

Conference 2025, venue planning & requirements.

VENUE/SPACE

- Tentative dates: 11-13, or 4-6 June 2025. (Wed-Fri). \*
- Number of attendees: 150 (reasonable expectation)-180.
- Number of rooms:
  - 1 main conference room for all 3 days
  - 1 smaller meeting room ~30-40 attendees for 4 hours on the 1<sup>st</sup> day of the conference (afternoon hours)
  - 1 smaller meeting room for ~20 attendees for 3 hours on the 1<sup>st</sup> day of the conference (afternoon hours) This session is TBC.

DAY 1 (Wed)	DAY 2 (Thu)	DAY 3 (Fri)
Main conference room (150 attendees)	Main conference room (150 attendees)	Main conference room (150 attendees)
Workshop meeting room (30-40 attendees)	X	X
Workshop meeting room (20 attendees)	X	X

● \* Possibly on the Tuesday, -3 or 10 June 2025-, preceding the conference, we shall need:

- 1 smaller meeting room ~20-30 attendees for 5 hours (afternoon hours)

DAY -1 (Tue)
Workshop meeting room (20-30 attendees)

- Coffee break/lunch break space
- For poster round sessions, ensure there is enough space for poster (usually around 40) display systems, -either floor-standing, or wall-hanging, or similar systems.

Example:



NOTE Poster A0 format: 841mm X 1189mm, portrait orientation.



- Sponsors' booth area: plan for 2 sponsors attending=table/chairs/space to hang a poster/banner/plug their laptops.
- Welcome area/conference check-in desk: enough space for (at least) 3 volunteers behind the desk, boxes with badges, tote bags including books of abstracts, flyers, other printed materials, and any other items that might belong there- i.e. hand sanitisers.
- Separate, smaller stand (for TTAG team) throughout the conference (info desk type).
- Space (close to/in front of the entrance) to hang conference banner (2mx80cm, portrait orientation) and a few A3/A2 conference posters at various spots.

## TECHNICAL EQUIPMENT & AV

- Fast & reliable WIFI
- Screens/monitors (connectible to laptops) for **EVERY** parallel session on the 1<sup>st</sup> day of the conference. For day 2 & day 3 only for the main conference room
- AV technicians either included in the reservation package ideally (provided by the venue) or hired externally.
- Microphones for speakers and wireless -ideally 2- for the audience. For the parallel session(s) on the 1<sup>st</sup> day of the conference we will probably need only 1 (IF even) for the (smaller size) audience.
- Standard conference speakers' equipment; podium/elevated stage/speaker's stand, laser pointers, etc.
- Wireless microphone(s) for poster rounds (proximity to speakers will also define where the posters will be hung).
- Hanging rails/any system necessary to hang the posters (can be hired externally).

## CATERING

- Day 1
  - 1 coffee break (pm): ~100-150 attendees.
  - 1 opening ceremony cocktail ~150 attendees.
- Day 2
  - 2 coffee breaks (am & pm): ~150 attendees.
  - 1 lunch break ~150 attendees.
- Day 3
  - 2 coffee breaks (am & pm): ~150 attendees.
  - 1 lunch break ~150 attendees.

Important: ensure attendees have access to water throughout the conference!