

# ISLB 2024

# Exhibitor Manual

Denver, Colorado USA

November 23-25, 2024



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ISLB 2024 Secretariat:  
International Conference Services Ltd.  
555 Burrard Street Vancouver, BC Canada V7X 1M8  
Email: [islb-fulfillment@icsevents.com](mailto:islb-fulfillment@icsevents.com)

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# Event Summary

Date: November 23-25, 2024  
Location: Denver, Colorado, USA  
Venue: Gaylord Rockies Convention Center  
Room: Adams Ballroom BCD, Lower Level  
Website: <https://2024.islb.info>

## Purpose & Host

Liquid biopsy stands at the forefront of medical innovation, poised to revolutionize cancer treatment and patient care. With exponential growth and transformative potential, our congress aims to propel the global adoption of liquid biopsies, dismantling barriers hindering their integration into routine clinical practice. Education, technological accessibility, standardization, and other critical factors are pivotal in shaping the future of this field.

The International Society of Liquid Biopsy (ISLB) is the first international professional organization committed to the improvement and implementation of liquid biopsies in clinical routine practice and the promotion of a multidisciplinary approach for the diagnosis and treatment of cancer patients based on the use of liquid biopsies. ISLB was founded in 2017 with an aspiring objective: to become the scientific reference in Liquid Biopsy and the unique link of all stakeholders in the liquid biopsy theme. We are pleased to welcome liquid biopsies professionals all over the world. We would like to be the link among stakeholders in the liquid biopsies theme. Our education and information program are based on an integrated multidisciplinary approach to reach advanced cancer research.



# Contact Information



## ISLB 2024 Secretariat

### Sponsorship & Exhibit Manager

Franny Glaser

+43 1 3950 6191 ext. 307

[islb-fulfillment@icsevents.com](mailto:islb-fulfillment@icsevents.com)

### Director, Corporate Partnerships

Chelsea Prangnell

[islb-sponsorship@icsevents.com](mailto:islb-sponsorship@icsevents.com)

### Registration & Housing Manager

Alex Hill

[islb-registration@icsevents.com](mailto:islb-registration@icsevents.com)

## General Show Services

### LVE Denver

*Material Handling | Shipping | Furniture |  
Carpet | Booth Cleaning | Booth  
Graphics | AV & Electricity | Internet |  
Shipping*

Jessie Rivers: +1-720-917-6099

[exhibitorservices@lvexpo.com](mailto:exhibitorservices@lvexpo.com)

## Venue Services

### Gaylord Rockies Convention Center

+1-720-829-8654

[gaylordrockies.boomerecommerce.com](http://gaylordrockies.boomerecommerce.com)

## AV Services

### Image Audiovisuals

Doug Johnston: +1-303-228-8047

[djohnston@imageav.com](mailto:djohnston@imageav.com)

# Deadlines

	Mandatory Forms	Return to	Due Date
<input type="checkbox"/>	Logo, Company Bio	<a href="#">Exhibit Manager</a>	September 20, 2024
<input type="checkbox"/>	Approval for Custom-Built Booth	<a href="#">Exhibit Manager</a>	September 20, 2024
<input type="checkbox"/>	Exhibit Staff Registration	<a href="#">Registration Manager</a>	September 20, 2024
<input type="checkbox"/>	Accommodation	<a href="#">Registration Manager</a>	September 20, 2024
<input type="checkbox"/>	Certificate of Insurance ( <b>mandatory</b> )	<a href="#">Exhibit Manager</a>	October 21, 2024



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# Deadlines



	Exhibitor Services	Return to	Due Date
<input type="checkbox"/>	<a href="#">Booth Entertainment Request</a>	<a href="#">Exhibit Manager</a>	October 21, 2024
<input type="checkbox"/>	<a href="#">Giveaway Request</a>	<a href="#">Exhibit Manager</a>	October 21, 2024
<input type="checkbox"/>	<a href="#">Lead Retrieval Orders</a>	<a href="#">Exhibit Manager</a>	October 21, 2024
<input type="checkbox"/>	<a href="#">AV Orders</a>	<a href="#">Image Audiovisuals</a>	October 21, 2024 *
<input type="checkbox"/>	<a href="#">Work Authorization Form (EAC Form)</a>	<a href="#">LVE Denver</a>	November 8, 2024
<input type="checkbox"/>	<a href="#">Exhibit Booth Orders</a>	<a href="#">LVE Denver</a>	November 8, 2024 **
<input type="checkbox"/>	<a href="#">Booth Cleaning</a>	<a href="#">LVE Denver</a>	November 8, 2024 **
<input type="checkbox"/>	<a href="#">Catering Orders</a>	<a href="#">Venue Services</a>	November 8, 2024
<input type="checkbox"/>	<a href="#">Material Handling and Shipping Orders</a>	<a href="#">LVE Denver</a>	November 11, 2024 **
<input type="checkbox"/>	Advance Warehouse open for shipments	<a href="#">LVE Denver</a>	October 21 – November 22, 2024

\* Orders placed after this deadline are subject to availability.

\*\* Orders placed after this deadline are subject to a surcharge.

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# Exhibition Schedule



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	Date	Time
Exhibitor Move-In <sup>1</sup>	Fri, November 22, 2024 <sup>2</sup> Sat, November 23, 2024	20:00 – 23:00 06:00 – 10:00
Exhibition Show Hours <sup>2, 3, 4</sup>	Sat, November 23, 2024  Sun, November 24, 2024 Mon, November 25, 2024	10:30 – 16:30 18:30 -20:00 (Welcome Reception)  10:00 – 17:00 10:00 – 12:00
Exhibitor Move-Out	Mon, November 25, 2024	12:00 – 17:00

<sup>1</sup> All exhibit booths must be show ready by November 23 at 10:00 to allow opening for the first day of exhibition

<sup>2</sup> **Exhibitor Move-in on Friday, November 23 by appointment only for custom exhibit spaces.**

<sup>3</sup> All exhibits are required to be staffed during the Exhibition Show Hours and Welcome Reception (taking place in the Exhibit Hall) – no exceptions.

<sup>4</sup> All exhibitors will have access to the Exhibit Hall 30 minutes before and 30 minutes after Show Hours.

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# Congress Registration & Exhibit Badges



Each exhibiting organization receives one (1) complimentary Congress Registration for a Single-Booth and four (4) complimentary Congress Registrations for a Double-Booth. Additional badges with full access can be purchased at USD 530 each. Additional Exhibitor Registrations with exhibit hall access only can be purchased at USD 290.

Congress Registrations grant access to the Exhibit Hall during Exhibition hours only and the following privileges:

- Access to all Scientific Sessions (Except ticketed sessions)
- Access to Poster & Exhibit Hall
- Congress Program & Materials
- Networking Breaks in the Exhibit Hall
- Welcome Reception in the Exhibit Hall

An email with registration information will be sent to each exhibitor. Please refer to the email and the link to register. Exhibitors may collect their badges on-site at the Registration Desk after a brief identification check during the exhibition move-in period.

# Accommodation



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Accommodation can be booked at time of registration. The ISLB 2024 Secretariat (International Conference Services Ltd.) is the official housing bureau for ISLB 2024 and will help with the coordination of housing requirements for the Congress. We have negotiated special room rates with hotels near the Gaylord Rockies Convention Center. Special rates and added complimentary amenities are only available to delegates who book through the official housing bureau.

If you have a group of 10 or more that you would like to register or book accommodation for, please contact us at [islb-fulfillment@icsevents.com](mailto:islb-fulfillment@icsevents.com).

**WARNING:** *We are aware that illegitimate companies are targeting our exhibitors, calling to 'offer' to set you up with accommodation. These companies are often fraudulent. Please note that they are not affiliated with us and that the only way to register & book accommodation will be only through the Congress website, with the dedicated link sent to you.*

**Note:** Although the International Society of Liquid Biopsy (ISLB) and the housing bureau will do their due diligence and negotiate the lowest possible group rates, we cannot predict future specials hosted by competing hotels. However, we urge all sponsors, exhibitors and delegates to support the Congress and book through the official housing bureau. The success of the Congress and the supporting associations depends on you using the contracted hotels.

The ISLB 2024 Secretariat and its supporting organizations cannot meet the contracted room obligations if sponsors, exhibitors and delegates book outside the official housing bureau. Rooms that are not filled because of that create an expense for the Congress in form of financial penalties (attrition charges) and place the financial success of the Congress at risk, which increases with each delegate, exhibitor and sponsor not booking through the official housing bureau.

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# Exhibit Space Setup

## a. Standard Exhibit Space Package

Each regular exhibit space unit includes the following:

- Floor space as assigned
- Pipe and drape booth
- 1 table, 2 chairs and wastebasket
- Carpet
- Booth header panel with company name

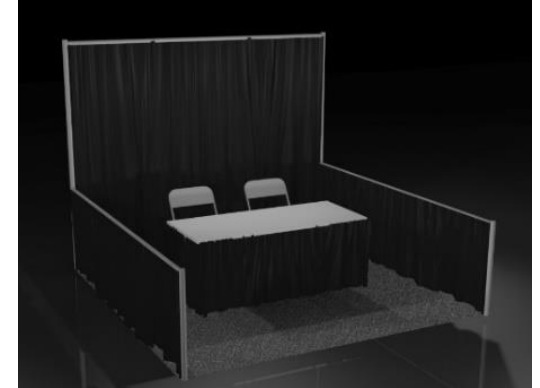


Exhibit space rental does not include any of the following: additional furniture, electricity, internet connection, labor, shipping or any other services. These items should be ordered through the respective vendor forms (see “[Deadlines](#)”)

**Note:** Non-profit/Advocacy tabletops include only 1 table and 2 chairs, they don’t include back & side drape walls.



# Exhibit Space Setup



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## b. Custom Booth Design

All exhibitors with a custom-built space are required to get approval on their booth layouts/designs from the ISLB 2024 Secretariat in written. Your booth space classifies as customized if you are not utilizing the shell scheme included in the standard exhibition space package.

Custom exhibition space is rented to the exhibitor without any prefabricated wall installations, furniture, internet connection, electricity, labor, shipping or any other technical supplies or facilities. It is the responsibility of the exhibitor to take care of the set-up, installation and dismantling of their booth. Electricity, cleaning, and other services can be ordered through the forms provided by the official show service provider LVE Denver. (see “[Deadlines](#)”)

The layout, with measurements and building material specifications, needs to be submitted in detailed drawings to the ISLB 2024 Secretariat. If exhibit plans are revised after approval has been send, the revised plans need to be re-submitted for approval as soon as possible. Please allow enough time for exhibit construction approval. Deadline for the submission of booth layout for custom-built booth is **September 20, 2024**.

**Exhibitors who are using an EAC/Display house will have to submit a third-party authorization form and a certificate of insurance to [LVE Denver](#) by November 11, 2024.**

# Shipping & Customs



## a. Shipping with General Show Services

LVE Denver is the official general show services and shipping provider for ISLB 2024. To ensure all shipments arrive on time, the use of the official shipping provider and Advance Warehouse is highly recommended. Packages can be delivered to the Advance Warehouse between October 21 – November 22, 2024. Shipping services can be ordered [HERE](#).

Show site shipments must be handled by LVE, no other courier deliveries will be accepted. The ISLB 2024 Secretariat cannot be responsible for any delayed or lost shipments.

## b. Use of the Loading Dock

Should you decide to not ship with the official transportation service provider and not take advantage of advanced materials handling, please request your time slot at the loading dock well in advance if you are coming with a truck or car.

LVE Denver is managing the loading dock and exhibitors have to pay material handling. **This fee will pay for equipment and labor to unload.** Please reach out to LVE Denver to request a slot at the loading dock.

# Shipping & Customs

## c. Delivery by Car or Hand

We understand that some of the materials that you might be bringing to the show may not necessitate the need to use the loading and staging area for your Move-In. If this is the case, you may enter through the Main Entrance with materials in hand or a hand dolly directly to your booth to set-up.

For any smaller packages, that do not require the use of the official shipping provider, there is a [FedEx Office Print & Ship Center](#) located close to the venue. Packages delivered via this FedEx Office will have to be picked up by the exhibitor to obtain their materials and pay the material handling fee.

## d. Parking

Hotel parking is available at the regular hotel rate:

	Self-parking	Valet-parking
0-4 hrs	\$ 10.00	\$ 20.00
4-8hrs	\$ 20.00	\$ 34.00
8+ hrs	\$ 30.00	\$ 45.00



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# Exhibition Hall Rules & Regulations



## a. Non-Smoking Venue

Smoking is prohibited in the Exhibition Hall and the Gaylord Rockies Convention Center.

## b. Move-in Times & Access

Move-in times must be adhered to and will be enforced. The exhibition hall will be closed evenings, during which time no one will have access to the hall. The exhibitor has to complete exhibit construction within the given move-in timeframe, which is specified in the Exhibition Schedule above.

Any exhibitor who has not commenced exhibit construction/decoration one hour prior to event opening, is subject to removal by the ISLB 2024 Secretariat at its own discretion. Moreover, the exhibitor is then liable to ISLB 2024 for the agreed exhibit rental fee. The exhibitor is not entitled to damage claims.

# Exhibition Hall Rules & Regulations



## c. Safety

All exhibits must comply with all regulations established by the safety authorities. All materials used for decorating must be fire resistant. The ISLB 2024 Secretariat, Gaylord Rockies Convention Center and/or local authorities can enforce an order of dismantling of booths and exhibits that have not been approved or do not follow the regulations. Frequent inspections will be held during the exhibition period. Please adhere to the regulations strictly, for safety purposes.

No one under the age of 16 years may be allowed in the exhibit area during move-in/out. During move-in/out, exhibit halls and loading dock areas are considered hazardous work areas. As such, there shall be absolutely no drinking of alcoholic beverages, no horseplay and in general, any and all unsafe conditions or activities are to be corrected promptly.

# Exhibition Hall Rules & Regulations



## d. Construction Limitations

The exhibitor and their affiliates are liable for any damage they cause to building, floors, walls, columns, and to standard exhibit equipment. Application of labels, tape, paint, lacquer, adhesives or other coatings to building columns, floors and walls or to standard exhibit equipment is strictly prohibited. Any damages made by an Exhibitor and/or their affiliates will require compensation for the cost of recovering any damaged facilities to the original state. Under no circumstances may the weight of any equipment or exhibit material exceed the maximum floor load weight of the exhibit hall. The exhibitor accepts full and sole responsibility for any injury or damage to persons or property resulting from failure, knowingly or otherwise, to distribute the load of his exhibit material to conform to maximum floor loading specifications.

The arrangement of displayed items or structures shall not disturb other booths or hinder passage of visitors. Displayed items should not create inconveniences to visitors and be kept at least 1'-0" away from the exhibit space line. If exhibitors fail to conform to this rule, the secretariat office may demand those items be relocated. This restriction is designed to give an equal opportunity to every exhibitor in terms of space and visibility.

# Exhibition Hall Rules & Regulations



## d. Construction Limitations

Cartons, boxes and crates may not be stored under tables, behind displays or in any part of the exhibit area. At the exhibitor's expense, empty crates, etc. will be picked up, stored and returned to each exhibit space after the event.

Unfinished portions of pop-up displays must be covered. Exposed sides and backwalls (pop-up framework, raw wood, cardboard wings) of all booths must be painted or appropriately covered in a neutral color (white or grey) if visible from another booth, without visible technical materials.

Custom exhibit equipment is to be pre-manufactured outside the area beforehand. Only assembled equipment is allowed inside. Electrical tools such as compressors, welders, electrical saws, electrical grinders, and electrical planes are not allowed to be used inside the hall. Also, painting besides finishing is not allowed inside the hall (fire prevention safety rule). Due to electricity lines under the floor, exhibitors must be careful not to spill water or wash the floor with water.

# Exhibition Hall Rules & Regulations



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## e. Booth Height

The maximum booth height for all booths is 8ft.

## f. Carpet & Flooring

Adams BCD at Gaylord Rockies Convention Center is carpeted.

All raised floor sections must be clearly distinguishable from areas of the surrounding floor space. Ramped edges should be of non-slip construction or coated with a non-slip finish. Thin decorative flooring such as carpet, vinyl, matting, wood or the like, must have the edges taped down or firmly secured, and must not be deemed to cause a trip hazard.

## g. Rigging

Rigging is not allowed at ISLB 2024.

# Exhibition Hall Rules & Regulations



## h. Security

The Exhibition Hall will be locked during non-Exhibit hours. Security will be provided during the set-up, show and dismantling period. Although 24-hour security is provided, the ultimate responsibility for displayed exhibits and equipment lies with the individual exhibitor. Exhibitors must secure, at their own expense, appropriate liability/loss insurance at all times. Exhibitors will not be allowed to enter the Exhibit Hall during non-show hours without the ISLB 2024 Secretariat's consent. The Secretariat and its affiliates will not be held responsible for the loss, theft or damage to exhibitor supplies at all times.

Exhibitors should take necessary safety measures prior to using dangerous equipment or parts during the show, to prevent accidents. Each exhibitor is responsible for the maintenance and safety of their equipment.

First-aid assistance is available throughout the move-in, move-out and live event hours. If you require first aid, please contact a member of staff.

# Exhibition Hall Rules & Regulations



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## i. Catering

The Gaylord Rockies Convention Center is the exclusive caterer for. Due to liability and legal restrictions, no outside food or beverages of any kind may be brought into the hotel by the customer, guests, exhibitors or other suppliers.

Catering Services can be ordered via the [Online Order Portal](#) (see also “[Deadlines](#)”). You can view the menus [HERE](#).

## j. AV Equipment

The exclusive AV Provider for ISLB 2024 is **Image Audiovisuals**. For more information on ordering additional AV Equipment, click [HERE](#) (see also “[Deadlines](#)”).

## k. Cleaning

The ISLB 2024 Secretariat is responsible only for emptying baskets along the pathways and keeping the shared space clean. Exhibitors will be responsible to keep their booths clean at all times. Booth cleaning can be ordered via the official Show Service LVE Denver (see “[Deadlines](#)”).

# Exhibition Hall Rules & Regulations



## **l. Move-out and Removal**

Dismantling of exhibit construction and décor may only commence on the last day of the event after the end of the event. The ISLB 2024 Secretariat reserves the right to charge the exhibitor a contract penalty fee if this clause is violated. The exhibit space must be left in its original condition not later than outlined in the Exhibition Schedule.

After the exhibition, when the subcontractors remove the furniture, exhibitors should pay attention not to leave behind any belonging in the drawers and the shelves. The ISLB 2024 Secretariat does not take responsibility for any damage or loss. All exhibitors and subcontractors must return equipment and tools that are leased from ISLB 2024.

Outbound shipping can be ordered with LVE Denver.

## **m. Announcements/Messages**

Announcements will not be permitted during the show.

# Floorplan

The Floor Plan is a “working draft” and changes may be made up until one (1) week prior to the event. Every effort has been made to ensure the accuracy of all information contained on the Floor Plan. However, no warranties, either expressed or implied are made with respect to the Floor Plan. It is the sole responsibility of the exhibitor to verify all dimensions and locations. This includes the location of building columns, utilities or other architectural components of the facility.

“Freight-Free” aisles may be shown on the Floor Plan and will be strictly enforced due to logistic and safety reasons.

For an up-to-date Exhibit Floor Plan, please click [HERE](#).



# Liability Insurance



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ISLB 2024 does not bear any insurance risk for the exhibitor. The exhibitor is explicitly referred to their own insurance.

ISLB 2024 requires all exhibitors to provide proof that liability insurance with a minimum of **USD 2,000,000 for each accident or occurrence limit** of liability is in place for the duration of the event. **Third-party liability insurance certificate is mandatory** and must be provided to the ISLB 2024 Secretariat no later than **October 21, 2024**. In case the exhibitor receives the invoice after **October 21, 2024**, the exhibitor is required to provide the certificate of insurance as soon as possible and **prior to move-in**. Full coverage must be in effect for the event for which a contract exists.

Interest Insured: Commercial General Liability

- Inclusive Limit
- Covering Third Party Bodily Injury and Property Damage
- Including Non-Owned Automobile, if necessary
- Including Host Liquor Liability, if necessary
- Including Cross Liability Clause

Additional insured to be named:

- International Conference Services Ltd.
- International Society of Liquid Biopsy (ISLB)
- Gaylord Rockies Convention Center

Insurance companies may submit their own form (must be in English) or use the [Certificate of Insurance template](#). Please upload proof of insurance on your Exhibitor Portal (dedicated link provided in the “Order Confirmation” email you received from us) or return via email to [islb-fulfillment@icsevents.com](mailto:islb-fulfillment@icsevents.com) by October 21, 2024.

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# Advertisements, Sales Activities and Presentations



The exhibitor agrees to confine all products/ service demonstrations and other sales activities to the limits of the contracted exhibit space and within the maximum height set. Distribution of any material is likewise limited to the confines of their exhibit space. Exceptions may be given by the ISLB 2024 Secretariat prior to show opening in writing.

The use of games of chance, lottery devices, musical instruments and other sideshow practices is permitted only with written permission of the ISLB 2024 Secretariat. The use of amplifiers, musical performances and any other sound generating equipment - even for advertising purposes - requires advanced written approval as well. Noisy demonstrations may be restricted or prohibited after permission if such demonstrations are considered a disruption of the general order of the event. Approval must be requested by completing the Booth Entertainment Request Form. **Please contact us by October 21, 2024 at [islb-fulfillment@icsevents.com](mailto:islb-fulfillment@icsevents.com) to receive the form.**

Flashlights and revolving light equipment are prohibited. Lights from one exhibit should not disturb or damage other booths. Exhibitors are not allowed to carry items, signboards and brochures for recruitment purposes.

# Giveaways

Giveaways should be educational in nature and must be pre-approved. Distribution of pre-approved educational material is limited to contracted exhibit space only. It is recommended to await approval from the ISLB 2024 Secretariat prior to production and shipment of any congress-related giveaways. Permission to hand out Giveaways may be restricted or prohibited after permission if such giveaway is considered a disruption of the general order of the event. Approval must be requested by completing the [Giveaway Request Form](#). **Please contact us by October 21, 2024 at [islb-fulfillment@icsevents.com](mailto:islb-fulfillment@icsevents.com) to receive the form.**



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# Lead Retrieval



## Option 1: Lead Retrieval via the Congress Mobile App

Within the 'Meeting Hub' function in the Congress Mobile app you have the option of connecting with all attendees. However, you will only be able to see the full name, organization and email address if attendees have opted in to sharing this information with other app users.

This option is free of charge.

## Option 2: Lead Retrieval via the Lead Retrieval App

You will receive the separate login for the lead retrieval app. With the camera of your phone, you are scanning the attendee badges and get the following information: Name, Position, Country and Email Address. In the backend, you are able to set up qualifier questions for attendees to answer, that appear on your mobile device after an attendee badge has been scanned.

This option is available at additional charge of **USD 250**. (Payment must be made by credit card before November 15)