

Global Pharmaceutical Regulatory Affairs Summit

Monday 23rd October – Wednesday 23rd, 2023

DoubleTree by Hilton, Brussels, Belgium

KEY DEADLINES & DATES

DUE DATE	DESCRIPTION	WHERE & WHAT TO SUBMIT
21 st August	Virtual Booth Demo	Join the demo session with our Digital Delivery Team to help you build your Virtual Showcase page.
28 th August	Logo (.eps format) & Company Name	Send via email to Jake.Masters@Informa.com.
18 th September	Pass Registration	Register your team via the Visit Connect Portal.
18 th September	Virtual Booth Build	Build your Virtual Booth prior with instructions available on the Sponsor Guide here.
9 th October	Health & Safety Declaration	Complete page 8 and return to Jake.Masters@Informa.com.
9 th October	Insurance Certificate	Email a copy of your company's insurance certificate for general/public liability to Jake.Masters@Informa.com.
9 th October	AV Order	Last day to order AV via ThreeSixty Events.
15 th October	Shipping: Delivery	Earliest delivery date is 1 week prior to event start. Delivery label is available here .
1 st November	Shipping: Collection	Latest collection date is 1 week after the event end.

QUICK LINKS

- Sponsor Guide: [Click Here](#)
- ALCHEMY Dashboard Guide: [Click Here](#)
- Lead Retrieval FAQ: [Click Here](#)
- Book Your Stay: [Click Here](#)
- Additional Passes: Contact Roshni Shah (Roshni.Shah@Informa.com)
- Floorplan: [Click Here](#)
- Share Your Attendance: [Click Here](#)