

Satellite Meeting and Event Guidelines:

The Micronutrient Forum realizes the value of networking and the opportunity to share information outside the official conference events. In our efforts to partner with you and provide value for your investment, the Micronutrient Forum Secretariat is tracking all events held in conjunction with the Micronutrient Forum. We will also use this process to help you secure the venue for your event.

Anyone involved in a Satellite Event agrees to:

- Submit a tracking form for the event and obtain approval from the Micronutrient Forum Secretariat.
- Schedule events during a timeframe that does not conflict with official conference related activities (see grid below).

Timeframe for hosting Satellite Events:

The below chart shows the times during the Forum when satellite meetings would not conflict with official Forum events.

Monday, 16 April	Tuesday, 17 April	Wednesday, 18 April
0600 – 0830	0600 – 0830	0600 – 0830
1230 – 1430	1230 – 1400	1230 – 1430
	1800 – 2100	1800 – 2100

Unrestricted times:

Pre-forum: Wednesday, 11 April – Sunday, 15 April

Post-forum: Thursday, 19 April – Saturday, 21 April

Where can Satellite Events be held?

It is preferred that all Satellite Events be held at hotels in the Micronutrient Forum hotel room blocks. We ask that you coordinate your event through us so we can guide you to the venues that will best accomplish your goals. In the event you prefer another off-site venue, we ask that you complete the form so we can track events not part of the official meeting.

IMPORTANT!!

The Micronutrient Forum is not responsible for any contractual agreements made by event organizers.

What is the Process?

1. Download the Satellite Event Request/Tracking Form and submit to the Micronutrient Forum Secretariat as soon as possible and **no later than 1 March 2007**.
2. E-mail or fax completed form to:
Ms. Diane Dalisera, CMP
Micronutrient Forum Secretariat
ILSI Research Foundation
Fax: 202-659-3617, Email: ddalisera@ilsil.org
3. Obtain approval from the Secretariat to hold the event (approval generally takes 10 business days).
4. Once approval has been received, you may proceed with booking your event. Should your event be held in a conference hotel, Diane will have the hotel contact you. If you wish to hold the event in another facility, Diane can have the preferred local conference organizers, Tour Select, contact you to assist with venue selection and meeting organization.