

REaSoN 2024

Monday 24th - Tuesday 25th June 2024

Holywell Park Conference Centre,
Loughborough University Science and Enterprise Park,
Loughborough
LE11 3GR
and Online!



EXHIBITOR MANUAL



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REaSoN
NEONATAL MEETING 2024

30TH
ANNIVERSARY

REaSoN Hybrid Neonatal Meeting 2024 **REaSoN is celebrating its 30th anniversary!**

www.reasonmeeting.co.uk

I am pleased to invite you to sponsor the 30th REaSoN Neonatal Meeting 2024. This years REaSoN will be taking place in the Holywell Park Conference Centre at Loughborough University on the 24th - 25th June 2024.

Following the success of last years hybrid meeting, we are so excited to announce that we are going to be running REaSoN as a hybrid meeting again in 2024.

We are aiming for 280 live attendees and 300 virtual, and are hoping to attract more of an international audience.

As the event will be hybrid, all delegates will be able to access the virtual event portal which offers interactive seminars, including chat, Q&A and live polling options. It also includes an online exhibition space, where you are able to promote your brand, talk live to delegates, answer queries and create new contacts, just as you would during a live exhibition. We will also host a virtual poster display.



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Dear Colleague,

Thank you for sponsoring REaSoN 2024. We are very excited to announce that we will be holding this year's event at a new venue (Holywell Conference Centre) in Loughborough and we look forward to seeing you there!

Representative Details Form:

Please complete the form with your representative(s) details: please provide the name(s), email address, dietary requirement(s), conference dinner attendance and accommodation (if applicable) by **Friday 1st March 2024**

Platinum Sponsors - 4 representatives (both live and virtual)

Gold Sponsors - 2 representatives (both live and virtual)

Silver Sponsors - 2 representatives (live only)

Accommodation:

Accommodation can be reserved at Burleigh Court which is located on-site. The deadline for booking rooms is **Friday 1st March 2024**.

Equipment:

If you are bringing any equipment with you or sending via a courier, please let Lisa Thurston know.

Marketing emailers (Platinum sponsors only):

If you would like a marketing emailer sent to the registered delegates prior to the meeting, please send the content by **Monday 1st April 2024**.

Two evaluation questions (Platinum sponsors only):

Please provide Lisa Thurston with 2 questions of your choice, including the answers (if multiple choice) no later than **Monday 1st April 2024**.

Pads & Pens (Platinum sponsors only):

If you would like to provide pens, lanyards or writing pads for the meeting by **Monday 1st April 2024**.

Virtual Stand:

Please provide a short company bio to include on your virtual stand. If you would like us to include any videos, links to brochures or links to websites on your virtual stand, please also send these through **Wednesday 1st May 2024**.

Virtual Delegate Bag Links:

If you would like to include any links in the virtual delegate pack, please email them by **Wednesday 1st May 2024**.

Platinum: up to 4 links

Gold: up to 2 links

These will be made available to all attendees, and could include promotional materials, educational subscriptions and discount codes etc.

Please email all content/requests to lisa@cfsevents.co.uk.



IMPORTANT INFORMATION

Stand space

On arrival you will be shown to your allocated exhibition space. Please ensure that you do not set up outside your designated space as this may contravene fire safety regulations and you will be asked to move your exhibition. All stands will be inspected prior to the exhibition opening. Your stand will be 3m by 2m.

Set up time

Arriving Sunday 23rd June: 18:00 - 20:00 access

Arriving Monday 24th June: 07:00 access

You must inform Lisa Thurston if you are planning on setting up on Sunday 23rd June. Please specify your estimated time of arrival.

Breakdown time

All exhibitors and equipment brought in must be out of the exhibition rooms by 18:00 on Tuesday 25th June. You will not be able to leave any equipment at the venue for longer than 1 week after the conference.

Storage

Goods should be stored on your stand and any empty cardboard boxes should be disposed of at the recycling facilities within the venue. It is the exhibitor's responsibility to ensure their stand area is kept clean, safe and tidy at all times.

Stand accessories and services

The below services are included in the exhibition fee:

- 1 Exhibition table with a table cloth (2 tables for Platinum Sponsors)
- 2 Chairs live representatives
- 3m by 2m amount of space (6m by 2m for Platinum Sponsors)
- Wi-fi
- Power socket



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Electrical equipment

- Any equipment brought onsite must be PAT tested and an up-to-date certificate must be provided
- All equipment will be checked by a safety officer prior to the exhibition opening
- All cables must be secured safely to avoid trip hazard

If you are bringing medical equipment to be displayed next to your exhibitor table, please let Lisa Thurston at CFS Events know so we can make sure we have allocated you enough space for your stand.

Virtual Stands

Virtual stands can be created as soon as we have received your company profile, handouts and representatives. To make sure you are happy with how the stand is laid out, we usually set up a 30-minute Zoom call to show you around and make any necessary changes for you. Once this has been done, we will brief your representatives to make sure they know how it all works and to make sure they can log in ok from their end.

Exhibition Hall

The exhibition will take place in The Babbage Room and the Stephenson Theatre. The rooms will be referred to as the Exhibition Hall on signage and in publications. Each exhibition stand will have access to a power supply. Please bring your own extension lead/s.

Only free-standing, pop-up/matrix stands will be permitted.

Exhibitors will not be able to build walls in the exhibition area.

Dimension of the exhibition space: 3m by 2m (6m by 2m for Platinum)

Catering will be served within the Exhibition Hall - Babbage Room and exhibitors will be served lunch 30 minutes before delegates.



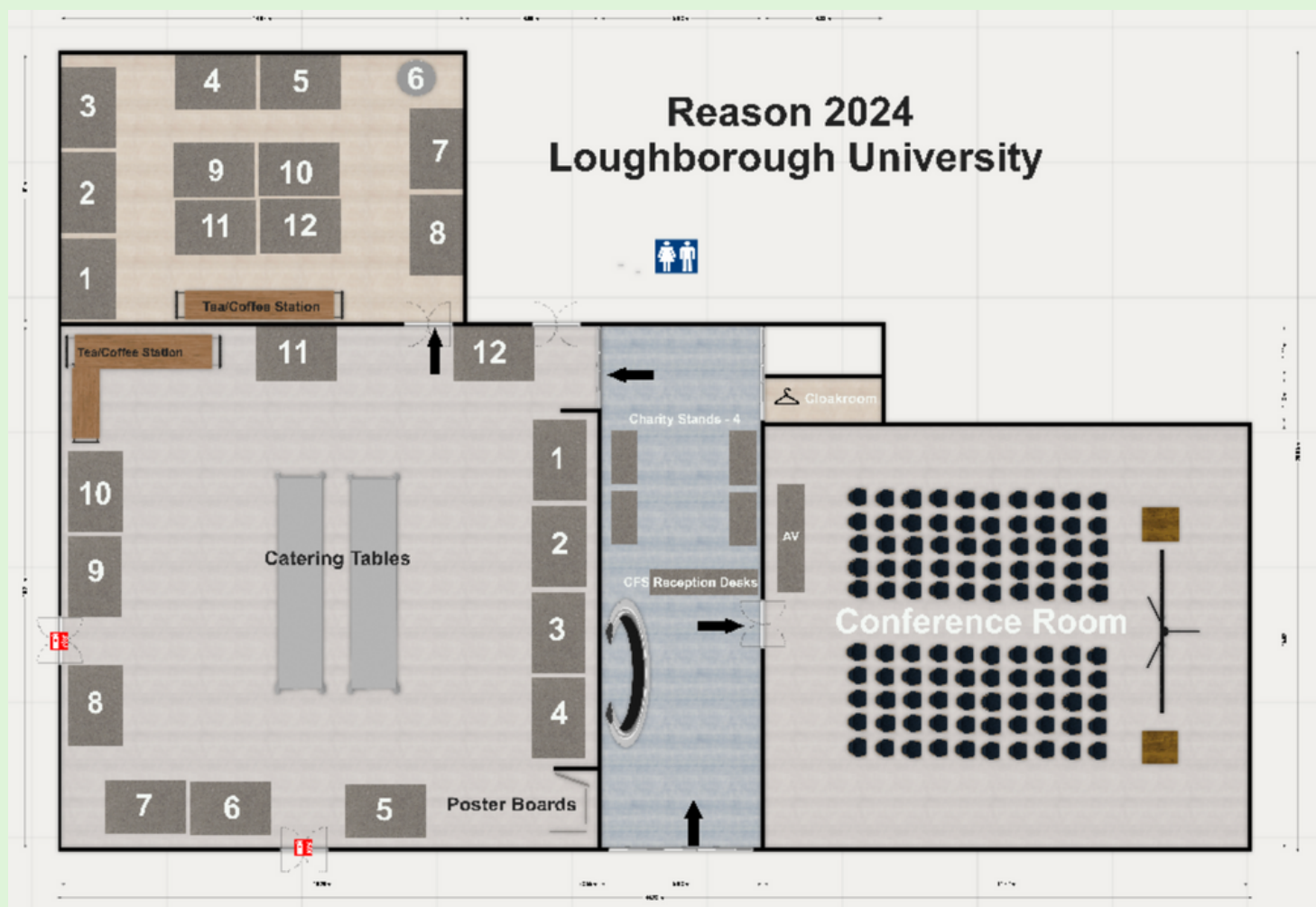


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Exhibition Hall Floorplan



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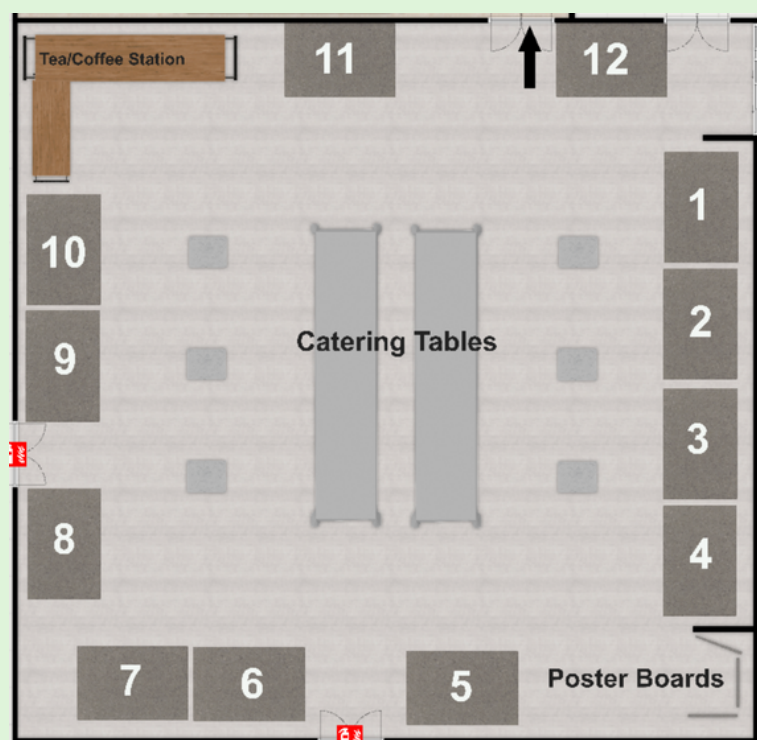
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Stephenson Theatre: Silver Packages Room



1. Neobiomics
2. Intelligent Ultrasound
3. GE Healthcare
4. Draeger
5. Aquillant (Hc21)
6. TBC
7. Lowenstein Medical UK Ltd
8. General Medical Ltd
9. Werfen UK
10. Armstrong Medical
11. Radiometer
12. mOm Incubators

Babbage Room: Platinum Packages Room



1. Chiesi (Platinum)
2. Chiesi (Platinum)

Babbage Room: Gold Packages Room

3. Central Medical Supplies
4. Inspiration
5. Fisher and Paykel Healthcare
6. NeoKare Nutrition Ltd
7. Paraid
8. Savant
9. Getinge
10. VapoTherm
11. Walters Medical Limited
12. Sentec



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Deliveries and Shipping Information

All deliveries to the venue Holywell Conference Centre should be clearly marked with the following:

EVENT DATE
EVENT NAME
COMPANY NAME
PARCEL ... OF ...

Please send all deliveries to:

Holywell Park Conference Centre,
Holywell Way,
Loughborough University Science and Enterprise Park,
Loughborough,
LE11 3GR

Holywell Park is predominantly open Monday-Friday 9:00 am – 17:00 pm. Please can you contact the venue to make them aware when deliveries will be taking place so they can ensure someone is at the venue for you. You can contact Lucy Smith, the Sales Co-ordinator on 01509 633030 or email her on L.Smith@lboro.ac.uk.

Please DO NOT send any exhibition materials including leaflets or medical equipment to the CFS Events Ltd office.

Offloading parking procedures and Travelling Information:

If you're planning to deliver very large goods before or on the day of the meeting, please let CFS Events know and more importantly, let the venue know.

You can send any packages 1 week prior to the meeting, please don't send anything to the venue before then.

Parking for offloading is available at the back of the building near the loading bay.

All deliveries to Holywell Park must be pre-arranged as the venue is not open 24 hours a day.



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Getting There



By Car

Leave junction 23 of the M1, taking the A512 Ashby Road to Loughborough. At the first roundabout, turn right into Holywell Way (signposted for Burleigh Court and Holywell Park).

Once you've got your visitor badge from the gatehouse, go straight on at the next two roundabouts and enter the Holywell Park car park.

For the Sat Nav please use LE11 3GR

By Train

Holywell Park Conference Centre is just three miles from Loughborough railway station, only a 10 minute taxi ride away or 20 minutes on a shuttle bus.

The university shuttle bus service Kinchbus Number 7 runs every 10 minutes from the station with a stop located directly next to Holywell Park.

Loughborough railway station has an hourly service to London St. Pancras and regular services to other major UK cities including Birmingham, Sheffield and Leeds.

By Flight

Holywell Park Conference Centre is just 7 miles from East Midlands Airport.

A taxi from East Midlands Airport to the venue costs around £15 and takes less than 15 minutes. There is also a regular bus service from East Midlands Airport to Loughborough that runs every 20 minutes 24/7.



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CONFERENCE DINNER

BURLEIGH COURT HOTEL

Join us for an evening of great food and great company at the Burleigh Court Hotel at Loughborough University on Monday 24th June 2024 at 7.30pm - Late. The dinner is an excellent opportunity to network and socialise with colleagues in an informal setting.

Dress Code: Smart/Cocktail

- Drinks Reception
- 3 Course Dinner
- Wine
- Entertainment

Price: £55 + VAT per head and includes:



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CFS Events - Terms and Conditions

CFS Events Ltd requires all exhibitors to pay in full, prior to the meeting.

Please see the terms and conditions by [following this link](#).

Exhibition Cancellation policy

Exhibition Package Cancellations are non-refundable.

Sponsorship payments

All invoices must be paid within 28 days of the invoice being issued, or prior to the meeting, whichever comes first.



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June!



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