

Industry Symposia Manual

Dear Supporter,

We are happy to present you with the Industry Symposia Manual for **the 27th Congress of the European Society of Gynaecological Oncology**, which will take place **26 - 28 February 2026 at Bella Center Copenhagen, Denmark**.

Venue:

Bella Center Copenhagen
Center Boulevard 5
2300 Copenhagen S, Denmark
<https://www.bellacenter.dk/en>

This manual covers important information and is designed to assist you in preparing for your Industry 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 with you.

Please do not hesitate to contact us for further information or assistance.

We look forward to welcoming you to Copenhagen and wish you a successful and fruitful meeting!

Anna Toloeva

Exhibitions Manager & Industry Coordinator

E: aapostolova@kenes.com | M: +359 889333347



[Exhibitors and Supporters Portal](#)

Each exhibitor/supporter has received an e-mail with login details to access the Portal.

The Portal enables Supporters and Exhibitors to:

- Submit Company logo and profile
- Order exhibitor badges
- Order Lead retrieval (Badge scanners)

- Submit booth drawing (for “Space Only” booths)

To access the Portal, please [click here](#).

Important Notes:

- The login details have been sent to the person who will be signing the contract. This person is responsible for sharing the login details with a third party if necessary.
- 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.
- Keep the Exhibitor’s Portal link together with your login information on hand for future reference.

[Industry - Key Dates & Deadlines](#)

Action Item	Deadline	Contact
Hotel reservation for staff	As soon as possible	https://hotels.kenes.com/congress/ESGO26 Milena Nedyalkova: mnedyalkova@kenes.com
Company logo and profile	Monday, 26 January 2026	Via Kenes Exhibitors Portal https://exhibitorportal.kenes.com
Badge Scanner/ Lead Retrieval System		
Symposium Final Program (for approval by the Scientific Committee)	Tuesday, 30 December 2026	Please send by email the requested specifications to: zuzana.seps@esgo.org and aapostolova@kenes.com
Push Notifications for Mobile app	Friday, 30 January 2026	
Congress Newsletter		
Final Programme Advertisement	Thursday, 15 January 2026	Please send by email the requested specifications to Industry Coordinator Anna Toloeva at aapostolova@kenes.com
Video Advertisement		
Symposium Stage set-up changes/ Meeting room Set-up changes	Tuesday, 20 January 2026	
AV (scheduling Tech rehearsal, extra AV for Sponsored Symposia and Meeting rooms	Tuesday, 3 February, 2026	Mike Perchig nest@nest-av.com
*Dedicated Wi-Fi / Internet	Tuesday, 20 January 2026	For more information, please visit the Bella Center Copenhagen Web Shop
Catering Services <i>*Exclusive to the venue</i>	Thursday, 22 January 2026	For Catering Catalogue, please click here . Please contact Bella Center via email to place your order: esgomeetings2026@bellacenter.dk

Hostess /staff	Thursday, 22 January 2026	Moving Talent Viktor Oldenburg, viktor@movingtalent.eu +45 29 72 04 42
Air freight - CPH (Copenhagen) Airport	Pre-alert & Documents: 7 working days before arrival at Copenhagen - CPH airport. Cargo: Latest arrival at Copenhagen - CPH Airport: 5 working days before stand delivery. Courier companies cannot do the customs clearance of shipments for events or exhibitions as they need an importer with a Danish tax ID. Please avoid sending cargo with them. In case you send cargo through courier companies get in touch with us in advance.	
Pre show / post show warehouse handling	DSV Olimpia Rodrigálvarez olimpia.rodrigalvarez@dsv.com Mobile: +34 628930293 Office: +34 954325842	
Road freight direct to venue	Pre-alert & Documents: 5 working days before arrival at DSV Copenhagen. Cargo: latest arrival at DSV Copenhagen: 2 working days before stand delivery.	

Industry Symposia Timetable

The most updated timetable is published on the [Meeting website](#).

*Timetable and halls are subject to change.

Important notes:

- Industry Symposia are not included in the main event CME/CPD credit.
- To support you in the best possible way, please share your plans and requirements with us. This information is invaluable for the success of your symposium. Please coordinate directly with the Industry Coordinator - Anna Toloeva at aapostolova@kenes.com
- We recommend arriving at least 15 minutes before the start of your Symposium to check the setup. A member of the Kenes Operational team will be available on-site 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 schedule precisely so that the day's events may run smoothly.

An updated scientific timetable can be found on the [ESGO 2026 Website](#).

- Please note that all Industry symposia will be **recorded onsite** for internal use. If you are interested in having on demand session on ESGO eAcademy Website until June 14, 2026, please contact zuzana.seps@esgo.org

Catering

- Catering is **exclusive to Bella Center** and should be ordered in advance. Supporters who wish to order food and beverages for their symposium, meeting/hospitality room, or exhibition booth are welcome to do so directly with them.
- Food and drinks are allowed to be taken into the symposium halls (excluded hot dishes).
- **Deadline for orders: Tuesday, 20th January**
- If you are planning to have catering together with the symposium, it is recommended to indicate in all publications that lunch/refreshment will be served as long this is not contradicting the supporter's internal compliance policy.
- Please contact esgomeetings2026@bellacenter.dk to place an order for catering during your Symposium.
- For Catering Catalogue and order form, please [click here](#).
- Please note that an additional charge will be applied for cleaning the hall immediately following the session.
- Please note that Sponsors are allowed to order only Vegetarian Option for their Symposium.

Speaker's Expenses

ESGO26 will not cover Industry session(s) speaker expenses.

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.

Symposium Promotion

Due to CME/CPD accreditation criteria for this Meeting, the following rules apply:

- **Meeting banner** should NOT be used in any promotional materials created by the supporter.
- 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 event CME/CPD credit."

- When promoting your symposium, you are allowed to use the phrase: "**Official symposium of the 27th Congress of the European Society of Gynaecological Oncology**", which will take place in **Copenhagen, Denmark, 26 - 28 February, 2026**.

In addition, it is not permitted to use the **ESGO 2026 logo** on any of the symposia materials

[Symposia Session Halls](#)

Hall Name	Location	Hall Capacity	Hall Layout	Stage Set up
Session Hall 1 (D1)	Ground Floor	1200 pax	Theatre	8 pax, 4 tables
Session Hall 2 (Aud. 10+11+12)	Level 1	930 pax	Auditorium/Tiered Seating Rows	4 pax, 2 tables
Session Hall 3 (D2)	Ground Floor	600 pax	Theatre	4 pax, 2 tables

Digital Speakers Lectern in all Halls

For demonstration only



- Vertical 40" Plasma screen in front of the lectern, facing the audience, projecting a PPT with the Logo slide of the Congress
- **(1080 x 1920px) ; JPG portrait format**
- For branding it with your own image, please contact the Audio-Visual Coordinator, Mr. Mike Perchig (e-mail: nest@nest-av.com) and coordinate it with him.
- The "virtual" banner can include the title of the Symposium and the name and logo of the Sponsor (if you decide to provide your own branding)
- **Self-printed branding is not permitted.**

The general stage setting will in Session Halls 1, 2, 3 includes 1 Digital lectern, soft furniture and small tables (please refer to the table above).

For alternative/additional arrangements (fees may be incurred) please contact Anna Toloeva at aapostolova@kenes.com.

All stage change requests must be communicated in advance with the Industry Coordinator, to ensure that there is sufficient time between sessions for implementation.

Symposium Stage set up deadline: Tuesday, 20 January, 2026 (No changes will be accepted after this date).

Location and Layout

Please click here to [see the venue map.](#)

Audio-Visual Equipment

Session Hall 1 / D1

- Large front projection screen in the center, image of at least H8 X W16 meters approx. (see photo below)*.
- 2 x High-powered Data projectors (Main and back-up) to create the panoramic background image and to project the PowerPoint & Video images as picture-in-picture “windows” on the screen.
- Data/Video control system, including a seamless Data/Video switcher and all necessary cabling (opening picture-in-picture “windows” and adding titles of the speakers on the central screen, etc.).
- PTZ Robotic video camera, to capture the face of the speaker at the lectern for live close-circuit projection during presentations.
- 50" Confidence monitor in front of the head table, showing the same PowerPoint & Video images as projected in the large picture-in-picture “window” on the central screen.
- Countdown Timer monitor in front of the lectern, operated by the technicians at the AV Control desk.
- Laptop computer for PowerPoint presentations, including an English version of Windows and Office, USB port, sound card – located at the lectern and networked to the Speakers’ Ready Room.
- Designed a lectern with a Portrait 40" Plasma screen installed in each front, facing the audience, projecting a PPT with the name of the speaker (see photo below)*.
- Wireless PowerPoint advancer/clicker (we recommend using the cursor of the laptop computer as a pointer).
- A. (sound) system, which covers the hall and the stage, including wired microphones for the lectern and Questions & Answers with stands (floor/table), wireless hand-held microphones for the moderators on stage, wireless headset microphone, and connection to sound from computers (mini PL plug) at the lectern.
- Audio monitors for the lectern and the head table.
- Lighting system, illuminating the lectern and the head table.
- Colorful Lighting on stage
- 4 x AV technicians to operate the above-mentioned systems during the Sponsored Symposia



For demonstration only (taken in other Venues)

For Sponsors’ Symposia being held in Session Hall 1 / D1, the company’s “virtual” banners on the Panoramic screen and in front of the lectern will be projected.

Please contact the Audio-Visual Coordinator, Mr. Mike Perchig (e-mail: nest@nest-av.com), in order to design the images according to the required resolution.

The “virtual” banners can include the title of the Symposium and the name and logo of the Sponsor

Session Hall 2 / Aud. 10+11+12, ESGO 2026 Congress

- 3 x front projection screens, image of H3 X W6 meters approx. (16.9 ratio) each
- 3 x 9000 a.l. Data projectors, incl. all the required cabling, for projecting the PowerPoint on the screens.
- 42" Confidence monitor in front of the head table, showing the same image as projected on the main front projection screens
- Countdown Timer monitor in front of the lectern, operated by the technicians at the AV Control desk.
- 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.
- Designed lectern with a Portrait 40" Plasma screen installed in each front, facing the audience, projecting a PPT with the name of the speaker (see photo below)*.
- Wireless PowerPoint advancer/clicker (we recommend using the cursor of the laptop computer as a pointer).
- A. (sound) system, which covers the hall and the stage, including wired microphones for the lectern and Questions & Answers with stands (floor/table), wireless hand-held microphones for the moderators on stage, wireless headset microphone, and connection to sound from computers (mini PL plug) at the lectern.
- Audio monitors for the lectern and the head table.
- Lighting system, illuminating the lectern and the head table.
- 2 x AV technicians to operate the above-mentioned systems during the Sponsored Symposia



For demonstration only (taken in another Venue)

For Sponsors' Symposia being held in Session Hall 2 / Aud. 10+11+12 the company "virtual" banner in front of the lectern will be projected.

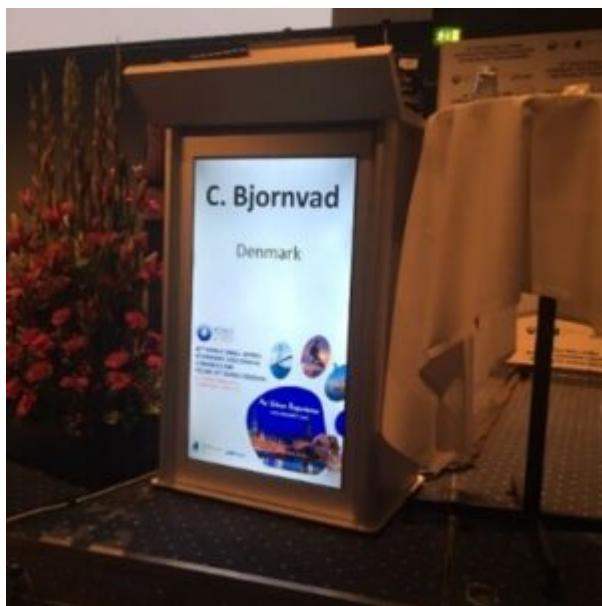
Please contact the Audio-Visual Coordinator, Mr. Mike Perchig (e-mail: nest@nest-av.com), in order to design the images according to the required resolution.

The "virtual" banners can include the title of the Symposium and the name and logo of the Sponsor

Session Hall 3 / D2, ESGO 2026 Congress

- Front projection screen, image of H4 X W7 meters approx. (16.9 ratio)

- 10000 a.l. Data projector, incl. all the required cabling, for projecting the PowerPoint on the screen.
- 42" Confidence monitor in front of the head table, showing the same image as projected on the main front projection screens
- Countdown Timer monitor in front of the lectern, operated by the technicians at the AV Control desk.
- 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.
- Designed lectern with a Portrait 40" Plasma screen installed in each front, facing the audience, projecting a PPT with the name of the speaker (see photo below)*.
- Wireless PowerPoint advancer/clicker (we recommend using the cursor of the laptop computer as a pointer).
- A. (sound) system, which covers the hall and the stage, including wired microphones for the lectern and Questions & Answers with stands (floor/table), wireless hand-held microphones for the moderators on stage, wireless headset microphone, and connection to sound from computers (mini PL plug) at the lectern.
- Audio monitors for the lectern and the head table.
- Lighting system, illuminating the lectern and the head table.
- AV technician to operate the above-mentioned systems during the Sponsored Symposia



For demonstration only (taken in another Venue)

For Sponsors' Symposia being held in Session Hall 3 / D2 the company "virtual" banner in front of the lectern will be projected.

Please contact the Audio-Visual Coordinator, Mr. Mike Perchig (e-mail: nest@nest-av.com), in order to design the images according to the required resolution.

The "virtual" banners can include the title of the Symposium and the name and logo of the Sponsor

Presentations Upload Onsite

If you are using a PowerPoint presentation (or any other PC-based application), please note that you have to deliver it on a USB Memory stick to one of the technicians in the Speakers' Ready Room as soon as you arrive at the Venue in the morning - and at least 2 hours before the start of the session.

Speakers' Ready Room

Opening Hours:

Thursday, February 26, 2026 08:00-19:00

Friday, February 27, 2026 07:30-18:00

Saturday, February 28, 2026 07:00-19:00

Please note that the meeting computer at the lectern is supplied with Office 2019 (at least) and the native ratio of the projection on the screens in the halls is 16:9.

If you include video clips in your PowerPoint presentation, be sure to test it with the technician in the Speakers' Ready Room at least 2 hours before the start of the session or as soon as you arrive at the venue in the morning. Please make sure to check it with the technician in the session hall where your lecture is taking place, during a coffee or lunch break prior to your session, at least 30 minutes before the start of the session – even after checking it in the Speakers' Ready Room.

Important Note for Macintosh Users

To use MAC presentations on the PC compatible conference computer, please note that you need to prepare it according to the instructions below, before taking it to the speaker room:

- Convert it to PowerPoint or PDF. Use a common font, such as Arial, Times New Roman, Verdana etc. (Special characters might be changed to a default font on a PowerPoint-based PC).
- Insert the images as JPG files (and not TIF, PNG or PICT – these images will not be visible on a PowerPoint based PC).

Technical Rehearsal

As previously mentioned, we strongly recommend scheduling a technical rehearsal and testing the presentations during the rehearsal. A technical rehearsal is offered free of charge; however additional charges may apply, depending on hall availability, rehearsal requirements and overtime of the technicians. Please plan directly with the Audio Visual Coordinator, Mike Perchig at: nest@nest-av.com.

Session Agenda

Please submit the final symposium programme using the attached Agenda format via email to zuzana.seps@esgo.org and aapostolova@kenes.com as early as possible and no later than 5 weeks prior to the meeting. The proposed programme should include:

- Session Title (up to 110 characters including spaces)
- Session Description (up to 200 words, you can also include hyperlinks inside of it)
- Speaker Presentations Titles
- Timing – duration of each speaker presentation and full timing of the agenda
- Speaker/Moderator Full Name
- Speaker/ Moderator Country

- Speaker/ Moderator E-mail
- Speaker/ Moderator Affiliation
- Speaker/ Moderator Bio and Photo (please see specs below)

In case of changes to your symposium title or Programme *after submission*, please update the Industry Coordinator: **Anna Toloeva** at aapostolova@kenes.com

Please note: The program of a satellite symposium must be of general scientific content. The satellite symposium program must be submitted to the organizers in advance of the event and approved by ESGO. The chairperson of the satellite symposium should not be employed by or otherwise dependent on the sponsoring company but be a healthcare professional or academician not employed by a company related to the symposium. This includes former or retired employees. The chairperson has a responsibility to oversee that the messages and conclusions presented during the symposium are based on available scientific data. The sponsor should inform the chairperson(s) of this responsibility. In addition, the holder of a satellite symposium and the chairperson are jointly responsible for adhering to the assigned time slot of the symposium.

[Promotional Items](#)

Symposium Promotion

This section includes guidelines which will assist you to prepare promotional items related to your industry symposium, however, **kindly refer only to the relevant items in accordance with your sponsorship agreement.**

Due to CME/CPD accreditation criteria for this Meeting, the following rules apply:

- When promoting your symposium, please always indicate on any of your promotional materials: ***This session is not included in main event CME/CPD credit***
- Meeting banner should NOT be used in any promotional materials created by the supporter.
- Materials created by companies should NOT utilize the main event marketing look and feel.
- In addition, it is not permitted to use the ESGO 2026 logo on any of the symposia materials.
- When promoting your symposium, you are allowed to use the phrase: ***Official Symposium of ESGO 2026***

Promotional Items

1. Push Notification

For supporters entitled to a push notification as per their signed contract, kindly submit the text **no later than Monday, 26 January, 2026** via email to aapostolova@kenes.com according to below guidelines:

- Message Title – Maximum **75 characters** including spaces
- Message body – Recommended **200 characters** including spaces
- Preferred date and exact local time, please coordinate with your industry coordinator
- *Note the final schedule will be determined closer to the meeting, considering other push
- Push notifications will be sent out during breaks in order not to disturb the participants who

are inside the halls

2. Promotion Via Congress Newsletter

Please send the file **no later than Friday, 30 January 2026**, via email to aapostolova@kenes.com

File format: Industry Symposia Agenda in A5, Portrait

Message body: No Limitation

We recommend avoiding using small text, so the advert can be readable when displayed on a mobile screen.

3. Advert in the Final Programme (Electronic format only)

Please send the file **no later than Thursday, 15 January 2026**, via email to aapostolova@kenes.com

File format: PDF file requested, Format A5 Portrait

4. Video Advertisement for Breaks/Cinema Viewing

Please send the file **no later than Thursday, 15 January 2026** via email to aapostolova@kenes.com

Please provide a PPT file with slides or a video with :

- up to 1 minute for breaks
- up to 5 minutes for cinema viewing

Symposium Signage (Optional)

Symposium Signage (Optional)

Symposium supporters have the option to create signage promoting their symposium according to the below guidelines. The symposium signage should be produced by the supporter. Please make sure to follow the guidelines specified at the beginning of this section.

1. Self-standing signage in Session Hall:

• 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. Maximum dimensions: 85cm wide x 200cm high. Please make sure to indicate the following disclosure on the sign: ***This session is not included in main event CME/CPD credits.***

• Stage Banners

1 x free standing vertical sign to be placed on/next to the stage. Maximum dimensions: 150cm wide x

250cm high.

Branding of the digital lectern (for further details, please refer to Section: Industry Symposia Halls).

2. Self Standing Signage in 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 Kenes Staff.

['K-Lead' Application - Barcode scanner App](#)

Lead Retrieval systems are a helpful tool for receiving participants' contact information when they visit your booth. The information obtained by lead retrieval system enables Exhibitors to enhance their database by securing valuable leads for further marketing and communication.

We are pleased to offer you the "K-Lead" Application: exhibitors can download the "K-Lead" app onto *their own* smart phone or tablet and transform their device into an instant, easy lead retrieval system and capture participants' full contact information with a quick scan of their badge.

Why Choose Kenes K-Lead App?

- **Seamless Integration:** Download directly to your device; no extra hardware needed!
- **Effortless Scanning:** Quickly scan attendee badges to capture leads.
- **Customizable Notes:** Add personal comments to each lead for better follow-up.
- **Instant Access:** Get real-time lead information for immediate engagement.
- **"Quick Scan" function:** Ability to quickly scan delegates as they enter the session hall.
- **Universal Compatibility:** Download from the Apple Store or Google Play using "Kenes K-Lead App.

Cost per unit – **EUR 700** (excluding 4% credit card charges, fees, and VAT if applicable)

The Application should be installed on your company/personal device (tablet/smartphone). Operational information will be sent in due course.

To order "K-Lead" Application, please access the Exhibitor's Portal <https://exhibitorportal.kenes.com>

Deadline: Wednesday, 21 January 2026

On-site rate of **EUR 850** will be applied for orders received after the deadline.

Are you ready to revolutionize the way you collect and manage leads at your next event? Unlock the Power of our new service, K-Lead PLUS:

- **Automated Follow-up Emails:** Immediately after scanning, send personalized emails to every lead. Make every connection count without lifting a finger!
- **Tailored Email Customization:** Craft the perfect message with customizable subject lines, email content, and signatures. Attach PDFs to add a polished, personal touch that stands out.
- **Timely Engagement:** Say goodbye to the hassle of manual follow-ups. K-Lead PLUS handles it by sending tailored emails right after each scan, keeping your brand top of mind.

- **Trackable Insights:** Monitor how your emails perform with engagement metrics. Learn what works and refine your strategies for maximum impact, ensuring you're always improving.
- **Compatibility:** K-Lead Plus requires at least one K-Lead license purchased.

With K-Lead PLUS, every scan is a step towards a stronger business relationship.

Elevate your event networking and turn leads into valuable partnerships with ease and efficiency.

Don't just meet leads; master the art of follow-up with K-Lead PLUS. Get started today and experience the difference real engagement makes!

Please note that the Device is not included. The Application should be installed on your company/personal device (tablet/smartphone).

How to **order K-Lead and K-Lead Plus**? -> Please access the **Exhibitor's Portal** <https://exhibitorportal.kenes.com>

Deadline: Wednesday, 21 January 2026

Cost per unit - **EUR 750** (excluding 4% credit card charges, fees, and VAT if applicable)

Key Notes:

Reliable Data: Participant badge barcodes carry contact details as provided by registrants or their agencies. Note: Group registration may contain generalized information.

Content Responsibility: Information content is managed by the registrant or their agency, not Kenes Group or the Organizing Committee.

Easy Reservation: Secure your Wireless Barcode Reader by returning the completed credit card form.

GDPR Compliance: We've updated our [privacy policy](#) to comply with the GDPR. Your personal data won't be shared without consent. Presenting your badge for scanning implies consent to share your details.

[**Data Processing Agreement**](#)

[**Miscellaneous Information**](#)

Wi-Fi

Free Wi-Fi will be available at the meeting venue. Please be aware that public Wi-Fi capacity is limited. Therefore, it is restricted to email and web browsing activity. Should you require Wi-Fi or an internet line during your symposium, please visit the [Bella Center Copenhagen Web Shop](#)

Meeting Rooms / Hospitality Rooms

Supporters who have pre-booked a meeting room for the duration of **ESGO 2026 Meeting, please be kindly informed of the below:**

- Basic AV equipment is included in the price - Screen and Projector. If you need additional AV equipment can be ordered from Congress A/V coordinator, Mike Perchig at nest@nest-av.com (kindly specify the name of the Sponsor/Exhibitor when approaching).
- F&B is not included in the price and can be ordered directly from the catering provider: esgomeetings2026@bellacenter.dk
- For Catering Catalogue, please [click here.](#)

Meeting room Setup changes deadline: Tuesday, 20 January, 2025 (No changes will be accepted after this date)

ESGO kindly requests that all Meeting supporters (sponsors, exhibitors, special interest groups and other stakeholders) respect the ESGO blackout policy and refrain from holding organised meetings or events for more than 8 people during the annual meeting scientific programme.

Thursday, Feb 26 - 12:30-19:00

Friday, Feb 27 - 08:30-18:00

Saturday, Feb 28 - 09:00-19:00

Waste Disposal

Please note that it is the supporter's 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 meeting organizers at the expense of the supporter concerned.

Onsite Badges

Each supporter is entitled up to 3 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

- Catering is **exclusive** to **Bella Center** and should be ordered in advance. Supporters who wish to order food and beverages for their symposium, meeting/hospitality room, or exhibition booth are welcome to do so directly with them.
- Food and drinks are allowed to be taken into the symposium halls (excluded hot dishes).
- Please note that an additional charge will be applied for cleaning the hall immediately following the session.
- **Deadline for orders: Tuesday, 20th January**

- Please foresee a break following the symposium of at least 30 minutes to clean the hall.
- If you are planning to have catering together with the symposium, it is recommended to indicate in all publications that lunch/refreshment will be served as long this is not contradicting the supporter's internal compliance policy.
- Please contact esgomeetings2026@bellacenter.dk to place an order for catering during your Symposium.
- For Catering Catalogue, please [click here](#).
- Please note that Sponsors are allowed to order only Vegetarian Option for their Symposium.

Hostesses & Temporary Staff Hire

Supporters who wish to order hostess services for their symposium, are welcome to do so directly with:

Moving Talent

Viktor Oldenburg

viktor@movingtalent.eu

+45 29 72 04 42

[Shipping Instructions](#)

Delivery & Logistic Services

The [Shipping instructions](#) are designed to assist you with the movement of exhibits and stand materials for ESGO 2026.

Failure to comply with these instructions and deadlines, may cause unnecessary delays in handling / clearance and additional expenses being incurred.

For security, insurance, and efficiency reasons **DSV** is the *exclusive* agent nominated by the organizer for move in and move out handling of empties for the conference.

Exhibitors and booth builders are free to deliver their goods or to pick their goods up from outside the venue. Those who use their own facilities up to the venue are requested to coordinate their time schedule and unloading of their cargo into the venue with DSV.

ESGO 2026 Shipping instruction: [available here](#)

For security, insurance, and efficiency reasons, **DSV** is the sole official agent to handle cargo inside the venue.

Booth builders are prohibited from using trolleys during set-up and dismantling periods.

Kindly note that the official agent is the exclusive agent for move in and move out of the venue.

Insurance of Goods

All cargo should be insured from point of origin.

Exhibition Goods and Display Materials

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

For shipping instructions, please [click here](#).

For Tariff, please [click here](#).

For Quotation form, please [click here](#).

Freight Handling & Customs Clearance Agent

DSV

Email: olimpia.rodrigalvarez@dsv.com

Name: Olimpia Rodrigalvarez

Mobile: +34 628930293

Office: +34 954325842

[Contact information](#)

Meeting Organizer

Kenes Group

Rue François-Versonnex 7

1207 Geneva, Switzerland

Tel: +41 22 908 0488

Fax: +41 22 906 9140

Venue Address

Bella Center Copenhagen

Center Boulevard 5

2300 Copenhagen S, Denmark

<https://www.bellacenter.dk/en>

Exhibition Manager & Industry Coordinator

Anna Toloeva

Tel: +35988933347

E-mail: aapostolova@kenes.com

Industry Liaison and Sales

Zuzana Seps

Tel: +420725537730
E-mail: zuzana.seps@esgo.org

Registration Specialist
Elena Araujo
E-mail: reg_esgo26@kenes.com

Hotel Accommodation
Milena Nedyalkova
E-mail: mnedyalkova@kenes.com
<https://hotels.kenes.com/congress/ESGO26>

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

Contractors:

Catering
Bella Center

For Catering Catalogue, please [click here.](#)

Please contact Bella Center via email to place your order: esgomeetings2026@bellacenter.dk

Catering is **exclusive to the venue**

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