Industry Sessions Manual

Dear Supporter,

We are happy to present you the **AABIP 2024 Industry Sessions Manual.** AABIP 2024 will take place in **Charlotte, NC**, **USA**, on August 22-24, 2024.

Conference Venue
Sheraton Charlotte Hotel, Charlotte, NC (USA)
555 S McDowell St Tower, Charlotte, NC 28204, USA.
[Sheraton Charlotte Official website](#)

Conference Website
For updated information regarding the conference, please click here:
[AABIP 2024 Conference Official website](#)

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 we suggest 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.

Diyana Yosifova
Exhibition Manager & Industry Coordinator
E: dyosifova@kenes.com | Tel: +41 22 908 0488 Ext: 258Each 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

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

Exhibition & Industry Coordinator
Diyana Yosifova
Tel: +41 22 908 0488 Ext: 258 | E-mail: dyosifova@kenes.com

Industry Liaison & Sales
Paula Suarez
E-mail: psuarez@kenes.com

Hotel Accommodation
Olina Stoyanova
E-mail: ostoyanova@kenes.com
https://hotels.kenes.com/congress/AABIP24

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

Registration Specialist
Nerea Esteban

E-mail: nesteban@kenes.com | reg_aabip24@kenes.com

Product Marketing Coordinator
Olaya Espejo
E-mail: oespejo@kenes.com

Contractors:

Catering
Sheraton
Exclusive service
[AABIP24 Sponsor Menu](#)
To order or discuss in further detail, please contact Ashley Pasquini at apasquini@lemeridiensheratoncharlotte.com or 704-348-4654
Always CC the Industry Coordinator: dyosifova@kenes.com
Deadline: Wednesday, August 7

Shipping & Freight Handling
Viper
For inquiries, please contact Ashley Castillo: ashley@vipertradeshow.com
[Viper Shipping Forms, Labels, Material Handling Form and Inbound form](#)
[Viper Online Order Form](#)
Viper is the **exclusive** handler inside the venue.

Furniture / Graphics & Signage / Plants & Floral Arrangements
Viper
Official Builder
Viper Show Coordinator: Ashley Castillo | ashley@vipertradeshow.com
[Viper Online Order Form](#)

Only the main contact will have access to place online orders. Usernames and passwords have been sent by Viper. If you haven't received your username and password or if an additional contact or EAC needs access to the Viper Tradeshow online portal, please contact your Exhibitor Services

Coordinator: Ashley Castillo | ashley@vipertradeshow.com

Action Item (Please refer to your signed contract)	Deadline	Contact Person
Staff Hotel Reservation	As soon as possible	**Olina Stoyanova** ostoyanova@kenes.com https://hotels.kenes.com/congress/AABIP24
Payment of Invoice Balance	Must be received in full one week prior to the Conference	**Pazit Hochmitz** phochmitz@kenes.com
Session Final Agenda (for approval by Scientific Committee)	As soon as possible and no later than **Monday, July 22, 2024**	Please send by email as per the requested specifications to the **Industry Coordinator**: dyosifova@kenes.com
Promotional E-mail Blast (Mailshot)	**Thursday, July 25, 2024**	
Dedicated webpage with 4-min Video (GOLD sponsors)	**Thursday, July 25, 2024**	
Banner Advert on the Conference Website (SILVER and BRONZE Sponsors)	**Thursday, July 25, 2024**	
Dedicated Internet orders	**Contact us for more information**	Please contact Diyana Yosifova: dyosifova@kenes.com
Badge Scanner App / Lead Retrieval System	**Thursday, August 8, 2024**	**Via Kenes Exhibitor's Portal**: https://exhibitorportal.kenes.com

Furniture Rental / Graphics & Signage / Plants & Floral Arrangements	**Friday, July 26, 2024 ADVANCE ORDER DISCOUNT DEADLINE** *Forms must be received by Viper with full payment to receive discounted rates.* *No refunds for cancellations are provided after this date. Standard pricing will apply to all orders received after the published deadline and onsite. Orders after this deadline are subject to availability.*	**Viper** For inquiries, please contact Ashley Castillo: ashley@vipertradeshow.com Viper Online Order Form Only the main contact will have access to place online orders. Usernames and passwords have been sent by Viper. If you haven't received your username and password or if an additional contact or EAC needs access to the Viper Tradeshow online portal, please contact your Exhibitor Services Coordinator: Ashley Castillo | ashley@vipertradeshow.com
Placing orders for Sessions Recording, Voting /Ask the Speaker and other Technology Products and Services	As soon as possible, preferably before **Thursday, July 11, 2024**	**Olaya Espejo** oespejo@kenes.com
Hostesses & Temporary Staff Hire	As soon as possible and no later than 10 days prior to the Conference	**Recommended Agency: Paschal Events** For inquiries, please contact Bryan Paschal: bpaschal@paschalevents.com

Catering Services It is **mandatory** for the Supporters who have a Lunch or Breakfast Session, to order Lunch/Breakfast catering for their sessions: • **for Lunch sessions, a minimum of 100 meal boxes is required.** • **for Breakfast sessions, a minimum of 30 meal boxes is required**.	**Wednesday, August 7, 2024**	**Ashley Pasquini** apasquini@lemeridiensheratoncharlotte.com AABIP24 Sponsor Menu Please always **CC Diyana Yosifova** dyosifova@kenes.com
AV – scheduling Tech rehearsal, placing orders for extra AV for the Sponsored Sessions and AV for Demo suites	Please directly contact the AV coordinator	**Mike Perchig** nest@nest-av.com
Shipping & Material Handling Services		
Door to door	Please contact **Viper**	**Viper** Any questions or difficulties, please email: ashley@vipertradeshow.com • Viper Shipping forms, Labels, Material Handling Form and Inbound Form • Viper Online Order Form
Airfreight shipments		
Shipment via Advance Warehouse	Shipments should arrive **on** or **between** business days: **Friday, July 19, 2024 – Friday, August 16, 2024 Receiving Hours: M – F | 8 AM – 4 PM** Advance Warehouse must receive your freight by EOD on 8/02/24 to avoid late charges.	

Show Site Deliveries	Only on Wednesday, August 21, 2024 | 8:00 AM – 1:00 PM @ Sheraton & Le Meridien Charlotte All show site shipments are to be delivered this day only. Shipments sent before Wednesday, August 21, 2024 are at risk of being refused. Additional charges by venue and Viper may apply			

Date	Time	Company	Session Hall Onsite	Type of session
Thursday, 22 August	06:30-07:15	**Boston Scientific**	BREAKOUT 2	Breakfast session
Thursday, 22 August	12:15-13:00	**Intuitive**	MAIN HALL	Lunch Session
Thursday, 22 August	12:15-13:00	**Medtronic**	BREAKOUT 2	Lunch Session
Thursday, 22 August	12:15-13:00	**Olympus America Inc.**	BREAKOUT 1	Lunch session
Friday, 23 August	06:30-07:15	**Olympus America Inc.**	BREAKOUT 2	Breakfast session
Friday, 23 August	06:30-07:15	**Philips**	BREAKOUT 1	Breakfast Session
Friday, 23 August	12:30-13:15	**Noah Medical**	MAIN HALL	Lunch Session
Friday, 23 August	12:30-13:15	**Siemens Healthineers**	BREAKOUT 2	Lunch Session

Friday, 23 August	12:30-13:15	**STERIS**	BREAKOUT 1	Lunch Session
Saturday, 24 August	06:30-07:15	**Johnson & Johnson MedTech**	BREAKOUT 2	Breakfast Session
Saturday, 24 August	12:30-13:15	**Biodesix**	BREAKOUT 2	Lunch Session
Saturday, 24 August	12:30-13:15	**Pulmonx**	BREAKOUT 1	Lunch Session

*Please take in mind the punctuality for starting and finishing times, as the time for each session is limited.

Timetable and halls are subject to changes. The most updated timetable is published on the [AABIP 2024 Conference website](#).

Important information:

- 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 session. Please coordinate directly with the Industry Coordinator, Diyana Yosifova at: dyosifova@kenes.com.
- We recommend arriving early to **set up the hall** prior to the start of your session. 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 Session Hall; however, it is **NOT** permitted to place material on the seats inside the hall.
- Printed tent cards placed on the head table are allowed and should be produced and provided by the 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 [AABIP 2024 Conference website](#)

- The catering is *exclusive* to **Sheraton**.
- It is **mandatory** for the Supporters who have a Lunch or Breakfast Session, to order Lunch/Breakfast catering for their sessions:
    - **for Lunch sessions, a minimum of 100 meal boxes is required.**
    - **for Breakfast sessions, a minimum of 30 meal boxes is required**.
- To order Catering, please refer to the [AABIP24 Sponsor Menu](#).
- To order or discuss in further detail, please contact Ashley Pasquini at apasquini@lemeridiensheratoncharlotte.com or 704-348-4654.
- Please **always CC** the Exhibition manager: dyosifova@kenes.com
- **Deadline:** All orders must be placed by **Wednesday, August 7**
- It is recommended to indicate that you will offer catering/lunch boxes **in all your publications**, as it will help to increase the attendance (as long as it is in line with the supporter's internal compliance policy).
- Please note that additional charges may apply for cleaning the hall immediately following the session.
- Supporters who wish to order food and beverages for their demo suite (meeting room) are welcome to do so directly with venue, using the same [AABIP24 Sponsor Menu](#).

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 Session speakers have already been invited by the Conference.
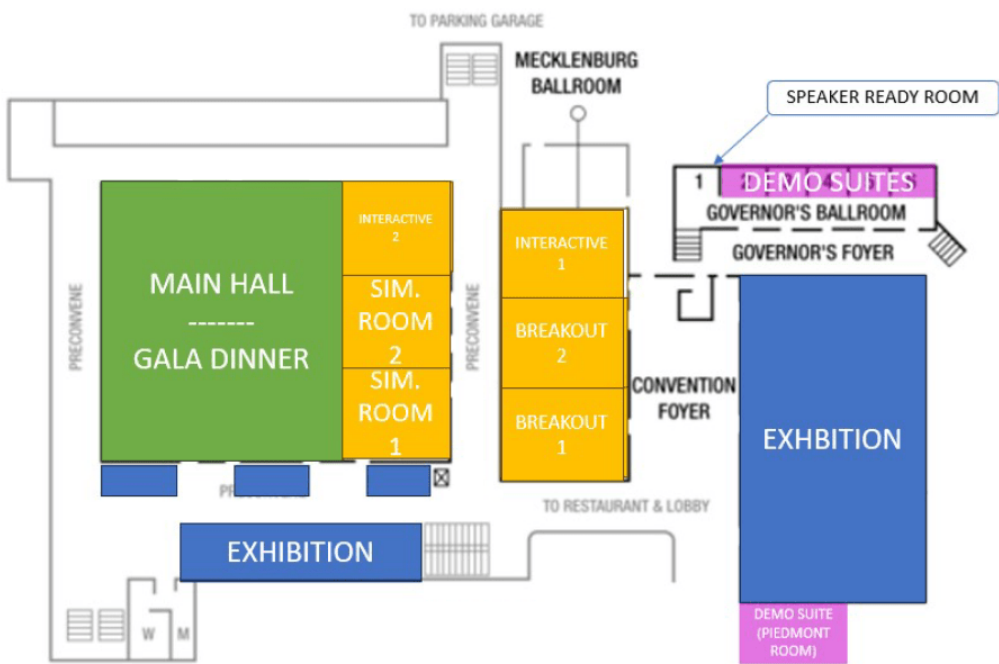
Hall Name	Hall Capacity	Hall Layout	Location	Default Stage setting and Furniture
MAIN HALL (Plenary)	550 ppl	Theater	First floor	stage 6 soft chairs 3 coffee tables 1 lectern
BREAKOUT 1	108 ppl	Theater	First floor	stage 1 skirted table for 6 persons 6 chairs 1 lectern
BREAKOUT 2	108 ppl	Theater	First floor	stage 1 skirted table for 6 persons 6 chairs 1 lectern

*Final halls capacity will be determined by the conference scientific program, and it can slightly decrease.

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 session. Please coordinate directly with the Industry Coordinator,Diyana Yosifova at dyosifova@kenes.com.
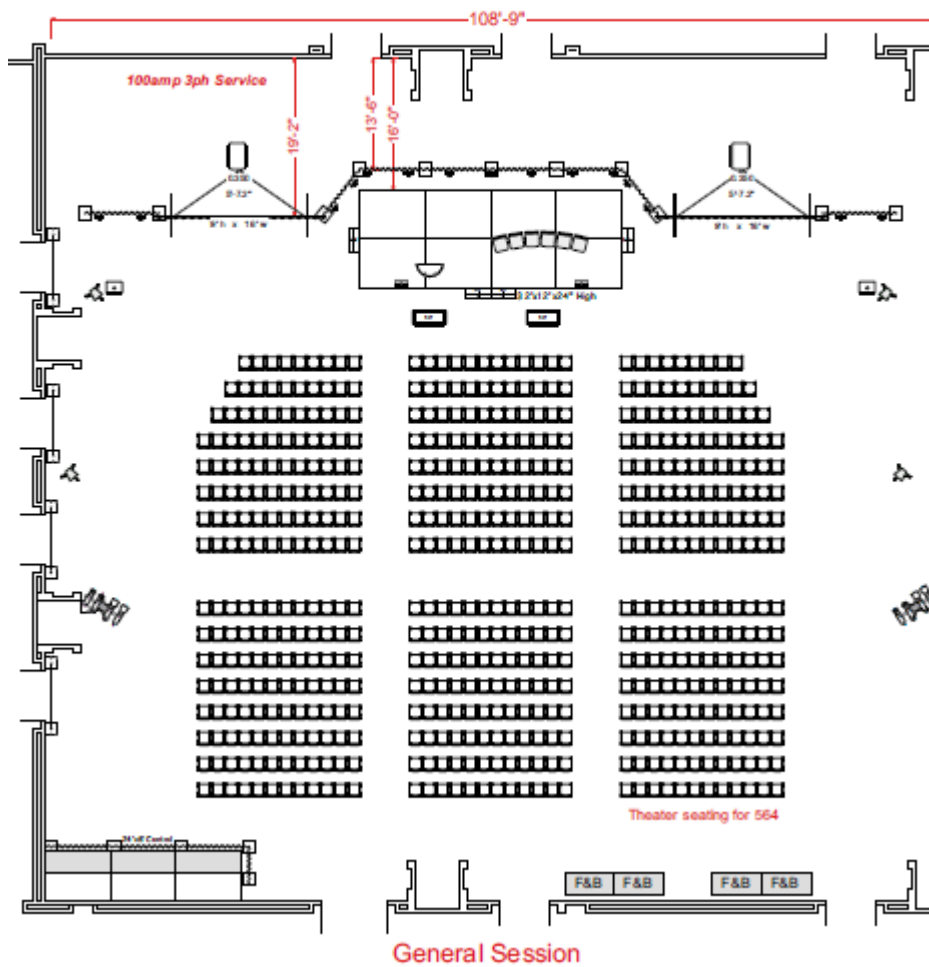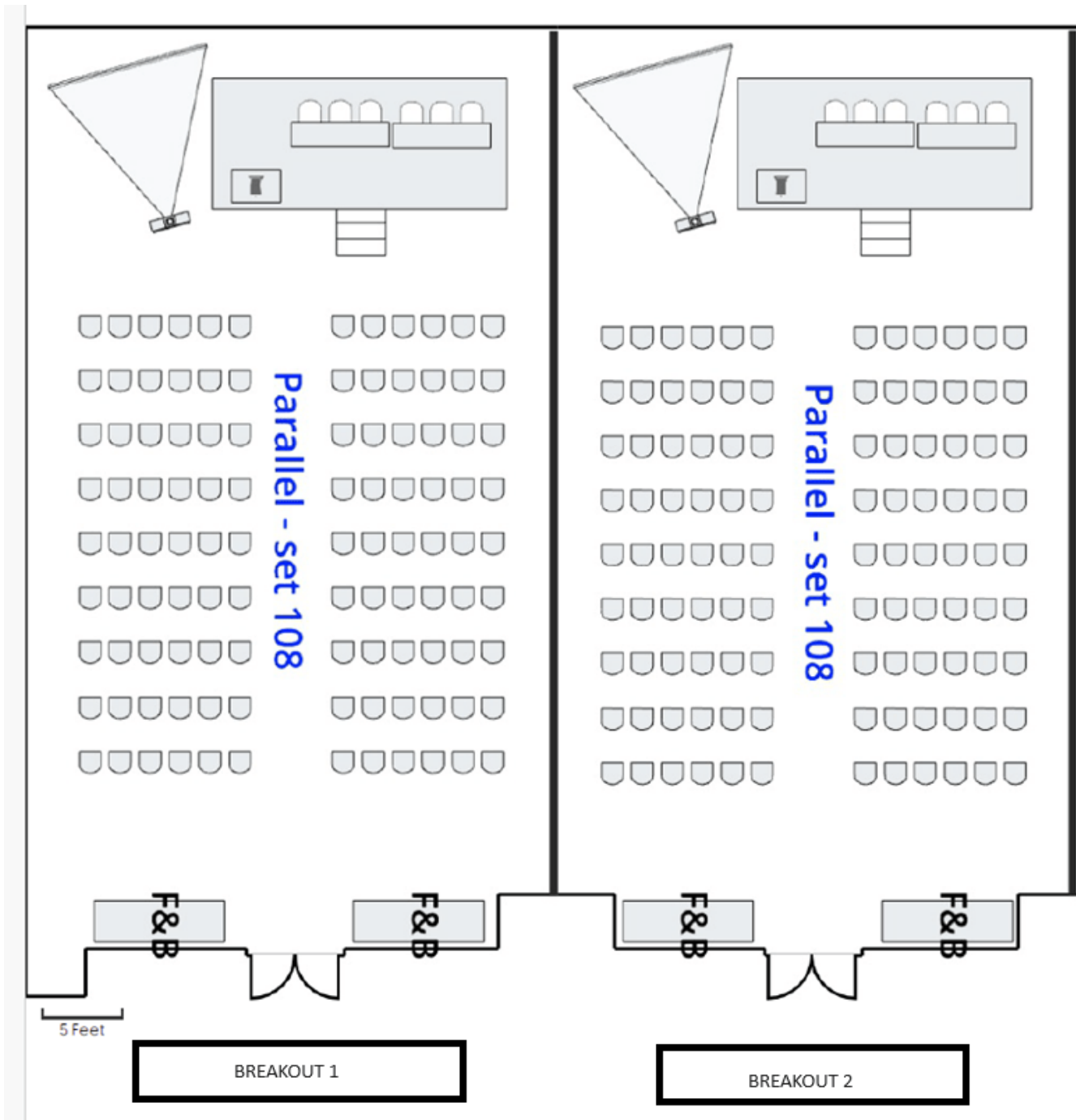
Floor plan of First Floor:

FIRST FLOOR

Floor plan of Main Hall (Plenary):

Symphony Ballroom 4

108'-9"

100amp 3ph Service

19'-2"

13'-6"

16'-0"

Theater seating for 564

F&B | F&B   F&B | F&B

General Session

Floor plan of Halls Breakout 1 and Breakout 2:

AV Equipment Onsite for AABIP 2024, as of July 17, 2024

Main Hall	**Breakout 1 and Breakout 1 Halls, in each**

• 2 x rear Projection screens, image of H9xW16 feet approx. each • 2 x Data projectors, at least 9000 ansi-lumens each • Seamless Data/Video switcher at the AV Control desk and all necessary cabling. • 50" Confidence monitor in front of the head table, showing the same PowerPoint image as projected in the main screens. • Countdown Timer Monitor in front of the lectern. • 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. • Designed lectern with a Portrait 42″ Plasma screen installed in each front, facing the audience, projecting a PPT with the name of the speaker (see photo below)*. • Wireless PowerPoint slide advancer (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 microphones for the lectern, head table and questions 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. • Lighting system, illuminating the lectern and the head table. • 3 x AV technicians to operate the above-mentioned systems. Image for demonstration only (the photo was taken in a different Venue) The Sponsor's "virtual" banners, with name of speakers, in front of the lectern 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 Session and the name and logo of the Sponsor.	• Front projection screen, image of H6 X W11 feet approx. • Data projector, at least 5500 ansi-lumens • Seamless Data/Video switcher at the AV Control desk and all necessary cabling. • 42" Confidence monitor in front of the head table, showing the same PowerPoint image as projected in the main screen. • Countdown Timer Monitor in front of the lectern. • 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 slide advancer (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 microphones for the lectern, head table and questions with stands (floor/table), 1 wireless headset microphone and connection to sound from computers (mini PL plug) at the lectern. • Lighting system, illuminating the lectern and the head table. • AV technician to operate the above-mentioned systems.

If you have any AV related query, please contact directly the Conference Audio Visual Coordinator, Mike Perchig at: nest@nest-av.com.

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.

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 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 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 meeting 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 plan directly with the Meeting Audio Visual Coordinator.

Please submit the final session program using the attached [Agenda Format](#) via email to dyosifova@kenes.com **as early as possible and no later than 6 weeks prior to the Conference**. The proposed program should include:

- 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
- Speaker **Photo** – 180×240 px, JPG Format

In case of changes to your session title or Program _after submission,_ please update the Industry Coordinator: **Diyana Yosifova** at dyosifova@kenes.com

If you wish to have your session recorded, please contact our Product Marketing Team: Ms Olaya Espejo at oespejo@kenes.com.

Please refer to the Deliverables section on the website: https://aabipconference.com/important-information-for-sponsors-exhibitors/deliverables-specs-deadlines/

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 Diyana Yosifova at dyosifova@kenes.com. Supporters have the option to create signage promoting their sessions (Lunch or Breakfast) according to the below guidelines.

The session signage must be produced by the supporter.

Self-Standing Sign at the Entrance of the Hall

1x free standing vertical sign can be placed **at the entrance of the session hall 30 minutes prior to the session's published start time (max. dimensions: 38″ W x 84″ H)**

Stage Banner

1x free standing vertical sign can be placed **on/next to the stage (max. dimensions: 38″ W x 84″ H)**

Self-standing signage at the Exhibition Area

The Supporter is entitled to place **1x free standing vertical sign (max. dimensions: 38″ W x 84″ H)** advertising the session 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 Industry Coordinator and Exhibition Manager regarding exact time and location.

Please note:

- Due to CME/CPD accreditation criteria, you may not place

signage advertising your session in any other locations unless coordinated with Kenes staff onsite.

- **The session signage is optional and must be produced by the supporter.**
- Please make sure to indicate the following disclosure on the signs: ***This session is not included in main Conference CME/CPD credits.***

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 during the event, please contact the Industry coordinator, Diyana Yosifova at: dyosifova@kenes.com.

Demo Suites / Meeting Rooms / Hospitality Rooms

Supporters interested in renting a demo suite during **AABIP 2024 Conference** should contact Industry Liaison & Sales, **Ms. Paula Suarez** at psuarez@kenes.com.

AABIP24 Gala Dinner Ticket Options

AABIP24 GALA DINNER will feature an awards ceremony to honor the outstanding achievements and contributions of members from within the AABIP community. Details information is available here: https://aabipconference.com/gala-and-awards-dinner/

As it has limit number of tickets, it is important to check with your colleagues/sales reps, etc, who would attend AABIP if they would like to participate in the event as probably there would not be tickets available onsite.

If you just want to purchase Gala Dinner Tickets (150USD), please contact: reg_aabip24@kenes.com.

The opportunity to be the only sponsor of the GALA still

available, so you still have the opportunity to sponsor this event for around 300 attendees.

There is also the opportunity to purchase a whole 10 pax table and if desired, one of the members of the committee can be part of that table. **(1500USD each table)**

Supporters interested in sponsoring the **AABIP 2024 Gala Dinner and/or purchasing a whole 10 pax table,** should contact Industry Liaison & Sales, **Ms. Paula Suarez** at psuarez@kenes.com.

Waste Disposal

Please note that it is the supporter's responsibility to leave the session hall in a clean and tidy manner once your session 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.

Industry Session Badges

Each industry session organizer is entitled to up to 10 Industry Session badges which allow access to their Industry Session only. These badges will not display individual names. Industry Session badges will be prepared *upon request only* and can be collected at the Registration desk 2 hours prior to start of your Industry session. Industry Session Badges need to be returned to the Registration desk after the session has ended.

Catering

The catering is exclusive to the venue – Sheraton. If you wish to order food and beverages, please contact Ashley Pasquini at apasquini@lemeridiensheratoncharlotte.com or 704-348-4654. Please always CC the Industry coordinator: dyosifova@kenes.com. For detailed information please check the

Parking

Parking (1200 spaces): hotel charges for parking apply. Standard self-parking rates are currently $25 per car per day. Valet parking is available for $35 per day. Overnight rates are $25 per car per night for self-parking, and $35 per car per night for valet parking.

Parking information is available here: [AABIP24 Exhibitor Information Parking](#)

"K-Lead" Application – Barcode Scanner Application (no device included)

Lead Retrieval systems are a helpful tool for receiving participants' contact information when they visit your booth or your session. 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.

The 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: $ 650 (excluding 4% credit card charges fees, excluding VAT if applicable)
Device is NOT included!
Deadline: **Wednesday, August 14**
Onsite rate of **$ 750** will be applied for orders received after above deadline.

Are you ready to revolutionize the way you collect and manage leads at your next event?

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: $ 650

With **K-Lead Plus**, every scan is a step towards a stronger business relationship.
Elevate your event networking and turn leads into valuable

partnerships with ease and efficiency.

Don't just meet leads; master the art of follow-up with K-Lead Plus. Get started today and experience the difference real engagement makes!

To order K-Lead and K-Lead Plus, please access the Exhibitor's Portal https://exhibitorportal.kenes.com.

Important Notes:

- *All **GOLD** and **SILVER** **Packages** include **1x K-Lead App License**, which is automatically added to the Company profile in the Exhibitors Portal. Device is **not** included. If more licenses are needed, these can be purchased from the Exhibitor's Portal.*
- *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.*

Maximize your Participant Experience – Use our innovative technologies for your session

Kenes is proud to deliver a wide variety of quality onsite

technology products and services.
We offer:

- **Sessions Recording** and many more products designed for capturing and recording session 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 **Thursday, July 11, 2024**. Orders received after the deadline will incur rush fees.We respectfully request that all supporters (sponsors, exhibitors, special interest groups, and other stakeholders) comply with the **Conference Blackout Policy** as per the signed contract and the prospectus. Kindly refrain from holding organized meetings or events in parallel to the scientific program. Click here to view the conference program.

Viper is the official freight forwarder for this Conference.

For shipping instructions, please click here: 2024 AABIP

[Shipping forms, Labels, Material Handling Form and Inbound Form](#)

Shipping Instructions include:

- Shipping Forms
- Labels
- Material Handling Form
- Inbound Form
- VTS Material Handling Terms & Conditions

Contact details:
Viper
Ashley Castillo
Email: ashley@vipertradeshow.com

Advance Warehouse Delivery Information
TO (Exhibiting Co. Name) / BOOTH #
AABIP 2024
Viper Tradeshow Services
2205-B Distribution Center Dr.
Charlotte, NC 28269
Receiving Hours: M – F | 8 AM – 4 PM

*Deliver by Friday, August 02, 2024 to avoid late fees
Weight ticket or BOL must be presented at the time of the delivery.

Show-Site Delivery Information
TO (Exhibiting Co. Name) / BOOTH #
Sheraton & Le Meridien
Charlotte
c/o Viper Tradeshow Services
555 S McDowell St Tower,
Charlotte, NC 28204

*Deliver on Wednesday, August 21, 2024 | 8:00 AM – 1:00 PM ONLY
Weight ticket or BOL must be presented at the time of the

delivery.