

Exhibitors: Working in and around #MedComms, 25 September 2023 (last updated 24 April 2023)  
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](mailto:peter@networkpharma.com)

Note **Mark Handforth** of 3Sixty Event Consulting will be on hand to help facilitate liaison with the venue as needed, email [mark.handforth@360eventconsulting.com](mailto:mark.handforth@360eventconsulting.com)

You can join our **NetworkPharma.careers Planning WhatsApp Group** in the lead up to the event at <https://chat.whatsapp.com/C7pNjymnAk03Gf4t7bCYWh>

### Key times on the day:

- Exhibition Hall open for set up from 07.00
- Delegates invited to arrive from 09.00
- Lunch served between 12.45-14.15
- Bar closes at 18.00

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

This event will occupy the whole of the *Orbiter Conference Centre*.

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

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 running throughout the day. There are 15 one-hour sessions available to book. Contact Peter Llewellyn for details.

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

Note additional meeting spaces are available elsewhere at the Radisson, which can be booked by exhibitors direct with the venue.

*Syndicate rooms* – 20 identical spaces, each room seats 10, board room style, for private one-to-ones, small group discussions, working space and so on.

*Aviator Conference Centre* – 10 individual rooms, various sizes, 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.

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## **YOUR EXHIBITION SPACE**

**We'll be open to set up the exhibition from 07.00, Monday 25 September 2023.**

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 online 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*

*Final deadline for any new material for the printed event guide is Friday 8 September 2023*

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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.

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## **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](mailto: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, 25 September 2023" 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 Monday 25 September

**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?**

Our aim is to attract 400-500 participants. Our primary focus is on people who want an entry-level job, from academia and other industries. But this event is open to all and once again we hope to attract people from across MedComms and related businesses areas. It's impossible to know quite how many people of what level will attend on the day. The simple aim is to have as many relevant people there as possible. Of all sorts. 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 25 September 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. 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)
4. 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.
5. 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).
6. 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.**