



**BIO<sup>2</sup>BUSINESS**

EVENT MANAGEMENT  
www.bio2bevents.com

TRUST | COMMITMENT | DRIVE | ABILITY

**Bio2Business Outsourcing Strategies (BOS)**

19<sup>th</sup>-20<sup>th</sup> June 2018

Congress Centre Basel, Switzerland

## Your Complete Sponsor Information Guide

We have prepared this guide with a view to providing all the standard information you need in connection with your sponsorship. Please either follow the links or scroll through the document to access the information you require. If you cannot find the answer to your question here, please contact one of the [Bio2Business team](#). Please also note the useful [timetable](#) of dates at the end of this document.

### Sponsor Opportunities and Benefits

#### Sponsorship opportunities

Please refer to the [media pack](#) for details of opportunities available.

- Key
- Gold
- Silver
- Exhibition
- Banner stand exhibition
- Conference partner
- Bioregion partner
- Sponsor of specific additional item (e.g. advertisements, delegate items, functions, private rooms)
- BOS outsourcing showcase

#### Sponsor benefits

For details of your sponsorship benefits, please refer to the [media pack](#) and to your agreement with Bio2Business.

#### Specific additional items for sponsorship

- Handbook advertisements [link](#)
- Bags [link](#)
- Bag inserts [link](#)
- Private meeting rooms [link](#)
- Breakfast and reception [link](#)

### Exhibition Stand Space

- Size** An exhibition stand space measures 3 m wide x 2 m deep.
- Equipment** We will provide a table (180 cm wide x 75 cm deep x 73 cm high), table cloth, two chairs, access to an electrical power point, and space behind for one exhibition stand (max 3 m wide).

### Banner Stand Space

- Size** A banner stand space measures 1.2 m wide x 1.5 m deep.
- Equipment** We will provide a literature stand, with three trays for A4 fliers each approximately 3 cm deep. The overall stand dimensions are 125 cm high x 40 cm wide x 26 cm deep. There will be no other furniture or electricity.



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### Exhibition Arrangements

- Internet** Wi-fi is available gratis to all attendees.
- Deliveries** Advance deliveries may be made from Wednesday, 13<sup>th</sup> June at the earliest during office hours, ie Monday-Friday 08.30-11.30 and 13.30-17.00. All deliveries should be labelled using this [label](#).  
During set-up, exhibitors may park in the delivery zone.  
Thereafter, they may pay to park at the adjacent Parking Messe Basel, which is charged at the special exhibitor rate of CHF 43.20 for the three-day period from 18<sup>th</sup>-20<sup>th</sup> June. You may enter and exit the car park as often as you wish with this ticket.
- Set-up** Access is available from 15.00-18.30 hrs on Monday, 18<sup>th</sup> June, and from 08.00 hrs on Tuesday.
- Staffing** Your stand should be staffed by those registered to attend
- Striking** You make dismantle your stand on Wednesday, either between 14.00 and 15.30 hrs or between 16.30 and 18.00 hrs when the hall will close.
- Collections** Collections should be made by Friday, 22<sup>nd</sup> June at the latest. When leaving your materials for courier collection from the venue after the event, please label them as follows:
- Name of company (receiving)
  - Delivery address (receiving)
  - Name of person (receiving) and telephone number
  - Courier company name
  - Collection date booked
- Our experience from previous events is that UPS failed to supply paperwork or tracking numbers to their customers.
- Stands** Stand numbers are allocated at the time of booking, although the location may be changed depending on the type of stand to be used. All confirmed stands are shown on the exhibition [layout plan](#), and stand locations and numbers may be changed at the organisers' discretion.
- Important** NB: Swiss Customs require that all international shipments must be accompanied by an air waybill and commercial invoice. If these documents are missing, your goods will probably be held up at Swiss Customs. To ensure a smooth process, please contact your shipper well in advance and ask them for advice - advance arrangements and documentation which are carefully set up rarely incur any difficulties.

The venue's partner, Sempex, is a shipper, and they can take care of customs clearance, even if you use another courier. Should you be interested in the service, please contact [Katrin Witzke](#). It is recommended that you indicate that the goods are not for resale.

Please confirm your stand requirements to [Maggi](#), by 8<sup>th</sup> May, as below:

- Stand** Will you bring a stand? If so, is it a pop-up, banner stand, or another type?
- Size** What are the approximate dimensions of your stand (width, depth, height)?
- Equipment** If you do not want a table or a chair, please let us know (unavailable for banner stands).
- Deliveries** Will you send advance deliveries from 19<sup>th</sup> June onwards?

For further information in connection with maps, directions and travel arrangements please see the [Bio2Business website](#).



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### Speakers

#### Programme timetabling

Gold sponsor speakers will be allocated a fifteen-minute speaker slot either in the Discovery Outsourcing track, the Small Molecule track or in the Biologics track.

Showcase presentation speakers will be allocated a seven-and-a-half-minute speaker slot in the Showcase session from 11.30 to 12.30 on 19<sup>th</sup> June.

#### Guidelines for content

Gold sponsor speakers are advised to prepare a presentation which focuses on a differentiating technology or service which your organisation offers. It could also be a differentiating approach to business process eg quality process/quality alignment with contract giver, technology transfer, lean business processes. If you have a novel approach to outsourcing partnerships (differentiating outsourcing models), this could also be highly relevant. Consider including case studies if available.

Showcase presentation speakers should provide a maximum of six supporting PowerPoint slides, and should present innovations and unique technologies or services. The presentation must be based on the poster you have submitted for display at the BOS event. Q&A will not be included in this one hour session - instead the audience will be invited to meet speakers over lunch to ask questions.

Please contact Bio2Business Ltd ([Richard.collins@bio2business.com](mailto:Richard.collins@bio2business.com) or [Roger.green@bio2business.com](mailto:Roger.green@bio2business.com)) for details regarding presentation opportunities.

#### Timetable for all speakers

- |                       |                                                                                                                                                                                                                                                                                       |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7 <sup>th</sup> May   | Confirm title of presentation and name of speaker                                                                                                                                                                                                                                     |
| 29 <sup>th</sup> May  | Please provide speaker biographical profile and a short abstract of the presentation (one or two paragraphs in each case), as well as the speaker photograph (optional). All items will be uploaded to our website, and the speaker profile will be included in our delegate handbook |
| 12 <sup>th</sup> June | Send completed presentation to Maggi for on-the-day presentation and post-event website upload (where permission has been given)                                                                                                                                                      |

### Logos

If you have not done so already, please now supply a copy of your logo to one of the Bio2Business [team](#), together with the web address to which you wish it to be linked. Your linked logo will be inserted on the BOS *cmc* website. Key and Gold sponsor logos will be also be included on the front cover of delegate handbooks and displayed during the event itself.

### Showcasing of Posters (BOS Outsourcing Showcase Package)

#### On-site Poster

Please refer to the [BOS Outsourcing Showcase and Presentation Package document](#) for details of how to submit your on-site poster which will be printed for you and displayed at BOS 2018. This option is available to all organisations which book either the BOS Outsourcing Showcase Package or the BOS Outsourcing Showcase Presentation Package, as well as all Gold and Key sponsors.

Deadline: the deadline for printed on-site poster has been extended to 11<sup>th</sup> June via weblink.



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E-poster for Website and Delegate Handbook

Please refer to the [submit poster page of our website](#) for details of how to submit your e-poster which will be displayed on the BOS 2018 website and included in the printed delegate handbook. This option is available to all organisations which book either the BOS Outsourcing Showcase Package or the BOS Outsourcing Showcase Presentation Package, as well as being included for all Gold and Key sponsors. This is the [link for BOS e-poster and .pdf upload](#) (maximum size of .pdf is 2 Mb).

Deadline: the deadline for handbook inclusion is 29<sup>th</sup> May online via weblink - extended to 11<sup>th</sup> June.

### BOS Partnering

As sponsors, you will have full access to the BOS Partnering software where you will have the opportunity to arrange 1:1 meetings with attendees.

Diaries

The standard meeting length is of 30 minutes' duration. Confirmed 1 to 1 meetings will be confirmed in your schedule which you can access online. You will have the option to block off and unblock periods during the two days.

When will the partnering system open?

Password details and instructions for use will be sent to you when the software opens.

28th May Partnering software will open for: Biotech and Pharma Package, Gold Sponsors, Exhibition Sponsors, Silver Sponsors

4th June Partnering software will open for: CRO Sponsors, Sole Trader Package

18th June At midday, partnering software will close

### Delegate Handbook

The delegate handbook will contain the programme, speaker and chair biographies, sponsor company profiles, poster abstracts, venue layout plan, and delegate list.

Organisation profile

Please use the linked templates for your submissions: Key and Gold sponsors will have a [full-page](#) (approximately 830 words), and all other sponsors will have a [half-page](#) (approximately 405 words).

No images or logos should be added. Your profile will also be linked to your logo on the [Sponsor page](#) of our website. Not available to stand-alone Showcase Package sponsors.

Deadline

Please send your completed template to [Maggi](#) by 29<sup>th</sup> May at the latest.

### Handbook Advertisements

If you have chosen to promote your organisation via an advertisement in the delegate handbook, please note the deadlines below:

23<sup>rd</sup> May to book a colour advertisement

4<sup>th</sup> June to provide print-ready copy in the required format

Full details of advertisement specifications will be provided by Maggi.



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### Bags

If you have chosen to promote your organisation via the delegate bag, the deadlines are:

22 <sup>nd</sup> May	Confirmation of sponsorship
29 <sup>th</sup> May	Logo to be supplied
Logo	Maximum three-colour logo to be supplied

### Bag Inserts

If you have chosen to promote your organisation via the one of delegate bag insert options (fliers, pens, gift balls, lanyards), the deadlines are:

7 <sup>th</sup> June	Confirmation of bag inserts
12 <sup>th</sup> June	earliest - inserts to arrive at venue (we will confirm quantity) Fliers should be a single item, maximum four sheets of A4.

### Private Meeting Rooms

Further information is available from the Bio2Business [team](#).

### Breakfast and Reception

Further information is available from the Bio2Business [team](#).

### Timetable

7 <sup>th</sup> May	Key, Gold, and Showcase Presentation sponsor speakers to confirm presentation title and speaker name
8 <sup>th</sup> May latest	Exhibitors to confirm stand requirements <a href="#">link</a>
22 <sup>nd</sup> May	Confirmation deadline for sponsors of bags
23 <sup>rd</sup> May latest	Booking deadline for advertisement in handbook
28 <sup>th</sup> May	BOS partnering software opens for Biotech and Pharma Package, Gold Sponsors, Exhibition Sponsors, Silver Sponsors
29 <sup>th</sup> May latest	Logo required from bag sponsors
29 <sup>th</sup> May latest	All speaker profiles, abstracts, and photos required for website and handbook
29 <sup>th</sup> May latest	All organisation profiles required for handbook (using full-page and half-page <a href="#">templates</a> )
29 <sup>th</sup> May latest	All e-poster submissions required for handbook - extended to 11 <sup>th</sup> June
1 <sup>st</sup> June latest	Posters for on-site display submitted in the required format <a href="#">link</a> - extended to 11 <sup>th</sup> June
4 <sup>th</sup> June	BOS partnering software opens for CRO Sponsors, Sole Trader Package
4 <sup>th</sup> June	Deadline to provide advertisement for handbook
7 <sup>th</sup> June	Deadline for confirmation of bag inserts
11 <sup>th</sup> June	Extended poster submission date (both electronic and printed)
12 <sup>th</sup> June	All speaker presentations required for venue upload
12 <sup>th</sup> June	Advance deliveries accepted at venue
18 <sup>th</sup> June	BOS partnering software closes at midday
18 <sup>th</sup> June latest	Pre-booked bag inserts to arrive at venue
18 <sup>th</sup> June	Exhibition set-up opens from 15.00 hrs
22 <sup>nd</sup> June latest	Exhibition materials to be collected from venue



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Bio2Business Team

	Telephone	E-mail
Richard Collins	+44 (0)7825 026965	<a href="mailto:richard.collins@bio2business.com">richard.collins@bio2business.com</a>
Roger Green	+44 (0)7825 026966	<a href="mailto:roger.green@bio2business.com">roger.green@bio2business.com</a>
Maggi Churchouse	+44 (0)1359 221004	<a href="mailto:maggi.churchouse@bio2business.com">maggi.churchouse@bio2business.com</a>