Informatics for Health 2017
24 - 26 April 2017
Manchester, UK
www.informaticsforhealth.org
I’d like to take this opportunity to thank you once again for choosing to partner and exhibit at the Informatics for Health 2017.

The conference will take place from 24 - 26 April 2017 at Manchester Central and I am delighted you have chosen to join us.

This exhibitor manual is designed to provide you with all the information you will need prior to and during the conference. Included within the technical manual you will find details on key deadline dates, order dates, sponsorship package deadlines, shipping information and guidelines on stand design.

Please read through these documents thoroughly to ensure that you do not miss any information that will be important to your planning, attendance and maximising opportunities at Informatics for Health 2017.

If you have any queries having read through all elements of the manual please contact the conference organising team on: informaticsforhealth@conferencepartners.com

We look forward to seeing you in Manchester in April.

Dr. Niels Peek
LOC Chair, Informatics for Health 2017
# CONFERENCE SCHEDULE

## 23 APRIL 2017
- **08:00 - 16:00** Space only access / installation
- **16:00 - 20:00** Shell scheme access / stand dressing

## 24 APRIL 2017
- **07:30** Exhibitor access
- **09:00** Opening ceremony
- **10:00** Keynote plenary
- **10:30** Exhibition open
- **11:00** Coffee break
- **11:30** Parallel sessions
- **12:30** Lunch
- **14:00** Parallel sessions
- **15:30** Coffee break
- **16:00** Parallel sessions
- **17:30** Welcome reception and poster session
- **19:30** End

## 25 APRIL 2017
- **07:30** Exhibitor access
- **08:30** Exhibition open
- **08:30** Keynote plenary
- **09:30** Parallel sessions
- **11:00** Coffee break
- **11:30** Parallel sessions
- **13:00** Lunch
- **14:30** Keynote plenary
- **15:30** Coffee break
- **16:00** Parallel sessions
- **17:30** End
- **19:00** Conference dinner, Manchester Cathedral

## 26 APRIL 2017
- **07:30** Exhibitor access
- **08:30** Exhibition open
- **08:30** Parallel sessions
- **10:00** Coffee break
- **10:30** Parallel sessions
- **12:00** Keynote & closing ceremony
- **13:30** Lunch
- **14:15** Close
- **14:30** Exhibition breakdown
- **20:00** Site clear

*Timings correct at date of publication and may be subject to change*
Below are details of the social programme events taking place as part of the conference:

**23 April 2017**  
**Pre-Conference City Tours**

Science and Engineering Walking Tour  
14:30 – 16:30  
£15.00

Runaway Microbrewery Tour & Tasting  
15:30 – 18:30  
£20.00

Northern Quarter Food Walk  
16:00 – 19:00  
£30.00

For further information please [click here](#).

**24 April 2017**  
**17:30 – 19:30**

**Welcome Reception and Poster Session**  
On Monday evening all participants are invited to celebrate the opening of the Informatics for Health 2017 conference at the official welcome reception. The reception will include a welcome from a leading figure from Greater Manchester. This informal event is open to all attendees at no extra cost.

**25 April 2017**  
**19:00 – 23:00**

**Conference Dinner**  
**Manchester Cathedral**  
**Tickets - £70.00 + VAT**  
The conference gala dinner will be held at the beautiful, atmospheric Manchester Cathedral, a Grade I listed medieval structure dating from 1421 and built by Henry V.

Located in the heart of the city centre, the Cathedral was extensively refaced, restored and extended in the Victorian period. The building boasts a beautiful interior awash with historical features which offers one of the most breathtaking spaces in Manchester.

The gala dinner promises to be a fantastic night of networking, excellent food, and live music in a magnificent venue.

Ensure you book your tickets early to avoid disappointment.
GENERAL INFORMATION

Informatics for Health 2017 Exhibition Contact
Conference Partners
Peter House
Oxford Street
Manchester
M1 5AN
Tel: + 44 (0) 161 209 3344
Email: informaticsforhealth@conferencepartners.com
Website: www.informaticsforhealth.org

Venue
Manchester Central
Windmill Street
Manchester
M2 3GX
Website: www.manchestercentral.co.uk

Transport
Manchester Central is located in the heart of Manchester city centre which has excellent national and international transport links.

By Air
Manchester Airport is a major international hub just nine miles (14.5km) from the city centre. It serves more than 200 destinations worldwide including direct routes to nine US cities. From the airport, the city is approximately 25 minutes away by taxi or just 20 minutes via the half-hourly express rail service (tickets £3.00-£5.00).

By Rail
It takes a little over two hours to reach Manchester from London and Manchester also has direct connections to most major UK cities. Services arrive at Piccadilly or Victoria stations where passengers can connect with Metrolink trams for easy access to the city centre. Manchester Central is a 20 minute walk from Piccadilly Station or just five minutes by taxi. Alternatively, catch a connecting train to Oxford Road Station - just five minutes from Manchester Central on foot.

Metrolink
The city’s Metrolink network is expanding and currently the nearest stop to Manchester Central are Deansgate-Castlefield or St Peter’s Square. From there, Manchester Central is just a few minutes on foot - just follow the signs along the route.

For further details of how to get to Manchester please click on the following link:
www.manchestercentral.co.uk/getting-here
Accessibility
All entrances at Manchester Central are fully ramped and accessible for wheelchairs and there are some self-propelled wheelchairs available for use within the venue. To enquire, contact the First Aid department on +44 (0)161 834 2700 ext. 2211. Bookings should be made in advance, as availability cannot be guaranteed otherwise.

Registration
Registration will take place in the Exchange Foyer at Manchester Central. The registration desk will be open at the following times:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 24 April</td>
<td>07:00 – 18:30</td>
</tr>
<tr>
<td>Tuesday 25 April</td>
<td>07:30 – 17:30</td>
</tr>
<tr>
<td>Wednesday 26 April</td>
<td>07:30 – 14:30</td>
</tr>
</tbody>
</table>

A number of free passes are included in packages, please refer to your contract for further details of which passes you are entitled to and how many you receive.

Complimentary Full Conference Delegate Registration includes:
Admission to all conference and plenary sessions from Monday 24 – Wednesday 26 April 2017
Welcome Reception on Monday 24 April 2017
Conference materials, including badge, programme book and conference bag
Conference mobile app with complete programme including all presented abstracts
Access to the exhibition
Free WiFi access in designated areas

Complimentary Exhibitor Only Registration
Access to the exhibition
Conference mobile app with complete programme including all presented abstracts
Free WiFi access in designated areas

Exhibitors and sponsors can also benefit from a reduced rates for additional passes, further details on these rates can be found via your personalised registration link. This link will shortly be sent to you to allow you to register your complimentary and additional passes for Informatics for Health 2017.

The registration deadline is 24 March 2017.

If you have any questions about registration please contact the organisers at informaticsforhealth@conferencepartners.com or tel: + 44 (0) 161 209 3354

Note: Notification of changes or cancellation must be made in writing and sent to the Informatics for Health 2017 Delegate Services Team at informaticsforhealth@conferencepartners.com. A £50 administration charge will be applied for any substitutions.
Accommodation
We are delighted to have reserved a variety of hotels ranging in price and star rating to suit every budget.

It is recommended that accommodation is booked upon registering for Informatics for Health 2017 in order to secure your required arrangements as hotel reservations will be made on a first come, first served basis.

For further details of hotels and prices please click here.

Delegate Materials
Name badges will be provided on arrival upon presentation of the relevant registration documents. Name badges must be worn at all times and are to be visible both inside the meeting rooms and sessions, as well as at all events organised during the conference, including the social programme.

Stand personnel will not receive a conference bag, one bag per exhibiting company will be delivered to your stand on the morning of Monday 24 April.

Full conference delegates will receive one delegate bag per person at registration.

The Informatics for Health 2017 app will be available to all conference attendees and will include full details of the conference programme and all presented abstracts, exhibition information and special events.

Lunch and coffee breaks

<table>
<thead>
<tr>
<th>Date</th>
<th>Morning Coffee</th>
<th>Lunch</th>
<th>Afternoon Coffee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 24 April</td>
<td>11:00 - 11:30</td>
<td>12:30 - 14:00</td>
<td>15:30 - 16:00</td>
</tr>
<tr>
<td>Tuesday 25 April</td>
<td>11:00 - 11:30</td>
<td>13:00 - 14:30</td>
<td>15:30 - 16:00</td>
</tr>
<tr>
<td>Wednesday 26 April</td>
<td>10:00 - 10:30</td>
<td>13:30 - 14:15</td>
<td></td>
</tr>
</tbody>
</table>

Meeting Language
The official meeting language will be English. All submitted abstracts, full papers, general correspondence and meeting sessions will also be in English.

Internet
Complimentary Wifi is available for all attendees.
Banks and Currency
The British currency is the Pound Sterling. You will find cash machines/ATMs at most banks, hotels, airports and shopping areas around Manchester.

Traveller’s cheques and currency exchange is widely available at banks and bureaus across Manchester and at the airports. Most banks are open between 09:00 and 17:00 from Monday to Friday. However this can vary from bank to bank.

Electricity
The British power supply is single phase 230 volts at 50 Hertz. Power sockets in the UK require a standard British three pin plug. If these are different from the ones used in your country, you will need a socket converter/plug adaptor.

VAT Information
The VAT rate in the UK is applied to most goods and services. VAT is chargeable at the current prevailing rate.

Insurance
Participants are advised to provide their own personal travel insurance.

The meeting organisers cannot be held responsible for any personal damages or losses.
PARTNER AND SPONSOR INFORMATION AND DEADLINES

Logo & Biography
All partner packages include the branding of the Informatics for Health 2017 website, logo inclusion on all digital collateral and throughout the digital branding at the venue.

A copy of your logo will be required at the time of confirming your partner package for the organisers to upload onto the website.

A description of your product and/or services in the format of a company profile of up to 75 words will be required no later than Friday 20 January in order to be inserted in the final programme book. Your profile will also be included on the website, please send this as early as possible to ensure maximum exposure prior to the conference.

<table>
<thead>
<tr>
<th>Item</th>
<th>Format</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Logo</td>
<td>JPEG and EPS format</td>
<td>ASAP</td>
</tr>
<tr>
<td>Company Profile</td>
<td>Company name / Contact telephone number / Email address / Website url / Logo / 75 word profile</td>
<td>Friday 20 January</td>
</tr>
</tbody>
</table>

Delegate bag inserts
All partners and selected sponsor packages receive an insert into the delegate bag. Please provide a minimum of 1,000 delegate bag inserts. The inserts must be finished or folded to no bigger than A4. The insert can be printed either single or double sided and should be printed in English. The partner is responsible for the production and delivery of the inserts directly to:

Informatics for Health 2017 [Exhibitor Name]
GT Exhibitions Ltd
25-27 Blackwell Drive
Braintree
Essex, CM7 2PU

Delivery must be made by **Friday 7 April 2017**.
Programme Book Advert
If you have a full page, quarter page or half page included in your package, see design specifications below to help you design your advert for the final programme book.

Please provide digital proofs in PDF format; with a bleed: 5 mm on all sides to the organisers by **Friday 20 January** for approval.

Programme Advert Dimensions
All artwork must be sent as a high resolution pdf (300dpi) file with a 5mm bleed on all sides.

<table>
<thead>
<tr>
<th>Item</th>
<th>Format</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advert within the final programme book</td>
<td>PDF or JPEG with crop marks to be designed to fit A5 page</td>
<td>Friday 20 January</td>
</tr>
</tbody>
</table>

**A5 Full Page: (portrait) 300dpi**

148mm x 210mm + 5mm bleed = 158mm x 220mm
Total artwork size for A5 = 158mm x 220mm

(It is recommended that where possible all important text is located 5mm from the edge in the “text safe area” shown below)

**A5 Half Page: (A5 landscape) 300dpi**

148 x 105mm + 5mm bleed = 158mm x 115mm
Total artwork size for half A5 = 158mm x 115mm

(It is recommended that where possible all important text is located 5mm from the edge in the “text safe area” shown below)

**A5 Quarter Page: (portrait) 300dpi**

74mm x 105mm + 5mm bleed = 84mm x 115mm
Total artwork size for A5 = 84mm x 115mm

(It is recommended that where possible all important text is located 5mm from the edge in the “text safe area” shown below)
FOCUS GROUPS / SPONSORED SYMPOSIUM / BREAKFAST INDUSTRY WORKSHOPS
The content for all sponsored symposium is subject to the approval of the Scientific Committee.

Please submit your proposed session content no later than Wednesday 1 February 2017 to the organisers.

The organisers will send the invitations on behalf of the partner by email to all registered delegates that have ‘opted-in’ to receive information from partners two weeks prior to the conference. Please send the copy and format of your invitation to the organisers no later than Friday 3 March.

Complimentary use of standard audio-visual and technical equipment will be provided. Additional branding will be permitted in the session room to be provided by the partners. These could include pop-ups, lectern panel, top table panel, tent cards etc.

<table>
<thead>
<tr>
<th>Item</th>
<th>Format</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content submitted for approval</td>
<td>Word document/paper</td>
<td>Wednesday 1 February</td>
</tr>
<tr>
<td>Content for invitations</td>
<td>Copy and layout for invitations to symposia/workshop/focus group</td>
<td>Friday 3 March</td>
</tr>
</tbody>
</table>

SPONSORED SYMPOSIUM GUIDELINES
The information below covers the lunchtime symposia guidelines.

Access to the Symposia Room
All symposia will take place in Manchester Central. Access to the symposia rooms is permitted 30 minutes prior to the official start time. Within the symposia rooms the following items are provided by the organisers:
• 1 x lectern (including 1 x lectern microphones)
• 1 x top table to accommodate 4 people (including 2 x top table microphone)
• 1 x screen
• 1 x projector
• 1 x PC laptop with comfort monitor
• 1 x general AV technician
• Water and glasses

The organiser will do its upmost to make sure all needs are met, however, the above may be subject to change.

Symposia Timing
The lunchtime symposia will take place at the following times:

- Monday 24 April: 13:00 – 13:45
- Tuesday 25 April: 13:30 – 14:15
- Wednesday 26 April: 13:45 – 14:30

The allocated time is 45 minutes. The symposia will finish promptly so the afternoon conference sessions can begin on time. We ask you adhere to and respect these timings so as not to impact the programme scheduling for the afternoon.
Branding (within the symposia room)
The following room branding is allowed no earlier than 30 minutes prior to the symposia start time:
- Pop-ups
- Lectern panel - (500mm x 500mm)
- Tent cards and top table branding
No additional branding is allowed without prior approval from the organisers.

Catering
Included with the lunch symposia will be sandwich bags for delegates. Located within the room. If you require any further catering for your symposium please contact the Manchester Central catering team directly via catering@manchestercentral.co.uk.

BREAKFAST INDUSTRY WORKSHOP GUIDELINES

Access to the Workshop Room
All workshops will take place in Manchester Central. Access to the room is permitted 30 minutes prior to the official start time. Within the room the following items are provided by the organisers:
- 1 x lectern (including 1 x lectern microphone)
- 1 x top table to accommodate 4 people (including 2 x top table microphones)
- 1 x screen
- 1 x projector
- 1 x PC laptop with comfort monitor
- 1 x general AV technician
- Water and glasses

The organiser will do its upmost to make sure all needs are met, however, the above may be subject to change.

Workshop Timing
The breakfast industry workshops will take place from 07:30 – 08:15. The allocated workshop time is 45 minutes. The workshops will finish promptly so the morning conference sessions can begin on time afterwards. We ask you adhere to and respect these timings so as not to impact the programme scheduling for the morning.

Branding (within the workshop room)
The following room branding is allowed no earlier than 30 minutes prior to the start time:
- Pop-ups
- Lectern panel - (500mm x 500mm)
- Tent cards and top table branding
No additional branding is allowed without prior approval from the organisers.

Catering
Catering is not included in the package. If you require catering for your workshop please contact the Manchester Central catering team directly at catering@manchestercentral.co.uk.
FOCUS GROUP GUIDELINES

Access to the Room
All focus groups will take place in Manchester Central. Access to the room is permitted 30 minutes prior to the official start time. Within the focus group room the following items are provided by the organisers:
• Boardroom for 15 people
• 1 x screen
• 1 x projector
• 1 x PC laptop with comfort monitor
• 1 x general AV technician
• Water and glasses

The organiser will do its upmost to make sure all needs are met, however, the above may be subject to change.

Focus Group Timing
The focus groups will take place at a time agreed with the organisers. The allocated time is 45 minutes. The workshop will finish promptly at the agreed time, as conference sessions will commence promptly afterwards. We ask you adhere to and respect these timings so as not to impact the programme scheduling.

Branding (within the workshop room)
The following room branding is allowed no earlier than 30 minutes prior to the focus group start time:
• Pop-ups
• Tent cards and top table branding
No additional branding is allowed without prior approval from the organisers.

Catering
Catering is not included in the package. If you require catering for your workshop please contact the Manchester Central catering team directly at catering@manchestercentral.co.uk
### SPONSOR DEADLINES

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DEADLINE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partner logo and company profile to be submitted for inclusion within the website, final programme book and branding at the conference</td>
<td>On receipt of contract and deposit</td>
</tr>
<tr>
<td>Full page / half page / quarter page advert</td>
<td>Friday 20 January</td>
</tr>
<tr>
<td>Sponsored symposium abstract</td>
<td>Wednesday 1 February</td>
</tr>
<tr>
<td>Focus group abstract</td>
<td>Wednesday 1 February</td>
</tr>
<tr>
<td>Breakfast workshop abstract</td>
<td>Wednesday 1 February</td>
</tr>
<tr>
<td>Sponsored symposium - content for invitation email</td>
<td>Friday 3 March</td>
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<tr>
<td>Focus group - content for invitation email</td>
<td>Friday 3 March</td>
</tr>
<tr>
<td>Breakfast workshop - content for invitation email</td>
<td>Friday 3 March</td>
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<tr>
<td>Delivery of delegate bag insert</td>
<td>Friday 7 April</td>
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</tbody>
</table>

### EXHIBITOR DEADLINES

The following is a summary of key deadlines, please adhere to the dates below and contact the organisers at informaticsforhealth@conferencepartners.com with any further queries. Please note the deadlines relate to forms and materials required by the organisers prior to the conference.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DEADLINE DATE</th>
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<tbody>
<tr>
<td>Company listing (up to 75 words) for programme book, website and mobile app</td>
<td>On receipt of contract and deposit</td>
</tr>
<tr>
<td>Electrical order and mains grid plan form</td>
<td>Thursday 23 March</td>
</tr>
<tr>
<td>Water and waste orders</td>
<td>Thursday 23 March</td>
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<tr>
<td>Shell scheme health and safety</td>
<td>Thursday 23 March</td>
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<tr>
<td>Health and safety declaration</td>
<td>Thursday 23 March</td>
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<tr>
<td>Risk assessment</td>
<td>Thursday 23 March</td>
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<tr>
<td>Space only health and safety</td>
<td>Thursday 23 March</td>
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<tr>
<td>Stand design including dimensions</td>
<td>Thursday 23 March</td>
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<tr>
<td>Risk assessment</td>
<td>Thursday 23 March</td>
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<tr>
<td>Method statement</td>
<td>Thursday 23 March</td>
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<tr>
<td>Construction phase plan</td>
<td>Thursday 23 March</td>
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<tr>
<td>Liability insurance</td>
<td>Thursday 23 March</td>
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<tr>
<td>Shell scheme fascia board text form</td>
<td>Friday 24 March</td>
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<tr>
<td>Furniture orders</td>
<td>Friday 24 March</td>
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<tr>
<td>Shell scheme accessories orders</td>
<td>Friday 24 March</td>
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<tr>
<td>Notification of exhibitor event</td>
<td>Friday 24 March</td>
</tr>
<tr>
<td>Complimentary stand personnel registrations</td>
<td>Monday 27 March</td>
</tr>
<tr>
<td>Exhibition catering orders</td>
<td>Friday 7 April</td>
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<tr>
<td>Rigging orders</td>
<td>Friday 7 April</td>
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<tr>
<td>Internet and communications orders</td>
<td>Friday 7 April</td>
</tr>
<tr>
<td>Delivery of delegate bag insert (if included in package)</td>
<td>Friday 7 April</td>
</tr>
<tr>
<td>AV orders</td>
<td>Friday 14 April</td>
</tr>
<tr>
<td>Floral orders</td>
<td>Friday 14 April</td>
</tr>
<tr>
<td>Delivery, lifting and storage</td>
<td>Monday 17 April</td>
</tr>
<tr>
<td>Car parking</td>
<td>Monday 17 April</td>
</tr>
</tbody>
</table>
## OFFICIAL CONTRACTORS

### Audio Visual
Blitz
Tel: +44 (0)161 827 8756 or 8759
Email: igorton@blitzcommunications.co.uk or tbailey@blitzcommunications.co.uk

### Health & Safety
Event Management Safety Solutions Ltd
Raymond Critchley
Tel: +44 (0) 7711 475 107
Email: enquiries@em-ss.co.uk

### Catering
Manchester Central
Tel: +44 (0)161 834 2700
Email: catering@manchestercentral.co.uk

### Insurance
Hiscox
Marion Rankin
Tel: +44 (0)141 339 7260
Email: marion.rankin@hiscox.com

### Cleaning
Bulloughs
Lucy Clarke
Email: L.AnnClarke@manchestercentral.co.uk

### Internet
Manchester Central
Chris Stuart
Tel: +44 (0)161 827 7676
Email: c.stuart@manchestercentral.co.uk

### Electrics
Bill Moule & Sons
Tel: +44 (0)1992 636331
Email: info@billmoule.co.uk

### Parking
NCP
Website: [www.ncp.co.uk/find-a-car-park/car-parks/manchester-central-under-jv](http://www.ncp.co.uk/find-a-car-park/car-parks/manchester-central-under-jv)
Discount: EXHIBMC

### Floral
Verdure
Tel: +44 (0)161 333 4556
Website: [www.verdure.co.uk](http://www.verdure.co.uk)

### Rigging
Knight Rigging Solutions (KRS)
Karen Connell
Tel: +44 (0) 1253 894688
Email: MCCC@knightrigging.co.uk

### Freight Forwarding and Lifting
GT Exhibitions
David Leigh
Tel: +44 (0) 1376 567567
Email: davidleigh@gtexhibitions.com

### Security
Manchester Central
Craig Beardall
Tel: +44 (0)161 834 2700
Email: C.Beardall@manchestercentral.co.uk

### Furniture
Concept Furniture
Tel: +44 (0) 1299 254091
Email: tammy@conceptfurniture.co.uk

### Water and Waste
GES
Ian Ellis
Tel: +44 (0)2476 380 333
Email: iellis@ges.com

### Shell Scheme & Standbuilding
Full Circle
Mark Worrall
Tel: +44 (0) 161 393 3949
Email: exhibit@fullcircleeventsltd.co.uk
EXHIBITION SCHEDULE AND ACCESS

Schedule

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<thead>
<tr>
<th>Date</th>
<th>Hours</th>
<th>Exhibition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday 23 April</td>
<td>08:00 - 16:00</td>
<td>Space only: access/installation</td>
</tr>
<tr>
<td></td>
<td>16:00 - 20:00</td>
<td>Shell scheme and space only: stand dressing only</td>
</tr>
<tr>
<td>Monday 24 April</td>
<td>07:30 - 09:30</td>
<td>Stand dressing only</td>
</tr>
<tr>
<td>Wednesday 26 April</td>
<td>14:30 - 15:30</td>
<td>Shell scheme exhibitor breakdown</td>
</tr>
<tr>
<td></td>
<td>15:30 - 20:00</td>
<td>Space only breakdown</td>
</tr>
</tbody>
</table>

Correct at publication date, may be subject to change

*All exhibitors will have access to the exhibit floor 30 minutes prior to exhibit floor opening.

Important Note: Penalty costs for late exhibitor build-up/breakdown
If any exhibitor/contractor works later than the published build-up and breakdown hours, a penalty for late working will be incurred and will be invoiced directly to the exhibitor.

The organisers cannot be held responsible for any breakdown of contract between the preferred partners and exhibitors.

Access – Exhibition Floor
Any persons requiring access to the exhibition floor during build and de-rig times will need to complete a CDM induction prior to being permitted into the exhibition hall, which will be issued by the exhibition health and safety manager. Any persons accessing the floor must adhere to the venue health and safety policy regarding PPE.

Shipments
Shipments sent directly to the venue must only arrive during the official move-in date, which is: Sunday 23 April, between 08:00 and 20:00.
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Accessibility
Informatics for Health 2017 is committed to making its conference and exhibition accessible to all audiences. Please ensure that your stand is designed to ensure that it is not unreasonably difficult for a disabled person to access as required by the Disability Discrimination Act 1995.

Adjacent Stands
The wall height between adjacent space only stands should not exceed 4 metres. It is the exhibiting company’s responsibility to build its own adjacent wall. Anything above 2.5 metres on the back of the wall has to be cleanly dressed and finished in flat white. All space only stands must be neatly finished/closed on top.

Alcohol
Exhibitors are reminded that the legal drinking age in the United Kingdom is 18. Manchester Central operates a Challenge 25 policy and anyone who looks under the age of 25 should be asked to provide a photo ID.

Animals
No animals other than guide and hearing dogs are permitted onsite.

Audio Visual
Blitz are the official audio visual contractor for the exhibition. AV order forms can be found in the forms section of the manual. Please contact Blitz directly with any questions you may have about your AV order.

Tel: +44 (0)161 827 8756 or 8759
Email: jgorton@blitzcommunications.co.uk or tbailey@blitzcommunications.co.uk

Car Parking
Manchester Central has a 24 hour NCP car park located directly below the building holding 720 cars, including 18 disabled parking bays. Lift, stairs and escalator access is available from the car park into Manchester Central. A discounted rate of parking for exhibitors for £12 per 24 hours is available using the discount code EXHIBMC at the following link - www.ncp.co.uk/find-a-car-park/car-parks/manchester-central-under-jv/ - this needs to be booked at least 24 hours before you are due to enter the car park.

The address of the car park is:
Undercroft Car Park, Lower Mosley Street Manchester M2 3GX.

Catering
In order to comply with licensing regulations any food, refreshments or alcohol you wish to offer from your stand must be purchased from the official venue caterers.

Order forms can be found in the forms section of the manual. Please contact Manchester Central directly with any questions you may have about your catering order.

Manchester Central Catering
Tel: +44 (0)161 834 2700
Email: catering@manchestercentral.co.uk
Orders must be placed before 7 April.

Children
Under no circumstances will children under 16 be allowed into the exhibition halls during build-up and breakdown.

Cleaning
All stands within the exhibition will be cleaned nightly during the open period of the event, this incorporates vacuuming or mopping of stand floors. Please note that this does not include cleaning of exhibits or other stand surfaces.

If you require an enhanced service to your stand, please email the address below with your requirements for a bespoke quotation:

Bulloughs
Lucy Clarke
Email: L_AnnClarke@manchestercentral.co.uk
Cloakroom
The cloakroom will be located in close proximity to registration. Normal operating hours are 30 minutes before event opens and 30 minutes after event closes. Please note that Manchester Central will not accept any electrical items at the cloakroom. The cloakroom is complimentary to all attendees.

Complex Stands
For any space only stand classified as a complex structure there will be an additional charge which will be incurred due to your plans and onsite construction and will have to be approved and signed off by a health and safety officer or structural engineer.

Commercial/Delivery Vehicles
There is no parking available onsite for commercial and delivery vehicles, after unloading vehicles will be directed offsite. There are two vehicle parking areas near to the venue should you require it:
- For vehicles up to 7.5 tonne: Pryme Street Car Park, M15 4WG
- For arctics: Heywood Distribution Park, Pilsworth road, Heywood. OL10 2TT
Tel: +44 (0) 1706 368645

Compressed Gas and Balloons
The use of balloons within the venue is strictly regulated. If you do wish to have balloons, should any escape to the roof, there could be a cost in retrieving the balloon. If you will be bringing a gas cylinder you must inform the organisers of this, cylinders cannot be stored on your stand due to health and safety regulations, instead the venue will store it suitably for you.

Conduct of Exhibitors and Contractors
The organisers reserve the right to stop any exhibitor activity that may cause annoyance to other exhibitors or visitors. Business must be conducted only from the exhibitor’s own stand and under no circumstances may this be carried out from a gangway or elsewhere within the exhibition.

Any exhibitor using audio/video content on their stand for the purpose of demonstrating equipment or services agrees that such content shall be appropriate for a general audience, and agrees to refrain from using content that may be considered offensive.

Copyright
Exhibitors shall not display, perform, or otherwise reproduce any copyrighted work of another without the express written consent of the copyright owner. The term “Copyrighted Work” includes literary works, musical compositions and performances, phonographs, audiotapes, videotapes, motion pictures, photographs, graphics, and all other works covered under the European Directive on copyright protection.

Deliveries
Please refer to the Freight Forwarding and Shipping section for further instructions.

Dilapidation Charges
You are responsible for making good any damage caused to the fabric of the exhibition buildings by you, your agents or contractors. It is in your own interest to satisfy yourself as to the condition of your site before commencing the building (space only) or dressing (shell scheme) of your stand and again after its clearance. The organisers will pass to the exhibitor any charges for damage to the exhibition halls caused by exhibitors, staff or their contractors.

Dismantling
The shell scheme exhibitor breakdown will commence from 14:30 - 15:30 on Wednesday 26 April 2017. Literature, pop up stands and promotional items can be packed away during this period.

Exhibition stands and structures can be dismantled from approximately 15:30 - 20:00 on Wednesday 26 April 2017. Under no circumstances should you commence breakdown prior to this time, nor before all delegates have left the exhibition hall.

Please do not leave any goods or equipment on the stand. The organisers cannot be held responsible for the loss. All goods must be cleared by 20:00 on Wednesday 26 April 2017.

Double-Decker Stands
Double-decker stands of any kind are not permitted at the conference.

Electrical
All electrical installations must be carried out by the official contractor Bill Moule & Sons.

Please note that extension leads must not be used on sockets over 500w. Electrical order
forms can be found in the forms section of the manual.
Please contact Bill Moule & Sons directly with any questions you may have about your electrical order.

Bill Moule & Sons
Tel: +44 (0)1992 636331
Email: info@billmoule.co.uk
Orders must be placed by 23 March
Shell Scheme stands: One 500w socket is included in your stand package.

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**Emergency Procedures**
The whole of the Manchester Central Convention Complex has a comprehensive fire detection system and fire fighting equipment.

Should an emergency arise on your stand, you should take the following action:-

1. Break the glass on the nearest fire alarm point. These are located at each vehicle door and other fire exits.
2. Telephone the Security Control Room (+44(0)161 834 2700 extension 2206) giving the location and nature of the incident, or inform a member of the Manchester Central Convention Complex staff/steward.
3. Leave the building by the nearest exit if directed by a member of venue staff.

In the event of an evacuation being necessary, the following alert message will be broadcast:

“ATTENTION PLEASE! ATTENTION PLEASE! WILL EVERYBODY LEAVE THE BUILDING BY THE NEAREST EXIT. THIS IS AN EMERGENCY. THE STAFF WILL ASSIST AND DIRECT YOU. PLEASE DO NOT USE THE LIFTS.”

In the event of an evacuation of the venue, you are requested to assemble at the nearest assembly point (as indicated on the attached plan). If these areas are not appropriate, you must follow instructions from Security Staff.

Once at the assembly point, do not re-enter the venue until you have been instructed to do so by a member of venue staff.

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**Medical Emergencies**
In the event of urgent medical assistance being required, inform persons listed without delay on +44 (0)161 834 2700 extension 2211/2206 giving exact location of the casualty and details of injuries sustained e.g. obvious bleeding, unconsciousness. The First Aid Room will be informed and a First Aider will be sent to the incident location.

**Suspicious Packages**
If a suspicious package is discovered, the article should not be touched. Telephone the Security Control Room (0161 834 2700 ext.2206) or inform a member of the Manchester Central Convention Complex staff/steward.

**Environmental Policy**
The organisers are committed to ensuring that the environmental impact of the event is kept to a minimum. We encourage exhibitors to consider sustainability both when planning their stand and when onsite at an event. We request that exhibitors recycle where possible and also consider reducing energy usage, water consumption and limiting waste.

**Exhibitor Events**
Exhibitors must inform the organisers if they are planning any receptions or events on their stands during the conference period, these must be approved by the organisers before arrival onsite. Please contact informaticsforhealth@conferencepartners.com to confirm the details of your event by 24 March 2017.

**Exhibitor Listing**
A description of your product and/or services up 75 words and a copy of your logo will be required on receipt of your signed contract and deposit in order to be inserted in the programme book and the conference mobile app.

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<td>Exhibitor Listing</td>
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First Aid
First aid assistance may also be obtained via any member of the security staff or the organiser.

Please DO NOT contact the ambulance service directly. A member of security staff will call if required.

Any accidents that take place in the halls must be reported to both the organiser’s office and the first aid point.

Floral
The official floral contractor is Verdure. Please contact Verdure directly with any questions you may have about your floral order.

Verdure
Tel: +44 (0) 161 333 4556
Website: www.verdure.co.uk

Freight Forwarding and Lifting
GT Exhibitions have been appointed as the official freight forwarding and materials handling company for Informatics for Health 2017.

Your contact at for this event is:
David Leigh
GT Exhibitions
Tel: + 44 (0) 1376 567567
davidleigh@gtexhibitions.com

To place your order please complete the freight form or alternatively complete the online form here.

GT Exhibitions will be happy to assist you with any questions you have regarding shipping items to the event. We strongly recommend that anyone wishing to ship items from outside of the United Kingdom contact David in advance of completing the order form to discuss the best method of shipping.

Furniture
The preferred partner for furniture is Concept Furniture. All furniture enquiries for exhibition stands can be requested directly from the preferred partner.

All ordering, payment and logistics should be coordinated directly with the Concept Furniture.
Concept Furniture
Tel: +44 (0) 1299 254091
Email: tammy@conceptfurniture.co.uk
Orders must be placed by 24 March.

Gangways and Open Spaces
Exhibitors are not permitted to display exhibits in such a manner as to obstruct gangways or affect the displays of neighbouring exhibitors. Gangways must at all times be kept clear and free for passage. All emergency exits and access to service areas are to be kept clear at all times and must not be restricted or rendered unrecognisable. Public gangways shall remain the means of escape even during build up and breakdown periods. Any exhibitor who continues to cause obstruction or nuisance after notice has been given will be liable to have their stand closed by the exhibition organisers at the exhibitor’s expense and risk.

Health and Safety
Event Management Safety Solutions Ltd has been appointed as the health and safety consultancy for Informatics for Health 2017.

Event Management Safety Solutions Ltd.
Raymond Critchley
Tel: +44 (0) 7711 475 107
Email: enquiries@em-ss.co.uk

There are a range of health and safety documents which will require completion and submission pre tenancy:

Shell scheme exhibitors
To be completed by the exhibiting company
1. A shell scheme risk assessment
2. A health and safety declaration form

Space only exhibitors
To be completed by exhibitor:
1. A shell scheme risk assessment
2. A health and safety declaration form
To be completed by the appointed stand contractor:

1. A visual of the stand (including dimensions) saved in a high resolution JPEG or PDF format
2. A suitable and sufficient Risk Assessment relating to the construction and dismantling phases of the stand (and incorporating reference to raised platforms/ramp installations as necessary).
3. A Method Statement identifying all processes involved in the construction and dismantling of the stand
4. Proof of PLI (Public Liability Insurance) to the value of £2,000,000 which must be in date for the entire period of tenancy.

Any space only stand building will require pre-tenancy issuance of provisional approval to build, followed by onsite final inspection and sign off. All forms must be submitted by 23 March to enquiries@em-ss.co.uk and informaticsforhealth@conferencepartners.com.

IMPORTANT INFORMATION
All contractors are informed that Manchester Central operates a strict PPE policy which is rigidly enforced by Venue staff. Hi-visibility vests can be purchased from Manchester Central at a cost of £3.00 per vest. This policy is extended to exhibitors required to enter the Hall during construction/dismantle phases. Please note that the event organiser will not carry any stock of this equipment so please ensure that your staff/contractors are aware of this mandatory policy.

Height Limitation
Maximum constructible build height is set at 4.00 metres.

The entire exhibit must be self-standing.

Internet
Complimentary Wifi is available for all attendees. Please note that due to the number of delegates attending the conference it is recommended that you purchase premium Wifi or wired internet should you need a reliable connection.

All internet enquiries for exhibition stands should be directed to Manchester Central.

Email: EventsIT@manchestercentral.co.uk
Tel: +44 (0) 161 827 7676
Orders must be placed by 7 April.

Insurance
All exhibitors should be aware of the need for adequate insurance cover. Whilst we take every precaution to protect your property during the event, we cannot be held responsible for any loss or damage and we strongly advise you to check your own insurance policy to ensure you are adequately covered. You are also responsible for insuring against any legal liability incurred in respect of injury or damage to property belonging to third parties. In addition to this, you should protect your expenditure against abandonment and cancellation or curtailment of the event due to reasons beyond our control.

For further information or advice, please contact:

Hiscox
Marion Rankin
Tel: +44 (O) 141 339 7260
Email: marion.rankin@hiscox.com
Website: www.hiscox.co.uk/events

Liability
The organisers will endeavour to protect exhibition property while on display at the exhibition. However, it must be clearly understood that the management of the venue and the exhibition organisers cannot accept liability for any loss or damage sustained or occasioned from any cause whatsoever.

Exhibitors will be responsible for all damage to property and for any loss or injury caused by them or their agents or employees and will indemnify the exhibition organisers against all claims and expenses arising therefrom.

In the event of it being necessary for any reason whatsoever for the exhibition to be abandoned, postponed or altered in any way in whole or in part, or if the exhibition organisers find it necessary to change the dates of the exhibition or vary the hours the exhibition is open, the exhibition organisers shall not be liable for any expenditure, damage or loss incurred in connection with the exhibition. The exhibition organisers shall further not be liable for any loss that the exhibitor or exhibition contractors may incur owing to the intervention of any authority which prevents or restricts the use of the premises or any part thereof in any manner whatsoever.
**Load in Schedule**
All exhibitors will be allocated a load in and load out time. ALL exhibitors whether using our services or otherwise must register their deliveries with the organisers in advance.

Upon receipt of your delivery requirements we will issue details of the advance truck holding area, together with your booking reference and unloading time slot.

Please view the load in schedule for further details on time slots.

**Lost Property**
Lost property will be taken to the concierge desk within the venue. If you have lost something or if you wish to hand in anything that you have found, please go to the concierge desk located near registration.

**Music**
Persons wishing to broadcast music, whether live or from tapes or discs on stands or other areas, are advised that they will require a licence for the performance of music from The Performing Rights Society Limited (PRS), which has rights under The Copyright Designs & Patents Act 1988.

Any person wishing to have music broadcast must inform the organisers. The exhibitor will be required to pay all fees due to The Performing Rights Society Limited (PRS) Copyright House, 29-33 Berners St, London W1T 3AB.

**Noise**
Exhibitors may not produce noise and/or use amplification of music and/or voice which may be heard outside the space assigned to the exhibitors, or which may interfere with or be felt objectionable to attendees or other exhibitors. The volume level must not exceed 70dB (A) at the boundaries of the stand. The organisers reserve the right to require exhibitors to discontinue any such activity. Live presentations at the stand are not permitted without prior approval from the organisers.

**Prayer Room**
A prayer room is available at the venue. Registration desk staff will provide directions to the prayer room.

**Public Address**
The public address system is provided for the use of the organisers and is not available to exhibitors or visitors except in emergencies.

**Publicity Material**
Any publicity material shall ONLY be displayed and/or given away from the exhibitor’s own stand.

Leaflets displayed at any other point throughout the premises will be removed or destroyed by the exhibition organisers.

Projected images, however generated, may not play onto aisles or onto other stands.

**Removal of Aisles**
No dismantling may begin before the published breakdown times on the final day of the exhibition. Exhibitors are responsible for notifying their stand personnel of this regulation. In fairness to all exhibitors, this regulation will be uniformly enforced to all exhibitors. Any stands that are not broken down by the published timings will be charged for breakdown and disposal costs incurred by the organisers.

**Responsibilities**
As an exhibitor, you must ensure the health, safety and welfare of your employees, contractors and visitors as far as is reasonably practicable throughout the exhibition. You should ensure that your actions (or inactions) do not give rise to accidents, injuries or unsafe working environments; you should provide proper information, instruction and training and supervise all parties throughout the event.

You should also check that any contractors, suppliers, agents, etc. which you may have contracted have a health and safety policy, applicable to the exhibition environment.

The organisers wish to stress the importance of a CONSTANT CHECK being made on the contents of your exhibit stand to see that no unidentified package, case or bag has been left unattended. In any case of doubt, the article should not be handled - inform the organisers or a member of the convention centre staff.
Restocking and Servicing of Exhibits
All restocking and servicing of exhibits must be completed prior to the exhibition opening each day, exhibitors will be given entry to the exhibition 30 minutes prior to the published opening time to complete such activities. No restocking will take place during published show open times.

Rigging Structures
The ceiling height varies in different areas of the hall, for this reason some exhibitors will be unable to hang a rigged banner above their stands. Please check this with the organisers before confirming your design.

In most areas structures can be suspended between 5 to 7 metres high within your stand area. A rigging plan needs to include the positions of the rigging points. It also needs to include the required trim height and accurate information about the weight and materials used in the item to be flown.

All rigging will need to be ordered via the exhibition supplier and as part of the health and safety policy, they will review all rigging designs and plans prior to the event. For more information please contact the rigging contractor.

KRS
Karen Connell
Tel: +44 (0) 1253 894688
Email: mccc@knightrigging.co.uk

Risk Assessment
All exhibitors must complete a risk assessment before you go onsite. Any exhibitor who is constructing a space only stand must also provide detailed structural drawings of the stand to Event Management Safety Solutions by 23 March 2017.

Security
Exhibitors are requested to be vigilant whilst onsite at the event and to report any suspicious behaviour or unattended items to the organisers or Manchester Central staff.

For security reasons it is strongly recommend that any small and/or attractive items are kept under constant supervision, removed each evening and that suitable insurance coverage is arranged for your stand. Please take special care of laptops and mobile telephones – do not leave these items unattended at any time.

Exhibitors are advised to remove all portable items and valuable items immediately on closure of the event and not leave their stand unattended until all such items are clear. The organisers and Manchester Central cannot be held responsible for any items that go missing during the event.

If you wish to arrange enhanced security for your stand please contact Manchester Central for further details

Manchester Central
Craig Beardall
C.Beardall@manchestercentral.co.uk
+44 (0) 161 834 2700
Smoking
Please note that smoking is not permitted anywhere inside the premises under UK law.

Space Only Stands
All space only stands are allocated on a space only basis. This means that no stand services are included, to order stand services please review the list of official contractors.

Special Effects e.g. Smoke, Lasers, Pyrotechnics, and Strobes
All special effects must be treated as special risks and are subject to strict controls in accordance with a risk assessment and the appropriate legal requirements. Further information can be obtained from the organisers.

Any exhibitor demonstrating or using any special effect products must submit full details to the organisers for final approval no later than four (4) weeks prior to the commencement of the exhibition. Failure to submit adequate details may result in the display being prohibited. Exhibitors must provide suitable fire extinguishers and warning notices.

Stand Construction and Decorating
All exhibition displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighbouring exhibitors, hall labourers or installation/dismantling equipment such as forklifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibition hall when freight doors are open.

Exhibitors should ensure that any display fixtures such as tables, racks or shelves are designed and installed properly to support the product or marketing materials to be displayed upon them.

Paint must be removed nightly and all cans must be tightly closed to prevent their contents from staining the floor, causing a slip hazard, and tracking of paint over other exhibitors’ carpets.

Exhibitors are not permitted to drill, paint, break or attach anything to the floor, walls, ceilings, columns or stairs of the venue with nails, screws, glue, adhesive tape or other means of attachment.

Stand Transparency
For island and peninsular space only stands, the line of sight through the stand must be possible from aisle to aisle for at least 30% of the stand width when viewed from each open side.
Storage
There are no storage facilities available within the exhibition area for exhibitors.

Storage can be arranged with the official forwarding and shipping contractor, please refer to the Freight Forwarding and Shipping section for further information on storage.

Trolleys
Trolleys are only to be used during build & breakdown periods within the hall only and are NOT allowed in the exhibition hall during the opening times or in the Boulevard area at any time.

Please note that the organisers will not have trolleys for you to use. You must either bring these with you or contact our freight forwarding and shipping contractor. Please see the freight forwarding and shipping section for further information.

Use of Rented Space
The use and branding of rented space may not exceed the rented surface and space in three dimensions. The height limitation as communicated here above must be respected both for physical and visual devices (e.g. lasers, gobos, etc.)

Vehicle Access
ALL exhibitors whether using our services or otherwise must register their deliveries with the organisers in advance.

Exhibitors with custom built stands must pass this information to their stand contractor.

For further information please see freight forwarding and shipping section

Water and Waste
Please note that any exhibitors or their contractors leaving excessive amounts of rubbish or materials behind at the end of the event are liable for any costs associated with their disposal.

Water and waste order forms can be found in the forms section of the manual.

Please contact Global Experience Specialists Ltd (GES) directly with any questions you may have about your water and waste order. Ian Ellis, Venue Services Director Tel: +44 (0) 2476 380 333 Email: iellis@ges.com

Orders must be placed by 23 March.

Welcome Pack
Exhibitors will receive a welcome pack, which will include organisers onsite contact details and a copy of the programme. This will be delivered to each stand on the morning of the opening day, Monday 24 April.