

# Industry Manual

Dear Supporter,

We are happy to present you with the **WSAVA 2026** Industry Symposia Manual which will take place in **Warsaw, Poland** on **13-15 October 2026**.

## **Venue Address:**

### **Warsaw EXPO XXI Centre**

Ignacego Prądzyńskiego 12/14, 01-222 Warszawa

<https://expoxxi.pl/>

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.**

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

### **Aleksandra Sinapova**

Exhibition & Industry Coordinator



E: [asinapova@kenes.com](mailto:asinapova@kenes.com) | M: +359 895 76 0548

### Exhibitors and Supporters Portal

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 in Warsaw. Information, pictures, location and rates are available on the hotel accommodation page:

[click here](#) or email us at [mnedyalkova@kenes.com](mailto:mnedyalkova@kenes.com).

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

#### Industry Deadlines and Key Dates

<b>Action Item (Please refer to your signed contract)</b>	<b>Deadline</b>	<b>Contact Person</b>
Staff Hotel Reservation	As soon as possible	<b>Milena Nedyalkova</b> <a href="mailto:mnedyalkova@kenes.com">mnedyalkova@kenes.com</a> or <a href="https://wsava-congress.org/wsava-hotels/">https://wsava-congress.org/wsava-hotels/</a>
Payment of Invoice Balance	Must be received in full <b>one week</b> prior to the Congress	<b>Pazit Hochmitz</b> <a href="mailto:phochmitz@kenes.com">phochmitz@kenes.com</a>
Symposium Final Program (for approval by Scientific Committee) <b>*Please note that all speakers must be approved by the committee</b>	As soon as possible and no later than <b>Tuesday, 11 August</b>	
Promotional E-mail Blast (Exclusive and Joint)	<b>Thursday, 10 September</b>	<b>Aleksandra Sinapova</b> <a href="mailto:asinapova@kenes.com">asinapova@kenes.com</a>
Promotional Post E-mail Blast	<b>Thursday, 10 September</b>	
Text for Push Notifications	<b>Thursday, 10 September</b>	
Mobile app adverts	<b>Thursday, 10 September</b>	
Onsite Bag Inserts for approval of design	<b>Thursday, 10 September</b>	
<b>K-Lead Retrieval System</b>	<b>Thursday, 24 September</b>	To reserve your Scanners, please refer to the on-line Exhibitor's Portal
<b>AV-</b> scheduling Tech rehearsal, placing orders for extra AV for the Sponsored Symposia and AV for Congress rooms ONSITE		Mike Perchig <a href="mailto:nest@nest-av.com">nest@nest-av.com</a>
Placing orders for Voting/ 'Ask the Speaker' and other Technology Products and Services	As early as possible, preferably before <b>Wednesday, 16 September</b>	<b>Olaya Espejo</b> <a href="mailto:oespejo@kenes.com">oespejo@kenes.com</a>
Hostesses & Temporary Staff Hire	<b>Coming soon</b>	
Catering Services	Orders received after <b>Thursday, 01 October</b> , will be subject to a <b>20% late-order surcharge</b> . Orders received after <b>Thursday, 08 October</b> , will be accepted and fulfilled <b>subject to availability</b>	<b>Belvedere</b> For Catalogue, click <a href="#">here</a> For order form, click <a href="#">here</a> For Credit Card authorization, click <a href="#">here</a> Please send the order form and the excel catalogue with your chose to <a href="mailto:maja.kurowska@belvedere.com.pl">maja.kurowska@belvedere.com.pl</a>

## Shipping & Material Handling Services

Door to Door Shipments

Please contact **MERKUR  
EXPO LOGISTICS GMBH**

Shipment via Advance  
Warehouse

No later than  
**Monday, 05 October**  
**Subject to time slot, only  
full load trucks**

**Merkur Expo Logistics**

Patricia Zintel

E-Mail: [patricia.zintel@merkur-expo.com](mailto:patricia.zintel@merkur-expo.com)

Mobile: + 49 (0) 170 2229525

Exhibition goods - Direct  
Deliveries to Meeting Venue

**NB! Please note there  
should be a person from  
your side to receive your  
Deliveries.**

For **shipping instructions** please click  
[HERE](#)

Industry Symposia Timetable

<https://wsava-congress.org/industry-sessions-timetable/>

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

### Important notes:

Due to CE 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 **“Sponsored Symposium - non-CE session”**
- When promoting your symposium, you are allowed to use the phrase: **“Official symposium of 51<sup>st</sup> World Small Animal Veterinary Association Congress”**, which will take place in **Warsaw, Poland, on 13-15 October 2026.**
- We recommend arriving at least 15 min prior to the start of your Symposium, to check the setup. A member of the Kenes Operational team will be available onsite should you need any assistance.
- Handouts are allowed to be distributed at the entrance to the Symposium Hall; however, it is NOT permitted to place material on the seats inside the hall.
- Printed tent cards placed on the head table are allowed and should be produced and provided by supporter.
- We ask presenters to follow the time schedule precisely in order for the day’s events may run smoothly. The updated scientific program can be found on the [WSAVA 2026 Website](#)

In addition, it is not permitted to use the **WSAVA 2026 logo** on any of the symposia materials.

### Speaker’s Expenses

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

*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 Symposium speakers have already been invited by the Conference and have made prior travel arrangements independently.*

Catering

Catering is **exclusive** to **BELVEDERE** and should be ordered in advance. Supporters who wish to order food and beverages for their symposium or/and meeting room are welcome to do so directly with them:

For Catalogue, click [here](#)

For order form, click [here](#)

For Credit Card authorization, click [here](#)

Please send the order form and the excel catalogue with your chose to [maja.kurowska@belvedere.com.pl](mailto:maja.kurowska@belvedere.com.pl)

- Food and drinks are allowed to be taken into the symposium halls. No buffet is allowed.
- **Please foresee a break following the symposium of at least 30 minutes to clean the hall.**
- Please note that an additional charge might be applied for cleaning the hall immediately following the session.
- 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 does not contradict the supporter's internal compliance policy.

Onsite Symposia Sessions Halls

Coming soon.

Location and Layout

Coming soon.

Audio-Visual (AV) Equipment Onsite

### **Presentations Upload Onsite**

If you are using a PowerPoint presentation (or any other PC-based application), please note that you have to deliver it on a USB Memory stick to one of the technicians in the Speakers' Ready Room as soon as you arrive at the Venue in the morning - and at least 1 hour before the start of the session.

Please note that Congress computers in the Halls are being 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 note that an extra charge might incur.

Please plan directly with the Congress Audio Visual Coordinator, Mike Perchig at: [nest@nest-av.com](mailto:nest@nest-av.com)

## Symposium Promotion Onsite and Virtual

Due to CE accreditation criteria for this Congress, the following rules apply:

- **WSAVA Logo** 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 **“Sponsored Symposium - non-CE session”**
- When promoting your symposium, you are allowed to use the phrase: **“Official symposium of the 51<sup>st</sup> World Small Animal Veterinary Association World Congress”**, which will take place in **Warsaw, Poland 13-15 October 2026**.

In addition, it is not permitted to use the **WSAVA 2026 logo** on any of the symposia materials.

## Session Agenda

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 **Tuesday, 11 August** if you need any assistance please contact the Industry Coordinator: Aleksandra Sinapova at [asinapova@kenes.com](mailto:asinapova@kenes.com).

## Promotional Items

This section includes guidelines which will assist you to prepare promotional items related to your industry sessions, however, **kindly refer only to the relevant items in accordance with your sponsorship agreement.**

**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: ***Sponsored Symposium - non-CE session***

When creating adverts for External and Internal lobby flags in the virtual platform is allowed to promote symposia or company promotion. Only when promoting symposia please add the following text inside: ***Sponsored Symposium - non-CE session***

### **1.Mobile App Push Notification**

For supporters entitled to a push notification as per their signed contract, kindly submit the text by

**Thursday, 10 September** to [asinapova@kenes.com](mailto:asinapova@kenes.com) 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 coordinate with your industry coordinator
- \*Note the final schedule will be determined closer to the Congress, 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 to and [asinapova@kenes.com](mailto:asinapova@kenes.com) by **Thursday, 10 September**.

**File format:** PNG or JPG (up to 800 KB)

**Size:** 780 x 1688px

Kindly be advised that the advertisement is presented as a static image; therefore please ensure your design does not include any clickable URLs. Also, for optimal readability on mobile devices, we suggest avoiding small text.

### **3.Onsite Bag Inserts**

**Bag inserts are to be printed and delivered by the supporter.**

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

- Please submit the **final artwork** (prior to printing) for approval no later than **Thursday, 10 September** via email to [asinapova@kenes.com](mailto:asinapova@kenes.com)
- The bag insert should not exceed a double side of standard **A4 dimensions**.
- **When promoting your Symposium, please include the following disclosure:** ***"Sponsored Symposium - non-CE session"***. Please check the latest registration numbers with the Industry Coordinator before

### **Important Notes Regarding Shipping of Bag Inserts:**

- Bag inserts must arrive at the venue **no later than Sunday, 11 October** to be included in the Congress bags.

- Please inform us who the sender of your package is, including full name and contact details.
- **Merkur Expo Logistics** is the official logistic agent for the **WSAVA 2026 Congress**. To ensure the safe and timely arrival of your inserts, we strongly recommend sending the inserts via **Merkur warehouse** (fees will incur). Further details can be found in the in the [Shipping Instructions](#)
- Packages should be labeled with the supporting company name, name of the responsible person (who will be onsite), and the name and date of the event. Please also make sure to state 'Bag Inserts on all packages.
- Direct deliveries to the venue **MUST be** coordinated **in advance** with **Merkur**. Please share with **Merkur** the full delivery details such as sender name, number of boxes, tracking number, weight, dimensions. Please note that all materials entering the venue incur a handling charge (including bag inserts and display items). No other company is permitted to deliver operating, and handle goods inside the venue
- Any deliveries made directly to the venue without going through the official logistics agent will be at the supporter's own risk. If they do not arrive on time or are misled, the Congress organizers and official logistics agent will not take any

#### **4.Exclusive Pre and Post Email Blast**

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 **Aleksandra Sinapova** at [asinapova@kenes.com](mailto:asinapova@kenes.com) no later than **Thursday, 10 September**.

To ease your design process, we've created some 'ready-to-use' HTML templates that you can modify to suit your specific needs. These templates are designed to align with the design guidelines detailed in the PDF. Feel free to request these templates at any time.

#### **5. 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: Aleksandra Sinapova** at [asinapova@kenes.com](mailto:asinapova@kenes.com) and no later than **Thursday, 10 September**.

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.

#### **Important notes for both Pre and Post, Joint Mailshots:**

- In case the webmail is promoting a sponsored session, please include the following disclaimer: "Sponsored Symposium - non-CE session".
- It is not allowed to use the WSAVA logo.
- The event's banner will be added to the webmail's header by Kenes.
- The "From" field will be "WSAVA 2026 Supporters".
- The E-mail Blast will be sent out to the preregistered delegates who have agreed to receive promotional material from supporters.

- Content received after the deadline may be processed for an additional fee.

## Symposium Signage Onsite (Optional)

Symposium supporters have the option to create signage promoting their symposium according to the guidelines below. 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: ***“Sponsored Symposium - non CE session”***.

- **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 of the head table facing audience. (Please refer to Section 4: Symposia Session Halls Onsite).

### 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.

## Miscellaneous Information

### 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.

### Meeting Rooms / Hospitality Rooms

Supporters interested in renting a meeting room during WSAVA 2026 Congress should contact **Industry Liaison & Sales, Mrs. Nikol Karabelova** at: [nkarabelova@kenes.com](mailto:nkarabelova@kenes.com)

### Waste Disposal

Please note that it is the supporter's responsibility to leave the symposium session hall in a clean and tidy manner once 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 **Belvedere** and should be ordered advance. Supporters who wish to order food and beverages for their symposium and/or meeting room are welcome to do so directly with:

For Catalogue, click [here](#)

For order form, click [here](#)

For Credit Card authorization, click [here](#)

Please send the order form and the excel catalogue with your chose to [maja.kurowska@belvedere.com.pl](mailto:maja.kurowska@belvedere.com.pl)

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

## **Hostesses & Temporary Staff Hire**

### **Coming soon**

Badge Scanner/ Lead Retrieval System

### **Badge Scanner/ Lead Retrieval System**

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

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: 750 EUR** (excluding 4% credit card charges fees, excluding VAT if applicable).

**Device is NOT included!**

**Deadline: Thursday, 24 September**

**Onsite rate of 850 EUR** will be applied for order received after above deadline.

**Unlock the Power of K-Lead Plus:**

- **Automated Follow-up Emails:** Immediately after scanning, send personalized emails to every lead. Make every connection count without lifting a finger!
- **Tailored Email Customization:** Craft the perfect message with customizable subject lines,

email content, and signatures. Attach PDFs to add a polished, personal touch that stands out.

- **Timely Engagement:** Say goodbye to the hassle of manual follow-ups. K-Lead Plus handles it by sending tailored emails right after each scan, keeping your brand top of mind.
- **Trackable Insights:** Monitor how your emails perform with engagement metrics. Learn what works and refine your strategies for maximum impact, ensuring you're always improving.
- **Compatibility:** K-Lead Plus requires at least one K-Lead license purchased.

**Cost for K-Lead Plus: 350 EUR**

### **Key Notes for K-Lead and K-Lead Plus:**

- **Device Not Included:** The application must be installed on your personal or company device (tablet/smartphone).
- **Reliable Data:** Participant badge barcodes carry contact details as provided by registrants or their agencies. Note: Group registration may contain generalized information.
- **Content Responsibility:** Information content is managed by the registrant or their agency, not Kenes Group or the Organizing Committee.
- **Easy Reservation:** Secure your Wireless Barcode Reader in the Exhibitor's Portal <https://exhibitorportal.kenes.com>.
- **GDPR Compliance:** We've updated our [privacy policy](#) in compliance with GDPR. Your personal data won't be shared without consent. Presenting your badge for scanning implies consent to share your details.
- By purchasing the K-Lead and the K-Lead Plus, Exhibitors and Sponsors agree to [Data Processing Agreement](#).

How to **order K-Lead and K-Lead Plus?** -> Please access the **Exhibitor's Portal**

<https://exhibitorportal.kenes.com>

### **API Integration**

Do you want to use your own scanning device or app? Need real-time API integration?

We're excited to introduce our new API-sharing service that seamlessly integrates delegate data from our events directly into your CRM. No more manual data entry—just instant, secure, and accurate lead transfer.

- How it works:
- Instant API Access - Scan delegate badges using your own app and retrieve full attendee details.
- Real-Time Sync - Automatically update your CRM.
- CRM Compatibility - Integrates with major CRM systems like Salesforce, HubSpot, and Microsoft Dynamics.
- Data Accuracy - Ensure accurate, up-to-date delegate info, reducing manual entry errors.
- Custom Mapping - Adapt data fields to fit your CRM's structure.
- Secure & Compliant - Advanced encryption ensures data protection.
- Analytics & Reporting - Gain insights on leads and engagement.

Benefits of this solution?

- Saves time by eliminating manual entry
- Enhances lead accuracy and efficiency
- Integrates effortlessly with your existing tools

To get a quote and place your order, please reach out to the Exhibition Manager E-mail: [asinapova@kenes.com](mailto:asinapova@kenes.com)

**Cost:**

License per event: **€1800** invoiced before the event

API calls: invoiced after the event, based on the number of calls (scans) made:

- Up to 200 calls - calculated by €4 per call
- Up to 500 calls - calculated by €3 per call
- From 500 calls and up - calculated €2 per call

**Deadline: Thursday, 24 September**

Innovative Products for Industry Symposia

**Maximize your Participant Experience - Use our innovative technologies for your Symposium**

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

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

We also provide tailor made customized solutions - [contact us](#) to make it happen!

***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 **Wednesday, 16 September**. Orders received after the deadline will incur rush fees.

Shipping Instructions

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

Contact details:

**Deliveries and Shipments**

If you need to deliver materials for your session, please coordinate with **Merkur Expo Logistics GmbH**, the official on-site logistics provider appointed by Kenes Group. All in/out shipments for this meeting must be handled exclusively by Merkur.

Contact details:

**Merkur Expo Logistics GmbH**

Patricia Zintel

E-mail: [Patricia.Zintel@merkur-expo.com](mailto:Patricia.Zintel@merkur-expo.com)

Mobile: +49 (0) 170 2229525

For **shipping instructions** please click [HERE](#)

We strongly recommend sending your materials to Merkur warehouse in Germany.

**Deadline: Monday, 05 October**

It has an additional cost but by doing so you make sure that your items arrive safely and on time to the event.

Supporters may choose to use their own services to deliver their symposia materials to the venue door (as of Sunday, 11 October). However, no other company is permitted to deliver, operate, and handle goods inside the venue. *Merkur* has the responsibility of receiving and handling all materials for a fee as published on the "Tariff" section (please refer to the full shipping instructions). Handling rates are based on the incoming weight of shipments.

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.

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**Important:**

Shipping Labels must be attached to all boxes. Labels will be provided by Merkur upon request.

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Kindly note that all shipments should be ensured from point of origin.

Contacts Information

**Congress Organiser**

**Kenes Group**

Rue François-Versonnex 7

1207 Geneva, Switzerland

Tel: +41 22 908 0488

Fax: +41 22 906 9140

**Hotel Sales Manager**

**Milena Nedyalkova**

E-mail: [mnedyalkova@kenes.com](mailto:mnedyalkova@kenes.com)

**Industry Coordinator**

**Aleksandra Sinapova**

M: +359 895 76 0548|

E-mail: [asinapova@kenes.com](mailto:asinapova@kenes.com)

### **Audio Visual Coordinator**

#### **Mike Perchig**

E-mail: [nest@nest-av.com](mailto:nest@nest-av.com)

### **Industry Liaison & Sales**

#### **Nikol Karabelova**

Tel: +41 22 908 0488 Ext: 293 | E-mail: [nkarabelova@kenes.com](mailto:nkarabelova@kenes.com)

### **Registration Specialist**

#### **Sandra Silva**

E-mail: [reg\\_wsava26@kenes.com](mailto:reg_wsava26@kenes.com)

### **Product Marketing Coordinator**

#### **Olaya Espejo**

E-mail: [oespejo@kenes.com](mailto:oespejo@kenes.com)

### **Contractors:**

#### **Catering**

#### **Belvedere**

Email address: [maja.kurowska@belvedere.com.pl](mailto:maja.kurowska@belvedere.com.pl)

### **Onsite Logistic Agent, Material Handling & Customs Clearance Agent**

#### **Merkur Expo Logistics**

Patricia Zintel

E-Mail: [patricia.zintel@merkur-expo.com](mailto:patricia.zintel@merkur-expo.com)

Mobile: + 49 (0) 170 2229525

### **Hostesses & Temporary Staff Hire**

#### **Coming soon**

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

<b>Action Item (Please refer to your signed contract)</b>	<b>Deadline</b>	<b>Contact Person</b>
Staff Hotel Reservation	As soon as possible	<b>Milena Nedyalkova</b> <a href="mailto:mnedyalkova@kenes.com">mnedyalkova@kenes.com</a> or <a href="https://wsava-congress.org/wsava-hotels/">https://wsava-congress.org/wsava-hotels/</a>
Payment of Invoice Balance	Must be received in full <b>one week</b> prior to the Congress	<b>Pazit Hochmitz</b> <a href="mailto:phochmitz@kenes.com">phochmitz@kenes.com</a>
Symposium Final Program (for approval by Scientific Committee) <b>*Please note that all speakers must be approved by the committee</b>	As soon as possible and no later than <b>Tuesday, 11 August</b>	
Promotional E-mail Blast (Exclusive and Joint)	<b>Thursday, 10 September</b>	<b>Aleksandra Sinapova</b> <a href="mailto:asinapova@kenes.com">asinapova@kenes.com</a>
Promotional Post E-mail Blast	<b>Thursday, 10 September</b>	
Text for Push Notifications	<b>Thursday, 10 September</b>	
Mobile app adverts	<b>Thursday, 10 September</b>	
Onsite Bag Inserts for approval of design	<b>Thursday, 10 September</b>	
<b>K-Lead Retrieval System</b>	<b>Thursday, 24 September</b>	To reserve your Scanners, please refer to the on-line Exhibitor's Portal
AV- scheduling Tech rehearsal, placing orders for extra AV for the Sponsored Symposia and AV for Congress rooms ONSITE		Mike Perchig <a href="mailto:nest@nest-av.com">nest@nest-av.com</a>
Placing orders for Voting/ 'Ask the Speaker' and other Technology Products and Services	As early as possible, preferably before <b>Wednesday, 16 September</b>	<b>Olaya Espejo</b> <a href="mailto:oespejo@kenes.com">oespejo@kenes.com</a>
Hostesses & Temporary Staff Hire	<b>Coming soon</b>	

Catering Services	<p>Orders received after <b>Thursday, 01 October</b>, will be subject to a <b>20% late-order surcharge</b>.  Orders received after <b>Thursday, 08 October</b>, will be accepted and fulfilled <b>subject to availability</b></p>	<p><b>Belvedere</b>  For Catalogue, click <a href="#">here</a>  For order form, click <a href="#">here</a>  For Credit Card authorization, click <a href="#">here</a>  Please send the order form and the excel catalogue with your chose to <a href="mailto:maja.kurowska@belvedere.com.pl">maja.kurowska@belvedere.com.pl</a></p>
<b>Shipping &amp; Material Handling Services</b>		
Door to Door Shipments	<p>Please contact <b>MERKUR EXPO LOGISTICS GMBH</b></p>	<p><b>Merkur Expo Logistics</b>  Patricia Zintel  E-Mail: <a href="mailto:patricia.zintel@merkur-expo.com">patricia.zintel@merkur-expo.com</a></p>
Shipment via Advance Warehouse	<p>No later than <b>Monday, 05 October</b>  <b>Subject to time slot, only full load trucks</b></p>	<p>Mobile: + 49 (0) 170 2229525  For <b>shipping instructions</b> please click <a href="#">HERE</a></p>
Exhibition goods – Direct Deliveries to Meeting Venue	<p><b>NB! Please note there should be a person from your side to receive your Deliveries.</b></p>	

<https://wsava-congress.org/industry-sessions-timetable/>

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

**Important notes:**

Due to CE 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 **“Sponsored Symposium - non-CE session”**
- When promoting your symposium, you are allowed to use the phrase: **“Official symposium of 51<sup>st</sup> World Small Animal Veterinary Association Congress”**, which will take place in **Warsaw, Poland, on 13-15 October 2026**.
- We recommend arriving at least 15 min prior to the start of your Symposium, to check the setup. A member of the Kenes Operational team will be available onsite should you need any assistance.
- Handouts are allowed to be distributed at the entrance to the Symposium Hall; however, it is NOT permitted to place material on the seats inside the hall.
- Printed tent cards placed on the head table are allowed and should be produced and provided by supporter.
- We ask presenters to follow the time schedule precisely in order for the day’s events may run smoothly. The updated scientific program can be found on the [WSAVA 2026 Website](#)

In addition, it is not permitted to use the **WSAVA 2026 logo** on any of the symposia materials.

**Speaker’s Expenses**

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

*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 Symposium speakers have already been invited by the Conference and have made prior travel arrangements independently.*

Catering is **exclusive** to **BELVEDERE** and should be ordered in advance. Supporters who wish to order food and beverages for their symposium or/and meeting room are welcome to do so directly with them:

For Catalogue, click [here](#)

For order form, click [here](#)

For Credit Card authorization, click [here](#)

Please send the order form and the excel catalogue with your chose to [maja.kurowska@belvedere.com.pl](mailto:maja.kurowska@belvedere.com.pl)

- Food and drinks are allowed to be taken into the symposium halls. No buffet is allowed.
- **Please foresee a break following the symposium of at least 30 minutes to clean the hall.**
- Please note that an additional charge might be applied for cleaning the hall immediately following the session.
- 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 does not contradict the supporter's internal compliance policy.

Coming soon.

Coming soon.

### **Presentations Upload Onsite**

If you are using a PowerPoint presentation (or any other PC-based application), please note that you have to deliver it on a USB Memory stick to one of the technicians in the Speakers' Ready Room as soon as you arrive at the Venue in the morning - and at least 1 hour before the start of the session.

Please note that Congress computers in the Halls are being 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 note that an extra charge might incur.

Please plan directly with the Congress Audio Visual Coordinator, Mike Perchig at: [nest@nest-av.com](mailto:nest@nest-av.com)

Due to CE accreditation criteria for this Congress, the following rules apply:

- **WSAVA Logo** 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 **“Sponsored Symposium - non-CE session”**
- When promoting your symposium, you are allowed to use the phrase: **“Official symposium of the 51<sup>st</sup> World Small Animal Veterinary Association World Congress”**, which will take place in **Warsaw, Poland 13-15 October 2026**.

In addition, it is not permitted to use the **WSAVA 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 **Tuesday, 11 August** if you need any assistance please contact the Industry Coordinator: Aleksandra Sinapova at [asinapova@kenes.com](mailto:asinapova@kenes.com).

This section includes guidelines which will assist you to prepare promotional items related to your industry sessions, however, **kindly refer only to the relevant items in accordance with your sponsorship agreement.**

**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: **Sponsored Symposium - non-CE session**

When creating adverts for External and Internal lobby flags in the virtual platform is allowed to promote symposia or company promotion. Only when promoting symposia please add the following text inside: ***Sponsored Symposium - non-CE session***

### **1.Mobile App Push Notification**

For supporters entitled to a push notification as per their signed contract, kindly submit the text by

**Thursday, 10 September** to [asinapova@kenes.com](mailto:asinapova@kenes.com) 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 coordinate with your industry coordinator
- \*Note the final schedule will be determined closer to the Congress, 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 to and [asinapova@kenes.com](mailto:asinapova@kenes.com) by **Thursday, 10 September**.

**File format:** PNG or JPG (up to 800 KB)

**Size:** 780 x 1688px

Kindly be advised that the advertisement is presented as a static image; therefore please ensure your design does not include any clickable URLs. Also, for optimal readability on mobile devices, we suggest avoiding small text.

### **3.Onsite Bag Inserts**

**Bag inserts are to be printed and delivered by the supporter.**

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

- Please submit the **final artwork** (prior to printing) for approval no later than **Thursday, 10 September** via email to [asinapova@kenes.com](mailto:asinapova@kenes.com)
- The bag insert should not exceed a double side of standard **A4 dimensions**.
- **When promoting your Symposium, please include the following disclosure:** ***"Sponsored Symposium - non-CE session"***. Please check the latest registration numbers with the Industry Coordinator before

### **Important Notes Regarding Shipping of Bag Inserts:**

- Bag inserts must arrive at the venue **no later than Sunday, 11 October** to be included in the Congress bags.
- Please inform us who the sender of your package is, including full name and contact details.
- **Merkur Expo Logistics** is the official logistic agent for the **WSAVA 2026 Congress**. To ensure the safe and timely arrival of your inserts, we strongly recommend sending the inserts via **Merkur warehouse** (fees will incur). Further details can be found in the in the [Shipping](#)

### Instructions

- Packages should be labeled with the supporting company name, name of the responsible person (who will be onsite), and the name and date of the event. Please also make sure to state 'Bag Inserts on all packages.
- Direct deliveries to the venue **MUST be coordinated in advance** with **Merkur**. Please share with **Merkur** the full delivery details such as sender name, number of boxes, tracking number, weight, dimensions. Please note that all materials entering the venue incur a handling charge (including bag inserts and display items). No other company is permitted to deliver operating, and handle goods inside the venue
- Any deliveries made directly to the venue without going through the official logistics agent will be at the supporter's own risk. If they do not arrive on time or are misled, the Congress organizers and official logistics agent will not take any

#### **4. Exclusive Pre and Post Email Blast**

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 **Aleksandra Sinapova** at [asinapova@kenes.com](mailto:asinapova@kenes.com) no later than **Thursday, 10 September**.

To ease your design process, we've created some 'ready-to-use' HTML templates that you can modify to suit your specific needs. These templates are designed to align with the design guidelines detailed in the PDF. Feel free to request these templates at any time.

#### **5. 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: Aleksandra Sinapova** at [asinapova@kenes.com](mailto:asinapova@kenes.com) and no later than **Thursday, 10 September**.

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.

#### **Important notes for both Pre and Post, Joint Mailshots:**

- In case the webmail is promoting a sponsored session, please include the following disclaimer: "Sponsored Symposium - non-CE session".
- It is not allowed to use the WSAVA logo.
- The event's banner will be added to the webmail's header by Kenes.
- The "From" field will be "WSAVA 2026 Supporters".
- The E-mail Blast will be sent out to the preregistered delegates who have agreed to receive promotional material from supporters.
- Content received after the deadline may be processed for an additional fee.

Symposium supporters have the option to create signage promoting their symposium according to the guidelines below. 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: **“Sponsored Symposium - non CE session”**.

- **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 of the head table facing audience. (Please refer to Section 4: Symposia Session Halls Onsite).

## 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.

### 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.

### Meeting Rooms / Hospitality Rooms

Supporters interested in renting a meeting room during WSAVA 2026 Congress should contact **Industry Liaison & Sales, Mrs. Nikol Karabelova** at: [nkarabelova@kenes.com](mailto:nkarabelova@kenes.com)

### Waste Disposal

Please note that it is the supporter's responsibility to leave the symposium session hall in a clean and tidy manner once 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 **Belvedere** and should be ordered advance. Supporters who wish to order food and beverages for their symposium and/or meeting room are welcome to do so directly with:

For Catalogue, click [here](#)

For order form, click [here](#)

For Credit Card authorization, click [here](#)

Please send the order form and the excel catalogue with your chose to [maja.kurowska@belvedere.com.pl](mailto:maja.kurowska@belvedere.com.pl)

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

## **Hostesses & Temporary Staff Hire**

**Coming soon**

## **Badge Scanner/ Lead Retrieval System**

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

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: 750 EUR** (excluding 4% credit card charges fees, excluding VAT if applicable).

**Device is NOT included!**

**Deadline: Thursday, 24 September**

**Onsite rate of 850 EUR** will be applied for order received after above deadline.

**Unlock the Power of K-Lead Plus:**

- **Automated Follow-up Emails:** Immediately after scanning, send personalized emails to every lead. Make every connection count without lifting a finger!
- **Tailored Email Customization:** Craft the perfect message with customizable subject lines, email content, and signatures. Attach PDFs to add a polished, personal touch that stands out.
- **Timely Engagement:** Say goodbye to the hassle of manual follow-ups. K-Lead Plus handles it by sending tailored emails right after each scan, keeping your brand top of mind.
- **Trackable Insights:** Monitor how your emails perform with engagement metrics. Learn what works and refine your strategies for maximum impact, ensuring you're always improving.
- **Compatibility:** K-Lead Plus requires at least one K-Lead license purchased.

**Cost for K-Lead Plus: 350 EUR**

**Key Notes for K-Lead and K-Lead Plus:**

- **Device Not Included:** The application must be installed on your personal or company device (tablet/smartphone).
- **Reliable Data:** Participant badge barcodes carry contact details as provided by registrants or their agencies. Note: Group registration may contain generalized information.
- **Content Responsibility:** Information content is managed by the registrant or their agency, not Kenes Group or the Organizing Committee.
- **Easy Reservation:** Secure your Wireless Barcode Reader in the Exhibitor's Portal <https://exhibitorportal.kenes.com>.
- **GDPR Compliance:** We've updated our [privacy policy](#) in compliance with GDPR. Your personal data won't be shared without consent. Presenting your badge for scanning implies consent to share your details.
- By purchasing the K-Lead and the K-Lead Plus, Exhibitors and Sponsors agree to [Data Processing Agreement](#).

How to **order K-Lead and K-Lead Plus?** -> Please access the **Exhibitor's Portal** <https://exhibitorportal.kenes.com>

## API Integration

Do you want to use your own scanning device or app? Need real-time API integration? We're excited to introduce our new API-sharing service that seamlessly integrates delegate data from our events directly into your CRM. No more manual data entry—just instant, secure, and accurate lead transfer.

- How it works:
- Instant API Access - Scan delegate badges using your own app and retrieve full attendee details.
- Real-Time Sync - Automatically update your CRM.
- CRM Compatibility - Integrates with major CRM systems like Salesforce, HubSpot, and Microsoft Dynamics.
- Data Accuracy - Ensure accurate, up-to-date delegate info, reducing manual entry errors.
- Custom Mapping - Adapt data fields to fit your CRM's structure.
- Secure & Compliant - Advanced encryption ensures data protection.
- Analytics & Reporting - Gain insights on leads and engagement.

Benefits of this solution?

- Saves time by eliminating manual entry
- Enhances lead accuracy and efficiency
- Integrates effortlessly with your existing tools

To get a quote and place your order, please reach out to the Exhibition Manager E-mail: [asinapova@kenes.com](mailto:asinapova@kenes.com)

### Cost:

License per event: **€1800** invoiced before the event

API calls: invoiced after the event, based on the number of calls (scans) made:

- Up to 200 calls - calculated by €4 per call
- Up to 500 calls - calculated by €3 per call
- From 500 calls and up - calculated €2 per call

**Deadline: Thursday, 24 September**

## **Maximize your Participant Experience - Use our innovative technologies for your Symposium**

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

We offer:

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

We also provide tailor made customized solutions - [contact us](#) to make it happen!

***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 **Wednesday, 16 September**. Orders received after the deadline will incur rush fees.

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

Contact details:

### **Deliveries and Shipments**

If you need to deliver materials for your session, please coordinate with **Merkur Expo Logistics GmbH**, the official on-site logistics provider appointed by Kenes Group. All in/out shipments for this meeting must be handled exclusively by Merkur.

Contact details:

### **Merkur Expo Logistics GmbH**

Patricia Zintel

E-mail: [Patricia.Zintel@merkur-expo.com](mailto:Patricia.Zintel@merkur-expo.com)

Mobile: +49 (0) 170 2229525

For **shipping instructions** please click [HERE](#)

We strongly recommend sending your materials to Merkur warehouse in Germany.

**Deadline: Monday, 05 October**

It has an additional cost but by doing so you make sure that your items arrive safely and on time to the event.

Supporters may choose to use their own services to deliver their symposia materials to the venue door (as of Sunday, 11 October). However, no other company is permitted to deliver, operate, and handle goods inside the venue. *Merkur* has the responsibility of receiving and handling all materials for a fee as published on the "Tariff" section (please refer to the full shipping instructions). Handling rates are based on the incoming weight of shipments.

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.

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**Important:**

Shipping Labels must be attached to all boxes. Labels will be provided by Merkur upon request.

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Kindly note that all shipments should be ensured from point of origin.

**Congress Organiser**

**Kenes Group**

Rue François-Versonnex 7  
1207 Geneva, Switzerland  
Tel: +41 22 908 0488  
Fax: +41 22 906 9140

**Hotel Sales Manager**

**Milena Nedyalkova**

E-mail: [mnedyalkova@kenes.com](mailto:mnedyalkova@kenes.com)

**Industry Coordinator**

**Aleksandra Sinapova**

M: +359 895 76 0548|

E-mail: [asinapova@kenes.com](mailto:asinapova@kenes.com)

**Audio Visual Coordinator**

**Mike Perchig**

E-mail: [nest@nest-av.com](mailto:nest@nest-av.com)

**Industry Liaison & Sales**

**Nikol Karabelova**

Tel: +41 22 908 0488 Ext: 293 | E-mail: [nkarabelova@kenes.com](mailto:nkarabelova@kenes.com)

**Registration Specialist**

**Sandra Silva**

E-mail: [reg\\_wsava26@kenes.com](mailto:reg_wsava26@kenes.com)

## **Product Marketing Coordinator**

**Olaya Espejo**

E-mail: [oespejo@kenes.com](mailto:oespejo@kenes.com)

## **Contractors:**

**Catering**

**Belvedere**

Email address: [maja.kurowska@belvedere.com.pl](mailto:maja.kurowska@belvedere.com.pl)

**Onsite Logistic Agent, Material Handling & Customs Clearance Agent**

**Merkur Expo Logistics**

Patricia Zintel

E-Mail: [patricia.zintel@merkur-expo.com](mailto:patricia.zintel@merkur-expo.com)

Mobile: + 49 (0) 170 2229525

**Hostesses & Temporary Staff Hire**

**Coming soon**