

**The BCPC Congress –
Crop Science & Technology 2005**

**SPONSORS'
HOSPITALITY MANUAL**

The Radisson SAS Hotel, Glasgow

Contents

Introduction and useful information	<i>Page 2-4</i>
Sponsors' benefits package	<i>Page 5</i>
Suite information	<i>Page 6</i>
Furniture requirements	<i>Page 6</i>
Catering	<i>Page 7-9</i>
Audio visual equipment	<i>Page 10</i>
Useful contacts	<i>Page 11</i>

Appendices

Appendix A : Hotel location map

Appendix B : Fax back order forms

Appendix C : Hospitality suite reduced rate
registration forms

Introduction and useful information

Dear Sponsor

The strikingly new and modern Radisson SAS Hotel is conveniently situated in the very heart of Glasgow's City Centre – you couldn't get closer. The hotel has direct links from the M8 just a couple of minutes away, opposite Central Railway Station and is 12km (15 minutes) from the airport.

Access times

All suites are available from 08.00 on Monday 31 October – 17.00hrs Wednesday 2nd November 2005

Accommodation

Details of the accommodation booking service for the Congress can be found on the website at www.bcpc.org

Address of venue

The full postal address for the Radisson SAS, Glasgow is:

301 Argyle Street
Glasgow G2 8DL
Scotland
United Kingdom
Main Telephone Number: +44 (0)141 204 3333
Main Fax Number: +44 (0)141 204 3344
Email: Wendy.Donald@radissonsas.com
Web page: www.radissonsas.com

All relevant booking forms should reach the hotel by **Monday 17th October 2005** at the latest. Any items requested after this date cannot be guaranteed.

Please direct any hospitality suite queries to Wendy J. Donald on any of the contact means above.

Delegate messages

Any messages left for delegates during the Congress between 09.00 on Monday and 17.00 on Wednesday can be collected from reception at The Radisson SAS Hotel. Mail for delegates during the Congress should be addressed to:

Hospitality suite number/delegate name
C/o The Radisson SAS Hotel
Argyle Street
Glasgow G2 8DL
Scotland
United Kingdom

Please note mail should not be sent to the hotel before **Monday 17th October 2005**

Deliveries

If you plan to have items delivered to the hotel, you can do so on the Thursday and Friday prior to the Congress at no cost for storage. Please mark your items with your details (name, company name, etc), the details of the hotel contact Wendy Donald, as listed on the previous page, and your room/suite number. Deliveries to the hotel will need to be within office hours (i.e. 9am – 5pm). Although every care will be taken to ensure that deliveries are not lost neither the hotel nor BCPE can accept any responsibility for lost, stolen or damages goods.

Insurance

Please note: Any events you may hold in your hospitality suite during the Congress are not covered under the BCPC Congress event insurance policy. Should you wish to obtain cover for any events, please see the useful contacts section on page 11 for a recommended insurance provider.

Parking

Ample local car parking available at the NCP with preferential rates

Press releases

Sponsoring companies are invited to submit press releases for distribution to the attending press via the official BCPC Press Office. Packs should be taken to the Press Office, located in the Leven room of the Seminar Suite, SECC, where they should be presented to the Press Officer on duty. Authority for the material to be displayed should be gained from the Duty Press Officer before material is left in the Press Room.

The official Press briefing will take place in the Press Office on the morning of Tuesday 1st November 2005 and sponsors and exhibitors are advised to submit all releases before that time. Wherever possible, releases should make reference to the BCPC Congress. Any queries relating to the press should be referred to the BCPC Press Manager at the following address:

Frances McKim
BCPC Press Manager
Foxhill
Stanford on Soar
Loughborough LE12 5PZ
UK

Tel: +44 (0)1509 233 219
Fax: +44 (0)1509 211 932
Email : frances@activesolutions.uk.com

Registrations

A registration form is included for your convenience, should you need to make additional Congress reservations. Please note access to Congress sessions are for registered delegates only. As part of your hospitality suite package, you are entitled to two reduced rate registrations.

VAT

All prices quoted in this document indicate whether or not they include Value Added Tax (VAT) which is currently set at 17.5%. Full payment should be made direct to the Radisson SAS upon booking any services other than hotel accommodation or registration. Please use the credit card payment form at the end of Appendix B.

Wheel Chair Access

Wheelchair access through main hotel entrance, lift access to all floors including 1st floor where all conference rooms are.

Sponsors' benefits package

All suites and apartments are contracted for a minimum three day hire period, from Monday 31st October to Wednesday 2nd November 2005 inclusive. It may be possible to arrange access on Sunday 30th November if required, but this is subject to availability and may incur an additional cost and must be pre arranged with the Congress organisers.

All catering and audio visual requirements must be booked directly with the hotel and are not included in the package. Please see the relevant sections on pages 7-10 respectively for details of costs and availability. Information on the furniture provided is given in the Suite Information starting on page 7.

As a hospitality suite sponsor you are entitled to an excellent range of benefits which will help you to get the most out of your time at the Congress. These are as follows:

- Three day hire for the duration of the Congress;
- The right to use the phrase: 'in conjunction with 'The BCPC International Congress - Crop Science & Technology 2005' on your Congress-associated promotional material. Official Congress logos are available on request
- A list of all pre-registered delegates at the Congress two months, one month and two weeks prior to the event
- Acknowledgement in the official Congress Programme and Exhibition Catalogue. If you do not wish to have your suite number publicised please inform the Congress Secretariat as soon as possible on Fax : ++44(0) 1420 593209
- Notification of your location on the official Congress directional signage. Please note that unofficial signage is not permitted and any items found within the hotel or outside suites will be removed
- Acknowledgement on the BCPC web site;
- The opportunity to hyperlink the BCPC web site to your own web site. If you have not yet supplied your web site address to the Congress Secretariat please do so as soon as possible on Fax : ++ 44 (0) 1420 593209 or email becky.dyer@bcpc.org

Two reduced rate registrations per suite booked (which include a copy of the Congress Proceedings and an invitation to the Civic Reception on Monday 31st). If you have not already registered, please use the enclosed exhibitor registration form as the reduced rate is the same. However, please clearly state somewhere on the form that you are a sponsor and not an exhibitor.

Suite information

Hospitality Suites

Room name	Dimensions	Capacity	Capacity	Capacity	Capacity
		Boardroom	Theatre	Classroom	Dinner
Room 8	6.6mx3.9m	10	0	0	0
Room 9	6.6mx3.9m	10	0	0	0
Room 1	7x10m	20	40	24	30

The following is included in all meeting rooms:

Tables and chairs, Mineral water, choccies, pads, paper & pens. Flipchart, screen and OHP included in room rental.

Furniture Requirements

Please use the fax back form in Appendix B to request any additional furniture. This additional furniture can be ordered from the hotel at no extra cost.

Item
Rectangular tables
Round tables
Conference chairs

Catering

The following food can be ordered direct from the Radisson SAS or using the fax back form in Appendix B.

CATERING

Breakfasts/pastries

Croissants with jam and butter

Pastries

Assorted muffins

Fruit basket for 5 people

Cereals

All the above with yoghurts, cheeses, meats, nuts, dried fruit, fresh fruit – (Continental Breakfast)

Light Lunch

£14.50 per person

A selection of goodies which will include some of the following:

Grilled ciabatta with tomato, pesto and mozzarella

Artic bread with shrimps and dill

Cured Ham and rocket wrap

Spinach wrap with tuna and capsicum

Marinated chicken on focaccia

Roast beef and tomato on focaccia

Cottage cheese and sliced artichoke on focaccia

Smoked salmon and crème fraîche crostini

A selection of cured meats and condiments

Prawns wrapped in filo pastry

Lamb kofta with tomato and sage ragout

Grilled Beef and capsicum pepper skewer

Vegetable spring roll

Fried paella balls

Chicken saltimbocca

Chicken satay

Crab cakes

Skewered lamb meat ball, yoghurt and mint dressing

Shrimps with dill and mustard dressing

Platter of Italian meats

Caesar salad

Rocket and parmesan salad

Strawberry tart

Chocolate cup with mango mousse

Mocha crème brûlée

Chocolate mousse

SERVICE AND STAFFING - Each hospitality suite will be serviced throughout the day and you can call extension 0 in the hotel for extra assistance during the Congress. This service is included in

Audio visual equipment

Please note that this equipment can be ordered from the Radisson SAS using the fax back form supplied in Appendix B. Please return the form to Wendy Donald by Monday 17th October.

Equipment	Cost	Equipment	Cost
<u>Projectors</u>		<u>Audio equipment</u>	
35mm slide projector kit, zoom lens, remote and stand	£25.00		
Overhead projector 250W	£30.00	Lapel Microphone	£45.00
Acetate sheets and pens		Laptop	£179.00
Overhead projector stand	£6.50	Lectern	£40.00
LCD Projector	£135.00		
		<u>Video</u>	
<u>Projection screens</u>		Domestic video Panasonic	£66.00
All rooms have screens	comp	U-matic low band Sony	£43.00
		U-matic low/high band Sony	£109.00
		27 inch monitor Hantarex	£35.00
		21 inch monitor Hantarex	£29.50
		Role play kit	£99.00
<u>Audio visual accessories</u>		Small TV/Video Combi	£65.00
Flipchart easel	£19.00	Camcorder With Tripod	£87.00
Pads and pens			
Laser pointer	£12.00		
Table Top Lectern	£17.50		
<u>Stage sets and screen surrounds</u>			
POA			

Phone Lines

If extra telephone line are required within a meeting room. The cost of the calls will be charged directly onto the main folio for each meeting room.

Useful contacts

TYPE	COMPANY NAME	NUMBER
Balloons	Balloons and Gas	0141 337 3373
Chauffeur	Littles	0141 883 2111
Entertainment	The Entertainment Coy	0131 552 4000
Entertainment	Neil Drover Agency	0141 357 3377
Florist	Every Blooming Thing	0141 649 9955
Forwarding/Lifting/Storage	Pickfords	08457 212 177
Forwarding/Lifting/Storage	Lansing Linde	01355 233 601
Forwarding/Lifting/Storage	Eurogate International	0141 248 6011
Furniture	Cairns and Scott	0141 775 8333
Insurance	Norwich Union	01603 622 200
Photographer	George Mahoney	0141 633 1226
Printing	Paragon Design & Printing	0141 840 1122
Confectionery	Tunnocks	01698 813 551
Taxi	TOA	0141 429 7070

Appendix A

Hotel location map

Directions to Glasgow Radisson SAS

Appendix B

Fax back order forms

The BCPC International Congress – Crop Science & Technology 2005 Hospitality Suite Services order form

Please complete the following forms indicating all of your requirements for your suite in the appropriate sections. Please return all forms directly to the Radisson SAS on the fax number given below by Monday 17th October at the latest.

To	Wendy Donald
Company	Radisson SAS
Fax number	+44 (0)141 204 3344
Total no. pages	

Company name	
Contact name	
Name / number of Suite	
Company address	
Telephone number	
Email	
Fax number	
Signature	

Name/number of suite:

Furniture requirements

Please ensure this form is returned by fax on +44 (0)141 204 3344 to Wendy Donald using the included fax header by **Monday 17th October at the latest.**

Item	Number required
Rectangular table	
Round table	
Congress chairs	

Please give details of how you would like the room to be set out:

Name/number of suite:

Catering requirements: food

Please ensure this form is returned by fax on +44 (0)141 204 3344 to Wendy Donald using the included fax header by **Monday 17th October at the latest.**

(see Catering section on pages 7-9 for prices)

Date required(please copy this form for each day you require catering)

	Quantity (no. of people)	Times required (from / until)	Special requests
<i>Breakfasts / pastries options selected:</i>			
<i>Canapés options selected:</i>			
<i>Finger buffet Menu ... (insert letter)</i>			
<i>Sandwiches options selected:</i>			
<i>Breaks options selected:</i>			

Catering requirements: beverages

Please ensure this form is returned by fax on +44 (0)141 204 3344 to Wendy Donald using the included fax header by **Monday 17th October at the latest.**

(see Catering section on pages 7-9 for prices)

Date required(please copy this form for each day you require catering)

	Quantity (no. of people)	Times required (from / until)	Special requests
<i>Tea / Coffee & biscuits</i>			
<i>Alcoholic options selected:</i>			
<i>Non-alcoholic options selected:</i>			
<i>Any other requirements (please specify):</i>			

Service and staffing

	Number required	Dates required	Times required
Bar staff / waiters			

Details of requirements:

Any other requirements?

Please state below any other requirements you may have which have not been mentioned above:

Audio visual equipment

Please ensure this form is returned by fax on +44 (0)141 204 3344 to Wendy Donald using the included fax header by **Monday 17th October at the latest.**

(See page 10 for prices)

Date required.....(please copy form for each day you require a/v)

Equipment	Quantity	Equipment	Quantity
<u>Projectors</u>		<u>Audio equipment</u>	
35mm slide projector kit, zoom lens, remote and stand			
Overhead projector 250W		Lapel Microphone	
Acetate sheets and pens		Laptop	
Overhead projector stand		Lectern	
LCD Projector			
		<u>Video</u>	
<u>Projection screens</u>		Domestic video Panasonic	
All rooms have screens	comp	U-matic low band Sony	
		U-matic low/high band Sony	
		27 inch monitor Hantarex	
		21 inch monitor Hantarex	
		Role play kit	
<u>Audio visual accessories</u>		Small TV/Video Combi	
Flipchart easel		Camcorder With Tripod	
Pads and pens			
Laser pointer			
Table Top Lectern			
<u>Stage sets and screen surrounds</u>			
POA			

Payment for services

Payment for all services outlined in this manual should be made direct to the Radisson at the time that the booking is made using the form below. Please note that the hotel only accepts the following credit cards:

Visa/MasterCard/Diners/American Express/Switch

Please circle the applicable card type and complete the section below.

Card number

Expiry date

Cardholder's name
(as it appears on card)

Please indicate if this is a personal or a company card.

Personal card Company card

Please note that for both personal and company cards we require the cardholder's address as given to the card company. Please give the complete address below:

Address:
Tel:
Fax:
Email:

Total furniture Costs	£
Total catering / staffing Costs	£
Total audio visual Costs	£
Total amount due	£
Signature :	Date :

Appendix C

Hospitality suite reduced rate registration forms

Appendix D
Floor Plans