

HYBRID EVENT
**MedTech
Summit**

Monday 10th June – Friday 14th June
DoubleTree by Hilton Brussels City

KEY DEADLINES & DATES

DUE DATE	DESCRIPTION	WHERE & WHAT TO SUBMIT
TBC	Virtual Booth Demo	Join a demo session with our Digital Delivery Team to help you build your Virtual Showcase page.
15 th April	Logo (.eps format) & Company Name	Send via email to Jake.Masters@Informa.com .
6 th May	Pass Registration	Register your team via the Visit Connect Portal. This link will be sent by Jake Masters to your email.
13 th May	Virtual Booth Build	Build your Virtual Booth prior with instructions available on the Sponsor Guide here .
20 th May	Health & Safety Declaration	Complete page 32 and return to Jake.Masters@Informa.com .
20 th May	Insurance Certificate	Email a copy of your company's insurance certificate for general/public liability to Jake.Masters@Informa.com . If you're unsure what this document is, please find the FAQ available here and a redacted example here .
27 th May	AV Order	Last day to order AV via ThreeSixty. Please contact directly to order (Jonathan Ruttley, 01923 202 212, info@threexityevents.co.uk)
2 nd June	Shipping: Delivery	Earliest delivery date is 1 week prior to event start. The venue's delivery label is available here .
21 st June	Shipping: Collection	Latest collection date after the event ends.

QUICK LINKS

- Exhibitor Manual: [Click Here](#)
- Virtual Booth Sponsor Guide: [Click Here](#)
- ALCHEMY Dashboard Guide: [Click Here](#)
- Lead Retrieval FAQ: [Click Here](#)
- Book Your Stay: [Click Here](#)
- Additional Passes: Contact Hanieh Ahmadian (Hanieh.Ahmadian@Informa.com)
- Share Your Attendance: [Click Here](#)