theater
Hall F6	Ground floor	230	200	Theater
Hall F7	Ground floor	230	200	Theater

Speaker Lectern in Halls F1. F2, F6, F7	
<ul style="list-style-type: none"> • Self-branding is not permitted • Please contact Hungexpo for lectern branding as per below specs 	
<div> <div> <div>PLEXI podium</div> <div>  </div> </div> <div> color: transparent width: 50 cm depth: 40 cm height: 115 cm amount: 1 pc </div> </div>	
(2x) Head Tables in Halls F1. F2, F6, F7	

- The head tables will be branded with the general congress branding.
- Exact head table dimensions can be found below.
- If you are interested to have your own company branding note that this is optional and should be arranged in advance and covered by the sponsoring company.
- Due to the time constraints between the sessions and the specifics of the branding, changing the default congress branding is **not** recommended. However, if you prefer to have your own company branding for the head table, please contact the Industry Coordinator Yulia Rijinsky jrijinsky@kenes.com to discuss the options.
- Self-branding of the head table is not permitted
 - we will have 2 of the below tables

EASY SPACE 160 office table	 <p>color: walnut width: 160 cm depth: 80 cm height: 72 cm amount: 40/57 pc</p>
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The exact default stage setting will be shared in due course.

For alternative stage setting and/or different set-up, please contact Yulia Rijinsky at: jrijinsky@kenes.com by May 7th the latest, after that deadline no set up change will be possible (depending on the requirements, additional fees may incur).

Halls F1, F2, F6, F7, ESTS 2025 Congress – in each :

- Front projection screen, image of H2.25 X W4 meters approx. (16.9 ratio)
- 8000 a.l. Data projector, incl. all the required cabling, for projecting the PowerPoint on the screen.
- 42" Confidence monitor in front of the head table, showing the same image as projected on the main front projection screen.
- Countdown Timer monitor in front of the lectern,

operated by the technicians at the AV Control desk.

- Laptop computer for PowerPoint presentations, including English version of Windows and Office, USB port, sound card – located at the lectern and networked to the Speakers' Ready Room.
- Wireless PowerPoint advancer/clicker (we recommend using the cursor of the laptop computer as a pointer).
- P.A. (sound) system, which covers the hall and the stage, including wired microphones for the head table, lectern and Questions & Answers with stands (floor/table), 1 wireless headset microphone and connection to sound from computers (mini PL plug) at the lectern.
- Audio monitors for the lectern and the head table.
- AV technician to operate the above-mentioned systems.

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 symposium**.

Please note that the Computers for the Presentations will be 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 symposium** or as soon as you arrive at the Venue in the morning. Please make sure to check it with the technician in the symposium hall where your lecture is taking place, during a coffee or lunch break prior to your symposium, at least 30 minutes before the start of the symposium – 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).

Technical Rehearsal

As previously mentioned, we strongly recommend scheduling a technical rehearsal in the hall itself and testing the Presentations during that rehearsal. 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.

Kindly refer only to the relevant items in accordance with your sponsorship agreement. Please submit all relevant items as per the guidelines below via email to the Industry Coordinator Yulia Rijinsky at jrijinsky@kenes.com

Symposium supporters have the option to create signage promoting their symposium according to the below guidelines.

The symposium signage should be produced by the supporter.

Please make sure to follow the guidelines specified at the beginning of this section.

Symposium Hall Signage

Self-Standing Sign at the Entrance

1 x free standing vertical sign can be placed at the entrance of the symposium hall 30 minutes prior to the symposium published start time. Maximum dimensions: 85cm wide x 200cm high.

Please make sure to indicate the following disclosure on the sign: ***This session is not included in main event CME/CPD credits.***

Stage Banners

1 x free standing vertical sign can be placed on/next to the stage. Maximum dimensions: 150cm wide x 250cm high.

Panoramic screen

In addition to the above, in Hall A it will be possible to digitally brand the Panoramic screen (for dimensions, please refer to Section: Audio-Visual (AV) Equipment)

Signage in the Exhibition Area

Self-Standing Sign

The Supporter is entitled to place 1 x free standing vertical sign (85cm wide x 200cm high) advertising the **Symposium on the day of the symposium only**. The sign may be placed in the *exhibition area* during exhibition opening hours. Please liaise onsite with the Industry Coordinator and Exhibition Manager regarding exact time and location.

Notice:

Due to CME/CPD accreditation criteria, you may not place signage advertising your symposium in any other locations unless coordinated with Kenes staff onsite.

Please make sure to indicate the following disclosure on the sign: ***This session is not included in main event CME/CPD credits.***

Symposium Badges

Each symposium organizer is entitled up to 10 Symposium badges which allow access to their Industry Session only. These badges will not display individual names.

Symposium badges will be prepared *upon request only* and can be collected at the Registration desk 2 hours prior to start of your Industry session. Symposium Badges needs to be returned to the Registration desk after the session has ended.

Wi-Fi

ESTS will provide free Wi-Fi access to all visitors, suitable for basic web browsing. Should you require an internet connection for your exhibition booth or meeting room, we would recommend ordering a wireless or wired connection, at an extra cost, to guarantee a high-quality service inclusive of technical support.

For ordering Wired Connection and Dedicated Wi-Fi, please [click here](#)

- Please be advised that all WLAN networks will be created exclusively by the official Internet provider.
- The Organizers/Venue retain the right to shut down any WLAN networks created individually.
- Please be advised that creating private Wi-Fi network at the booths or meeting rooms is not allowed.
- The Venue and the Organizers reserve the rights to discontinue any activity which interfere with the hall Wi-Fi coverage.

If you have any questions related to the dedicated internet lines, please contact Laszlo VOLEK via volek.laszlo@hungexpo.hu

Meeting Rooms / Hospitality Rooms

Supporters interested in renting a meeting room during ESTS 2025 Conference should contact Industry Liaison & Sales, Ms.

Teresa Casillas Seoane via tseoane@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 the symposium has finished. Any items such as leaflets, banners, roll-ups must be removed from the hall at the end of the session. Any discarded waste, including promotional material, left behind will be removed by the conference organizers at the expense of the supporter concerned.

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 – link will be shared in due course.

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 Tuesday, April 8, 2025. Orders received after the deadline will incur rush fees.

✘ Kindly note that *Merkur Expo Logistics GmbH* is the sole official on-site agent nominated by *Kenes Group* to handle all in/out shipments arriving to this conference.

Contact details:

Merkur Expo Logistics GmbH

Mrs Astrid Weitmann

Email: astrid.weitmann@merkur-expo.com

Range of services:

- Transport, national or international
- Temporary or permanent customs clearances
- Coordination of deliveries, delivery time slot management
- Unloading, delivery to the hall/exhibition-stand, fork-lifting
- Storage of empty boxes and crates during the event
- Accessible storage for brochures and give-away items during the event

The shipping instructions at the end of this manual are provided to assist with your preparation for the correct and timely dispatch of materials to the conference. Please follow the instructions closely.

The shipping instructions include:

- Shipping Instructions
- Tariff
- Material Handling Form

▪ Shipping Labels

In order to follow up on your shipment and to confirm arrival on time, we kindly ask you to provide the official shipping agent 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

Supporters may choose to use their own services to deliver their goods to the venue door. However, no other company is permitted to deliver, operate, and handle goods inside the venue.

Merkur has the responsibility of receiving and handling all materials for a fee as published on the “Tariff” section at the end of this manual. Handling rates are based on the incoming weight of shipments. ***Merkur* must have payment before forwarding freight.**

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.

Insurance of Goods

All cargo should be insured from point of origin.

To view the **full ESTS 2025 Conference Shipping Instructions**, including Tariffs, Material Handling please select the relevant links:

For shipping instructions please [CLICK HERE](#)

For Tariff, please [CLICK HERE](#)

For Label via Germany for Exhibition Goods, please [CLICK HERE](#)

For order form Warehouse shipment, please [CLICK HERE](#)

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

Important: Shipping Labels must be attached to all boxes. There is an increasing number of fraudulent websites that are attempting to impersonate ESTS. **All official communications about the ESTS Conference are managed by Kenes Group.** Please exercise caution if contacted by other organizations claiming to represent ESTS. For any questions about sponsorship please contact Teresa Casillas Seoane , Industry Liaison & Sales Associate,[printfriendly current="yes"]