



**MEET THE BUYER
NORTH**

Meet the Buyer North 2023 Tuesday 12th September

Event Information

The Music Hall, Aberdeen

#MeetTheBuyerNorth2023



The Event

We are looking forward to welcoming you to Meet the Buyer North 2023.

We kindly ask you to **read the following information carefully** to help you get the most out of the event.

Date:
**Tuesday 12th
September**

Location:
**The Music Hall
Aberdeen**

Event Time:
10:00 - 16:00

Event

Registration and Fast Track Entry will open at 10:00am on Tuesday 12th September.

Please note, with over 600 people to register for the day there may be times where there are long wait times at registration. We would ask you to bear with us as we check people in as quickly as possible.

To avoid delays follow the fast track instructions on pages 6 & 7.

Cancellation

Per the terms and conditions you agreed to on the SDP website, if you are unable to attend an event for any reason then please cancel via the link sent to you in the Event Confirmation email, login to the SDP website to manage your booking, or email info@sdpscotland.co.uk at least 48 hours before the event. Please note that failing to attend an event without cancelling your place 48 hours in advance may result in SDP charging you an administration fee.

The Event

Event Accessibility

Please ensure you noted any accessibility requirements on your registration form. If you have not, please contact mtb@speak.co.uk as soon as possible.

The Music Hall is accessible by wheelchair via the main entrance on Union Street. There is a ramp from street level to the main entrance. A state-of-the-art sesame lift to provide access to the foyer level. This can be self-operated, and staff are always on hand to assist.

Assistance animals are welcome.

Accessible parking spaces can be found at Golden Square and South Silver Street. Please ensure you have a blue badge. You can find further information including a map [here](#).

Venue Map



Conference
Presentations
(Big Sky
Studio)

Exhibition
(Auditorium)



Top tip
The afternoon is
less busy than
in the morning!

The Event

Catering

There will be cash catering available all day in the Coda Cafe Bar for delegates to purchase lunch and refreshments on the day.

Sessions

There will be presentations taking place throughout the day in the Big Sky Studio. Please see the [agenda on page 11](#) to plan your day.

Main Exhibition

From 10:00 to 16:00, you will be able to meet with exhibitors, view the stands and collect any materials that they have displayed.

Plan your trip and prepare for the day by visiting:

<https://www.sdpscotland.co.uk/events-mtbn-prepare/>

Wi-Fi

There is free Wi-Fi provided at the venue. The free Wi-Fi is intended for casual use to allow all event attendees to stay connected, check emails and access the web. To connect please select the **MH_PUBLIC** and the passcode is **SP@rk21!**

Filming & Photography

Filming of the presentations in the Big Sky Studio will be taking place throughout the day. There will also be a camera crew filming within the exhibition hall. During the event there will be a photographer taking photographs.

Social Media

We would encourage you to engage with our socials throughout the event. Please share your thoughts and experiences throughout the day using **#MeetTheBuyerNorth2023**

The Event

Accommodation

There are a variety of hotels near the venue, to suit every budget.

Please check various search engines for the best price. SDP and Speakeasy are not liable for any of your costs, particularly relating to accommodation or transportation.

Top Tips



Prepare an informal verbal introduction of your business and what you can provide or supply to the public sector



Consider which Buyers you wish to meet, visit their websites, read their contract procurement reports.



Prepare your contact information in advance!
Download this template to get you started.



Look at the confirmed **exhibitors for the day.** It can be found on the event App.



Fast Track Badges

This year we are introducing the use of Fast Track Badges. This is to ensure you have a quick and easy start to your Meet the Buyer North experience.

Example of the fast Track Badge is below.

AGENDA

- 10:30am** Welcome Address
- 10:40am** Doing business with ASPs
- 11:00am** Ministerial Address
- 11:10am** Supporting Scottish SME & Third Sector
- 11:30am** Procurement Q&A for SME and Third Sector
- 11:50am** Open Data: Scottish Government
- 12:15pm** How to Do Business with Balfour Beatty
- 12:45pm** Lunch & Exhibition
- 1:00pm** Aberdeen City Region Deal
- 1:20pm** Local Outcome Improvement Plan
- 1:40pm** Growing a Hydrogen Economy
- 2:00pm** Discover Your Perfect Match
- 2:30pm** Top Tips for Tendering
- 3:00pm** Tendering with NHS Grampian
- 3:30pm** Vote of Thanks and Close



NICOLE TAYLOR

SPEAKEASY PRODUCTIONS

Thank you to our partners



STEP 1: PRINT YOUR BADGE

Follow the below instructions prior to arriving at the event to ensure a quick and easy entry to Meet the Buyer North!

- STEP 1** PRINT THIS PAGE – THIS WILL ACT AS YOUR FAST TRACK BADGE
- STEP 2** DOWNLOAD THE EVENT APP BY SCANNING THE QR CODE →
- STEP 3** ENTER THE APP CODE 'MTBN2023' THEN YOUR UNIQUE APP PIN CODE LISTED AT THE BOTTOM OF

STEP 2: DOWNLOAD THE APP

Download the Meet the Buyer North Event App
Using the appropriate QR code below.



Google Play / Android



Apple / iOS

STEP 3

App Code: MTBN2023
Username: NICOLE TAYLOR
PIN: 1234



Recycle your Fast Track Badge, Holder and Lanyard at the end of the Event!

Fast Track Badges

There are three important steps you need to action PRIOR to arriving on the day. Failure to do so will result in delayed access to the event, and long queues at registration.

STEP 1 PRINT YOUR BADGE

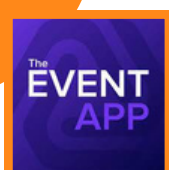


You will be emailed an A4 document prior to the event, as per the example on the previous page. THAT IS YOUR FAST TRACK BADGE.

Please PRINT that document out, it will act as your fast track badge on the day.

Remember to take it with you!

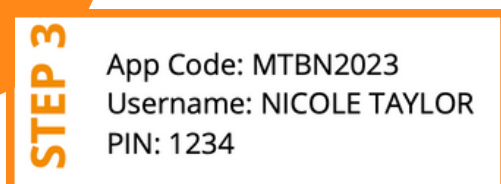
STEP 2 DOWNLOAD THE EVENT APP



Please scan the appropriate QR code on your Fast Track Badge to download the event App.

We use a container App, so once downloaded you will be asked to enter a code. Please enter the code **MTBN2023**. This can be found at the bottom right of your Fast Track Badge.

STEP 3 LOG INTO THE APP



Once you have entered the code you will be asked to log in.

Please use YOUR **credentials at the bottom right** of your Fast Track Badge to log in.

Fast Track Entry & Event Check In

You can skip the registration queue completely by using the Check-In function on the Event App. When you arrive at the event with your pre-printed Fast Track Badge and the Event App downloaded.



When you click this icon you will be asked to **scan a QR Code to check-in** for the event. These QR codes will be available around the venue entrance and at reception. Press 'Scan Now' at the bottom of your screen to proceed to the Event Check-In.



When you have checked-in at the event, make your way to the Fast Track station located outside the Coda Cafe to **collect your lanyard and badge holder** and enjoy the day!



Please recycle

Meet the Buyer North are dedicated to making a change within Scotland and request that all attendees hand their lanyards, badge holders and badges back to a member of the events team to be recycled. There will be dedicated recycling points set up where you can place your lanyard, badge holders and badges when you are leaving.

The Event App

We are excited to be introducing an event App to this years' Meet the Buyer North. The app is be available on all main platforms including IOS and Android. All delegates will be required to download the App for free and use it to manage their individual Meet the Buyer experience as well as connect with other attendees. All the event information will be at your fingertips including the exhibitor list, agenda, speaker details and floorplan.

App Features

Event Check-in*

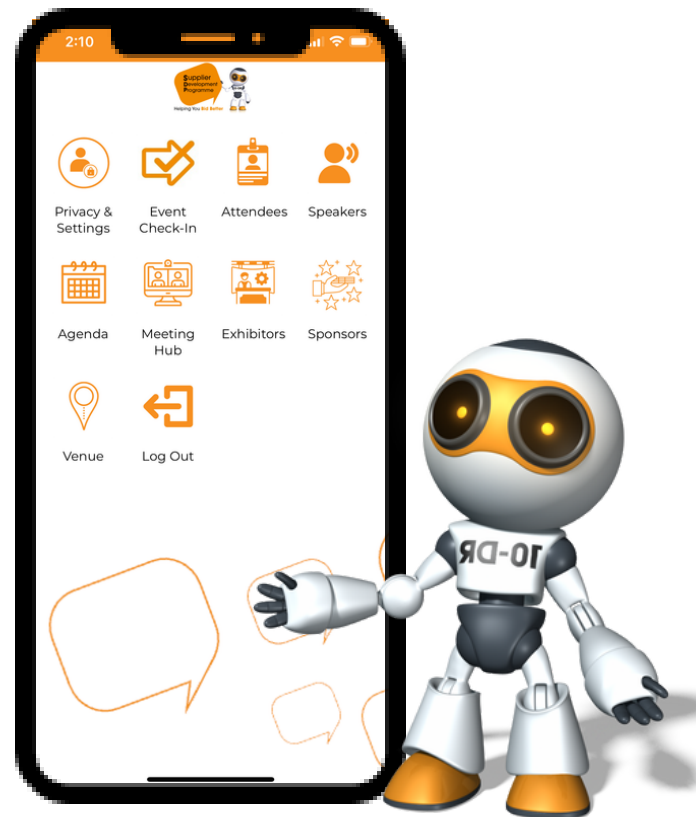
Exhibitor List

Presentation Agenda

Q&A function for sessions

Meeting hub

Venue details and directions



Give permissions for the App to access your Camera



*Event Check-in is only available to attendees with pre-printed FAST TRACK BADGES & APP access



Turn on Push Notifications for the App

Getting to the Event

The Music Hall is located at Union Street, Aberdeen, AB10 1QS | [View Location Map](#)

The Music Hall is located conveniently on Union Street in the heart of Aberdeen City, within a few minutes walk from the bus and train stations.



Aberdeen Train Station is a 5 minute walk from the Music Hall.

Please ensure that you check with your rail network provider to find out if your train will stop at Aberdeen Station.

For more information on the rail network within the UK, please visit [Scotrail](#), [East Coast](#), [National Rail](#) or [Trainline](#); a one-stop shop for train and coach travel.



The bus station has two entrances, Guild Street and Market Street. The station is connected to Union Square which itself is connected to the railway station.

Bus stops near Music Hall:

- Bridge Street - 3 min walk
- Crown Terrace - 5 min walk
- Union Terrace Gardens - 4 min walk
- St Nicholas Kirk - 4 min walk



Use public transport and plan ahead to avoid issues on the day.



The Music Hall is located in the heart of the city and within 10km (6 miles) of Aberdeen Airport.

For more information on which airlines and destinations connect to Edinburgh visit <https://www.aberdeenairport.com>

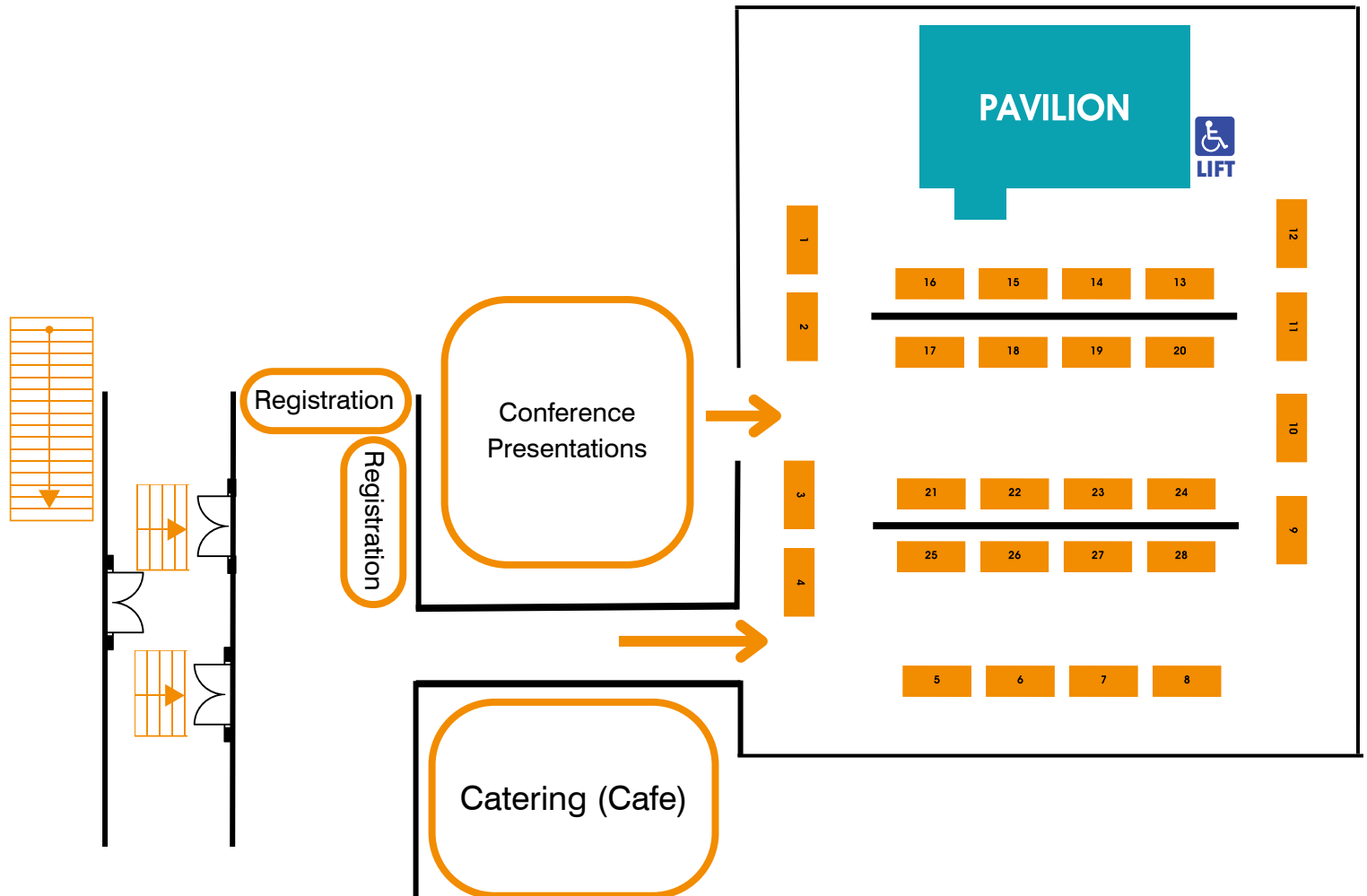


There is **parking within walking distance** on Golden Square behind the Music Hall. There is also parking available at the Bon Accord Centre, the Trinity Centre and the multi-storey car park on the corner of Huntley Street and Chapel Street.

Presentations

TIME	SESSION	
10:30AM	Welcome by the Supplier Development Programme Chair <i>Fiona Conti, Strategic Procurement Manager, Commercial & Procurement Shared Service. Councillor Christian Allard, Aberdeen SNP Council Group Leader.</i>	
10:40AM	Ministerial Address <i>Richard Lochhead MSP, Minister for Small Business, Innovation, Tourism and Trade</i>	
10:50AM	Aberdeen Shared Procurement Services: Doing business with Aberdeen City, Shire and Highland <i>Melanie Mackenzie, Strategic Commercial Manager, Commercial & Procurement Shared Service</i>	LIVE Q&A
11:10AM	Scottish Government: Commitment to supporting Scottish SME and the Third Sector <i>Nikki Archer, Deputy Director, Head of Procurement and Commercial Policy & Strategy, Scottish Government</i>	
11:30AM	Open discussion for SME and Third sector to ask questions on procurement <i>PANELISTS: Nikki Archer, Fiona Conti and Gillian Cameron</i>	LIVE Q&A
11:45AM	Hub North Scotland: Opportunities in Aberdeen and beyond <i>Ewen Fowlie, Operations Director, hub North Scotland</i>	
12:00PM	How to Do Business With Balfour Beatty <i>Balfour Beatty team with Live Q&A Session.</i>	LIVE Q&A
LUNCH AND EXHIBITION		
1:00PM	Aberdeen City Region Deal <i>Wendy Robertson, Aberdeen City Council</i>	
1:20PM	Local Outcome Improvement Plan - Aberdeen City Council <i>Allison Carrington, Chair of Aberdeen Prospers, SDS</i>	
1:40PM	Aberdeen Hydrogen Hub: Growing a Hydrogen Economy in the Aberdeen City Region <i>Kenzey Fordyce, Projects and Modifications Procurement Advisor, bp</i>	
2:00PM	Discover Your Perfect Match: Find Your Ideal Food & Drink Wholesaler <i>Colin Smith, Chief Executive, Scottish Wholesale Association</i>	
2:20PM	Supplier Development Programme: Top Tips for Tendering	
3:00PM	NHS Grampian <i>Jennifer Yeomans, Deputy Head of Procurement, NHS Grampian</i>	LIVE Q&A
3:20PM	Vote of Thanks and Close	

Exhibition Map



Exhibitors

PAVILION Commercial & Procurement Shared Services Scottish Government Supplier Development Programme PAVILION

- 1 - NHS Highland
- 2 - Northern Lighthouse Board
- 3 - Historic Environment Scotland
- 4 - Living Wage Scotland
- 5 - Scottish Wholesale Association
- 6 - Clark Contracts
- 7 - Constructionline
- 8 - Balfour Beatty Construction
- 9 - RJ McLeod Contractors Limited
- 10 - PfH Scotland
- 11 - hub North Scotland Limited
- 12 - The NetZeroToolkit by Edinburgh Science
- 13 - NatureScot
- 14 - Scottish Enterprise
- 15 - Scottish Procurement Alliance

- 16 - NHS Grampian
- 17 - Police Scotland
- 18 - Scottish Fire and Rescue Service
- 19 - Crown Commercial Service
- 20 - Business Gateway Aberdeen City and Shire
- 21 - Moray Council
- 22 - Scotland Excel
- 23 - Robertson Facilities Management
- 24 - Ogilvie Construction
- 25 - APUC Ltd
- 26 - University of Aberdeen
- 27 - Vattenfall Wind Power Ltd
- 28 - Energy Technology Partnership

Thank you to our partners





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