



# Sponsorship and Exhibition Manual



Welcome to Hanson Wade’s NASH conference.

Preparations are in full swing and our team are looking forward to welcoming you to Boston in May!

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

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## Points of Contact



### **Event Manager**

Annie Mathias

Direct Line: 0044 203 854 1719

Email: [Annie.Mathias@hansonwade.com](mailto:Annie.Mathias@hansonwade.com)



### **Sponsorship Manager**

Jakub Nunuk

Direct Line: 0044 203 141 8717

Email: [Jakub.Nunuk@hansonwade.com](mailto:Jakub.Nunuk@hansonwade.com)



### **Production Manager**

Grace Robertson

Direct Line: 0044 203 862 7319

Email: [Grace.Robertson@hansonwade.com](mailto:Grace.Robertson@hansonwade.com)

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

**Pre-conference workshop day:** Monday, May 4<sup>th</sup>

**Conference Day 1:** Tuesday, May 5<sup>th</sup>

**Conference Day 2:** Wednesday, May 6<sup>th</sup>

**Post-conference Seminar Day:** Thursday, May 7<sup>th</sup>

## Venue

This years conference is taking place at the Boston Park Plaza.

### **Full Address:**

Boston Park Plaza  
50 Park Plaza at Arlington Street,  
Boston,  
MA 02116  
United States

### **Hotel Website**

For more information about the hotel, please [Click Here.](#)

## Accommodation

We have a preferential rate at the Boston Park Plaza checking in from Sunday 3<sup>rd</sup> of May & checking out Wednesday 6<sup>th</sup> of May. Rates start from \$499 USD ++. You can book these nights via the link below:

[https://bostonparkplaza.reztrip.com/classic/en/special\\_offer?action=show&controller=landings&locale=en&rate\\_code%5B%5D=4NASH&rate\\_code%5B%5D=4NASH&starting\\_page=special\\_offer&vr=3](https://bostonparkplaza.reztrip.com/classic/en/special_offer?action=show&controller=landings&locale=en&rate_code%5B%5D=4NASH&rate_code%5B%5D=4NASH&starting_page=special_offer&vr=3)

**OR**

We have secured a number of exclusive hotel deals and rates at various hotels in the nearby area, please see our unique Hotel Map to make a reservation - <https://hotelmap.com/pro/MZ7YT>

Alternatively, if you would like 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 MZ7YT to [Jessica\\_Heili@HotelMap.com](mailto:Jessica_Heili@HotelMap.com) she will get back to you directly.

## 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.

<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 Operations or Production 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 final version of your slides by **Wednesday, April 29<sup>th</sup>, 2020**

### Presentation Format

We recommend that presentations are provided in a Microsoft PowerPoint file.

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.

There will be a comfort monitor displaying your slides in front of you, however, please note this will not show notes.

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.

We will have a countdown timer visible in front of the stage to help keep you on track. We will have 10 and 5 minute 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 can 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.

## 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 / 8x10 ft. 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.

## Exhibition Set Up & Breakdown

The exhibition will take place on the conference dates only:

**Conference Day 1:** Tuesday, May 5<sup>th</sup>

**Conference Day 2:** Wednesday, May 6<sup>th</sup>

### Set Up Times

Date: Monday, May 4<sup>th</sup>

Time: 10.00pm – (Please note that due to the space being used by another group in the evening, this is the earliest time that we are able to set up – please let your Event Manager, Annie, know whether you would prefer to set up early morning on Tuesday, May 5<sup>th</sup>)

All exhibits must be setup by 07:00am on Tuesday, May 5<sup>th</sup> 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

Date: Wednesday, May 6<sup>th</sup>

Time: 2:00pm onwards

All exhibits must be broken down and packed up by 4:00pm on Wednesday, May 6<sup>th</sup>. We respectfully ask that you do not breakdown before the lunch break. This information will be re-confirmed by your Event Manager closer to the conference.

## AV Rental

### Wi-Fi

Wi-Fi may be 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 contact the Event Manager.

If you require any additional AV equipment, please contact:

**Annie Mathias**

If you would like to enquire about a hard wire internet cable, please contact:

**Annie Mathias**

## Shipments

The earliest delivery date to the venue will be Friday, May 1<sup>st</sup>. Please send packages to the following address:

ADDRESS:

**FAO: Hanson Wade C/O: Annie Mathias  
NASH Summit  
Boston Park Plaza  
50 Park Plaza at Arlington Street,  
Boston, MA  
02116  
United States**

**IMPORTANT - PLEASE NOTE:** Freight elevators at the venue have dimensions of 76.5" wide x 70" deep x 80" high and the maximum load capacity is 3,000lbs. The freight elevator cannot accommodate large crates. It is best to pack/ship things on pallets due to the size of the freight elevators. Everything that is shipped in or out of the hotel as well as loaded in and out of the hotel must fit into the freight elevators.

On close of the conference and breakdown, all packages must be removed from the exhibition room by Wednesday, May 6<sup>th</sup>.

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

## Checklist

- Send company logo in EPS format by **Monday, March 2<sup>nd</sup>**
- If applicable, send speaker details (Name, Photo, Bio and Session Title)
- Book accommodation for onsite team
- Send onsite staff pass information by **Monday, April 27<sup>th</sup>**
- Send copy of speaker presentation by **Wednesday, April 29<sup>th</sup>**

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