DIGIGOV EXPO'24

24-25 SEPTEMBER
ExCeL LONDON

Exhibitor Briefing

10th September 2024

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24-25 SEPTEMBER ExCeL LONDON
GovNet

Show Details

THE UK'S LEADING PUBLIC SECTOR TECH EVENT

✔ Discover the latest technology solutions to enhance citizen experience

✔ Get a whole years' worth of networking done at a single event

✔ Forecast future tech trends with a clear and progressive roadmap of what's to come

✔ Learn from others' projects success and challenges

Further information regarding the event can be viewed here:
https://www.digital-government.co.uk/

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Exhibitor Briefing

Agenda

1) Registration, Badge Collection, Lead Capturing and Exporting

2) Stand Logistics & Event Plan

3) Q&A

Housekeeping

- Please feel free to use the chat function to ask questions as we go
- Use the 'raise hand' function as we go along
- 'Waiting Room' has been disabled so you are able to drop in and out as needed
- Q&A at the end with Operations, Client Relations, Sales, Marketing & Content
- Please keep questions generic. If you have any specific questions relating to your package, please reach out to Client Relations or your Account Manager after the call
- Session is being recorded and will be uploaded onto the Marketing Portal

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Registration, Badge Collection, Lead Capturing and Exporting

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Registration & Badge Collection

- QR Code will become visible on Friday (20th) ahead of the build day on Monday
- Unique to you and scannable upon arrival to the Exhibition Hall.
- To print your badge, simply scan the QR Code at one of the check-in stations at the entrance to the hall. **Note**: Your badge doubles up as a build pass
- If you/your team do not see the QR Code button, you/they **must** submit the badge registration form **and** be added to the team on the TechConnect Platform. Alternatively, please notify Client Relations as soon as possible.
- **IMPORTANT:** Please make sure your entire team are registered on the Platform before attending the Expo. To check, sign into TechConnect and click on Company Profile > Team Members

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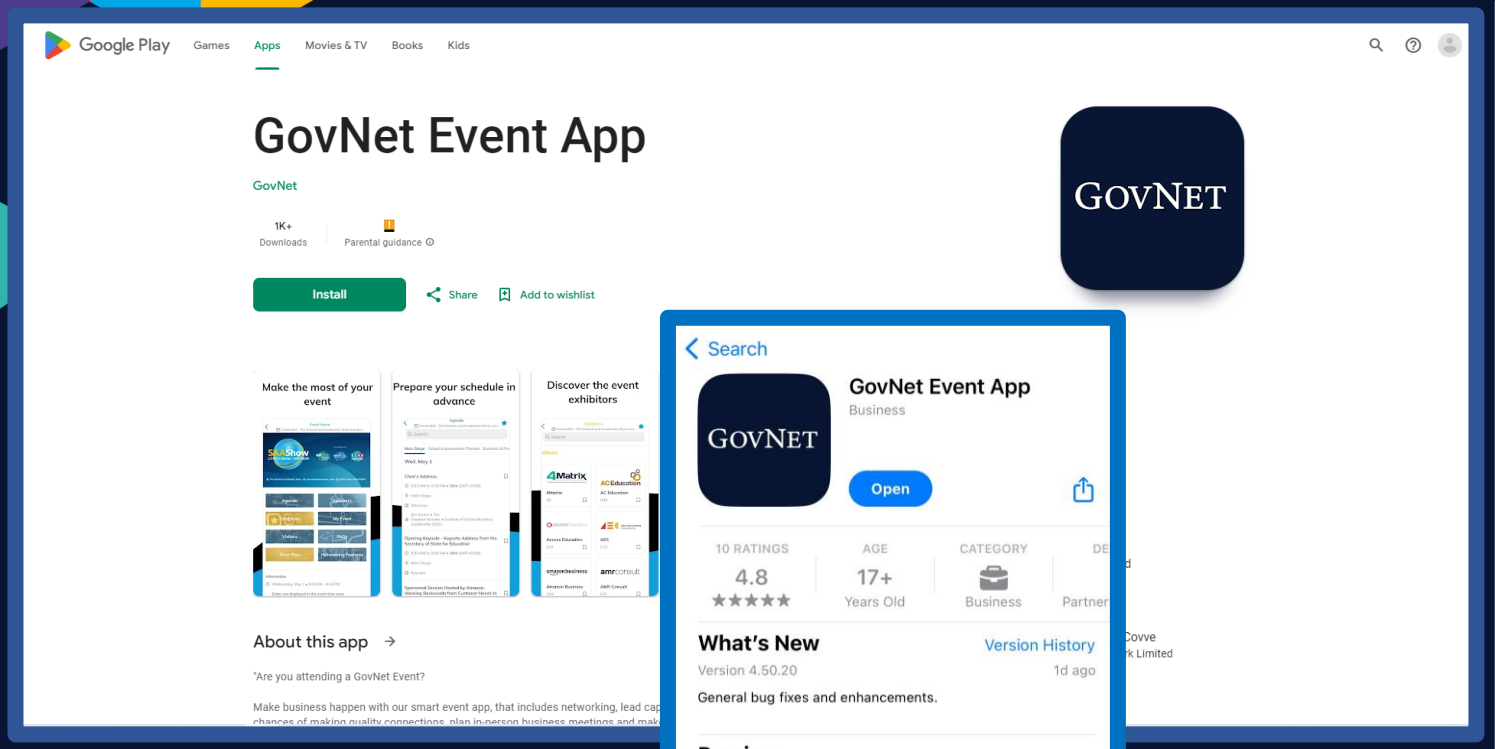
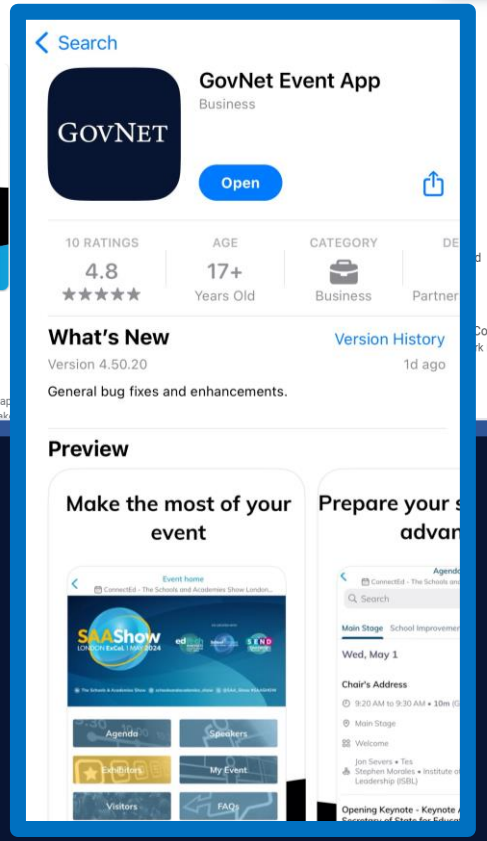
The GovNet App





- The GovNet App is the only way to capture leads on the day
- Available on Apple App Store and Google Play
- Search for 'GovNet'
- Login details are the same as for the desktop version of the TechConnect Platform
- Please ensure all those attending install and sign into the App **<u>ahead of attending the Expo</u>**

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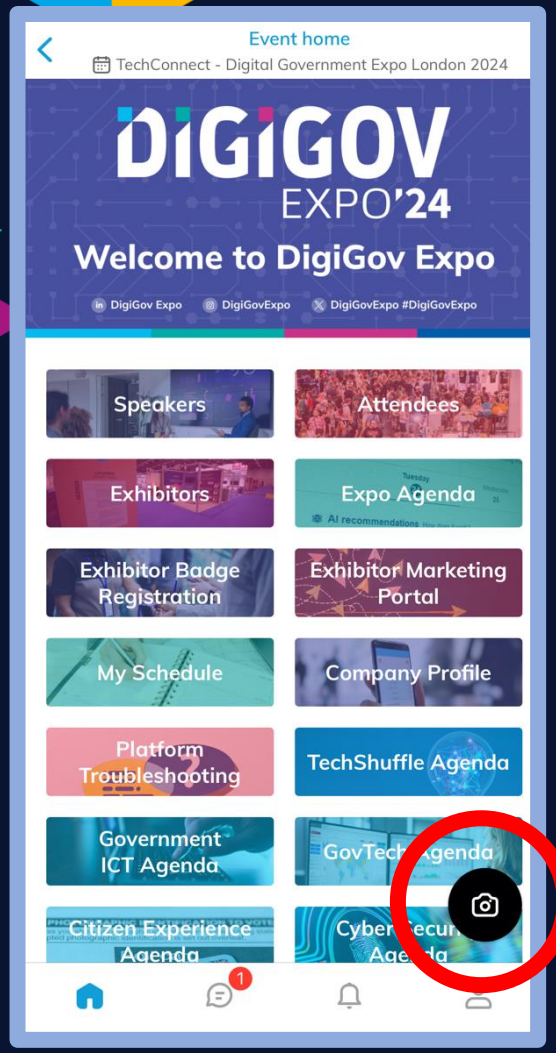
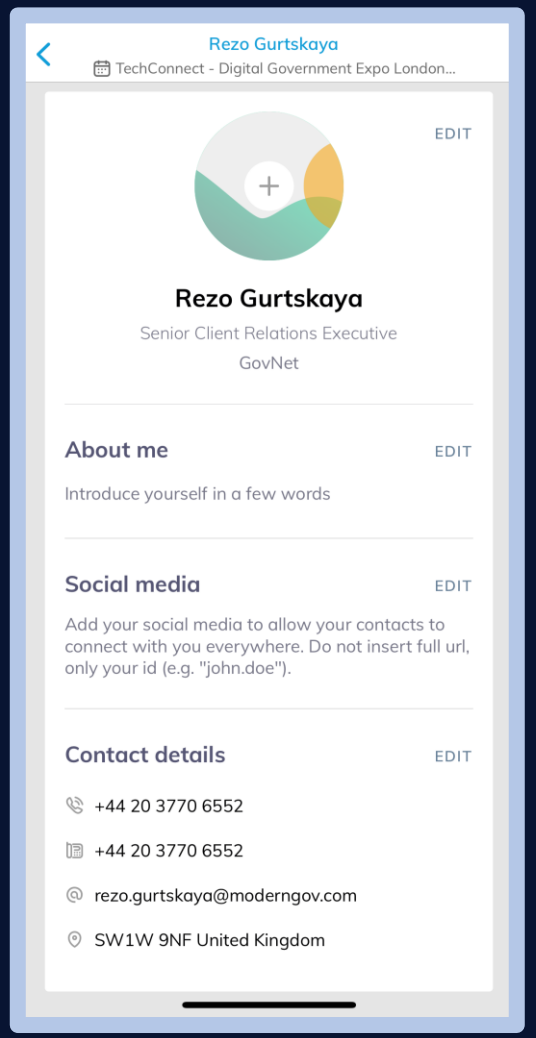
Lead Capturing





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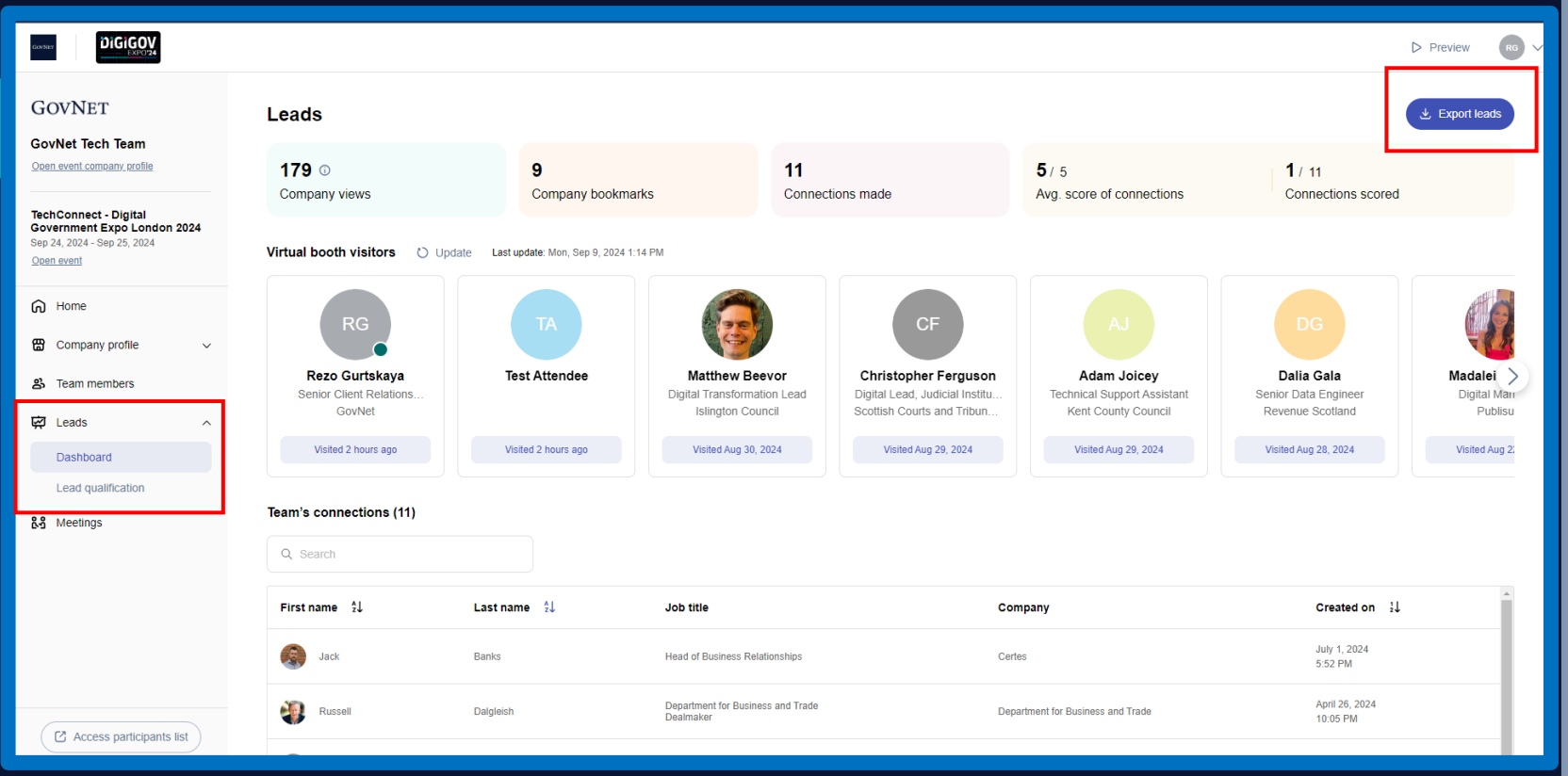
Lead Export



- Can only be done from a desktop/laptop
- Open your Exhibitor Centre and click on Leads > Dashboard > Export
- Dashboard updates in real time
- If you have a speaking session booked, those scanned at the Theatres will also auto-update on the dashboard

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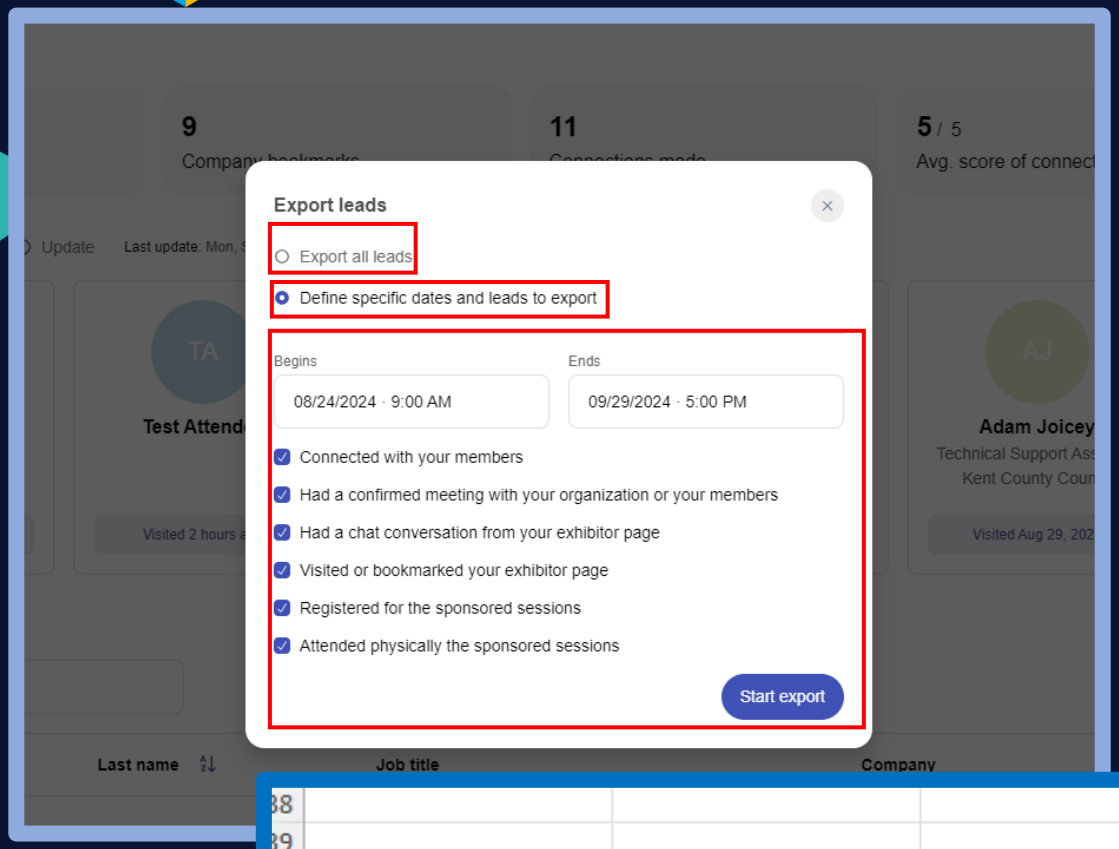
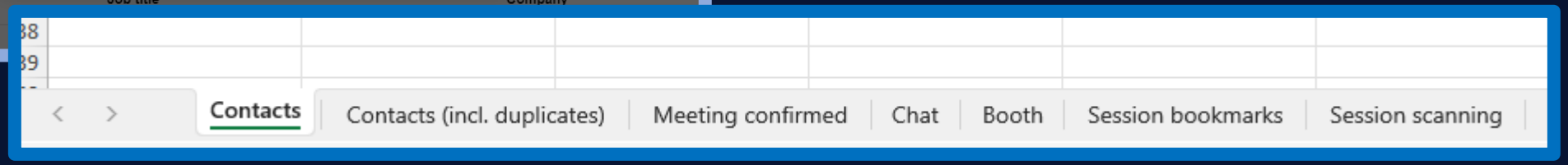
Lead Export





- Multiple options for Export
- Exportable in .xslx format
- When exporting leads, they will be subdivided into relevant tabs at the bottom of the spreadsheet

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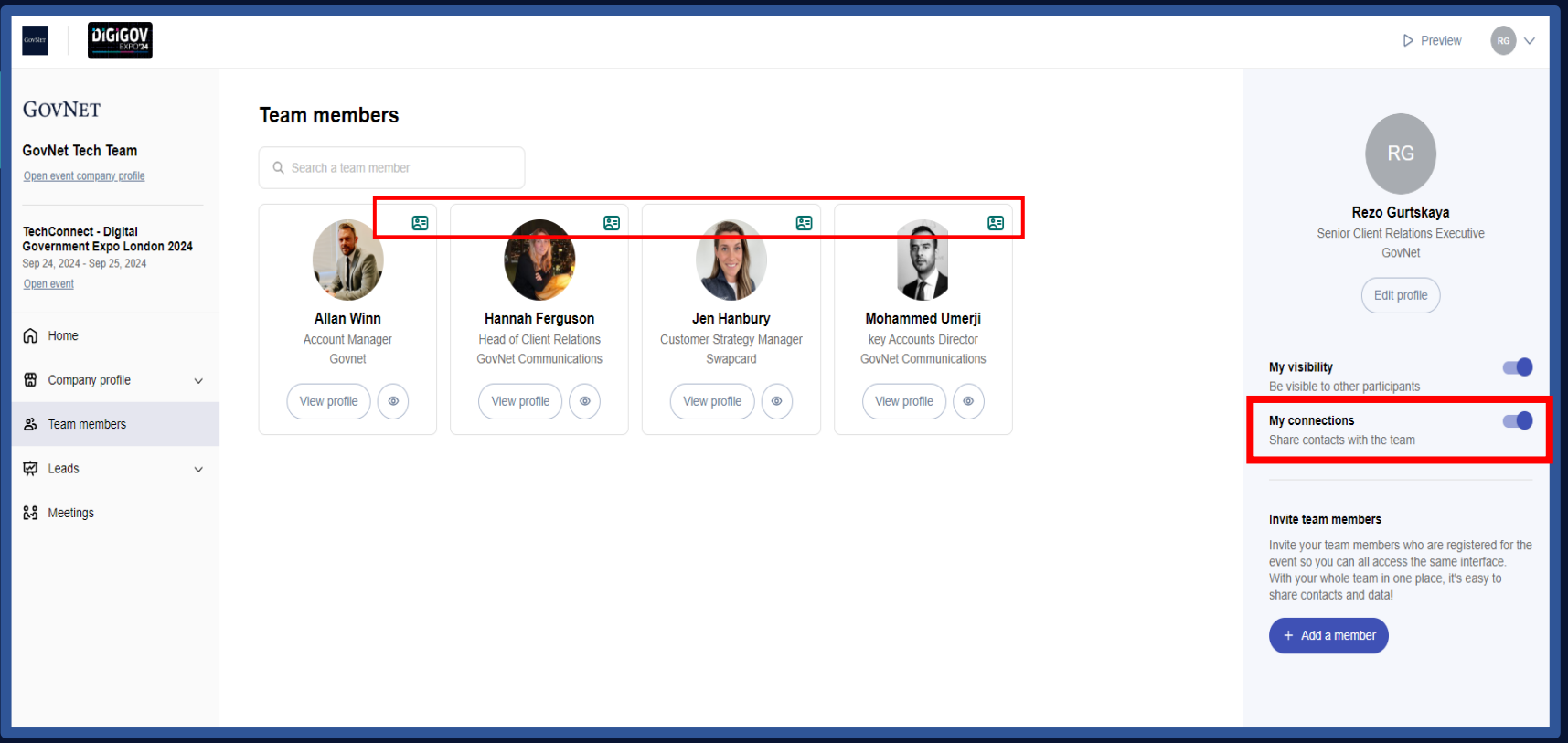
Troubleshooting Missing Leads



- Please ensure that all team members have the 'lead sharing' functionality toggled on
- This is indicated by the green icon in each team members' name
- To toggle on, the individual member will need to sign into their profile on a desktop and click on 'Team Members' > Toggle 'My connections' On
- **NOTE**: **Only those registered as Exhibitors are able to scan badges.** Speakers/Visitors are unable to scan badges but they can manually search for attendees and send connection/meeting requests

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Stand Logistics & Event Plan

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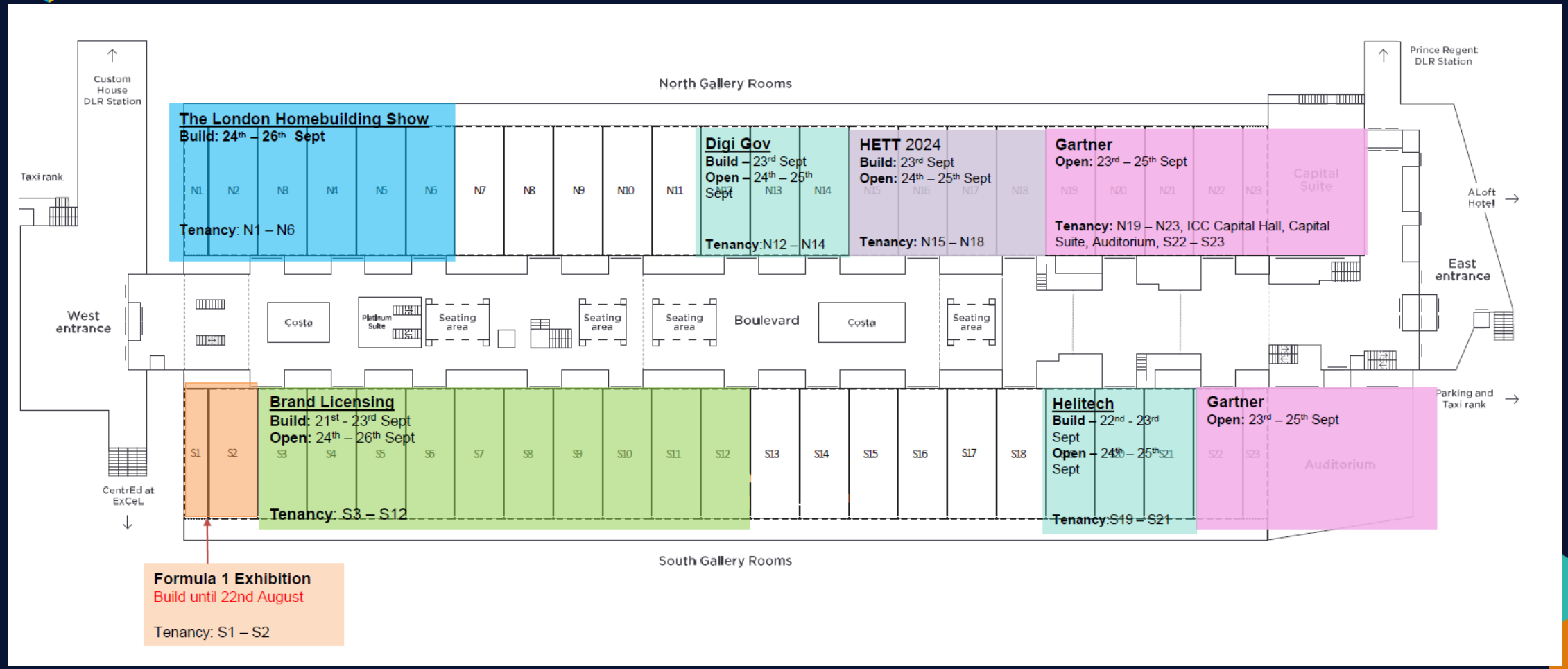
DigiGov – Event Halls



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DigiGov – Event Timings

Local Information:

1) Venue address - ExCeL Royal Victoria Dock, 1 Western Gateway, London E16 1XL

2) The show is accessible via the **N6 Entrance** on the **Main ExCeL Boulevard**

3) The show is located within hall modules **N12 – N14**

4) Travel information for getting to the venue:
https://www.excel.london/visitor/getting-here

Access times - Event Build Period:

- Space Only Exhibitors: **23rd September 2024: 10:00 - 20:00**
- Shell Scheme Exhibitors: **23rd September 2024: 14:00 - 20:00**
- Access for deliveries – All Exhibitors **23rd September 2024: 12:00 - 20:00**

Please Note: All deliveries must be made when a member of your team is onsite to accept and sign for the package where possible. The organiser and the venue are not permitted to sign for exhibitor deliveries and your delivery may be turned away.

Show Open Period:

Access for Exhibitors ahead of the show opening is from **08:00 on both the 24th & 25th September 2024**

- Access for Visitors: **24th September 08:45 – 17:00**
- Access for Visitors: **25th September 08:45 - 16:30**

Event Breakdown:

All Exhibitors and stands: **25th September 17:00 - 21:00**

Kindly Note: All courier collections must be arranged between the hours of **17:00hrs and 21:00hrs** on **25th September.** Any items left in the hall past **21:00hrs** on the **25th September** will be deemed as rubbish, disposed of and any charges incurred for the removal, will have to be passed on to the exhibitor.

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Event Build / breakdown:

SITE INDUCTION INSTRUCTIONS

This is to remind you of important site rules and venue facilities in place during the construction phase of the event (build & breakdown)

HEALTH & SAFETY

Everybody onsite at this event is expected to comply with UK Health & Safety law to acheive best practice and the safest possible envirment.

KNOWLEDGE SHARING

Everyone who is coming onsite to work on your project must fully understand this induction & share the information.

RISK PLANNING

Share the Risk Assessment and Construction Phase Plan with all teams. This includes your team, contractors and/or subcontractors that you are engaging with.

CONSIDER OTHERS

It is vital that you plan and are prepared to work in such a way to consider those working around you within the hall and on neighbouring sites so that your actions do not endanger others.

SITE RULES

High Vis Jackets: If your teams are operating in loading areas they should be aware of the movement of the traffic and should wear hi-visibility clothing as a minimum.

Personal Protective Equipment: Ensure your PPE is suitable and sufficient for the tasks you are carrying out and protective footwear must be worn. Hard hats must be worn in areas of high construction or as directed by H&S manager or GovNet team.

Emergency Gangways: These must be maintained at all times for the safety of all within the halls, especially for emergency access and egree but also show related vehicle movements

Access & Badges: Only authorised access is permitted into the exhibition halls. Everyone working within the halls must wear the appropriate badge and / or wristband.

Working Height: Appropriate management and safe methods of working at height is required at all times to comply with the Working Height Regulations 2005.

Hot Work Rules: All hot work requires a hot work permit from the organiser.

Accidents: All contractor accidents, incidents & near misses must be reported immediately to the organiser.

Work Tidy: Mantain good housekeeping at all times and remove all waste from site.

Smoking: (Including e-cigarettes & vapes) is only allowed in designed smoking areas.

Alcohol/Drugs: Anyone suspected of being under the influence of drugs or alcohol will be ejected

Ladders & Stepladders: Where ladders are used and it is not practical to use a working platform or the activity is low risk these need to be industrial, not domestic quality. Ladders must be used in accordance with manufacturer's instructions. Please ensure you don't work off the top three rungs and try to make sure the ladder extends at least 1m (three rungs) above where you are working. Under no circumstances use or stand ladders on moveable objects, such as pallets, bricks or lifts.

*CORRECT AT THE TIME OF PRINTING

SHOW BUILD & BREAKDOWN TIMES

BUILD-UP

Tuesday 30th April 2024	10:00-20:00	Space Only Stands
Tuesday 30th April 2024	14:00-20:00	Shell Scheme Exhibitors

The safety signage to the left, will be present at all entry points to the hall and must be complied with.

We have a duty of care to all within our event and of course to each other so we need to be proactive in managing this on the build day of Monday 23rd September 2024.

Venue Amenities

ExCeL amenities map

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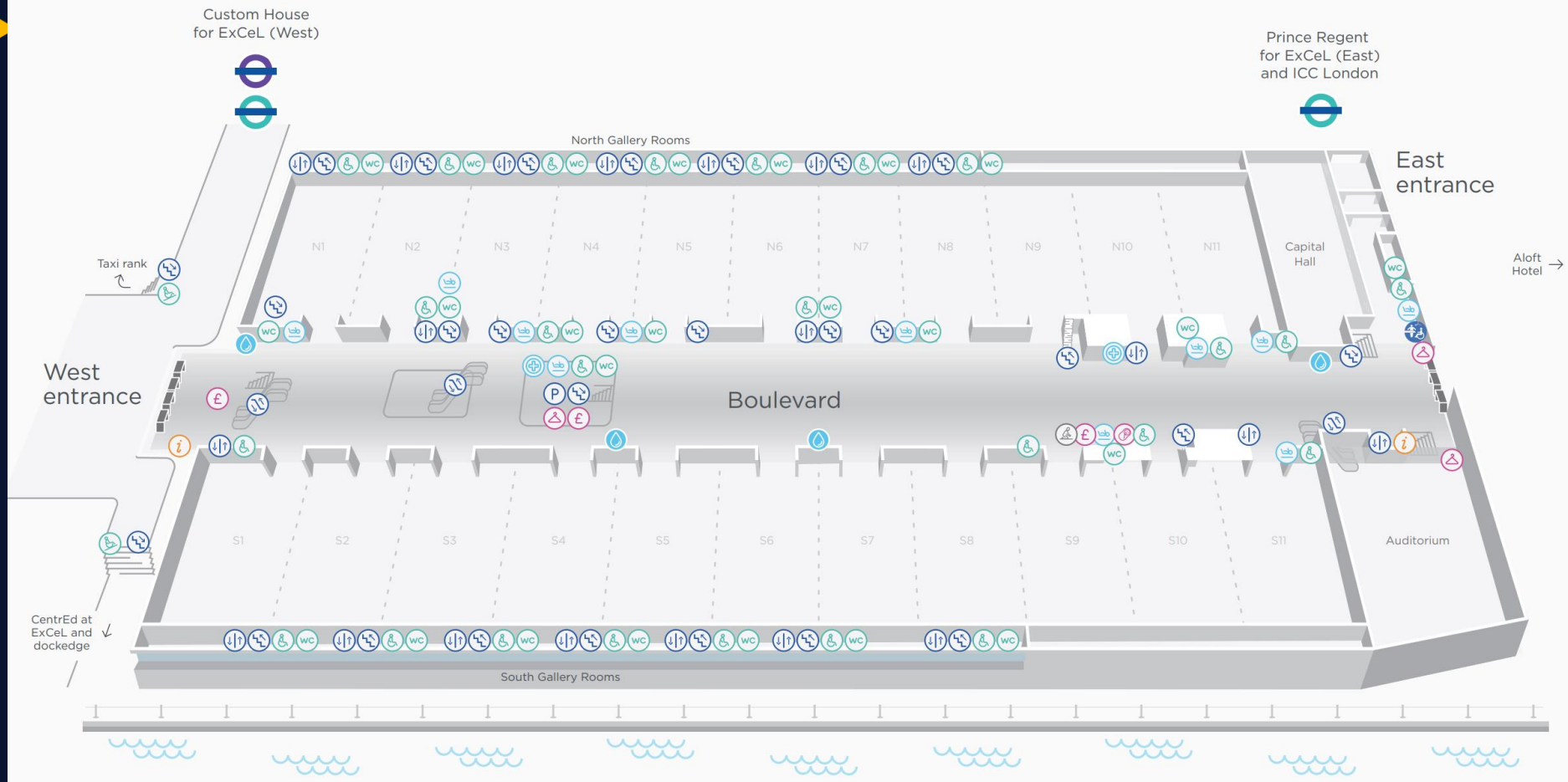

Key

- Toilets
- Disabled toilets
- Baby changing facilities
- Family & breast feeding room
- Wheelchair ramp
- Changing places
- Prayer room
- First Aid station
- Information desk
- Cash machine/ATM
- Cloakroom
- Water refill station
- Stair access
- Escalator access
- Lift access
- Parking

How it starts …

How it transforms

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Registration – N6 entrance

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Stand presence:

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Things to do

- Register for the event
- Ensure all items are booked for your stand
- Review the event programme
- Familiarise yourself with the app
- Ask questions
- Enjoy the show!

Resources mentioned on the call

Operations & Logistics

•Exhibitor Manual (Shells) **<-- H&S info on page 10**

•Exhibitor Manual (Space)**< --- H&S info on page 7**

•**Contact at KRM Safety** is Sam Cain - sam@krmsafety.management

Sam will share portal log in details if not already done so, whereby the relevant info can be uploaded. We do find sometimes contractors will go straight to KRM so they may have already uploaded the stand build docs

• **For shell risk assessments**, we collate these from Full Circle directly as an appointed contractor

• **Notification to Excel re food and drink** on stands - please note that we need to be on copy of anything that goes across (ops@digital-government.co.uk)

Principle points of contact are Debs our Event Manager: deborahowoeye@excel.london and Jasmina from the Food H&S team: Jasminashah@excel.london

• **Logistics** - Exhibit3Sixty information

W: www.exhibit3sixty.co.uk

T: +44 (0) 247 647 3663

• **Taxis** - The taxi drop off location is at the west entrance of the venue, please use postcode E16 1XL, this is a link for the map regarding drop off points, which is the easiest for you coming up to the halls https://www.excel.london/uploads/excel_campus-travel-map_apr23.pdf

Registration & Badges

• To Register Badges:

1.Submit the **Badge Registration Form** for each person attending (please ensure you select 'Premium Exhibitor' for the attendee type from the drop down menu)

2.Login to TechConnect

3.Click on 'Team Members'

4.Click on 'Add a Team Member' and search for your colleagues using the email they've registered with

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