



Exhibition and Registration Information at a Glance

Venue Information

ICC Belfast, 2 Lanyon Place, Belfast, BT1 3WH

Registration and How to Register

Included in your level of sponsorship (dinner not included):

Diamond	Platinum	Gold	Silver	Bronze
16	8	5	3	2

In addition, agency/satellite meeting day pass (maximum 2) will be £FOC for day of satellite only (otherwise £200 per day). Sponsors will be sent a sponsor code for included places and agency passes later in 2022.

*Please note all places at the BTOG Annual Conference Dinner will be subject to an additional fee of £75 per person.

Registration Fee per person for additional payable registrations:

Industry sponsor £600 (3 days) or £200 per day

Accommodation

Please see a list of options at end of this information booklet.

Exhibition Plan and Details

The exhibition hall has a fixed 2m walkway around/between exhibition stands. Raised exhibition stands are allowable provided they are sloped rather than stepped and approved by H&S.

On the plan the exhibition main entrance is shown, blue boxes are catering points and networking and charge stations are also shown.

Exhibitors

Diamond Sponsor (#1 on plan)

15m long x 5m wide – Free build space provided with 500w Double socket. Positioned in front of the windows overlooking the water, can be open for access on all sides.

Platinum Sponsor (#2 - #10 on plan)

7.5m long x 5m wide – Free build space provided with 500w Double socket.

All Platinum exhibitions spaces can be open for access on all sides. Platinum sponsors will be given the chance to choose their exhibition stand from the 9 shown on the plan. During week beginning 12th December 2022 sponsors will be emailed/notified in order of confirmation of sponsorship to make their choice from the available spaces (same as satellite meeting choices).

(Please note stand #4 and #5 contain pillars of 50cm in diameter within the allocated space please contact sineadmarrinan@venuesworld.com for more details)

Gold Sponsor (#23 - #28 on plan)

5m long x 3m wide – Shell scheme provided*

*White Octanorm scheme - This includes sponsor nameboard, 1 power socket, 1 extension cable, 2 chairs and 1 x 6ft trestle table.

Silver Sponsor (#11 - #22 on plan)

3m long x 2m wide – Shell scheme provided*

*White Octanorm scheme - This includes sponsor nameboard, 1 power socket, 1 extension cable, 2 chairs and 1 x 6ft trestle table.

Bronze Sponsor (6 positions – shown as table with 2 chairs on plan)

Table Top space only – Provided with 2 chairs and 1 x 4ft trestle table.

Not for Profit (10 positions – shown as table with 2 chairs on plan)

Table Top space only – Provided with 2 chairs and 1 x 4ft trestle table.

Notes on Exhibition Booths:

Additional items for booths and information on branding can be done directly with our build partner Warwick Events. Please contact sineadmarrinan@venuesworld.com for booking form and additional exhibitor guidelines available shortly

- Please note that ceiling height is 4.5m (for exhibition purposes).
- The exhibition hall is fully carpeted.

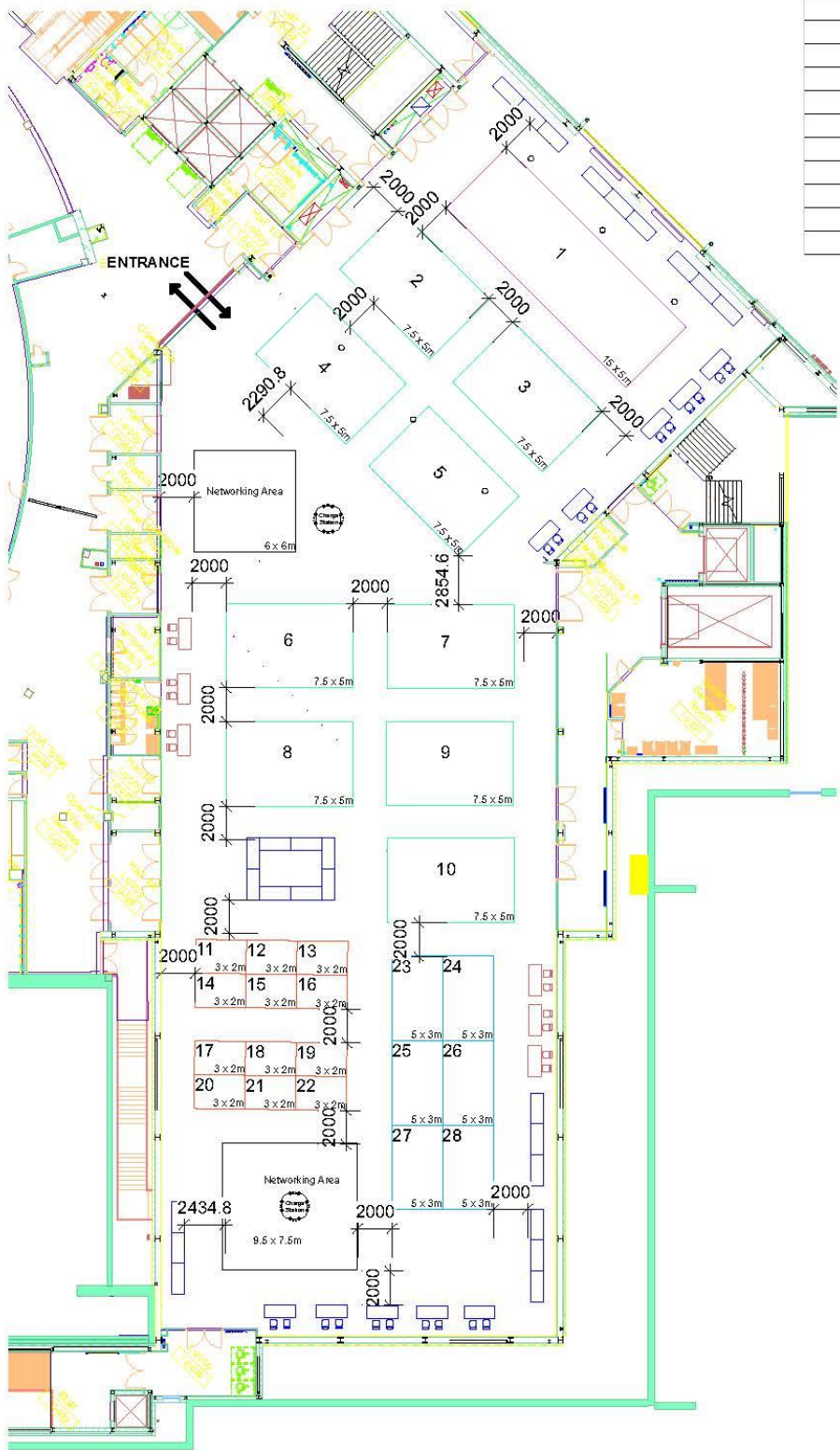
Exhibitors Access – Exhibition Build Times

Delegate Numbers (for materials)	600-800 Health care professionals (HCP) plus exhibitors/sponsors/other
Permitted Delivery Date for Materials	Friday 21 st April 2023
Loading and Parking	Goods lift is accessible from rear of venue. A time to access needs to be booked with sineadmarrinan@venuesworld.com
Set-up and Build Time	Access from 22:00hrs to 07:00hrs on Tuesday 25 th April 2023 for Diamond and Platinum sponsors Access from 07:00hrs till 11:30hrs on Wednesday 26 th April for Gold, Silver, Bronze and Non-Profit All sponsors and exhibitors to be set-up by 12 midday on 26 th April 2023
Take-down and pack up	Friday 28 th April between the hours of 17:30hrs to 21:00hrs

Collection of exhibition materials	Materials/booth must be collected by 21:00hrs on Friday 28 th April at the latest.
Address label for sponsors/exhibitors	All boxes are to be labelled clearly and you must log how many boxes are being delivered on each label, ie:1 of 1, 1 of 2 etc. Please ensure you complete company name, contact details and telephone number in case there are any queries with your deliveries.
Insurance and Risk Assessment	Exhibitors are advised to ensure they have their own public liability insurance in place to cover their occupation at BTOG Annual Conference 2023 including set-up build and take down. British Thoracic Oncology Group (BTOG), its agents and the ICC Belfast, accept no liability for loss or damage or safety of the property belongings or personal injury, either before, during or as a result of the meeting to exhibitors, their staff or their agents.
Food and Drink at Exhibition Stand	This is subject to permission from BTOG and the ICC Belfast and completion of risk assessment. Please email sineadmarrinan@venuesworld.com for risk assessment form; this must be completed by Friday 31 st March 2023
Filming and Recording	The sponsor may film at their exhibition booth but must get the express permission from anyone being filmed and this is the responsibility of the sponsor. Filming in public conference areas is not allowed. If you plan to film at your exhibition booth then you must notify this to the BTOG secretariat by Friday 31 st March 2023
Insert in Virtual Delegate Pack on the conference event app:	Diamond sponsors: 2 x 2-page insert – A4 PDF – not

	<p>exceeding 1MB</p> <p>Circulated to registered delegates on the Welcome email sent just before the conference</p> <p>Platinum and Gold sponsors: 1 x 1-page insert – A4 PDF – not exceeding 1MB</p> <p>Circulated to registered delegates on the Welcome email sent just before the conference</p> <p>Deadline: 1st March 2023</p>
<p>Rules for Satellite Meeting Programmes – 45 minutes each</p>	<p>All satellite meeting programmes must be approved by the BTOG Steering Committee Chair and therefore the full programme and details of your faculty (chair/speakers) must be submitted by 1st March 2023 to info@btog.org.</p> <p>BTOG rules dictate that faculty cannot participate in more than one satellite symposium at BTOG 2023. Sponsors are asked to inform their faculty of this rule on the invitations to participate.</p>

BTOG 2023 – FLOOR PLAN



Booth #		Dimensions
1	Diamond	15m x 5m
2	Platinum	7.5m x 5m
3	Platinum	7.5m x 5m
4	Platinum	7.5m x 5m
5	Platinum	7.5m x 5m
6	Platinum	7.5m x 5m
7	Platinum	7.5m x 5m
8	Platinum	7.5m x 5m
9	Platinum	7.5m x 5m
10	Platinum	7.5m x 5m

BTOG 2023
 ICC Belfast
 SCALE: 1:300 @ A3

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