



nasen Live 2018 Exhibitor Pack

nasen
LIVE 2018
Dedicated to SEN ■■■

Event for all SEND professionals this July.

Proudly sponsored by:



nasen Live is back for another year – this time at the Birmingham ICC on the 6th July 2018

Thank you for choosing to exhibit at nasen Live 2018.

This pack will provide you with all the information you need to ensure a successful exhibition at the ICC in Birmingham this July.

However, if you think we've missed something, or would like more information, please contact us on sales@nasen.org.uk or telephone 01827 311500 and one of the team will be happy to help.

We would like to take this opportunity to wish you a very successful event.

Exhibitor Checklist

Action	Deadline
Submit your 100 word organisation description which will feature in the conference programme and on the nasen website. Send your submission to sales@nasen.org.uk	Friday 4th May
Book your advert in the delegate brochure from £100	Friday 4th May
Order your content space on the delegate USB stick £75	Friday 4th May
Exhibitor details - register all your exhibitors with nasen by emailing the names to sales@nasen.org.uk	Friday 18th May
Delegate pack inserts - reserve your space for £300	Friday 25th May
Complete your risk assessment form and send it to sales@nasen.org.uk	Friday 1st June

The Venue

The International Convention Centre
Broad Street
Birmingham
B1 2EA

For directions to the venue via car, train, on foot and air please visit
www.theicc.co.uk/find-us

All of the information featured in this pack can be found at
www.nasen.org.uk/nasenlive/exhibitors
along with any relevant forms

Exhibitor Badges

Exhibitor badges will be available at the event registration desk. Please allow plenty of time to collect these and remember to email us the names of who will be exhibiting at your stand by emailing sales@nasen.org.uk no later than Friday 18th May. You are invited to bring up to 4 members of staff with you.

Exhibitor Set up and Breakdown

Access to the exhibition area will be available on Friday 6th July from 6am. All stand preparation must be completed by 9am, ready for delegates to arrive at 9.30am. Exhibitor stands must be broken down by 6pm on Friday 6th July.

Cleaning

Please note, that with the exception of paper and packaging, exhibitors are expected to dispose of their own rubbish. Should you need to dispose of a large quantity of rubbish following the event, please make it known to a member of the nasen team.

Risk Assessment

A risk assessment form should be completed for all stands and sent to nasen on or before Friday 1st June.

This form can be found at www.nasen.org.uk/nasenlive/exhibitors

Dilapidation

You will be charged for causing any damage to the hall or stand area, including the floor and under no circumstances can stand construction, graphics, displays, etc. be attached to the fabric of the building.

Evacuation Procedures

In the event of an emergency evacuation please follow the instructions of ICC Hosts and Fire Marshals (identified by high visibility jackets). You will be directed to the assembly point in Centenary Square.

Fire Precautions

Fire extinguishers are located at convenient points around the Hall. All materials used for the interiors of stands must be thoroughly fireproofed or be non-combustible to the satisfaction of the local authority. Failure to do so may result in the removal of all offending fittings. Any person discovering a fire should immediately notify a member of ICC staff or operate a break glass unit.

Exhibition Deliveries/Collections

Exhibitors may arrange for goods to be sent to the venue by courier/delivery vehicles to arrive no earlier than Friday 29th June.

Goods must then be collected on Friday 6th July after the event closes from 4.30pm. Delivery vehicles can load and unload in Bay B (please refer to the Loading Bay Access Map which can be found at www.nasen.org.uk/nasenlive/exhibitors where trolleys will also be available).

All boxes must be clearly marked with the labels provided. These labels can be found at www.nasen.org.uk/nasenlive/exhibitors

Exhibition Opening and Closing times
Friday 6th July 2018
6am - 6pm Exhibitors
9.30am - 4.30pm Delegates

Parking

Please note there are numerous local pay and display car parks within a 5 minute walk, including the Barclaycard Arena and Brindley Place car parks, which are both next door to the venue.

If any organisers require a disabled parking space, they must book in advance by calling the 0121 644 7178.

Stand Details

All stands are table top layout.

Each exhibitor is provided with an area of 3 x 1 metre, (apart from stands 28 and 29 which are 3 x 2 metres) a table and two electrical sockets.

If you do not require a table, please notify the nasen team by emailing sales@nasen.org.uk

Extra electrical sockets are available at no extra charge, however you must notify the team at least one month prior to the event.

Stand Catering

The ICC have the sole rights to all food and beverage consumed at the ICC and all food and beverages, and associated catering equipment, must therefore be ordered through them.

If you require any catering on your stand, please e-mail Catering Support at catering.support@theicc.co.uk to obtain a copy of the ICC's stand catering order form. Should you require anything over and above the form content, please telephone 0121 644 5132, who will be happy to assist with your requirements.

Alternatively, catering can be booked online at www.theicc.co.uk/organisers/exhibiting using the passcode 74873.

Internet

A WiFi service is available in all Halls and foyer areas of the venue. This is a complimentary service, intended for intermittent use only. Any exhibitor requiring internet access for streaming etc. must pre-order a cabled service (prices for which can be found at: <http://www.theicc.co.uk/organisers/exhibiting/> using code 74873).

Lost Property

Lost property should be handed in to ICC Hosting staff. Should you lose any of your possessions please ask a Host who will check with the Security Office to find out if it has been found.

Alternatively, please call the Security Department directly on 0121 644 5151.

Medical Emergencies

In cases of medical emergencies, please call Security Control (+44 [0]121 644 5151, dial 2222 from internal phones) giving the exact location of the casualty and details of injuries sustained. Security Control will then arrange for all necessary assistance. Alternatively locate the nearest security guard at the entrance or at an emergency exit as they all have radio contact with Security Control.

Online Ordering

This is the most convenient way to place all of your advance orders, with 24/7 access to browse and order from our online catalogue of products and services.

Products include: Telecommunications and Networks, Audio Visual, Floral arrangements, Stand Catering - food, drink and equipment and Additional Services.

Ordering products is both quick and easy, with payment being made via a secure card payment system.

To start ordering visit: <http://www.theicc.co.uk/organisers/exhibiting>
Select: 'Order Exhibition Services' and type in the pass code 74873.

Security Advice

Exhibitors are warned not to leave valuables unattended on their stands whether during the build-up, open or breakdown periods. Special care should be taken of mobile phones as these can be easily misplaced or stolen.

Do not leave your stand unattended at any time. No exhibits may be removed from the hall during build-up or the open days of the show without obtaining a pass out authorisation from the organisers' office. Passes should be worn at all times by both exhibitors and contractors.

Accommodation

There are lots of hotels in and around the area of the Birmingham ICC. They have more information about available accommodation on their website and you can find it at <http://www.theicc.co.uk/birmingham/hotels>

Advertising Opportunities

Delegate brochure

Advert space is available in the conference brochure for the following fees:

A5 full page: £200 plus VAT

A5 half page: £100 plus VAT

Content must be supplied to nasen no later than Friday 11th May, please email your content to sales@nasen.org.uk.

Delegate Pack Inserts

You can gain direct access to each individual delegate by featuring in our delegate pack. Each insert is charged at £300 plus VAT and can be no bigger than 2 sides of A4.

All inserts should be delivered to nasen Head Office: 4/5 Amber Business Village, Amber Close, Tamworth B77 4RP no later than Friday 8th June.

Delegate USB

Last year we introduced a new style of delegate lanyard which doubled up as a useful USB stick, these proved to be very popular with our delegates and exhibitors. The USB sticks include pre-loaded content such as presentation hand outs and documents from our exhibitors.

You can get a file or document pre-loaded onto each delegate USB stick for just £75. Please email your document to sales@nasen.org.uk no later than Friday 15th June.

We have put together a useful marketing package to assist you with promoting your presence at nasen Live:

Newsletter/Blog/Website

The hugely popular SEND event, nasen Live will be returning for another year and will be hosted at the ICC, Birmingham on Friday 6th July 2018.

This one day event is a must visit for any SEND professional and will provide a whole range of opportunities for delegates to learn and examine what good practice looks like. Visitors to the event will have the opportunity to network and explore the latest developments in SEND and education sector and will also be able to update their knowledge and learn from evidence based practice.

Delegates will have access to leading, award winning exhibitors, as well as several seminars and keynotes delivered by high profile key figures in the sector, including:

- **Jaime Smith** – Director for the Mental Health and Wellbeing in Schools Programme, Anna Freud Centre.
- **Rob Webster** – Leads Maximising the Impact of Teaching Assistants (MITA) school improvement and CPD programme at University College London.
- **Jean Gross** – Education expert and a former Communication Champion for the Government.
- **Margaret Mulholland** – Director of Research and Development, Swiss Cottage School.
- **Ali Fiddy** – CEO IPSEA.
- **Louise Wilkinson** – Child Brain Injury Trust.
- **Kevin Kibble** – Nurture Group Network.
- **Brenda McHugh** - Consultant Systemic Psychotherapist, lecturer and teacher.

Get your ticket

Ticket prices for nasen Live start from £149 for nasen members and £199 for non-members. This will get you access to any of the seminars, allowing you to choose which ones you are most interested in seeing. Some seminars will also be live streamed throughout the event. Ticket prices also include light refreshments throughout the day.

Gold members go for FREE

New for 2018, nasen are giving away FREE tickets to the event to all of their gold members. To claim your free gold member ticket, simply call nasen on 01827 311500.

Not a gold member? Don't worry, it's really simple to upgrade your membership. Call one of their recruitment administrators today on **01827 311500** or e-mail membership@nasen.org.uk

What's more, is that our venue Birmingham ICC have teamed up with Virgin Trains, to offer you 25% off advanced travel tickets for the day, if you book your tickets with them from 12 weeks up to 23 hours before the event. Simply visit www.virgintrains.co.uk/nec. For more information about the event please visit www.nasen.org.uk/nasenlive.



Email

Dear colleague,

I am writing to let you know about the upcoming nasen Live event, which will be happening on the 6th July 2018 at the ICC, Birmingham.

The popular SEND event promises to provide delegates with the chance to network and explore the latest developments in the SEND and education sector. There will be a range of award winning exhibitions as well as several seminars and keynotes delivered by high profile figures in the sector including;

- Dr Adam Boddison: nasen Chief Executive
- Nadhim Zahawi: MP - Parliamentary Under Secretary of State for Children and Families.
- Fiona Millar: British journalist and campaigner on education and parenting issues.
- Margaret Mulholland: SEND Representative on the Association of School and College Leaders (ASCL) Council and sits on the Universities' Council for the Education of Teachers (UCET) Executive Committee.

View the full list of speakers at: www.nasen.org.uk/nasenlive/speakers

Seminars will cover topics such as:

- The State of the Nation for Communication.
- Priorities and updates regarding provision and judgments relating to SEND from Ofsted
- Acquired Brain Injury, We don't have any children with that!
- Linking successful workforce development (strategic and practical) impacting SEN support.

This one day event is strongly recommended to all educational professionals. To book tickets, or to find out more information visit: www.nasen.org.uk/nasenlive



Social Media Pack

Twitter handle: @nasen_org

Tweets

Explore the latest developments in #send at #nasenlive <https://bit.ly/2iAmWJ9>

We are exhibiting at #nasenlive join us at the popular #send event! <https://bit.ly/2iAmWJ9>

#Nasenlive provides you with an opportunity to learn & examine what good practice looks like! #Send <https://bit.ly/2iAmWJ9>

Plan your school training day around the #nasenlive seminar programme #send Update your knowledge and network with other education professionals at #nasenlive <https://bit.ly/2iAmWJ9>

We have our ticket too #nasenlive – join us and book your ticket today <https://bit.ly/2yIOhAJ>

All educational professionals should attend #nasenlive – find out why and book today <http://www.nasen.org.uk/professional-learning/events-listing.nasen-live-2018.html>

Useful, practical #send content will be delivered at #nasenlive find out more: Improve your #send provision and learn from evidence based practice at #nasenlive <https://bit.ly/2iAmWJ9>

Social Media Pack

Facebook page: @nasen.org

Posts

Visitors to #nasenLive will have the chance to network and explore the latest developments in the SEND and education sector – find out why you should attend nasen Live here: <https://bit.ly/2KjOoUI>

We are excited to be exhibiting at #nasenLive this year! This one day event will provide all delegates the opportunity to update their knowledge and learn from evidence-based practice. Secure your place and join us by visiting: <https://bit.ly/2yIOhAJ>

Join us at the ICC, Birmingham on 6th July. We will be exhibiting at the hugely popular #SEND event, #nasenLive <https://bit.ly/2iAmWJ9>

#nasenLive provides delegates the opportunity to learn and examine what good practice looks like, delegates can plan their school training day around the seminar programme and briefings. Book your place <https://bit.ly/2yIOhAJ>

Contact Information

Address: Nasen House, 4/5 Amber Business Village, Amber Close, Amington, Tamworth B77 4RP

Tel: 01827 311500

E-mail: sales@nasen.org.uk

Web: www.nasen.org.uk/nasenlive

