



ANGELTECH **SPONSOR MANUAL 2025**

Frequently **A**sksed **Q**uestions



A very warm welcome to AngelTech 2025!

Whether you are a returning sponsor or joining us for the very first time at **CS**, **PIC**, or **PE**, this guide is here to help and is packed with answers to common questions. If your question isn't listed or you simply require a little more clarity on a specific matter, please don't hesitate to reach out.

Website

Is there a deadline for submitting our company logo, url and bio?

There are no set deadlines, but it is in your interest to submit this information as early as possible to gain maximum exposure on the event website for your company. It also means our marketing team can start to promote early via social media.

On the event website, you are displaying incorrect details for our company.

Can this be updated?

If you have previously sponsored, we ask you check the website and double-check your company details are still current. Your 'Welcome' email will request you make this the first task as part of your sponsorship.

If your logo requires updating, please submit in 2x file formats:

- a) As a high-res jpg file
- b) As an SVG **or** a vectored eps file

Attach these (with any revised company bio text) and send to: jane.bunclark@angelbc.com as soon as possible.

When and where can I view the agenda?

We spend many months crafting our agendas to provide the best possible experience for all, and this involves making many swaps and changes to get everything looking just right.

Our agendas will be made available to view online around three months out from the AngelTech event. Keep checking the event websites!

Booth

What does our booth come supplied with?

Every booth is supplied with a lockable counter unit, lighting, power (consisting of an extension lead with a couple of sockets to power for example, a laptop, monitor, phone etc).

Also included are 2x bar stools, an A4 literature desktop literature holder and wireless internet connection. Disposal bins will be located around the conference hall.

Can we bring our own small pull-up banner?

The conference health and safety regulations prohibit any sponsor from using their own floor-standing pull-up banner, as these are classified as potential trip hazards.

Can we hire a screen?

The venue offers 2x monitor sizes. Both have HDMI inputs.

46" screen (also has a USB port) @ **€330.00**

24" screen (does NOT have a USB port but does have VGA) @ **€225.00**

Availability is limited, so please email jane.bunclark@angelbc.com to make your reservation. An order confirmation will be sent for signing and once signed, you will be sent an invoice.

Can we bring our own monitor?

You are more than welcome to bring your own screen for as long as it fits on your countertop. Free-standing monitors are not permitted.

What is the earliest we can access our booth?

Sponsors will be able to access their pre-built booth from the following times:

18:00 on Monday 7 April 2025

07:30 on Tuesday 8 April 2025

07:30 on Wednesday 9 April 2025

Do you use booth numbers?

We do not assign booth numbers as it is not a big exhibition hall.

Can we be positioned away from a specific company?

Please make us aware, and we will do our best to position your booth away from any potential conflict of interest.

Can we be positioned close or next to a specific company?

Please make us aware, and we will do our best to position your booth as requested.

Registration

How do I register staff and guests?

Log into the sponsor portal: <https://sponsor-portal.angel-tech.net/> and navigate to the 'Registration' tab. Here you will find 2x unique promo codes; one for staff and one for guests – please ensure these codes are used. **You are free to register staff and guests in whatever ratio you wish.**

I've registered a staff member/guest that now can't attend.

Can I use this registration for someone else?

Yes. Please send email to: jane.bunclark@angelbc.com stating the name of the person who cannot attend and provide the name, mobile number, email address and job title of the replacement. We will send an email confirmation to the revised attendee.

One of our colleagues requires an invite letter for a visa application. Can you arrange?

Yes, we can arrange for an invite to be sent to the individual in question. Please notify jane.bunclark@angelbc.com and provide name, email address, job title and their full company address.

If I'm a Platinum Sponsor, do I need to register our speaker?

No. We automatically register all speakers as the event nears and a confirmatory email will be sent to them containing their unique QR code.

Do we have to use up all our complimentary passes?

Complimentary passes are highly sought after, so we recommend you take advantage by using up your allocation.

We've used all our allocated complimentary passes. Can I obtain more?

If you use up your allocation and you need more, we can offer a 25% discount off the ticket price – just pop **SPON25** into the promo code field via the **website registration page**.

Will our speaker count as part of our total complimentary allocation?

No, speakers are registered separately and do not form part of your total allocation.

Where do colleagues collect their badges from?

Please head up the main staircase where you will find the reception desk and present your unique QR code using your mobile phone or printout. Your badge(s) will be printed off.

Will there be a cloakroom to store jackets/bags/cases etc?

The cloakroom is situated round to the left as you come to the top of the stairs by registration. You will be handed a ticket once you've dropped-off and will need to show this when you collect.

Sponsorship

As a Platinum Sponsor, can we make 2x presentations?

Sponsors who deliver 2x presentations do so because they have paid extra within their sponsorship.

As a Platinum Sponsor, can we have two people jointly present?

It is possible for two people to make a presentation. If you haven't already, please advise speaker details to: jane.bunclark@angelbc.com

Can we upgrade or add to our sponsorship?

Please contact a member of our friendly sales team who will be more than happy to advise.

If you are a CS Sponsor, please contact jacob.caulfield@angelbc.com

If you are a PIC or PE Sponsor, please contact james.cheriton@angelbc.com

Do we get access to all parts of the conference?

Your attendance allows you to wander freely across all 3x events.

You are invited to join us for the pre-conference networking drinks reception being held on Monday 7th April at around 18.30. Refreshments and lunches will be provided on both event days. There will also be a networking drinks/dinner reception on Tuesday 8th April from 18.00 for all attendees. Wi-fi will be available throughout the course of the conference, allowing you to continue with your day-to-day business.

When can we see a floorplan

Layout of the floorplan can only be formalised when all our sponsor slots have been taken.

We are planning to make the floorplan available on the event app nearer the time.

Can we book a meeting room?

Meeting rooms are available but limited. These are on a 24-hr hire basis, so can be used in the evenings.

Please email jane.bunclark@angelbc.com in the first instance with your request and we shall get back to you advising availability.

Is there a lead scanning facility?

The lead scanning function can be found within the AngelTech app. The app will be downloadable from the Apple and Google Play Stores and will be made available nearer to the event.

Are there any social media graphics we can use to promote our presence at this event?

The sponsor portal is a hive of information! You'll find custom images on the 'Toolkit' tab. These bespoke images contain your company logo with details of your sponsorship.

Where can I book accommodation?

The Sheraton Airport Hotel offers a special room rate to speakers, sponsors and delegates alike. Click this link to make a booking at the reduced rate: <https://go.ly/ZBkrp> Please make sure to book your room prior to the 24th March 2025. After this date, room and rates will be subject to availability.

We are considering being sponsors for AngelTech 2026. How should we proceed?

Our friendly sales team will be present at the 2025 event should you wish to discuss.

If you are a CS Sponsor, please speak with or contact jacob.caulfield@angelbc.com

If you are a PIC or PE Sponsor, please speak with or contact james.cheriton@angelbc.com

Alternatively, any member of our event team will happily put you in touch.

Delegate bag/booth merchandise

Can we bring items to give away on our booth?

You are most welcome to bring 'goodies' along to hand out. If you are sending these ahead of the event via courier, please read below regards consignment label, venue address and the delivery date window.

We wish to send items for inclusion in the delegate bag – what kind of items are allowed and how many items do we send?

Delegate bag items can take many forms: A4 corporate brochures/datasheets, or promotional giveaways (usually branded) such as mints, notelets, pens, USB sticks, coasters, stress-balls, keychains, diaries, calendars, power-banks etc. Anything that's small-ish and not too bulky will be fine to include.

Presently, please send in **250 items for CS, 250 items for PIC and 150 items for PE.**

These numbers may be revised closer to the event, and we shall advise via email if this is the case.

Do we need to advise what we are sending?

Yes, but only for the delegate bags. Without this information, we are not able to compile a full listing of what should go into each bag. Not advising us may mean your item potentially gets missed out for inclusion.

Please log into the Sponsor Portal: <https://sponsor-portal.angel-tech.net/>

Head to the 'Delegate Bag' tab. Here, you'll be asked to enter the item description.

Do we need a special label for sending delegate bag / booth items?

Sponsors should download the appropriate conference label from the portal.

Please clearly write your company name and indicate whether the contents are for the delegate bag or booth (or both).

The label should be clearly placed on the OUTSIDE of your consignment.

Your consignment risks being misplaced within the venue if a label is not visible.

When, where and who do we send our consignment to?

Delivery to the conference venue must be between **09:00 and 17:00 on Thursday 3rd April and Friday 4th April 2025.** Please send your consignment to:

Angel Business Communications Ltd c/o Sheraton Brussels Airport Hotel (8-9 April 2025) Brussels National Airport 1930 Zaventem Belgium.

NOTE: *For consignments coming into Belgium from OUTSIDE the EU, please ensure all duties are paid, as this may potentially lead to a delay in Customs.*

Please contact Jane to obtain the EORI of the Sheraton Brussels Airport Hotel.

Health & Safety

Why do we need to fill in the H&S form?

We assume most companies that are in contact with the public, wherever they are based in the world, will hold some form of Public Liability cover.

Public Liability insurance is one of the main kinds of commercial cover – it's there to protect against the risks that come with dealing with members of the public, covering against accidents or damage to third parties, and it covers your business if a member of the public suffers death or injury, or if their property is damaged and your business is at fault.

Having this type of insurance will help cover compensation costs and legal expenses if a successful claim is made against you.

Whilst you may not be bringing any equipment yourselves, there's still a risk that someone may trip over a chair, or accidentally damage a piece of equipment belonging to another sponsor etc, etc. As event organisers, we require all sponsors to be aware of their responsibilities and general conduct, as this insurance is there to protect you as well as others. If you have questions or any concerns, please contact our Logistics Manager Sharon Cowley: sharon.cowley@angelbc.com

Post-event

Are presentations made available after the event? If so, how do we receive them?

A few days after the event, an email will be sent to all sponsors, speakers and delegates alike with a link to the presentations. Access will be via a very short feedback form. Once completed, you are free to download the presentation slide decks (in PDF format) across all 3x conferences.

Please note that a handful of speakers/companies will have chosen NOT to share post-event.

How do we arrange collection of leftover merchandise etc?

The booking of courier collections is the responsibility of the sponsor, and any materials **MUST** be collected from the venue by close of business on Thursday 10th April.

The collection address is:

Sheraton Brussels Airport Hotel, Brussels National Airport 1930 Zaventem Belgium.

When do we receive the full attendee list and is it GDPR compliant?

The attendee list is made available roughly a few days after the event and is fully GDPR compliant.