

# ESO-WSO CONFERENCE

Jointly Organised by the European Stroke Organisation & the World Stroke Organization



## Deliverables Timetable\*

| Action Item<br>(Please refer to your signed contract)   | Deadline  | Contact Person  |
|---|---|---|
| Resubmission of Symposium Programme – final version<br>(for re-approval by Scientific Committee)  | Thursday, 13 August   | Via the Portal<br><a href="https://exhibitorportal.kenes.com">https://exhibitorportal.kenes.com</a><br>Each supporter has received login details to access the Portal.<br>For queries please contact <a href="mailto:sgamliel@kenes.com">sgamliel@kenes.com</a> |
| Advertisement inside the E-Programme book   | Thursday, 10 September  |   |
| Promotional E-mail Blast (Exclusive)  | Thursday, 24 September<br><i>Content received after the deadline may be processed for an additional fee of € 500.</i>                       |   |
| E-Advertisement in the Mobile App   | Thursday, 24 September  |   |
| Text for Push Notifications   | Monday, 5 October   |   |
| <b>Badge Scanner/<br/>Lead Retrieval<br/>System</b>   | Monday, 26 October  |   |
| Placing orders for Voting/Recording/ 'Ask the Speaker' and other Technology Products and Services  | As early as possible and no later than Thursday, 24 September<br><i>Orders received after the deadline will incur rush fees</i>             | Emiliya Georgieva<br><a href="mailto:egeorgieva@kenes.com">egeorgieva@kenes.com</a>   |
| Branding of Headtable and Lectern/ Rollups/ Signage/ Printing Services/ Graphics  | Friday, 9 October<br><i>Artwork should be submitted before <b>Friday, 16 October</b></i>  | cPoint GmbH<br><a href="mailto:info@cpoint.services">info@cpoint.services</a>   |
| AV – scheduling Tech rehearsal, placing orders for extra AV for the Sponsored Symposia and AV for Meeting rooms   | Thursday, 15 October  | Mike Perchig<br><a href="mailto:nest@nest-av.com">nest@nest-av.com</a>  |
| Hostesses & Temporary Staff Hire  | Friday, 23 October  | Katharina Buresch<br><a href="mailto:buresch@impacts.at">buresch@impacts.at</a>   |
| Catering Services   | Friday, 30 October<br><i>Orders received after the deadline might incur additional fees and items availability might not be guaranteed.</i> | Motto Catering Webshop:<br><a href="http://shop.motto-catering.at">shop.motto-catering.at</a><br><a href="mailto:webshop@mottogroup.at">webshop@mottogroup.at</a>   |

\*Subject to change

