INDUSTRY SYMPOSIA MANUAL

Dear Supporter,

We are happy to present you with the **AUTO 2026** Industry Symposia Manual taking place 14-17 May 2026 in Prague, Czech Republic.

Venue Address

Prague Congress Centre – Entrance 5

5. kvetna 1640/65, Nusle
140 21 Prague 4, CZ

How to get to Prague CC

ORIENTATION PLANS

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

Please forward this manual to everyone who is working on this project. Each supporter will receive an e-mail with login details to access the Portal. The Portal enables supporters to:

- Submit a company logo and profile
- Submit deliverables as per contract
- Order lead retrievals/scanners

The login details will be sent to the person signing the contract. This person is responsible for passing on the login details to third party if needed.

Access to all Portal services will be available only after submission of your company profile and logo.

Only deliverables as indicated in your contract, should be submitted via the Portal. Items not included in your contract will not be processed.

Lastly, Kenes Group is offering participants and supporters special rates for various hotels around the **Congress** venue. Information, pictures, location and rates are available on the hotel accommodation page: AUTO26 – Kenes Group

For **group booking** (10 rooms and more) please contact Ms. Viktoria Dimova at: vdimova@kenes.com. Different payment and cancellation conditions apply.

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

Action Item (Please refer to your signed contract)	Deadline	Contact Person
Staff Hotel Reservation	As soon as possible	**Ms. Viktoria Dimova** vdimova@kenes.com
Payment of Invoice Balance	Must be received in full **one week** prior to the Congress	accountsreceivables@kenes.com
Session Agenda	**Monday, 16 March**	
Program book advert	**Friday, 3 April**	
Promotional E-mail Blast (Exclusive and Joint)	**Friday, 3 April**	
Promotional Post E-mail Blast	**as per request**	**Hanna Safier** hsafier@kenes.com
Text for Push Notifications	**Friday, 3 April**	
Mobile app adverts	**Friday, 3 April**	
K-Lead Retrieval System	Tuesday, 21 April	To reserve your Scanners, please refer to the on-line Exhibitor's Portal
Placing orders for Voting/ 'Ask the Speaker' and other Technology Products and Services	As early as possible	jmeymar@kenes.com
Hostesses & Temporary Staff Hire Online Order Form HERE	**Contact the supplier directly**	**Hostesky.cz** Ivana Dupalova: Email: dupalova@hostesky.cz
Catering Services Order Form click here	Wednesday, 6 May	**Zátiší Catering** Andrea Jakubove Email: andrea.jakubove@zatisigroup.cz https://www.zatisicatering.cz/en/
AV – scheduling Tech rehearsal, placing orders for extra AV for the Sponsored Symposia and AV for Meeting rooms **ONSITE**	Please directly contact the AV coordinator	

Shipping & Material Handling Services

Door to door	Please contact Merkur	
Airfreight shipments		**Merkur-Expo:** Mr. Ian Heiringhoff Email:ian.heiringhoff@merkur-expo.com
Shipment via Frankfurt Advance warehouse	Please contact Merkur	
Direct to the Venue	**Subject to time slot** NB! Please note there should be a person from your side to receive your Deliveries	for **Shipping Instructions – click here**

Company Name	Date	Time	Location	Session Details
EUROIMMUN	Friday, 15 May	12:15-13:45	Forum Hall	Coming Soon
Werfen	Saturday, 16 May	12:15-13:45	Forum Hall	Coming Soon

Timetable and halls are subject to changes. The most updated timetable is published on the Congress Website.

- Industry Symposia are not included in the main Congress CME/CPD credit.
- Please coordinate when you would like to set up the hall prior to the start of your Symposium with **Hanna Safier**.
  A member of the Kenes Operational team will be available should you need any assistance.
- Handouts can be distributed at the entrance to the Symposium Hall; however, it is **NOT** permitted to place material on the chairs inside the hall.
- Printed tent cards placed on the head table are allowed and should be produced and provided by Supporter.
- We ask presenters to follow the time schedule precisely in order that the day's events may run smoothly.
  An updated scientific timetable can be found on the AUTO 2026 Website.

Catering

- Catering is **exclusive** to **Zátiší Catering** and should be ordered in advance. Supporters who wish to order food and beverages for their symposium, meeting/hospitality room or exhibition booth, are welcome to do so directly with them.
- Food and drinks are allowed to be taken into the symposium halls **(only breakfast/lunch boxes)**.
- **Please foresee a break following the symposium of at least 45 minutes to clean the hall.**
- Please note that an additional charge will be applied for cleaning the hall immediately following the
- If you are planning to have catering together with the symposium, it is recommended to indicate in all publications that breakfast/lunch boxes will be served as long this is not contradicting the supporter's internal compliance policy.
- For Catering order form click here

Speaker's Expenses

AUTO 2026 will not cover Industry session(s) speaker expenses.

Technical Rehearsal Onsite

We strongly recommend scheduling a technical rehearsal in the hall itself and testing the Presentations during that rehearsal. Please make arrangements directly with the Congress Audio Visual Coordinator, Errikos Vidalis at: evidalis@vdl.gr

A technical rehearsal is offered free of charge; however additional charges may apply, depending on hall availability, rehearsal requirements and overtime of the technicians.**Forum Hall: Technical Details**

Hall Technical Details	
Hall Location	Level 2
Hall Capacity	648 participants
Hall Layout	Theatre

Lectern in Forum Hall

Digital Lectern Dimensions:

The Sponsor's "virtual" banners on the Panoramic screen and in front of the lectern will be projected.

The "virtual" banners can include the title of the Symposium and the name and logo of the Sponsor.

Specs for the banner: 1080 x 1920 px, 9:16 ratio (vertical orientation).

Please send the file by **Wednesday, 8 April** to hsafier@kenes.com

Head Tables in Forum Hall

The head table will have 3 tables of 130 cm each.

Please note: 2 people can be seated on one table.

For pricing, technical specifications, and branding options for the **head tables**, please contact

Josef Švec directly at:

josef.svec@exposale.cz

Important deadlines:

- Order deadline: Wednesday, 8 April
- Final deadline for 100% payment + print-ready file submission: 22 April

Please note that both the **full payment** and the **final print file** must be received by **22 April** in order to guarantee production and installation.

Panoramic Screen (hanged) in the Forum Hall

Sponsors may use the **hanging panoramic screen (12 × 6 m)** to display the **Symposium title** together with the **sponsor's name and logo**.

Specs for the file: **2:1 format – 3540 x 1920 px**.

Please send the file by Wednesday, **8 April** to hsafier@kenes.com

Access to Forum Hall is from Level 2.

For photos of Forum Hall please click Here

Audio-Visual (AV) Equipment

<u>Forum Hall</u>
Visual

- Panoramic Projection screen 12x6m (hanged)
- Laser Projector 32.000 lumens Barco (front projection, long lens)
- Video control for the above projection system (all necessary equipment)
- Camera for Speaker on screen (not recording)
- Clicker / ppt advancer
- Timer on stage
- x2 Comfort monitors
- Digital Lectern ("smart lectern")

Audio

- Full sound system for the hall + monitors
- x2 microphones on lectern
- x4 conference microphones for the panel
- x1 wireless headset mic
- x4 wireless handheld mics (for QnA)

Lighting

- Stage warm white lighting
- x4 Moving wash heads
- x20 led pars for color uplighting of backdrop

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 2 hours before the start of the session.

Please note that congress computers in the Halls are 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 congress 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 Congress Audio Visual Coordinator, Errikos Vidalis at: evidalis@vdl.gr

Symposium Promotion Onsite and Virtual

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

- **Congress banner** should NOT be used in any promotional materials created by the supporter.
- Materials created by companies should NOT utilize the main event marketing look and feel.
- When promoting your symposium, please always indicate on any of your promotional materials "**This session is not included in the main event CME/CPD credit**"
- When promoting your symposium, you are allowed to use the phrase: "**Official symposium of The 15th International Congress on Autoimmunity, taking place 14-17 May 2026 in Prague, Czech Republic.**

In addition, it is not permitted to use the **AUTO 2026 logo** on any of the symposia materials.The final session agenda should include the following information:

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

Please see below specs for Speaker Bio and Photo.

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

Please **click here** *in order to provide above requested information* as soon as possible and no later

than **Monday, 16 March.**

If you need any assistance please contact the Hanna Safier at hsafier@kenes.comSymposium supporters have the option to create signage promoting their symposium according to the below guidelines. The symposium signage should be produced by the supporter.

1.Session Hall Signage

Self-Standing Sign at the Entrance

One stand-alone sign to be placed at the entrance of the session hall **30 minutes** prior to the sessions published start time. Please make sure to indicate the following disclosure on the sign: This session is not included in main Congress CME/CPD credit.

Stage Banners

- 1 x free standing vertical sign to be placed on/next to the stage. Maximum dimensions: 150cm wide x 250cm high.
- Banner placed in front the head table facing audience. (Please refer to Section 4: Symposia Session Halls Onsite).
- Digital branding of the panoramic screen in Forum Hall is allowed.

Digital Lectern

- There will be a designed "digital" lectern in the Forum Hall (Please refer to Section 4: Symposia Session Halls).
- The "virtual" banner can include the title of the Symposium and the name and logo of the Sponsor.
- Specs for the banner: **1080×1920 px, 9:16 ratio (vertical)**

Please send the file by Wednesday, 8 April to hsafier@kenes.com

Panoramic Screen (hanged) in the Forum Hall

Sponsors may use the **hanging panoramic screen (12 × 6 m)** to display the **Symposium title** together with the **sponsor's name and logo**.

Specs for the file: **2:1 format – 3540 x 1920 px**.

Please send the file by Wednesday, 8 April to hsafier@kenes.com

2.Self-standing signage in the Exhibition Area

The Supporter is entitled to place one sign (**W85cm x H200cm**) advertising the **Symposium on the day of the session only.** The sign may be placed in the *exhibition* area during exhibition opening hours. Please liaise onsite with the Kenes Staff.

Please note:

Due to CME/CPD accreditation criteria, you may not place signage advertising your symposium in any other locations unless coordinated with Kenes staff onsite.***Guidelines to follow when creating your promotional items and content:***

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

1.Mobile Up Push Notification
For supporters entitled to a push notification as per their signed contract, kindly submit the text via email**: hsafier@kenes.com** or via Exhibitors Portal by **Friday, 3 April,** according to below guidelines:

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

 2.Mobile App Advert
For Supporters sponsoring the App please send via email: hsafier@kenes.com or via Exhibitors Portal by **Friday, 3 April.**

File format: PNG or JPG (up to 800 KB)
Size: 780 x 1688pxWe recommend avoiding using small text, so the advert could be readable when displayed on a mobile screen.

3.Mini Program Advertisement

For Sponsors entitled to adverts in the mini program book as per their signed contract, please submit the file please submit the file to no later than **Friday, 3 April** in one of the following formats at a resolution no less than 300 dpi: EPS, Illustrator, JPG or PDF.Please refer to the diagram here under for advert dimensions for the final program.

Printing specs: 100mm x 140mm; please prepare 5mm bleed space from all sides for printing.
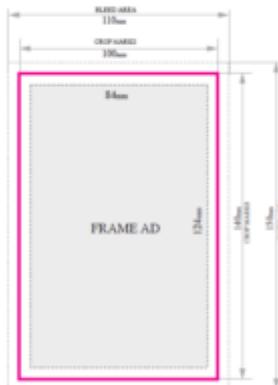
4. Promotional E-mail Blast – Exclusive

Sponsors entitled to an Industry Mailshot as per their signed contract, please click here for the design requirements. Please make sure to forward these guidelines to your web-designer/programmer. Please upload the HTML version of your mailshot and other relevant files together in zip folder and send us everything with the **subject line** to Hanna Safier at hsafier@kenes.com no later than **Friday, 3 April.**

* *In the case where the supporter cannot provide a compliant HTML file, they may provide an image and it will be coded to HTML for an additional charge of € 250.*

5. Post Congress Exclusive E-mail Blast.

The exclusive e-mail blast will be sent out to pre-registered participants who have agreed to receive promotional material from supporters. Please advise us the exact launch date of the Post Congress Blast. Click here to download the design requirements. These guidelines should be forwarded to your web-designer/programmer. Please send the required file(s) to the Industry Coordinator Hanna Safier at hsafier@kenes.com along with the **subject line.**

6. Joint E-mail Blast
For the joint e-mail blast, please prepare two files according to the following specifications:

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

Please send the required file(s) to the Industry Coordinator Hanna Safier at hsafier@kenes.com no later than **Friday, 3 April.** The exact launch date of the joint e-mail blast will be advised closer to the Congress. It will be sent out to the preregistered participants who have agreed to receive promotional material from supporters.**Wi-Fi**
Free Wi-Fi will be available at the Congress 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 your symposium, please let us know in advance and we will send you a quote. Please approach hsafier@kenes.com

Meeting Rooms
Supporters interested in renting a meeting room during AUTO 2026 Congress should contact Industry Liaison & Sales, Mrs. Renata Gorinstein at: rgorinstein@kenes.com

Important: We kindly requests that all congress supporters (sponsors, exhibitors, special interest groups and other stakeholders) respect the AUTO blackout policy and refrain from holding organized meetings or events for more than 8 people during the annual meeting scientific program.

Waste Disposal
Please note that it is the supporter's responsibility to leave the symposium session hall in a clean and tidy manner once your symposium has finished.
Any items such as leaflets, banners, roll-ups must be removed from the hall at the end of your session.
Any discarded waste, including promotional material, left behind will be removed by the Congress organizers at the expense of the supporter concerned.

Onsite Badges
Each supporter is entitled to 10 Symposium badges which allow access to the supporter's symposium only (Individual names will not appear on the badges). Symposium badges can be collected 2 hours prior to the session from the Registration Desk and should be returned to the desk after the session ends.

Catering

Catering is exclusive to **Zátiší Catering** and should be ordered in advance. Supporters who wish to order food and beverages for their symposium, meeting/hospitality room or exhibition booth, are welcome to do so directly with **Zátiší Catering** at: jitka.zahradkova@zatisigroup.cz
Order form HERE

For your information, refreshments, and lunches (included in the registration fee) will be served in the exhibition area as per times scheduled in the scientific program.

Hostesses & Temporary Staff Hire
Hostesky.cz
Ivana Dupalova
Email: dupalova@hostesky.cz
ORDER FORMWHAT IS K-LEAD APP?
Lead Retrieval systems are a helpful tool for receiving participants' contact information when they visit your booth or attend your symposium. The information obtained by lead retrieval system enables Exhibitors and symposium to enhance their database by securing valuable leads for further marketing and communication.

HOW DOES IT WORK?
Exhibitors and supporters can download the "K-Lead" app onto their **own smart phone or company 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 (exact operational guidelines will be shared in due course).
The advantages of the "K-Lead" application:

- Effortless process using registration badge barcode.
- Allows to immediately view the leads information.
- Ability to insert exhibitor's comments for each lead.
- Ability to quickly scan delegates as they enter the session hall by using the "Quick Scan" function.
- Application is available for download from Apple store or Google play: "K-Lead App".

COST – cost per license – **EUR 750** (excluding 4% credit card charges fees, excluding VAT if applicable) **device is not included.**
Order **deadline** is Tuesday, 21 April.

HOW TO PLACE AN ORDER?
To order "K-Lead" Application, please access the Exhibitor's Portal https://exhibitorportal.kenes.com
Login details to the Portal have already been sent to the primary contact listed in our system upon signing the sponsorship agreement.

IMPORTANT TO KNOW
In accordance with the **general data protection regulation** (GDPR), Kenes Group has updated

its privacy policy. You can view our updated privacy notice [here](#).

Kenes will not share delegate's personal data with third parties without their consent.

Please note that similarly to sharing a business card, presenting delegate badge for scanning at exhibition booths or industry symposia constitutes an expression of consent to share their personal details with the company that is scanning their badge so that it may contact them in the future.

Barcodes on delegate's badges contain contact information as supplied by the delegate or the agency responsible for the registration process of the delegate.

We regret that in some cases, as when group registration is completed by a company, we may not be in possession of the full contact details.

In addition, please note that neither Kenes Group nor the Organizing Committee is responsible for the content of the information.

If further assistance is required to place your order, or you have not received your login details please contact the Exhibition & Industry Coordinator, **Hanna Safier** at hsafier@kenes.com

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

Kenes is proud to deliver a wide variety of quality onsite technology products and services. We offer:

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

PLEASE NOTE: All product solutions are offered **exclusively** by Kenes Group.

Please contact Alix McKee at: amckee@kenes.com to discuss your needs and our relevant solutions.

Please submit your order by **Tuesday, 31 March**. Orders received after the deadline will incur rush fees.

Shipping Instructions

The shipping instructions include the following information:

- **Shipping Instructions –[click here](#)**

The services offered by **Merkur Expo Logistics GmbH** include:

- Transport, national and international
- Temporary or permanent customs clearances
- Coordination of deliveries, delivery time and slot management
- Unloading, delivery to exhibition-stands, forklifting
- Storage of empty boxes and crates during the event
- On-site assistance and supervision

Merkur has been appointed 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, Merkur is the sole official agent to handle cargo inside the venue.

Booth 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 Booth 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.

All cargo should be insured from point of origin.

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

Contact information:
Mr. Ian Heiringhoff
Email: ian.heiringhoff@merkur-expo.com

For shipping instructions and tariff please [click here](#)
Kenes Contacts: Congress Organiser

Kenes Group
Rue François-Versonnex 7
1207 Geneva, Switzerland
Tel: +41 22 908 0488
[Contact Us](#)

Hotel Sales Manager

Industry Manager

Hanna Safier

Cel: +972 54 678 7820 | E-mail: hsafier@kenes.com

Audio Visual Coordinator

Errikos Nikolaos Vidalis

E-mail: evidalis@vdl.gr

Industry Liaison & Sales

Renata Gorinstein

Tel: +41 22 908 0488 Ext. 601 | E-mail: rgorinstein@kenes.com

Registration Specialist

Nerea Esteban

Cel: +34 645633984 | E-mail: nesteban@kenes.com

Product Marketing Coordinator

Alix McKee

E-mail: amckee@kenes.com

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Contractors:

Branding of Head Table & Signage

Exposale

Ing Josef Švec

Email: josef.svec@exposale.cz

Tel: +420 776 110 570

Webshop [click here](#)

Catering

Zátiší Catering

https://www.zatisicatering.cz/en/

E-mail: andrea.jakubove@zatisigroup.cz

For order form click [here](#)

Catering service is exclusive to the venue (Zátiší Catering)

Hostesses

hostesky.cz s.r.o.

Ms. Ivana Dupalova

E-mail: info@hostesses.cz

Online Order Form: [HERE](#)

Freight Handling & Onsite Logistic Agent

Merkur Expo Logistics

Mr. Ian Heiringhoff

Email: ian.heiringhoff@merkur-expo.com

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

Parking (for small cars)

Please find here more information: [Parking at the PCC](#)