



CONFERENCES EXHIBITION INFORMATION AND RELATED OPPORTUNITIES 2020

BTS SUMMER MEETING

11th & 12th June 2020

Renold Building, University of Manchester

BTS WINTER MEETING

2nd to 4th December 2020

QEI 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 3rd floor, with additional space for single stands only in the Britten, also on the 3rd 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 both areas, with a cash catering facility in the Whittle/Fleming. 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 1st floor.

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

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;
- 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

There were almost 2,460 participants at the 2019 Winter Meeting and at the 2019 Summer Meeting, there were 670 participants. We anticipate similar numbers in 2020.

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 Monday 10th February 2020.**

Once your stand choice has been allocated, please immediately email confirmation of your booking to: cathryn@cconferences.co.uk. If you do not receive an acknowledgement within two days of reserving your stand, please contact Cathryn straight away.

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, we are a small organisation and this is a resource-intensive activity for us, which sometimes may involve legal opinion. We will therefore make an 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 16th April 2020 for the Summer Meeting and by 7th October 2020 for the Winter Meeting.

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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 that owes the Society money from previous years' Meetings.

MEDIA POLICY

All exhibiting companies must comply with the BTS Media Policy and must ensure that this policy is shared with all internal communication and marketing staff as well as to all external PR and marketing agencies. Film crews and the like may not attend either Meeting.

<https://www.brit-thoracic.org.uk/about-us/pressmedia/>

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 and, where possible, **please confirm all groups for the Winter Meeting by 31st August 2020.**

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 – Please contact the BTS Conference Manager via:
cathryn@cconferences.co.uk

SUMMER MEETING 2020

Thursday 11th & Friday 12th June (Set-up Wednesday 10th June)
The Renold Building, University of Manchester, M1 7JR

All Stands (3mx2m)

WINTER MEETING 2020

Wednesday 2nd to Friday 4th December (Set-up Tuesday 1st December)
QEII Centre, Broad Sanctuary, Westminster, London, SW1P 3EE

Stands 1 and 2 (5m x 4m, space only)

Stands 3 and 4 (6m x 4m, space only)

Stands 5 to 42 (3m x 2m, shell scheme)

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 one BTS Meeting in 2019, and a 10% discount for those companies who exhibited at *both* BTS Meetings in 2019.

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

*The Society remains grateful for the continued support of the Summer and Winter Meetings.
We hope that you will be able to exhibit this year and look forward to seeing you there.*

RELATED OPPORTUNITIES AT THE WINTER MEETING 2020_– Please contact the BTS Conference Manager via: cathryn@csconferences.co.uk

Private Meeting Rooms*

A variety of meeting rooms are available to hire throughout the Winter Meeting, but only for use by companies exhibiting at the Meeting.

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

*** Please note: The Society DOES NOT allow sponsored symposia at its Meetings and respectfully asks that if companies organise any symposia, they do not suggest, say, imply or infer that these are in any way part of the BTS programmes.**

Plasma Screen Advertising at the Venue

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 for approval in an upload-ready format (either JPG or PNG at 2920 pixels wide x 1080 pixels high, RGB) by 2nd November 2020 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 costs to advertise are:

- One plasma screen
- Exclusive advertising on all screens

**Plasma screen locations and numbers:*

Ground floor: What's On screen x 1
1st floor: What's On screens x 2
2nd floor: What's On screens x 2
3rd floor: What's On screens x 3
4th floor: What's On screens x 3
5th floor: What's On screen x 1

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Media Wall Advertising at the Venue

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 for approval in an upload-ready format (either JPG or PNG at 2920 pixels wide x 1080 pixels high, RGB) by 2nd November 2020 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 cost (plus VAT) to advertise is:

- One advertisement
 - Exclusive advertising
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Advertising on the Lifts at the Venue

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 for approval as complete ready-to-print artwork (details to be confirmed nearer to the time) by 2nd November 2020 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 costs (plus VAT) for lift advertising are:

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

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

Cathryn Stokes BTS Conference Manager

Tel: 01277 373 797 • Mobile: 07961 538 856 • Email: 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
