

# Chief Data & Analytics Officer

**UK** 7-8 February, 2023

## SPONSOR GUIDE & UPCOMING DEADLINES

## EXHIBIT / BOOTH DETAILS

Your exhibit will be in the Networking area of the Conference, where attendees will have their Breakfast, AM/PM Networking Breaks.

Provided at Exhibit Area (3mx2m booth):

- (1) standard 6' table
- (2) chairs
- (1) basic linin
- Complimentary Wi-Fi

Your stand includes access to power, however, we recommend your team bringing a power strip onsite. If you would like to rent one via the venue, please reach out to Molly at [Molly.Alexander@coriniumgroup.com](mailto:Molly.Alexander@coriniumgroup.com)

## ACCESS SCHEDULE

### EXHIBIT / BOOTH SET-UP

DATE	TIME	SCHEDULE/NOTES
MONDAY, 6 FEB	TBD - Set Up Hours will be provided 2 weeks prior to the event	EXHIBITORS CAN ARRIVE TO SET UP THEIR SPACE FOR THE MAIN CONFERENCE. ALL STANDS MUST BE READY FOR ATTENDEE ARRIVAL AT 8:00AM ON 7 FEB.

### EXHIBIT / BOOTH BREAKDOWN

DATE	TIME	SCHEDULE/NOTES
WEDNESDAY, 8 FEB	5:50 PM	EXHIBIT AREA CLOSES AT THE CONCLUSION OF THE EVENT
	7:00PM	ALL EXHIBITORS MUST BE PACKED UP AND CLEAR FROM THE SPACE. BE SURE TO SCHEDULE PICK-UP FOR THURSDAY, 9 FEB!

Please note, you are responsible for setting up and breaking down of your own booth. We will have any shipped boxes waiting at your table.

# UPCOMING DEADLINES & DELIVERABLES

DATE	ACTION ITEM
13 JANUARY	<b>COMPANY OVERVIEW INFORMATION &amp; HIGH RESOLUTION LOGO DUE</b> PLEASE HAVE YOUR COMPANY OVERVIEW INFORMATION DOCUMENT COMPLETED AND SENT TO MOLLY. ALSO, PLEASE PROVIDE YOUR HIGH RESOLUTION LOGO IN EPS/AI/PDF OR JPG/PNG.
20 JANUARY	<b>SPONSOR PASSES REGISTRATION DEADLINE</b> LINK TO REGISTER YOUR PASSES IS IN THE SPONSOR PORTAL  <b>SUBMIT AV ORDER (IF APPLICABLE) FOR YOUR BOOTH</b> REFER TO THE SPONSOR PORTAL FOR THE AV ORDER FORM
24 JANUARY	<b>DELEGATE LIST RELEASED TO SPONSORS</b> CORINIUM MUST HAVE RECEIVED FULL PAYMENT OF SPONSOR
2 FEBRUARY	<b>SPONSOR PRE-EVENT WEBINAR</b> MOLLY WILL SEND A CALENDAR INVITE WITH THE TEAM'S LINK AND TIME. THIS IS A CHANCE FOR US TO REVIEW ANY OUTSTANDING ITEMS AND FOR YOU TO ASK ANY QUESTIONS YOU HAVE AHEAD OF YOUR TEAM GOING ONSITE  <b>TRACKING NUMBERS DUE</b> IF YOU ARE SHIPPING ANY MATERIALS OR GIVEAWAYS PLEASE SEND THE TRACKING NUMBERS TO MOLLY SO SHE CAN HELP EXPEDITE PLACEMENT OF THEM
13 FEBRUARY	<b>FINAL ATTENDEE LIST</b> LIST TO BE SENT FROM MOLLY BY EOD

\*These dates are subject to change. If they do, you will be notified via email by Molly Alexander and a new updated version of this document will be supplied.