

HOSPITALITY & MEETING ROOMS

*P*lan Ancillary Events Early for Best Results!

Meetings

Meeting Rooms will not be available at the Suntec Singapore Convention & Exhibition Centre during the ISMRM Annual Meeting for exhibitor functions. All requests for meetings and social functions must be made through the ISMRM office in order to avoid conflicts with the official ISMRM program.

In general, functions will not be permitted during the following days and hours:

- Sunday, 08 May 2016
Opening Reception 17:45–19:15
- Monday -Wednesday, 09 –11 May 2016
07:00–18:00
- Thursday, 12 May 2016
07:00–22:00
- Friday, 13 May 2016
08:00–12:30



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*A*ttract Booth Traffic with Catering

All requests must be made in writing or submitted on the Function Space request form found in the Exhibitor Service Kit made available on Friday, 19 February 2016. Requests will be processed and confirmed on a first-come, first-served basis. If you wish to reserve a parlor or a suite in the hotel for a hospitality function, this is considered part of a sleeping room reservation and must be requested on the hotel booking form found in the 2016 Exhibitor Service Kit.

All exhibitors will be required to inform ISMRM of all functions they are planning regardless of the location or arrangements. Failure to notify the ISMRM of ancillary events will result in the forfeit of priority points. Any shuttle service activities being planned on the grounds of the Suntec Singapore Convention Centre must absolutely be reported to the ISMRM Director of Meetings.

Food and Beverage Service

The ISMRM will make arrangements for daily coffee and cafeteria services inside the exhibition hall if space allows. The ISMRM will permit exhibitors to have food service within their exhibits. It is required that all food services within the exhibits be provided by the Suntec Singapore Convention & Exhibition Centre as catering services are exclusive to the Suntec Singapore Convention & Exhibition Centre. Catering order forms will be provided in the Exhibitor Service Kit. Exhibitors are encouraged to consider this option as an excellent additional approach to attracting booth traffic.

Exhibitor Testimonial

"ISMRM is a great showcase for FEKO and the services we provide to the MRI and healthcare industry. It's an excellent networking opportunity with existing customers and prospective clients. The exhibition is extremely well organized."
— EM Solutions

