

## Checklist

	Our deadlines	Your deadlines	Done
Preliminary program online	October 2023		
Opening of abstract submission		25 September 2023	<input type="checkbox"/>
Group registration opens for sponsors		15 November 2023	<input type="checkbox"/>
Deadline abstract submission		24 November 2023	<input type="checkbox"/>
Start of stand allocation	1 December 2023		
Mailing of stand permit with hall map and access to the online ordering system for ordering services and download the free exhibitor passes	February 2024		
Registration opens for delegates		1 February 2024	<input type="checkbox"/>
Acceptance of abstracts	23 February 2024		
Deadline for sending advertisement for program booklet		15 March 2024	<input type="checkbox"/>
Deadline for sending advertisement for conference proceedings		15 March 2024	<input type="checkbox"/>
Deadline for early registration for delegates		15 March 2024	<input type="checkbox"/>
Mailing of invoices for sponsorship	April 2024		
Deadline for technical orders and permit applications (15 % late surcharge when submitted less than 4 weeks prior to the start of the event)		7 April 2024	<input type="checkbox"/>
Deadline for regular registration		15 May 2024	<input type="checkbox"/>
Deadline for sending insertion in congress bags (Please mail to: Leipziger Messe GmbH, Zentrallager M2-7, Messe-Allee 1, 04356 Leipzig)		15 May 2024	<input type="checkbox"/>
Final program online	21 May 2024		
Stand construction	3 June, 7 a.m. to 4 June 2024, 1 p.m.		
Duration of congress	4 to 7 June 2024		
Opening times for exhibitors and stand personnel (during the trade fair)	7 a.m. to 7 p.m. (access only with valid exhibitor pass)		
Open to the general public (during the trade fair)	Tuesday, 4 June 2024, 1 p.m. to 7 p.m. Wednesday, 5 June 2024, 8 a.m. to 6 p.m. Thursday, 6 June 2024, 8 a.m. to 6 p.m. Friday, 7 June 2024, 8 a.m. to 1 p.m.		
Stand dismantling	7 June 2024, from 1 p.m. until 8 June 2024, 10 p.m. (non-stop) Leipziger Messe reserves the right to restrict access by car during the event to a period of one hour, subject to a deposit. In the event of this time limit being exceeded, Leipziger Messe will retain this deposit. On the final day of the trade fair no transport vehicles (including cars) may access the Exhibition Centre site until after 1:00 p.m.		