

Promoting Statistical Insight and Collaboration in Drug Development

 **2016 PSI Conference**
The Pullman Hotel, Berlin - 22 to 25 May 2016

For more information contact the conference team on PSI2016Conference@mci-group.com



Early bird deadline:
29 February 2016
Advance registration
deadline: 9 May 2016

Technical Manual

Thank you for exhibiting at the PSI 2016 Conference taking place at The Pullman Hotel, Berlin on Sunday 22 to Wednesday 25 May 2016.

Please find below information on exhibiting at the PSI Annual Conference. This information is designed to ensure the smooth running of the exhibition. If you have any additional queries please contact the conference organisers on psi2016conference@mci-group.com.

Deliveries

Please send packages to the following address to arrive no earlier than Saturday 21 May 2016.

Address for all deliveries:

PSI 2016 Conference 22 – 25 May 2016
Mr. André Zaborowski
BUDAPESTER STRASSE 25
10787 BERLIN – GERMANY

Please include your organisations name on all packages so that we can allocate them to your stand.

Exhibition set-up and open times

Please ensure that your stand is fully set up by 18:00 on Sunday 22 May for the Welcome Reception. Below is an overview of the conference timetable. Please ensure that your stand is manned at the break times highlighted in bold.

Sunday 22 May	Training Course
	14:00 – 18:00 Registration open
	19:00 – 21:00 Welcome buffet within the exhibition hall
Monday 23 May	07:00 – 17:30 Registration open
	09:15 - 09:30 Conference opening
	09:30 – 10:30 Plenary session
	10:30 – 11:00 Coffee break
	11:00 – 12:30 Parallel sessions
	12:30 – 13:30 Lunch
	13:30 – 14:40 PSI Annual General Meeting
	14:30 – 16:00 Parallel sessions
	16:00 – 16:30 Coffee break
	17:30 – 19:00 Poster session
Tuesday 24 May	08:00 – 18:30 Registration open
	09:00 – 10:00 Plenary session

	10:00 – 10:30 Coffee break
	10:30 – 12:00 Parallel sessions
	12:00 – 13:00 Lunch
	13:00 – 14:30 Parallel sessions
	14:30 – 15:00 Coffee break
	15:00 – 16:30 Parallel sessions
	16:45 – 18:15 Parallel sessions
	19:30 – 20:15 Drinks Reception
	20:15 – 22:00 Gala Dinner at Wasserwerks
Wednesday 25 May	08:00 – 16:00 Registration open
	09:00 – 10:30 Parallel sessions
	10:30 – 11:00 Coffee break
	11:00 – 12:30 Parallel sessions
	12:30 – 13:30 Lunch
	13:00 – 15:00 Panel session
	14:00 Exhibition dismantle

Onsite arrangements

Provided within your exhibition package you will receive:

- A 3m x 2m space within the exhibition
- Two complimentary exhibition passes
- Acknowledgement within the event app.

An exhibition floorplan will be shared in advance of the conference. This will show the location of your stand. The stand will consist of a 2m long clothed trestle table and two chairs. Please feel free to bring pull-up banners, stationary and give-aways to the conference.

The complimentary exhibition passes will be provided to you on arrival at the conference. These will state 'EXHIBITOR' and your organisations name. The passes gain access to the exhibition only and not the conference sessions. If you plan to attend the sessions please book a delegate registration within the registration system.

Please submit your organisations logo and a 100-word profile to the organisers no later than **Friday 26 February**.

Complimentary Wi-Fi will be available throughout the venue. The access code will be shared on arrival at the venue. The Wi-Fi is comfortable for basic browsing, however if you wish to showcase online activity from your booth it is imperative that you arrange a hard-wired internet point. This can be booked via the organisers. Please contact the organisers at the following email address psi2016conference@mci-group.com.

When onsite please ensure that all valuables are removed from your stand overnight. Valuables left unattended during the conference or overnight are at the owner's risk. The conference organisers and PSI are unable to be held accountable individuals property.

Dismantle and collection

Exhibition stands can be dismantled from 14:00 on Wednesday 25 May. It is not possible to remove an exhibition stand before this time. Once you have dismantled the stand please leave within the exhibition hall along with details of your collection and inform the event service team.

Please ensure that all items are collected by 19:00 on Wednesday 25 May 2016.