

ACTION POINTS

1. Visit NetworkPharma.careers and check your own details - use the **Showcase** menu at the top or visit **Employers' Details** at <https://networkpharma.careers/employers-details/>
2. IMPORTANT – we will use the web site as our key reference source, so...
 - are any logos correct? Is the text correct? Is the link back to your web site correct?
 - at the top of your Profile Page, we will place an image of your print Ad that we will then use in the exhibition guide - have you sent us your Ad? (deadline 28 October).
3. Having checked the accuracy of the online information, do you want to add to it? We can update the copy as often as you like, whenever you like. Keep it simple, but within limits the content management system is highly flexible. Feel free to explore options with us.
4. What else can we do together to shout about the event and about your involvement? A webinar anyone? What about interviews with people who will be present at the event so the message can go out to come and meet in-person on 19 September etc. Talk to us about what else we can do to support you. Tell us about what you do for yourselves.
5. IMPORTANT - use **hashtag #MedComms wherever possible**, to amplify the message.
6. Do as much as you can to help spread the word out to all wannabes. Leverage your own contacts at the Universities. Point everyone at <https://networkpharma.careers/>
7. If you've booked extra rooms, you'll deal directly with the Radisson to finalise details but let us know if we can help.
8. IMPORTANT – tell us what you are doing so we can support you and include details in the agenda at <https://networkpharma.careers/agenda-10-november-2022/>
9. We will need as final a list as possible of your own staff attendees (name and contact email) by 9 September latest (we would prefer your staff not to sign up via the web site) so we can accurately assess catering numbers and to include them in final communications.
10. IMPORTANT - if you invite delegates to sign up directly for your own activities, we need as full a list as possible (name and contact emails) by 9 September to assess overall numbers, so we have as complete a central list as possible of total event registrations.
11. Join us if you can, from 21.30 for an informal free networking and drinks reception on Wednesday night at the Radisson... and relax.
12. Be ready to enjoy yourselves on Thursday! Be in the main Exhibition Hall to set up from 07.00. It'll be busy, but hopefully very worthwhile. And fun!
13. Afterwards, reflect and send us your comments and feedback. If we survive this one, will we do another one? If we do, how will we do it differently?

Now, read the following and if you have any questions, please contact Peter Llewellyn...

Exhibitors: Working in and around #MedComms, 10 November 2022 (last updated 20 September 2022)
See <https://networkpharma.careers/> for latest details of programme and participants

BASICS

Key contact: Please reach out at any time, before, during or after the event with any questions to Peter Llewellyn, NetworkPharma Ltd, tel +44 (0)7860 835450 email peter@networkpharma.com

Key times on the day:

- Exhibition Hall open for set up from 07.00
- Delegates invited to arrive from 08.00
- Lunch served between 12.45-14.15
- Bar closes at 18.00

If you have booked additional space, you will have contracted directly with Rebeca Redondo at The Radisson and then passed on to our Meetings Coordinator on site, Angie Alonzo, who will finalise your requirements with you, for instance any signage.

Venue: Radisson Hotel & Conference Centre London Heathrow, Bath Road (Building A), West Drayton, Heathrow, London, UB7 0DU, United Kingdom

This event will occupy all the meetings space throughout the two conference centres.

See a virtual tour of the venue at <https://my.matterport.com/show/?m=VC1y7RyV7P7>

See a video walk from Orbiter Centre to Aviator Centre at <https://youtu.be/ktJtZGwtK1Y>

See the floor plan at <https://media.radissonhotels.net/image/radisson-hotel-conference-centre-london-heathrow/miscellaneous/16256-129122-m21288366.pdf>

Orbiter Conference Centre – Registration and the main hub of the event. The Main Exhibition Hall is all the area marked 11 and 15. Rooms 17, 18 and 19 will be used for a variety of informal educational workshops and panel sessions being staged by the event organisers.

Additional spaces have been booked by exhibitors to add relevant activities into the overall show. Free refreshments will be provided throughout the space.

Syndicate rooms – 20 identical spaces, booked individually by exhibitors, each room seats 10, board room style, for private one-to-ones, small group discussions and so on.

Aviator Conference Centre – 10 individual rooms, various sizes, booked individually by exhibitors, for workshops and similar activities.

There is also extensive, informal, lounge space freely available to use as needed, though the hotel can be busy at times during the day.

If you have any questions at any time, please contact Peter Llewellyn.

YOUR EXHIBITION SPACE

We'll be open to set up the exhibition from 07.00, Thursday 10 November 2022.

IMPORTANT - The exhibition space won't be very precisely defined, and tables won't be pre-booked. Get there early to claim your table. They are all the same. Keep it simple.

You will all simply shuffle around each other to make best use of the space. Think in terms of having the space around a standard 6-foot trestle table and couple of chairs. So bring a desk-top display banner, or eg one or two 0.8m wide x 2m high pull-up banners alongside, or a modular pop-up to sit behind the table, (so they are about 2.5m wide x 1m deep).

Dimensions of the table: 183 cm long x 76 cm deep x 65 cm high

The tables will already be covered, but you may want to bring your own branded tablecloth

There is a power socket for each table and WIFI is available throughout the venue.

Wrapping up should be quick and easy, so please leave it as late as you can. We're running a free bar in the exhibition hall until 18.00 and currently there is no event planned after ours, so hopefully we will finish in a reasonably relaxed if informal fashion.

PRINTED EVENT GUIDE

We are providing delegates with a simple printed event guide (also available online) in which we will include as much as we can about the agenda and a list of the exhibitors.

We would like to include a display Ad from all exhibitors in an A-Z directory (if we don't get an Ad your company name and web site address will still be listed for reference). Note the image of that Ad is also used on your Profile Page. You may choose to use the space simply for a branding message or you may want to use it to highlight details of what you are doing on the day. Your call. Please talk to us if you have any questions.

<spec>

Please supply pdf artwork, spec = 125 mm high x 180 mm wide, 300 dps, 4 colours, CMYK. If you include a phone number in your Ad then please use the international format - ie +44 etc

Note final deadline for any new material for the event guide is 28 October 2022

<spec>

Again, we would stress that the web site at NetworkPharma.careers will always be the definitive reference source and will be kept bang up-to-date.

If you have any questions at any time, please contact Peter Llewellyn.

Exhibitors: Working in and around #MedComms, 10 November 2022 (last updated 20 September 2022)
See <https://networkpharma.careers/> for latest details of programme and participants

USEFUL NOTES AND FUN FACTS

External AV and exhibitions company for any kit eg extra monitors

Gary Clark, Business & Operations Manager (UK & Ireland)
KOLBE Group
T: +44 (0)208 166 1525
M: +44 (0)755 488 3623
gary.clark@kolbe-av.co.uk

Delivery details, drop off and pick up

You can send packages to arrive the week before the event, to:

Radisson Hotel & Conference Centre London Heathrow, Bath Road (Building A), West Drayton, Heathrow, London, UB7 0DU, United Kingdom

Clearly marked "For NetworkPharma.careers event, 10 November" and with your company name clearly showing. Label packages 1 of X, 2 of X etc

Packages will be delivered to the registration office in the Orbiter Centre to await collection from 07.00 on Thursday 10 November

IMPORTANT please let the event organisers know how many packages are to be expected at the venue so we can try and keep tabs on them.

At the end of the event if you have materials to be picked up, they need to be packed and labelled and left in the registration office in the Orbiter Centre, for pick up the next day from the hotel reception.

Who is attending and how many?

It's impossible to know how many people of what level will attend on the day. This event is very unlike anything we've done before in our sector and is open to all. The simple aim is to have as many relevant people there as possible. Of all sorts. We've paid for 300 participants and we're aiming for 400. We've room for more. The more the merrier.

Importantly, details of this event will reach far more people online than simply those who attend on the day. Remember the idea is anyone from anywhere at any time can find out about the business online, and about you, track back to more in-depth information, and decide if they then want to attend on 10 November when it is all about meeting the people. Help us ensure we've plenty of useful content online for those who can't join us there.

If you have any questions at any time, please contact Peter Llewellyn.

Miscellany

1. We are giving delegates a sticky name badge and letting them write their own name how they like. So, it may be worth providing your staff with branded name badges.
2. Please DON'T pin/stick anything to the walls.
3. If you've a Syndicate Room, please DON'T put banners or other furniture in the corridor!
4. They can't guarantee places but there is plenty of complimentary car parking (do make sure you register your vehicle on arrival and again each subsequent day of your stay)
5. If you come by plane, train or bus to the central terminus, then local buses run constantly and drop you on the road across from the venue.
6. If you bring anything edible to distribute eg sweets and cakes, you will be required to sign an additional indemnity form for the venue on the day (copies available from the organiser).
7. Note the Exhibitor shall indemnify the Organiser from and against all actions, expenses, costs, charges or claims which the Organiser or any of its contractors may become liable for in consequence of damage or injury to any person or property occasioned by or arising out of the act, default or negligence of the Exhibitor or any other person or persons under its direction or any contractor engaged by the Exhibitor.

Keep it simple. Keep it useful, Keep it fun!

If you have any questions at any time, please contact Peter Llewellyn.