

## UKTI DSO SME SYMPOSIUM 2013

### WHEN?

Tuesday 14 May 2013.

### WHERE?

BIS Conference Centre, 1 Victoria Street, London, SW1H 0ET;  
<http://www.1victoriastreet.co.uk/>

### TIMING

Registration commences at 0830. The Symposium starts at 0915 and closes at 1650. A drinks reception will be held between 1700 and 1800.

### OBJECTIVE

To provide UK Small and Medium-Sized Enterprises with advice, information and support to increase their sales opportunities in the defence and security sectors at home and overseas.

### FORMAT

The symposium will be a mixture of plenary presentations and a range of more specific breakout sessions. You will not be able to attend all of the breakout sessions; you will however be able to select the three or four sessions of most relevance to your business.

Throughout the day we will be running an exhibition with stands manned by Defence & Security Prime Defence Contractors looking to work more closely with SMEs alongside a range of government services available to help your business grow through exports.

We are also creating a set of Engagement Villages for you to access on a drop-in basis in order to meet DSO regional marketing and Military officials, UKTI's regional teams of International Trade Advisers and representatives from defence/security Trade Associations.

We've maximised the time available for networking opportunities to allow SMEs to speak to DSO, UKTI and HMG officials, visit prime contractor exhibition standholders and the DSO Engagement Villages and network with like-minded SMEs.

An agenda is attached at **Annex 1**. This is work in progress at present and subject to change.

### COST

This event will be **free of charge** with a maximum limit of two delegates per company. However, if demand is particularly high we reserve the right to limit attendance to one delegate per company.

### WHAT DO I DO NOW?

At this stage, we want to begin compiling a database of all companies interested in attending the symposium; we also want to know which of our proposed breakout sessions would be of particular interest to you.

We have attached two forms to help us with this. **Annex 2** gives you the opportunity to let us know your preferred breakout sessions. This is for guidance only – you are not committed in any way at this stage – but your views will help us in the planning stages of the Symposium.

**Annex 3** collects the details we need from those who wish to attend. If you wish to attend please complete Annexes 2 and 3 and email to [sme.enquiries@ukti.gsi.gov.uk](mailto:sme.enquiries@ukti.gsi.gov.uk).

### **WHAT HAPPENS NEXT?**

Nearer the time we will contact you with an official invitation to the event along with joining instructions, which will provide you with more detailed information about the Symposium.

Please note the following:

- **Each company is limited to a maximum of TWO delegates.**
- **We want to know, without commitment, which of our breakout sessions interests you.**
- **Please register your interest to attend the Symposium as soon as possible to secure your invitation**

### **QUESTIONS**

Any queries about this event should be emailed to [SME.Enquiries@ukti.gsi.gov.uk](mailto:SME.Enquiries@ukti.gsi.gov.uk) with “SME Symposium 2013 Enquiry” in the subject line.

**UKTI Defence & Security Organisation SME Symposium**  
**Tuesday 14th May 2013**

*Venue: BIS Conference Centre, 1 Victoria Street, LONDON*

**NOTE: DRAFT PROGRAMME - SUBJECT TO CHANGE**

- 08:30 – 09:15 Registration and Exhibition
- 09:15 – 10:40 **Session 1**
- Welcome by Symposium Moderator  
Keynote Address  
SMEs Working with UKTI DSO  
Customer Perspective
- 10:40 – 11:00 -----**Coffee Break and Exhibition**-----
- 11:00 – 12:30 **Session 2**
- Breakout Sessions
- Working with UK Prime Defence Contractors.  
Export Licensing Demystified.  
UK Export Finance.  
UK Military Support & Services.  
Cyber Security.  
Industrial Engagement Policy.  
Disaster Relief.  
DSO Regional & Military Staff/UKTI Trade Team/Defence & Security Trade Association  
Engagement Villages running throughout.
- 12:30 – 14:00 -----**Lunch Break/Networking/Exhibition**-----
- 14:00 – 15:30 **Session 3**
- Breakout Sessions
- Working with UK Prime Defence Contractors.  
Export Licensing Demystified.  
UK Embassy / High Commission Support.  
UKTI DSO Market Analysis & Future Trends.  
Working with Offshore Primes Defence Contractors.  
DSO Regional & Military Staff/UKTI Trade Team/Defence & Security Trade Association  
Engagement Villages running throughout.
- 15:30 – 15:50 -----**Coffee Break and Exhibition**-----
- 15:50 – 16:50 **Session 4**
- FCO Representative  
SMEs Working Together – Collaborative Programmes  
Wider HMG Support  
Summary of the Day/Wash-up  
Close
- 17:00 – 18:00 **Drinks Reception**

**SME Symposium 2013 – Breakout Sessions Form.**

Please let us know if you are interested in attending any of the following planned talks:

**Breakout Session Talks:**

**Working with UK Prime Defence Contractors**

*Listen to UK Prime Defence Contractors explain how SMEs can better engage with them. Up to six different companies.*

YES  NO

**Export Licensing Demystified**

*The Export Control Organisation will explain the principles of Export Licensing and its importance to your business.*

YES  NO

**UK Export Finance**

*Hear about the latest government financial support and products aimed at SMEs.*

YES  NO

**UK Military Support & Services**

*Learn about the services and support offered by the UK Military's Export Support Team.*

YES  NO

**Cyber Security**

*Hear about the latest developments in the fast growing Cyber Security sector.*

YES  NO

**Industrial Engagement Policy**

*Find out about one of the most important government policies and what it means for you.*

YES  NO

**Disaster Relief**

*Hear how the government is responding to increased humanitarian aid & disaster relief requirements.*

YES  NO

**British Embassy / High Commission Support**

*Discover the support and services offered by UK Embassies and how to take advantage.*

YES  NO

**UKTI DSO Market Analysis & Future Trends**

*Listen to the Market Analysis Team explain how to get the latest, in-depth reporting to gain a competitive edge.*

YES  NO

**Working with Offshore Prime Defence Contractors**

*Find out what Offshore Prime Defence Contractors are looking for in SMEs and to better engage with them.*

YES  NO

Once completed, please email this form to [SME.Enquiries@ukti.gsi.gov.uk](mailto:SME.Enquiries@ukti.gsi.gov.uk)

**Thank you for registering your interest in the planned breakout sessions, your selections are without commitment and we will be in touch soon.**



**SME Symposium 2013 – Company Registration Form**

Name of Company: \_\_\_\_\_

Company Postal Address: \_\_\_\_\_

Company Website: \_\_\_\_\_

Nature of business: \_\_\_\_\_



Where did you hear about the SME Symposium 2013?

UKTI DSO     UKTI Regional Office     Trade Association/Industry Group  
(Please state which one):

Other source (Please state):



Name of Delegate 1: \_\_\_\_\_

Company Title of Delegate 1: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Would you like to receive details of other upcoming events and notices?  YES  NO



Name of Delegate 2: \_\_\_\_\_

Company Title of Delegate 2: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Would you like to receive details of other upcoming events and notices?  YES  NO

**Once completed, please email this form to *SME.Enquiries@ukti.gsi.gov.uk***

**Thank you for registering your interest and we will be in touch soon.**