



Ysbrydoledig • Cynnwys • Hysbysu

EAHIL 2018

Caerdydd • Cardiff

Inspiring • Involving • Informing

9 - 13 JULY 2018
ROYAL WELSH COLLEGE
OF MUSIC & DRAMA



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EAHIL Cardiff Conference 9-13 July 2018 Exhibitor Handbook

Dear Exhibitor,

We hope that you find the EAHIL Cardiff Conference at the Royal Welsh College of Music and Drama a successful and enjoyable experience. The following information is provided to assist you during your visit.

Contacts:

EAHIL Local Organising Committee

Yasmin Noorani 07961581726 y.noorani@bangor.ac.uk

Sarah Davies: 07973715912 Sarah.Davies37@wales.nhs.uk

Venues Manager, RWCMD

Janet Smith 02920 391376

Janet.smith@rwcmd.ac.uk

Please contact Yasmin Noorani for all queries leading up to the conference in July.

Conference Venue

The Royal Welsh College of Music & Drama hosts a stunning suite of conference venues including the Dora Stoutzker Concert Hall (Seating up to 350 delegates), the Richard Burton Theatre (up to 180 delegates), the Bute Theatre, 14 light-filled breakout rooms, a versatile exhibition gallery and a contemporary glass atrium. It also has a cafe, bar and open-air terrace overlooking the beautiful parks surrounding Cardiff Castle. Take the virtual tour on the College website to see the venue for yourself at <http://www.aroundcardiff.co.uk/RWCMD/vtour/tour.html>

Address

Royal Welsh College of Music and Drama, Castle Grounds

Cathays Park, Cardiff, CF10 3ER

EAHIL Exhibition

The Exhibition will be located in the Main Foyer and the Exhibition Gallery.

Exhibition Stands

The Platinum and Gold Package Exhibitors will be located in the Main Foyer and will be provided with three 2m tables, cloths and two 2m tables, along with black table cloths, chairs and power.

The Silver Package Exhibitors will be located in the Exhibition Gallery and will be provided with one 2 m long trestle table with black cloth, two chairs and power. Please inform us in advance of your full requirements, (including height and access), with regard to: the technical equipment, facilities, power supply, floor loading, and suspended items, that you will be bringing with you to the Exhibition. Our technical team will be able to assist you.

We kindly ask that all Electrical and Technical Equipment is PAT tested and safe for use, all cables are covered or taped down and that you observe all fire, fireproofing, smoking, and Health and safety practices of the College resulting from the Health and Safety At Work etc. Act 1974.

We request that no nails, screws or blue tack are affixed to the College building.

Materials Delivery

Your exhibition materials can be delivered to the College to arrive by Monday 9th July 2018.

Please clearly mark all deliveries with the name and date of the conference and for the attention of Janet Smith, Venues Manager.

Unloading and Parking

Please unload your exhibition material at the southern entrance to the College. There is no parking on the College site but there are plenty of meter-paid car-parks adjacent to the College, and meter parking on adjacent roads. The map below shows the location of the nearest car parks.

<http://www.rwcmd.ac.uk/pdf/English%20Location%20Map.pdf>

To get to the southern entrance, drive along North Road with Cardiff Castle behind you. The entrance to the College site is at the long, narrow car park on the left just before the College. The entrance is shown in the image below.



There are also additional city centre multi-storey car parks approximately 5 to 10 minutes walk from the college.

Assistance on Arrival

Please come to the reception desk in the southern entrance, or to the Welcome Desk at the main entrance and ask for the Duty Manager. Sarah Davies and Yasmin Noorani and other members of the EAHIL Local Organising Committee will also be on hand to help with the exhibition set up.

Setting up of Exhibition Displays Tuesday 10th July

Exhibitors can arrive anytime between 9am and 6pm on Tuesday 10th to set up their exhibition stands. Assistance will be provided by the Local Organising Committee and college technical support.

Wifi

A premium Wifi enhanced service is available to exhibitors in addition to access via The Cloud. Full login details will be provided as part of the set up.

The venue also supports Eduroam for those with access to this network.

Insurance

You will need to ensure that your exhibition materials and equipment are fully ensured.

Exhibition Opening Times

Delegates will be able to visit the exhibition at the following times:

Wednesday 11th July

08.30 – 09.30 Registration

11.00 – 11.30 Morning Refreshment Break

13.00 – 14.00 Lunch

15.30 – 16.00 Afternoon Refreshment Break

Thursday 12th July

08.30 – 09.30 Registration and before the visits

09.30 – 12.00 External Visits

12.00 – 13.30 Lunch

There is no scheduled afternoon refreshment break.

Friday 13th July

08.30 - 09.30 Registration

11.00 – 11.30 Morning Refreshment Break

13.00 – 13.45 Lunch

16.30 Close of Conference

Catering

Complementary tea and coffee will be available during the breaks in the Conference programme, from the designated refreshment areas.

Lunch will be available for exhibitors half an hour before the delegates' lunch break from the student cafe bar.

The public cafe bar will also remain open during the conference, with hot and cold snacks and drinks available from 08:00 hours onwards.

Dietary requirements

Please email Yasmin Noorani if you have any specific dietary requirements.

Accessibility requirements

The college is fully accessible but please let Yasmin know if you have any accessibility requirements.

Conference Dinner

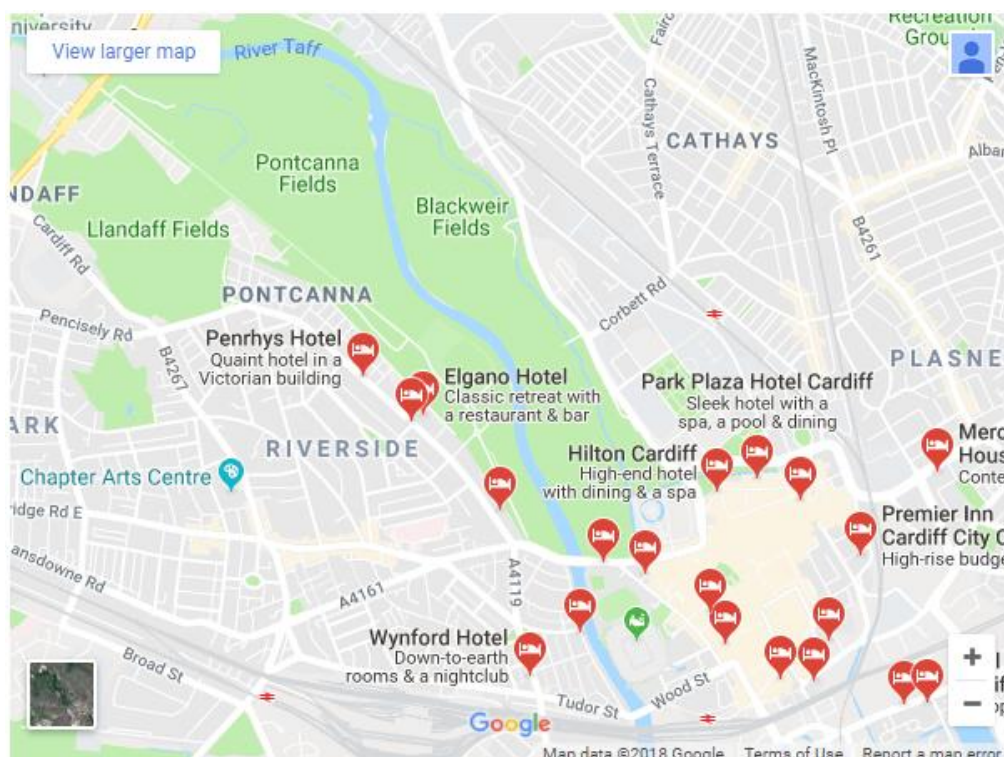
The conference dinner will take place on Thursday 12th July, 19:00 – 00:00, at Cardiff City Hall, King Edward VII Avenue, Cardiff, CF10 3ND. All exhibitors will be entitled to at least 2 complimentary tickets to the dinner.

Dismantling of Exhibition Stands

Exhibition stands can be taken down from 14:00 on Friday 13th July. You will be able to park at the southern entrance to the college to load up your exhibition materials.

Accommodation

There are a number of hotels all within walking distance of the venue as shown on the map below. A limited number of hotel rooms have been reserved for delegates at a discounted rate. [Online booking](#) is now open.



Please note: these hotels are not endorsed by the conference and booking anywhere other than those hotels already reserved is done so at your own risk. The rates secured for the conference are for bed and breakfast rates and the rate will not be subject to change.

Travelling to Cardiff

Flying:

If you're coming from overseas, the nearest airports are either [Cardiff Airport](#), or [Bristol Airport](#). For international visitors, London is served by four major airports or you can fly to [Manchester](#) or Birmingham. Each website has further information on getting from the airport to the city centre but generally you can either use [National Express Coaches](#) or [National Rail](#).

By Rail: Cardiff Central can be reached by all major cities. For details of train times and to book tickets please see [National Rail](#).

By Car: Cardiff is easily accessible via the M4 motorway, which runs through the north of the city, making London a comfortable drive away. From the Midlands, the North of England and Scotland it is a straightforward drive via the M6, M5 and M50/M4. From the South and South West of England the approach is by M5 and M4. Access from West Wales is by M4.

Severn Bridge: The toll charge for crossing the Severn Bridge is £5.60 for a car and £11.70 for a van. [Bridge toll](#)

Visa Information

You can find visa information on the [gov.uk website](#).

We hope that the information in this handbook is useful for you in planning your visit to the 16th EAHIL Conference.

If there is anything you need to ask us before then, please contact Yasmin Noorani who will be able to assist you.

We look forward to welcoming you to the Cardiff Conference in July.

Very best wishes,

EAHIL 2018 Local Organising Committee