

Geneva 🛟

12-15 September 2023

## **KEY DATES & DEADLINES**

## 3 July 2023

Company logo for official publication (in high res jpg or png)

Company advertisement for programme book (if ordered)

Space only stands for approval

## 26 July 2023

Orders for furniture, shell scheme, carpeting, banner and graphic display and AV to be placed via Mathys' online system.

Order forms for electricity, cleaning and telephony to be sent to john.lawlor@wearemci.com

NB: Service cannot be guaranteed for orders received after this date

16 August 2023

Sample of conference bag insert to be sent electronically to john.lawlor@mci-group.com

7 September 2023

Inserts for congress bags delivered to INTER EXPOLOGISTICS LTD.

11 September 2023 12:00 – 18:00 (heavy items) 12 September 2023 08:00 – 12:00 (heavy items) 12 September 2023 12:00 – 16:00 (light items only)

Exhibition build-up

## 12-15 September 2023

Tuesday 12 September 2023: Wednesday 13 September 2023: Thursday 14 September 2023: 18:15 - 20:00 (Welcome Reception) 10:00 - 17:00 10:00 - 17:00 Friday 15 September 2023:

08:30 - 12:00

15 September 14:00 – 18:30

Exhibition Dismantling