

# MedTech Summit

**16 - 20 June 2025**

Mercure Hotel MOA Berlin, Berlin, Germany

## **KEY DATES & DEADLINES**

If you have any questions, please read through the [Exhibitor Manual](#) carefully first, and then contact [Ally.lear@informa.com](mailto:Ally.lear@informa.com)

DUE DATE	ITEM	WHERE & WHAT TO SUBMIT
<b>ASAP</b>	Company Name, Logo & Profile	Send Via Email to <a href="mailto:Ally.Lear@informa.com">Ally.Lear@informa.com</a>
<b>Mon 5th May</b>	Pass Registration	Register your team via your unique link sent over email from <a href="mailto:Ally.Lear@informa.com">Ally.Lear@informa.com</a>
<b>Mon 26th May</b>	Health & Safety Declaration	Please sign <a href="#">page 17</a> and return to <a href="mailto:Ally.Lear@informa.com">Ally.Lear@informa.com</a>
<b>Mon 26th May</b>	Insurance Certificate	Send Via Email to <a href="mailto:Ally.Lear@informa.com">Ally.Lear@informa.com</a> ( <a href="#">FAQ</a> & <a href="#">Example</a> )
<b>Fri 30th May</b>	AV Orders	Please contact Frank Fischer <a href="mailto:ffi@moa.de">ffi@moa.de</a> to order
<b>Mon 9th June</b>	Shipping: Delivery	Earliest date to deliver to venue is 1 week prior. Delivery label <a href="#">here</a> .
<b>Fri 27th June</b>	Shipping: Collection	Latest date for collection is 1 week post. Please leave your shipment in the hall with returns label attached.

## **Quick Links**

- Sponsor Guide: [Here](#).
- Alchemy Dashboard Guide: [Here](#).
- Lead Retrieval FAQ: [Here](#).
- Book Your Stay: [Here](#).
- Passes Information: [Here](#).
- Floorplan: [Here](#).
- Share Your Attendance: [Here](#).