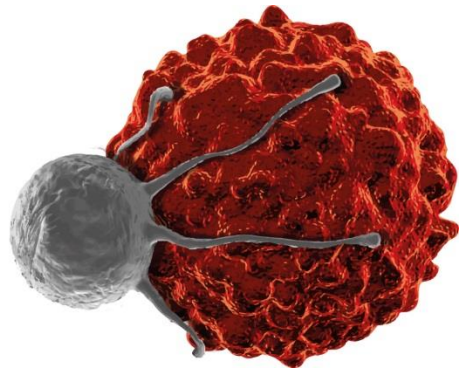


CAR-TCR
Summit **2017**
T Cell Immunotherapies



**SPONSORSHIP
&
EXHIBITION**

CAR-TCR Summit 2017

Welcome to the CAR-TCR Summit 2017!

Preparations are in full swing and the CAR-TCR Team is looking forward to welcoming you to Boston this September.

This manual will help you to plan your team’s attendance at this summit and contains essential information and guidelines.

Table of Contents

Points of Contact.....	3
Dates	4
Venue	4
Accommodation.....	4
Passes.....	5
Exhibition Stand	5
Schedule.....	5
Speaking Engagement.....	6
Branding.....	6
Poster Session	6
Exhibitor Checklist / Deadlines	7

Points of Contact



Event Manager: **Lisa-Katharina Kleber**
Direct Line: **+44 20 3141 8732**
Email: lisa.kleber@hansonwade.com



Commercial Manager: **Jonathan Kilby-Phillips**
Direct Line: **+44 20 3141 8713**
Email: jonathan.kilby-phillips@hansonwade.com



Commercial Manager: **Phil Johnson**
Direct Line: **+44 20 3141 8710**
Email: philip.johnson@hansonwade.com

CAR-TCR Summit 2017

Dates

Pre Conference Deep Dive Sessions*: Tuesday September 5th 2017

Conference Day 1: Wednesday September 6th 2017

Conference Day 2: Thursday September 7th 2017

Post Conference Deep Dive Sessions*: Friday September 8th 2017

*Please note: Deep Dive Sessions ARE NOT part of your agreed attendance, these must be bought separately. Please contact Lisa directly for any further information.

Venue

Seaport Hotel & World Trade Center

One Seaport Lane
Boston MA 02210
United States

Hotel Website: <http://www.seaportboston.com/>

Location: <http://www.seaportboston.com/location.aspx>

Accommodation

We have secured a limited number of exclusive hotel deals and rates at various hotels in the nearby area, please see our unique Hotel Map to make a reservation – <https://hotelmap.com/pro/MBAH9>

Alternatively, if you would like assistance with your hotel booking you can contact Jessica Heili, our dedicated concierge. If you email Jessica with your requirements, phone number and quoting Special Reference Code MBAH9 to Jessica_Heili@HotelMap.com she will get back to you to discuss your hotel options.

CAR-TCR Summit 2017

Passes

In your contract you will find details of how many passes you are entitled to.

Please send the below information to Lisa by Friday July 28th 2017 to register your onsite team.

Full Name

Job Title

Email Address

Phone Number

Company Name

** if different i.e. for client passes*

As per your agreement, you are welcome to purchase any additional employee or client passes at a discounted rate. Please contact Lisa directly to book any additional passes.

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 1 skirted table, 2 chairs, and access to power.

You will be contacted and looked after by the team at Freeman with a complete Exhibitor Manual which includes all details regarding shipment including receiving materials, setup, breakdown, and returns.

Please note that Freeman have one main Point of Contact per exhibitor, if this is not you, it may be one of your colleagues. If you have any questions or have not been contacted by Freeman, please contact Lisa.

Schedule

The exhibit hours are:

Wednesday September 6th 07.30am – 07.00pm
Thursday September 7th 07.30am – 06.00pm

Exhibitor move-in:

Monday September 4th 04.00pm – 07.00pm
Tuesday September 5th 07.30am – 07.00pm

Exhibitor move-out:

Thursday September 7th 07.00pm – 11.00pm

The full meeting agenda can be viewed here: <http://car-tcr-summit.com/program/agenda/>

CAR-TCR Summit 2017

Speaking Engagement

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

Speaker Name

Speaker Job Title

Session Title

Speaker Bio

Speaker Photo (Headshot)

Please note, we will be making all speaker presentations available to attendees after the summit (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 Lisa your logo in high resolution EPS or AI format as soon as possible (if you haven't already).**

Below you will see the email banner, which you can add to your email signature strip (copy and past the image below) and to websites, please do display them!



Poster Session

As a sponsor/exhibitor, you are welcome to present a poster during the Poster Session that is taking place in the exhibition area during the afternoon refreshment break on Conference Day 1.

If you wish to present a poster, please submit an abstract for approval to Lisa no later than August 18th 2017.

Deadlines on the next page for your reference!

Exhibitor Checklist / Deadlines

- Send company logo in high resolution EPS/AI format to Lisa **ASAP**
- If applicable, send speaker details to Lisa **ASAP**
- Book accommodation for your onsite team **ASAP**
- Register you onsite passes **by July 28th 2017** with Lisa
- Send poster abstract for approval to Lisa **by August 18th 2017**
- Send target wish list for 1-2-1 meetings to your Commercial Manager
- If applicable, send copy of speaker presentation to Lisa **by August 28th 2017**
- If exhibiting, follow **Freeman** instructions and take advantage of **early bird rates** detailed in the Exhibitor Manual they have sent to you