



7th Association of South-East Asian Pain Societies Congress

In conjunction with MSSP 3rd National Seminar on Pain
16 - 19 February 2017 • Yangon, Myanmar
Professional Accountability with Interactive Networking

**SAVE
the
DATE**

SPONSORED SYMPOSIUM MANUAL



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Dear Supporter,

We are happy to present you with the ASEAPS 2017 Supporters Symposia Manual. This manual covers important information and is designed to assist in preparing for your Symposium. We trust that you will find it helpful and suggest that you read all of the information presented. It will take you very little time now, and could save you a great deal of time later.

The **7th Association of South-East Asian Pain Societies Congress In conjunction with MSSP 3rd National Seminar on Pain** takes place on **16 – 19 February 2017** at the **Sule Shangri-La, Yangon, Myanmar**

Sule Shangri-La, Yangon
#223 Sule Pagoda Road, G.P.O. Box 888, Myanmar

A block of rooms have been reserved for the ASEAPS 2017 congress participants and supporters at a discounted rate. Hotel reservations can be made via the congress website at <http://www.aseaps2017.com/accommodation/>

Please do not hesitate to contact me for further information or assistance. We look forward to welcoming you in Yangon and wish you a successful Symposium.

Kind Regards,

Sarawanwalai (Sara) Komolsil

Meeting Planner



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SECTION 1: Symposium Related Contact Information

Congress Organizer

Kenes MP Asia PTE LTD.

2nd Floor PICO Creative Centre
20 Kallang Avenue
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Fax: +65 6292 4721

Kenes Contacts

Meeting Planner

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skomolsil@kenes.com

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Sponsorship & Exhibition Specialist

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wpureemahawong@kenes.com

Registration Manager

Ms. Sari Berkowitz

Tel: +41 22 908 0488 Ext 571
Email: sberkowitz@kenes.com

Contractors Contacts

**BOOTH CONSTRUCTION AND
FITTINGS,
FURNITURE HIRE, CARPET,
ELECTRICITY AND SIGNAGE**
ES Signature Co. Ltd.

Ms. Htay Htay Lwin

Tel: +95 996 992 1598

htayhtay@es-corp.co

**Hostesses Service
And Temporary Staff**

Kaung Ko Group Co.,Ltd.

Ms. Moe Moe Myat Ko

Tel : + 95 9 3158 5393

+ 95 9 3224 4515

+ 95 9 2636 53634

moemoe@kaungkogroupmyanmar.com

VENUE ADDRESS:

Sule Shangri-La

#223 Sule Pagoda Road, G.P.O. Box

888, Yangon, Myanmar

<http://www.shangri-la.com/yangon/suleshangrila/>

AUDIO & VISUAL Supplier

AV Expert

Mr. Krisda Mathisuth

Mobile: +66 80 553 5351

avexpert2011@gmail.com

SECTION 2: Deadlines Table

	Deadline	Contact Person
Staff Hotel Reservation	As soon as possible	http://www.aseaps2017.com/accommodation/
Lead Retrieval Wireless Barcode Readers Order	Wednesday, February 1 2017	Ms. Sarawanwalai (Sara) Komolsil Email: skomolsil@kenes.com
Symposium Program (for approval by Scientific Committee)	Wednesday, February 1 2017	Ms. Jaime Kirzner E-mail: jkirzner@kenes.com
Draft of Bag Insert for Approval (for approval by Scientific Committee)	Wednesday, February 1 2017	Ms. Sarawanwalai (Sara) Komolsil Email: skomolsil@kenes.com
Hostesses	Wednesday, February 1 2017	Ms. Moe Moe Myat Ko Email: moemoe@kaungkogroupmyanmar.com

SECTION 3: Timetables

Symposia Timetable			
Supporter	Date	Session Time	Location
A. MENARINI	February 17, 2017	12:30 - 13:30	Myanmar Ballroom 1
PFIZER			Myanmar Ballroom 2
MUNDIPHARMA	February 18, 2017	12:30 - 13:30	Myanmar Ballroom 1
PFIZER			Myanmar Ballroom 2

Registration Timetable*	
Thursday, February 16	07h30 – 18h00
Friday, February 17	07h30 – 18h00
Saturday, February 18	08h00 – 19h00
Sunday, February 19	08h00 - 12h00

* Registration hours are subject to change.

In order to set up the Hall prior to the start of your Symposium, we would recommend arriving to your Symposium at least **30 minutes** before the symposium begins, where a member of the Logistics Team will be available should you need any assistance.

If a technical rehearsal in the hall is required, please contact the AV Coordinator, Mr. Krisda Mathisuth at avexpert2011@gmail.com

We ask presenters to follow the time schedule precisely in order that the day's events may run smoothly.
 An updated Scientific Timetable can be found on the ASEAPS 2017 website at <http://www.aseaps2017.com/>

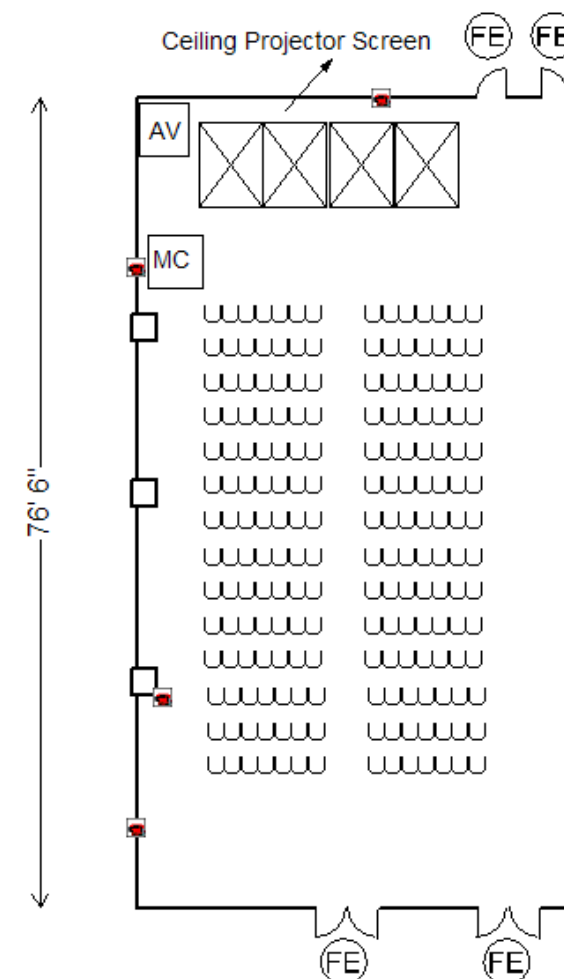
SECTION 4: Symposia Session Hall

MYANMAR BALLROOM 1 Level 2

Hall Technical Details		
Hall Capacity & Layout	150 pax Theater style	
Hall Size	L:23.5m x W: 12.4m x H: 7.0m	
Stage Size	L:2.4m x W:7.3m	
Screen Size	In-house 6.5m x 4m	
Projection Aspect Ratio	4:3 Display	
Speaker Podium Banner dimensions	W	H
	51cm	102cm
Head Table Banner Dimensions	W	H
	1.8m	0.74m
Sufficient seating for up to 3 persons per table. 5mm Foam board or similar rigid material is recommended for branding the table.		

The general stage setting includes 1 speaker podium and a head table **accommodating up to 3 persons per table.**

For alternative/additional stage setting please contact
Ms. Sarawanwalai (Sara) Komolsil at: skomolsil@kenes.com



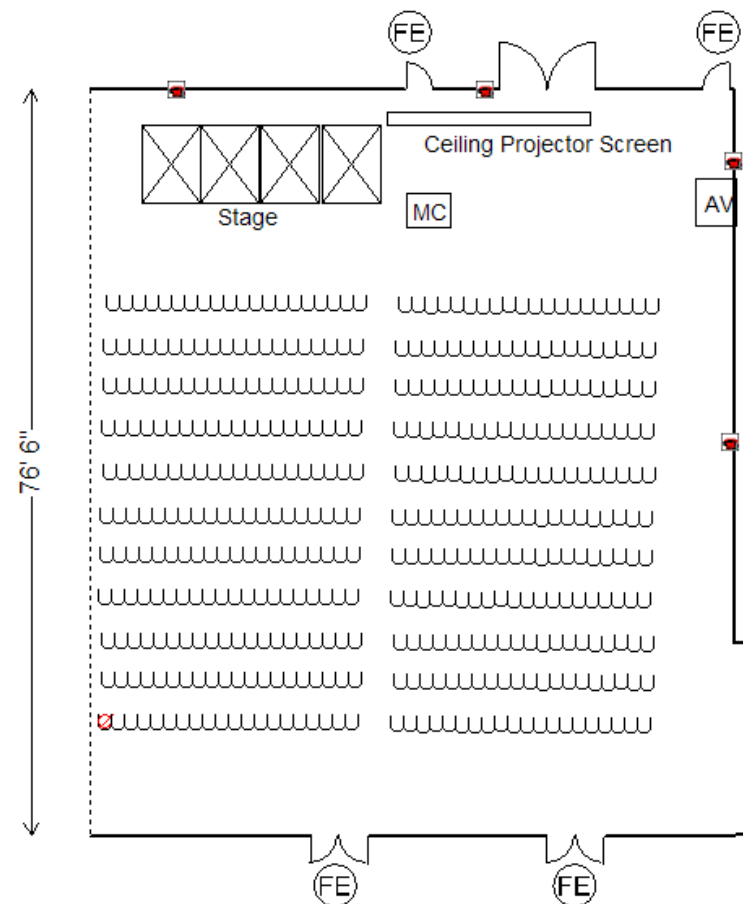
BALLROOM 1

MYANMAR BALLROOM 2 Level 2

Hall Technical Details		
Hall Capacity & Layout	250 pax Theater style	
Hall Size	L:23.5m x W: 20.0m x H: 7.0m	
Stage Size	L:2.4m x W:7.3m	
Screen Size	In-house 5m x 3m	
Projection Aspect Ratio	4:3 Display	
Speaker Podium Banner dimensions	W	H
	See photo and dimension on page 10	
Head Table Banner Dimensions	W	H
	1.8m	0.74m
	Sufficient seating for up to 3 persons per table. 5mm Foam board or similar rigid material is recommended for branding the table.	

The general stage setting includes 1 speaker podium and a head table **accommodating up to 3 persons per table.**

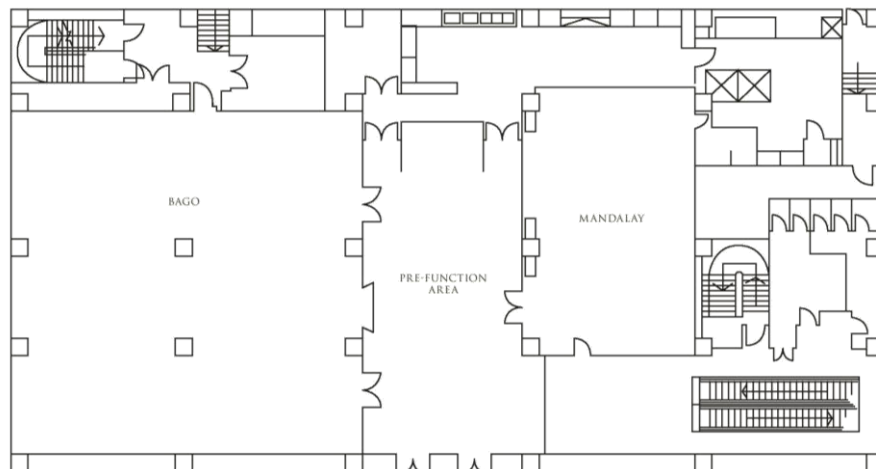
For alternative/additional stage setting please contact
Ms. Sarawanwalai (Sara) Komolsil at: skomolsil@kenes.com



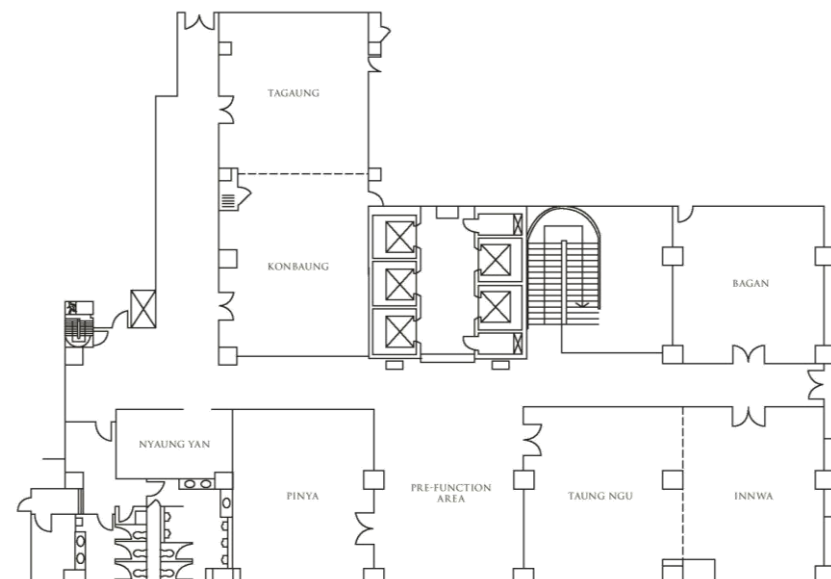
BALLROOM 2

Congress Floor Plans:

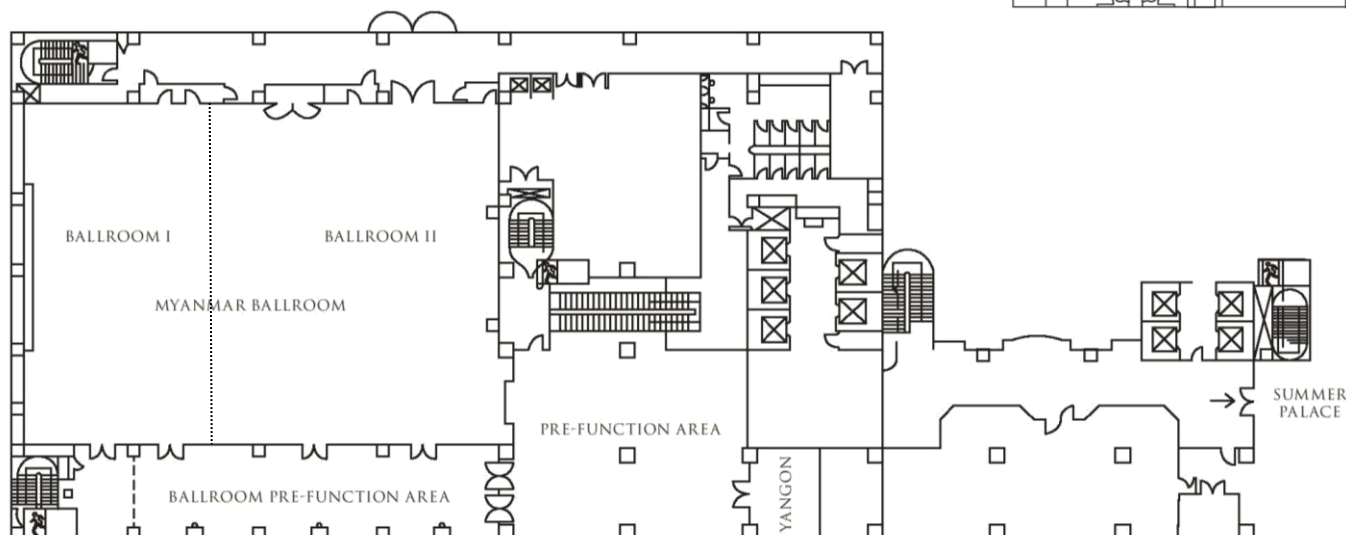
Level 1 Exhibition Hall



Level 3



Level 2



SECTION 5: Supplied AV

Myanmar Ballroom 2 of the ASEAPS 2017

- Podium with 1 unit microphone
- 2 units of Table microphones for head table
- 1 units Floor microphone with stand for Q&As
- 1 unit of Wireless clicker with laser pointer
- 1 unit of Confidence monitor screen in front of stage with count down timer
- 1 unit of Laptop
- AV Console on duty

Myanmar Ballroom 1 of the ASEAPS 2017

- Podium with 1 unit microphone
- 2 units of Table microphones for head table
- 1 units Floor microphone with stand for Q&As
- 1 unit of Wireless clicker with laser pointer
- 1 unit of Confidence monitor screen in front of stage with count down timer
- 1 unit of Laptop
- AV Console on duty



Symposium Invitation Bag Inserts (Cont.)

Symposium Invitation Bag Inserts

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

1. Please email the invitation draft (including graphic design) prior to printing for approval to **Ms. Sarawanwalai (Sara) Komolsil** at skomolsil@kenes.com , as soon as possible.
2. The bag insert should not exceed standard A4 dimensions, double sided.
3. A quantity of **500** inserts is requested.

Inserts / Display material need to arrive to the venue **on** 14 February 2017 and no later than 18h00 for inclusion in the congress bags. Packages should be labeled accordingly with the supporters company's name and the name of the responsible person (who will be in the event), and the name and date of the event.

Symposium Signage

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

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

1. Session Hall Signage

- Self-Standing Sign (optional) - The following may be displayed (and provided by the Supporter)
 - 1 x standalone sign to be placed at the entrance of the session hall *only* 30 minutes prior to the sessions published starting time.
- Stage Banners (optional) - The following may be displayed (and provided by the Supporter)
 - 1 x free standing vertical sign to be placed on/next to the stage. Maximum dimensions: W150cm x H250cm
 - 1 x horizontal sign placed in front the head table facing audience. (For dimensions, see SECTION 4: Symposium Session Halls).
 - 1 x Banner in front of the speakers lectern facing the audience.

2. Free standing signage

The Supporter is permitted to place one sign (W50cm X H70cm or W85cm X H200cm) advertising the `Symposium on the day of the session only. The sign may be placed in the registration area. Please coordinate with the Meeting Planner prior the installation. Please make sure to bring your own easels.

SECTION 7: Lead Retrieval Wireless Barcode Readers

Lead Retrieval Wireless Barcode Readers are a helpful tool for collecting participants contact information.

K-LEAD Scanner

Unique opportunity to use our advanced iPod touch lead retrieval system, enabling Sponsors to enhance their database by securing valuable leads for further marketing and communication.

- Compact and intuitive design
- Sleek iPod touch with customized scanner
- Effortless process using registration badge barcode
- Option for pre-installed survey tailored to exhibitor needs
- Ability to insert exhibitor comments for each lead
- Immediate information retrieval online
- Secure use and password protected
- Package includes hardware and software with on-site support
- Use of device for full duration of exhibition
- Cost per unit - **USD 550 + 4% CC charge**



For further details, please [click here](#).

Mini Scanner

- No editing capabilities
- Basic participant info
- Pocket size
- Cost per unit - **USD 450 + 4% CC charge**



Please Note:

- Attendee data is supplied by each participant or the agency responsible for the registration process of that participant. We regret that in some cases data may be incomplete, such as when group registration is completed by a third party, we may not be in possession of the full contact details.
- Data provided will only include the information of participants who have agreed to share their details with 3rd parties. The data of participants who have not agreed to this, will not be provided.
- Kenes International and the Organizing Committee encourage attendees to provide thorough information, however cannot be responsible for the quality and content of such data.
- Furthermore, in some cases, the participant does not give his permission to transfer his contact details to any other party. Therefore, although he was scanned by the bar code reader, we are still unable to forward his contact details.
- In order to reserve your Lead Retrieval Wireless Barcode Reader, please send enquiries to Ms. Sarawanwalai Komolsil skomolsil@kenes.com. We will send you a link to the Exhibitors' Portal, including your personal login details. Deadline for ordering scanners: **Wednesday, February 1 2017**.