

## BTS SUMMER AND WINTER MEETINGS 2019 – EXHIBITION AND RELATED OPPORTUNITIES

**Summer Meeting – Thursday 13<sup>th</sup> and Friday 14<sup>th</sup> June, University of Manchester**

**Winter Meeting – Wednesday 4<sup>th</sup> to Friday 6<sup>th</sup> December, QEII Centre, London**

Stand bookings are on sale from **10.00am on Tuesday 12<sup>th</sup> February 2019** and, as usual, all stands are sold on a first-come, first-served basis.

Companies are advised to book early for both Meetings to avoid disappointment, via Cathryn Stokes on her **landline only: 01277 373 797**.

Once your stand choice has been allocated, please immediately email confirmation of your booking to: [cathryn@csconferences.co.uk](mailto:cathryn@csconferences.co.uk). You will then receive a booking agreement, which must be completed, signed and returned in order to finalise your stand booking.

The floor plans for both Meetings are available to view on the BTS website via the links below (no need to log in):

**Summer Meeting:**

<https://www.brit-thoracic.org.uk/bts-learning-hub/bts-summer-and-winter-meetings/summer-meeting-2019/#exhibitorsSection>

**Winter Meeting:**

<https://www.brit-thoracic.org.uk/bts-learning-hub/bts-summer-and-winter-meetings/winter-meeting-2019/#exhibitorsSection>

*Before booking your stand, please view the floor plans and read this document and the details below in the "Conferences Exhibition Information and Related Opportunities 2019" section carefully. Please note that you DO NOT need to log in to the website to make a stand booking or to view the floor plans.*

The meeting rooms detailed below for the Winter Meeting may only be booked by those companies exhibiting at the conference.

Stand Rates

This year, we have been able to keep stand rates the same as last year. Please contact the BTS Conference Manager for details.

**Summer Meeting 2019 -** All stands (3m x 2m)

**Winter Meeting 2019 -** Stands 1 and 2 (5m x 4m)  
Stands 3 and 4 (6m x 4m)  
Stands 5 to 42 (3m x 2m)

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.**

We offer a maximum of 10 exhibitor registrations *per company* regardless of the size of the stand, and these are included in the above rates.

However, we will need to know all names in advance and your assistance in completing the relevant forms when requested to do so will be much appreciated. Any additional stand personnel will need to register and pay the standard delegate rates.

Please also note that space-only stands must order and pay separately for a mains electrical supply and electrical points, via the appointed electrical contractor. Further details will be provided in the Exhibitors' Manual.

### Summer Meeting 2019

The 2018 Summer Meeting in Manchester was very popular and almost sold out! This year we have been able to increase the capacity by almost 15% and we hope that the 2019 Summer Meeting will see another excellent attendance. The layout of this venue works very well for the Summer Meeting, where there is always a great atmosphere in the exhibition area.

### Winter Meeting 2019

The main exhibition is located in the Whittle and Fleming, creating one large space for catering, posters and the exhibition. There are also seating areas and a cash catering point in the Whittle and Fleming to further encourage delegates to visit the exhibition area.

There is additional exhibition space in the adjoining Britten lounge area. However, for logistical reasons, the Britten is not suitable for large bespoke exhibition stands and, therefore, these stands will only be sold as single 3m x 2m shell scheme stands, suitable to have 'pop up' style stands erected within.

The Britten will also still accommodate our charity and non-commercial exhibitors and, therefore, some stands are 'table tops' only and reserved specifically for these groups.

Any companies wishing to book meeting rooms or educational areas at the QEII Centre will need to make contact direct with the BTS Conference Manager, rather than with the Centre. Please see the "Conferences Exhibition Information and Related Opportunities 2019" section below for further details.

### 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.

### Company Sponsored Delegate Places

We are grateful to companies who make group bookings of delegate places. For further information on group bookings, please contact [bookings@brit-thoracic.org.uk](mailto:bookings@brit-thoracic.org.uk) and, where possible, **please confirm all groups for the Winter Meeting by 31<sup>st</sup> August 2019.**

*Please read the information about exhibition space and costs carefully, particularly the Society's cancellation policy.*

We look forward to seeing old supporters again in Manchester and London and to welcoming some new ones. It is a pleasure to continue to work with you all.

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)

---

## 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**

## **EXHIBITION AND STAND INFORMATION**

**Please read this information 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@csconferences.co.uk](mailto:cathryn@csconferences.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.

### 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.

---

## 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): *Please contact the BTS Conference Manager for details*

### 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): *Please contact the BTS Conference Manager for details*  
Stands 3 and 4 (6mx4m, space only): *Please contact the BTS Conference Manager for details*  
Stands 5 to 42 (3mx2m, shell scheme): *Please contact the BTS Conference Manager for details*

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.**

---

## 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.qeiicentre.london/rooms>

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

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

---

### **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)

---

### **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)

---

### **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 the 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)

---

### **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)

---

## **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**

17 Doughty Street • London • WC1N 2PL • Tel: 020 7831 8778 • Fax: 020 7831 8766 • Website: [www.brit-thoracic.org.uk](http://www.brit-thoracic.org.uk)

---