



Melbourne  
AUSTRALIA

## 2012 Exhibitor

### Ancillary Meetings & Exhibitor Functions

DEADLINE: 17 February 2012

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. Advance notice is necessary for the ISMRM to place exhibitor meetings and functions in blocked hotels. There is no meeting space available at the Melbourne Convention Exhibition Centre for exhibitor meetings and functions that are not included in the official program.

- Requests for meetings and social functions **must** be made through the ISMRM office in order to avoid conflicts with the ISMRM official program.

**MEETING POLICY:** Ancillary meetings and exhibitor functions involving meeting attendees may only take place outside of the official Society meeting program.  
ISMRM official program hours:

Saturday, 5 May	08:00 hrs. - 17:00
Sunday, 6 May	08:00 hrs. - 19:15
Monday - Thursday, 7 – 10 May	08:00 hrs. - 18:00
Friday, 11 May	08:00 hrs. - 12:30

There will be an opening reception in the Exhibit Hall on the evening of Sunday, 6 May from 17:45 - 19:15 hours and a closing reception the evening of Thursday, 10 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 Sandra Daudlin, Director of Meetings.

**DEADLINE:** All requests for meeting space must be made in writing or submitted on the following form by 17 February 2012. **Requests will be processed and confirmed on a first-come, first-served basis.**

**Questions? Please contact:** Sandra Daudlin, Director of Meetings, Email: [sandra@ismrm.org](mailto:sandra@ismrm.org)  
Phone: +1 (510) 841-1899, Fax: +1 (510) 841-2340