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**Technical
Instructions Manual
for Exhibitors and
Sponsors**

**Association for
Cardiothoracic Anaesthesia
and Critical Care Annual
Scientific Meeting 2019
CREWE**

**Thursday
13th and
Friday 14th
June 2019**



In this meeting there will be a focus on the future of cardiothoracic anaesthesia and critical care within the UK. Distinguished speakers from areas such as Cardiology, Cardiothoracic Surgery, Intensive care and Anaesthesia will present their views on a variety of topics such as training and service development. There will be a dedicated session on management of coronary disease, highlighting the close working relationship between cardiologist, surgeon and anaesthetist that has grown in recent years, as it has become an integral part of managing high-risk patients.

We will also be exploring the technological advances made in treating structural heart diseases, the latest modalities in managing arrhythmia, innovations in thoracic surgery and management of thoracic trauma. During the intensive care session, we will look at the everyday challenges in managing cardiothoracic patients in the perioperative period.

Ever popular Trainee presentation session and Hands on workshop with high fidelity simulators are the other attractions of this meeting.

Topics are selected to highlight the importance of multidisciplinary team work in successful delivery of high quality service and will attract delegates from different backgrounds. Consultants, trainees, SAS doctors, perfusionists and nurses are expected to attend. We expect around 200 delegates on each day from UK and abroad.

We appreciate your support and look forward to seeing you at ACTACC 2019.

Ravish Jeeji

Consultant Anaesthetist—University Hospital North Midlands

Local Organising Committee ACTACC 2019



The Association for Cardiothoracic Anaesthesia & Critical Care Annual Scientific Meeting will be held Thursday 13th and Friday 14th June 2019 at Crewe Hall, Crewe.

The purpose of this document is to provide detailed information for sponsors and exhibitors on costs, logistics and the organisation relating to their participation at ACTACC June 2019 Meeting.

Sponsors and exhibitors are requested to read this manual carefully and become fully familiar with the contents.

CONTACT DETAILS

Conference Secretariat:

Lucy Parkinson
ACTACC Administrator
Haywood House
Hydra Business Park
Nether Lane
Sheffield
S35 9ZX
Tel: 0114 2995922

Email: lucyparkinson@eventmanagementdirect.co.uk

Exhibition Coordinator:

Dr Ravish Jeeji
University Hospital North Midlands
Ravish.jeeji@uhnm.nhs.uk



CONFERENCE VENUE

Location:

Crewe Hall is ideally located in Crewe at around 3 miles from the town centre.
For more detailed travel information, please visit

<https://www.ghotels.co.uk/our-locations/crewe-hall/directions/>

The conference venue is Crewe Hall which offers excellent conference facilities, convenience and a high level of service close to the centre of Crewe.

Venue Address:

Weston Road
Haslington
Crewe
CW1 6UZ

Venue Contact:

Lauren Whitehead
Events Office Manager
Crewe Hall
T: 01270 259 328
E: LWhitehead@ghotels.co.uk

EXHIBITION PACKAGES

Sponsorship Benefits	Platinum	Gold	Silver
	£1,250 one day	£750 one day	£550 one day
	£2,500 two days	£1,500 two days	£1,100 two days
Exhibition stand space (3m x 2m footprint, space only)	✓	✓	✓
Table, chairs and access to power socket	✓	✓	✓
Tickets for admission to scientific sessions to include lunch	✓	✓	✓
Company logo on printed programme and meeting website	✓	✓	✓
Tickets to conference dinner on the evening of the 13th June	✓	✓	
Delegate insert into conference bags (ie. pen, pad, promo material) sponsor to provide	✓	✓	
Holding slide in main lecture theatre	✓	✓	
Opportunity to sponsor delegate bag	✓		
Pull up banner in drinks reception area prior to conference dinner	✓		
Full page advert in printed programme—sponsor to provide	✓		



EXHIBITION TIMETABLE

EXHIBITION TIMETABLE:

Exhibition Build:

Thursday 13th June – access to set up from 7.00am

Friday 14th June – access to set up from 7.00am

Exhibition Open:

Thursday 13th June – TBC with programme

Friday 15th June – TBC with programme

Exhibitor Move Out:

The meeting will close at 4.00pm (TBC with programme) on Friday 14th June.

All items must be removed from the venue at the close of the conference on Friday 14th June, any items left at the venue after this time will be disposed of.

IMPORTANT NOTICE:

The conference organisers request that where possible a company representative be present during exhibition stand move in and move out to supervise the safe delivery, construction, removal and collection of all exhibits and collateral materials.

The organisers will not be held responsible for any loss of or damage to exhibitor goods.

The exhibitor is responsible for maintaining and keeping in good order the exhibition stand that they have contracted during the opening hours of the exhibition. The exhibition area (walk ways, not stands) will be cleaned at the end of each day. This service is included in your exhibition space purchase price.

DELIVERIES ADVICE:

Deliveries can be arranged to arrive at the venue from Thursday 6th June and will be stored at the venue ready for the exhibition to open on Thursday 13th June.

(Please attach this label to each item)

Event Name:
ACTACC 13/14 June

Event Coordinator:
Lauren Whitehead

Address:
**Crewe Hall, Weston Road,
Haslington, Crewe CW1 6UZ**

FROM:

STAND NUMBER:

BOX:

of



ADDITIONAL INFORMATION

COLLECTIONS

Please ensure all boxes and containers are clearly labelled with the courier's details. Exhibitors should also ensure that all items are collected/removed from the venue by the end of the conference on Friday 14th June.

CAR PARKING

There is a large car park at the venue, spaces are allocated on a first come, first served basis. Parking is free for delegates and exhibitors.

ACCOMMODATION

For details of local accommodation and to secure discounted rates please visit:

<https://www.actaccmeetings.co.uk/accommodation>

FLOORPLAN

A floorplan will be made available to all sponsors

CONFERENCE DINNER

The conference dinner will be held in the same venue



**For further details,
or to confirm your
exhibition stand, please
contact the Conference
Secretariat**

**Conference Secretariat:
Lucy Parkinson**

lucyparkinson@eventmanagementdirect.co.uk

0114 299 5922