

BPNA 2020 Conference Commercial Exhibitor 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](https://www.charity-commission.gov.uk/charity-details/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 British Paediatric Neurology Association 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/>



The conference exhibition will be open on 29-31 January 2020. This is an opportunity to engage with the UK paediatric neurology community. Exhibition stands will be situated in the ground floor exhibition area alongside catering, seating and posters.

STAND SPACE

GOLD £6,000

- Stand space (approximately 6ft x 2ft = table with pop up stand)
- Acknowledgement as Gold sponsor on the conference app with logo, 2 x page images, advertisement and weblink
- 2 x exhibitor registrations per day
- 2 x conference attendee registrations per day (medical professionals)

SILVER £4,000

- Stand space (approximately 6ft x 2ft = table with pop up stand)
- 2 x exhibitor registrations per day
- Acknowledgement as a Silver sponsor on the conference app with logo and weblink

Notes:

Exhibitor Registrations

Commercial exhibition fees include two exhibitor registrations per day. Please provide the names of your representatives on the 'Exhibitor Booking Form'. Additional representatives are charged at £50 per day.

Please note that exhibitor registrations do not allow access to the conference. Conference attendance should be booked at the usual rates for attendees via the BPNA website.

Tickets for the social events can be purchased separately.

Attendee Registrations

Gold sponsorship includes two 3-day conference attendee registrations for medical professionals (not additional exhibitors).

Tickets for the social events can be purchased separately. Please email francesca.cassidy@bpna.org.uk providing details of who you wish to gift these to.

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 company description you would like us to use to francesca.cassidy@bpna.org.uk as soon as possible.

Stand Space

You will be allocated space for a pop-up stand with a table in front (approximately 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.

SPONSORED SYMPOSIA

We invite proposals for three sponsored symposia sessions at the 2020 conference. The symposia sessions form part of the conference programme and are open to all attendees. Each session will be 45-minutes and are available on Wednesday, Thursday and Friday. The cost is £10,000.

Please submit a maximum 1-page programme proposal to gail.young@bpna.org.uk by **9 September 2019**. Proposals will be selected by the BPNA Research Committee, which also scores and selects conference abstracts. A decision will be made by 9 October 2019.

Symposia must be of educational value and in accordance with the BPNA charitable aims. The programme must focus on an educational theme. Before writing your proposal, we would encourage you read the BPNA's charitable aims and our ethics, values and principles (available at <https://www.bpna.org.uk/?page=about-us>) to ensure your proposal meets these.

CONFERENCE APP SPONSORSHIP

This unique opportunity is available to sponsor the BPNA Conference App this year and is intended to provide maximum publicity. The 2020 conference will again be paperless, so all attendees are asked to use the app for the whole conference including the scientific programme and social events. The cost is £10,000 and includes:

- Acknowledgement as the 2020 app sponsor with logo on the app homepage with company logo and weblink
- A full-page advertisement on the welcome page that is auto displayed when opening the 2020 conference app for maximum exposure
- A series of agreed notifications about the app sponsor throughout the conference
- All the benefits of Gold sponsorship to include:
 - a. Stand space (approx. 6ft x 2ft = table with pop up stand)
 - b. 2 x exhibitor registrations per day
 - c. 2 x conference attendee registrations per day (medical professionals)
 - d. A dedicated information page with company logo, information, weblink and booth location (if applicable)

If you would like to sponsor the BPNA App for 2020, please email francesca.cassidy@bpna.org.uk

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. **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.

FURTHER INFORMATION

If you have any queries please do not hesitate to contact Francesca Cassidy (francesca.cassidy@bpna.org.uk) telephone +44 (0)1204 526002.