



BOSTON 2017
TUMOR MODELS

Harnessing Clinical Insights to Improve Preclinical & Translational Outcomes

SPONSORSHIP
&
EXHIBITION MANUAL

Tumor Models Boston 2017

Welcome to Hanson Wade’s **Tumor Models Boston 2017** conference.

Preparations are in full swing and our team are looking forward to welcoming you to Boston in July.

This manual will help you to plan your attendance at this conference and contains essential information and guidelines.

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Tumor Models Boston 2017

Points of Contact

Event Manager

Lisa-Katharina Kleber

Direct Line: 0044 203 141 8732

Email: Lisa.Kleber@hansonwade.com

Sponsorship Manager

Diane McKenna

Direct Line: 0044 203 141 8746

Email: Diane.McKenna@hansonwade.com

If you are calling from the USA please dial: 212 537 5898

Dates

Day 1: Wednesday 19th July 2017

Day 2: Thursday 20th July 2017

Venue

This year's conference is taking place at The Colonnade Hotel.

Full Address:

The Colonnade Hotel

120 Huntington Avenue,

MA, 02116, USA

Hotel Website

For more information about the hotel, please use the following link: www.colonnadehotel.com

Accommodation

We have prepared a HotelMap for rates at The Colonnade and surrounding hotels.

Click here: <https://HotelMap.com/pro/MAHE3>

Alternatively, if you would like assistance with your hotel booking you can contact Jessica, our dedicated hotel expert for this event. Simply email Jessica@HotelMap.com with your requirements, phone number and Special Reference Code **W-MAHE3** and she will get back to you to discuss your hotel options.

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Passes

In your contract you will find details of how many passes you are entitled to. Please send the below information to your Event Manager to register your onsite team.

Name	
Job Title	
Email Address	
Phone Number	
Company Name <i>* if different i.e. for client passes</i>	

As per your agreement, you are welcome to purchase additional employee or client passes at a discounted rate (maximum applies). Please contact your Event Manager directly to book any additional passes.

Speaking Engagement

If you have a speaking slot included in your package, can we kindly ask you to send the following details to your Event Manager (if we do not already have them):

- Speaker name and job title
- Session title
- Speaker bio
- Speaker photo

Please note, we will be making all speaker presentations available to attendees after the conference (as PDF's). If you are presenting sensitive information or unpublished data etc. please bring a second copy with you that you are happy to share.

Branding

Your company logo will be included on the onsite signage, as detailed in your contract. Please send your Event Manager your logo in EPS format as soon as possible.

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Exhibition Stand

If you have an exhibition space as part of your contract, we recommend that you bring a pop up stand or pull up banners along with your marketing collateral. Please note, there is no shell scheme surrounding your booth so all stands must be self-supporting and there will not be any walls to attach posters to. You will be provided with a table and 2 chairs and all materials must fit within the 3mx2m display space.

Exhibition Set Up & Breakdown

The exhibition will take place on Wednesday 19th July and Thursday 20th July 2017.

We will be inviting sponsors and exhibitors to set up from 6pm on Tuesday 18th July. All exhibits must be completed and ready for when the doors open at 8am on Wednesday 19th July. If you foresee any difficulty in meeting this deadline, please let your Event Manager know in advance.

Breakdown will commence following the afternoon break on Day 2, Thursday 20th July.

The exhibition will take place in Huntington Ballroom 1 and Huntington Ballroom Foyer on the Lobby Level.

Shipments

Deliveries

Please be aware that if you are sending materials to the conference venue this can only be done 48 hours before the conference. Please make sure your deliveries are not scheduled to arrive before Friday 14th July unless previously arranged. You may incur handling fees for your packages.

Please use the following address for any shipments and/or deliveries:

ATTN: YOUR ONSITE CONTACT, YOUR COMPANY NAME
C/O: Alexandra Swenson, Catering Manager, The Colonnade
The Colonnade Hotel
120 Huntington Avenue
Boston, MA, 02116
USA
Hold for: Hanson Wade Tumor Models, 18-20 July 2017

Please note that you are responsible for arranging all deliveries and collections to and from the venue.

Please inform me of any tracking numbers and/or deliveries that require assistance or specialist equipment so I can inform the venue.

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Thank You

Please remember to send your EPS logo, speaker details and pass information to your Event Manager as soon as possible.

We look forward to working with you and welcoming you to the conference.