



AN INTERNATIONAL ASSOCIATION FOR MEDICAL EDUCATION

AMEE 2010

Exhibition & Promotion Prospectus



Glasgow, UK
Scottish Exhibition +
Conference Centre (SECC)
4-8 September 2010

Association for Medical Education in Europe (AMEE)

Tay Park House, 484 Perth Road, Dundee DD2 1LR, Scotland UK

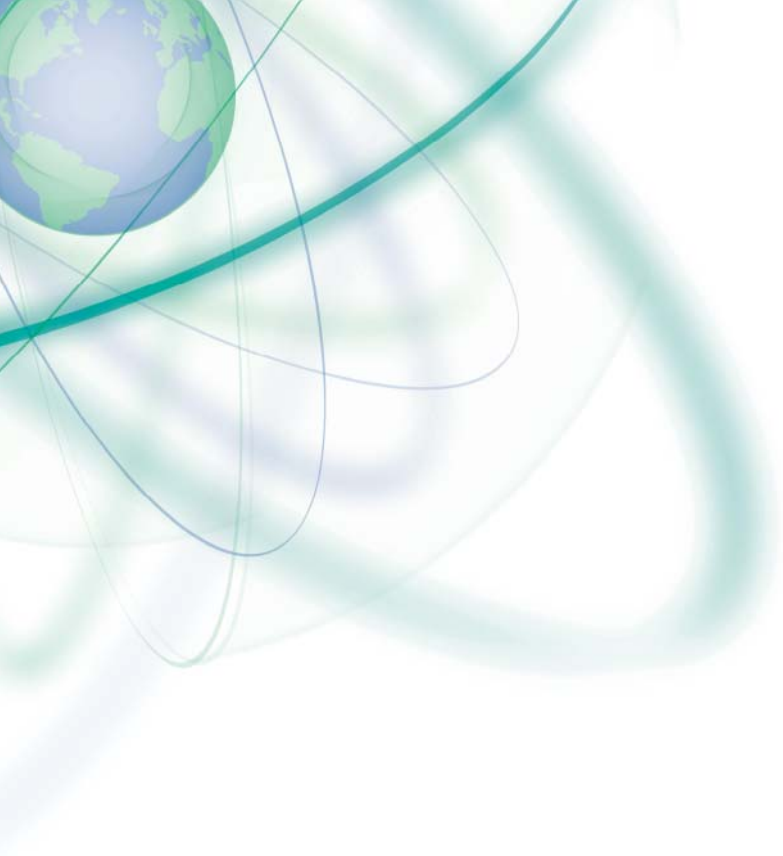
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AMEE

AMEE is an association for all with an interest in medical and healthcare professions education, with members throughout the world. AMEE's interests span the continuum of education from undergraduate/basic training, through postgraduate/specialist training, to continuing professional development/continuing medical education.

AMEE Conference Venue

Since 1973 AMEE has held an annual conference in a European city. AMEE 2010 will take place at the Scottish Exhibition and Conference Centre (SECC), Glasgow, UK. A provisional programme is available in hard copy from the AMEE office or can be downloaded from the AMEE website (www.amee.org)

AMEE 2010 Participants

More than 2000 participants are expected, from around the world. Participants typically include:

- Medical teachers, and teachers from other health-care professions including veterinary medicine, dentistry, nursing and physiotherapy;
- Deans and administrators of medical, veterinary medicine, dental and nursing schools;
- Researchers from a range of disciplines;
- Medical students

Location/Venue

Glasgow is a city with everything to offer. It is Scotland's cultural capital and one of the most dynamic cities in Europe: steeped in culture, rich in history, with elegant streets, squares, parks and gardens; the name Glasgow actually means 'dear green place'. What's more, it's one of the UK's finest Victorian cities with magnificent architecture everywhere you look. The Scottish Exhibition + Conference Centre plays a unique role in the city of Glasgow. It is an iconic landmark venue and business tourism destination with facilities which are second to none. Glasgow's international airport is a 15 minute drive from SECC and provides direct access to and from major European and North American cities. The city sits on the nation-wide transport system with fast rail and road access to all the UK's principal cities.

Who should exhibit at AMEE 2010?

Exhibitors typically include:

Publishers of medical and basic medical science textbooks, and books and journals relevant to teachers at all levels in the medical and healthcare professions;

Manufacturers and suppliers of teaching aids including simulators, computers, PDAs and e-learning packages;

Institutions and companies offering a service in medical education, eg testing, data handling, etc;

Trusts and other bodies in the medical field wishing to promote their work in a specialised or more general area of medical practice;

Institutions and bodies offering courses for healthcare professionals at undergraduate, postgraduate or CPD level;

Institutions responsible for administration or regulation in medicine and the healthcare professions.

Exhibit Location

The exhibition will take place in Hall 5, where registration, lunches and coffee breaks are served. A location plan is available on the AMEE website <http://www.amee.org/index.asp?llm=95>

Hotel Accommodation

The Glasgow City Convention Bureau offers a free and impartial accommodation booking service and has secured room allocations and negotiated rates at a range of hotels and other accommodations to suit all budgets. A secure online accommodation booking service is available at www.conferencebookings.co.uk/delegate/GMBAMEE2010

The online booking form has information on the accommodation location and the facilities and services on offer at each establishment. Online bookings will receive a confirmation by email.

Social Events & Tours

Exhibitors are welcome to attend the opening reception at the Glasgow Science Centre and may reserve any of the other social events and tours listed in the AMEE provisional programme (see pages 18-19). These must be booked through Prestige Corporate using their online booking facility, available at www.conferencetours.com

AMEE 2010 Opportunities

We are pleased to offer space to commercial and academic exhibitors wishing to take advantage of the AMEE Conference as a way to engage with participants from around the world. We look forward to welcoming back our much-valued 'regular' exhibitors, and to meeting new ones.

Exhibition Opening Times:

Sunday 5 September	1400-1800 hrs: build-up
Monday 6 September	0800-1800 hrs: exhibition open
Tuesday 7 September	0800-1800 hrs: exhibition open
Wednesday 8 September	0800-1330 hrs: exhibition open 1400-1800 hrs: tear-down

Exhibition/Promotional Opportunities

We are pleased to announce that the AMEE 2010 exhibition rates will remain fixed at 2009 rates

Premium Commercial Exhibition

Includes:

- 3x3m area in a premium location
- octanorm modular system with side and back walls
- 2 x 120w spotlights
- carpet
- 6' (1.8m) trestle table with blue drape
- 2 standard chairs, blue and chrome
- 500w 2.5 amp socket outlet
- 300mm deep nameboard detailing company name and stand number

In addition:

- 3 exhibitor registrations (*does not allow attendance at conference sessions*) including refreshments, lunches, attendance at opening reception and a transport ticket;
- Organisation name and logo printed with a 100 word summary of business and contact details in the final programme;
- Organisation name and logo with a 100 word summary of business, contact details and web link on the AMEE website;
- One hard copy of the final programme, abstract book and delegates list (*available for collection on arrival at the conference venue*)
- Single A4 flyer in conference bag
- ¼ page advert in final programme.

Notes:

- additional equipment and services are available to order from Melville Exhibition Services Ltd. Details will be provided with confirmation.
- Additional exhibitors may register at a cost of £275.00 GBP (£) Sterling each.

Cost: £2,750.00 GBP (£) Sterling

Standard Commercial Exhibition

Cost includes:

- 3x3m area with octanorm modular system, side and back walls
- 2 x 120w spotlights
- carpet
- 6' (1.8m) trestle table with blue drape
- 2 standard chairs, blue and chrome
- 500w 2.5 amp socket outlet
- 300mm deep nameboard detailing company name and stand number

In addition:

- 2 exhibitor registrations (*does not allow attendance at conference sessions*) including refreshments, lunches, attendance at opening reception and a transport ticket;
- Organisation name printed with a 50 word summary of business and contact details in the final programme;
- Organisation name with a 50 word summary of business and contact details on the AMEE website;
- One hard copy of the final programme, abstract book and delegates list (*available for collection on arrival at the conference venue*).

Notes:

- additional equipment and services are available to order from Melville Exhibition Services Ltd. Details will be provided with confirmation.
- Additional exhibitors may register at a cost of £275.00 GBP (£) Sterling each

Cost: £2,250.00 GBP (£) Sterling

Not-for-profit Organisation Exhibition

Cost includes:

- 2x2m area with octanorm modular system, side and back walls
- 2 x 120w spotlights
- carpet
- 900mm x 900mm table
- 2 standard chairs, blue and chrome
- 500w 2.5 amp socket outlet
- 300mm deep nameboard detailing company name and stand number

In addition:

- Organisation name printed with a 25 word summary of business and contact details in the final programme;
- Organisation name and contact details listed on the AMEE website;
- One hard copy of the final programme, abstract book and delegates list (*available for collection on arrival at the conference venue*).

Notes:

- additional equipment and services are available to order from Melville Exhibition Services Ltd. Details will be provided with confirmation.
- at least one representative per exhibit must register for the conference at the appropriate participant registration fee.

Cost: £750.00 GBP (£) Sterling

Medical & other Schools/Department & AMEE Institutional/Corporate Members' Exhibition

Cost includes:

- one poster board 1960mm high x 950mm wide
- carpet
- 900mm x 900mm table
- 2 standard chairs, blue and chrome
- Organisation name and contact details printed in the final programme and listed on the AMEE website

Notes:

- additional equipment and services are available to order from Melville Exhibition Services Ltd. Details will be provided with confirmation.
- at least one representative per exhibit must register for the conference at the appropriate participant registration fee.

Cost: £350.00 GBP (£) Sterling

Insertion of Flyer into Conference Bags

The cost below is for insertion of a single A4 page flyer into the conference bag. For larger flyers, brochures or other inserts please contact Tracey Martin (t.r.martin@dundee.ac.uk) for a quotation. Approx 2300 flyers would need to be sent to arrive no later than 8am on Friday 3rd September 2010. Melville Logistics will be responsible for the handling of the materials. Melville's shipping instructions should be followed to avoid any problems with delivery of publicity material to AMEE. Shipping instructions are available from the AMEE website (<http://www.amee.org/index.asp?llm=95>).

Cost: £450.00 GBP (£) Sterling

Other promotional & sponsorship opportunities

AMEE is pleased to consider other forms of promotion and sponsorship, such as

- Internet Cafe
- Coffee or lunch break
- Lanyards; Pads of paper; Pens
- Conference Bags

please contact Tracey Martin (t.r.martin@dundee.ac.uk) for a quotation

Terms, Conditions and General Rules

Applications – exhibition requests will be considered on a first-come, first served basis. Applications should be received by 30th June latest. Payment of exhibition fees should be made by 31st July. On receipt of your application you will be issued with a confirmation of space.

Cancellations – cancellations must be made in writing no later than 30th June and are subject to a £50.00 Administration Fee. After 1st July no refunds can be given.

Shipping – All exhibitors are required to make their own arrangements for shipping/handling. Shipping details are available from the AMEE website: <http://www.amee.org/index.asp?llm=95>. For further information, please contact Matthew Williams, Melville Logistics, Unit 27, Exhibition Way, NEC, Birmingham B40 1PJ. Telephone: +44 (0) 121 782 4433; Fax: +44 (0) 121 782 4545; E mail: logistics@melville.co.uk

Additional Equipment and Services – Additional equipment and services including shipping and handling may be requested from Melville Exhibition Services Ltd. Details will be provided upon acceptance of application.

AMEE 2010 Exhibition Application Form

Please complete this application and return to :

Tracey Martin

Association for Medical Education in Europe (AMEE)

Tay Park House, 484 Perth Road, Dundee DD2 1LR, Scotland, UK

Fax: +44 (0)1382 381987 Email: amee@dundee.ac.uk

I wish to apply for the following exhibition opportunities at AMEE 2010:

	Cost (GBP £)	Quantity	Total Amount
Premium Commercial Exhibition	£2,750		
Standard Commercial Exhibition	£2,250		
Not-for-profit Organisation Exhibition	£750		
Medical and Other Schools/Departments Exhibition	£350		
AMEE Institutional/Corporate Members' Exhibition	£350		
Insertion of Single A4 Flyer into Conference Bags	£450		
Additional Exhibitors	£275		
	TOTAL TO BE PAID		

Please call the AMEE Office to discuss specific requirements not listed above (+44 (0)1382 381953)

Exhibitor Details

Nature of Business: _____

Contact Person: _____

Mailing Address: _____

Phone: _____

Fax: _____

Email: _____

Application Form Continued....

Payment:

Payment may be made in GB Pounds Sterling (£) only and by Cheque, Credit Card or Invoice.

Total amount to be paid to AMEE

Cheque – I enclose a cheque made payable to AMEE for the sum of

Credit Card - I hereby authorise the processing of my credit card for the sum of

Please complete the following sections:-

Type of Card (Visa/Mastercard/AMEX) :

Card Number:

Expiry Date:

Security Code:

Name on Card:

Billing Address of Card (including postcode):

Invoice – please issue an invoice for the sum of

Invoice details:

On receipt of your application, the AMEE Office will contact you to confirm your booking and will issue a request form in order to get your individual requirements.

