

Bio2Business Outsourcing Strategies (BOS)

BOS *cmc* (chemistry manufacturing control)
27th-28th June 2017, Congress Centre Basel
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, 21st 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 26th-28th 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, 26th June, and from 08.15 hrs on Tuesday.
- Staffing** Your stand should be staffed by those registered to attend
- Striking** Your exhibition stand should be dismantled by 18.00 hrs on Wednesday when the hall will close.
- Collections** Collections should be made by Friday, 30th 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. It is recommended that you indicate that the goods have zero value and that they are not for resale.

Please confirm your stand requirements to [Maggi](#), by 16th 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](#).

Gold Sponsor Speakers

Programme timetabling

Gold sponsors will be allocated a fifteen-minute speaker slot either in the Small Molecule track or in the Biologics track.


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Guidelines for content

Gold sponsor speakers are advised that the focus for the event is on CMC development and that, although their talks should be at their discretion, we recommend that attention is drawn to a differentiating technology or service or something new about the business that they may wish to highlight. We are running two concurrent programmes: small molecules and biologics. Please contact Bio2Business Ltd (Richard.collins@bio2business.com or Roger.green@bio2business.com) for details regarding presentation opportunities.

Timetable for all speakers

15 th May	Confirm title of presentation and name of speaker
6 th June	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
20 th 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)

Component 1 - Digital Poster

Available to Silver, Banner, Exhibition, Gold and Key sponsors - submit online for display on BOS website.

Component 2 - Printed Abstract of Poster

Text from the digital abstract is included in the delegate handbook.

Component 3 - On-site Poster

Poster displayed at event. The deadline for submitting your poster is 9th June, and full details of requirements may be found in this [BOS Showcase Posters](#) document and in the [Poster Printing Datasheet](#).

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.


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When will the partnering system open?

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

30th May Partnering software will open
 26th June At midday, partnering software will close

Note: Advanced access to partnering software is available with certain sponsorship packages - contact the Bio2Business [team](#) for further details.

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).

Deadline

Please send your completed template to [Maggi](#) by 6th June 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:

31st May to book a colour advertisement
 12th June 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:

30th May Confirmation of sponsorship
 6th June Logo to be supplied
 Logo Maximum three-colour logo to be supplied

Bag Inserts

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

15th June Confirmation of bag inserts
 19th June earliest - inserts to arrive at venue (we will confirm quantity), 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](#).


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15 th May	Key and Gold sponsor speakers to confirm presentation title and speaker name
16 th May latest	Exhibitors to confirm stand requirements link
30 th May	BOS partnering software opens (standard access)
30 th May	Confirmation deadline for sponsors of bags
31 st May latest	Booking deadline for advertisement in handbook
6 th June latest	Logo required from bag sponsor
6 th June	All speaker profiles, abstracts, and photos required for website and handbook
6 th June latest	All organisation profiles required for handbook (using full-page and half-page templates)
9 th June latest	Posters for printing submitted in the required format link
12 th June	Deadline to provide advertisement for handbook
20 th June	All speaker presentations required for venue upload
15 th June	Deadline for confirmation of bag insert
19 th June	Advance deliveries accepted at venue
26 th June	BOS partnering software closes at midday
26 th June latest	Pre-booked bag inserts to arrive at venue
26 th June	Exhibition set-up opens from 15.00 hrs
30 th June latest	Exhibition materials to be collected from venue

Bio2Business Team

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