



British Society of Paediatric Gastroenterology Hepatology and Nutrition

|           |                    |   |
|-----------|--------------------|---|
| President | Dr Nick Croft      | e-mail <a href="mailto:president@bspghan.org.uk">president@bspghan.org.uk</a> |
| Convenor  | Dr Keith Lindley   | e-mail <a href="mailto:convenor@bspghan.org.uk">convenor@bspghan.org.uk</a>   |
| Treasurer | Dr Astor Rodrigues | e-mail <a href="mailto:treasurer@bspghan.org.uk">treasurer@bspghan.org.uk</a> |

Website: [www.bspghan.org.uk](http://www.bspghan.org.uk)

### **Information for sponsors**

BSPGHAN Annual Meeting  
23<sup>rd</sup> – 25<sup>th</sup> January 2019

Hotel address

Double Tree by Hilton, The Belfry Hotel  
Milton Common  
Thame  
Oxford  
OX9 2JW

Telephone: 01844 279381  
Fax: 01844 279624

Website. [https://doubletree3.hilton.com/en/hotels/united-kingdom/doubletree-by-hilton-oxford-belfry-oxfbedi/index.html?WT.srch=1&WT.mc\\_id=zIMDPDA0EMEA1MB2PSH3PPC\\_Bing\\_search4cid348373797\\_aid1195169537149797\\_me\\_kkwd-74698243265304:loc-1885Brand\\_Nano6OXFBEDI7en&utm\\_source=Bing&utm\\_medium=ppc&utm\\_campaign=paid\\_search&campaignid=348373797&adgroupid=1195169537149797&targetid=kwd-74698243265304:loc-188](https://doubletree3.hilton.com/en/hotels/united-kingdom/doubletree-by-hilton-oxford-belfry-oxfbedi/index.html?WT.srch=1&WT.mc_id=zIMDPDA0EMEA1MB2PSH3PPC_Bing_search4cid348373797_aid1195169537149797_me_kkwd-74698243265304:loc-1885Brand_Nano6OXFBEDI7en&utm_source=Bing&utm_medium=ppc&utm_campaign=paid_search&campaignid=348373797&adgroupid=1195169537149797&targetid=kwd-74698243265304:loc-188)

### **Set up times:**

Trinity Suite: Exhibition room can be accessed from Tuesday 22<sup>nd</sup> January 2019, all day to enable sponsors to set up stands

Room is on ground floor and has a separate rear entrance. Please ask at registration desk for access to entrance

Administrator: Mrs Carla Lloyd, 5 Woodthorpe Drive, Pedmore, Stourbridge, DY9 7JX  
Telephone: 07969 107801 (Mobile); e-mail [carla@bspghan.org.uk](mailto:carla@bspghan.org.uk). Telephone: 01384 866446 (evenings)  
Assistant Administrator: Samantha Goult e-mail [sam@bspghan.org.uk](mailto:sam@bspghan.org.uk)

Registered as a charity: Registration Number 299294

### **Break down times:**

Stands can be removed from 2.30 p.m. on Friday 25<sup>th</sup> January 2019

### **Delivery of materials:**

#### **DELIVERIES/PACKAGES:**

#### **Materials for exhibitor stands**

Please label clearly FOR EXHIBITION STAND

Materials for Exhibition Stand: Please label clearly

1. Name of the conference: EVENT NAME / EXIBITOR – COMPANY NAME
2. Date: Day/Month/Year
3. Meeting room: Trinity Suite
4. Onsite contact name and contact number: xxxx (your contact person name)

There may be other deliveries coming in, therefore this is essential to help us and hotel staff identify which event your delivery is for.

Should deliveries not include the appropriate information the Hotel cannot accept liability for any lost materials.

The address for delivery is

Double Tree by Hilton, The Belfry Hotel, Milton Common, Thame, Oxford,  
OX9 2JW

#### **Delegate bag inserts: (please cater for 300 delegate bags)**

Label clearly: Inserts for delegate bags.

Mark for attention of Mrs Carla Lloyd, BSPGHAN Administrator/Ms Sam Goult Assistant Administrator

Deliver to College Foyer

Please deliver no later than lunchtime on Tuesday 22<sup>nd</sup> January 2019

#### **Catering Arrangements**

Lunch for sponsors will be provided 30 mins before the official delegate lunch as shown on the final programme that will be available on the website from 21<sup>st</sup> January 2019. A hard copy of the programme will also be provided to representative on the day.

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Assistant Administrator: Samantha Goult e-mail [sam@bspghan.org.uk](mailto:sam@bspghan.org.uk)

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