

CONFERENCES WITH BOOTH ONLY - LOCAL INFORMATION



No speakers/attendees sponsored, no accomodation, no hospitality, no contracts required

Topic:

Venue:

Date:

A: 5 MONTHS BEFORE THE EVENT

COMPLETION DATE ▼

Request congress sponsorship quote from conference events agency

Choose sponsorship items for example ad in the conference magazine, booth, symposium etc.

Choose most suitable booth space

Submit quote to IQVIA purchasing for PO

If standard Angels Backdrop Banners are not sufficient, brief booth building vendor

B: 4 MONTHS BEFORE THE EVENT

COMPLETION DATE ▼

Inform local BI about event

C: 2 MONTHS BEFORE THE EVENT

COMPLETION DATE ▼

Check if you have enough material (allow 6 weeks if new material has to be ordered)

Angels Banner / Booth / Videos

Angels Initiative Magazine

ESJ Newsletter insert

FeSS Brochure

Simulation Brochure

Awards Flyer

D: 1 WEEK BEFORE THE EVENT

COMPLETION DATE ▼

Prepare material

E: DAY BEFORE THE EVENT

COMPLETION DATE ▼

Test software or other tools used during meeting

Prepare material / booth / banners

F: EVENT DAY

COMPLETION DATE ▼

Take picture for Community page

G: EVENT FOLLOW UP

COMPLETION DATE ▼

Feedback on Basecamp / Community page

Save relevant documents in country specific folder on Sharepoint