

HYBRID EVENT

# Global Pharmaceutical Regulatory Affairs Summit

Tuesday 22<sup>nd</sup> – Thursday 24<sup>th</sup> October, 2024  
Sheraton Brussels Airport Hotel, Brussels, Belgium

## Key Dates & Deadlines

DUE DATE	DESCRIPTION	WHERE & WHAT TO SUBMIT
26th August	Logo, Name & Profile	Send via email to Ally.Lear@Informa.com.
16th September	Pass Registration	Register your team via the Visit Connect Portal.
23rd September	Virtual Booth Build	Build you Virtual Booth prior with instructions available on the Sponsor Guide <a href="#">page here.</a>
7th October	Health & Safety Declaration	Complete <a href="#">page 17</a> and return to Ally.Lear@Informa.com.
7th October	Insurance Certificate	Email a copy of your company's insurance certificate for general/public liability to Ally.Lear@Informa.com.
7th October	AV Orders	Last day to <a href="#">order AV</a> via ThreeSixtyEvents.
7th October	Shipping: Delivery	Earliest date is 2 weeks prior to event start. Delivery label is <a href="#">here.</a>
1st November	Shipping: Collection	Latest collection date is 1 week after event end.

## Quick Links

- Sponsor guide: [Here](#)
- ALCHEMY Dashboard Guide: [Here](#)
- Lead Retrieval FAQ: [Here](#)
- Book Your Stay: [Here](#)
- Additional Passes: Contact Derek Tagliarino | +12126003433 | Derek.Tagliarino@informa.com
- Floorplan: [Here](#)
- Share Your Attendance: [Here](#)