## IMPORTANT DATES & DEADLINES

	2015
04 December	<ul> <li>Early Bird Exhibit Rate Deadline!</li> <li>Contract for Exhibit Space due with full payment</li> <li>Description of materials to be displayed at booth</li> </ul>
	2016
22 January	<ul> <li>Exhibit floor placement announcement</li> <li>Exhibit space cancellation deadline</li> </ul>
29 January	• Online Exhibitor Service Kit made available to all exhibitors who have paid in full
05 February	<ul> <li>Company profile for Guide to Exhibition is due</li> </ul>
12 February	<ul> <li>Floor Plans due (exceeding 9 sq. meters) due to Freeman</li> <li>Reserve your space for advertisement in the Guide to Technical &amp; Poster Exhibition</li> </ul>
19 February	<ul> <li>All function space requests are due</li> </ul>
26 February	<ul> <li>Proof of commercial liability insurance is due</li> </ul>
04 March	<ul> <li>Artwork for advertisement in the Guide to Technical &amp; Poster Exhibition is due</li> </ul>
11 March	<ul> <li>Exhibitor Badge Registration forms due</li> <li>Exhibitor Appointed Contractor (EAC) forms due to Freeman</li> </ul>
21 March	Housing Deadline
01 April	• Make sure you have booked your air travel through Star Alliance (See page 32)
06 May	<ul> <li>Exhibitor move-in</li> <li>Registration opens on-site at 14:00</li> </ul>
07–08 May	• SMRT 25 <sup>th</sup> Annual Meeting
07–13 May	• ISMRM 24 <sup>th</sup> Annual Meeting & Exhibition
08 May	Opening Reception
12 May	<ul> <li>Closing Party</li> <li>Exhibitor Dismantle, 16:30–23:59</li> </ul>
13 May	<ul> <li>Meeting Adjourned, 12:30</li> </ul>

Page 41

December 2015									
Su	м	т	W	Th	F	Sa			
		1	2	3	4	5			
6	7	8	9	10	11	12			
13	14	15	16	17	18	19			
20	21	22	23	24	25	26			
27	28	29	30	31					

January 2016									
Su	м	т	W	Th	F	Sa			
					1	2			
3	4	5	6	7	8	9			
10	11	12	13	14	15	16			
17	18	19	20	21	22	23			
24	25	26	27	28	29	30			

February 2016									
Su	м	т	W	Th	F	Sa			
	1	2	3	4	5	6			
7	8	9	10	11	12	13			
14	15	16	17	18	19	20			
21	22	23	24	25	26	27			
28	29								

March 2016									
Su	м	т	W	Th	F	Sa			
		1	2	3	4	5			
6	7	8	9	10	11	12			
13	14	15	16	17	18	19			
20	21	22	23	24	25	26			
27	28	29	30	31					

April 2016										
Su	м	т	W	Th	F	Sa				
					1	2				
3	4	5	6	7	8	9				
10	11	12	13	14	15	16				
17	18	19	20	21	22	23				
24	25	26	27	28	29	30				
31										

May 2016									
Su	м	т	W	Th	F	Sa			
1	2	3	4	5	6	7			
8	9	10	11	12	13	14			
15	16	17	18	19	20	21			
22	23	24	25	26	27	28			
29	30	31							