



## Technical Manual

Thank you for exhibiting at the 2019 PSI Conference taking place at the Queen Elizabeth II Centre (QEII), London, from 2 to 5 June 2019.

Please find below information on exhibiting at the PSI Annual Conference. This information is designed to ensure the smooth running of the exhibition. If you have any additional queries please contact the conference organisers on [PSI2019conference@mci-group.com](mailto:PSI2019conference@mci-group.com).

### Deliveries

Please send packages to the following address to arrive no earlier than Thursday 30 May 2019.

**Delivery address:** Queen Elizabeth II Centre  
Storey's Gate Loading Bay  
Westminster  
London  
SW1P 3EE

Please ensure that all items for delivery are clearly labelled, using the Delivery Note (**QEII ~ Delivery Note.doc**) provided by the venue.

Please note that the organisers cannot accept responsibility for courier deliveries. PSI, the organiser (MCI UK), and/or Queen Elizabeth II Centre is unable to accept responsibility for any delay/ loss that may occur.

**Please include your organisation name and stand number on all packages so that we can allocate them to your stand.**

### Exhibition Set-up and Open Times

Set-up will be from 12:00 on Sunday 2 June; please ensure that your stand is fully set up by 18:00. Below is an overview of the conference timetable. Please ensure that your stand is manned at the break times highlighted in bold.

<b>Sunday 2 June</b>	13:00 – 17:00 Pre-Conference Courses
	14:00 – 18:00 Registration open
<b>Monday 3 June</b>	08:00 – 09:15 Registration open
	09:15 – 09:30 Conference Opening Remarks
	09:30 – 10:30 Plenary session
	<b>10:30 – 11:00 Coffee break</b>
	11:00 – 12:30 Parallel sessions

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	<b>12:30 – 13:30 Lunch</b>
	13:30 – 15:00 Parallel sessions
	15:15 – 16:30 Parallel sessions
	<b>16:30 – 17:00 Coffee break</b>
	17:00 – 18:00 Posters: 1 Minute Previews
	18:00 – 19:00 Poster session
	20:00 – 22:00 Evening networking event
<b>Tuesday 4 June</b>	08:00 – 09:00 Registration open
	09:00 – 10:00 Plenary session
	<b>10:00 – 10:30 Coffee break</b>
	10:30 – 12:00 Parallel sessions
	<b>12:00 – 13:00 Lunch</b>
	13:00 – 14:00 PSI Annual General Meeting
	14:00 – 15:30 Parallel sessions
	<b>15:30 – 16:00 Coffee break</b>
	16:00 – 17:30 Parallel sessions
	19:00 – 19:45 Welcome Drinks Reception
	19:45 – 00:00 Gala Dinner
<b>Wednesday 5 June</b>	09:00 – 10:00 Registration open
	10:00 – 11:00 Plenary session
	11:00 – 12:30 Parallel sessions
	<b>12:30 – 13:15 Lunch</b>
	13:30 – 15:00 Exhibition dismantle - area totally cleared by 15:00
	13:15 – 14:45 Panel session
	14:45 – 15:00 Closing Remarks

## Registration

**Please note that you will receive your code via email once your booking form has been processed.**

Please complete the following steps to register for your complimentary exhibitor pass:

- Please register online by clicking [here](#).
- To receive your complimentary pass, you will need to select “Full congress” when completing “Do you wish to attend?” followed by answering “Exhibitor Pass” when completing “What type of registration do you require?”
- Answer “yes” when completing “Did you receive a special code?” and enter your code when completing “Please enter your code”.



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With your personal code, you will have the opportunity to book the number of complimentary registrations you are entitled to. Each exhibitor must register as an individual registration using the code provided. Please be advised that you must create one account per registrant; you are not able to register more than one delegate under the same account and you may need to log out of your account if you are registering your exhibitor places consecutively.

During registration, you will have the opportunity to upgrade your complimentary registration to a delegate pass (this provides access to the entire congress) at the rate of £370. Should you wish to book additional exhibitor passes, these will be available to purchase at the rate of £600 once you have registered your complimentary registration passes. Tickets to the Gala Dinner on Tuesday 4th June are included with all exhibitor registrations. Additional gala dinner tickets are available to purchase during the registration process at the rate of £100.

## Exhibitor Passport

All conference delegates will be provided with an exhibitor passport when collecting their badge from the registration desk, which will highlight all exhibition stands at the conference. Once individuals have had a 'meaningful interaction' with a representative of an exhibition stand, the exhibitor can then sign off their stand in the delegate's passport. Each exhibitor will be provided with a personalised stamp to use to sign off their stand.

Please submit your requested organisation initials (total of 2-3 letters) for your exhibitor stamp no later than **Friday 26 April 2019**.

## Onsite Arrangements

Provided within your exhibition package you will receive:

- A 3m x 2m space within the exhibition (table, two chairs, power supply – please bring your own power cables and extension leads as these are **not** available from the venue)
- Gold sponsors receive a 5m x 2m space within the exhibition (table, two chairs, power supply – please bring your own power cables and extension leads as these are **not** available from the venue)
- Two complimentary exhibition passes (Gala Evening tickets included)
- Acknowledgement within the event app

An exhibition floorplan will be shared in advance of the conference. This will show the location of your stand. The stand will consist of a 5' clothed trestle table and two chairs. Please feel free to bring pull-up banners, stationary and give-aways to the conference.

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The complimentary exhibition passes will be provided to you on arrival at the conference. These will state 'EXHIBITOR' and your organisation's name. The passes gain access to the exhibition only and not the conference sessions. If you plan to attend the sessions please book a delegate registration within the registration system.

Please submit your organisations logo and a 100-word profile to the organisers no later than **Friday 26 April 2019**.

Complimentary Wi-Fi will be available throughout the venue. The access code will be shared on arrival at the venue. The Wi-Fi is comfortable for basic browsing, however if you wish to showcase online activity from your booth it is imperative that you arrange a hard-wired internet point. This can be booked via the organisers. Please contact the organisers at the following email address [PSI2019conference@mci-group.com](mailto:PSI2019conference@mci-group.com).

When onsite please ensure that all valuables are removed from your stand overnight. Valuables left unattended during the conference or overnight are at the owner's risk. The conference organisers and PSI are unable to be held accountable individual's property.

## **Dismantle and Collection**

Exhibition stands can be dismantled from 13:30 on Wednesday 5 June. It is not possible to remove an exhibition stand before this time. All stands must be dismantled by 15:00. Once you have dismantled the stand please leave within the exhibition hall along with details of your collection and inform the event service team.

Please ensure that all items are collected by 18:00 on Wednesday 5 June 2019.