

COMPUTING INSIGHT UK 2024

Catalysing Research



Science and
Technology
Facilities Council

5 - 6 DECEMBER 2024

Manchester Central, UK

www.ukri.org/CIUK

Computing Insight UK 2024 EXHIBITORS' MANUAL

The following document contains information that will help you plan your attendance at the event including details about the venue, arrangements for delivery and collection of exhibition material and opening hours.

REGISTERING FOR CIUK 2024

There are now 2 components to registering your company for the CIUK 2024 Exhibition.

Step 1 – register your company [here](#).

Select CIUK 2024 Exhibitor as your registration type and you will be directed to the exhibitor registration path.

Register your company as normal. Exhibition staff can be registered in step 2.

Step 2 – register your exhibition staff [here](#).

Select CIUK 2024 Delegate as your registration type and you will be directed to the delegate registration path.

Select the registration type 'Exhibition Staff' when prompted.

You should have received a discount code for the free entry of 3 of your staff in your company registration confirmation email. Redeem the discount by entering the code at on the payment page.

IMPORTANT DATES

Thursday 5 and Friday 6 December – Computing Insight UK 2024

The conference will be open from 8am on both days and will close at 4pm on Friday 6 December.

SET UP INFORMATION

Wednesday 4 December – Exhibition set-up day.

Access to Exchange Hall is available between 8am and 12pm.

Please note that ALL exhibits MUST be set-up by 12pm at the latest.

DELIVERIES

Manchester Central are **unable** to store any items before our tenancy starts. Therefore, **material should be delivered no earlier than Wednesday 4th December.**

If you are planning to send exhibition material directly to the venue by courier, please use this address:

Computing Insight UK 2024
COMPANY NAME / CONTACT NAME
c/o Georgia Sinclair
Manchester Central
Petersfield
Manchester M2 3GX

The exhibition hall will be locked overnight, and security guards are in attendance during the day.

Deliveries can be unloaded directly in front of the building, following the images below. Drivers should take Windmill Street and use the ramp in the image below to drive directly to the double doors.

**1 EXCHANGE HALL
WINDMILL STREET,
M2 3GX**



Approaching from Windmill Street

CONTACT DETAILS

Your first point of contact should always be by emailing – CIUK@stfc.ac.uk. This will ensure a prompt response to any enquiries. **Your contact for any exhibition related questions is Georgia Lomas.** In exceptional circumstances you may call Georgia on 01925 603225.

Before contacting CIUK please check that the information you require is not included on the [exhibitors' online registration page](#) or the [event web page](#). The registration page includes a number of downloadable documents that may answer your questions, as does the [exhibition page](#) on the conference website.



During the event you may speak to any of the organising team at the registration / information desk which will be located in the foyer outside the Exchange Hall. Look for the yellow shirts!



THE VENUE

[Exchange Hall and Exchange Auditorium](#)

[Manchester Central](#)

**Petersfield
Manchester
M2 3GX**

WHAT IS INCLUDED?

CIUK will provide one table, three chairs and a standard power socket for each exhibition stand. The tables will be covered with a plain black tablecloth. Each stand space is approximately 2m x 2m.

EQUIPMENT HIRE:

Equipment like monitors, laptops etc can be rented from Manchester Central's AV supplier – [Sterling Event Group Ltd](#). Please contact Nikki Urquhart on 0161 436 4444 Ext: 220 or [by email](#).

COLLECTION OF EXHIBITION MATERIAL

Exhibition stands **MUST NOT** be dismantled until 4pm on Friday 6 December.

All exhibition materials should be removed from the venue on Friday 6 December where possible. If collection needs to be arranged for a different day, please speak to our team at the registration desk to ensure that all paperwork is completed correctly, and that the venue is aware that they need to store your material for collection.

MEETING ROOMS

Meeting rooms are available to book via Manchester Central directly. Please contact [Georgia Sinclair](#) on 0161 827 7614 or [by email](#).

CAR PARKS



There is a 24-hour NCP car park directly below Manchester Central. It has 643 spaces including 15 disabled parking bays and three electric vehicle charging points. There is direct access to Manchester Central by lift, stairs and escalator.

**Manchester Central NCP
Lower Mosley Street
Manchester
M2 3GX**

Manchester Central NCP is our closest car park and we've negotiated a discounted rate for exhibitors. Please contact CIUK@stfc.ac.uk for details and your very own discount code.

Please note that Manchester Central NCP has a 1.98m height limit.

Please note that Manchester Central cannot provide car parking on its immediate premises.

WI-FI

A free Manchester Central wi-fi network will be available during the event in all areas of the conference. Details of how to log-on will be displayed on the registration / information desk.

CHECKLIST

✓	Registered to exhibit
	Paid registration fees (<i>If NO please email CIUK@stfc.ac.uk ASAP</i>)
	Registered team members
	Arranged accommodation
	Arranged delivery of exhibition material for Wednesday 4 December
	Arranged collection of exhibition material for after 4pm on Friday 6 December

We look forward to meeting you in Manchester in December and hope that you enjoy a successful event.

If you need any further information or have any questions, please feel free to contact us at CIUK@stfc.ac.uk.



Georgia Lomas
CIUK Organising Committee