Industry Symposia Manual

March 23-27 2020
Barcelona, Spain

Science and Education for Action Against HPV
Dear Supporter,

We are happy to present you with the IPVC 2020 Industry Symposia Manual. The IPVC Conference will take place on March 23 - 27, 2020 at the CCIB – Barcelona International Convention Center in Barcelona, Spain.

**Venue address:**
CCIB – Barcelona International Convention Centre  
Placa de Willy Brandt, 11-14, 08019 Barcelona, Spain  
Tel: + 34 93 230 10 00  
E-mail: ccib@ccib.es  
Website: www.ccib.es/en

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 the information presented. It will take you very little time now and could save you a great deal of time later. Please forward this manual to everyone who is working on this project.

**Exhibitor Portal**
Each supporter will receive an e-mail with login details to access the Exhibitor Portal. The Exhibitor Portal enables supporters to:
- Submit Company logo and profile  
- Submit deliverables as per contract  
- Order Lead retrieval/scanner  
- The login details will be sent to the person signing the contract. This person is responsible for passing on the login details to third party if needed.  
- Access to all Portal services will be available only after submission of your company profile and logo.  
- Only deliverables as indicated in your contract, should be submitted via the Portal. Items not included in your contract will not be processed.

Lastly, Kenes Group is offering IPVC 2020 participants and supporters specially reduced rates for various hotels in Barcelona. Information, pictures, location and rates are available on the hotel accommodation page of the Conference website: https://hotels.kenes.com/congress/IPVC20

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

Warm regards,
Stephanie Stoyanova  
Industry Coordinator
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Section 1: Symposium Related Contact Information

Conference Organizer
Kenes Group
Rue François-Versonnex 7
1207 Geneva, Switzerland
Tel: +41 22 908 0488 | Fax: +41 22 906 9140 | E-mail: ipvc20@kenes.com

Industry Liaison & Sales Associate
Sherwin Gentle
Tel: +31 20 763 0108 | E-mail: sgentle@kenes.com

Exhibition Manager & Industry Coordinator
Stephanie Stoyanova
Tel: +41 22 908 0488 Ext 251 | E-mail: sstoyanova@kenes.com

Audio Visual Coordinator
Mike Perchig
E-mail: nest@nest-av.com

Registration Specialist
Polina Zdravkova
Tel: +41 22 908 0488 Ext 296 | E-mail: pzdavkova@kenes.com

Product Marketing Coordinator
Emilia Georgieva
Tel: +41 22 908 0488 Ext 297 | E-mail: egeorgieva@kenes.com

Hotel Sales Manager
Anna Ivanova
Tel: +41 22 9080488 Ext 292 | E-mail: aivanova@kenes.com | Hotels Listing: https://hotels.kenes.com/congress/IPVC20
Contractors:

Catering Services
CCIB exclusively
Email: satellites@ccib.es

Furniture Hire / Graphic Printing / Signage
FORMAS
Igor Coll
Email: igor@formas.com | proyectos@formas.com

Material Handling, Onsite Logistic Agent & Customs Clearance Agent
Zehavit Akerman
Tel: +49 69 747 848
Tel: +972 8 914 6382
Mobile: +972 52 511 4982
Email: akerman@merkur-expo.com

Merkur is the exclusive handler inside the venue.

Hostesses & Temporary Staff Hire
CCIB exclusively
Email: satellites@ccib.es
## Section 2: Deadlines Table

<table>
<thead>
<tr>
<th><strong>Action Item</strong> (Please refer to your signed contract)</th>
<th><strong>Deadline</strong></th>
<th><strong>Contact Person</strong></th>
</tr>
</thead>
</table>
| Staff Hotel Reservation                               | As soon as possible | Anna Ivanova
aivanova@kenes.com |
| Payment of Invoice Balance                            | Must be received in full one week prior to the Conference | Pazit Hochmitz
phochmitz@kenes.com |
| Symposium Final Program (subjected to approval of the conference secretariat) | For companies which still haven’t submitted their final symposium program via the Exhibitor Portal – kindly do so as early as possible and no later than Monday, January 20th, 2020 | Via Exhibitor’s Portal
https://exhibitorportal.kenes.com
Each supporter has been contacted with login details to access the Exhibitor’s Portal. For queries please contact Stephanie Stoyanova
sstoyanova@kenes.com |
| Printed Program Book Advertisement                     | Monday, January 20th, 2020 | |
| Bag Inserts – Final Artwork For review and approval    | Monday, January 20th, 2020 | |
| Mobile App Advertisement                              | Monday, January 20th, 2020 | |
| Lead Retrieval Barcode Readers Order                  | Monday, February 3rd, 2020 | |
| Push Notifications                                     | Monday, February 10th, 2020 | |
| E-mail Blast (Exclusive)                              | Monday, February 10th, 2020 | Content received after the deadline may be processed for an additional fee of € 500. |
| Graphics, Furniture Hire                              | Monday, January 27th, 2020 | Igor Coll
igor@formas.com
A surcharge of 20% will be imposed on orders sent after this date |
| Voting/Webcasting/Synchronized Video/Audio/PowerPoint Recording, Live Streaming and other technology products/services [Exclusive to Kenes Group] | As early as possible and no later than Monday, February 3rd, 2020 | Emiliya Georgieva
egeorgieva@kenes.com
Orders received after February 3rd, may incur rush fees |
| Catering Services                                     | Monday, March 9th, 2020 | CCIB
satellites@ccib.es |
| **Shipping & Material Handling Services**             |              | |
| Door to door shipments                                 |              | Zehavit Akerman
Akerman@merkur-expo.com |
| Airfreight shipments                                   | For this service please contact MERKUR | |
| Shipment via Germany warehouse                         | No later than Monday, March 16th, 2020 | |
Section 3: Symposia Timetable

Tuesday, March 24, 2020

<table>
<thead>
<tr>
<th>Company Name</th>
<th>From</th>
<th>To</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Merck MSD</td>
<td>12:35</td>
<td>14:05</td>
<td>Room 113</td>
</tr>
</tbody>
</table>

Wednesday, March 25, 2020

<table>
<thead>
<tr>
<th>Company Name</th>
<th>From</th>
<th>To</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hologic</td>
<td>12:45</td>
<td>14:15</td>
<td>Room 113</td>
</tr>
<tr>
<td>Roche</td>
<td>16:30</td>
<td>18:00</td>
<td>Room 113</td>
</tr>
</tbody>
</table>

Thursday, March 26, 2020

<table>
<thead>
<tr>
<th>Company Name</th>
<th>From</th>
<th>To</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beckton Dickinson</td>
<td>10:15</td>
<td>11:45</td>
<td>Room 114</td>
</tr>
<tr>
<td>Seegene</td>
<td>13:00</td>
<td>14:30</td>
<td>Room 114</td>
</tr>
</tbody>
</table>

Timetable and halls are subject to changes. The most updated timetable will be published on the conference website.

Important notes:

➢ Industry Symposia are not included in main Conference CME/CPD credit.
➢ Food and drinks are allowed to be taken into the symposium halls (excluded hot drinks).
➢ Additional fee will be applied for cleaning the hall immediately following the session and it will be included in the proposal for catering orders directly from CCIB.
➢ We recommend arriving early to set up the hall prior to the start of your Symposium and according to availability of the Hall, as can be seen in the most updated timetable. A member of the Kenes Operational team will be available should you need any assistance.
➢ Handouts can be distributed at the entrance to the Symposium hall; however, it is NOT permitted to place material on the chairs inside the hall.
➢ 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 IPVC 2020 Conference Website.

➢ Please take into consideration that lunch and refreshments will be served in the Exhibition hall according to the schedule shown in the program.
➢ If you are planning to have catering/lunch boxes together with the symposium, it is recommended to indicate in all publications that lunch/refreshment will be served as long this is not contradicts the supporter’s internal compliance policy. If you wish to order catering, please click here.
➢ In order to support you in the best possible way, please share with us your plans and requirements. This information is invaluable. Please coordinate directly with the Industry Coordinator.
As indicated in the sponsorship agreement, the supporting company, in addition to the support fee, must cover all speakers’ expenses, including registration fees, accommodation and travel expenses. This also applies in the case where the Sponsored Symposium speakers have already been invited by the Meeting.

**Technical Rehearsal**

We strongly recommend scheduling a technical rehearsal in the hall itself and testing the Presentations during that rehearsal. Please plan directly with the Conference Audio Visual Coordinator, Mike Perchig at: nest@nest-av.com

Technical rehearsal is offered free of charge; however additional charges may apply, depending on hall availability and rehearsal requirements.
### Section 4: Symposia Session Halls

<table>
<thead>
<tr>
<th>Hall Capacity</th>
<th>Hall Layout</th>
<th>Location</th>
<th>Stage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room 113</td>
<td>360 seats</td>
<td>Theatre</td>
<td>Level P1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2 separate stages: 2x2x0.20 meter for the lectern on the right/audience viewpoint 4x3x0.40 meter for the head table on the left/audience viewpoint, with a step on the internal side</td>
</tr>
</tbody>
</table>

- **Room 114**
  - 360 seats
  - Theatre
  - Level P1
  - 2 separate stages: 2x2x0.20 meter for the lectern on the right/audience viewpoint 4x3x0.40 meter for the head table on the left/audience viewpoint, with a step on the internal side

The general stage setting in the Hall 113 & 114 includes 1 speaker lectern and a 2 head tables accommodating up to 4 people. For alternative/additional arrangements please contact Stephanie Stoyanova at: sstoyanova@kenes.com (Fees may incur)

- Head table and Lectern banners are not available for branding.
- Printed tent cards on the head table are optional and should be produced and provided by Supporter

**Audio-Visual (AV) Equipment**

**Halls 113 and 114 in each:**

- Front projection screen, image 5 meters wide (16:9 ratio)
- Data projector, at least 8000 ansi-lumens, incl. all the required cabling.
- 21” Confidence monitor on the head table, showing the same PowerPoint image as being projected on the main front projection screen.
- Laptop computer for PowerPoint presentations, including English version of Windows and Office, USB port, sound card – located at the lectern and networked to the Speakers’ Ready Room.
- Laser pointer (as back-up, we recommend using the cursor of the laptop computer as a pointer).
- P.A. (sound) system, which covers the hall and the stage, including 5 wired microphones (2 head table, 1 lectern, 2 Questions & Answers) with stands (floor/table), 1 wireless headset microphone and connection to sound from computers (mini PL plug) at the lectern.
- Lighting system, illuminating the lectern.
- AV technician to operate the above-mentioned systems
Data Presentations
Please upload your presentation slides, at the latest four hours, before the scheduled start of your lecture(s) to the link you have received (a link will be sent one month before the Conference). If you did not receive the link, please contact us at IPVC 2020: Abstracts.

Presentations can be uploaded either online using the link, or at the Speakers’ Ready Room onsite. You can bring your slides to the Speakers’ Ready Room on USB key or an external hard disk.

As previously mentioned, we strongly recommend scheduling a technical rehearsal and testing the Presentations during the rehearsal. Please plan directly with the Conference Audio Visual Coordinator, Mike Perchig at: nest@nest-av.com

Location and Layout
Level 1 - please click here for full floor plan in pdf format
Section 5: Symposium Promotion

Due to accreditation criteria for this Conference, which is CME certified, the following rules must apply:
➢ Companies must not use Conference banner in any promotional materials they create.
➢ It is not permitted to use the IPVC society logo on any of the symposia materials, you can use only the conference logo.
➢ Materials created by companies should NOT utilize the main event marketing look and feel.
➢ When promoting your symposium, please always indicate on any of your promotional materials “This session is NOT included in the main conference CME/CPD credit”
➢ When promoting your symposium, you are allowed to use the phrase: “Official symposium of the 33rd IPVC Conference, which will be held from 23-27 March 2020, in Barcelona, Spain.

Symposium Title and Program

For companies who still haven’t submitted their final symposium program via the Exhibitor Portal – kindly do so as early as possible and no later than Monday, January 20th, 2020).

The proposed program should include:

➢ Symposium title
➢ Date, time and hall name
➢ Chair(s) name, e-mail and country
➢ Topics/lecture titles including speaker name, country and e-mail address
➢ Please specify start time and end time of each lecture within the session

(subjected to approval of the conference secretariat)

In case of changes to your symposium title or program, please contact the Industry Coordinator at: sstoyanova@kenes.com.

Mobile App Advertisement

Should you be entitled to a mobile app advertisement per your contract, please submit the file according to the following specifications by email to the Industry Coordinator (sstoyanova@kenes.com), no later than Monday, 20th January 2020.

Size: 1500x2000px
Format: PNG or JPG (up to 2 MB)

We recommend avoiding using small text, so the advert can be readable when displayed on a mobile screen.
E-mail Blast (Exclusive)
Sponsors entitled to an Industry Mailshot as per their signed contract, please click here for mailshot design requirements. Please make sure to forward these guidelines to your web-designer/programmer. Please upload the HTML version of your mailshot and other relevant files together with the requested mailshot subject-line to the Exhibiter Portal no later than Monday, 10th February 2020.
(Content received after the deadline may be processed for an additional fee of € 500)

Push Notifications

Kindly submit the text for the Push notification by Monday, 10th February, 2020 via the Exhibitor portal - according to the below guidelines:

✓ **Message Title** – Maximum 90 characters including spaces
✓ **Message body** - Maximum 140 characters including spaces
✓ Preferred date and exact local time, please with your industry coordinator

*Note the final schedule will be determined closer to the conference, considering other push notifications.

Push notifications will be sent out during breaks in order not to disturb the participants who are inside the halls.
Final program Book Advertisement

For Sponsors entitled to adverts in the printed program book as per their signed contract, please submit the file via the Exhibitor Portal no later than Monday, 20th January 2020 in one of the following formats at a resolution no less than 300 dpi: EPS, Illustrator, JPG or PDF.

Please refer to the diagram hereunder for A5 advert dimensions for the final program.
Bag Inserts

Bag inserts are to be printed and delivered by the supporter. Should you be entitled to a bag insert as per your contract, please follow the below procedure:

1. Please submit the final artwork (prior to printing) for approval no later than Monday, 20th January via the Exhibitor Portal.
2. The bag insert should not exceed a double side of standard A4 dimensions.
3. When promoting your Symposium, please include the following disclosure: This session is not included in main conference CME/CPD credit
4. A quantity of 1,800 inserts is requested. We recommend checking the latest registration numbers with the Industry Coordinator, before printing.
5. Bag inserts must arrive at the venue No later than 10:00 am on Sunday 22nd March 2020 - to be included in the Conference bags.

Important Notes Regarding Shipping of Bag Inserts:

- Inserts that do not arrive to the venue by 10:00 am on Sunday, March 22nd, 2020 - will not be included in the Conference bag.
- Merkur is the official logistic agent for the IPVC 2020 Conference. To assure the safe and timely arrival of your inserts, we strongly recommend sending the inserts via Merkur warehouse (fees will incur). Further details can be found in the in the Shipping Instructions.
- Packages should be labeled (Green Label) with the supporting company name, name of the responsible person (who will be onsite), and the name and date of the event. Please also make sure to state ‘Bag Inserts’ on all packages.
- Supporters may deliver the Inserts directly to the venue door. Please note that all materials entering the venue incur a handling charge (including bag inserts and display items). No other company is permitted to deliver operate, and handle goods inside the venue.
- Any deliveries made directly to the venue without going through the official logistics agent, will be at the supporter’s own risk. If they do not arrive on time or are mislaid, the conference organizers and official logistics agent will not take any responsibility.
Symposium Signage (Optional)

Symposium supporters have the option to create signage promoting their symposium according to the below guidelines. The symposium signage must be produced by the supporter. Lectern and head table banners are exclusive to CCIB.

1. Session Hall Signage

➢ Self-Standing Sign at the Entrance
One stand-alone sign to be placed at the entrance of the session hall 30 minutes prior to the sessions published start time. Please make sure to indicate on the sign: This session is not included in main conference CME/CPD credit

➢ Stage Banners -

▪ 1 x self-standing vertical sign to be placed on/next to the stage. Maximum dimensions: 150cm wide x 250cm high.
▪ 1 x horizontal sign placed in front the head table facing audience. (Exclusive to CCIB. Please refer to Section 4: Symposium Session Hall).
▪ 1 x vertical sign placed in front of the speakers’ lectern facing audience. (Exclusive to CCIB. Please refer to Section 4: Symposium Session Hall).

2. Self-standing signage at the Exhibition Area
The Supporter is entitled to place one sign (W85cm x H200cm) advertising the Symposium on the day of the session only. The sign may be placed in the exhibition area during exhibition opening hours. Please liaise onsite with the Industry Coordinator and Exhibition Manager.

Please note: Due to CME/CPD accreditation criteria, you may not place signage advertising your symposium in any other locations except as coordinated with Kenes staff onsite.
Section 6: Miscellaneous Information

Badges
Each supporter is entitled to 10 Symposium badges which allow access to the supporter’s symposium only (individual names will not appear on the badges). Symposium badges can be collected 2 hours prior to the session from the Registration Desk and should be returned to the desk after the session ends.

Catering
For your information, refreshments and lunches (included in the registration fee) will be served in the exhibition area as per times scheduled in the scientific program.

Waste Disposal
Please note that it is the supporter responsibility to leave the symposium session hall in a clean and tidy manner once your symposium has finished. Any items such as leaflets, banners, roll-ups must be removed from the hall at the end of your session. Any discarded waste, including promotional material, left behind will be removed by the Conference organizers at the expense of the supporter concerned.

Wi-Fi
Free WIFI will be available at IPVC 2020 conference; however please be aware that as a public Wi-Fi, the capacity is always limited.

Should you require Wi-Fi or an internet line during your symposium, please let us know in advance and we will send you a quote.

Contact person:
Emilia Georgieva
E-mail: egeorgieva@kenes.com

Meeting Rooms / Hospitality Rooms
Supporters interested in renting a meeting room during IPVC 2020 Meeting should contact Mr. Sherwin Gentle, E-mail: sgentle@kenes.com

Kindly note that AV, technicians and F&B are not included in rental costs.

If you wish to order AV for your meeting room please contact the Conference Audio Visual Coordinator, Mike Perchig at: nest@nest-av.com

Catering is exclusive to CCIB and should be ordered in advance. Supporters who wish to order food and beverages for their meeting/hospitality room, are welcome to do so directly with satellites@ccib.es and complete the order if click here.

Kindly place your order no later than Monday, March 9th, 2020.
Section 7: Lead Retrieval Wireless Barcode Readers

Lead Retrieval Wireless Barcode Readers can be a helpful tool for receiving contact information about participants who attend your symposium. Barcode readers may be rented in advance via the Exhibitor’s Portal no later than **Monday, February 3rd, 2020.**

The Mini Scanner

- Pocket size
- Quickly capture lead information by scanning the barcode on attendees’ badge
- Cost per unit - **€ 300 + 4% credit card charges**
- Available for the duration of the symposium only
- Note: no editing capabilities.

**Please Note:**

- In light of the new data protection regulation recently enacted in Europe, Kenes Group has updated its privacy policy. You can view our updated privacy notice [here](#).
  Kenes will not share delegate’s personal data with third parties without their consent.
  Please note that similarly to sharing a business card, presenting delegate badge for scanning at exhibition booths or industry symposia constitutes an expression of consent to share their personal details with the company that is scanning their badge so that it may contact them in the future.
- Barcodes on delegate’s badges contain contact information as supplied by the delegate or the agency responsible for the registration process of the delegate. We regret that in some cases, as when group registration is completed by a company, we may not be in possession of the full contact details.
- In addition, please note that neither Kenes Group nor the Organizing Committee is responsible for the content of the information.

In order to reserve your Mini Scanner, please log into the Kenes Exhibitors’ Portal [https://exhibitorportal.kenes.com](https://exhibitorportal.kenes.com)

If further assistance is required to place your order, or you have not received your login details please contact the Exhibition & Industry Coordinator, Stephanie Stoyanova, E-mail: sstoyanova@kenes.com.
Section 8: Innovative Products for Industry Symposia

Maximize your Participant Experience - Use our innovative technologies for your Symposium

Kenes is proud to deliver a wide variety of quality onsite technology products and services. We offer:

- **Webcasting, Synchronized Video/Audio/PowerPoint Recording, Live Streaming** and many more products designed for capturing and recording symposium content.

- **Voting with Keypads** and web-based interaction platforms such as: **Voting via the Conference app, Q&A via Conference App (‘Ask the Speaker’)** and more products designed for increasing participant’s interaction during symposium sessions.

- **Translation services in any language**: We can provide the *traditional solution* of building a translation booth in the session hall and hiring headphone receivers. Alternatively, we offer *app translation* with remote interpreters. In this case the participants stream the translation through an app on smartphones.

We also provide tailor made customized solutions – [contact us](#) to make it happen!

For more onsite products opportunities and price quotes - [Click Here](#)

**PLEASE NOTE**: All product solutions are offered exclusively by Kenes Group.

Please submit your order by **Monday, February 3rd 2020**. Orders received after the deadline will incur rush fees.

Please contact us to discuss your needs and our relevant...
Section 9: Shipping Instructions

Kindly note that Merkur Expo Logistics GmbH is the sole official on-site agent nominated by Kenes Group to handle all in/out shipments arriving to this Conference.

Contact details:

Merkur Expo Logistics GmbH
Ms. Zehavit Akerman
Tel: +49 69 747 848
Mobile: +972 52 511 4982
E-mail: Akerman@merkur-expo.com

Range of services:

➢ Transport, national or international
➢ Temporary or permanent customs clearances
➢ Coordination of deliveries, delivery time slot management
➢ Unloading, delivery to the hall/exhibition-stand, forklifting
➢ Storage of empty boxes and crates during the event
➢ Accessible storage for brochures and give-away items during the event
➢ On-site assistance and supervision

The shipping instructions at the end of this manual are provided to assist with your preparation for the correct and timely dispatch of materials to the Conference. Please follow the instructions closely.

The shipping instructions includes:

➢ Shipping Instructions
➢ Tariff
➢ Material Handling Form

In order to follow up your shipment and to confirm arrival on time, we kindly ask you to provide the official shipping agent with the following information prior to shipping:

1. Number of pieces (pallets, boxes, cartons, etc.)
2. Way of transport (road freight, currier services, airfreight, ocean)
3. Airway bill number

Supporters may choose to use their own services to deliver their goods to the venue door. However, no other company is permitted to deliver, operate, and handle goods inside the venue.

Merkur has the responsibility of receiving and handling all materials for a fee as published on the “Tariff” section at the end of this manual. Handling rates are based on the incoming weight of shipments. Merkur must have payment before forwarding freight.

In order to receive a price quote for handling and to assure arrival of your materials, please be sure to complete the “Pre-Advise” form included in the shipping instructions.
Insurance of Goods

All cargo should be insured from point of origin.

To view the full IPVC 2020 Shipping Instructions, including Tariffs, Material Handling please select the relevant links:

- Material Handling Form
- Shipping Instructions
- Tariff

Please Note: All advanced shipments and deliveries to the Merkur warehouse, including by courier, must be coordinated with Merkur.

For any questions/clarifications, please contact Ms. Zehavit Akerman from Merkur

Tel: +49 69 747 848
Mobile: +972 52 511 4982
E-mail: Akerman@merkur-expo.com

If you require any additional services which do not appear in this manual, please contact:

Ms. Stephanie Stoyanova
Kenes Group
Tel: +359 886 346 603
Email: ssstoyanova@kenes.com