



Exhibitors' Pack

New space: Exhibition will be held in the Cambridge and Windsor, 5th Floor, QEII Centre

CONTENTS

IMPORTANT DATES	1
INTRODUCTION	2
AUTUMN CONFERENCE AT A GLANCE	3
SPONSORSHIP OPPORTUNITIES	4-5
EXHIBITION	5-6
APPENDIX A-B	7-8



IMPORTANT DATES

Exhibition confirmation deadline: including space only (see Appendix A)	3 August 2018
Propose conference initiatives (e.g. activity from exhibition stand) deadline:	24 August 2018
Exhibition delivery booking deadline: (see Appendix B)	24 August 2018
Supplementary exhibition requirements order deadline (e.g. power / furniture)	24 August 2018

Conference Organisers:

Mediscript Ltd

1 Mountview Court

310 Friern Barnet Lane

London | N20 0LD

Tel: +44 (0)20 8369 5380

Fax: +44 (0)20 8446 9194

E-mail: conferences@bhiva.org

INTRODUCTION

The BHIVA Autumn Conference will, once again, be held at the QE II Centre. Located in the heart of London, the centre provides all the facilities required for our delegates. I would like to thank all the members of the Conference Subcommittee for their efforts in preparing an excellent programme for this conference.

The conference programme is now almost finalised and the BHIVA plenary programme will cover a wide range of important topics relevant to HIV. Please refer to the provisional programme for a schedule of topics and timings. There will be a BHIVA Guidelines Session focusing on getting your feedback and promoting discussion on some of the Association's latest guidelines.

Accommodation has been arranged with a range of local hotels, all within a short distance of the QE II Centre. If you require accommodation please contact HotelMap, who provide a free hotel reservation service. Contact details can be found on the BHIVA website.

The prestigious conference venue, the QE II Centre, has all the necessary facilities such as purpose built conference auditoriums, meeting rooms, exhibition facilities and a cloakroom to accommodate the BHIVA Autumn Conference and all its associated activities. The venue is conveniently located in the heart of London and close to such attractions as the London Eye, Houses of Parliament and Westminster Abbey.

The BHIVA Autumn Conference is a wonderful opportunity to showcase your research, your work and your support for BHIVA's ongoing efforts to achieve their aims and objectives of promoting and monitoring high standards of care in HIV therapy.

We earnestly request your whole-hearted participation in the sponsorship of various activities during the conference.



Professor Chloe Orkin
Chair
British HIV Association (BHIVA)

BHIVA AUTUMN CONFERENCE AT A GLANCE

Conference Dates:

Thursday 4 – Friday 5 October 2018

Venue:

QE II Centre | Broad Sanctuary | Westminster | London | SW1P 3EE
Tel: + 44 (0) 20 7222 5000 | Web: www.qeiiicc.co.uk

CONFERENCE PARTICIPANTS AND DEMOGRAPHICS

The BHIVA Autumn Conference has been held in London for the preceding 21 years and moved to the QE II Centre in 2004.

Year on year it appears that the conference grows in popularity among medical professionals, allied healthcare workers, professional association members, community groups and the pharmaceutical industry.

PROFILES:

The conference delegates and participants list is likely to comprise:

- Medical professionals
- Scientists
- Representatives of local and national research organisations
- Representatives from government departments/bodies
- Public health workers
- Representatives of NGOs
- Charitable organisations
- Patient and community representatives
- Industry and pharmaceutical specialists

STRUCTURE:

The conference will start with the Welcome Addresses at 0855 on Thursday 04 October 2018. The conference will run for the following two full days and will contain:

- Plenary sessions
- Invited lectures
- Interactive lunchtime workshops
- Satellite Symposia
- Exhibition

Conference to close at 1645 on Friday 05 October 2018.

SOCIAL EVENTS:

- **Drinks Reception:**
1830 -1915 Thursday 4 October 2018
QE II Centre



SPONSORSHIP OPPORTUNITIES

BHIVA AUTUMN CONFERENCE 2018

Conference Programme and Parallel Sessions	Major Sponsors £	Non Major Sponsors £	
Satellite Symposia	8,000	16,000	60 minute slot to be organised by the sponsoring company Fully booked
Invited Lecture Travel Bursary	4,000	8,000	30 minute slot to be organised in collaboration with the sponsoring company. Travel bursary will go towards supporting the honorarium, travel and accommodation of the speaker and company support will be acknowledged in all conference literature. Slots will qualify for CPD accreditation.
Large Workshop	8,000	16,000	60 minute closed lunch time meeting for a maximum of up to 80 persons in a theatre style layout. The registration process for these meetings must be transparent and preferably operated on a first come, first served basis. One slot available
Breakfast Workshop	4,000	8,000	Large workshop, max 60 minutes, prior to morning sessions
Meeting of key opinion leaders	Price on application	Price on application	Max 90 minute closed meeting outside of conference programme hours, including the day before or the day after conference, of up to 30 persons. Applications will be reviewed on an individual basis.
Meet the experts session	Free of charge	Free of charge	Organised from the confines of a sponsors exhibition stand during lunch on the basis of 1:1 or 1:2 discussions where no amplified sound equipment is used.
Advisory board meeting / Round table conference	Price on application	Price on application	Max 90 minute closed meeting outside of conference programme hours, including the day before or the day after conference, of up to 30 persons. Applications will be reviewed on an individual basis.

Logistical support and exhibition	Major Sponsors £	Non Major Sponsors £	
Exhibition stand	3,000	3,000	(3m x 2m) 2 free registrations
Extra exhibition space	500 per sq metre	500 per sq metre	
Delegate bags	1,750	3,500	Company logo printed on bags
Printed material insert	750	1,500	
Other item inserts (e.g. pads, pens)	Free of charge	Free of charge	
Badges / Lanyards	1,750	3,500	Company logo on lanyards

1. Plus cost of breakfast as requested.

Advertising			
Preliminary Announcement	1,500	1,500	Approx. 3,000 copies printed and distributed to target groups. All items will subsequently be posted on the BHIVA website. (For OBC please add 30%). (For IFC please add 15%).
First Announcement*	2,000	2,000	
Second Announcement*	2,000	2,000	
Mini Programme*	3,000	3,000	Mini Programme inserted into conference badges

*Surcharges for special positions apply

EXHIBITION

INTRODUCTION

The exhibition will form an integral part of the BHIVA Autumn Conference. Companies, affiliated associations, educational organisations and community groups will have the opportunity to showcase products and services focusing on innovative concepts, new research and products in HIV and HIV-related illnesses and co-infections. The exhibition will run concurrently with the conference over two days. Throughout the conference delegate refreshments and catering facilities will be available in the exhibition area. There will be ample opportunity for delegates and exhibitors to meet regularly during the conference.

BOOKING AN EXHIBITION STAND

The initial deadline for booking exhibition space is **3 August 2018**. Please see **Appendix A** for an exhibition booking form. Exhibition space will be reserved on a first-come, first-served basis and is limited, so booking early is recommended. The allocation of exhibition stand space will be conducted by BHIVA shortly after the 3 August deadline and will endeavour to intermingle voluntary sector stands amongst commercial exhibitors. Please note that Major Sponsors' stand allocations will be made first.

- **Standard exhibition shell:**

The exhibition will be based on a shell scheme laid out upon a nominal 3 x 2 metre grid. A basic stand is supplied with walls, a table, two chairs and a standard power socket. Corner stands will have two sides open. Each wall is made up of two panels, supported within an aluminium frame. If the company contracts for two stands, no dividing wall will be erected unless specifically requested. The exhibition area is carpeted.

- **Space only:**

Exhibitors who wish to design and build their own stand may elect to book 'space only'. Please notify the Conference Organisers at your very earliest opportunity, and no later than **3 August 2018**, to inform them of your wish to do this, as usually some areas of the exhibition are more suitable for such allocations. The maximum allowable build-height in the exhibition area is **3 metres** and it is essential that you do not exceed your space allocation when building as this may lead to your stand needing to be dismantled and re-erected to the correct dimensions and the burden of these costs will have to be borne by the exhibiting company.

EXHIBITORS' REGISTRATION

Each standard 3m x 2m exhibition stand purchased comes with two free registration places (e.g. 6m x 2m exhibition stand would enable four free registrations). The BHIVA Autumn conference will not differentiate between exhibitor registration and full delegate registration, enabling all registered delegates to access the lecture theatre if required. All delegates representing commercial exhibitors and sponsors are required to register at industry rates whether they are BHIVA members or not. All registrations can be administered online at www.bhiva.org. If you have an initiative running from your stand that requires technical support such as a barista or AV technician then a discounted registration fee might be applicable. Please contact the Conference Organiser for further details.

EXHIBITION INITIATIVES

If you have any initiatives that you would like to organise from your stand, such as dispensing catering supplies, or organising some sort of scientific presentation, then it would be necessary for you to submit a short brief of your intentions to the Conference Organiser. The deadline to receive such proposals is **24 August 2018**. Such proposals, depending on their nature, may need to be reviewed and approved by the BHIVA Conference Subcommittee, or by the conference venue management team.

Catering – Please note that if you wish to organise any catering to be available at your exhibition stand then **you must obtain the consent of Leith's Caterers**. A facility fee may be payable for any catering not supplied by Leith's Caterers. Please contact Sara French on **020 7798 4700** or at sara.french@qeicentre.london, if you wish to discuss this further.

FURNITURE AND DESIGN

For all of your exhibition requirements we would be happy for you to liaise directly with our preferred exhibition supplier **Exhibition Power Ltd** who can assist you with all of your logistical requirements from supplying additional furniture to implementing a full design and build of a bespoke exhibition stand. This would be particularly important if you will require additional power to your stand over and above a standard 13 amp socket. Please note that all orders need to be confirmed with Exhibition Power by **7 September 2018**. Orders placed after this date may not be possible to fulfill but will attract a late order surcharge. Please contact Jamie Dolan on **0333 355 4171** or at info@exhibitionpower.co.uk

Exhibition Power specialise in the following services:

- **Exhibition solutions:** Design and build of exhibition stand, Electrics and lighting, Audio visual equipment
- **Display and graphic solutions:** Large format digital prints, Shell scheme graphics, Banner stands, Pop-up display stands
- **Furniture hire solutions:** Informal and formal seating, Tables, cabinets, bar units and counters, Exhibition accessories

DELIVERIES AND COLLECTION

Deliveries are only permitted from **Wednesday 3 October 2018**. No deliveries will be accepted prior to this. You will be required to book a time slot to deliver your exhibition stand equipment if you plan on bringing materials with you. Items being delivered via a courier do not need to pre-book a delivery time for the loading bay. The deadline for booking a delivery slot is **24 August 2018**. Please see **Appendix B** for a delivery booking form.

Deliveries:

All deliveries should be clearly marked:

Event Manager: Jessica Blankson
BHIVA AUTUMN CONFERENCE
 Exhibition: Cambridge and Windsor
(Your company name)
 The Loading Bay
 QE II Centre, Broad Sanctuary
 London SW1P 3EE

Collections:

Prior to the conclusion of the conference, exhibitors must affix a collection note to any items being collected by couriers and the QE II Centre will detail clear instructions as to where to leave items for collection. All items must be picked up by the final day of the exhibition. **Any items left after this time or not clearly labelled will be destroyed.**

EXHIBITION SCHEDULE

BHIVA Autumn Conference 2018: Cambridge and Windsor, QE II Centre

Access to the exhibition area for Exhibitors (space-only):	0000-0800 Thursday 4 October 2018
Access to the exhibition area for Exhibitors (shell scheme):	0500-0800 Thursday 4 October 2018
(All exhibitors are requested to be set up for sign-off of their stands by 0745 on Thursday 4 October at the very latest)	
Exhibition opens:	From 0800 Thursday 4 October 2018
Exhibition days:	Thursday 4 October 2018 (0800-1915)
	Friday 5 October 2018 (0800-1440)
Exhibition break down (shell scheme):	1440-1700 Friday 5 October 2018
Breakdown (space only):	1700-2000 Friday 5 October 2018

Appendix A: EXHIBITION BOOKING FORM

Company Name: _____ Applicants Name: _____

1. Please tell us how much exhibition space you require

Stand Size

Standard exhibition size is 3m x 2m and can be purchased, subject to availability, at £3,000 (inclusive of 2 free registrations). Extra space can be purchased, subject to availability, at £500 per sq metre.

I would like to book a single exhibition stand (3m x 2m) at the BHIVA Conference (£3,000)*

I would like to book a double exhibition stand (6m x 2m) at the BHIVA Conference (£6,000)*

I would like to book a triple exhibition stand (6m x 3m) at the BHIVA Conference (£9,000)*

Other size: please specify _____ Rate*:£ _____

*Please note that if you are a Major Sponsor then your package includes a standard exhibition stand at conference. As such, please deduct £3,000 from the rates shown above to determine the rate applicable to you.

2. Please tell us whether you require a shell scheme stand provided or space only (if you plan to build your stand)

Shell Scheme

We will require a shell scheme to be built for our use, to include standard power supply and 2 x spot lights

Space only

We require space only and will not require a shell scheme to be built for our use.

We would like a standard power supply to be made available for our use (space only)

Please complete this form and return to the Conference Secretariat by **3 August 2018**

Conference Organisers: Mediscript Ltd
1 Mountview Court
310 Friern Barnet Lane
London | N20 0LD
+44 (0)20 8369 5380
bhiva@bhiva.org

Appendix B: Exhibitors Delivery Timetable

BOOKING FORM

Company Name: _____ Applicants Name: _____

Please indicate below your preferred time for delivery of your exhibition materials for the forthcoming BHIVA Conference. You will have a short window of 30 minutes to unload following which you will be able to move your materials through to the exhibition area.

DELIVERY TIMETABLE: Thursday 4 October 2018

Time	Preference (1-3)	Comments	Time	Preference (1-3)	Comments
0000	<input type="checkbox"/>	_____	0030	<input type="checkbox"/>	_____
0100	<input type="checkbox"/>	_____	0130	<input type="checkbox"/>	_____
0200	<input type="checkbox"/>	_____	0230	<input type="checkbox"/>	_____
0300	<input type="checkbox"/>	_____	0330	<input type="checkbox"/>	_____
0400	<input type="checkbox"/>	_____	0430	<input type="checkbox"/>	_____
0500	<input type="checkbox"/>	_____	0530	<input type="checkbox"/>	_____
0600	<input type="checkbox"/>	_____	0630	<input type="checkbox"/>	_____

Please complete this form and return to the Conference Secretariat by **24 August 2018**

Conference Organisers: Mediscript Ltd
 1 Mountview Court
 310 Friern Barnet Lane
 London | N20 0LD
 +44 (0)20 8369 5380
bhiva@bhiva.org