



Robotics & Automation 2022 Exhibitor Manual





USEFUL LINKS

ASK YOUR BOOTH STAFF TO REGISTER HERE

https://www.myeventflo.com/event_RegWiz.asp?m=4&mode=4&evID=2425

DELEGATES CAN REGISTER HERE

https://www.myeventflo.com/event_RegWiz.asp?m=4&evID=2425

POSTER ARE SUBMITTED VIA YOUR ACCOUNT. LOG IN HERE

https://www.myeventflo.com/eventflo_login.asp?m=4

THE POSTER ABSTRACTS SUBMISSION PROCESS.

<https://www.elrig.org/posters/>

THE PRE-EVENT PROGRAMME

https://www.myeventflo.com/event_schedlect.asp?m=4&evID=2425

ELRIG EVENT TEAM

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SHIPPING ADDRESS

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Germany
Koerschtalstr. 101
73770 Denkendorf
Door 6
Attn. Dominik Leipelt –
ELRIG Event
Exhibit Display Logistics

COURIER DELIVERIES & COLLECTION

Deliveries can be sent at anytime but must arrive by Monday November 28th so that they can be transferred to the Esslingen site on November 29, 2022

Collections should be made between 12:00 December 2 and December 5, 2022

SELF-DROP OFF AND COLLECTION

You can bring your vehicle to the front door of the exhibition centre. On November 29 & 30, 2022, but to minimise the congestion at the door please only park at the front once you in a position to pack up and leave.

STORAGE DURING THE EVENT:

The Venue can provide storage for your flight cases, banner stand covers and small crates. This will be in a meeting room close to the exhibition room.

BOXES LEFT FOR COLLECTION

- Clearly label all boxes with your company name & stand number
- Attach all shipping documentation is complete and accessible
- Reported to the Event Team onsite and left at indicated collection points.



BOOTH SPACES:

This is a table-top exhibition. A standard booth is 1.6m x 0.73m. Please do not encroach on your neighbours' space, and respect the aisles and emergency exits. There is NO Shell Scheme: spaces are open. Pop-up banner stands, tables with machines on are acceptable.

RIGGING:

It IS NOT possible at this venue to have equipment suspended

TABLES AND CHAIRS:

Two chairs and one table of approx. 1.6m wide will be provided per booth space. The tables can comfortably carry a load of 50Kg. You are welcome to substitute your own table of approximately the same dimensions. We recommend you bring your own tablecloth as none are available from the venue. If you DO NOT need your table and chairs, please let us know as soon as possible.

BOOTH SET-UP & BREAKDOWN

Set-up

November 29, 2022 12:00 to 17:00
November 30, 2022, 07:30 to 08:00

Break-down

December 1, 15:30 to 17:00

EXHIBITOR PROFILE & VIRTUAL BOOTH SET-UP

The virtual world will be the platform where recorded content will be hosted, post event. You will have a virtual booth and poster (if uploaded) and there will be available to view while the event stays on elrig.org

If government restrictions mean that the event cannot be held face to face, it will be run virtually on this platform and the virtual world will be used to stream the talks.

Please follow the profile link that was emailed to you from info@eventflo.com. If you require a copy, please contact any of the ELRIG team info@elrig.org You will then find various tabs to click on. These are described below.



OUR OVERVIEW

The View your public profile option allows you to view how your profile appears on the ELRIG website

The Virtual Stand option allows you to view how your virtual exhibitor booth appears to the attendees.

EDIT PROFILE

Please complete all the requested information. This will filter through to your organisation's virtual booth. Where you need to upload an image or add a link, the requirements are explained on screen. To view how your virtual exhibitor booth appears to the attendees click on the Virtual Stand button.

STAFF

You can make sure all exhibitor staff are registered here. You will find a list of people who have previously attended events. Instead of asking them to register again you can select them here. This will create a booking with a ticket in their Eventflo account. Anyone new should be asked to register here Exhibitor Staff Registration. Your exhibitor staff can enter all the talks.

For any of your staff wishing to attend the conference but who are not manning the booth, please ask them to register here Delegate Registration https://www.myeventflo.com/event_RegWiz.asp?m=4&evID=2425 **It is free of charge.**

CLIENT MEETING

Here you can manage your meetings. Delegates can arrange a meeting with your company by clicking on the calendar on your booth or company profile.

Here you choose the staff member to take the meeting, click on the time in the calendar that you want to suggest to the delegate, click set appointment time. At this point an email will automatically open. Once you have agreed a time and the platform you wish to meet with the delegate, return to the appointment, and check the confirm appointment box



CAREER ZONE

You can now advertise your current employment vacancies on your booths. Click on “Add a Job” and complete the requested information. A screen will appear on yourbooth counter. **BROCHURES**

Here you add any downloadable PDF documents, YouTube videos or URL's that you wish to direct your stand visitor to. They will appear in your brochure stand, company listing and profile page. **PRESS RELEASES**

You can upload details of a recent press release here along with a photo and a URL to the Press Release. **STAND VISITS**

This is where you can view the statistics for your booth. You can download a CSV file which will provide the name, job title, institute, and country. Where they have given permission, you will also receive their email. You will be able see the day they visited your booth and what they clicked on.

Chat Function

This will only be used if we must take Robotics & Automation 2022 virtual. There is a conference chat function which is available to all delegates. Here you can see who is visiting the in Drug Discovery virtual world at any time and you can send them a message. Anyone attending the meeting will have to agree to be visible. This gives you, the vendor, the chance to engage with all attendees.

REGISTRATION LISTS AND ATTENDEE LISTS

Two weeks before Robotics & Automation 2022 a Pre-event Registration List will be sent. Post event you will receive the complete Registration List and Attendee List.

These lists are those registrants/attendees who have given their permission for ELRIG to share their details.

The list will include the delegate's name, job title, email, institute, country, industry segment, institution, budget responsivity/influence.

POSTER SUBMISSION

Submit your Robotics & Automation 2022 poster abstract via your account. https://www.myeventflo.com/eventflo_login.asp
The deadline is October 18, 2022. There is a search function which allows delegates to search by keywords (this is any word, phrase etc in the title, abstract, bio) For the virtual world, we have included an additional feature which gives you the opportunity to upload a 2-minute YouTube video where you can discuss your poster.



THE 'ELRIG' MOBILE APP

Download the free ELRIG app and access all our conference information and lecture schedules straight from your phone or pad.

- view presentation, speaker profiles and poster abstracts
- view exhibitor video presentations
- rate lectures and participate in polls
- view the exhibitor interactive floorplan
- in-messaging to speakers, delegates, and exhibitors
- organise your day with your own favourites list
- share your profile as vCard and QR Code and scan exhibitor QR code information tags.
- socialise – you can contact delegates, other exhibitors, and speakers easily through opt-in directories and integration with LinkedIn and Twitter.

To download the ELRIG app, visit the app store appropriate to your tablet or smart phone or visit the ELRIG website: www.elrig.org/mobile-app/

CATERING

On the day of the conference, morning and afternoon tea / coffee are provided and lunch will be free to all registered delegates (including exhibitors). Food will be brought out before the delegates break so that your team can eat.

