



**IPPN Annual Principals' Conference & Education Expo  
January 23<sup>rd</sup> & 24<sup>th</sup> 2020  
Citywest Convention Centre**

**PLEASE READ THIS DOCUMENT CAREFULLY AND BRING IT WITH YOU TO EDUCATION EXPO.**

**INCLUDED IN THIS DOCUMENT:**

- Registration & Admission
- Expo Check-in & Stand Set -up
  - Deliveries and parking
- Education Expo Timetable overview
- Education Expo Timings (detailed)
- Stand specification
- Plenary Sessions & Noise Restriction
- Catering
- IPPN Annual Principals' Conference Timetable
- Education Expo Terms & Conditions

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## REGISTRATION & ADMISSION

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Register  
online



Get your  
Admission SMS



Collect your  
badges  
on-site

**In the interest of security and to protect your investment as an exhibitor we operate the following admission procedure:**

- Every person working as an exhibitor at Education Expo **must register their attendance and mobile number**, using the web form linked below. The online form is suitable for UK Mobile numbers.
- Every registered exhibitor will be issued with an SMS Admission Message which must be shown on arrival on, Thursday 23<sup>rd</sup> and Friday 24<sup>th</sup> in order to receive your wristband.
- It is important that every staff member attending Education Expo on behalf of your company register **by Tuesday 21<sup>st</sup> January**. It will not be possible to register after that time.
- In the event that a member of your staff arrives at Citywest on the 23<sup>rd</sup> or 24<sup>h</sup>, without having registered in advance they will not be able to gain access to the Expo venue. They will be advised to make contact with the person from your company who is responsible for the stand booking who in turn must liaise with the Expo management team
- Please forward the web link below to all relevant personnel from your company who wish to attend.

**<https://www.surveymonkey.com/r/JJB3VWM>**

**Please note:** Personnel may only register for the purposes of attending Education Expo as an exhibitor to work at the stand. You should not register or pass on this web link to anyone for any other purpose than that outlined here. Guests, visitors or any other party may not register. Any company found to use this registration process for the purposes of admitting a non-exhibitor will forfeit exhibiting rights, in accordance with the event terms and conditions. All personnel registered under your company name should be covered by your company insurance.

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## EXPO CHECK-IN & STAND SET-UP

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On arrival, please check-in to the Expo Desk, located inside the exhibitor entrance.

**Access** to the Convention Centre at all times is by SMS Admission Message and wrist band only, via the Exhibitor Entrance. This is to ensure that unregistered companies do not gain access and distribute their promotional material. This protects the investment that you have made as an official exhibitor.

**Badges:** Exhibitors may avail of blue, writable badges that can be used as name badges but these badges themselves will not allow access to the Convention Centre or Expo.

**Parking:** Citywest enforce strict parking restrictions in the environs of the convention centre. Please observe these restrictions at all times during the event to avoid having your car towed away.

**DELIVERIES:** Where possible, please have a member of your own staff on hand to accept deliveries. The Expo team can sign for delivery of goods on behalf of exhibitors on Wednesday 23rd without undertaking responsibility. Your items should be clearly marked with the exhibiting name of your company. Your courier should be instructed to deliver your goods to your stand; the Expo team can provide directions but will not move goods on behalf of an exhibitor. IPPN and its agents will not be held responsible for damage or losses at any time during the event.

Citywest operate strict parking and set-down procedures, which must be adhered to. Citywest security staff will advise on where you can park and arrangements for set down and deliveries.


**Please note:** Property left unattended at any time during the event or on the premises overnight is at exhibitors own risk, IPPN and Citywest do not take responsibility for loss or damage to property.

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## EDUCATION EXPO TIMETABLE (OVERVIEW)

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### Stand Set-up

 Wednesday 22nd January 10am - 9pm

Your shell scheme will be in place by Wednesday morning and furnished with a double electrical socket, internal strip lighting, 4ft trestle table with tablecloth, 2 chairs and your company nameplate.


### Education Expo Opening Times

 Thursday 23rd January, 8am – 7pm

 Friday 24th January, 8am – 6pm

**Please Note:** In accordance with Citywest’s health and safety regulations, event insurance compliance and out of courtesy for attendees and exhibitors, **no stand or exhibit may be dismantled before 6pm on Friday**. You may pack away materials within the confines of your stand but materials cannot be removed from the venue. Trolleys or moving equipment cannot, under any circumstances, be used before 6pm. This will be strictly enforced by Citywest security staff.

### Stand Breakdown & removal

 Friday 24<sup>th</sup> January, 6pm - 10pm

**Please note:** It is not possible to store equipment and display materials in the convention centre overnight on Friday. There are no IPPN activities taking place on Saturday and another event is setting up in the convention centre immediately after Expo.

Items for collection on Saturday morning may only be left by prior arrangement with Citywest Hotel directly. All unregistered items left in the Convention centre on Saturday morning will be moved outside the building. IPPN or its agents will not be responsible for items left on-site.

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## EDUCATION EXPO TIMINGS (DETAILED)

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### Thursday 23rd

Education Expo opens for trading at 8am. In our experience, attendees arrive steadily from 8.30am up to lunchtime, generating a constant flow of traffic in the Expo. Attendees collect their conference bags and refreshments in designated areas within the Education Expo on arrival.

Lunch for Exhibitors who have reserved tickets is served between 11.30pm and 12.30pm. **Lunch will be served on level 1 of the Convention Centre.** Post-lunch tea/coffee will only be served in the Expo area in order to ensure a constant flow of traffic. Please make arrangements to have your stand staffed throughout this time, including your own lunchtime.

Exhibitors can expect footfall to dip during the CPD Seminars, which are outlined on the Conference timetable below. Not all attendees attend seminars so you can expect to have visitors during this time.

### Friday 24<sup>th</sup>

Expo re-opens at 8am with the first plenary session commencing for attendees at 8.45am.

Conference refreshments are served between 10.45 & 11.30 where teas & coffees will be available in the Expo area only. This will be an extremely busy period in Expo. Lunch for Exhibitors who have reserved tickets is served between 11.30pm and 12.30pm. **Lunch will be served on level 1 of the Convention Centre.**

The Expo will remain open until 6.00pm. Exhibitors must vacate the convention centre by 10pm. All equipment and display materials must be removed by this time.

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## STAND SPECIFICATION

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Your stand will be equipped with the following:

- White infill panels with smooth finish. Each panel is approximately 1 metre wide and 2.4 metres high. (**Please Note:** Blu-tack or similar are the only adhesive materials to be used on the infill panels. Alternatively, you can hang material from the top of the stand using picture hooks)
- Trestle table with white tablecloth
- 2 chairs
- Fascia overhead
- Double-sided name plate
- Strip lighting inside fascia
- Black carpet
- 1 double electrical socket, located in the back corner of your stand

Additional sockets and tables can be ordered directly from Alan Collins, Exhibit A Displays on 087-2562788

The printable dimensions for customised panels are 970mm wide by 2352mm high.

**If** you would like to order any audio visual equipment please contact Fastlane Audio Visual on [info@fastlaneaudiovisual.com](mailto:info@fastlaneaudiovisual.com)

You can also order customised printed panels and additional or alternative furniture by contacting Alan Collins, Exhibit A Displays on [info@exhibitadisplays.ie](mailto:info@exhibitadisplays.ie)

**Internet Access:** The Expo area has full wi-fi access. Conect to IPPN@Citywest with the password ippn20.

If you prefer to use wired internet access, please contact Citywest Hotel directly to arrange. Citywest Hotel 01 4010500.

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## PLENARY SESSIONS & NOISE RESTRICTION

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Due to the proximity of the Expo to the Auditorium, a noise restriction policy will be in place during plenary sessions. The use of amplified sound should be limited during these times and we ask that if you are at your stand during Plenary Sessions that you bear in mind the impact of noise on the auditorium.

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## CATERING

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At registration, you will be issued with the meal tickets to correspond to your advance order. Please make sure to bring your meal tickets and badges with you to all meals as there is a strict 'no ticket – no entry' policy and your meal ticket alone will not grant access.

You can order 2 complimentary meals for lunch on Thursday and Friday. Lunch will be served on level 1 of the Convention centre.

**Click here to order meal tickets:**

<https://www.surveymonkey.com/r/JW98RDP>

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## CONFERENCE TIMETABLE – SUBJECT TO CHANGE

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This timetable covers Conference, Education Expo and all elements of IPPN's Annual Principals Conference. To help you plan staffing for your stand, the busiest Expo times are highlighted below. You should have at least one person on duty at your stand at all times.

### Thursday

**08:00**      **Registration & Education Expo**

**10.00 to 12.00**      **Leadership Pathways' Seminars**

*Gillian Hamilton* – Auditorium

**12.00 to 14:30**      Lunch/Education Expo

**14:00 – 16.00**      **Plenary Session I – Official Conference Opening**

*Anton Savage*, Conference Facilitator

*Jim Hayes*, IPPN Founding President

*Páirc Clerkin*, IPPN CEO

*Karen Edge*, Sustainable Leadership

**17:00 – 18.30**      **Concurrent Seminars**

**19.00**      **President's Reception**

## Friday

**08:15**      **Registration & Education Expo**

**09.00 – 10.45**      **Plenary Session II**

*Damian White, IPPN President*

*Joe McHugh TD, Minister for Education & Skills*

*Viv Grant*

**10.45 – 11.30**      Tea/Coffee/Education Expo

**11.30 – 13.30**      **Concurrent Seminars**

Staggered start/finish times, starting at 11.30 and 12.00

**13.00 – 14.30**      Lunch/Education Expo

**14:30 – 16.30**      **Concurrent Seminars**

Staggered start/finish times, starting at 14.30 and 15.00

**16:45 – 17.45**      **Plenary Session IV**

*Dr Joan Kiely, Marino Institute of Education*

*Dr Pádraig Ó Duibhir, Dublin City University*

*Brian O'Doherty, IPPN Deputy President*

**20.15**      Gala Dinner

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## TERMS & CONDITIONS

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### TERMS & CONDITIONS OF EXHIBITING

#### CONTRACT FOR STAND SPACE

- Applications are processed on a case by case basis for companies with a good credit record with IPPN
- Application for stand space at the Exhibition must be on the IPPN's official Contract Form and must (if so required) contained information on all exhibits to be displayed. Until the completed Contract Form has been received and accepted by IPPN, IPPN has the right without giving notice to the Exhibitor to relocate the stand space to another exhibitor and the application will be deemed to have been rejected.
- All payments must be made in accordance with the terms and methods of payments set out on the Contract Form.



- In the event the Exhibitor fails to meet any such payment obligations (whether as to the amounts or date of payment) IPPN reserves the right to cancel its contract with the Exhibitor and to resell or reallocate the stand space allocated to the Exhibitor
- Stand bookings can only be processed on receipt of payment

## FLOOR PLAN

- All dimensions and locations shown on the official floor plan are assumed but not guaranteed to be accurate. IPPN reserves the right to make any modifications that may be necessary to meet the needs of the exhibitors or the Exhibition as a whole.
- IPPN has the absolute right to allocate and assign space among exhibitors and to relocate exhibitors after initial assignment if circumstances warrant this, at its sole discretion.

### **Consult the floor plan for the size of the exhibit space.**

- Build your display to fit inside this area.
- Where an exhibitor's display is built beyond the limitations and restrictions set forth in these rules, IPPN reserves the right to correct such display violations by having the exhibitor alter, remove or rearrange any or all of the display, so that it will comply with regulations.
- If the exhibitor is not available to make such corrections, then IPPN has the authority to make any and all necessary corrections at the exhibitor's expense.
- Compliance with Regulations the Exhibitor shall abide by and observe all requirements, laws, rules and regulations whether imposed by IPPN, the proprietors or managers of the Exhibition building or any other competent authority
- Admission: IPPN considers it a serious offence for any exhibitor to register any person other than their own staff. Any exhibitor found to breach the admission and registration policy for this event will be excluded.
- If it appears to IPPN that the Exhibitor may be engaged in activities which are deemed to be contrary to the best interest of the Expo, it's attendees, staff; activities and products which appear unethical, in breach of the law, or contravening IPPN's ethos, mission and values; IPPN may without being under any liability to refund or abate any charges paid or due herein; cancel any stand space allocation which may have been made to the Exhibitor; require him forthwith to vacate the stand allocated to him and refuse the Exhibitor the right to participate further in the Exhibition.
- Exhibitors are not permitted to operate or distribute promotional material outside the confines of their own stand; this includes the Expo Floor, Conference registration area, auditorium, seminar and meeting rooms, catering hall, wellness zone and all other areas of Citywest Convention Centre, hotel and campus. Materials will be removed by Expo Management.
- Dismantling of displays. Due to health and safety regulations, in order not to disturb the conference session and out of courtesy to neighbouring exhibitors, use of trolleys and the movement of equipment in the removal of displays is strictly prohibited before 6pm on Friday 24<sup>th</sup> January 2019.
- IPPN is entitled to final approval of exhibitors and all aspects of their exhibits / sponsorship / advertising / passport prizes etc.
- Sharing of stands is only permissible on stands of 3x3 metres in size or more, indicated on your application form and by prior arrangement with IPPN.
- Pre-delivery of goods to the venue is at owner's risk and IPPN and Citywest staff will not be held responsible for any loss or damage to exhibition deliveries at any time.

- The Expo commences at 9am sharp on Thursday 24th January. Exhibitors are obliged to have their stands ready for trading by this time. Exhibitors attempting to set up after this time must follow the direction of the Expo management team. This may involve a delay in your set-up.
- IPPN reserves the right to reconfigure stand space if and as necessary.
- IPPN reserves the right to reassign stand space that is not occupied by the time of Expo opening.
- Exhibitors are not permitted to obstruct the view, occasion injury, or adversely affect the displays of other exhibitors, nor can they obstruct access points for IPPN or Citywest Hotel staff. IPPN will require rearrangement at the Exhibitor's expense of any display that violates these guidelines.
- Exhibitors may conduct giveaways from the confines of their own stand however IPPN will not announce winners or distribute prizes.
- Use of amplified sound systems will be restricted by IPPN should they be found to interfere in any way with the conference sessions.
- IPPN will not be responsible for any lost or stolen goods or equipment for the duration of the conference including deliveries to the venue prior to the event and goods stored in the venue post event.
- Exhibitors are not permitted to attend the seminar sessions.
- In the event of an Exhibitor failing to co-operate with the Expo Management team, IPPN reserves the right to remove exhibitor and/or their stand at any point during the event.
- All stands must be vacated by 9pm on Friday. IPPN cannot facilitate storage of any equipment overnight.
- All exhibitors will be required to comply with Citywest's Health and Safety requirements.

#### MISCELLANEOUS REGULATIONS

- Children, under 16, are prohibited in the exhibition area
- All live animals are prohibited, with the exception of assistance dogs and service animals.