



Advancing
**Integrated
Project Delivery** ²⁰¹⁹

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SPONSORSHIP

&

EXHIBITION MANUAL

Advancing Integrated Project Delivery

Welcome to Hanson Wade’s Advancing Integrated Project Delivery conference.

Preparations are in full swing and our team are looking forward to welcoming you to Minneapolis in September.

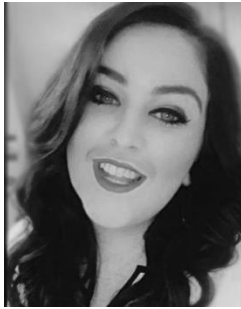
This manual will help you to plan your attendance at this conference and contains essential information and guidelines.

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Points of Contact

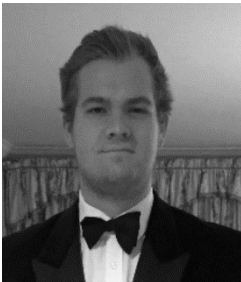


Event Manager

Annie Mathias

Direct Line: 0044 203 854 1719

Email: annie.mathias@hansonwade.com



Sponsorship Manager

Theo Collins

Direct Line: 0044 203 8545 20

Email: theo.collins@hansonwade.com



Production Manager

Meher Subra

Direct Line: 0044 203 8541 446

Email: meher.subra@hansonwade.com

If you are calling from the USA please use either of the below numbers.

West Coast: + 1 415 735 3289 East Coast: +1 617 455 4188

Dates

Conference Day 1: Monday, September 16

Conference Day 2: Wednesday, September 28

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Venue

This years conference is taking place at the DoubleTree by Hilton Hotel Minneapolis - University Area.

Full Address:

Please be aware the venue has changed from that which was previously advertised

DoubleTree by Hilton Hotel Minneapolis - University Area
511 Huron Blvd. SE
Minneapolis
Minnesota
55414, USA

Hotel Website

For more information about the hotel, please use the following link:

<https://doubletree3.hilton.com/en/hotels/minnesota/doubletree-by-hilton-hotel-minneapolis-university-area-MSPUNDT/index.html>

Accommodation

We have put together a HotelMap showing great live rates at the **DoubleTree by Hilton Hotel Minneapolis - University Area** and nearby, if you need to make a reservation for your stay in Minneapolis this September, please click here: <https://hotelmap.com/pro/MK7KM>.

If you require 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 **MK7KM** and she will get back to you to discuss your hotel options.

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.

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Registering Speakers

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

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

Speaker Information & Guidance

Presentation Submission

We request that you provide a final version of your slides by **Monday, September 11, 2019**

Presentation Format

We recommend that presentations are provided in a Microsoft PowerPoint file in 16:9 ratio aspect. We do not have a standardized template or logo that we require you use for your slides, feel free to use a template provided by your company or make your own.

If you wish to use alternative presentation software please let us know in advance.

Presentation Control

Presentations will be pre-loaded to our AV desk at the back of the room and will be projected from here.

At the podium you will have access to a wireless clicker, with a laser, to control and advance your slides.

If you prefer an alternative setup please let us know in advance.

Microphones

A static microphone on the podium is provided for your session.

If you would prefer to use a 'clip-on' microphone, please arrange this at the AV desk 10 minutes before your session starts.

Timing and Q&A

All sessions will end with a 5 minute Q&A. We recommend ensuring your presentation allows time for this.

We will have 10 and 5 minute prompt cards at the back of the room.

If you significantly exceed the time reserved for your session we will have to interrupt you.

Sharing Presentations

Within 24 hours of the conference we provide attendees with presentation slides from the meeting. These are provided as a PDF only and are only available to download upon the completion of an evaluation form.

Please let us know when sending your presentation if you are able to share your presentation material.

Panel Discussions / or Not Preparing Slides?

You may have agreed to speak at the event as a panellist /or as a roundtable leader which may not involve presenting slides. Hanson Wade will provide further instructions and guidance for how these sessions will run in a separate communication.

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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.

Please note that if your company is planning on rebranding or in the process of, please speak with your Event Manager to establish the print deadlines to ensure we have the correct logo at the event.

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.

Your booth must fit within the 3m (width) x 2m (depth) or 10ft (width) x 8ft (depth) floor-space allocated.

Please note that packaging material can only be stored at or behind the exhibition stand.

Furniture

You will be provided with the following items:

1 x table

2 x chairs

Power access

If you would like photo examples of previous events and exhibition stands please request these from your Operations Manager.

Exhibition Set Up & Breakdown

The exhibition will take place on the conference dates only:

Tuesday, September 17

Wednesday, September 18

Set Up Times

Tuesday, September 17, 7am

All exhibits must be setup by 7.30am on Tuesday, September 17 ready for when the doors open at 7.30am. If you foresee any difficulty in meeting this deadline, please let Kherat know in advance.

Breakdown Times

Wednesday, September 18, 1pm

All exhibits must be broken down and packed up by 4pm on Wednesday, September 18. We respectfully ask that you do not breakdown before the last coffee break.

This information will be re-confirmed by your Event Manager closer to the conference.

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AV Rental

If you require any additional AV equipment, please contact:
Kherat Sian

If you would like to enquire about a hard wire internet cable, please contact:
Kherat Sian

Shipments

The earliest delivery date to the venue will be (3 working days before the event). Please send packages to the following address:

C/O Meher Subra – Hanson Wade
DoubleTree by Hilton Hotel Minneapolis - University Area
511 Huron Blvd. SE
Minneapolis
Minnesota
55414, USA

On close of the conference and breakdown, all packages must be removed from the exhibition room by 4pm on Wednesday, September 18.

Please provide your onsite team with return labels and instructions for collection.

Checklist

- Send company logo in EPS format by **Monday, September 2**
- If applicable, send speaker details (Name, Photo, Bio and Session Title)
- Book accommodation for onsite team
- Send onsite staff pass information by **Wednesday, September 11**
- Send copy of speaker presentation by **Wednesday, September 11**

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