



KEY DATES & DEADLINES

Please note that the dates below may not necessarily apply to all sponsors; only to those who have purchased the relevant sponsorship opportunity.

DATE		INFORMATION
Friday	31 May	<ul style="list-style-type: none"> ✓ Satellite Symposium and Product Theatre programme submitted via the form available in the technical manual ✓ ESPEN logo use on documents submitted for approval <p>All submissions must be sent to: fleurange.bieri@wearemci.com</p>
Monday	17 June	<ul style="list-style-type: none"> ✓ Custom booths plans for space only stands (or stands higher than authorized height) submitted for approval to fleurange.bieri@wearemci.com and espen2024@fieramilanocongressi.it ✓ Final programme adverts must be sent to fleurange.bieri@wearemci.com for approval.
Friday	28 June	<ul style="list-style-type: none"> ✓ Company profile & Logo form submitted HERE ✓ Final programme adverts: print files sent to fleurange.bieri@wearemci.com ✓ Ensure that your staff is registered. Please contact EspenR@mci-group.com
Friday	9 August	<ul style="list-style-type: none"> ✓ E-drivers text and sending information provided to fleurange.bieri@wearemci.com and clarissa@kabloom-agency.com
Tuesday	20 August	<ul style="list-style-type: none"> ✓ Deadline for arrival of materials at Fairexx Germany Warehouse. !! refer to shipment guidelines for instructions and various deadlines depending on how shipment is made
		<ul style="list-style-type: none"> ✓ Push notifications: at least 2 weeks prior to the date/time of sending fleurange.bieri@wearemci.com