



# DNA Damage Response Therapeutics Summit

**Identifying & Targeting Synthetic Lethal Interactions in Cancer**

SPONSORSHIP

&

EXHIBITION MANUAL

# DNA Damage Response Therapeutics Summit

Welcome to Hanson Wade’s **DNA Damage Response Therapeutics Summit 2018**.

Preparations are in full swing and our team are looking forward to welcoming you to Boston in January.

This manual will help you to plan your attendance at this conference and contains essential information and guidelines.

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# DNA Damage Response Therapeutics Summit

## Points of Contact

### **Event Manager**

Lisa-Katharina Kleber

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### **Sponsorship Manager**

Jennifer Mackay

Direct Line: 0044 203 862 7317

Email: [Jennifer.mackay@hansonwade.com](mailto:Jennifer.mackay@hansonwade.com)

If you are calling from the USA please dial: 212 537 5898

## Dates

**Day 1:** Wednesday, January 31<sup>st</sup>

**Day 2:** Thursday, February 1<sup>st</sup>

## Venue

This year's conference is taking place at the Sheraton Boston.

*Please note that this has changed from what was previously advertised.*

### **New Conference Venue:**

Sheraton Boston Hotel

39 Dalton Street

Boston, MA, 02199

United States

### **Hotel Website**

For more information about the hotel, please use the following link:

<http://www.sheratonbostonhotel.com/>

## Accommodation

We have put together a HotelMap showing the latest hotel deals at Sheraton Boston and nearby:

Simply click here to make your reservations: <https://HotelMap.com/pro/M3L9L>

If you would like assistance with your hotel booking you can contact Jessica, our dedicated hotel expert for this event. Simply email [Jessica@HotelMap.com](mailto:Jessica@HotelMap.com) with your requirements, phone number and Special Reference Code W-M3L9L and she will get back to you to discuss your hotel options.

# DNA Damage Response Therapeutics Summit

## Passes

In your contract you will find details of how many passes you are entitled to. Please send the below information to your Event Manager to register your onsite team.

|   |  |
|---|--|
| <b>Name</b>   |  |
| <b>Job Title</b>  |  |
| <b>Email Address</b>  |  |
| <b>Phone Number</b>   |  |
| <b>Company Name</b><br><i>* if different i.e. for client passes</i> |  |

As per your agreement, you are welcome to purchase additional employee or client passes at a discounted rate (maximum applies). Please contact your Event Manager directly to book any additional passes.

## Speaking Engagement

If you have a speaking slot included in your package, can we kindly ask you to send the following details to your Event Manager (if we do not already have them):

- Speaker name and job title
- Session title
- Speaker bio
- Speaker photo

Please note, we will be making all speaker presentations available to attendees after the conference (as PDF's). If you are presenting sensitive information or unpublished data etc. please bring a second copy with you that you are happy to share.

## Branding

Your company logo will be included on the onsite signage, as detailed in your contract. Please send your Event Manager your logo in EPS format as soon as possible.

Please note that if your company is planning on rebranding or in the process of, please speak with your Event Manager to establish the print deadlines to ensure we have the correct logo at the event.

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## Exhibition Stand

If you have an exhibition space as part of your contract, we recommend that you bring a pop up stand or pull up banners along with your marketing collateral. Please note, there is no shell scheme surrounding your booth so all stands must be self-supporting and there will not be any walls to attach posters to. You will be provided with a table and 2 chairs and all materials must fit within the 3x2 display space.

## Exhibition Set Up & Breakdown

The exhibition will take place on the Wednesday 31<sup>st</sup> and Thursday 1<sup>st</sup>.

We will be inviting sponsors and exhibitors to set up from 7am – 8am on Wednesday 31<sup>st</sup>. All exhibits must be completed and ready for when the doors open at 8am. If you foresee any difficulty in meeting this deadline, please let your Operations Manager know in advance.

Breakdown will commence following the afternoon break on Day 2, Thursday 1<sup>st</sup> at 15.30.

This information will be re-confirmed by your Event Manager closer to the conference.

## Shipments

The earliest delivery date to the venue will be 3 working days before the event. Your Event Manager will provide you with more information about shipments closer to the event.

## Thank You

**Please remember to send your EPS logo, speaker details and pass information to your Event Manager as soon as possible.**