



23rd ASEAN Federation of Cardiology Congress

Centara Grand & Bangkok Convention Centre at CentralWorld

ASEAN's Commitment to Cardiovascular Health

Organised by:



Hosted by:



Dear Supporters,

This Sponsored Symposium Manual is designed to assist you in preparing for a successful congress and contains important information. Please read the information in this manual. It will take you very little time now and could save you a great deal of time later.

The symposium will be held in conjunction with the 23rd ASEAN Federation of Cardiology Congress (AFCC 2018) taking place in Bangkok, Thailand, 28 September – 1 October 2018 with Pre-Congress Session on 27th September 2018 at Centara Grand & Bangkok Convention Centre at CentralWorld, Bangkok, Thailand. Address: 999/99 Rama 1 Road, Pathumwan, Bangkok 10330, Thailand.

Please do not hesitate to contact me for further information or assistance.

Kind regards,

Ms. Kamolchanok Nantaburom

Tel: +662 7487881

Mobile: +66 94 965 5889

23rd ASEAN Federation of Cardiology Congress

Centara Grand & Bangkok Convention Centre at CentralWorld

ASEAN's Commitment to Cardiovascular Health

Organised by:



Hosted by:



Table of Contents

SECTION 1: Contact Information	3
<ul style="list-style-type: none"> • Kenes Contacts • Contractors Contacts 	
SECTION 2: Timetables	4
SECTION 3: Deadlines Table	5
SECTION 4: Symposium Session Halls	6
<ul style="list-style-type: none"> • Hall Technical Details • Location and Layout 	
SECTION 5: Supplied AV	10
SECTION 6: Symposium Promotion	11
<ul style="list-style-type: none"> • Symposium Title • Final Program Advertising • Bag Inserts • Symposium Signage 	
SECTION 7: Shipping, Tariffs, Material Handling and Shipping Labels	13



23rd ASEAN Federation of Cardiology Congress

Centara Grand & Bangkok Convention Centre at CentralWorld

ASEAN's Commitment to Cardiovascular Health

Organised by:



Hosted by:



SECTION 1: Contact Information

Congress Organizer

Kenes Asia (Thailand) Co., Ltd.

PICO Building, 10 Soi Lasalle 56, Sukhumwit,
Bangna, Bangkok 10260 Thailand
Tel: +662 7487881
Fax: +662 7487880

Kenes contact information

Assistant Project Manager

Ms. Kamolchanok Nantaburom

Tel: +662 748 7881 Ext. 115
knantaburom@kenes.com

Registration Specialist

Mr. Alongkot Kongkittithanakul

Tel: +662 7487881 Ext. 110
akongkittithanakul@kenes.com

Official Contractors contact information

BOOTH CONSTRUCTION AND FITTINGS, FURNITURE HIRE, CARPET, ELECTRICITY AND SIGNAGE

CITYNEON NETWORK CO., LTD

Ms. Atcharawan Kunyot

Tel: +662 690 2682 Ext. 19
Mobile: +66 89153 9626
sale@cityneonthailand.com

CONGRESS VENUE - *Audio Visual, Telecommunications, rigging, stand cleaning, security and catering*

Centara Grand Hotel & Convention Center

Exhibition Services
Phone: +66 (0) 2100 1234
Fax: +66 (0) 2100 1235
E-mail: cgcw@chr.co.th

VENUE ADDRESS

Centara Grand Hotel & Convention Center

Address: 999/99 Rama 1 Road, Pathumwan,
Bangkok 10330, Thailand
www.centarahotelsresorts.com/centaragrand/cgcw/index.asp

CUSTOMS CLEARANCE, Shipping, Advance Warehousing & Material Handling

Apt Showfreight (Thailand) Limited

Mr. Hasnai Kongkaew Tel: (66)(2) 285 3060
Mobile: +66 85 155 1989
hasnai@aptshowfreight.com



SECTION 2: Timetable

Symposia Timetable			
Supporter	Date	Session Time	Location
A. Menarini	Friday, 28 September	12:00 – 13:30	Room 2 Lotus 1&2
Biotronik	Friday, 28 September	12:00 – 13:30	Room 3 Lotus 3&4
Boehringer Ingelheim	Saturday, 29 September	11.00 – 12.30	Room 5 Lotus 7
Servier	Saturday, 29 September	12:30 – 14:00	Hall A 1
Zuellig Pharma	Saturday, 29 September	12:30 – 14:00	Room 2 Lotus 1&2
Bayer	Saturday, 29 September	12:30 – 14:00	Room 3 Lotus 3&4

Registration (Subject to change according to final congress timetable)	Time
Wednesday, 26 September	14:00 – 18:00
Thursday, 27 September	7:00 – 18:00
Friday, 28 September	7:00 – 18:00
Saturday, 29 September	7:30 – 18:00
Sunday, 30 September	7:30 – 18:00
Monday, 1 October	7:30 – 11:00

Please note:

- In order to set up the hall prior to the start of your symposium, we would recommend arriving to your Symposium 30 minutes before the symposium begins, where a member of the logistics team will be available should you need any assistance.
- 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 AFCC 2018 congress website: www.afccbkk2018.com
- If a technical rehearsal in the hall is required, please contact the AV Coordinator, **Mr. Thanakorn Thuanjeen at Tel +6683 543 6890**



SECTION 3: Deadlines Table

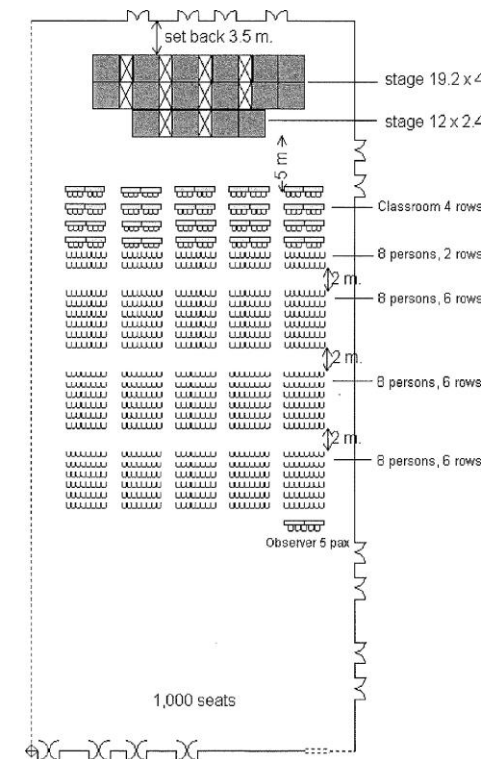
Submission of Exhibition Forms	Deadlines
Symposium Program (for approval by Scientific Committee)	Wednesday, 15 August 2018
Program Book Advertisement (for approval by Scientific Committee)	Wednesday, 15 August 2018
Draft of Bag Insert for Approval (for approval by Scientific Committee)	Wednesday, 15 August 2018
Hostesses	Wednesday, 15 August 2018
Catering	Wednesday, 15 August 2018
Shipping & Material Handling Services	Wednesday, 15 August 2018

The general stage setting includes 1 speaker podium and a head table accommodating up to 6 persons.
For alternative/additional stage setting please contact Ms. Kamolchanok Nantaburom at: knantaburom@kenes.com

SECTION 4: Symposia Session Hall

BALLROOM HALL A1

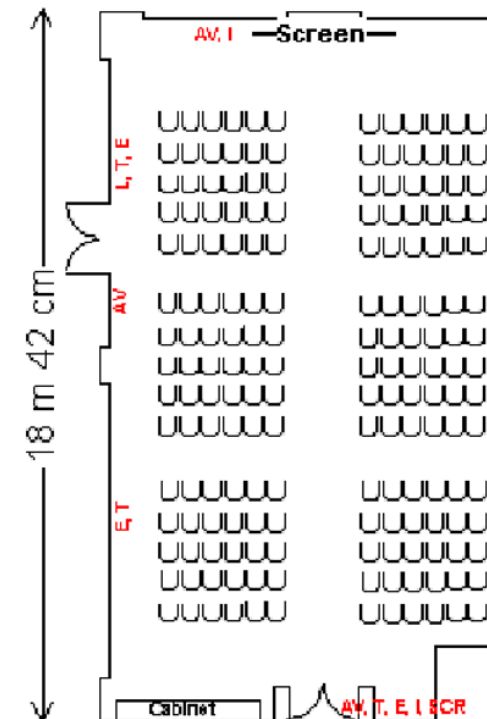
Hall Technical Details		
Hall Capacity & Layout	1,000 pax Theater style	
Hall Size	L:65m x W: 29m x H:11.30m	
Podium	W:60cm x H:120cm	
Screen Size	In-house 3m x 4m	
Projection Aspect Ratio	4:3 Display	
Speaker Podium Banner dimensions	W	H
	65cm	85 cm
Head Table Banner Dimensions	W	H
	3.4m	0.72m
	Sufficient seating for up to 6 persons. 5mm Foam board or similar rigid material is recommended for branding the table	



SECTION 4: Symposium Session Room

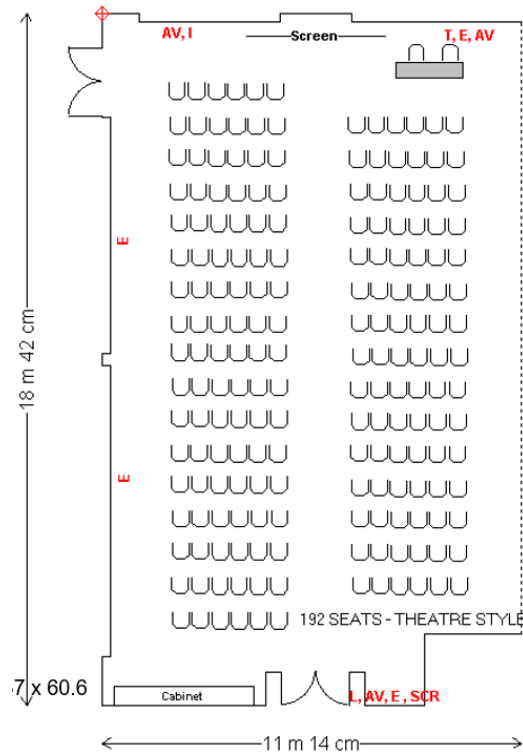
MEETING ROOM 2 and MEETING ROOM 3

Hall Technical Details		
Hall Capacity & Layout	200 pax Theater style	
Hall Size	L:18m x W: 11 m x H:4.0m	
Podium	W:60cm x H:120cm	
Screen Size	2m x 3m	
Projection Aspect Ratio	4:3 Display	
Speaker Podium Banner dimensions	W	H
	65cm	85 cm
Head Table Banner Dimensions	W	H
	3.4m	0.72m
	Sufficient seating for up to 6 persons. 5mm Foam board or similar rigid material is recommended for branding the table	



SECTION 4: Symposium Session Room

MEETING ROOM 5



Hall Technical Details

Hall Capacity & Layout	200 pax Theater style	
Hall Size	L:18m x W: 11m x H:4.0m	
Podium	W:85cm x H:122cm	
Screen Size	2m x 3m	
Projection Aspect Ratio	4:3 Display	
Speaker Podium Banner dimensions	W	H
	65cm	85 cm
Head Table Banner Dimensions	W	H
	3.4m	0.72m
	Sufficient seating for up to 6 persons. 5mm Foam board or similar rigid material is recommended for branding the table	

Congress Floor Plan:




AFCC 2018
Bangkok, Thailand
28 September - 1 October
(Pre-Congress Session 27 September 2018)

23rd ASEAN Federation of Cardiology Congress

Centara Grand & Bangkok Convention Centre at CentralWorld

ASEAN's Commitment to Cardiovascular Health

Organised by:  Hosted by: 



1. Prayer Room
2. Committee Room
3. Kenes
4. Speakers' room
5. Registration

	W x L	HEIGHT / M	AREA / SQM
CONVENTION CENTRE	80.4 x 65.3	11.30 / 13.50	5,250
CONVENTION CENTRE A1	29.2 x 65.3	11.30 / 13.50	1,900
CONVENTION CENTRE B1	51.1 x 65.3	11.30 / 13.50	3,350
CONVENTION CENTRE A2	40.1 x 65.3	11.30 / 13.50	2,625
CONVENTION CENTRE B2	40.1 x 65.3	11.30 / 13.50	2,625

	W x L	HEIGHT / M	AREA / SQM
LOTUS SUITE 1-4	22.5 x 18.4	3.80 / 4.00	412
LOTUS SUITE 1	11.2 x 9.2	3.80 / 4.00	103
LOTUS SUITE 2	11.2 x 9.2	3.80 / 4.00	103
LOTUS SUITE 3	11.2 x 9.2	3.80 / 4.00	103
LOTUS SUITE 4	11.2 x 9.2	3.80 / 4.00	103
LOTUS SUITE 5-7	22.5 x 18.5	3.80 / 4.00	412
LOTUS SUITE 5	11.2 x 9.2	3.80 / 4.00	103
LOTUS SUITE 6	11.2 x 9.2	3.80 / 4.00	103
LOTUS SUITE 7	11.3 x 18.5	3.80 / 4.00	206
LOTUS SUITE 8	9.4 x 7.5	3.90 / 4.00	58
LOTUS SUITE 9	9.5 x 9.4	3.90 / 4.00	80
LOTUS SUITE 10	11.6 x 10.5	3.90 / 4.00	100
LOTUS SUITE 11	11.3 x 10.7	3.90 / 4.00	110
LOTUS SUITE 12	9.7 x 10.4	3.80 / 4.00	95

Plenary Hall A1 (session/Convocation/OC/Gala)
Exhibition/Break/Poster/Product Theater

www.afccbkk2018.com



SECTION 5: Supplied AV

Ballroom Hall A1 of the AFCC 2018

- Podium with microphone
- Table microphones for head table
- Floor microphone with stand
- Wireless handheld microphone for roving purpose
- Confidence monitor screen in front of stage
- Countdown timer in front of stage (timing can be controlled from console)
- Laptop

Meeting Room 2, 3 and 5 of the AFCC 2018

- Podium with microphone
- Table microphones for head table
- Floor microphone with stand
- Wireless handheld microphone for roving purpose
- Confidence monitor screen in front of stage
- Countdown timer in front of stage (timing can be controlled from console)
- Laptop



23rd ASEAN Federation of Cardiology Congress

Centara Grand & Bangkok Convention Centre at CentralWorld

ASEAN's Commitment to Cardiovascular Health

Organised by:



Hosted by:



SECTION 6: Symposium Promotion

Symposium Title

If there are any changes to your Symposium title or program, or you have not yet provided your complete program details, please inform Ms. Wannapa Pureemahawong at wpureemahawong@kenes.com as soon as possible.

Final Program Advertising

For Supporters entitled to adverts in the final program as per their signed contract, and have not yet provided the program book advert, please email adverts to Ms. Wannapa Pureemahawong at wpureemahawong@kenes.com as soon as possible in one of the following formats at a resolution no less than 300 dpi: EPS, Illustrator, JPG or PDF. The adverts dimensions for the final program are A4.

Symposium Invitation Bag Inserts

Should you be entitled to a bag insert as per your contract, please follow the below procedure:

1. Please email the invitation draft (including graphic design) prior to printing for approval to Ms. Kamolchanok Nantaburom at knantaburom@kenes.com as soon as possible.
2. The bag insert should not exceed standard A4 dimensions, double sided.
3. A quantity of **1,000 inserts** is requested.

Inserts / Display material need to arrive at the venue **before 09:00 on Thursday, September 27, 2018** 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.



23rd ASEAN Federation of Cardiology Congress

Centara Grand & Bangkok Convention Centre at CentralWorld

ASEAN's Commitment to Cardiovascular Health

Organised by:



Hosted by:



Please note:

Any deliveries made directly to the venue without going through the official congress shipping agent, will be at the supporters own risk. If they do not arrive on time or are mislaid, the congress organizers and official congress shipping agent will not take any responsibility.

For shipping / delivery options to the venue, please contact Ms. Kamolchanok Nantaburom at knantaburom@kenes.com

Symposium Signage

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

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

1. Session Hall Signage

- Self-Standing Sign (optional) - The following may be displayed (and provided by the Supporter)
 - 1 x standalone sign to be placed at the entrance of the session hall 15 minutes prior to the sessions published start time.
- Stage Banners (optional) - The following may be displayed (and provided by the Supporter)
 - 1 x free standing vertical sign to be placed on/next to the stage. Maximum dimensions: W150cm x H250cm
 - 1 x horizontal sign placed in front the head table facing audience. (For dimensions, see SECTION 4: Symposium Session Halls).



23rd ASEAN Federation of Cardiology Congress

Centara Grand & Bangkok Convention Centre at CentralWorld

ASEAN's Commitment to Cardiovascular Health

Organised by:



Hosted by:



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 Ms. Kamolchanok Nantaburom at knantaburom@kenes.com. Please make sure to bring your own easels.