



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.

Gold

Exhibition

Silver

Sponsor of specific additional item (e.g. advertisements, delegate items, functions)

BOS outsourcing showcase (Posters)

Exhibition Stand Space

Size	An exhibition stand space measures 3 m wide x 2 m deep.
Equipment	We will provide a table (measuring approximately 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). For stands booked that back onto another stand a basic shell scheme will be in situ with a back wall measuring 2.5m in height. 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 Richard Collins (Richard.collins@bio2business.com)).

Exhibition Arrangements

Internet	Wi-fi is available gratis to all attendees.
Deliveries	<p><u>Advance deliveries</u> may be made from 23rd June 2020 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 during the event. You may enter and exit the car park as often as you wish with this ticket. Should you wish to obtain this 3 day parking ticker please contact Jasna Niederberger at Congress Centre Basel (see contact details below).</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, 30 th June, and from 08.00 hrs on Wednesday 1 st July.
Staffing	Your stand should be staffed by those registered to attend
Striking	You may dismantle your stand on Thursday 2 nd July, either between 14.00 and 15.30 hrs or between 16.30 and 18.00 hrs when the hall will close.



BIO₂BUSINESS

EVENT MANAGEMENT
www.bio2bevents.com

TRUST | COMMITMENT | DRIVE | ABILITY

Bio2Business Outsourcing Strategies Basel
1st and 2nd July 2020
Congress Centre Basel, Switzerland

- Collections** Collections should be made by 10th July 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
- Stands** Stand numbers are allocated at the time of booking, although the location may be changed as required by Bio2Business Ltd. All confirmed stands are shown on the exhibition floor 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. 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.

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](#).

Please confirm your stand requirements to Bio2Business by 1st June 2020, 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, chairs or table cloth, please let us know.

You should submit the details above via your online account at the BOS Events Sponsor Portal ([login or create an account here](#))

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 CMC Outsourcing, or Biologics CMC Outsourcing.

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

Guidelines for content.

Your presentation is your opportunity to communicate a narrative to the audience. It should have a depth of content to stimulate the audience be it technical or business process orientated. Please avoid a sales pitch.

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

Submission timetable for all speakers



BIO2BUSINESS

EVENT MANAGEMENT
www.bio2bevents.com

TRUST | COMMITMENT | DRIVE | ABILITY

Bio2Business Outsourcing Strategies Basel
1st and 2nd July 2020
Congress Centre Basel, Switzerland

Speakers are asked to submit the following details in connection to their presentations: presentation title, speaker name, job title, correct affiliation for listing on programme, photograph, and autobiographical paragraph, abstract of presentation (non-mandatory, one or two paragraphs), actual presentation in PowerPoint format. This information should ideally be submitted online using the relevant account (contact Bio2Business for further details).

] We ask that speakers submit the following data **within 6 weeks** of their participation at the event being confirmed or, in the case of a sponsorship package, **within 6 weeks** of the sponsorship package being confirmed.

Information required 6 weeks post confirmation of participation: Presentation title/Speaker name and job title/Speaker confirmed affiliation for listing on programme/speaker biography and photo.

In cases where the presentation confirmation process is close to the date of the event we will ask for a reduced submission timeline as appropriate. The latest dates for receiving presentation title amendments and submission of the final presentation in PowerPoint format are as follows:

1 st June	Final date for presentation title amends, speaker changes, job title amends and affiliation amendments. Final date for receiving late speaker biographies, abstracts, speaker photo's
22 nd 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 and Exhibition sponsors should submit a maximum of 300 words, and Silver sponsors should submit a maximum of 150 words. Your profile should be submitted within a **6 week timeframe** of your registration confirmation or for late registration the final date for accepting company profile submissions for inclusion in the delegate brochure is **1st June 2020**.

Logo

Gold and Exhibition sponsors should submit their company logo using their online account. The logo should be a maximum of 130 pixels in width. Gold sponsor logos will also be included on the front cover of the delegate booklet and in the company profiles section of the delegate handbook.

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 BASEL 2020. This option is available to all Gold sponsors and those organisations which book the BOS Outsourcing Showcase Package.

Deadlines:

Your Poster submission should be submitted in good time to enable you to benefit from maximum exposure for your online poster submission. The latest date we will accept your Poster Submissions for printing and display at the venue is **1st June 2020**.

BOS Partnering



BIO²BUSINESS

EVENT MANAGEMENT
www.bio2bevents.com

TRUST | COMMITMENT | DRIVE | ABILITY

Bio2Business Outsourcing Strategies Basel
1st and 2nd July 2020
Congress Centre Basel, Switzerland

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.

9 th June	Partnering software will open for: Biotech and Pharma Package, Gold Sponsors, Exhibition Sponsors and Silver Sponsors
16 th June	Partnering software will open for: CRO Sponsors, Sole Trader Package
30 th June	At midday, partnering software will close and delegates will receive their final partnering diaries by email

Delegate Handbook

The delegate handbook will contain the programme, speaker and chair biographies, 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:

1 st June	to book a colour advertisement
8 th June	to provide print-ready copy in the required format

Full details of advertisement specifications will be provided by Bio2Business.

Timetable of Deadlines

1 st June	Exhibitor stand requirements due
1 st June	Final company profile submissions/updates due for handbook
1 st June	All programme related amendments
1 st June	Final and approved Poster Submissions for printing
1 st June	Confirmation of handbook advertisements
8 th June	Partnering opens for BOS partnering software opens for Biotech and Pharma Package, Gold Sponsors, Exhibition Sponsors and Silver Sponsors
8 th June	Artwork for Advertisement for handbook due
15 th June	Partnering opens for all delegates
22 nd June	All speaker presentations due for venue upload
TBC	Advance Deliveries accepted at venue
30 th June	Exhibition set-up opens from 15.00 hrs
10th July	Exhibition materials collected from venue

Bio2Business Team

Telephone

E-mail



BIO2BUSINESS

EVENT MANAGEMENT
www.bio2bevents.com

TRUST | COMMITMENT | DRIVE | ABILITY

Bio2Business Outsourcing Strategies Basel
1st and 2nd July 2020
Congress Centre Basel, Switzerland

Richard Collins
Roger Green

+44 (0)7825 026965
+44 (0)7825 026966

richard.collins@bio2business.com
roger.green@bio2business.com
