

LEADERSHIP SUMMIT 2027

UCISA27 Exhibitor Booking Pack



17th – 18th March 2027



EICC Edinburgh



UCISA27 Exhibitor Booking Details

Bookings

UCISA27 Exhibition will be taking place at the EICC, 150 Morrison St, Edinburgh EH3 8EE. The booking procedure will be the same as previous years, in that you will only be booking the Exhibition space (which includes the shell scheme, carpet and a basic electrical package), with UCISA. **As introduced last year, you can book your exhibition stand online and pay online, via the [UCISA Portal](#).**

Please note that if you book *space only* the electrical package and name boards are **not** included. For any extra shell scheme stand fittings or graphics please order directly from our Exhibition stand builders, [Index Group](#) using their online forms:

- Nameboard - [Nameboard | Index Group](#)
- Shell scheme additional items - [Standfitting Order form | Index Group](#)
- Graphics - [Graphics Options | Index Group](#)

For any extra electrical requirements, please book directly with our electricians, Meridian, using their [booking form](#).

All stands include basic WI-FI if you wish to order a hardwired connection this can be done via the [EICC portal](#) - the password is: 171827

Furniture for your stand can be ordered directly from our suppliers, [Europa International](#). The available items and the price list can viewed on their website and booked using the [booking form](#) at the end of this pack.

Terms

- **Attendance is for UCISA members only. If you do not renew 2027 membership, your booking will be cancelled. Membership for 2027 is £3,184.00 plus VAT.**
- **Stands and sponsorship must be paid within 14 days of invoice. Deadline for receipt of payment Friday 5th March 2027.**

On receipt of your completed booking form and official PO, a confirmation email will be sent to you. The allocation of stand location will start in November - stands will be offered to sponsors first (in order of value of sponsorship) and then in order of receipt of booking.

Bookings will not be accepted, or space held without a completed Booking Form and copy of your official PO made out to Ucisa Services Limited, (N.B. NOT UCISA).

Exhibition

The **Exhibition** is open from 10.00 - 19.30 on Wednesday 17th March and 09.00 - 16.00 on Thursday 18th March. The **Summit** opens lunchtime on Wednesday 17th March until the afternoon of Friday 19th March. The Exhibition will be held in the Lennox Suite, where the delegates will take all their refreshments and lunch breaks.

There will be an early evening drinks reception followed by dinner (food stalls) on the Wednesday within the Exhibition so please ensure your stand staff are aware of this.

1 x Exhibition stand space (3x2) - £3,495 (+ VAT)

- **Shell scheme included**
- **Electric socket**
- **2x spotlight**
- **2x exhibitor day passes per day**
- **2x dinner tickets for the informal food in the exhibition on Wednesday evening**
- **Opportunity to purchase up to 3 additional day passes (to be booked online)**

The Exhibition package includes free day passes for up to **2 exhibitors** over each of the 2 days of the exhibition, which can be provided at the time of booking your stand or before 5th February by emailing events@ucisa.ac.uk as free places cannot be booked online).

Up to 3 additional exhibitor day passes per day can be purchased via the [UCISA portal](#). Price for Wednesday 17th day pass – from £200 plus VAT before the early bird deadline to £250 plus VAT after. Price for Thursday 18th day pass – £150 plus VAT before the early bird deadline and £200 plus VAT after.

Whilst there is no exhibition on Friday 19th March, your team are welcome to attend – day passes are £150 plus VAT per person, rising to £200 plus VAT after the early bird deadline.

These tickets must be registered and paid for by the **early bird booking deadline of Friday 5th February 2027.**

NB – Exhibitor passes can only be used for exhibiting company staff.

Pre-Summit meeting rooms

If you would like the opportunity to arrange pre-conference presentations or customer meetings on Tuesday morning, there will be a few rooms available at the venue from 10.00 - 12.00 at a cost of £3,000 + VAT. The rooms will include a basic AV package (screen, data projector, sound, Wi-Fi connectivity and light refreshments – tea and coffee).

If you wish to arrange a pre-summit meeting, please submit a proposal for consideration by the advisory board via the UCISA portal at least a month before the event. Details regarding your session will be sent out in a pre-session mailing at the end of February. It is up to you to organise your own marketing of the session beyond the above-mentioned group mailing and the taking of registrations, if required.

Pre-session attendees are not entitled to access the Summit or Exhibition areas if they haven't registered for the Summit.

Mailings to delegates

Corporate member mailings to the primary UCISA mailing list are a great way to promote your attendance at UCISA27 and may be reserved as soon as your 2027 UCISA membership fee has been paid. We recommend that you schedule your slots with us well in advance as slots in the run up to the Summit fill up very fast. Please be aware that we send two mailings per day, and this membership benefit is allocated on a first-come, first-serve basis, subject to availability.

We would strongly urge you not to send unsolicited direct emails regarding your attendance at UCISA27. We appreciate the contribution our exhibitors make to the success of the event and your desire to publicise your attendance, however, in past years our members have complained about unsolicited communications which do not reflect well on the sender.

The [UCISA Privacy Policy](#) is available on our website.

Deadlines

- **First come, first served** - Exhibitions stands
- **Wednesday 4th November 2026** – Submit proposal for sponsorship packages
- **Thursday 24th December 2026** - Receipt of PO for 2027 membership renewal (£3,820.80 inc VAT) (*attendance at UCISA events is for members only, and should you not renew your membership for 2027, your stand will be resold*).
- **Friday 5th February 2027** - Early Bird bookings for dinner and extra paid for exhibitor passes via UCISA Portal
- **Friday 26th February 2027** - Submission of risk assessment form to UCISA
- **Friday 26th February 2027** - Submission of Public Liability Insurance to UCISA (if you've booked Space Only)

UCISA27 Sponsorship Opportunities

From the engaging stands filling the exhibition hall, eye-opening partner case studies, and the enthusiasm your attendees all bring to the occasion, we know how important corporate members are to the continued success of UCISA's annual Leadership Summit. In turn, corporate members benefit from the unique exposure to key decision-makers from institutions across the UK when attending this long-standing and well-respected event.

UCISA27 sponsorship packages are an excellent way to increase visibility with Leadership Summit delegates, who represent most budget holders within the community. Please note, these are only available to members who have already booked an exhibition stand.

All summit sponsorship packages include your company profile and logo on the event portal, mentioning the welcome and an advert banner in the Summit App. Branding will also feature on the main stage and around the venue. Award sponsors will have their branding featured at the awards ceremony.

An exhibition stand is *not included in the sponsorship packages and will need to be purchased alongside.*

UCISA27 Sponsorship packages brief

The UK Education sector continues to navigate a period of significant change and financial pressure. Institutions are being asked to deliver exceptional student and staff experiences, strengthen cyber resilience, embrace AI responsibly, modernise core systems, and support increasingly diverse communities, all while operating within constrained resources.

Against this backdrop, the need to share practical experience, proven approaches and genuine lessons learned from both within and beyond the sector has never been more important.

UCISA27 will bring together approximately 250 senior digital and technology leaders from around 100 Higher and Further Education institutions. Delegates will primarily be CIOs, Directors and Deputy/Assistant Directors of IT, alongside other senior leaders responsible for digital strategy, transformation, technology delivery, teaching and learning technologies, cyber security, data and information management, student experience, business systems, and institutional change.

These leaders play a critical role in shaping institutional strategy and are responsible for significant investment decisions. They are looking for insight, inspiration and practical approaches that can help them address the challenges facing their organisations today and in the future.

The summit programme will include keynote presentations, leadership discussions, university case studies and partner-led sessions, all designed to provide delegates with practical ideas and actionable insights they can take back to their institutions.

What our delegates want to hear

Feedback from the UCISA27 Advisory Board and delegates has been clear. Attendees are looking for:

- Practical, actionable insights rather than product demonstrations
- Real-world case studies that honestly explore successes, challenges and lessons learned
- Examples of how institutions are achieving more with limited resources
- Leadership, culture and organisational change stories
- Digital transformation that delivers measurable outcomes
- Cyber security and resilience experiences
- AI adoption, governance and ethics

- Data governance and information management
- Student experience, digital inclusion and digital poverty
- ERP modernisation and institutional transformation
- Workforce development and future skills
- Thought Leadership – especially for Primary Sponsor
- Perspectives from outside the education sector that can be applied within higher and further education.

Guidance for Sponsored Sessions

The Advisory Board has requested that sessions focus on the challenges and outcomes experienced by institutions, rather than on products and features.

When reviewing proposals, the Advisory Board will be looking for presentations that clearly answer the following questions:

- What challenge was being addressed?
- What approach was taken?
- What lessons were learned?
- What practical advice can delegates apply within their own institution?
- What measurable outcomes or benefits were achieved?

Delegates consistently rate customer-led presentations as the most valuable. As a result, we strongly encourage sponsors to present in partnership with an institution that has implemented, or is currently implementing, your solution or approach.

The strongest submissions are typically those where:

- The customer leads the majority of the presentation
- The focus is on organisational challenges, outcomes and lessons learned
- The partner provides supporting expertise and context
- Attendees leave with practical ideas they can implement themselves

When submitting your proposal, please identify the institution that will be partnering with you for the session.

For Primary, Technology and International Sponsors, this does not need to be an education-sector customer. We welcome compelling case studies and speakers from other sectors where there are relevant lessons and transferable insights for education leaders.

Please be aware that past feedback has clearly indicated that a direct sales pitch is likely to turn off your audience!

Sponsored Speaking Slot Packages Include

1 x Primary sponsorship package - £15,500 (+ VAT)

- 40-minute keynote plenary presentation (one free speaker place for the day of the presentation)
- panel session involvement*
- 5-minute Primary Sponsorship introduction
- advert banner in the Summit App
- logo included in UCISA attendee communication pre and during event.
- logo as image on Main Stage
- pre-event email (sponsors own content) to primary UCISA mailing list.

* The *Primary sponsorship package* will include a keynote presentation and the opportunity to be involved in a panel discussion, so long as a suitable topic is agreed upon. We will require you to submit a written proposal via [the online form](#) by Wednesday 4th November at the latest (including details of your presenters) for consideration by the Summit Advisory Board.

1 x international sponsorship package - £12,750 (+ VAT)

- 35-minute keynote plenary presentation (One free speaker place for the day of the presentation)
- advert banner in the Summit App
- logo included in UCISA attendee communication pre and during event.
- logo as image on Main Stage
- pre-event email (sponsors own content) to primary UCISA mailing list.

1 x Technology sponsor package - £12,750 (+ VAT)

- 35-minute keynote plenary presentation (One free speaker place for the day of the presentation)
- advert banner in the Summit App
- logo included in UCISA attendee communication pre and during event.
- logo as image on Main Stage
- pre-event email (sponsors own content) to primary UCISA mailing list.

6 x Platinum packages (parallel showcase in breakout room) - £9,500 (+ VAT) **

- single 30-minute partner case study slot
- one free speaker place for the day of the presentation
- advert in the Summit App
- pre-event email to UCISA members

** Platinum sponsorship includes a single 30-minute Partner Case Study slot and will require you to submit a written proposal via [the online form](#) by *Wednesday 4th November at the latest* (including details of your presenter) for consideration by the UCISA27 Advisory Board. This is a parallel session within the main body of the Programme.

Other sponsorship items

Those sponsoring over £3,000 + VAT will be listed on the website as a silver sponsor and those sponsoring over £6,000 + VAT will be listed as a gold sponsor.

Specific items which you may put your name against are:

Items	Price (+ VAT)
UCISA27 Name Badge Sponsor	£4,500
UCISA27 Registration Desk Sponsor	£4,500
UCISA27 Exhibition Dinner Sponsor (Wednesday)	£6,000
UCISA27 Quiz Sponsor (Wednesday)	£2,500
AV Sponsor of UCISA27	£6,000
Live Captioning Sponsor at UCISA27	£5,000
UCISA27 Wi-Fi Sponsor	£6,000
UCISA27 Summit App Sponsor	£6,000
UCISA27 Exhibitor Bingo Card Sponsor	£4,000
Lunchtime Video Advert at UCISA27	£2,500
UCISA27 Opening Keynote Sponsorship	£3,000
UCISA27 Closing Keynote Sponsorship	£3,000
UCISA27 Sponsorship of a Speaker	£3,000
UCISA27 Awards Pre-Dinner Drinks Sponsor (Thursday)	£6,000
UCISA27 Awards Dinner Sponsored Table (table of 10)	£1,750
UCISA27 Awards Headline Sponsor (includes CIO/Director of the Year)	£6,000
UCISA27 Awards Sponsorship (1 award)	£2,750
UCISA27 Awards Dinner Wine Sponsor	£4,000
UCISA27 Lanyard Sponsor	£5,500

Branded sponsorship items will be made available after the remaining items have been allocated.

DEADLINE: 17th FEBRUARY 2027

VAT No 205 3716 90

CONDITIONS OF HIRE

1. **Europa International** herein after **the company** let furnishings on hire only on the following terms and conditions and will not accept or be bound by other conditions so far as they conflict with the following.
2. The period of hire commences from the time of delivery to the person destination or site indicated on the order form from the hirer or where ordered on the telephone by the instructions of the person placing the order. This shall continue until the furnishings (comprising of furniture, carpet and modular) are accepted back by the company. RISK OF LOSS OR DAMAGE will be on the part of the hirer throughout the period of the hire until collected or delivered back to our premises.
3. The hirer shall rent the furnishings at the rates quoted by the company or any subsequently increased rate in force at the commencement of the hire period. The company reserves the right at any time without notice to increase charges (particularly where there is a change in the value of the pound sterling). The hirer undertakes to fully insure all furnishings for the hire period plus at least 3 days prior and 1 day after the conclusion of the event for a sum of not less than five times the hire price.
4. The hirer shall provide at the specified destination a duly authorised representative to accept the furnishings and to give a written receipt. If the hirer fails to provide for this the company shall issue a delivery note to the hirer as conclusive proof of time and delivery by the company.
5. The company rents furnishings in good order and condition. The receipt signed by the representative of the hirer or in the absence of such a receipt the company's delivery note shall be conclusive evidence of such good order and condition unless at the time of delivery or within 24 hours the hirer shall notify any defect to the company by telephone or fax whereupon all responsible efforts will be made to rectify the problem. The hirer undertakes to take care to avoid damage or theft of hired items and to take all reasonable steps to keep and return the furnishings to the company in first class condition. If items of furniture are broken, damaged or lost then the hirer is liable to repair or replacement costs as agreed between Europa International and the hirer. NOTE: - We reserve the right to upgrade or change any item that is out of stock.
6. The company will endeavour to effect delivery of hired furnishings at the time indicated by the hirer but will not under any circumstances be liable for any delay in delivery caused by circumstances beyond the company's control. Liability for any delay in any case will be limited to the refund of any hire charges already paid by the hirer relating to periods of non-delivery or late delivery.
7. Instructions of the hirer (different from those on the requisition) cannot be carried out unless given in writing to the company 7 days prior to action required and accepted by the company in writing. The company shall not be liable for any failure to perform its obligations under this Agreement due to circumstances beyond the parties' reasonable control including, but not limited to, acts of God, war, government regulations, disaster, disease, pandemics, epidemics, quarantine restrictions, terrorist actions, strikes, civil disorders, curtailment of transportation facilities or other emergencies that make it illegal or impossible for a party to perform its obligations under this Agreement. At the discretion of the company a charge of not less than 25% may be made on all orders cancelled prior to delivery. For on-site cancellations where delivered correctly NO refund will be issued.
8. If the hirer fails to make available for collection the furnishings at the end of the hire period the hirer shall be liable to pay loss of hire charge at a pro-rata rate until such time as the furnishings are returned to the company or notifies the company by recorded delivery of the loss of furnishings.
9. The hirer will be expected to empty all lockable items of their property at the close of show. The company can not be held responsible for goods left in said items and removed to effect collection.
10. The furnishings shall remain the property of the company and the hirer shall at all times keep the furnishings in their possession and free from any lien charge or other encumbrance whatsoever. The period of hire shall cease forthwith in the event that any winding up procedures (compulsory or voluntary) are commenced in respect of the hirers business or if any receiver trustee or liquidator is appointed of the hirers business or of any substantial part of its assets.
11. CARPETS & TILES. - All skirting to platforms must be removed to allow carpet to be fitted over the edge. Extra cutting due to machines, stand building etc. plus any damage to carpets or tiles: - i.e. oil, ink, ripping etc. we reserve the right to charge. Fitting to design or walls will be charged as extra. All carpets (not tiles) are laid on an outright sale basis unless arranged otherwise.
No liability shall be attached to Europa International for:
 - (1) Skirting which has to be removed for the purpose of laying carpets.
 - (2) Loss or damage however caused to customer's own goods.
 - (3) Any dilapidation for fixing to hall floors (we use low tack tape, as specified).

All carpets are charged by using full widths of carpet (normally 4 metres wide) in the most economical method.
12. Hire period is up to 7 days and thereafter a supplementary hire charge may be applied on a daily pro-rata basis. Prices include delivery and collection within the UK where we are the appointed contractor. On international and other events there may be a delivery charge, subject to value, which we will inform you of before processing the order.
13. Unless otherwise agreed all charges as per invoices shall be paid 21 days prior to delivery.
14. As part of our ongoing commitment to data privacy, secure document storage & processing in line with the GDPR regulations which came into effect on the 25th May 2018, we have created a new privacy policy which is available upon request or viewable online www.europainternational.com/privacy-policy.aspx.... If you wish to have your personal data removed from our database after the event is completed, please put this in writing to Europa International, Meaford Way, London, SE20 8RA or alternatively please e-mail us on privacy@europainternational.com. If you don't make contact and request the removal of your personal information post event, we will securely store it & only use it in accordance with legitimate ongoing business.



ELECTRICS & AV EXTRA ORDER FORM (PAGE 1 OF 2)

UCISA 2027
17th - 19th March 2027 / Edinburgh-EICC

PLEASE EMAIL ORDERS TO:
accounts@meridianexhibitions.co.uk
GENERAL ENQUIRIES:
info@meridianexhibitions.co.uk

ELECTRICS		PRICE £	QUANTITY	TOTAL £
POWER	2 AMP (500W) RATED SOCKET OUTLET	£141.00		
	8 AMP (2 KW) RATED SOCKET OUTLET	£243.00		
	13 AMP (3 KW) FULLY RATED SOCKET OUTLET	£318.00		
	13 AMP 4-WAY EXTENSION LEAD HIRE	£16.00		
N.B. ONE FOUR WAY EXTENSION LEAD ALLOWED ON A FULLY RATED 13 AMP SOCKET OUTLET ONLY				
	SINGLE & THREE PHASE ELECTRICAL SUPPLIES	POA		
	24 HOUR SURCHARGE	£102.00		
LIGHTING	1 X LED LONG ARM FLOODLIGHT FOR GRAPHICS (PANEL MOUNTED)	£69.00		
	4 X LED LONG ARM FLOODLIGHTS FOR GRAPHICS (PANEL MOUNTED)	£108.00		
		£103.00		
	4 X 6 LED SPOTLIGHT (FASCIA MOUNTED)	£151.00		
	6 X 6 LED SPOTLIGHT (FASCIA MOUNTED)	£194.00		
MISC	1 KW (4 AMP) RATED CONNECTION TO EXHIBITORS OWN FITTING	£140.00		
	TRACK MOUNTED COOLING FAN UNIT	£39.00		
MAINS CONNECTION (FREEBUILD STANDS & ISLAND SITES ONLY)* DELETED AS REQUIRED				£100.00
AUDIO VISUAL / IT / LIGHT BOXES (INCLUDES ON-SITE TECHNICAL STAND-BY)				
AV	32" TFT FLAT SCREEN (INCLUDES HDMI LEAD & ACCEPTS USB INPUT)	£205.00		
	43" 4K TFT FLAT SCREEN (INCLUDES HDMI LEAD & ACCEPTS USB INPUT)	£305.00		
	50" 4K TFT FLAT SCREEN (INCLUDES HDMI LEAD & ACCEPTS USB INPUT)	£420.00		
	55" 4K TOUCHSCREEN (LANDSCAPE ORIENTATION)	£945.00		
	43" DIGITAL DISPLAY TOTEM (PORTRAIT)	£515.00		
	SCREEN HANGING BRACKET (HANGS THE SCREEN DIRECTLY OVER THE SHELL SCHEME STAND)	£32.00		
	EMBEDDED SCREEN MOUNTING (SCREEN MOUNT IS HIDDEN BEHIND GRAPHICS)	£100.00		
	MONITOR STAND ON WHEELS (INCLUDES SEPARATE SHELF FOR MEDIA PLAYER)	£74.00		
	MEDIA PLAYER	£63.00		
IT	14" DELL INSPIRON LAP-TOP	£420.00		
	11.5" SAMSUNG GALAXY TABLET	£210.00		
LIGHT BOXES (High Res PDF Files only accepted, please contact office for actual graphic dimensions)				
	"2 METRE" LED LIGHTBOX (2400 mm (h) x 1750 mm (w)) Inc: Silicon Bead Graphic	£590.00		
	"3 METRE" LED LIGHTBOX (2400 mm (h) x 2750 mm (w)) Inc: Silicon Bead Graphic	£790.00		
	"4 METRE" LED LIGHTBOX (2400mm (h) x 3750 mm (w)) Inc: Silicon Bead Graphic	£990.00		
* The obligatory Electrical Testing Charge is now required to meet the revised minimum testing requirements in line with BS7671 (2008) & applies to electrical line items only INDICATE POSITION OF ORDERS ON PLAN FRONT OF STAND		SUB TOTAL		
		TESTING CHARGE*		£16.00
		20% SURCHARGE		
		SUB TOTAL		
		VAT		
		TOTAL		
STAND NUMBER		COMPANY		

ORDERS TO BE RECEIVED WITH PAYMENT 21 DAYS PRIOR TO THE EVENT
FAILURE TO DO SO WILL INCUR A 20% SURCHARGE

ELECTRICS & AV EXTRA ORDER FORM (PAGE 2 OF 2)

ALL FIELDS NEED TO BE FILLED IN BEFORE WE CAN PROCESS YOUR ORDER

COMPANY NAME		STAND NO.	
BILLING ADDRESS & POSTCODE			
AUTHORISED SIGNATURE		PRINT NAME	
TELEPHONE		DATE	
EMAIL			

TERMS AND CONDITIONS

PAYMENT MUST BE MADE IN FULL PRIOR TO MERIDIAN SUPPLYING ANY GOODS OR SERVICES
SOME LINE ITEMS ARE SUBJECT TO AVAILABILITY AND WE RESERVE THE RIGHT TO SUBSTITUTE ITEMS ORDERED
ANY ORDERS RECEIVED AFTER 21 DAYS PRIOR TO THE EVENT START DAY WILL INCUR A 20% SURCHARGE

PAYMENT OPTIONS

CARD PAYMENTS

Please use the Secure On-line Payment Portal "Stripe" embedded to your Invoice

BANK TO BANK TRANSFERS (BACS)

HSBC BANK

Account: MERIDIAN EXHIBITIONS LTD
Sort Code: 40-21-05
Account No: 91697013
Swift Code / BIC: MIDLGB22

CHEQUE PAYMENTS

Cheques payable to "Meridian Exhibitions Ltd"

PAYMENTS IN FOREIGN EXCHANGE

Payments are subject to an £15.00 surcharge
IBAN No: GB38MIDL40210591697013