

	PORTALS 2002: An Institutional Imperative 1st July 2002 East Midland Conference Centre University of Nottingham	
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Notes for Exhibitors

Please read these notes carefully before completing the booking form.

Portals 2002- A unique marketing opportunity

This is the first European conference devoted specifically to using portals within post 16 education. Several institutions in the USA and Canada, including the most influential and prestigious, have already portals in place. The UK and Europe have very few institutions that have yet made the commitment to implement a portal for students and staff, but market research has indicated that there is a high level of interest, and an acceptance that the 1990's website strategy is no longer viable.

This conference is aimed predominantly at senior management, and decision-makers within institutions. The emphasis is on vision, rather than technology. They will be shown how a small number of institutions are already providing successful portal services, and many will return to their institutions, ready to emulate and exceed the good practices they have seen. 'Portals' will be an agenda item in many senior committees throughout July, and most vendors will want to be sure their solution is already there as one to be included in an evaluation exercise.

What is so very different, and novel for Higher Education, is how 'Portals' binds together so many agendas and budgets that are traditionally isolated, except at the most senior level. This will be an entirely new mix of conference delegate. As well as Senior Managers, (Vice-chancellors, Pro-Vice Chancellors, Principals), there will be budget holders from Computing Centres, Libraries, Management Information Systems, Publicity, Administrative and Academic departments. It is a marketing opportunity to be taken seriously.

We encourage not just portal solution providers to attend, but all suppliers of linked systems, whether these be administrative, learning or library related, who can demonstrate a commitment to the concept of interoperability with a portal.

Location

Portals 2002 will be held at the [East Midlands Conference Centre](http://www.emcc.co.uk/) (EMCC) (<http://www.emcc.co.uk/>) the region's most prestigious venue. The EMCC is an award winning, purpose built centre designed for maximum flexibility and comfort for delegates and exhibitors alike. All exhibitors will be located in Conference Suite 2, adjacent to the Centre's main Banqueting Suite where all presentations will take place.

Set amidst 300 acres of parkland that is the campus of the University of Nottingham, the EMCC enjoys a central location, easy access, ample free car parking and facilities, including all catering, all under one roof. With these benefits we expect to attract a high standard of exhibiting companies.

A [diagram](http://www.emcc.co.uk/conference_map.html) (http://www.emcc.co.uk/conference_map.html) of the Conference Centre is available.

Space

The exhibitor area available is based on space allowing a 2.5m x 2m stand (with a ceiling height of 2.99m). Multiple units may be taken to form a larger area. The organisers will allocate stand areas to companies according to their technical requirements, size of space booked and design of purpose built units – please supply this information on the booking form. As indicated above, all exhibitors will be in one area and the layout offers equal exposure for all stands.

Cost

Commercial Exhibitors

The cost per stand area is £750 +VAT. This includes delegate status for two exhibition staff, including lunch and refreshments throughout the day. The Pre-Conference reception on Sunday night is also included. Furthermore, all exhibitors' staff are entitled to attend all conference sessions.

HE/FE Exhibitors

Exhibition space is free but all staff will be required to register as conference delegates at the normal rate (£225). Additional extras, as listed below, will also incur charges.

Additional Facilities

Additional facilities can be supplied on request at the following rates (all prices ex VAT). Please fill in the booking form accordingly.

- One Table £5.00
- One Chair £5.00
- Telephone line (call charges extra) £60.00
- ISDN2 line (call charges extra) £160.00
- Network access (no charge)

Cancellations

Refunds are not available for cancellations.

Payment

In order for us to confirm your booking we must receive a purchase order, or a cheque for the full amount, with your booking form. Invoices will be issued and must be paid in advance of Portals 2002

The organisers reserve the right to refuse admission to companies whose payment has not been received at commencement of the event. Cheques will not be accepted on the day as at least three days notice is required for clearance.

All requirements should be ordered and paid for in advance - late orders for equipment or additional personnel will be accepted right up to the event and invoiced afterwards.

Access and Set-up

The Conference Centre will be open from 7am on 1st July to allow for the setting up of stands and equipment. Exhibitors should offload/load at the front entrance which is close to the exhibition area. All facilities are at ground floor entrance. Vehicles must be removed to the car park immediately goods are delivered. Full details and location maps will be sent on confirmation.

Breakdown

Breakdown time will be 4 – 6pm on Monday 1st July. The exhibition area must be cleared by 6pm.

Exhibition area, Fixtures and Fittings

The exhibition area is covered in royal blue patterned carpet. Carpet cannot be laid directly on top of the existing carpet. Adhesives, nails or any kind of fittings to walls, ceilings and floors are strictly prohibited. Any damages will be charged for.

Delegates Pack

A Delegate Pack, including an exhibition directory, will be produced. This will include a brief description of each exhibitor and their products/services. Please provide a maximum of 100 words of copy (text only, no graphics) together with main contact details - name, telephone, facsimile, e-mail, and website address, preferably with your booking form. We reserve the right to edit copy which is too long, but will send you a proof for approval if this is necessary.

Hotel Accommodation

If you require Hotel Accommodation, please contact the University of Nottingham's [Hotel Reservation Service](mailto:HRS@nottingham.ac.uk) (*email link to HRS@nottingham.ac.uk*) Telephone: 0115 9515011

Insurance

Whilst we take every precaution to protect your property during the event, the organisers are not responsible for any loss or damage and we strongly recommend that you take out appropriate insurance cover.

Fire Precautions

There are stringent regulations governing materials used on site during the exhibition. All materials should be fireproofed. If you have any queries about any materials you plan to use, please contact the organisers.

First Aid

There is a fully equipped first aid box situated in the Customer Support Office in the Conference Centre, please contact them on the day should you require medical assistance.

Additional Information

The Customer Support Office can arrange photocopying, facsimile and e-mail on request, at an additional cost. A limited stock of stationery items are also kept, but exhibitors are strongly advised to ensure they bring an ample supply of velcro fixings, pads, pens and other such items they are likely to require for their stand.

Storage space is limited, so please allow for the storage of brochures and promotional materials within your stand space, or in your vehicle until required.

We look forward to working with you!

Please direct enquiries and booking forms to:

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