The Annual Meeting of the International Forum of
PSYCHOSIS AND BIPOLARITY

LOGISTICS MANUAL

Contents

1. The IRPB Organising Team
2. The Venue
3. Our Local Agent
4. Sponsored Session details
5. Promotional opportunities
6. Key Information
7. Appendix

Co-Sponsored by:
Dear Supporter,

Welcome to the first combined International Review of Bipolar Disorders (IRBD) and Winter Workshop on Psychosis (WWP):

The 14th International Review of PSYCHOSIS AND BIPOLARITY

Chaired by Prof Konstantinos Fountoulakis (Gr).

The new IRPB will provide the best of the cutting-edge, research-based WWP conference together with the expert review, summary style of IRBD. Numerous opportunities exist for companies in the CNS arena to promote their activities to a focussed audience of practicing clinicians, academic researchers and leading key opinion leaders from around the world.

The organising team wants to work with you to ensure your promotional activities are as impactful as possible and have prepared this document to help you prepare for your attendance at the conference. It contains information about the conference venue and practical promotional opportunities.

If you have any questions regarding any aspect of this document or the IRPB please do not hesitate to contact myself or another member of the Cortex team who will be more than happy to help you - contact details can be found overleaf.

We very much look forward to meeting you in Athens.

Kind regards,

Jane Wicks
Business Development Director - www.irpb.info

IRPB 2014 Platinum Sponsor

Exhibitor

President’s message

2013 is an exciting time for the International Forum of Psychology and Bipolar Disorders.

The Organising Secretariat has taken the decision to bring in the Winter Workshop on Psychosis to reflect the increasing recognition amongst the medical profession that patients’ symptoms overlap and flow across diagnostic boundaries.

The world of psychiatry is moving from categorical to dimensional definitions. The new Forum and annual meeting will challenge practitioners to think about diagnosis across the a wide range of symptomatology.

Increasingly the conferences have also become truly Global. The merger also provides the opportunity for the Forum to reflect this and become truly international.

While the new conference will open many opportunities the core values remain the same. The Forum will continue to be a gathering of like-minded individuals who wish to develop cross-cultural relationships and discuss developments in all aspects of treatment.

It will also continue to provide a link between academia and clinical practice, helping to bring new concepts and developments to the patient.

We welcome your support by working with the organising team to ensure that this endeavour continues and prospers into the future.

Kind regards

Prof Jules Angst, President, IFPB
1. The Conference Organising Team

Russ Pendleton
CEO
E: rp@cortexcongress.com
M: 0044 (0) 7878 201 416

Jane Wicks
Business Development Director
E: jw@cortexcongress.com
M: 0044 (0) 7747 635 065

Julie Ribeiro
Conference Bookings Manager
E: jr@cortexcongress.com
M: 00447452262866

Sarah Baker
Senior Conference Manager
E: sb@cortexcongress.com
M: 0044 (0) 7803 592 971

Michele Colt
Marketing Manager
E: mc@cortexcongress.com
M: 0044 (0) 7545 586 699

The IRPB London Office:
Address: Lion House, 51 Sheen Lane, Mortlake, London SW14 8AB, United Kingdom
Telephone: 0044 (0) 208 878 8789 (switchboard)
Skype: 0044 (0) 208 816 8765
Facsimile: 0044 (0) 208 388 0714
Conference Calls: UK Dial-in: 0844 4 737373
Pin Code: 344612
Intl Dial-in: www.powwownow.com
Website: www.cortexcongress.com

Cortex offices: London, Faro, Valencia, Cyprus, Beirut, Dubai, Hong Kong
2. The Venue

The IRPB will be held at

The Divani Caravel Hotel

Contact the Banquet Department
E: banquet@divanicaravel.gr
T: +30 210 7207000
W: www.divanis.com/caravel

Address:
The Divani Caravel Hotel
Vasileos Alexandrou 2
Kesariani
Athens, Greece
Tel: 0030 210 720 7000

Located in the centre of Athens, the Divani Caravel Hotel is a magnificent venue for conferences. With 4,000 m² allocated to 16 beautifully appointed meetings rooms which possess hi-tech features and amenities.

Please see Appendix A for further information regarding the layout of the Conference area and its facilities.

3. Our Local Agent

Efi Kontodimou
Global Events
6 Paleologou Benizelou str.,
105 56 Athens
E: athens@globalevents.gr
T: +30 210 3250260
F: +30 210 3259999
M:+30 6936272791
www.globalevents.gr
4. Sponsored Session details

Sponsored sessions will take place in the Main Auditorium - the Makedonia Room - in classroom or theatre style and will be completely standalone (i.e. there will be no other sessions taking place whilst sponsor symposia are being undertaken ensuring maximum attendance by the delegates). See Appendix A for details of the floorplan of the venue.

Deadlines for speaker identification, titles and abstracts

All sponsors should submit final details of their speakers and titles of their session as they wish it to appear on the IRPB 2014 website - www.irpb.info by:
- **Friday 28th February 2014**

To ensure your abstract is published in the Delegate Abstract Book final abstracts should be sent to Russell Pendleton by email: rp@cortexcongress.com by:
- **Friday 28th March 2014**

CME Accreditation Services

All sponsors medical education activity can be assessed by the IFPB CME Accreditation Committee for CME accreditation in the areas of Affective Disorders; Psychosis; Anxiety or Addiction. This can be a conference, online learning programme or written course. Any programme is assessed for International CME Accreditation points following closely to the European Union guidelines.

The specifics of the process can be found in the following document: [http://www.ifpb.info/dldocs/IFPBCMECriteria.pdf](http://www.ifpb.info/dldocs/IFPBCMECriteria.pdf)

And refer to the website link: [http://www.ifpb.info/cme-accreditation-services.php](http://www.ifpb.info/cme-accreditation-services.php) all other details.

NOTE: If companies require it, sponsored sessions can be videoed or recorded with slides and promoted on the IRPB Online Learning Library - contact Russell Pendleton at rp@cortexcongress.com for details.

**Audio Visual**

The following Audio Visual will be available in the Makedonia Meeting Room

The position of the stage is indicated on the floorplan (Appendix A). An area of the Foyer will be arranged to accommodate a Speaker Ready Room. This will be equipped with 2 laptops and 1 technician who will be available to assist speakers in loading their slides in advance.

**Sound System**

* (1) podium microphone
* (4) cordless microphones for questions
* (2) microphones for the chairman table
* Mixer, Amplifier, Loudspeakers
* All necessary connection cabling

**Projection Equipment**

* (1) Front projection screen
* (1) data projector
* (1) data projector
* (1) plasma monitor in the chairman
* (1) technician
5. Promotional opportunities

Sponsors are welcome to erect advertising pull-ups for their sessions on stage, in the reception area of the hotel, around the registration area, the main catering points, the online learning area and in the Connectivity Café.

If you wish to order further audio visual equipment please contact:

Efi Kontodimou, Global Events, 6, Paleologou Benizelou str., 105 56 Athens
E: athens@globalevents.gr, T: +30 210 3250260, F: +30 210 3259999

6. Key Information

See Appendix A for a map of the venue which illustrates how hotel and convention centre connect and access points.

The main auditorium will be set up in theatre style.

Contractors:
Sponsors and exhibitors are required to organise their own shipment services.

Deliveries
Deliveries should be sent to:

To: Efi Kontodimou
c/o Andreas Chatzievgenakis
Divani Caravel Hotel,
2, Vas. Alexandrou str., 161 21, Kessariani, Athens, Greece
Tel. +30 210 7207000

And marked with the name of the event - The International Review of Psychosis and Bipolarity 2014; your company name and the number of boxes i.e. one of six; two of six, etc...

Access to the Venue:
The Delivery Entrance for lorries/vans is from the side entrance of the hotel. All lorries/vans should unload and leave.

Conference set up - 8th May 2014
Sponsors are invited to set up their presence at the event during Thursday 8th May 2014. Exact time will be announced by April 30th 2014.

Report to the Conference Registration Desk (See Appendix A).

Exhibition take down
Sponsors must vacate the venue as the conference closes at circa 13.30 on Monday 12th May 2014 and have left the by the end of the day.
6. Key Information (continued)

Audio Visual

See Section 3 of this manual for details of the A/V provided in the main Auditorium by Cortex Congress.
For additional A/V needs contact athens@globalevents.gr

Electrics and Lighting

The power supply in the main meeting room and all public areas is 220v.
European 2 pin 220v plugs are used in Greece - the Hotel does not have adaptors.

Hostesses

Contact Efi Kontodimou by email athens@globalevents.gr to order any hostess requirements.
Rates are 40 Euro per hour, booked for a minimum of 3 hours.

On-site storage/security

The Hotel's storage room is located on the mezzanine floor. However, the hotel management advise that you do not leave small items (e.g. computers, etc.) in the hall overnight.

Limited items can also be placed in the locked Organisers Office overnight but it is not guarded.

Contact: Mr. Andreas Chatzievgenakis, Divani Caravel Hotel, 2, Vas. Alexandrou str., 161 21, Kessariani, Athens, Greece, Tel. +30 210 7207000 for all your storage needs.
E: banquetmgr@divanicaravel.gr

Furniture

If furniture is required this will need to be contracted direct with the venue,
Contact: Efi Kontodimou, Global Events or all your furniture needs
E: Athens@globalevents.gr

Catering

The Food and Beverage Department at the Centre needs to be contacted for all needs.
Note: You are not permitted to bring food items into the venue.
Contact: Efi Kontodimou, Global Events for all your catering needs.
E: Athens@globalevents.gr

Internet access:

Free WiFi (with limited download) is available - please ask at the conference registration desk for further information.

Taxi Services

For taxi services contact Divani Caravel hotel reception

Disclaimer

During build up and take down sponsors must not undertake any activities that could cause damage to the Convention Centre building (walls or floors) or any part of the fixtures and fittings or its structure. If any sponsor does cause damage that the hotel seeks a charge for, the sponsor, not Cortex Congress, will be liable for all costs and repairs.
Conference Floorplan

The blocks 1-5 are the available exhibition stands in the public area - where Registration and Online Learning facilities will also be located.

The largest room is the Makedonia Room - the main plenary room

The smaller rooms are the breakout rooms The Pella and The Mycenae Rooms

The Storage Room is also highlighted on the map.

The Speaker Ready Room will be located near the registration area. Please ask at the registration desk for its precise location.

Additional Meeting Rooms can be reserved for sponsors / groups of delegates to host meetings.

To hire contact Jane Wicks at jw@cortexcongress.com