

## Exhibitor Guidance Notes

### Systemic Effects of Metal Exposure in Clinical Practice: Protecting Patients and Optimising Outcomes

<b>Conference Date:</b>	Friday 16th November 2018
<b>Venue:</b>	Cavendish Conference Centre, London W1G 9DT
<b>Conference :</b>	Auditorium
<b>Exhibition:</b>	Whittington Suite, exhibition and standing fork buffet lunch
<b>Times:</b>	Conference 09:00 – 17:15. Registration from 08:00
<b>Exhibitor set up:</b>	from 07:30
<b>Exhibitor pack up:</b>	from 15:45, finally cleared by latest 18:15

1. Booking an exhibitor's ticket includes 1 x 6ft table and space to accommodate two banners (unless poseur table is booked then single banner only). Also included is food and refreshments for 1 person unless more have been purchased. Power sockets are available; please let us know in advance if you have additional requirements. Email: [info@melisa.org](mailto:info@melisa.org)
2. Access is now from **07:30 am** to set up your stand and the location is on a "first come first served" basis.
3. The exhibition includes free advertising in the conference handout. Please provide us with the following and a print quality version of your company logo along with a brief description of the services that you provide:
4. Once purchased, tickets are non-refundable.
5. A sketch plan is included on p5 and a plan of the venue can be downloaded [here](#)

## Contacts on the Day

Julia Glendinning	MELISA Diagnostics	07973 370 364
Gina Pichilingi	Cavendish Conference Centre	020 7706 7700

## Schedule

Exhibitor set-up	07:30 - 08:00 *Tables are allocated on a first come, first served basis.
Guest registration	08:00 - 08:45
Conference start time	09:00
Morning break	11:00 - 11:30 *Fire alarm test at 11:00
Lunch break	12:30 – 13:30
Afternoon break	15:15 – 15:45
Conference finish	17:15 (followed by the BSEM AGM 17:15-18:15)
Exhibitor pack-up	Exhibitors are free to pack up from 15:45 but if you wish to exhibit post-conference, please ensure that you start packing up at 17:15. All guests and exhibitors must exit the Whittington Suite by 18:15.
<b>Please note:</b> refreshments/lunch will be served to exhibitors 20 minutes before scheduled breaks	

## Location and Directions

**Venue:** Cavendish Conference Centre, 22 Duchess Mews, London, W1G 9DT



[Download](#) or print out a map of the location.

### Plan your Journey:

Below are directions on how to get to The Cavendish Conference Centre. We also recommend using the [TFL Journey Planner](#) to help you get here on time.

### Arriving on Foot

To reach Cavendish Conference Centre on foot maps and directions can be found on [walkit.com](#). Just enter your start location and our postcode: W1G 9DT for the best walking route.

### Arriving by Underground

Oxford Circus Underground Station (Victoria, Central, & Bakerloo Line) is 5 minutes' walk away. Take Exit 4 at Oxford Circus station, walk North up Regent Street and you will pass the Langham Hotel on your left and BBC House on your right. Turn left into Duchess Street and almost immediately you will see Duchess Mews on your right hand side, where our sign is clearly displayed at the end of the Mews on the left. Alternatively Duchess Street is the 5th turn left when you have left Oxford Circus Tube Station and have started to walk North up Regent Street.

### Arriving by Rail

Marylebone, Euston and Kings Cross St Pancras Stations are all within 10 minutes taxi rides or alternatively 15 minutes by Underground. Paddington Station (which has a direct link to Heathrow every 15 minutes) is 20 minutes walk or 10 minutes in a taxi.

### Arriving by Car

Enter our postcode: W1G 9DT. Please note that this venue is within the Congestion Charge Zone.

### Car Parking

On street Pay & Display parking is available outside the Conference Centre; otherwise there are NCP Car Parks, as listed below, all within 5 minutes' walk of the venue:

- Weymouth Mews
- Chandos Street
- Cavendish Square

### Blue Badge Parking Scheme

To view spaces in the area reserved for Blue Badge holders on a map please visit [GOV.UK](http://GOV.UK) and enter postcode: W1G 9DT.

## Deliveries and Collections

### Deliveries

The Cavendish Conference Centre will only accept deliveries on **Thursday 15th November, between 09:00 and 17:00**. All deliveries must be clearly labelled with the following information:

- Address (Cavendish Conference Centre, 22 Duchess Mews, London, W1G 9DT)
- Title of Event (Systemic Effects of Metal Exposure in Clinical Practice)
- Date of event (16th November 2018)
- Your company name
- Item (number) of (total number)

### Collections

Collections must be made on **Monday 19th November, between 09:00 and 17:00**. All items for collection must be clearly labelled with the following information:

- Name of contact and telephone number
- Title of event (Systemic Effects of Metal Exposure in Clinical Practice)
- Date of event (16th November 2018)
- Date of collection and by which courier company (**note: date should be 19th November 2018**)
- Item (number) of (total number)
- Name of receiving company
- Delivery address

### Venue Set-up

#### Resources provided by venue

- 1 x 6 ft table
- 1 tablecloth
- 2 chairs
- Access to power

**Banners / structures:** The size of the venue does not allow for any structure larger than 2 x pop-up banner.

**Floor plan:** Tables are available on a first come, first served basis



pdate 18/9/18