

Call Sheet

Job number	BSG80210
Job name	Clarivate 2024 SKO
Client	Clarivate (UK) Limited
Event name	Clarivate Impact SKO 2024 - EMEA
Type of event	Live Event
Event dates	Tuesday 6 th , Wednesday 7 th and Thursday 8 th February 2024
Event location	Sofitel London Heathrow Terminal 5, London Heathrow Airport, TW6 2GD, UK
Event overview	The Clarivate Impact SKO 2024 consists of three events scheduled for February 2024, set to unfold in London (6-8 Feb), Atlanta (12-14 Feb), and Bangkok (27-29 Feb). Each SKO adheres to the same structure, incorporating half a day, a full day, and another half day of conferences and activities. Notably, the 2024 SKO marks the company's initial return to in-person events since the pre-Covid era. The target audience for these gatherings comprises corporate Sales Managers, with an expected attendance of approximately 440 delegates in London, 520 in Atlanta, and 410 in Bangkok.

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Broadsword Contacts

While on-site all Broadsword staff will be available via WhatsApp, please do not hesitate to contact any of the below people.

Production team

Jacob Adams
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Event team

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Lorraine Ducker
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Management

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Strategy Director
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To find out more about Broadsword please visit our website: www.wearebroadsword.com

Venue Contact

Sofitel London Heathrow

Sailee Nadkarni
Meetings and Events Sales Executive
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T. (+44) 0 208757 7774

To find out more about the venue please visit the website

<https://all.accor.com/hotel/6214/index.en.shtml>

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About the Client

Clarivate is a global leader in trusted and transformative intelligence. Primarily the organisation has three core business segments: A&G, IP and LS&H

Clarivate™ is a leading global information services provider. They connect people and organisations to intelligence they can trust to transform their perspective, their work and our world. Clarivate's subscription and technology-based solutions are coupled with deep domain expertise and cover the areas of Academia & Government, Life Sciences & Healthcare and Intellectual Property.

To find out more about Clarivate please visit their website: <https://clarivate.com/>



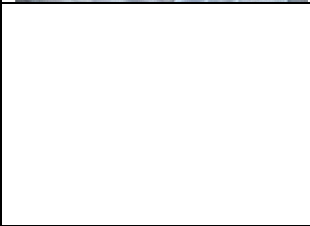


Organisation key people

CEO	Jonathan Gear
Accademia and Government (A&G)	
President IP	Bar Veinstein
Global Head of Sales A&G	Ofer Mosseri
SKO project team	Jason Saxton
Life Sciences and Healthcare (LS&H)	
President IP	Henry Levy
Global Head of Sales LS&H	Anthony Few
SKO project team	Becky Ward and Laura Taylor
Intellectual Property (IP)	
President IP	Gordon Samson
Global Head of Sales IP	Irmina Stroud
SKO project team	Matt Norton and Heather Anderton

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The Client - Project Team

These people are the key project team helping to organise this event

	<p>Jason Sexton Snr Director Sales Engagement</p>	<p>A&G (Atlanta lead)</p>
	<p>Matthew Norton Snr Director Sales Enablement</p>	<p>IP (Bangkok lead)</p>
	<p>Heather Anderton Sales operations and enablement</p>	<p>IP (second)</p>
	<p>Becky Ward Snr Director Sales Enablement</p>	<p>LS&H (London lead)</p>
	<p>Laura Taylor Senior Sales Enablement Manager</p>	<p>LS&H (second)</p>

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The Client - Senior Management



Jonathan Gear
CEO

Academia & Government (A&G)



Bar Veinstein
President A&G



Ofer Mosseri
Global Head of Sales A&G

Intellectual Property (IP)



Gordan Samson
President IP
(not in attendance)



Irmina Stroud
Global Head of Sales IP

Life Sciences and Health Care (LS&H)



Henry Levy
President LS&H



Anthony Few
Global Head of Sales LS&H

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Health and Safety incl. security and Covid-19

Security

For security purposes, please bring photographic ID with you, (government issued ID such as a driving licence or passport). If you are issued with a security pass, please ensure you wear it at all times unless there is a H&S reason not to. E.G., rigging or any task that could cause injury to the neck if the pass was caught on something.

Health

If you feel unwell prior to your scheduled shift, kindly communicate as soon as possible with your immediate supervisor. As this extensive month-long event unfolds, it's crucial that we make every effort to prioritize the well-being of our entire staff.

Should you experience any health issues, refrain from coming on-site and promptly inform the production manager, seeking guidance from your local healthcare professional.

As a precautionary measure while on-site, we request all staff and crew to have a government-certified mask on hand. In most areas, this entails an FFP2 NR certified face mask (equivalent to N95 respirator masks in the US). It's important to note that wearing this mask is not currently mandatory.

Accidents

Please report any accidents to your supervisor who will complete any necessary paperwork. If any first aid is required, then this takes precedence and the designated first aiders should be located.

Dress Code

Please ensure that you are wearing appropriate safety clothing for the rig, as instructed by the Production Manager. Please wear black rigging trousers and black tops during the load-in and rigging process. (no branded clothing, no jeans, white trainers, or baseball caps). Black rigging shorts are acceptable.

Please be aware that this is a high-profile event, anyone who is working 'event operations and hostess' during the live show **MUST** wear smart blacks or a suit (No logo's on clothing). Please remember to iron your clothes and polish your shoes.

Crew and Staff Catering

All crew and staff members will receive meals, including a light breakfast, lunch, or dinner according to your work schedule. Additionally, water will be readily available.

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Code of Conduct

Expectations

- Please be punctual and ensure you arrive at the venue at the proper start time as arranged by the Production Manager.
- While working on-site please be attentive at all times. We ask that you do not look at your phone, iPad, laptop, or book while working on the event sessions.
- Please be aware of your surroundings and the people who might be observing you. Be polite, visible, accessible, and approachable always.
- Smoking is not permitted inside or directly outside the front of the premises. The Production Manager will indicate the designated area.
- Please be aware that you are working in front of our clients and any lewd or offensive behaviour or language will not be tolerated.
- Please comply with all instructions relating to health and safety and security procedures and follow all the health and safety codes of practice relevant to your work.
- The use of alcohol and recreational drugs is not permitted at any time. Anyone under the influence will be removed from site.
- Please seek permission from the Production Manager should you wish to post comments or images related to the event on any social media sites.

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High level timings and outline agenda

Date	Time	Action
05-Feb		Load-in and set up
Day 1		
06-Feb	09:00	Managers Meetings (breakout rooms)
	11:00	Rehearsals (ballroom)
	12:00	Registration opens for delegates
	13:00	Lunch and Networking for delegates (ballroom foyer)
	14:30	Live show commences (ballroom)
	16:30	Drumming workshop (drumming for 400+ people)
	17:30	Live show concludes
	19:00	Pre-dinner drinks (ballroom foyer)
	19:30	Casual dinner (ballroom)
	21:00	Games opens (ballroom foyer)
	23:00	Carriages
Day 2		
07-Feb	08:00	Crew arrive
	08:30	Rehearsals
	09:00	Live show commences (3 x plenary, followed by breakout sessions)
	17:30	Live show concluded
	19:00	Pre-dinner drinks (ballroom foyer)
	19:30	Gala dinner and awards night (ballroom)
	23:00	Carriages
Day 3		
08-Feb	08:00	Crew arrive
	08:30	Rehearsals
	09:00	Live show commences (breakout sessions)
	12:30	Live show concluded
	14:00	Pack down and Load-out