

Conference Checklist

A4/A3 Advertising poster:

Details to be included - Keynote speakers, SOC, LOC, web address (QR code), sponsor logos, etc?

Advertising banners:

For email correspondence, IoA /KICC web front pages, meeting pages, social media, reception screens, etc.

Name Badges:

Delegate and/or staff badges. Can include QR code to conference website. Are lanyards or simple clip & pin style holders required?

In-house printing requirements:

Large, 2m width conference desk banner poster.

Foldable programmes.

Conference maps - confirm location details to be included.

Places to eat/drink info.

Abstract book - heat or ring bound?

Direction signage, door/notice signs, etc - what size, is lamination needed?

Conference dinner tickets.

Large format conference dinner seating plan.

Conference attendance certificates - to be signed by the chairperson/s.

Printed/laminated numbers displayed on the poster presentation boards.

Merchandise:

PA Promotions <https://www.pa-promotions.co.uk>

Solopress <https://www.solopress.com>

Reprographics: <https://www.em.admin.cam.ac.uk/what-we-do/estate-operations/facilities-services/reprographics>

Other:

Reception foyer screens - welcome screen image and/or daily programmes.

Conference Photo:

Multimedia Lab https://www.bioc.cam.ac.uk/Multimedia_Lab

Informal photos can be taken by Amanda Smith and/or Multimedia Lab.