



# 2017 PSI Conference

Grange Tower Bridge Hotel, London  
14 – 17 May 2017



## Technical Manual

Thank you for exhibiting at the 2017 PSI Conference taking place at The Grange Tower Bridge Hotel, London from 14 - 17 May 2017.

Please find below information on exhibiting at the PSI Annual Conference. This information is designed to ensure the smooth running of the exhibition. If you have any additional queries please contact the conference organisers on [PSI2017conference@mci-group.com](mailto:PSI2017conference@mci-group.com).

### Deliveries

Please refer to page 4 of the technical manual should you require a delivery label for deliveries to The Grange Tower Bridge Hotel. Please ensure deliveries arrive no earlier than Saturday 13 May 2017.

Please include your organisation name on all packages so that we can allocate them to your stand.

### Exhibition Set-up and Open Times

Set-up will be from 12:00 on Sunday 14 May; please ensure that your stand is fully set up by 18:00 for the Welcome Reception. Below is an overview of the conference timetable. Please ensure that your stand is manned at the break times highlighted in bold.

<b>Sunday 14 May</b>	Training Course
	14:00 – 18:00 Registration open
	19:00 – 22:00 Welcome buffet within the exhibition hall
<b>Monday 15 May</b>	08:00 – 09:15 Registration open
	09:15 - 09:30 Conference opening
	09:30 – 10:30 Plenary session
	<b>10:30 – 11:00 Coffee break</b>
	11:00 – 12:30 Plenary session
	<b>12:30 – 13:30 Lunch</b>
	13:30 – 15:00 Parallel sessions
	15:15 – 16:30 Parallel sessions
	<b>16:30 – 17:30 Break and free time</b>
	17:30 – 19:00 Poster session
<b>Tuesday 16 May</b>	08:00 – 09:00 Registration open
	09:00 – 10:00 Plenary session
	<b>10:00 – 10:30 Coffee break</b>
	10:30 – 12:00 Parallel sessions
	<b>12:00 – 13:00 Lunch</b>
	13:00 – 14:00 PSI Annual General Meeting
	14:00 – 15:30 Parallel sessions



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	<b>15:30 – 16:00 Break</b>
	16:00 – 17:30 Parallel sessions
	<b>19:00 – 19:45 Drinks Reception</b>
	19:45 – 00:00 Gala Dinner: <i>The PSI Who Loved Me</i>
<b>Wednesday 17 May</b>	08:00 – 10:00 Registration open
	10:00 – 11:30 Parallel sessions
	11:45 – 13:15 Parallel sessions
	<b>13:15 – 14:15 Lunch</b>
	14:30 Exhibition dismantle
	14:15 – 16:00 Panel session
	16:00 – 16:15 Closing Remarks

## Registration

**Please note that you will receive your code via email once your booking form has been processed.**

Please complete the following steps to register for your complimentary exhibitor pass;

- Please register online by [clicking here](#)
- To receive your complimentary pass you will need to answer “Exhibitors/Sponsors” when completing “What type of registration do you require?”
- Answer “yes” when completing “Did you receive a special code?” and enter your code when completing “Please enter your code”.

With your personal code you will have the opportunity to book the number of complimentary registration(s) you are entitled to. During registration you will have the opportunity to upgrade your complimentary registration to a delegate pass (this provides access to the entire congress) at the rate of £384.00. Should you wish to book additional exhibitor passes, these will be available to purchase at the rate of £504.00 once you have registered your complimentary registration passes.

***Please note that the code you are provided with is valid only for the number of complimentary registrations you are entitled to.***

***Please note that each exhibitor must register as an individual registration using the code provided.***



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## Onsite Arrangements

Provided within your exhibition package you will receive:

- A 3m x 2m space within the exhibition (table, two chairs, extension cable)
- Two complimentary exhibition passes
- Acknowledgement within the event app

An exhibition floorplan will be shared in advance of the conference. This will show the location of your stand. The stand will consist of a 2m long clothed trestle table and two chairs. Please feel free to bring pull-up banners, stationary and give-aways to the conference.

The complimentary exhibition passes will be provided to you on arrival at the conference. These will state 'EXHIBITOR' and your organisation's name. The passes gain access to the exhibition only and not the conference sessions. If you plan to attend the sessions please book a delegate registration within the registration system.

Please submit your organisations logo and a 100 word profile to the organisers no later than **Friday 3 March 2017**.

Complimentary Wi-Fi will be available throughout the venue. The access code will be shared on arrival at the venue. The Wi-Fi is comfortable for basic browsing, however if you wish to showcase online activity from your booth it is imperative that you arrange a hard-wired internet point. This can be booked via the organisers. Please contact the organisers at the following email address [PSI2017conference@mci-group.com](mailto:PSI2017conference@mci-group.com).

When onsite please ensure that all valuables are removed from your stand overnight. Valuables left unattended during the conference or overnight are at the owner's risk. The conference organisers and PSI are unable to be held accountable individuals property.

## Dismantle and Collection

Exhibition stands can be dismantled from 14:30 on Wednesday 17 May. It is not possible to remove an exhibition stand before this time. All stands must be dismantled by 18:00. Once you have dismantled your stand please fill in the collection label at the end of this Technical Manual and attach this to all boxes to be collected. All boxes will need to be stored with concierge on the ground floor next to the reception desk. Hotel staff can assist with luggage trolleys if necessary.



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## GRANGE TOWER BRIDGE HOTEL DELIVERY FORM

HOTEL ADDRESS: 45 Prescott Street / E1 8GP London (Tel: 0207 959 5000)

(Delivery area on St Marks Street)

DATE OF EVENT: .. / .. / .. EVENT ROOM: \_\_\_\_\_

CLIENT NAME: \_\_\_\_\_

CLIENT CONTACT NUMBER: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

HOTEL EVENT ORGANISER NAME: Laurie O'Sullivan

Parcel number .... out of ....



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## GRANGE TOWER BRIDGE HOTEL COLLECTION FORM

HOTEL ADDRESS: 45 Prescot Street / E1 8GP London (Tel: 0207 959 5000)

**Name of Event:** \_\_\_\_\_

COURIER COMPANY COLLECTING: \_\_\_\_\_

DELIVERY ADDRESS: \_\_\_\_\_

CLIENT CONTACT NUMBER: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

HOTEL EVENT ORGANISER NAME: Laurie O'Sullivan

**Parcel number .... out of ....**

\*Items must be collected within 10 working days or they may be disposed of