



48th Annual Meeting of the International Society for Pediatric Neurosurgery

6 - 10 December 2022
Singapore



Congress Secretariat: Kenes M+



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INVITATION



Dear Friends & Colleagues,

The 48th Annual Meeting of the International Society for Pediatric Neurosurgery (ISPN), which was to take place in Singapore in October 2020, has had to be postponed - twice - due to the COVID-19 pandemic, which has affected all of us. We are finally pleased to inform you that the meeting will now take place in Singapore from 6-10 December 2022, and on behalf of the ISPN and the Local Organizing Committee, it is my great pleasure to invite you to Singapore for the meeting.



The annual scientific meeting of the ISPN is the venue for the exchange of scientific and medical information among pediatric neurosurgeons and research scientists for advancing the care of children with neurosurgical diseases and disorders. There will be many great opportunities for the sharing of the state-of-art advances and rapidly-advancing modern day management of neurosurgical illnesses in children. And very importantly after the travel restrictions imposed by the pandemic, we will finally have the chance to meet face to face, reunite with friends, and sit down together for drinks and great food and share stories!

In Singapore, our vibrant cosmopolitan city located at Asia's crossroads, you will find an eclectic blend of the East and West, of culture, cuisine, arts, science, technology, and architecture. For many of us who have been unable to travel, Singapore is a destination where you will discover enriching and memorable experiences. You will feel the pulse of its multi-cultural heritage and experience a myriad of local and international entertainment choices, a fascinating gastronomic journey, and colorful festivals - a wealth of experiences that you will remember, long after the meeting ends. And doing that together friends we have missed because of the pandemic - what an experience after being travel-deprived!

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 Asia and beyond. Come join us, face-to-face in Singapore, be re-united with friends and help fuel the growing need for pediatric neurosurgery in Southeast Asia and its surrounding regions and help foster the growth of pediatric neurosurgery in this part of the world.

A handwritten signature in black ink, appearing to read 'Seow Wan Tew'.

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



MEETING DETAILS & CONTACT INFORMATION



DATE

6 - 10 December 2022

VENUE

Sands Expo & Convention Centre Singapore
www.marinabaysands.com



CONGRESS WEBSITE

www.ispnmeeting.org

CONGRESS ORGANIZING SECRETARIAT, PCO



Registration & Accommodation

Ms. Pinar Eresici, Registration and Accommodation Manager

E-mail: peresici@kenes.com

Scientific Information

Ms. Mojca Rodic, Scientific Program Coordinator

E-mail: mrodic@kenes.com

Sponsorship & Exhibition Sales

Mr. Muzaffer Komek, Industry Liaison & Sales Manager

E-mail: mkomek@kenes.com

General Inquiries

Ms. Merve Tufekci, Senior Project Manager

Email: mtufekci@kenes.com

Marketing & Cross Promotion Inquiries

Ms. Defne Caglar, Marketing Manager

E-mail: dcaglar@kenes.com

IMPORTANT DATES

| | |
|----------------------------------|-----------------|
| Registration Open | 01 April 2022 |
| Abstract Submission Deadline | 30 May 2022 |
| Early Bird Registration Deadline | 10 October 2022 |

IMPORTANT NOTE: should there are safe distancing measures needed at the time of the meeting, we would follow as per government guidelines/requirements. There are such requirements in place at this moment whilst we hope that there may be no further need for such measures in December 2022.

PRELIMINARY PROGRAM



ISPN 2022 PRELIMINARY OUTLINE OF THE MEETING PROGRAM

| | | | |
|-------------------------------|-----------------------------|-----------------|-------------------|
| December 6th, 2022, Tuesday | Board & Committee Meetings | | Welcome Reception |
| December 7th, 2022, Wednesday | Full Day Scientific Program | | |
| December 8th, 2022, Thursday | Half Day Scientific Program | Free Afternoon | |
| December 9th, 2022, Friday | Full Day Scientific Program | | Networking Dinner |
| December 10th, 2022, Saturday | Half Day Scientific Program | Meeting Closing | |

PRELIMINARY OUTLINE OF DAILY SCIENTIFIC PROGRAM

- 08:00 - 10:00 Morning Sessions
- 10:00 - 10:30 Coffee Break
- 10:30 - 12:30 Morning Sessions
- 12:30 - 14:00 Lunch
- 13:10 - 14:00 Luncheon Symposia
- 14:00 - 15:30 Afternoon Sessions
- 15:30 - 16:30 Poster Session & Coffee Break
- 16:30 - 18:30 Afternoon Sessions

SPONSORSHIP OPPORTUNITIES



MAIN SPONSORSHIP PACKAGES

| | Platinum Sponsor | Gold Sponsor | Silver Sponsor |
|---|--------------------|--------------------|--------------------|
| Limited to | 1 companies | 2 companies | 2 companies |
| Industry Symposia: 45 Minutes | ✓ | ✓ | |
| Company Presentation During Coffee Break: 30 Minutes | | | ✓ |
| Meeting Bag Insert | 3 | 2 | 1 |
| Advertisement in Mini Program | Inside Cover Page | Inside Page | Inside Page |
| Logo on all Conference Materials (both printed & digital versions) | ✓ | ✓ | ✓ |
| Logo Displayed on Conference Website with Hyperlink for one year | ✓ | ✓ | ✓ |
| Exhibition Space | 18 spm | 12 sqm | 9 sqm |
| Exhibitor Badges | 6 | 4 | 3 |
| Complimentary Delegate Registration | 3 | 2 | 1 |
| Placing Roll-ups in the Venue | 4 | 2 | 1 |
| Mailing Industry Symposia Details to All Registered Participants a Week Prior to Conference** | ✓ | ✓ | |
| Sanitary Kit | ✓ | | |
| Opportunity to get contact details of the participants who give consent for sharing their information with sponsors of the conference | ✓ | ✓ | ✓ |
| Sponsorship Fee | 55.000- USD | 35.000- USD | 20.000- USD |

Industry & Breakfast Symposia days will be assigned on First Come, First Serve basis. Cost of the speakers are not included (travel, accommodation, registration)

Lunch Symposias will be on 7 & 9 December 2022.

Company Presentations will be during the morning coffee breaks on 7, 8 & 9 December 2022. Days will be assigned on a "First Come, First Served" basis. Any necessary equipment & AV will be paid by the sponsor.

**HTML template will be prepared by the sponsor. The content is subject to approval of the Organizing Committee

SPONSORSHIP OPPORTUNITIES



Wi-Fi Sponsorship

5.000- USD

Communication is everything. Sponsor's logo will be displayed on landing page to connect the WIFI network. Network name & password will be determined by sponsor (subject to approval of the Organizing Committee)

Attendee Badge Scanning System

3.500- USD

Scan the attendee badge barcode with your phone or tablet and quickly capture the lead information. The platform "Scan Lead" enables you to;

- Collect attendee details, and the date/time the attendee visited your booth or stand
- Export data by generating a spreadsheet with all information collected on attendees visiting your booth or stand
- Create a world-wide map that will display with geographic indicators for every visitor to your booth or stand

Poster Board Branding (limited to 1 company)

4.000- USD

Poster sessions are the core of ISPN meeting. Place your company logo and/or QR code to your website on poster boards next to poster identification numbers.



Lanyards

7.500- USD

Supply your company's lanyards and be constantly visible to all delegates. (limited to 1 company)

Place your company's logo on the lanyards and be constantly visible to all delegates (limited to 1 company)

Rate will be reduced to 6.000.- USD if lanyards will be provided by the sponsor.



SPONSORSHIP OPPORTUNITIES



Notepads & Pens

6.000- USD

Supply your company's notepads & pens which will be placed in congress bags (limited to 1 company)
Supply your company's logo on notepads & pens which will be placed in congress bags (limited to 1 company)
Rate will be reduced to 4.500.- USD if materials will be provided by the sponsor.



Meeting Bags

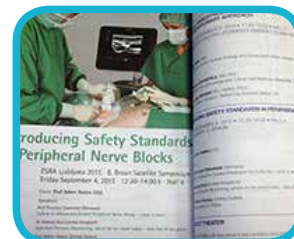
7.000- USD

Have your logo on the Meeting bags and it will go wherever the participants go.
(The design is subject to approval of Organizing Committee, and the production will be handled by the Organizing Secretariat - limited to 1 company)
Rate will be reduced to 5.500.- USD if bags will be provided by the sponsor.



Mini Program Advertisement

Place your advertisement in the mini (pocket) program; the most read item by the delegates



MINI PROGRAM BOOK BACK COVER PAGE (limited to 1 company)

2.000- USD

MINI PROGRAM BOOK INSIDE PAGE (limited to 3 companies)

1.000- USD

Bag Insert

1.500- USD

One-page promotional material in A4 or letter size will be placed in congress bags.
(The material should be provided and sent to the venue by the sponsor)

Roll-Up (per roll-up)

1.500- USD

Increase your company's presence around the meeting venue

SPONSORSHIP OPPORTUNITIES



Industry Symposium

10.000- USD

Sponsorship of an Industry Symposium, up to 45 minutes. The program, the timing and the topic are subject to the approval of the Scientific Committee.

- Permission to use the phrase: "Industry Symposium Sponsor of the ISPN 2022 Annual Meeting"
- Announcement of the Industry Symposium to the Meeting registered participants with an electronic newsletter (HTML will be provided by the sponsor) (platinum & gold sponsors have the priority)
- Inclusion of the sponsor's symposium invitation cards/programs in the Meeting bags (the invitation cards/programs to be provided by the Sponsor)



*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.

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

Pre-Meeting Course (6 December, 2022 Tuesday)

on demand

- The program, the timing and the topic are subject to the approval of the Scientific Committee.
- Permission to use the phrase: Pre-Meeting Course Sponsor of the ISPN 2022 Meeting
- Announcement of the Pre-Meeting Course to the Meeting registered participants with an electronic newsletter (HTML will be provided by the sponsor)
- Sponsor's banners/roll ups to be placed at the entrance of the course hall (Display materials to be provided by the Sponsor)
- Pre-meeting Course program to be included in the App with the logo of the Sponsor



***All pictures are illustrations only.

EXHIBITION INFORMATION



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.

| | |
|--|-------------|
| Rental fee per sqm (Minimum of 6 sqm) space only | 1.000,- USD |
|--|-------------|

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 ISPN 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)

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 October 2022.

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 TIMELINE

| | |
|-------------------|--|
| Set-up | : 6 December, 2022 Tuesday (Early Morning) |
| Welcome Reception | : 6 December, 2022 Tuesday |
| Exhibition | : 6 - 10 December 2022 |
| General Dismantle | : 10 December 2022 |

PAYMENT CONDITIONS FOR SPONSORSHIP & EXHIBITION ITEMS



PAYMENT PLAN & CONDITIONS

The below payment plan will be applied for all sponsorship packages. For other options, full payment is required at the time of confirmation.

| | | |
|-------------------------|-----|---|
| 1 st payment | 50% | 50% payment is required upon the confirmation of the stand space. |
| 2 nd payment | 50% | Before 29 July 2022 |

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, Mr. Muzaffer Komek (mkomek@kenes.com)

- For cancellations before 30 June 2022; full payment less the bank charges will be refunded.
- For cancellations between 1 July - 31 August 2022; 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 1 September 2022; 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 2022, Singapore
Account number : 1500934 92 400
IBAN : CH79 0483 5150 0934 9240 0
Currency : USD
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.



ISPNeurosurgery



www.ispnmeeting.org