



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	22 May	✓ Satellite Symposium and Flash Symposium programme submitted via the form available in the technical manual
Friday	05 June	✓ ESPEN logo use on documents submitted for approval All submissions must be sent to: amel.benmabrouk@wearemci.com
Friday	19 June	<ul style="list-style-type: none"> ✓ Custom booths plans for space only stands submitted for approval to amel.benmabrouk@wearemci.com ✓ Final programme adverts must be sent to amel.benmabrouk@wearemci.com for approval. ✓ Ensure that your staff is registered. Please contact EspenR@mci-group.com
Friday	26 June	<ul style="list-style-type: none"> ✓ Company profile & Logo form submitted HERE ✓ Final programme adverts: print files sent to amel.benmabrouk@wearemci.com
Friday	07 August	✓ Deadline for standard rate for booth Catering orders – Catering Webshop
Tuesday	11 August	✓ Deadline for standard rate for Onsite Service orders – Webshop
Friday	14 August	<ul style="list-style-type: none"> ✓ E-drivers text and sending information provided to amel.benmabrouk@wearemci.com and clarissa@kabloom-agency.com ✓ Push notifications: at least 2 weeks prior to the date/time of sending amel.benmabrouk@wearemci.com
Friday	28 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. NO DELIVERY AT THE VENUE DIRECTLY