



# Liquid Biopsy

For Precision Oncology Summit

**SPONSORSHIP**

**&**

**EXHIBITION MANUAL**

Welcome to Hanson Wade’s 4<sup>th</sup> **Liquid Biopsy for Precision Oncology Summit 2020** conference.

Preparations are in full swing and our team are looking forward to welcoming you to San Diego in February.

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

### **Operations Manager**

Annie Mathias

Direct Line: 0044 203 854 1719

Email: [Annie.Mathias@Hansonwade.com](mailto:Annie.Mathias@Hansonwade.com)

### **Sponsorship Manager**

Sam Sarwar

Direct Line: 0044 203 141 8716

Email: [Sam.Sarwar@Hansonwade.com](mailto:Sam.Sarwar@Hansonwade.com)

### **Production Manager**

Catherine Wallis

Direct Line: 0044 203 141 8700

Email: [Catherine.Wallis@Hansonwade.com](mailto:Catherine.Wallis@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:** Tuesday, February 11<sup>th</sup>, 2020

**Conference Day 2:** Wednesday, February 12<sup>th</sup>, 2020

## Venue

This year's conference is taking place at the Hilton La Jolla Torrey Pines Hotel.

### Full Address:

Hilton La Jolla Torrey Pines Hotel  
 10950 North Torrey Pines Road,  
 La Jolla,  
 California 92037,  
 USA

### Hotel Website

For more information about the hotel, [see here](#).

## Accommodation

We are currently negotiating with the conference venue to secure a group rate for our attendees. As soon as this information becomes available you will be emailed with details of costs and how to book.

## 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.

<b>Name</b>	
<b>Job Title</b>	
<b>Email Address</b>	
<b>Phone Number</b>	
<b>Company Name</b> <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.

## 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, February 3<sup>rd</sup>, 2020**.

### Presentation Format

We recommend that presentations are provided in a Microsoft PowerPoint file.

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.

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 panelist /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.

## 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, February 11<sup>th</sup>, 2020**

**Wednesday, February 12<sup>th</sup>, 2020**

### Set Up Times

Date: Monday, February 10<sup>th</sup>, 2020

Time: 6pm

All exhibits must be setup by **8:30am** on **Tuesday, February 11<sup>th</sup>, 2020** ready for when the doors open at 8:50am. If you foresee any difficulty in meeting this deadline, please let your Annie know in advance.

### **Breakdown Times**

Date: Wednesday, February 12<sup>th</sup>, 2020

Time: 3:30pm

All exhibits must be broken down and packed up by **4pm on Wednesday, February 12<sup>th</sup>, 2020**. 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.

### **AV Rental**

#### **Wi-Fi**

We are currently in the process of confirming Wi-fi within the venue and will inform you when these details are available.

If you require any additional AV equipment, please contact:

We are currently in the process of confirming an AV supplier and will inform you when these details are available.

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

We are currently in the process of confirming an AV supplier and will inform you when these details are available.

### **Shipments**

The earliest delivery date to the venue will be **Friday, February 7<sup>th</sup>, 2020**. Please send packages to the following address:

Hilton La Jolla Torrey Pines Hotel  
10950 North Torrey Pines Road,  
La Jolla,  
California 92037,  
USA  
C/O: Annie Mathias, Hanson Wade

On close of the conference and breakdown, all packages must be removed from the exhibition room by **4pm on Wednesday, February 12<sup>th</sup>, 2020**.

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

## Checklist

- Send company logo in EPS format by **Tuesday, January 14<sup>th</sup>, 2020.**
- If applicable, send speaker details (Name, Photo, Bio and Session Title)
- Book accommodation for onsite team
- Send onsite staff pass information by **Tuesday, January 21<sup>st</sup>, 2020.**
- Send copy of speaker presentation by **Monday, February 3<sup>rd</sup>, 2020.**

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