



LEAP HR Hospitality

Radical Change Through People

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EXHIBITION MANUAL

LEAP HR: Hospitality 2019

Welcome to Hanson Wade's *LEAP HR: Hospitality 2019* conference.

Preparations are in full swing and our team are looking forward to welcoming you to Nashville in August.

This manual will help you to plan your attendance at this conference and contains essential information and guidelines.

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LEAP HR: Hospitality 2019

The LEAP Team



Event Manager

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Community Director

Jemma Boon

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Email: Jemma.Boon@Hansonwade.com

If you are calling from the USA please use either of the below numbers.

West Coast: + 1 415 735 3289 East Coast: +1 617 455 4188

Dates

Day 1: Tuesday, August 20

Day 2: Wednesday, August 21

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Venue

This year's conference is taking place at the Hilton Nashville Downtown.

Please be aware the venue has changed from that which was previously advertised

Hilton Nashville Downtown

121 4th Ave S
Nashville
TN 37201
USA

Hotel Website

For more information about the hotel, please use the following link:

<https://www3.hilton.com/en/hotels/tennessee/hilton-nashville-downtown-BNANSHF/index.html>

Accommodation

We have put together a HotelMap showing great live rates at Hilton Nashville Downtown and nearby, if you need to make a reservation for your stay in Nashville this August, please click here:

<https://hotelmap.com/hotels/MFJAX>.

If you require assistance with your hotel booking you can contact Jessica, our dedicated hotel expert for this event. Simply email Jessica@HotelMap.com with your requirements, phone number and Special Reference Code **MFJAX** and she will get back to you to discuss your hotel options.

Passes

In your contract you will find details of how many passes you are entitled to. Please send the below information to your Event Manager to register your onsite team.

Name	
Job Title	
Email Address	
Phone Number	
Company Name <i>* if different i.e. for client passes</i>	

Please refer to your agreement or reach out to a member of the LEAP team regarding additional passes for employees or clients.

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Registering Speakers

If you have a speaking slot included in your package, can we kindly ask you to send the following details to a member of the LEAP team (if we do not already have them):

- Speaker name and job title
- Session title
- Speaker interesting/fun fact
- Speaker photo

Speaker Information & Guidance

LEAP Format

The agenda is made up of Discover, Develop and Action Sessions. As a speaker, the 'discover' session is your presentation, the 'develop' is the name we give to a joint Q&A which takes place after your session (no preparation needed), and the 'action' session is a roundtable discussion facilitated by the Chair which speakers aren't actively involved in.

Just a reminder that presentations are **20 minutes long**, so keep your message lean, mean and to the point, and remember your audience is a knowledgeable group of peers, equally committed to challenging traditional thinking. As you think about the message you want to convey, please feel free to be as provocative or controversial as you like – the only way something's going to change after the conference is if we step outside our comfort zone.

Presentation Submission

We request that you provide a final version of your slides by **Wednesday, August 14 2019**.

Presentation Format

We recommend that presentations are provided in a Microsoft PowerPoint file in **16:9 ratio aspect**. We do not have a standardized template or logo that we require you use for your slides, feel free to use a template provided by your company or make your own.

If you wish to use alternative presentation software please let us know in advance.

Presentation Control

Presentations will be pre-loaded to our AV desk at the back of the room and will be projected from here.

There will not be a podium at the front of the room, however you will have access to a wireless clicker, with a laser, to control and advance your slides.

There will be a comfort monitor displaying your slides in front of you.

Microphones

You will have a 'clip-on' wireless microphone for your session. This should be arranged and wired up 10 minutes before your discover presentation and be kept on for the debate section.

Timing and Q&A

All presentations will be 20 minutes. A countdown timer will be visible in front of the stage to keep you on track.

If you significantly exceed the time reserved for your session, we will have to interrupt you.

Q&A will be incorporated into the joint develop section after each of the action presentations.

Sharing Presentations

At the end of Conference Day 2 we provide attendees with presentation slides from the meeting. These are provided as a PDF only and are only available to download, with a password, upon the completion of an evaluation form. Please let us know when sending your presentation if you ***do not*** want these shared, otherwise they will be uploaded straight after the conference.

Speed Learning

You may have agreed to speak within a speed learning session which does not involve presenting slides.

The informal style of speed learning consists of the audience splitting into separate groups around different tables.

As a host of a table you should outline your 5-minute case study as outlined below:

1. What was the challenge?
2. What did you do?
3. What was the result?
4. What's next?

This will then lead to a 10-minute period of questioning from the group to find out more about the experience you've shared and discussion around the key themes you've raised.

After 10 minutes, a bell will ring and the groups will rotate to begin the process again.

Branding

Your company logo will be included on the onsite signage, as detailed in your contract. Please send your Event Manager your logo in EPS format as soon as possible.

Please note that if your company is planning on rebranding or in the process of, please speak with your Event Manager to establish the print deadlines to ensure we have the correct logo at the event.

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Exhibition Stand

If you have an exhibition space as part of your contract, we recommend that you bring a pop up stand or pull up banners along with your marketing collateral. Please note, there is no shell scheme surrounding your booth so all stands must be self-supporting and there will not be any walls to attach posters to.

Your booth must fit within the 8x10 ft. space allocated.

The ceiling height in the exhibition room is 16'. Please ensure your booth does not exceed this height.

Please note that packaging material can only be stored at or behind the exhibition stand.

Furniture

You will be provided with the following items:

1 x table

2 x chairs

Power access

If you would like photo examples of previous events and exhibition stands please request these from your Operations Manager.

Exhibition Set Up & Breakdown

The exhibition will take place on the main conference dates only:

Tuesday, August 20

Wednesday, August 21

Set Up Times

Tuesday, August 20

6am

All exhibits must be setup by 6.30am on Tuesday, August 20 ready for when the doors open at 7.00am. If you foresee any difficulty in meeting this deadline, please let Kherat know in advance.

Breakdown Times

Wednesday, August 21

1.30pm

All exhibits must be broken down and packed up by 4pm on Wednesday, August 21. We respectfully ask that you do not breakdown before the last coffee break.

This information will be re-confirmed by your Event Manager closer to the conference.

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AV Rental

If you require any additional AV equipment, please contact:
Kherat Sian – Kherat.Sian@Hansonwade.com / 0044 203 854 0119

Shipments

The earliest delivery date to the venue will be 48 hours before the event. Please send packages to the following address:

Attention: Jemma Boon
c/o Hilton Nashville Downtown
121 4th Ave S
Nashville
TN 37201
USA
Hold for: LEAP HR: Hospitality 2019
COMPANY NAME

Hotel is not responsible for storage or materials handling. Please ensure that prior arrangements for storage or materials handling have been made with Hotel before any shipment of materials to the Hotel.

Please provide your onsite team with return labels and instructions for collection.

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Checklist

- Send company logo in EPS format by **Monday, August 5**
- If applicable, send speaker details (Name, Photo, Fun fact and Session Title)
- Book accommodation for onsite team
- Send onsite staff pass information by **Wednesday, August 14**
- Send copy of speaker presentation by **Wednesday, August 14**

We look forward to working with you and welcoming you to the conference.