

Speaker Programs Summit

EXHIBITOR MANUAL SUMMARY

Quick Links:

Metro Multimedia: [Audio Visual Order Form](#)

Encore: [Link For Power Coming Soon](#)

Accommodation: [The Logan Philadelphia](#)

[Exhibit Hall Floorplan](#)

[ConnectMe Sponsor Guide](#)

[Lead Retrieval FAQs](#)

Deadlines to Make Note of:

Due Date	Item	Where & What to Submit
ASAP	Review Event Schedule & Exhibitor Manual	Exhibitor Manual
ASAP	Company Logo (.EPS format)	Email to Meghan
January 14	ConnectMe Portal/App available for main sponsor POCs <i>ONLY</i> to add assets to their Virtual Booth	ConnectMe login will be your registered email, with a 4-digit pin sent to your email
February 3	ConnectMe Portal/App is LIVE. Appointment features and agenda are available	ConnectMe login will be your registered email, with a 4-digit pin sent to your email
February 11	ConnectMe Portal/App is LIVE. Virtual Booths are open for viewing	ConnectMe login will be your registered email, with a 4-digit pin sent to your email
February 14	Discount Deadline on Audio Visual Orders	Email Form to info@metromultimedia.com
February 24	Pass Registration Deadline	Visit Connect (individual link sent to you via email)
February 27	Earliest Delivery Date for Packages to the Hotels to the Hotel	Email to Meghan
February 27	Tracking Information for Booth Materials	Email to Meghan

Any questions, please reach out to Meghan.Gemmell@informa.com