



## CONFERENCES EXHIBITION INFORMATION AND RELATED OPPORTUNITIES 2019

### **BTS SUMMER MEETING**

**13<sup>th</sup> & 14<sup>th</sup> June 2019**

**Renold Building, University of Manchester**

### **BTS WINTER MEETING**

**4<sup>th</sup> to 6<sup>th</sup> December 2019**

**QE II Centre, London**



**Better lung health for all**

## EXHIBITION AND STAND INFORMATION

**Please read this document carefully. Agreement fees and the cancellation policy will be strictly enforced.**

### THE EXHIBITIONS

At the **Summer Meeting** the commercial exhibition will be located in the ground floor foyer of the Renold Building, where coffee/tea and lunchtime refreshments will be served. All stands will be built with shell scheme and are supplied with basic electrics (see below).

At the **Winter Meeting**, the main exhibition area will be in the Whittle/Fleming on the 3<sup>rd</sup> floor, with additional space for single stands only in the Britten, also on the 3<sup>rd</sup> floor. This will give two large spaces on the same floor for catering, posters and exhibition. Coffee and tea during the breaks will be served in the Whittle/Fleming and Britten, as well as a snack cash catering facility in the Whittle/Fleming, which has proved very popular in the past few years. Lack of space on the third floor means that we have to also provide a full cash catering facility for lunches in the Pickwick on the 1<sup>st</sup> floor.

Floor plans of the exhibition areas in Manchester and London are available separately.

All exhibition stands are offered on a strictly first-come, first-served basis.

### THE EXHIBITION FEES INCLUDE:

- Admission to conference sessions and tea and coffee during break times only, for 10 exhibition staff maximum *per company* over all days of the Meetings;
- Conference programme;
- Shell scheme complete with company name board, where specified;
- 13-amp electrical socket and two spotlights for shell scheme stands. (Mains electrical supply and electrical points are **not** included for space-only stands or those companies choosing not to use the shell scheme);
- For the Summer Meeting only, lunch for 4 people *per company* per day. Lunches are available on a cash catering basis only at the Winter Meeting, and are NOT included.

### DELEGATE NUMBERS

We anticipate between 2,200 and 2,400 participants at the Winter Meeting. There were 2,460 at the 2018 Winter Meeting. At the Summer Meeting, we anticipate between 400 and 500 participants. There were 569 delegates at the 2018 Summer Meeting.

### STAND BOOKINGS

If you wish to exhibit at the Summer and/or Winter Meetings, **you are advised to reserve a space by TELEPHONING Cathryn Stokes**, BTS Conference Manager, on **01277 373 797 as soon as possible from 10.00am on Tuesday 12<sup>th</sup> February 2019.**

Once your stand choice has been allocated, please immediately email confirmation of your booking to: [cathryn@cskonferences.co.uk](mailto:cathryn@cskonferences.co.uk). If you do not receive an acknowledgement within two days of reserving your stand, please contact the BTS Conference Manager straight away. It is quicker to contact Cathryn direct rather than going via BTS Head Office.

### BTS BOOKING AGREEMENT

As soon as you have confirmed your stand booking, your company is liable to our payment and cancellation terms and agrees to comply with all rules in the Exhibitors' Manual. **The BTS Agreement must be completed, signed and returned.**

### COMPANY CONTRACTS

The Society is receiving an increasing number of requests to sign agreements with individual exhibiting companies. While we understand why this is the case, these often require the Society to seek legal advice. We are therefore making a small additional charge of £300.00 plus VAT for **all** such agreements that the Society is asked to sign. This will be added to the invoice.

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## **PAYMENT AND PURCHASE ORDERS**

**Payment in full must be made no later than 8 weeks prior to the Meetings** – ie by 17<sup>th</sup> April 2019 for the Summer Meeting and by 8<sup>th</sup> October 2019 for the Winter Meeting. If a Purchase Order number is required for the invoice, then the **Purchase Order form must be submitted within one week of the stand booking being made.**

## **CANCELLATION POLICY**

The Society's cancellation policy is as follows: from the date of your confirmation email up to 8 weeks before the event takes place, companies will be liable to pay BTS 50% of the quoted stand price if they cancel their reserved stand. After that date, companies will be liable for 100% of the quoted stand price if they cancel. Furthermore, we will not allocate space to any company which owes the Society money from previous years' Meetings.

## **DATA PROTECTION**

Information you provide on your organisation, including contact details, will be held on file and on the Society's and Conference Manager's databases, and may be shared with companies appointed to assist in the organisation of the BTS Meetings (such as venue managers, shell scheme, lighting, furniture hire, etc), from whom you may receive email correspondence. We will not share your details with any companies or individuals not working with us on these events. If you would prefer not to receive such correspondence, please confirm this to the Conference Manager via email. We will also contact your company representatives about any or all matters relating to the exhibitions by telephone and email.

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## **EXHIBITION STAND RATES**

### **SUMMER MEETING 2019**

**Thursday 13<sup>th</sup> & Friday 14<sup>th</sup> June** (Set-up Wednesday 12<sup>th</sup> June)  
The Renold Building, University of Manchester, M1 7JR

All Stands (3mx2m)

### **WINTER MEETING 2019**

**Wednesday 4<sup>th</sup> to Friday 6<sup>th</sup> December** (Set-up Tuesday 3<sup>rd</sup> December)  
QE II Centre, Broad Sanctuary, Westminster, London, SW1P 3EE

Stands 1 and 2 (5mx4m, space only)

Stands 3 and 4 (6mx4m, space only)

Stands 5 to 42 (3mx2m, shell scheme)

*Please contact the BTS Conference Manager for all rates via: [cathryn@csconferences.co.uk](mailto:cathryn@csconferences.co.uk)*

For our regular supporters, we will be pleased to offer our usual discount\* on this year's stand fees of 5% to those companies who exhibited at the Summer *or* Winter Meeting in 2018, and a 10% discount for those companies who exhibited at *both* the Summer and Winter Meetings in 2018.

**\*Please note, there are no discounts available at the Winter Meeting for stands 1, 2, 3 and 4.**

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## RELATED OPPORTUNITIES AT THE SUMMER AND WINTER MEETINGS

### Private Meeting Rooms\* (Winter Meeting only)

A variety of meeting rooms are available to hire throughout the Winter Meeting.

- Burton Room, 2<sup>nd</sup> floor
- West Room, 3<sup>rd</sup> floor
- Room 3/12 & Guild, 3M & 3<sup>rd</sup> floors
- Wordsworth, Shelley, Keats, Burns, 4<sup>th</sup> floor

All rooms must be booked for the full three days. Rates exclude VAT but include access on the set-up day and standard in-house furniture. Catering and audio-visual equipment must be ordered and paid for separately, using the in-house catering and audio-visual departments. Floor plans and images of the rooms are available via: <http://www.geiicentre.london/rooms>

For room hire rates and room bookings, please contact the BTS Conference Manager:  
[cathryn@csconferences.co.uk](mailto:cathryn@csconferences.co.uk)

**\* Please note: The Society DOES NOT allow sponsored symposia.**

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### Plasma Screen Advertising at the Venue (Winter Meeting only)

There are a number\* of large plasma screens located throughout the QEII Centre, most of which are available to hire for company advertising. The screens will show multiple pages, which will include conference information, directions, session details, etc. Companies wishing to advertise may choose from a single plasma screen or multiple screens around the Centre. A number of different advertisements may be shown on any one screen on a rolling loop.

Advertisements will need to be submitted in an upload-ready format (details to be confirmed nearer to the time) by 1<sup>st</sup> November 2019 at the latest and will, of course, need to comply with ABPI and associated industry regulations. Advertisements will be on display for all three days of the conference and options include:

- One plasma screen
- All available plasma screens (47)
- Exclusive advertising on all screens

*\*Plasma screen locations and numbers:*

Ground floor: What's On screens x 2; Room screens x 3; Exit screen x 1.  
1<sup>st</sup> floor: What's On screens x 3; Room screens x 3.  
2<sup>nd</sup> floor: What's On screens x 3; Room screens x 6.  
3<sup>rd</sup> floor: What's On screens x 4; Room screens x 3.  
4<sup>th</sup> floor: What's On screens x 3; Room screens x 5.  
5<sup>th</sup> floor: What's On screens x 3; Room screens x 6.  
6<sup>th</sup> floor: What's On screens x 0; Room screens x 2.

For rates and to book your plasma screen advertising, please contact the BTS Conference Manager:  
[cathryn@csconferences.co.uk](mailto:cathryn@csconferences.co.uk)

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### **Media Wall Advertising at the Venue (Winter Meeting only)**

The media wall is located in the main foyer and directly faces delegates as they enter the venue. The media wall highlights particular sessions each day and includes the Winter Meeting Twitter feed. Advertisements may be included on part of the media wall providing high visibility to the advertising companies. A number of different advertisements may be shown on the media wall on a rolling loop.

Advertisements will need to be submitted in an upload-ready format (details to be confirmed nearer to the time) by 1<sup>st</sup> November 2019 at the latest and will, of course, need to comply with ABPI and associated industry regulations. Advertisements will be on display for all three days of the conference and options include:

- One advertisement
- Exclusive advertising

For rates and to book your media wall advertising, please contact the BTS Conference Manager:

[cathryn@csconferences.co.uk](mailto:cathryn@csconferences.co.uk)

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### **Advertising on the Lifts at the Venue (Winter Meeting only)**

Advertisements may be placed on the lifts at the venue, using full height vinyl graphics. There are six lifts in the main lift lobby and a further three lifts in a second lobby. This lift branding gives a great visual effect and provides excellent exposure for your company.

Advertisements will need to be provided as complete ready-to-print artwork (details to be confirmed nearer to the time) by 1<sup>st</sup> November 2019 at the latest and will, of course, need to comply with ABPI and associated industry regulations. Advertisements will be on display for all three days of the conference and options include:

- Main lift lobby (all 6 lifts)
- Second lift lobby (all 3 lifts)

For rates and to book your lift advertising, please contact the BTS Conference Manager:

[cathryn@csconferences.co.uk](mailto:cathryn@csconferences.co.uk)

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### **THORAX ADVERTISING (Summer and Winter Meetings)**

#### **Final Programme – Winter Meeting**

The Winter Meeting Programme is published as a supplement to the Society's journal, *Thorax*, and is distributed to all conference delegates plus all subscribers to the journal. Either exclusive sponsorship or single page advertisements are available for this supplement.

#### **Thorax Conference Issues – Summer and Winter Meetings**

There are also opportunities to place individual advertisements in the special June and December conference issues of *Thorax*.

For all *Thorax* advertising, please contact Simon Walker at the BMJ directly via: [swalker@bmj.com](mailto:swalker@bmj.com)

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## **CONTACT DETAILS**

For further information on the exhibitions and related opportunities, or to reserve a stand, please contact:

**Cathryn Stokes BTS Conference Manager**

Tel: 01277 373 797 • Mobile: 07961 538 856 • Email: [cathryn@csconferences.co.uk](mailto:cathryn@csconferences.co.uk)

**BTS HEAD OFFICE & REGISTERED ADDRESS**

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