

## Fact File

Client	:	Joint Information Systems Committee
Event	:	JISC National Conference
Attendees	:	750
Location	:	The ICC, Birmingham



## Brief

JISC (Joint Information Systems Committee) requested that their annual conference was streamlined in terms of registration for the event and individual sessions, selling of exhibition space, build of exhibition, organising a complex programme of parallel sessions and formal demonstrations. Accommodation for speakers, sponsors and delegates also had to be organised.

Delegates would be a mix of 600 senior managers, practitioners and support staff involved in the use of ICT primarily from the higher education sector. The objective of the conference would be to offer delegates an important opportunity to learn about and take part in discussions and debates about the full range of JISC's work. The exhibition of sponsored stands would serve as an ideal vehicle for delegates to also meet with JISC Services, partners, associations, publishers and IT companies.

## Our response



The conference was held at the ICC, Birmingham. Six presentation halls were used simultaneously through the day and all set up with individual AV requirements and presentation material. A large hall was used for over 50 exhibitors and catering points were placed within the hall to maximise networking opportunities.

A bespoke online registration system was installed onto the JISC website. The system enabled delegates to register their attendance, select which sessions they would like to attend, select accommodation, indicate dietary requirements and make any last minute changes using a pass word. Reports were produced on demand. On the day, delegates were issued with their badge incorporating their specific programme for the day.

The exhibitors/sponsors were invited electronically to participate and spaces were sold well in advance of the event. The exhibitors' package consisted of a shell scheme stand, table, chair, power and lights. Any extra requirements were paid for by the exhibitors. There was also the opportunity for exhibitors/sponsors, for an extra charge, to have an insert in the delegate packs.



Speakers and demonstrators were sourced in good time and contacted with full details and easy to follow abstract and speaker requirement forms. Abstracts were

installed onto the JISC website and presentations were collated and installed at the venue prior to the event.

Accommodation was sourced at preferential rates for delegates at various hotels and was available to be booked through the web based booking form. All JISC staff and speakers accommodation was booked via the Jarvis Woodhouse Event.

An evaluation form was distributed to both exhibitors and delegates in paper form on the day and then followed up electronically within a week.