BSIR 2019 Annual Meting



EXHIBITION MANUAL

13TH-15TH NOVEMBER 2019

Manchester Central Manchester, UK



FOR ALL MEETING & EXHIBITION INFORMATION:

British Society of Interventional Radiology (BSIR) 63 Lincoln's Inn Fields | London WC2A 3JW +44 (0)20 7406 5998 | Email: exhibition@bsir.org | Web: www.bsir.org



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For all meeting and exhibition enquiries, please contact:

Ruth Moss, Course Organiser, BSIR Secretariat British Society of Interventional Radiology, 63 Lincoln's Inn Fields, London WC2A 3JW Email: exhibition@bsir.org | Web: www.bsir.org Tel: +44 (0)20 7406 5998

For Health & Safety enquiries, please contact:

Matthew Voisey, Health and Safety/Exhibition Manager AMV Services Limited, 122 Merthyrmawr Road, Bridgend CF31 3NY Email: Matthew.voisey@amv-services.co.uk Tel: +44 (0)1656 768228 | Mobile: +44 (0)7866 452412

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For accommodation enquiries, please contact:

Jules Natlacen, Hotel Booker on behalf of the BSIR The House at Barbon Stores, Barbon LA6 2LL Email: info@venuefinder.net Tel: + 44 (0) 15242 76141 | Mobile: Mob: +44 (0)7966 336789

Manchester Central Convention Complex Contacts:

Alex Robinson, Event Manager Manchester Central, Petersfield, Manchester M2 3GX Email: alex.robinson@manchestercentral.co.uk Tel: +44 (0)161 827 7640

Stand Catering - Online Order Form

https://www.manchestercentral.co.uk/online-ordering

GENERAL INFORMATION

MEETING DATE:

13th - 15th November 2019

LOCATION:

Manchester Central Convention Complex, Windmill St, Manchester M2 3GX

EXHIBITION HALL:

Exchange Hall

NO. OF DELEGATES:

approx. 500 (Including BSIR Members, SRTs, BSVIRN & Faculty)

ETHICAL MEDTECH:

COMPLIANT

ENQUIRIES:

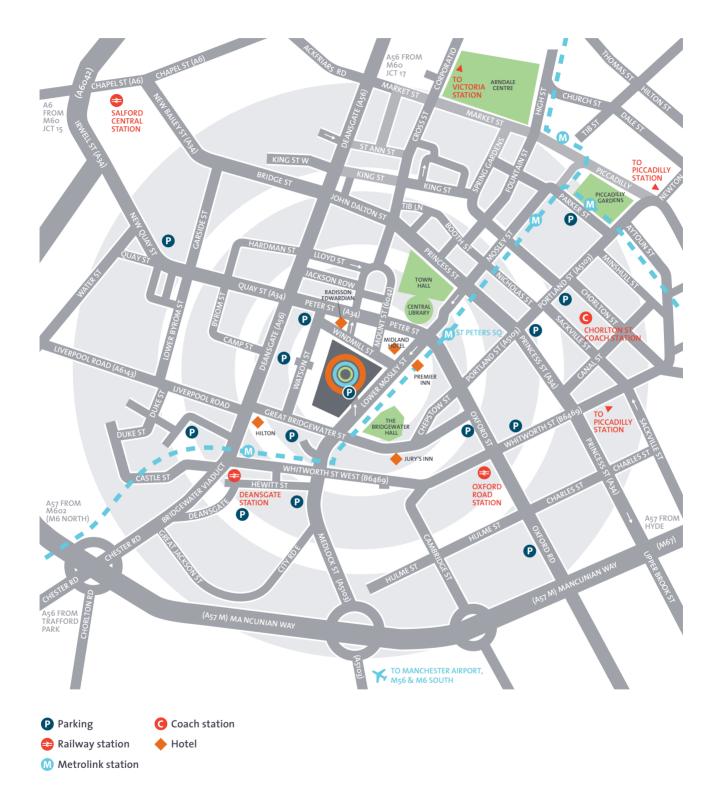
exhibition@bsir.org

SET-UP & BREAK-DOWN:

Set-up Date	12th Nov 2019
No Access	08:00 - 10:00
Stands >12m2	10:00 - 13:00
All Stands	13:00 - 18:00
Hall Closes	20:00
Exhibition	13th-15th Nov 2019
Open – Close	08:00 - 18:00
Breakdown Date	15th Nov 2019
Stands <12m2	14:30
Stands >12m2	14:30

FINDING MCCC

Manchester Central is an iconic venue in the heart of Manchester. It's right in the centre of the UK and easy to reach via Manchester's extensive multi-modal transport network.



BY AIR:

Manchester Airport is a major international hub just nine miles (14.5km) from the city centre. It serves more than 200 destinations worldwide including direct routes to nine US cities. From the airport, the city is approximately 25 minutes away by taxi or just 20 minutes via the half-hourly express rail service (tickets £3.00-£4.00). Information on Manchester Airport can be found at: www.manchesterairport.co.uk

FINDING MCCC

BY RAIL:

It takes a little over two hours to reach Manchester from London and Manchester also has direct connections to most major UK cities. Services arrive at Piccadilly or Victoria stations where passengers can connect with Metrolink trams for easy access to the city centre. Manchester Central is a 20-minute walk from Piccadilly Station or just five minutes by taxi. Alternatively, catch a connecting train to Oxford Road Station - just five minutes from Manchester Central on foot.

> Further information on train services can be found at: www.virgintrains.co.uk www.nationalrail.co.uk www.tpexpress.co.uk www.northernrailway.co.uk/stations/MAN

BY ROAD:

Manchester is at the heart of a comprehensive motorway network. Manchester's M60 orbital motorway provides easy access from north, south, east and west.

DIRECTIONS:

M6 (from south – Stoke-on-Trent, Birmingham)

Leave the M6 at junction 19, just after Knutsford Services. Follow the A556 towards Altrincham and pick up the M56 towards Manchester Airport. Follow the motorway onto the A5103 (Princess Parkway), then follow signs for Manchester Central, Petersfield.

M6 (from north – Preston, Blackpool, Carlisle)

Leave the M6 at junction 21a for the M62 towards Manchester. At junction 12, join the M602 and continue to the end of the motorway (Regent Road Roundabout, Salford). Follow signs to the city centre along Regent Road, and then to Manchester Central, Petersfield.

M62 (from west - Liverpool)

At M62 junction 12, join the M602 and continue to the end of the motorway (Regent Road Roundabout, Salford). Follow signs to the city centre along Regent Road, and then to Manchester Central, Petersfield.

M62 (from east - Leeds, Yorkshire)

At M62 junction 18, join the M60 west-bound. Take junction 17 onto the A56 (Bury New Road) and follow signs to the city centre, and then to Manchester Central, Petersfield.

M56 (from west – North Wales, Chester, Ellesmere Port)

Follow the M56 past Manchester Airport. Continue onto the A5103 (Princess Parkway), then follow signs for Manchester Central, Petersfield.

For parking, Manchester Central's on-site NCP car park is open 24 hours and the most convenient option. Please see the NCP website for information on pricing and online booking

If using a satellite navigation system - please follow the postcode **M2 3GX**. Information on planning a journey by car can be found at: www.theaa.com www.highways.gov.uk

CORPORATE SPONSORSHIP: £30,000 +VAT (SOLD OUT)

- Exhibition Area (Area: 6x6 sqm)
- 30minute stand-alone podium spot in main programme
- Hands on Workshop/Product Demonstration/Presentation or Networking Session: Bookable Slot in the Educational Lounge within Exhibition Hall (45mins or as discussed with BSIR)
- 10 x meeting & exhibition staff passes, welcome drinks & tickets to social events (TBC)
- Logo banners/signs in Main Auditorium and Plenary Session Room
- Bio on microsite
- Full page advert in main delegate handbook and on microsite
- 1x Insert in delegate pack
- Branding within foyer Corporate Area (See plan)
- Branding and attendance at the APC Course 2020
- Branding and attendance at the IOUK Course 2020
- Corporate BSIR Membership
- Access to Annual Meeting Presentations
- 1x IR Update meeting with BSIR Council or Officer representative
- NEW THIS YEAR: Delegate Badges with QR codes, which allow exhibitors to scan and track delegates with a specialised app from your mobile device.

MAJOR SPONSORSHIP: £20,000 +VAT

- Exhibition Area (Area: 5x5sqm)
- Hands on Workshop/Product Demonstration/ Presentation or Networking Session: Bookable Slot in the Educational Lounge within Exhibition Hall (45mins or as discussed with BSIR)
- Logo banners/signs in Main Auditorium and Plenary Session Room
- Company Logo and acknowledgement on all printed material
- Bio on microsite (250 words)
- 5 x meeting & exhibition staff passes, welcome drinks & tickets to social events
- 1x Insert in delegate pack
- All refreshments
- NEW THIS YEAR: Delegate Badges with QR codes, which allow exhibitors to scan and track delegates with a specialised app from your mobile device.

SPONSORSHIP OPTION 2: £12000 +VAT

- Exhibition Area (Area: 4x4sqm)
- Bio on microsite (250 words)
- Insert in delegate packs.
- 4x meeting & exhibition staff passes, welcome drinks & tickets to the social events
- All refreshments

SPONSORSHIP PACKAGES

SPONSORSHIP OPTION 3: £6000 +VAT

- Shell Stand (3x2 sqm)
- Company Bio on microsite (150 words)
- 2x meeting & exhibition staff passes, welcome drinks & tickets to social events
- All refreshments

ADDITIONAL SPONSORSHIP OPPORTUNITIES

- Lanyard provision
- Delegate Bag provision
- Microsite Sponsorship and adverts
- BSIR Dedicated Industry Website Page: Company link/clinical and educational content area (underdevelopment)
- BSIR Newsletter Adverts (2 annual editions)
- Award Grant for Best Oral Presentation of an IR Trainee/BSIR Member
- Award Grant for Best Poster to be administered by BSIR
- Please contact: exhibition@bsir.org for more information

EDUCATIONAL GRANTS

It is hoped and anticipated that in cooperation with BSIR, all companies associated with Interventional Radiology; exhibitors and non-exhibitors, will be encouraged to and continue to support the BSIR society and its educational and scientific endeavours, the interventional radiology community and continue to support delegate attendance to the BSIR meetings.

BOOKING & REGISTRATION

EXHIBITION STAND SPACE

If you have not already done so, book your stand space online now!

BOOK ONLINE

EXHIBITION ATTENDEE REGISTRATION

Each exhibition attendee MUST register for the meeting online:

BOOK ONLINE

When prompted for registration type, please select 'Confirmed Exhibition Attendee'. Please ONLY use this registration type for your allocated number of meeting/staff passes, which are included in your sponsorship package. If you wish to register more than your allocated passes, then please follow the steps below for the additional attendees.

PLEASE NOTE: for additional attendees out-with your sponsorship allocation, please select 'Additional Exhibition Attendee'. The resulting fee can be paid immediately or you can chose to be invoiced. Please include invoice details and PO number, if applicable.

Please register your attendees at your earliest convenience after your sponsorship booking is approved.

QR CODE

A new badge printing system will be in operation at this meeting. As aforementioned, each exhibition attendee MUST register for the meeting.

Once they have registered, they will be sent an email confirmation with QR code (please keep this safe). During registration each attendee will scan their QR code and their badge will be printed onsite. Each QR code holds a specific attendee's personal information therefore their QR code must be presented to collect their badge. For security reasons, name badges must be wore at all times. Anyone without a name badge may be refused entry to the meeting.

ACCOMMODATION

Please ensure that you book your hotel accommodation for the upcoming BSIR ASM 2019. To book your hotel accommodation or for any other booking enquiries, please contact:

Jules Natlacen Discovery Conferences Limited T: 015242 76141 M: 07966 336789 E: jules@venuefinder.net

Dates available: 12th - 14th November 2019 (additional dates available upon request)

(Please note: Rooms and rates are subject to availability. All rates are inclusive of VAT. Book early to avoid disappointment)

BOOK ONLINE

ACCOMMODATION - NOMINATED HOTELS

MIDLAND HOTEL

- 1 minute walk to Meeting Venue
- 3 on-site bars
- Free Wi-Fi
- Leisure complex and spa includes; gym, sauna and a leisure pool.
- Off-site parking is available at £18.50 per entry, per 24 hours
- Valet Car Parking is charged at £25.00 per entry, per 24 hours

Rates per room per night:

- Double/twin bedded room for sole use £185 B&B per night
- Supplement for two people sharing a room is £10 per night

THE HILTON MANCHESTER DEANSGATE

- 4 minute walk to Meeting Venue
- Purpose built 4-star hotel with restaurant serving food all day and rooftop bar.
- Off-site parking £22.50 per 24 hours.

Rates per room per night:

- Double/twin bedded room for sole use £185 B&B per night
- Two sharing a room is £195 B&B
- Hilton Executive rooms at £205 B&B for sole use and £215 B&B for twin occupancy. Includes access to the Executive Lounge, which provides complimentary drinks and snacks.

NOVOTEL MANCHESTER CENTRE

- 8 minute walk to Meeting Venue
- On-site bar & restaurant
- Off-site car parking is £15.50 per 24 hours.
- Free Wi Fi.

Rates per room per night:

- Double/twin bedded room for sole use £140 B&B per night
- Two sharing a room is £150 B&B







ACCOMMODATION - NOMINATED HOTELS

JURYS INN

- 4 minute walk to Meeting Venue
- Purpose built 3-star hotel
- Internet access (£5 per hour or £10 per 24 hours),

Rates per room per night:

• Double/twin bedded room for sole use £124 B&B

• Two sharing a room is £134 B&B

IBIS PORTLAND STREET HOTEL

- 8 minutes walk to Meeting Venue
- Reception & snacks available 24 hours, 7 days a week
- Off-site parking £10 for 24 hours

Rates per room per night:

• Double/twin bedded room for sole use £105.00 B&B per night or £110.00 B&B for two sharing

RADISSON HOTEL, MANCHESTER

Rates per room per night:

- Rate per room per night for sole use: £189
- Rate per room per night for two sharing: £204

All rates include VAT

TOWNHOUSE HOTEL

Rates per room per night:

- Classic King for twin use: £159 BB per night
- Classic Double for Sole Use: £149 BB per night

All rates include VAT









ACCOMMODATION - NOMINATED HOTELS

INNSIDE MANCHESTER

Rates per room per night:

• Rooms for sole occupancy: £119 B&B

• Rooms for two sharing: £129 B&B

All rates include VAT

HOLIDAY INN EXPRESS

Rates per room per night:

- Tuesday 12th Nov: £115 BB
- Wednesday 13th Nov: £115 BB
- Thursday 14th Nov: £85 BB

Rates include Breakfast and VAT

WHITEWORTH LOCKE

Rates per room per night:

• City Studio - £90 Room Only

Rates include VAT

IBIS BUDGET POLLARD STREET

Rates per room per night:

- £70 BB for sole use room
- £75 BB for double occupancy room

All rates include VAT





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BSIR ASM 2019 - IR SOCIAL EVENT

14^{тн} NOVEMBER 2019 19:45 - 23:45 MCCC EXCHANGE HALL









NEW THIS YEAR:

The BSIR will be hosting an Annual IR Street Party in the Exhibition Hall

Sample Street Food from across the globe

Interactive activities

Informal Social Setting

Sponsors encouraged to keep their stands open and engage

Perfect networking opportunity

For more information or to submit ideas, please contact: exhibition@bsir.org



After discussions with the ABHI group, the BSIR has made the decision to limit sponsoring companies to simple and informal stands or exhibition areas in the form of table tops, banner stands, furniture areas or display cabinets etc for 2019. Our main objective is to reduce the overall cost of stand builds and ask our sponsors to redirect any savings to an educational grant fund so that our BSIR faculty and delegates can attend the scientific meeting. We fully understand that the release of these funds cannot be guaranteed by our sponsors, however, we remain optimistic and humbly ask our sponsors to fully engage in this subsistence programme for the betterment of the meeting. An educational grant will ultimately generate, and increase the value of, the educational content provided, during and after, the ASM.

The BSIR is committed to administering this subsistence programme to faculty, BSIR members, SIRNR group and delegates. In addition, the BSIR is continuing to extend support to the registration of presenting registrars at BSIR and continue to run; the Case Study Scholarship Awards for junior doctors with an interest in IR, the Medical Student F1 F2 Dr Essay Award Scholarships and the BSIR/BSIRT Trainee Day programme. The BSIR is committed to working with industry to achieve a successful scientific meeting ensuring a productive and cooperative outcome for all for 2019 and future meetings.

STAND GUIDELINES

There will be no purpose-built/freebuild stands or stands that require a contractor to build them. There will be no raised platforms, unless required by Health & Safety (for further information please contact our Exhibition and H&S Manager, Matthew Voisey – details on our Contacts page below)

Corporate, Major level and Midi sponsors will be allowed the following:

- One or two tables and associated chairs
- One or two pop-up stands. If two are erected, then these should be back-to-back.
- Sofas (to be ordered and provided by Europa)
- Display cabinets
- Literature stands
- One or two wide screen TVs
- Small items of capital equipment such as Ablation Systems, Portable Ultrasound etc. We hope that these items will be utilised in the Training Village.
- Electricity Supply. Order forms available at www.bsir.org. Please submit to Matthew Voisey.
- Carpeting. The Exhibition Hall has a muted dark blue carpet
- A small catering point (allocated and managed by BSIR SPC)
- If you require AV for your stand, please contact MCCC inhouse AV team, Blitz.

General level sponsors:

- The 3x2 shell scheme spaces will utilised in the normal fashion as per previous meetings.
- The 3x2 shell scheme will be supplied with one electrical socket and 2 spots.
- The 3x2 shell scheme will be carpeted
- If you do not require a shell scheme then please let us know on our 'BSIR 2019 Stand Approval Form'.

Prohibited items at this year's meeting:

- No purpose-built stands
- No baristas there will be coffee points at various locations throughout the exhibition
- No food vending machines
- No projectors with large screens

Additional notes:

- Contractors will be allowed on-site to erect approved pop-up/display stand types
- A company representative must be on-site to sign for deliveries. Otherwise, the BSIR approved delivery agent, Europa, should be used (details on our Contact page below)



BSIR & ABHI APPROVED DISPLAY TYPES



Branded Counters





Frame Stands

Traditional Straight & Curved Pop ups

EDUCATIONAL LOUNGE

This area will have full AV facilities for presentations, product review, workshops etc. This area will be utilised by our Corporate and Major sponsors, with preference given to the former. To protect and enhance brand identity and value, the Corporate and Major Sponsors, will be allocated time within the lounge to promote corporate themes pertinent to their companies. It is a company's prerogative how this time should be spent, and it will not be scrutinised by BSIR, however, we ask that each company submits to the BSIR Scientific Programme committee, a brief description of how this time will be utilised. The only caveat is that Educational Lounge sessions do not coincide with key note speakers/sessions within the main programme. A timetable of available slots will be issued to Corporate and Major sponsors and an allocation of times will be given. Prime slots and session length will be allocated depending on sponsorship status.

Examples of how this time can be utilised:

• A key opinion leader presentation on a new product

Tension Banners

(up to 3m wide)

- A key opinion leader presentation on new data
- A new product demonstration
- A new service presentation
- A meet-the-expert session (a session in which several users of your products to discuss how and why the use a certain product/solution)

This is not an exhaustive list and is not exclusive - creativity is encouraged!!

IMPORTANT: PLEASE READ

The venue, Manchester Central, have a very strict Health and Safety Policy, which all exhibitors MUST comply with. The policy has very specific and mandatory requirements, which if not complied with, may result in a delay and/or refusal of your stand being built/opened. It is essential; all persons responsible from the exhibiting companies read this and forward it to any contractors or anyone else concerned with your exhibition stand. The information provided herein may change and/or be updated. Exhibitors will be informed of any changes or additions with costs, if applicable.

RISK ASSESSMENT

A full risk assessment MUST be provided for all stands, regardless of size, and must cover the build, breakdown and open period. A contractor risk assessment will NOT suffice. Your risk assessment must be meticulous in nature and must consider all aspects of the build, breakdown and open period, such as but not limited to: use of ladders (domestic class 3 ladders are not permitted inside the venue), electrical equipment, trip hazards, heat sources (including lasers), sharps and the use of compressed gas of any kind. Your risk assessment must include any equipment that you intend to use on your stand, which has the aforementioned characteristics.

PERSONAL PROTECTIVE EQUIPMENT AND LADDERS

Hi Vis jackets and safety shoes are mandatory for all stand construction staff. Contractor entry will not be permitted without Hi Vis jackets and safety shoes. All ladders will be inspected upon entry. Domestic class 3 ladders and any damaged ladders will be refused entry to the hall.

COMPRESSED GAS AND FREEZING AGENTS

If six weeks' notice is given, the special risks form completed and permission is given, which will also cover storage arrangements, you can exhibit with these items. You must use the smallest possible cylinder; it must be provided with a safety data sheet and operated by trained competent staff.

If you have any queries regarding this document, or if you wish to submit drawings, then please feel free to contact the Health & Safety Manager using the details provided in the document footer.

SMOKING IS NOT PERMITTED

Smoking is not permitted in the exhibition halls. Smoking is only permitted in areas designated for smoking by the venue. The entrance doors are not designated areas and smokers will be removed.

VENUE INFORMATION

BUSINESS CENTRE

If you need help with printing, photocopying, scanning and faxing documents the Manchester Central Business Centre can be found at the concierge desk in the Central Foyer. They can also help with stationery supplies, travel adaptors and restaurant bookings. For more information, please contact the concierge team, contact details below.

CONCIERGE

The Manchester Central concierge team are there to help you make the most of your time in Manchester. Just visit the concierge desk for venue information, restaurant bookings, flight confirmations, excursions and Business Centre services.

If you need any assistance from the concierge team before your event, please contact: T 0161 834 2700 E concierge@manchestercentral.co.uk

CLEANING

Manchester Central cleaning provider will remove waste from exhibition aisles, stands, organiser's offices and event spaces. Exhibition stand cleaning can also be arranged prior to the meeting at an additional cost. Please contact exhibition@bsir.org for more information.

CLOAKROOM

Manchester Central provides free cloakroom facilities.

DELIVERIES

Deliveries can only be made during tenancy days (12/11/2019 - 15/11/2019). For maps, delivery addresses and further information, please see Deliveries on page 21 & 22. Manchester Central cannot accept deliveries before tenancy, or store items after tenancy.

FIRST AID

First aiders will be on-site throughout the meeting. If first aid is required, please alert BSIR registration desk or any venue steward. A member of the first aid team will come to help.

FLOOR LOADINGS

Central Hall: Floor loading is 1450 kg/sqm. Point loads of 7 tonnes are permissible, 3 m apart or at 2 m distance from other distributed loads. Vehicles up to 40 tonnes gross weight are allowed in the main hall.

Exchange Hall: Floor loading is 1450 kg/sqm.

Please note: that loadings are reduced for point loads that fall on service ducts.

Please contact the Manchester Central event manager for further details. T +44 (0)161 834 2700 E eventmanagers@manchestercentral.co.uk

VENUE INFORMATION

FIBRE OPTIC NETWORK

Our fibre optic network takes all the hard work out of transferring AV/IP data around the venue. Our single mode fibre network reaches all areas and each room has four fibre ports.

To discuss your IT requirements, please contact events IT: T +44 (0)161 827 7676 E eventsit@manchestercentral.co.uk

IT SUPPORT

On the day and prior to the event, the Manchester Central IT support team will be on hand to keep things running smoothly. Manchester Central is fully wireless enabled and visitors, delegates and exhibitors can access their hi-spec 5 mbps Wi-Fi for FREE.

Please follow the instructions below for Wi-Fi access:

- Connect to the _MCCC FREE WIFI wireless network
- The portal page should load automatically. If not, just open your web browser
- Click Login to Manchester Central's Free Wi-Fi
- Read and check the box to accept the terms and conditions, then click connect!

If stands or exhibitors need additional internet connections or higher speeds, they can order these via the Manchester Central online ordering platform.

SMOKING POLICY

Smoking cigarettes and e-cigarettes is not allowed in any of Manchester Central's internal areas. If you or your visitors, delegates or exhibitors wish to smoke, there are designated and marked smoking areas outside Charter Foyer, Central Foyer and Exchange Lower Foyer. Smoking bins are provided.

TENANCY

Manchester Central's normal tenancy hours are between 07:00 and 22:00 hrs.

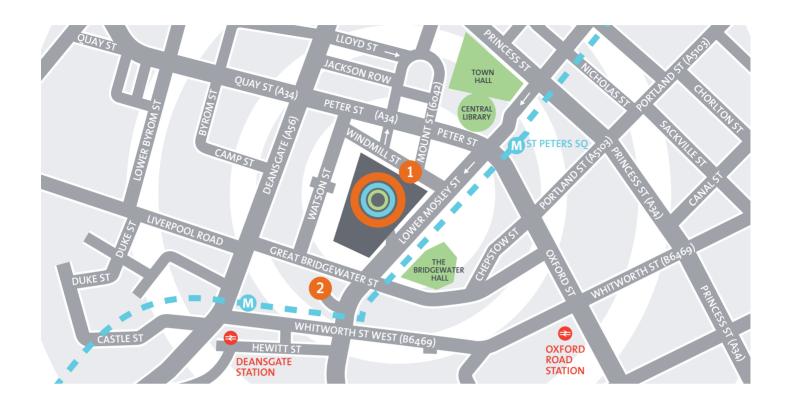
TOILETS

There are fully accessible toilets in every area of Manchester Central.

VENUE MAP



DELIVERIES



Manchester is at the heart of a comprehensive motorway network. Manchester's M60 orbital motorway provides easy access from north, south, east and west. Manchester Central's address is **Petersfield, Manchester M2 3GX**.

M6 (from south - Stoke, Birmingham)

Leave the M6 at junction 19, just after Knutsford Services. Follow the A556 towards Altrincham and pick up the M56 towards Manchester Airport. Follow the motorway onto the A5103 (Princess Parkway), then follow signs for Manchester Central, Petersfield.

M6 (from north – Preston, Carlisle)

Leave the M6 at junction 21a for the M62 towards Manchester. At junction 12, join the M602 and continue to the end of the motorway (Regent Road Roundabout, Salford). Follow signs to the city centre along Regent Road, and then to Manchester Central, Petersfield.

M62 (from west - Liverpool)

At M62 junction 12, join the M602 and continue to the end of the motorway (Regent Road Roundabout, Salford). Follow signs to the city centre along Regent Road, and then to Manchester Central, Petersfield.

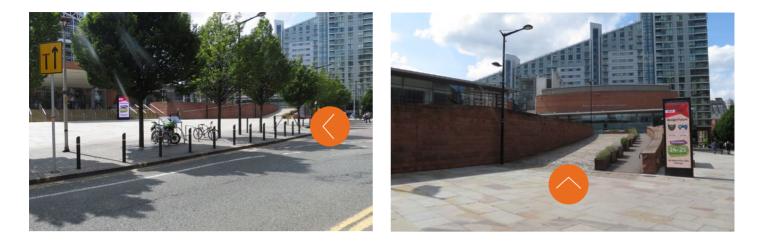
M62 (from east - Leeds, Yorkshire)

At M62 junction 18, join the M60 westbound. Take junction 17 onto the A56 (Bury New Road) and follow signs to the city centre, and then to Manchester Central, Petersfield.

M56 (from west – North Wales, Chester)

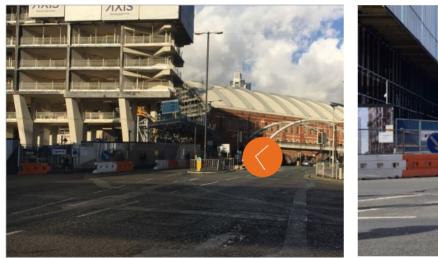
Follow the M56 past Manchester Airport. Continue onto the A5103 (Princess Parkway), then follow signs for Manchester Central, Petersfield.

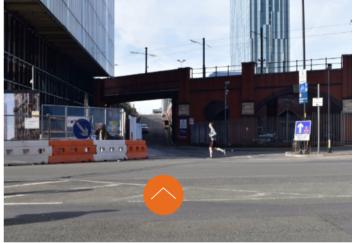
DELIVERIES



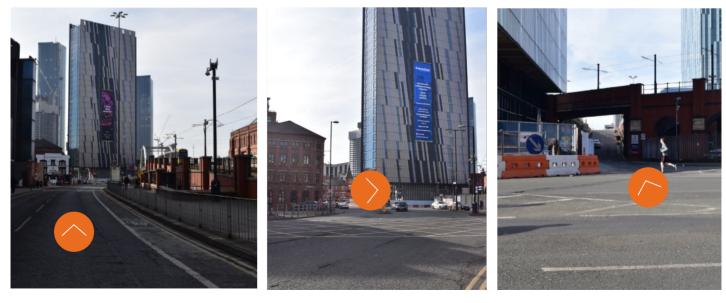
2 Delivery access to Central Halls & Charter Suite: Albion Street, M1 5LN

Approaching from Medlock Street





Approaching from Lower Mosley Street



ADDITIONAL INFORMATION

All sponsors will receive an additional pack with the following information and order forms:

Meeting Programme

Exchange Hall Floor Plan

Electrical Order Form

Showfreight Order Form

Floor Covering Order Form

Furniture Order Form

Nameboard Order Form (for shell schemes)

Stand Space Approval Form

If you have not received your information pack or would like to request a new information pack, then please contact: exhibtioin@bsir.org









Advancing science for life[™]



FOR ALL MEETING & EXHIBITION INFORMATION:

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