UCISA27 Exhibitor Checklist

- This checklist is designed to help you prepare for UCISA27 Leadership Summit

Action:	**Completed?**
Book your exhibition stand via UCISA Connect Portal	
Arrange payment for your exhibition stand - **Stands will not be held if you have not provided a PO or confirmed that you do not require one or will be paying via card.** **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.* ****Please note that payment for your stand must be made before the event.***	
Send the UCISA Events Team (events@ucisa.ac.uk) the names of who will be taking your two complimentary exhibitor passes on Wednesday 17th & Thursday 18th March. **(There is no exhibition on Friday 19th March)** Please send in this format: 17/03: • Complimentary exhibitor pass – **name; role; email address; dietary and / or accessibility requirements.** • Complimentary exhibitor pass – **name; role; email address; dietary and / or accessibility requirements.** 18/03: • Complimentary exhibitor pass – **name; role; email address; dietary and / or accessibility requirements.** • Complimentary exhibitor pass – **name; role; email address; dietary and / or accessibility requirements.** **Reminder that you can have different staff members each day but only 2 complimentary passes per day.* **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* **Name swaps will not be accepted after **Thursday 11th March.***	
Send the UCISA Events Team your 50-word (max.) company profile and URL (events@ucisa.ac.uk)	
During the summit, we will have multiple blocks of exhibitor buzzer session throughout the programme. The UCISA Events Team will randomly be allocating you to a slot based on sponsorship level and stand number.	

At UCISA, we like to make sure that we represent the whole community. Therefore, we encourage you to consider diversity when nominating which team member will be representing you. At our previous conferences, only 1 female represented the exhibiting companies at the buzzer sessions.	
As part of your exhibition booking, you can book additional exhibitor passes (up to 3 per day). Bookings to be made via the UCISA Connect Portal: UCISA27 Additional Exhibitor Passes **The early bird deadline is **Friday 5th February.** The attendees you wish to book on, must have a UCISA Connect Portal. Portal accounts can be created here: https://connect.ucisa.ac.uk* **Name swaps will not be accepted after **Thursday 11th March.*** **Please note, **payment** for your additional exhibitor passes **must be made before the event.***	
Exhibitor passes (complimentary and paid) include the buffet dinner in the exhibition on Wednesday 17th March. However, if you wish to attend the dinner being held at Dynamic Earth, Edinburgh on Thursday 19th March, tickets need to be purchased for this. Tickets can be purchased via the UCISA Connect Portal: UCISA27 Dinner Tickets (Thursday 19th March) **The early bird deadline is **Friday 5th February.** The attendees you wish to book on, must have a UCISA Connect Portal. Portal accounts can be created here: https://connect.ucisa.ac.uk* **Name swaps will not be accepted after **Thursday 11th March.*** **Please note, **payment** for your additional exhibitor passes and/or dinner tickets **must be made before the event.***	
Submit your UCISA27 Risk Assessments here: UCISA27 Risk Assessment Upload Form **You will be promoted to enter a 'First name' and 'surname' – please enter the **company name** under 'first name', and your individual name in the 'surname'.*	
UCISA Accounts (accounts@ucisa.ac.uk) will reach out regarding corporate membership renewal. **Please ensure that you renew your membership and make payment by **Friday 15th January.** Payment terms are 14 days from date of invoice. If you do not renew 2027 membership, your booking will be cancelled. Membership for 2027 is **£3,184 + VAT.***	
Choose your stand location. The UCISA Events Team (events@ucisa.ac.uk) will send across the floorplan and ask for your top 3 preferences. **We allocate stand location preferences in booking order, starting with sponsors. To ensure you have the best chance of securing your preferred location, please respond by the deadline that the UCISA Events Team provides in the email. After the deadline, we will move on to the next exhibitors on the list, and your preferred location may no longer be available.*	

For any extra shell scheme stand fittings or graphics, please order directly from our exhibition stand builders, **Index Group** using their online forms**:** ■ Nameboard - Nameboard | Index Group ■ Shell scheme additional items - Standfitting Order form | Index Group ■ Graphics - Graphics Options | Index Group For any extra electrical requirements, please book directly with our electricians, Meridian, using their booking form. All stands include basic Wi-Fi. If you wish to order a hardwired connection, this can be done via the EICC portal . The password is **171827** Furniture is NOT included and you will need to be order directly from our suppliers, Europa International. The available items and the price list can viewed on their website and booked using their booking form Please note that if you book **space only,** the electrical package and nameboards are **not included.**	
Order any swag / banners that you need to be delivered to the venue ahead of the summit. **A reminder that parcels will be accepted from **Monday 15th March***	
Accommodation is not included in exhibitor bookings. If you need accommodation, please ensure you book somewhere. There are a number of hotels close to EICC. The EICC has a city-wide booking platform here: https://hotelmap.com/MX7XR, where you can benefit from 12-18% off published rates.	
UCISA Events will add your attendees to a virtual exhibitor briefing call taking place on **Monday 22nd February, 14:00 – 15:00.** 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 summit.	
UCISA Events will send joining instructions 4 weeks before the summit. 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 summit **UCISA Admin will send the instructions 1-2 weeks before the summit*	
Check that payment has been made for your stand	