



## 2024 Exhibitor

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### Ancillary Meetings & Functions

**DEADLINE: 29 March 2024**

Due to limited space, meeting rooms will not be available at the Suntec Singapore Convention & Exhibition Centre during the Annual Meeting for exhibitor functions. All exhibitors will be required to inform ISMRM of any and all functions they are planning regardless of the location or arrangements by Friday, 29 March 2024. Failure to notify the ISMRM of ancillary events will result in the forfeit of priority points. Requests will be processed and confirmed on a first-come, first-served basis. If you wish to reserve a parlor or a suite in the hotel for a hospitality function, this is considered part of a sleeping room reservation and must be requested on the CHM hotel booking link found in the 2024 Exhibitor Service Kit.

Any shuttle service activities being planned on the grounds of the Suntec Singapore Convention & Exhibition Centre must absolutely be reported to the ISMRM Director of Meetings. Email Jennifer Clark ([jennifer@ismrm.org](mailto:jennifer@ismrm.org)) +1 (510) 841-1899

- Requests for meetings and social functions outside of Suntec Singapore Convention & Exhibition Centre **must** be made in writing to Jennifer Clark, Director of Meetings ([jennifer@ismrm.org](mailto:jennifer@ismrm.org)) in order to avoid conflicts with the ISMRM official program.

**MEETING POLICY:** Ancillary meetings and exhibitor functions involving meeting attendees may only take place outside of the official Society meeting program.  
ISMRM official program hours (subject to change):

Saturday, 04 May	08:00 – 17:00
Sunday, 05 May	07:45 – 20:00
Monday, 06 May	07:00 - 18:00
Tuesday, 07 May	07:00 – 17:45
Wednesday, 08 May	07:00 – 17:45
Thursday, 09 May	07:00 - 21:30

There will be an opening reception in the Exhibit Hall on the evening of Sunday, 05 May 2024 from 18:30-20:00 and events may be held after the Opening Reception has ended. Exhibitors are not permitted to hold any events on Thursday, 09 May 2024 as attendees will be invited to the ISMRM Closing Party directly after the official program hours.

**SPECIAL REQUESTS:** Should you wish to ask for special consideration to host your meeting during the official program, although highly discouraged, please submit your request in writing explaining how many and who will be the attendees of your meeting. All special requests will be reviewed by the Program Committee Chair. Requests for consideration must be made through Jennifer Clark, Director of Meetings.

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