



## ISPO UK MS Annual Scientific Meeting 2017 – Clare College Cambridge

### Exhibitor Information

#### 1 Venue

The event will take place at the Gillespie Centre, Clare College, Cambridge, CB3 9AJ.

Cambridge is linked to London and the M25 by the M11 motorway. Exit at junction 12 for Barton Road or Junction 13 for Madingley Road.

Access from the Midlands and North is via the A14 and A1. From whichever direction you approach you should make for the A14 to the north of Cambridge.

Cambridge is less than an hour away from London by train with frequent departures from King's Cross and Liverpool Street stations. Some direct services operate from Birmingham, Liverpool, Manchester and Nottingham. Cambridge Station is about a 25 minute walk from Clare, but buses run every 8 minutes into the centre of Cambridge and taxis are available for hire at Cambridge Station.

**For more detailed travel directions – see attached maps and/or visit**

<http://clareconferencing.com/information/how-to-find-us/>

#### 2 Parking and Access to Exhibition Area for Set up/Set down

**Exhibitors will have access to The Gillespie Centre for set up between 5.30 pm and 8.00 pm on Thursday 7<sup>th</sup> September, and again from 11.30 am and 2.00 pm on Saturday 9<sup>th</sup> September.**

There is no parking available at The Gillespie Centre, Clare College. Exhibitors may drive into the College for the purposes of set up/set down and then park at the nearby Sports Ground for the duration of the conference.

**Access to The Gillespie Centre, Clare College for set up/set down is via Memorial Court, Queens Road SAT NAV – CB3 9AJ – see attached map.** Exhibitors should report to the Porters Lodge at Memorial Court where they will receive directions to the Gillespie Centre.

Exhibitors who have booked parking should, as a matter of courtesy, place the attached **PARKING PERMIT** on their windscreen and proceed to the Sports Ground. **The Sports Ground is located at the junction of Wilberforce Road and Adams Road, Cambridge (see attached map) – SAT NAV – CB3 9AD. If you experience any challenges with parking at the Sports Ground, please telephone 01223 333261.**

**Please note vehicle access is for cars and small vans (transit size maximum) only.** Once offloading and set up is complete exhibitors **MUST** remove cars.

A member of the ISPO UK organising committee will be available from 5.30 pm on Thursday 7<sup>th</sup> September and 8.00 am on Friday 8<sup>th</sup> September to allocate your exhibition space and assist with set up.

Each exhibition space measures 2 m x 1.5 m. 1 x table with cloth will be provided for each exhibition space booked. Each table measures approximately 1.5m x 1 m thus providing some leeway each side to set up leaflet stands etc. If you do not require the use of table(s), we will arrange for them to be removed.

Exhibitors should make every effort to ensure stands are set up in time for the commencement of the meeting at 9.30 am on Friday 8<sup>th</sup> September and no later than 10.45 am.

### 3 **Electrical Power**

Power sockets (13 amp 240 volt) are available within reach of each exhibitor stand. Exhibitors are asked to bring extension leads and anti-trip coverings in the event there is insufficient stock supplied by the venue. Please also ensure you bring gaffer tape if required.

### 4 **Delivery of equipment/materials**

The College will accept delivery of equipment/materials on **Wednesday 6<sup>th</sup> September and Thursday 7<sup>th</sup> September.**

Should you wish to ship equipment and/or materials to the venue by courier please address all packages as follows:-

**Attention: Carl Young**  
**(Reference: ISPOUKMS ASM2017)**  
Clare College  
Memorial Court  
Queens Road  
Cambridge, CB3 9AJ

### 5 **Accommodation Check-in/Check-out**

**Accommodation Check-in** is from 3 pm on arrival day. You should check in at the Porters Lodge, Memorial Court, Queens Road, CB3 9AJ. If you arrive before 3 pm you may check-in and leave luggage in secure storage. **Check-out** is from 10.00 am on departure day. You should return your key and check out at the Porters Lodge. Breakfast is served in the **Buttery** from 7.30 am – 9.30 am – see attached map.

### 6 **Refreshments, Lunches, Conference Dinner**

Refreshments and lunch will be provided for all exhibitors. Exhibitors who have booked for conference dinner will receive their dinner tickets at the Registration Desk on Friday 8<sup>th</sup> September.

**Should you require any additional information, please contact**  
**Irene Cameron, ISPO UK MS Secretariat**  
**Tel: 01796 473556 Mobile: 07900 896161 E-mail: [info@ispo.org.uk](mailto:info@ispo.org.uk)**

**Or visit the Clare College conference website at <https://clareconferencing.com/>**