

PROCEDURES FOR SHIPPING OF BAG INSERTS AND FLYERS

1. General Instructions

Materials to be included in the conference bags, or to be handed out as fliers, will be recaptured at the venue on the day prior to the set-up of the conference. This will be on Thursday Sept. 6th, between 9 AM and 6 PM. The venue may choose not to receive any materials sent to them prior to this date.

The organization is not held responsible for the handling of materials that are sent outside of the allotted time. Should you have any special needs regarding the shipping of your materials, please contact iportela@fase20.com to avoid inconveniences.

2. Amount of Material

*Please keep in mind that all materials provided should be estimated for **200 delegates**.*

3. All materials should be labelled the following way:

- Conference Name: XI ISIN Conference on Immunonutrition
- Dates: Sept 10th-12th, 2018.
- Nº of Boxes: __ out of __.
- From (please include full name, company, and contact number)
- Booth number:

4. The address to which all materials should be sent is:

FAO: James Currington
Room TMG-13
London Metropolitan University
166-220 Holloway Road
London N7 8DB