



Sponsors Information

Version 1

February 2023

Contents

| | |
|--------------------------------------|---|
| Welcome | 3 |
| How to contact us..... | 3 |
| Deadlines..... | 3 |
| Sponsored and Mini Symposia | 4 |
| Breakfast Symposia | 4 |
| Recording | 4 |
| Q&A sessions..... | 5 |
| Session Chair and/or Moderator | 5 |
| Session Rooms..... | 5 |
| Speaker Information | 5 |
| Technical equipment | 6 |
| Timings..... | 6 |
| Video | 6 |
| Online Platform | 7 |
| Preferred Suppliers | 7 |

Welcome

Thank you for choosing to support UK Kidney Week (UKKW).

This year UKKW is taking place at the [International Convention Centre Wales](#) in Newport from 5th – 7th June 2023.

This Technical Manual is designed to provide you with relevant information regarding:

- General Information
- Deadlines
- Symposia
- Branding
- App/platform digital components

For partners with sponsored symposia and mini symposia further information regarding your allocated room and timings will be shared with you individually

How to contact us

Please refer to our preferred suppliers list at the end of this document

Should you require any additional information, please do not hesitate to contact the UKKW Events Team:

Email: stephanie.lock@renalregistry.nhs.uk

events@ukkidney.org

Web: www.ukkw.org

Deadlines

The following is a summary of key deadlines. Please adhere to the below dates and contact the Events Team with any further queries. Please note the deadlines relate to forms and materials required by the Events Team prior to UKKW.

| Date | Section | Task |
|-----------------|---|---|
| 31 March | Breakfast, lunchtime and afternoon symposia | Details to be emailed to sarah.crimp@ukkidney.org <ul style="list-style-type: none">• Symposia Title• Speaker information to be included in programme- title/first name/last name• Any other information to be included in the programme as required by your own compliance.• If you are able to share, the email addresses of your speakers. We will then send them all the speaker information when this goes out. |
| 24 April | Branded panels Vinyl stickers | Graphics to be emailed to caitlin.sewell@ukkidney.org |
| 24 April | Mini symposia | Details to be emailed to sarah.crimp@ukkidney.org <ul style="list-style-type: none">• Symposia Title• Speaker information to be included in programme- title/first name/last name |

| | | |
|--|---|---|
| | | <ul style="list-style-type: none"> Any other information to be included in the programme as required by your own compliance. If you are able to share, the email addresses of your speakers. We will then send them all the speaker information when this goes out. |
| 24 April | For Platinum and Gold exhibitors and (non mini) symposium sponsors ONLY | Company logo to be received for inclusion on the website. We recommend square images larger than 300x300 pixels. Email to kay.elson@ukkidney.org |
| 2 May | Branded lanyards Digital logos for atrium/lift lobby screens | Graphics to be sent to Caitlin.sewell@ukkidney.org |
| 9 May | All symposia | Last chance to advise on any changes to symposium titles, speakers or content Events Team to share details on room allocation with all symposia partners. |
| 19 May | All symposia | Speaker presentations to be received. Email to presentations@cpsgroup.co.uk Please see instructions below |
| 21 May | General | Registration deadline |
| 23 May | Online Platform | Delegate access to UKKW online platform. Delegates will be informed via email that UKKW online platform is open. |
| Dates Various (1 week before date of scheduled email – dates have been communicated separately) | Pre/post event emails | Content to be sent to Caitlin.sewell@ukkidney.org |
| 5 - 7 June 2022 | General | UKKW live meeting |

Any orders submitted past the dates above may incur a surcharge or risk not being fulfilled.

Sponsored and Mini Symposia

Breakfast Symposia

If you wish to arrange refreshments in the room for your breakfast symposia, please complete the order form- [here](#)

Recording

Some partners have added the option to have their daytime symposium recorded. The room will be equipped with a camera crew provided by our AV supplier CPS. All branding and content will include the UKKW 2023 branding.

CPS will supply the raw files from the recording.

Please note that there is no livestreaming of content.

If you wish to have breakfast, lunchtime or mini symposia recorded, please arrange this separately with our preferred AV supplier, CPS. The UKKA have no liability for this separate contract.

Q&A sessions

Questions will be submitted by delegates in attendance at the event via a microphone.

Session Chair and/or Moderator

Chairs and/or moderators should arrive in the session room 10 minutes before the session is due to start and introduce themselves to the speakers and technicians and familiarise themselves with the general session arrangements. Chairs are reminded to keep to time – clocks will be available in all rooms.

Session Rooms

A technician will be present in each session room to assist speakers in accessing their respective presentation.

All presentations will be projected in 16:9 format landscape, not 4:3.

Speaker Information

A speaker preview room, located in Meeting Room 8, will be staffed throughout UKKW **to preview already submitted presentations.**

The Speaker Preview Room will open on the following days during these hours:

| | |
|------------------|---------------|
| Monday 5 June | 09:00 - 18:30 |
| Tuesday 6 June | 08:00 - 17:30 |
| Wednesday 7 June | 08:00 - 14:30 |

It is critical that speakers send their presentations in advance by 19 May to

presentations@cpsgroup.co.uk and do not arrive at UKKW expecting to use the preview room to 'write' their presentation. The use of the resources to do this will result in sessions starting late and will risk the overall quality of the Programme.

Instructions for sending presentations in advance

1. All presentations should be sent in advance by 19 May
2. Please put in the Subject line UKKW 2023
3. In the email please put name of presentation as it appears on the Programme and the name of the presenter.
4. Please use as the file name either the name of the presentation (as listed in the Programme) or if it is a long name then a shortened version of the presentation name that will easily identify the presentation to non-medical AV technicians
5. If in doubt please feel free to write in the actual email any notes or questions and our AV supplier CPS will be pleased to get in touch to assist.

We ask for all speakers to come to the Speaker Preview room in order to check their presentation prior to presenting. Once the presentation has been checked in the system this will serve as an indication to the session Chairs and/or Moderator whether or not the speaker is present at the meeting.

We recommend that speakers check their presentation at least 4 hours before the start of their session. Any speakers presenting in the first afternoon sessions on Monday 5 June are advised to upload their presentation at 09:00 on Monday 5 June.

A member of the technical team will assist with checking presentations, along with any minor changes if required. The technician will perform a quick review of the presentation to check it runs smoothly and all elements have been uploaded.

PCs will be available in the Speaker Preview room to check presentations.

Presentations will be stored on a central server which is accessible from all session rooms via a secure network. Presentations are automatically synced between the central server and session rooms. The presentation management system provides a robust mechanism for delivery of the presentations across UKKW.

The use of personal laptops or tablet devices, such as iPads, for presenting in the session rooms will not be permitted. If you do need to use a specific device, please contact the Events Team in advance of UKKW.

Speakers are kindly requested to respect their allotted presentation time in order to guarantee the smooth running of the sessions.

Back Up

Please bring a copy of your presentation along with you. Copy your presentation and all of the assets to a folder onto a USB device. All videos must be placed in the same folder as your MS Office 365 file. We recommend you keep a second copy in your luggage or in online storage (such as; OneDrive, Google Drive, DropBox, or iCloud).

Fonts

All fonts installed with Microsoft (MS) Office 365 are supported.

HTML

Hyperlinks to external content such as websites cannot be supported; therefore, download the website content to a USB device.

Presentations

All presentations will be presented using MS Office 365 PowerPoint (.pptx) for PC. If your presentation has been created using software other than MS Office 365 for PC (example; OpenOffice, PowerPoint for MAC or Keynote) please make sure your presentation is converted to MS Office 365 for PC. We suggest you review your presentation on a PC running MS Office 365 prior to attending UKKW.

Keynote will not be supported because it cannot be played back on a PC.

Please export your presentation as MS Office 365 PowerPoint, using filename extension '.pptx'.

Presentations being presented in Adobe Acrobat PDF format are accepted, but please contact the technical team in advance of UKKW.

Clearly identify your presentation and all assets. Refer to 'Instructions for sending presentations in advance'

Presentations that have been created using either Excel, Word or Prezi will not be accepted.

Technical equipment

All session rooms are provided with a lectern, top table, microphones and production support as standard. A dedicated technician will be able to assist with all audio visual requirements on the day. Please advise if you have specific requirements for your session. The Events Team will aim to fulfil requests but an additional cost may be incurred.

Timings

Some sessions within the programme are back-to-back, all rooms will be set theatre style (rows of chairs) and this layout is not changeable.

It is essential that all sessions start and finish at their allotted time. The Events Team reserve the right to end the session if it encroaches on the following session. Clocks will be provided in each room.

Video

If videos have been embedded in the presentation, please remember to bring these files with you on a USB device. Please see below a list of supported video formats.

All videos must be compressed using a supported codec*.

Supported formats and codecs for video;

- Windows Media file.asf
- Windows Video file .avi (some .avi files may require additional codecs)
- MP4 Video file .mp4, .m4v, .mov
- Movie file .mpg or .mpeg
- Windows Media Video file .wmv

- We recommend you use .mp4 files encoded with H.264 codec (a.k.a. MPEG-4 AVC) and AAC audio, for the best video playback experience in MS PowerPoint 2016 for Windows.
- For audio, we recommend using .m4a files encoded with AAC audio.
- Videos in QuickTime (.qt) and DV formats are NOT supported, along with Adobe Flash Media (.swf).
- Videos should start automatically when the slide (containing the video) appears.
- *Uncompressed videos will not be accepted due to their large file size, videos should not exceed 50MB each.

We recommend you review your presentation on a PC running MS Office 365 prior to coming to the Meeting.

Online Platform

For UKKW 2023 we will be using Oxford Abstracts as our event platform. It comprises a mobile friendly web-based app which will provide programme and session details, keynote speaker profiles, Gold and Platinum sponsor logos and event information.

Preferred Suppliers

| Service | Contractor | Website | Email Address |
|-----------------------------|------------|--|--|
| Audio Visual (Symposium) | CPS | www.cpsgroup.co.uk | office@cpsgroup.co.uk |