

Welcome

We are delighted that you will be joining us for the BSI Standards Forum in London. We hope that you will enjoy the event. This document will outline everything you need to know about the event. If you have any questions, please contact Miloslav Vorlicek (details below).

1 Key Contact for the event

Miloslav Vorlicek

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+ 44 (0) 75 8464 2357

miloslav.vorlicek@bsigroup.com

2 About the Venue

Park Plaza Victoria London

239 Vauxhall Bridge Road Pimlico

London

SW1V 1EQ

Map: [link](#)

Sending materials to the venue: Should you need to send any materials [please download and read these instructions](#). Please note that the delivery label template is located on page 2.

NB: Should you need to send any materials to the venue, please ensure any delivery is not sent more than 2 working days prior to your event. Please ensure that all deliveries are scheduled to arrive between 10:00 and 16:00 on the date of delivery. Due to limited storage space please ensure that all collections are organised within 1 working day after your event unless otherwise agreed.

3 Event web page

<https://www.bsigroup.com/standardsforums-uk>

4 Your Timeline

Now Start promoting the Standards Forum to your members / stakeholders / contacts

9 March Send BSI (to be used on promotional material):

- Your logo (min. 72dpi)
- Statement about your organisation and why you are involved in standards making (100 words max.)

- 23 March Send BSI:
- names and job titles of your employees attending the event
 - details of any free items that you are planning to distribute
 - specifications of any demonstration that you are planning to run during the event
- 6 April You will receive Joining Instructions and confirmation whether all your free items and planned demonstrations are approved and e-mail BSI the PDF document you would like included in the online delegate pack
- 26 April BSI Standards Forum

5 Schedule for the day

Time	Session	Exhibition
07:00 – 09:00	Set Up	Set Up all stands
09:00 – 09:50	Registration and networking	Exhibition open
10:00 – 11:00	Welcome and opening keynote	Exhibition closed
11:00 – 11:20	Comfort break	Exhibition open
11:30 – 12:50	Breakout sessions	Exhibition closed
13:00 – 14:05	Lunch break	Exhibition open
14:15 – 15:15	Closing panel discussion	Exhibition closed
15:15 – 16:30	Knowledge Marketplace	Exhibition open
16:60 – 17:30	Closing down	All stands to be taken down

6 Event theme and audience overview

The event format has been designed to blend networking and plenary activities into a seamless programme of engaging and informative content. The theme of BSI Standards Forum is 'Global Standards for a Global Marketplace'. We are planning to bring the topic to life through examples in the fields of data and trust, future cities, sustainability. We hope the event will demonstrate how global standards can enable an agile, innovative, resilient, responsible, robust, secure and trusted marketplace. We are expecting that up to 250 delegates will attend, and in addition to standards-makers and BSI members, one of our key target audiences for this event is early career professionals. As a free event, BSI Standards Forums are primarily intended for BSI Standards-makers, Members and Nominating Bodies.

7 Purpose of the Knowledge Marketplace

We are asking exhibitors to share knowledge, expertise, experience about their field / industry with delegates, including how they represent their stakeholders in standards development, career development, training, resources, industry news. You are welcome to bring marketing and other materials or resources you may have for delegates to take.

8 Your stand

The exhibition will be located in the Beatrice Suites 1 & 2 on Conference Level 1, just outside the main conference hall (Victoria Suites 1 & 2). This is also the area where all catering will be served. Stands will be allocated in advance. We will be offering each exhibitor a poseur table, two stools, and space for up to two roller/pull-up banners.

9 Setting up

Set up is on the day of the event and will be open between 7:00 and 9:00. Should you need to send any materials to the venue, please ensure any delivery is not sent more than 2 working days prior to your event. Please ensure that all deliveries are scheduled to arrive between 10:00 and 16:00 on the date of delivery. Due to limited storage space please ensure that all collections are organised within 1 working day after your event unless otherwise agreed. Delivery details are noted above.

10 Security

Please ensure that your valuables (e.g. laptops, mobile phones etc.) are with you at all times. Do not leave them unattended at any time. BSI nor the venue will take responsibility for any items lost/stolen during the event.

11 Catering

The venue will be providing free buffet catering for all delegates and exhibitors. If you have any dietary requirements, please email these alongside the staff registration no later than by 23 March 2018.

12 Free items, competitions and demonstrations

BSI must clear all free items, competitions and demonstrations that you wish to run from your stand. Please email Miloslav no later than by 23 March 2018 details of all free items (i.e. pens, pads, bags etc.) that you will be distributing from your stand, details of any competition and the prize and details of any demonstration that you are planning to run during the event. Miloslav will confirm, whether these were authorised by 6 April 2018.