



BIO2BUSINESS

EVENT MANAGEMENT
www.bio2bevents.com

TRUST | COMMITMENT | DRIVE | ABILITY

Bio2Business Outsourcing Strategies Manchester 2020
17th and 18th November 2020
Manchester Central, Manchester, UK

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 in length, table cloth, 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 and a side wall measuring approximately 2.2m in height.

Exhibition Arrangements

Internet	Wi-fi is available gratis to all attendees.
Deliveries	<u>Advance deliveries</u> will be accepted at the venue between 07.00 and 22.00 on the 16 th November 2020. All deliveries should be labelled correctly, click here for label template Deliveries Direction - click here for details Deliveries Parking - click here for details

Parking (For deliveries and in general)

Courier	The <u>venue contact</u> - To be confirmed
Set-up	Access is available from 10.00 (provisional timing) -18.30 hrs on Monday 16 th November, and from 07.30 hrs on Tuesday 17 th of November 2020.
Staffing	Your stand should be staffed by those registered to attend
Striking	You may dismantle your stand on Wednesday 18 th November after 15.30 . You should not dismantle your stand before this time.



Collections Collections should be made by 22.00 on 18th November 2020 at the latest. When leaving your materials for courier collection from the venue after the event, please label them as follows:

Name of Event	BOS Manchester 2020
Date of Event	17 th and 18 th November 2020

Company Name	
Stand Number	
Sender Contact Name	
Sender Contact Number	
Sender email address	

Date/Time of Collection (after 15.30 on the 18th November and no later than 22.00 on the 18th November)	
Courier Company Collecting Items	
Delivery Name, Address & Contact Number	
Number of Items to be collected	
Description of Item (ie A4 Boxes, pop up stand)	

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.

Please confirm your stand requirements to Bio2Business by 12th October, 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

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).

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We ask that speakers submit the following data **within 6 weeks** of their presentation 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: 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:

19 th October	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
9 th November	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 **19th October 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 **19th October 2020**.

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.

26 th October	Partnering software will open for: Biotech and Pharma Package, Gold Sponsors, Exhibition Sponsors and Silver Sponsors
2 nd November	Partnering software will open for: CRO Sponsors, Sole Trader Package
16 th November	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:

19 th October	to book a colour advertisement
26 th October	to provide print-ready copy in the required format

Full details of advertisement specifications will be provided by Bio2Business.

Timetable of Deadlines



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19 th October	Exhibitor stand requirements due
19 th October	Final company profile submissions/updates due for handbook
19 th October	All programme related amendments
19 th October	Final and approved Poster Submissions for printing
19 th October	Confirmation of handbook advertisements
26 th October	Partnering opens for BOS partnering software opens for Biotech and Pharma Package, Gold Sponsors, Exhibition Sponsors and Silver Sponsors
26 th October	Artwork for Advertisement for handbook due
2 nd November	Partnering opens for all delegates
9 th November	All speaker presentations due for venue upload
16 th November	Advance Deliveries accepted at venue
16 th November	Exhibition set-up opens from 10.00am (provisional timing pending confirmation)
18 th November	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
