

CIPD Annual Conference & Exhibition 2022
November 9-10 2022
Manchester Central

The CIPD's Annual Conference & Exhibition is an important event in the Human Resources calendar – and a large number of HR professionals converge on Manchester to check out how technology can revolutionise both their departmental operation and HR's contribution to organisational performance.

With dozens of exhibitors to see and a jam-packed two-day programme of seminars to attend, it's always difficult for visitors to accomplish everything they set out to achieve. That's why **HRSoftwareFinder.com** has put together the **CIPD ACE 2022 Crib Sheet** for delegates to download, free, in advance of the event.

This checklist of recommendations outlines:

- Preparation that can be done before the show
- How to max your time and gather as much information that you can
- What to do next.

Available for [free download](#), the Crib Sheet is designed to make the best use of your time at this industry-leading exhibition. With so much to do in limited time, the risk of forgetting something or not asking the right questions is incredibly high.

All exhibitors at the HR Software Show are there to help, but there are some who will simply deliver a generic sales pitch of little value to HR professionals so to make your time at ACE count be specific in your queries, ask for tailored demonstrations and know your requirements inside

out before you arrive. And take the Crib Sheet with you, to tick points off as you go around.

[Click here to download HRSoftwareFinder's ACE Crib Sheet for free.](#)

SECTION 1 – PREPARATION

If you've not yet pre-registered to attend
<https://cipd-ace-2022.reg.buzz/>

Create a **Wish List** from the form below and use this to shortlist potential vendors at the show

Do your homework beforehand; see who is exhibiting and research vendors' websites.

Don't fall into the trap of trying to see every vendor as not every solution will be right for you.

Book demo time in advance – allow about 20 minutes for a first look. Popular vendors will find it difficult to accommodate booking time slots though, so make sure you see these suppliers early in the day before the exhibition hall becomes full of delegates.

If you are not local to Manchester Central, why not travel down the evening before? Train tickets can be much cheaper which helps to offset part of your accommodation costs, and you arrive fresh and early to make the most of your day.

SECTION 2 – AT THE EXHIBITION

Don't forget to pick up the exhibition guide! This has all the stand numbers in so you can easily find the vendors you shortlisted to see.

It can get hot in the exhibition hall and hard on the feet; dress comfortably and take something in which to carry product literature.

Take a break! Conferences can be tiring if you are trying to make the most of it. There are coffee bars, and food on site; so why not grab a sandwich and watch one of the showcase presentations – lunch and learn!

Keep this Crib Sheet with you as it has your wish list and review section, keeping all your notes in place!

Vendors' diaries fill up very quickly after the show, so if you want a follow-up demonstration at your preferred location, take your diary and book a date at the stand.

Look out for seminars presented by fellow HR professionals across the two days. Their advice and experiences can prove incredibly valuable, and they often supply white papers or briefing documents to take away with you.

SECTION 3 – LET'S GET STARTED!

Dates: Wednesday 5th November - 0900 - 1700 Thursday
6th November - 0900 - 1630 Address: Manchester Central,
Petersfield, Manchester, M2 3GX

Software Suppliers I plan to see:

Date	Supplier	Stand No	

Seminars I am attending:

Date	Time	Event	

My questions for suppliers

		Y	N
1	Are all the modules fully integrated?		
2	Modules Required		
	Core HR		
	Payroll		
	Learning & Development		
	Applicant Tracking		
3	Are the following functions present:		
	Absence		

	Auto Enrolment		
	Employee Engagement		
	Mobile App		
	Organisation Charts		
	Performance		
	Self Service		
	Talent Management		
	Workflow & Notifications		
4	Your Own Additional Requirements		

Technology allows software companies to offer flexibility to their clients. The wish list that you are building now will almost certainly evolve and change in the future, so check that the solutions you like can change with you

SECTION 4 – After the Exhibition

So now it's time to evaluate your wish list. How many solutions meet your needs, if any? Are you going to add to your wish list based on what you have seen at the show? Do you need to involve any colleagues in the next stages? When you are travelling from the Exhibition or get back to work, review the vendors you spoke to and decide if you want to have a follow up demonstration for a more personalised run through of the software.

We hope you found this helpful to kick-start your procurement journey. If you need any further advice, check our additional resources on the website at [HRSoftwareFinder.com](https://www.hrsoftwarefinder.com) or contact us at [info@HRSoftwareFinder.com](mailto:info@hrsoftwarefinder.com)