



# ASURA

## AUSTRALASIAN SYMPOSIUM ON ULTRASOUND AND REGIONAL ANAESTHESIA

# 2009

## WORKSHOP AND EXHIBITION SPONSORS MANUAL

20 and 23 November  
Workshop Programme  
Mater Mothers' Hospital, Brisbane

21 and 22 November  
Lecture Programme  
Queensland University of Technology



Coordinated by the  
Regional Anaesthesia  
Special Interest Group

ASURA

[www.asura2009.anaesthesia.org.au](http://www.asura2009.anaesthesia.org.au)

## CONTACTS

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ASA National Education and Events Manager  
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### Mr Blair Murdoch

QUT Facilities Manager  
T: 07 3138 2888  
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### Ms Cassandra Myatt

Moreton Hire Exhibitions Coordinator  
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ASURA HCI Liaison Officer  
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## VENUES

The Australasian Symposium on Ultrasound and Regional Anaesthesia (ASURA) will be held from Friday 20 to Monday 23 November 2009. Two venues are being used to enhance the programme. The workshops will be held at Mater Mothers' Hospital (MMH) while the Lectures and Trade Exhibition will take place at the Gardens Point City Campus of the Queensland University of Technology (QUT). Both venues are in close proximity to Brisbane City, hotels and the Botanic Gardens.

## WEBSITE

[www.asura2009.anaesthesia.org.au](http://www.asura2009.anaesthesia.org.au)  
Please check the meeting website for information and the latest Scientific and Workshop Programmes. The website is continually being updated and provides information for delegates and sponsors.

## WORKSHOP SPONSORS - Friday 20 and Monday 23 November

The ASURA Workshops are being run in duplicate on Friday 20 and Monday 23 November at MMH. There will be around 100 delegates and 25 facilitators each day. The Workshops will take place in the Antenatal Clinics of the hospital. See pages over for map.

### Venue

Mater Mothers' Hospital  
Antenatal Clinics, Level 7  
Raymond Terrace,  
Brisbane, Queensland

### Workshop Sponsors

B. Braun Australia	Stimuplex needles
GE Healthcare	Ultrasound machines (x10)
SonoSite Australasia	Ultrasound machines (x15)
Toshiba Australia	Ultrasound machines (x2)
Philips Healthcare	Ultrasound machines (x4)

### Representatives

Sponsorship of the workshops includes two complimentary registrations per company. Registration includes name tags, catering for the day and access to the workshops each day. Additional trade registrations are available for \$150 by contacting Cassandra Hargreaves.



# WORKSHOP SPONSORS - Friday 20 and Monday 23 November

## Workshop Topics

Delegates will complete all workshop topics in the day that they have registered to attend. Topics include:

- Blocks above the clavicle
- Infraclavicular and axillary
- Small arm nerves and below the knee
- Femoral, fascia iliaca, saphenous, lat cut nerve
- Abdominal wall
- Lumbar spine plexus paravertabral
- Ultrasound familiarisation
- Phantoms

## Delivery Address

Mater Mothers' Hospital  
Antenatal Clinics, Level 7  
Raymond Terrace  
Brisbane, Queensland 4000

## Delivery Instructions

- The Organising Committee recommend attaching the map over to all deliveries.
- Deliveries will be received from 1400hrs on Wednesday 18 November. Goods will not be accepted before this time. The Organising Committee and MMH accept no responsibility for goods delivered before this time.
- Delivery is via the loading bay outside the Adult Emergency Department. Entry is via a boom gate. Please quote "ASURA" to the guard to gain access.
- Once inside the Emergency Department take the lift to Level 7 to the Antenatal Clinics Reception where the goods will be locked in a storage room until set-up on Thursday 19 November.

## Security and Storage

- Goods delivered from 1400hrs on Wednesday 19 November will be locked in a storage room.
- All the Antenatal Clinics will be locked on Thursday evening following set-up and from Friday evening (following the workshops) over the weekend (i.e. goods will be locked in the clinics over the weekend in order that they are on-site for the workshops taking place on Monday).
- Following the Workshops on Monday 23 goods should be moved to the storage room to await collection on Tuesday 24 November.

## Ultrasound Machine Set-Up

Machines will be placed in each of the clinics in which they are being used and tested prior to the commencement of the Workshops. We request the following:

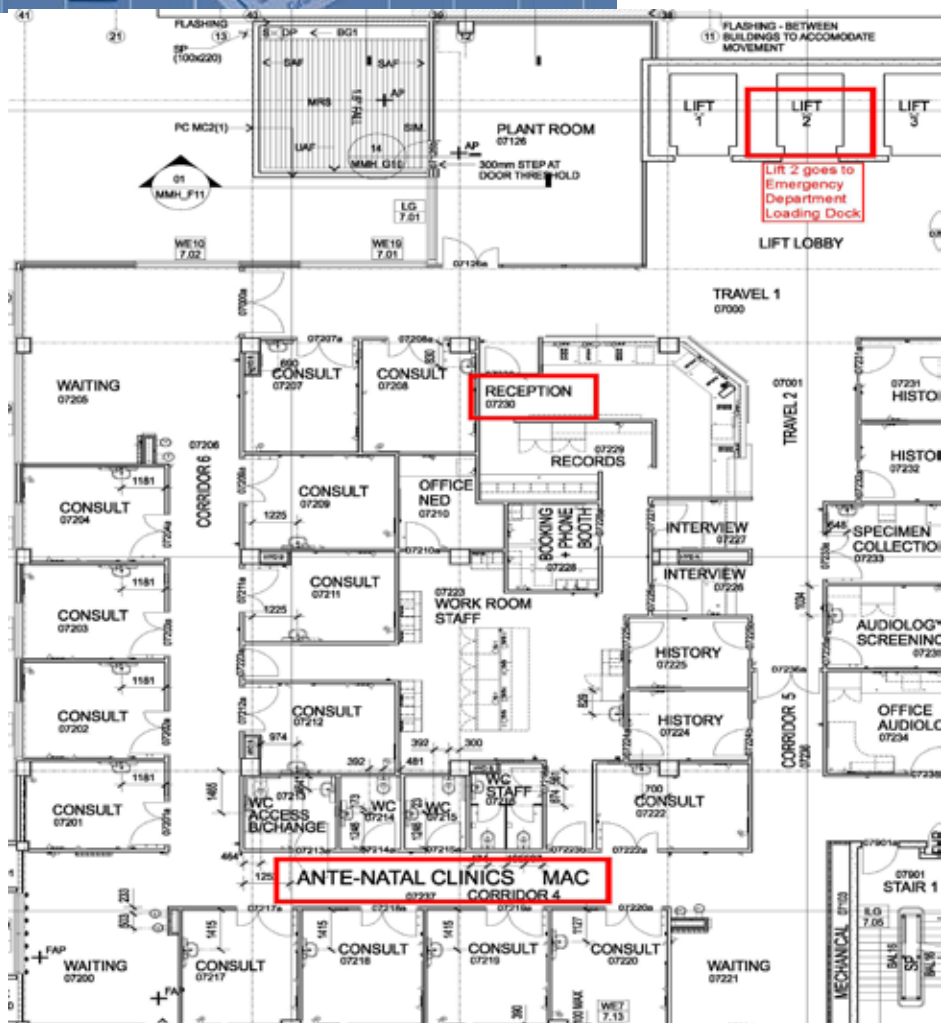
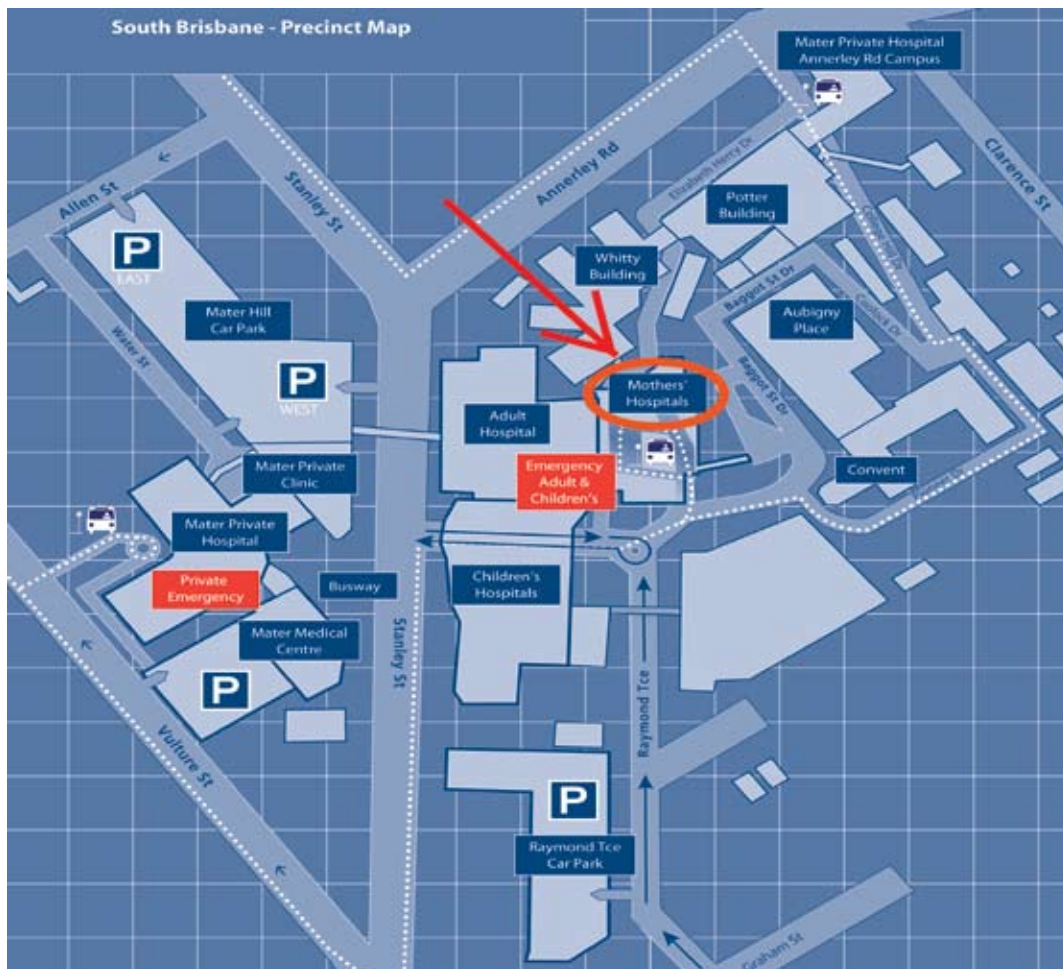
- For Friday 20 Workshops: set-up the day prior (Thursday 19) from 1600-1800hrs.
- For Monday 23 Workshops: set-up on day (Monday 23) from 0730-0800hrs before Workshops commence.

## Workshop Sponsors Timetable

Wednesday 18 November	
1400-1700	Goods delivered and stored
Thursday 19 November	
0900-1600	Goods delivered and stored (if not occurred the previous day)
1600-1800	Machines set-up in the clinics
Friday 20 November	
0800-0830	Workshop - Registration and breakfast
0830-1600	Workshop programme
1600	Machines locked in clinics over the weekend
Monday 23 November	
0730-0800	Machines checked and set-up for Workshops
0800-0830	Workshop - Registration and breakfast
0830-1600	Workshop programme
1600-1700	Machines and all goods either placed in storage room or removed
Tuesday 24 November	
0900-1700	Couriers to collect goods. All goods collected and removed from the clinic storage room



# MMH MAPS



Antenatal Clinics, Level 7,  
Mater Mothers' Hospital



## EXHIBITION BOOTH SPONSORS - Saturday 21 and Sunday 22 November

The Scientific Programme consisting of lectures will run concurrently with the Trade Exhibition in Z Block at the Gardens Point Campus of the Queensland University of Technology (QUT) on Saturday 21 and Sunday 22 November. We anticipate around 300 participants each day.

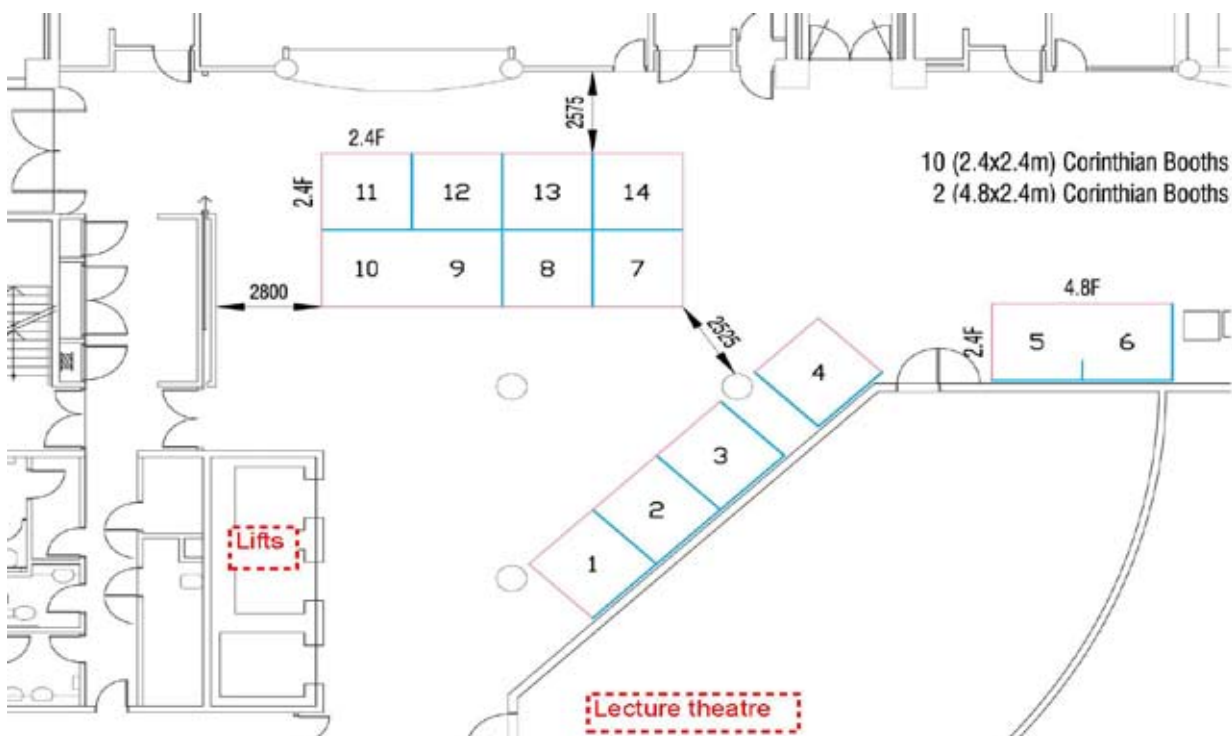
### Venue

Queensland University of Technology  
Gardens Point Campus  
Z Block, Level 4  
Brisbane, Queensland

### Exhibitors

Booth 1	Anaesthetic Management Group
Booth 2	B. Braun Australia
Booth 3	Device Technologies
Booth 4	LMA PacMed
Booth 5 & 6	GE Healthcare Australia
Booth 7	AstraZeneca
Booth 8	Allied Medcial
Booth 9 & 10	Sonosite Australasia
Booth 11	Surgical Specialities
Booth 12	Toshiba Australia
Booth 13	Philips Healthcare
Booth 14	Avant Mutual Group

### Exhibition Map - Z Block Atrium, QUT



### Representatives

Exhibition sponsorship includes two complimentary registrations per booth. Registration includes name tags, catering, access to the lectures and a ticket to the Welcome Drinks being held at the Botanic Gardens. Additional trade registrations are available for \$330 by contacting Cassandra Hargreaves.

### Delivery Address

Mr Blair Murdoch (tel: 07 3138 2888)  
Queensland University of Technology  
Garden Point Campus  
Z Block, Level 4, Room Z413  
Gardens Point Road  
Brisbane, Queensland 4000

### Deliveries Instructions

- Deliveries will be received from 1000-1500hrs on Thursday 19 November ONLY. Goods will not be accepted before this time. The Organising Committee and QUT accept no responsibility for goods delivered beforehand.
- 30 minutes prior to delivery, Mr Blair Murdoch should be called 07 3138 2888.
- Delivery is via the carpark (drop off zone) underneath Z Block. Entry is via the Gate House. Please quote "ASURA" to the guard to gain access.
- Once inside Z Block, go to Level 4 and goods can be placed securely in Z413 room.



# EXHIBITION BOOTH SPONSORS - Saturday 21 and Sunday 22 November

## Security and Storage

The Exhibition will be closed out of exhibition hours. A security guard will be stationed at the entrance to the exhibition from 1400hrs on Friday 20 to 1700hrs on Sunday 22 November inclusive. There is no storage available at QUT and exhibitors will need to store any items/goods at their booth.

## Exit Strategy

Exhibitors are requested not to dismantle until afternoon tea concludes at 1530hrs on Sunday 22 November. Goods can be stored in Z413 to await collection the following day. Each company is responsible for making its own arrangements to have your goods collected from QUT on Monday 23 November between 1000-1500hrs. As with delivery Mr Blair Murdoch should be contacted (T: 07 3138 2888) 30 minutes prior to collection. Any goods left at QUT from Tuesday 24 November will be regarded as rubbish.

## Exhibition Booth

The official supplier for the booth shell scheme and electrical equipment is Moreton Hire. The standard shell scheme consists of:

- SIZE: 2.4m x 2.4m floor space.
- WALLS: 2.4m high velcro-compatible panels.
- FASCIA: 30cm high velcro-compatible fascia board across aisle frontages.
- SIGNAGE: One corflute sign (1830mm long x 200mm high). Computer cut vinyl lettering (max 26 characters).
- LIGHTING: Two 150 watt spotlights mounted on light track inside fascia.
- POWER: One 240 volts/1000 watt/4 amp general purpose outlet per booth.
- FURNITURE: One trestle table (1800mm long x 750mm wide x 750mm high) with cloth and two chairs.

If additional furniture or display material is required please contact Moreton Hire for assistance (Cassandra Myatt, E: [cassandra.myatt@moreton.net.au](mailto:cassandra.myatt@moreton.net.au) or T: 07 3307 4433).

## Custom Built Booth

If the standard shell scheme is not required and a custom design stand is being constructed, please provide a diagram with details and dimensions to Cassandra Hargreaves for approval.

## Insurance

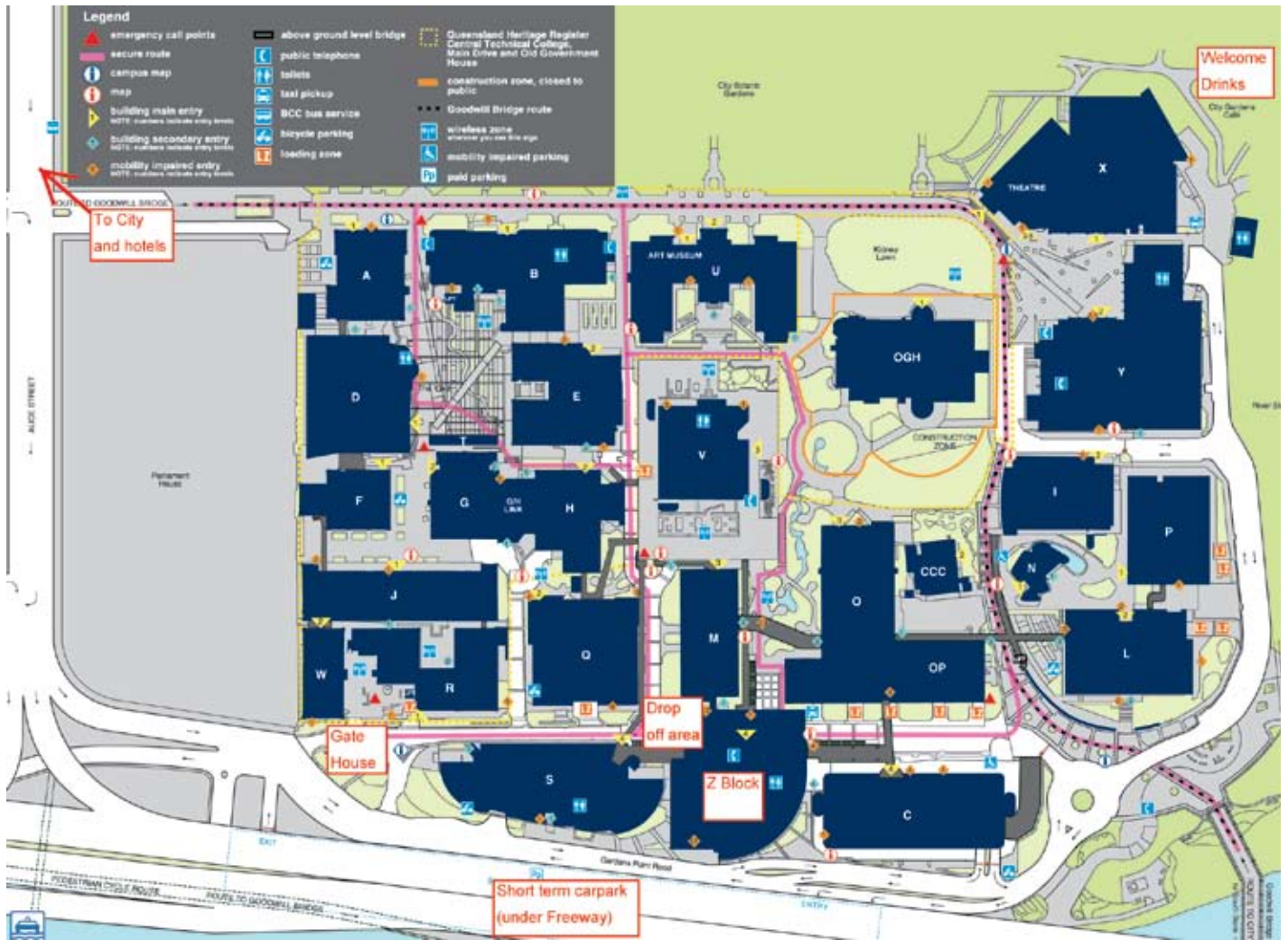
It is the responsibility of each company to maintain insurance against injury to person or damage or loss of property in such amounts as the company shall deem appropriate. Neither QUT nor the ASURA Organisers will be responsible for any loss, damage or injury that may occur to the company's representatives or property from any cause whatsoever prior, during and subsequent to the ASURA Exhibition.

## Exhibition Timetable

Thursday 19 November	
1000-1500	Deliver goods
Friday 20 November	
1100-1600	Moreton Hire bump-in
1500-1800	Exhibitors bump-in
1600-1700	All Exhibitors register
Saturday 21 November	
0700-0800	Exhibition opens, delegate registration and breakfast
0800-1700	Scientific programme
1715-1915	Welcome drinks at City Gardens Cafe
Sunday 22 November	
0800-0830	Exhibition opens and arrival tea/coffee
0830-1700	Scientific programme
1530-1700	Exhibitors bump-out (following afternoon tea)
1700-2000	Moreton Hire bump-out
Monday 23 November	
1000-1500	Goods to be collected from QUT



# QUT - GARDENS POINT CAMPUS MAP



## SPONSORS CHECK LIST

Forward all information or queries to Cassandra Hargreaves, T: 02 9327 4022 E: [chargreaves@fed.asa.org.au](mailto:chargreaves@fed.asa.org.au)

### Workshop Sponsors - MMH

- Number of machine/needles supplying has been confirmed.
- Names of the two representatives attending on the Friday and the Monday has been forwarded.
- Additional trade registrations (if required) have been purchased.
- Delivery and collection of goods has been organised.

### Exhibition Booth Sponsors - QUT

- Names of the representatives attending on the Saturday and Sunday has been forwarded.
- Additional trade registrations (if required) have been purchased.
- Confirmation of trade representatives attending the Welcome Drinks has been forwarded.
- Lettering required for booth signage (26 letters) has been forwarded.
- Moreton Hire have been contacted with all additional booth requirements (e.g. furniture, plants, etc).
- The custom-build plan (if not using the shell scheme) has been forwarded for approval.
- The organisation's Certificate of Currency/Public Liability is current and valid.
- Delivery and collection of goods has been organised.

