



DISC26

EXHIBITOR HANDBOOK

Monica Sangha

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Conference venue information

- **Venue name:** Hilton Newcastle Tyne Bridge
 - **Address:** Bottle Bank, Gateshead, NE8 2AR
 - **what3words:** /// search.candle.took
-

Getting to the venue

By train:

- **Nearest train station:** Newcastle Central station is 2 miles from the venue.

This is approximately a 14-minute walk.

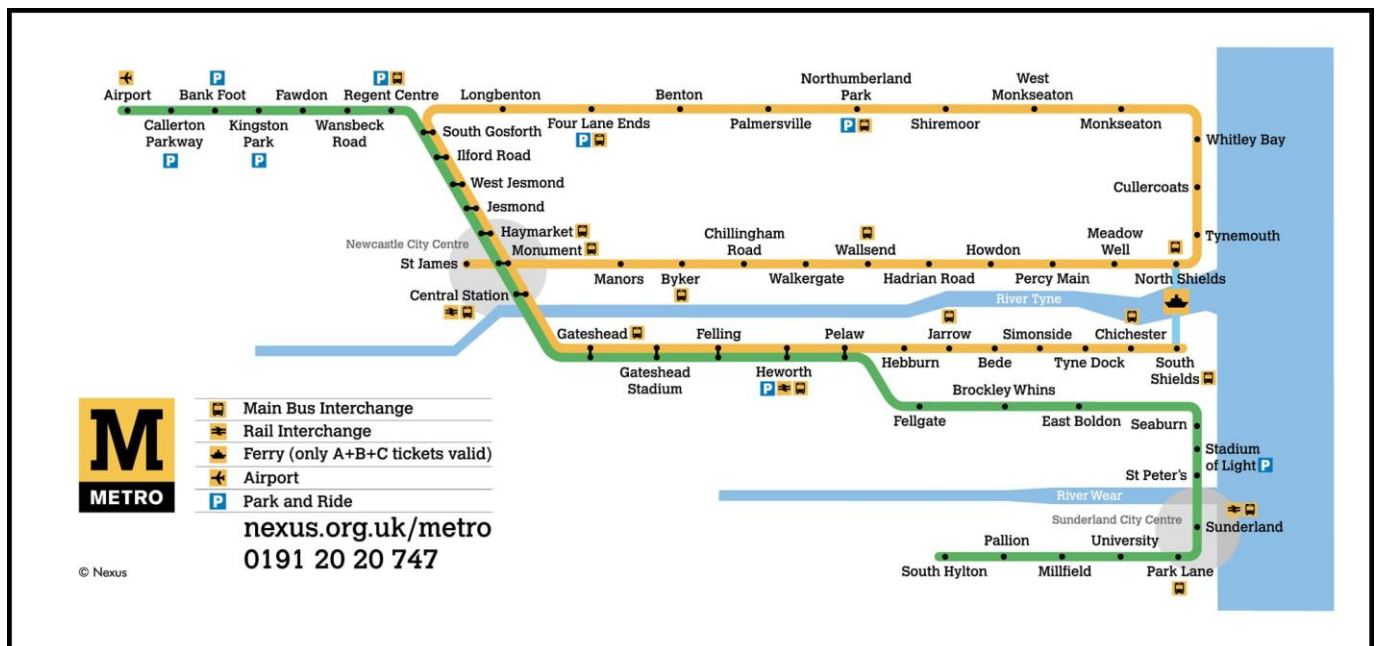
- **Nearest metro station:** Newcastle Metro Station is also a 14-minute walk. Alternatively, you can take the yellow or green line, heading south from Central Station to Gateshead. This takes approximately 2 minutes, followed by a short walk to the venue. The cost of the trip is between £1 - £4. You can use this website to plan your journey and get live updates: <https://www.nexus.org.uk/metro>

By bus:

- Look for 'Go North East' bus (Line 53). Board Line 53 at Central Station Westgate Road heading to Hillgate Quay. This journey will take approximately 7 minutes, followed by a 2–3-minute walk to the venue.

By air:

- Newcastle International Airport offers convenient access to the city
- A taxi from the airport to Hilton Newcastle Tyne Bridge will take approximately 10 - 15 minutes and will cost around £15 - £20 during the day. Alternatively, you can take the Metro which will take approximately 28 minutes.



By taxi:

- Taxis are available outside Newcastle Central and Metro Stations, on Neville Street
- Cost of taxi is approximately £5-£9 per trip. Methods of payment available are: cash, card or contactless

By car:

From the south

- Head northbound on M1 before merging onto A1(M) northbound. Continue along the A1(M) and then take the A184 to Gateshead Newcastle. Follow signs for City Centre, cross Tyne Bridge and then follow signs to Hilton Newcastle Tyne Bridge.

From the north

- Take A1 or M1/M62 southbound towards Newcastle and then exit onto A167 towards Gateshead. Follow signs for Hilton Newcastle Tyne Bridge.

From the Wirral

- Join the M53 northbound and then follow signs to Liverpool / Manchester to join M62 eastbound. Then merge onto M6 northbound.
- Near Sunderland / Durham, head onto the A1 northbound towards Gateshead. Continue onto the A1 northbound towards Newcastle and then exit at A184 towards Gateshead / Newcastle. Follow signs for City Centre,

cross the Tyne Bridge and then follow signs for Hilton Newcastle Tyne Bridge.

Car park:

- The hotel has a car park underneath it with 184 spaces.
 - This is chargeable at £10 for the day and £15 overnight. **Prices subject to change.*
-

Conference Spaces – Hilton Newcastle Tyne Bridge

- The virtual tour of Hilton Newcastle Tyne Bridge is available [here](#) should you wish to familiarise yourself with the venue ahead of your arrival.
- Here is a walkthrough video of the venue which includes all of the spaces displayed below:

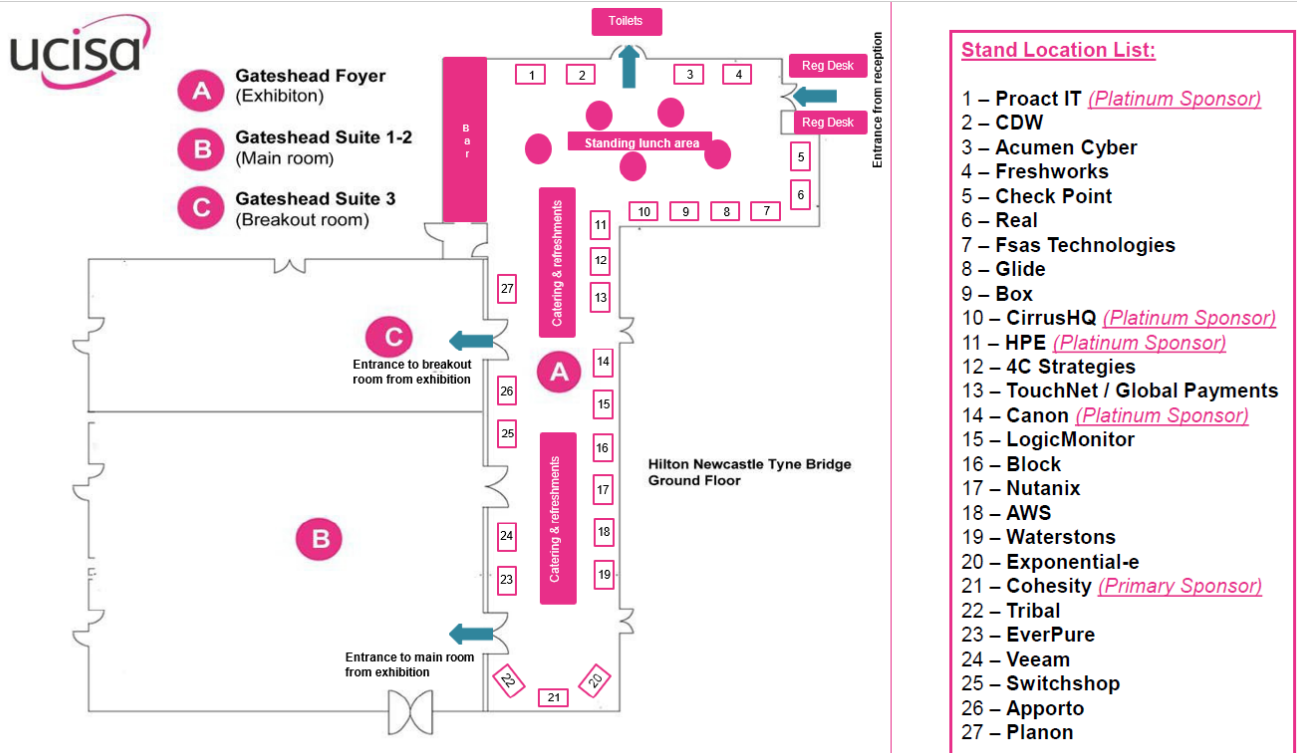
Ground floor:

- Hotel check-in

If you have booked your own accommodation at Hilton Newcastle Tyne Bridge, check-in desks are located on the ground floor:



- The conference, including registration, dinner (7th Oct) and exhibition will all be held on the ground floor.



-1 Floor:

- This is where the quiet room can be located. Here is a walkthrough to the quiet room from the Gateshead Suite Foyer. **[INSERT LINK WHEN VIDEO IS CREATED]**



Hilton Newcastle Tyne Bridge -1 Floor



Exhibition Stand Details

What is included in your exhibition stand booking?

■ **2 complimentary exhibitor passes per day** – These will be booked manually by the UCISA Events team. Please send **name, job title, email address, dietary and / or accessibility requirements** to events@ucisa.ac.uk.

**You can swap attendees for each day, but the limit is still 2 complimentary exhibitor passes per day.*

■ **A 6ft clothed trestle table with 2 chairs** (If you bring more than 2 staff members, you can request more chairs)

■ **Lunch and refreshments during the conference**

■ **Exhibitor buzzer session** - Each exhibiting company will have 30 seconds to introduce yourselves, highlight your offerings, and convince the delegates why your stand is a must-visit. There are two sessions during day one of the conference with a set number of slots in each. The exhibitor checklist will confirm the timings so you can decide when you would like to do your pitch.

■ **50-word company profile and URL.** Please send these to events@ucisa.ac.uk

■ **Lead Capture** - We will be using the same application from our other conferences, Lead Capture by EventMobi.

Company admins can see a complete list of all of the leads that were collected at the event using the Lead Collection area

Each lead within the list will show the following details:

- Lead Name
- Company Representative that captured the lead
- Date and Timestamp of when the lead was captured

Exhibitors won't yet have their login details for the Lead Capture app until closer to the event

■ **Delegate List** – You will receive this 2 weeks before the event

Optional extras and prices

- You are welcome to purchase **additional exhibitor passes** (3 per day for Wednesday 7th and Thursday 8th October) along with **dinner tickets** for Wednesday 7th October. These need to be purchased via the UCISA Connect Portal here: [DISC26 Dinner Tickets & Exhibitor Passes](#)
- The deadline to book additional passes or dinner tickets is **Tuesday 29th September**.

	Early bird price (Available until 11.09.26)	Price after early bird deadline (From 12.09.26 – 29.09.26)
Additional Exhibitor Pass (Wednesday 7th October)	£120 + VAT	£170 + VAT
Conference Dinner Ticket (Wednesday 7th October)	£80 + VAT	£130 + VAT
Additional Exhibitor Pass (Thursday 8th October)	£120 + VAT	£170 + VAT

Set up and breakdown of your exhibition stand

Set up:

- You can set up the day before the conference (Tuesday 6th October) from 14:00 – 18:00
- Alternatively, you can set up on the morning of Wednesday 7th October from 08:00 – 09:00

Break down:

- Your stand must be cleared by 16:00 on Wednesday 8th October.

**Please note that it is your responsibility to take away any rubbish or cardboard from the Gateshead Foyer (Exhibition)*

Deliveries & collections to and from the venue

You are welcome to bring your own table branding and pop-up banners, no higher than 2m.

There will be basic power to the stand, but we also recommend bringing an extension lead with you. There will be free Wi-fi internet access for browsing

Deliveries:

- Parcels will be accepted from **Monday 5th October**. All deliveries must read:

UCISA DISC26 – 7th – 8th October

[YOUR COMPANY]

[STAND NUMBER]

FAO. Rachael Harrison

Hilton Newcastle Tyne Bridge

Bottle Bank

Gateshead

NE8 2AR

- Parcels will be stored in a parcel cupboard and brought to the Gateshead Foyer (Exhibition) on Tuesday 6th October.

Collections:

- The venue operations team will hand out collection labels for you to indicate the number of parcels you have to be collected and the courier that will be collecting them.

**Please note that you are responsible for arranging the courier to collect your parcels.*

Selecting your stand location

- Stands are selected in booking order.

We begin with our sponsors and then go in order of those who have booked an exhibition stand.

When we ask you to select your stand, we ask for your top 3 options.

Exhibitor Checklist

- This checklist is designed to help you prepare for DISC26

**Please note that I have attached this as a separate document in your confirmation email.*

Action:	Completed?
Book your exhibition stand via the UCISA Connect Portal	
Arranged payment for your exhibition stand – Provided PO / Confirmed you do not require PO / Paying via card. <i>*Our accounts will send your invoice once your payment method has been confirmed. If you upload a PO with your booking, the UCISA Events Team will review it before approving it and asking our accounts to send you the invoice.</i> <i>*Please note, payment for your stand must be made before the event.</i>	
Send the UCISA Events Team (events@ucisa.ac.uk) the names of who will be taking your two complimentary exhibitor passes on Wednesday 7th & Thursday 8th October. Please send in this format: 07/10: • Complimentary exhibitor pass – name; role; email address; dietary and/accessibility requirements. • Complimentary exhibitor pass – name; role; email address; dietary and/accessibility requirements. 08/10: • Complimentary exhibitor pass – name; role; email address; dietary and/accessibility requirements. • Complimentary exhibitor pass – name; role; email address; dietary and/accessibility requirements. <i>*Reminder that you can have different staff members each day but only 2 complimentary passes per day.</i> <i>*Before you share the names, please make sure the attendees have created a UCISA Connect Portal account, otherwise we will not be able to book them on. Portal accounts can be created here: https://connect.ucisa.ac.uk</i> <i>*Name swaps will not be accepted after Wednesday 30th September.</i>	
Send the UCISA Events Team a 50-word company profile and URL (events@ucisa.ac.uk)	
During the conference, there will be two exhibitor buzzer sessions. Each exhibiting company will have 30 seconds to introduce yourselves, highlight your offerings, and convince the delegates why your stand is a must-visit.	

The buzzer sessions will be taking place on day 1, Wednesday 7th October, at: - 10:10 – 10:20 - 15:35 – 15:45 Email the UCISA Events Team (events@ucisa.ac.uk) to confirm which slot you would like to be a part of. <i>At UCISA, we like to make sure that we represent the whole community. Therefore, I would like to encourage you to consider diversity when nominating which team member will be representing you. At DIG25, out of the 30 exhibitors, only 1 female represented the exhibiting companies at the buzzer sessions.</i> <i>*There are only a set number of spaces in each session so this will be done on first-come, first-serve basis.</i>	
If you wish to, book your additional exhibitor passes (up to 3 per day) and/or dinner tickets via the UCISA Connect Portal: DISC26 Dinner Tickets & Exhibitor Passes <i>*The early bird deadline is Friday 11th September. The attendees you wish to book on, must have a UCISA Connect Portal. Portal accounts can be created here: https://connect.ucisa.ac.uk</i> <i>*Name swaps will not be accepted after Wednesday 30th September.</i> <i>*Please note, payment for your additional exhibitor passes and/or dinner tickets must be made before the event.</i>	
Choose your stand location. The UCISA Events Team will send across the floorplan and ask for your top 3 preferences.	
Order any swag / banners that need to be delivered to the venue ahead of the conference <i>*A reminder that parcels will be accepted from Monday 5th October</i>	
Accommodation is not included in exhibitor bookings. If you need accommodation, please ensure you book somewhere. The conference is taking place at Hilton Newcastle Tyne Bridge and accommodation is available at the venue : Hilton Newcastle Tyne Bridge - Hotels in Newcastle - UK	
UCISA Events will add your attendees to an exhibitor briefing call taking place on Tuesday 15th September, 12:00 – 13:00. We ask that those attending try to join this call. If not, we will circulate the recording and slides afterwards but ask that you try to watch the recording before the conference.	

UCISA Events will send joining instructions 3-4 weeks before the conference. Please review your joining instructions and let us know if anything is incorrect	
All those attending have downloaded the Lead Capture EventMobi app and logged in ahead of the conference <i>*UCISA Admin will send the instructions 1-2 weeks before the conference</i>	
Check that payment has been made for your stand	

Conference Programme

**The conference programme is still being confirmed so please note that these are rough timings. We will send an updated programme when it is confirmed.*

Day 1 – Wednesday 7th October

- **09:15** – Registration and Exhibition Opens
- **10:00** – Conference Opens
- **10:10** – The 30-Second Pitch Parade
Exhibitors will have just 30 seconds to introduce themselves, highlight their offerings, and convince you why their stand is a must-visit. This is an opportunity to discover a wide range of products and services in a short amount of time, helping you pinpoint the exhibitors that best meet your needs and interests.
- **10:20** – Opening Keynote
- **11:00** – When Universities Can't Go Offline: Building Cyber Resilience for Teaching, Research and Trust (**Platinum Sponsor – Cohesity**)
- **11:30** – Morning Refreshment Break
- **12:00** – How to Justify Security Investments with Actual Evidence
- **12:30** – “Running on Empty”: Storage, Spend & the AI Panic”. A frank discussion with university infrastructure leaders on the realities behind the headlines (**Platinum Sponsor – Proact IT**)
- **12:50** – Lunch Break
- **13:50** – Breakout Sessions
- **14:10** – Travel Time
- **14:15** – Security Incident Response Workshop
(Please note that this will be an interactive session)
- **15:05** – Afternoon Refreshment Break
- **15:35** – The 30-Second Pitch Parade
Exhibitors will have just 30 seconds to introduce themselves, highlight their offerings, and convince you why their stand is a must-visit. This is an opportunity to discover a wide range of

products and services in a short amount of time, helping you pinpoint the exhibitors that best meet your needs and interests.

- **15:45** – Office IoT Resilience in Higher Education Securing Open, Decentralised Campuses Without Undermining Academic Freedom **(Platinum Sponsor – HPE)**
- **16:05** – Securing the future together – Positioning Cyber Security at the heart of organizational strategy
- **16:35** – Close of Day 1
- **16:40 – 17:10** - Networking Drinks' Reception (In Exhibition)

If you have booked a ticket for the dinner, these are the timings:

- **18:15** – Drinks Reception
- **18:45** – Conference Dinner (Gateshead Suite 1-2)
- **≈20:30** – After Dinner Speaker

Day 2 – Thursday 8th October

- **08:00 – 09:00** – Sponsored Breakfast Sessions:
 - **Tribal**
 - **Check Point**
- **08:15** – Exhibition Opens
- **09:00** – Open of Day 2
- **09:10** – Ctrl + Alt + Discover: Supporting Research Tech in a Digital University
- **09:40** – The 25% Problem: How a UK University used a proven methodology and a Cloud Center of Excellence to get their upstream technology strategy work right **(Platinum Sponsor – CirrusHQ)**
- **10:00** – Morning Refreshment Break
- **10:30** – Benchmarking Cyber Security Teams in Higher Education
- **10:50** – Travel Time
- **10:55** – 'Connect with Colleagues' Session

This is a 45-minute session dedicated to delegates being in the exhibition and speaking with exhibitors. There will be **no refreshments during this time*

- **11:40** – Travel Time
 - **11:45** – The AI-Native Campus Network and the Journey to Self-Driving: Why UK Universities Need It Now – an How HPE's Aruba + Juniper Convergence Changes the Game (**Platinum Sponsor – HPE**)
 - **12:05** – Lunch Break
 - **13:05** – Session 5
 - **13:35** – The Attack Path Nobody Owns: Exposure. Credentials and the gaps between teams
 - **14:05** – Closing Remarks
 - **14:15** – Close of Conference
 - **14:45** – Exhibition Close
-

Sponsorship Opportunities still available

*These sponsorship opportunities can be purchased here: [DISC26 Sponsorship Opportunities](#)

<u>Sponsorship Opportunity</u>	<u>What is included?</u>	<u>Price</u>
■ Networking Drinks Reception Sponsor (7 th October)	Thank you and introduction from a member of the organising committee. You can bring banners for the drinks reception area	£3,000 + VAT
■ Conference Dinner Drinks Reception Sponsor (7 th October)	Logo on slides and thank you and introduction from a member of the organising committee. You can bring banners for the drinks reception area	£3,000 + VAT
■ Exhibitor Bingo Card Sponsor	Logo on exhibitor bingo cards. <i>*Delegates receive an Exhibitor Bingo Card at registration, encouraging them to visit the various exhibition stands throughout the conference</i>	No cost – Need to be able to provide a prize for winner <i>*There is no cost but to be considered as sponsor, you will need to be able to provide a prize for the winner. Please complete <u>this form</u> to let us know what you will offer as a prize. Sponsor will be chosen based on the prize being offered.</i>

UCISA Team Available On-Site

- The UCISA team is here to support you throughout the conference. The team will be wearing white colour lanyards. Delegates will be wearing pink lanyards and sponsors/exhibitors will be wearing black lanyards.
- If you need any assistance or have questions, the team will be available at the registration desk on the ground floor.



Monica Sangha
Events Officer



Sian Thomas
Head of Corporate Engagement
and Events



Lauren Core
Events Officer



Nathaniel Morosoli
Corporate Engagement Manager



Emily Gardiner
Events Co-Ordinator

Catering Menus

Day 1 – Wednesday 7th October:

Morning Break (11:30 – 12:00)

- Tea, coffee, Danish pastries & plant-based yoghurt pots

Lunch Break (12:50 – 13:50)

- Flame-grilled peri-peri chicken with Moroccan-style spiced couscous & charred sweetcorn
- Thai red prawn curry with fragrant jasmine rice
- Slow-cooked aubergine & chickpea tagine (plant-based)
- Truffle & rosemary roasted potatoes
- Buckwheat & broad bean salad with fresh herbs
- Seasonal leaf salad with lemon-infused extra virgin olive oil & sea salt
- Roasted red pepper hummus with artisan flatbread crisps
- Rich plant-based chocolate brownies
- Seasonal fresh fruit selection

**If you would prefer a sandwich to avoid queues, please contact us at events@ucisa.ac.uk*

Afternoon Break (15:05– 15:35)

- Tea, coffee, warm cookies & plant-based flapjacks

Conference Dinner

**You must purchase a ticket via the UCISA Connect Portal to attend the dinner: [DISC26 Dinner Tickets](#)*

- Starter: Tartlet of smoked Northumberland cheese & red pepper chutney
- Main: Herb-roasted chicken breast
- Dessert: New York style cheesecake

**An alternative menu will be available to those who have dietary requirements that means they cannot have courses from this menu*

Day 2 – Thursday 8th October:

Morning Break (10:00 – 10:30)

- Tea, coffee, Danish pastries & plant-based yoghurt pots

Lunch Break (12:05 – 13:05)

- Chargrilled lamb kofta with herb tabbouleh & garlic yoghurt
- Traditional Spanish seafood rice with king prawns, mussels, squid, cod, saffron &

smoked paprika

- Harissa-roasted vegetable & quinoa bake with tahini dressing (Plant-Based)
- Parmesan & herb potato wedges
- Mediterranean couscous with herbs, citrus & roasted vegetables salad
- Smoked baba ganoush with za'atar pitta crisps
- Classic plant-based carrot cake
- Seasonal fresh fruit selection

**If you would prefer a sandwich to avoid queues, please contact us at events@ucisa.ac.uk*

- **Important note:** If you have dietary requirements that you have not made Team UCISA aware of when booking on to the conference, please contact events@ucisa.ac.uk to let us know.
-

Code of conduct

- At UCISA, we are committed to providing a safe, inclusive, and welcoming

environment for all participants. To ensure a positive experience for everyone, we ask that all delegates, speakers, sponsors, exhibitors and staff adhere to our code of conduct.

- The UCISA Events code of conduct can be found here:

<https://www.ucisa.ac.uk/Governance>

Safety and Wellbeing

- If you are feeling unwell, we kindly ask that you do not attend the conference. You may send a colleague to attend in your place, and the UCISA Team will be happy to swap your booking at no cost. Simply contact events@ucisa.ac.uk to arrange this.

Mental health first aiders (MHFA)

- **Siân Thomas, Monica Sangha, and Esther Wong from UCISA are fully trained MHFA** and will be happy to support any delegates who may need mental health support during the conference. If you would like to speak with one of them, please visit the registration desk.

Hidden disabilities sunflower support available

- There will be UCISA staff onsite that are available to provide individuals with additional help and assistance throughout the conference.
 - Should you require additional support at the conference, look out for UCISA staff that are wearing the [Hidden Disabilities Sunflower](#) supporter pin badge on their lanyard.
-

Neuro-inclusivity at DISC26

- We have created a [Neurodiversity Frequently Asked Questions \(FAQ\) page](#). Feel

free to share it with anyone who may find it helpful.

- To support attendees with sensitivity, attendees are encouraged to limit strong scents by using fragrance-free products and refraining from heavy perfumes.
 - We aim to be as neuro-inclusive as possible, if there is anything that you would like us to consider, please contact Team UCISA on events@ucisa.ac.uk.
-

Emergencies and Contact Information

- If you have any questions in the lead up to the conference, please contact events@ucisa.ac.uk.

During the conference

- We really hope you don't experience an emergency, but we are here to help if a situation arises. In the event of an emergency at conference, **in the first instance please alert a member of the venue's staff** as they will be best placed to assist and are trained to manage medical emergencies in their venues.
- You can also reach the UCISA team in an emergency either at the **registration desk or on 07768 861 292** (call, text or WhatsApp).
- If you are scheduled to speak at the conference and are running late, please contact us on **07768 861 292**.

First Aid Facilities

- In the event of medical assistance being required, please contact a **member of the Hilton Newcastle Tyne Bridge team**, informing them of the nature and location of the medical emergency.

Fire Alarm

- The fire alarm is a continuous alarm bell.
- We will update you if there are any planned fire alarms for the duration of the conference

Fire Exits & Assembly Point

- Fire exit routes are indicated prominently in all rooms
 - The assembly point is outside the front of the hotel.
-

Other information

Internet access

- Wi-Fi access is complimentary and available throughout the venue. If you require hard wired connection, please let UCISA Events Team know on events@ucisa.ac.uk

Conference app

- Details of the Conference App will be shared in a separate email from admin@ucisa.ac.uk
- The app includes all key event information and allows you to book 1-2-1 meetings with exhibitors or delegates if you prefer a quieter space away from the exhibition area.

Badge scanning

- Your event name badge will include a QR code that the UCISA Team will need to scan at registration. Entry will not be permitted without a name badge.

Social media and photography

- When posting on social media about the conference, please do use **#DISC26** as the hashtag and tag **@UCISA** where possible.
- There will be photographs and videos taken by the UCISA team during the event for promotional use - let us know if you prefer not to be photographed.

Exhibitor Bingo

- Delegates receive an Exhibitor Bingo Card at registration, encouraging them to visit the various exhibition stands throughout the conference. If a delegate presents their card to you, simply add your initials to it.

We look forward to seeing you in Newcastle!

Best wishes,

Monica Sangha
Events Officer



Monica Sangha
Events Officer