

WIN Third Annual Conference

24th January 2017

KEY INFORMATION FOR EXHIBITORS

REGISTRATION

If you and your colleagues have not yet registered to attend the conference, please do so [online](#).

VENUE

The exhibition will be held in the Panorama room in the Rootes Building

Rootes Social Building
University of Warwick
Coventry
CV4 7AL

The main entrance is just below the large outdoor screen and the conference venue is on the second floor.

Please click on link below for the [WIN Conference website](#) for full programme and information.

TIMING

You can set up in the exhibitor area from **07:30** on 24th January. Please follow signage as appropriate; a member of staff will be available to show you to your stand. Refer to the [layout of exhibition area](#) for more information.

Registration, refreshments and networking will commence at 08:30 in the same room, with the Welcome Address following straight on in the adjoining room at 09:30. We would ask that you aim to have your stand set up by 08:30. There are then three more refreshment/networking breaks; morning, lunch and afternoon when delegates will be in the exhibition area.

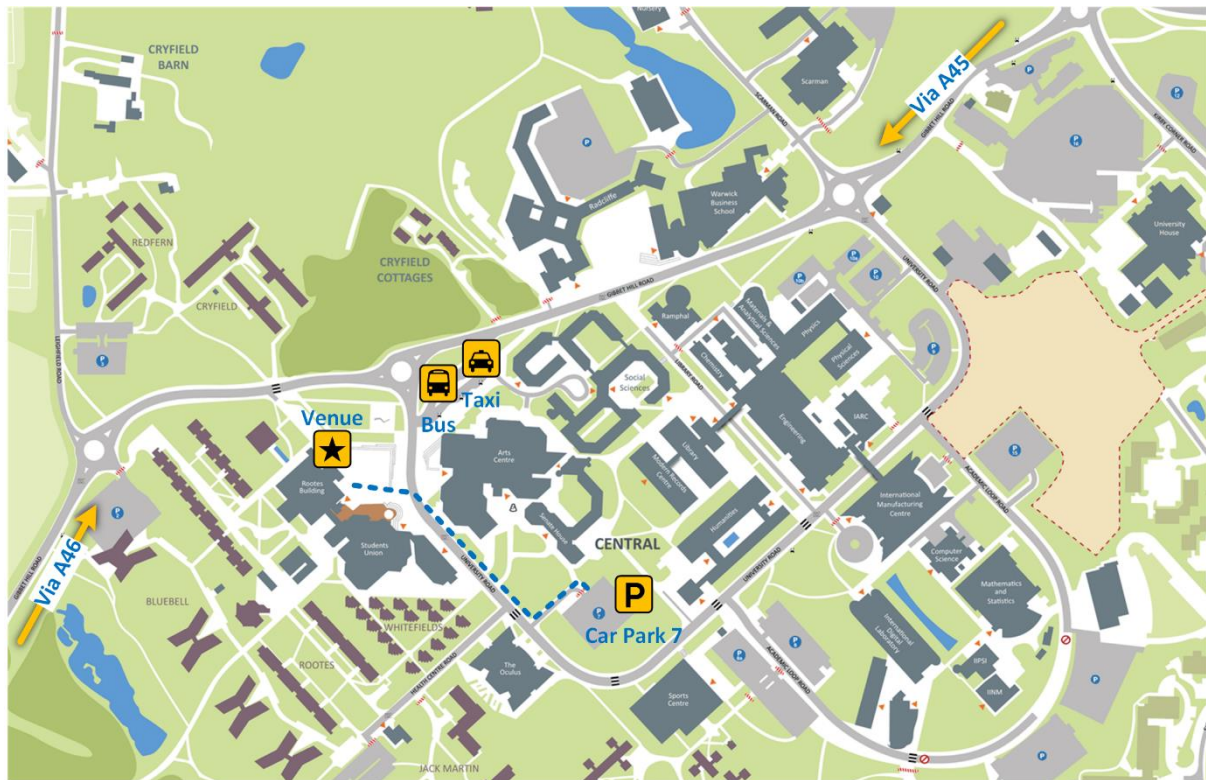
The afternoon refreshments/networking session ends at 16:00 at which point you are free to breakdown your stand.

CAR PARKING

Delegates need to register via the car parking registration website <https://carparking.warwick.ac.uk/events/west-midlands-health-informatics-conference-2017>, **download and print and display their parking permit** for complimentary parking in car park 7.

Complimentary parking has been reserved for arrivals until 11:00 for the Conference in car park 7 (using your delegate parking permit) on a first-come-first-served basis. Other pay and display parking is available on campus.

Maps and further information for travel can be found here:
<http://www2.warwick.ac.uk/about/visiting/>



Route from Car Park 7 to Rootes Building.

UNLOADING OF EQUIPMENT/PARKING OF VANS

On the day: If you are bringing equipment to the venue yourself on the day please note that although no parking is permitted on the Plaza service road, exhibitor vehicles are permitted to unload but then must be moved a campus car park 7. There is a service lift at the end of the Rootes Building. Please let me know if you wish to use this.

If you have a large / tall vehicle please could you also let me know as soon as possible in order that suitable arrangements can be made for parking on campus.

Delivery in advance: Please note that there is limited space for storage. If you plan to have your stand equipment delivered to the University in advance please let us know as soon as possible and be sure to follow the guidelines set out in the following link to avoid any delays or loss of parcels.

For more detail on parcels see attached document, *Further Information for Exhibitors*, page 4.

For full information for exhibitors please read the *Further Information for Exhibitors* document.