

**Chief Data & Analytics Officer**

**GERMANY** 6-7 June, 2023

# **SPONSOR GUIDE & UPCOMING DEADLINES**

## EXHIBIT / BOOTH DETAILS

Your exhibit will be in the Networking area of the Conference, where attendees will have their Breakfast, AM/PM Networking Breaks.

Provided at Exhibit Area (3m x2m booth):

- (1) standard table (180x60cm)
- (2) chairs
- Complimentary wifi
- (1) power strip

If you would like to rent monitors, etc. via the AV team, please reach out to Becca Britt and she will send your AV needs to the venue directly

## ACCESS SCHEDULE

### EXHIBIT / BOOTH SET-UP

DATE	TIME	SCHEDULE/NOTES
MONDAY, 5 JUNE	15:00 - 17:00	EXHIBITORS CAN ARRIVE TO SET UP THEIR SPACE FOR THE MAIN CONFERENCE. ALL STANDS MUST BE READY FOR ATTENDEE ARRIVAL AT 8:00 ON 6 JUNE

### EXHIBIT / BOOTH BREAKDOWN

DATE	TIME	SCHEDULE/NOTES
WEDNESDAY, 7 JUNE	14:00	EXHIBIT AREA CLOSES AT THE CONCLUSION OF THE EVENT
	16:00	ALL EXHIBITORS MUST BE PACKED UP AND CLEAR FROM THE SPACE.

Please note, you are responsible for setting up and breaking down of your own booth. We will have any shipped boxes waiting at your table.

# UPCOMING DEADLINES & DELIVERABLES

DATE	ACTION ITEM
8 MAY	<b>HOTEL RESERVATION CUT-OFF DATE</b> PLEASE MAKE YOUR TEAM'S HOTEL RESERVATION-BY EOB ON 8 MAY, 2023. THE GROUP RATE WILL NOT BE AVAILABLE AFTERWARDS AND RESERVATIONS WILL BE AT THE HOTEL'S DISCREPANCY AND AVAILABILITY. RESERVATION LINK IS IN SPONSOR PORTAL.
UPON CONTRACT SIGNING	<b>COMPANY OVERVIEW INFORMATION DUE</b> PLEASE HAVE YOUR COMPANY OVERVIEW INFORMATION DOCUMENT COMPLETED AND SENT TO PATRICIA.
22 MAY	<b>DELEGATE LIST RELEASED TO SPONSORS</b> CORINIUM MUST HAVE RECEIVED FULL PAYMENT OF SPONSOR
26 MAY	<b>SPONSOR PASSES REGISTRATION DEADLINE</b> LINK TO REGISTER YOUR PASSES IS IN THE SPONSOR PORTAL
30 MAY	<b>SPONSOR PRE-EVENT WEBINAR</b> BECCA WILL SEND A CALENDAR INVITE WITH THE LINK AND TIME. THIS IS A CHANCE FOR US TO REVIEW ANY OUTSTANDING ITEMS AND FOR YOU TO ASK ANY QUESTIONS YOU HAVE AHEAD OF YOUR TEAM GOING ONSITE
1 JUNE	<b>TRACKING NUMBERS DUE</b> IF YOU ARE SHIPPING ANY MATERIALS OR GIVEAWAYS FOR YOUR BUSINESS MEETINGS PLEASE SEND THE TRACKING NUMBERS TO BECCA SO SHE CAN HELP EXPEDITE PLACEMENT OF THEM AT YOUR BUSINESS MEETING SPACE
9 JUNE	<b>FINAL ATTENDEE LIST</b> LIST TO BE SENT FROM BECCA BY EOD

\*These dates are subject to change. If they do, you will be notified via email by Becca Britt and a new updated version of this document will be supplied.