

# — Main Deadlines

## **Evening Symposia and Exhibition**

Submission of Evening Symposia programme and preferential choice of exhibition for major sponsors	November 30, 2007
Confirmation of major sponsors' exhibition space and Evening Symposia allocation	From end of January, 2008
Updated programme of Evening Symposia	January 30, 2008
Exhibition first 60 %payment for exhibition space	Within 30 days of receipt of invoice
Confirmation of exhibition space to all other exhibitors	From mid or end of February, 2008
Final detailed programme of Evening Symposia	April 3, 2008
Evening Symposia final payment	May 31, 2008
List of Exhibitors Guide details for <i>Final Programme</i>	May 31, 2008
Balance of 40 % payment for exhibition space	May 31, 2008
Free-built stand design plans to be submitted	June 9, 2008
Order forms for additional technical requirements <i>These forms will be contained in the Exhibition Service Kit, where specific deadline dates will be included</i>	July 8, 2008

## **Advertising Opportunities**

Advertisement in the <i>Advance Programme</i>	March 5, 2008
Pre-congress mailing – reservation deadline	May 1, 2008
Advertisement in <i>Final Programme</i>	June 18, 2008
Advertisement in <i>Buyers' Guide to Respiratory Care Products</i>	June 18, 2008
Insert in Congress bags (early bird fee)	June 27, 2008
Insert in Congress bags – reservation deadline	August 8, 2008

## **Registration**

Order forms for Exhibitor Active Participants and Exhibitor badges	July 8, 2008
Registration (early bird fee)	July 29, 2008
Last guaranteed date for hotel reservation via ERS Accommodation Organisers	July 31, 2008
Online press registration	July 31, 2008
Pre-registration deadline for the Congress	September 22, 2008

## **Abstracts and Practical Workshops**

Topic submission for Practical Workshops	December 15, 2007
Submission of abstracts online	February 21, 2008