



2006 Exhibitor Ancillary Meetings & Exhibitor Functions

DEADLINE: 3 March 2006

The ISMRM has limited meeting space available at the Washington State Convention & Trade Center and has access to meeting space at the nearby hotels for ancillary meetings and exhibitor functions. Requests for meetings and social functions **must** be made through the ISMRM office in order to avoid conflicts with the ISMRM official program.

- Exhibitors are **required** to inform the ISMRM of all functions they are planning regardless of location or arrangements. Failure to do so will cause the forfeit of priority points.

MEETING POLICY: Ancillary meetings and exhibitor functions involving meeting attendees may only take place outside of the official Society meeting program. The ISMRM official program runs from 08:00 hrs. - 17:00 hrs. on Saturday 6 May; from 08:00 hrs. - 19:00 hrs. on Sunday 7 May; from 08:00 hrs. - 18:00 hrs. Monday through Thursday, 8 - 11 May; and from 08:00 hrs. - 12:30 hrs. on Friday, 12 May.

There will be an opening reception in the Exhibit Hall on the evening of Sunday, 7 May from 17:30 - 19:00 hours and a closing reception the evening of Thursday, 11 May. Exhibitors are strongly discouraged from holding events during these evenings as all delegates will be invited to these functions.

SPECIAL REQUESTS: Should you wish to ask for special consideration to host your meeting during the official ISMRM program, please submit your request in writing explaining who will be the attendees of your meeting. All special requests will be reviewed by the Program Committee Chairman. Requests for meeting space must be made through Katie Simmons, Director of Meetings.

DEADLINE: All requests for meeting space must be made in writing or submitted on the following form by 3 March 2006. Requests will be processed and confirmed on a first-come, first-served basis.

Should you have any questions, please contact:

Katie Simmons
Director of Meetings
katie@ismrm.org

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