

## BPNA 2020 Conference Charity Information

The British Paediatric Neurology Association is the professional organisation for doctors who specialise in the care of children with neurological disorders. The BPNA is a charity ([1159115](#)) aiming to promote the health and well-being of children with neurological disorders through:

- Training and education of professionals working in the field of neurosciences.
- Research into neurological disorders affecting children & young people.
- Improvement of knowledge of professionals, the public and patients and their families through scientific meetings.
- Providing support to members to facilitate the delivery of the above objectives.

### GENERAL CONFERENCE DETAILS

The BPNA wishes to provide opportunities for paediatric neurology patient and disease specific charities and related professional societies to engage with BPNA members and attendees.

The BPNA conference is the annual scientific meeting for the paediatric neurology community in the UK. Consultant Paediatric Neurologists attend from all the UK paediatric neurology tertiary centres, together with specialist paediatric neurology trainees, clinical research fellows, Consultant Paediatricians with an interest in epilepsy and neurology, paediatric trainees, specialist epilepsy and neurology nurses and other allied health professionals.

The BPNA 2020 conference is taking place on **Wednesday 29 to Friday 31 January 2020** at:

Assembly Buildings  
2-10 Fisherwick Place  
Belfast  
BT1 6DW  
Tel: +44 (0)28 9032 2284  
<https://www.assemblybuildings.co.uk/>



## PAEDIATRIC NEUROLOGY CHARITIES SYMPOSIA

We propose to hold a meeting for paediatric neurology related patient and disease specific charities during the BPNA conference, on Thursday 30 January 2020. The timetable of the meeting will be such that those attendees who have a stand at the conference will be able to be at the stand during conference breaks.

We envisage this will be an opportunity for us to share information about BPNA projects and hear about your work, provide an update on guidance and research that impacts patients and discuss how we can work to support each other to benefit patients.

If you are interest in participating, please contact [Philip.levine@bpna.org.uk](mailto:Philip.levine@bpna.org.uk).

## STAND SPACE

The conference exhibition will be open on 29-31 January 2020. Charity exhibition stands will be situated on the first floor concourse alongside catering, seating and posters.

### SMALLER CHARITY (annual income <£1 million)

- No charge for stand space
- Stand space (approximately 6ft x 2ft = table with pop up stand)
- Logo on the charity page of the conference app and weblink
- £50 per day per representative to cover catering
- Tickets for social events may be purchased separately
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### LARGE CHARITY (annual income >£1 million)

- £1,000
- Stand space (approximately 6ft x 2ft = table with pop up stand)
- Logo on the charity page of the conference app and weblink
- 2 x exhibitor registrations per day
- Tickets for social events may be purchased separately

## NOTES:

### **Conference app**

The BPNA conference app replaces the printed conference handbook and provides a fully searchable programme with presentations, sessions, abstracts, speakers, authors etc, and other event information; live voting, Q&A, rating and chat features. Abstracts will continue to be published online as a supplement of Developmental Medicine & Child Neurology and will be fully accessible in the app.

Please email your logo, weblink and charity description to [philip.levine@bpna.org.uk](mailto:philip.levine@bpna.org.uk).

### **Stand Space**

You will be allocated space for a pop-up stand with a table in front (approx. 6ft x 2ft) plus 2 chairs. Please list any additional requirements such as an electrical point, etc on the 'Exhibitor Booking Form'. Please note that any portable electrical equipment that you bring must be PAT tested.

## BUILD UP / BREAK DOWN

All deliveries should be sent to the conference venue at the address below. Deliveries should arrive between Monday 20 January 2020 and Tuesday 28 January 2020. Items will be stored securely in Units 9 & 10 on the ground floor of the conference centre and will be available for collection from 8.00 on the first day of the conference.

Please ensure that all your deliveries are clearly labelled with your **company details** and addressed as follows:

Gail Young, BPNA Annual Conference 29-31 January 2020  
Assembly Buildings  
2-10 Fisherwick Place  
Belfast  
BT1 6DW

### **Please also include:**

Name of attending representative  
Company name  
Stand number (this will be provided in advance)  
BPNA Conference 29-31 January 2020

If you have any queries regarding delivery/collection, please contact **Raymond Robinson** Facilities and Conference Manager on +44 (0)28 9032 2284. Please quote reference '**BPNA Conference 29-31 January 2020**' when speaking to him.

### Unloading/Loading/Parking

There is no parking in the surrounding streets. A loading bay is situated at the rear of the building on Wellington Street where exhibitors can unload/load. You must then move your vehicle and park it elsewhere. The nearest car park is the Great Northern Car Park, Hope St, Belfast BT12 5EE which is approximately 2 minutes' walk away. Places are subject to availability and charges apply. For further information and charges, see: <http://www.goparkni.co.uk/carpark/great-northern-hope-street/>. A limited number of discount vouchers for this car park are available for exhibitors and can be collected from the Assembly Buildings reception.

### Build Up

You will have access to put your stand up from **08.00 on Wednesday 29 January 2020**. We would be grateful if you could have it completed your stand set-up before delegates start arriving at 10.00.

### Break Down/Removal/Courier Pick Up

Please do not break down your stand until after lunch finishes on Friday 31 January 2020. **All materials, equipment and stands MUST be removed by you or collected by courier no later than 17.00 on Friday 31 January 2020.** Please instruct your courier to collect from this location and you must bring your items to the collection area before you leave. Please do not leave any items on your stand. **Any items left on the stand after 17.00 on Friday 31 January 2020 will be disposed of. Any additional cleaning/disposal charges will be billed directly to you.** Further details will be included in your confirmation email.

## HEALTH AND SAFETY

Please provide us with a copy of your risk assessment and public liability insurance documentation before you attend. All portable electrical equipment must be PAT tested. Please provide a copy of your PAT certificate before you attend.

**You must notify us beforehand** if you will be bringing any gas bottles or other hazardous materials that may be considered a fire hazard onto the premises.

## ACCOMMODATION

A complimentary booking service is provided by our accommodation agent, Hotel Res, who have secured competitively priced bedrooms at hotels that are close to the conference venue.

You can search for suitable accommodation, check distances from the conference venue and make a booking directly with Hotel Res. Once a booking has been confirmed by Hotel Res, you will receive a confirmation email directly from them. Please see the Accommodation section of the conference website at: <https://bpna.org.uk/conference/2020/>

If you have any problems logging in or would prefer to contact them directly to make your booking, then please call Hotel Res on +44 (0)845 0200 350 (09.00-17.30 GMT) or email them at: [reservations@hotelresuk.com](mailto:reservations@hotelresuk.com). **Please quote BPNA 2020 when contacting Hotel Res.**

## SOCIAL EVENTS

You are welcome to buy tickets for the two social events taking place at the conference:

Wednesday 29 January 2020	Welcome drinks reception at Belfast City Hall	Ticket price £40.00
Thursday 30 January 2020	Conference dinner at Titanic, Belfast	Ticket price £60.00

**Please book tickets on the 'Exhibitor Booking Form' provided separately.**

## QUERIES

Please do not hesitate to contact Philip Levine at:

Email: [Philip.levine@bpna.org.uk](mailto:Philip.levine@bpna.org.uk)

Telephone: +44 (0)1204 526002