



ACUTE LEUKEMIAS XVII

Biology and Treatment Strategies

Munich, Germany, February 24 – February 27, 2019

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 and must be sent to the **Organizing Office** at 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: