48th Annual Meeting of the International Society for Pediatric Neurosurgery

October 4-8, 2020
Singapore

Congress Secretariat: Kenes M+
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ispnmeeting.org/2020
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DATE
04-08 October 2020

VENUE
Sands Expo & Convention Centre Singapore

CONGRESS WEBSITE
www.ispnmeeting.org

CONGRESS ORGANIZING SECRETARIAT, PCO

Registration & Accommodation
for your queries and requirements about registration and accommodation;
Ms. Pinar Eresici
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Email: mtufekci@kenes.com
Dear Friends & Colleagues,

On behalf of the ISPN and the Local Organising Committee, it is my great pleasure to invite you to the 48th Annual Meeting of the International Society for Pediatric Neurosurgery, taking place in Singapore from 4th to 8th October 2020.

The annual scientific meeting of the ISPN is the venue for the exchange of scientific and medical information among paediatric neurosurgeons and research scientists for advancing the care of children with neurosurgical diseases and disorders. It provides great opportunities for the sharing of the state-of-art and rapidly-advancing modern day management of neurosurgical illnesses in children.

We welcome you to Singapore, our vibrant cosmopolitan city located at Asia’s crossroads, where you will find an eclectic blend of the East and West, of culture, cuisine, arts, science, technology and architecture, a destination where you will discover enriching and memorable experiences. You will feel the pulse of our multi-cultural heritage and experience a myriad of local and international entertainment choices, a fascinating gastronomic journey, colourful festivals – a wealth of experiences that you will remember, long after the meeting ends.

This meeting in Singapore is the first time the ISPN Annual Scientific Meeting has come to this part of the world, where more than half of the world’s population of children live. It will give tremendous exposure to pediatric neurosurgery in the region and make the ISPN more accessible to neurosurgeons in the SouthEast Asian countries and beyond. Come join us in Singapore and help fuel the growing need for paediatric neurosurgery in SouthEast Asia and its surrounding regions and foster the growth of pediatric neurosurgery in this part of the world.

Seow Wan Tew
Chair of the 48th Annual Meeting of the ISPN
Senior Consultant | Department of Neurosurgery
National Neuroscience Institute (NNI) Singapore
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.
GENERAL INFORMATION

ABOUT SINGAPORE

While bustling Singapore is the world’s fourth-largest financial center and high in the international rankings for standard of living, education and healthcare, it also offers the visitor a thriving cosmopolitan experience brimming with diversity, and we recommend that you take your time and explore the fascinating mix of culture & cuisine, arts & architecture that awaits.

Singapore is a small island country. With a population size of over 5.5 million people it is a very crowded city. However, unlike many other densely populated countries, Singapore - with more than 50% of its area covered by greenery and with over 50 major parks and 4 nature reserves - is an enchanting garden city.

The center of the city is located in the south — consisting roughly of the Orchard Road shopping area, the Riverside, the new Marina Bay area and also the skyscraper-filled Shenton way financial district known as the CBD (Central Business District).

A visit to some of Singapore’s various ethnic quarters will immerse all your senses in the extraordinary diversity of cultures residing in the small island city-state. You can start with Chinatown, Kampong Glam, Little India, Joo Chiat and Katong. For a taste of the arts, museums, galleries and exhibition spaces abound, and you don’t want to miss the art installations along Orchard Road and in the Marina Bay areas. Shopaholics will also find a wide range of unique clothing and other items in the ethnic neighborhoods, and all the designer brands they could desire around Marina Bay.

For foodies, Singapore is a street food paradise. While in Chinatown, venture over to Maxwell Food Centre and try the Hainanese chicken rice. Throughout your stroll through the various ethnic neighborhoods, you’ll discover halal Malay food, South Indian vegetarian thali, North Indian naans and briyani, Cantonese dim sum, Peking duck, fried noodles from China’s Fujian Province, and spring rolls. Just be sure not to leave without trying some of Singapore’s signature dishes like chilli crab and fish head curry and of course a Singapore Sling.
The latest jewel in Singapore's art crown, the National Gallery Singapore is a visual arts institution housing an unparalleled collection of modern Singapore and Southeast Asian art. Dedicated to curating a collection that will provide insights into the unique art, heritage and history of the region, this is a must-visit destination in Singapore. The Gallery showcases more than 8,000 pieces, making it one of the world's largest and most invaluable public collections.

More information about the neighborhoods of Singapore: https://www.visitsingapore.com/see-do-singapore/neighbourhoods/


Museum of Singapore - http://nationalmuseum.sg/

National Gallery - https://www.nationalgallery.sg/


Singapore Botanic Gardens - https://www.sbg.org.sg/


MEETING VENUE

Sands Expo & Convention Centre Singapore
Spread over three levels, the 250 meeting rooms and 24 ballrooms at Sands Expo and Convention Centre can be configured for various sizes of theatre, classroom, banquet or reception events.

Enjoy peace of mind with our experienced team managing everything from set-up to tear-down, lighting, audiovisual equipment, menus, entertainment, and any special requirements. Keep your guests connected with complimentary standard Wi-Fi for up to 40,000 devices at any one time.

Located in Singapore’s business district with world-class hotel accommodation, entertainment, restaurants, nightlife and shopping within one integrated resort, Marina Bay Sands is only a 20-minute taxi ride from Changi Airport and within walking distance to the heart of Singapore city. Big or small, allow us to make your next meeting in Singapore unforgettable.
IMPORTANT DEADLINES

Abstract Submission Open: December 03, 2019
Abstract Submission Deadline: April 1, 2020
Registration Open: February 18, 2020
Registration Deadline: August 29, 2020

PRELIMINARY OUTLINE OF THE CONGRESS PROGRAM

October 04, 2020, Sunday
Pre-Congress Workshops
Board & Committee Meetings
Welcome Cocktail

October 05, 2020, Monday
Opening Ceremony
Full Day Scientific Program

October 06, 2020, Tuesday
Half Day Scientific Program
Free Afternoon

October 07, 2020, Wednesday
Full Day Scientific Program
48th Annual Society Networking Dinner

October 08, 2020, 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
INFORMATION ABOUT THE PREVIOUS ANNUAL MEETING, ISPN2019 Birmingham, UK

REGISTRATION STATISTICS

ISPN2019 REGISTRATION STATISTICS

ISPN2019 REGISTRATION STATISTICS
SPONSORSHIP OPPORTUNITIES

MAIN SPONSORSHIPS

PLATINUM SPONSORSHIP (Limited to 2 companies)  55,000- USD

• Opportunity of organizing 45 minutes Exclusive Luncheon Symposium on Monday, 5 October 2020 OR Wednesday, 7 October 2020 (Exclusive/ First come, first served)
• Free of charge exhibition space. (18 sqm)
• 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
• Advertisement of the Sponsor in the Mini Program: Back cover page.
• 6 complimentary exhibitor badges and 3 complimentary delegate registrations
• Opportunity to place 4 roll ups within the Meeting Venue. (provided by the sponsor)
• 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
• Mailing luncheon symposium details to all registered participants a week prior to the congress
• Free Access to Attendee Badge Scanning System

GOLD SPONSORSHIP (Limited to 2 comapaines)  35,000- USD

• Opportunity of organizing 45 minutes Exclusive Breakfast Symposium on Tuesday, 6 October 2020 OR Wednesday, 7 October 2020 (Exclusive/ First come, first served)
• Free of charge exhibition space. (12 sqm)
• 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.
• Advertisement of the Sponsor in the Mini Program: First come, first served: Inside front cover page / Inside back cover page.
• 4 complimentary exhibitor badges and 2 complimentary delegate registrations
• Opportunity to place 2 roll up of the Sponsor within the Meeting Venue. (provided by the sponsor)
• 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
• Mailing breakfast symposium details to all registered participants a week prior to the congress

SILVER SPONSORSHIP (Limited to 3 companies)  20,000- USD

• 30-minute company presentation in designated area during coffee break (Monday, Tuesday, Wednesday AM break .Exclusive / First come, first served)
• Free of charge exhibition space. (9 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
• 1 inside page advertisement of the Sponsor in the Mini Program.
• 3 complimentary exhibitor badges and 1 complimentary delegate registrations.
• Opportunity to place 1 roll up of the Sponsor within the Meeting Venue. (provided by the sponsor)
• 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>9 sqm</td>
</tr>
<tr>
<td>Luncheon Symposium</td>
<td>Exclusive</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Breakfast Symposium</td>
<td>X</td>
<td>Exclusive</td>
<td>X</td>
</tr>
<tr>
<td>Company presentation during the coffee break</td>
<td>X</td>
<td>X</td>
<td>Exclusive</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></td>
<td>Inside Page</td>
<td>Inside Page</td>
</tr>
<tr>
<td>Complimentary Exhibitor Badge</td>
<td>6</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Complimentary Registration</td>
<td>3</td>
<td>2</td>
<td>1</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>Mailing luncheon/breakfast symposium details to all registered participants a week prior to the congress</td>
<td>✓</td>
<td>✓</td>
<td>X</td>
</tr>
<tr>
<td>Free Access to Attendee Badge Scanning System</td>
<td>✓</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

**Sponsorship fee**

- **Platinum Sponsor**: $55,000 USD
- **Gold Sponsor**: $35,000 USD
- **Silver Sponsor**: $20,000 USD
E-ITEMS

ISPN Society Mobile Application

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)
- 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

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

**Networking Welcome Reception**

| 7,000- USD |

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 (Should be approved by organizing committee)
- Highlighting the sponsorship and introducing the company representative by meeting chair.
- 15 minutes 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
- All promotional items should be approved by the Organizing Committee.

**48th Annual Society Networking Dinner**

| 10,000- USD |

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. (Provided by Sponsor)
- 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 (Should be approved by organizing committee)
- Highlighting the sponsorship and introducing the company representative by the society president.
- 15 minutes 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
- 3 complimentary invitations to the Networking Dinner for non-registered invitees of the sponsor company
- All promotional items should be approved by the Organizing Committee.
PROMOTIONAL OPPORTUNITIES

Luncheon Symposium (Priority to platinum sponsors) 15,000- USD

Sponsorship of an official Luncheon (Satellite) Symposium, up to 45 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.

- Permission to use the phrase: “Luncheon Symposium Sponsor of the ISPN 2020 Annual Meeting”
- Announcement of the Luncheon Symposium to the Meeting registered participants with an electronic newsletter
- Sponsor’s banners to be placed within the session hall (provided by sponsor).
- Inclusion of the sponsor’s symposium invitation cards/programs in the Meeting bags (the invitation cards/programs to be provided by the Sponsor)
- Luncheon symposium program and symposium speakers’ abstracts to be included in the App
- 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 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.

** Lunch price included.

*** This sponsorship opportunity is subject to availability as Platinum + Gold Sponsors have the priority.

Pre-Meeting Course (03th October 2020) 5,000- USD

- Sponsor’s logo to be used in the announcements of the Pre-Meeting Course to the meeting registered participants with an electronic newsletter
- Sponsor’s banners/roll ups to be placed at the entrance of the course hall (Display materials to be provided by the Sponsor)
- Distribution of the Sponsor’s flyers (A5 or A4, maximum 2 pages) to pre-meeting course participants with the course materials.
- Pre-meeting Course program to be included in the App with the logo of the Sponsor
- Pre-meeting Course program will be planned by the Local Organizing Committee without the involvement of the 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
### Poster Board Branding (limited to 1 company)

<table>
<thead>
<tr>
<th>4,000 USD</th>
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</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

### Lanyards

<table>
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<tr>
<th>7,500 USD</th>
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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 USD 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
SPONSORSHIP OPPORTUNITIES

**Notepads & Pens**

<table>
<thead>
<tr>
<th>Price</th>
<th>6,000- USD</th>
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</thead>
<tbody>
<tr>
<td>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).</td>
<td></td>
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<tr>
<td>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.</td>
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<tr>
<td>The design of the pens and notepads is subject to the approval of Organizing Committee.</td>
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<tr>
<td>Opportunity of discounted rate of 4,500- USD if notepads and pens are provided by sponsors’ side.</td>
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<tr>
<td>The materials need to be approved by Organizing Committee.</td>
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<tr>
<td>Sponsor’s logo to be placed on the Meeting website with hyperlink of Sponsor’s company/product website</td>
<td></td>
</tr>
<tr>
<td>A 100-words company profile to be published in the App</td>
<td></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>
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</tr>
</tbody>
</table>

**Meeting Bags**

<table>
<thead>
<tr>
<th>Price</th>
<th>7,000- USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting bags will be selected and approved by the Organizing Committee, and the production will be handled by the Organizing Secretariat</td>
<td></td>
</tr>
<tr>
<td>Sponsor’s logo to be printed on the Meeting bags together with the Meeting logo/name</td>
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</tr>
<tr>
<td>The design of the bags is subject to the approval of Organizing Committee.</td>
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</tr>
<tr>
<td>Opportunity of discounted rate of 5,500- USD if meeting bags are provided by sponsors’ side.</td>
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</table>

**Attendee Badge Scanning System**

<table>
<thead>
<tr>
<th>Price</th>
<th>2,500- USD</th>
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</table>
### SPONSORSHIP OPPORTUNITIES

### ADVERTISEMENT OPPORTUNITIES

#### Advertisement in the ISPN Society App

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>1,500- USD</td>
</tr>
<tr>
<td>- Sponsor’s logo to be placed on the congress website with hyperlink of Sponsor’s company/product website</td>
<td></td>
</tr>
<tr>
<td>- A 100-words company profile to be published in the App</td>
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<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>
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</table>

#### Mini Program

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
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</thead>
<tbody>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>- Sponsor’s logo to be placed on the congress website with hyperlink of Sponsor’s company/product website</td>
<td>2,000- USD</td>
</tr>
<tr>
<td>- A 100-words company profile to be published in the App</td>
<td></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>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>MINI PROGRAM BOOK BACK COVER PAGE (limited to 1 company)</td>
<td>1,000- USD</td>
</tr>
<tr>
<td>MINI PROGRAM BOOK INSIDE PAGE (limited to 3 companies)</td>
<td>1,500- USD</td>
</tr>
</tbody>
</table>

#### 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.
Roll-Up (per roll-up)  1,500- USD

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.

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>Rental fee per sqm (Minimum of 6 sqm) space only</th>
<th>Before March 31, 2020</th>
<th>After March 31, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rental fee per sqm space only</td>
<td>750, - USD</td>
<td>850, - USD</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 Welcome Reception and 48th Annual Society Networking Dinner
- Additional exhibitor badges will be subject to an additional cost of **550-USD** per badge.

Standard booth (space only) is 6 sqm & basic electricity (No furniture)
Maximum approved stand height is 2.5m. Higher and/or customize stands need approval from the venue. Please send your stand illustration to Mr. Muzaffer Komek (mkomek@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 August 2020.

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

<table>
<thead>
<tr>
<th>Set up</th>
<th>October 04, 2020, Sunday</th>
<th>08.00 – 16.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibition Hours</td>
<td>October 04, 2020, Sunday</td>
<td>18.00 – 20.00 (Welcome Reception)</td>
</tr>
<tr>
<td>October 05, 2020, Monday</td>
<td>09.45 – 18.00</td>
<td></td>
</tr>
<tr>
<td>October 06, 2020, Tuesday</td>
<td>09.30 – 13.00</td>
<td></td>
</tr>
<tr>
<td>October 07, 2020, Wednesday</td>
<td>09.45 – 18.00</td>
<td></td>
</tr>
<tr>
<td>October 08, 2020, Thursday</td>
<td>09.30 – 11.00</td>
<td></td>
</tr>
<tr>
<td>Dismantling</td>
<td>October 08, 2020, Thursday</td>
<td>11.00 – 13.30</td>
</tr>
</tbody>
</table>
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>1st payment</th>
<th>50%</th>
<th>50% payment is required upon the confirmation of the stand space.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd payment</td>
<td>50%</td>
<td>Before March 31, 2020</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. Muzaffer Komek (mkomek@kenes.com)

- For cancellations before March 31, 2020; full payment less the bank charges will be refunded.
- For cancellations between March 31 - April 30, 2020; 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, 2020; 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 click here for Booking Form. 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 2020 Meeting, Singapore
- Account number: 1500934 92 207
- IBAN: CH52 0483 5150 0934 9220 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.
CODES AND COMPLIANCE FOR INDUSTRY

COMPLIANCE OF THE ISPN2020 CONFERENCE WITH THE MEDTECH EUROPE CODE OF ETHICAL BUSINESS PRACTICE
48th Annual Meeting for the International Society for Pediatric Neurosurgery (ISPN) has been submitted to the EthicalMedTech Conference Vetting System (CVS) and it is to be reviewed.

To view the status of the ISPN 2020 please click HERE.

RESPONSIBILITY ABOUT PHARMACEUTICAL AND MEDICAL DEVICE INDUSTRY CODES & COMPLIANCE
Kindly note that it is the responsibility of industry partners, supporters, sponsors, exhibitors to comply with the codes of practice on the promotion of pharmaceuticals and medical devices applicable by international and local authorities.

Links to EFPIA (European Federation of Pharmaceuticals Industries & Associations), IFPMA (International Federation of Pharmaceutical Manufacturers & Associations), and MedTech Europe Compliance Portal are provided below. Kindly note that they may also include links to National Associations websites/portals which industry partners, sponsors and exhibitors may also need to check.

**EFPIA**
European Federation of Pharmaceuticals Industries & Associations
[www.efpia.org](http://www.efpia.org)

**IFPMA**
International Federation of Pharmaceutical Manufacturers & Associations
[www.ifpma.org](http://www.ifpma.org)

**Medtech Europe, Compliance Portal**
European Trade Association Representing the Medical Technology Industries, from Diagnosis to Cure
[www.ethicalmedtech.eu](http://www.ethicalmedtech.eu)

By signing the relevant booking forms to attend ISPN 2020 Conference, each industry partner, supporter, sponsor or exhibitor agrees to and confirms that they have checked the relevant regulations and codes of practice.

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.
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 announced in the exhibition technical manual.

Clause 7: The exhibition/sponsorship fees are calculated:
I. Stand space indicated on the exhibition and sponsorship booking form.
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 04–08 October 2020.

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 only for decoration work in that timeframe. On the closing day of the exhibition all the stands should be dismantled and cleared out between the hours indicated in the exhibition information section of this document. KENES GROUP has the right to throw out the materials which are not taken out from the stand area within this dismantling time without any prior warning. Any damages and expenses occurred has to be covered by the Participant.

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, 2020; full payment less the bank charges will be refunded within 15 days after the exhibition dates. For cancellations between March 31–April 30, 2020; 50% of the sponsorship/exhibition payment will be charged as penalty and the rest of 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, 2020; 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.

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.