

Corporate Presentation Area Setup Guide & Timings



Arab Education Summit

ICT, Learning, Infrastructure, Procurement & Investment

6-8 May 2013, Grand Hyatt, Amman, Jordan

Arab Education Summit

6-8 May 2013, Grand Hyatt, Amman, Jordan



Main Points of Contact

www.arabbrains.com/aes



Organiser

ArabBrains
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www.arabbrains.com

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Mobile: +44 (0) 7958 710 529



Venue

Grand Hyatt Amman
Jabal Amman
Hussein Bin Ali Street
Amman 11183, Jordan
www.amman.grand.hyatt.com

CONTACT:

Lydia Peridakis
Sales & Events Manager
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lydia.peridakis@hyatt.com

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Main Points of Contact

www.arabbrains.com/aes



Additional Equipment

B-design & Marketing

www.bdesigngroup.net

CONTACT:

Abdullah Alshobaki

Mobile: +962 799 598 059

Tel: +962 6 516 5777

Tel: +962 6 515 3297

Fax: +962 6 515 2019

exhibition@bdesigngroup.net

B-design & marketing®
Advertising & Marketing - Exhibition & Event Contracting



Freight Forwarder

Seven Hills Cargo Services

CONTACT:

Jamil Hindi, Asst General Manager

Tel: +962 6 585 5502

Mobile: +962 799 700 964

Fax: +962 6 585 5503

j.hindi@fast-jo.com



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Corporate Presentation Area

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With regards to your display area, this is not an exhibition meaning there is no shell scheme or frame but the area allocated to each company is 3m wide x 2.5m deep x 2.5m high.

Each organisation that has registered for a corporate presentation area will be provided with a table measuring 240cm wide x 50cm deep x 72cm high, along with 2 chairs and a power supply. There will be enough room behind the table to have 1 pop-up display, maximum size 3m wide x 2.5m high. The voltage is: 220 - 240, Pin Type: 3 pin, Number of sockets per table: Each of the extension cords will have 4 - 5 sockets.

Please contact us if your pop-up display is outside of these dimensions for us to approve, as space is very limited. Your display may not be allowed into the venue if not previously approved.



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Additional Equipment

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As well as the area which has been allocated to you and the promotional materials which you will send/bring to the event you may also wish to hire additional equipment such as :

LCD/Plasma Screens
DVD Players
Laptops
Literature Stands etc



If there are additional requirements that your company needs, please contact Abdullah Alshobaki directly. They have a wide range of additional equipment and furniture along with extensive design and marketing opportunities;

B-design & Marketing
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**Arab
Brains**
The Home of
Intelligent Networking



عقول عربية
مركز التفاعل الذكي

Arab Education Summit

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Venue & Delivery Address

www.arabbrains.com/aes



Please send your promotional materials to:

Grand Hyatt Amman
Jabal Amman, Hussein Bin Ali Street
Amman 11183, Jordan

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Mark for the attention of:

ArabBrains Conference 6-8 May 2013

You must also ensure the following information is included on your package:

- ❖ **Company Name**
- ❖ **The contact name of the person collecting it from the venue**
- ❖ **Contact phone number**

Materials should reach the Hyatt from Thursday 2nd May. No materials should reach the Hyatt prior to the 1st May.

www.amman.grand.hyatt.com

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Freight Forwarding

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ArabBrains have teamed up with Seven Hills Cargo Services to enlist them as the recommended freight forwarder for the Arab Education Summit - Amman.

To use Seven Hills Cargo Services for your logistics solution, please contact Jamil at your earliest convenience with full details of your shipment and he will provide you with a quotation for logistics on an individual basis.



Seven Hills Cargo Services

Jamil Hindi, Asst General Manager

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Setup & Event Timings

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6 May 2013

- 14.00 – 20.00 Pre-registration (photo identification required)
- 14.00 – 20.00 Presentation Area Set-up
- 18:00 – 20:00 Pre-summit Evening Cocktail Reception



7 May 2013

- 07.00 – 08.45 Registration (photo identification required)
- 08.45 – 12.45 Conference
- 12.45 – 14.00 Lunch
- 14.00 – 17.40 One-to-one Roundtable Meetings
- 20:00 Evening Gala Dinner for all delegates



8 May 2013

- 08.00 – 08.45 Registration (photo identification required)
- 08.45 – 12.45 Conference
- 12.45 – 14.00 Lunch
- 14.00 – 17.40 One-to-one Roundtable Meetings



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