



LEAP Tech Talent

Radical Change Through People

SPONSORSHIP & EXHIBITION MANUAL

LEAP Tech Talent 2020

Welcome to Hanson Wade’s LEAP Tech Talent 2020 conference.

Preparations are in full swing and our team are looking forward to welcoming you to San Francisco in April 2020.

This manual will help you to plan your attendance at this conference and contains essential information and guidelines.

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Jared Bruck.....	8
Sales Manager - PSAV®	8
(415) 848-6013.....	8
jbruck@PSAV.COM	8
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The LEAP Team



Event Manager

Maddie Chalmers

Direct Line: 0044 203 141 8735

Email: Maddie.Chalmers@Hansonwade.com



Commercial Director

Tim Green

Direct Line: 0044 203 141 8311

Email: Tim.Green@Hansonwade.com



Commercial Director

Mitchell Davis

Direct Line: 0044 0203 8540 607

Email: Mitchell.Davis@Hansonwade.com



Community Director

Peter Daniels

Direct Line: 0044 203 8540 908

Email: Peter.Daniels@Hansonwade.com

If you are calling from the USA, please use either of the below numbers.

West Coast: + 1 415 735 3289 East Coast: +1 617 455 4188

Dates

Tuesday, April 7 – Conference Day One

Wednesday April 8 – Conference Day Two

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Venue

This year's conference is taking place at the Grand Hyatt, San Francisco.

Full Address:

The Grand Hyatt San Fran
345 Stockton St
San Francisco
CA 94108
United States

Hotel Website

For more information about the hotel, please use the following link:

https://www.hyatt.com/en-US/hotel/california/grand-hyatt-san-francisco/sfous?src=corp_lclb_gmb_seo_nam_sfous

Accommodation

We have secured a number of exclusive hotel deals and rates at various hotels in the nearby area, please see our unique Hotel Map to make a reservation - <https://hotelmap.com/M7AG8>

Alternatively, if you would like assistance with your hotel booking you can contact Jessica Heili, our dedicated concierge. If you email Jessica with your requirements, phone number and quoting Special Reference Code **M7AG8** to Jessica_Heili@HotelMap.com she will get back to you to discuss your hotel options.

Passes

In your contract you will find details of how many passes you are entitled to. Please send the below information to your Event Manager to register your onsite team.

Name	
Job Title	
Email Address	
Phone Number	
Company Name <i>* if different i.e. for client passes</i>	

As per your agreement, you are welcome to purchase additional employee or client passes at a discounted rate (maximum applies). Please contact your Event Manager directly to book any additional passes.

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Registering Speakers

If you have a speaking slot included in your package, can we kindly ask you to send the following details to your Event or Production Manager (if we do not already have them):

- Speaker name and job title
- Session title
- Speaker bio
- Speaker photo

Speaker Information & Guidance

LEAP Format

The agenda is made up of Discover, Develop and Action Sessions. As a speaker, the 'discover' session is your presentation, the 'develop' is the name we give to a joint Q&A which takes place after your session (no preparation needed), and the 'action' session is a roundtable discussion facilitated by the Chair which speakers aren't actively involved in.

Just a reminder that presentations are 20 minutes long, so keep your message lean, mean and to the point, and remember your audience is a knowledgeable group of peers, equally committed to challenging traditional thinking. As you think about the message you want to convey, please feel free to be as provocative or controversial as you like – the only way something's going to change after the conference is if we step outside our comfort zone.

Presentation Submission

We request that you provide a final version of your slides by **Monday, March 30th**

Presentation Format

We recommend that presentations are provided in a Microsoft PowerPoint file in **16:9** ratio aspect. We do not have a standardized template or logo that we require you use for your slides, feel free to use a template provided by your company or make your own. If you wish to use alternative presentation software please let us know in advance.

Presentation Content

Please always refer to the title of your presentation as a guide of the content expected. Remember to keep your message clear, concise and thought provoking.

We ask each speaker to add a **final slide to their presentation with 2-3 tips/steps/bullet points** on how the audience can go away and start making a similar "leap" of their own.

- For example, if a speaker has just shared the details of their HR transformation program, we would ask them to provide 3 top tips on how the audience can get started on their own HR transformation in their organizations.

Presentation Control

Presentations will be pre-loaded to our AV desk at the back of the room and will be projected from here.

At the podium you will have access to a wireless clicker, with a laser, to control and advance your slides.

There will be a comfort monitor displaying your slides in front of you, however please note this will not show notes.

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Microphones

You will have a 'clip-on' wireless microphone for your session. This should be arranged and wired up 10 minutes before your discover presentation and be kept on for the develop section.

Timing and Q&A

All presentations will be 20 minutes. A countdown timer will be visible in front of the stage to keep you on track.

If you significantly exceed the time reserved for your session, we will have to interrupt you.

Q&A will be incorporated into the joint develop section after each of the discover presentations.

Sharing Presentations

At the close of the conference we provide attendees with presentation slides from the meeting.

These are provided as a PDF only and are only available to download, with a password, upon the completion of an evaluation form. Please let us know when sending your presentation if you **do not** want these shared, otherwise they will be uploaded straight after the conference.

Speed Learning

You may be speaking within a speed learning session which does not involve presenting slides.

The informal style of speed learning consists of the audience splitting into separate groups around different tables.

As a host of a table you should outline your 5-minute case study as outlined below:

1. What was the challenge?
2. What did you do?
3. What was the result?
4. What's next?

This will then lead to a 10-minute period of questioning from the group to find out more about the experience you've shared and discussion around the key themes you've raised.

After 10 minutes, a bell will ring and the groups will rotate to begin the process again.

Branding

Your company logo will be included on the onsite signage, as detailed in your contract. Please send your Event Manager your logo in EPS format as soon as possible.

Please note that if your company is planning on rebranding or in the process of, please speak with your Event Manager to establish the print deadlines to ensure we have the correct logo at the event.

Exhibition Stand

If you have an exhibition space as part of your contract, we recommend that you bring a pop up stand or pull up banners along with your marketing collateral. Please note, there is no shell scheme surrounding your booth so all stands must be self-supporting and there will not be any walls to attach posters to.

Your booth must fit within the 3x2 metre / 8x10 ft. space allocated.

The ceiling height in the exhibition room is 9'. Please ensure your booth does not exceed this height.

Please note that packaging material can only be stored at or behind the exhibition stand.

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Furniture

You will be provided with the following items:

- 1 x table
- 2 x chairs
- Power access

The dimensions of the table provided is 6' by 30" and covered in either black or ivory linen. If you would like photo examples of previous events and exhibition stands please request these from your Event Manager.

Exhibition Set Up & Breakdown

The exhibition will take place on:

- Tuesday April 7
- Wednesday April 8

Set Up Times

Date: Monday April 6
Time: 6pm – 7pm

All exhibits must be setup by 8:00 am on Wednesday 13th March ready for when the doors open at 8:30 am. If you foresee any difficulty in meeting this deadline, please let Maddie know in advance.

Breakdown Times

Date: Wednesday April 8
Time: 3.30pm

All exhibits must be broken down and packed up by 5:00pm on Wednesday April 8. We respectfully ask that you do not breakdown before the last networking break.

This information will be re-confirmed by your Event Manager closer to the conference.

Shipments

Delivery

The earliest delivery date to the venue will be Friday April 3 . Please send packages to the following address:

Grand Hyatt San Francisco
345 Stockton Street
San Francisco, CA 94108
Attn: LEAP Tech Talent, April 6-8
COMPANY NAME

Please always provide your onsite team with tracking numbers and a description of your packages.

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Collection

On close of the conference and breakdown, all packages must be secured and labelled for collection. Packages can be left in the exhibition room for collection.

The hotel has a daily pick up service from FedEx Express, excluding weekends. If you wish to transport your packages using UPS, you will need to call them to arrange a collection.

Please provide your onsite team with return labels and instructions for collection.

AV Rental

Wi-Fi is provided in the exhibition and networking space however we cannot confirm the strength or reliability of this service. If you would like to arrange for a stronger hard wired connection at your booth, please check the AV contact below.

Power access will also be available at your booth.

If you require any additional AV equipment or hard wired internet connection, please contact:

PSAV Services at the Grand Hyatt San Francisco

Jared Bruck

Sales Manager - PSAV®

(415) 848-6013

jbruck@PSAV.COM

Checklist

- Send company logo in EPS format by **Friday February 14th**
- If applicable, send speaker details (Name, Photo, Bio and Session Title)
- Book accommodation for onsite team
- Send onsite staff pass information by **Wednesday March 18th**
- Send copy of speaker presentation by **Monday March 30th**

We look forward to working with you and welcoming you to the conference.