

HEE SE Healthcare Simulation Conference

Optimise Simulation



Sponsor and Exhibitor Manual 2023



Wednesday 24 May 2023

08.30 – 17.00

Verena Holmes Building
Canterbury Christ Church University
North Holmes Road, Canterbury
Kent CT1 1QR

CONTACT DETAILS

Conference Administrator

Sarah Keeling-Smith

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Conference Organisers

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Venue

Faculty of Medicine, Health & Social Care
Verena Holmes Building
Canterbury Christ Church University
North Holmes Road
Canterbury, Kent
CT1 1QR



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WEDNESDAY 24 MAY 2023

FROM 0800	Access to set up - complete by 08:45 please	
08.30	Registration Desk Opens Refreshments Available in Exhibition Hall	Atrium AG54
09.30 – 10.45	Opening Remarks, Keynote	Michael Wright Lecture Theatre
10.45 - 11.15	Refreshments Available in Exhibition Hall	AG54
11.15 – 12.45	Workshops	TBC
12.45 - 13.45	Lunch and Refreshments Available in Exhibition Hall	AG54
13.45 – 15.30	Keynote and Workshops	Michael Wright Lecture Theatre TBC
15.30 - 16.00	Refreshments Available in Exhibition Hall	AG54
16.00 – 17.00	Keynote and Presenter Prizes	Michael Wright Lecture Theatre
17.00	Close	
16.30 – 1800	Access to close down & Vacate	

EXHIBITION SPACE

The exhibition stands will be located in the exhibition hall in room Ag54, adjacent to the Verena Holmes building. Refreshments and lunch served in this building, in the exhibition hall.

Access for unloading/loading is obtained from Gate 6 on North Holmes Road. Please see the map overleaf.

Once you have unloaded, please park in one of the dedicated slots that will have been assigned to you for the day. You will be able to unload from 7.45am and be set up by 8.45am. If you need longer please contact us as we will be able to arrange set up the afternoon before.

Please let us know as soon as possible what the registration of the vehicle is to confirm parking. The university parking availability is very limited and is monitored by security.

STAND DETAILS

Tables can be provided and once you have confirmed your booking of a single or double table we will allocate you a position. Each table will have a power supply and two chairs. The table size is 1600 x 800.

REFRESHMENTS

Tea, coffee, water and lunch will be provided for each representative, and will be available 10-15 minutes before the attendee timetabled break.

Please provide the names of each representative attending and any special dietary requirements as soon as possible.

INTERNET ACCESS

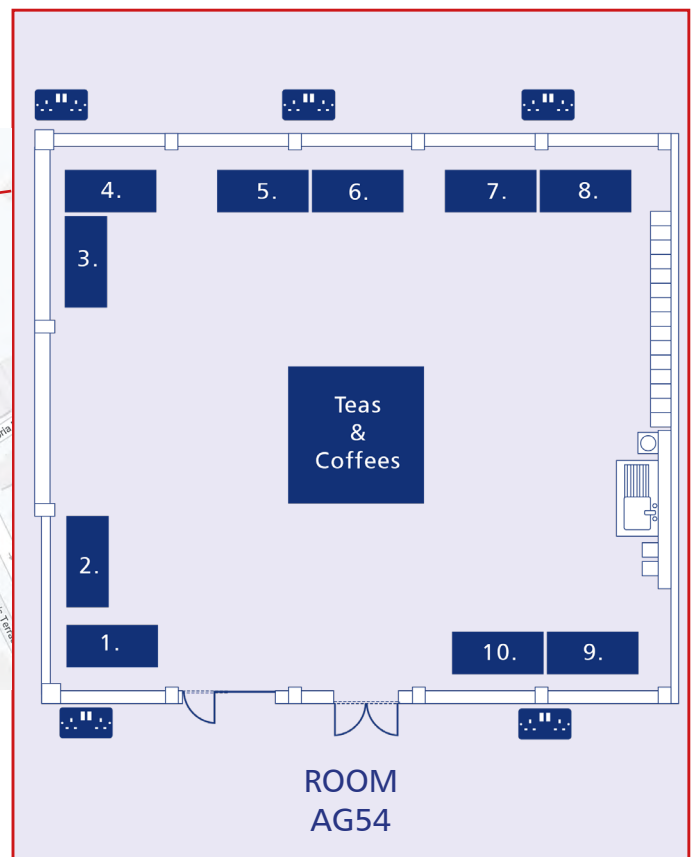
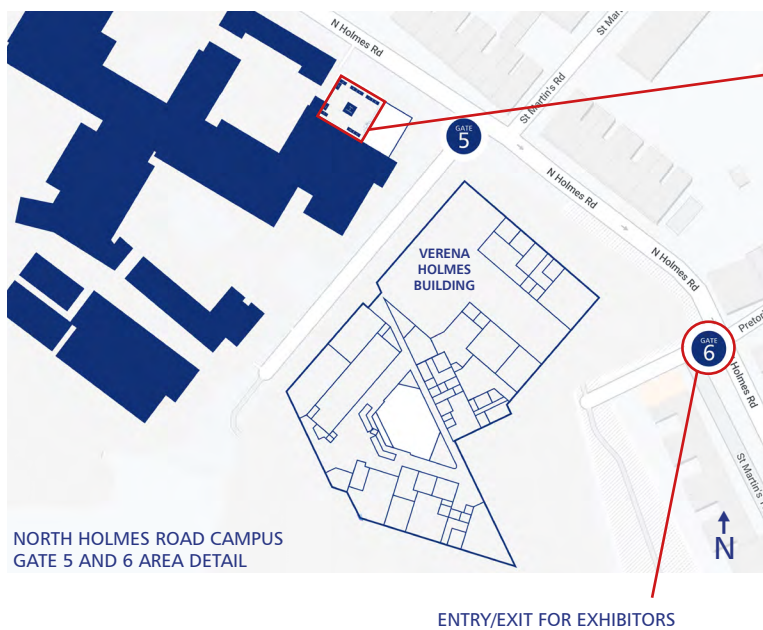
'WiFiGuest' is a free service for guests and visitors which is available across all campuses. The Exhibition Hall has excellent connectivity.

How to connect:

- Select 'wifi-guest' from the list of wireless networks presented on your device.
- You will be prompted to complete a form.
- Complete with your reason for visit, name and email address
- Accept the terms of use.
- You will receive an activation email
- Approve activation email
- You will now be connected to the guest wi-fi service.

The 'eduroam' network is also available for those who have access.

FLOORPLANS



An interactive map can be found here:

<https://www.canterbury.ac.uk/campusmaps/2ea30af3d92c45ee851a1e01/search>



PROMOTIONAL MATERIAL

You are invited to send any promotional material to add to the delegate bags to our offices (address TBC) by the **17th May 2023** so that we can allow adequate time for bag preparation. Lanyards (etc) are free of charge to provide.

EXHIBITORS' INSURANCE

Exhibitors should secure their own insurance for equipment and goods to cover all liabilities and risks. The organisers, HEE, or CCCU **will not be held responsible for any loss or damage to any items at the event.**

BOOKINGS AND PAYMENT

Single stand £600.00

Twin stand £900.00

Company logo on the canvas delegate bag: £50 (please provide a high res logo in .pdf, .eps or .ai format)

Any other marketing: lanyard, etc. we will consider at a very reasonable cost. Please contact us for specific details.

Please ensure your invoice is settled prior to the day: For table bookings, lanyards etc, we will operate on a first come first served basis.

BROCHURE

The main conference brochure will be published in the spring, if you would like to feature in the exhibitors section of the brochure then please send us up to 100 words of text, company contact details and the company logo for inclusion. This is free. All information must be sent to kssim@canterbury.ac.uk no later than **February 28th 2023** for brochure inclusion.

We thank you for supporting this event and hope to see you again next year.