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MEETING DETAILS & CONTACT INFORMATION

DATE
20-24 October 2019

VENUE
The ICC Birmingham
8 Centenary Square, Birmingham, B1 2EA

CONGRESS WEBSITE
www.ispnmeeting.org

CONGRESS ORGANIZING SECRETARIAT, PCO

Registration & Accommodation
for your queries and requirements about registration and accommodation;
Ms. Lara Volkan
E-mail: lvolkan@kenes.com

Scientific Coordinator
for your queries about scientific program;
Ms. Mojca Rodic
E-mail: mrodic@kenes.com

Exhibition & Sponsorship
for your queries about sponsorship & exhibition opportunities and application process;
Mr. Oguz Yukun
E-mail: oyukun@kenes.com

General Inquiries
for your general queries;
Ms. Merve Tufekci
Tel: +90 212 299 9984
Email: mtufekci@kenes.com
Dear Friends & Colleagues,

On behalf of the annual ISPN Meeting, it is our pleasure to invite you to the 47th Annual Meeting of the International Society for Pediatric Neurosurgery taking place in Birmingham, 20th to the 24th October 2019.

Neurosurgery has seen tremendous change with greater understanding, better techniques and improved outcomes in many areas. The development of foetal surgery, introduction of molecular biology to diagnosis and treatment in neuro-oncology, advances in paediatric complex spine, novel craniofacial techniques, epilepsy and better trauma care are some of these areas. The annual ISPN meeting with its outstanding scientific content allows all of us to maintain pace with the rapidly advancing knowledge and improving standards of care. An equally important function and aspect of the annual meeting is the shared comraderie and re-kindling of international friendships. New ones are made, nurtured and rejuvenated with each passing meeting!

There is no better place than Birmingham, the 2nd largest city in the UK, a modern, connected city that lies right at the very heart of England! Birmingham is a city of culture and heritage with a dynamic energy that truly offers something for everyone.

From royal ballet and international art collections to premiership football and international cricket, golf courses, world-class theatre to world-class cuisine, breath-taking scenery, the city and its surroundings is one of the great European destinations.

With one of the youngest populations in the world, a track record of bringing together great minds to develop ideas, share inspiration and drive change, Birmingham is the place to be for high thinking and innovation.

Birmingham is a dynamic city, that brought the industrial revolution to the world. The pace at which it is changing is bewildering and epitomises the continuous desire of its people for positive change and a better life! The city is well known for its world-class shopping, and is brimming with culture, artists and musicians and science! There is something for everyone, young or old!

Twenty-five years ago, Birmingham hosted the 22nd ISPN Meeting in 1994. The meeting was chaired by Tony Hockley. To have many of his friends and colleagues back in Birmingham, will allow us to highlight and celebrate the life and achievements of one of the most well-liked and respected paediatric neurosurgeons, who we lost so unexpectedly in 2009.

The City awaits your arrival to charm and enchant you and we warmly welcome everyone to Birmingham in 2019!

Guirish A Solanki
Chair of the 47th Annual Meeting of the ISPN
Birmingham Women’s & Children’s Hospital
The International Society for Pediatric Neurosurgery (ISPN), founded in 1972, seeks to promote the health of children throughout the world by encouraging ethical transmission and exchange of scientific information and techniques related to Pediatric Neurosurgery.

Since its foundation, ISPN's mission is to improve the health and welfare of children requiring neurosurgical care throughout the world by scientific research and close international cooperation.

To support this mission the society gives its time, energy and money to support educational activities. Every year they host a scientific meeting somewhere in the world with 500 to 700 physicians and allied health care workers attending. This is an opportunity for all to share with each other advances in the care of children and to plan ISPN sponsored activities that will further the education of caregivers for children with neurosurgical illnesses.

The society provides faculty and financial support every year for courses in emerging countries needing education in the treatment of children. The intent of these courses is to provide an overview of the state-of-art in pediatric neurosurgery and thereby inform physicians attending these courses about modern-day management of neurosurgical illnesses in children and the expected outcome.

Our members supply manuscripts for our professional journal, Child’s Nervous System. We are passionate to further our specialty and the energy for this comes from our love of children and our desire to serve them well.
The second largest city of the UK and a metropolitan borough in the West Midlands metropolitan county; Birmingham is an incredibly diverse and exciting city – from British, West Indian, Irish, Indian, Pakistani and Eastern European - the diversity of the city’s residents brings a rich cultural mix to Birmingham. 30% of Birmingham’s residents are of minority ethnic origin and it is home to Europe's first arts centre dedicated to developing and promoting African, Caribbean and Asian arts and culture.

Birmingham was at the heart of the UK’s industrial revolution, and its wealth was built upon the multitude of trades that were spawned. This led to a massive canal network, with more miles of canals than Venice or Amsterdam (though they’re very different types of canal). The city is a major international commercial center and an important transport, retail, events and conference hub. Its six universities make it the largest center of higher education in the country outside London.
MEETING VENUE

ICC
A truly world-class Birmingham conference venue. An event venue with the ability to host exhibitions, banquets, weddings and meetings of all sizes.

On average, ICC hosts around 400 events a year, welcoming over 350,000 visitors from across the globe in the process.

ICC Birmingham
Broad St, Birmingham B1 2EA, UK
http://www.theicc.co.uk
GENERAL INFORMATION

IMPORTANT DEADLINES

Abstract Submission Open December 03, 2018
Abstract Submission Deadline April 1, 2019
Registration Open February 18, 2019
Registration Deadline August 29, 2019

PRELIMINARY OUTLINE OF THE CONGRESS PROGRAM

October 20, 2019, Sunday
Pre-Congress Workshops
Board & Committee Meetings
Welcome Cocktail

October 21, 2019, Monday
Opening Ceremony
Full Day Scientific Program

October 22, 2019, Tuesday
Half Day Scientific Program
Free Afternoon (Optional)

October 23, 2019, Wednesday
Full Day Scientific Program
47th Annual Society Networking Dinner

October 24, 2019, Thursday
Half Day Scientific Program
Meeting Closing

PRELIMINARY OUTLINE OF DAILY SCIENTIFIC PROGRAM

08.00 - 10.30 Morning Sessions
10.30 - 11.00 Coffee Break
11.00 - 13.00 Morning Sessions
13.00 - 14.00 Luncheon Symposia
14.00 - 16.00 Afternoon Sessions
16.00 - 16.30 Coffee Break
16.30 - 18.30 Afternoon Sessions
SPONSORS & EXHIBITORS
(ISPN 2017, TEL AVIV, ISRAEL)

Sponsors

Exhibitors
BIRMINGHAM 2019

SPONSORSHIP OPPORTUNITIES

MAIN SPONSORSHIPS

PLATINUM SPONSORSHIP (Limited to 3 companies) 40,000- GBP
- Opportunity of organizing one Luncheon Symposium.
- Free of charge exhibition space. (18 sqm) Located in the exclusive Technology area: The State of the Art Technology Corner OR The Frugal Technology Corner
- Inclusion of promotional material (up to 3 items) in the Meeting bags (insert to be provided by Sponsor)
- Sponsor’s logo with hyperlink on the Meeting website
- 8 complimentary exhibitor badges and 4 complimentary delegate registrations
- Highlighting the sponsorship in 2 meeting’s electronic newsletters
- Opportunity to place 4 roll ups within the Meeting Venue
- A 100-words company profile to be published in the App
- Acknowledgement with the Sponsor’s logo on the Sponsors & Exhibitors Board during the Meeting and also in the Mini Program and App

GOLD SPONSORSHIP (Limited to 4 companies) 27,500- GBP
- Free of charge exhibition space. (12 sqm) Located in the exclusive Technology area: The State of the Art Technology Corner OR The Frugal Technology Corner
- Inclusion of promotional material (up to 2 items) in the Meeting bags (insert to be provided by Sponsor).
- Sponsor’s logo with hyperlink on the Meeting website.
- Highlighting the sponsorship in 1 meeting’s electronic newsletter.
- 1 inside page advertisement of the Sponsor in the Mini Program.
- 6 complimentary exhibitor badges and 3 complimentary delegate registrations
- Opportunity to place 2 roll ups of the Sponsor within the Meeting Venue
- A 100-words company profile to be published in the App
- Acknowledgement with the Sponsor’s logo on the Sponsors & Exhibitors Board during the Meeting and also in the Mini Program and App

SILVER SPONSORSHIP (Unlimited) 20,000- GBP
- Free of charge exhibition space. (6 sqm)
- Inclusion of promotional material (1 item) in the Meeting bags (insert to be provided by Sponsor)
- Sponsor’s logo with hyperlink on the Meeting website
- Highlighting the sponsorship in 1 meeting’s electronic newsletter.
- 1 inside page advertisement of the Sponsor in the Mini Program.
- 4 complimentary exhibitor badges and 2 complimentary delegate registrations.
- Opportunity to place 1 roll ups of the Sponsor within the Meeting Venue
- A 100-words company profile to be published in the App
- Acknowledgement with the Sponsor’s logo on the Sponsors & Exhibitors Board during the Meeting and also in the Mini Program and App
COMPARISON CHART FOR MAIN SPONSORSHIP PACKAGES

<table>
<thead>
<tr>
<th>Limited to</th>
<th>Platinum Sponsor</th>
<th>Gold Sponsor</th>
<th>Silver Sponsor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibition Space</td>
<td>18 sqm</td>
<td>12 sqm</td>
<td>6 sqm</td>
</tr>
<tr>
<td>Exhibition space to be located at Technology area: The State of the Art Technology Corner OR The Frugal Technology Corner</td>
<td>✓</td>
<td>✓</td>
<td>X</td>
</tr>
<tr>
<td>Luncheon Symposium</td>
<td>First come, first served October 21 / October 22 / October 23</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Meeting Bag Insert</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Logo on Meeting Website and Mini Program</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Company Profile in the App</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Advertisement in the Mini Program</td>
<td>First come, first served: Back cover page / Inside front cover page / Inside back cover page.</td>
<td>Inside Page</td>
<td>Inside Page</td>
</tr>
<tr>
<td>Highlighting Sponsorship in E-Newsletters</td>
<td>2 E-Newsletters</td>
<td>1 E-Newsletter</td>
<td>1 E-Newsletter</td>
</tr>
<tr>
<td>Complimentary Exhibitor Badge</td>
<td>8</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>Complimentary Registration</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Placing Roll-Ups in the Venue</td>
<td>4 Roll-Up</td>
<td>2 Roll-Up</td>
<td>1 Roll-Up</td>
</tr>
<tr>
<td>Logo on the Sponsors Board</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Sponsorship fee</td>
<td>40,000- GBP</td>
<td>27,500- GBP</td>
<td>20,000- GBP</td>
</tr>
</tbody>
</table>
GRANTS

Educational Grant
Grants of any amount, whether for the overall program or for individual sessions, are appreciated and important to the success of the event.

Educational Grant in Support of Existing Scientific Session
Educational Grant in support of an Existing Official Session accepted or invited by the Scientific Committee and supported by a grant from the industry.

E-ITEMS

ISPN Society Mobile Application 11.000- GBP
ISPN Society uses the App not just for annual meeting but also for all other educational events during the year. The App engages attendees with personalized planning tools and real-time event updates. The App transforms smartphones, tablets and laptops into a tool for active meeting participation, making it easy for participants to access meeting information they need and to connect with speakers and colleagues. The App includes the scientific program, abstracts, speaker info, participant lists, polling system for sessions/speakers and a personalized scheduler and is easily downloadable from the App Store and Google Play.

ISPN Society App sponsorship includes:
• Supporter acknowledgement on the splash/pop-up screen of the app: “Supported by: company name/logo” (product logo is permitted)
• Signage on site with App QR code and “Supported by: company name/logo” (product logo is permitted)
• 2 “push notifications” are included in the sponsorship package.
• Priority listing in the list of Meeting exhibitors.
• Sponsor’s logo to be placed on the congress website with hyperlink of Sponsor’s company/product website
• A 100-words company profile to be published in the App
• Acknowledgement with the Sponsor’s logo on the Sponsors & Exhibitors Board during the Meeting and also in the Mini Program and App

Sponsorship will apply 1 month before the start of Annual Meeting until the 1 month before the start of next annual meeting.

Wi-Fi Sponsorship 4.500- GBP

Wireless Network Provision: Delegates wishing to access the internet via their own laptop/smartphone may do so by using the Meeting Wi-Fi. Supporter of this piece of technology will receive strong visibility during the meeting.
• Network name & password to be determined with Sponsor’s company/product name
• An initial branded splash screen will bear the supporter logo and company name. The card will be distributed with the Meeting material.
• Sponsor’s logo to be placed on the congress website with hyperlink of Sponsor’s company/product website
• A 100-words company profile to be published in the App
• Acknowledgement with the Sponsor’s logo on the Sponsors & Exhibitors Board during the Meeting and also in the Mini Program and App
HOSPITALITY OPPORTUNITIES

Coffee Break (Daily) 4.000- GBP

Coffee and tea will be served during the breaks in the venue. Hospitality provided will be in compliance with all relevant industry codes.

- Opportunity to have a one-day display of company’s logo/roll-up at the catering point located within the exhibit area
- Opportunity to provide items (e.g. napkins, sugar bags, cups etc.) bearing company logo for use during the supported break (items to be provided by the sponsor)
- Sponsor’s logo to be placed on the meeting website with hyperlink of Sponsor’s company/product website
- A 100-words company profile to be published in the App
- Acknowledgement with the Sponsor’s logo on the Sponsors & Exhibitors Board during the Meeting and also in the Mini Program and App

Networking Welcome Reception 10.000- GBP

Sponsor will have the opportunity to promote itself through a networking reception 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 Welcome Reception
- Opportunity to provide items bearing company logo for use at the event
- Highlighting the sponsorship and introducing the company representative by meeting chair
- Brief address to the delegates from company representative.
- Sponsor’s logo to be placed on the congress website with hyperlink of Sponsor’s company/product website
- A 100-words company profile to be published in the App
- Acknowledgement with the Sponsor’s logo on the Sponsors & Exhibitors Board during the Meeting and also in the Mini Program and App
An ideal occasion to develop long standing relationships and develop new ones with colleagues. Giving of outstanding presentation awards, and Presidential handover of the Poncho.

- Sponsor’s banners to be placed at the Networking Dinner area and mini company flags to be placed on the tables
- Sponsor’s logo to be placed in Meeting publications with the phrase “Networking Dinner Sponsored by”
- Opportunity to provide items bearing company logo for use at the event
- Highlighting the sponsorship and introducing the company representative by the society president.
- Brief address to the delegates from company representative.
- Sponsor’s logo to be placed on the congress website with hyperlink of Sponsor’s company/product website
- A 100-words company profile to be published in the App
- Acknowledgement with the Sponsor’s logo on the Sponsors & Exhibitors Board during the Meeting and also in the Mini Program and App
- 5 complimentary invitations to the Networking Dinner for non-registered invitees of the sponsor company
### Luncheon Symposium (Priority to platinum sponsors***)

<table>
<thead>
<tr>
<th>Sponsorship of an official Luncheon (Satellite) Symposium, up to 50 minutes. The program, the timing and the topic are subject to the approval of the Meeting Scientific Committee. Includes hall rental, standard audio/visual equipment, display table.</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Permission to use the phrase: “Luncheon Symposium Sponsor of the ISPN 2019 Annual Meeting”</td>
</tr>
<tr>
<td>- Announcement of the Luncheon Symposium to the Meeting participants with an electronic newsletter</td>
</tr>
<tr>
<td>- Sponsor’s banners to be placed within the session hall (provided by sponsor).</td>
</tr>
<tr>
<td>- Inclusion of the sponsor’s symposium invitation cards/programs in the Meeting bags (the invitation cards/programs to be provided by the Sponsor)</td>
</tr>
<tr>
<td>- Luncheon symposium program and symposium speakers’ abstracts to be included in the App.</td>
</tr>
<tr>
<td>- A 100-words company profile to be published in the App</td>
</tr>
<tr>
<td>- Acknowledgement with the Sponsor’s logo on the Sponsors &amp; Exhibitors Board during the Meeting and also in the Mini Program and App</td>
</tr>
</tbody>
</table>

*Speakers will be invited by the Sponsor and their registration fees, accommodation and travel costs will be covered by the Sponsor. This also applies in the case the Symposium speakers have already been invited as speakers of the general scientific program.  
**The additional costs for lunch boxes which will be served during the Luncheon Symposium will be covered by the sponsor company.  
***This sponsorship opportunity is subject to availability as Platinum Sponsor has the priority.

### Pre-Meeting Course (19th October 2019)

<table>
<thead>
<tr>
<th>Sponsor’s logo to be used in the announcements of the Pre-Meeting Course to the meeting participants with an electronic newsletter</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Sponsor’s banners/roll ups to be placed at the entrance of the course hall (Display materials to be provided by the Sponsor)</td>
</tr>
<tr>
<td>- Distribution of the Sponsor’s flyers (A5 or A4, maximum 2 pages) to pre-meeting course participants with the course materials.</td>
</tr>
<tr>
<td>- Pre-meeting Course program to be included in the App with the logo of the Sponsor</td>
</tr>
<tr>
<td>- Pre-meeting Course program will be planned by the Local Organizing Committee without the involvement of the Sponsor.</td>
</tr>
<tr>
<td>- Sponsor’s logo to be placed on the congress website with hyperlink of Sponsor’s company/product website</td>
</tr>
<tr>
<td>- A 100-words company profile to be published in the App</td>
</tr>
<tr>
<td>- Acknowledgement with the Sponsor’s logo on the Sponsors &amp; Exhibitors Board during the Meeting and also in the Mini Program and App</td>
</tr>
</tbody>
</table>
**SPONSORSHIP OPPORTUNITIES**

**Poster Board Branding (limited to 2 companies)**

<table>
<thead>
<tr>
<th>£5,000- GBP</th>
</tr>
</thead>
</table>

Sponsorship of the poster board numbers to be used for the indication of the accepted posters of the Meeting.

- Sponsors logo to be printed on each poster board number with the phrase of “supported by …”
- Number of poster boards will be determined by the Organizing Secretariat according to the final number of posters.
- Design of the signage will be prepared by the Organizing Secretariat and approved by the Organizing Committee. The production will be handled by the Organizing Secretariat.
- Sponsor’s logo to be placed on the congress website with hyperlink of Sponsor’s company/product website
- A 100-words company profile to be published in the App
- Acknowledgement with the Sponsor’s logo on the Sponsors & Exhibitors Board during the Meeting and also in the Mini Program and App

**Speakers’ Ready Room**

<table>
<thead>
<tr>
<th>£4,500- GBP</th>
</tr>
</thead>
</table>

Facilities will be available at the venue for invited speakers and abstract presenters to check and upload their presentations. About 200-250 delegates visits this room.

- The sponsor’s name/or company logo will appear on the signage for this room
- Opportunity to display sponsor’s logo on screensavers at each workstation in this room
- Possibility of offering a snack or gift provided by sponsor.
- Sponsor’s logo to be placed on the congress website with hyperlink of Sponsor’s company/product website
- A 100-words company profile to be published in the App
- Acknowledgement with the Sponsor’s logo on the Sponsors & Exhibitors Board during the Meeting and also in the Mini Program and App
### Lanyards

Sponsorship option of the meeting lanyards includes the production of these materials which will be handled by the Organizing Secretariat (limited with 1 company).

- Sponsor’s name and/or logo to be printed together with the Meeting logo that will be distributed to the delegates and exhibitors.
- The design of the lanyard is subject to the approval of Organizing Committee.
- Opportunity of discounted rate of 6.000- GBP if lanyards are provided by sponsors’ side. The materials need to be approved by Organizing Committee.
- Sponsor’s logo to be placed on the congress website with hyperlink of Sponsor’s company/product website.
- A 100-words company profile to be published in the App.
- Acknowledgement with the Sponsor’s logo on the Sponsors & Exhibitors Board during the Meeting and also in the Mini Program and App.

### Notepads & Pens

Sponsorship of the Meeting pens and notepads includes the production of these materials which will be handled by the Organizing Secretariat (limited with 1 company).

- Sponsor’s name and/or logo to be printed together with the Meeting logo on the notepads and pens that will be distributed in the Meeting bags.
- The design of the pens and notepads is subject to the approval of Organizing Committee.
- Opportunity of discounted rate of 4.500- GBP if notepads and pens are provided by sponsors’ side. The materials need to be approved by Organizing Committee.
- Sponsor’s logo to be placed on the Meeting website with hyperlink of Sponsor’s company/product website.
- A 100-words company profile to be published in the App.
- Acknowledgement with the Sponsor’s logo on the Sponsors & Exhibitors Board during the Meeting and also in the Mini Program and App.
### SPONSORSHIP OPPORTUNITIES

**Meeting Bags**  
8,500- GBP  
Meeting bags will be selected and approved by the Organizing Committee, and the production will be handled by the Organizing Secretariat.  
- Sponsor’s logo to be printed on the Meeting bags together with the Meeting logo/name  
- The design of the bags is subject to the approval of Organizing Committee  
- Opportunity of discounted rate of 6,500- GBP if meeting bags are provided by sponsors’ side. The materials need to be approved by Organizing Committee.  
- Sponsor’s logo to be placed on the congress website with hyperlink of Sponsor’s company/product website  
- A 100-words company profile to be published in the App  
- Acknowledgement with the Sponsor’s logo on the Sponsors & Exhibitors Board during the Meeting and also in the Mini Program and App

### ADVERTISEMENT OPPORTUNITIES

**ADVERTISEMENT IN THE ISPN SOCIETY APP**

Advertisement in the designated section of the App during the meeting and post-meeting of at least 1 month. App will be available to all participants to access the scientific program and other Meeting information easily and conveniently. The advertising company (companies) will benefit from the below opportunities.

- Sponsor’s logo to be placed on the congress website with hyperlink of Sponsor’s company/product website  
- A 100-words company profile to be published in the App  
- Acknowledgement with the Sponsor’s logo on the Sponsors & Exhibitors Board during the Meeting and also in the Mini Program and App

<table>
<thead>
<tr>
<th>Advertisement Type</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>APP BANNER IN THE MAIN MENU (limited to 1 company)</td>
<td>2,500- GBP</td>
</tr>
<tr>
<td>APP BANNER IN THE CONTENT MENU (limited to 5 companies)</td>
<td>2,000- GBP</td>
</tr>
<tr>
<td>APP BANNER IN THE INNER PAGES</td>
<td>1,500- GBP</td>
</tr>
<tr>
<td>APP ADVERTISEMENT IN SPONSORS AREA</td>
<td>1,900- GBP</td>
</tr>
<tr>
<td>APP VIDEO ADVERTISEMENT IN SPONSORS AREA</td>
<td>2,000- GBP</td>
</tr>
</tbody>
</table>
## Website Advertisement

Advertising on the ISPN annual meeting website under Sponsors section.

- Sponsor’s logo to be placed on the congress website with hyperlink of Sponsor’s company/product website
- A 100-words company profile to be published in the App
- Acknowledgement with the Sponsor’s logo on the Sponsors & Exhibitors Board during the Meeting and also in the Mini Program and App

<table>
<thead>
<tr>
<th>Advertisement Type</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADVERTISEMENT OF PRODUCT</td>
<td>2.000- GBP</td>
</tr>
<tr>
<td>VIDEO ADVERTISEMENT OF PRODUCT</td>
<td>2.500- GBP</td>
</tr>
</tbody>
</table>

## Mini Program

The Mini Program is portable information book for delegates containing key information on schedule of the meeting. Mini (pocket) program will be distributed to all participants together with their name badges.

- Sponsor’s logo to be placed on the congress website with hyperlink of Sponsor’s company/product website
- A 100-words company profile to be published in the App
- Acknowledgement with the Sponsor’s logo on the Sponsors & Exhibitors Board during the Meeting and also in the Mini Program and App

<table>
<thead>
<tr>
<th>Program Book Location</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>MINI PROGRAM BOOK INSIDE FRONT COVER (limited to 1 company)</td>
<td>2.500- GBP</td>
</tr>
<tr>
<td>MINI PROGRAM BOOK INSIDE BACK COVER (limited to 1 company)</td>
<td>2.000- GBP</td>
</tr>
<tr>
<td>MINI PROGRAM BOOK INSIDE PAGE (limited to 3 companies)</td>
<td>1.000- GBP</td>
</tr>
</tbody>
</table>

* Inside Front Cover and Inside Back Cover options are subject to availability as Platinum Sponsor has the priority.

## Bag Insert

Inclusion of one-page promotional material in the participants’ meeting bags. Material should be provided by the Supporter and approved by the Secretariat. Supporters’ product information will be available for all meeting participants. The distribution arrangement will be advised.

<table>
<thead>
<tr>
<th>Insert Category</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bag Insert</td>
<td>1.250- GBP</td>
</tr>
</tbody>
</table>
**SPONSORSHIP OPPORTUNITIES**

### Roll-Up (per roll-up) 1.000- GBP

Promotion of the Supporter via roll-ups within the meeting venue. All roll-ups must be provided by the Supporter (Kenes Group can provide assistance for the production). Location of roll ups to be determined by the Meeting Secretariat with the approval of the Organizing Committee.

### Flyer Display 1.000- GBP

Opportunity to have the flyers of the Sponsor to be distributed in the general areas within the Annual Meeting venue. The flyers will be provided by the Sponsor.

Please note that it is the Exhibitors’/ Supporters’ responsibility to comply with the local authority’s regulations, EFPIA (European Federation of Pharmaceuticals Industries & Associations) www.efpia.org, Eucomed (represents Medical Technology industry) http://archive.eucomed.org/ and IFPMA (International Federation of Pharmaceutical Manufacturers & Associations) www.ifpma.org Code of Practice on the promotion of medicines. Failure to comply with these regulations may not be used as a ground to declare the contract void. Failure to comply with the rules and regulations will not expose the Organizer to any suits, demands by the Exhibitor/Supporter or any other third party.

***All pictures are illustrations only.***
EXHIBITION INFORMATION

Exhibition will take place in the Annual Meeting venue together with the Annual Meeting. Exhibition floorplan will be designed in the upcoming months and will be sent to the Exhibitors for the stand selection according to an order depending on the amount of support and date of application & payment.

<table>
<thead>
<tr>
<th>Before March 31, 2019</th>
<th>After March 31, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rental fee per sqm</td>
<td>Rental fee per sqm</td>
</tr>
<tr>
<td>(Minimum of 6 sqm)</td>
<td>(Minimum of 6 sqm)</td>
</tr>
<tr>
<td>with shell scheme</td>
<td>with shell scheme</td>
</tr>
<tr>
<td>700, - GBP</td>
<td>800, - GBP</td>
</tr>
</tbody>
</table>

**Rental of a stand area includes:**
- Exhibitor’s logo to be placed on the Annual Meeting’s website with hyperlink of Exhibitor’s company/product website
- Acknowledgement with the Exhibitor’s logo during the Annual Meeting;
  - on the Sponsors & Exhibitors Board
  - in the Meeting App
- A 100-words company profile to be published in the Congress App
- 2 exhibitor badges for every 6 sqm stand area. The exhibitor badges include:
  - Coffee breaks and lunches to be served during the Annual Meeting program
  - Access to the Welcome Reception
- Additional exhibitor badges will be subject to an additional cost of 350-GBP per badge.

Standard booth (with Shell Scheme) is 6 sqm. Maximum approved stand height is 2,5m. Higher and/or customize stands need approval from the venue. Please send your stand illustration to Mr. Oguz Yukun (oyukun@kenes.com) and/or Ms. Merve Tufekci (mtufekci@kenes.com)

Any additional items, such as shell scheme module, furniture, floral decoration, catering and/or AV requirements for the stands will be available in the Exhibitors Technical Manual that will be sent to Exhibitors by the end of July 2019.

**APPLICATION PROCESS AND ALLOCATION OF EXHIBITION SPACE**
Space allocation will be made on a “first come, first served” basis, in the order in which the application forms AND payment are BOTH received.
Once a signed 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 50% deposit payment. Upon receipt of the Exhibition Booking Form, stand area will be reserved. Space allocations will be made according to an order depending on the amount of support and date of application & payment.

**EXHIBITION TIMETABLE**

- **Set up**
  - October 20, 2019, Sunday 05.00 – 16.00

- **Exhibition Hours**
  - October 20, 2019, Sunday 18.00 – 20.00 (Welcome Reception)
  - October 21, 2019, Monday 08.00 – 18.00
  - October 22, 2019, Tuesday 08.00 – 13.00
  - October 23, 2019, Wednesday 08.00 – 18.00
  - October 24, 2019, Thursday 08.00 – 13.00

- **Dismantling**
  - October 24, 2019, Thursday 12.00 – 17.00
PAYMENT PLAN & CONDITIONS

The below payment plan will be applied for all sponsorship and exhibition items except the Advertisement options. For the advertisement options, full payment is required at time of confirmation.

<table>
<thead>
<tr>
<th>Payment Period</th>
<th>Amount Required</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st payment</td>
<td>50%</td>
<td>50% payment is required upon the confirmation of the stand space.</td>
</tr>
<tr>
<td>2nd payment</td>
<td>50%</td>
<td>Before March 31, 2019</td>
</tr>
</tbody>
</table>

All payments should be finalized before the Annual Meeting dates.
- The invoices will be issued after the Annual Meeting
- The payment conditions on the related application forms will be valid for all sponsorship & exhibition applications.

CANCELLATION POLICY

Any request for cancellation of your sponsorship must be made in writing to the Organizing Secretariat, Ms. Merve Tufekci (mtufekci@kenes.com) Mr. Oguz Yukun (oyukun@kenes.com)
- For cancellations before March 31, 2019; full payment less the bank charges will be refunded.
- For cancellations between March 31 - April 30, 2019; 50% of the sponsorship/exhibition payment will be charged as penalty and the rest less the bank charges will be refunded.
- For cancellations on or after May 1, 2019; full sponsorship/exhibition amount will be charged and no refunds will be made.
- The refunds will be made within 30 days after the Annual Meeting dates.

GENERAL TERMS & CONDITIONS

The Terms and Conditions for Sponsor and Exhibition will be included in the booking form. Please note that signing the Booking Form and the Contract indicates acceptance of these Terms and Conditions.

VAT INFORMATION

VAT (Subject to Change)
All Sponsorship amounts are exclusive of VAT.

PAYMENT METHODS

It is possible to make the sponsorship and/or exhibition payments via bank transfer or via credit card. Individual and/or corporate cheques are not acceptable for the sponsorship & exhibition payments.

Bank Transfer:
Account Name : ISPN 2019 Congress
Account number : 0251-1500934-92-107
IBAN : CH36 0483 5150 0934 9210 7
Bank Name : Credit Suisse
Branch : Genève
Swift Code : CRESCHZZ80A
Address Of The Bank : Rue de la Monnaie 1-3 | 1204 Genève | Switzerland

Credit Card:
Visa and Mastercard is accepted for the credit card payments. Please indicate all required credit card details on the application form.
## COMPANY CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Contact Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name</td>
<td>VAT Number</td>
</tr>
<tr>
<td>Address</td>
<td>City</td>
</tr>
<tr>
<td>Post/Zip Code</td>
<td>Country</td>
</tr>
<tr>
<td>Telephone</td>
<td>Fax</td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

## SPONSORSHIP PACKAGES

<table>
<thead>
<tr>
<th>Product Name</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Total inc. VAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Platinum Sponsor</td>
<td>40,000 GBP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gold Sponsor</td>
<td>27,500 GBP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Silver Sponsor</td>
<td>20,000 GBP</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## GRANT

<table>
<thead>
<tr>
<th>Product Name</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Total inc. VAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational Grant</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## SPONSORSHIP OPPORTUNITIES

<table>
<thead>
<tr>
<th>Product Name</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Total inc. VAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISPN Society Mobile Application</td>
<td>11,000 GBP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wi-fi Sponsoral</td>
<td>4,500 GBP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coffee Break (Daily)</td>
<td>4,000 GBP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Networking Welcome Reception</td>
<td>10,000 GBP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Networking Gala Dinner</td>
<td>14,000 GBP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Luncheon Sponsoral</td>
<td>10,000 GBP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre-Meeting Course</td>
<td>4,000 GBP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Poster Board Branding (limited to 2 companies)</td>
<td>5,000 GBP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speakers’ Ready Room 4.500 GBP</td>
<td>4,500 GBP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lanyards 7.500 GBP</td>
<td>7,500 GBP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notepads &amp; Pens 6.000 GBP</td>
<td>6,000 GBP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting Bags 8.500 GBP</td>
<td>8,500 GBP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advertisement in Society App</td>
<td>Various</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Web-Site advertisement – Various</td>
<td>Various</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advertisement in Mini Program – Various</td>
<td>Various</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bag Insert</td>
<td>1,250 GBP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roll up</td>
<td>1,000 GBP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Poster Display</td>
<td>1,000 GBP</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**BOOKING FORM**

**EXHIBITION**

<table>
<thead>
<tr>
<th>Product Name</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Total inc. VAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booth with shell scheme (Minimum of 6 sqm)</td>
<td>700 / 800 GBP</td>
<td></td>
<td>GBP</td>
</tr>
<tr>
<td>Additional exhibitor registration</td>
<td>350 GBP</td>
<td></td>
<td>GBP</td>
</tr>
</tbody>
</table>

Total Amount: [ ] GBP

**Choice #1: [ ]**

**Choice #2: [ ]**

**Choice #3: [ ]**

Special notes: Please indicate if your stand must be located adjacent to or opposite the following companies, or if special configuration is needed.

**PAYMENT PLAN:**

1st payment: 50% payment is required upon the confirmation of the sponsorship and exhibition space.

2nd payment: 50% payment is required Before March 31, 2019.

- All payments should be finalized before the event dates.
- The invoices will be issued after the event.
- The payment conditions on the related application forms will be valid for all sponsorship & exhibition applications

**CANCELLATION CONDITIONS:**

Any request for cancellation of your sponsorship must be made in writing to the Organizing Secretariat, Ms. Merve Tufekci (mtufekci@kenes.com) Mr. Oguz Yukun (oyukun@kenes.com)

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**PAYMENT METHODS**

- [ ] Bank Transfer
  - Account Name: ISPN 2019 Congress
  - Account number: 0251-1500934-92-107
  - IBAN: CH36 0483 5150 0934 9210 7
  - Bank Name: Credit Suisse – BRANCH: Genève
  - Swift Code: CRESCHZ80A
  - Address: Rue de la Monnaie 1-3 | 1204 Genève | Switzerland

- [ ] Credit Card
  - Credit Card No
  - Expiry Date: [ ] Month [ ] Year
  - CVC2 Code

**COMPANY CONTACTS**

Company contact for Finance (invoicing) [ ] Same as Primary Contact

<table>
<thead>
<tr>
<th>NAME</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHONE NUMBER</td>
<td>MOBILE NUMBER</td>
</tr>
</tbody>
</table>

**SIGNATURE**

We accept the contract terms and conditions and agree to abide by the guidelines for Industry Participation for the 15th International Conference on SubArachnoid Hemorrhage.

I am authorized to sign this form on behalf of the Applicant/Company.

<table>
<thead>
<tr>
<th>FULL NAME</th>
<th>SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE</td>
<td>DATE</td>
</tr>
</tbody>
</table>
Clause 1: Participant (Exhibitor or Sponsor Company) is required to send the signed application form and make the related payment to KENES GROUP (Organizing Secretariat) in order to be an exhibitor or sponsor in the mentioned organization. Following this process, KENES GROUP will send an official document to the participant company that is confirming the sponsorship or stand rental.

Clause 2: The application form will be signed by the Participant and KENES GROUP. The validity of the application form depends on the agreement between all parties on all conditions required in this document.

Clause 3: Participant’s liability starts with the signage of the application form. By declining to attend the exhibition, Participant will not be released of their liabilities.

Clause 4: KENES GROUP will prepare the exhibition area as the stand areas have been marked, any additional requirements have been provided. The stand area to be rented to the Participant, will be signed on the exhibition floorplan, the stand number, size and payment conditions will be indicated in the application form. In the case Participant requires a shell scheme package (with an additional cost), the company name will be written by KENES GROUP with a type size that can be read easily by the participants.

Clause 5: Participant is obliged to get the approval of KENES GROUP for the design of their special stand project. KENES GROUP is authorized to check the project in detail and make necessary arrangements in order to provide the convenience of the project.

Clause 6: KENES GROUP has the right to re-arrange the exhibition floorplan and change the stand places upon request of an exhibitor or due to any eligible reason. The maximum stand height will be announce in the exhibition technical manual.

Clause 7: The exhibition sponsorship fees are calculated:

I. Stand space indicated on the exhibition and sponsorship booking plan is as it is indicated in the application form, and in the case of any delays in any of the payments due to any reasons, the full amount of the deferred payment will become due and has to be paid immediately.

II. Sponsorship benefits mentioned under the related sponsorship title listed in this prospectus.

III. Providing the information office services

IV. Providing the general security and cleaning services of the exhibition area (participants are obliged to clean their stands)

V. Participants are responsible from the safety and insurance of their products within their stand areas.

Clause 8: The services which are not included in the exhibition sponsorship fee and can be provided additionally due to Participant’s additional order and payment are listed as below:

I. Additional exhibitor badge(s)

II. Phone and/or internet lines

III. Catering services

IV. Additional stand equipment including furniture, AV equipment, floral decoration, etc.

Clause 9: Participant has the interior design of the stand done on their own budget. Participant is liable to have a competent staff work at their stand who can give technical and commercial information to the participants within the exhibition opening hours.

Clause 10: Exhibition area will be open on 25-28 June 2019.

Clause 11: Exhibition set-up hours has been mentioned between in the exhibition information section (page ___) of this document. Participants are only allowed to proceed the set-up of their stand areas have been marked, any additional requirements have been provided. The stand area to be rented to the Participant, will be signed on the exhibition floorplan, the stand number, size and payment conditions will be indicated in the application form. In the case Participant requires a shell scheme package (with an additional cost), the company name will be written by KENES GROUP with a type size that can be read easily by the participants.

Clause 12: Exhibition organized by KENES GROUP might completely or partly becomes impossible to be operated due to force majeure circumstances that are not under the control of KENES GROUP, such as interventions of government or any other official authorities, war, strike, riot, coup d’etat, quarantine, epidemic diseases, civil turmoil, natural disasters etc.). In the case of occurrence of any of the above mentioned reasons, KENES GROUP does not admit any liability.

Clause 13: Participant that signs the acceptance form is obliged to correspond to the exhibition terms and conditions, as well as the exhibition timetable.

Clause 14: CANCELLATION POLICY: All cancellation requirements have to be sent to KENES GROUP in writing. For cancellations before March 31, 2019; full payment less the bank charges will be refunded within 15 days after the exhibition dates. For cancellations between March 31 - April 30, 2019; 50% of the sponsorship/exhibition payment will be charged as penalty and the restless the bank charges will be refunded. The refunds will be made within 15 days after the event dates. For cancellations on or after May 1, 2019; full sponsorship/exhibition amount will be charged and no refunds will be made.

Clause 15: Any activities within the stand area such as distributing promotional materials, organizing a special activity for the participants, serving food & beverage, using any audio visual system, etc. should not disturb the exhibition in general, as well as the participants of the conference and exhibition.

Clause 16: Participants are not allowed to make any promotion for their companies and/or products out of their rented stand area, or anywhere place which have not been indicated in the sponsorship benefits listed under the related sponsorship title.

Clause 17: In the case the Participant causes any material damage in the event venue they are obliged to make restitution for the related damage.

Clause 18: In the case the Participant exceeds their stand area size, they should dismantle their stand and set-up again with the correct size.

Clause 19: The regulations of the event venue will apply for food & beverage services in the stand area. Therefore, Participant is required to inform KENES GROUP prior to the organization dates regarding the food & beverage services planned within the scope of their participation.

Clause 20: ACCELERATION – INTEREST CONDITION: The payment plan is as is indicated in the application form, and in the case of any delays in any of the payments due to any reasons, the full amount of the deferred payment will become due and has to be paid immediately.

For the collection of the due amount, a default interest of %10 will be applied per month between the default date and the payment date.

Clause 21: INTEGRITY OF THE AGREEMENT; this agreement includes all agreed correspondence between both parties and takes the place of all prior written or verbal correspondences. Any changes on this agreement has to be done in writing and signed by the authorized representatives of both parties.

Clause 22: DIVISIBILITY OF THE AGREEMENT; Any court ruling about disallowance of any of the clauses of this agreement (no matter completely or partly) will not affect other clauses to be applied.

Clause 23: TERMINATION OF THE AGREEMENT; Termination of the agreement does not affect the rights and liabilities of both parties arises from this agreement before the time of termination. In the case this agreement is terminated under the mentioned circumstances, KENES GROUP will not be under any liability to the Participant, and Participant accept and commits that they will not claim anything including a compensation for any losses or lack of profit.

Clause 24: CONDITION OF PROOF; KENES GROUP’s records will be considered valid in the case of any conflicts arises between both parties.

Clause 25: CONDITION OF AUTHORIZATION; Istanbul Courts and Istanbul Enforcement Offices are authorized for the settlement of any conflicts arises from the implementation of this agreement.

Clause 26: These agreement conditions are a part of the application form, and become effective by signing the application form.

Clause 27: This agreement is consisting of 27 clauses.