Sponsorship and Exhibition
The International Council of Nurses represents the almost 28 million nurses across the world and hosts the world’s largest international nursing Congress every two years. Following our last virtual ICN Congress in 2021, we are very much looking forward to meeting face-to-face 1-5 July 2023 in Montreal, Canada!

The 2023 Congress, hosted by the Canadian Nurses Association, will provide the opportunity which we have long been waiting for to meet with the world’s nurses again, and to showcase your company/organisation.

GREETINGS FROM US!

Dear Sponsor,

The International Council of Nurses’ 2023 Congress, hosted by the Canadian Nurses Association, will provide the long-awaited opportunity for the world’s nurses to meet in person again, and to showcase your company/organisation. ICN 2023 is the ideal place to assure visibility for you. The audience attending ICN 2023 will be made up of thousands of nurses from around the globe, as well as health experts from a range of professions, and representatives from international organisations, nursing schools, and governments, all looking to expand their knowledge of your organisation and services.

Please find below all the information you may find of interest. We look forward to partnering with you!
SPONSORSHIP CATEGORIES & BENEFITS

SPONSORSHIP CATEGORIES

Sponsorship categories are determined based on the total amount of your contribution towards ICN 2023 Congress. Your total contribution will be calculated based on the sum of all your items (i.e. promotional, advertising items and/or exhibition space).

<table>
<thead>
<tr>
<th>SPONSORSHIP CATEGORIES</th>
<th>CONTRIBUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLATINUM SPONSOR</td>
<td>Total support contribution above CAD 90,000 (+VAT)</td>
</tr>
<tr>
<td>GOLD SPONSOR</td>
<td>Total support contribution from CAD 60,000 – CAD 89,999 (+VAT)</td>
</tr>
<tr>
<td>SILVER SPONSOR</td>
<td>Total support contribution from CAD 40,000 – CAD 59,999 (+VAT)</td>
</tr>
<tr>
<td>SUPPORTER / NGO</td>
<td>Total support contribution starting from CAD 7,000 – CAD 39,999 (+VAT)</td>
</tr>
</tbody>
</table>

You will benefit from the respective advantages linked to your Sponsorship category. Click here to see the online overview.

ACKNOWLEDGEMENTS

Each Sponsor and Exhibitor will be acknowledged in the Sponsorship and Exhibition section of the Congress website and Mobile app.
#ICNCongress

**SPECIAL REQUESTS**

Tailored packages can be arranged to suit your objectives. Please contact us for details, pricing and booking:

<table>
<thead>
<tr>
<th>Mr Sherwin Gentle – Industry Liaison &amp; Sales Associate (Kenes)</th>
<th>Ms Pilar Millan - Head of Digital and Sponsorship (ICN)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tel: +31 20 763 01 08</td>
<td>Tel: + 41 22 908 0119</td>
</tr>
<tr>
<td>Email: <a href="mailto:sgentle@kenes.com">sgentle@kenes.com</a></td>
<td>Email: <a href="mailto:millan@icn.ch">millan@icn.ch</a></td>
</tr>
</tbody>
</table>

**SPONSORSHIP BENEFITS**

<table>
<thead>
<tr>
<th></th>
<th>PLATINUM</th>
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<th>SILVER</th>
<th>SUPPORTER/NGO</th>
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<tr>
<td><strong>BEFORE CONGRESS</strong></td>
<td></td>
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</tr>
<tr>
<td>Mention in our Congress newsletter</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Visibility on Congress website</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>One social media post</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Promotional Mailshot</td>
<td>Exclusive</td>
<td>Joint</td>
<td>Joint</td>
<td>-</td>
</tr>
<tr>
<td>Complimentary Congress registrations</td>
<td>10</td>
<td>6</td>
<td>3</td>
<td>1</td>
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<tr>
<td><strong>DURING CONGRESS</strong></td>
<td></td>
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<td>Push notification Mobile app</td>
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<td>1</td>
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</tr>
<tr>
<td>Mention on Congress website</td>
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<tr>
<td>Special acknowledgement at the Opening Ceremony of the Congress</td>
<td>X</td>
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<tr>
<td><strong>AFTER CONGRESS</strong></td>
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<td>One social media post</td>
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</table>
## Sponsor Symposia Timeslots

### Day 1

<table>
<thead>
<tr>
<th>SLOT #</th>
<th>TIME</th>
<th>DURATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLOT #01</td>
<td>07:30-08:30</td>
<td>55 minutes</td>
</tr>
<tr>
<td>SLOT #02</td>
<td>13:00-14:00</td>
<td>55 minutes</td>
</tr>
<tr>
<td>SLOT #03</td>
<td>18:30-19:30</td>
<td>55 minutes</td>
</tr>
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### Day 2

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<tr>
<td>SLOT #04</td>
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<td>55 minutes</td>
</tr>
<tr>
<td>SLOT #05</td>
<td>13:00-14:00</td>
<td>55 minutes</td>
</tr>
<tr>
<td>SLOT #06</td>
<td>18:30-19:30</td>
<td>55 minutes</td>
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### Day 3

<table>
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<tr>
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<tr>
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<tr>
<td>SLOT #08</td>
<td>13:00-14:00</td>
<td>55 minutes</td>
</tr>
<tr>
<td>SLOT #09</td>
<td>18:30-19:30</td>
<td>55 minutes</td>
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### Day 4

<table>
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<th>SLOT #</th>
<th>TIME</th>
<th>DURATION</th>
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</thead>
<tbody>
<tr>
<td>SLOT #10</td>
<td>07:30-08:30</td>
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</tr>
<tr>
<td>SLOT #11</td>
<td>13:30-14:30</td>
<td>55 minutes</td>
</tr>
</tbody>
</table>
PROMOTIONAL ITEMS

Presence

- Opportunity to organise an official non-CHE Sponsored Session (programme subject to the approval by the Congress Committee).
- Includes hall rental, standard AV equipment and display table.
- Permission to use the phrase “Official Symposium of 2023 ICN Congress”.
- Sponsored sessions will be clearly indicated in the Congress timetable/programme as: “Sponsored Session (not included in the main event CHE/CPD credit offering)”.
- The supporting company, in addition to the support fee, must cover all speakers’ expenses including registration, accommodation and travel expenses. This also applies in case the Sponsored Symposium speakers have already been invited by the Congress organisers.
- Support will be acknowledged in the Sponsorship and Exhibition section of the Congress website, Mobile app and with signage during the event.
DEDICATED WEB PAGE INCL. VIDEO TEASER

- Sponsors will be offered a dedicated webpage including a 4 min video on the official Congress website if they wish.
- Opportunity for Sponsors to connect with attendees before the Congress days and create anticipation with a pre-event promotional webpage/video hosted on the Congress website.
- Product advertising is not permitted.
- All pages are subject to review by the Congress Organisers.

E-POSTER AREA

E-Posters are a unique combination of scientific posters and interactive content. An e-Poster is an electronic version of the traditional paper poster and is shown at dedicated digital stations at the event.

E-Posters create unique networking and engagement opportunities, generate participants' interest and are good exposure for authors. The highly trafficked e-Poster terminals, located in prime locations allow attendees to access the electronic presentations easily and conveniently. E-poster support includes:

- Signage at the entrance to the e-Poster area with “Supported by...” and a company/organisation logo only.
- Signage “Supported by...” and a company logo only on each individual e-poster station.
• Support will be acknowledged in the Sponsorship and Exhibition section of the Congress website, Mobile app and with signage during the event.

MOBILE APP

The Congress Mobile app engages attendees with personalised planning tools and real-time event updates. The app transforms smartphones, tablets and laptops into tools for active participation and makes it easy for participants to access Congress information to connect with speakers and colleagues. The app includes the scientific programme, abstracts, speakers’ information, participants’ list, a rating/voting system for sessions and speakers and a personalised scheduler. The app can be downloaded from the Apple App Store and Google Play.

The Mobile app support includes:
• Supporter acknowledgement on the splash/pop-up screen of the app: “Supported by: company/organisation name/logo” (product logos are not permitted).
• 2 push notifications included in the Sponsorship package.
• Support will be acknowledged in the Sponsorship and Exhibition section of the Congress website, Mobile app and with signage during the event.
Visibility

CYBER CAFE

Target your attendees while they surf the net! Despite widespread mobile technology and wireless connectivity, internet cafes/zones remain busy features at meetings and events. Sponsors of this area will be able to engage with users of the service in a variety of ways, not least via the screens of every terminal in the Cafe. The service will be offered free of charge to attendees. The Cyber Café includes:

- Provision of computers, servers and internet connections.
- Opportunity to display company logo and information on screen saver.
- Opportunity to brand the Café with signage and branded mouse pads (pads to be provided by Sponsor – requires approval from Congress Organisers).
- Support will be acknowledged in the Sponsorship and Exhibition section of the Congress website, Mobile app and with signage during the event.

WI-FI SERVICE

Wireless Network Provision: Delegates wishing to access the internet via their own laptop/smartphone may do so by using the Congress’ Wi-Fi. Supporters will receive strong visibility during the Congress.
- An initial branded splash screen will bear the supporter logo and name.
- Support will be acknowledged in the Sponsorship and Exhibition section of the Congress website, Mobile app and with signage during the event.

**TWITTER WALL**

A large screen will be placed in the main area of the venue showing all social media interactions that include the Congress hashtags.

- Your company/organisation advert will be shown on the social media plasma screen in a loop with the social media interactions.
- Content of the advert subject to the approval by the Congress Organisers.

**WELCOME CEREMONY**

The Sponsor will have the opportunity to promote itself through a networking Opening Ceremony and reception on the first evening to which all registered attendees are invited. Hospitality and any activities provided will be in compliance with all relevant industry codes.

- Sponsor’s logo on sign at the entrance to the Opening Ceremony.
- Name check during the Opening Ceremony.
- Opportunity to provide items bearing company/organisation logo for use at the event.
- Support will be acknowledged in the Sponsorship and Exhibition section of the Congress website, Mobile app and with signage during the event.
COFFEE BREAKS

Coffee will be served during breaks in the Exhibition area. Hospitality provided will be in compliance with all relevant industry codes.

- Opportunity to have a one-day display of company/organisation’s logo at the catering point located within the Exhibition area.
- Opportunity to provide items bearing company/organisation logo for use during the supported break.
- Support will be acknowledged in the Sponsorship and Exhibition section of the Congress website, Mobile app and with signage during the event.

WORLD MAP

The World map is a unique map providing viewers with extra information/data on participants from around the globe. The map is an interactive experience for participants to connect based on their geographical origins. The display will be placed in a central location at the venue and serves as an information and communications tool, ideal for enhancing participant networking.

- Support will be recognised on a separate printed sign/rollup located beside the World map screen, with “Supported by…” and a company/organisation logo only.
- Support will be acknowledged in the Sponsorship and Exhibition section of the Congress website, Mobile app and with signage during the event.

MEETING ROOM

- An opportunity to hire a room at the venue that may be used as a Hospitality Suite or Meeting Room. The Sponsor will be able to host and entertain its guests...
throughout the Congress. Sponsors will have the option to order catering and AV equipment at an additional cost.

- Hospitality provided will be in compliance with all relevant industry codes and compliance guidelines.
- Opportunity to brand the Meeting Room.
- Acknowledgement on directional signage outside the room.

**CHARGING AREA**

The branded Charging Area is for multiple devices, including smartphones and tablets. It’s a great way to leave a lasting impression on the participants.

- Opportunity to brand the Charging area with your company/organisation name and logo.
- Support will be recognised in the Sponsorship and Exhibition section of the Congress website, Mobile app and with signage during the event.

**STUDENT LOUNGE**

Students are the future of every profession, and by expanding their knowledge we all will benefit. Be sure to raise the awareness of your company/organisation across the future generations of nurses!

- Sponsor’s name and/or company/organisation logo to appear on all signage for this room.
- Opportunity to display Sponsor’s logo on screensavers at each workstation.
- Support will be acknowledged in the Sponsorship and Exhibition section of the Congress website, Mobile app and with signage during the event.
GREEN ROOM

Facilities will be available at the venue for speakers and abstract presenters to check their presentations and take a rest.

- Sponsor’s name and/or company/organisation logo to appear on all signage for this room.
- Opportunity to display Sponsor's logo on screensavers at each workstation.
- Support will be acknowledged in the Sponsorship and Exhibition section of the Congress website, Mobile app and with signage during the event.

VOLUNTEERS’ T-SHIRTS

Volunteers are the heart of every society. Their work and help is widespread across the whole Congress. You have the opportunity to showcase your company/organisation’s logo on the volunteers’ T-shirts and support their work.

- Support will be acknowledged in the Sponsorship and Exhibition section of the Congress website, Mobile app and with signage during the event.

MASSAGE CHAIRS

After long days of Congress content, networking and absorbing knowledge, the attendees will be able to enjoy massage chairs across the venue. Show your company/organisation’s support and make sure the attendees will remember your brand well after the event has finished.

- Support will be acknowledged in the Sponsorship and Exhibition section of the Congress website, Mobile app and with signage during the event.
NETWORKING AREA

Congress are about content, community and networking. The venue will provide a space for attendees to meet, and catch up with friends and colleagues. In the Exhibition area, we will arrange the venue with stools for participants to sit and meet. The carpet in the area will be in your company/organisation’s colour and the Sponsor’s rollup will be placed here.

- Carpet in company/organisation’s colour.
- 30 cardboard stools branded with company/organisation name or logo.
- 3 rollups will be produced by the Sponsor, the Sponsor is responsible for design and production, including associated costs.
- Support will be acknowledged in the Sponsorship and Exhibition section of the Congress website, Mobile app and with signage during the event.

WELLNESS ROOM

Pamper the attendees at the Congress with a relaxation area. This is a designated seating area with comfortable chairs and tables that allows for networking and collaboration for the attendees. Delegates will be sure to remember your brand well after the event has finished.

- Support will be acknowledged in the Sponsorship and Exhibition section of the Congress website, Mobile app and with signage during the event.
CONGRESS SIGNAGE

Congress signage is one of the most looked-at items at the Congress. All delegates use it to get around and find the different areas of the Congress venue.

Congress signage includes:

- Corporate/organisational logo on all sign boards displayed throughout the Congress venue.
- Support will be acknowledged in the Sponsorship and Exhibition section of the Congress website, Mobile app and with signage during the event.

PHOTO BOOTH

The Photo booth is an excellent tool to engage with attendees. It allows them to have fun and share their experience. Attendees are given the opportunity to take a photo of themselves and colleagues, using fun props provided by the organiser and have the photo sent to them via email, text message or directly uploaded to their social media accounts.

- The booth attracts many attendees, and a Sponsor would gain exposure by having their branding on the outside of the booth, including their logo on every photo taken.
- The exposure will last long after the Congress ends as these photos are shared with colleagues, friends and family.
- Support will be acknowledged in the Sponsorship and Exhibition section of the Congress website, Mobile app and with signage during the event.
CONGRESS BAGS

All participants will receive a Congress bag. This is an excellent opportunity for visibility by all.

The Congress bags are exclusive to one Sponsor.

- The bag will bear the Sponsor and Congress logos.
- The Sponsor will bear the production costs.
- The bag must be approved by the Congress Organisers in advance.
- Support will be acknowledged in the Sponsorship and Exhibition section of the Congress website, Mobile app and with signage during the event.

NOTEPADS & PENS

The Sponsor will provide the funding for the Notepads & Pens for the participants.

- The Notepads & Pens are exclusive to one Sponsor. Notepads & Pens will bear the Sponsor and Congress logos and will be distributed in the participants’ Congress bags.
- Support will be acknowledged in the Sponsorship and Exhibition section of the Congress website, Mobile app and with signage during the event.

CONGRESS POCKET GUIDE

The ICN Congress Pocket Guide will be a comprehensive guide to the Congress for all participants.

- It will provide the opportunity to promote your company/organisation on different covers of the guide.
- Support will be acknowledged in the Sponsorship and Exhibition section of the Congress website, Mobile app and with signage during the event.
### WATER FOUNTAINS
Water fountains will ensure the well-being of participants. You can opt for water stations where cups are provided and people can serve themselves.
- Support will be acknowledged in the Sponsorship and Exhibition section of the Congress website, Mobile app and with signage during the event.

### WATER BOTTLE
Water bottles are another way to keep the participants hydrated on the go. Have your logo printed on individual water bottles that are distributed throughout the event. These bottles are often reused, thus perpetuating the brand awareness of your company/organisation.
- Support will be acknowledged in the Sponsorship and Exhibition section of the Congress website, Mobile app and with signage during the event.

### Advertise

### PRE-CONGRESS PROMOTIONAL MAILSHOT
Gain additional exposure for your Symposium or exhibition booth by sending out a mailing to the pre-registered delegates who have agreed to receive promotional material, at a date and time coordinated with the Congress Organiser.
- **Exclusive:** The mailshot will be exclusive for the supporting company/organisation. The designed mail blast (html format with the organiser's design requirements) and the preferred “Subject” to be provided by the Sponsor and should be received 6 weeks prior to the Congress. The “From” field will be ICN2023.
• **Joint:** The mailshot will be shared with other supporting companies/organisations. 
  
  Supporting companies/organisers should provide the content for the mail blast following the Congress Organiser’s design requirements. Design of mail blast will be done by the Congress Organisers.

* In the case where the supporter cannot provide a compliant HTML file, they may provide one pdf/image, that will be embedded into the Congress-designed mailshot for an additional charge of 250 CAD. Content received after the deadline may be processed for an additional fee of 500 CAD.

**Industry Support Disclosure – will be added to all mailshots**

This event is supported, in part, by funding from industry. All support is managed in strict accordance with CHE/CPD accreditation criteria and standards for commercial support. Sponsored Symposia are organized by industry and not included in the main event CHE/CPD credit offering.
Connect with participants after the Congress by sending out a post-Congress Exclusive Mailshot to registered delegates who have agreed to receive promotional material, at a date and time coordinated with the Congress Organiser.

The Post-Congress mailshot is exclusive to one Sponsor.

- The mailshot will be exclusive for the supporting company/organisation. The designed mail blast (html format with organiser’s design requirements) and the preferred “Subject” to be provided by the Sponsor. The “From” field will be ICN2023.

* In the case where the supporter cannot provide a compliant HTML file, they may provide one pdf/ image, that will be embedded into the congress designed mailshot for an additional charge of 250 CAD. Content received after the deadline may be processed for an additional fee of 500 CAD.

**Industry Support Disclosure – will be added to all mailshots**

This event is supported, in part, by funding from industry. All support is managed in strict accordance with CHE/CPD accreditation criteria and standards for commercial support. Sponsored Symposia are organized by industry and not included in the main event CHE/CPD credit offering.

**PUSH NOTIFICATION**

- One Push notification sent to all participants (who have opted to receive such information) onsite through the Mobile app.
- Date and time to be coordinated with Congress Organiser.
- Specifications will be provided by the Congress Organiser.
- The Mobile app will be available for all participants who download the app.
ALL ABOUT EXHIBITION

VENUE

Palais des congrès de Montréal
Address:
159, rue Saint-Antoine Ouest, 9e étage,
Montréal, QC
H2Z 1H2
Tel. : 514 871-8122
Free toll in Canada: 1 800 268-8122
Email: info@congresmtl.com
Virtual tour & interactive floor plans can be found here.

FLOORPLAN

This floor hosts our Exhibition hall packed with all players in nursing. This is the space to preview all the latest innovation, explore the E-poster stations, discover new take aways at either the Policy Cafés or Theatres and attend these stage talks.

Click here to view our interactive floor plan

Pipes and Drapes Rental

Including basic furniture package

This includes:

• Exhibitors’ badges
• Cleaning of public areas and gangways
• Invitation to the Opening Ceremony for registered Exhibitors
• In addition, each booth will include a basic furniture package:
  – Standard pipes and drapes system
  – 8" back wall, 3" side walls
  – Exhibitor’s name signage
  – 2 arm lights
  – Carpet
  – 1 table
  – 2 chairs
  – 1 waste bin

Pipes and Drapes rental does not include any other furniture, electrical usage or stand cleaning. All these services and others will be available to order in the Exhibitors’ Technical Manual.

**Additional Benefits**

When you exhibit your company will receive the following additional benefits:

• Each Exhibitor will be acknowledged in the Sponsorship and Exhibition section on the Congress website and Mobile app.

**Note:** If you are planning to have a joint booth with another company/organisation, a co-exhibitor fee of **1,500 CAD** applies.

**Space Only Rental**

(Minimum of 130 sqft)

For smaller booths, please book Pipes and Drapes.

**This Includes:**

• Exhibitors’ badges
• Cleaning of public areas and gangways
• Invitation to the Opening Ceremony for registered Exhibitors

Space only rental does not include any furniture, electrical usage or stand cleaning. All these services and others will be available to order in the Exhibitors’ Technical Manual.

**Additional Benefits**

When you exhibit your company will receive the following additional benefits:

• Each Exhibitor will be acknowledged in the Sponsorship and Exhibition section on the Congress website and Mobile app.

**Note:** If you are planning to have a joint booth with another company/organisation, a co-exhibitor fee of **1,500 CAD** applies.

**NGO Booth**

(Minimum of 130 sqft)

For smaller booths, please book Pipes and Drapes.

**This Includes:**

• Exhibitors’ badges
• Cleaning of public areas and gangways
• Invitation to the Opening ceremony for registered Exhibitors

NGO Booth rental does not include any furniture, electrical usage or stand cleaning. All these services and others will be available to order in the Exhibitors’ Technical Manual.

**Additional Benefits**

When you exhibit your company will receive the following additional benefits:

• Each Exhibitor will be acknowledged in the Sponsorship and Exhibition section on the Congress website and Mobile app.
EXHIBITORS RULES & REGULATIONS

ALLOCATION OF THE PHYSICAL EXHIBITION SPACE

Physical Space Allocation will be made on a “first come, first served” basis. A completed Exhibition Booking Form and Contract must be sent/ emailed to ensure reservation of a desired location. Upon receipt of the Exhibition Booking Form and Contract, space will be confirmed and an invoice will be sent. Please note that three alternative physical booth choices should be clearly indicated on the application form. Physical Space allocations will be made in the order in which application forms with payment are received.

PHYSICAL EXHIBITOR REGISTRATIONS

For the physical Congress, all exhibitors are required to be registered and will receive a badge displaying the exhibiting company name. Two exhibitor badges will be given for the first 100sqft booked and one additional for each 100 sqft after. Any additional exhibitors will be charged an exhibitor registration fee. Companies can purchase a maximum number of exhibitor registrations as follows:

- Booths of up to 600 sqft – 15 exhibitor registrations
- Booths larger than 600 sqft – 25 exhibitor registrations

Exhibitor registrations allow access to the exhibition area only and shall be used by company staff only. An exhibitor registration form will be included in the Exhibitor's Manual.
EXHIBITORS’ TECHNICAL MANUAL

An Exhibitors’ Technical Manual outlining all technical aspects of exhibiting will be available approximately 3 months prior to the Congress. It will include the following:

- Technical details about the Venue and Virtual Platform
- Final exhibition details and information
- Specifications
- Contractor details
- Services available to exhibitors and order forms

SITE INSPECTIONS

Exhibitors and Supporters are welcome to visit the Congress venue at their convenience. Please contact the venue directly to arrange this.

EXHIBITOR LOGO & PROFILE

You can submit your logo and company’s profile and read important exhibitor information on the Kenes Exhibitors’ Portal. The Exhibition Manager will contact you with the link to the Exhibitors’ Portal, including your personal login details.

EXHIBITION TERMS & CONDITIONS

The Terms and Conditions can be found here. Please note that signing of the BOOKING FORM AND CONTRACT indicates acceptance of these Terms and Conditions. The Exhibition Booking Form will be held as a valid liable contract, by which both parties will be bound.

An exclusive handling agent will be designated to the ICN 2023. The exclusivity of an agent for the handling needs of congresses refers specifically to work inside the venue. Exhibitors may use their own couriers up to the venue door and from outside of the venue door at the end of the Congress. This organisational decision has been made for the safety and efficiency benefits to exhibitors and for the successful flow of the Congress.
PROMOTIONAL ACTIVITIES

All demonstrations or instructional activities must be confined to the limits of the exhibition stand. Advertising material and signs may not be distributed or displayed outside the exhibitor’s stands. Sound equipment must be regulated and directed into the stand so that it does not disturb neighbouring exhibits. Exhibition Management reserves the right to require the exhibitor to discontinue any activity, noise or music that is deemed objectionable.

- Further details will be included in the Exhibition Technical Manual.

Please contact us for details, pricing and booking form:

Mr Sherwin Gentle – Industry Liaison & Sales Associate (Kenes)
Tel: +31 20 763 01 08
Email: sgentle@kenes.com

Ms Pilar Millan - Head of Digital and Sponsorship (ICN)
Tel: + 41 22 908 0119
Email: millan@icn.ch
PAYMENT CANCELLATION TERMS & CONDITION

CONTRACTS & CONFIRMATION

SPONSORS
Once a Booking Form is received, a contract will be sent to you for signature with an accompanying invoice. This contract should be signed and returned with a 60% deposit payment. Upon receipt of the Booking Form, the organizer will reserve the items listed in it. Completion of the Booking Form by the Sponsor shall be considered as a commitment to purchase the items.

EXHIBITORS
Once a signed Booking Form is received, a confirmation of the exhibition will be e-mailed to you with an accompanying invoice.

SPONSORSHIP ITEMS AND CONDITIONS
Terms and Conditions ([Terms and Conditions](#)) of Sponsors will be included in the contract as well.

INSERT AND DISPLAY MATERIALS
Please note that all materials entering the venue incur a handling charge. This includes materials for inserts and display.

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 when you receive either the Exhibition or Symposia Technical Manuals.
PAYMENT METHODS

PAYMENT TERMS

60% upon receipt of the Sponsorship agreement and first invoice.
40% by 16 January 2023.
100% from 16 January 2023.

All payments must be received before the start date of Congress. Should the Exhibitor fail to complete payments prior to the commencement of the Congress, the Organizer will be entitled to cancel the reservation while cancellation will be subject to cancellation fees as determined below.

Option 1: Payment by check (CAD).
Please make checks payable to:
Kenes International Organisers of Conferences Ltd – ICN 2023

Option 2: Payment by Bank Transfer (CAD).
Please make drafts payable to:
Kenes International Organisers of Conferences Ltd – ICN 2023

All bank charges are the responsibility of the payer.

CANCELLATION / MODIFICATION POLICY

Cancellation or modification of sponsorship items must be made in writing to the Sponsorship & Exhibition Sales Department at Kenes:
Mr Sherwin Gentle through email via sgentle@kenes.com

The organizers shall retain:

- 10% of the Sponsorship Amount if the cancellation/reduction is made before 03/11/2022 inclusive.
- 50% of the Sponsorship Amount if the cancellation/ reduction is made between 04/11/2022 and 03/03/2023 inclusive.
- 100% of the Sponsorship Amount if the cancellation/ reduction is made after 03/03/2023.