



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.

Sponsorship Opportunities and Benefits

Sponsorship opportunities

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

- Key
- Gold
- Exhibition
- Banner stand exhibition
- Silver
- Accommodation sponsorship partner
- 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 (colour is anthracite), two chairs, access to an electrical power point, and space behind for one exhibition stand (max 3 m wide). Sponsors may purchase additional items from the Congress Centre Basel via their online shop (if you wish to order additional items, please request log-in details from [Maggi](#)).

Banner Stand Space

- Size A banner stand space measures 1.2 m wide x 1.5 m deep.
- Equipment No furniture or electricity will be provided.



BIO²BUSINESS

EVENT MANAGEMENT
www.bio2bevents.com

TRUST | COMMITMENT | DRIVE | ABILITY

Bio2Business Outsourcing Strategies (BOS)

19th-20th June 2019

Congress Centre Basel, Switzerland

Exhibition Arrangements

Internet	Wi-fi is available gratis to all attendees.
Deliveries	<p><u>Advance deliveries</u> may be made from Thursday, 13th 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.</p> <p><u>Larger items</u> delivered and collected should go via the delivery zone, and a map showing the location of the delivery zone may be found here. 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 18th-20th June. You may enter and exit the car park as often as you wish with this ticket.</p> <p><u>Smaller items</u> delivered and collected should be made via Reception on the 2nd floor of Halle 4.</p>
Courier	The <u>venue contact</u> for your courier's deliveries and collections is Jasna Niederberger , Manager Exhibitions, telephone +41 58206 3095.
Set-up	Access is available from 15.00-18.30 hrs on Tuesday, 18 th June, and from 08.00 hrs on Wednesday.
Staffing	Your stand should be staffed by those registered to attend
Striking	You make dismantle your stand on Thursday, either between 14.00 and 15.30 hrs or between 16.30 and 18.00 hrs when the hall will close.
Collections	<p>Collections should be made by Monday, 24th June at the latest. When leaving your materials for courier collection from the venue after the event, please label them as follows:</p> <ul style="list-style-type: none">▪ Name of company (receiving)▪ Delivery address (receiving)▪ Name of person (receiving) and telephone number▪ Courier company name▪ Collection date booked <p>Our experience from previous events is that UPS failed to supply paperwork or tracking numbers to their customers.</p>
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	<p>NB: Swiss Customs require that all international shipments must be accompanied by an air waybill and commercial invoice. It is recommended that you indicate that the goods are not for resale. 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.</p> <p>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.</p>



BIO²BUSINESS

EVENT MANAGEMENT
www.bio2bevents.com

TRUST | COMMITMENT | DRIVE | ABILITY

Bio2Business Outsourcing Strategies (BOS)

19th-20th June 2019

Congress Centre Basel, Switzerland

Please confirm your stand requirements to [Maggi](#), by 8th 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 19th June onwards?

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

Speakers

Programme timetabling

Gold sponsor speakers will be allocated a fifteen-minute speaker slot one of these three tracks: Discovery Outsourcing, Small Molecule, or Biologics.

Showcase presentation speakers will be allocated a ten-minute speaker slot in the Technology Showcase session.

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.

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

Submission timetable for all speakers

All speakers are asked to provide to [Bio2Business's Event Manager](#) by e-mail their information. The components are: presentation title, speaker name, job title, organisation, photograph, and autobiographical paragraph, abstract of presentation (one or two paragraphs), actual presentation in PowerPoint format. Submission deadlines are:

- 7th May Presentation title and speaker's name, job title and organisation
20th May Autobiographical paragraph(s), a short abstract of the presentation (one or two paragraphs), and photograph. These items will be displayed on our website and the speaker profile and photograph will be included in our delegate handbook too.
12th June Final presentation in PowerPoint format for on-the-day presentation and post-event website upload (where permission has been given)

Company Profile and Logo

Organisation profile

Please submit your organisation's profile online by logging into your company profile. Gold, Exhibition and Banner sponsors should submit a maximum of 300 words, and Silver sponsors should submit a maximum of 150 words.

Logo

Gold, Exhibition and Banner sponsors should submit their company logo by logging into their company profile. The logo should be a maximum of 130 pixels in width. Key and Gold sponsor logos will be also be included on the front cover of delegate handbooks and displayed during the event itself.



BIO²BUSINESS

EVENT MANAGEMENT
www.bio2bevents.com

TRUST | COMMITMENT | DRIVE | ABILITY

Bio2Business Outsourcing Strategies (BOS)

19th-20th June 2019

Congress Centre Basel, Switzerland

Your profile and logo will also be displayed on the event website.

Deadline

Please submit online your Profile and Logo for maximum promotion, and note the closing date of 20th May.

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 2019. This option is available to all Gold sponsors and those organisations which book the BOS Outsourcing Showcase Package.

Deadlines:

The deadline for your printed on-site poster is 1st 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, Banner Sponsors, and 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 and photographs, sponsor company profiles and logos, venue layout plan, and delegate list.

Handbook Advertisements

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

17th May to book a colour advertisement

20th May to provide print-ready copy in the required format

Full details of advertisement specifications will be provided by Maggi.



Bags

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

17 th May	Confirmation of sponsorship
20 th 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 th June	Confirmation of bag inserts
12 th 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 of Deadlines

7 th May	Presentation title and speaker name due for Gold sponsor speakers
8 th May	Exhibitor stand requirements due link
17 th May	Delegate bag sponsorship agreed
17 th May	Advertisement booking agreed
20 th May	Logo from bag sponsors due
20 th May	Advertisement for handbook due
20 th May	All speaker profiles, abstracts, and photos due for website and handbook
20 th May	All organisation profiles due for handbook
28 th May	BOS partnering software opens for Biotech and Pharma Package, Gold Sponsors, Exhibition Sponsors, Banner and Silver Sponsors
1 st June	On-site poster submission closes
4 th June	BOS partnering software opens for CRO Sponsors, Sole Trader Package
7 th June	Delegate bag inserts agreed
12 th June	All speaker presentations due for venue upload
13 th June	Advance deliveries accepted at venue
18 th June	BOS partnering software closes at midday
18 th June latest	Pre-booked bag inserts arrive at venue
18 th June	Exhibition set-up opens from 15.00 hrs
24 th June latest	Exhibition materials collected from venue

Bio2Business Team

	Telephone	E-mail
Richard Collins	+44 (0)7825 026965	richard.collins@bio2business.com
Roger Green	+44 (0)7825 026966	roger.green@bio2business.com
Maggi Churchouse	+44 (0)1359 221004	maggi.churchouse@bio2business.com