



## Deliverables – Preliminary Timetable\*

Action Item (Please refer to your signed contract)	Deadline	Contact Person
Staff Hotel Reservation	As soon as possible	Elda Hehle <a href="mailto:ehhle@kenes.com">ehhle@kenes.com</a>
Payment of Invoice Balance	Must be received in full one week prior to the Conference	Pazit Hochmitz <a href="mailto:phochmitz@kenes.com">phochmitz@kenes.com</a>
Company logo and profile	As early as possible and no later than Monday, 3 August	Via Exhibitor Portal <a href="https://exhibitorportal.kenes.com">https://exhibitorportal.kenes.com</a> Each supporter has received login details to access the Exhibitor's Portal.
Designed Booth Approval (For Space Only booths)	Monday, 31 August 2020	
Symposium Final Programme (for Scientific Committee approval)	Monday, 3 August 2020	
Promotional E-mail Blast (Exclusive)	Tuesday, 1 September 2020 <i>Content received after the deadline may be processed for an additional fee of € 500.</i>	
E-Advertisement in the <b>Mobile App</b>	Tuesday, 1 September 2020	
Text for Push Notifications	Monday, 7 September 2020	
Badge Scanner/ Lead Retrieval System	Monday, 5 October 2020	
Placing orders for Voting/Recording/ 'Ask the Speaker' and other Technology Products and Services	As early as possible and no later than Tuesday, <b>1 September 2020</b> <i>Orders received after the deadline will incur rush fees</i>	Emiliya Georgieva <a href="mailto:egeorgieva@kenes.com">egeorgieva@kenes.com</a>
AV – scheduling Tech rehearsal, placing orders for extra AV for the Sponsored Symposia and AV for Meeting rooms	Thursday, 1 October 2020	Mike Perchig <a href="mailto:nest@nest-av.com">nest@nest-av.com</a>

\*Subject to change