



**Cytokines 2022**  
International Cytokine & Interferon Society ICIS

**ILC4** 4<sup>th</sup> International Conference  
2022 on Innate Lymphoid Cells

# TECHNICAL MANUAL

10<sup>th</sup> Annual Meeting of the  
International Cytokine  
& Interferon Society  
Joint with 4<sup>th</sup>  
International Conference on Innate  
Lymphoid Cells (ILC4)

**20 - 23 September 2022**

Hilton Waikoloa Village  
Big Island, Hawaii, USA  
**HYBRID MEETING**

[www.hawaii.cytokinesociety.org](http://www.hawaii.cytokinesociety.org)  
[www.ilc2020.org](http://www.ilc2020.org)

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## MAIN CONTACT LIST

### Meeting Exhibition & Sponsors Overall Supervision

MCI Suisse SA

Candice Gabay

Tel : +41 22 33 99 524

Email : [candice.gabay@wearemci.com](mailto:candice.gabay@wearemci.com)



### Meeting Registration

MCI Suisse SA

Tel: +41 22 33 99 604

Email: [cytokines.reghot@mci-group.com](mailto:cytokines.reghot@mci-group.com)



### Virtual Meeting Specialist

The International Cytokine & Interferon Society (ICIS)

Beth Gray

Tel: +1 215 206 19 37

Email: [beth@cytokinesociety.org](mailto:beth@cytokinesociety.org)



### Shipping Queries

International Convention Services (ICS)

Maria Santiago

Tel: +1 (808) 832-2441

Email: [marias@icshawaii.net](mailto:marias@icshawaii.net)



## KEY DATES AND DEADLINES

### Friday 15 July 2022

- ✓ Completed virtual booth grid and all assets
- ✓ Bags inserts for the virtual platform
- ✓ Sponsored industry session title

### Wednesday 20 July 2022

- ✓ Table-top location

### Friday 5 August 2022

- ✓ Advanced order deadline **shipping** & graphics

### Monday 15 August 2022

- ✓ Sponsored industry session full programme
- ✓ Email blasts
- ✓ Sponsored tweets
- ✓ High resolution logo for final program, in-person signs, as well as meeting bags, lanyards and face masks (if applicable)
- ✓ Programme advertisement
- ✓ Company logo and profile

### 5 - 12 September 2022

(receiving shipment between 5-12 Sept.)

- ✓ All materials for table top exhibits
- ✓ Bags inserts for in-person meeting
- ✓ Pens and pads
- ✓ Water bottles
- ✓ USB sticks
- ✓ Flip flops

## SHIPPING GUIDELINES

All shipment queries and orders should be made to the International Convention Services (ICS) directly, please find the order form [HERE](#).

**Advance Order Deadline: Aug 5, 2022**

(NOTE: ORDERS RECEIVED AFTER ADVANCE ORDER DEADLINE DATE WILL BE FILLED UPON AVAILABILITY)

For all items listed below (**TO BE PROVIDED BY THE SPONSORS**), please follow the shipping guidelines:

- ✓ All materials for table top exhibits
- ✓ Bags inserts for in-person meeting
- ✓ Pens and pads
- ✓ Water bottles
- ✓ USB sticks
- ✓ Flip flops

### Shipping Address

For all shipping related enquiries, rates, and guidelines, please contact International Convention Services (ICS) who are appointed as our official freight contractors and onsite handling agents for the meeting. We strongly recommend that you do not send any freight to the event without first contacting International Convention Services (ICS).

### Contact details:

**Maria Santiago**

Tel: +1 (808) 832-2441

Email: [marias@icshawaii.net](mailto:marias@icshawaii.net)

### Hawaii Warehouse Address:

International Convention Services (ICS)

1004 Makepono Street

Honolulu, HI 96819 USA

International Convention Services (ICS) and MCI Suisse SA cannot be held responsible should exhibitors not follow the above guidance.

### Shipping Deadline

International Convention Services (ICS) will be delivering all shipments to the Hilton Waikoloa Village Conference Center on Sunday 18 September 2022. Receiving at Convention Services (ICS) warehouse is **from Monday 5 September** through **Monday 12 September 2022**.

**ANY FREIGHT RECEIVED HEREAFTER IS CONSIDERED LATE FREIGHT & WILL INCUR AN ADDITIONAL 30% LATE FEE .**

### Disclaimer

The organizers decline all responsibility if shipping guidelines as stated above are not strictly followed. Your shipment must be sent to the official freight forwarder for the show. The organizer decline all responsibility for shipments sent to the hotel directly.

# DOCUMENTATION

## Virtual booth grid and assets For all virtual exhibitors

Friday 15 July 2022  
to [beth@cytokinesociety.org](mailto:beth@cytokinesociety.org)

## Virtual bag insert

- ✓ High Resolution PDF
- ✓ Maximum 10 pages

Friday 15 July 2022  
to [beth@cytokinesociety.org](mailto:beth@cytokinesociety.org)

## Company logo and profile

- ✓ Logo in **.eps** format
- ✓ Company description (500 words max)

Monday 15 August 2022  
to [candice.gabay@wearemci.com](mailto:candice.gabay@wearemci.com)  
for inclusion in meeting materials

## Bag insert for in-person meeting

- ✓ The maximum size of the insert is limited to US Letter format.
- ✓ The thickness can be no more than 65-80# (215 gsm).
- ✓ Each insert should be ready for insertion and require only one manipulation for inclusion in the Meeting bag (ICIS / MCI will not fold, staple, etc. any insert).

Please submit PDF copy by  
Monday 15 August 2022  
to [candice.gabay@wearemci.com](mailto:candice.gabay@wearemci.com)  
for approval

**PRINTING AND SHIPPING  
(AT LEAST 750 COPIES)  
TO BE DONE BY SPONSORS**

Ship your 750 Inserts to ICS SHIPPING CONTRACTOR to arrive not later than  
**Monday 12 September 2022**  
DO NOT SHIP DIRECTLY TO THE HILTON OR THE INSERTS MAY NOT MAKE IT INTO THE REGISTRATION BAGS

## Programme advert

- ✓ US Letter
- ✓ **Portrait** format
- ✓ High resolution PDF
- ✓ 3mm bleed

Monday 15 August 2022  
to [candice.gabay@wearemci.com](mailto:candice.gabay@wearemci.com)  
for approval

## E-BLAST GUIDELINES

All information listed below is to be submitted to [candice.gabay@wearemci.com](mailto:candice.gabay@wearemci.com)

- ✓ Your e-blast text must be submitted in a **Word Document**.
- ✓ You may send **up to 4 images** in **PNG format** to be included in your e-blast, in at least 700 px for each of the 4 images.
- ✓ The e-blasts will be sent on the final days leading up to the meeting, between 9 - 19 September 2022.
- ✓ Please make sure to provide us with the subject line of the e-blast. Keep it short and sweet, try to trim your subject line to less than 9 words. **Space is limited, recommended length: less than 50 characters.**
- ✓ Please send us **1 to 4 email addresses of the representatives** that should receive a **test e-blast for approval**.
- ✓ The deadline to submit your e-blast file is **Monday 15 August 2022**.

## SPONSORED TWEETS GUIDELINES

### Requirements/Guidelines:

- ✓ There will be no more than 3 sponsor tweets per day - please provide 3 preferred choices of dates. Tweets cannot be published during competing symposium timeslots.
- ✓ The deadline to submit your text/copy, imagery, and links is at least 10 working days before the scheduled date of first tweet.
- ✓ Maximum tweet character count of 280 (including spaces)
- ✓ The text/copy must begin with: "Promoted Tweet:" (included within the character count of 280).
- ✓ Meeting hashtag should be included somewhere in the copy: **#Cytokines2022** (included within the character count of 280). **Please also include your company @Twitter so we can tag that in the tweet.**
- ✓ All visuals must be sent in PNG or JPEG format (dimensions: 2048 x 1024 px)  
The visual is optional but recommended as images are more attention-capturing.  
Compliance promotion codes should be included within the visual (if legally required).

The promotional content should focus on Meeting participation and respective studies/sessions/booths etc. We are not able to promote any products or medications via Twitter.

Complete the EXCEL Tweet Order Form (found [HERE](#)) and send to [candice.gabay@wearemci.com](mailto:candice.gabay@wearemci.com)

**Deadline for submission of [ORDER FORM](#) is 10 working days prior to first tweet publication**

## COMPLIMENTARY REGISTRATIONS

### Exhibiting / sponsoring staff registrations

- ✓ All exhibitors must be officially registered and will receive a badge displaying the name of the individual and exhibiting company name.
- ✓ If your company has complimentary registrations as part of their sponsorship, you will be contacted by the Cytokines Registration Team to confirm those registrations.
- ✓ Any additional industry badges will be charged as follows:
  - USD 1200.00 (ICIS members)
  - USD 1400.00 (Non-members)

### Online registration

In order to register your exhibiting staff and complimentary registrations (if applicable) – you will be contacted by our registration team by **June 2022**. If you have not received any email from them by then, please reach out to

#### Cytokines Registration Team

MCI Suisse SA

Tel +41 (0)22 33 99 604

[cytokines.reghot@mci-group.com](mailto:cytokines.reghot@mci-group.com)

Please also communicate the details of the person in charge of registrations for your company (i.e. Communication Agency).

## INDUSTRY SESSION PROGRAMME

Your session title must be submitted by **Friday 15 July**.

Detailed programme should be submitted by **Monday 15 August 2022**

Please submit it to: [candice.gabay@wearemci.com](mailto:candice.gabay@wearemci.com)

**Title of Session**  
**Company Name**

Chairmen: **Chair 1 (Full Name, Country) - Chair 2 (Full Name 2, Country), etc...**

Time	Welcome and Introduction	Speaker [Full Name and Country]
Time	Subtopic 1	Speaker [Full Name and Country]
Time	Concluding Remarks	Speaker [Full Name and Country]
Time	Questions and Answers	Speaker [Full Name and Country]

# TABLE TOP AT THE IN-PERSON EVENT

## EXHIBITION SPACE AT HILTON WAIKOLOA VILLAGE

- ✓ 1 table (6 feet) with 2 chairs
- ✓ 1 electrical outlet

Any additional orders can be made to the Hilton Waikoloa Village directly, please contact:

### Jennifer Kadota

Director | Events & Catering  
[jennifer.kadota@hilton.com](mailto:jennifer.kadota@hilton.com)

Please bring from your own company (refer to the shipping guidelines on page 4):

- roll up banner
- documentation
- company table cloth

Brochure rack can be rented upon request to [candice.gabay@wearemci.com](mailto:candice.gabay@wearemci.com)

## IN-PERSON EXHIBITION OPENING HOURS

### BUILD-UP

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Monday	19 September 2022	13:00 – 20:00
Tuesday	20 September 2022	08:00 – 13:00

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### EXHIBITION OPENING HOURS

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Tuesday	20 September 2022	17:30 – 21:00
Wednesday	21 September 2022	10:00 – 18:00
Thursday	22 September 2022	10:00 – 18:00
Friday	23 September 2022	10:00 – 14:00

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### DISMANTLING

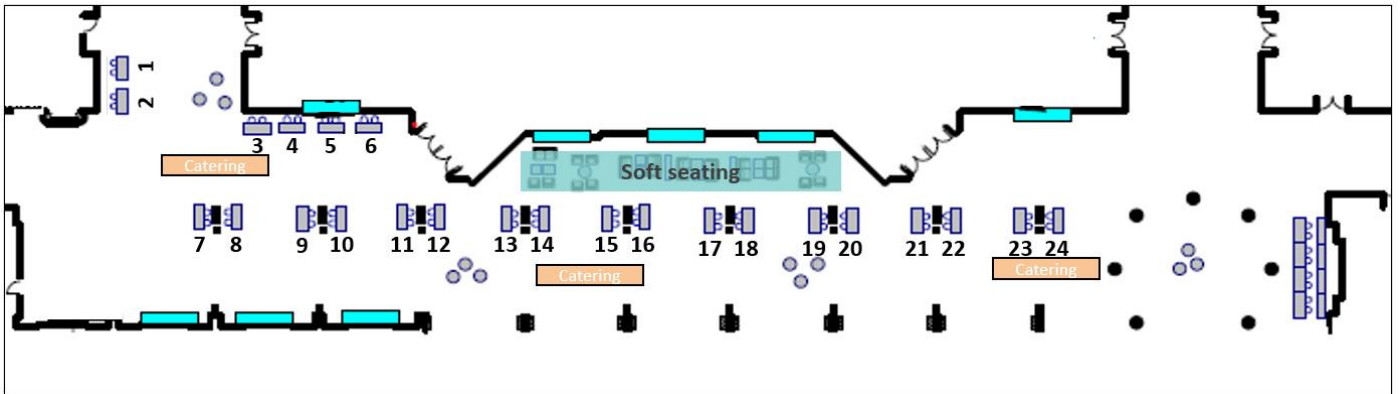
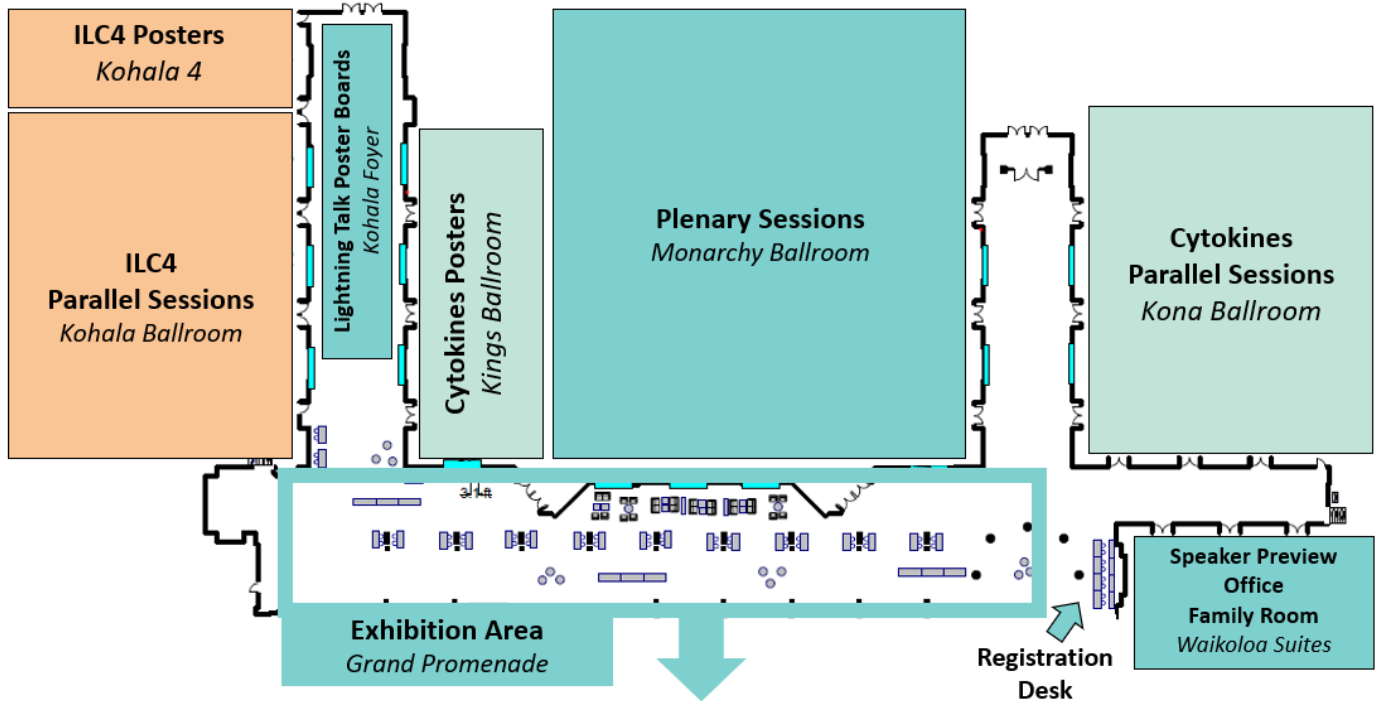
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Friday	23 September 2022	15:00 – 19:00
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# EXHIBITION LAYOUT



## EXHIBITION SPACE POSITION

Please send us your preferred positions for our table tops by **Wednesday 20 July 2022**:

1<sup>st</sup> choice: \_\_\_\_\_

2<sup>nd</sup> choice: \_\_\_\_\_

3<sup>rd</sup> choice: \_\_\_\_\_

## COMPETITOR

Please specify if your stand must not be located next to a particular competitor:

\_\_\_\_\_