

Preliminary Deadlines and Specs

Item	Deadline
Upload Company Profile and Logo via the Exhibitors portal	As soon as the contact is signed
Design for onsite space booth	6 weeks prior to the meeting
Orders for electricity, cleaning, etc.	TBA
K-lead app order	4 weeks prior to the meeting
Sending Session agenda	As soon as possible and no later than 6 weeks prior to the meeting
Placing orders for Voting/'Ask the Speaker' and other Technology Products and Services	6 weeks prior to the meeting
Advert in Mobile App	4 weeks prior to the meeting
Push notification in Virtual Platform	4 weeks prior to the meeting
Promotional E-mail Blast (Exclusive and Joint)	4 weeks prior to the meeting

[Preliminary Industry Guidelines and Specs](#)