

CHECKLIST

To make the process of preparing for London Live as straightforward as possible, there is an online event management system (OEM) that needs to be filled in prior to the event.

Please copy Thelma into any email communications with the Business Design Centre.

Due Date	Task	Notes
Ongoing	Promotion	All marketing collateral can be found on the Exhibitor Links Page
4 th July 12 th September	Speaker Information (if applicable)	Speaker name, headshot, topic title and key takeaways will need to be confirmed with Natasha by 4 th July. PowerPoint slides are to be sent by 12 th September
1 st August	Branding	Required for event site; .AI or .EPS logo, company bio (dependent on partnership level), twitter handle & website landing page. Partner = 25 words Silver = 50 words Gold = 75 words Platinum = 100 words
12 th September	Nameboard Form	Enter the name for your shell scheme EXACTLY as you would like it by using the Nameboard Form found on the Business Design Centre's OEM. Should you not use the form, your name may be incorrect and neither the organisers nor BDC can be held responsible.
12 th September	Health & Safety Documents	Risk Assessment needed for ALL stands Method Statement needed for space only stands For any external stand build, all the necessary CAD plans, PL insurance and risk/method assessments are required. These need to be uploaded onto the Business Design Centre's OEM. Please also note, should your stand be deemed as a complex stand London Live there may be an additional charge for this, as this will need a structural engineer sign-off.
12 th September	Stand Activations	You will gain, on average, 33% more visitors if you run a stand activation. Please send over to Thelma what you will be doing and do feel free to get in touch for ideas as well
12 th September	Order Forms; AV, Furniture, Electrical, Catering, Internet & Telephone	These forms can be found either in the Exhibitor Links Page or the Business Design Centre's OEM . NB these are not compulsory, but you may not be able to book these post 12 th September
12 th September	Exhibitor Tickets	Please order these via the Registration Link that will be emailed to you directly