Networking opportunities

Over 250 delegates from the UK and Overseas

Division AGM

DCP Annual Conference
5–6 December 2013 – The Royal York Hotel

www.bps.org.uk/dcp2013

The British Psychological Society
Promoting excellence in psychology
About the conference and why you should be there

Following on from the success of the 2012 conference in Oxford we are delighted to announce that the 2013 conference will be taking place in York. This year’s event entitled ‘Taking Care, Giving Care: Clinical Psychology in 2013’ will include: Faculty of Clinical Health Psychology (FCHP), Faculty for Children, Young People and their Families (CYPF), and Faculty for Learning Disabilities (FLD).

With a mix of world-class keynotes, symposia, oral and poster presentations, the 2013 event will enable you to network with the conference delegates and showcase your products within the Clinical Psychology field.

High-profile keynote speakers and invited symposia will enhance the conference programme. They include Matt Sanders, Parenting and Families Support Centre, University of Queensland, Brisbane, Australia, Tanya Byron, Clinical Psychologist, Chris Oliver, Cerebra Centre for Neurodevelopmental Disorders, University of Birmingham, Peter McGill, Tizard Centre, University of Kent

In addition, there will be a mix of symposia, individual papers and posters presented, along with Award Lectures and a Wine Reception.

The Division of Clinical Psychology (DCP) is the professional organisation for clinical psychologists in the United Kingdom. The DCP represents over 9000 clinical psychologists and is the largest of the British Psychological Society’s Divisions.

The DCP Annual Conference is seen as an important academic and networking event and is a major showcase in which academics and practitioners can present their research.

Over 200 delegates, split between academics, researchers and postgraduates.

Delegates are primarily affiliated to UK organisations and universities but the conference also attracts an increasing number of international participants.

Benefits of sponsorship and exhibiting

- **EXPOSURE** – generate interest from potential clients, increase awareness of your company, gain publicity, make sales and share research.
- **INCREASED PROFILE** for your company/organisation.
- **SHOWCASE** and launch products and services. Stay ahead of the competition.
- **MEDIA EXPOSURE & SUPPORT** – dedicated members of the Society Media Centre department will act as media liaison before, during and after this event. Material relating to research presented at the event will be featured in the national press as well as in psychology publications.

The event will be publicised on the British Psychological Society’s website and in *The Psychologist*, the monthly publication sent to all 45,000 members of the British Psychological Society.

The DCP values the contribution made to the Annual Conference both by sponsors and exhibitors and appreciates how much this adds to the ‘conference experience’ for delegates.

*Discount on advertising in The Psychologist: Once you have booked your exhibition space at our conference, save 20 per cent on advertising rates* in The Psychologist. Contact Giorgio Romano at RedActive on 020 7880 7556 or giorgio.romano@redactive.co.uk for further information.

* Not available with any other offers.
The venue – The Royal York Hotel, York


The Royal York Hotel is situated easily accessible by air, rail or car. The Royal York Hotel is conveniently situated in the heart of the city and just 40min from Leeds Bradford international airport. The hotel is located right next to the York mainline railway station and just two hours by rail from London and Edinburgh. A short 20min drive to the A1 will link travellers to major motorway networks.

Situated in the heart of the beautifully historic city of York, the spectacular Royal York Hotel offers an idyllic setting for this year’s Annual Conference.

All exhibitors will have their company profile and logo included in the programme and on the website: www.bps.org.uk/dcp2013 (including a direct link to your website). Your name will also be linked to any pre-conference marketing. Once you have booked your space we will request these details from you.

To maximise your opportunities to interact with the delegates, the exhibition will be held in the Oak Room. There are allocated breaks throughout the conference during which delegates will have ample time to visit the exhibitions.

The Events Centre Floor Plan

Not to scale
Sponsorship and Exhibition Booking Form

Name of Organisation: ...........................................  Contact Name:..........................................................
Address:....................................................................  Tel:..............................................................
..................................................................................  Email:...........................................................
..................................................................................  Fax:..............................................................

1. EXHIBITION SPACE

Number of units required  1 / 2 / 3  £475 + VAT per unit
(2m x 1m unit)
Number of additional units required  1 / 2 / 3  £250 + VAT per additional unit
(2m x 1m unit)
Preferred unit space number (see Floor Plan)
1st Preference:  ......................
2nd Preference:  ......................
Electricity supply required?  Yes / No
No. of tables required  0 / 1 / 2 / 3
(max. of one table per unit)
Are table covers required?  Yes / No
No. of chairs required  0 / 1 / 2

Are you bringing your own floor stand? If so please let us know the size:

Width: ..........m (max 2m per unit), Depth: ..........m, Height: ..........m
(Please note: Your stand MUST fit within the space you have paid for)

Name(s) of people who will be attending the conference (maximum of two places):

Exhibitor 1: Name: .................................................................................................................................
Access/dietary requirements ....................................................................................................................
Exhibitor 2: Name: .................................................................................................................................
Access/dietary requirements ....................................................................................................................

Exhibitors will receive:
Two x complimentary tea/coffee and lunches, the company profile and logo in the programme and
on the event website, an exhibitor information pack, and two complimentary places at the wine
and canapé reception on the Thursday evening, and free Wi-Fi throughout the conference.

Please note: Deadline for the logo and profile to appear in the booklet is 2nd October 2013.
## 2. CONFERENCE PACKS

<table>
<thead>
<tr>
<th>Inclusion</th>
<th>Price</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inclusion of single sheet flyer (A4 size)</td>
<td>£250 + VAT</td>
<td>□</td>
</tr>
<tr>
<td>Inclusion of a two to six-page document</td>
<td>£300 + VAT</td>
<td>□</td>
</tr>
<tr>
<td>Inclusion of a document of seven pages or more</td>
<td>£350 + VAT</td>
<td>□</td>
</tr>
</tbody>
</table>

*All documents for inclusion in the delegate pack must be received by the BPS Conference Office by 2nd November 2013. Approximately 300 copies will be required.*

## 3. ‘TAKE ONE’ TABLE

A ‘Take One’ table for the distribution of free brochures and other materials will be advertised to all delegates and outlined on the exhibition plan. Brochures, leaflets, magazines, pens, mugs, etc., will be displayed prominently so that those visiting the exhibition area can help themselves. Please send 100 of your items.

The table will be replenished by the conference team throughout the conference. **£150 + VAT**

Please outline your item here: ...........................................................................................................................

*All items for inclusion on the ‘Take One’ table must be received by the BPS Conference Office by 2nd November 2013.*
# 4. SPONSORSHIP OPPORTUNITIES

To build relationships and develop brand identity.

*All sponsors will receive their company profile listed in our programme.*

<table>
<thead>
<tr>
<th>Package</th>
<th>Cost (exc. VAT)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wine Reception</strong></td>
<td><strong>£1200</strong></td>
</tr>
<tr>
<td>Sponsored branded signage, recognition in the conference programme and the opportunity to provide branded poster boards.</td>
<td></td>
</tr>
<tr>
<td><strong>Delegate Bags/Folders</strong></td>
<td><strong>£2000</strong></td>
</tr>
<tr>
<td><em>Exclusive</em> branding, company logo printed on the bags/folders and one A4 insert – sample will be supplied before production. (If you have your own bag supplies, prices are negotiable)</td>
<td></td>
</tr>
<tr>
<td><strong>Conference Programme</strong></td>
<td><strong>£900</strong></td>
</tr>
<tr>
<td><em>Exclusive</em> opportunity to advertise in glossy print on inside-front or outside-back cover.</td>
<td></td>
</tr>
<tr>
<td><strong>Badge Lanyards</strong></td>
<td><strong>£900</strong></td>
</tr>
<tr>
<td><em>Exclusive</em> branding, company logo/name or web address on all badge lanyards to be worn throughout the conference by all delegates.</td>
<td></td>
</tr>
<tr>
<td><strong>Name Badges</strong></td>
<td><strong>£900</strong></td>
</tr>
<tr>
<td><em>Exclusive</em> branding, company logo on badges worn throughout the event by all delegates.</td>
<td></td>
</tr>
<tr>
<td><strong>Delegate Pens</strong></td>
<td><strong>£600</strong></td>
</tr>
<tr>
<td>Opportunity for you to provide your company branded pens in each delegate’s conference packs</td>
<td></td>
</tr>
<tr>
<td><strong>Delegate Notepads</strong></td>
<td><strong>£600</strong></td>
</tr>
<tr>
<td>Opportunity for you to provide your company branded notepads in the conference packs.</td>
<td></td>
</tr>
<tr>
<td><strong>Delegate Lists</strong></td>
<td><strong>£400</strong></td>
</tr>
<tr>
<td>Opportunity to have your company logo/name or web address on the delegate lists provided in the conference packs.</td>
<td></td>
</tr>
<tr>
<td><strong>Large Screen Advertising</strong></td>
<td><strong>£300</strong></td>
</tr>
<tr>
<td>Opportunity for your PowerPoint advert to be viewed on the large screen in the Events Centre throughout the conference (max. 2 slides).</td>
<td></td>
</tr>
</tbody>
</table>

Please note that if you would like to discuss the possibility of a package deal on sponsorship and exhibition, please contact Priscilla Chauhan on 0116 252 9555 or email: priscilla.chauhan@bps.org.uk
5. PAYMENT

TOTAL AMOUNT PAYABLE: £……………………..Inc VAT

We will be making a bank transfer for the above amount
(please contact the conference office for details)

We enclose a cheque made payable to the British Psychological Society for the above amount

We wish to pay via my debit/credit card
Please call the conference office on 0116 252 9555 to make a secure payment.

Please tick this box if you would like a receipt for your payment

We wish to pay by invoice (NB: Deadline to request invoices is 23rd October 2013)

Please invoice (contact name and full postal address):

......................................................................................................................................................................
......................................................................................................................................................................
......................................................................................................................................................................

Tel No. ...........................................................................................................................................................

Purchase Order: ..........................................................................................................................................
(Required for all invoice requests)

Email address: ..............................................................................................................................................
(Required as invoice is sent electronically)

Please note: we are unable to issue an invoice without a purchase order. All invoices must be paid in full within 30 days of being issued and prior to the event.

Please return this completed form to:

Priscilla Chauhan
BPS Conferences
The British Psychological Society
St Andrews House
48 Princess Road East
Leicester LE1 7DR.
Tel: +44 (0) 116 252 9555
Fax: +44 (0) 116 290 1886
Email: sheena.mistry@bps.org.uk

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*Not available with any other offers.
Terms and Conditions of Exhibition, Sponsorship and Pack Inserts for the DCP Annual Conference 2013

The terms below are used through this document. For clarification each has been defined.

‘Exhibitor’ is used to describe any organisation or person who has made an application to exhibit and had that place confirmed in writing.

‘Sponsor’ is used to describe any organisation or person who has made an application to sponsor a package or item from the sponsorship opportunities list and had that confirmed in writing.

‘Organiser’ refers to BPS Conferences.

‘Exhibition’ refers to the British Psychological Society DCP Annual Conference 2013.

‘Venue’ refers to the Royal York Hotel.

‘Pack Insert’ refers to a leaflet or booklet that is included in each delegate pack.

General

All Exhibitors, Sponsors and those wishing to book Pack Inserts must confirm their booking by completing the official booking form and attaching a cheque, BACS details, credit card number or an official purchase order.

Any invoices issued should be paid within 30 days and must be paid prior to the event. Your payment will not be allocated to your balance until a remittance advice slip has been received by the Organisers. If you are unable to provide a remittance advice, please contact BPS Conferences with the date, account name and the amount transferred.

No exhibition stand, sponsorship item or Pack Insert may be sub-let to a third party without written consent of the organisers.

Cancellations (or reduction in requirements) must be notified in writing and will be charged based upon the date of notification.

More than three calendar months prior to the event – 20 per cent.

Less than three calendar months and more than one calendar month prior to the event – 50 per cent.

Less than one calendar month prior to the event – 100 per cent.

(All cancellations are subject to mitigation.)

Pack Inserts only

Pack Inserts must be sent to the BPS Conferences Office for inclusion in the delegate packs by 2nd November 2013. If you fail to make this deadline we cannot guarantee that your inserts will be included in the packs.

The Organiser will inform parties who have booked Pack Inserts of the number required on confirmation of booking.

The Organiser will inform parties of any increases or significant decreases in predicted delegate numbers.

Exhibition only

The Organisers will produce a printed version of the exhibition floor plan. While the Organiser will attempt to preserve the printed layout of the exhibition, should it be necessary to revise the layout for any reason, the Organiser reserves the right to transfer an Exhibitor to a suitable alternative space. The Exhibitor must occupy the space allocated by the organiser. Exhibitors will be allocated spaces based on the number of units booked. Exhibitors MUST not take up more space than they have booked without onsite authorisation from the Organiser.

The Exhibitor will have no claim against the Organiser, the venue or any other contractor with regards to any loss or damage during the exhibition or carriage of equipment. Exhibitors are advised to ensure they have adequate insurance.

It is the responsibility of the Exhibitor to ensure that employees and any display equipment comply with the latest legislation regarding the Health and Safety at Work regulations.

The Exhibitor MUST abide by the set-up/break-down times as stated by the Organiser. The set-up/break-down times will be listed in your confirmation information. If an Exhibitor cannot attend the full conference they may wish to consider one of our sponsorship opportunities or a conference pack insert. Exhibition units will be reserved for Exhibitors who can attend the full conference.

Please ensure the documents in your ‘Exhibition Information Pack’ at the conference are read and understood.

Sponsors only

Should a sponsorship package include exhibition space the above Terms and Conditions must be adhered to. All packages are sold on a first-come first-served basis. BPS Conferences reserve the right to amend the contents of all packages.

The Sponsor should provide the Organiser with logos in the correct format on request. The Organiser will provide pdf samples of any printed materials containing the Sponsor’s logo.

By completing the Booking Form the Exhibitor/Sponsor agrees to all Terms and Conditions and all other instructions listed.

Please visit the conference website for further details of the conference: www.bps.org.uk/dcp2013