Exhibitor Guide

Key Dates

Programme Book advertising: artwork deadline 24 February 2020
Shipping of literature and stand materials: to arrive on 26 or 27 March 2020

Elite Sponsor only:
Send details of Industry Symposium: 24 February 2020

Key Information and Contacts

Conference Website
www.eacr.org/conference/dnadamage2020
Exhibition Floor Plan
Sponsors Page

Social Media

Like our Facebook page
Conference hashtag: #DNADamage2020
Twitter: @EACRnews
Follow our EACR LinkedIn page
Follow our Instagram

Conference Secretariat

European Association for Cancer Research
FAO: Claire Sullivan
Sir Colin Campbell Building, UNIP
Triumph Road
Nottingham, NG7 2TU
UK

Tel: +44 (0) 115 951 5065
Email: claire.sullivan@eacr.org
Website www.eacr.org
Venue Information

Location
Churchill College
Storey's Way
Cambridge, CB3 ODS
UK

Contact
Carol Robinson, Conference Manager
Tel: +44 (0) 1223 331577
E-mail: carol.robinson@chu.cam.ac.uk

Wi-Fi
Free Wi-Fi internet access is available at Churchill College.

Emergencies
If the fire alarm sounds (this will be a continuous sound), delegates should immediately vacate the building.
There are three assembly points; one at the front of the College, the second by the Hepworth sculpture and the third by the willow tree for those in Cowan Court. Churchill is not planning to test any of the fire alarms during this conference, so any alarm sounded will be in response to a reported incident.

All the Porters are trained First Aiders and should be contacted if anyone becomes unwell or is involved in an accident. Any request for an ambulance should be made by the Porters. Their telephone number is 01223 336000.

Venue Travel information (information also available on the conference website)

Visit the college website (www.chu.cam.ac.uk) or view the directions below.

By air
London Stansted www.stanstedairport.com
London Heathrow www.heathrowairport.com
London Gatwick www.gatwickairport.com
London Luton www.london-luton.co.uk
National Express Airport coaches connect to Cambridge from many UK airports, including Heathrow, Gatwick and Stansted. For further information visit the National Express website.

By rail
Cambridge railway station is situated 2 miles from Churchill College. Cambridge is a 50 minute direct train journey from both London King's Cross and London Liverpool Street stations. London King's Cross is adjacent to London St. Pancras, where the Eurostar terminates.
There are regular trains to Cambridge from Stansted Airport, and the journey takes around 30 minutes.
For further information visit the National Rail website.

By car
Free parking is available at Churchill College. For detailed driving directions, please visit the venue website.
Gatwick, Heathrow and Luton airports are within two hours’ drive, and Stansted is just a 40 minute journey.

Further useful information can be found on the Cambridge Tourism website.
Trade Exhibition

Core trade times
Trade exhibition opens: 11:30 on Monday 30 March 2020
Trade exhibition closes: 11:00 on Wednesday 01 April 2020
For key times and sessions, please click here to access the conference programme.

Build up and breakdown
Final stand numbers are as published on the conference website. Stand positions may be moved at the discretion of the organisers.
- Set up date and time: 30 March 2020 between 09.00 and 11:30
- Dismantling date and time: 01 April 2020 between 11:30 and 13:00
If an early dismantling time is required for logistical reasons then please contact the Conference Secretariat at least two weeks before the meeting.

Stand representative registration
All stand representatives should register via https://www.eacr.org/conference/dnadamage2020/exhibitor-registration. They will need to complete a short online form to create an account on the conference website, and then click ‘Register’ and enter dietary requirements and contact preferences. A maximum of 1 additional pass per exhibitor package may also be purchased.

Exhibitor Introduction – Monday 30 March 14:50
One representative from each company will be invited on stage for a 60-second icebreaker presentation. This will take place in the lecture theatre before the first coffee break to boost interaction between delegates and exhibitors. The EACR team will brief the representatives shortly before the session.

Exhibition stand
The table top exhibition will take place in the same rooms as lunch and posters. Each exhibitor will be allocated a 2.4m x 2m area that features:
- 1 draped table (1.8m x 0.77m)
- two chairs
- access to a low voltage power supply

Refreshments
As agreed under the terms of sponsorship and exhibitor published tariffs, all stand representatives will receive tea/coffee refreshments and lunches. Exhibitors are invited to help themselves to coffee and lunch before the participants.

Conference Dinner
The Conference Dinner will take place at 19:30 on Thursday 31 March in the Churchill College dining hall.
- The Elite sponsor is offered two complimentary tickets.
- The Premium sponsors are offered two complimentary ticket.
- Classic sponsors are not offered any complimentary tickets.
Conference Dinner tickets can be purchased for £50: please contact the Conference Secretariat to arrange this.

Access to scientific sessions
Exhibitors may attend all of the scientific sessions, which will take place in the lecture theatre.

Accommodation
Exhibitor packages do not include accommodation. Visit the conference website for more information.
Programme Book
One printed Conference Programme Book will be given to each exhibitor (please ask if more copies are required).

Participants’ contact details
The printed Programme Book will include a list of participants who opted in to sharing their name and email address in this way. We will not share this list electronically. Your company is responsible for ensuring that any use of this data, and any further data collected on site, complies with all applicable data protection legislation.

Shipping
If you have specific queries about the shipping of literature and stand equipment, please contact the venue directly:

Carol Robinson, Conference Manager
Tel: +44 1223 331577
E-mail: carol.robinson@chu.cam.ac.uk

Flyers
Clearly labelled inserts and literature may arrive (by prior arrangement only) on 26 or 27 March 2020, addressed to:

C/O Carol Robinson  
EACR DNA Damage Responses and Cancer 2020  
<Name of your Company> Conference Pack Inserts  
Churchill College  
Storey’s Way  
Cambridge CB3 ODS  
UK

Stand equipment
Stand equipment may arrive on 26 or 27 March 2020, addressed to:

C/O Carol Robinson  
EACR DNA Damage Responses and Cancer 2020  
<Name of your Company> Stand Equipment  
Churchill College  
Storey’s Way  
Cambridge CB3 ODS  
UK

The venue reserves the right to refuse deliveries other than on agreed dates or by prior agreement. Deliveries will only be accepted during office hours. All items delivered must be clearly marked with the name of the consignee, the event name, date of the event. Goods / deliveries received will remain at consignor’s own risk the venue accepts no liability for items delivered. Please contact Carol Robinson to organise a delivery: carol.robinson@chu.cam.ac.uk

It is the responsibility of exhibitors to arrange the collection of their items post event. The venue will not act as consignor in these instances.

DNA Damage Responses and Cancer: Innovations from Radiobiology to Radiotherapy  
Cambridge, UK | 30 March - 01 April 2020
Advertising

Conference Pack Inserts
Inserts may be a maximum of one A3 sheet folded to the size of A4 (four sides of A4). If you wish to include anything other than paper/card please contact us and we will assess on a case-by-case basis.

Please send all content below directly to caroline.moulins@eacr.org no later than 24 February 2020.

Programme Book advertising
One A5 full page colour advertisement in the printed and online Conference Programme Book is included in the Elite and Premium sponsorship or can be purchased.

Advertisements should be A5 colour portrait in high-resolution PDF format with the following specifications:

- Advert area trim: 148mm x 210mm
- With bleed: 154mm x 216mm (3mm bleed)
- Safe print area for text: 128mm x 190mm

Industry Symposium advertising (for Elite sponsor only)
The EACR offers promotional support to assist in obtaining good attendance at the Industry Symposium, which includes a detailed announcement in a special promotional email to all conference participants.

Programme Book: The Industry Symposium will be announced in the Programme Book to encourage participation. Please send the title of the session and the name of the speaker on time in order for these details to be included in the programme.

Promotional email: The promotional email will be sent approximately one week before the Conference to all participants.

- For your announcement in the email please send up to 200 words of text about the symposium and/or your presence at the conference.
- You can also send an image: either a logo which will be aligned to the right of the text, or a banner of 530 pixels wide and up to 80 pixels high, which will cover the full width of the email.

Industry Spotlight session advertising (for Premium packages only)
Please send us the title of the session and the name of the speaker in order for these details to be included in the programme book and in the promotional email sent to all participants a week before the conference begins.