



Novel Analgesic Drug Discovery Summit

DEVELOPING THE NEXT GENERATION PAIN MANAGEMENT THERAPEUTICS

Sponsorship & Exhibition Manual



Novel Analgesic Drug Discovery Summit

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Welcome to Hanson Wade's **Novel Analgesic Drug Discovery Summit 2018** conference.

Preparations are in full swing and our team are looking forward to welcoming you to Boston in September.

This manual will help you to plan your attendance at this conference and contains essential information and guidelines.

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Novel Analgesic Drug Discovery Summit 2018

Points of Contact

Operations Manager

Sophie England

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Sponsorship Manager

Nathan Wilgoss

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Production Manager

Shima Salmasi

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If you are calling from the USA please use either of the below numbers.

West Coast: + 1 415 735 3289 East Coast: +1 617 455 4188

Dates

Day 1: Thursday 27th September

Day 2: Friday 28th September

Post-Conference Workshop: Friday 28th September 3pm -5pm

Venue

This years conference is taking place at the Wyndham Boston Beacon Hill.

Full Address:

Wyndham Boston Beacon Hill

5 Blossom St

Boston, MA

02114

Hotel Website

For more information about the hotel, please use the following link:

[\(http://www.wyndhambeaconhill.com/\)](http://www.wyndhambeaconhill.com/)

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Accommodation

We are currently negotiating with the conference venue to secure a group rate for our attendees. As soon as this information becomes available you will be emailed with details of costs and how to book.

Passes

In your contract you will find details of how many passes you are entitled to. Please send the below information to your Event Manager to register your onsite team.

Name	
Job Title	
Email Address	
Phone Number	
Company Name <i>* if different i.e. for client passes</i>	

As per your agreement, you are welcome to purchase additional employee or client passes at a discounted rate (maximum applies). Please contact your Event Manager directly to book any additional passes.

Registering Speakers

If you have a speaking slot included in your package, can we kindly ask you to send the following details to your Operations or Production Manager (if we do not already have them):

- Speaker name and job title
- Session title
- Speaker bio
- Speaker photo

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Speaker Information & Guidance

Presentation Submission

We request that you provide a final version of your slides by **Monday 20th September, 2018**.

Presentation Format

We do not have a standardized template or logo that we require you use for your slides, feel free to use a template provided by your company or make your own.

If you wish to use alternative presentation software please let us know in advance.

Presentation Control

Presentations will be pre-loaded to our AV desk at the back of the room and will be projected from here.

At the podium you will have access to a wireless clicker, with a laser, to control and advance your slides.

If you prefer an alternative setup, please let us know in advance.

Microphones

A static microphone on the podium is provided for your session.

If you would prefer to use a 'clip-on' microphone, please arrange this at the AV desk 10 minutes before your session starts.

Timing and Q&A

All sessions will end with a 5 minute Q&A. We recommend ensuring your presentation allows time for this.

If you significantly exceed the time reserved for your session, we will have to interrupt you.

Sharing Presentations

Within 24 hours of the conference we provide attendees with presentation slides from the meeting. These are provided as a PDF only and are only available to download upon the completion of an evaluation form.

Please let us know when sending your presentation if you are able to share your presentation material.

Panel Discussions / or Not Preparing Slides?

You may have agreed to speak at the event as a panelist /or as a roundtable leader which may not involve presenting slides. Hanson Wade will provide further instructions and guidance for how these sessions will run in a separate communication.

Branding

Your company logo will be included on the onsite signage, as detailed in your contract. Please send your Event Manager your logo in EPS format as soon as possible.

Please note that if your company is planning on rebranding or in the process of, please speak with your Event Manager to establish the print deadlines to ensure we have the correct logo at the event.

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Exhibition Stand

If you have an exhibition space as part of your contract, we recommend that you bring a pop up stand or pull up banners along with your marketing collateral. Please note, there is no shell scheme surrounding your booth so all stands must be self-supporting and there will not be any walls to attach posters to.

Your booth must fit within the 3x2 metre space allocated.

Please note that packaging material can only be stored at or behind the exhibition stand.

Furniture

You will be provided with the following items:

1 x table

2 x chairs

Power access

If you would like photo examples of previous events and exhibition stands please request these from your Operations Manager.

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Exhibition Set Up & Breakdown

The exhibition will take place on the conference dates only:

Thursday 27th September 2018

Friday 28th September 2018

Set Up Times

Wednesday 26th September

6pm onwards

All exhibits must be setup by 7am on Thursday 27th September ready for when the doors open at 8am. If you foresee any difficulty in meeting this deadline, please let Sophie England know in advance.

Breakdown Times

Friday 28th September

1.30pm

All exhibits must be broken down and packed up by 1.30pm on Friday 28th September . We respectfully ask that you do not breakdown before the last coffee break.

This information will be re-confirmed by your Event Manager closer to the conference.

AV Rental

If you require any additional AV equipment please contact your Event Manager.

You will receive an updated version of the manual once the AV has been confirmed

Shipments

We are working closely with the venue to provide you with the earliest delivery date and shipment details for your packages, please check back here in the near future for instructions.

Please provide your onsite team with return labels and instructions for collection.

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Checklist

- Send company logo in EPS format by **Thursday 30th August**
- If applicable, send speaker details (Name, Photo, Bio and Session Title)
- Book accommodation for onsite team
- Send onsite staff pass information by **Thursday 30th August**
- Send copy of speaker presentation by **Thursday 20th September**

We look forward to working with you and welcoming you to the conference.