



# Women in Surgery

## Symposium | Friday 5th October 2018

Dear Exhibitor,

Thank you for confirming your attendance at the forthcoming [Women in Surgery Symposium](#) on Friday 5<sup>th</sup> October.

Please find preliminary information below to help you prepare for the event.

### **Meeting Venue**

The International Centre Telford  
St Quentin Gate  
Telford, Shropshire  
TF3 4JH

For travel information, please click [HERE](#).

### **Parking**

There is complimentary parking for exhibitors and delegates directly opposite the main entrance to the International Centre Telford.

### **Exhibitor Access / Set-up**

The exhibition and meeting will take place within Newport Suite on the ground floor. Access on Friday 5<sup>th</sup> October is from 08.00 and set-up must be complete by no later than 09.00. Exhibitors can enter the building using the main door, however, if you need loading bay access, please contact [jillian@asgbi.org.uk](mailto:jillian@asgbi.org.uk) to discuss your requirements.

### **Dismantle**

Exhibitors must wait until the end of the event at 17.00 before dismantling. All items must be cleared from the venue by 18.00. It is each exhibitor's responsibility to ensure they take all items with them as anything left on stands after the event will be disposed of.

Items to be picked up by courier, can be collected on Monday 8<sup>th</sup> October. Courier packages should be taken to the registration area at the end of the event, please ensure your packages are boxed correctly and clearly labelled using the collection label provided.

### **Deliveries**

Items can be sent by courier on Thursday 4<sup>th</sup> October. Please use the delivery label provided.

### **Exhibitor Badges**

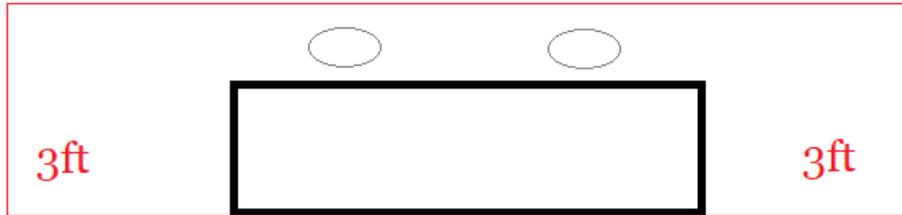
Included with your stand are two exhibitor badges for your stand personnel which include tea/coffee and lunch. Additional personnel, over and above your allowance, must register as a delegate via the standard online registration link [HERE](#).

You may also access the sessions with an exhibitor badge and we encourage you to do so and make the most of your attendance. Please submit the names of your personnel by email to [jillian@asgbi.org.uk](mailto:jillian@asgbi.org.uk) by no later than Wednesday 26<sup>th</sup> September. Exhibitor badges will be available to pick up from 09.00 on Friday 5<sup>th</sup> October.

### **Stand Package**

Exact stand location will be confirmed nearer the time. Stands and catering will be in Newport 2, adjacent to the session room which is Newport 1.

Each exhibitor will be provided with one covered 6ft trestle table, two chairs and access to power. One power socket will be available per table, if you need multiple sockets please ensure you bring your own multi-socket adapter. Should you require to bring freestanding equipment to the meeting, please ensure that this can be accommodated within the restrictions indicated below. You are permitted to move your table within the confinements shown providing that you stay within area permitted:



Exhibitors who bring equipment to the meeting are expected to have all electrical items PAT tested.

### **Stand Payment**

Please note that all invoices must be settled prior to the event, companies will be denied access without the appropriate payment of fees.

### **Wi-Fi**

Wi-Fi access is available in the building and an access code will be given at registration on your arrival.

### **Twitter**

If your company is active on Twitter, please tag [@asgbi](https://twitter.com/asgbi) in your posts during the meeting and help us raise the profile of the event. The official hashtag for the event is #HowIBecameAWomanInSurgery

For any additional information please do not hesitate to contact me using the details provided below.

Kind regards,

**Jillian Hart** | Industry Liason Manager

Association of Surgeons of Great Britain and Ireland

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