



# ACUTE LEUKEMIAS XVII

Biology and Treatment Strategies

Munich, Germany, February 24 – February 27, 2019

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## Additional Room and Staff Requests for Side Meetings

(please note that all rooms required for side events which are part of the official program as all Meet-the-Professor-Session and Satellite Symposia are automatically included in the sponsoring agreement and have not to be ordered separately!)

### Room Requests for Additional Side Meetings or Press Events:

Corporate partners and non-profit organizations, participating in **ACUTE LEUKEMIAS XVII**, may apply to hold ancillary meetings, as e.g.

- staff meetings
- preparatory talks or discussions with invited speakers and chairmen of Satellite Symposia and Meet-the-Professor Sessions
- group meetings

However, all **ancillary meetings** underlie prior approval by the organizers of **ACUTE LEUKEMIAS XVII**.

**Please note** that the organizers of **ACUTE LEUKEMIAS XVII** will not allow any companies or organizations to schedule **educational meetings or sessions before or during the symposium which** have not been officially approved as **Satellite Symposia** or **Meet-the-Professor Sessions** in accordance with the policies and procedures for ancillary meetings during **ACUTE LEUKEMIAS XVII** or which are running parallel to the Main Sessions of **ACUTE LEUKEMIAS XVII**.

The Organizing Office of **ACUTE LEUKEMIAS XVII** will assign meeting space on a first-come, first-served basis.

All requests must be directed on the **official reply form “Space Rental – Side Events”** which can be found at [www.acute-leukemias.de](http://www.acute-leukemias.de) and must be sent to the **Organizing Office** at [info@acute-leukemias.de](mailto:info@acute-leukemias.de).

The **latest date** for requests for meeting rooms and function space is **Friday, February 17, 2019**.

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## Reply Order Form –

### ROOM and STAFF REQUEST

**Size of room / number of seats needed:**

20-50 seats (€ 150,00/hr)

50-100 seats (€ 200,00/hr)

100-250 seats (€ 250,00/hr)

**Technical equipment** (included in the above price): .....

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**Technical staff** (€ 80/hr): .....

**Additional staff (room preparation/distribution of flyers)** (€ 50/hr): .....

**Date / time** : .....

**Type of meeting**: .....

(• staff meetings • preparatory talks or discussions with invited speakers and chairmen of Satellite Symposia and Meet-the-Professor Sessions • group meetings)

**Company**: .....

Person in Charge (Complete Name and Title) .....

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**Email** (please type): .....

**Phone/Fax number**: .....

Remarks: .....

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Signature:

Date: .....