

Essential information

The National Educational Visits Conference
13 June 2024

Timings

- 9.30am - 4.30pm
- Registration from 8.30am
- Access from 7.30am
- (Private breakfast session 8.45am)

www.evolveadvice.co.uk/conference

Delegate numbers: 200-250

Supporters

- Headline Sponsor and exhibitor, PGL
- AV Sponsor, STC Expeditions
- Lanyard Sponsor and exhibitor, European Study Tours
- Bag sponsor and exhibitor, NST
- Exhibitor, Active Learning Centres
- Exhibitor, Experience Education
- Exhibitor, Next Generation Travel
- Exhibitor, Halsbury Travel
- In association with, eduFOCUS

Address

The British Library Knowledge Centre
96 Euston Rd.
London
NW1 2DB

(Adjacent to The British Library)

<https://www.bl.uk/venue-hire/daytime-hire/knowledge-centre>

Theatre



foyer



Eliot room



foyer

Essential information

Please provide the following information by the dates listed.

Artwork and copy

- High res logo (print and digital)
- approx 50 words about your company
- 50-75 word supporting quote about why you're supporting The National Educational Visits Conference 2024.
- Artwork/copy for your company profile in the app - to be added by you
- Confirm advertising in brochure
- Artwork for conference brochure
- Items/inserts for conference bag

Exhibitor info

Summary of your plans for your exhibition space, including equipment (eg banner stands, screen etc) and requirements for

- power - Y/N
- standard table - Y/N
- poser table - Y/N
- chairs - Y/N

Name of 2 x representatives attending on the day
Contact email addresses and telephone numbers
Anticipated arrival time
Anticipated delivery time for equipment (if applicable)

Artwork and copy deadlines

October 2023

when available

26 April 2024

10 May 2024 (extended)

10 May 2024 (extended)

Info deadlines

Monday 3 June 2024

Monday 3 June 2024



Exhibitor info

Exhibition space

- Dimensions. 6' wide
- No shell
- Power available
- Wifi throughout the building
- Table (120x60cm) and 2 chairs (if required)
- Poser table if preferred

Access is from 7.30am on the day.

Materials can be delivered from 5pm the day before. Please mark clearly with 'The National Educational Visits Conference, 13 June 2024'.

Please send details of how you are intending to use your exhibition space (including what equipment you will be bringing eg pull up banners, screens etc) by eop Monday 3 June 2024.

Your contact in advance and on the day will be Nikki Kennedy, Communications & Marketing Manager, EVOLVE Advice.
marketing@evolveadvice.co.uk

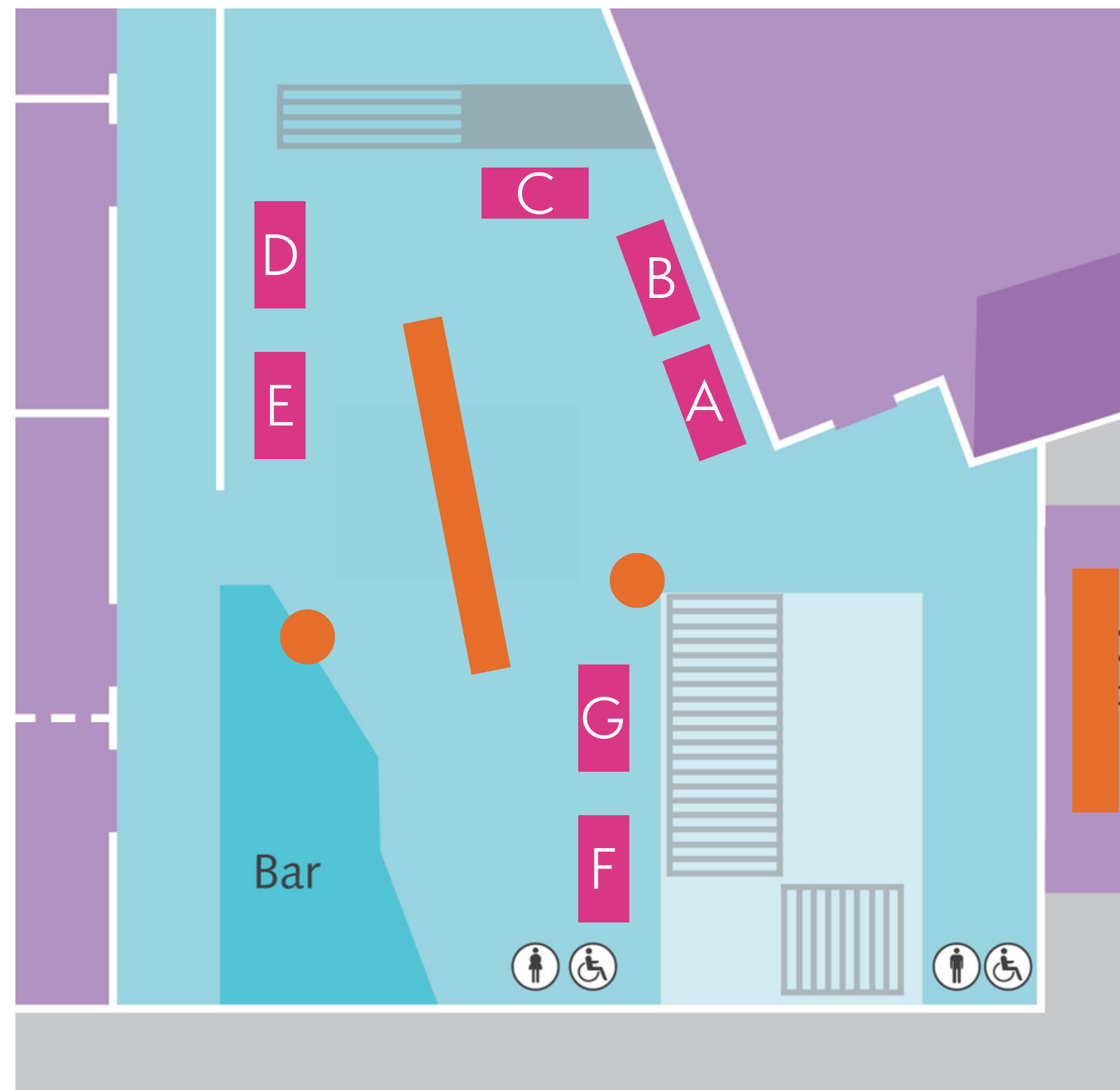
Exhibitor plan



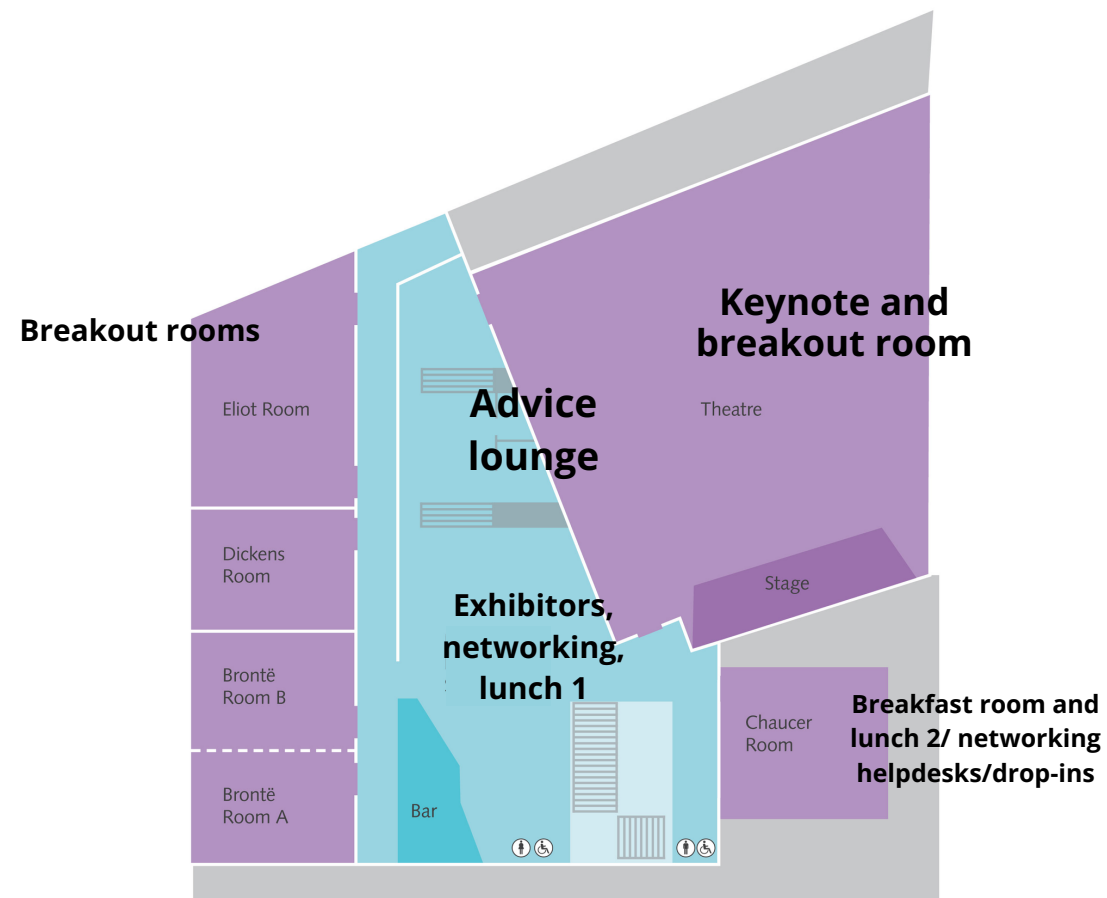
exhibitors



food & drink



Knowledge Centre
 Floorplan
 1st Floor

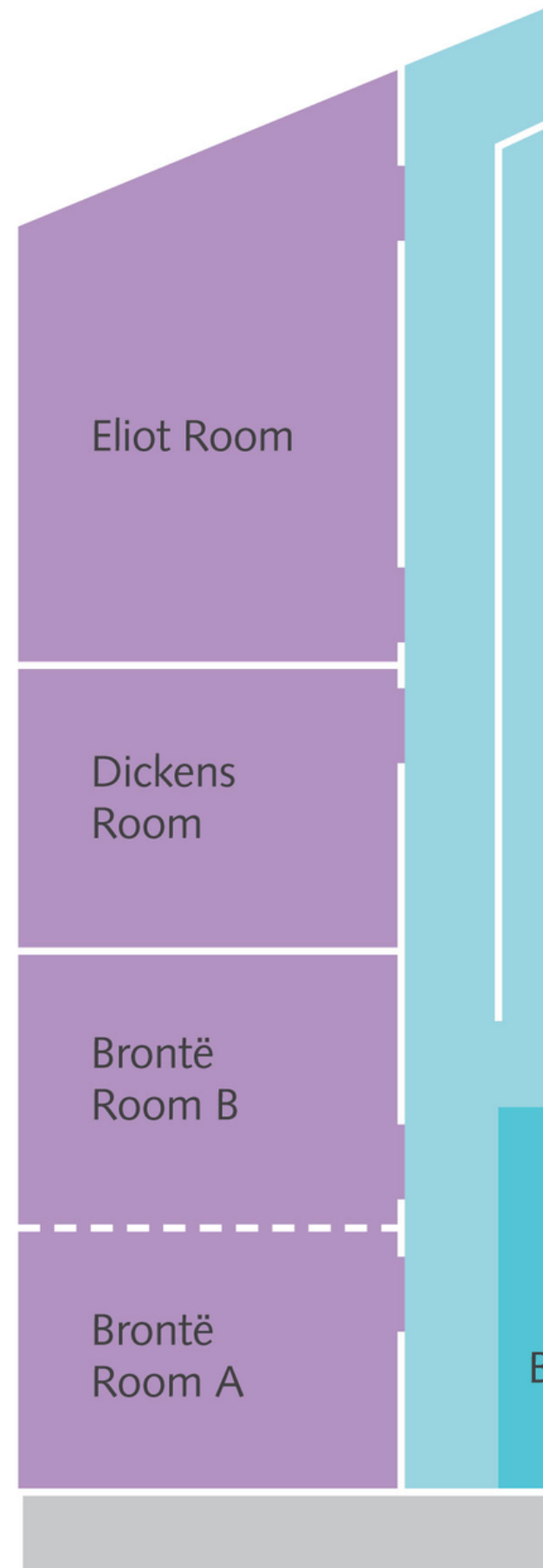


Registration and cloakroom are on the Ground Floor. All sessions, networking, exhibitors and lunch are on the First Floor.

Access:

- There is a lift to the First Floor.
- Theatre and all breakout rooms are accessible.
- Limited seating in main foyer area.
- Additional networking and lunch space in Chaucer room with poser tables and seating.
- Alternative route to theatre and additional foyer seating is via stairs.
- Wheelchair lift onto stage for speakers if required.

Room plan



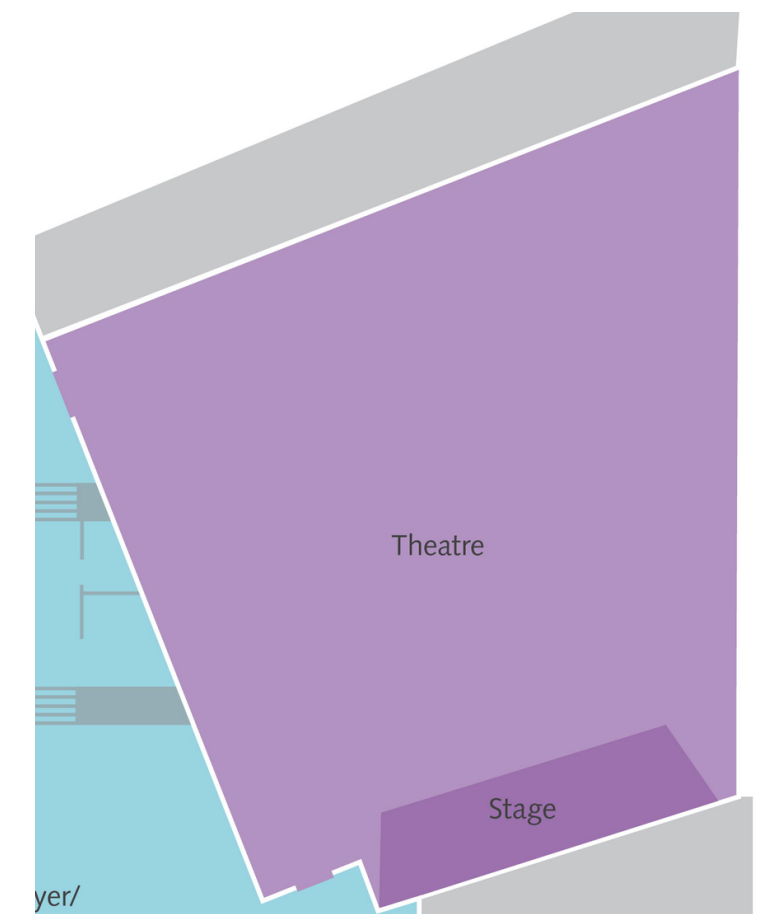
Capacity 60 (Theatre)
Capacity 36 (Cabaret)

- Larger breakouts
- panel discussions
 - workshops/ groups

Capacity 25 (Theatre)
 Reserved for Green Room

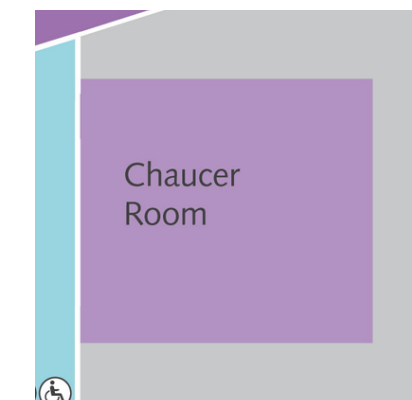
Combined 60 Theatre
 Theatre style presentations, panels

A - Capacity 30 (Theatre)
B - Capacity 20 (Theatre)



Capacity 255 (Theatre)

Whole conference keynote/plenary
 Larger breakouts - panel discussions



Capacity 60 (Theatre)
Capacity 30 (Cabaret)

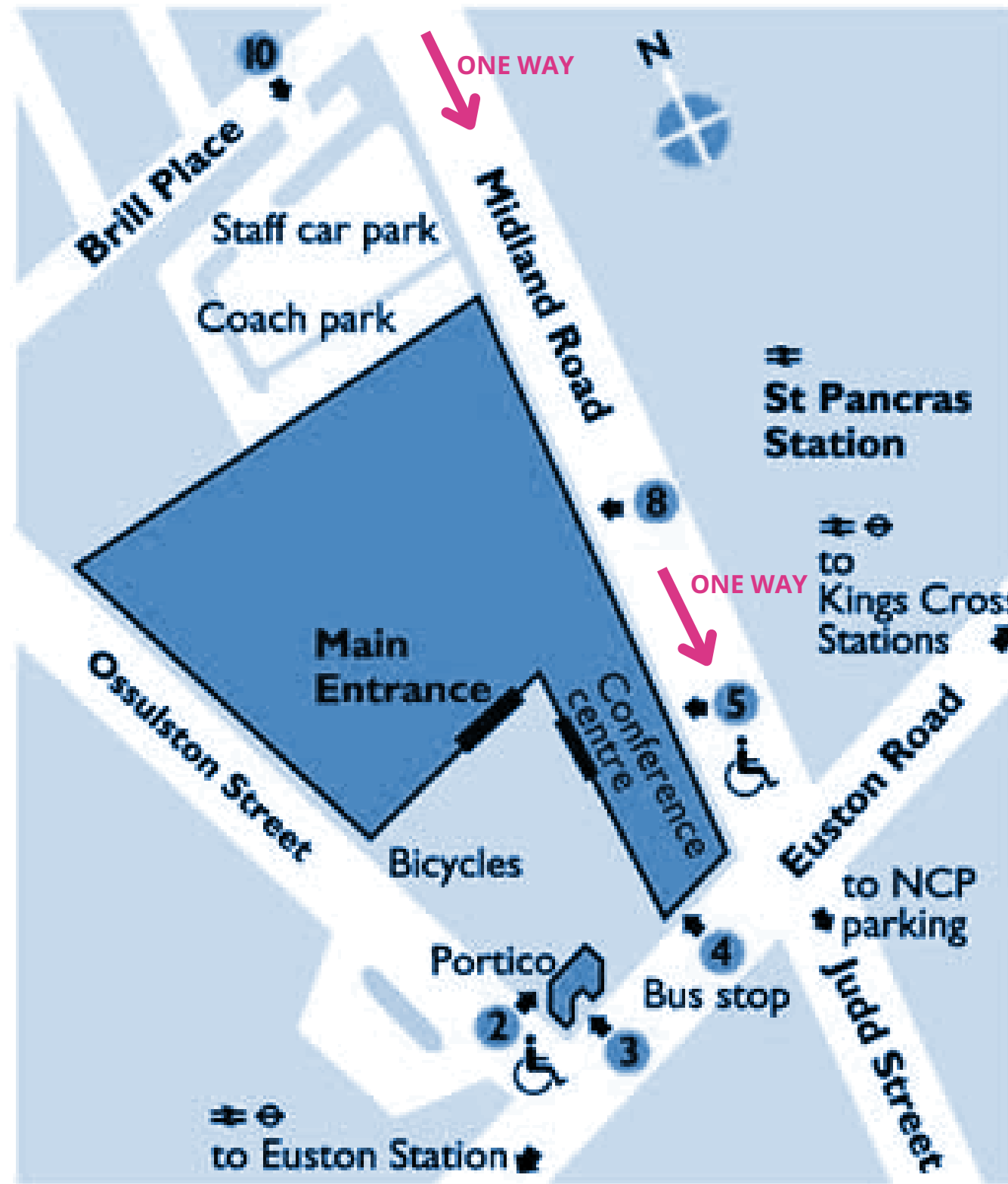
Reserved for networking space, lunch 2, Help desks and drop-in clinic.



Deliveries via **Gate 5**

The venue recommends stopping on the road outside (Midland Road), and unloading onto a trolley or carrying your materials into the venue. You will then need to park elsewhere.

Please note: Gate 5 is on Midland Road, which is a one-way street ([see google map](#)).



Access to the venue

Key to Entrances

- 2 3 4 Public and reader entrances
- ♿ 2 Level access
- ♿ 5 Level access & coach drop-off ←
- 8 Staff, Contractors
- 10 Car park, Coach park, Couriers, Loading bay – all deliveries