

Exhibitor: Quick Guide



Exhibition space:

Tabletop: bring banners/stand as needed, must fit within the below area:

- 3m width X 2m depth, 2.24m height limit.
- 2 chairs, 1.8m table and electric supply provided.
- Any packing material that you need to store you will need to make arrangements for this on your stand or in your vehicles or arrange collection.

Exhibition set up times:

- **From 1pm on 26th February until 5pm.**
Report to security, provide name and state exhibiting at Hinxton Hall Conference Centre.
- **Access hall again from 7am 27th February: Exhibition opens 8am 27th February.**
All packing material that you need to store you will need to make arrangements for this on your stand or in your vehicles by this time.
- **Break down from 4pm 28th February for WORD+**
(or move stand to advised area if sponsoring Organ-on-a-chip JumpStart on 29th February).

Exhibitor speaker talks

- Please upload your [sponsored talk here](#) to Chris Watson at the Event's Drop box by 26th Feb.
- File format: Company name_ Speaker Name_Talk time. Questions email contact@organoidspheroid.com
- Agenda is accessed via app below, copies also seen via ticketing page [here](#).

In person posters

- All exhibitors can bring one poster to the event, where a display number will be allocated.
- Exhibitors are solely responsible for poster content and accuracy.
- Your poster should also be uploaded to the event app for electronic format- **see section below.**
- Poster size is A0 portrait.
- Poster format, this is a guideline, your poster can be commercial as needed if declared/stated.
 1. Overview: A succinct summary of the purpose, methods, and results.
 2. Introduction: A concise statement of the objective and background of the work.
 3. Methods: Describe the apparatus, chemistry, samples, and materials used.
 4. Results: Use graphs, spectra, charts, and pictures with a minimum of text.
 5. Conclusions: Concise statement of the findings indicating future research and any commercial/other declarations.

Logistics: Inbound/outbound shipping.

Exhibitor shipments will be accepted by the venue NO SOONER than February 23rd, and we ask that any collections are made immediately following your event (the day of). The conference centre reception will handle exhibitor inbound and outbound shipments. Please note we have very limited storage space at the conference centre. Exhibitor shipments must be packed and properly labelled. Deliveries by pallet will only be accepted by prior arrangement. **Please contact the Hinxton Hall Conference Centre Events Team for any further information by email; conference.centre@hinxtonhall.org**

Please arrange for shipments to be sent/collected from:

Hinxton Hall Conference Centre, Wellcome Genome Campus, Hinxton, Cambridgeshire, CB10 1RQ.

Please ensure the following are clearly visible on any shipments to the conference centre:

1. Your Exhibitor name and booth number.
2. Event name: World Organoid Research Day+ 2024/Organ-on-a-chip JumpStart.
3. Event date: 27/28th or 29th February.

Label Example:

Science Company A, booth 72.
World Organoid Research Day+ 202, 27-28th Feb.
Hinxton Hall Conference Centre
Wellcome Genome Campus
Hinxton
Cambridgeshire
CB10 1RQ

Exhibitor	Booth number
AMSBIO	1
Team Consulting	2
Nortis Bio	3
EMULATE	4
HUB Organoids	5
Sartorius	6
Molecular Devices	7
REVVITY	8
3Brain	9
LEICA Microsystems	10
Optics11 Life	11
Inventia Life	12
CN Bio	13
Yokogawa	14
STEMCELL Technologies	15
Axol Bioscience	16
UPM Biomedicals	17
Bennubio	18
Promega	19
LGC Limited	20
Altisbio	21
ZEISS	22
CelVivo	23
Qkine	24
CrestOptics	25
InSphero	26
BICO: CELLENION	27
Crown Bioscience	28
AXION	29
Medchem express	30
OLS	31
Nikon	32
Cellular Dynamics	32
Sino Biological	34
Maxwell Bio	35

Event App

To appear on the Event App and be found by delegates, your event lead person **must complete your info here**. Features of the app include, lead scanning, attendee messaging, agenda, poster & literature upload, exhibitors etc.

- **Once registered** you can upload your company information, logo, literature, posters etc.
- **All company exhibition attendees including speakers** must register themselves individually [here](#) and choose your company from the displayed list. As a reminder: Bronze, Silver have two attendees passes, Gold has three and Platinum have four unless you have purchased more. Note: If you have purchased separate 'Vendor tickets' via the EventBrite Ticketing page they are separate to your exhibition quota.
- **Lead scanning and retrieval is part of the app that all attendees must download.** Leads are saved automatically on each phone, these can be emailed from the phone in spreadsheet format at the end of the event including notes. Custom fields to capture delegate info can be setup on the exhibitors app admin page accessed [here](#), these will be automatically added to the notes form following a scan for each staffer registered to the company

App Downloading

- **All attendees including exhibitor attendees are required to download the app** to access their tickets and event info.



Frequently asked questions

(General exhibition information can be [found here](#) at the venue website).

Q: Who do I ask for help on the day?

A: Please report to the welcome desk outside the auditorium or ask one of our volunteers.

Q: Can sponsors/exhibitors watch the talks?

A: Yes: Please use the dedicated live streaming room only next to the auditorium.

If you are a speaker, please enter the auditorium no earlier than 30 minutes before your talk.

This keeps the auditorium free for your customers (space is limited).

Q: Will talks be recorded?

Y: Yes, all talks will be recorded, made available and promoted to view via our website during March.

You will be sent a copy of the recording for your approval, or you may record your talk again yourself and send to us.

Whichever software you choose the talk videos must be made/saved with 1080p resolution, 16:9 aspect ratio (widescreen) and in MP4 file format.

Q: When do I get the list of attendees?

A: This will be sent just before and just after the event with final numbers. All names supplied have given permission to be contacted once.

Q: Will I have access to Wi-Fi during the event?

Yes. We have guest Wi-Fi available.

Q: Do I need to provide a risk assessment?

No, not unless you are setting up or running any stand/display larger than a tabletop display (pop-up banners are not included in this). The venue will, however, require evidence that anything requiring power at your stand has been PAT tested.