

British Society for
Haematology

Listening • Learning • Leading



British Society for Haematology 59th Annual Meeting

1-3 April 2019, SEC Glasgow

Technical Manual

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www.bshconferences.co.uk

British Society for
Haematology
Listening • Learning • Leading



WELCOME

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Welcome

We'd like to take this opportunity to thank you once again for choosing to exhibit at the BSH Annual Scientific Meeting 2019. As you know, this meeting takes place from 1-3 April 2019, in the SEC Glasgow.

This Technical Manual is designed to provide you with all of the relevant information that you will need prior to and during the meeting. Please read this document carefully to ensure that you do not miss any key deadline dates, order dates, or any other information which may be important to your planning and attendance at the meeting.

Should you require any additional information, please do not hesitate to contact the BSH 2019 Congress Secretariat (MCI UK) on the details below:

Organisers (MCI UK Ltd)

BSH Annual Scientific Meeting (BSH) 2019
c/o MCI UK Ltd
Durford Mill
Petersfield
Hampshire
GU31 5AZ
Telephone: +44 (0) 1730 715 248

For support with General Enquiries:

Email BSH2019@mci-group.com
Web www.bshconferences.co.uk

For support with Registration:

Email BSH.regshot@mci-group.com



Programme Overview

Below is the BSH 2019 Programme Overview. Please note the times highlighted in bold are the coffee and lunch breaks when all exhibition stands must be manned.

Saturday, 30 March 2019		15:15-15:45	Tea & Coffee Break
09:00-18:00	Exhibition Build*	15:45-16:45	Satellite Symposia
		17:00- 18:00	Satellite Symposia
Sunday, 31 March 2019		18:15-19:15	Poster Moderation
08:00-15:00	Exhibition Build	19:15-20:15	Drinks Reception
10:00-18:00	Registration Open for Exhibitors, groups and Pitfalls		
Monday, 1 April 2019		Wednesday, 3 April 2019	
07:00-18:00	Registration Open	07:00-16:00	Registration Open
08:00-18:00	Exhibition Open	09:30-14:30	Exhibition Open
09:15-10:30	BSH/ASH Session	08:45-10:15	Parallel Sessions
10:30-11:00	Tea & Coffee Break	10:15-10:45	Tea & Coffee Break
11:00-12:30	Parallel Sessions	10:45-12:15	Parallel Sessions
12:45-13:30	Plenary Session	12:30-13:15	Plenary Session
13:30-14:30	Lunch	13:15-14:15	Lunch
14:30-16:00	Parallel Sessions	14:15-15:45	Parallel Sessions
16:00-16:30	Tea & Coffee Break	15:45-16:00	Refreshments and close
16:30-17:30	Satellite Symposia		
17:45-18:45	Satellite Symposia		
19:30-23:30	Conference Dinner		
Tuesday, 2 April 2019			
07:00-18:00	Registration Open		
09:30-20:15	Exhibition Open		
08:00-09:00	Parallel Sessions		
09:10-10:40	Parallel Sessions		
10:40-11:00	Tea & Coffee Break		
11:00-12:45	Plenary Sessions		
12:45-13:45	Lunch		
13:45-15:15	Parallel Sessions		

* Please note actual load-in times during this period will be staggered and communicated week commencing 11 March 2019.



KEY DEADLINES



Key Deadlines

The following is a summary of key deadlines, please adhere to the below dates and contact the Organisers (MCI UK Ltd) with any further queries. Please note the deadlines relate to forms and materials required by the Organisers (MCI UK Ltd) prior to the BSH 2019 Congress. Relevant forms are all included on the 'For Partners' page of the BSH 2019 website.

Deadline Date	Area	Requirements
7 January 2019	Abstracts	Abstract submission deadline
17 January 2019	Registration	Early bird delegate registration rate expires
20 January 2019	Sponsors	Sponsor logo and company profile to be submitted for inclusion within the website and event app
w/c 11 February 2019	Abstracts	Abstract notifications sent
15 February 2019	Contacts	Submit Exhibitor Contact Form.pdf
15 February 2019	H&S	Refer to Exhibition section, H&S for further details and deadline dates
8 March 2019	Nameboard	Submit BSH 2019 ~ GES Nameboard Return Form.pdf
8 March 2019	Graphics	Submit BSH 2019 ~ GES Exhibitor Graphic Order Form.pdf
8 March 2019	Furniture	Submit BSH 2019 ~ GES Furniture and Floor Covering Order Form.pdf
8 March 2019	Electrics	Submit BSH 2019 ~ GES Electrical Order Form.pdf
8 March 2019	Extras	Submit BSH 2019 ~ GES Shell Scheme Extras Order Form.pdf
8 March 2019	AV	https://orders.mclcreate.com/Catalog/BSH2019
15 February 2019	Rigging	Submit BSH 2019 ~ SEC RIGGING 2018-19.pdf
8 March 2019	Stand Cleaning	Submit BSH 2019 ~ SEC Stand Cleaning Questionnaire Form.pdf
8 March 2019	IT	Submit BSH 2019 ~ SEC Glasgow TELECOMS IT 2018-19 Order Form.pdf



GENERAL INFORMATION



General Information

Host city

Glasgow is officially the world's friendliest city there is so much to explore and enjoy in the beautiful, vibrant City and you'll be guaranteed a warm welcome in Glasgow. With its world-class Visitor attractions, stunning architecture and every evolving food and drink scene there really is something for everyone.

For further information on things to see and do in Glasgow [click here](#).

Venue

SEC Glasgow

Scottish Event Campus Ltd

Glasgow

Scotland

G3 8YW

Website: <https://www.sec.co.uk/>

The Scottish Event Campus is a unique, world-class conference venue. Located on the riverside the campus offers three venues all just minutes from the centre of Scotland's culture capital.

Directions

Glasgow is an easy city to get to and has great air and land options for travel. Please read below for more information or [click here](#) to read more.



By Air

Glasgow is served by three international airports, with connects across the world.

Glasgow Airport (GLA) serves most major international airlines. It's located 8 miles (13km) west of the city.

Glasgow Prestwick Airport (PIK) is 32 miles (51km) southwest of the city. It's a main base for Ryanair and serves European destinations. Edinburgh Airport (EDI) is 39 miles (63km) from Glasgow and serves most major international airlines.



By Car

THE SEC is conventionally situated for motorists, just off the M8 Motorway.

Scotland has an extensive motorway network. Glasgow is linked to Edinburgh by the M8 and England via the M74. The M80 connects Stirling to Glasgow, while the M77 connects us to the west coast of Scotland.

Postcode for your satnav is G3 8YW.

Car Park

There is a multi-storey car park located by the SEC and is operated by City Parking LLP. Parking charges do apply and there are onsite pay machines.

The multi-storey has a height restriction of 2m. Drivers with vehicles over 2m should report to the Gatehouse to the west of the campus (accessed via Stobcross Road) in the first instance and you will be directed to an available space.

Please note that residential parking cannot be accommodated at the SEC.



By Train

The SEC has its own dedicated railway station – Exhibition Centre – allowing easy access from the city centre and suburbs. Once in the city centre, the SEC is a three-minute train ride from Glasgow Central.

Glasgow Central station links Glasgow to every UK city.

Virgin Trains offer a 20% group discount for 3 – 9 people travelling together find out more at: <https://www.virgintrains.co.uk/tickets/your-ticket/group-travel>



By Bus

Coach Operators run services to Glasgow's Buchanan Bus Station from Throughout the UK. Visit [Traveline Scotland](#) for details.

Venue Access

For a full detailed text description of access to, and navigation within the SEC, please see: <https://www.sec.co.uk/visitor-information/accessibility>.



Accessibility

The SEC Centre has automatic doors at both the East and West entrances. The main doors in the SEC Armadillo have been widened to provide easier access for wheelchairs. Please contact a steward who will be pleased to open for you.

Every hall in the SEC Centre is at ground level, and the upper levels of the SEC Armadillo, Loch Suite and Seminar Suite are accessible by lift.

Accommodation

If you have not yet booked accommodation and wish to do so, please contact BSH.regshot@mci-group.com

Cash Machine

There are two Clydesdale Bank ATMs in the West lobby of the SEC Centre and one on the ground floor of The SSE Hydro.

Deadlines (full delegate registration and accommodation)

Early bird rate registration deadline: Thursday, 17 January 2019

Standard rate registration deadline: Sunday 31 March 2019

Onsite registration opens: Sunday, 31 March 2019

Delegate Materials

Delegate name badges should be collected from the registration desks on arrival at the venue. Badges must be worn and be clearly visible at all times when attending the meeting and exhibition.

Disclaimer

MCI UK Ltd, as the Congress Secretariat, and the British Society of Haematology claim no liability for the act of any supplier to this meeting, nor liability for: personal injury, the safety of any attendee while in transit to or from the meeting, for any loss or damage, for delays in transport by air, sea, rail, road, weather, in case of strikes, sickness, war or other causes.



Fire and Emergency Procedures



In the event of an emergency at the SEC Glasgow the Public Announcement Voice Alarm will broadcast the following message:

"Attention please – Attention please! This is an Emergency, Please leave the Building by the nearest available exit, do not use the lifts.

In the event of an evacuation: SEC Customers – should be directed to the nearest exit and make their way to nearest assembly point (SEC EAST or WEST) where they will be met and looked after by a member of our security team (again in a hi-vis vest).

Please Stay at your Assembly Area until you have been told it is safe to go back in to the building by the Fire Service or the SEC Incident Officer.

For further information please refer to SEC ~ SOP 27 Fire evacuation pdf.

In the event of medical assistance being required, please inform a venue steward or a member of the Organisers (MCI UK Ltd).

Internet and Wi-Fi

Standard Wi-Fi will be available to all exhibitors. Details of how to access the network will be provided onsite.

Lost Property

There is an information desk in the main registration area, all lost property is handed in here. All enquiries regarding lost property should be made at the information desk.

Lunch and Coffee Breaks

Day	Coffee Break (AM)	Lunch	Coffee Break (PM)
Monday 01 April 2019	10:30-11:00	13:30-14:30	16:00-16:30
Tuesday 02 April 2019	10:40-11:00	12:45-13:45	15:15-15:45
Wednesday 03 April 2019	10:15-10:45	13:15-14:15	15:45-16:00



Meeting Programme

Please [click here](#) to view the most up to date meeting programme.

Smoking

Smoking in public areas in the UK is prohibited. If exhibitors or contractors wish to smoke they may do so outside of the venue in the designated smoking areas



SPEAKER PREVIEW ROOM



Speaker Preview Room

We kindly ask for all speakers to come to the Speaker Preview Room, based in the Fyne Room, on the ground floor of the SEC Glasgow, in order to upload their presentation prior to presenting. Once the presentation has been uploaded in the system this will serve as an indication to the session Chairs and/or Moderator whether or not the speaker is present at the congress.

We recommend that speakers upload their presentation at least 4 hours before the start of their session. Any speakers presenting in the first morning session on Monday 1 April are advised to upload their presentation at 07:30am on Monday 1 April.

Presentations can be uploaded either by CD, DVD or a USB device. A member of the technical team will assist with uploading the presentation, along with any minor changes if required. Once uploaded, the technician will perform a quick review of the presentation to check it runs smoothly and all elements have been uploaded.

PC's will be available in the Speaker Preview Room to check a presentation and allow for last minute changes.

The Speaker Preview Room will open on the following days during these hours:

Date	Opens	Closes
Monday 1 April 2019	07:30	18:30
Tuesday 2 April 2019	07:30	18:00
Wednesday 3 April 2019	07:30	15:30

General Instructions

Presentations will be stored on a central server which is accessible from all session rooms via a secure network. Presentations are automatically synced between the central server and session rooms. The presentation management system provides a robust mechanism for delivery of the presentations across the conference.

The use of personal laptops or tablet devices, such as iPads, for presenting in the session rooms will not be permitted. If you do need to use a specific device, please contact the technical team in advance of the conference at BSH2019AV@mci-group.com

Speakers are kindly requested to respect their allotted presentation time in order to guarantee the smooth running of the sessions.

Back Up

- Please bring a copy of your presentation along with you. Copy your presentation and all of the assets to a folder onto a USB device. All videos must be placed in the same folder as your MS Office 365 file. We recommend you keep a second copy in your luggage or in online storage (such as; OneDrive, Google Drive, DropBox, or iCloud).



Design (recommendations)

- Use high contrast colours; light text on dark background or vice versa.
- Minimum font size = 24.
- Maximum 8 lines per slide, and 8 words per line.
- Remove all timings from transitions within the presentation, select 'On Mouse Click' to advance.

Fonts

- All fonts installed with Microsoft (MS) Office 365 are supported.

HTML

- Hyperlinks to external content such as websites cannot be supported; therefore, download the website content to a USB device.

Presentations

- All presentations will be presented using MS Office 365 (.pptx) for PC. If your presentation has been created using software other than MS Office 365 for PC (example; OpenOffice, PowerPoint for MAC or Keynote) please make sure your presentation is converted to MS Office 365 for PC. We suggest you review your presentation on a PC running MS Office 365 prior to attending the congress.
- Keynote will not be supported because it cannot be played back on a PC. Please export your presentation as MS Office 365, using filename extension '.pptx'.
- Presentations being presented in Adobe Acrobat PDF format are accepted, but please contact the technical team in advance of the congress at BSH2019AV@mci-group.com.
- Clearly identify your presentation and all assets. We recommend incorporating your name into the filename (example: john_smith_v1.pptx)
- Presentations that have been created using either Excel, Word or Prezi will not be accepted.

Session Chair and/or Moderator

- Speakers should arrive in the session room 10 minutes before the session is due to start. Speakers should introduce themselves to the session Chairs and/or Moderator and familiarise themselves with the general session arrangements. The session Chairs and/or Moderator has been encouraged to contact you prior to the meeting to request a copy of your presentation and a short bio with which to introduce you.
- You are not required to stay in the room for the entire session; however, you will need to be present 10 minutes before your presentation.
- All presentations are to be in English followed by questions in English.

Session Rooms

- A technician will be present in each session room to assist speakers in accessing their respective presentation.
- All presentations will be projected in 16:9 format landscape, not 4:3.

Video

- If videos have been embedded in the presentation, please remember to bring these files with you on a USB device. Please see below a list of supported video formats.



- All videos must be compressed using a supported codec*.
 - Supported formats and codecs for video;
 - Windows Media file .asf
 - Windows Video file .avi (some .avi files may require additional codecs)
 - MP4 Video file .mp4, .m4v, .mov
 - Movie file .mpg or .mpeg
 - Windows Media Video file .wmv
 - We recommend you use .mp4 files encoded with H.264 codec (a.k.a. MPEG-4 AVC) and AAC audio, for the best video playback experience in MS PowerPoint 2016 for Windows.
 - For audio, we recommend using .m4a files encoded with AAC audio.
 - Videos in QuickTime (.qt) and DV formats are NOT supported, along with Adobe Flash Media (.swf).
 - Videos should start automatically when the slide (containing the video) appears.
- *Uncompressed videos will not be accepted due to their large file size, videos should not exceed 50MB each.

The Organisers (MCI UK Ltd) recommend you review your presentation on a PC running MS Office 365 prior to coming to the congress.



REGISTRATION



Registration

Registration Procedure

Please note, exhibitor badges will state the exhibiting company name and 'EXHIBITOR' only and will not contain personal first names or surnames. Please nominate a colleague to collect all exhibition and delegate badges from the registration desk. It is then the duty of that individual to distribute the badges accordingly. Exhibition staff will need to receive their badges before being allowed access onto the exhibition floor. You are not required to register online for your set entitlement of exhibitor registrations; these are automatically allocated to you.

Exhibitor Passes

Exhibitor passes will be allocated per exhibition stand (2 passes per 9sqm of space booked). If you are unsure of how many passes you have, please contact BSH2019industry@mci-group.com. Exhibitor registration includes access to the conference centre and exhibition halls as well as free tea/coffee and lunch (please note that sessions are not included).

Additional exhibitor registrations (which includes tea/coffee, lunch, access to the conference centre and exhibition halls only, please note sessions are not included) over and above the entitled amount are available to purchase at £300 + VAT per badge. Please contact BSH.regshot@mci-group.com to order additional exhibition registrations. Replacements for lost badges will be chargeable.

Please see the registration page of the BSH 2019 website for full details on the registration rates and key deadlines: www.bshconferences.co.uk

Onsite Registration

Registrations can be made onsite:

Date	Opens	Closes
Sunday 31 March 2019	10:00	18:00
Monday 1 April 2019	07:00	18:00
Tuesday 2 April 2019	07:00	18:00
Wednesday 3 April 2019	07:00	16:00

The hours detailed above are provisional and are subject to change; please check the meeting website prior to travelling to the event.



EXHIBITION



Exhibition

The exhibition and catering points will all be housed in Halls 1 & 2 in the SEC, Glasgow.

Opening and Closing Times (including build and dismantle times)

Date	Hours	Restrictions
Saturday, 30 March 2019	09:00-18:00	SPACE ONLY: Access/ Installation * Load in times will be communicated w/c 11 March 2019
Sunday, 31 March 2019	08:00-15:00	SPACE ONLY: Access/ Installation continued *
	15:00-18:00	SPACE & SHELL SCHEME: Cleaning / Decorating ONLY
Monday, 1 April 2019	08:00-18:00	Exhibition Open**
Tuesday, 2 April 2019	09:30-20:15	Exhibition Open**
Wednesday, 3 April 2019	09:30-14:30	Exhibition Open**
	14:30-16:00	SHELL SCHEME: Dismantle (material and pop-ups only)
	16:00-21:30	SPACE ONLY: Exhibition Dismantle* Load out times will be communicated w/c 11 March 2019
	21:30-22:00	Loading Bay access only

* During these time periods the exhibition floor will operate as a CDM site; therefore, appropriate Personal Protective Equipment (PPE) must be worn as instructed by the H&S Officer.

** All Exhibitors will have access to the exhibit floor 30 minutes prior to opening.

IMPORTANT NOTE: PENALTY COSTS FOR LATE EXHIBITOR INSTALLATION

If any exhibitor/contractor over runs past the exhibition close time (18:00) during build-up on Saturday 30 March 2019 or Sunday 31 March 2019 and have not vacated the Loading Bay by 18:00 hours, an immediate penalty of £1,000 + VAT per hour, per exhibitor, will be imposed from 18:00 until 22:59. After 23:00 access will be denied. This is non-negotiable. Payment must be paid for in full via credit card onsite. Permission to work past the standard exhibition close time must be agreed with both the Exhibition Manager and Health & Safety Officer by 14:00hrs on Saturday 30 March 2019. Permission for late exhibitor installation is at the discretion of the Exhibition Manager and Health & Safety Officer.

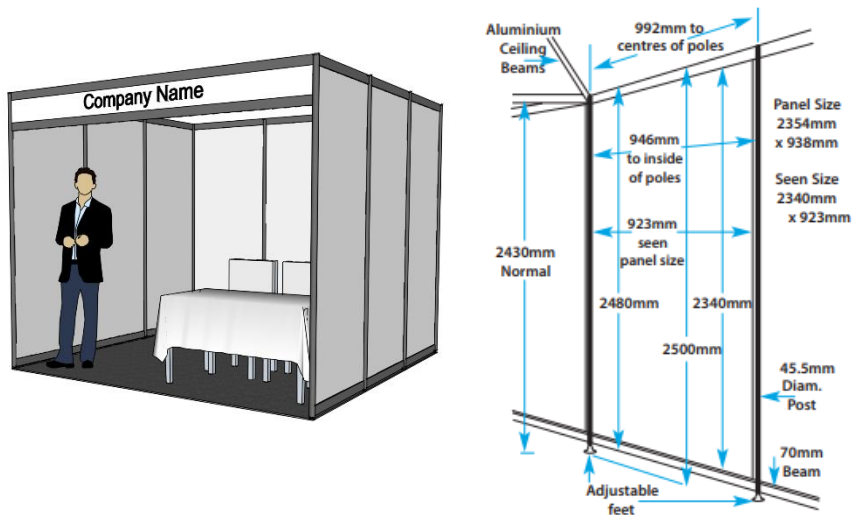
IMPORTANT NOTE: PENALTY COSTS FOR LATE EXHIBITOR DISMANTLE

If any exhibitor/contractor over runs past the exhibition close time during breakdown on Wednesday 3 April 2019 and have not vacated either the exhibition floor by 21:30 or the loading bay by 22:30 an immediate penalty of £5,000 + VAT per half an hour, per exhibitor, will be imposed from 21:30 (exhibition floor) and 22:00 (loading bay) until 22:59. After 22:59 access will be denied. This is non-negotiable. Payment must be paid for in full via credit card onsite. Permission to work past the standard exhibition close time must be agreed with both the Exhibition Manager and Health & Safety Officer by 17:00hrs on Wednesday 3 April 2019. Permission for late exhibitor dismantle is at the discretion of the Exhibition Manager and Health & Safety Officer.



Shell Scheme

Included in the shell scheme package is:

Components	Description
Structure	GES Complete System (aluminium metal structure with white infill panels)
Panel Dimensions	Each white infill panel is 938mm wide x 2354mm high, the viewable area of the panel, once inserted into the shell scheme structure, is 923mm wide x 2340mm high.  The diagram shows a 3D perspective of a booth with a 'Company Name' sign on the fascia. A man in a suit stands inside the booth, which contains a table and chairs. To the right is a detailed cross-section of the booth structure. It shows the aluminium ceiling beams, poles, and floor. Dimensions include: 992mm to centres of poles, 946mm to inside of poles, 923mm seen panel size, 2430mm Normal height, 2480mm total height, 2340mm panel height, 2500mm total width, 45.5mm Diam. Post, 70mm Beam, and Adjustable feet. Text labels indicate Panel Size 2354mm x 938mm and Seen Size 2340mm x 923mm. NB: bespoke branded printed panels are possible but is subject to an extra cost; they do not form part of the shell scheme package.
Carpet	Light grey
Branding	1 x name board (showing company name) fascia NB: Your company name will be displayed on a white background using upper and lower case black characters (max 34) in font Arial. Unfortunately, we cannot accept any bespoke branded artwork.
Furniture	2 x chairs, 1 x 4'x30" skirted table, 1 x waste bin
Lighting	4 x spotlights (dependent on stand size)
Power	1 x 500w UK socket with 4 way block

Extras (including printed panels)

Shell scheme extras; furniture, graphics and power can be ordered one of two ways; either via Espresso, GES online exhibitor ordering portal; <https://ordering.ges.com/000026243> or alternatively by using the appropriate form. In order to take advantage of the early bird discount, please make sure all orders are placed by Friday, 8 March 2019. All ordering, payment and logistics should be coordinated directly with GES, our preferred partner for exhibition services.



Space Only

All space only stands are allocated on a space only basis; no stand services are included.

Build Height

Maximum constructible build height in Hall 1 is set at 2.5m. Maximum constructible build height in Hall 2 is set at 4.00 metres. Stands over 2.5m high must submit full construction plans for approval to the appointed health and safety officer (carol@onsitex.co.uk), together with full health and safety documentation, by Friday, 15 February 2019. Stand components can be supported by overhead rigging (see Rigging Structures, below). Double-decker stands (two level stands) of any kind are not permitted at BSH 2019.

Use of Rented Space & Height Limitation

The use and branding of rented space may not exceed the rented surface and space in three dimensions. The height limitation as communicated here above, must be respected both for physical and visual devices (e.g. lasers, gobos etc.).

Rigging Structures

All rigging requirements need to be ordered prior to the conference using the appropriate order form. In Hall 2, banners can be suspended between 6 to 7.5 metres high within your rented space. Rigging of banners is not permitted in Hall 1. The venue, Exhibition Director and the event Health & Safety Officer will need to approve all plans according to the SEC Glasgow Exhibition Rigging Guidance prior to commencement of anyone building in the exhibit hall.

All supporting documentation must be submitted by Friday, 15 February 2019 to technical.services@sec.co.uk, carol@onsitex.co.uk and BSH2019AV@mci-group.com

BSH OR THE ORGANISERS (MCI UK) CANNOT BE HELD RESPONSIBLE FOR ANY BREACH OF CONTRACT BETWEEN THE PREFERRED PARTNERS AND/OR VENUE (SEC GLASGOW) AND EXHIBITORS.

Stand Transparency

For Island and Peninsular raw space stands, the line of sight through the stand must be possible from aisle to aisle for at least 30% of the stand width when viewed from each open side.

Adjacent Stands

The wall height between adjacent stands should not exceed 4.00m. It is the exhibiting companies' responsibility to build its own adjacent wall. Anything above 2.25m on the back of the wall has to be cleanly dressed and finished in flat white. All raw space stands must be neatly finished and closed on top.



General Requirements

Children

For Health and Safety reasons, children aged 16 and under are not permitted in the hall during build-up or break-down periods. Children are permitted in the exhibition hall within exhibition opening hours as long as they are accompanied by an adult. No children are permitted to enter the scientific sessions.

Demonstrations

Exhibitors intending to use televisions or any other potentially loud appliances for stand demonstrations or who wish to hold live demonstrations must contact the congress organisers for approval at least one month prior to the show to gain written permission.

Dismantle

Exhibition stands can start to dismantle from 15:30 on Wednesday, 3 April 2019; however, from 14:30-15:30 literature and materials that can be hand carried, such as pop-up stands, can be removed. From 15:30 onwards the exhibition floor will become a CDM site and full dismantle of all stands can commence. Under no circumstances should you commence breakdown prior to this time – unless the Congress Secretariat is aware of your contract. Please do not leave any goods or equipment in shell scheme cupboards or leave display material on the walls or stand. The organisers cannot be held responsible for the loss of exhibits. All goods must be cleared by 22:00 on Wednesday, 3 April 2019.

Exhibitor Responsibilities

As an exhibitor, you must ensure the health, safety and welfare of your employees, contractors and visitors as far as is reasonably practicable throughout the exhibition. You should ensure that your actions (or inactions) do not give rise to accidents, injuries or unsafe working environments; you should provide proper information, instruction and training and supervise all parties throughout the event.

Check that any contractors, suppliers, agents, etc. which you may have contracted have a Health and Safety Policy, applicable to the exhibition environment.



The BSH 2019 Congress Secretariat wish to stress the importance of a **CONSTANT CHECK** being made on the contents of your exhibit stand to see that no unidentified package, case or bag has been left unattended. In any case of doubt, the article should not be handled – inform the BSH 2019 Congress Secretariat or a member of the SEC Glasgow staff.

Fabrics

Please ensure that all fabrics used on stands have the relevant fire proofing solutions. It is a requirement that all drapes brought into the venue conform to BS 5867 Specifications for Fabrics for Curtains and Drapes.

Fixings

Exhibitors may attach posters to the shell scheme infill panels providing the following is adhered to:

FIXING IS PERMITTED BY:

Melamine/Vinyl Panels

- Double sided tabs
- Velcro hook and loop
- Panel brackets
- Hanging chains for heavy exhibits

Loop Nylon Panels

- Velcro hook
- Panel brackets
- Hanging chains for heavy exhibits

The use of the fixings below is strictly forbidden on this system:



Gangways

The gangways used in this venue are the minimum permissible by law and have been subject to approval by the Local Authority. Under no circumstances will exhibits, stand dressing, tables and chairs, etc. be allowed to encroach into the gangways. All exhibits must be kept inside your space at all times.



Health & Safety

All stands must complete and submit the relevant Health and Safety documentation. Space only stands will incur an additional charge for Health and Safety approval. The charge will be determined by the level of complexity of your plans and onsite construction, and is for approval and sign off by a Health and Safety Officer or structural engineer.

Music

Exhibitors wishing to play any recorded material (including CD/record/ Cassette/Video) must obtain a license from the Phonographic Performance Limited (PPL) and Performing Rights Society (PRS). Exhibitors are solely responsible for obtaining any license required to play music on their stand.

Noise

Exhibitors may not produce noise and/or use amplification of music and/or voice which may be heard outside the space assigned to the exhibitors, or which may interfere with or be felt objectionable to attendees or other exhibitors. The volume level must not exceed 70dB (A) at the boundaries of the stand. The Organisers (MCI UK Ltd) reserve the right to require exhibitors to discontinue any such activity. Live presentations at the stand are not permitted without prior approval from the Organisers (MCI UK Ltd).

The use of microphones, videos or music is permitted, but the volume must not cause annoyance to other exhibitors. The organisers reserve the right to prohibit their use if, in the organisers' opinion, any annoyance is being caused and remove the offending equipment and/or exhibitor from the Hall.

Sporting Events

Broadcasting of National, European or World Sporting events is NOT permitted in the exhibition.

Stand Activities

"Meet the Expert" sessions or press briefings at the stand are not allowed during the official scientific programme. A request to hold such sessions must be submitted to the Organisers (MCI UK Ltd) for approval.



HEALTH & SAFETY



Health and Safety

Construction, Design and Management (CDM) Arrangements

CDM Regulations and related requirements became enforceable within the exhibition sector on the 6 April 2015 and requires exhibitors and contractors to provide a range of information to ensure compliance.

Onsite Exhibition Services Limited has been appointed to manage all Health & Safety requirements at the BSH 2019 Annual Scientific Meeting and will be supporting and enabling you in ensuring your responsibilities are met.

Amongst other things, Onsitex will produce a Construction Phase Plan for the event, establish and collate an event safety file on our behalf which will incorporate all specific requirements of CDM including feature and space only stand sign offs, risk assessments for all aspects of the event, completed induction and project management forms and additional required information from our contractor partners and suppliers, details of which are highlighted below.

Together we will strive to ensure that all event timescales are met in order to avoid unnecessary delays during the build and dismantle processes.

This manual includes all rules and regulations for the event together with required forms introducing clients to CDM and related requirements. All forms must be returned by the deadline date seen below to avoid unnecessary delays.



Requirements	Shell Scheme	Space Only	Deadline Date
ALL EXHIBITORS (shell scheme and space only)			
Exhibitor Contact Form	YES	YES	15 February 2019
Exhibitor Health & Safety Form (including Health and Safety Declaration and Risk Assessment)	YES	YES	15 February 2019
Public Liability Insurance (PLI) The insurance must be provided by the employed stand contractor and be valid for the duration of tenancy.	YES	YES	15 February 2019
SPACE ONLY - appointed contractors must provide:			
Stand Design The visual of the stand must include total stand dimensions i.e. height (floor to top of stand), width and length (including any rigged elements)	N/A	YES	15 February 2019
Construction Phase Plan (CPP) Under CDM Regulations 2015, space only sites are CDM sub-sites and as such you are required to produce and submit a CPP. A pro-forma has been produced for your completion and return.	N/A	YES	15 February 2019

IMPORTANT INFORMATION

All Contractors are informed that CDM 2015 is now in force in the UK and as such site safety principles including but not restricted to site rules, site induction and the mandatory wearing of hi-visibility jackets, safety footwear and hard hat (where appropriate) during the build and dismantle processes will be rigidly enforced by Venue and organiser staff. Arriving on site without the aforementioned PPE may be costly as contractors will not be allowed into the Hall. This policy is extended to exhibitors required to enter the Hall during construction/dismantle phases. Please note that the event organiser will not carry any stock of this equipment so please ensure that your staff/contractors are aware of this mandatory policy.

All SPACE ONLY exhibitors/stand contractors are required to submit the following information by Friday, 15 February 2019 to carol@onsitex.co.uk and BSH2019AV@mci-group.com.

- Completed Exhibitor Health & Safety Form
- Exhibitor Contact Form
- Proof of PLI (Public Liability Insurance); must be in date for the entire period of tenancy
- A visual of the proposed stand design (including dimensions)
- Completed Construction Phase Plan



Onsitex will receive and inspect all required documentation prior to issuing a provisional approval to build certificate on receipt of payment. A final inspection and sign off will occur on site and be managed by Onsitex in liaison with your principal stand contractor.

All contractors are informed that there is a mandatory requirement for hi-vis and appropriate footwear to be worn during build and break down and that this will extend to any exhibitors coming into the exhibition if construction is still taking place at the point of entry. **Please note** the event organiser will not carry any stock of hi-vis vests so please ensure that your staff/contractors are aware of this mandatory Venue policy.

British Society for
Haematology
Listening • Learning • Leading



EXHIBITION SERVICES

 @BritSocHaem
www.bshconferences.co.uk



Exhibition Services

Audio Visual Equipment Hire

All audio visual enquiries for exhibition stands can be requested directly from MCL Create, our preferred partner for Exhibition AV services, via the online exhibitor ordering portal <https://orders.mclcreate.com/Catalog/BSH2019>. All ordering, payment and logistics should be coordinated directly with MCL Create.

Catering

Tea and coffee and lunch is provided for exhibitors within the exhibition hall throughout the meeting. Should you require catering for your exhibition stand, this can be ordered directly with the in-house catering team, please visit: <http://www.sec.co.uk/standcatering>. Please contact standcatering@sec.co.uk if you have any queries.

Please note that SEC Food are the sole caterers at the venue and they reserve the right to provide all food and beverages. The only exception to this is Barista coffee machines at which a request to the SEC catering team is required if you wish to bring this in yourself.

Cleaning

(Please refer to BSH 2019 ~ Stand Cleaning Questionnaire Form.pdf)

Upon vacating the exhibition hall, please do not leave any materials. Cleaning surcharges will be levied to any exhibitor who does not adhere to this policy.

Contractors

If you are using a contractor, they will be permitted access in line with the install and dismantle times shown on page 20. In order to gain access to the Exhibition Hall during build and breakdown times contractors wristbands must be worn, which will be allocated on arrival.

Note: All contractors, once showing company identification, will receive a 35% discount during build up from Clydebuilt Bar & Kitchen.

Please advise how many contractor passes you require in order to have access to the Exhibition Hall once the show is open.



Deliveries

All exhibitors are responsible for delivery and collection of their own collateral and exhibition stand. If you require support with logistics, we ask that you contact our shipping agent GES who will arrange to receive, store, ship and deliver to your booth area at a cost payable by yourselves. You can also arrange with GES for flight case storage, collection and onward delivery once you have dismantled at the end of the congress. Deliveries can be arranged directly via GES.

Please email event.logistics@ges.com or telephone +44 (0) 121 782 4433.

Please ensure you are present at the SEC Glasgow to receive your shipments, the Organisers (MCI UK Ltd) cannot take responsibility for any delivery or for shipments being turned away for any reason. Deliveries made outside of the tenancy will not be able to access the loading bay and will be turned away. All deliveries made to the venue should be clearly marked as follows;

Recipient Name / Stand and Contact Number
SEC (exhibitor name and company)
Hall 2 (BSH 2019 1-3 April 2019)
Glasgow
G3 8YW

Deliveries sent directly to the venue must only arrive during the official move-in times, which are:

Date	Hours	Restrictions
Saturday 30 March 2019	09:00 – 18:00	
Sunday 31 March 2019	08:00 – 18:00	



Exhibitor Badges

Exhibitors can collect their badges from the Registration Desk at the SEC Glasgow which will be open as detailed below. If you are an exhibitor or partner and you are entitled to complimentary full delegate registration(s), these will be produced and waiting for you to collect in an envelope for your lead contact, at the exhibitor and partner desk. Should you prefer any of your group to collect their own badge(s) from the 'pre-registered delegates' desk, please inform us and we will ensure they are placed at that kiosk.

Date	Opens	Closes
Sunday 31 March 2019	10:00	18:00
Monday 1 April 2019	07:00	18:00
Tuesday 2 April 2019	07:00	18:00
Wednesday 3 April 2019	07:00	16:00

The hours detailed above are provisional and are subject to change; please check the meeting website prior to travelling to the event.

Onsite Logistics

Please note that neither porters, nor trolleys are not available at the venue, and recipients of deliveries must ensure that they can transport items from the loading bay to the appropriate location. Please contact GES for who will arrange to receive, store, ship and deliver to your booth area at a cost payable by yourselves. You can also arrange with GES for flight case storage, collection and onward delivery once you have dismantled at the end of the congress. Deliveries can be arranged directly via GES. Please email event.logistics@ges.com or telephone +44 (0) 121 782 4433.

Prior to the end of the event we will issue courier collection forms to exhibitors which must be affixed to any items being collected by couriers and will detail clear instructions as to where to leave items for collection. All items must be picked up by **22:00** on **Wednesday, 3 April 2019**. Any items left after this time or not clearly labelled will be destroyed and may be subject to a waste disposal fee.



Furniture

All furniture enquiries for exhibition stands can be ordered one of two ways; either via Espresso, GES online exhibitor ordering portal; <https://ordering.ges.com/000026243> or alternatively by using the appropriate form (BSH 2019 ~ GES Furniture Order Form.pdf). In order to take advantage of the early bird discount, please make sure all orders are placed by Friday, 8 March 2019. All ordering, payment and logistics should be coordinated directly with GES, our preferred partner for exhibition services.

Internet

All Internet enquiries for exhibition stands can be requested directly from the SEC Glasgow – using the appropriate form (Please refer to BSH 2019 – SEC Glasgow Telecoms IT 2018-19 Order Form.pdf). All ordering, payment and logistics should be coordinated directly with the venue.

Insurance

All exhibitors should be aware of the need for adequate insurance cover. Whilst we take every precaution to protect your
, we cannot be held responsible for any loss or damage and we strongly advise you to check your own insurance policy to ensure you are adequately covered. You are also responsible for insuring against any legal liability incurred in respect of injury or damage to property belonging to third parties. In addition to this, you should protect your expenditure against abandonment and cancellation or curtailment of the event due to reasons beyond our control.

List of Exhibitors and Exhibition Floor plan

Please contact MCI UK for information on the exhibition floor plan.



Power

The supply of electricity for this meeting is provided by the exhibition contractor, GES.

To meet the revised minimum testing requirements in line with BS 7671 2008, an Electrical Testing charge has been in force from 1st July 2012. At the time of ordering direct mains, the person ordering will need to provide relevant information about their electricians' qualifications. They will also be required to pay the electrical testing charge. It is mandatory that all exhibitors have a complete test certificate.

Any requirements for 24-hour power should be made clear.

Electricity is included in every Shell Scheme (1 x 500w UK socket with 4 way block) therefore the Congress Secretariat will arrange for all Shell Scheme exhibition spaces to undergo the appropriate testing requirements. The electrical testing charge will be included in the Shell Scheme package.

Shell Scheme All power enquiries for space only exhibition stands can be ordered one of two ways; either via Espresso, GES online exhibitor ordering portal; <https://ordering.ges.com/000026243> or alternatively by using the appropriate form (Please refer to BSH 2019 - GES Electrical Order Form.pdf).

Space Only All power enquiries for space only exhibition stands can be ordered through GES by using the appropriate form (Please refer to BSH 2019 - GES Electrical Order Form.pdf).

Registration

Exhibitors are entitled to two exhibitor registrations per 9sqm of space booked. Exhibitor registration includes access to the conference centre and the Exhibition Hall as well as free tea and coffee and lunch (please note that sessions are not included).

Exhibitor packs will be provided containing badges and a welcome letter. Packs can be collected from the exhibitor registration desk.

Additional exhibitor registrations (which includes tea/coffee, lunch, access to the conference centre and exhibition halls only, please note sessions are not included) over and above the entitled amount are available to purchase at £300 + VAT per person. Please contact BSH.reghot@mci-group.com to order additional exhibition registrations.

Should you wish to purchase additional full congress registrations, please use the online registration portal by clicking [here](#)



Risk Assessment

All exhibitors are required to complete the *Exhibitors Risk Assessment* and *Exhibitor Induction Forms*. The Risk Assessment is to inform the Health and Safety Officer and the Organisers (MCI UK Ltd) of any activities on the stand that may require any special attention. For more information please refer to the Health & Safety section.

Storage

There is no onsite, pre event, during or post event storage available at the SEC Glasgow. Offsite storage can be arranged via GES, our preferred partner for exhibition services, please email event.logistics@GES.com

Security

The organisers will provide general security within the exhibition halls. However, the individual security of the stands and exhibition lies within the responsibility of each exhibitor. Valuables should be locked away overnight and additional care should be taken during exhibition build & break down. During the break down period extra care must be taken, as this is a vulnerable time. In the unlikely event of a theft, please report to organisers' office immediately.

Exhibitors are warned not to leave valuables unattended on their stands during build-up, open or break-down periods. Special care should be taken of mobile phones as these can be easily misplaced or stolen. Do not leave your stand unattended at any time.

No exhibits may be removed from the hall during build-up or the open days of the show without obtaining a pass out authorisation from the congress organisers.

For security reasons, exhibitors are advised to remove all portable items (including pop up stands) and valuable items immediately on closure of the exhibition each day and not leave their stand unattended until all such items are clear. BSH or the Organisers (MCI UK Ltd) cannot be held responsible for any items that go missing during the meeting, including load-in and load-out. Venue security will operate throughout the site but there is no event or exhibition hall security outside of opening hours.

Passes should be worn at all times by both exhibitors and contractors. Exhibitor badges will not permit personnel with access to any scientific sessions.

Trolleys

There are no trolleys available at the SEC Glasgow for use. Exhibitors are reminded to bring trolleys for use during the build-up and breakdown of the exhibition if required. If you require assistance moving items onsite please contact GES, our preferred partner for exhibition services, by emailing event.logistics@GES.com



Vehicle Access

Each exhibition stand will be allocated a load-in and load-out time, these times must be adhered to. The times will be communicated w/c 11 March 2019. It is the responsibility of the exhibitor to make sure that these times are passed to their stand contractor. BSH Ltd or the Organisers (MCI UK Ltd) cannot be held responsible for the failure of this information not being passed on.

Load-in

Loading Bay 2.2 – Hall 2

All contractors are requested to report to Loading Bay 2 where you will be given a parking pass. Vehicles will be parked in the holding area in a queuing system and once suitable space for your vehicle is available, you will be advised to proceed to Loading Bay door 2.2.

Load-out

Loading Bay 2.2 – Hall 2

All contractors are requested to report to Loading Bay 2 where you will be given a parking pass. Vehicles will be parked in the holding area in a queuing system and once suitable space for your vehicle is available, you will be advised to proceed to Loading Bay door 2.2.

Assistance with loading/unloading

Please note that SEC Glasgow do not provide trolleys or pump trucks. Forklifts are available to hire in advance subject to availability, please refer to sections [Deliveries](#) and [Onsite Logistics](#) for further information.

Parking

Once you have unloaded, you will be asked to remove your vehicle from the loading bay and directed to the nearest available car park.

Loading or unloading smaller items

Exhibitors with smaller items, which can be carried into the venue are encouraged to park in car park 5 or nearest available car park and carry their items across to Hall 2. The SEC car park address is 36 Stobcross Road, Glasgow, G3 8HQ. Further information can be found here <https://www.sec.co.uk/visitor-information/how-to-get-here/car-parking>



SATELLITE SYMPOSIA GUIDELINES



Satellite Symposia Guidelines

Symposia Content

All symposia titles and speaker names should be submitted to the organisers by Friday 25 January at the latest. Please ensure speaker biographies are sent to the organisers by Monday 11 February. The speaker biographies will be included within the event app and interactive programme.

Access to the Symposia Room

All satellite symposia take place in the following rooms – Alsh, Boisdale, Carron and Dochart rooms. Access to the symposia rooms will be permitted 30 minutes prior to the official start time where available. Please note for those that have the later time slots on Monday 1 and Tuesday 2 April organisers will have 15 minutes from the end of the previous symposium to the start of theirs.

Within the satellite symposia rooms the following items are provided by the Organisers (MCI UK Ltd):

- 1 x projector and screen (suitable for audience and room size)
- 1 x lectern (including 1 x wired lectern microphone)
- 1 x top table to accommodate two people (including 1 x wired microphones on stands)
- 1 x Q&A floor standing wired microphone
- 1 x PC laptop with comfort monitors (lectern and top table)
- 1 x wireless slide advancer and laser pointer
- 1 x speaker timer
- 1 x general AV technician
- qty x water and glasses

The Organisers (MCI UK Ltd), working in partner with the SEC Glasgow, will do our utmost to make sure that all needs are met; however, the above may be subject to change.

Advertising

Symposia details will be advertised in the conference printed programme, website, app and dedicated symposia e-shot.



Audio Visual

In addition to the above standard audio visual package, companies are able to order additional equipment via the Organisers (MCI UK) on BSH2019AV@mci-group.com.

Branding (within satellite symposia room)

The following room branding is allowed no earlier than 30 minutes prior to the symposia start time:

- pop ups
- lectern panel (750mm wide x 1210mm high x 5mm thick)
- top table panel (accommodating 2 people, 1500mm wide x 745mm high)
- tent cards
- In addition to this one pop up banner can be displayed in the registration area on the day of your symposium. The organisers will place these in a suitable location

Lectern and top table panel branding for your satellite symposia room can be ordered directly with GES by emailing exhibitorservices4@ges.com All ordering, payment and logistics should be coordinated directly with GES. No additional branding is allowed other than the list above without prior written approval from the organisers (MCI UK Ltd).

Catering

If you require any catering for your symposia please contact Fiona McGibbon at SEC Food directly on standcatering@sec.co.uk



Delayed Broadcasting

For sound and image recording of satellite symposia (or parts thereof by any type of media) that are dedicated for presentation to a public or closed audience outside the meeting, the company holding the satellite symposium is required to obtain formal acceptance from all speakers in writing and send it to the Organisers (MCI UK) at the latest 6 weeks before the meeting. Satellite symposia must not be broadcast in any way until the first Monday following the end of the meeting at which the satellite is scheduled. Technical arrangements should be made first with the Organisers (MCI UK), who will redirect the requests to the preferred audio visual supplier.

Live Broadcasting

Live and/or simultaneous broadcasting of satellite symposia in any way is prohibited.

Photos, Filming and Audio Recording of Satellite Symposia

Any such recording is permitted with the following conditions: in an agreement between the company presenting the symposium and BSH, the captured material must be used only for educational purposes. The company responsible for the symposium must inform their speakers and obtain consent from their speakers directly. The captured material should not be profit making or for commercial purposes or incur additional costs to the Organisers (MCI UK) of the meeting. The captured material will remain the copyright of BSH.

Any such requests require official permission at least 6 weeks before the meeting from the Organisers (MCI UK) clearly outlining the purpose of the recording.

Timings

All Satellite Symposia last 60 minutes each and there are four parallel sessions at any one point.

Satellite Symposia on Monday 1 April 2019 are scheduled at the following times: 16:30 – 17:30 and 17:45 – 18:45.

Satellite Symposia on Tuesday 2 April 2019 are scheduled at the following times: 15:45 – 16:45 and 17:00 – 18:00.



SERVICES



Services

Advertising

For information on advertising at the congress, please contact the BSH 2019 Congress Secretariat. Contact details are found at the front and back of this manual.

Cloakroom/Left Luggage

There is a cloakroom in the main foyer area which will be manned throughout the event hours.

First Aid



In the event of medical assistance being required please inform a member of the organisers (MCI UK) or a member the SEC

Health and Safety

In accordance with the Health & Safety at Work Act 1974, and the Management of Health & Safety at Work Regulations 1999, each exhibition contractor must supply the Event Manager with: a copy of their organisation's H & S policy statement, a Method Statement for work being undertaken as well as a Safe Systems of Work document to highlight the control measures being put in place in a written format, a suitable and sufficient risk assessment.



For further assistance with the completion of risk assessments please visit <http://www.hse.gov.uk/risk/index.htm>

Prayer Room

There will be a prayer room set up within the venue. Please ask at reception and a member of staff will advise where this is located.



SOCIAL EVENTS



Social Events

BSH 2019 Conference Dinner

Monday 01 April
Science Centre Glasgow
19:30 – 23:30

President's Reception

Tuesday 02 April
SEC Glasgow
18:15 – 20:15

This will include the Poster Moderation session and drinks within the exhibition hall. Please ensure your stand is manned at this time, this will provide an excellent networking opportunity.



TERMS AND CONDITIONS



Terms and Conditions

1. Industry Prospectus

This document provides the list of Annual Scientific Meeting partnership and exhibition opportunities available to purchase along with featured, specific inclusions and entitlements.

2. Acceptance of General Terms

Those wishing to participate as an Annual Scientific Meeting partner or exhibitor unreservedly accept, and undertake to comply with these general terms. The event organiser reserves the right to give notice should any new provisions, circumstances or changes in the interest of the event occur.

3. Letter of Commitment

If you would like to be an Annual Scientific Meeting partner or exhibitor, please complete, sign and return the booking form by fax, post, or email. Emailed copies must be a scanned version of the signed original. Fax or send the aforesaid completed forms to the following:

MCI UK Ltd, Durford Mill, Petersfield, Hampshire, United Kingdom, GU32 5AZ
Tel: +44 (0)1730 715 248 Email: BSH2019Industry@mci-group.com

Upon receipt of the completed booking form, MCI will then proceed to issue your company the necessary invoice with full payment instructions.

4. Payment

100% of the entire Annual Scientific Meeting partnership and/or exhibition money is to be paid to MCI UK Ltd in order to secure the opportunity, no later than 30 days from receipt of the official invoice. In the event of failure to pay within the payment terms, the organiser reserves the right to terminate the reservation at any time with immediate effect and without formalities.

5. Cancellation Policy

We will consider a signed booking form as confirmation of your commitment and all cancellations must be detailed in writing to the Annual Meeting Secretariat. Upon receipt of a signed booking form, the Annual Scientific Meeting partners/exhibitors will become liable to the organising committee for the amount committed as follows. For cancellations made:

- Up to and including 9 January 2019 50% of the total package cost will be retained
- After 9 January 2019 100% of the total package cost will be retained.

6. Re-Assignment

The commitment from an Annual Scientific Meeting partner or exhibitor is non-transferrable to any other organisation without prior written consent by the organiser. No booking or space confirmed is permitted to be re-assigned or sub-let in any manner. It is not permitted for more than one organisation to share a booth space without prior consent from the organiser.

7. Damage

Annual Scientific Meeting partners and exhibitors shall leave the shell scheme and hired equipment in the same good condition that it was found in and will be liable for any damage caused as a result of their facilities and decoration.

8. Distribution of Materials

Any distribution of advertising materials, corporate leaflets, invitations or flyers may only be carried out from the exhibitors stand or within the pre-reserved meeting room.

9. Exhibition Plan

The exhibition floor plan and the session schedules are compiled by the organiser which attributes the spaces on a first come, first served basis and takes into account insofar as possible, the preferences expressed by the Annual Scientific Meeting partners and exhibitors. The organiser reserves the right to change the exhibition floor plan and the session schedules at any time with the Annual Scientific Meeting partners and exhibitors waiving entitlement to make any claim in this respect and undertaking to comply with the decisions taken.

10. Non Occupancy

The allocated exhibition spaces shall be occupied by the Annual Scientific Meeting partner or exhibitor at all times during the Annual Scientific Meeting opening hours and the exhibition session schedule published. Failing this, the spaces will be deemed available and may be otherwise attributed without the defaulting exhibitor being entitled to claim any form of indemnity or repayment.



11. Liability for Loss or Theft

Exhibitors, Annual Scientific Meeting partners and participants are responsible for all equipment for which they are the custodians and, in particular, for the equipment which they are exhibiting and that which they are renting and which is present on their stand. The organiser does not accept any liability for loss, theft or damage to the equipment for which the participant is the custodian. The participant shall directly arrange specific insurance in this respect.

12. Prioritisation

In the event that more than one company is interested in Annual Scientific Meeting partnering an item, the date on which we receive the booking form will decide on item assignment and will be based on a first-come, first-served basis.

13. Unscheduled Meetings and Events

During the event, no participant, Annual Scientific Meeting partner or exhibitor may organise, attend or favour meetings, gatherings or any other events, which shall not have been reported to, and approved by, the organising committee beforehand.

14. Intellectual Property

Unless otherwise provided for in writing, the copyright and other intellectual property rights held over all the organiser's offers, publications and other products or services shall remain its property. Any rights which may be granted by the organiser are destined for the participant's sole use and may not be assigned, transferred or granted under sub-licences without the organiser's prior agreement. Granted rights shall be non-exclusive. The participant shall not acquire any intellectual property right over the services and products offered by the organiser.

15. Trademarks and Logos

The Annual Scientific Meeting partners and exhibitors shall be personally responsible for any authorisations relating to copyright or related rights, originating from the elements of any nature whatsoever which it provides or uses during the event. It shall hold the organiser harmless as regards any action in this respect. Moreover, the participant hereby expressly authorises the organiser to use the candidate's trademarks and logos within the strict framework of the event for its organisation and promotion.

16. Insurance

The Annual Scientific Meeting partner and exhibitor undertakes to arrange a public liability insurance policy providing cover for any/all loss/ damage caused to third parties for which it is liable (including all regular and temporary staff). The policy shall include a 'rental risks' clause to cover loss, theft, damage to all/any equipment that it is the custodian. Upon request, the organiser will be provided with copies of such policies.

17. Force Majeure

In the event that the Annual Scientific Meeting does not take place owing to an event of force majeure, the participants undertake not to claim any indemnity from the organisers. The amounts still available following payment of all the expenses incurred shall be distributed to the participants on a pro-rata basis of the amounts paid.

18. Exclusion of Liability

The organiser may not be held liable for the Annual Scientific Meeting attracting a lower than expected number of participants or for any lack of interest in the event as a whole.

19. Disputes

This contractual relationship is governed by the English Commercial Court, a sub-division of the Queen's Bench Division of the High Court of Justice. In the event of a dispute, the English Commercial Court shall have sole jurisdiction.



CONGRESS SECRETARIAT

BSH 2019

c/o MCI UK Ltd
Durford Mill
Petersfield
Hampshire
GU31 5AZ

Telephone +44 (0) 1730 715 248
Email BSH2019@mci-group.com
Website www.bshconferences.co.uk



VENUE

SEC Glasgow
Exhibition Way
Glasgow
G3 8YW

Telephone 0141 576 3872
Email kerry.mcnally@sec.co.uk
Website <http://www.sec.co.uk>
Contact Kerry McNally



CATERING

SEC Food
SEC Glasgow
Exhibition Way
Glasgow
G3 8YW

Telephone 0141 576 3140
Email standcatering@sec.co.uk
Contact Fiona McGibbon



INSURANCE

Hiscox UK
Hiscox Glasgow Office
220 St Vincent Street
Glasgow, G2 5SG

Telephone +44 (0) 141 339 7260
Email marion.rankin@hiscox.com
Website <https://www.hiscox.co.uk/>
Contact Marion Rankin



EXHIBITION SERVICES

GES

Silverstone Drive
Gallagher Business Park
Coventry, CV6 6PA

Telephone +44 (0) 2476 380 180
Fax +44 (0) 2476 380 220
Email congress2@ges.com
Online chat <http://ges.com/eu/exhibitors/servicentre>



EXHIBITION AUDIO VISUAL

MCL Create

Unit C
Moorpark Central
40 Dava Street
Glasgow
G51 2BQ

Telephone +44 (0) 141 425 2016
Email Kevin.Steele@mclcreate.com
Contact Kevin Steele



HEALTH & SAFETY

Onsite Exhibition Services

Telephone +44 (0) 1457 854 080
Mobile +44 (0) 7974 223 670
Email carol@onsitex.co.uk
Contact Carol Macinnes



RIGGING

SEC Glasgow Technical Services

Exhibition Way
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G3 8YW

Telephone +44 (0) 141 275 6218
Email technical.services@sec.co.uk

