EXHIBITION INFORMATION

Venue

Registration, posters and exhibition: Garden End of Garden Court, Staff Social Centre, Highfield Campus, University Road, Southampton (see map on the University website at

http://www.soton.ac.uk/about/whereissoton/campuslocations.html).

Lectures: Nuffield Theatre, Lecture Theatre A, Lecture Theatre H and Lecture Theatre J Location maps will be sent to all pre-registered delegates and will be available on the meeting website

from the end of March.

Parking:

You can park immediately outside the Staff Social Centre to unload. If the barrier is in place ring the bell on the post next to the driver's door to ask Security to lower the barrier to let you through. Explain that you are unloading for the BRS-BORS conference.

Once unloaded you will need to move your vehicle to one of the car parks marked on the map.

Stands:

Each exhibitor will be allocated a space sufficient for a table top stand or popup stand, up to a maximum of 2.5m wide by 1.5m deep maximum. Height is 2.3m maximum. Space is limited and selfbuild stands cannot be accommodated. Tables and chairs can be booked through Janet Crompton if required (please use <u>registration form</u>). Please also let Janet know if you require a power point.

Exhibition build up:

Wednesday 5 July	07.30-09.00
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Exhibition break down:

Thursday 6 July	15.30 (immediately after tea break; to be cleared by 16.30)
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Exhibition opening times:

Wednesday 5 July	09.00-15.00
Thursday 6 July	10.30-15.30

In addition, there will be a poster session with wine and cheese in and around the exhibition area on Wednesday 5 July 18.00-20.00. Exhibitors are welcome to man their stands at this time (and are in any case invited to the reception) but this is optional.

Registration:

Tea, coffee and lunch for up to 2 representatives each day are included in the exhibition fee. Additional exhibitors can be registered at £30 per day – please use the <u>registration form</u>. Names of all staff must be notified to Janet Crompton by **Monday 19 June**.

Annual Dinner:

This year's Dinner will take place at the University Staff Social Centre. Tickets cost \pounds 36 each and can be booked through the <u>registration form</u>.

Accommodation:

Please contact Janet Crompton for details of hotels if required.

Wallet inserts:

If you have booked a wallet insert, please send 350 copies to Janet Crompton at the address below by Monday 12 June.

Further information:

For further information regarding the exhibition arrangements please contact: Janet Crompton The Old White Hart North Nibley Dursley Gloucestershire GL11 6DS UK tel +44 (0)1453 549929 fax +44 (0)1453 548919 email janet@janet-crompton.com