

# LGA Annual conference and exhibition 2024 2-4 July, Harrogate Convention Centre (HCC)

## Fringe sessions at the LGA Annual conference and exhibition 2024

If you are interested in holding a fringe event at the 2024 annual conference and exhibition, please read the following details:

### Evening fringe sessions

The time slots allocated for evening fringe sessions are as follows:

**Tuesday 2 July** from 6.30pm and **Wednesday 3 July** from 8.15am-9.15am and 5.15pm-6.15pm

**NB: the LGA Political Group and Local Authority Chief Executives' dinners will take place on Wednesday 3 July (excluding the LGA Independent Group dinner which will take place on Tuesday 2 July).**

These times have been specially designated in the conference programme in order to avoid conflicting with main conference sessions which most delegates are likely to attend. Proposed fringe sessions taking place outside of these times will not be promoted to conference delegates via the LGA and will not be included on the website or conference app.

Organisations wishing to organise their own fringe sessions will need to source their own venue. For assistance with external venue bookings, please contact Conference Leeds:  
[www.visitleeds.co.uk/conferences/](http://www.visitleeds.co.uk/conferences/)  
[info@conference-leeds.com](mailto:info@conference-leeds.com) / 0113 378 1183

Please bear in mind that there are many other external organisations that will be making plans to run fringe events and you are therefore advised to book a room as soon as possible.

**Please do not contact the LGA about venues outside of the HCC and their availability;** unfortunately, we are not able to provide a venue-finding service.

**Please do not contact us for information regarding other fringe events planned** – we will not necessarily be aware of other events taking place, and if we are, we will not know until the deadline for entries has passed.

### **Fringe sponsorship – for sessions taking place within the HCC, Harrogate Cost £3,000 + VAT**

*Participate in the evening or early morning fringe programme by running your own session within the main conference venue.*

Benefits include:

- room provided within the main conference venue plus basic technical equipment and support.

Advertising:

- fringe entry and logo on the conference website and app (150 words)
- display of your corporate logo, company message, contact details and a hyperlink through to your website on the dedicated conference website and conference app.

Branding:

- display of your corporate logo on sponsorship recognition boards arranged in prominent positions within the venue.

Complimentary delegate pass:

- one complimentary delegate pass on the day of your fringe
- LGA member rate for any other attendees.

### **Fringe listing**

**Cost £1,200 + VAT**

You provide your own room and equipment and the LGA will:

- include your fringe entry and logo on the conference website and app (150 words)
- display of your corporate logo, company message, contact details and a hyperlink through to your website on the dedicated conference website and conference app.

You are advised to undertake any additional publicity as appropriate. There will be many events taking place and delegate attendance cannot be guaranteed. Your event will be placed on the dedicated website as soon as possible after it is provided. Please note that it will not be possible to include the fringe session on the conference website if it is not provided within the timelines given, or on the conference app and if the information is not provided well in advance.

**Please read carefully all the conditions for entry and guidelines for conference website copy** (see back of booking form) prior to organising and return 1) the booking form and 2) entry copy **by no later than Thursday 1 February 2024**. The LGA reserves the right to recommend an alternative session date or time dependent on subject matter clashes.

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## External Organisations – Fringe Session Booking Form

<b>Organisation to be invoiced:</b>	
<b>Invoice Address:</b>	
<b>Contact name:</b>	
<b>Telephone:</b>	
<b>Email:</b>	
<b>Session title:</b> For conference website and app	To be sent no later than Thursday 1 February 2024.
<b>Session description:</b> For conference website and conference app	To be sent no later than Thursday 1 February 2024. Maximum 150 words.

Please read the **CONDITIONS OF ENTRY AND COPY GUIDELINES OVERLEAF**

I would like to book:	Please tick
Fringe session sponsorship @ £3,000 plus VAT on Tuesday 2 July, from 6.30pm	<input type="checkbox"/>
Wednesday 3 July, 8.15am-9.15am	<input type="checkbox"/>
Wednesday 3 July, 5.15pm-6.15pm	<input type="checkbox"/>
Fringe session listing - £1,200 plus VAT	<input type="checkbox"/>

*I have read and understand the entry conditions and guidelines overleaf, and agree to pay the cost as detailed above plus VAT (per entry, payable in advance on receipt of invoice)*

Authorised by (*Signature*):

Purchase order number:

**\*\*NB: fringe bookings will not be accepted without a valid purchase order – terms of payment are within 30 days of receipt of invoice\*\***

**For Office Use only: Event Code C250401**

Please return the form to:

Conference and Events Team

Local Government Association

18 Smith Square, London SW1P 3HZ Email: [events@local.gov.uk](mailto:events@local.gov.uk)

## CONDITIONS FOR ENTRY INTO THE FRINGE PROGRAMME

- Only events that take place within the time slots indicated in the conference programme will be included (detailed timings above)
- Entries will only be included if **both** this booking form **and** the copy for entry are received by email **by the deadline of Thursday 1 February 2024 to [events@local.gov.uk](mailto:events@local.gov.uk)**. Submitting this form does not guarantee acceptance of your application. The LGA will make decisions on fringe content immediately after the deadline.
- Entries will only be included if the booking form is fully completed and signed with purchase order number
- Entries will only be included if all the information requested in the “Guidelines for copy” listed below are provided. It is important that you provide all the details requested on the form, so that delegates are provided with the information they need.
- Entries should be **NO MORE THAN 150 WORDS**, and will be edited without your approval if longer.
- The LGA reserves the right to refuse any entry on grounds it deems appropriate, for example if the event duplicates an event or session scheduled in the main conference programme.

## GUIDELINES FOR COPY – PLEASE ENSURE YOU INCLUDE THE FOLLOWING INFORMATION

- ◆ The type (social, meeting etc.)/title of event
- ◆ Name of Organisation holding the event
- ◆ Organisation logo – will be included if possible, but cannot be guaranteed
- ◆ Date, start and finish times
- ◆ A brief description
- ◆ Please only include **confirmed** speaker details
- ◆ Any other important details e.g. whether drink/food is being provided
- ◆ State whether the event is by invitation only or open to all delegates
- ◆ **NOT MORE THAN 150 WORDS, PLAIN SCRIPT ONLY**

## PLEASE ALSO NOTE:

- Please do not contact us about venues and their availability; unfortunately we are not able to provide a venue-finding service. Please see details above re alternative venue sourcing.
- Catering for events being held at the at the HCC, Harrogate should be booked (and arrangements for direct invoicing made) via Laura Warren on 07904 940 602 or [Laura.Warren@harrogateconventioncentre.co.uk](mailto:Laura.Warren@harrogateconventioncentre.co.uk)
- Please bear in mind that there are many other external organisations that will be making plans to run fringe sessions and you are therefore advised to book a room as soon as possible.
- Please do not contact us for information regarding other fringe events planned – we will only be aware of other events taking place after the deadline for fringe programme entries.
- You are advised to undertake any additional promotion as appropriate. Details of fringe sessions will be placed on the website as soon as possible after final copy is received. However, in view of the number of fringe events that are likely to take place, we would advise you to email your own members etc and undertake any additional promotion as appropriate. Fringe sessions are optional and **delegate attendance cannot be guaranteed**. Please note that we will not be able to send contact details of conference attendees.