



# EDRC

25th  
European  
Drosophila  
Research  
Conference

# 2017

22nd-25th September  
Imperial College London  
United Kingdom

30<sup>th</sup> August 2017

**Dear Exhibitor,**

Thank you for your support of the 25th European Drosophila Research Conference, EDRC 2017 which is the main scientific conference for the European fruit fly research community. You will be delighted to know that this conference has reached the maximum capacity of 800 delegates and presently there is a waiting list of delegates wishing to attend.

The exhibition will take place alongside the Poster Sessions in the Queens Tower Room on Level 1 of the Sherfield Building, where the refreshment breaks will also be served to all delegates and attendees. The exhibition will open on the Friday alongside the Welcome Reception held in the Queens Tower Room and will then run all day Saturday and Sunday. There is no exhibition on the Monday.

Please read the following important information in relation to exhibiting at EDRC 2017 and in particular the notes regarding Pre-Conference Delivery and Post-Conference Collections, Exhibitor Unloading and Loading and Car Parking and the associated charges. Please complete & return the **Exhibitor Form** to [Neil.Hardaker@Hg3.co.uk](mailto:Neil.Hardaker@Hg3.co.uk) by 17.00 on Wednesday 6<sup>th</sup> September to confirm your specific conference requirements.

Name badges will be provided at registration and exhibitors are asked to wear their badges for entry to the exhibition area and the refreshment breaks. For the most up to date programme please visit the EDRC website: [www.edrc2017.com](http://www.edrc2017.com)

**Contents:**

- |                                   |                                   |                          |
|-----------------------------------|-----------------------------------|--------------------------|
| 1 Exhibition Summary              | 6 Pre-Conference Delivery         | 11 Travel by Underground |
| 2 Conference Schedule             | 7 Exhibitor Unloading and Loading | 12 Travel by Bus         |
| 3 Exhibition Location             | 8 Post-Conference Collection      | 13 Local Taxi Numbers    |
| 4 Exhibition Stand and Exhibitors | 9 Travel by car                   | 14 Wi-Fi Access          |
| 5 Accommodation                   | 10 Car Parking                    |                          |

**I Exhibition Summary:**

The access for exhibition set up will be from 2.30pm on Friday 22<sup>nd</sup> September and exhibitors must set up in the Queens Tower Room between 2.30pm to 7pm. All the stands must be set up by the start of the Welcome Drinks Reception which takes place from 7pm to 9.30pm on the same Friday evening. On Saturday 23<sup>rd</sup> and Sunday 24<sup>th</sup> September the delegate registration desk will open at 8am. The exhibition area can be accessed from 8am and the exhibition will be open from 11am to 8pm.

In order to encourage delegates to circulate within the exhibition area the organisers have arranged for an exhibition passport. All delegates will be given a passport listing each of the exhibiting companies and they will be encouraged to visit each of the exhibition stands in order to get their passport stamped. Fully completed passports will be entered into a prize draw and the winner will be announced at the conference.

Only after the Poster Session and Drinks taking place between 7pm and 8pm on Sunday 24 September, will exhibitors be permitted to dismantle their exhibition stands. All exhibitors must breakdown their stands between 8pm and 10pm and there will be no exhibition at the conference on Monday 25<sup>th</sup> September.

Page 1



European  
Drosophila  
Research  
Conference

EDRC 2017  
c/o Hg3 Conferences Ltd  
4 Dragon Road, Harrogate, HG1 5DF  
Tel: +44 (0)1423 529333  
Email: [neil.hardaker@hg3.co.uk](mailto:neil.hardaker@hg3.co.uk)  
[www.edrc2017.com](http://www.edrc2017.com)



# EDRC

25th  
European  
Drosophila  
Research  
Conference

# 2017

22nd-25th September  
Imperial College **London**  
United Kingdom

## 2 Conference Schedule:

### Friday 22<sup>nd</sup> September:

0900 - 1900 Registration Desk open  
1100 Onwards Conference Programme  
1320 - 1430 Lunch  
1430 - 1900 Exhibition Set Up  
1900 - 2130 **Welcome Reception and Exhibition**

### Saturday 23<sup>rd</sup> September:

0800 - 1900 Registration Desk open  
0900 Onwards Conference Programme  
1100 - 2000 **Exhibition**  
1100 - 1130 Coffee Break  
1300 - 1400 Lunch  
1400 - 1600 Poster Session  
1600 - 1630 Coffee Break  
1900 - 2000 Poster Session & Drinks

### Sunday 24<sup>th</sup> September

0800 - 1900 Registration Desk open  
0900 Onwards Conference Programme  
1100 - 2000 **Exhibition**  
1100 - 1130 Coffee Break  
1300 - 1400 Lunch  
1400 - 1600 Poster Session  
1600 - 1630 Coffee Break  
1900 - 2000 Poster Session & Drinks  
2000 - 2200 **Exhibition Closes and Dismantles**

## 3 Exhibition Location:

The Queens Tower Room is located on Level 1 (ground floor) of the Sherfield Building, just next to the Queens Lawn. The full venue address is: **EDRC 2017, Main Campus, Imperial College London, Queens Tower Room, Level 1 Sherfield Building, Imperial College Road, South Kensington, London, SW7 2AZ**

## 4 Exhibition Stand and Exhibitors:

Each exhibition stand includes stand space (2m x 2m), a table (1800mm length x 900mm depth x 740mm height) with a white table cloth and two chairs. Exhibition stands must not exceed the space allocated and must not encroach into or in any way impede access to or reasonable use of those of other exhibitors. It is recommended that each exhibitor brings their own extension cables, but the venue can provide each exhibitor with extension leads at £5+VAT. If you will require extension leads supplying please indicate this accordingly on the **Exhibitor Form**.

Two full exhibitor registrations including lunch and refreshment breaks throughout the conference are included. All exhibitors shall ensure that their exhibition stand is open and staffed during the conference exhibition opening times and will not be dismantled until after the final exhibition viewing time.

Please refer to the exhibition floor plan to view the location of the exhibition stands. The organisers of the conference reserve the right to alter stand allocations and the floor plan if required at its absolute discretion. Payments must be received in full prior to the conference

Page 2



European  
Drosophila  
Research  
Conference

EDRC 2017  
c/o Hg3 Conferences Ltd  
4 Dragon Road, Harrogate, HG1 5DF  
Tel: +44 (0)1423 529333  
Email: [neil.hardaker@hg3.co.uk](mailto:neil.hardaker@hg3.co.uk)  
[www.edrc2017.com](http://www.edrc2017.com)



# EDRC

25th  
European  
Drosophila  
Research  
Conference

# 2017

22nd-25th September  
Imperial College **London**  
United Kingdom

## 5 Accommodation:

The accommodation at Princes Gardens Halls of Residence still has some limited availability. Please contact [Kate.Murray@hg3.co.uk](mailto:Kate.Murray@hg3.co.uk) for current availability. Other accommodation options are available, please see the EDRC 2017 website for further information. [www.edrc2017.com](http://www.edrc2017.com)

## 6 Pre-Conference Delivery:

Please confirm any pre-conference deliveries on the **Exhibitor Form** before making any arrangements for deliveries. There will be a charge for deliveries made before Friday 22<sup>nd</sup> September. Please do take the following restrictions into consideration: Sheffield loading entrance door - 100cm door access.

Please note:

- All packages need to be under 20kgs in weight for health and safety reasons.
- The venue has no access to a forklift or a pump trolley and therefore does not accept deliveries of pallets of any kind.
- Imperial College London does not accept any responsibility for loss or damage of delivered goods.

The venue encourages delivery of goods on the day of the conference, namely Friday 22<sup>nd</sup> September, however should you need to make a delivery prior to this the following guidelines will be applicable:

- Imperial College London is unable to accept deliveries at weekends, bank holidays and during college closure dates.
- Due to the number of conference deliveries can only be accepted a maximum of 3 working days prior to the conference, Monday to Friday between 9am and 5pm.
- Charges will apply to all pre-conference deliveries to cover storage and handling and will be subject to availability.
- Any specialist equipment may only be delivered on the day of the conference.
- Deliveries should be clearly labelled with the following details:
  - **Name & date of conference:** EDRC 2017 22 – 25 Sept 17
  - **Exhibition Location:** Queens Tower Room, Level 1, Sheffield Building
  - **Your company name:** .....
  - **Your contact name and telephone number:** .....
  - **Your exhibition stand number:** .....
  - **Each box must be labelled in numerical order:** i.e. 1 of 3    2 of 3    3 of 3
- The delivery must be sent to the Main Campus at the following address: **Main Campus, Marzena Esposito, EDRC 2017 Conference Operations Manager, Imperial College London, Room 104, Sheffield Building, Imperial College Road, South Kensington. London SW7 2AZ**
- Your courier must contact the Duty Manager on 07711 441284 upon arrival.
- Any deliveries not pre-booked and agreed in advance and payment made where applicable with Neil Hardaker at Hg3 Conferences and not adhering to the above guidelines may be refused by Imperial College.

**IMPORTANT** – Imperial College London will not be responsible for any VAT/excise duty on shipments. The Conference and Events Office will not sign for any delivery where outstanding taxes or payments are due. Please ensure that the correct box is filled in on the AWB so that any taxes due are billed back to the sender by the courier company.



European  
Drosophila  
Research  
Conference

EDRC 2017  
c/o Hg3 Conferences Ltd  
4 Dragon Road, Harrogate, HG1 5DF  
Tel: +44 (0)1423 529333  
Email: [neil.hardaker@hg3.co.uk](mailto:neil.hardaker@hg3.co.uk)  
[www.edrc2017.com](http://www.edrc2017.com)





# EDRC

25th  
European  
Drosophila  
Research  
Conference

# 2017

22nd-25th September  
Imperial College London  
United Kingdom

## 7 Exhibitor Unloading and Loading:

To reach the Sherfield Building, exhibitors need to access Imperial College Road, via Exhibition Road.

On arrival at the security barrier please ask for directions to the Sherfield Building: Exit Imperial College Road taking a right-hand turn to pass alongside the Queens Tower on your left-hand side which will take you straight towards the Sherfield Building and close to the Queens Tower Room. Exhibitors can load and unload their vehicle at the front of the Sherfield Building, by parking adjacent to the Queens Tower monument from where it is a short walk alongside Queens Lawn to the Queens Tower Room along the front of the Sherfield Building.

The venue only allows exhibitors to drive onto the campus and park for a maximum of 30 minutes whilst unloading their vehicle for the exhibition. Please supply your vehicle registration and expected time of arrival between 14.30 - 19.00 on Friday 22<sup>nd</sup> September on the **Exhibitor Form** in order that your vehicle can be pre-advised to the venue security. Any on-site vehicle parking in excess of 30 minutes will be chargeable and cannot be guaranteed. If you require vehicle parking for longer than 30 minutes please complete one **Extended Vehicle On-Site Booking Form** per vehicle - see the **Exhibitor Form** - and return them by 17.00 on Wednesday 6<sup>th</sup> September to [Neil.Hardaker@Hg3.co.uk](mailto:Neil.Hardaker@Hg3.co.uk) to request an approval. Spaces are offered on first come first served basis and are chargeable.

## 8 Post-Conference Collection:

If you wish to leave goods for collection after the conference, please indicate this accordingly on the **Exhibitor Form**. This will be arranged with the Duty Manager on Sunday 24<sup>th</sup> September the final day of the conference and ensure that it is collected no more than 3 days after the conference. After this time, Imperial College may not be able to continue to store the goods due to lack of storage space and they may be disposed of. Also ensure that you provide full details of a return address with a contact number. Please ensure that you provide full details of a return address with a contact number. Any collections that are outside of these guidelines will not be permitted.

## 9 Travel by car:

Please note that Imperial College London is located outside of the Congestion Charge Zone, but please be aware of the Congestion Zone charges in central London.

## 10 Car Parking:

Imperial College London is not able to guarantee car parking on campus. Limited car parking which is allocated on a first come first served basis is available. 30 minutes access for Exhibitor deliveries and collections is available. See above for Exhibitor Unloading and Loading

There are several public car parks nearby to Imperial College, on Harrington Road and Sloane Avenue. Car parking at Imperial College London is severely restricted and you are advised NOT to bring a car unless permission has been given. The car park is open to the public from 18.00 to Midnight on weekdays and from 07.00 to Midnight on weekends. Please note that overnight parking is not permitted.

Parking in the streets surrounding the College is at pay and display or parking meters for limited periods only.



European  
Drosophila  
Research  
Conference

EDRC 2017  
c/o Hg3 Conferences Ltd  
4 Dragon Road, Harrogate, HG1 5DF  
Tel: +44 (0)1423 529333  
Email: [neil.hardaker@hg3.co.uk](mailto:neil.hardaker@hg3.co.uk)  
[www.edrc2017.com](http://www.edrc2017.com)



# EDRC

25th  
European  
Drosophila  
Research  
Conference

# 2017

22nd-25th September  
Imperial College **London**  
**United Kingdom**

The nearest car parks include:

- Q-Park Kingston House - 0207 581 3371 369 - Kingston House North, Princes Gate, SW7 ILS
- Kingston House Garage South - 0207 589 9825 - Ennismore Gardens, London, SW7 INF
- Union Car Parks - 0207 584 7718 - Harrington Road, SW7 IAA
- National Car Parks Ltd - 0870 242 7144

Exhibitors may wish to contact the local car parks directly for their current rates. There are also a limited number of pay and display bays on the roads surrounding the campus. These bays are heavily used and are charged at £3.00 per hour between 08:30 and 18:30. The maximum stay is 4 hours (returns prohibited within 1 hour).

### 11 Travel by Underground:

The nearest Underground stations are South Kensington and Gloucester Road which are served by the Circle, District, and Piccadilly lines and are both in fare zone. From South Kensington Station, the campus is only a five-minute walk. Either follow the subway signposted to the museums or walk north up Exhibition Road. The College is next to the Science Museum.

### 12 Travel by Bus:

South Kensington Campus is easily accessible by bus. A number of routes pass within easy walking distance of the campus.

Please see below for bus numbers and route information:

- **9** Aldwych - Hammersmith Broadway, alight at the Royal Albert Hall
- **10** Kings Cross Station - Hammersmith Broadway, alight at the Royal Albert Hall
- **52** Victoria Bus Station - Willesden Bus Garage, alight at the Royal Albert Hall
- **360** Elephant and Castle Station - Prince Consort Rd, alight at Prince Consort Rd
- **14** Tottenham Court Road - Putney Heath, alight at South Kensington Station
- **49** Battersea Rise - Shepherd's Bush Green, alight at South Kensington Station
- **70** Acton - South Kensington Station, alight at South Kensington Station
- **74** Baker Street Station - Putney, alight at South Kensington Station
- **345** Peckham Bus Station - South Kensington Station, alight at South Kensington Station
- **414** Maida Vale - Putney Bridge, alight at South Kensington Station
- **430** South Kensington Station - Minstead Gardens SW15

### 13 Local Taxi Numbers:

- 1) Global Car Service Ltd - 020 7835 1111 (Cromwell Road)
- 2) 1st Airport Express Cars - 020 7370 2552/020 7244 6556 (Gloucester Road)
- 3) Kensington & Chelsea Carriage Services - 020 7341 0099 (Cromwell Road)
- 4) Royal Chelsea Cars - 020 7244 7744 (Cromwell Road)
- 5) City Chauffeur Services - 0845 094 3568



European  
Drosophila  
Research  
Conference

EDRC 2017  
c/o Hg3 Conferences Ltd  
4 Dragon Road, Harrogate, HG1 5DF  
Tel: +44 (0)1423 529333  
Email: neil.hardaker@hg3.co.uk  
www.edrc2017.com



# EDRC

25th  
European  
Drosophila  
Research  
Conference

# 2017

22nd-25th September  
Imperial College **London**  
**United Kingdom**

## 14 Wi-Fi Access:

If you would like to access the College Wi-Fi Network, please make sure that you have administrator rights to your laptop and follow ALL the instructions below:

1. Turn on your device and go to settings – network connections – wireless network connections
2. Select the **Imperial** wireless network (**not Imperial-WPA**)
3. Open your internet server (explorer, firefox etc.)
4. Click on the link under “Guests” (it would be better if you open this in a new window. **Do not** click on “Guest Login” at this stage)
5. You will be asked to enter a Unique ID. The Unique ID for this Conference is: **conf40504**
6. Click *Proceed*.
7. You will be asked to fill in your name, title & email address
8. You will be asked to enter a Password question & answer
9. You will then be given your **guest account login & password**. **Please keep this safe** as this will be your personal login for the duration of the conference.
10. Go back to the first window where you clicked on the link, and this time click on “**Guest Login**”.
11. Enter your username & password and you should now be connected to the wireless network.



European  
Drosophila  
Research  
Conference

EDRC 2017  
c/o Hg3 Conferences Ltd  
4 Dragon Road, Harrogate, HG1 5DF  
Tel: +44 (0)1423 529333  
Email: [neil.hardaker@hg3.co.uk](mailto:neil.hardaker@hg3.co.uk)  
[www.edrc2017.com](http://www.edrc2017.com)