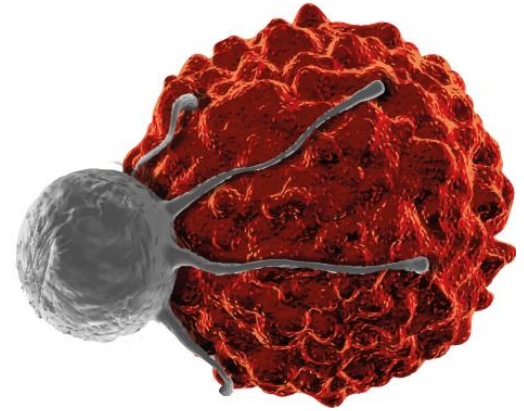


# CAR-T<sub>1</sub>CR

Summit **Europe**



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**&**

**EXHIBITION MANUAL**

# CAR-TCR Summit Europe 2018

**Welcome to Hanson Wade’s CAR-TCR Summit Europe 2018.**

Preparations are in full swing and our team are looking forward to welcoming you to London in February.

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

## **Table of Contents**

Points of Contact.....	3
Conference Dates.....	4
Conference Venue .....	4
Accommodation.....	4
Passes.....	4
Registering Speakers.....	5
Speaker Information & Guidance .....	5
Presentation Submission .....	5
Presentation Format .....	5
Presentation Control.....	5
Timing and Q&A.....	5
Sharing Presentations .....	5
Panel Discussions / Speed Learning / or Not Preparing Slides?.....	5
Branding.....	6
Exhibition Stand .....	6
Wi-Fi .....	6
Exhibition Set Up & Breakdown.....	6
Setup Times Tuesday 20 <sup>th</sup> February 2018: 19:00 onwards.....	6
Breakdown Times.....	6
Shipments .....	7
Checklist.....	7

## Points of Contact



### **Event Manager**

Lisa-Katharina Kleber

Direct Line: +44 203 141 8732

Calls from the USA please dial: 212 537 5898

Email: [lisa.kleber@hansonwade.com](mailto:lisa.kleber@hansonwade.com)



### **Commercial Manager**

Phil Johnson

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Email: [philip.johnson@hansonwade.com](mailto:philip.johnson@hansonwade.com)



### **Commercial Manager**

Jonathan Kilby-Phillips

Direct Line: +44 203 141 8713

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# CAR-TCR Summit Europe 2018

## Conference Dates

**Conference Day 1:** Wednesday 21<sup>st</sup> February 2018

**Conference Day 2:** Thursday 22<sup>nd</sup> February 2018

**Workshop Day:** Tuesday 20<sup>th</sup> February 2018 – please note, attendance for this day is NOT included in your package, if you are interested, please let Lisa know.

## Conference Venue

**\*Please note that this has changed from what was previously advertised\***

**DoubleTree by Hilton Hotel London - Docklands Riverside**

265 Rotherhithe Street  
London, SE16 5HW  
United Kingdom

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

<http://doubletree3.hilton.com/en/hotels/united-kingdom/doubletree-by-hilton-hotel-london-docklands-riverside-LONNDDI/index.html>

## Accommodation

We have put together a unique HotelMap that shows hotel deals at the conference venue and nearby.

The CAR-TCR Summit Europe 2018 HotelMap is here: <https://www.HotelMap.com/pro/MGMFP>

If you require assistance with your hotel booking you can contact Jessica Heili, our dedicated concierge. If you email Jessica with your requirements, phone number and quoting Special Reference Code *W-MGMFP* to [Jessica\\_Heili@HotelMap.com](mailto:Jessica_Heili@HotelMap.com) she will get back to you to discuss your hotel options.

## Passes

In your contract you will find details of how many passes you are entitled to.

Please send the below information to Lisa, your Event Manager, to register your onsite team.

<b>Name</b>	
<b>Job Title</b>	
<b>Email Address</b>	
<b>Phone Number</b>	
<b>Company Name</b>	<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 Event Manager (if we do not already have them):

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

## Speaker Information & Guidance

### Presentation Submission

We request that you provide a draft version of your slides **by Wednesday 14<sup>th</sup> February**.

### Presentation Format

We recommend that presentations are provided in a Microsoft PowerPoint file in 4:3 ratio aspect. 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.

### Timing and Q&A

All presentations will end with a 5 minute Q&A. We recommend ensuring your presentation allows time for this. We will have 5mins and END prompt cards at the back of the room.

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 / Speed Learning / or Not Preparing Slides?

You may have agreed to speak at the event as a panelist / within a speed learning session / 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.

# CAR-TCR Summit Europe 2018

## 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.

## 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 3m x 2m space allocated per your contract (unless contracted otherwise).

You will be provided with the following items: 1x table, 2x chairs, access to power

The Exhibition will take place in the Millenium Room.

The ceiling height in the exhibition room is **2.85m**. Please ensure your booth and banners do not exceed this height.

## Wi-Fi

Wi-Fi is provided in the exhibition and networking space however we cannot confirm the strength or reliability of this service. If you would like to arrange for a stronger hard wired connection at your booth please ask Lisa, your Event Manager, for relevant contacts.

## Exhibition Set Up & Breakdown

The exhibition will take place on the conference dates only:

**Conference Day 1:** Wednesday 21<sup>st</sup> February 2018

**Conference Day 2:** Thursday 22<sup>nd</sup> February 2018

### Setup Times

Tuesday 20<sup>th</sup> February 2018: 19:00 onwards

All exhibits must be setup by 07:00 on Wed 21<sup>st</sup> February ready for when the doors open.

If you foresee any difficulty in meeting this deadline, please let your Event Manager know in advance.

### Breakdown Times

Thursday 22<sup>nd</sup> February 2018: following the afternoon break, around 15:30

All exhibits must be broken down and packed up by 18:30 on Thu 22<sup>nd</sup> February. We respectfully ask that you do not breakdown before the last coffee break.

## Shipments

I have received the below labels for Delivery and Collection for your packages from the DoubleTree team. **Please use these and ensure they are clearly included on all your packages.**

### Delivery Label

<http://cartcr-europe.com/delivery-label-2018/>

Hold for: CAR-TCR Summit, Hanson Wade, Lisa-K Kleber  
Conference dates: 20-22 February 2018

### Collection Label

<http://cartcr-europe.com/collection-label-2018/>

Important notice from the DoubleTree team:

Please note that any materials sent to the hotel must be labelled with the above labels attached and FAO (C/O) of the dedicated event planner – Dulcinea Jesus. The hotel team will only accept deliveries 24-48 hours prior to the event date (setup date of 20<sup>th</sup> February 2018). Failure to use the attached labels without notification of the delivery will result in rejection by the hotel. All items are to be collected no later than 24-48 hours after the last day of the event (conference day 2, 22<sup>nd</sup> February 2018). The hotel does not accept responsibility for the loss or damage of any materials left in the hotel. Thank you for your understanding on this matter.

Ideally, please schedule any large or heavy shipments to arrive on Monday or Tuesday of the conference week in time for setup as the hotel has limited storage space.

During the conference, we have arranged for storage of your boxes.

Please inform Lisa of your tracking numbers and shipment details when available.

## Checklist

- Send company logo in EPS format **by Friday 26<sup>th</sup> January 2018**
- If applicable, send speaker details (Name, Photo, Bio and Session Title)
- Book accommodation for onsite team
- Send onsite staff pass information **by Friday 2<sup>nd</sup> February 2018**
- Send copy of speaker presentation **by Wednesday 14<sup>th</sup> February 2018**

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