

## PRACTICAL INFORMATION FOR PARTNERS & EXHIBITORS

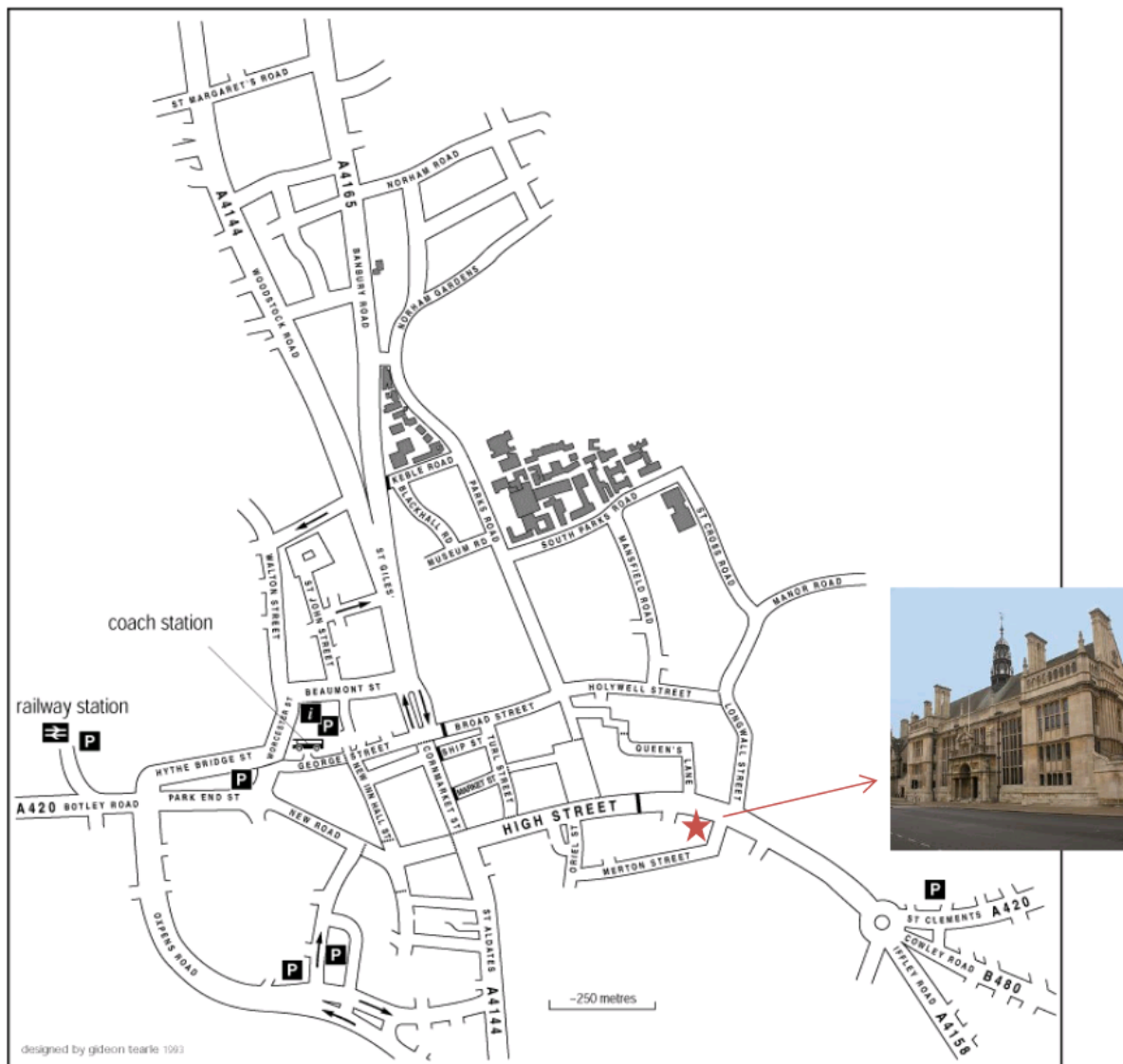


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## VENUE

Examination Schools  
University of Oxford  
75-81 High Street  
Oxford, OX1 4BG  
United Kingdom

## ACCESSING THE EXAMINATION SCHOOLS



The Examination Schools is situated in the centre of the City on the High Street, a 10 minute taxi journey from Gloucester Green bus station and Oxford Railway Station.

The venue is perfectly situated for a number of very good public transport connections. Numerous bus services stop outside the venue including many Park and Ride services, the London Tube and X90 London service.

The Examination Schools has no car parking on site. Details about car parking in Oxford can be found on the City Council's website: [https://www.oxford.gov.uk/directory/8/car\\_parks\\_in\\_oxford](https://www.oxford.gov.uk/directory/8/car_parks_in_oxford)

## ENTERING AND EXITING THE BUILDING

Entrance and exit to the building is via three main points. In each case only 20 minutes offloading is permitted by Oxford City Council. These entrances are:

1. Front entrance (off the High Street) - suitable for cars, vans and large vehicles
2. Side entrance (off Merton Street) – suitable for cars, vans and large vehicles
3. Back entrance (off Merton Street) – only suitable for car or small van

Should you wish to arrange (and pay) for an extension to off loading times then please speak to Oxford City Council directly.

## EXHIBITION ROOM

The exhibition will be in the North School on the first floor of the building, just opposite the main session room (South). The room height is 20 feet. At 15 feet there are lights.

### Venue overview:



**Great hall** = registration

**North** = Exhibition room

**South** = Main session room (linked to East for plenum sessions)

**East** = Session room for parallel sessions

**MR7-MR9** = Poster rooms

## BUILDING RESTRICTIONS

As the Examination Schools is a Grade II listed building, there are certain restrictions to usage of the building. This includes:

- no candles
- no naked flames
- no attachments to the walls
- any stands, staging, lights must be a minimum distance of 18 inches from the walls throughout the entire room

## PAT TESTING

PAT (Portable Appliance Testing) is a way of ensuring that electrical equipment is safe to use. All equipment coming into the Exam Schools must carry an up to date sticker showing it has been tested. Plugging in equipment that has not been tested may cause our system to trip or could result in more serious consequences (fire etc).

To help you, the Examination Schools would ask that:

- you factor in within your set-up time, time for Exam Schools staff to visually inspect and sign off on all equipment to ensure it has a valid certificate if necessary
- if equipment does not carry a certificate then the equipment may not be used. Subject to availability, Examination Schools staff may be able to validate the equipment on site through their trained testers but charges will apply (£20.00 & VAT per device).
- If you need any more information or would like to discuss this then please contact the Examination Schools' Events team.

Should you have any other questions then please contact a member of the Examination Schools' Events team on:  
Tel: 01865 276905, Email: [conferences@exams.ox.ac.uk](mailto:conferences@exams.ox.ac.uk) or visit the frequently asked questions section of their website at: <http://www.admin.ox.ac.uk/schools/faq/>

## POWER SUPPLY

In the exhibition room there are several power sockets. The sockets are 13 amp twin sockets.

## LIFT ACCESS

The Examination Schools is a Grade II listed building with only a small disability lift. Small amounts of equipment for exhibition stands such as banners and brochures can be carried in this lift or up a large flight of stairs to get into the main exhibitor room. If you are bringing large amounts of equipment or particularly bulky items, please do get in touch with the Examination Schools' Events Team in advance.

## WIFI

WIFI access will be available via an individual username and login.



## CONFERENCE TIMINGS

### BUILD UP

Wednesday 31 August 2016: 10.00-17.00

Thursday 1 September 2016: 07:30-10:00, please be finished for the first coffee break at 10.40 am

The Opening Ceremony starts at 08:15.

*Please let us know the time of your build up.*

### TAKE DOWN/DISMANTLING

Saturday 3 September: 14.00-17.00

### EXHIBITION HOURS

Thursday 1 September: 10.40-16.30

Friday 2 September: 08.30-16.30

Saturday 3 September: 09.00-14.00

## STAND MATERIALS FOR EXHIBITION

For stand materials for the exhibition, please send your request to:

Complete Presentations

<http://complete-presentation.co.uk/>

Contact: Craig Piper, [info@completepresentation.co.uk](mailto:info@completepresentation.co.uk)

They will be able to help you with equipment or furniture you would need on the stands; panels, banner stand production, poster prints onto material boards, lighting, literature stands, A.V. monitors to play PowerPoint presentations etc.

The Examination Schools can provide tables and chairs free of charge.

### SHIPMENT OF STAND MATERIALS

Stand material can be sent directly to the conference venue.

Packages can be sent 1 week prior to the event. Bigger shipments should not arrive earlier than 2 days prior to the event.

Please mark your boxes with:

EBJIS 2016, name of your company, stand no. and the person that will pick up the package

Delivery address:

EBJIS 2016 + North Schools

Examination Schools Events Office

Examination Schools

75-81 High Street, Oxford, OX1 4BG

## AFTER THE CONFERENCE: COLLECTION OF MATERIALS

Make sure that packages for collection are clearly labelled with the destination address, company, and company contact name and telephone number. As well as the courier company that is collecting the package.

## PROMOTIONAL MATERIALS

### ADVERT IN FINAL PROGRAMME

If you have booked an advert in the final programme, please send it to the conference secretariat at: [lk@cap-partner.eu](mailto:lk@cap-partner.eu)

Deadline: **8 August 2016**

For Partners (Platinum, Gold and Silver) one full page colour advertisement is included in the partnership package.

### INSERT IN CONFERENCE BAGS

If you have booked a company brochure to be inserted in the conference bags, please send it directly to the venue.

Deadline: **30 August at the latest.**

For Platinum Partners one insert is included in the partnership package.

## REGISTRATION

### EXHIBITORS

Each exhibiting company will have two free exhibitor registrations per 6 sqm stand.

Please forward the name, country and email to the conference secretariat at: [lk@cap-partner.eu](mailto:lk@cap-partner.eu)

If you wish to register more exhibitors than what is included with the stand, the exhibitor registration fee is £ 100 per person (excl. VAT). The maximum total number of exhibitor badges per company (free + paid) may not exceed 4 badges.

### FREE PARTICIPANT/FULL REGISTRATION (incl. in Platinum, Gold and Silver Partnership)

Please forward the name, institution, country and email to the conference secretariat at: [lk@cap-partner.eu](mailto:lk@cap-partner.eu)

### REGULAR PARTICIPANT/FULL REGISTRATION

Please use the online registration [here](#)

## ACCOMMODATION

For more information about accommodation: [Click here](#)

Please notice that there are limited hotels in walking distance from the venue.

## CONTACT INFORMATION

FOR QUESTIONS REGARDING PARTNERSHIPS AND EXHIBITION, CONTACT:

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